



**OCCUPATIONAL SAFETY AND
ENVIRONMENTAL HEALTH GUIDELINE**

Subject: Building Emergency Action Plan

Date: 10/16/07

Revision: 08

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This Guideline is issued by the Department of Occupational Safety & Environmental Health to provide guidance and consistency in development of building emergency plans for University of Michigan faculty and staff.

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SUMMARY: The Department of Public Safety (DPS) and OSEH have developed this Guideline jointly to provide facility managers with a model emergency action plan to ensure prompt notification and efficient evacuation or "shelter in place" of building occupants during fire or other emergencies. Use the [Emergency Action Plan Model](#) to write your building specific plan. This Guideline gives general instructions for evacuation in [Appendix A](#) and is meant to supplement the Model Plan. An example of the [College of Engineering Emergency Action Plan](#) can also be referenced. [Appendix B](#) is supplemental data for bomb threat situations and [Appendix C](#) is a recognition checklist for suspicious packages.

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Emergency evacuation for person with disabilities should be considered when developing your plan. [Appendix D](#) contains information on how to incorporate evacuation of persons with disabilities into your building specific plan. An example of the [School of Social Work Emergency Action Plan](#) can be referenced that incorporates this information.

SCOPE: This Guideline applies to all University buildings in planning response to general emergency situations such as fire, tornado, bomb threats, and hazardous materials incidents.

REFERENCE DOCUMENTS:

[Employee Emergency Plans](#) (29 CFR 1910.38)
[Fire Exits](#) Rule 408.10623 Michigan Part 6
 Fire Exit Drills (NFPA 101, 2000, Chapter 4, 4.7)
 New Educational Occupancies (NFPA 101, 2000, Chapter 14)
 Existing Educational Occupancies (NFPA 101, 2000, Chapter 15)

RESPONSIBILITY: Deans, Directors, and Department Heads

Designate an individual with the appropriate authority as the Building Emergency Coordinator to prepare and implement an emergency action plan.

Actively support this Guideline within individual units.

Ensure an environment where the Building Emergency Coordinator and other personnel are encouraged to follow the evacuation plan.

Building Emergency Coordinator

Develop and implement the plan.

Appoint Floor Marshals as appropriate and ensure they are adequately instructed in their duties and responsibilities.

Note: There must be adequate alternates to assume responsibilities in the absence of the Building Emergency Coordinator or Floor Marshals. These designations should also be made in the pre-planning stage.

Coordinate with OSEH, DPS, your facilities office and other emergency responders during an emergency regarding status of the emergency.

Communicate to building occupants when it is safe to re-enter the building.

Floor Marshals

Be familiar with the specific building plan and procedures.

Assist in evacuation by communicating evacuation routes/safe places of shelter to occupants during emergency evacuation or severe weather. Refer to [Appendix E](#) for more information.

Conduct a sweep of assigned areas during fire alarm or severe weather warnings to spread the word if it is safe to do so.

Conduct checks of the Areas of Rescue Assistance during and after a fire alarm.

Assist DPS officers with building evacuations.

Assist DPS or firefighters in identifying person with special needs during a building evacuation.

Monitor building entrances if requested to do so.

Report the status of the evacuation to the Building Emergency Coordinator.

Assist the Building Emergency Coordinator in monitoring radios and other emergency communications.

In the absence of the Building Emergency Coordinator during an emergency event, a Floor Marshal will assume responsibility initiating the plan and communicating with DPS and other responders.

When notified by DPS or the Building Emergency Coordinator, communicate to occupants that it is safe to re-enter.

Employees

Cooperate with the Building Emergency Coordinator and Floor Marshals in all aspects of this Guideline.

OSEH/Fire Safety Services

Review and revise this Guideline periodically.

Review and approve building evacuation diagrams and plans.

Provide assistance in locating Areas of Rescue Assistance.

Provide technical assistance and critique of fire drills.

PROCEDURES:

1. *Coordination* - In buildings that are under the control of more than one Dean, Director or Department Head, there should be one evacuation plan for the building that has been coordinated with all key personnel.

2. *Notification* - The Building Emergency Coordinator must assure that building occupants know who to contact in case of an emergency and the proper sequence of notification:

- a. Fire emergency: call 911, then notify the Building Emergency Coordinator and activate the building notification system.
- b. Severe Weather: DPS can notify key building personnel of severe weather warnings through a recorded messaging system. Contact Gary Hill, DPS, 3-3434 to add the names of key building contacts to this system. The Building Emergency Coordinator will notify occupants through the Floor Marshals of the need to take shelter. Do not use fire alarm notification system in cases of severe weather.
- c. Bomb threat: call 911, then notify the Building Emergency Coordinator but do not activate the building notification system. DPS will review the specific circumstances and mandate evacuation when deemed necessary or will otherwise advise Department management when evacuation is not necessary. Additional guidance for information collection is located in [Appendix B](#).
- d. Hazardous materials incident which may require building evacuation or may be a significant risk to health, safety or the environment: call 911, then notify the Building Emergency Coordinator but do not activate the building notification system. Provide DPS with the following information:
 - name, phone #, location
 - nature and location of the incident
 - materials involved and quantity
 - time of the incident
 - extent of injuries, if any

DPS will notify OSEH. When hazardous materials or hazardous wastes are involved, OSEH will evaluate and coordinate activities with DPS and the department.

Occupants must be aware of whom to notify in the absence of the Building Emergency Coordinator. The Building Emergency Coordinator must assure that there is an effective method to notify occupants of an emergency. Notification may be by means of an alarm system, public address system, telephone fan out system, or oral communication. Oral Communication for evacuation is not advisable for work areas with ten or more persons.

3. *Preparation and Planning* - Proper preparation and planning for emergencies is essential for evacuation to be effective and efficient.

a. Emergency Routes

Emergency route diagrams can be produced using the building key plans. Contact the University Planner's Office (UPO) at 764-2455 for assistance in developing emergency signage. The UPO will be able to assist in establishing a design team to provide input on the appropriate and accurate information to be incorporated into the signage. The UPO has also developed [Emergency Evacuation Guidelines](#) to assist departments wishing to upgrade or create new diagrams. They can also assist in determining proper location for the signage within the building.

Plant Operations or a qualified outside signage vendor may be used at the department's cost to provide high quality diagrams. Contact the University Planner's Office at 764-2455 for contact information to pursue this option.

Prior to posting, all emergency route diagrams must be reviewed by OSEH/Fire Safety Services and UPO. Submit your evacuation plan and diagrams to the UM Fire Marshal's office.

b. Designated Assembly Areas

Designate at least two areas outside the building where people should assemble after leaving the building. Parking lots or other areas away from traffic and response vehicles are desirable. The Building Emergency Coordinator should plan on communicating with people assembled regarding the status of the emergency and when it is safe to re-enter.

c. Exits

Make sure all exits are labeled, operable and not blocked and there is proper illumination of pathways and exit signs.

d. Safe Places of Shelter

Facility Managers or Building Emergency Coordinators should designate safe places of shelter within their buildings in case of severe weather. Appropriate areas are in the lowest level, in the interior, and away from windows. Avoid auditoriums, atriums or other areas with large, free-span roofs. Shelter areas should be posted and equipped with a phone nearby so that those assembled can be updated on the severe weather status.

e. Communication

Floor Marshals should be fully familiar with the building evacuation plan and their specific role and ensure there are alternates to cover during absences.

Designate a meeting place outside the building where Floor Marshals can quickly report to the Building Emergency Coordinator and where occupants can assemble.

Faculty and other key building personnel should be provided with a copy of [Appendix A](#) of this Guideline to instruct students and staff of what to do in an emergency.

This appendix can be posted. It is recommended that this be discussed periodically at staff meetings and with students at the beginning of the school year and/or each semester.

4. Fire Evacuation Drills - All building occupants must be familiar with what they should do during an evacuation. The most effective method is to conduct a fire drill at least annually. Conducting a fire drill has other advantages as well: it will provide you with an opportunity to evaluate your evacuation procedures and it will provide an opportunity to test the fire alarm system and make occupants aware of the sound.

Steps In Conducting a Fire Drill

- a. If the building has an alarm system **you must first contact the Electric Shop at 7-0246 to make the appropriate arrangements.**
- b. Contact the Fire Marshal, OSEH, at 615-6764 before conducting a drill so that a representative can be on site to assist in critiquing the evacuation.
- c. Although the fire drills should be unannounced, you may need to give advanced notice to key personnel in your building.

If fire evacuation drills may create an undue hazard, or planning an evacuation drill becomes difficult, please call DPS or OSEH for assistance.

REFERENCE

DOCUMENTS: University of Michigan Hazardous Waste Contingency Plan

*Note to Building Emergency Coordinator: If during the course of this implementation process, you have any questions or need assistance, contact: **Jim Smiley** at 615-5781 or OSEH, Industrial Hygiene & Safety Manager, **Danielle Sheen**, at 647-1142.*