

# Building Emergency Plans

Policy 302.4

## 1 Introduction

1.1 Appalachian State University's Emergency Operations Plan (EOP) provides the context and institutional framework for responding to natural and human caused disasters that may affect the campus. It consists of a Basic Plan, which identifies key emergency responders and establishes priorities for decision making; Emergency Support Functions, which detail response steps for specific university functions; and Annexes, which describe response actions that must be taken in specific disasters. Visit [emergency.appstate.edu](http://emergency.appstate.edu) to review an outline of this plan, or contact the Department of Environmental Health, Safety and Emergency Management.

1.2 In the event of a disaster or major emergency, University officials will alert the community using several methods. Immediate notifications will be made through AppState-ALERT. For additional information, visit [www.appstatealert.com](http://www.appstatealert.com).

1.3 When an emergency occurs, University community members can take steps to protect themselves. This policy outlines emergency preparedness measures that will be taken by departments and units within each academic and administrative building on campus.

## 2 Scope

2.1 The following policy outlines the measures to be taken by departments located in each academic and administrative building owned or under the control of the University. The measures outlined below are designed to help building occupants prepare for and react to emergency situations. All occupants should become familiar with the information outlined in this policy.

## 3 Definitions

### 3.1 Building Emergency Plan

Means a plan adopted and approved as set forth in Section 4 of this policy.

### 3.2 Building Emergency Team

Means a group of Department Coordinators appointed as set forth in Section 4 of this policy and charged with responsibility for adopting and conducting an annual review of Building Emergency Plans.

### 3.3 Department Coordinators

Means individuals identified as primary and alternate Building Emergency Team members. The appointment method for and responsibilities of Department Coordinators are set forth in Section 4 of this policy.

### 3.4 University

Means Appalachian State University.

## 4 Policy and Procedure Statements

### 4.1 Building Emergency Plans

4.1.1 Each academic and administrative building owned or under the control of the University will have a Building Emergency Plan. A building emergency plan template will be provided by the Department of Environmental Health, Safety, and Emergency Management. The template will be completed and maintained by the individual Building Emergency Teams in coordination with the Department of Environmental Health, Safety, and Emergency Management. Building Emergency Teams shall review and update their plans on at least an annual basis, and shall provide updated copies to the Department of Environmental Health, Safety and Emergency Management for review and approval.

### 4.2 Building Emergency Team

4.2.1 Each academic and administrative building owned or under the control of the University will have a designated Building Emergency Team. The team shall be comprised of at least one representative and backup from each department occupying space within the respective building or by an equivalent combination of building representatives as determined by EHS&EM to meet the needs of the facility. Department representatives will be selected by each department head in coordination with Environmental Health, Safety, and Emergency Management. The Department of Environmental Health, Safety and Emergency Management will provide initial and annual training for the Building Emergency Teams.

### **4.3 Appointment of Building Emergency Team**

4.3.1 The Department of Environmental Health, Safety and Emergency Management shall contact department head(s) within each building on campus to identify primary and alternate Building Emergency Team members ("Department Coordinators"). If the department head(s) within a building do not identify primary and alternate Building Emergency Team members within a reasonable period of time, the next level of management (dean, vice chancellor, etc.) shall appoint the primary and alternate Building Emergency Team members.

### **4.4 Guidelines for choosing Department Coordinators**

4.4.1 Faculty and staff may volunteer to serve as their Department Coordinator, and department heads are encouraged to provide faculty and staff the opportunity to volunteer. In the event there are no volunteers, and in any case in the department head's sole discretion, the department head shall appoint department coordinators. The following criteria should be considered when selecting primary and alternate members. The employee chosen should be:

1. Responsible and capable of making decisions in a high stress environment.
2. Knowledgeable about general departmental responsibilities and functions.
3. Someone who maintains a regular work schedule within the building.
4. Someone who is able to build relationships and effectively communicate with other departments within the building.
5. Not already committed to perform other functions during an emergency or disaster.

### **4.5 Role and Responsibilities of the Department Coordinator**

4.5.1 Department Coordinators play an important role in campus safety. Department Coordinators coordinate education and planning for occupants in their building. In addition, they serve as the communication liaison between emergency service agencies and building occupants. They also assist during emergencies by directing people to evacuation sites and sharing important information. The following is a general outline of department coordinator roles and responsibilities:

1. Coordinate the development and annual submission of the Building Emergency Plan.
2. Carry out assigned roles as trained during certain emergency situations.
3. Provide building occupants with emergency planning and safety related information.
4. Attend trainings, workshops, and activities specifically organized for Department Coordinators.

## **5 Additional References**

[North Carolina Fire Code](#)  
[Occupational Safety and Health Administration \(OSHA\) Standard 29, CFR 1910.38](#)

## **6 Authority**

[Appalachian State University Emergency Operations Plan](#)  
[The UNC Policy Manual, The Code, Section 502](#)

## **7 Contact Information**

Department of Environmental Health, Safety and Emergency Management 828-262-4008 or [safety@appstate.edu](mailto:safety@appstate.edu)

## **8 Original Effective Date**

## **9 Revision Dates**

April 13, 2017