



Emergency Building Response Plan

For

Building Name: _____

Updated: _____

**Chief Emergency Building Coordinator to Review/Revise Annually with
the Building Advisory Committee.**

X

Chief Emergency Building Coordinator

CEBC will distribute copies to all members of the Building Advisory Committee and Department Budget Officers. Send updates to Human Resources, Campus Box 15 for scanning; they will forward to Environmental Health & Safety.

1. PURPOSE AND OBJECTIVES

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. Additional information regarding issues such as weather emergencies, bomb threats, etc., can be found at WSU website

http://webs.wichita.edu/?u=emergency&p=/emergency_guide/building_evacuation/

II. SHELTER IN PLACE

A shelter in place incident is a potential threatening situation on campus that may involve disasters such as 1) an active shooter, 2) tornado, or 3) an outdoor hazardous material release where it is safer for individuals to remain in a sheltered area of a building. Thus, to 'shelter-in-place' means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. If you are inside, stay where you are. Collect any emergency supplies and a cell phone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

A text message will be sent to faculty, staff and students who are subscribers of the university's emergency notification system and an email message will be sent to all WSU email addresses indicating the nature of the emergency and what steps to take to protect yourself.

Locate a room to shelter inside.

- It should be an interior room.
- Without windows or with the least number of windows. If there is a large group of individuals inside a building, several rooms may be necessary.
- Shut and close exterior doors.
- Make a list of the individuals with you.

III. EVACUATING CAMPUS FACILITIES

An evacuation may be necessary if there is a power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, flood or any other situation that makes the facility unsafe or uninhabitable. An evacuation may be initiated by the fire alarm, by notice from a police or fire official, or by administrative decision. If the fire alarm sounds, or Public Safety Officer or fire officials gives an evacuation notice, everyone must leave the building.

- a. All buildings that are designed for human occupancy are required to have Emergency Building Response Plans and submit such to the WSU Environmental, Health & Safety Office within 6 months of implementation (updated annually). Emergency Building Coordinators (EBCs) are responsible to ensure that all the people in their building are aware of exit routes and the location of the building Emergency Assembly Area(s). The Emergency Building Response Plan will be updated and maintained by the Chief Emergency Building Coordinator (CEBC) and made available to employees for review.

- b. Unless otherwise notified by Emergency Response and/or Fire and Medical personnel, building occupants may briefly delay evacuating if they need time to shut down electrical and other equipment that involves flame, explosive vapors, or hazardous materials.
- c. All building occupants will follow instructions issued by the Wichita/Sedgwick County Emergency Responders, University Police, and the EBCs.
- d. After exiting the building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by the Wichita/Sedgwick County Emergency Responders, University Police and the EBCs.

IV. EVACUATION DRILLS

Evacuation drills shall be conducted at least once annually at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary.

Evacuation drills will be scheduled by the CEBC in consultation with the Environmental Health & Safety Office, University Police and Facilities Operations at least two weeks prior to drill.

Evacuation drills shall involve all occupants. Everyone shall leave the building when the fire alarm sounds. It may be advisable to notify persons needing special assistance prior to a planned evacuation drill.

In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The EBCs are expected to perform the assigned duties as if in an actual emergency situation. Provisions should be made for timing and evacuating orderliness of each drill.

V. BUILDING INFORMATION

Building Name: _____
 Building Address: _____
 Primary Use of Building: _____

Chief Emergency Building Coordinator (CEBC)

Name: _____ Emergency Tele No: _____
 Email Address: _____ Cell Phone No: _____
 Campus Tele No: _____ Home Tele No: _____
 Department: _____ Other: _____

Responsibility: The CEBC is responsible for coordinating the response plan and the EBCs efforts in emergency building response to evacuate or shelter-in-place.

Emergency Building Coordinator (EBC)

Name: _____ Emergency Tele No: _____
Email Address: _____ Cell Phone No: _____
Campus Tele No: _____ Home Tele No: _____
Department: _____ Other: _____
Area of Responsibility: _____

Emergency Building Coordinator (EBC)

Name: _____ Emergency Tele No: _____
Email Address: _____ Cell Phone No: _____
Campus Tele No: _____ Home Tele No: _____
Department: _____ Other: _____
Area of Responsibility: _____

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Emergency Building Coordinator (EBC)

Name: _____ Emergency Tele No: _____
Email Address: _____ Cell Phone No: _____
Campus Tele No: _____ Home Tele No: _____
Department: _____ Other: _____
Area of Responsibility: _____

>>See additional page to add more EBCs at
<http://webs.wichita.edu/depttools/depttoolsmemberfiles/ebc/Addl%20EBCs%20attach%20to%20response%20plan.pdf>

VI. EMERGENCY BUILDING COORDINATOR RESPONSIBILITIES

Chief Emergency Building Coordinator (CEBC)

- 1. Coordinate and facilitate the development, communications, implementation and maintenance of this Emergency Building Response Plan.
- 2. Make the Emergency Building Response Plan available for review.
- 3. Work with the department and project administrators to appoint the Building Advisory Committee.
- 4. Serve on the Building Advisory Committee.

5. Conduct and/or assist in evacuation drills.
6. Assist in training and/or scheduling of training the building occupants in emergency procedures and evacuation responsibilities. A list of persons needing assistance during an evacuation should be maintained by the CEBC.
7. Serve as a liaison with emergency responders (e.g. Wichita/Sedgwick County Emergency Response Team, University Police and the Environmental, Health and Safety Office).
8. Meet emergency personnel upon their arrival and convey specific information and hazards in the building, access, etc.
9. Consult with the Environmental, Health and Safety Office on emergency assembly area site(s).
10. Maintain communications with the EBCs in all matters related to the Emergency Building Response Plan.

Emergency Building Coordinators (EBCs)

1. In the absence of the CEBC, will fulfill the responsibilities of the CEBC.
2. Work with department and project administrators to appoint the Building Advisory Committee.
3. Serve on the Building Advisory Committee.

VII. DEPARTMENTS AND PROJECTS WITHIN BUILDING

All department administrators and project representatives within the building are listed below:

Department/Project Name	Administrator/Representative	Phone	Room
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VIII. BUILDING ADVISORY COMMITTEE

The CEBC and EBCs will work with the department and project administrators to develop the Building Advisory Committee.

The Building Advisory Committee provides coordination between the departments and projects within the building. Primary duties include assisting the EBCs in the development, communication, implementation and maintenance of the Emergency Building Response Plan. The Building Advisory Committee will review and update the plan annually or when changes occur.

The Building Advisory Committee membership includes one representative for each department and project housed in the building. All members are listed below:

Department/Project Name	Committee Member	Work Phone	Emergency Phone	Room
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IX. EMERGENCY REPORTING PROCEDURE

If the need for an evacuation is discovered, such as fire:

1. Activate manual fire alarm pull station and exit the building.
2. After exiting the building, **Call 9-1-1** and provide further details to emergency personnel.
3. Do not attempt to extinguish the fire unless it is small and you have received training in fire extinguisher operations. Do not place yourself or others in unnecessary danger. Information and training is available through the Fire/Safety Office (fire.safety@wichita.edu).

If you are TRAPPED in the building and cannot find an escape route:

Call 9-1-1 and give your exact location.

X. GENERAL EVACUATION PROCEDURE

- a. Immediately obey evacuation alarms and orders to evacuate. Tell others to evacuate.
- b. No one may remain inside a building when an evacuation is initiated. (See Section XI below for persons needing assistance in an emergency.)
- c. Classes in session must evacuate.
- d. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- e. Close windows and doors as rooms are vacated.
- f. Proceed calmly but quickly to the nearest emergency exit.
- g. Use stairways to evacuate, if able to do so.
- h. Follow the evacuation route directly to your designated Emergency Assembly Area(s) located on emergency action plan building map. Areas are:

- i. Do not re-enter the building until authorized by Emergency Incident Commander (Emergency Response Authority). In the event that the building cannot be occupied for an extended period of time, additional direction will be provided by WSU Administration.

XI. EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

Persons needing assistance in an emergency, including those with disabilities, should be encouraged by CEBC/EBCs to develop personal action plans and identify their primary and secondary evacuation routes. This includes, if necessary, identifying at least two (2) individuals who are willing to serve as evacuation assistants in the event of an evacuation, as described in the Emergency Building Response Plan. Copies of the personal action plans will be shared with the CEBC/EBCs and others as necessary to provide for alerting, evacuation or sheltering during an emergency.

University procedures require all persons, including those with disabilities, to evacuate the facility when the fire alarm is activated or when otherwise instructed to do so. In the event of evacuation, the following evacuation options should be considered in conjunction with the disabled individual's personal action plan, if any.

- **Horizontal Evacuation**
Moving away from the area of imminent danger to a safe distance (i.e., another wing, adjoining building, opposite end of corridor, outside to ground level).
- **Vertical (or Stairway) Evacuation**
Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
- **Staying in Place – Shelter-In-Place**
Remain in a room with an exterior window and a telephone, closing the door, if possible. Individuals staying in place should **CALL 9-1-1**. The dispatcher will assist by notifying on-scene emergency personnel of the location of the person who needs evacuation assistance. If the telephone lines fail, the individual can signal from the window by waving a cloth or other visible object. It is the responsibility of every member of the university community to immediately communicate to emergency personnel the location of individuals who are unable to evacuate.

XII. BUILDING MAP (Attachment).