

## Labovitz School of Business & Economics (LSBE) Building Emergency Evacuation Plan (BEEP)

### Scope:

This plan has been prepared to ensure orderly and complete evacuation of Labovitz School of Business & Economics (LSBE) whenever an emergency occurs, or the alarm sounds.

The primary objectives of this evacuation plan are to ensure that:

1. Everyone leaves the building safely.
2. A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
3. Building occupants are accounted for after an emergency evacuation.
4. Personnel are selected among building occupants, with functions to ensure plan objectives.

For the purpose of this plan, the following are emergencies for which a total or partial evacuation of a building is necessary.

- Fire.
- Explosion.
- Bomb threats.
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health.
- Building Air contamination
- Severe Weather

The plan will be updated and exercised by conducting evacuation drills at least annually.

### Emergency Notification

Building occupants are notified of emergencies through the use of the following:

1. Word of mouth
2. Fire alarm
3. Texting (all the BEEP plan volunteers subscribed to the [UMD TXT-U Alerts for Emergency Text Messaging system](#) to receive alerts during emergencies)
4. Tone Alert Radio (TAR). There is a TAR in every floor of the building in a departmental central office

### General Building Evacuation Procedure

At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

# Building Emergency Evacuation Plan

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Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.

## Evacuation Instructions

Whenever you hear the building alarm or are informed of a general building emergency,

1. Do not panic
2. Do not ignore alarm.
3. Leave the building immediately, in an orderly fashion.
4. Do not use elevators.
5. Classes in session must be dismissed and students directed to leave and meet outside.
6. Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map by elevator).
7. Do not go back to your office area for any reason.
8. Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
9. Report to your Work Area Rep. at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
10. **Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the Alarm doesn't mean the emergency is over.**

## Emergency Evacuation Personnel

For the purpose of this Plan, Emergency Evacuation Personnel, and their alternates are regular employees who have been selected to help ensure that:

- Building evacuation is carried out as planned,
- Evacuated occupants are directed to assigned assembly points where they will be accounted for, and
- Persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and their alternates shall be selected among building occupants, and on a voluntary basis.

The following is a list of building emergency evacuation personnel, and their corresponding duties.

**PLEASE NOTE:** Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety.

# Building Emergency Evacuation Plan

Personnel	Duties
<b>Work Area Reps.</b>	<ul style="list-style-type: none"><li>• Maintain a current list of all occupants, including part time and student employees in immediate work area.</li><li>• Ensure area occupants leave the building in cases where there is word of an emergency but building alarm didn't sound.</li><li>• Inform occupants of their duty to report to your assembly point.</li><li>• Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if they are able to negotiate stairway.</li><li>• Leave the building as soon as possible and go to your assembly area.</li><li>• Check off co-workers who safely reported to assembly point from occupant list.</li><li>• Collect information on missing personnel known or suspected to still be in the building and report to the floor monitor or emergency personnel.</li></ul>
<b>Floor Monitors</b>	<ul style="list-style-type: none"><li>• While leaving, monitor corridors on assigned floor and ensure personnel are moving toward exits.</li><li>• Check restrooms on assigned floor to ensure they have been evacuated.</li><li>• Make sure fire doors on enclosed stairways and exits are closed and not blocked open.</li><li>• Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if able to negotiate stairway.</li><li>• Leave the building as soon as possible and ensure assigned entryways are being monitored. Report presence of anyone still on your floor to Emergency Coordinator, or directly to Fire Dept.</li><li>• Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal.</li><li>• Fill out the <a href="#">building evacuation observation report</a> form.</li></ul>
<b>Emergency Coordinators</b>	<ul style="list-style-type: none"><li>• Collect information on building occupants known or suspected to still be in building from Floor Monitors and/or Work Area Reps.</li><li>• Meet emergency responders at building entrance.</li><li>• Report information on occupants needing assistance to evacuate and other personnel suspected to still be in building to emergency responders or On Scene Commander.</li><li>• Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel.</li><li>• Conduct post emergency meeting if necessary.</li></ul>
<b>On Scene Police Officers</b>	<ul style="list-style-type: none"><li>• Assist emergency responders from the fire department in gaining access to building as needed.</li><li>• Help secure building and prevent re-entry.</li><li>• Maintain communication between emergency responders and University officials.</li><li>• Transmit the all clear to Emergency Coordinators.</li></ul>

## Building Emergency Evacuation Plan

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Labovitz School of Business & Economics

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### Procedure for Persons Needing Assistance to Evacuate

Any person unable to use stairs, or need assistance to evacuate, should proceed to the nearest designated “safe room” or remain in his/her office if safe. Emergency evacuation personnel will check “safe rooms”, and ensure emergency response and rescue personnel are notified if someone has taken refuge there. They will also report any person taking refuge in offices in their areas.

For more information refer to page 2 of the Campus Emergency Information Desk Reference (<http://www.d.umn.edu/ehso/emergencies/assistance.html>).

### Building “Safe Rooms”:

Reasonably “safe rooms”, unless otherwise specified, are regular rooms that are easily accessible to individuals with limited mobility, have closeable doors, are preferably equipped with a telephone and windows to the outside, and are monitored by emergency personnel (work Areas Reps, Floor Monitors).

Two rooms per floor have been designated as “safe rooms”. These rooms are for use as a refuge by individuals who cannot negotiate stairs during evacuation, until trained emergency rescue personnel arrive to assist in their safe evacuation if circumstances warrant.

**Please Note** that when choosing safe rooms you must consider all types of emergencies including severe weather. Floors with direct access to the outside are not required to have a safe room.

# Building Emergency Evacuation Plan

## Building Specific Information:

### Emergency Coordinators:

The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

**Primary:** Vickie Almquist-Minko

**1<sup>st</sup> Alternate:** Cathie Carter

**2<sup>nd</sup> Alternate:** Carlee Williams

Personnel	Duties
<b>Emergency Coordinators</b>	<ul style="list-style-type: none"><li>• Collect information on building occupants known or suspected to still be in building from Floor Monitors and/or Work Area Reps.</li><li>• Meet emergency responders at building entrance.</li><li>• Report information on occupants needing assistance to evacuate and other personnel suspected to still be in building to emergency responders or On Scene Commander.</li><li>• Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel.</li><li>• Conduct post emergency meeting if necessary.</li></ul>
<b>On Scene Police Officers</b>	<ul style="list-style-type: none"><li>• Assist emergency responders from the fire department in gaining access to building as needed.</li><li>• Help secure building and prevent re-entry</li><li>• Maintain communication between emergency responders and University officials.</li><li>• Transmit the all clear to Emergency Coordinators</li></ul>

### Safe Rooms

The following are the designated “safe rooms” for LSBE

Floor #	Safe Rooms
First Floor	111F – Staff Office
Second Floor	213H – Staff Office

# Building Emergency Evacuation Plan

Third Floor	335B – Department Chair’s Office (There WILL be people in this room)
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### Tone Alert Radio (TAR) Locations

Floor #	TAR Locations	Responsible staff
First	LSBE 219	Vicki Everett

For assistance with TAR Location please consult ([Tar listing this is not a public information](#))

### Floor Monitors

Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

Floor #	Floor Monitors	
	Primary	Alternate
1 <sup>st</sup> Floor	Tracey Bolen	Rick Brill
2 <sup>nd</sup> Floor	Cathie Carter	Joseph Grant
3 <sup>rd</sup> Floor	Georgina Block (front)	Carlee Williams (back)
<b>Duties</b>	<ul style="list-style-type: none"><li>• Monitor corridors on assigned floor and ensure personnel are moving toward exits.</li><li>• Check restrooms on assigned floor to ensure they have been evacuated.</li><li>• Make sure fire doors on enclosed stairways and exits are closed and not blocked open.</li><li>• Assist and/or direct occupants with limited mobility, either to safe rooms, or down stairs if able to negotiate stairway.</li><li>• Leave the building as soon as possible and go to assigned entryway. Report presence of anyone still on your floor.</li><li>• Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal.</li><li>• Fill out building evacuation observation report form.</li></ul>	

### Work Area Reps:

The following individuals have been selected as the LSBE Work Area Reps, and will carry out their duties as listed below under “Work Area Reps duties” Each Work Area personnel

## Building Emergency Evacuation Plan

Labovitz School of Business & Economics

UNIVERSITY OF MINNESOTA | DULUTH

are responsible for designating a backup person in the event their primary Work Area Representative is unavailable at the time of an emergency.

Department	Work Area Reps	Alternates
Acct	Kora Cavanaugh	
Econ	Becky Skurla	
FMIS	Georgina Block	
MGTS	Kara Ward	
MKTG	Carlee Williams	
Dean's Office	Joseph Grant	
Advising and Academic Services	Tracey Bolen	
Development	Lawrence Johnson	
Classrooms	Instructors	
Computer Lab - 212	Technology Assistant Assigned at the time	
Financial Markets Program	Joe Artim	
Tech Program	Rick Brill	
<b>Work Area Reps. Duties</b>	<ul style="list-style-type: none"> <li>• Maintain a current list of all occupants, including part time and student employees in immediate work area.</li> <li>• Ensure area occupants leave the building in cases where there is word of an emergency but building alarm didn't sound.</li> <li>• Inform occupants of their duty to report to your assembly point.</li> <li>• Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if able to negotiate stairway.</li> <li>• Leave the building as soon as possible and go to your assembly area.</li> <li>• Check off co-workers who safely reported to assembly point from occupant list.</li> <li>• Collect information on missing personnel known, or suspected to still be in the building, and report to floor monitor or emergency personnel.</li> </ul>	

# Building Emergency Evacuation Plan

## Evacuation Assembly Points:

When the alarm sounds, all occupants within the building must evacuate and report to their assigned evacuation assembly point. The evacuation assembly points for the LSBE building are designated by floor as listed below:

Dept Name	Staircase to use	Evacuation Assembly points
LSBE 111A – SA (4)	Main Stair	(Library Corridor)
LSBE 111U – Tech (6)	Kirby Exit to Bus Hub	(TCF/Food Court Entrance)
LSBE 112 –FMP (20)	Main Stair	(Library Corridor)
LSBE 118A – Lecture (133)	Main Stair	(Library Corridor)
LSBE 118B - Lecture	Main Stair	(Library Corridor)
LSBE 125A – Classroom (60)	Kirby Exit to Bus Hub	(TCF/Food Court Entrance)
LSBE 125B - Classroom	Kirby Exit to Bus Hub	(TCF/Food Court Entrance)
LSBE 129 – Classroom (60)	Kirby Exit to Bus Hub	(TCF/Food Court Entrance)
LSBE 135 – Classroom (60)	North Stair	(TCF/Food Court Entrance)
LSBE 160- Boardroom (15)	North Stair	(TCF/Food Court Entrance)
LSBE 165 – Multipurpose (30)	North Stair	(TCF/Food Court Entrance)
LSBE 212 - Computer lab (25)	South Stair	(Red Concourse Entrance)
LSBE 213 – BBER (6)	South Stair	(Red Concourse Entrance)
LSBE 219 - Deans Office (7)	Main Stair	(Library Corridor)
LSBE 225 – Classroom (40)	Main Stair	(Library Corridor)
LSBE 229 – Classroom (40)	Main Stair	(Library Corridor)
LSBE 233 – Classroom (40)	North Stair	(TCF/Food Court Entrance)
LSBE 237 – Classroom (35)	North Stair	(TCF/Food Court Entrance)
LSBE 265 – Multipurpose (30)	North Stair	(TCF/Food Court Entrance)
LSBE 308 – Office(4)	South Stair	(Red Concourse Entrance)
LSBE 310/320- CONF RM (20)	Main Stair	(Library Corridor)
LSBE 330 – ECON (10)	South Stair	(Red Concourse Entrance)
LSBE 335 – FMIS (14)	Main Stair	(Library Corridor)
LSBE 360 – ACCT (9)	North Stair	(TCF/Food Court Entrance)
LSBE 365 – MGTS (10)	North Stair	(TCF/Food Court Entrance)
LSBE 385 – MKTG (8)	North Stair	(TCF/Food Court Entrance)



# Building Emergency Evacuation Plan

See attached “Evacuation Assembly Points Map” showing location of all building assigned assembly points.

### Assigned Building Entrances

The LSBE has 4 outside and 1 inside (fire door lockouts on interior entrances) building entrances.

These entrances will be monitored during building evacuation to maximize building security, limited access to “**EMERGENCY PERSONNEL ONLY**”, and ensure unsuspecting employees and visitors do not enter the building, until the all-clear signal is given.

This task is delegated to the Floor Monitors. Floor Monitors will ensure someone is delegated to monitor these assigned entrances in case of their absence during an emergency.

Building Entrance	Assigned Personnel
<b>Main LSBE Circle (EMERGENCY PERSONNEL ONLY)</b>	Vickie Almquist-Minko /
Kirby Exit to Bus Hub (TCF/Food Court Entrance)	Cathie Carter/Joseph Grant
South (Red Concourse)	Georgina Block / Becky Skurla
Main Stairway (Library Corridor)	Sharon Cripe / Cindy Beaudin

**The MAIN LSBE CIRCLE ENTRANCE will be used for emergency personnel entrance and exit only.**

**The LSBE Circle Driveway will be for emergency vehicles only.**

**The main area of the atrium will be kept open at all times for emergency personnel only.**