Creating and Updating the Emergency Building Response Plan

for the

Chief Emergency Building Coordinator
Emergency Building Response Plan

- Wichita State University requires an Emergency Building Response Plan (EBRP) be completed for every building on all campus locations.

- The Chief Emergency Building Coordinator (CEBC) is responsible for creating and maintaining the EBRP.

- These plans will include basic information as specified in the EBRP template.

- The EBRP must be updated annually or when changes occur in your building prior to annual revision date.
Purpose

- The Emergency Building Response Plan provides the context and institutional framework for immediate response to an emergency or disaster that may affect the campus.

- The EBRP provides all needed contact information for those associated with the building including CEBC, EBC(s), Building Advisory Committee members, and Department/Project Administrators and Representatives.

- This plan does not provide for the business continuity and/or disaster recovery processes of individual departments.

- This plan is applicable during or immediately following an emergency or disaster within a designated building.
Plan Development

- This training will explain how to complete the EBRP and act as a guide for standardization of practices.
- The Chief Emergency Building Coordinator will complete the EBRP template for their assigned area.
- The complete EBRP will be sent to the Office of Human Resources.
- The CEBC will distribute copies to all members of the Building Advisory Committee and Department Budget Officers.
- The CEBC will review/revise the EBRP annually with the Building Advisory Committee.
Plan Communication

- The CEBC will share the final Emergency Building Response Plan with the Emergency Building Coordinators within their designated building.

- EBCs should become familiar with the EBRP for their designated building.

- The Emergency Building Coordinators (EBCs) are responsible to ensure that all people in their building area are aware of exit routes and the location of Emergency Assembly Area(s).
The Emergency Building Response Plan template was updated in April 2014.

All EBRPs that were completed prior to April 2014 need to be updated to the new template format.

The EBRP is a tool to identify the details of a building and to provide information for your campus safety officials and first responders.
Cover Page

- On the cover page, enter the building name for which you are completing the EBRP.
- Enter the date of completion for the current plan.
- The CEBC will need to sign the EBRP when completed.

Emergency Building Response Plan

For

Building Name: ________________________________

Updated: ________________

X

Chief Emergency Building Coordinator
Purpose and Objectives

- This section gives a brief overview of the importance of pre-planning and rehearsal.

- A link is provided to the WSU Campus Safety webpage to access additional information.

- Click here to view the WSU Campus Safety webpage.

- General overviews of shelter in place, evacuating campus facilities, and evacuation drills are also included in this section of the Emergency Building Response Plan.
Building Information

- This information is necessary to identify the building information during an emergency response situation.
- The building address identifies main campus and satellite locations for identification and organization purposes.
- Wichita/Sedgwick County emergency responders, fire crews and medical personnel are not familiar with building abbreviations so use complete building names.
- Also provide details on the primary use of the building so responders will know what to expect regarding occupancy numbers, dangerous chemicals, etc.

V. BUILDING INFORMATION

Building Name: __________________________
Building Address: ________________________
Primary Use of Building: __________________
**CEBC Information**

- This information allows the CEBC for a building to be identified and contacted immediately should an emergency situation occur while the CEBC is not located at the facility.

<table>
<thead>
<tr>
<th>Chief Emergency Building Coordinator (CEBC)</th>
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<tbody>
<tr>
<td>Name: ___________________________</td>
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<td>Email Address: __________________________</td>
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<td>Campus Tele No: __________________________</td>
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<td>Department: ___________________________</td>
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Responsibility: The CEBC is responsible for coordinating the response plan and the EBCs efforts in emergency building response to evacuate or shelter-in-place.
EBC Information

- This information allows EBCs to be identified and contacted should an emergency situation occur.

- The department and area of responsibility for the EBC are designated to ensure full coverage for a building and to quickly identify EBCs during an emergency that may affect only isolated areas of buildings.

- A template for adding additional EBCs is available.

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**Emergency Building Coordinator (EBC)**

- Name: ________________________________  Emergency Tele No: ________________________________
- Email Address: ___________________________  Cell Phone No: ________________________________
- Campus Tele No: ___________________________  Home Tele No: ________________________________
- Department: ______________________________  Other: ________________________________
- Area of Responsibility: ______________________________
Departments & Projects in Building

- This information allows for accurate and current information on building activity and occupancy.
- It is important to keep this information updated during times of temporary relocations due to construction.

VII. DEPARTMENTS AND PROJECTS WITHIN BUILDING

All department administrators and project representatives within the building are listed below:

<table>
<thead>
<tr>
<th>Department/Project Name</th>
<th>Administrator/Representative</th>
<th>Phone</th>
<th>Room</th>
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Building Advisory Committee

- The CEBCs and EBCs will work with the department and project administrators to develop the Building Advisory Committee.

- The Building Advisory Committee assist in the development, communication, implementation and maintenance of the Emergency Building Response Plan.

- The Building Advisory Committee membership includes one representative for each department and project housed in the building.

<table>
<thead>
<tr>
<th>Department/Project Name</th>
<th>Committee Member</th>
<th>Work Phone</th>
<th>Emergency Phone</th>
<th>Room</th>
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General Evacuation Procedure

CEBCs need to add the designated Emergency Assembly Area(s) for his/her assigned building.

X. GENERAL EVACUATION PROCEDURE

a. Immediately obey evacuation alarms and orders to evacuate. Tell others to evacuate.
b. No one may remain inside a building when an evacuation is initiated. (See Section XI below for persons needing assistance in an emergency.)
c. Classes in session must evacuate.
d. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
e. Close windows and doors as rooms are vacated.
f. Proceed calmly but quickly to the nearest emergency exit.
g. Use stairways to evacuate, if able to do so.
h. **Follow the evacuation route directly to your designated Emergency Assembly Area(s) located on emergency action plan building map. Areas are:**

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i. Do not re-enter the building until authorized by Emergency Incident Commander (Emergency Response Authority). In the event that the building cannot be occupied for an extended period of time, additional direction will be provided by WSU Administration.
Emergency Evacuation for Persons with Disabilities

- CEBCs need to encourage persons needing assistance in an emergency to contact the CEBC/EBC for their location to develop personal action plans.

- Ensure that EBCs in your building are aware of evacuation options and know the individuals who may need assistance.

- Action plans should identify primary and secondary evacuation routes.

- If necessary, identify at least two individuals who are willing to serve as evacuation assistants.

- If you need assistance in developing evacuation plans for disabled individuals, please contact Environmental Health & Safety for consultation.
A map of the building for the EBRP should be attached to the EBRP.
Checklist

☐ Distribute a copy of the complete EBRP to all members of the Building Advisory Committee.

☐ Distribute a copy of the complete EBRP to all Department Budget Officers.

☐ Send a copy of the complete EBRP to Office of Human Resources, Campus Box 15.

☐ Review the EBRP with all Emergency Building Coordinators.

☐ Put a copy of the EBRP in your Emergency Preparedness Kit.

☐ Review/revise the EBRP annually.

☐ Review/revise the EBRP when changes occur within your building prior to annual revision.
THANK YOU!

Click Here to register your completion of this training module

Wichita State University appreciates your dedication and service to ensuring we are ready to react should any type of emergency occur at WSU.