Building EAP Overview
Emergency Action Plan Definition and Importance

• A building or department-level document that provides immediate life safety response guidance for incidents/emergencies/events and directs building occupants in proper emergency procedures.

• Allows for lowest operational level planning and response; aligns with ODU Crisis and Emergency Management Plan and University Policy 1021: Emergency Management

• Facilitates trickle-down individual preparedness through the planning process
Emergency Action Plan Template Contents

• Building EAP: Building Emergency Coordinator, Building Emergency Preparedness Committee Members, Emergency Numbers, Evacuation/Assembly Maps, First Aid/AED Locations, Building Hazards, etc.

• Annex A: Departmental Key Personnel and Notification Protocol

• Annex B: Emergency Procedures

• Annex C: Emergency Info for the Classroom

• Annex D: Emergency Kits

• Annex E: EAP Reference Info and Instructions

*As needed, add additional info as Annexes F, G, etc.
Plan Development Steps
Step 1: Form a Building Emergency Preparedness Committee

- Department heads designate Building Emergency Preparedness Committee (EPC) representatives

- Building EPC meets annually to review/revise plan
Step 2: Building Emergency Preparedness Committee Reads the Building EAP Template

• Read and understand the template

• Schedule a Building EPC planning meeting

• Come prepared with information to complete respective Annex A info
Step 3: Building Emergency Preparedness Committee Designates a Building Emergency Coordinator and Alternate

• Building Emergency Coordinator Qualifications
  • Preferably full-time faculty or staff member with 6+ months in position
  • Knowledge of building and operations within

• Building Emergency Coordinator Duties
  • As EPC Chair, coordinate Building EAP development and annual review
  • Serve as building POC for internal/external stakeholders for emergency preparedness/response
  • Act as conduit to Office of Emergency Management for building preparedness efforts
  • Participate in training and recognition activities
Step 4a: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Insert Building Address
- Insert BEC and Alternate BEC Contact Info
- Insert Floor/Area Monitor Contact Info, if applicable
Step 4b: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Insert Building Emergency Preparedness Committee member contact info

- Add additional emergency contact numbers, if needed
Step 4c: Facilitate Completion of Building EAP Through Building Emergency Coordinator

• Add additional ODU Resource contact numbers, as needed
Step 4d: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Contact Office of Emergency Management to have maps/diagrams created:
  - Internal Assembly Areas per floor
  - Evacuation Maps per floor
  - Emergency Assembly Areas per floor
Step 4e: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Insert locations of nearest First Aid Kits and Automated External Defibrillators (AEDs)
- Insert locations of staged emergency kits
- Identify and list hazards unique to the building
Step 4f: Facilitate Completion of Building EAP Through Building Emergency Coordinator

• Insert locations of panic buttons in building, if applicable
Step 4g: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Provide special instructions/provisions for visitors, if applicable
- Provide building after-hours guidance, if applicable
Step 5a: Building Emergency Preparedness Committee Departmental Representatives Complete Annex A Info

- Indicate where in the building the department operates

- Provide a brief explanation of what services the department provides, staff numbers, etc.
Step 5b: Building Emergency Preparedness Committee Departmental Representatives Complete Annex A Info

- Insert contact info for departmental key staff
- Insert departmental notification protocol
Step 6: Building Emergency Coordinator Sends Draft EAP to Office of Emergency Management for Review/Finalizing

(Insert Building Name)
Emergency Action Plan (EAP)

(Insert Month 20XX)

(Insert text as per instructions)

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Step 7: Office of Emergency Management Finalizes Plan with Building Emergency Coordinator, Returns For Dissemination to Building Emergency Preparedness Committee and Departments/Staff

(Insert Building Name)
Emergency Action Plan (EAP)

(Insert Month 20XX)

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Questions?

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