



# UNIVERSITY OF MINNESOTA DULUTH

## Building Emergency Evacuation Plan (BEEP)

### [Bohannon Hall]

#### Scope:

This plan has been prepared to ensure orderly and complete evacuation of Bohannon Hall 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 are met.

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.

#### 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.

Version: 2

Last Update: 08/24/10

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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.

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,

- Do not panic
- Do not ignore alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- 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.
- 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.
- **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 ensure that building evacuation is carried out as planned, evacuated building 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.

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

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 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>
<b>Floor Monitors</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 ensure assigned entryway is 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 building evacuation observation report 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> </ul>

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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.

## Building Specific Information:

**Building Name:** Bohannon Hall

### 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:** Sue Siverson

**1<sup>st</sup> Alternate:** Jayme Battaglia

**2<sup>nd</sup> Alternate:** Lynn Hegrenes

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## Safe Rooms

The following are “safe rooms” for the Bohannon Hall.

Floor #	Safe Rooms
Ground Floor	Exit to outdoors
1 <sup>st</sup> Floor	Landing between 1 <sup>st</sup> & 2 <sup>nd</sup> floor or connection to Kirby Plaza
2 <sup>nd</sup> & 3 <sup>rd</sup> Floors	Landing between 2 <sup>nd</sup> & 3 <sup>rd</sup> floor or connection to Kirby Plaza

## 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
Ground Floor	Melissa Plante	Meredith Schneider
1 <sup>st</sup>	Sue Darge Lombardo	Krista Mulcahy
2 <sup>nd</sup>	Sandy Modin	Karen Nichols
3 <sup>rd</sup>	Alisson Shea	Rae Ann Johnson

## Work Area Reps:

The following individuals have been selected as The **Bohannon Hall** Work Area Reps, and will carry out their duties as listed in this plan under “Work Area Reps duties” Each Work Area personnel are responsible for designating a backup person in the event their primary Work Area Representative is unavailable at the time of an emergency.

Floor #	Work Area Reps	Alternates	Department
Ground Floor	Lisa Kittelson		Adv. & Academic Svcs.
	Lynn Velandar		Dean’s Office
First	Sue Siverson		Dean’s Office
	Ann Miller		Adv. & Academic Svcs.
Second	Jackie Heytens		Social Work
Third	Rae Ann Johnson		Psychology

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## Evacuation Assembly Points:

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

Floor #	Evacuation Assembly Point
Ground Floor	Ordean Court
First	Cina Patio
Second	Food Court
Third	CLA Commons

See attached "Evacuation Assembly Points Map" showing location of all building assigned assembly points. **Alternate assembly point for all building occupants is Sports & Health Center.**

## Assigned Building Entrances

The **Bohannon Hall** has **6** building 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. Floor Monitors who are assigned to monitor these entrances will ensure to delegate this responsibility to someone else in case of their absence during an emergency.

Floor #	Assigned Entrance
Ground Floor	Ordean Court & Basement Corridor
First	Balcony, Kirby Plaza Entrance by Bohannon Hall 109
Second	Emergency Exit by West stairwell by Bohannon Hall 104
Third	Kirby Plaza