

2009



**Contact Information  
Building Emergency Coordinators**

<b>Emergency Coordinator</b>	<b>Title</b>	<b>Campus Address</b>	<b>Phone Number</b>	<b>Dep.</b>	<b>E-mail Address</b>

## RECORD OF CHANGES

CHANGE NUMBER	SUBJECT OR PAGE NUMBER	ENTERED BY	DATE ENTERED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

# Table of Contents

TABLE OF CONTENTS .....	4
BUILDING EMERGENCY ACTION PLAN (BEAP) .....	5

## Building Name

### **BUILDING EMERGENCY ACTION PLAN (BEAP)**

The Building Emergency Action Plan is a building-specific plan that is tailored to each unique building. The plan carefully describes the procedures to follow in a variety of emergencies. The plan also describes building emergency evacuation procedures, command structure, as well as locations where the plan is located in the specific building. While building occupants should be familiar with the plan, building emergency coordinators will review and update the BEAP as necessary.

Copies of each Building Emergency Action Plan and the University Emergency Operations Plan are maintained in the Office of the Vice President for Administrative Services.

*This plan is intended to serve as a guide for students, employees, and visitors to provide basic planning, mitigation, response, and recovery information to reduce the impact of an emergency.*

## EAA Location

Describe the Emergency Assembly Area location here.

## Departments

List all departments with employees in your building.

<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>

## Critical Operations

In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>

## Immediate Emergency Notification

In a life-threatening emergency, dial **911**.

## EMERGENCY NUMBERS

Department Phone Number	<a href="#">Insert your contact number here</a>
Fire	<b>911</b>
OPS	<b>911</b> (non-emergency 298-1949)
Ambulance	<b>911</b>
Physical Plant	298-1834
After 4:30 PM call OPS	298-1949
Building Emergency Contacts	<a href="#">Insert your contact number here</a>
Emergency Coordinator	<a href="#">Insert your contact number here</a>
Alternative Emergency Coordinator	<a href="#">Insert your contact number here</a>

## **Building Safety Systems**

**Building Name**, located on the Western Illinois University Macomb campus, has the following safety systems:

**Insert your Building Alarm information here.**

Locate the emergency equipment in your area and know how to use it.

**Alarms** – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the Office of Public Safety.

**Automatic Sprinkler System** – This will begin the extinguishment of the fire and immediately send an alarm to OPS. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the a5.6(ern Illinois Univ6eadm7rdamor bp0.6239 -1.153 TSs97 Tc.000iiwus )JTJTryom be 0 10a

# **Building Emergency Evacuation Plan**

## **Purpose and Objectives**

Potential emergencies at **Building Name**, such as fire, explosion, spill, chemical releases and



# **Building Emergency Evacuation Plan**

## **Evacuation Procedures for Disabled Building Occupants**

It is important to have a plan for evacuating a building regardless of an individual's physical condition. In the event that a building occupant has a disability, either temporary or permanent, that limits their ability to easily use the built environment, the following guidelines can be used during an evacuation procedure:

- If a building occupant is unable to exit the building using the stairs, he or she should go to an Area of Safe Refuge to wait for assistance.
- Be sure to keep clear pathways for access to proper handicap accessible exits.
- Depending on the circumstances, building occupants with mobility impairments may be able to use elevators to exit the building if so instructed.
- If requested, assist visually impaired people with exiting the building.

# Hazard-Specific Procedures

## **Hazard-Specific Procedures**

5. **Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.**
6. **Do not use elevators in case of fire.**
7. Once outside, move to a clear area at least 150 yards away from the affected building.



## **Hazard-Specific Procedures**

### **Choking**

- Check victim's mouth and clear of foreign matter.
- Use abdominal thrusts if trained to do so.

### **Fainting, Unconsciousness and Shock**

- Have the victim lie or sit down and rest.

### **Heart Attack**

- Place victim lying down on back.
- Give resuscitation or CPR as necessary.

### **Burns, Thermal and Chemical**

- Flood chemical burn with cool water.
- Cover burn with dry bandage.
- Keep victim comfortable.

### **Fractures and Sprains**

- Keep injured area immobile.

### **Severe Bleeding and Wounds**

- Apply direct pressure on wound (until help arrives) using a clean cloth or hand.

## **Hazard-Specific Procedures**

6. Notification of a student's removal from class shall also be sent to the Council on Admission, Graduation and Academic Standards.
7. When a student has been removed from a class, the instructor shall assign the letter grade that is judged appropriate.

It is understood that the normal academic functions in a class may be disruptive or impaired by the actions of a student in or out of the classroom.

*(Official University*

## Hazard-Specific Procedures

### Utility Failure

1. In the event an electrical failure occurs during regular working hours, notify the Physical Plant at 298-1834. After hours call the Office of Public Safety at 298-1949.
2. If there is danger to the building occupants, call **911**.
3. **Notify emergency personnel of persons with disabilities who are in the building.**
4. **Do not use elevators in case of fire.**
5. Once outside, move to emergency assembly point or another clear area at least 150 yards from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
6. If requested, assist emergency personnel.
7. Do not return to an evacuated building unless directed to do so by OPS.

**Electrical/Light Failure:** At present not all buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. Departments should have flashlights available.

**Elevator Failure:** If you are trapped in an elevator, activate the elevator alarm and/or use the emergency telephone to notify the Office of Public Safety or call **911**. Never attempt to exit an elevator stopped between floors.

**Plumbing Failure/Flooding:** Cease the use of all electrical equipment. Notify the Physical Plant at 298-1834. If necessary, vacate the area. After 4:30 p.m. call OPS at 298-1949

**Serious Gas Leak:** Vacate the area. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion! Notify the Office of Public Safety at **911**. Do not smoke, light matches, or use of a lighter.

**Steam Line Failure:** Notify the Physical Plant at 298-1834. After 4:30 p.m. call 298-1949. If  
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## Hazard-Specific Procedures

5. Do not allow anybody to disturb the crime scene.
6. Lock all valuables.
7. Notify superior.
8. Write down all observations.
9. Cooperate with the police.
10. Do not discuss anything with the news media, unless directed to do so by University Relations or other University official.

### Assault

#### **Safety at the Office**

1. Do not give out personal information while at work.
2. If working after hours, be sure the door of the building locks behind you upon entering and leaving.
3. Keep your office door locked, inform OPS at 298-1949 of your presence in your office.
4. Do not inform others that you are alone. If you have an active order of protection, notify OPS.

#### **Safety in the Car**

1. Park in well lit areas and have your key ready to unlock your vehicle.
2. You may wish to carry a cellular phone in your vehicle. While a cell phone cannot protect you, it can be useful for notifying the authorities.
3. Check your back seat before getting in to make sure no one is hiding there.
4. **Keep doors locked at all times.** If your car breaks down, raise the hood, put on emergency lights, and lock doors. Wait for someone to stop (stay in your locked car), and ask them to call the police or tow service or use your cellular phone to request assistance.

#### **If You Are the Victim of a Sexual Assault:**

1. Look for situations that you can exploit to your advantage. Your primary objective should be to survive the attack and avoid serious injury to yourself.
2. Take notice of the characteristics of your assailant including his habits, surroundings, contacts, speech and mannerisms. This information is important for the police in trying to apprehend the criminal.
3. Call **911**.
4. If you have been raped, do not shower, bathe, douche, or destroy any clothes you were wearing. Do not disturb the area where the assault occurred. If you change clothes, put clothes in a paper bag and take them to the hospital or police station for evidence. It is best not to change clothes. **Seek medical help.** Be sure to get medical attention for injuries and tests for sexually transmitted diseases and pregnancy.

## Hazard-Specific Procedures

### **Sexual Assault Assistance**

- Office of Public Safety..... **911** or 298-1949
- Beu Health Center .....298-1888
- Western Illinois Regional Council Sexual Assault Program (24 hours).....309/837-5555

### **Explosion, Aircraft Crash or Similar Incident**

1. Immediately take cover under tables, desks or anything that will give protection from falling glass and debris.
2. After the effects of the incident have subsided, call **911**. Give your name, describe the location, and describe the nature of the emergency.
3. Notify emergency personnel of persons with disabilities who are in the building and are not able to evacuate.
4. Do not use elevators in case of fire.
5. Once outside, move to the emergency assembly area or another clear area at least 150 yards from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an

## **Hazard-Specific Procedures**

6.

## **Hazard-Specific Procedures**

9. **DO NOT** approach police officers as they attempt to locate the threat. Follow all

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# Appendix A

## BOMB THREAT CHECK SHEET

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Questions to ask:

1. When is bomb going to explode? \_\_\_\_\_

2. Where is the bomb? \_\_\_\_\_

3. What does it look like? \_\_\_\_\_

4. What kind of bomb is it? \_\_\_\_\_

5. What will cause it to explode? \_\_\_\_\_

6. Did you place the bomb? \_\_\_\_\_

7. Why? \_\_\_\_\_

8. Where are you calling from? \_\_\_\_\_

9. What is your address? \_\_\_\_\_

10. What is your name? \_\_\_\_\_

Caller's voice: (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number phone call was received at: \_\_\_\_\_

Date: \_\_\_\_\_

**Report the bomb threat call immediately to 911.**



## Appendix B