[Insert your building name here]

Building Emergency Action Plan (BEAP)

DATE: _____

[Insert BEAP completion or most recent revision date here]

Version: 2019

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Department of Public Safety at publicsafety@uga.edu or 706-864-1500.

TRAINING AND DOCUMENTATION

Training is an integral part of the Emergency Preparedness program for your building. It is the responsibility of each Building Safety and Security Representative (BSSR) to ensure all building employees are trained on the Building Emergency Action Plan that will be used to protect the building they work in. All building occupants are responsible for becoming familiar with the BEAP and be ready to follow directions that will be given by Building Safety Committee (BSC) members during an emergency.

An orientation training program has been developed by the Department of Public Safety for all new primary and backup BSSRs. The training session will provide an overview of the Building Safety and Security Representative program, basic emergency plan development tips, and an explanation of downloadable documents utilized in building emergency action plan development. For more information check the Department of Public Safety Web site at http://www.ung.edu/police or call to schedule an orientation program.

DRILLS AND EXERCISES

Building evacuation and sheltering drills are encouraged, but not mandatory at the University of North Georgia. If your building would like to have a drill, the BSSR and/or BSC may coordinate the drill and document it. All buildings and components are encouraged to participate in severe weather/tornado drills on the campus. The Department of Public Safety can help in planning, implementation, and evaluation of any drills that buildings would like to do. Certain types of drills (lock-down, shelter in place, unannounced drills other than fire drills) require advanced planning and technical assistance. These types of drills should only be developed with assistance and consultation with the Department of Public Safety.

BUILDING E

8.	Identify fire evacuation assembly areas (one outdoors and one indoors for winter) for the building. (List the areas in the BEAP Template.)	
9.	Identify severe weather sheltering areas within the building suitable for all building occupants. (Fill in the locations in the BEAP Template.)	
10.	Identify safe areas within the building that can be secured or barricaded that may provide cover from an armed intruder. Ensure that building occupants understand that personal choices must be made based on each unique situation and fleeing the building may be an option too.	
11.	Identify bomb threat evacuation assembly areas for the building (same as fire assembly areas). (List Assembly Areas on the BEAP Template.)	
12.	Identify Emergency Floor Coordinators (EFC) and appropriate backup personnel for each floor in the building. (Complete Form 3.)	
13.	Ensure all EFCs are registered in the Emergency Notification System.	
14.	Identify CPR/First aid certified personnel in the building and record certification expiration dates.	
15.	Identify the location of faculty, staff and students with access and functional needs within the building who might need extra assistance during an emergency. (Complete Form 4.)	

16.	Identify congregation areas (stairwell landing, end of a hallway, etc.) for students or staff with mobility issues. This is the area where first responders would go to assist those with access and functional needs during a building evacuation.	
17.	Identify all labs and rooms with hazardous chemicals and areas of special concern within the building. (Complete Form 5 with locations and specific hazards concerns/materials.	
18.	Identify any special tasks and assignments in the event of an emergency evacuation (securing equipment, clearing public areas, and special considerations for visitors.) (	

FORM 1 – BUILDING SAFETY AND SECURITY REPRESENTATIVES (BSSR) CONTACT INFORMATION

Building Name:

I. PRIMARY BSSR:

Name:		
Position/Title:		
Building Name:	Office #	Floor #
Work Phone:		

FORM 2 – BUILDING SAFETY COMMITTEE (BSC) CONTACT INFORMATION

Building Name:

BUILDING SAFETY COMMITTEE MEMBERS:

1. Name:	Department:
Email Address:	Phone Number:

2. Name:	Department:
Email Address:	Phone Number:

3. Name:	Department:
Email Address:	

FORM 4 – ACCESS AND FUNCTIONAL NEEDS

Identify areas where people with access and functional needs are located. (Those who would most likely need assistance during an emergency may include individuals with hearing, sight or mobility impairments.)

- Do not identify individuals, only their access and functional need.
- The location should be as specific as possible. (Example: Wheel chair bound employee in room 205, Twamley Hall)
- Individuals must "opt-in" to be identified in this section.

Building Name:

Room #	Room Location Specifics	Access and Functional Needs

FORM 5 – HAZARD ISSUES

List any hazards or special concerns for your building.

- These should be as specific as possible (Example: A Biosafety Research Lab (BSL 3) is located in room 205 on the south end of the building on the second floor.
- Locations of major concern for first responders should be listed on this form.

y NOTE: CONFIDENTIAL INFORMATION - NOT TO BE POSTED FOR PUBLIC ACCESS

Location of Hazardous Areas or Areas of Special Concern:

Building Name:

Room #

FORM 6 – EMERGENCY EVACUATION SPECIAL TASKS

List any special tasks and

ASSISTING PERSONS WITH DISABILITIES DURING AN EVACUATION

Alerting Visually Impaired Persons:

- Announce the type of emergency
- Offer your arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

Alerting People with Hearing Limitations:

- Turn lights on/off to gain person's attention
- Indicate directions with gestures
- Write a note with evacuation directions

Evacuating People Using Crutches, Canes or Walkers:

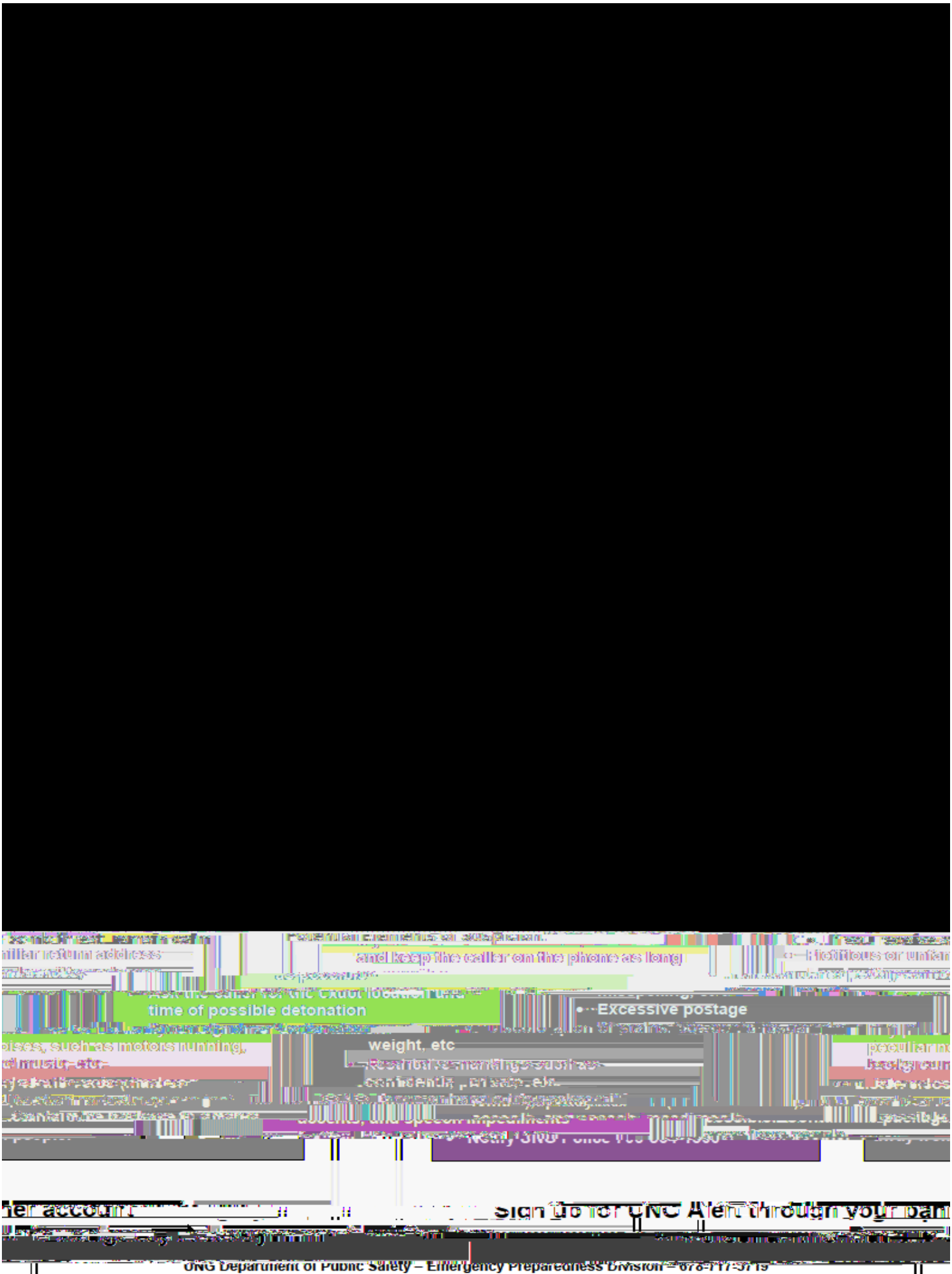
- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible
- Use a sturdy chair or (one with wheels) to move person
- Help carry individual to safety

Evacuating Wheelchair Users:

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Check for the availability of special evacuation chairs
- Others have minimal ability to move lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Immediately advise first responders of special evacuation cases

UNG Emergency Procedures Flyer:

The UNG Emergency Procedures Flyer (UNG-EPF) has been designed to provide faculty, staff, students and visitors in your building the opportunity to review basic emergency procedures for common emergencies that may occur in your building. The UNG-EPF should be posted in common areas, classrooms, offices and workspaces within your building.


and keep the caller on the phone as long
time of possible detonation
Excessive postage
weight, etc
Sign up for UNG Alert through your ban

OCONEE CAMPUS	
UNG Police Department	706-864-1500

BUILDING LEVEL EMERGENCY RESPONSE PROCEDURES

Bomb Threats

If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call UNG Central Dispatch at 864-1500.

Any person receiving a phone call bomb threat should obtain the following information from the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of the call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

Do not activate the building alarm. Do not touch suspicious objects. Do not open cabinets, drawers or closets. Do not turn lights or office equipment on or off.

Due to the special nature of a bomb threat, evacuation procedures, rally points, and gathering sites for evacuees are restricted and have not been provided.

Violent Incident

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding the desk, throwing things, and showing a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that university employees consider any threat or display of hate as potentially serious.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan interventions.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a suspicious person on campus, immediately notify University Police at 706-864-1500 to report the incident.

If you are threatened with a gun, knife, or other weapon;

- Stay calm. Quietly signal for help using an alarm or code system.
- Maintain eye contact.
- Stall for time.
- Keep talking - but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others.
- Never try to grab the weapon.
- Watch for a possible chance to escape to a safe area.

Shelter-in-Place

There are a number of emergency situations during which building evacuation is not the best solution and may not be advisable. In such cases, either a lockdown or a shelter-in-place may be preferable.

You may be advised to "shelter-in-place" rather than evacuate your building during emergency situations such as large hazardous material releases or severe weather emergencies.

- Advice to shelter-in-place will be conveyed through official university notification systems.
- Stay inside the building or go indoors as quickly as possible if you are working outside.
- Close windows to provide a tighter seal against chemicals, vapors, smoke and/or fumes.
- Locate supplies you may need such as food, water, radio, or flashlights if you have them.
- In case of a tornado, go to a basement or lowest level central room or corridor where there are no windows and few doors.
- In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if you have control of these systems. Most UNG building ventilation systems are centrally controlled and will be shut down by Facilities Management during such events.

Active Shooter

If you witness any armed individual or shooter on campus at any time, immediately notify UNG Central Dispatch by calling 706-864-1500 and provide the dispatcher with the following information:

- Your Name
- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Number of persons who may be involved
- If shots have been fired
- Injuries to anyone, if known

- Key University personnel and student leaders will be asked by the Vice President of Student Affairs or the Director of Public Safety/Chief of Police to go to the area and persuade the demonstrators to desist.
- The Vice President of Student Affairs or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by University Police.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings if deemed advisable.
- After consultation with University Administration and the Department of Public Safety, the need for an injunction and intervention of University Police will be determined.
- If determination is made to seek the intervention of University Police, the demonstrators should be so informed. Upon arrival of the police, the remaining demonstrators will be warned of the intention to arrest.

Violent, Disruptive Demonstrations

- In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the

Evacuate the area as soon as it is safe to do so, following established building evacuation procedures.

Follow instructions of the Building Safety and Security Representative and the first responder in regards to evacuation assembly area.

Outdoor Evacuation Assembly Area:

Indoor Evacuation Assembly Area:

Fire

Each year, more than 4,000 Americans die and more than 20,000 are injured in fires, many of which could have been prevented. Direct property loss due to fire is estimated at $10 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quick(t)-2 (a)4 (n..s)-1 (i)-2 (m)-2 (por)3 (t)-2 (a<oa)4 (nd)-10..15 n icrgw 0 -0 bilta<oa v12 (y)20 (.-12

Only use a fire extinguisher if the fire is very small and you have been trained to do so safely. If you cannot put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel notified.

Post Fire Emergency Activities

Building Re-Entry

- Do not reenter the building until you have been informed it is safe to do so by a fire or University Police Officer
- Do not enter the area where the fire has occurred, and do not disturb anything in the area of the fire. There will be an ongoing investigation into the cause of the fire.
- Inform the Department of Public Safety of any information that you may have concerning the cause of the fire

Insurance Claims

- If your work area has been affected by the fire through smoke, water, or fire damage, it must be reported to UNG Risk Management so an insurance claim can be filed
- Do not throw away any damaged property that is subject to an insurance claim. It must be photographed and inventoried. UNG Risk Man

Hazardous Material Incident

In the case of hazardous spills or leaks:

- Remove yourself from the area, and keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from the accident victim until the hazardous material has been identified. Try to stay upstream, uphill and upwind of the accident.
- Notify UNG Central Dispatch at 706-864-1500 immediately. Give your name and location, the name of the hazardous material involved, and the number of victims.

Priority use of available campus transportation resources will be allocated first to the disabled and children and then, to the extent available, to others in need. If additional transportation resources are needed, they will be requested through the county/city OC. The Incident Commander will confirm campus evacuation with the county/city during the evacuation for the purpose of judging the progress and at the end to ensure control. Perimeter and security control of the University

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- Picric acid
- Perchloric acid
- Hydrofluoric acid
- Osmium tetroxide
- Active metals such as sodium and potassium
- Benzoyl peroxide
- Carbon disulfide
- Ethers
- Mercury
- Pyrophoric substances (white phosphorus, butyl lithium, metal hydrides, phosphine, lithium aluminum hydride, diborane, some additional boranes, and some metal powders)
- Nitric acid
- Carcinogenic chemicals

x Wear all appropriate personal protective equipment (PPE). When working with hazardous chemicals, safety glasses or goggles must be worn at all times. Additional PPE that may be needed includes laboratory coats, face shields, no open toed shoes, gloves and respiratory protection.

x Be familiar with the location and use of all emergency equipment and procedures. All locations wherein hazardous chemicals are employed should be equipped with a fire extinguisher, a safety shower, an eye wash, a first aid kit and a chemical spill kit. All emergency equipment should be checked regularly, and the location clearly posted. Fume hoods are checked yearly and must not be used unless certified as fully functional.

x Be familiar with the location and use of all emergency equipment and procedures. All locations wherein hazardous chemicals are employed should be equipped with a fire extinguisher, a safety shower, an eye wash, a first aid kit and a chemical spill kit. All emergency equipment should be checked regularly, and the location clearly posted.

x Know who to call in the event of a release. In the event of a chemical emergency, the first notification should be UNG Central Dispatch at 706-864-1500. The Department of Public Safety will then inform all appropriate parties including the fire department, local hospital, ambulances, and public works if need for response.

Post Release Activities

The primary mandate following the unwanted release of hazardous chemicals is to protect the wellbeing of anyone who may be affected by the spill. The appropriate actions to take vary somewhat depending on the size, nature and location of the release, and may include some or all of the following.

Rescue of injured persons: After a release occurs, and before evacuation is performed, a quick p a4 (

- Patching or plugging leaking containers.
- Placing leaking containers into an over pack container.
- Using absorbent materials to soak up liquids. Kitty litter is a good all purpose absorbent. Additional materials that may be used depending on the nature of the release include paper towels, vermiculite, towels, sand, saw dust, and specifically designed neutralizing agents. Absorbent materials must be compatible with the material that has been spilled.
- Eliminating traffic through the area where the spill is located.

Containment is particularly important when the spill involves the following substance.

- Elemental Mercury - When disturbed, elemental mercury tends to break up into increasingly smaller drops, greatly complicating the cleanup process. Locations that use elemental mercury or mercury containing equipment should keep a mercury spill cleanup kit on hand. Should a release occur, the spill area should be clearly marked and, if possible, blocked off to all traffic.

Removeof Sources of Ignition: If the released material produces flammable vapors, all ignition sources should be eliminated before exiting the area. Ignition sources include open flames, switches (do not turn on or off as thhe fc (ng)10 Tw 2.92 al 9l p2 (t)-22iourhel lok-2 (he)3 (of)3 (fnd-12

Medical Emergencies

Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Life saving techniques should be administered according to current Red Cross guidelines to avoid exposure to pathogens.

Do not attempt procedures or techniques beyond your abilities or training.

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CPR/First Aid Certified personnel in the Building:

Name	Department	Room #	Expiration Date

Severe weather internet resource list:

- National Weather Service: www.weather.gov
- Georgia Emergency Management & homeland Security: www.gema.ga.gov
- Federal Emergency Management Agency: www.fema.gov
- National Readiness Website: www.ready.gov
- American Red Cross: www.redcross.org
- UNG University Police: www.ung.edu/policeS8 72 t E5(-a(-9-(y)17 E a(40 (9-(y)26.9MC yM (enf-

Computer Failure

Response

- If your computer is making an unusual noise, turn it off. There is a good chance it has suffered or will suffer a disk crash. The faster it is deactivated, the better the chance for data recovery.
- Avoid exposing the disk drive to environmental hazards by refraining from shaking or removing hard drive and tape covers.
- Don’t automatically turn to recovery software. If you suspect that you may have lost access to data due to electrical or mechanical failure, software can't help. Using file recovery utilities on a faulty hard drive can destroy what was recoverable data. When a drive failure is suspected, tur (e)-9 3.24 0 Td [(o)-4uware. If , ‘ g€y hav16 ( )-5 -1.15 T1.15 Td-14 (r)- (

Computer Hacking

Response

- Try to assess whether an employee or an external source is responsible for the record loss.
- Confer with the Office of Information Security immediately after an accidental computer deletion to determine if data can be retrieved.
- Obtain backup copies if working offsite and/or if computer data was lost.

Mitigation Measures

- Create a tough set of passwords.
- Create backup copies of all appropriate electronic documents.
- Ask about storage methods, facility locations, security, access, climate control issues and classification and labeling procedures.
- Keep track of employees that have authorized access to classified documents.

Computer Viruses

Response

- After an attack, make sure that all passwords are changed.
- Take account of your unit records and make sure all of your information is accounted for and intact.
- If you have a system supervisor or network coordinator, get in touch with him or her immediately.

BUILDING EMERGENCY ACTION PLAN

ADMINISTRATION LASSROOM UILDING TEMPLATE

Instructions:

1. Check the BEAP to ensure that all appropriate sections that require boxes or spaces to be filled in has been completed. Utilize the BEAP Checklist in the front of this plan as a guide to the areas that need to be completed.

2. The BSSR or a designated BSC member(s) should save a copy of the completed BEAP on a server to a file where it can be retrieved by more than one person for continuity purposes. The Department of Public Safety recommends that the BEAP be saved in the following format:

   BEAP _____
   [enter your building name here]

   For example, if your building name is the Biomedical Research Building, then your BEAP file name would be "BEAP Biomedical Research Building".

3. Send a completed copy of the BEAP to the UNG Department of Public Safety.

4. Print a copy for each BSC member to take back to their departments. Make sure that any department that is not represented on the BSC