

## **Appendix E: Building Emergency Coordinator Plan**

## **Building Emergency Coordinator Plan**

Building Emergency Coordinators (BEC's) are SPU employees who work for various departments who represent each campus building. BEC's have also been chosen to play an important role in the implementation of the University's Emergency and Crisis Management Plan.

In the event of emergencies, BEC's will implement appropriate emergency procedures for which they have been trained. They will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly. They may be called upon to take emergency actions within their buildings such as locking doors or making emergency equipment available.

A BEC will be appointed for each University building by the Vice President for Business and Planning in consultation with the coordinator supervisor. For large buildings containing more than one department, BECs may be designated for individual departments. BECs will play a lead role in emergency preparedness and response for individual buildings. BECs and backup coordinators should meet at least annually with all building occupants to review the procedures that would be followed during an emergency. The Emergency and Crisis Management Plan Administrator should meet at least annually with all of the BECs to review the progress that has been made in preparing buildings and their occupants for emergencies. For Residence Halls, the Residence Life Coordinators will also serve as the BECs.

Evacuation routes have been identified for all University buildings. BECs should confirm that maps showing evacuation routes have been posted in conspicuous locations in the building(s) for which they are responsible. If maps indicating evacuation routes have not been posted in circulation areas, classrooms and laboratories, the Emergency and Crisis Management Plan Administrator should be contacted and asked to install appropriate signage.

The University's Emergency and Crisis Management Plan cannot be effective if faculty, staff and students are not familiar with the procedures that should be followed during an emergency. It is the responsibility of the Emergency and Crisis Management Plan Administrator to develop and maintain awareness of the University's Emergency Response Plan and to schedule periodic (at least annual) drills, including the evacuation of all buildings. Supplemental drills may be organized and implemented by BECs with the approval of the Emergency and Crisis Management Plan Administrator.

A list of BECs will be kept at each EOC site and at the Office of Safety and Security along with office phone numbers. BECs may also function as a calling tree in the event that it is necessary to quickly disseminate emergency information.

## **Role of Faculty in Assisting Building Emergency Coordinators**

**Faculty members who are teaching a class during the time of an emergency will provide instructions to their students about specific emergency procedures, including how to evacuate buildings and where to assemble after building evacuations. At the emergency assembly areas, the faculty will take a roll call of their class and, through inquiries of assembled students, attempt to determine the whereabouts of any missing students (not in class today, in class today but missing, etc.).**

The following are a list of specific procedures for faculty involvement during an emergency:

1. Direct students to a prearranged assembly area in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
3. Report any missing students to the Emergency Operations Center via the *BEC* or via runners. The EOC will collect roll call information.
4. Remain with your assigned students until relieved by authority of the Operations Coordinator.
5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and identifying students with specialized training for a given area.
7. Faculty are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If absent from a classroom at the time of an emergency, faculty should report at once to the designated assembly area for the building in which their office is located (see Appendix C).
9. Contact the Emergency Operations Center to determine if their help is needed on emergency response teams. Faculty members should keep the Emergency Operations Center informed of their whereabouts during any emergency.

Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the BEC for each building or department. BECs will provide status reports and updates from their assembly area to the EOC.

## **Residence Halls and BEC's**

Separate assembly areas have been established for each residence hall. Residence Life Coordinators and Peer Advisors should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Resident lists for each residence hall BEC should be updated on a quarterly basis and stored with the BEC kit along with information on residents with mobility impairments. Missing and accounted for students should be reported to the EOC via the Office of Safety and Security at 601 West Emerson or (206)281-2911.

At the occurrence of a building emergency or fire alarm, Peer Advisors will begin the evacuation process for the building by checking the rooms on their floor for residents that need to evacuate. BEC's should report immediately to the evacuation location with their BEC kit. In the event of actual fire a pull station should be pulled to activate the fire alarm if it has not already sounded. Peer Advisors should leave their floors immediately if there is significant smoke or fire. Doors should be left in the closed position after each room is checked. After completing their search, Peer Advisors should report in to the BEC (RLC) at their designated evacuation location. The report should include any information about students that require assistance to

evacuate or areas that could not be searched due to dangerous conditions. The BEC will collect data on accounted for or missing students and report this to the emergency operation center. The BEC should designate runners to report large amounts of information such as copies of the roster. Smaller reports may be delivered via phone (206)281-2922 or emergency radio to the EOC at the Campus Security Office. Priority will be given to information regarding students requiring assistance followed by data from the housing roster.

## **Building Evacuations**

In the event of building evacuations BEC's will organize assembly and accountability of evacuees at the designated evacuation locations described by this plan. After initially accounting for evacuees, BEC's will report to the EOC through the communications center at the Office of Safety and Security at 601 West Emerson Street. Due to the unpredictability of telephone services in emergencies, it may be necessary to communicate this information by runner, portable radio or other available means. Each BEC will be equipped with a kit containing the Emergency and Crisis Management Plan, along with relevant forms, signs and special procedures needed to complete their responsibility. Emergency communications equipment to assist BEC's in contacting the EOC is currently being evaluated

The purposes of the occupant accountability actions are two fold. First, it is important that some methodical effort be made to identify those who may be missing and require rescue or first aid in a crisis such as a fire or earth quake. Second, identification of those who have survived the initial moments of a crisis provide a useful means of reassuring University constituency that their loved ones have survived the initial crisis and may be able to communicate at an appropriate time. Those who are missing or require medical attention will require emergency contact notification at some point during the operation as determined by the communications team.

## **Emergency Lockdowns**

In the event of a serious security threat to the community, it may be necessary to quickly lock campus buildings to protect occupants and minimize the overall exposure to danger. In the event such an emergency occurs, a lock down will be declared by the Director of Safety and Security in accordance with the provisions of the Emergency and Crisis Management Plan. By utilizing the calling tree or other appropriate methodology, BEC's will be notified to assist with the lock down process. The BEC's will receive training in the best ways to accomplish this task and minimize risk. The BEC kits will provide the necessary keys or tools for the BEC's so that they may accomplish this task. The BEC should utilize lock down signs from their kit to post building entrances. Following completion of the lockdown task, BEC's will report in to the emergency operations center at (206)281-2922 (X2922).

## **BEC Training**

BECs shall meet at least annually with the Emergency and Crisis Management Plan Administrator to review their procedures and updates to the ECMP. BEC's will receive training on procedures for specific emergencies such as fires, earthquakes, and lockdowns as well as the use of the coordinator kits and equipment.

## **BEC Kits**

The standard BEC kit will consist of the following items. Specific hazard information for individual buildings may be included as warranted.

BEC vest (a bright colored safety vest)

Evacuation Rosters

Emergency Radios (proposed)

Megaphone (proposed)

Forms and Signs  
Pens and Markers  
Legal Pads  
Lock Down Keys  
Barricade Tape  
First Aid Kit  
Flash Light  
Ear plugs

## Building Emergency Coordinators –2007-08

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Alumni Center	Nolte	Linda	Alumni	2587	<a href="mailto:nolte1@spu.edu">nolte1@spu.edu</a>
Art Center	Fischer	Hannah	Arts & Sciences	2079	<a href="mailto:fischh@spu.edu">fischh@spu.edu</a>
Ashton	Davenport	Levi	Residence Life	7261	<a href="mailto:levid@spu.edu">levid@spu.edu</a>
Ashton	Green	Paula	Residence Life	7250	<a href="mailto:prgreen@spu.edu">prgreen@spu.edu</a>
Beegle	Collum	Jerry	Theatre	2039	<a href="mailto:jlc95@spu.edu">jlc95@spu.edu</a>
Brougham	Huber	Bob	Athletics	2479	<a href="mailto:rhuber@spu.edu">rhuber@spu.edu</a>
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Demaray	Severance	Serena	Student Academic Services	2542	<a href="mailto:slsevera@spu.edu">slsevera@spu.edu</a>
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Demaray	Sullivan	Mark	Student Financial Services	2476	<a href="mailto:markm@spu.edu">markm@spu.edu</a>
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**NOTE: Names in *italics* denote auxiliary BEC's**