Section 2

Emergency Procedures

Building Emergency Plan for:


Building Coordinator Assigned:


Prepared by _____________________________
Date Prepared: __________________________
General Instructions

This Building Emergency Plan template is designed to assist emergency preparedness efforts on campus by helping coordinate emergency planning. When the building coordinator fills completes this template, the document will act as the building emergency plan for the academic year. The completed plan and a list of building coordinators on campus will be available to all members of the campus community at www.wwu.edu/ehs.

The completed plans should be updated annually. Information about completed building plans is posted on the EHS website. An electronic copy of the completed building emergency plan is to be sent to the Office of Environmental Health and Safety at ehs@wwu.edu. If you have questions or need assistance or training, call the Office of Environmental Health and Safety at X3064, email ehs@wwu.edu, or visit http://www.wwu.edu/ehs.

Definitions:

Building/Department Assembly Point: A safe location for occupants to gather outside after a building evacuation. (For example, occupants in a building meet outside by the red statue of a cat after a fire alarm sounds).

Building Coordinator: A person responsible for assisting building evacuations during an emergency. The building coordinator helps coordinate with floor wardens to maintain order after the evacuation of a building.

Building Emergency Plan: A plan that contains emergency evacuation information for a specific building. This includes floor warden contact information and emergency assembly points for building evacuation.

Evacuation Assistance Locations/Areas of Refuge: A location, most likely a stairwell, in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued by firefighters.

Floor Warden: A person designated to find and evacuate personnel from the office or area they work in. At least two per floor on any building are required, so that if one is away, the other will likely be present.

Major Disaster Assembly Area: A large campus gathering area for emergencies that impact a large portion or the entire campus. There are three major disaster assembly areas designated for Western’s main campus: North, Central, and South.
Building Coordinator Tasks:

**Before an emergency:**

- Be aware of the departments on each floor of your building.
- Record the names of Floor Wardens (including alternates) for your building and be able to identify them in a time of emergency. Departments will email the Building Coordinator with the names of their Floor Wardens.

  *EHS will contact you directly following the EHS annual department safety audit. The Departmental Safety Audit conducted by EHS annually is when departments review Western’s green safety book and choose floor wardens. If you have not received floor warden information within a month of the audit, contact the Department Coordinator(s). A list of Department Coordinators is found online at: [http://www.wwu.edu/ehs](http://www.wwu.edu/ehs)*

- Review the major disaster assembly area closest to your building. There are three identified across campus (see enclosed map for locations).

<table>
<thead>
<tr>
<th>North</th>
<th>Old Main Lawn</th>
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<tbody>
<tr>
<td>Central</td>
<td>South Campus Oval by Communications Facility</td>
</tr>
<tr>
<td>South</td>
<td>Field near tennis courts below the Campus Services Facility</td>
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- Review the Building/Department Assembly Point for your building. This is found at [http://www.wwu.edu/ehs](http://www.wwu.edu/ehs). Also be familiar with Evacuation Assistance Locations/Areas of Refuge in your building.

- Find and name a back-up/alternate building coordinator.

- Contact EHS to obtain your red “Building Coordinator” vest to wear during evacuations.

- Attend trainings offered by EHS/Emergency Management if needed.

**During an Emergency:**

- Grab your copy of the Building Coordinator Plan and evacuate the building.

- Put on red “Building Coordinator” vest

- Once outside, check in with Floor Wardens (wearing orange vests) to determine how many people are missing or injured.

- Complete the Major Disaster Status Form (at end of this section) and give it to Facilities Maintenance gardeners if it is a large, campus-wide emergency such as an earthquake.

- Identify yourself as a Building Coordinator to emergency responders.

- Assist emergency personnel with available information concerning the incident, its origin, and individuals involved.

- Inform emergency personnel of missing, injured, and/or people waiting in Evacuation Assistance Locations/Areas of Refuge. For more information, refer to the Emergency Evacuation Guidelines for Persons with Disabilities at: [http://www.wwu.edu/ehs/emergency%20management/emergencypreparedness.shtml](http://www.wwu.edu/ehs/emergency%20management/emergencypreparedness.shtml)

- Look for Western Alert detailing specific instructions for Building Coordinators.
### Name of Building Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Building Responsible for:</th>
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**(Back-up/Alternate Building Coordinator)**

### Floor Wardens

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<tr>
<th>Name</th>
<th>Office</th>
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<th>Floor/Area</th>
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### Alternate Floor Wardens

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In a major disaster affecting *multiple buildings*, there are three Major Disaster Assembly Areas:

- **North**  Old Main Lawn
- **Central** South Campus Oval by Communications Facility
- **South**  Field near tennis courts below the Campus Services Facility

**Persons located along Highland Drive should proceed down High Street to the Old Main location. In an earthquake, they should avoid accessing the steep Ridgeway hill.**
Major Disaster Assembly Areas

NORTH-
Old Main Lawn

CENTRAL-
Communications Oval

SOUTH-
Field north of tennis courts

2-Bldg-5
Procedure: Using the previous map, review the nearest Major Disaster Assembly Area and record below.

<table>
<thead>
<tr>
<th>Major Disaster Assembly Area Used by Building Occupants</th>
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*Some emergencies may require an alternate location for Building/Department Assembly Point and Major Disaster Assembly Areas. Inclement weather or hazardous material releases are instances that may prompt relocation. General criteria for assembly point relocation:
- The area should be open, away from buildings, power lines, poles, and trees which can fall and injure people below.
- The area should be large enough to hold number of persons gathering.
- Area should be easily and safely accessible, near normal building exits, but a safe distance from buildings.
- Area should be accessible to emergency services personnel, but not located so as to block access to fire hydrants, ramps, etc.

Information Reporting for Major Disasters
In disasters, the main Emergency Operations Center is at the University Police Station (Campus Services Building). During a major disaster, university leaders will form an “emergency response team” to coordinate a campus-wide response. It is crucial that the emergency response team have information on the campus’ status regarding:
- Injured
- Special needs
- Resources available
- Resources needed

Procedure: In a major disaster, the Building Coordinator will receive missing and injured person’s information from floor wardens. The Building Coordinator fills out the “Major Disaster Status Form” below and gives it to the closest Facilities Management employee stationed on the map. A Facilities Management staff member (usually a University Grounds person) will be posted by a white truck wearing a blue safety vest.
Major Disaster Status Form

Date __________________________
Time ______________
Building/Area ______________________________

Write on back of form if necessary

1. Fatalities: Number: ______
2. Injuries: Major (can't care for) Number: _____
   Minor (can care for) Number: _____
3. Missing persons: Number: _____
4. Persons waiting in Evacuation Assistance Locations or Areas of Refuge: Number _____
5. People requiring food/shelter/services at your location: Number: _____
6. CERT members available for work: Number: _____
7. Other assistance needed:

Gardeners will be stationed at several locations listed below and map on back of this form. Find the location closest to you and give this form to the gardeners for delivery to the Campus Services Building.

- Northern Campus – VU Bus Stop across High St.
- Northern Campus – Outside Bond Hall in Red Square
- Northern Campus – Ridgeway Alpha Main Entrance along Highland Dr.
- Southern Campus – Between Arntzen Hall and Engineering Tech Bldg. in central core
- Southern Campus – Parking Lot 19 G AIC Bldg.
- Southern Campus – On South College Way at Baseball/Soccer fields access road