Archeology/MoveWell Fitness 1020 Export St.—Building Emergency Action Plan (BEAP)
Executive Summary

- The UK Alert system is the most effective notification tool
- Each employee must be provided a copy of/be familiar with the BEAP
- The BEAP will be reviewed and tested annually
- The Building Emergency Coordinator has overall responsibility for the plan
- The Floor Leaders/Alternate Floor Leaders ensure proper training of personnel on their floors
- All personnel are jointly responsible for implementation of the BEAP, when necessary
- When possible, all personnel should offer assistance to those in need (guests, students, persons with physical limitations/disabilities). If unable to assist, guide individuals to nearest stairwell and notify emergency personnel of their location.
- The evacuation location is the UK Credit Union building.
    - Everyone must evacuate the building to the evacuation point for all events requiring evacuation
- In case of fire:
    - Activate fire alarm system, evacuate, and close doors behind you, call 911 from a safe location to give details
    - Do not use elevators, instead use fire evacuation routes depicted in Appendix A
- In case of severe weather:
    - For thunderstorm warnings, ensure you are prepared should conditions deteriorate
    - For tornado warnings, gather valuables and take cover in nearest severe weather shelter as shown in diagrams in Appendix B and remain until the all clear is given
    - If injuries or damage occurs, call 911
- In case of an earthquake:
    - Take cover under desk or heavy table immediately—corners around interior walls are best
    - Stay away from windows, glass, bookshelves, and wall hangings etc.
    - Once shaking has stopped, exit the building to the designated evacuation point just as for fire
    - Do not use elevators and do not re-enter the building
- In case of hazardous materials:
    - You will be directed to shelter in place or evacuate, dependent upon the situation
    - If personnel become ill or other issues arrive call 911
- In case of workplace violence or bomb threat:
    - Explosion or Toxic or Irritant Gas: evacuate building just as for fire
    - Threatening Phone Calls/Bomb Threat: keep caller on the line as long as possible using the Bomb Threat Checklist (Appendix D) if possible. Call 911 as soon as possible to share info
    - Gunfire: Take refuge in a locked room under a desk etc. Call 911 and **DO NOT UNLOCK THE DOOR FOR ANYONE**
    - Physical Threat: remove yourself from danger and report incident to supervisor or 911 as appropriate
    - Hostage Situation: Seek safe, secure shelter and call 911
- In case of a Medical Emergency requiring more than basic first aid, call 911 with type of emergency, location, condition of the victim, and any dangerous conditions. Have someone outside to meet and direct first responders.