



MARQUETTE  
UNIVERSITY

# Marquette University

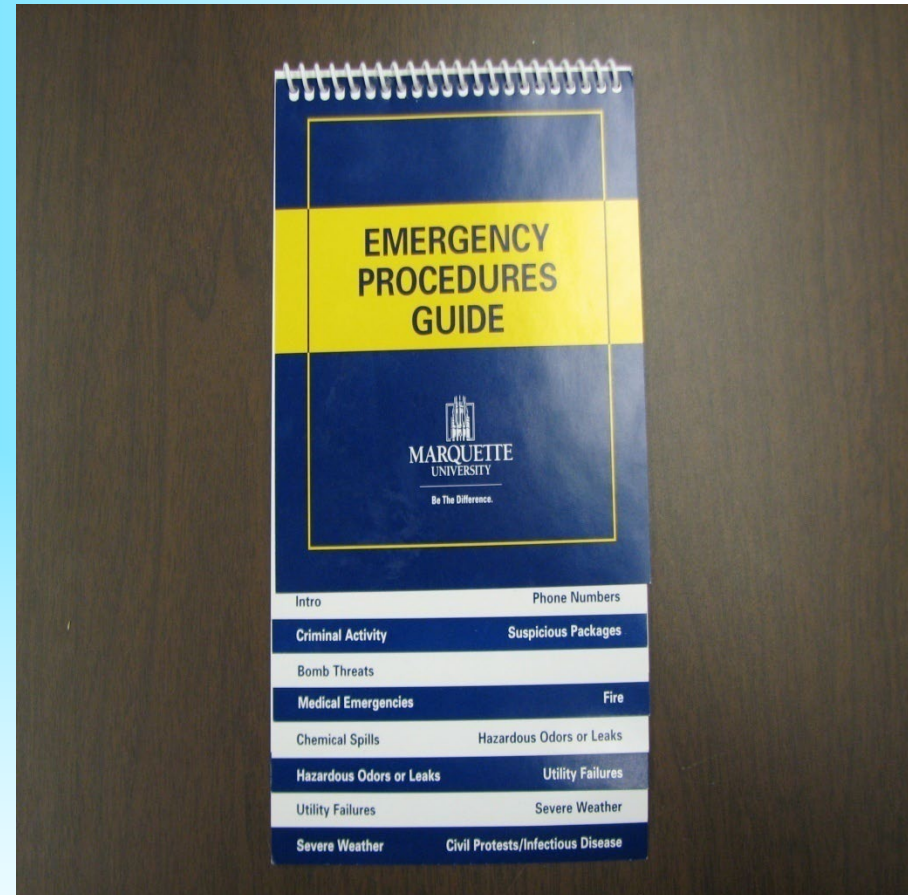
# Building Emergency Coordinator Training

# Welcome!

Welcome to the  
Building Emergency  
Coordinator Training.

Thank you for serving  
as a BEC.

This is an important  
duty that can prevent  
injuries and save lives in a  
emergency.





# Incident Command System

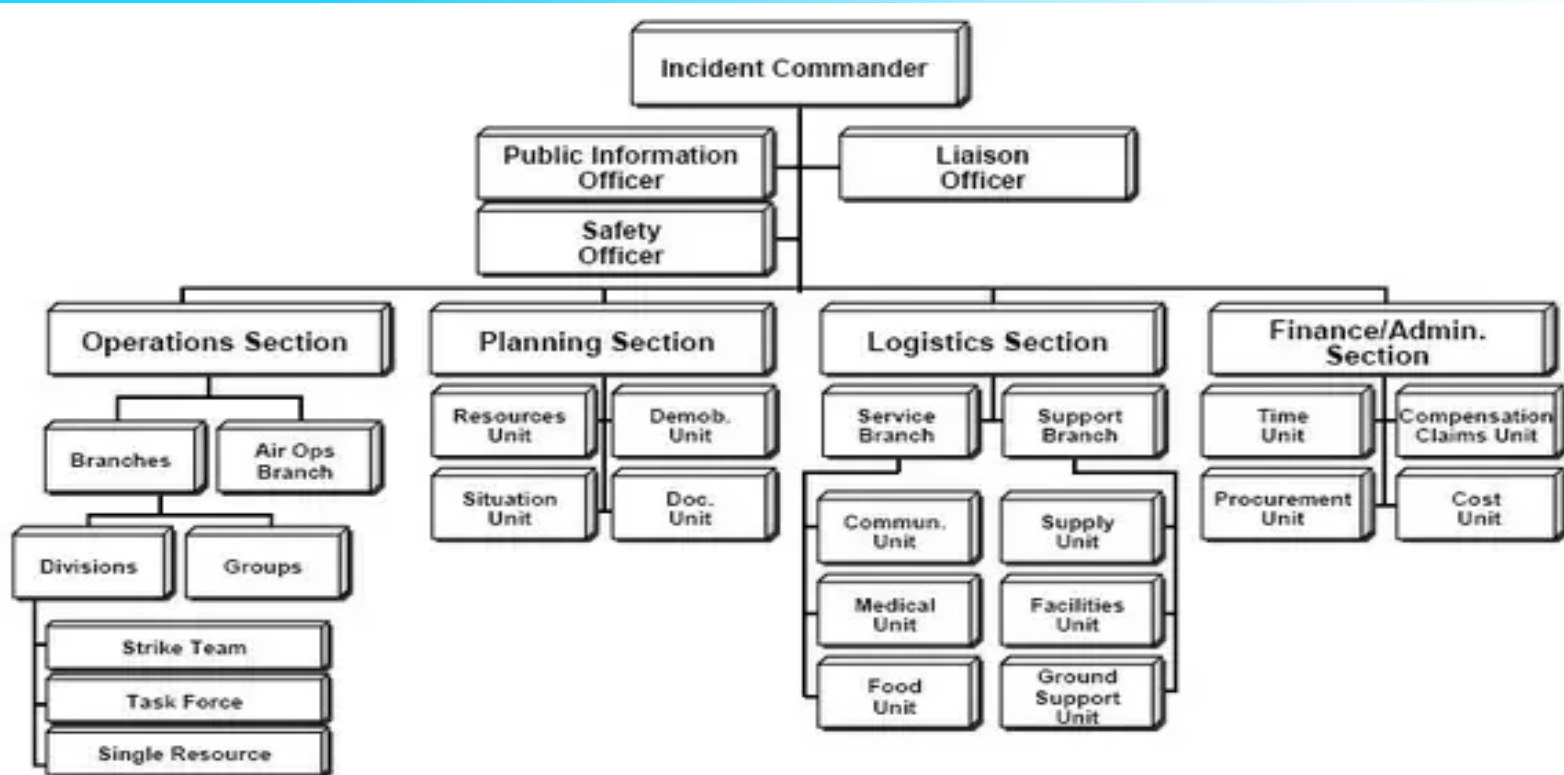
The Incident Command System, or ICS, is a standardized, on-scene, all-hazard incident management approach.

- Unified Command with all agencies; local, regional, and federal
- Common titles and responsibilities
- Allows all agencies to understand who is doing what

# Training Classes

- IS-700.A: National Incident Management System (NIMS) An Introduction
- IS-100.HE: Introduction to the Incident Command System for Higher Education

# Incident Command System





# Incident Command System

## **Each campus building**

- Building Emergency Plan
- Building Emergency Coordinator (BEC)
- Fire Marshals (FM's)

# Building Emergency Coordinator

The main focus of the Building Emergency Coordinator is to develop the Emergency Plan for their building and coordinate the activities of the buildings Fire Marshals.

Emphasis: - **prepare for the emergency before it happens.**

# Building Emergency Plan

The plan should address the objectives and responsibilities discussed in this presentation. Plans should be living documents that are reviewed on a regular basis and updated as changes occur.

***It is a requirement that each building have an Emergency Plan.***



# Preparation Responsibilities

## **Complete the information requested in the Building Emergency Plan Template**

- Development, implement, and maintain the plan
- Coordinate with Department Chairs/other key building personnel
- Identify building Fire Marshals
- Familiarize Fire Marshals and all building occupants with plan
- Identify occupants needing assistance
- Identify equipment needing special attention in power disruption
- List of Departmental employee, home and cell phone numbers
- Educate co-workers on fire safety.
- Train new Fire Marshals on Emergency Action Plan, exit routes, shelter-in-place recommendations, assembly and shelter areas
- Keep your Building Emergency Plan handy at all times so that you can easily take it with you when you leave. I recommend having it close to your office door.
- Assure Emergency Evacuation and “Seek Shelter” drills are conducted at least annually. (Critique drills, enlist technical support)

# Preparation Responsibilities

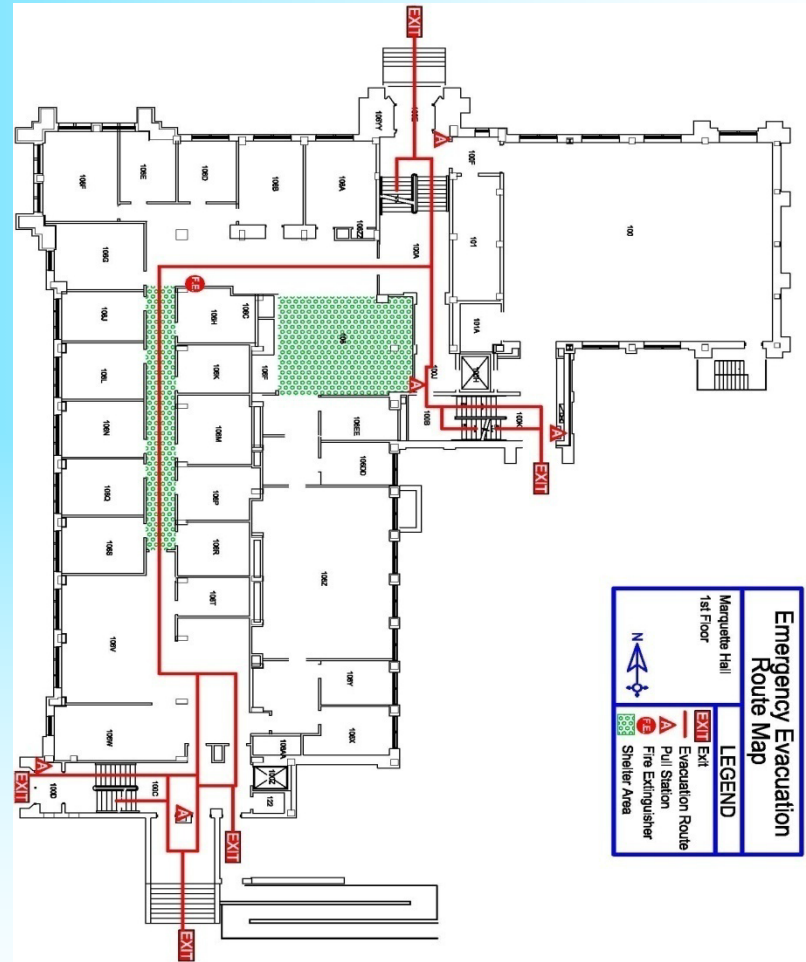
Know what actions to take for various emergency events.

- **Evacuation**
- **Seek Shelter (Severe Weather)**
- **Shelter-In-Place (Hazardous Incident)**
- **Shelter-In-Place (Violent Person)**

# Preparation Responsibilities

Familiarize yourself and your Fire Marshals with all exit routes and options to steer evacuees to the safest exit.

Familiarize yourself and your Fire Marshals with shelter areas.



# Preparation Responsibilities

Designate an area away from the building for assembly following evacuation. Designate a secondary assembly area (enclosed) in case of inclement weather.

This assembly area should be at least 100 feet from the building.



# Preparation Responsibilities

It is important to practice. A building **evacuation** and **seek shelter** drill should be conducted at least annually. The **Building Emergency Coordinator** should contact the Marquette Police Department and Facilities Services and ask for their assistance in conducting the drill.

Please participate in these drills, and let the office of EH&S know of any problems.

# Drills

## Why are they done?

- Educates occupants on building alarms, safety features, egress routes, and assembly areas.
- To familiarize occupants with established procedures and make response part of an established routine.
- Drills are the best indicator of what will occur in a true emergency.

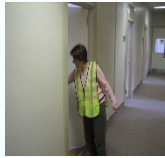
# Post Drill Evaluation

- Did the fire alarm devices, including sirens, strobes, public address system, and mass notification system where applicable operate properly?
- Was the drill exercise conducted in a safe and orderly manner?
- Approximately how much time before group was evacuated or took shelter?
- Did anyone refuse to leave?
  - Where?
- Were there disabled/injured persons and were they assisted appropriately during drill?
- Were security or special procedures needed in your area?
  - How were they implemented?
- Were emergency evacuation personnel available at the assembly point?
- Did evacuees report to the designated assembly point?
  - If not, where did they report?
- Did occupants leave buildings and keep fire lanes clear?
- Recommendations/Comments

# Evacuation Responsibilities

**In an emergency evacuation, the Building Emergency Coordinator should proceed to the designated assembly area. Each Fire Marshal should be responsible for an assigned area:**

- Sweep through assigned area to alert occupants that an evacuation is in process.
- Assist building occupants needing assistance, when it is safe to do so.
- Account for all employees by meeting building occupants at the designated assembly area.
- Advise building occupants regarding situation and when re-entry is permitted.
- Report to Incident Command with names of employees unaccounted for, location of occupants needing assistance in evacuating, and any other information necessary to assist emergency personnel.



**“At no time should a Building Emergency Coordinator or Fire Marshal put their own safety in jeopardy”**



# Evacuation Responsibilities

Unless otherwise “officially” notified, evacuation is mandatory when building alarm is activated.



# Seek Shelter Responsibilities

## Seek Shelter (Severe Weather)

A severe weather event such as tornado or wind event may necessitate you to “Take Shelter” until the threat of bad weather has passed. Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival.

### In an seek shelter event, each Fire Marshal is responsible for the following:

- Sweep through assigned area to alert occupants to seek shelter
- Move to a designated shelter area within the building. (Refer to building Emergency Evacuation Maps for designated shelter areas)
- Assist building occupants needing assistance, when it is safe to do so.
- Account for all employees by meeting building occupants at the designated shelter area.
- Advise building occupants regarding situation and when an all-clear has been called
- Report to **BEC** with names of employees unaccounted for, and any other information necessary to assist emergency personnel. The **BEC** should report this information to Incident Command.
- **If not possible:**
  - Move to a interior room with no windows, or a hallway on the lowest floor possible
  - Move to and interior stairwell if all rooms have windows

# Lock Down/Shelter (Violent Person)

In the event of the presence of a person or persons deemed by Public Safety to be a threat to the campus community:

**Follow and train others on recommended procedures:**

Survival Mindset – Trust your Instincts

- Awareness – stay attuned to your environment
- Preparation – “What if” questions to prepare mentally
- Rehearsal – mentally and physically practice plan

**Get Out**

- If you can get out to a safer place, do it quickly

**Hide Out**

- If you can't get out, stay well hidden
- Turn off lights, silence cell phones, lock or barricade door
- Spread out – do not huddle together

**Take Out**

- Assume shooters intentions are lethal – active shooter vs. hostage situation
- Do whatever it takes to stop the shooter
- Throw things, yell, improvised weapons, etc...

# Shelter-In-Place

## Shelter-In-Place (Hazardous Incident)

A critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally.

### **Follow and train others on recommended procedures:**

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and door if you cannot move
- Only come out when you are told that it is safe by Public Safety

# Review of Key Emergency Concepts

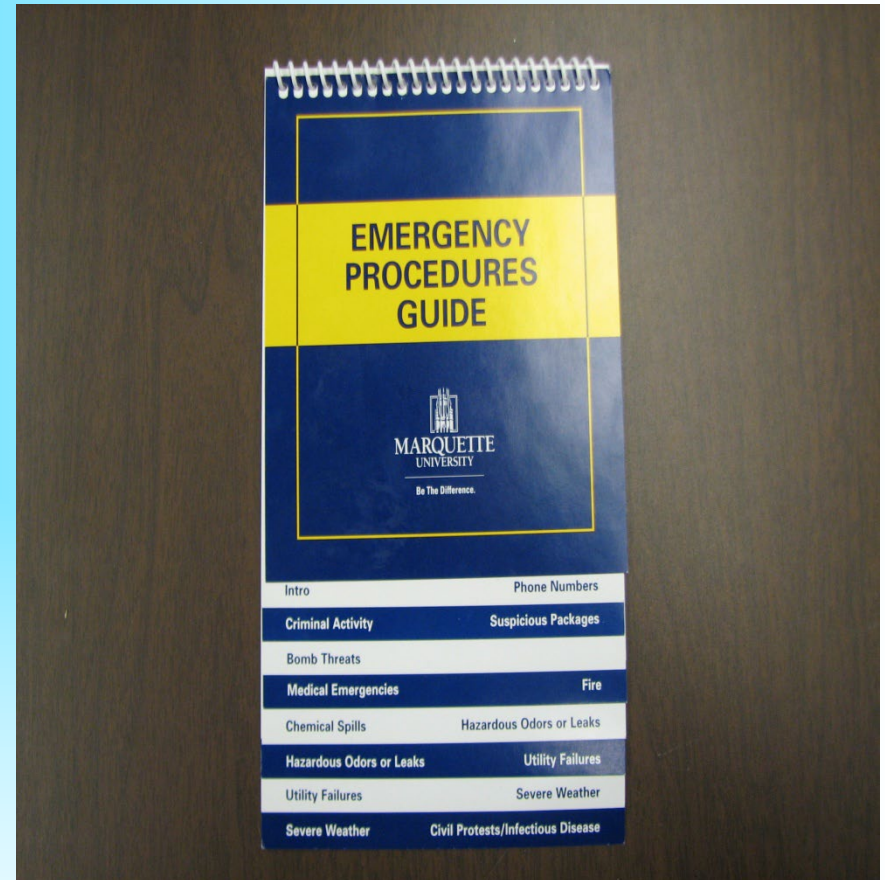
- Each buildings should have their own emergency action plan to address their specific situation.
- **At no time should a BEC or Fire Marshal jeopardize their own safety.**
- Evacuation is not the best response to all emergencies.
- **Evacuation** and **Seek Shelter** drills are extremely important to ensure orderly exit under control and prevent panic.

# Reminders

- Create Building Emergency plan. Communicate plan with building occupants. (Update plan as changes occur)
- Conduct Emergency Evacuation and Take Shelter drills on an annual basis.
- Contact me with number of “Emergency Procedure Guides” needed for your building.
- Contact me if any changes occur to your BEC / FM list.

# *Thank you!*

*As a **Building  
Emergency Coordinator**  
you serve a strategic role in  
our **Emergency Action Plan**,  
you can help save lives in an  
emergency.*



# DVD

## *Emergency Action Plan Crisis Under Control*



# *Questions?*

Marquette University  
Environmental Health and Safety  
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