

Campus Security and Environmental Quality Committee

Meeting Minutes

Wednesday, November 28, 2018, 10:00 am

Present: Laura Beamer, Tim Condon, Melanie Costello, Ken George, Michael Haji-Sheikh, Eugene Massey, Jennifer Manning, Jennice O'Brien, Matthew Parks, Committee Chair Don Rodman, David Scharenberg, Joe Talbert, Corbin Tyson

Absent: Susan Bidstrup, Cody Carter, Vicki Collins, John Heckmann, Tom Kazmierczak, John Petragallo,

Guests: Lucas Ortegel, NIU Public Safety, Office of Emergency Management and Planning

Call to Order

- Donald Rodman called the meeting to order at 10:00 am
- Introductions were made by all present.

Approval of Minutes

- Massey moved to accept the minutes, George seconded

Old Business

- Donald Rodman gave an update on the following:
 - Security Technology Improvement Plan (STIP): Proposal submitted for security updates for Stevenson with a goal of Jan. 2019
 - Safe Selling Space: Two parking spaces have been designated for safe selling outside the PD and an outside camera has been installed
 - Safety Bulletins: Arrests made in the most recent safety bulletins that have gone out
 - DeKalb Safe Streets Initiative: Reduction in crime seen
 - Residence Hall Guest Registration: PD has partnered with DoIT & Housing to create a new system tailored to our needs with a test phase happening in the spring
 - Emergency Notification System RFP Process: Bidding open with responses expected by January

New Business

- Severe weather procedures: Rodman gave an overview of how the decision to close in a weather emergency is made. He noted that the decision is made by a group of apx. 20 individuals from various departments on campus using a matrix system. The group then makes a recommendation to Senior Leadership who makes the final decision.
 - Haji-Sheikh remarked that he felt the closing should have been called sooner
 - Beamer noted that calling the closure within a few hours of proposed late start was detrimental to those who have to travel long distances and students with off-site clinicals, etc.
 - Scharenberg noted that he thought the coordination was good

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- Rodman introduced Luke Ortegel from Public Safety's Office of Emergency Management and Planning who gave an overview of the roles and responsibilities of his office:
 - Legal Compliance
 - NIU Law
 - Illinois State Board of Education
 - School Security and Standards Task Force Direction
 - Creates minimum standards for school safety and provides a model security plan policy.
 - Illinois Administrative Code
 - Emergency Services, Disasters, and Civil Defense which outlines requirements for the EOP, Campus Violence Prevention Plan, and Training and Exercise Guidelines.
 - Homeland Security Presidential Directive 5
 - Establishes National Incident Management System (NIMS) which is a single, comprehensive system.
 - Emergency Operations Plan
 - Overarching plan that details the University response to an emergency.
 - Outlines Command Structure, Emergency Operations Center Functions, and provides hazard specific direction.
 - Hazard Identification Risk Assessment
 - Risk assessment tool that compares hazard probability and impact against the University's preparedness capabilities.
 - Conducted annually with feedback from key stakeholders.
 - Building Emergency Action Plan
 - Pre-identifies key emergency information such as building layout, building leadership - floor, evacuation assembly areas, shelter locations, etc.
 - This information helps save time during a response by providing important to us and to first responders.
 - Emergency Response Guide
 - Individual level emergency information
 - Provides information on how people should react to different types of emergencies.
- A copy of the BEAP template and instructions is attached
- Comments from the committee:
 -

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- Beamer noted things happen after regular hours, Rodman assured her that Public Safety, DeKalb Police, and Grounds will have a copy of the BEAP
- Costello asked if the plans will be shared with local emergency departments for satellite campus, Rodman noted that they would.
- Haji-Sheikh noted that the labs are more difficult. EMP is working with Michelle Crase to build a robust plan
- George asked for status of meeting with building stakeholders. Ortegel noted that EMP is meeting with everyone but will take some time to get to all buildings
- Scharenberg noted that the template is very good
- Ortegel will return in aprox. 3 months for an update

Adjournment

- The next meeting is TBD
- With no other questions or comments George moved to adjourn the meeting with Scharenberg seconding the motion. The meeting was adjourned at 10:59 am

Respectfully submitted,

Nancy Skelley
Administrative Aide

Building Emergency Action Plan Instruction Guide

This step-by-step instruction guide will walk you through the process of completing the Building Emergency Action Plan (BEAP) from start to finish.

Who should develop the plan?

The BEAP should be completed by the building manager and/or the building emergency management team.

What is the purpose?

The BEAP provides instruction for an organized building response during an incident and provides emergency responders and campus officials with critical information.

Step 1: Critical Information Page (Run, Hide, Active Threat)

1. Evacuation Assembly Areas – Identify two areas for evacuation. The first should be an outside location at least 100 ft. away from the building. The second should be an inside location in case of inclement weather during an evacuation.
2. Tornado Shelter Areas – Shelter locations are typically on the lowest level possible in a hardened room, usually in a bathroom. List any identified shelter locations.
3. Areas of Rescue Assistance – Use “There are no designated Areas of Rescue Assistance in this building. In a fire emergency move to the nearest exit on your floor without blocking the flow of traffic. If conditions deteriorate, move into the stair landing behind the closed door, and await help” if the building does not have an identified Area of Rescue Assistance, removing the numbers. Otherwise, remove this section and list the numbered locations.

Step 2: Building and Department Internal Emergency Notifications

1. Emergency Notification System – Identify the methods of communication your building may utilize in an emergency.
2. Primary Communicator – Who is responsible for this notification method?
3. Backup Communicator – Who is responsible in the primary's absence? Off hours?

Step 3: Floor Coordinators and Areas of Responsibility

1. Floor Coordinator – Voluntary role that is responsible for evacuating some or all of an area
2. Backup Coordinator – Alternate or off hours personnel
3. Area of Responsibility – This could be a building section, wing, hall, floor, or the entire building

Step 4: Persons with Functional Needs

1. Contact information for *self-identified* persons with functional needs during an emergency

Step 5: Building Emergency Management Team Contact Information

1. Identify each member's contact information

2. Building Command Post – Identify a room in a building close by for the Emergency Management Team to work from during the incident.

Step 6: Record of Changes

1. Record of Changes – Document changes to the BEAP
2. Acknowledgement – Identify the Senior Administrators who will review
3. Revised – To be completed by OEMP
4. Prepared By – Identify who initially completed the BEAP

Step 7: Appendix A – Building Maps

1. Attach a floor plan for each floor after the legend on a new page
2. Identify the “Legend” locations on each floor plan
3. Attach any supplemental plans that may be useful in an emergency

Step 8: Appendix B – Employee Evacuation Accountability Form

1. One page per floor; add or delete as necessary
2. Floor Coordinator – Voluntary role that is responsible for evacuating some or all of an area
3. Persons within Area of Responsibility – This should be a list of employees if possible or a description of occupants if the personnel are irregular in attendance, like a gym or lab

Step 9: Staff Required for Shutdown during Evacuation

1. Staff responsible for directing emergency personnel to emergency shutoff source and understands their operation
2. Common shutoff requirements – Water, Electricity, HVAC, Natural Gas

Checklist for submitting completed BEAP

- Completed steps 1-9
- Attached floor plans
- Sent BEAP to rward1@niu.edu with subject “Attention: BEAP”
- Provided contact information for follow up questions and distribution in email body
- Received follow up discussion from OEMP by email or phone
- Scheduled a meeting to discuss additional training or planning, if necessary
- Received final copy of the BEAP from OEMP

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BUILDING EMERGENCY ACTION PLAN
[Building Name] / [Building Address]

In any emergency situation you have a choice: **RUN**, **HIDE**, or **FIGHT**.

Only proceed if safe to do so.

RUN (GET OUT)

Evacuation Assembly Areas¹

- 1.
- 2.

HIDE (STAY IN)

Tornado Shelter Areas²

- 1.
- 2.

Security Threat¹

1. Secure classroom.
2. Secure your office.

ACTIVE THREAT

RUN

If you can safely leave the building, **RUN**.

HIDE

If you cannot safely leave, find a safe place to **HIDE**.

FIGHT

If you cannot **RUN** away safely or cannot **HIDE**, be prepared to **FIGHT** for your life.

NEED HELP?

Areas of Rescue Assistance²

There are no designated Areas of Rescue Assistance in this building. In a fire emergency move to the nearest exit on your floor without blocking the flow of traffic. If conditions deteriorate, move into the stair landing behind the closed door, and await help.

- 1.
- 2.

¹ Contact Department of Police & Public Safety at (815) 753-1212 to identify appropriate locations.

² Contact Environmental Health & Safety at (815) 753-0404 to identify appropriate locations.

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Emergency Response Recommendations

The Department of Homeland Security and the Northern Illinois University Department of Police & Public Safety recommend the following three responses to any emergency on campus:

RUN > HIDE > FIGHT

Only follow these actions if safe to do so. When in doubt, follow your instincts—you are your own best advocate!

RUN

Action taken to leave an area for personal safety.

- Take the time now to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance.
- Evacuate to Evacuation Assembly Area and remain until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

ACTIVE THREAT:

- If it is safe to do so run out of the building. Get as far away as possible. Do not go to the Evacuation Assembly Area.
-

HIDE

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather.

- Take the time now to learn the different ways to seek shelter within your building **before** there is an emergency.
- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Tornado Shelters or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

ACTIVE THREAT:

- Lock or barricade your area.
 - Get to a place where the threat cannot see you.
 - Place cell phones on **silent**.
 - Do not make any noise.
 - Do not come out until you receive a NIU-Alert advising you it is safe.
-

FIGHT

Action taken as a last resort to increase your odds for survival.

ACTIVE THREAT:

- If you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**
-

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Emergency Notification Systems

University Notifications — Northern Illinois University **MAY** utilize any of the following mechanisms to notify the campus community of an emergency situation:

- **NIU Emergency Text Notification System** — NIU Emergency Alerts are an “opt-out” system designed to deliver text messages and emails to those who are registered for the service. NIU Emergency Alerts automatically trigger mass mail, emergency web alerts, Facebook and Twitter notifications.
Sign up at <http://www.niu.edu/emergencyinfo/register/index.shtml>
- **Everbridge App** — A free smartphone application the campus utilizes to provide emergency information to the campus community.
- **NOAA Weather Radios** — The National Weather Service in Romeoville, Illinois, will post an alert message on NOAA weather radios.
- **Alertus Desktop Notification** — Desktop emergency notification tool installed on all faculty and staff workstations that overrides workstations with full-screen alerts and instructions. The message can be acknowledged and closed.
- **Telephone Alert System** — A systematic telephone call list or “telephone tree” designed to notify individuals throughout campus.
- **Alarm Panel** — Real-time voice notification messages and warnings relayed through the fire alarm panel speakers.

Access to University Notification mechanisms may be limited for occupants during an emergency. Buildings may need to provide their own Building and Department Internal Emergency Notifications.

Building and Department Internal Emergency Notifications - Individual buildings and departments may utilize their own mechanisms for communicating emergency information (i.e.: bullhorns, telephone trees, public address systems, and face-to-face contact). Ensure the following list is comprehensive enough to provide coverage for all areas. The following emergency notification system(s) and individuals have been identified specifically for your building to provide emergency information:

Emergency Notification System	Primary Communicator	Backup Communicator

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The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information, since it is part of the BEAP, will be shared with employees within this building.

Persons with Functional Needs

The following are **self-identified** persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

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Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email

Attributes of Building Emergency Management Team Members

- May have authority to make overall decisions for the building and/or department.
- Has thorough knowledge of the building's operational needs.
- Able and willing to serve as a liaison to emergency responders and/or University administrators regarding, but not limited to, emergency needs, status reports, communications.
- May distribute information to building occupants or gather information needed for dissemination to the Office of Public Affairs.
- May maintain financial and administrative records.
- Should have understanding of other team member's roles and responsibilities to provide team continuity and support if one or more members are unavailable during emergency.

Roles of Building Emergency Management Team Members

- Planning and Preparedness Actions
 - Assist with identifying Evacuation Assembly Area(s).
 - Assist with identifying Tornado Shelter Area(s).
 - Assist with identifying Command Post Location.
 - Assist with identifying Areas of Rescue Assistance.
 - Establish Building and Departmental Internal Emergency Notification list.
 - Identify Floor Coordinators and provide proper training and/or guidance.
 - Solicit the list of **Self-Identified** Persons with Functional Needs.
 - Prepare and submit BEAP to Office of Emergency Management & Planning for approval.
 - Review and update BEAP annually.
 - Create and establish annual training and exercise schedules to test functionality of BEAP.
- Response Actions
 - Initiate Building and Departmental Internal Emergency Notifications to occupants when emergency has been verified.
 - Deploy Floor Coordinators to evacuate or shelter-in-place as required.
 - Building Emergency Management Team Members report to designated Command Post.

If the emergency requires the **BUILDING EMERGENCY MANAGEMENT TEAM:**

- Building Command Post
 1.

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Resource List

Telecommunications Center — 911

The Northern Illinois University Department of Police and Public Safety accommodates one of DeKalb County's E-911 Board Emergency Telephone System call centers for ALL police, fire, and emergency medical service (EMS) response. If you require any type of emergency response, call 911 from a cellular or any landline telephone.

See also: <https://www.niu.edu/publicsafety/about/public-safety/telecommunications.shtml>
See also: <http://dekalbcounty.org/E911/>

University Police — 815-753-1212

Non-emergency/non-police response number for information on public safety, personal safety, and workplace safety.

See also: <http://www.niu.edu/publicsafety/>

Office of Emergency Management & Planning — 815-753-7166

Serves as the focal point for emergency planning and preparedness questions, issues and activities.

See also: <https://www.niu.edu/publicsafety/about/support/emergency.shtml>

Environmental Health & Safety — 815-753-0404

Coordinates fire and life safety programs and the building and fire code compliance functions for the campus. Assists campus units in identifying and managing biological, chemical and radiological hazards within the campus environment.

See also: <https://niu.edu/ehs/index.shtml>

Facilities Management & Campus Services — 815-753-1741

Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for University-owned buildings/facilities.

See also: <http://www.niu.edu/facilities/>

Division of Research Compliance, Integrity & Safety — 815-753-9251

Laboratory Safety includes chemical, biological, radiological and physical hazards while working in the laboratory or field research.

See also: <https://www.niu.edu/divresearch/index.shtml>

Division of Enrollment Management, Marketing and Communications (EMMC) — 815-753-4299

Determines what information to disseminate to the media before, during, and after an emergency. The EMMC will determine, at the time of the incident, who within the building is authorized to disseminate information to the media.

See also: <http://www.niu.edu/marcomm/services/media-relations/>

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Definitions

Area of Rescue Assistance — Area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.

Building Command Post — Physical or virtual Command Post utilized by Building Emergency Management Team members to proactively manage an emergency or disaster.

Building Emergency Action Plan (BEAP) — Document that consists of emergency procedures to help facilitate and organize building occupant actions during an emergency.

Building Evacuation — Action taken to leave an area for personal safety.

Emergency Responders — Individuals specifically trained for emergency response, including police, fire, ambulance, public health and public works personnel.

Evacuation Assembly Area — Location where all evacuees will convene once an order to evacuate is given.

Floor Coordinators — Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Functional Needs — Needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.

Shelter-in-Place — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Tornado Shelter Area — Specific locations within University buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Tornado Shelter Areas.

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Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at Northern Illinois University. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency messaging system at: <http://www.niu.edu/emergencyinfo/register>
- Keep an Emergency Response Guide near your workspace. If you do not have one, request one through Office of Campus Emergency Planning (815)-753-1212 or download at: <https://www.niu.edu/publicsafety/emergency/response-guide>
- "Like" Northern Illinois University and Northern Illinois University Department of Police and Public Safety on Facebook.
- Follow MyNIU-Alert NIU PD @niupolice and NIU @NIUlive on Twitter.
- Take the time to visit the Department of Police and Public Safety's website at: <http://www.niu.edu/publicsafety> to review the resources available.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training.
- Annually review the building emergency action plan and make recommendations for improvement to your Emergency Management Team Members.
- Create a preparedness kit to keep in or near your workspace. For instructions and other emergency information visit: <http://ready.gov/>

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the Emergency Response Guide (ERG), which provides recommendations for response actions to specific emergency events:

<https://www.niu.edu/publicsafety/emergency/response-guide>

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Record of Changes

Date	Changed By	Description of Change

Acknowledgement

The purpose of this BEAP is to establish a directory of key building personnel, provide general emergency response procedures, and promote planning, education and training for employees as required by federal and state law. This BEAP should be reviewed, updated, and exercised annually by all appropriate personnel. In addition, this BEAP should be distributed to all building employees.

The following individuals have reviewed and affirm this document for use by campus building occupants to support the emergency planning functions for Northern Illinois University.

Chief of Police _____ Date: _____

Emergency Management
& Planning Coordinator _____ Date: _____

Environmental Health &
Safety Director _____ Date: _____

Senior Administrator(s) _____ Date: _____

_____ Date: _____

_____ Date: _____

Revised:
Prepared By:

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Appendix A — Building Maps

Legend:

 Evacuation
Assembly

Evacuation Assembly Area — The location where all evacuees will convene once an order to evacuate is given.

 EXIT

Exit — Designated route out of the building.



Area of Rescue Assistance — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.



Tornado Shelters — Specific locations within University buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Tornado Shelter areas.

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Appendix B — Employee Evacuation Accountability Form

Floor 1

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

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Floor 2

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

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Floor 3

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

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Floor 4

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

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Floor 5

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

Floor Coordinator: _____

Persons within Area of Responsibility	Evacuation Sign-Off

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Appendix C — Building Shutdown

OSHA Standard 1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

Employees who may remain to shut down critical operations before evacuating

Certain equipment and processes must be shut down in stages or over time. In other instances it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuate. However some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

Staff Required for Shutdown during Evacuation

Name	Office Phone	Cell	Critical Actions Required