The Facilities & Services Building Emergency Action Plan (BEAP) is a two-part document that gives guidance on emergency response.

- This plan is based on and meshes with the Campus emergency action plan
- All F&S personnel have a role in emergency response to some degree
- The 2015 update is now in place, and training is beginning

The F&S BEAP includes 2 main parts:
- **Part 1** – An overview of responses to emergencies
- **Part 2** – Building-specific plans for these buildings:
  - Physical Plant Service Building
  - Garage and Carpool
  - Central Receiving
  - Waste Transfer Station
  - Abbott Power Plant
  - Plant Services Bldg NE

**Part 1 of the BEAP contains the following**

- Emergency Management Team composition and responsibilities
- How the plan is triggered and activated
- Authorities for activation
- Location of the F&S **command post** and back-ups
- Relation to the unified command system and Campus Emergency Operations Team
- Specific responses to emergency scenarios
- **Triggers for activating**: the plan is put into action for emergencies such as:
  - Criminal activity – crime, active shooter, bomb, etc
  - Natural disaster – tornado, blizzard, flood, earthquake
  - Civil disturbance – riot, demonstration, unruly crowd
  - Technology failure – fire, explosion, gas, spill, etc
  - Personnel emergency – suicide, psychological emergency
  - Infectious disease – epidemic, biological agent, dirty bomb
- Authority for activation
  - Normal working hours: Executive Director or delegate
  - Outside normal hours: first available member of the Emergency Management Team

Examples of **emergency responses** that are detailed in the BEAP:

- Tornado – seek shelter in a storm refuge area
- Blizzard, earthquake, flood – do not come to work if not essential; provide shelter for those who are at work and can’t leave
- Civil disturbance, hazmat, shootings, bomb threat – follow official guidance
- Fire, explosion – follow evacuation procedures
- Disease outbreak – follow the infectious disease response plan
Part 2 gives directions for emergency action in specific F&S buildings

- Physical Plant Service Building
- Garage and Carpool
- Central Receiving
- Waste Transfer Station
- Abbott Power Plant
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This section explains when to get out (for example, a fire) and when to stay in and/or hide (for example, a tornado or an active shooter).

Part 2 contains lists of **Floor Coordinators** for each building who are assigned sectors the building.

- They assist with personnel evacuation and physically account for individuals at evacuation staging areas
  - Take roster of who is present/missing
- They coordinate rescue assistance
  - Areas where people with special needs can go to await assistance if they are not able to evacuate

Part 2 also includes **building floor plans** showing the locations of evacuation assembly areas.

- Floor coordinators should communicate this for their area
- Make sure you know the location of your assembly area

Building shut-down may require specific **actions to secure the area** before evacuation

- Actions may include securing valves, closing hazmat lockers, locking safes, etc
- Floor coordinators and building emergency managers must work with shop foremen to identify these actions in advance
- Begin planning now to identify shut-down actions

In the coming weeks and months **training** will be conducted for persons with active roles:

- Emergency Management Team and Floor Coordinators
- This will be followed by **tabletop exercises** to walk through emergency response
- It will be followed later by **full-scale drills**