

**APPENDIX I:  
BUILDING EMERGENCY ACTION PLAN (BEAP) FORMS**



UNIVERSITY OF WYOMING

**Building Emergency Action Plan for:**

**NEVER ENDANGER YOUR PERSONAL SAFETY**

Building evacuation is mandatory whenever a fire alarm sounds. Every building occupant is responsible for knowing these procedures.

**PLAN LAST UPDATED:** \_\_\_\_\_

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## SECTION I PURPOSE AND OBJECTIVES

The purpose of this Building Emergency Action Plan (BEAP) is to facilitate and organize University of Wyoming (UW) 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, active shooter, and all other emergencies. This BEAP document is a key component to departmental and/or building safety planning. However, it is not intended to replace, only to compliment, the UW Emergency Response Plan (ERP), continuity of operations planning, or other emergency planning required by UW policy or regulatory agencies. This BEAP supports UW's Emergency Response Plan in compliance with OSHA 29 CFR 1910.38.

## SECTION II SCOPE

This BEAP covers (Building Name). A description of the building and list of the departments/groups housed in the building are found in [BEAP Appendix A](#).

All persons within the building whether employee, student, or visitor shall comply with this BEAP in the case of any emergency occurring in the building or impacting the building.

## SECTION III DEFINITIONS

### **Building Emergency Action Plan (BEAP):**

A procedural document that provides pre-planning guidelines and actions to be taken by UW faculty, staff, students and visitors, in the event of an emergency.

**Building Emergency Coordinator:** This individual is appointed by the dean, director, or other UW administrator(s) with primary responsibility for the building. The Building Emergency Coordinator(s) will have primary responsibility for the BEAP. Identified in [BEAP Appendix B](#).

**Building Emergency Coordinator Alternate:** Assists the Building Emergency Coordinator. Serve in place of Building Emergency Coordinator when needed. Identified in [BEAP Appendix B](#).

**Critical Asset:** An asset/resource that is of such importance its loss/destruction would have a serious, debilitating effect on the department's ability to function or recover function. Identified in [BEAP Appendix G](#).

**Designated Assembly Area:** The assigned pre-determined location at which faculty, staff, students and visitors assemble when evacuated from their building. Identified in [BEAP Appendix F](#).

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

**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. Rescue Waiting Area(s) will be identified on Evacuation Maps posted in the building (see [BEAP Appendix E](#)).

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

**Work Area Emergency Coordinator:** The Work Area Emergency Coordinators are appointed by vice presidents, department heads, directors, deans, or other administrators who oversee the work area (floor, classroom(s), work unit, etc.). Identified in [BEAP Appendix B](#).



## SECTION IV RESPONSIBILITIES

### **Vice Presidents in coordination with the relevant Deans and Directors:**

- Appoint a specific person as Building Emergency Coordinator.
- Ensure appointments are kept current in the case of staff turnover in the Building Emergency Coordinator position.
- Where multiple departments utilize a shared facility, determine if duties will be shared and cooperate with other Deans and Directors to coordinate the Building Emergency Coordinator duties.
- Ensure all buildings where the Vice President, Dean or Director has operations has a Building Emergency Action Plan.

## **Building Emergency Coordinators:**

- Implement this plan with assistance from other departments as required.
- Ensure disabled occupants are considered during pre-planning.
- Request department heads, chairs, directors, deans, or other administrators to designate a work area emergency coordinator for each work area (work unit, classroom(s), floors, etc.) under his or her directive.
- Maintain lists of individuals as required by this plan including building occupants (see [BEAP Appendix C](#)), employees including work area coordinators and alternates (see [BEAP Appendix B](#)), and individuals who have self-identified as requiring assistance (see [BEAP Appendix D](#)).
- Upon request, provide copies of this plan to employees or regulatory agency personnel.
- Distribute building evacuation information to all occupants.
- With Work Area Emergency Coordinators, review and update this plan on an annual basis. Maintain documentation of all plan reviews and updates.
- Serve as key contact for their building during an emergency.
- Once emergency response personnel have been notified and immediate needs are addressed, notify the VP for Administration, UWPD, Risk Management and the area's Dean/Director that the incident is happening (or has happened).
- *Response Functions:*
  - Determine, if possible and safe to do so, the nature of the incident, location of the incident, and hazardous materials and/or critical resources involved. Evaluate the impact the emergency has on activities and take appropriate action (which may include ceasing operations and initiating building evacuation or shelter). Relay applicable information to building occupants and emergency responders.
  - 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 emergency responders and others as necessary.
  - As it becomes available, provide information to the assembly area about the nature and status of the incident.
  - Serve as a point of contact for emergency responders about the location, nature, and status of the incident and occupant status.
  - Maintain the following as required by the emergency:
    - Emergency telephone communication with the Emergency Operations Group (if activated),
    - Safety data sheets (formerly material safety data sheets or MSDSs)
  - Attempt to keep building occupants from re-entering the building, until advised by emergency personnel that re-entry is allowed.

## **Work Area Emergency Coordinator:**

- Ensure any required work area (floor, classroom(s), campus unit) lists required by the plan are updated including building occupant lists ([BEAP Appendix C](#)) and individuals self-identifying as needing assistance in the case of emergency ([BEAP Appendix D](#)).
- Forward updated lists to Building Emergency Coordinator as required.
- Assist Building Emergency Coordinator as needed including with the annual review of the plan.
- Assist in the evacuation and shelter-in-place of assigned work area (floor, unit) with the goal of ensuring all occupants have an opportunity to get to safety.
- *Response Functions:*
  - Provide direction to occupants (faculty, staff, students, visitors, etc.).
  - Ensure anyone needing assistance is being helped.
  - Secure critical assets and/or take other area (floor, unit) specific emergency actions as defined herein.
  - Share information with the Building Emergency Coordinators and emergency responders as needed.

## Faculty/Academic Personnel:

- Review nearest and alternate emergency exits (posted Evacuation Maps/[BEAP Appendix E](#)), Designated Assembly Area(s) and Designated Shelter-in-Place Area(s) ([BEAP Appendix F](#)) prior to the first meeting of each class, each semester.
- Educate faculty, staff and students concerning the building emergency action procedures as well as evacuation procedures, stressing the importance of evacuation for their building or activity.
- *Response Functions:*
  - o Inform faculty, staff, and students of an emergency and initiate emergency procedures as outlined in this BEAP. Inform all faculty, staff and students to conform to shelter-in-place or building evacuation guidelines during an emergency.
  - o In classrooms and labs, the instructor should be the last one out of the room to ensure all students have left.
  - o During an evacuation report to the Designated Assembly Area where a headcount can be taken.
  - o Report to Building Emergency Coordinator or Work Area Emergency Coordinator to confirm whether all faculty, staff, and 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 BEAP.

## SECTION V EMERGENCY ACTIONS FOR BUILDING OCCUPANTS

### Reporting an Emergency:

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 in [BEAP Appendix B](#) of this BEAP.
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:** An evacuation is the quick exit of occupants from a building. ***All occupants are required to evacuate.*** Exit stairwells are the primary means for evacuation. Central stairwells should be avoided unless necessary to prevent bottleneck 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) ([BEAP Appendix F](#)). While evacuating, it is everyone's responsibility to make sure no one is left behind. No building occupant is permitted to re-enter the building until advised to do so by emergency personnel.

## General Building Evacuation Procedures

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 (on posted Evacuation Maps, see [BEAP Appendix E](#)).
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 Work Area Coordinator or 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 BEAP Appendices E and F 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 to General Evacuation Procedures:

- 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 available from the UW Operations Safety Office.
- 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.

**Building Specific Evacuation Procedures** (when, how, assistance for those unable to evacuate themselves) should be inserted here.

### Identify Exit Routes:

- Primary and alternate evacuation routes should be identified (building floor plans and assistance developing routes are available from UW Operations).
- Ensure evacuation routes are posted in the building and exits are clearly marked.
- Attach the Evacuation Map as [BEAP Appendix E](#).

### Identify Designated Assembly Areas and Alternates:

- The Designated Assembly Area will be an emergency assembly point outside the affected building in a safe and convenient location.
- Alternate assembly areas – the emergency may dictate changes in the assembly areas; ensure you have at least one alternate.
- Document the Designated Assembly Areas and Alternate Assembly Areas in BEAP [BEAP Appendix F](#).
- Establish and document in [BEAP Appendix C](#) the method you will use to ensure everyone has been evacuated. The best method for documenting everyone may vary depending on the size of the building, the type of building occupancy, etc. Examples of methods that may be used include maintaining a complete occupant list, identifying individuals to take headcounts, designating each person to identify the students/staff around them, etc.
- Review the evacuation plan for individuals with disabilities or mobility limitations and modify as necessary.

**Shelter-in-Place:** There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies (*Examples: Tornado or other severe weather*), sheltering-in-place may be necessary. 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.

### **Identify Shelter-In-Place Locations:**

- Primary and alternate Shelter-In-Place Locations should be identified (building floor plans and assistance identifying appropriate locations are available from UW Operations).
- Document Shelter-In-Place Locations in [BEAP Appendix F](#).
- Ensure Shelter-In-Place locations are included in the Evacuation Map posted in the building and attached as [BEAP Appendix E](#).

**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.*

**Secure or Hazardous Locations/Critical Assets:** List locations in the building that should remain secure and not used for shelter-in-place due to critical or hazardous operations, where additional action in the case of emergency is necessary, or that may be of importance to emergency responders in the actions they may take. Assigned duties related to secure/hazardous locations or critical assets are to be carried out only if you are not putting yourself in danger or risking your personal safety. Document these secure/hazardous locations, critical assets and necessary actions related to each in [BEAP Appendix G](#).

## **SECTION VI INDIVIDUALS WITH DISABILITIES OR MOBILITY LIMITATIONS**

- 1) Rescue Waiting Areas will be identified within buildings, be posted in the building, and be listed in [Appendix E](#) of each BEAP 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 self-identify as needing assistance will be listed in [BEAP Appendix D](#) of each BEAP. This Appendix will be made available only to the Building Emergency Coordinator, Work Area Emergency Coordinators for the building, UWPD, emergency responders, and others involved in emergency planning who have a need to know. The UW Accessibility Committee may be consulted to assist with developing building or individual specific plans.

- 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) UW 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 any location, 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 VII ACCOUNTABILITY PROCEDURES FOR EMERGENCY EVACUATION**

### **Employee accountability procedures:**

- All building occupants must exit the building when the building alarm is sounded. Occupants should take critical personal items such as eyeglasses, medicines, keys, etc. with them when evacuating.
- 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 building occupant using the method identified in [BEAP Appendix C](#).
- 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 a Rescue Waiting Area. Work Area Emergency Coordinators are to provide reports to the Building Emergency Coordinator.
- The Building Emergency Coordinator shall provide a verbal report to emergency personnel, UWPD and others as required.
- UWPD 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.
- In classrooms and labs, the instructor should be the last one out of the room to ensure all students exit. Instructors should be familiar with the exits from the classrooms or labs where they teach. They should be able to direct their students to the most expedient 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.
- 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 the area. If these individuals refuse to leave, employees should notify emergency personnel.
- Once outside, it is the responsibility of all Work Area Emergency Coordinators to assist in directing people to the Designated Assembly Area, a minimum of 100 feet from the building.
- 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 personal to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.
- Emergency personnel will notify employees when the building may be re-entered.

## **SECTION VIII RESCUE AND MEDICAL DUTIES**

If you see a medical emergency call 911 or (307) 766-5179. UWPD, the Fire Department, and other emergency personnel will be responsible for all rescue and medical duties. Except for AED use described below, only attempt care if you are trained to do so. If you are not trained, then stay with the individual experiencing the medical emergency until responders arrive. Comfort the individual as necessary and try not to move him/her until responders arrive. Practice universal precautions – protect yourself from blood or body fluid exposures.

AEDs are located throughout campus and will be identified on Emergency Evacuation Maps. If the building covered by this BEAP does not have an AED, identify the closest AED and document it in [BEAP Appendix E](#). AED locations are available from UW Operations. Any individual may use an AED when required by an emergency.

## **SECTION IX TRAINING AND REVIEW**

- Training will be provided to Building Emergency Coordinators on an annual basis by UWPD with assistance from Risk Management or other departments as necessary.
- Training information is available to each Building Emergency Coordinator for use in training building occupants and Work Area Emergency Coordinators on an annual basis.
- Building and Work Area Emergency Coordinators should review and update this plan on an annual basis in conjunction with the training. Each review should be documented.
- Building occupant training should be provided when the plan is initiated and thereafter as needed due to changes in the plan, changes in the building or its occupants, or due to other events. Building Emergency Coordinators should maintain documentation of training.
- The BEAP will be maintained by the Building Emergency Coordinator who will submit a copy of the initial BEAP and any revisions to Risk Management and make it available to all building occupants.
- All faculty and other instructional personnel should review emergency action procedures before their first class meeting of each semester.

## **SECTION X 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 or Work Area Emergency Coordinators with assistance from Operations, Risk Management or UWPD as needed. The Post Event/Drill Evaluation Form found in [BEAP Appendix I](#) may be used for this purpose.

**BEAP APPENDIX A: BUILDING INFORMATION**

ENTER NAME OF BUILDING HERE:

ENTER ADDRESS OF BUILDING HERE:

ENTER DESCRIPTION OF BUILDING HERE:

ENTER DEPARTMENTS/GROUPS HOUSED IN BUILDING:

<b>Departments/Groups Housed in Building</b>	
Department/Group 1	
Department/Group 2	
Department/Group 3	
Department/Group 4	
Department/Group 5	

COPIES OF THIS BEAP ARE KEPT IN THE FOLLOWING LOCATIONS:

**BEAP APPENDIX B: EMERGENCY PERSONNEL/EMERGENCY CONTACT INFORMATION**

CAMPUS EMERGENCY CONTACT NUMBERS:

**911 or UWPD:** (307) 766-5179

**OPERATIONS SERVICE DESK:** (307) 766-3277

BUILDING EMERGENCY CONTACT NUMBERS:

<b>Building Emergency Coordinator</b>
Name:
Office Location:
Office Phone Number(s):
Cell Phone Number(s):

<b>Alternate Building Emergency Coordinator</b>
Name:
Office Location:
Office Phone Number(s):
Cell Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Office Phone Number(s):
Cell Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Office Phone Number(s):
Cell Phone Number(s):

<b>Work Area Emergency Coordinator</b>
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Office Location:
Office Phone Number(s):
Cell Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Office Phone Number(s):
Cell Phone Number(s):





## BEAP APPENDIX E: BUILDING EVACUATION MAPS & AED LOCATIONS



### AED Locations

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas and, if present in this building, are also shown on the Evacuation Maps/Floor Plans.

Floor #	Location

### EVACUATION ROUTES:

Attach the evacuation routes for each floor, including detail for classrooms to the plan here.

## BEAP APPENDIX F: DESIGNATED ASSEMBLY & SHELTER-IN-PLACE AREA(S)

### Designated Assembly Areas

The following are the Designated Assembly Areas.

The primary location is also shown on the Evacuation Maps.

Building Name:	
Assembly Area	Location
Primary:	
Alternate 1:	
Alternate 2:	



### Designated Shelters

The following are designated shelter locations.

They are also shown on the Evacuation Maps.

Building Name:	
Floor #	Preferred Shelter-In-Place Locations

## BEAP APPENDIX G: HAZARDOUS/SECURE LOCATIONS & CRITICAL ASSETS

The following areas have been identified as unusually hazardous locations or locations containing critical assets or operations. These areas should remain secure and should not be used as a shelter or rescue waiting area due to critical or hazardous operations. These areas may be important to emergency responders for actions they may need to take.

Examples of hazardous or secure locations or critical assets might include anything that poses a unique hazard such as flammable liquids/gas/solids, compressed gas tanks, fuel oil tanks, diesel tanks, propane tanks, oxidizers, acids, alkali, corrosives, water reactive chemicals, air reactive chemicals, contagious biological agents, and irreplaceable research or equipment. Research or livestock animals may be critical assets but should be handled as directed in [Appendix H](#).

The first priority in case of an emergency is keeping yourself and others safe. If time permits, it is recommended that the operator shut down all hazardous processes, gas, and power in hazardous areas or take the other actions identified below to protect critical assets. Do not endanger your life or the lives of others under any circumstance.

<b>Building Name: Hazardous/Secure Locations &amp; Critical Assets</b>				
<b>Critical/Hazardous Operation or Asset Description</b>	<b>Location (Floor, Room, Location in Room)</b>	<b>Responsible Person</b>	<b>Responsible Person Phone Numbers</b>	<b>Actions During an Emergency (if safe to do so)</b>

**BEAP APPENDIX H: RESEARCH & LIVESTOCK ANIMALS**

*(Appendix H applies only to UW 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 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.***

Animals & Animal Contacts for				
Building Name:				
Type/Number of Animals	Animal Location(s)	Responsible Person Title	Responsible Person Name	Responsible Person Contact Phone #s

The UW Research Office will work with animal care staff, the UW Institutional Animal Care and Use Committee (IACUC), UW Operations and others as necessary to plan for and coordinate animal relocations from UW buildings. Planning considerations will include, but may not be limited to, the following:

- a) Current animal locations with maximum number and species of animals
- b) Pre-identified possible relocation spaces for these animals
- c) Transportation of animals
  - Identification of transportation vehicles
  - Methods of pre and post cleaning of transport vehicle
- d) Food, water, bedding requirements for animals
- e) Veterinary care as needed

**BEAP APPENDIX I: DRILL/EVENT EVALUATION**

**Drill/Event type:**

**Building/Location:**

Evacuation Drill

Shelter-in-Place Drill

Emergency Event (describe type of event):

Other (describe):

**Summary of Drill/Event:**

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**Start Date/Time:** \_\_\_\_\_

**End Date/Time:** \_\_\_\_\_

**Method Used:** \_\_\_\_\_

**Participating Work Areas/Departments:**

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**Other Participating Entities (e.g., UWPD, Fire Department, etc.):**

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**Total Number of Participants:** \_\_\_\_\_

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

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**Weather Conditions:**

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**Changes made to the Building Emergency Action Plan:**

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**Name and title of the person completing this form:**

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