What is the Building Emergency Plan?

The Building Emergency Plan (BEP) is a tool to identify specific equipment and processes in your building. It will provide information for your occupants and for the emergency responders that may have to provide services to you in an emergency. A template is provided to help you in building your BEP. Utilizing the template will help keep all plans consistent throughout campus.

Each University building must have a BEP that plans for possible emergency incidents. The Building Warden or an individual designated by the Department Head(s) will develop the BEP and submit it to the campus Emergency Management Specialist for review, distribution to the fire department, SDSU PD and posting to the Emergency Operations Center building binder.

Once the plan is developed it is to be reviewed and/or revised annually.

The BEP is designed to provide students, faculty, staff and visitors basic warning notification system, shelter-in-place and building evacuation emergency information for natural and human-caused incidents.

Emergency Communications

Campus Alert Systems is a comprehensive notification structure used to alert the campus community in the event of a major emergency and to provide important safety and security information, including:

**Fire Alarm Systems:** Used to alert building occupants of an emergency inside the building. When the fire alarm sounds, everyone must evacuate the building.

**Voice, Email and Text Message:** Sign up and update your contact information on the Campus Alert Emergency Notification Registration page.

http://sdstate.edu/safety/campusalerts.cfm

**Outdoor Warning Siren:** Used to alert individuals in outdoor areas of imminent danger situations.

**University Website:** Alert information will be posted on the homepage and on the SDSU Alert webpage:

http://sdstate.edu/emergency/index.cfm

Additionally, Alert information will be communicated through the Campus Cable TV, KSDJ 90.7 FM and external media sources.
What is a Building Warden?

The Building Warden Group consists of representatives from the following areas: Emergency Management, Athletic Department, Environmental Health & Safety, Facilities & Services, Human Resources, Office of Information Technology, Residential Life—Facilities & Maintenance, Teaching Learning Center, University Housing and SDSU PD.

Prior to an emergency the Building Wardens should:

- Designate an adequate number of Area/Floor Wardens for the building in which they are responsible.
- Provide training to the Area/Floor Wardens outlining their responsibilities.
- Provide training to the building occupants in the areas of fire and life safety, evacuations, and how to react during an emergency.
- Conduct or assist in evaluation of the readiness of buildings and life safety systems.
- Be present during any life safety inspections, installations, maintenance or repair of life safety devices in a building or workplace.
- Assist Department Head(s) with filling out the Building Emergency Plan template.

During an emergency the Building Wardens may:

- Assist the Area/Floor Wardens who will verify everyone is out of the building and report missing occupants to emergency responders.
- Establish the nature of an emergency when possible.
- Order evacuations when needed.
- Control evacuations as needed.
- Record evacuation details.

What is an Area/Floor Warden?

The Area/Floor Warden representatives are responsible for a specific building area or floor, and must become familiar with the escape and evacuation drill procedures within their area of responsibility. During an emergency the Area Wardens should:

- Typically be responsible for successful coordination of general safety and assisting with evacuations within their assigned building.
- Inform people when they need to evacuate in the event of an emergency.
- Facilitate or coordinate the safe and efficient evacuation of building occupants to the designated Assembly Area.
- Verify that everyone is out of the building and report missing occupants to the Building Warden.

Being an Area/Floor Warden means putting others before oneself. An Area/Floor Warden should be ready to assist those persons in their assigned facility that need assistance during an emergency.

The Building and Area Wardens are provided with all the training necessary to complete this specialized function.

If you are willing to volunteer to be an Area/Floor Warden please contact your Department Head/Director or designated representative. Forward names to jayme.trygstad@sdstate.edu.

Safety Checklist

☐ Are emergency contact numbers posted?
☐ Are the exits, exit aisles, or corridors free of obstacles and combustible storage?
☐ Are the fire doors kept closed at all times?
☐ Are emergency exit signs visible and working?
☐ Are fire alarm pull stations and portable fire extinguishers visible and unobstructed?