

The University of Texas at Dallas

Building Emergency Plan

Building Emergency Plans should be developed under the guidance and coordination of the building SAFE Leader through the Office of Emergency Management. It is a tool that identifies the potential hazards and evacuation and sheltering operations in case of an emergency. This plan should be given to all departments within the building. Evacuation and sheltering procedures should be discussed with students at the beginning of each semester.

Name of building:

Department:

SAFE Leaders:

There should be a primary and alternate Safety and Fire Evacuation Leader (SAFE) for each building. The SAFE leader is responsible for the overall building plan, floor monitors designation/coordination and evacuation “training”, and acts at liaison between departments and EMC. Contact information is listed below.

	Name	Office Phone	Cell Phone	email
Primary				
Alternate				

- In the event that the primary SAFE Leader is not available, the alternate will assume responsibility and carry out the actions as described in the building/departmental plan.

Floor Monitors:

Floor Monitors are primarily responsible for a specific floor within the building they work in. There should be two at minimum per floor to ensure coverage during

vacation/sick leave and two per wing if the floor is in a larger building such as SOM or ECS. Contact information is listed below:

Floor #	Primary Floor Monitor	Alternate Floor Monitor

Severe Weather Shelter Areas

The following are “S.W.S.A.” for the _____ Building.

Note: Severe Weather Shelter Areas for severe winds/tornadoes are always on ground level or basement for best protective measures. Most importantly, stay away from windows and electrical rooms. Bathrooms are always an area to go to if there is no time to get to a designated shelter area. Always get to the lowest floor possible and within the interior area of a building.

Floor	S.W.S.A. Location

Evacuation Assembly Areas:

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly area. All building occupants should be aware of the emergency exits and the assembly area(s). The evacuation assembly areas for the building are designated by floor or area as listed below:

Floor/ Department	Evacuation Assembly Area	
	Primary	Secondary

Floor	Primary	Secondary

See online “Evacuation Assembly Area” map showing location of all assembly areas. Maps are updated through Facilities Management and OEM. Someone should be designated to relay information to responders at Evacuation area.

Special Needs Individuals

Are there individuals that may need assistance during an evacuation? (Remember this may also include short term special needs i.e.: employee with broken leg/hip, pregnancy)

Yes

No

Are there Special Needs Assistants or identified in your building? What is there contact information?

Name	Contact Information

An **Area of Rescue** is a designated area for special needs individuals to assemble and wait for rescue.

Are there “Areas of Rescue” identified in this building? Where are they?

Floor	Area of Rescue Location

*If you are an individual with special needs, please contact your Floor Monitor, SAFE Leader or Special Needs assistant and/or your safety department. You need to be aware of the evacuation and sheltering procedures.

Unique Hazards Stored in this Building:

These items may have to be inspected and/or stabilized after an emergency. Responders will need to know of hazards they may have to be aware of before entering certain floors/rooms.

Hazard	Location(Room, Dept)	Responsible Person contact info.

Assigned Building Entrances

The _____ building has ____ entrances. These entrances must be monitored during building evacuation to maximize building security, limit access to emergency personnel, 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 or designee only until Police/Fire Department arrive on scene. Stay at post only if it is safe and/or the Incident Commander or UTD Emergency Management Coordinators request.

Floor #	Assigned Entrance/ Monitor

