

# LINDENWOOD UNIVERSITY

## BASIC EMERGENCY ACTION PLAN (BEAP)

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will notify by radio the grounds and maintenance staff on Channel 2 and all residential life staff and building coordinators on Channel 3. Once notified, the residential life staff, maintenance staff, and building coordinators will lock all entry doors and notify students and staff in their building to lock their doors. All radios will switch to Channel 1 for further updates.

Anyone outside when the lockdown is activated should get to a vehicle or go off campus as safely as possible. Professors, staff, and students who are in an office or classroom should lock the door and turn off the lights. Stay





The building coordinator will provide information to Public Safety & Security, St. Charles City police or fire, or to any other emergency response agencies on the scene. This information may include, but is not limited to, the following:

- Location of the fire
- Name and location of disabled individuals requiring evacuation assistance
- Status of the evacuation, personnel missing that may still be in the building
- Special hazards associated with the building

DO NOT RE-ENTER THE BUILDING UNTIL FIRE OFFICIALS GIVE THE ALL-CLEAR SIGN.

## BEAP / Medical Emergency

Implement the Basic Emergency Action Plan for medical emergencies for any injury or illness that requires more than simple first aid.

Immediately contact 911 and then contact Public Safety & Security at (636) 949-4911.

When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Comfort but do not move the victim. Have someone standby outside the building to "flag down" the ambulance when they reach the vicinity of the building. Once the victim has been cared for and is transported, please provide applicable information to public safety.

## BEAP / Severe Weather

This section of the Basic Emergency Action Plan will be activated in the event of a severe weather situation. In the event of a severe weather situation, a notification will advise building occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan - Severe Weather.

Once occupants have been notified of a THUNDERSTORM WARNING, they should take no other steps than to ensure that they are prepared if conditions deteriorate.

Once occupants have been notified of a TORNADO WARNING via text message, email, or ALERTUS, they should gather their valuables and take cover in the nearest severe weather shelter area in the building. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual to the severe weather shelter areas. Office doors should be closed upon exiting. Building occupants should take cover in the areas determined safe.

The building coordinator should ensure that all building occupants are in the shelter areas and remain there until the "all clear" is given from university officials via text, email, or in-person notification. If injuries or building damage occurs, notify the St. Charles Police Department at 911 and Lindenwood Public Safety & Security at (636) 949-4911. Once the warning period has expired, the building coordinator will give the word for employees and students to return to normal activity.

## BEAP / Utility Outage

Students, Faculty, Staff and other stakeholders will become aware of utility outages by the obvious absence of that

a closet, or in the corner. **DO NOT UNLOCK THE DOOR FOR ANYONE.** Once the situation has been resolved, Public Safety & Security or St. Charles City police will unlock the door and provide you with instructions.

Physical Threat – If someone's ac