This Building Safety and Emergency Plan (BSEP) provides information about what to do when there is an emergency in your building – where to go, who to call, where to find emergency equipment and supplies. Used in conjunction with the campus Emergency Operations Plan, this Plan will tell you what you need to know to safely leave your building.

If you have questions about this Plan, contact your Building SAFE Leader (see Page 9) or Emergency Management at extension 2420.

This BSEP is specific to your building and does not address what the campus as a whole would be doing during an emergency. For that information, refer to the campus Emergency Operations Plan.
### Building(s) Affected by this Plan

- *{Building Name}*
- *{Building Name}*

(Insert additional bullets as needed)

### Departments Involved in this Plan

- *{Dept. 1}*
- *{Dept. 2}*

### People Responsible for this Plan

#### Drafted by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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#### Approved by:

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Environmental Health & Safety, Office of Emergency Management review by:

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<th>Name</th>
<th>Title</th>
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**NOTE:** Update your plan annually
(Intentionally blank)
Acronyms and Abbreviations

I. Campus Emergency Operations Plan: Executive Summary

II. SAFE Leader Personnel

III. Evacuation
   A. Procedures and Duties
   B. Building Procedures
   C. General Evacuation Procedures
   D. Evacuation for Special Populations

IV. Severe Weather Shelter Areas & Shelter-In-Place
   A. Location of Severe Weather Shelter Areas
   B. Shelter-In-Place Procedures
   C. Seal the Room Procedures

V. Response
   A. General Policy
   B. Building/Department Response/Recall Policy
   C. Emergency Communications
   D. Emergency Equipment/Supplies

VI. Building Floor Plans

A. Mission

The mission of The University of Texas at Dallas (UTD) emergency management program is to coordinate and facilitate effective campus disaster preparedness, mitigation, response, and recovery activities through:

- Preservation of life
- Protection of property by minimizing the impact of risk
- Continuity of University operations and coordination of emergency resources & personnel
B. Emergency Management Organization

The University’s emergency operations plan conforms to the tenets of the Texas State Emergency Plan and the National Incident Management System (NIMS.) In accordance with this the overall director and communicator of emergency procedures will be the university President or designated representatives. The Emergency Operations Plan implements the emergency preparedness authority conveyed to the Vice President of Business Affairs by The University of Texas at Dallas President as the Chair of the Executive Policy Group and designated the Emergency Manager as the EOC Director.

UTD Emergency Management office is responsible for preparing and maintaining emergency operation plans and procedures that will ensure the campus has the ability to respond to and recover from any emergency. Written plans and procedures are reviewed by this office and recommendations are made to the Vice President of Business Affairs for implementation. Departments and employees with emergency management responsibilities are expected to develop policies and procedures to accomplish their duties using guidelines within the Emergency Operations Plan and their Building Evacuation & Sheltering Plans.

C. Emergency Operations Plan (EOP)

The University’s EOP specifically addresses the emergency management organization for The University of Texas at Dallas and is modeled after the state’s plan and the federal government’s NIMS plan. The purpose of the EOP is to:

- Prescribe authority, responsibility, and operations within the emergency management organization, and
- Coordinate emergency operations with other emergency response agencies, and
- Develop mutual aid and other support agreements with appropriate levels of local, state, or federal agencies.

D. Emergency Operations Center (EOC)/Incident Command Post (ICP)

The University has two organizational structures, ICP and EOC. Incident Command Post (ICP) focuses their efforts on the field or tactical level response to the emergency. The Incident Commander has ultimate field-level authority throughout the response an recovery periods of an emergency.

The Incident Commander is in charge of the command and general staff at the field level.

The Emergency Operations Center (EOC) is the physical location where the non-tactical university response team comes together during an emergency to coordinate responses, recovery actions, and resources. The EOC is not an incident command post; rather, it is the operations center where coordination and management decisions are facilitated.
Figure 1 illustrates the relationship between the different levels of management during an emergency and the responsibilities of each level.

**E. Organization Relationship**

- **President**
  - Policy Group
  - Responsibilities: Policy, Priorities, Strategy

- **EOC Director**
  - EOC
  - Responsibilities: Overall coordination, Resource support, Strategic planning

- **Incident Commander**
  - ICP
  - Responsibilities: On-scene command, Coordination w/ other responders

- **Emergency Services**
  - Police & Dispatch
  - EH&S
  - Fire / Medical Services

- **Building Evacuation Program**
  - SAFE Leaders
  - Floor Monitors

- **Coordination**

- **Field Operations**
II. SAFE Leader Personnel (Assign alternate staff in each position and expand table as needed to accommodate for individual assignments.)

1. SAFE Leaders

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
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2. Floor Monitors - (Note: There must be a minimum of 1 assigned per floor with designated alternate for each floor.)

<table>
<thead>
<tr>
<th>Shift (D=Day; E=Eve; W=Weekend)</th>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
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3. Key Phone Numbers

<table>
<thead>
<tr>
<th>Emergencies</th>
<th>9-1-1</th>
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<tbody>
<tr>
<td>University Police</td>
<td>Ext. 2331</td>
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<tr>
<td>Office of Emergency Management</td>
<td>Ext. 2420</td>
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<tr>
<td>Environmental Health &amp; Safety</td>
<td>Ext. 4111</td>
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<tr>
<td>- Fire alarm maintenance</td>
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<td>- Fire suppression equipment maintenance</td>
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<tr>
<td>- Facilities Management</td>
<td>Ext. 2177</td>
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</table>
III. Evacuation

A. Procedures and Duties

The building must be evacuated immediately upon the sounding of the fire alarm signal or other pre-designated notification system. The accounting strategy devised by UTD relies on these principal methods:

1. SAFE Leaders have been voluntarily selected to assist in the communication of evacuation procedures and Sheltering In Place of University employees and students normally assigned to the building.

2. University employees are responsible for informing students and student workers under their direction of evacuation procedures and facilitating the safe evacuation of all individuals in the event of an emergency.

3. Each building on campus has one or more Evacuation Assembly Areas (EAA), which is a location near the building where building occupants should gather immediately following an evacuation signal (i.e., fire alarm) to await further instructions. These Evacuation Assembly Areas have been selected by your assigned Building Marshals and are also outlined on each building’s evacuation map.

4. During a major incident (e.g., fire,) evacuate to the nearest evacuation assembly areas as identified in the UTD EAA Campus Map.

B. Building Procedures

1. Location of EAA (see also following map)

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2. Responsibilities

Assigning responsibilities during an evacuation is important. Timely and responsible evacuation often becomes the responsibility of a few key individuals.

**SAFE Leaders** assist in the and effective response of the Building Evacuation & Sheltering Plan by encouraging the evacuation and sheltering in place of the building. The SAFE Leader also facilitates communication between the Floor Monitors and the campus Incident Commander or Incident Command Post. The SAFE Leader(s) are responsible for:

- Designating Evacuation Assembly Areas where employees will gather after evacuating
- Assisting in the safe and complete evacuation of a building
- Taking a head count after the evacuation. Identifying the names and last known locations of anyone not accounted for and passing the information to their designated SAFE Leader and/or the Incident Commander.
- Assisting University Police in preventing re-entry by non-emergency responders until the building has been deemed safe, and
- Reporting injured or trapped persons to emergency responders (University Police, 9-1-1 personnel, Health Services, and the Incident Commander)

**Floor Monitors** will be responsible for checking classrooms, offices, bathrooms, and other spaces before being the last person to exit an area. They are also tasked with ensuring that the fire doors are closed when exiting. Floor
Monitors provide status updates to their designated SAFE Leader(s).

All employees remaining behind must abandon the operation or task and evacuate when they perceive that their life is in danger.

**NOTE:** Each Building Evacuation & Sheltering Plan must include where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel. It is recommended that you include these locations on your building evacuation map.

### 3. Special Procedures

In this section, SAFE Leaders will specify procedures that are unique to their facility/operation.

- *(Example: occupants of a building are to go to different EAAs depending on where the occupants are in the building.)*
- *(Example: certain corridors or stairwells are to be avoided during evacuation because of known hazards or defects.)*
4. The University of Texas at Dallas Evacuation Assembly Area Campus Map
C. General Evacuation Procedures

If you hear the evacuation alarm or are instructed to leave the building:

- Remain calm.
- Follow any instruction from your designated Building Marshal.
- Evacuate the building to the nearest Evacuation Assembly Area (EAA). Take keys, coat, purse and any other critical personal items with you as you will not be allowed to reenter the building. No exceptions.
- Use stairways only. Do not use elevators.
- Notify University Police at extension 2331 or dial 911.
- Close doors as rooms are vacated.
- Assist those who need help but do not put your self at risk attempting to rescue trapped or injured victims. Individuals requiring special assistance should assemble in areas designated as such.
- Note location of trapped and injured victims and notify Floor Monitor, and SAFE Leader, Incident Commander, or other emergency responders.
- Floor Monitors will sweep the building to ensure evacuation is complete.
- All evacuees should remain at EAA until further instructions are given.
- Do not reenter the building unless officially authorized to do so after the "All Clear" is given by the EH&S Fire Marshal or authorized Emergency personnel.

D. Evacuation for Special Populations

1. General Policy

- UTD students and employees who are mobility-impaired should let the Office of Emergency Management and/or the SAFE Leader and Floor Monitor, know the location of their usual work area and special needs.
- Whenever possible, mobility-impaired individuals should arrange in advance with several specific co-workers or associates for their assistance in the event of an evacuation or other emergency. The SAFE Leader may facilitate development of a "buddy system" in support of special evacuation needs within the building.
- Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas and the designated Evacuation Assembly Areas (EAA) for the building. This information is available through the Office of Emergency Management.
- Those assisting mobility-impaired individuals should quickly determine the safest method to evacuate and ask what aid the individual needs.
- For more detailed information on evacuation procedures for people with disabilities, refer to the Office of Emergency Management.
2. Names & Locations of Known Mobility-Impaired Building Occupants

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<th>Name</th>
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3. Rescue Assistance Areas (not applicable in all buildings)

The Americans with Disabilities Act Accessibility Guidelines (ADAAG) require that a safe waiting area be provided at or near inaccessible exits for people who cannot climb stairs to remain until rescue personnel can assist them in evacuating the building. These spaces, or areas of rescue assistance, must be a designated fire protected area. If there is no designated Rescue Assistance Area in the building the EH&S Fire Marshall Recommends such individuals to wait in a stair well area that has enough room to accommodate the mobility-impaired individual while maintaining enough room for evacuation. The following areas have been deemed “areas of rescue assistance” for the respective floors of this facility:

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<th>#</th>
<th>Location</th>
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<td>The section to be completed by EH&amp;S Fire Marshal</td>
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IV. Severe Weather Shelter Areas & Shelter-In-Place

A Common Hazard in the UTD vicinity and North Texas region is severe weather, including severe thunderstorms and tornadoes. Upon the issuing of a Warning of severe weather by the Fort Worth National Weather Service Center, the university will activate its' Outdoor Warning System instructing personnel to take shelter. If the Outdoor Warning System is activated or employees are told to seek shelter by emergency personnel, do so immediately and wait for further instructions.

A. Location of Severe Weather Shelter Areas

Severe Weather Shelter Areas for strong winds or tornadoes are always located on the ground level or basement of the campus buildings and provide the best protective measures. It is very important to stay away from windows and electrical rooms. Bathroom or stairwells without windows are always an acceptable area to seek shelter, if there is no time or no designated shelter area has been determined. Always get to the lowest floor possible and within the interior area of a building and crouch down and cover your head.

B. Shelter-In-Place Procedures

Shelter In Place is different than going to a Severe Weather Shelter Area. There may be situations when it is simply best to stay where you are and avoid any uncertainty outside. During certain emergency situations, particularly chemical, biological or radioactive material releases, some weather emergencies, or the threat of imminent danger, you may be directed to "Shelter in Place" rather than evacuate the building.

If an incident requires a building or the entire campus to Shelter-In-Place, specific instructions will be given via text, web, outdoor/indoor warning systems and/or through emergency personnel. It is important that instructions are followed promptly for optimal safety.

If directed to shelter in place:

- Stay inside the building or find a safe place.
- If you are in a room with a door, make sure the door is closed.
- Due to the varying age of campus buildings, doors may lock manually, remotely or not at all. If applicable and time permits, lock doors.
- If you are in a room with a window, make sure the window is closed.

Remain where you are until further direction from emergency personnel is given.

C. Seal the Room Procedures

There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside is a matter of survival. This process is known as "sealing the room" while Sheltering In Place. Use available information to assess the situation. If you see large amounts of debris in the air, or if campus authorities say the air is badly contaminated, you may want to take this kind of action.

The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. This is a type of sheltering in place that requires pre-planning.

A. To "Seal the Room"

- Lock doors, close windows, air vents and fireplace dampers.
- Turn off fans, air conditioning and forced air heating systems.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.
- Seal all windows, doors and air vents with plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Campus authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

V. Response

A. General Policy

- The UTD Emergency Operations Plan (EOP) contains detailed policies and procedures concerning the way the University community is expected to respond to emergency situations.
- SAFE Leader(s) along with the direction of the Office of Emergency Management are assigned responsibility for Evacuation and Sheltering of personnel at the building and department level.
- UTD employees who are not designated as emergency responders are not to become directly involved with the response to an emergency unless otherwise directed by fire, police or UTD officials.
- In accordance with state law, members of the campus community will obey all lawful directives issued by fire, police, and public health officers.
- If an emergency situation is of such magnitude that it warrants additional planning or logistical support, UTD will activate the University’s Incident Command Post (ICP) and Emergency Operations Center (EOC). The Incident Commander will manage UTD support of the incident command system and campus emergency response efforts.
- If warranted, UTD University Police or the EOC will request assistance from the City of Richardson or Dallas County emergency response resources.

B. Building/Department Response/Recall Policy

- Personnel with emergency response and service responsibilities are subject to working extended hours and to being recalled to campus after working hours. These people will be
designated as "Essential Key Personnel." The functions they perform are deemed "Mission Critical." The following definitions apply:

- **ESSENTIAL KEY PERSONNEL.** Employees essential for maintaining the health, safety, and mission of the University campus following an emergency or disaster.

- **MISSION CRITICAL FUNCTIONS.** Those positions and jobs deemed essential to the health, safety, overall well-being of the public or to the continuity of the University mission following a disaster. Term also may be applied to academic, research, laboratory, library and other functions in facilities that must remain open whenever the University campus is in operation.

- The President or designee may authorize the general release or recall of University personnel.
C. Emergency Communications

1. Emergency “Blue Light” Phones

{List the closest three “blue light” phones.}

2. Indoor Warning Systems

{Identify all Fire Alarm pull stations, emergency phones and capabilities of Indoor Warning Systems.}

3. Outdoor Warning Systems

{Know how to properly respond to sirens and voice-command instructions.}

Outdoor warning sirens are used to warn the public of an approaching hazard or safety threat. The City of Richardson has 22 sirens that will cover 100% of the city. Along with the city’s one siren located on campus UT Dallas has its own Outdoor Warning System consisting of three sirens with additional voice-command capabilities. These sirens will sound in conjunction with the City Outdoor Warning System.

Do I call 911 when I hear the siren? No, do not call 911 unless you have an actual emergency.

What do I do when hearing the siren? Take cover and Shelter In Place immediately in a small room, such as the bathroom or closet. Close all doors and stay away from exterior windows and doors. Monitor a battery operated or crank radio if possible. Depending on the incident you may be required to seal the room as a precautionary measure. An all-clear message will be given over the UT Dallas Outdoor Warning System after the threat has subsided or passed and it is safe to return to normal operations.

D. Emergency Equipment/Supplies

1. Building Evacuation Supply Caches

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<thead>
<tr>
<th>Type</th>
<th>Room</th>
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<tbody>
<tr>
<td>To be completed at a later date</td>
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</table>

{List the locations of any stocks of emergency supplies – food, water, medical supplies, cots, etc. Do not try to locate every personal emergency kit, only large, centralized stockpiles of supplies for multiple people.}

2. Fire and Life Safety Equipment

The location of all fire and life safety equipment in common areas (fire extinguishers and hoses, standpipes, eye- and hand-washes, spill kits and automatic external defibrillators) is shown on the following floor plans. These floor plans do not show the locations of this equipment in individual rooms.
VI. Building Floor Plans

(Insert your floor plans here. Use one page per floor plan; create new pages as necessary. Show all exits, fire alarm pull stations, utility shutoff valves, emergency phones, and evacuation routes) Contact The Office of Emergency Management or the EH&S Fire Marshal to obtain a copy of your building floor plan(s).