



Building: _____

Address: _____

INDIVIDUAL BUILDING EMERGENCY PLAN

Date of IBEP Adoption: _____

Date of IBEP Revision: _____

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RECORD OF CHANGES

The _____ Individual Building Plan is a living document. It will be reviewed annually for updates and may experience ongoing changes based on actual emergencies, events, exercises, drills, and other related activities, or as the result of input from units and departments within the building tasked with its oversight, or from site or facilities configuration changes that materially alter the information contained herein.

Updates, revisions, and the distribution of changes are the responsibility of the Building Emergency Coordinator (BEC) under the authority of the Vice Chancellor of Administration and the direction of the Department of Environmental Health and Safety. Below is a record of this IBEP revision and/or change information.

Date	Description of Change	Pages Affected	Author(s) of Change

Section I: Plan Development and Validation

The Emergency Preparedness Task Force will assist in the development of Individual Building Emergency Plans (IBEP) for each building on all three campuses (Alton School of Dental Medicine, East St. Louis, & Edwardsville). IBEP is designed to help facilitate planning for, and responding to, various emergency situations. The executive Charge of The Emergency Preparedness Task Force (EPTF) directs the Task Force to assign a Building Emergency Coordinator (BEC) to each building for the purpose of developing the IBEP and coordinating subsequent drills, exercises, and actual response.

Each completed IBEP will be submitted and approved by the building safety committee, and the e Vice Chancellor of Administration or other designated administrator. A copy of each IBEP will be retained in the office of Environmental Health and Safety (EHS). The completed document will be included as an Annex to the University Emergency Operations Plan (EOP). The IBEP will be distributed to the appropriate local, state, and federal emergency response agencies by SIUE Police or other departments as deemed appropriate. IBEP will be available to all individuals who have offices in the building.

Upon completion of the development of each IBEP, it shall be reviewed and/or revised at a minimum annually, or as needed to ensure the most accurate and up-to-date information is available. The annual review approval and revised plan shall be submitted to the Environmental Health and Safety Department prior to July 31 of each calendar year. Any changes/revisions to the document at any other time during the year shall be submitted within thirty days of approval by the Vice Chancellor or designated administrator for incorporation into the appropriate Annex of the University Emergency Operations Plan. If you have any questions about your IBEP, contact your Building Emergency Coordinator or the Emergency Preparedness Task Force.

This IBEP has been developed, reviewed, and approved by the following:

Prepared by: Building Emergency Coordinator or Designated Individual: Building Safety Committee
Reviewed and approved by: Environmental Health and Safety
Reviewed by Vice Chancellor or Designated Administrator:
Annual Review Date:

Section II: Individual Building Emergency Plan

INTRODUCTION

Certain emergency situations and conditions may make it necessary to evacuate a building, seek shelter, or shelter in place. Rehearsal and pre-planning for those events are an effective way to ensure that all building occupants are familiar with what actions to take in a given emergency situation. Building occupants should recognize the sound of fire alarms, the sound of the civil defense sirens, the City of Edwardsville uses as the outside warning system, be familiar with the University Emergency Notification System, relocation and re-assembly areas, locations for storm shelter safety, building exits and general emergency response practices. Conducting evacuations and sheltering drills during non-emergency periods provide the necessary training and experience needed to appropriately respond during an emergency.

All building occupants are responsible for reviewing their IBEP and understanding and familiarizing themselves with the information and procedures contained herein.

All students and staff are provided an opportunity to receive training, either free of charge or at a nominal cost, in a number of emergency preparedness areas including severe weather awareness, active shooter preparedness, fire extinguisher safety and usage, Community Emergency Response Team (CERT) training, and Automated External Defibrillator/Cardiac Pulmonary Resuscitation (AED/CPR) training. The knowledge and empowerment that training and awareness provide help to ensure the safety of our campus community.

It is the responsibility of all university employees, staff, and faculty, to be prepared to assist students, patients and visitors who may be unaware of what actions to take during an emergency. Understanding where all emergency evacuation exits are located, what the University emergency procedures are for various situations, and where to access information is essential to the preparedness effort.

A copy of the University Emergency Operations Plan (in redacted format) is available on the EHS website at <http://www.siue.edu/ehs> along with other emergency information. <https://www.siue.edu/facilities/environmental-health-safety/pdf/Safety-Manual.pdf>

RESPONSIBILITIES

As part of the planning and response effort certain responsibilities are tasked to various individuals. Below are the responsibilities that are assigned by policy. In Appendix F of this document, you will find the description of other roles and responsibilities that you may wish to consider or include in your IBEP. Keep in mind that the additional roles and responsibilities are voluntary and will require that you have sufficient assistance.

The University understands that many facilities (especially academic buildings) have students, staff, patients, and visitors coming and going continuously, particularly during the day and that it may be difficult to ascertain who is unaccounted for. We ask only that you do your best to provide as much information as possible.

Maintaining rosters of building staff, students and visitors is critical to accounting for people during an emergency, as such Faculty should have a current, hardcopy, student roster with them at all times when teaching classes.

Executive Staff or designated representative

- ▶ Appoint Building Emergency Coordinators (BEC) to develop and distribute the IBEP document.
- ▶ Ensure consultation with EHS, Fire Department and SIUE Police Officer.
- ▶ Ensure the review of changes/revisions prior to submission to EPTF.
- ▶ Assign secondary and tertiary BEC's as needed.

Building Emergency Coordinator (BEC)

- ▶ Use the IBEP template to develop the building plan.
- ▶ Consult with SIUE EHS Office during plan development.
- ▶ Annually review the IBEP.
- ▶ Provide changes/revisions as needed to the IBEP.
- ▶ Ensure the distribution of the IBEP to building occupants.
- ▶ Establish a building security committee.
- ▶ Assist in the identification of Building Floor Coordinators (BFC).

- ▶ Liaison to EH&S
- ▶ Gather necessary and essential information for incoming first responders and serve as a point of contact for the building during an emergency.
- ▶ Coordinate with the EHS Office to schedule periodic drills and exercises.
- ▶ Ensure that the IBEP is available electronically to building occupants and First Responders.

Building Occupants

- ▶ Read the IBEP for your building carefully. If you have questions consult with your Building Emergency Coordinator or EH&S.
- ▶ Follow all emergency instructions provided by BECs, floor and zone coordinators, and first responders.
- ▶ Participate in available training, drills, and exercises.
- ▶ Assist students, patients and visitors in emergency situations and develop a "buddy system" if you require evacuation or sheltering assistance.
- ▶ Register in the Southern Illinois University Edwardsville RAVE Emergency Alert Notification System.
- ▶ It is strongly recommended that all individuals keep a NOAA All-Hazard radio, flashlight, and some non-perishable food items available at their work area.



SECTION III: BUILDING INFORMATION

Building Name: Supporting Services

Building Address: 99 Supporting Services Drive

Campus: Edwardsville

Assigned Building Emergency Coordinator:

Name	Department	Campus Phone	Email Address	Cell Phone

Secondary Alternate Building Emergency Coordinator:

Name	Department	Campus Phone	Email Address	Cell Phone

Tertiary Alternate Building Emergency Coordinator:

Name	Department	Campus Phone	Email Address	Cell Phone

Other Emergency Building Contact Information, including Floor Coordinator information and lab contacts:

Name	Department	Campus Phone	Emergency Phone #	Email Address

Building Description

Include the number of floors in your building, the primary use i.e., education, recreation, research, housing, etc. List the number of exit points and a brief description of their location, i.e., northwest corner, etc. List the number of rooms on each floor, (cubicles for the purposes of this plan will be considered rooms) and the number of occupants on each floor.

Number of Floors	4
Primary use	TEACHING /RESEARCH/ OTHER
Secondary use	Office
Number of Exit Points	4
Location of Exit Points	Lobby/Loading Dock/Back Door
# of Rooms & occupants	See Appendix D

Building Departments

List any departments with employees within your building. Main point of contact.

Department	Point of Contact	Phone Number	Email Address

Building Safety Committee

All departments with employees in your building should have a representative on the building safety committee. List committee members and positions (i.e., chairperson, vice-chair, other positions, and members).

Name and Position	Department	Campus Phone	Building Address (room)	Email Address

Building Critical Operations

Include any information about the critical operations that require special care and consideration during an emergency, i.e., research, refrigeration, backup generators, etc. Be sure to check with ALL departments within the building before completing this section. For the purpose of preservation of human life, research, systems, etc. please be as thorough as possible when completing this section. This information will be shared with first responders as needed.

Operation or Function	Department	Room Number	Responsible Person	24/7 Contact Number

Building Alarm(s)

Indicate any special service alarms that occupants should be able to identify, i.e., fume hood, freezer alarm, temperature alarm, etc. Do your best to describe the sound of the alarms, the significance of the alarm, and the appropriate occupant response to each alarm. Add other steps, actions or precautions that should be taken specific to the area and your building relative to the alarm. Provide a contact person and phone number for the alarm if the alarm is specific to research.

Alarm Type	Location and Description with Room Number	Actions	Responsible Person	24/7 Contact Number

Building Services and Building Facilities Management

The purpose of this section is to have immediate information in the event of an emergency situation. Examples for building service workers: water on floor or a spill. Examples for Facilities Management service requests: air handler needs to be shutoff, broken pipes. To complete this section, contact Facilities Management to obtain the appropriate and necessary information. Include who provides building services and general maintenance for your building and include their contact information, along with the name and phone number of their supervisor. For information on both Building Services & Facilities Management visit their website at siue.edu/facilities.

Building Services

Building Service Worker	Supervisor/ Phone Number	Phone Number	Floors Responsible For

Facilities Management

Building Service Worker	Supervisor/ Phone Number	Phone Number	Floors Responsible For or Area of Expertise

Critical Systems/Equipment Locations

To complete the following section, contact the Office of EH&S to schedule a FIRE DEPARTMENT WALK-THROUGH of your building. This walk-through will include an EH&S team member, SIUE Facilities Management personnel, an officer from the SIUE Police Department, the Building Emergency Coordinator and, at their convenience, a member of the Edwardsville Fire Department. The purpose of this meeting is to assemble critical system and equipment information, fire department ingress/egress routes and other information important to first responders during an emergency situation. A sample of a completed Fire Walk Through Report is below. Final walk-through reports will be incorporated in the completed IBEP.

Fire Walk-Through Report Supporting Services Building

Date of Report	11/4/2022		
Building	Supporting Services	Floors: 2	99 Supporting Services Drive
Occupancy		Population Mixed	Union Service workers
Relocation	Primary-	Secondary-	
Building Status	EFD considers the building a single building		
Building Design	X? Shaped/ Masonry	XXXXX square feet	
Fire Company	Engine Company 3	A Shift	Date: Time:
	Engine Company 3	B Shift	Date: Time:
	Engine Company 3	C Shift	Date: Time:
Primary point of Entrance	Primary Company will enter at alley at :	Nearest hydrant is--	Will enter building from front doors unless it is a kitchen fire
Standpipe Connection	Northwest corner of the building		
Secondary point of entrance	Secondary company will enter at	Hydrant located near sidewalk in front of the southwest end of the	Special Note: If this hydrant is used it with drain the fire system in the building.
Standpipe connection	2 on the front of the building on west side		
Main Fire Panel	Just inside the door in the north maintenance area	PA system available in building?	
Satellite Fire Panel	inside east main front door	Panel can be read and reset from satellite fire panel	
Main Fire Pump	Entrance, North side of building through door	Access through maintenance area	

SAMPLE

Dry Fire Pump System	Inside north exterior doors and through kitchen area on east side of kitchen	Compressor located in closet with dry system. System covers garage area and Loading dock. System.	Room number of closet JI-2
Fire Pump shutoffs	Each floor Inside	Key needed for access MM	Drain runs parallel and drains in basement
Gas Shutoff	Exterior southwest corner of main building	Key needed for access MM	Gas meter is located in basement on inside wall from shutoff
Electric Shutoff	north maintenance area	Key needed for access MM	
Electric Panel Interior	located on each floor near elevator	Key needed for access DHT	
Boiler	Not Applicable		
Elevator Room	Center of building at roof	Key needed for access MM	
Freight Elevator	located inside north side entrance on east side of kitchen	Hydraulic motor room in basement near maintenance areas	Special Note: Only works from Kitchen (1) to basement
Special Needs	A list is kept at the front desk	if students cannot exit the building due to special needs they should stay in their room and notify Police of their location	Police will respond to students' room only if they can do so safely. If they cannot access the room, they will provide the location information to the EFD immediately upon arrival.
Kitchen			
HazMat Materials	Stored in flammable materials cabinet in basement maintenance area	Battery recycling station in basement.	
Security at Desk	24/7		
Elevator Keys	Located in Key block in front office	Should be available at all times in the box	
Sprinklers	Located in each room	Located in hallways	
Smoke Detectors	Located in each room	Located in hallways	
Heat and Air Conditioning System	operates on two pipe system		

SECTION IV: NOTIFICATION PROCEDURES

Medical Emergency 911 Notification Procedures

*To expedite emergency assistance to your location for any type of medical emergency requiring first responder services, you are strongly encouraged to dial **911** from the nearest University phone or **(618) 650-3324** from a cell phone.*

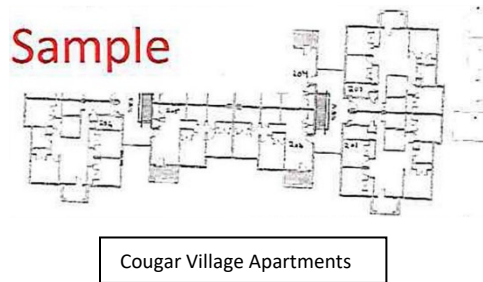
City Outdoor Warning Sirens

The City of Edwardsville has emergency warning sirens throughout the metropolitan area that direct the population to seek shelter and information. The system is tested on the first Monday of each month at 10:00 a.m. The University is aware that because the outside warning system may not be able to be heard in some buildings, other mechanisms must be used to alert our community of impending danger.

SECTION VI: BUILDING SPECIFIC SHELTER & EVACUATION PROCEDURES

The procedures described in this document are general University evacuation guidelines. Your building may require more specific guidelines for certain emergencies such as IACUC Protocols specific to the research animals in vivarium's.

If your building requires additional or more specific information, it should be inserted in this area.



Insert Building Specific Shelter & Evacuation Procedures

Guidelines for Individuals with Functional Needs

People with functional needs should develop a "buddy system" for emergencies. If an individual has difficulty using the stairs for any reason, they should know the location of the "building staging area" as determined by the Fire Department for the City of Edwardsville. Unless otherwise instructed by the Fire Department the staging area will be the nearest stairwell. Please remember that all stairwell doors should always remain closed.

Individuals are not required to notify the Building Emergency Coordinator of their need for assistance, however it is recommended that they do so in order to ensure that first responders are aware of their situation and location in an emergency.

Name of Person with Special Needs or Considerations	Room or Location in Building	Contact Phone Number

IBEP APPENDIX B

POSSIBLE ROLES AND RESPONSIBILITIES FOR VOLUNTEERS

It should be noted that the following Roles and Responsibilities are strictly voluntary. Volunteers should use sensible safety practices for their own protection when performing any voluntary roles associated with emergency situations.

Access Management/ Access Monitor is the control of building entrances by unauthorized persons during an emergency while evacuation is in progress. This role is filled by a volunteer willing to assist with monitoring an individual building entrance during an emergency until the incident is terminated or they can be relieved by first responders.

Communications Management/ Communications Assistant is the development of an individualized building communications network to ensure occupants are notified of the emergency. This may be as simple as yelling loudly to one another or as complex as walkie-talkies. A communications assistant is a volunteer willing to assist the Building Emergency Coordinator with notifying building occupants of how communications will occur.

Elevator Management/ Elevator Monitor is the control of the building elevator during the initial stages of an incident and the directing of individuals toward the stairwell. This role is filled by a volunteer willing to assist with directing people toward the stairwells and away from the elevator on their specific floor.

Evacuation Assistant A volunteer willing to assist in providing support for occupants who require evacuation assistance during an emergency, and who would be willing to wait with the individual at the designated staging area within the building.

Stairwell Inspection/ Stairwell Monitor A stairwell inspection is an inspection of the stairwell for occupants that may have become trapped or unable to leave the building for some reason by a volunteer willing to inspect the stairwell as they depart the building. Generally, it would be the last person leaving the highest and lowest floor of the building.

IBEP APPENDIX C

ACRONYMS

AED/CPR	Automatic External Defibrillation/Cardiac Pulmonary Resuscitation
BEC	Building Emergency Coordinator
BFC	Building Floor Coordinator
BZC	Building Zone Coordinator
PD	Police Department
EOP	Emergency Operations Plan
ES	Office of EH&S
FEC	Floor Evacuation Coordinators
FM	Facilities Management
HAZMAT	Hazardous Material
NWS	National Weather Service
SIUE	Southern Illinois University Edwardsville
EPTF	Emergency Preparedness Task Force
EFD	Edwardsville Fire Department
EPD	Edwardsville Police Department

IBEP APPENDIX D

Building Occupant Roster

A roster containing information on all employees in your building should be completed or inserted here. The roster should be kept as current as possible. Faculty members shall always keep a current student roster on their person when instructing a class.

Name	Department	Building (Room)	Campus Phone	Email Address

IBEP APPENDIX E

Hazardous Materials /Chemicals Storage and Special Considerations

Indicate all hazardous materials/chemicals stored in your building, the exact location (be as specific as possible, i.e., room number, cabinet location, closet location, etc.) Provide the name of the person responsible for the lab or area (not the building emergency coordinator or department chair, unless they are the person responsible for the lab/area) along with an emergency contact number for that person.

The lab/area should always have available a binder with the current up-to-date type and quantity of all hazardous materials/chemicals stored or used there. Immediately following the type and quantity of the materials/chemicals should be the Safety Data Sheet (SDS). The binder should be kept in an area accessible to first responders. If evacuation from the building occurs the binder should be evacuated with exiting personnel and turned over as quickly as possible to the incident commander, i.e., the Police supervisor in charge, environmental safety personnel, or the Edwardsville Fire Department Chief or designee.

Up-to-date information concerning fluctuating quantities should be kept on file with the Office of EH&S for the purpose of the IBEP exact quantities are not needed as they change daily which would require the daily revision of the document, however the information must be accessible to first responders upon request. Most SDS sheets are available at <http://www.msds.com>.

Hazardous Material/Chemical	Storage, Location, Room, Cabinet, Closet (Be as specific as possible)	SDS Document Reference Number	Location of Binder Containing Quantity Qty. & Substance with SDS	Emergency Contact Number for Individual Responsible for Lab or Area