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## Scope

The University of Kansas Medical Center (KUMC) is committed to the health and safety of its students, faculty, staff, other members of the campus's community and visitors. The scope of this policy is to outline the roles of the Building Advisory Committee (BAC) as well as the Building Emergency Leaders (BELs) in the roles of emergency preparedness on campus. This document applies to all outlying University campuses, to include Wichita, Salina, and the Clinical Research Center.

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## Purpose

The purpose of the document is to establish consistent guidelines for each Building Advisory Committee to build and maintain Building Emergency Plans (BEPs); the goal is to increase the survival chances of individuals in the KUMC community if an emergency situation should occur.

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## Definitions

Building Emergency Plan (BEP): Specific building plan that addresses evacuation processes, shelter-in-place processes, and critical operations specific to the building that need to be addressed during an emergency situation.

Building Advisory Committee (BAC): Each specific building has a committee represented by at least one person, per department.

Building Emergency Leader (BEL): Key Leader who coordinates and facilitates development and implementation of the BEP and serves as the communication link between the building occupants and first responders in an emergency event. Also works closely with the Emergency Management Coordinator to report concerns and disseminate information as needed.

Secondary Building Emergency Leader (S-BEL): Contingency for the BEL in the event the BEL is not available.

Tertiary Building Emergency Leader (T-BEL): Contingency for the BEL and S-BEL in the event neither is available.

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## Overview

Due to the number of buildings on campus, and varying nature of work the departments within the buildings conduct, it is important to ensure that emergency procedures are specified for each building before an emergent event occurs. In order to have each department appropriately represented, Building Advisory Committees (Committee) for each building meet regularly to discuss concerns related to emergency preparedness. The Committees consist of a representative from each department that resides in the building. The Committee is directed by a Building Emergency Leader (Leader), who works closely with the Emergency Management Coordinator. The Committee builds and implements a Building Emergency Plan (Plan), which addresses building specific evacuation procedures, shelter-in-place procedures, and critical operations that first responders may need to be aware of.

The Plans will allow first responders to respond more efficiently to emergency events that occur. Also, having a specific Leader, who will serve as the main point of contact for first responders, allows for a smaller span of control; therefore, improving communication for the building.

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## Responsibilities

1. Building Advisory Committee
  - a. Assist in developing and maintaining the written Plan by communicating critical department functions and concerns.

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- b. Ensure personnel who have voluntarily reported functional needs have a plan for evacuation and shelter-in-place procedures.
  - c. Assist with annual Fire Drills ensuring full evacuation and standards are followed.
  - d. Notify Departments of issues reported from Leaders or Emergency Management Coordinator.
  - e. If department specific, meet emergency personnel upon their arrival and convey specific information about the hazards in the area.
  - f. Attend meetings held by Leaders or Emergency Management Coordinator to ensure communication, implementation, and success of key emergency preparedness actions.
2. Primary, Secondary, and Tertiary Building Emergency Leaders
- a. Serve as the building contact between occupants – this can be done through the Committee meetings if all departments are appropriately represented.
  - b. Ensure all departments within building are represented on the Committee.
  - c. Coordinate and facilitate the development, communications, implementation, and maintenance of the Plan with the assistance of the Committee.
  - d. Ensure personnel who have voluntarily reported functional needs have a plan for evacuation and shelter-in-place procedures, which are appropriately outlined in the Plan.
  - e. Make the Plan available for review by building occupants and new employees.
  - f. Coordinate annual Fire Drills with Emergency Management Coordinator.
  - g. Serve as the Leader to the Emergency Management Coordinator or other first responders in an emergency situation.
  - h. In emergency situations, meet emergency personnel upon their arrival and convey specific information about hazards in the building and critical operations.
  - i. Notify the Committee or building occupants of issues reported from Emergency Management Coordinator.
3. Other faculty, staff, employees, students of KUMC
- a. All emergency preparedness concerns should be reported through your Committee.
  - b. Participate in any drills or training conducted by your Committee, Leaders, or Emergency Management Coordinator.

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### **Additional Information**

For questions on this policy or the information relating to Building Emergency Plans, contact University Emergency Management:

Email: [uem@kumc.edu](mailto:uem@kumc.edu)

Phone: (913) 945-7985

Fax: (913) 588-5124

Mail: ATTN: Emergency Management

Support Services Building (63)

2100 W. 36<sup>th</sup> Ave

Kansas City, KS 66160