

T.H. Morgan Building—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. (Appendix D: emergency assistance cards)
- Primary evacuation location is across Rose Street in front of Donovan Hall.
- Alternate evacuation location is the grassy area behind TH Morgan between Washington Ave. and Tobacco labs.
 - 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 E) if possible. Call 911 as soon as possible to share info
 - Gunfire: GET OUT, HIDE OUT, or TAKE OUT. If you have taken 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.