

## **Building Advisory Committee Examples and FAQs:**

### **Outline of vision:**

Each department has a representative that sits on the Building Advisory Committee (BAC). The Building Advisory Committee has three (hopefully voluntary) members that are the Primary, Secondary, and Tertiary Building Emergency Leaders (BELs). As a group, determine the best evacuation and accountability process for your building. As a group – or one of your BELs – complete the online Building Emergency Plan (see How to Build a BEP). This is an easy, drop down menu type plan and will not take much time. The plan can then be distributed through the building advisory committee to ALL personnel in the building.

### **Examples of Roles and Benefits of Building Advisory Committee:**

#### Example One: Evacuation Process

Building Advisory Committee decided that each floor (even floors with multiple departments working there) would have a floor monitor. When a fire alarm or evacuation occurs, the floor monitor sweeps the floor telling everyone to evacuate then leaves the building as well. The people check in with their department designee to ensure they are accounted for, the department designee then checks in with the Building Emergency Leader.

#### Example Two: Use of Committee to implement positive change

As a group – you determined that at the last tornado drill, there was not enough shelter space for the entire building. Your Building Emergency Leader contacts the University Emergency Management Office at [uem@kumc.edu](mailto:uem@kumc.edu) who does an assessment to help determine the best way to shelter for your building.

#### Example Three: Use of Committee to disseminate information

You look out the window and see fire trucks blocking off your building and fire men dressed to the “max” but you have received no communication about what is occurring and if you are in danger. You have your Building Emergency Leader call the University Emergency Management Office and determine that nothing bad is happening. The Building Emergency Leader contacts the members of the advisory committee (approximately 5-10 personnel), the building advisory committees inform their individual departments “nothing to worry about, carry on!” That would lead to everyone being “in the know.”

#### Example Four: Scheduling of a Fire Drill

Your group meets March and decides a nice day in April would be a great time to conduct the evacuation drill – you just have one of the BELs hop online: <https://kumc-bep.ku.edu/>, hit the “evacuation drill request” on the right and the drill will be conducted at *your buildings* convenience! Note: If you do not request a date, a date will be provided unannounced for you by the University Emergency Management Office.

#### Example Five: Getting to know the people in your building

You have always wondered how your staff of two would evacuate patients. You bring this concern to your committee. The person sitting next to you says, “Hey, my office is all admin, we can help you evacuate!” This example is a great reason to get to know others in your building – they will be the ones helping in an emergency! Remember, an emergency IS NOT the time to be exchanging business cards!

## Frequently Asked Questions:

**Q:** It doesn't matter if the fire alarm goes off, no one evacuates. What can be done?

**A:** That is the GREAT thing about the Building Advisory Committees – YOU, as a building, get to determine when the fire drill is conducted AND you get to tell everyone in the building well ahead of time - so plan it 3 months out and tell them that EVERYONE must take 15 minutes to do the drill once each year (15 mins really isn't much to ask annually). If you still don't get a response, we can determine who refuses to participate and move up the chain of command. These directives are being pushed from the top level of the University because your safety is important to us.

**Q:** I don't have time for this – my actual job is much more important.

**A:** The University feels that NOTHING is more important than your safety, but if less than 5 hours annually\* is too much time to commit – let's determine if there is someone else from your department that can participate – we need active participants for this!

*\* Time based on approximately 4 building advisory committee meetings, building the plan (online) and participating in a drill – please note that YOUR building advisory committee determines how often or how little you meet.*

**Q:** I can no longer serve on the committee for various reasons (leaving, too busy, new role, etc.).

**A:** We understand that things change – just send an email to [uem@kumc.edu](mailto:uem@kumc.edu) telling them which building you are “resigning” from and who the new designee is. The Emergency Management Office will get the new person trained up and ready to go!

**Q:** I come and go from Lawrence to KUMC, so I'm only here half the time.

**A:** The great thing about these Building Emergency Plans is that they are based off of what KU Lawrence does –so it does not matter the campus...this is the standard!

**\*\*** Have a question or concern we missed here?

Just email [uem@kumc.edu](mailto:uem@kumc.edu) and we will get you an answer in a timely response!

We love suggestions and ways to work smarter as well, so send us those too!