Building Emergency Action Plan for Non-residential Campus Buildings

Building Name: SAMPLE ONLY    Date of last update/review: 01/01/2013

(The plan should be updated regularly and submitted to Environmental Health and Safety, uwehs@uwyo.edu)

In an Emergency, Dial 911

<table>
<thead>
<tr>
<th>University of Wyoming Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University of Wyoming Police Department (UWPD) Dispatch (24/7)</strong></td>
</tr>
<tr>
<td><strong>Environmental Health and Safety (EHS)</strong></td>
</tr>
<tr>
<td><strong>Environmental Health and Safety (EHS) after hours</strong></td>
</tr>
<tr>
<td><strong>Physical Plant Service Desk (24/7)</strong></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Building Emergency Contacts</th>
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<tbody>
<tr>
<td><strong>Position</strong></td>
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<tr>
<td>Building Emergency Coordinator</td>
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<tr>
<td>Building Emergency Coordinator Alternate</td>
</tr>
<tr>
<td>Work Area Emergency Coordinator</td>
</tr>
<tr>
<td>Work Area Emergency Coordinator</td>
</tr>
</tbody>
</table>

Designated Evacuation Assembly Area(s) for Building are:

(Designate area away from building and out of pathway of emergency responders)

Preferred Shelter-In-Place locations for the Building are:

(Interior corridor or other interior area on a lower floor and away from exterior windows and doors.)

Copies of this Building Emergency Action Plan are kept in the following locations:

(Offices of Building and Work Area Emergency Coordinators.)

General Emergency Guidelines:

• **Emergency Building Evacuations:** All building occupants are to evacuate. Exit stairwells are the primary means for evacuation. Central stairwells should be avoided unless necessary, to prevent bottleneck effects. Elevators are to be used only when authorized by a firefighter or police officer. All building occupants are to proceed to their Designated Assembly Area. No one is permitted to re-enter the building until advised to do so by emergency personnel.

• **Shelter-in-Place Emergencies:** All building occupants are to proceed to their Shelter-in-Place area, or seek shelter inside interior rooms and hallways on the lowest floor of a building, until notified by University officials that it is safe to leave.

*Note:* For specific emergency procedures, consult the UW Emergency Response Plan available at: http://www.uwyo.edu/administration/reports-and-plans.
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Section I: Purpose and Objectives

The purpose of this Building Emergency Action Plan is to facilitate and organize University of Wyoming building occupant actions during emergencies. The intent is to provide guidelines for faculty, staff, students, and visitors to follow in the event of an emergency such as fire, explosion, severe weather, chemical releases, and all other emergencies. This Building Emergency Action Plan supports the University of Wyoming’s Emergency Response Plan in compliance with OSHA 29 CFR 1910.38.

Section II: Scope

All persons within the building whether employee, student, or visitor shall comply with this Building Emergency Action Plan.

Section III: Definitions

Rescue Waiting Area: Pre-determined location with direct access to an exit, where those who are unable to use stairs, or who are unable to navigate the emergency route, may remain until emergency responders evacuate them from the building.

Building Emergency Action Plan: A procedural document which provides pre-planning guidelines and actions to be taken by University of Wyoming faculty, staff, students and visitors, in the event of an emergency.

Building Emergency Coordinator: This individual is appointed by the dean or other University administrator(s) with primary responsibility for the building. The Building Emergency Coordinator(s) will have primary responsibility for the Building Emergency Action Plan.

Building Emergency Coordinator Alternate: Assists the Building Emergency Coordinator. Serve in place of Building Emergency Coordinator when needed.

Designated Assembly Area: The assigned pre-determined location at which faculty, staff, students and visitors assemble when evacuated from their building.

Emergency: A natural or human-caused condition that develops unexpectedly, endangering human life or property, and requires immediate action.

UW Emergency Response Plan: The University Emergency Response plan applies to all UW facilities and operations on the main campus as well as in the Laramie vicinity. A copy of the UW Emergency Response Plan is available at: http://www.uwyo.edu/administration/reports-and-plans

Work Area Emergency Coordinator: The Work Area Emergency Coordinators are appointed by department heads, directors, deans, or other administrators who oversee the work area.
Section IV: Responsibilities

Building Emergency Coordinators:
- Serve as key contact for their building during an emergency.
- Ensure disabled occupants are considered during pre-planning.
- Maintain lists in Appendix A: 1) building occupants and 2) employees requiring assistance.
- Upon request, provide copies of this plan to employees or regulatory agency personnel.
- In the event of a fire or other emergency, relay applicable information to University Police, Environmental Health and Safety or other emergency personnel.
- In the case of an evacuation, once out of the building, obtain reports from each Work Area Emergency Coordinator or other departmental representative to determine if anyone remains in the building. Provide verbal report to University Police, Environmental Health and Safety or emergency responders.
- Attempt to keep building occupants from re-entering the building, until advised by emergency personnel that re-entry is allowed.
- Request department heads, chairs, directors, deans, or other administrators to designate a work area emergency coordinator for each work area under his or her directive.
- Once emergency response personnel have been notified and immediate needs are addressed, the supervising University officer (VP, Dean, and Director) should be notified that the incident is happening (or has happened).

Work Area Emergency Coordinator:
- Ensure work area (campus unit) building occupant lists are updated.
- Forward updated list to Building Emergency Coordinator.
- Assist Building Emergency Coordinator as needed.

Professors and Instructors:
- Review nearest and alternate emergency exits, and designated assembly area prior to the first meeting of each class, each semester.
- In classrooms and labs, the instructor should be the last one out of the room to ensure all students have left.
- Report to Building Emergency Coordinator or Work Area Emergency Coordinator to confirm whether all students have left their classroom or lab.

All Building Occupants:
- Building occupants shall take the required emergency action (e.g., evacuate or seek shelter in a secure place).
- Prior to an emergency, all building occupants should take the step of advance planning to learn where the exits are located in any building they frequent.
- It is the responsibility of all building occupants to follow the directions stated in the Building Emergency Action Plan.
Section V: Emergency Communication

During an emergency, UW may distribute information via the following formats:

- **Text alerts**: Used when there is an urgent need to take immediate action at the University of Wyoming or one of its facilities, (e.g., tornado, hazardous materials spill, fire, etc.). Because text alert messages offer a limited number of characters, they are by necessity, short. Faculty, staff, and students may register to receive emergency text alerts at [http://www.uwyo.edu/uwalert](http://www.uwyo.edu/uwalert).

- **E-mails**: E-mails to all exchange users (faculty, staff, and students) accompany text alerts, particularly in instances when supplemental information is required that exceeds the restrictions of the text alert. E-mails also have the potential to reach those who do not have cell phones with text messaging. E-mails can also be sent to available lists of parents, who have provided their e-mail addresses for that purpose.

- **Web site**: In some circumstances, as in a fast-moving and complicated incident, the UW home page will be replaced by an emergency page, which will be updated with new information as it is relayed.

- **Alternative Internal Communication Methods**: In the event of the loss of power or other circumstances which disrupt normal communication systems, direct, personal communication with media, loudspeakers, and shortwave radio may be utilized.

Section VI: Emergency Actions for Building Occupants

1. To report all emergencies, employees should call 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion, the dispatcher may need additional information or may provide you with additional instructions. **Make this call from a safe location.**

2. In case of a fire, activate the nearest fire alarm pull station, and/or make a telephone call to 911. The building alarm alerts all building occupants of the need for evacuation, and sends a signal to the UW Police Dispatch Center and/or to the Laramie Fire Department that there is an alarm condition in the building. Key emergency telephone numbers are listed at the beginning of this Building Emergency Action Plan.

3. It may be necessary to activate additional fire alarm pull stations, (or verbally announce the alarm,) if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.

4. Any pertinent fire or rescue information should be conveyed to 911.

**Evacuation**: All occupants are required to evacuate. Exit stairwells are the primary means for evacuation. Central stairwells should be avoided unless necessary, to prevent bottle-neck problems. Restrooms should be checked for occupants, during evacuations. Elevators are not to be used unless authorized by a firefighter or a police officer. At alarm activation, elevators are called to the main level or next safest level and will not be available for use. All building
occupants are to proceed to their Designated Assembly Area(s). No building occupant is permitted to re-enter the building until advised to do so by emergency personnel.

1. When the building alarm sounds, occupants should ensure that nearby building occupants are aware of the emergency, close doors (DO NOT LOCK), and immediately exit the building using the established evacuation routes.

2. Building occupants shall assist visitors, students and others who are not familiar with the plan to safely evacuate.

3. All building occupants should proceed to their Designated Assembly Area(s), check in with a Building Emergency Coordinator, and await further instructions from Building Emergency Coordinators or emergency personnel.

4. All building occupants should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations, and Shelter-in-Place locations are contained in Appendix B and are posted within the building.

5. **Building occupants must NOT use elevators as an escape route in the event of a fire.**

*Notes and Precautions:*

- Portable fire extinguishers can be used for small fires or to gain access to emergency exiting. An immediate readiness to evacuate is essential. Fire extinguisher training is recommended for all building occupants and is available from the Department of Environmental Health and Safety.
- Never enter a room that is smoke-filled.
- Before opening doors check to ensure they are not hot to the touch. If hot, do not open. If warm, open slowly to check room / hallway conditions.

**Shelter-in-Place:** If the building occupants are instructed to Shelter-in-Place, go to the designated Shelter-in-Place area or choose another interior room if the designated Shelter-in-Place is unavailable or inaccessible. Remain there until the danger has passed. *Examples: Tornado or other severe weather.*

**Seek Secure Shelter:** Building occupants should get into a lockable space, like an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate mode. Get under a desk or other surface to hide. Wait for further instruction from law enforcement. If the threat is in your building and you can safely flee, then do so. *Examples: Active shooter or dangerous person immediately threatening the campus.*

**Avoid Area, Warn Others:** In some types of incidents, building occupants will be instructed to avoid the area and warn others. *Examples: Hazardous materials spill, flooded roads, aircraft accident, bomb threat, civil disturbance, gas leak, or power lines down.*
Section VII: Individuals with Disabilities or Mobility Limitations

1. Rescue Waiting Areas will be identified within buildings, and listed in each Building Emergency Action Plan to facilitate the evacuation of those needing assistance.

2. Evacuation of individuals with disabilities or mobility limitations during an emergency is an area of concern. Elevators should not be used during a fire alarm. Assign a designated area for persons who may need assistance in evacuation. This Rescue Waiting Area will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Examples are:
   a. One-hour fire-resistive hallways adjacent to an exit.
   b. Vestibule located next to an exit enclosure.
   c. Stairway landing within a smoke proof enclosure. Individuals with disabilities, mobility limitations or individuals helping them, should position themselves so they do not obstruct the exit.

3. It is extremely important that individuals not be moved unnecessarily and improperly, possibly causing physical injury. If there is imminent danger and evacuation cannot be delayed, persons needing assistance should be carried or helped from the building in the quickest manner possible. Professional emergency personnel should assist in the evacuation if time permits.

4. Those who indicate they may need assistance will be listed in Appendix A.2 of each Building Emergency Action Plan. This appendix will be made available only to the Building Emergency Coordinator, Work Area Emergency Coordinators for the building, Department of Environmental Health and Safety, University Police Department and other emergency personnel.

5. Persons who remain in an area other than a designated rescue waiting area, must inform evacuating building occupants of their location. Remaining in an undesignated area is discouraged and should only be done if there is no designated area available, or the nature of the emergency otherwise dictates.

6. University of Wyoming employees are not expected to endanger their own lives to assist with the evacuation of building occupants, students or visitors. However, if an employee assists a person with disability or mobility limitations to a designated rescue waiting area, or is informed or aware of an individual with a disability or mobility limitations remaining in a designated area, the employee must immediately inform responding emergency personnel or building representatives of the location of the person. Emergency personnel will evacuate those individuals with disabilities or mobility limitations as necessary.
Section VIII: Accountability Procedures for Emergency Evacuation

Employee accountability procedures:

1. All building occupants must exit the building when the building alarm is sounded. Occupants should take critical personal items such as eye glasses, medicines, etc. with them when evacuating.

2. Building occupants should check in with a Building Emergency Coordinator after arrival at the Designated Assembly Area. The Building Emergency Coordinator will account for each employee on the full employee list for the Building.

3. Work Area Emergency Coordinators (or Building Emergency Coordinators) are to receive verbal reports from professors / instructors and other building occupants as appropriate, to determine if any persons remain in the building, or if there are any occupants waiting at the rescue waiting area. Work Area Emergency Coordinators are to provide reports to the Building Emergency Coordinator.

4. The Building Emergency Coordinator shall provide a verbal report to emergency personnel, University Police or Environmental Health and Safety.

5. University Police can be contacted by dialing 911 on any university phone or 307-766-5179 from a cell phone, or by using the outside emergency call boxes. Outside emergency call boxes are designated with blue lights or red “911” lights.

6. In classrooms and labs, the instructor should be the last one out of the room to ensure all students have left. Instructors should also be familiar with the exits from the classrooms or labs where they teach. They should be able to direct their students to the most expeditious way of exiting the building and remind them to move to their Designated Assembly Area after exiting. Doors should remain unlocked upon evacuation in case emergency personnel need to enter or clear a room.

7. As they exit, all Work Area Emergency Coordinators should identify people who cannot or who are not evacuating the building and inform them to leave. If these individuals refuse to leave, employees should notify emergency personnel.

8. Once outside, it is the responsibility of all Work Area Emergency Coordinators to assist in directing people to the designated evacuation location a minimum of 100 feet from the building.

9. All building Work Area Emergency Coordinators should assist in ensuring that no one enters the building, until emergency personnel have given clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.

10. Emergency personnel will notify employees when the building may be re-entered.
Section IX: Rescue and Medical Duties

The Fire Department and other emergency personnel will be responsible for all rescue and medical duties.

Section X: Training and Communications

1. Training information will be provided to each Building Emergency Coordinator for use in training building occupants and Work Area Emergency Coordinators. Review of this plan is recommended on a regular basis.

2. Building occupant training is provided when the plan is initiated and thereafter as needed.

3. All faculty and other instructional personnel should review emergency action procedures before their first class meeting of the semester.

Section XI: Post-Emergency/Drill Evaluations

It is recommended that following any emergency, or drill, an evaluation be conducted to determine what corrective or preventive actions, if any, are necessary. This evaluation may be conducted by Building Emergency Coordinators, Work Area Emergency Coordinators with assistance from UW Environmental Health and Safety or UW Police Department. Appendix C Post Event/Drill Evaluation form may be used for this purpose.
Appendix A-1 Full Employee List

This list is to be used in an evacuation to account for all employees. The Building Emergency Coordinator should take a copy of the list to the Designated Assembly Area, and all employees should check in with a Building Emergency Coordinator to ensure they are accounted for.

Include listing of employees (last name, first name, department, floor, and room number if available) behind this page.

Building Name: SAMPLE    Department/Work Area: Department Name Here

<table>
<thead>
<tr>
<th>Last name, First name</th>
<th>Department</th>
<th>Work Location/room number</th>
<th>UW phone number</th>
<th>Status/Comments (to be completed at assembly area)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, First</td>
<td>Department A</td>
<td>Room A</td>
<td>766-XXXX</td>
<td></td>
</tr>
<tr>
<td>Last Name, First Name</td>
<td>Department A</td>
<td>Room B</td>
<td>766-XXXX</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A-2: Employees Requiring Assistance.

Building Name: SAMPLE  Department/Work Area: Department Name B

Note: This appendix will be made available only to the Building Emergency Coordinator, Work Place Area Safety Coordinators for the building, UW Police Department personnel, Environmental Health and Safety Department personnel and First Responders. Any additional distribution of this appendix must be approved by the Director, Environmental Health and Safety unless done by one of the authorized recipients as necessary to facilitate protection, evacuation or rescue during an emergency.

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>Work Location / room number</th>
<th>Phone Work/Cell</th>
<th>Special Need</th>
<th>Area of Rescue Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Doe, Jane</td>
<td>Rm 223</td>
<td>(307) 766-xxxx</td>
<td>Wheelchair bound</td>
<td>2nd Floor, west wing, next to stairs</td>
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</table>
Appendix B-1: Building Evacuation Floor Plan.

Building: SAMPLE  Floor: (to be provided by Environmental Health & Safety)
Appendix B-2

Preferred Shelter-in-Place Areas.

Building: SAMPLE    Floor: (to be provided by Environmental Health & Safety)
Appendix C: Research and Livestock Animals for Building: SAMPLE

(Appendix C applies only to University buildings that house research or livestock animals.)

A small number of University of Wyoming buildings house animals. Research animals or livestock will be evacuated as allowed or directed by emergency responders/personnel after the safety of all affected humans has been ensured and the emergency has been reported. **Should animals need to be evacuated or if there is another emergency in the building that impacts animals the lead animal care taker should be contacted along with UWPD Dispatch.**

Animal contacts for this Building:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Work Phone</th>
<th>Cell phone</th>
<th>Home phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead animal care taker for building</td>
<td><strong>Dr. Sample</strong></td>
<td>766-XXXX</td>
<td>(XXX) XXX-XXXX</td>
<td>(XXX) XXX-XXXX</td>
</tr>
<tr>
<td>UW designated Veterinarian for Laramie campus</td>
<td>Alpine Animal Hospital</td>
<td>745-7341</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Research Office will work with animal care staff, UW EHS, the UW Institutional Animal Care and Use Committee (IACUC) and Physical Plant to plan for and coordinate animal relocations from UW buildings. Planning considerations will include:

a) Current animal locations with maximum number and species of animals  
b) Pre-identified possible relocation spaces for these animals  
c) Transportation of animals  
   o Identification of transportation vehicles  
   o Methods of pre and post cleaning of transport vehicle  
d) Food, water, bedding requirements for animals  
e) Veterinary care as needed
Appendix D: Post Event/Drill Evaluation for Building: SAMPLE

Copy of completed evaluation to be provided to UW Environmental Health and Safety: UWEHS@uwyo.edu, fax 766-6116, 102 Wyo Hall.

Check event type:
- [ ] Evacuation Drill
- [ ] Shelter-in-Place Drill
- [ ] Actual Event:
- [ ] Other:

Summary:

Start Date/Time:            End Date/Time:

Participating Departments:

Other participating entities (e.g. Fire Department):

Total Number of Participants:

Major Strengths
The major strengths of the plan identified (observed) during this drill/event are as follows:

Changes made to Building Emergency Action Plan:

Name and title of person completing this form: