Building Emergency Action Plan Development Guide

(Insert Building Name)

Emergency Action Plan (EAP)

(Insert Month 20XX)

(Note: To insert your building's image above, right-click the image, click Format Shape, click Fill Paint Can, click Fill, click Picture or texture fill, click Insert picture from File, then select a jpeg or png image file of the desired building. Delete these instructions before publishing final plan.)

OLD DOMINION
UNIVERSITY

Old Dominion University
(Insert Building Address)
Norfolk, Virginia 23529

OLD DOMINION
UNIVERSITY

Building EAP
Overview

Emergency Action Plan Definition and Importance

- A building or department-level document that provides immediate life safety response guidance for incidents/ emergencies/events and directs building occupants in proper emergency procedures.

- Allows for lowest operational level planning and response; aligns with ODU Crisis and Emergency Management Plan and **University Policy 1021: Emergency Management**

- Facilitates trickle-down individual preparedness through the planning process

Emergency Action Plan Template Contents

- **Building EAP: Building Emergency Coordinator, Building Emergency Preparedness Committee Members, Emergency Numbers, Evacuation/Assembly Maps, First Aid/AED Locations, Building Hazards, etc.**

- **Annex A: Departmental Key Personnel and Notification Protocol**

- **Annex B: Emergency Procedures**

- **Annex C: Emergency Info for the Classroom**

- **Annex D: Emergency Kits**

- **Annex E: EAP Reference Info and Instructions**

*As needed, add additional info as Annexes F, G, etc.

Plan Development Steps

Step 1: Form a Building Emergency Preparedness Committee

- **Department heads designate Building Emergency Preparedness Committee (EPC) representatives**

- **Building EPC meets <u>annually</u> to review/revise plan**

Step 2: Building Emergency Preparedness Committee Reads the Building EAP Template

- **Read and understand the template**

- **Schedule a Building EPC planning meeting**

- **Come prepared with information to complete respective Annex A info**

(Insert Building Name)
Emergency Action Plan (EAP)

(Insert Month 20XX)

(Note: To insert your building's image above, right-click the image, click Format Shape, click Fill Paint Can, click Fill, click Picture or texture fill, click Insert picture from File, then select a jpeg or png image file of the desired building. Delete these instructions before publishing final plan.)

OLD DOMINION UNIVERSITY

Old Dominion University
(Insert Building Address)
Norfolk, Virginia 23529

This document contains sensitive and confidential information that is not subject to FOIA under Code of Virginia §2.2-3705.2.

Step 3: Building Emergency Preparedness Committee Designates a Building Emergency Coordinator and Alternate

- **Building Emergency Coordinator Qualifications**
  - **Preferably full-time faculty or staff member with 6+ months in position**
  - **Knowledge of building and operations within**

- **Building Emergency Coordinator Duties**
  - **As EPC Chair, coordinate Building EAP development and annual review**
  - **Serve as building POC for internal/external stakeholders for emergency preparedness/response**
  - **Act as conduit to Office of Emergency Management for building preparedness efforts**
  - **Participate in training and recognition activities**

Step 4a: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- **Insert Building Address**

- **Insert BEC and Alternate BEC Contact Info**

- **Insert Floor/Area Monitor Contact Info, if applicable**

Step 4b: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- **Insert Building Emergency Preparedness Committee member contact info**

- **Add additional emergency contact numbers, if needed**

OLD DOMINION UNIVERSITY

BUILDING EMERGENCY PREPAREDNESS COMMITTEE

(The building Emergency Preparedness Committee (EPC) should consist of one representative from each department/unit occupying the building. There is no set number of representatives that can serve on an EPC. Through the EPC, the Building Emergency Coordinator (BEC) and Alternate BEC is selected. List members of the EPC, the department/unit they represent, and their contact information in the table below. Add/delete rows to fit the size of the EPC.)

Name	Department/Unit	Office Phone	Email (sans @odu.edu)

EMERGENCY CONTACT NUMBERS

Department/Agency	Phone Number	Website
Life Threatening Emergencies		
Police/Fire/Emergency Medical Services (EMS)	757-683-4000 or 911	
Non-Life Threatening Emergencies		
ODU Police Department (ODUPD)	757-683-4000	www.odu.edu/police
Norfolk Police Department (NPD)	757-441-5610	www.norfolk.gov/police
Norfolk Fire-Rescue (NFR)	757-441-5610	www.norfolk.gov/index.aspx?nid=596
ODU Office of Emergency Management (OEM)	757-683-5116	www.odu.edu/emergency
ODU Environmental Health and Safety (EHS)	757-683-4495	www.odu.edu/ehs
ODU Facilities Management (FM)	757-683-4600	www.odu.edu/facilitiesmgmt
ODU Fire Prevention	757-683-5166	www.odu.edu/fireprevention
ODU Student Health Services (SHS)	757-683-3132	www.odu.edu/studenthealth
ODU Counseling Services	757-683-4401	www.odu.edu/counselingservices

All campus telephones and emergency call boxes will connect you directly to the ODUPD Communications Center. When dialing 911 from a cellular phone on campus, your call may go to another area law enforcement agency. If/when this occurs, tell the dispatcher that you are on the ODU campus and ask to be transferred to ODUPD.

Call from a safe location and remember to stay calm, be prepared to answer questions, and do not hang up until the dispatcher instructs you to do so. If possible, attempt to gather some information that will be helpful for emergency responders such as approximate number of injuries, rooms that are involved, and how to best access the location of the incident/emergency/event.

(Insert building name)   2   *(Insert month and year)*

Step 4c: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- **Add additional ODU Resource contact numbers, as needed**

Step 4d: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- **Contact Office of Emergency Management to have maps/diagrams created:**
  - **Internal Assembly Areas per floor**
  - **Evacuation Maps per floor**
  - **Emergency Assembly Areas per floor**

Step 4e: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- **Insert locations of nearest First Aid Kits and Automated External Defibrillators (AEDs)**

- **Insert locations of staged emergency kits**

- **Identify and list hazards unique to the building**

Step 4f: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- **Insert locations of panic buttons in building, if applicable**
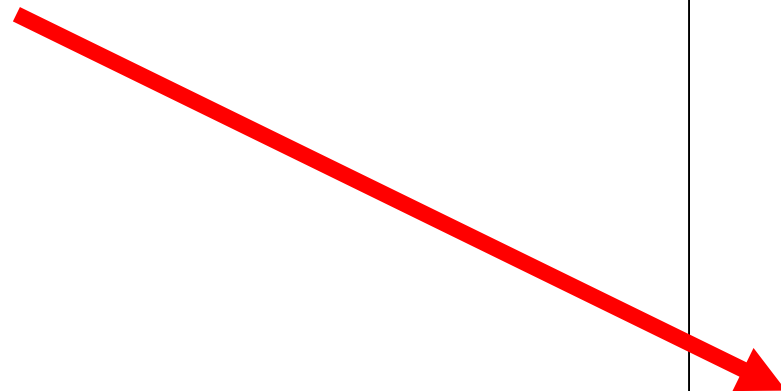
Emergency Action Plan

BUILDING FIRE ALARMS

With very limited exceptions (e.g., sheds, outbuildings, etc.), all regularly-occupied campus buildings are equipped with a centralized, monitored fire alarm system.

Procedures

- The fire/evacuation alarm is a high-pitched annunciator. When fire/evacuation alarm sounds, stop all activities and immediately leave the building. Follow evacuation procedures located in this plan.
- Special attention should be given to persons with hearing/visual/mobility impairments during the notification and evacuation.
- Procedures which may be hazardous if left unattended (e.g., welding, research using flammable materials, etc.) should be shut down prior to evacuation, if safe to do so.
- Verify that doors are closed to reduce the spread of fire and smoke.
- In cases where fire alarm systems are offline and a fire or smoke is observed, building occupants must attempt to make other occupants aware of an emergency by knocking on doors and shouting "FIRE!", sounding air horns, or using similar other means.

PANIC BUTTONS *(delete this section if not applicable)*

Panic buttons are devices used to immediately and discretely notify ODUPD in the event of an emergency. These devices are generally mounted under desks/tabletops and require depressing one or more buttons to activate the alarm. To avoid accidental activation of panic alarms, departmental/unit supervisors should educate staff on their placement and, if possible, arrange furniture such that contact with arm rests/extremities can be avoided.

(Indicate specific locations of panic buttons in the table below. Add/delete rows/columns as needed.)

Location(s) of Panic Buttons		

Procedures

- Activate the alarm to notify ODUPD by depressing the button(s) if you feel threatened or see another person in need of assistance.
- Secure-in-place if possible until help arrives.
- Alarms must be reset by ODUPD.

(Insert building name)   10   *(Insert month and year)*

Step 4g: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- **Provide special instructions/ provisions for visitors, if applicable**

- **Provide building after-hours guidance, if applicable**

OLD DOMINION UNIVERSITY

Emergency Action Plan

VISITORS

Visitors present a unique challenge to buildings as they are not generally familiar with building emergency procedures. During an incident/emergency/event, visitors should be given special care to ensure that they follow the building emergency procedures within this plan.

(Insert special details regarding visitors and emergency procedures, e.g., accountability protocol, credentialing, escorts, etc.)

AFTER-HOURS CONSIDERATIONS

The potential exists that an incident/emergency/event may occur before or after regular office hours, or on a holiday or weekend when offices are closed. The BEC or Alternate BEC may be unavailable or off duty, and faculty/staff of highest authority who are available at the time of the incident/emergency/event may need to manage the situation. These individuals should seek to follow the guidelines in this plan, while simultaneously making an effort to notify supervisors of the situation. Attempts to reach key personnel in this EAP should be made via phone and email using the protocols provided in Annex A: Departmental Key Personnel and Notification Protocol.

(Insert special after-hours information/provisions here, if needed)

(Insert building name)   11   *(Insert month and year)*

Step 5a: Building Emergency Preparedness Committee Departmental Representatives Complete Annex A Info

- **Indicate where in the building the department operates**

- **Provide a brief explanation of what services the department provides, staff numbers, etc.**

OLD DOMINION UNIVERSITY

Emergency Action Plan

Annex A: Departmental Key Personnel & Notification Protocol – *(Insert Department/ Unit Name)*

(For buildings with multiple departments/units, create identical annexes for each department/unit using the following format: Annex A-1, Annex A-2, and so on.)

DEPARTMENT LOCATION

Building Floor(s) Occupied	Rooms/Suites Occupied

DEPARTMENTAL OVERVIEW

(List the following information below (as applicable) in narrative or bulleted format: description of department, activities performed (e.g., teaching, research, etc.), and approximate number of faculty/ staff/students.)

(Insert building name)   12   *(Insert month and year)*

Step 5b: Building Emergency Preparedness Committee Departmental Representatives Complete Annex A Info

- **Insert contact info for departmental key staff**

- **Insert departmental notification protocol**

Emergency Action Plan

DEPARTMENTAL KEY PERSONNEL INFORMATION

Name	Title	Dept./Unit	Office Address	Office Phone	Cell Phone	Email (sans @odu.edu)
Bugs Bunny	Dept. Head	Emergency Mgmt.	131A Public Safety	3-1234	757-123-4567	bbunny
Road Runner	Office Manager	Fire Prevention	132 Public Safety	3-5678	757-765-4321	rrunner
Yosemite Sam	Daytime Supervisor	Risk Management	133 Public Safety	3-9012	757-757-7577	yosam

DEPARTMENTAL NOTIFICATION PROTOCOL

(Insert departmental tiered notification tree or text explanation here. A sample table is below. Regardless of format, this protocol should include first contact, second contact, and third contact names/cell phone numbers/email addresses. If after-hours or weekend notifications vary from normal business hour protocol, add additional columns/information as needed.)

Contact Order	Name	Title	Program/Unit	Cell Phone	Email (sans @odu.edu)
1	Emergency Cell Phone	N/A	N/A	757-999-9999	N/A
2	Yosemite Sam	Daytime Supervisor	EHS	757-123-4567	yosam
3	Bugs Bunny	Department Head	OEM	757-765-4321	bbunny

(Insert building name)   13   *(Insert month and year)*

Step 6: Building Emergency Coordinator Sends Draft EAP to Office of Emergency Management for Review/Finalizing

Building Emergency Coordinator

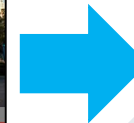*(Insert Building Name)*
Emergency Action Plan (EAP)

(Insert Month 20XX)

(Note: To insert your building's image above, right-click the image, click Format Shape, click Fill Paint Can, click Fill, click Picture or texture fill, click Insert picture from File, then select a jpeg or png image file of the desired building. Delete these instructions before publishing final plan.)

OLD DOMINION
UNIVERSITY

Old Dominion University
(Insert Building Address)
Norfolk, Virginia 23529

This document contains sensitive and confidential information that is not subject to FOIA under Code of Virginia §2.2-3705.2.
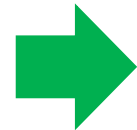
OLD DOMINION
UNIVERSITY
Emergency Management

Step 7: Office of Emergency Management Finalizes Plan with Building Emergency Coordinator, Returns For Dissemination to Building Emergency Preparedness Committee and Departments/Staff
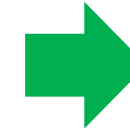
Questions?

- **Jerry Reed, Emergency Planner, OEM**

  757-683-3109

  j1reed@odu.edu

- **Jared Hoernig, Director, OEM**

  757-683-5116

  jhoernig@odu.edu