

PURDUE UNIVERSITY[®] FORT WAYNE

BUILDING EMERGENCY PLAN

Building Name: _____

Date Revised: _____

Version # _____

Prepared By: _____

Table of Contents

QUICK REFERENCE SUMMARY

SECTION 1: User Items

- 1.1 Emergency Contact Information
- 1.2 Non-emergency Contact Numbers
- 1.3 Automatic External Defibrillator (AED) Locations
- 1.4 Response to Alarms
- 1.5 Building specific Evacuation Procedures
- 1.6 Building specific Emergency Assembly Location

SECTION 2: Building Information

- 2.1 Building Description
- 2.2 Building Departments
- 2.3 Building Critical Operations
- 2.4 Building Alarm (s)
- 2.5 Building Safety Committee



QUICK REFERENCE SUMMARY

Building Deputy Name: _____

Phone # _____

Evacuation Emergency Assembly Areas (***fire alarm***):

Shelter in Place requirement for a ***tornado warning***:

Shelter in Place requirement for a ***civil disturbance such as a shooting***:

If one cannot get away, shelter in a room that is securable preferably without windows.

Use the "Get Ready...Get Set...Go" chart to provide options based on situational awareness.

Shelter in Place requirement for a ***major hazardous materials release***:

shelter in nearest building or classroom, shutting any open doors and windows.

NOTE: In-depth information, procedures, and considerations are detailed on the following pages. This summary provides the evacuation and shelter locations for various incidents. Everyone should read and understand the entire BEP at least once per year. Please contact the Emergency Preparedness Office at 481-5493 if you have any questions.

1.4 Response to Alarms:

REMEMBER, WHEN YOU HEAR:

- ALL HAZARDS OUTDOOR WARNING SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility
- FIRE ALARMS immediately **evacuate** the building and move to a safe location

If you are outdoors and hear a siren, go indoors. If you are indoors and hear a siren go outdoors.

In both cases, you should seek additional clarifying information by all possible means...text, Twitter, email, Purdue Fort Wayne Homepage, TV, radio, etc.

A) **Building Specific Shelter in Place Procedures and Locations:**

- 1) Shelter in place procedures must take into account any specific building and occupant needs.
 - (i) ***Recommend you describe your shelter in place locations and procedures for a tornado warning, life threatening incident such as a shooting, and a major hazardous materials release.***
 - (ii) Describe your building specific shelter in place procedures here:

- 2) If you are directed to shelter in place, but you are unaware of the specific reason, proceed to the lowest level of the building but continue to seek additional information by all possible means to determine the type of incident.
- (i) **Once you have determined the type of emergency, follow the below chart if there are no building specific procedures:**

EMERGENCY	EMERGENCY ASSEMBLY AREA (EAA)— SHELTER IN PLACE
Weather-Related—Tornado Warning	Basement corridors, basement offices, basement restrooms Or the lowest level of the building (stay away from windows and doors)
Civil Disturbance—active shooter	Seek a safe location, preferably a room without windows that can be locked or secured by barriers.
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.

1.5 Building Specific Evacuation Procedures

Evacuation procedures must take into account any specific building and occupant needs. *(Add maps, exit routes, other steps, actions, or precautions specific to your building or work area.)*

Add your building specific evacuation procedures here.

1.6 Emergency Assembly Area Location

(after you have evacuated your building)

- A) Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel.
- 1) Designated locations for each building can be found in the Emergency Handbook beginning on page 135.
 - 2) Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct.
 - 3) ***The Building Deputy or representative should provide first responder personnel as much information as you know. Provide this information to the nearest public safety official as soon as possible.***
 - 4) Primary location should be ***outside***, in an area away from the building. Describe the EAA location and your accounting procedures here:
-
- 5) Secondary location should be ***inside a nearby building*** in case of inclement weather. Describe the EAA location and your accounting procedures here (Use a different font color or bold the information):

