

Bemidji State University
Building Emergency Preparedness Plan

Building: _____ **Department:** _____ **Room(s):** _____

Preparation Date: _____

Building Emergency Information

Emergency Numbers

E-911 Address	
Internal Shelter Site	
External Assembly Point	
Shelter In-Place Sites	

Fire/Police /Ambulance	911
BSU Public Safety	3888
Physical Plant	3988

Building Representatives

Role	Name	Office	Phone #	Cell#
Building Representative (Primary)				
Building Representative (Alternate)				
Department Representative (Primary)				
Department Representative (Alternate)				
Accountability Coordinator (Primary)				
Accountability Coordinator (Alternate)				

Contact Points

Building Contact Point	
Department Contact Point	

General Procedures

Refer to the BSU Emergency Preparedness Guide for more detailed information:

http://www.bemidjistate.edu/offices/safety/forms/docs/BSU_Emergency_Procedures_Guide_2012.pdf

Emergency Notification

Building occupants will receive emergency notifications by at least one of the following methods:

- Campus Informer™ emergency public address system.
- Blackboard Connect™ phone and e-mail notification system
- Building fire alarms
- BSU web site
- Weather Radios
- Local radio and television stations
- Direct contact from BSU Public Safety officers or other University or community officials

Internal Shelter Site

Employees will move to the internal shelter site designated in the building emergency preparedness plan during tornado warnings, other severe weather conditions or other emergencies where leaving the building is unsafe.

Persons unable to evacuate should seek shelter in a room or corridor, avoiding doors, windows and exterior walls, and take cover under sturdy furniture or other items or structures that will offer protection.

The accountability contact person will report to BSU Public Safety any people believed to still be in the building and unable to evacuate.

External Assembly Point

Employees will move to the external assembly point designated in the building emergency preparedness plan during fire alarms and other emergencies where it is unsafe to remain in the building.

Persons unable to evacuate should move into a room as far away from the hazard as possible. Close the door and seal the bottom if smoke or hazardous material penetration is possible. If possible, call or take other actions to notify emergency responders of your location.

The accountability contact person will report to BSU Public Safety any people believed to still be in the building and unable to evacuate.

Shelter In-Place Sites

These are suggested locations that are believed will offer adequate safety and protection where occupants unable to evacuate during an emergency can take shelter until emergency responders can assist them. However, conditions, hazards, and other conditions existing at the time of the emergency must be considered when deciding where to take shelter.

Contact Persons' Roles

Building Representative: This person will collaborate with BSU Public Safety representatives and department and work area coordinators in the building to coordinate the development and implementation of emergency preparedness plans for the building. The building contact will also facilitate maintaining the building plan current and reviewing it at least annually.

Department Representative: This person will collaborate with the Building Representative and BSU Public Safety representatives to coordinate the development and implementation of emergency preparedness plans specific to a department or work area in the building. The department contact will also facilitate maintaining the department plan current and reviewing it at least annually.

Accountability Coordinator: This person will survey persons reporting to an internal shelter site or external assembly point to determine if it is known if anyone remains in the building. They will report the location of people unable to evacuate to BSU Public Safety.

Contact Points

Building and department contact points are reliable phone contacts that can be used to provide emergency notification to a building and/or department or work area, if the primary notification systems fail or it is inappropriate to use them. Emergency notification through the contact point must enable dissemination of the emergency information to the rest of the area and activation of the emergency preparedness procedures. The contact point must be active at all times the building or work area is normally occupied. Contact point phone numbers should be set to forward to another active number, during periods it will not be staffed.

Safety

- Safety is the first and highest priority at all times.
- If an alarm or notification to evacuate occurs, employees and other occupants are to proceed quickly and calmly as possible to the External Assembly Point or Internal Shelter site.
- Provide assistance to others as needed and to the level of your training and comfort with the situation.
- If possible to do so safely, those unable to evacuate should be helped to a designated shelter in-place location. They should be provided with a phone, if possible. Do not lock access doors to occupied shelter in-place sites. Record their location and report it to Public Safety when you are safely evacuated and at the designated shelter site or assembly point.
- Do not return to the building until Public Safety or another recognized authority indicates it is safe to do so.

Security

- Security of University property and sensitive or critical documents and personal items should be considered but no one should endanger himself or herself to protect physical assets.
- During an evacuation, if time permits and it is safe to do so, consider locking room doors as you evacuate. But do not lock access doors to occupied shelter in-place sites.
- As part of prudent emergency preparedness, it is strongly recommended that important computer files be backed-up frequently.
- Fire proof/resistant and hardened storage cabinets should be considered for critical paper documents.

Public Assemblies

MnSCU policy defines public assemblies as gatherings of 50 or more persons for such activities as entertainment, dining, amusement, lectures, seminars, etc. That policy states that an announcement identifying the location of fire exits shall be made 10 minutes before the start of the program. Instead of an announcement, the location of fire exits may be provided in the program literature. A similar announcement is to be made during the initial meeting of all classes held in campus buildings or can be included in course syllabi or outlines.

Hallway, Corridor, and Stairwell Use

Exits, stairwells, hallways and corridors are intended to provide a safe and adequate means by which occupants may exit the building and emergency responders can access the building during an emergency. These areas and all other means of egress must be kept free of all obstructions at all times.

Access to Emergency Equipment and Utilities

Immediate and unobstructed access must be maintained at all times for fire extinguishers, fire alarm pull stations, sprinklers, smoke detectors, alarm annunciators, phones, electrical panels, mechanical rooms and all other emergency or utility devices. Exit signs and signs labels for these devices must be visible at all times and may not be covered or obstructed in any way.

Department Specific Emergency Preparedness

Department Specific Emergency Preparedness Procedures and Actions to Consider

Following are suggestions to consider in completing the department or work area specific part of the emergency preparedness plan.

Employee Roster – list of all employees (including student employees) who regularly occupy the area

Go Kit Contents and Location

- Employee Roster (Example roster form on next page)
- Phone
- Contact Information
- Flashlight
- Pen, Pencil, notepad

Safety Concerns

- Provisions for Special needs employees and occupants made
- Unattended hazardous equipment or operations
- Unattended/insecure chemicals or other hazardous materials

Security Concerns

- Can/should doors be locked
- Critical equipment
- Critical computer files and equipment
- Critical and/or sensitive paper documents
- Unattended personal items

Checklist of tasks that need to be completed during an evacuation (Example on

Task Cards

- Cards listing an individual task that needs to be completed during an evacuation
- Distributed as needed to employees to facilitate completion of tasks during an evacuation.

Department Name Here
Emergency Procedures
Check List

Task	Completed	
	Yes	No
Assure all occupants are aware of emergency.		
Assure all occupants know where they are evacuating to: Internal Site: External Site:		
Assistance provided to disabled?		
Record the location of any who cannot evacuate.		
Go Kit & Cell Phone		
Employee accountability roster		
Employee accountability roster		
Assure all occupants have evacuated.		
Doors closed/locked?		
Bathrooms checked?		
All employees accounted for?		
Accountability contact reports to BSU Public Safety, (218) 755-3888		