

UNIVERSITY OF CENTRAL ARKANSAS

PHYSICAL PLANT

BUILDING EMERGENCY PLAN

# What is the Building Emergency Plan? (BEP)

- The building emergency plan is a way for your department/division to plan for potential emergencies
- This can include small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, tornados, active shooter, or an earthquake

# Why develop a BEP?

- Building Emergency Plans are an integral part of the Campus Emergency Management Plan
- It is imperative that we have BEP's to insure that we comply with the Clery Act
- Building Emergency Plans let employees know how to handle different emergency situations to ensure that everything is handled smoothly during a time of crisis

# What is the Clery Act?

## Definition

- The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses

## Compliance

- Building Emergency Plan's help to ensure that all employees and students are aware of how to react when criminal activity takes place on campus

# Introduction to Physical Plant BEP

## PHYSICAL PLANT FACTS

- Built in 1983
- 42,689 Square Feet
- One-story steel structure with commercial metal siding



# Emergency Assembly Area (EEA)

- The Emergency Assembly Area is a specific area designated for everyone to congregate in the event of an evacuation
- This is very important because it allows the Building Emergency Team to make sure that everyone is accounted for
- The Physical Plant EEA is located in the grassy area west of the Physical Plant

# Emergency Assembly Area

PHYSICAL PLANT  
EMERGENCY ASSEMBLY AREA (EEA)



# Building Emergency Team

- The Building Emergency Team consists of individuals from each department within the Physical Plant
- Their job is to insure that everyone in their area evacuate properly and receive any necessary information

## **EMERGENCY TEAM MEMBERS**

- Larry Lawrence
- Terry Starnes
- Velton Daves
- Jim Beatty
- Kevin Carter
- Russ Hooper
- Ken Schulte
- Jason Steele
- Tim Decker
- Chris Knight



# Emergency Notification Methods

## Outdoor Warning System

- This is an outdoor tone-alert/public address system designed to alert persons outside of campus buildings of an emergency situation on campus

## UCAAlert Mass Notification System

- This is a mass notification system designed to send messages via SMS text, voice, or e-mail to all faculty, staff, and students.
- This system may also be used by university departments for emergency call back lists during minor emergencies

# Evacuation Procedures

- Upon activation of the building fire alarm system or verbal command by emergency personnel to evacuate a building:
  - All personnel shall evacuate the building immediately
  - All personnel should make advanced planning to learn where the exits are located
- \*See Emergency Assembly Area map for suggested evacuation routes

# Evacuation Procedures Con't

- If for some reason you are unable to evacuate the building, you should take refuge in a safe area and wait for assistance
- During the evacuation process, it is the duty and responsibility of all university employees to look for any person who may need assistance and to notify emergency personnel outside the building

# Procedures Specific to the Physical Plant

- During the event of a tornado, it is recommended that Physical Plant employees evacuate to the Student Health building across the street, basement of Wingo, or if in the field, take shelter in the nearest building
- If time does not allow evacuation to another building the following “shelter in place” options are available:
- Grounds and Motor pool employees should take refuge in the oil pit, as well as in Mike Murphy’s office
- Offices on the west half of the building should take refuge in rooms 7, 14, 16, 18, and 22. These offices are occupied by Tina Strickland, Gus Hickey, Rick Anthony, and the restrooms on the interior of the compound.

# Shelter In Place

- To “shelter in place” means to seek refuge in a small interior room that, if possible, has no or few windows.
- It does not mean to seal off your entire building



# FIRES

- Call 911 to provide details of the situation
- Evacuate the building and proceed the Emergency Assembly Area
- Move away from fire and smoke
- Touch closed doors. Do not open a door if it is hot



# TORNADO

- If time allows, evacuate the Physical Plant to Student Health, or Wingo Basement
- Take shelter in interior rooms (see slide 12 for specific locations)
- Move as quickly as possible
- DO NOT PANIC



# HAZARDOUS MATERIALS

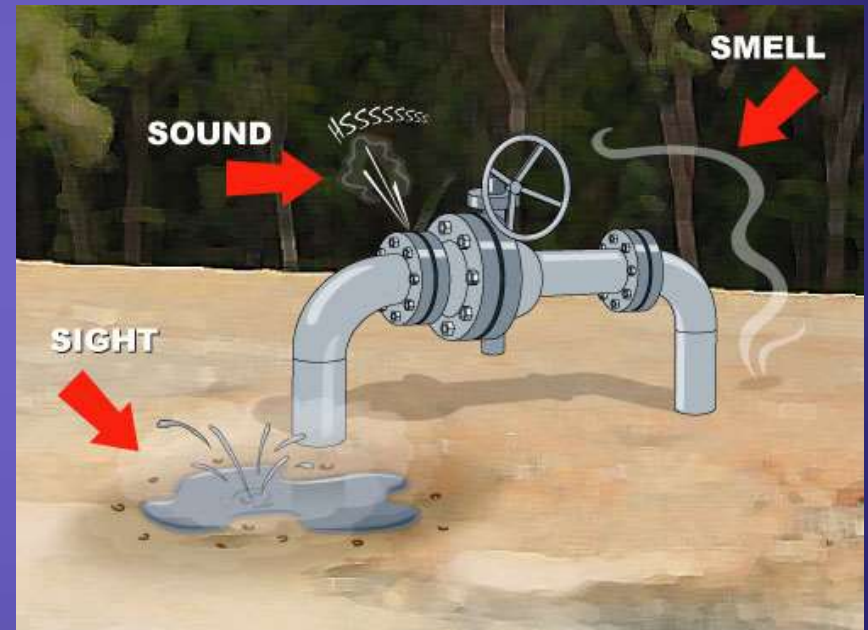
- In an emergency or if anyone is in danger, call 911
- Provide name, material, and quantity, time of spill, location, and possible exposure
- Move to a safe location
- Tell others to stay clear of the area





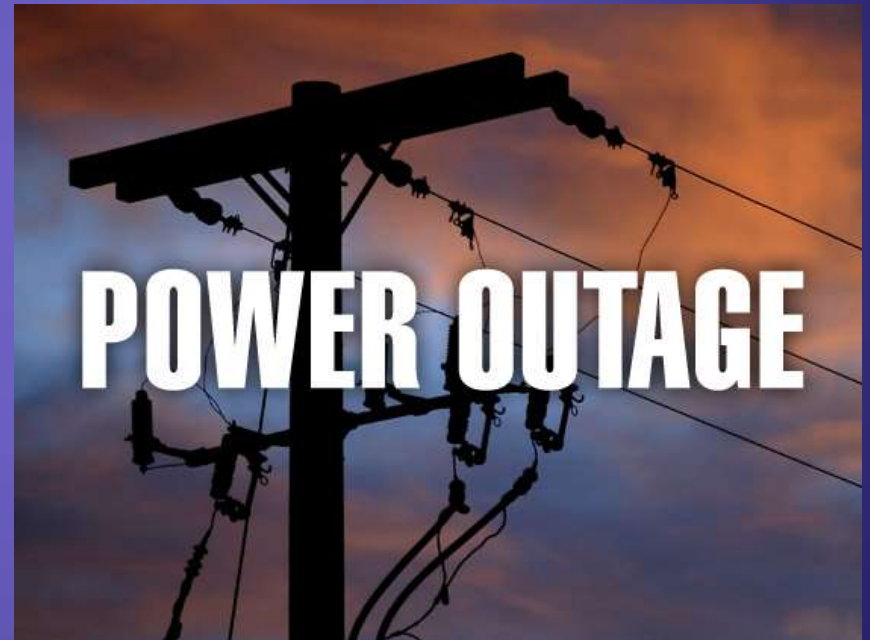
# GAS LEAK, FUMES, VAPORS

- Do not touch any light switches or electrical equipment
- Call 911
- Clear area if asked to do so by the emergency dispatcher
- Move to a safe location



# POWER OUTAGE

- Keep a flashlight in your area
- Provide assistance to others if necessary
- Move cautiously to lighted area
- Turn off and unplug voltage-sensitive equipment



# FLOOD

- Secure equipment, records, and hazardous materials
- Turn off non-essential electric equipment
- Move to a safe area
- Do not re-enter the building until emergency personnel say it is safe to do so



# ACTIVE SHOOTER

- Move to a safe location
- Call 911 to report
- Be aware that the 911 system maybe overwhelmed due to volume of calls
- Prior to emergency:  
Program non-emergency police department line, 501-450-3111, into your cell phone



# ACTIVE SHOOTER CON'T

- What to report:
  - Your specific location
  - Number of people in your location
  - Injuries- number of injured and type of injuries
  - Information on assailant(s)- location, number of suspects, race/gender, clothing, description, physical features, type of weapons (rifle, shotgun, handgun), backpack, shooter's identity, number of shots fired, etc.

# ACTIVE SHOOTER CON'T

- Secure immediate area:
  - Lock and/or barricade doors
  - Turn off lights
  - Close blinds
  - Block windows
  - Keep calm, quiet, and out of sight
  - To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets
  - Silence all cell phones

# ACTIVE SHOOTER CON'T

- Leaving a secured area:
  - Consider risks before leaving
  - Remember, the shooter generally will need to be stopped by an outside force
  - Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel

# BOMB THREAT

- Remain calm. Look around, but don't touch
- Gather as much information as possible in cases of telephone or e-mail threats
- Call 911
- Follow instructions from emergency dispatch personnel





# EARTHQUAKE

- DROP to the ground; take cover by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops
- Stay away from glass
- Do not use elevators
- Be aware that the electricity may go out



# EARTHQUAKE CON'T

- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway
- Stay inside until the shaking stops and is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave

# CONCLUSION

As you can see, the Building Emergency Plan plays an integral role in the safety of our employees and students. By taking the time to review the BEP, emergency situations can be handled in an effective manner and lives can potentially be saved. A copy of the BEP can be obtained from your department manager or supervisor. If you have any information that you would like to add to the Physical Plant BEP, please contact Kevin Carter at (501) 269-1823.