BUILDING EMERGENCY PLAN TRAINING USING CASCADE SERVER
BEP Functionality
BEP Updates

Why update the BEP process...?

- To provide greater access to BEP’s so Faculty, Staff, & Students may better Prevent, Prepare, Respond & Recover during campus emergencies
- Increase BEP accessibility
- Provide a central location for all BEPs
- Simplify edits/updates & annual review
- Removal of Word version template
BEP Updates

- Tools to accomplish this?
  - Provide online access to BEP’s via Campus Emergency Preparedness Webpage
  - Use HyperText Markup Language (HTML) for greater accessibility
  - Central/Secure Cascade Server
  - Online platform for quick updates & distributions via hyperlinks
BEP Updates

Strategy for accomplishing this?

- Provide in-house training sessions for BEP developers
- Provide BEP Developer’s Portal from Emergency Preparedness website
- Continually monitor process for improvement opportunities
BEP Updates

Anything new with the BEP?

- Flex-Section
  - Allows for a custom section to be added
- Quick Reference Section (In-Process)
- Get Ready – Get Set – Go (In-Process)
Purdue ALERT—Our Emergency Warning Notification System Review

- **ALL-HAZARDS OUTDOOR EMERGENCY WARNING SIRENS**: mean to immediately seek shelter *(Shelter in Place)* in a safe location within closest facility/building.

- **TEXT MESSAGING**: Purdue University faculty, staff and students may sign up to receive an emergency notification text message.

- **BUILDING FIRE ALARMS (INDOORS)**: mean to immediately **evacuate** the building and proceed to your Emergency Assembly Area (EAA).
Purdue ALERT—Our Emergency Warning Notification System Review

- **TWITTER:** Use your Twitter app to push notifications from @purdueemergency to your smartphone or fast follow by texting “follow @purdueemergency” to number 40404.

- **DESKTOP POPUP ALERT:** Alert will be sent to the majority of University computers and display incident information on computers that are logged in.

- **ALERT BEACONS (AlertUs):** Alert will be sent to the beacons that are installed in large classrooms. Beacons will alarm audibly for 10 seconds, flash and text alert will be available for 5 minutes.
Purdue ALERT—Our Emergency Warning Notification System Review

- **EMAIL**: An e-mail can be sent to all people with a purdue.edu address.

- **CAMPUS EMERGENCY STATUS WEBPAGE**: The Campus Emergency Status page (www.purdue.edu/ea) is the focal point of the most complete information in all campus-related emergencies.

- **THE BOILER TELEVISION EMERGENCY ALERTING SYSTEM**: The Boiler Television Emergency Alerting System will also broadcast emergency information.
Purdue ALERT—Our Emergency Warning Notification System Review

- **www.Purdue.edu Homepage**: Level-1 Emergency Banners (Desktop & Mobile Device)

![Desktop Screenshot](image1)

![Mobile Device Screenshot](image2)
Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building emergency plan to make it more situationally specific.
Emergency Assembly Area (EAA)

- Primary location (should be outside, in an area away from the building): Describe the EAA location and your accounting procedures here.

- Secondary location (should be inside a nearby building in case of inclement weather): Describe the EAA location and your accounting procedures here.
Shelter In Place Procedures

□ Types:
  ▪ Tornado warning or other severe weather events.
  ▪ Hazardous materials release.
  ▪ Active shooter, building intruder, or civil disturbance.
  ▪ As directed by police personnel for any other situation that requires you to find protection within a building.

□ When to shelter
  ▪ When you hear the All Hazards Outdoor Sirens
  ▪ When directed by police/fire personnel

□ Specify where to shelter in your building
All-Clear Procedures

- Do not re-enter the building until the all-clear announcement is given by a Purdue Police or Fire Officer.

- The All Hazards Outdoor Warning Sirens will **not** be used to send an all clear signal. Seek additional information by all means possible to include TV and radio channels.
Evacuation Guidelines for People Requesting Additional Assistance

- Check on people with additional needs during an evacuation. A “buddy system,” where people with additional needs arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

- **Only** attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.

- **Always ask** someone requiring additional assistance how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
Evacuation Guidelines for People Requesting Additional Assistance

- Faculty and staff who have mobility impairments should let the building deputy or designated building representative know the location of their usual work area and additional needs.

- An individual that requires additional assistance may fill out the “Voluntary Registry for Persons Requesting Additional Assistance” form located in Appendix C. Purdue Fire Department personnel will assist the individual in developing a personalized response plan for possible emergency incidents. Once all information has been entered on the form it should be hand carried to the Purdue Fire Department or sent by campus mail/U.S. Postal Service.
LETS BEGIN USING CASCADE!
BEP Developer’s Training

To access your BEP from the Emergency Preparedness site first:

- Find your BEP
Find “BEP Developers Portal”:

- Login using your Career Account

Login
BEP-4 Online Access

Step-1:

Log-in to Cascade Server
Step-2: Select “ehps” from drop-down menu
BEP-4 Online Access

□ Step-3:
□ Select “emergency preparedness”
BEP-4 Online Access

- Step 4:
  - Select “bep” folder
New BEP’s

▪ **Note:**

- Most Building Emergency Plans will already be in the system—look for the University Building Acronym for your building.

- Skip to **Step-6** if you have a BEP already.
New BEP’s

- **Step-5a** (for new BEP’s not already in the system):
  - Select “building plan” from “New” drop-down menu
  - Skip to Step 6 if your BEP is already in Cascade
New BEP’s

- **Step-5b (for new BEP’s not already in the system):**
  - Enter System Name
  - Enter Building Name
Step 6:
Select your building
Step-7:

- Select “edit” tab
- Remember, you are only “editing” the current BEP in the system—so it will not automatically change the version online.
Step 7:

- Make updates/edits by section
- There are currently 18 fillable sections for you to add information as needed
Step-8:

- Once complete, then select the “submit” button
Step-9:

- Look for the green “edit successful” bar to appear
- Once you’ve completed this, logout and email me jfhowells@purdue.edu to publish your BEP.
Adding Images into your BEP

Step 1: Select “bep-image-file” from “New” drop down menu.
Adding a BEP Image

- **Step-2:**
  - BEP image file must be jpeg only
Step 3:
- Add images
- Once complete, then select “submit”
BEP Questions?

Please contact me if you have any additional questions, concerns, or opportunities to make this process better!

Take care and thank you for making BEP’s a priority!!