



Emergency Building Response Plan

For

Building Name: \_\_\_\_\_

Updated: \_\_\_\_\_

Chief Emergency Building Coordinator to Review/Revise Annually with  
the Building Advisory Committee.

X



Chief Emergency Building Coordinator

CEB will distribute copies to all members of the Building Advisory Committee and Department Budget Officers. Send updates to Human Resources Campus Box 15 for scanning; they will forward to Environmental Health & Safety.



b. Unless otherwise notified by Emergency Response and/or Fire and Medical personnel,



5. Conduct and/or assist in evacuation drills.
6. Assist in training and/or scheduling of training the building occupants in emergency procedures and evacuation responsibilities. A list of persons needing assistance during an evacuation should be maintained by the CEBC.
7. Serve as a liaison with emergency responders (e.g. Wichita/Sedgwick County Emergency Response Team, University Police and the Environmental, Health and Safety Office).
8. Meet emergency personnel upon their arrival and convey specific information and hazards in the building, access, etc.
9. Consult with the Environmental, Health and Safety Office on emergency assembly area site(s).
10. Maintain communications with the EBCs in all matters related to the Emergency Building Response Plan.

#### Emergency Building Coordinators (EBCs)

1. In the absence of the CEBC, will fulfill the responsibilities of the CEBC.
2. Work with department and project administrators to appoint the Building Advisory Committee.
3. Serve on the Building Advisory Committee.

#### VII. DEPARTMENTS AND



## XI. EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

Persons needing assistance in an emergency, including those