

Welcome, Building Coordinators!



Danna Elizarraras

Assistant Director for Customer Engagement.

Welcome & Introduction.

Danna



David Oliver

Sr Associate Vice Chancellor/Associate Vice President
Facilities/Construction Management



Automated External Defibrillator (AED) Program

About Me

Sara Walker

- Fire and Life Safety Technician
- AED Program Coordinator

About AEDs

- AED – Automated External Defibrillator
- Used in the event of a cardiac arrest
- Located in lobbies or common areas



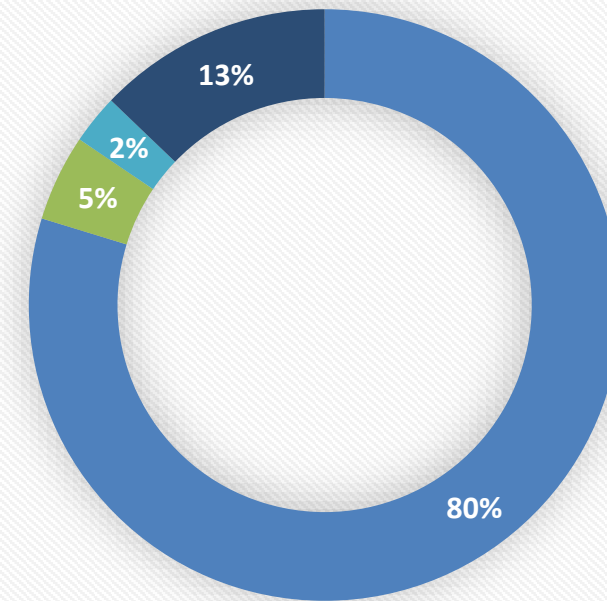
About the AED Program



- Transitioned in April to FLS
- Inspections for all AEDs
- New installations and reinstallations
- Maintenance of current AEDs
- Do not provide trainings for CPR/AED
- Contact stickers found on cabinets

AEDs on Campus

- ~160 AEDs at the University of Houston
- 80% are main campus
- 20% are not main campus



■ Main Campus
■ Sugar Land Campus

Things to Know



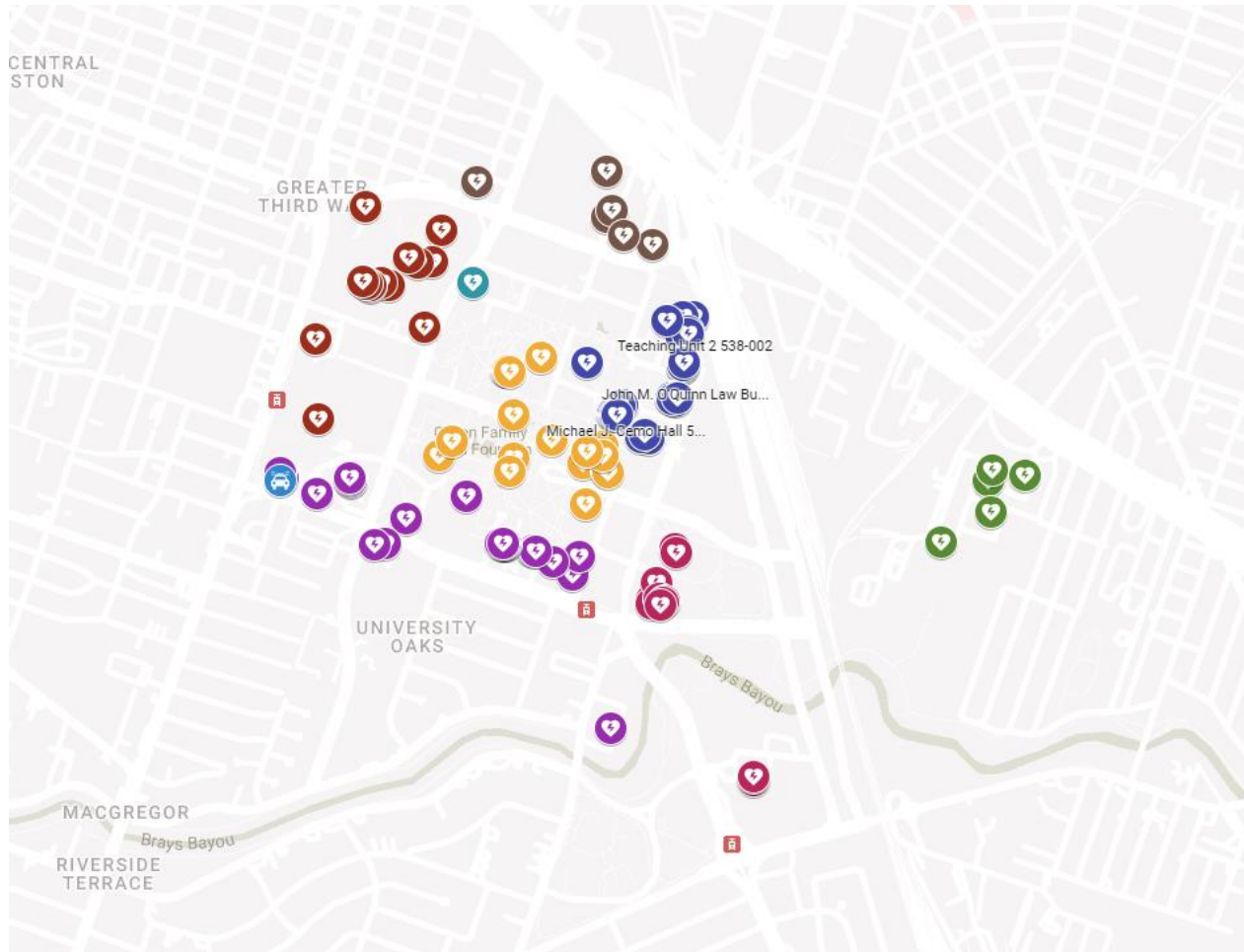
- AED program is managed by myself
- Inspections are monthly
- See or hear something unusual?
Contact me.

AED Expansion

- Not all buildings are AED equipped
- AED expansion begins next fiscal year
- ZOLL 3 AED



AED Expansion



- New buildings are prioritized in a pre-determined matrix by:
 - Risk of Occupants
 - Occupancy load
 - Length of building visit
 - Distance to nearest AED

Contact Me

Sara Walker

snwalke4@Central.uh.edu

AED@Central.uh.edu

(713)-743-0834

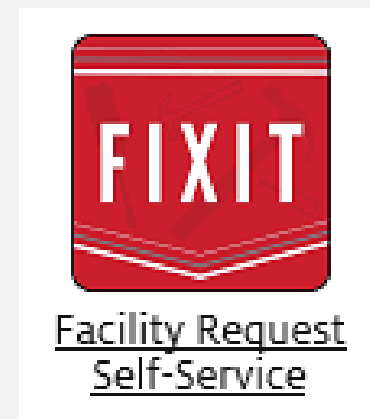
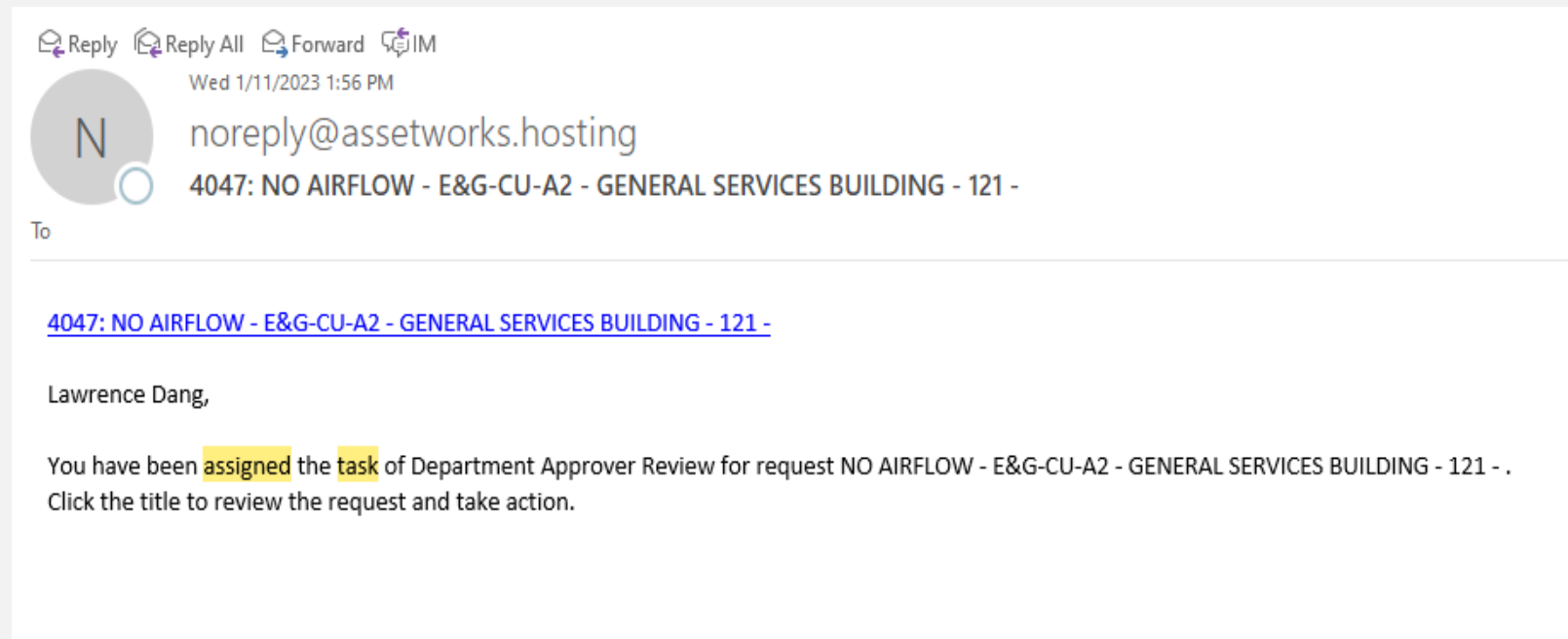
FIXIT

Waiting Approval Process

Danna Elizarraras &
Janice Weyers

Approving Service Requests in FIXIT

- 1. Receiving Notifications
- Approvers will receive notifications through email that they have been assigned the task of “Department Approver Review”.
- Clicking on the link will take you directly to FIXIT.



Danna & Janice

2. “Awaiting Your Review” Workbench

- Items in your “Awaiting Your Review” Workbench need approval or response.

The screenshot shows a web application interface for the 'Awaiting Your Review' workbench. At the top is a dark navigation bar with links: Home, Process, Setup, Notifications (>100), and Settings. Below this is a sidebar with a list of filters: 'Awaiting Your Review' (93), 'Your Open Requests' (24), 'Your Watch List', 'Your Closed Requests', and 'All Requests'. The main content area has a 'Filter Awaiting Your Review' button and a 'Clear' button. A 'Today' section displays a request for a lock change at Philip Guthrie Hoffman Hall, dated 06/21/2023, by Bridget Smalley. Another request, 'OTHER FIRE SERV - AUX-ME-', is partially visible below.

Filter	Count
Awaiting Your Review	93
Your Open Requests	24
Your Watch List	
Your Closed Requests	
All Requests	

Today

LOCK CHANGE - E&G-CU-A3 - PHILIP GUTHRIE HOFFMAN HALL - 513 - Please change lock to key # 111P8. Please make sure that when the lock is changed that the system is updated to reflect the new key number. We will be ordering a key for new faculty in the Fall. 41286 Bridget Smalley 06/21/2023

OTHER FIRE SERV - AUX-ME-

Danna & Janice

3. Reviewing Cost Centers and Other Information

- Approvers will have the opportunity to review and either input or Edit the Cost Center Number needed for the request to go through.
- Scroll down the “Details” tab to see current account information.
 - If it is blank, you will need to press “Edit”.
 - Locate the account field and fill in appropriately.
 - Keep navigating until you reach the “Submit” button.
 - Submit changes
 - Finally, Press “Account and Work Approved”.

Danna & Janice

Does this require funding approval?

Yes

Select/Confirm Funding Account:

Type:

UNPLANNED

Category:

CORRECTIVE

Work Code *:

ABM REQUESTS

Billing Type:

NO CHARGE

Account Management:

Lighthouse -Dang,Lawrence - Test - E&G-CU-A2

06/20/2023 12:06 PM

4101 Lawrence Dang

Workflow

Account and Work approved

Declined

Details

Attachments 0

Approvals

Comments 0

AiM

Enter PSID:

0883975

Best Number to reach customer:

111-222-2333

Edit



Danna & Janice

Does this require funding approval?

No

Yes

Select/Confirm Funding Account

Help

Cancel

Previous

Next

Cancel

Previous

Review

Cancel

Previous

Submit

Workflow

Account and Work approved

Declined

APPROVED

DECLINED

Danna & Janice

BC Policy Updated

- <https://www.uh.edu/policies/mapps/09-facilities/090501/>

Danna & Janice

Q & A

Danna & Janice



Building Emergency Response Plan

Office of Emergency Management

Building Emergency Response Plan Team

Ginger Walker

Director, Office of Emergency Management

Marcus Hicks

Assistant Fire Marshal, Fire & Life Safety

Damon Hines

Interim Captain, UHPD

Building Emergency Response Plan

What is it?

- The Building Emergency Response Plan template provides the guidelines to help departments develop an Emergency Response Plan for their building(s).
- The template includes hazard information, emergency procedures, and multiple attachments that are specific to each department/building.
- The development of this template was a coordinated effort between the UH Police, UH Fire & Life Safety, and the UH Office of Emergency Management.

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Who should have one?

- We suggest all buildings have an emergency response plan template. Many buildings on campus house more than one department/area. There are a few ways that Building Emergency Response Plans can be completed in this scenario.
- *Departments can individually fill out the template for the areas that their department frequents.*
- *Departments can also work together to create a building emergency response plan.*

Introduction to the Template

- Most of this plan is already filled out, departments/areas will fill in the blanks with their information.



University of Houston
Building Emergency Response Plan Template
[BUILDING NAME]
[YEAR]

INTRODUCTION

The [Building Name] Emergency Response Plan is an all-hazard plan that details the emergency procedures specific to the [Building Name]. The purpose of the plan is to ensure the safety of the students, faculty, staff and visitors of the [Building Name] in the event of an emergency. This plan has been developed to improve the efficiency of the [Building Name] response to an incident in order to promote safety.

EXPLANATION OF TERMS

ACRONYMS

[List acronyms utilized in the plan here].

ICS	Incident Command System
NIMS	National Incident Management System
UH	University of Houston

Emergency Response Procedures

- Reporting an emergency
- Fire evacuation
- Shelter-in-Place
- Active Shoot/Person with a weapon
- Incident-Specific Procedures

SHELTER IN PLACE

- **Tornado Warning:**
 - Seek shelter indoors in an interior room away from windows, and on the lowest floor possible
 - Check www.uh.edu/emergency for shelter-in-place directive for the UH campus
- **Potential Shelter-in-Place Locations (Windowless/Interior Room/Lowest Floor)**
 1. _____
 2. _____
- **Hazardous Materials Release:**
 - Move indoors to a windowless room away from hazardous materials and, if possible, cover the vents.
 - Wait for an "All Clear" before leaving your safe space

HAZARD/INCIDENT-SPECIFIC PROCEDURES

[Insert hazard/incident-specific procedures as deemed necessary by your area.] A sample list has been provided for your use below.

- Lab Incident
- Fire
- Severe weather (Tornado, Flash Flood, Hurricane, etc.)
- Bomb Threat/Suspicious Activity/Package, etc.
- Active Shooter
- Protest/Riot
- Hazardous Material Release/Gas Leak
- Pandemic/Infectious Disease Threat
- Medical Emergency
- Power Outage/Loss of water
- Elevator Failure
- Mechanical and Plumbing

Department Specific Procedures/Post Incident

DEPARTMENT SPECIFIC OPERATIONS/PROCEDURES

[If the building houses multiple departments, include any department specific, key information or procedures here.]

POST INCIDENT PROCEDURES

[Insert post-incident procedures here as deemed necessary by your area.]

For example, if your area needs to document an accident or injury, or other incident report, please include this procedure and documentation here. It is recommended that an After-Action Report (AAR) be completed after any major incidents within your area. AARs detail the strengths, areas of improvement, and recommendations in order to improve emergency operations after an exercise or incident. An AAR template is included as a website link in this document and can be found on Attachment 10 – Emergency Planning Resources].

Plan Development & Maintenance

- Annual reviews are recommended.
- Remember that this plan will contain sensitive information, consider who in the department/area should have this information.

PLAN DEVELOPMENT AND MAINTENANCE

A. PLAN DEVELOPMENT AND MAINTENANCE

1. This plan was developed by [Insert the group or team responsible for developing the plan].
2. [Name of the area responsible for maintaining the plan] is responsible for maintaining this plan. Recommended changes to this plan should be forwarded as needs become apparent.
3. This plan will be reviewed and updated [annually/biannually/quarterly, etc.]
4. This plan will be updated based upon deficiencies identified during actual emergency situations, during exercises, and when changes in threats, hazards, resources or capabilities occur.
5. Areas/Managers with assigned responsibilities in this plan must develop and maintain procedures for their responsibilities.
6. Changes to this plan will be notated on the Record of Changes table on [page 4].
7. Training, exercises and/or drills will be conducted on a regular basis to prepare and test aspects of the Emergency Response Plan. An After-Action Report (AAR) will be conducted after an exercise or incident to identify how to improve emergency operations (see Attachment 10).
8. This plan may be submitted for review by UH Police, UH Fire Marshal's Office and UH Office of Emergency Management.

B. DISTRIBUTION OF PLANNING DOCUMENTS

1. In general, copies of this response plan will be distributed to [Insert those areas/personnel who will receive copies of the plan.]
2. Hard copies will also be located in [Insert location(s)].
3. A copy of this plan will also be submitted to the UH Office of Emergency Management.

Attachments

- List of attachments.
- Area/department specific and university-wide safety resources included.

ATTACHMENTS

LIST OF ATTACHMENTS

*Note regarding the use of the Template Attachments:

The attachments to the template serve two primary purposes. Many of the attachments or resource links provide guidance or information to assist in the development of the Emergency Response Plan. You may find that other attachments would serve as useful references or additions to your Building's Emergency Response Plan. Please feel free to use or remove any attachments in order to include only the necessary attachments for your building plan.

1. UH Important Phone Numbers
2. [Building Name] Personnel Roster and/or Phone Tree
3. [Building Name] Specific Staff Assignments During Emergencies
4. [Building Name] Emergency Response Plan Annual Review Documentation Table
5. [Building Name] Emergency Response Plan Considerations for Special Needs Populations
6. UH Fire Marshal's Office General Emergency Evacuation Procedures
7. Emergency Planning Resources
8. UH Police – Bomb Threat Checklist
9. UH Outdoor Warning Siren System Poster
10. NIMS/ICS Training
11. UH CERT Training

UNIVERSITY of HOUSTON

POLICE DEPARTMENT

BOMB THREAT CHECKLIST

☐ Bomb Threat Caller ☐ Third-Party Caller Day: _____ Date: _____ Time: _____ ☐ AM ☐ PM
Name of caller _____ Address _____ ☐ Male ☐ Female
Phone Number of Bomb Threat or Third-Party Caller: _____ ☐ Long Distance ☐ Local
Time Caller Hung Up: _____ ☐ AM ☐ PM

Ask Caller (if relevant)

- Where is the bomb located? (Building, Floor, Room, Vehicle, Seat, Trunk, etc.) _____
- When will it go off? (Date, Time) _____
- What does it look like? (Size, Shape, etc.) _____
- What kind of bomb is it? (Letter, Package, E mail) _____
- What will make it explode? (Remote, Touch) _____
- Did you place the bomb? ☐ Yes ☐ No Why? _____

Exact Words of Threat

Information About Caller

- Where does it seem the bomb threat caller is located? (Background sounds, level of noise) _____
- Is the voice familiar? ☐ Yes ☐ No If so, who does it sound like? _____

Bomb Threat Caller's Voice:

☐ Accent
☐ Angry
☐ Heavy
☐ Calm
☐ Clearing Throat
☐ Coughing
☐ Cracking Voice
☐ Crying
☐ Deep
☐ Disgusted
☐ Excited
☐ Laughing

☐ Loud
☐ Nasal
☐ Normal
☐ Ragged
☐ Rapid
☐ Raspy
☐ Slow
☐ Slurred
☐ Soft
☐ Stutter
☐ Age _____
☐ Other _____

Background Sounds:

☐ Animal Noises
☐ House Noises
☐ Kitchen Noises
☐ Booth
☐ PA System
☐ Conversation
☐ Music
☐ Motor Running
☐ Static
☐ Office Machinery
☐ Factory Machinery
☐ Other _____

Threat Language:

☐ Incoherent
☐ Message Read
☐ Taped Message
☐ Irrational
☐ Profane
☐ Well-spoken
☐ Other _____

Additional Information (Use the back of the form if necessary)

Safety in Collaboration

Once the plan is complete, the UH Office of Emergency Management, UH Fire and Life Safety, and the UH Police Department will review your plan and make recommendations.



Office of
Emergency Management

Division of Administration
& Finance



Fire & Life Safety

Division of Administration
& Finance

Plan Reviews

- Once the Building Emergency Response Plan is completed and approved, OEM will keep a record of when it was completed and remind departments/areas of upcoming review dates.



Mishaps!



- Emergencies can be scary! A Building Emergency Response Plan can ease fears.
- Plans are only the first half of staying prepared. Practicing the plans will make decision making easier during emergencies.

OEM

1. Questions about where to shelter during a shelter in place?
2. How do I build an emergency kit?
3. Where can I find resources?
4. Who is in charge during an emergency?



FLS

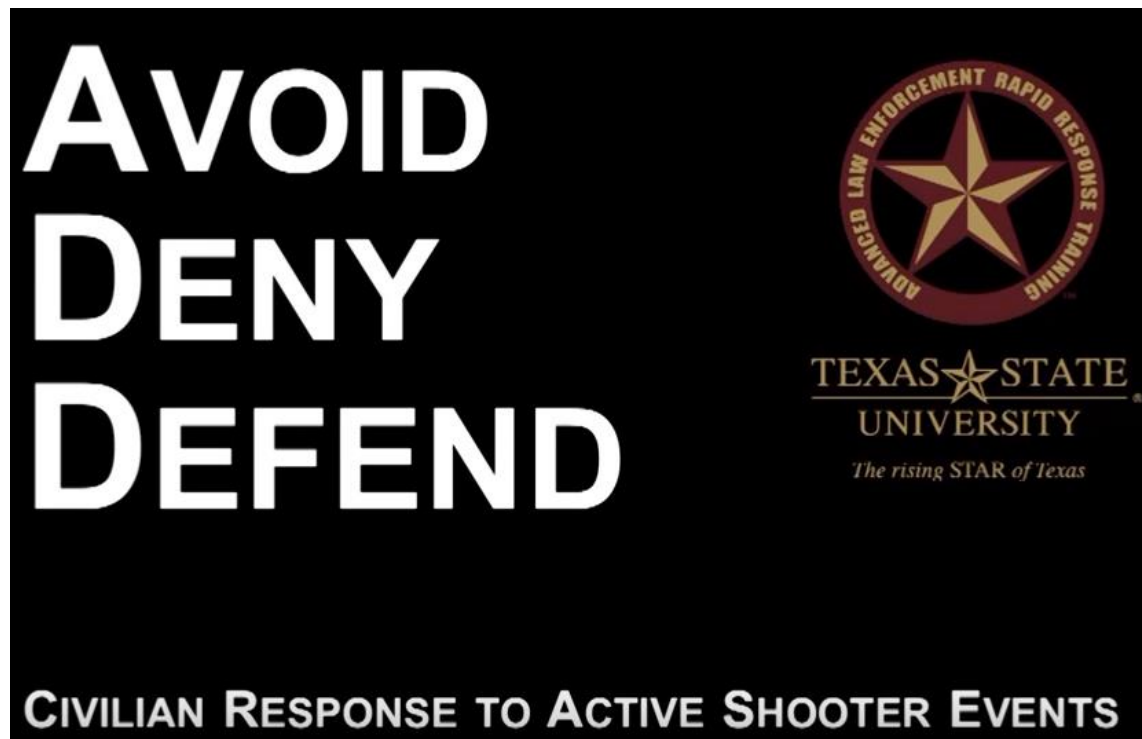
1. Why is the fire alarm only going off in part of the building?
2. Am I my brother's keeper?
3. The fire alarm is going off, is this a drill?



When we hear the fire alarm we stop, get in line, and walk out the building.



UHPD



1. Situational Awareness can help you avoid dangerous events.
2. What are some ways that will help you remain aware of your surroundings?
3. When Emergency Responders (Police, Fire, or EMS) arrive at a location; what should you do and how best to assist them without hindering the job they need to accomplish.

Building Emergency Response Plan Template

The screenshot displays the University of Houston's Office of Emergency Management website. The header includes the university logo and navigation links for 'Login to AccessUH', 'Give to UH', and 'Search'. The main navigation bar features 'About OEM', 'Planning & Response', 'Training & Outreach', and 'Be Prepared'. A left sidebar menu lists various resources, with 'Building/Department Preparedness' highlighted. The main content area is titled 'Building/Department Preparedness' and contains a paragraph explaining the template's purpose, a contact email (gkwalker@uh.edu), and a placeholder for the building name and year. The footer includes the university logo, the title 'Building Emergency Response Plan Template', and the revision date 'Revised: July 2023'.

UNIVERSITY OF HOUSTON

Login to AccessUH Give to UH Search

Office of Emergency Management

About OEM Planning & Response Training & Outreach Be Prepared

UH Home > Office of Emergency Management > Planning & Response > Building/Department Preparedness

Building/Department Preparedness

The Building Emergency Response Plan template provides the guidelines to help departments develop an Emergency Response Plan for their building(s). The development of this template was a result of a coordinated effort between the UH Police, UH Fire Marshal's Office and the UH Office of Emergency Management. This template is for use by UH departments to develop an Emergency Response Plan for their buildings. Please note that if your building houses multiple departments, representatives from each department should be included in the development of your Building Emergency Response Plan. Once the Emergency Response Plan has been drafted using this template, it should be submitted for review by aforementioned entities.

If you need assistance, contact Director, Emergency Management, Ginger Walker at gkwalker@uh.edu.

University of Houston
Building Emergency Response Plan Template
[BUILDING NAME]
[YEAR]

Revised: July 2023

Building Emergency Response Plan Template

- [UH Building/Department Preparedness - University of Houston](https://uh.edu/emergency-management/planning-and-response/building-department-preparedness/)
- <https://uh.edu/emergency-management/planning-and-response/building-department-preparedness/>

BC Program Overview

Paul Banda

Paul

Outage Notification Process

1. Facilities Communications receives outage request from a UH FCM employee.
2. Outage request is sent for review/approval.
 1. Sent to **Building Coordinator** for approval
 - Building Coordinator approves outage after verifying no concerns from all relevant building representatives
 2. After BC approval, outage is sent to **Fire Marshall** and **Facilities Services Director** for approval
 3. High impact outages are sent to **AVP/AVC** for Facilities for approval
3. Outage is distributed through listserv once all appropriate approvals are received.

Facilities Communications' goal is to distribute outage notifications within a 'planned' timeframe

Types of Notifications

Be familiar with the Notification Guidelines

- **Planned:** Distributed two weeks or more in advance.
- **Immediate:** Distributed less than two weeks in advance.
- **Emergency:** Distributed on the same day.

1. Notify all building users
2. Outage Notification Calendar website
3. Contact FIXIT if any systems are not working properly after an outage

Notification Forms

UNIVERSITY of
HOUSTON

Building Futures, Maintaining Excellence

EMERGENCY OUTAGE NOTIFICATION

Building's Impacted and Estimated Time			
Building Name	Classroom and Mathematics Building	Building #	499
Start Date	Friday, 11/11/2022	End Date	Wednesday, 11/16/2022
Start Time	7:00am	End Time	7:00pm

Purpose and Impact

PURPOSE: Remove broken hot water pump and send out to get repaired.

IMPACT: The building will be without building heating/hot water. For comfort, impacted deck temperatures will be increased to prevent the temperatures in the building from dropping.

Impacted Service

☐ Electric

☐ Gas

☐ Domestic Cold Water

☐ Domestic Hot Water

☐ Sewer/Water

☐ Stormwater

☐ Exhaust Water

☒ Air Conditioning

Primary Contact Information

Primary Contact

Secondary Contact

Robert Ford

Not Applicable

Please contact the person with contact information to make the primary contact.

[Building Only](#)

Review and Approval Process (BEC Service Use Only)

Requested by

Approved by

Robert Ford

Not Applicable

Approved Date

Approved Date

11/11/2022

11/16/2022

Requested by

Approved by

Robert Ford

Not Applicable

Approved Date

Approved Date

11/11/2022

11/16/2022

Work Desk

Project #

UNIVERSITY of
HOUSTON

Building Futures, Maintaining Excellence

IMMEDIATE OUTAGE NOTIFICATION

Building's Impacted and Estimated Time			
Building Name	Science & Engineering Research Center	Building #	545
Start Date	Friday, 11/11/2022	End Date	Friday, 11/11/2022
Start Time	6:00 AM	End Time	12:30

Purpose and Impact

PURPOSE: Install new air and vacuum lines, valves and fixtures in room.

IMPACT: There will be no air or vacuum pressure on the second floor of the building.

Impacted Service

☐ Electric

☐ Gas

☐ Domestic Cold Water

☐ Domestic Hot Water

☐ Sewer/Water

☐ Stormwater

☐ Exhaust Water

☐ Air Conditioning

Primary Contact Information

Primary Contact

Secondary Contact

Ang Moring

Not Applicable

Please contact the person with contact information to make the primary contact.

[Building Only](#)

Review and Approval Process (BEC Service Use Only)

Requested by

Approved by

Ang Moring

Not Applicable

Approved Date

Approved Date

11/11/2022

11/11/2022

Requested by

Approved by

Ang Moring

Not Applicable

Approved Date

Approved Date

11/11/2022

11/11/2022

Work Desk

Project #

UNIVERSITY of
HOUSTON

Building Futures, Maintaining Excellence

PLANNED OUTAGE NOTIFICATION

Building's Impacted and Estimated Time			
Building Name	Houston Science Center	Building #	501
Start Date	Wednesday, 11/16/2022	End Date	Wednesday, 11/16/2022
Start Time	6:30 AM	End Time	12:00 PM

Purpose and Impact

PURPOSE: Preventive maintenance of exhaust fans.

IMPACT: Fans will be off while exhaust fans are being serviced. Maintenance will handle the roof top exhaust fans.

Impacted Service

☐ Electric

☐ Gas

☐ Domestic Cold Water

☐ Domestic Hot Water

☐ Sewer/Water

☐ Stormwater

☐ Exhaust Water

☐ Air Conditioning

Primary Contact Information

Primary Contact

Secondary Contact

Not Applicable

All Building

Please contact the person with contact information to make the primary contact.

[Building Only](#)

Review and Approval Process (BEC Service Use Only)

Requested by

Approved by

Not Applicable

Not Applicable

Approved Date

Approved Date

11/16/2022

11/16/2022

Requested by

Approved by

Not Applicable

Not Applicable

Approved Date

Approved Date

11/16/2022

11/16/2022

Work Desk

Project #

Paul

Building Coordinator Program

“Building Futures, Maintaining Excellence”

Building Coordinator Role in Outage Notification Process

- **Receive Notification**
- **Verify**
 - Have a point of contact for each department that occupies space in the building
 - Be aware of events/activities that are taking place in the building
 - Contact faccomm@central.uh.edu for questions or if additional support is needed
- **Distribute Notification to Building Occupants**

Questions



Paul