University of Minnesota

AHC Office of Emergency Response

Building Emergency Planning - Recruitment of Committee Members

Communication to building occupants to:

* Create awareness of project
* Recruit Building Emergency Plan committee members

Key Points:

1. University of Minnesota Department of Emergency Management (DEM) coordinates the development of emergency plans on campus.
2. Goal: Every building on Twin Cities campus will have an updated and operational Building Emergency Plan.
3. Focus of Building Emergency Plan (BEP) is evacuation and shelter-in-place, using a new template. The plan outlines evacuation procedures and other emergency instructions.
4. Development and maintenance of a building emergency plan is a participatory process with building occupants providing leadership and serving in roles to ensure plan objectives are met. In order to complete the plan, each building needs to identify one representative from each department located in the building to participate in a working group that will complete the plan template.
5. IMPORTANCE of doing this now and quickly.
6. Action needed: Establishing a Building Emergency Plan Committee to develop and operationalize plan. Want to develop plan by *date*. Committee will meet until plan is created and then periodically in order to update and ensure the plan is exercised.
	1. Committee leadership has been established: *Names/contact info*
	2. Seeking building occupants to serve on committee. Volunteers or department-designees. Number of members. Representative from each entity/department.
	3. How to respond and deadline.

Maintain ongoing communication to building occupants to keep them informed and interest high