



Building Emergency Action Plan “BEAP” Previously Known as EOEP

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BEAP Overview

- Developed by Environmental Health & Safety in collaboration with Public Safety
- Required under HR Policy 7.10, Ohio fire code (FM707.0) and OSHA std. 29CFR 1910.38
- Should be completed as a “whole” building plan and include all departments
- Expectations are to customize the plan by completing the appendices to meet specific needs

Coordination with Other Plans

- OSU Comprehensive Emergency Management Plan (CEMP)
 - Managed by Public Safety
 - Large Disasters
 - Emergency Operations Center
- Business Continuity Plans
 - Call Trees
 - Key Contacts
 - Recovery Strategies

3

Emergency Support Functions and University Resources & Contacts

- NIMS (National Incident Management System)
- University Police
- Environmental Health & Safety
- Student Life
- Facilities Operations and Development
- University Relations
- Transportation & Parking
- Office of Information Technology
- OSU Medical Center

4

Emergency Communications

- Telephone
- Email
- Hand-held Radios
- Public Address Systems
- Internet
- Weather Radios
- Word of Mouth
- Buckeye Alert

5

Expectations for Faculty & Staff

- Know the BEAP
- Participate in Training
- Volunteer for BEAP Positions
- Inform & Assist Students & Visitors
- Follow all Emergency Procedures

6

Building Emergency Coordinator

- Coordinate Completion of BEAP
- Recruit Evacuation Coordinators
- Review & Update BEAP Annually
- Share BEAP
- Liaison to Emergency Responders
- Who Fills this Role?
 - Building Coordinators
 - OSHA or Safety Coordinators
 - Administrative Assistants
 - Laboratory Managers

7

Evacuation Coordinator

- “Sweep” the assigned area on way out of the building
- Report to Evacuation Assembly Point
- Notify Building Emergency Coordinator of Missing or Known Trapped Individuals
- Report Unusual or Hazardous Situations to Building Emergency Coordinator
- Assist those with Disabilities
- Take Direction from Emergency Responders

8

Other Positions

- Classroom Instructors
- Residence Hall Employees

9

Emergency Procedures

- Fire
- Bomb Threat
- Chemical Spill
- Hazardous Materials Incident
- Earthquake
- Severe Weather
- Utility Outage
- Workplace Violence
- Active Shooter
- Terrorism
- Medical Emergency

10

Training & Review

- Training
 - Online
 - Classroom
- Annual Review
- New Employees

11

Appendices

- A – Positions
 - Building Emergency Coordinator
 - Evacuation Coordinator
- B – Unusually Hazardous Locations
- C – Evacuation Maps
- *D – Evacuation for those with Disabilities*
- *E – Classrooms & Teaching Laboratories*
- *F – Bomb Threat Data Card*
- *G – Hazardous Chemical Spill Guidelines*

12

Appendices

- *H – Suspicious Packages or Substances*
- *I – Bomb Threat Procedures*
- J – Emergency Telephones & Pay Phones
- K – Alarmed or Monitored Systems
 - Contact Information
- L – Building Emergency Contact Information
 - Phone Numbers

13

Does Your Building have a BEAP?

- Contact Ross McClain
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14

QUESTIONS?