

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/campusalertsysteem.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.



South Dakota State University

Emergency Management Volunteer Programs

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<http://sdstate.edu/safety/emergency-mgmt/index.cfm>

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**Building Warden Group
Building Warden
Area/Floor Warden
Building Emergency Plan**

What is the Building Warden Group?

The Building Warden Group was formed as an essential component in the development of the SDSU Emergency Management Plan. 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.

Panic and confusion are inevitable during an emergency in a building. The primary goal of the Building Warden Group is to evaluate and determine life safety within buildings. The Group will provide guidance to the Building & Floor/Area Wardens who will assist the building inhabitants with safety, and attempt to bring chaos under control during an emergency.

This Group will provide training to the Wardens within the buildings or areas of their responsibility. Training may also be provided to the building occupants in the areas of fire and life safety, evacuations, and how to react during an emergency.

The Group shall:

- Identify or assist with the identification of SAFE AREAS where occupants can shelter-in-place within the buildings when appropriate;
- Participate in any life safety evaluations in the assigned buildings;
- Report any unsafe conditions or building life safety related concerns to the Emergency Management Specialist.
- Establish the nature of an emergency when possible and provide assistance to the emergency responders as requested;
- Record evacuation details and suggest corrective action where necessary.

There will be one building warden per occupied building with at least 1 back-up. The number of Area/Floor wardens are determined by the configuration of the building and population. A rule of thumb is one Area/Floor warden per 50 people and they should not have to up stairs to perform their duties. FW/AR should also have at least 1 back-up.

What is a Building Warden?

The Building Wardens (BW) are volunteers who are trained to assist with communications, evacuation and coordination of building occupants when an emergency occurs. BW representatives should provide for successful coordination of general safety within their SPECIFIC building(s) of responsibility, and assisting with the evacuations within their assigned building(s). Volunteers need to have approval from their Department Head/Director or Designated representatives.

Prior to an emergency the Building Wardens should:

- designate an adequate number of Floor/Area Wardens for the building in which they are responsible.
- provide training to the Floor/Area 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.

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

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 / 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 a Building 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?