



**University of Nebraska-Lincoln**

## Building Emergency Action Plan (Template)

Facility Name: \_\_\_\_\_

Date Prepared \_\_\_/\_\_\_/\_\_\_

**Table of Contents**

1. Overview ..... 3  
    Purpose ..... 3

2. Building Description ..... 3

3. Building Emergency Personnel..... 4  
    Deans/Directors ..... 4  
    Building Emergency Coordinator ..... 4  
    Floor Coordinators ..... 4  
    Building Emergency Personnel Information ..... 5

4. Emergency Actions..... 6  
    Evacuation Planning ..... 6  
    Shelter-in-Place Planning ..... 6  
    Shelter Locations..... 6

5. Persons Needing Assistance Roster ..... 7

6. Assembly Areas ..... 7

7. Building Warning Systems..... 8

8. Secure or Hazardous Locations..... 8

9. General Emergency Personnel Guidance for Incidence Response ..... 9  
    Evacuation..... 9  
    Ambulance ..... 9  
    Notification ..... 9  
    Tornado..... 9

10. Attachments (Additional procedures specific to this building) ..... 10

11. Plan Submission ..... 10

## 1. Overview

### Purpose

This is a customizable emergency action plan template for campus buildings. It has been created to assist in preparing a Building Emergency Action Plan. Please use this information as a guide and customize the information to reflect your building.

**The document must be customized to fit the requirements of your building.**

These plans are a component of UNL's Emergency Operations Plan, which is an "all-hazards" plan for responding to and recovering from incidents. University Police is responsible for coordinating UNL's Emergency Operations Plan. Assistance with Building Emergency Plan development, training, and drills is available through University Police.

## 2. Building Description

(Enter description of building here)

### 3. Building Emergency Action Personnel

UNL is committed to protecting the welfare of its community members and safeguarding our vital interests – reputation, research and property. For this reason, UNL has established guidelines for Building Emergency Planning. As Building Emergency Personnel, you play an important role in the implementation and effectiveness of this guidance in your building.

#### Deans/Directors

- Deans/Directors select a Building Emergency Coordinator (BEC) and give them the authority to implement all phases of the plan.
- For shared buildings, Deans/Directors should decide who is best suited to be the Building Emergency Coordinator.
- Building Coordinators coordinate a number of Floor Coordinators within their facility.
- Identify alternative coordinators if the BEC is away from campus

#### Building Emergency Coordinator

- Implement this plan with the assistance of University Police
- Ensure that building occupants receive training in the emergency plan
- Conduct periodic emergency drills
- Revise plan as necessary
- Response Functions:
  - Determine, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
  - As it becomes available, provide information to the assembly area about the nature and status of the incident.
  - Serve as point of contact for UNL Police for information about the location, nature, and status of the incident
  - Once the incident has been made safe by emergency responders, notify occupants they may safely re-enter the building.

#### Floor Coordinators

- Floor Coordinators will assist in the evacuation and shelter-in-place of their assigned floor, with the goal of ensuring all occupants have an opportunity to get to safety.
- To ensure coverage, each floor should have multiple floor coordinators
- In the absence of the Building Emergency Coordinator, a floor coordinator can be designated a building emergency coordinator.
- Response Functions:
  - Provide direction to occupants.
  - Ensure that anyone needing assistance is being helped
  - Share information with UNL Police about the location, nature, and status of the incident





5. Persons Needing Assistance Roster

The following list includes self-identified persons who may need assistance during evacuations or shelter-in-place actions.

Name	Room #	Phone	Type of Assistance	Volunteer(s) & Phone

6. Assembly Areas

List assembly area locations:

Assembly Area	Location
Primary:	
Alternate:	
Alternate:	





## 9. General Emergency Action Personnel Guidance for Incidence Response

### Evacuation

#### (Fire, Hazardous Materials Release)

- Assist in evacuation if the fire alarm sounds.
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone N Card etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance.
- Report the location of those unable to evacuate to first responders.
- Be ready to be guided by additional instructions.

### Ambulance

- **911, 2-2222, or 402-472-2222**
- Give exact location where ambulance is needed.
- Give brief description of emergency, including: number of victims, conscious/unconscious, breathing on their own, and CPR in progress.
- If a heart condition is suspected, be sure to advise the dispatcher.

### Notification

- Notifications about serious incidents on campus are sent using the following methods when available:
  - UNL Alert (unlalert.unl.edu)
  - UNL main Web site: unl.edu
  - Campus radio KRNU 90.3
  - Social, Public and private media
- If you receive a UNL Alert, please share the information immediately.

### Tornado

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

**Tornado Watch** means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

**Tornado Warning** means that a tornado has been sighted or radar indicates rotation in the clouds. TAKE SHELTER! Advise other to do the same.

### In the event of a National Weather Service issued tornado warning:

- UNL Alert will be activated
- Lancaster County will sound sirens based on confirmation of a tornado
  - University personnel are directed to seek shelter for one or more of the above
  - It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.
- Where available, the University may provide supplemental notification tornado warnings through one of the following methods:
  - Amplified voice announcements over the public address system
  - unl.edu and social media

**More information about emergency procedures:** <http://emergency.unl.edu>

Building Emergency Personnel should:

- Take charge in assisting building occupants to follow appropriate procedures for all building alarms or incident alerts
- Be aware of your surroundings. Know your floor layouts. Know where building exits are located. Know alternate routes to reach exits. Know where you can shelter in place.
- Be flexible, adapt to the situation when involved in an incident.
- Provide building occupants general information about evacuation and shelter-in-place movements.
- Know how to report an incident in your building.
- Assure that persons with disabilities have the assistance they may require during an incident.
- Sign up for UNL Alert to receive incident alerts via email and text messages.

Call University Police

- 2-2222 (Campus Phone)
- 402-472-2222 (Cell Phone)
- 911

10. Attachments (Additional procedures specific to this building)

11. Plan Submission

Send completed Building Emergency Plans and updates to [preparedness@unl.edu](mailto:preparedness@unl.edu).

It is the policy of the University of Nebraska–Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.