Building Emergency Action Plan (BEAP) Worksheet

Complete this worksheet and return it to the Office of Emergency Management (OEM). If there is a section that is non-applicable, indicate with an “N/A”. If you are unsure about sheltering locations or assembly areas, coordinate with the OEM for a site visit. The site visit should include building personnel that are familiar with building operations.

Our office will populate a plan with your responses and will complete the majority of your building plan.

1. Building name:

|  |
| --- |
|  |

1. Plan signature and approval: List Department Head, Dean, or Director and Title that will sign the plan.

|  |  |  |
| --- | --- | --- |
| Name | Department | Title |
|  |  |  |
|  |  |  |

1. Plan location: Upon completion, list where the plan will be kept. List the server and file names if electronic. List the location of the plan if maintained as a paper copy in a binder. It’s ok to have the plan in electronic and paper copy. Just list both and where it’s kept.

|  |  |  |
| --- | --- | --- |
| Department | Location | Format |
|  |  |  |
|  |  |  |

1. Severe weather shelter areas. These are areas which could provide safety during severe weather such as a tornado. These areas would be locations such as a basement, interior hallway, or interior room with no windows.

|  |
| --- |
| Location |
|  |
|  |

1. Sheltering location for an outdoor chemical release. For this type of sheltering consider upper levels of a building with interior rooms with very few or no windows.

|  |
| --- |
| Location |
|  |
|  |

1. Location of designated assembly areas. Our office maintains a list of places for your assembly area. However, we want to use what’s logical and familiar to the building occupants. Wherever your assembly areas are located be sure that they don’t interfere with the emergency responder’s access to the building.

|  |
| --- |
| Location |
|  |
|  |

1. Adequate barricade spaces for active shooter include a lockable door and the ability to not be visible from outside the room. Do the majority of your spaces fit this criteria?

€ YES € NO

If yes, your BEAP will indicate a general decentralized barricade plan.

If no, contact the OEM to conduct a site visit to assist in the identification of centralized barricade spaces. If you have recommendations, list below:

|  |
| --- |
| Locations |
|  |
|  |

1. Floor Wardens: Consider assigning at a minimum of two people, a primary and an alternate, per floor or department. These individuals would be assigned a role to assist evacuation or sheltering.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Department | Office Phone | Cell |
|  | Plan Coordinator |  |  |  |
|  | EP Sector Coordinator |  |  |  |
|  | Floor Warden |  |  |  |
|  | Floor Warden |  |  |  |