

## **Building Emergency Action Plan (BEAP)**

January 2022 Safety Meeting

Emergency Preparedness is a responsibility of every faculty, staff, student, and visitor at the University of Louisiana at Lafayette. The Building Emergency Action Plan (BEAP) includes specific building information on emergency response recommendations: Run-Hide-Fight actions, building emergency notification/communication systems, building (department) management team members contact information & emergency contact lists, floor coordinators, persons with functional needs (who may request assistance during an emergency), evacuation/shelter-in-place/lockdown procedures, and building emergency exit floor plans, and assembly area locations.

In addition to reviewing your specific BEAP, every occupant of a campus building should prepare for emergencies and disasters by using the following list as a guide:

- Regularly check and update your ENS profile in Ulink
- "Like" University of Louisiana at Lafayette Official Facebook page to get the latest post on campus events.
- Take the time to visit the [University Police Website](#) and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings at all times.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building by noting the location of evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment.
- Recognize potential fire hazards and report them immediately.
- Be aware of your surroundings and call 911 to report suspicious persons or activities.
- Actively participate in safety training, including fire extinguisher training, fire drills, first aid training and active shooter training, when and where these may occur.
- Annually review the building emergency action plan and make recommendations for improvements.