

UAMS Building Emergency Preparedness (BEPP) Guide

UAMS Department of Emergency Management

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INTRODUCTION

The UAMS Office of Emergency Management maintains an enterprise-level All Hazards Emergency Operations Plan (AHP) and is responsible for helping all parts of the UAMS community to plan, prepare for, respond to and recover from all types of emergencies and disasters.

Building Emergency Preparedness Plans (BEPPs), in turn, complement the AHP at the level of buildings and clinics for the regional, educational and research areas at UAMS. In addition to defining roles and responsibilities during emergencies or disasters, these crucial plans:

- Promote and raise awareness of emergency preparedness
- Outline required training and information to ensure that staff and students in every building or clinic are prepared for incidents of all kinds

Because emergencies and disasters can strike without warning, our immediate safety and prompt recovery depend on how well the staff and students are prepared and understand their roles in BEPPs. As a result, the staff and/or students who occupy a building or clinic must be familiar with and understand their BEPP before an emergency occurs.

Creating BEPPs

A good BEPP contain comprehensive--yet simple and flexible--procedures that departments and clinics can apply to a variety of emergency incidents, including:

- Fires or explosions
- Tornadoes
- Extended power or utility outages
- Floods
- Earthquakes
- Bomb threats
- Active shooter

In addition to this guide, Emergency Management provides the *UAMS BEPP Template*, which shows information your BEPP must contain. However, it does not dictate format.

For example, if you have a building equipment inventory or emergency coordinator roster in a spreadsheet, that's fine. Its formatting may come in handy if you need to develop brand-new material.

Your BEPP should include policies relating to the emergency chain of command in your building and its departments or clinics, a definition of essential personnel and mission-critical functions, staff policies and internal emergency communications procedures.

Safeguarding your BEPP

Regardless of how many different files or types of files you piece together to form your BEPP, printing and storing the most current version in a binder makes it easy to further customize or update the contents.

You should also maintain a folder with all the BEPP files in a secure network location that's regularly backed up and recoverable in case of an emergency.

Help with creating your BEPP

The UAMS Emergency Management and Occupational Health and Safety departments provide planning consultations, hazard assessments and safety training to support BEPPs.

For questions or to request consulting or training, contact Emergency Management at:

- 501-258-4547
- EmerMgt@uams.edu

RESPONSIBILITIES AND REQUIREMENTS

The following sections describe people who have roles in BEPPs and their responsibilities.

Department Head or Designated Representative

- Appoint a department emergency coordinator to develop, coordinate and distribute the BEPP to department employees.
- Share this important safety information with all faculty, staff, researchers and students annually.
- Keep multiple copies of the plan in accessible locations throughout the department.
- Review the plan with the building emergency coordinator prior to submitting it to the Occupational Health and Safety Office.

Emergency Coordinator designated by the department head

- Prepare, coordinate and distribute the BEPP to department personnel.
- Ensure the BEPP is readily available and used during emergency incidents.
- Review the BEPP annually to ensure information and procedures are current; apply updates as needed and ensure only the updated version is in circulation.
- List all *critical operations* in the BEPP for first responder reference and use.
- Assist in the development of internal emergency notification procedures that ensure occupants of the building are notified during emergencies.
- Assist if it's necessary to evacuate the building.
- During evacuations, report to the Emergency Assembly Area (EAA) and account for evacuated personnel.
- Collect and provide essential information to emergency response personnel. For example, report the location of an incident, persons in building, special hazards and so forth.
- Develop additional building-specific information that makes the BEPP more effective. For example, the BEPP should include procedures for any assigned person who requests additional assistance, evacuation maps, directions to the EAA and so forth.
- Include in the BEPP any additional information as directed by the department head or the person responsible for the building.
- Conduct annual drills. Contact UAMS Emergency Management and Occupational Health and Safety to schedule and assist with these drills.
- Communicate the details of BEPP to faculty, staff and students.

Building Occupants

- Know the evacuation routes and EAA location(s).
- Participate in exercises/drills.
- Attend department training sessions.
- All building occupants must be familiar with the BEPP. *Read it carefully.* If you have questions, consult your department emergency coordinator
- Keep the following tips in mind as you read through the document. Be familiar with: -
 - The UAMS Emergency Warning Notification System.
 - Evacuation routes, exit points and location to report for roll call after evacuating the building.
 - When and how to evacuate the building.

- When and where to shelter in place within the building.
- Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
- Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 686-5333 for fire emergency notification). - Additional building specific procedures and requirements.

NOTE: Any communications to the media and public about a crisis should come from the Office of Communications & Marketing, 501-686-8998. You may contact the office 24-hours a day by paging 501-395-5989.

USING THE BEPP TEMPLATE

If you choose to use all or part of the *UAMS BEPP Template* for your BEPP, the steps in this section can help you with that process.

Please note that your BEPP may not necessarily contain every section from the template, and it's not required to be based entirely only the template. If you have equivalent or more detailed information in another format, such as Excel spreadsheets or a PowerPoint file, you may include any number of files in other formats in your BEPP.

This is your plan, and even if you use the template, it's customizable. For example:

- When a section in the template doesn't apply, you may omit that information.
- If you have existing policies in other forms that are part of your BEPP, include them in some form. Options include:
 - Reference them in a section and create a new Appendix section at the end of the file.
 - Describe or provide links to other locations, such as a secure web site or network drive.
 - Copy and paste the text into the appropriate section of the template. - Create a new, custom section if needed.

For questions at any point while planning or creating your BEPP, contact the Department of Emergency Management at 501-258-4547 or EmerMgt@uams.edu.

If you already have a plan for your building or clinic, you can submit it to the Executive Director of Emergency Management at EmerMgt@uams.edu.

Steps for using the template

The following steps describe pages and sections of the *UAMS BEPP Template* and provide guidance on how to fill out each one.

1. On the title page, enter your location in both the header and title page and add the name of the author or person who has primary responsibility for the plan. You can complete the adoption date after the plan is reviewed and approved.
2. Initiate the revision log with the information listed. This log provides a way to keep up with changes and versions as your plan grows and changes over time.
3. Add your location to the Emergency Response Actions section and then review, revise or add information as needed. For example, labs will have specific spill plans that you can refer to or add here. As noted above, you can also attach related policies or plans as appendices to the template.
4. If your location is off the main campus, modify the alert verbiage to reflect your specific location. However, do *not* alter the plain language alert messages. For example, color codes are used on only a few alerts now because the plain language in use today is easier to understand.
5. In the Building Specific Evacuation section, your evacuation procedures must address specific building and occupant needs. Add maps, exit routes and other steps, actions or precautions that are unique to your building or work area.
6. In the Emergency Assembly Area (EAA) section, determine an EAA where a roll call and head count can occur in a safe place--away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel

accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff and visitors, so an accurate count of occupants is difficult. No matter what, be prepared to provide first responders as much information as you know about the number of occupants and their movements.

7. The Shelter in Place section is for procedures that must address specific building and occupant needs. Add maps, routes and other steps, actions or precautions specific to your building or work area. Specify your shelter in place locations and procedures.
8. The section for Lockdown Procedures must also address specific building and occupant needs. Add maps, routes and other steps, actions or precautions specific to your building or work area. Specify your lockdown locations and procedures.
9. In the Evacuation of Persons with Disabilities section, list self-identified disabled persons who request evacuation assistance during an emergency. Designate evacuation assistants to assist wheelchair users during emergencies.
10. In the Evacuation Guidelines for People Requesting Additional Assistance section, add details about specific needs for self-identified disabled persons.
11. The Call Tree section documents your building or clinic's system for notifying occupants during emergencies. If you have a current call tree or system, enter or copy and paste it here if you are using the template. If not, you can use the one in the template. Please note that it needs only to go down to the level of supervisors. This section can also be used as a roster for an evacuation.
12. The Emergency Coordinator and Team section provides points of contact in the department or clinic used by Emergency Management and Occupational Health and Safety. This section can be used during emergencies or for scheduling training or other exercises.
13. The Accountability Checklist is a nice-to-have item if no other roster exists. If a system is already in place reference it here.
14. The Bomb Threat Checklist is used only if someone in your building or clinic receives a bomb threat. This is a part of the template everyone hopes will never be used.
15. The Equipment Inventory lists assets in the building or clinic. If a system already exists for this information, copy the material into the template or reference it. If not, this section provides a guide for creating your own inventory.
16. The Building Departments section is often replaced with an existing organization chart for a clinic, lab or building that is laid out by services provided. If that doesn't exist, you can use the template here as an example of required information.
17. In the Building Potentially Hazardous Operations section, include information about potentially hazardous operations that require special care during an emergency. Check with each department to complete this section. The information here must be readily available to first responders to assist them in their emergency response efforts.
18. In Appendix A, add or update your primary and secondary EAAs.
19. In Appendix B, a useful tool, note the locations of first aid kits, flashlights and other items that can be used during emergency. This information can be used to conduct a needs assessment for emergency equipment.
20. To complete Appendix C, see step 12 of the Bomb Threat Checklist section.
21. If your building or clinic has an Automated External Defibrillator or AED, complete Appendix D. AEDs are portable electronic devices that automatically diagnose potentially life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia. They treat patients with electrical therapy to stop arrhythmias, allowing the

heart to reestablish an effective rhythm. Not all departments/buildings have AEDs, and some have more than one. When applicable, all AED locations must be in this appendix.

22. When your BEPP is complete, enter the completion date on the cover page, update the Table of Contents with page numbers and submit it to the Executive Director of Emergency Management at EmerMgt@uams.edu.