

Updates from Emergency Management



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Maroon Alerts

- Register to receive emergency alerts.
 - Personal information section of Banner
- Follow updates at emergency.msstate.edu or @MaroonAlert



Maroon Alerts

- Phone notifications
- Webpage & web banner
- Social Media
- Desktop notifications & digital signage
- Alertus beacons



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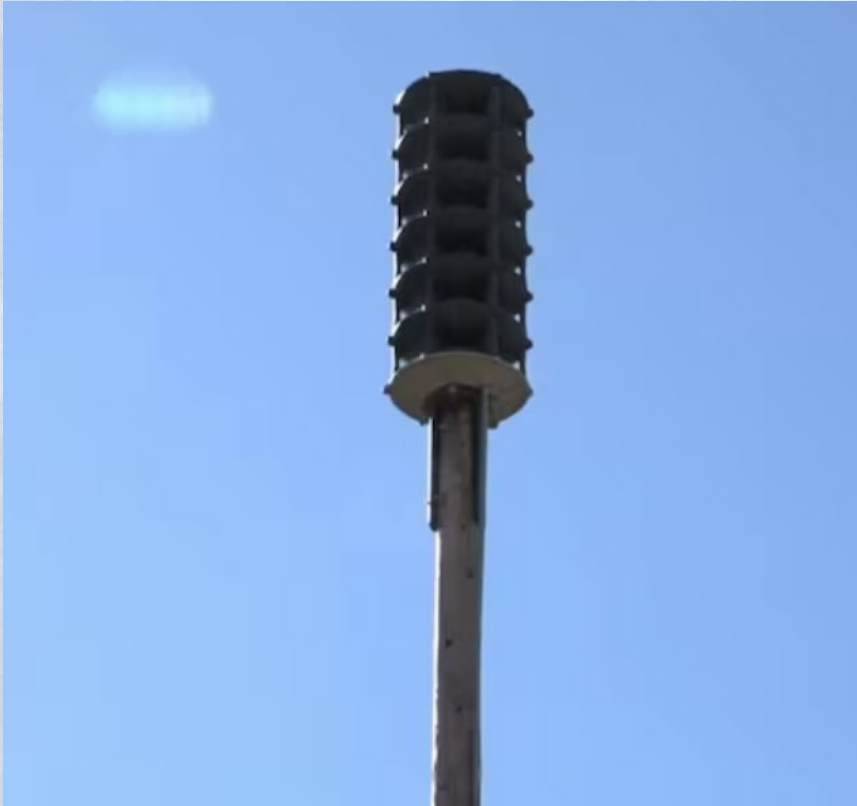
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Emergency Guideline Booklets

- Limited number of booklets available.
- Placards are available.
- Put in a Campus Services request or contact Emergency Management.



Outdoor Warning Sirens



- Intended to notify those outdoors.
- Sounds may not penetrate buildings and vehicles.
- Sirens may stop and start again.
- We are working on additional features in our tests.



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Guide to creating your Building Emergency Action Plan



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BMO Role During an Emergency

- Know your building and occupants.
- Report or fix problems.
- Be available to assist the CAT or Incident Command with information about your building.
- Develop, update, and distribute Building Emergency Action Plans.



Building Emergency Action Plans

- Each building is required to have a plan.
- Plans should be updated regularly.
- The online system is the official record.
- BEAPs provide employees with guidance for responding to emergencies.
- BEAPs give the CAT access to critical information during an emergency.



Best Practices

- This plan is to be used as a training tool and a guide.
- Each emergency is different, and the actual response may differ from this plan.
- There is no such thing as a perfect plan. Do the best you can with the information you have. Your plan will change over time.



BEAP Steps

Meet with your building's Managers & Operators. Determine how your building should respond to each situation.



Complete the BEAP Worksheet.



Designate someone to update the online BEAP.



Publish the BEAP and share with the appropriate people.



Please collaborate with others in your building.

**Reach out to other departments: Police,
Environmental Health & Safety,
Emergency Management, etc.**



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Who has access

- All BMOs in a building will have access to their building's BEAP.
- BMOs do not have access to edit plans they are not assigned to.
- Building occupants & the public do not have access to the BEAP system.
- Your BEAP must be Published (pdf) and shared. - You share it with who you deem appropriate



BEAP Completion

- Answer the questions that are appropriate.
- At a very bare minimum, you should include:
 - AED and First aid kit information
 - Evacuation instructions
 - Severe weather instructions



BEAP Worksheet

- How do you communicate?
- Building notes
- AEDs
- First-aid kits
- Fire extinguishers
- Regroup / reunification
- Severe weather gathering/refuge areas

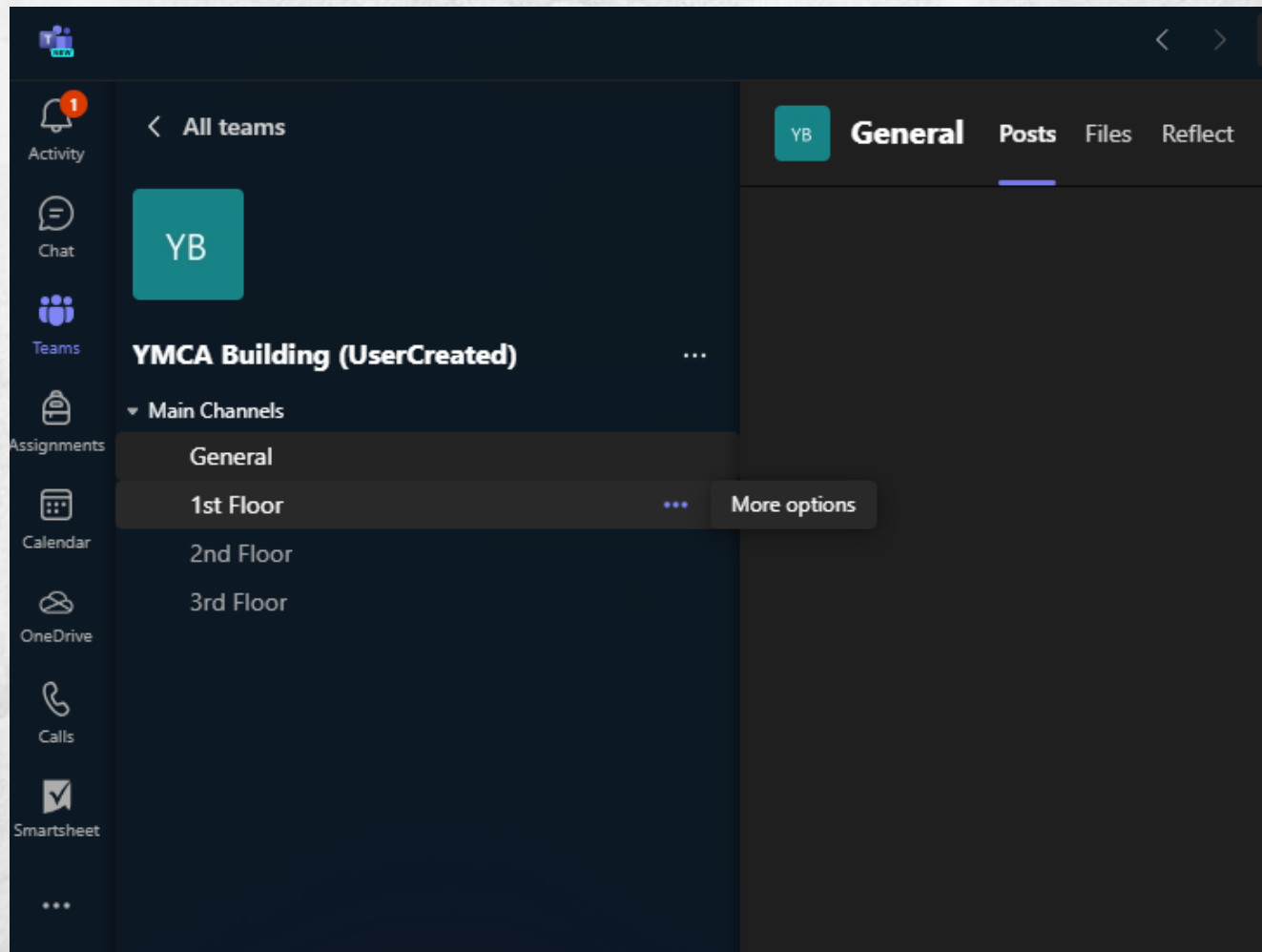


More questions to consider

- Do you have any special instructions for:
 - Power outages
 - Hazardous materials
 - Medical emergencies
 - Infection control & prevention
 - Assisting those with special needs



Communication



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Creating your BEAP



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Logging In

- Visit:
<https://www.buildingmanager.msstate.edu/>
- The BEAP link is on the left side.
- Use your NetID & password to enter the system
- All BMOs for your building will have access to the same document.



Navigating the site

Line of succession (Where M...)

BEAP Documentation System

https://www.mississippi.edu/emergency/Management/beapDocumentationSystem/

Search

Logout Completely

Confidential	Public	Edit	Building Id	Building Name	Completeness	Latitude	Longitude	Street	City	State	Zip
			0011	Ymca	89%	33.455585	-88.789542	195 Lee Blvd	Mississippi State	Ms	39762

Technical problems, contact the [Service Desk](#)

Click the gear to begin editing this building's plan.


See your completed & published BEAPs

Return to this page to see the list of buildings you have access to.



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My BuildingsPublished BEAPsBuilding Plan Sections▼External ResourcesFiles to add to the AppendixPreview as PDF▼Admin▼

Building Information Summary







Ymca

See how your finished plan will look







Add your own pdfs

Add non-MSU contacts

Jump to a section of your BEAP

Contact Type	NetId	Name
Bld Manager, Bld Vp/dean		 
Bld Manager		 
Bld Manager, Bld Vp/dean		 

Add Person

Contact Type	NetId	Name
Bld Operator		 
Bld Operator		 
Bld Operator		 



[My Buildings](#)[Published BEAPs](#)[Building Plan Sections ▾](#)[External Resources](#)[Files to add to the Appendix](#)[Preview as PDF ▾](#)[Admin ▾](#)

Building Information Summary

Ymca

Edit this person's contact information

Identify this person as a Weekend or Football game contact or just an extra contact

Building Representatives & Ancillary People

Contact Type	NetId	Name		
Bld Manager, Bld Vp/dean				
Bld Manager				
Bld Manager, Bld Vp/dean				

Contact Type	NetId	Name		
Bld Operator				
Bld Operator				
Bld Operator				

[Add Person](#)

You may wish to have additional MSU personnel listed (NetID required)



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Groups

Building Groups are intended to allow Building Managers to breakout sections that need extra or more detailed notes focused on the particular section. Buildings may be grouped by floor, section, or department. The group name should accurately describe what or who it involves. (i.e.: "First Floor" or "South Annex")

Your Building Groups

New Building Group

1st Floor, ITS Department

Create a new building group
*see following slide

Save

Save your work

Save & Publish

Only publish once you have
finalized and approved your plan

Continue on to the next page

Section 1
INTRODUCTION



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Groups

- **Most buildings do not need to be divided into groups.** However, some building areas or departments have significantly different responses.
- **BMOs are encouraged to create a plan for the general building first. You can always go back and add building groups later.**



Building Operations, Security, Afterhours, & Special Events

SECTION 2

Building Operations, Security, Afterhours, & Special Events

Building Operations

General Notes

Enter any general notes for the building.

☐ Nothing Specific to the Building

Building Default

1000 character limit including spaces - [309 characters]

This building's exterior door locks are on a schedule.

The English Department doors (Facing Old Main Academic Center) unlock from 8:00am - 5:00pm.

General Confidential Notes

Enter any confidential general notes for the building.

☒ Nothing Specific to the Building

Building Default

1000 character limit including spaces - [0 characters]

This could include building hours or other general notes about your building.

Confidential sections allow you to document information that should not be shared with everyone. Only *your building's* BMOs will see this information.

Click the checkbox if you do not wish to include additional information.



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Football Home Game Weekends

Football Homegame Weekends

Please add any additional information for Afterhours and Special Events for the building.

☐ Nothing Specific to the Building

Building Default

1000 character limit including spaces - [0 characters]

Building remains locked on weekends, including home game weekends. Any staff who use the building on evenings or weekends should check the doors as they leave. Report any suspicious activity or concerns to [MSU Police](#).

Is your building occupied on home football game weekends? Include additional details that apply to these events.



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Section 5: Emergency Procedures

Do not feel pressured to insert comments for every section. This is completely up to you.

Check the box on the left if you do not need to add comments in each section.

Contact brent.crocker@msstate.edu if you run out of room in any of the boxes.

SECTION 5

Emergency Procedures

Automatic External Defibrillator (AED)

Departments are responsible for maintaining and servicing AEDs in their building(s). If you have questions about your AED or supplies, please contact your AED manufacturer or contact Nathan Winders at the Mississippi State University Student Health Center: new11@msstate.edu.

Automatic External Defibrillator (AED)

Location of Automatic External Defibrillator (AED).

1000 character limit including spaces - [0 characters]

☐ This Building doesn't have any AEDs

- ☐ Yes this AED's battery is adequately charged and pads are not expired
☐ No this AED's battery is NOT adequately charged OR pads are EXPIRED

+ Add an additional location

FIRST AID KIT LOCATIONS

List locations or special notes.

1000 character limit including spaces - [0 characters]

☒ This Building doesn't have any First Aid Kits

+ Add an additional location



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Section 5: Emergency Procedures

Preplanning

- Review your building's emergency exits and identify alternate exit paths.
- Immediately correct or report any blocked or inaccessible emergency exits in your building.
- Report any locked or blocked fire exits to Facilities Management or the Environmental Health & Safety immediately.
- Know the location of fire alarm pull stations. In the event of a fire, immediately exit the building and pull the alarm on the way out.
- Know your building's / area's Reassembly Area.

SMOKE OR FIRE

Enter any additional instructions for your building / area. Please also include Fire Extinguisher Locations for the building.

Building Default

1000 character limit including spaces - [0 characters]

☒ Nothing Specific to the Building

Fire Extinguisher Locations

Fire Extinguisher Locations for the building

1000 character limit including spaces - [0 characters]

☐ This Building doesn't have any Fire Extinguishers

First Floor:

One is next to the Dean of Students Copy Room.

One is at the bottom of the ramp.

[+ Add an additional location](#)

Fire extinguisher locations can be listed by floor or building section. Use a method that makes sense for your building.



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Fire Extinguisher Locations

Options:

1. List the locations of the fire extinguishers: “A fire extinguisher is located at the following: (1) 1st Floor Stairwell (2) NE Corner of Auditorium (3) etc...”
2. List general locations: “A fire extinguisher is located on each floor next to the stairwell. The Office suite has 2 extinguishers. Each are in a marked box on the wall.”
3. Add an appendix file and reference it in the text box. “Fire extinguishers are located throughout the building. Please see the appendix: Fire Extinguishers and Emergency Exits.pdf for more information and locations.”



Severe Weather Refuge Area Locations

- Example:
“Move to the hallway between rooms 110 and 130. Overflow space is available in rooms 140 and 141.”



Active Shooter Shelter Locations

- Most buildings should **not** identify a specific location to shelter from active shooter events.
- Instead, you can provide further guidance for your building occupants to find a suitable safe place to go.
- Contact Emergency Management if you have questions or need guidance.



Additional Sections

- The “Additional Sections” page allows you to add more topics that may not have been listed.
- This should only apply to those with concerns that were not addressed in the earlier sections.



Appendix

Appendix

Enter the label for this appendix.

Missing Child

Enter the body for this appendix.

1000 character limit including spaces - [271 characters]

If a parent or guardian is separated from their child, a staff person will be positioned at the front doors. Anyone fitting the description of the child should wait until the parent/guardian arrive. The Administrative Office will notify MSU Police and request assistance.

EXAMPLE ONLY

Appendix

Delete area or group

Enter the label for this appendix.

Flooding

Enter the body for this appendix.

1000 character limit including spaces - [295 characters]

The basement level has been known to flood from time to time. If this occurs, the Building Manager will contact Facilities Management. Notify Thomas Smith, as he has equipment stored in the basement. Staff and building visitors should avoid the area until the flooding has been properly cleaned.

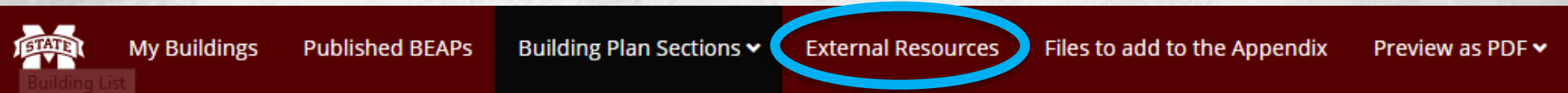


Additional Sections

- Could be used for:
 - Missing children
 - Elevator issues
 - Leaking / flooding spaces
 - Guests / visitor concerns
 - Other



External Contact



- External contacts are companies, agencies, or individuals not affiliated with MSU who may be needed in an emergency.
- Examples:
 - Air gas companies
 - Service or repair businesses
 - Area experts or partners



External Contact

Modify External Contact

Building External Resource

Resource

CO-2 Tanks at rear of building (EXAMPLE)

Company

Acme Gas Company

Contact's Name

John Smith

Email

service@acmegasco.com

Phone

(123) 456 - 7890

Add Resource

EXAMPLE ONLY



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Adding Files

- You can add files to your plan.
- These must be in a pdf format. Use a filename that describes the contents.
- You do not have to upload them in any particular order. You will be able to reorder them later.
- Currently, you will need to email these separately along with your plan, when sharing.







Adding Files

- Examples
 - Maps
 - Contact lists
 - Photos (saved as a pdf)
 - Instructions



Additional Building Files
Ymca

File to append to the BEAP

PDF	Move Up	Move Down	File Name	Delete
	↑	↓	YMCA Fire Evacuation.pdf	
	↑	↓	Emergency Exit Locations.pdf.pdf	

File to add

Appendix PDF File

Choose File No file chosen

Load New File

Click to access the files page.

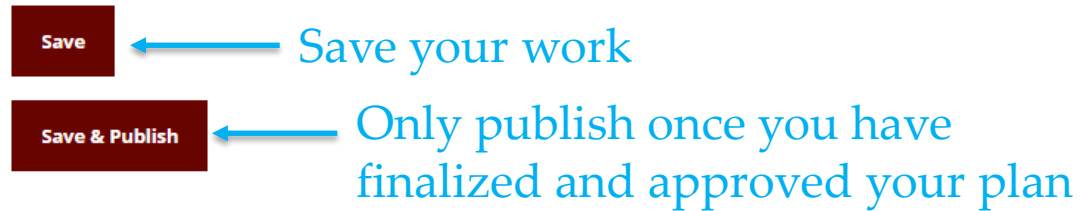
View, rearrange, or delete existing files.

Click “Choose File” to locate your pdf on your computer.

Click “Load New File” to finish your upload



Saving & Publishing



- Save your work as you progress through the steps. If you leave a page without saving, all new information will be lost.
- Publish your document once you are satisfied and ready to distribute it. “Save & Publish” will email the other BMOs of your building so they know a new version exists.



Sharing

- Share with anyone you feel appropriate.
- You can publish two versions of your BEAP pdf:
 - **Public** – To be shared with those in your building.
 - **Confidential** – May have information you do not want to share with everyone in your building (phone numbers, storage details, etc.).

All of your building's BMOs will have access to both versions.



Updating

- You may update your plan anytime you wish.
- It is recommended that BMOs review their plans at least once a year and anytime changes are made to the building, staffing structures, or procedures.
- You may also recognize a need for changes after a drill or emergency.



Updating

- When you **publish** the new plan, other BMOs in your building will be notified.
- The BMOs are responsible for sharing the updated plan.



Assistance

- Feel free to contact us if you have any questions.
- We can review a plan with you. However, this is your plan. We may be able to help guide you, but no one knows your building better than you.



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Contact us for additional training.



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