

# Binghamton University Emergency Action Plan

Building \_\_\_\_\_ Dept \_\_\_\_\_

Building Administrator \_\_\_\_\_ Phone # \_\_\_\_\_

Department Safety Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Department Assembly Point \_\_\_\_\_

Date of Plan \_\_\_\_\_ Revision Date \_\_\_\_\_

Revision Notes: \_\_\_\_\_

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## Implementation of Plan – Check List

- Identify any persons unable to self-evacuate
- Assign “Buddies” to check on persons unable to self-evacuate:

Person / Phone #	Office / Room #	Buddy / Phone #

- Identify Persons Unable to Leave (Monitoring a Critical/Unsafe Operation/Experiment):

Person / Phone #	Office / Room #	Reason to Stay

- Assign Evacuation Assistants: (Optional: Contact EH&S for Training before implementing this part)

- \_\_\_\_\_ Area \_\_\_\_\_
- \_\_\_\_\_ Area \_\_\_\_\_
- \_\_\_\_\_ Area \_\_\_\_\_
- \_\_\_\_\_ Area \_\_\_\_\_
- \_\_\_\_\_ Area \_\_\_\_\_
- \_\_\_\_\_ Area \_\_\_\_\_

- Identify Departmen