The **BSSR INFORMER** is an informational newsletter that is periodically distributed by the Office of Security and Emergency Preparedness (OSEP) in order to update BSSRs on resources, programs and training available to them.

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### Building Emergency Action Plan

Each occupied University building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The Primary Building Safety and Security Representative (BSSR), designated by a Dean, Department Head or Director in the building, should coordinate the completion of the building emergency action plan (BEAP) with representatives from the Building Safety Team (BST). The BST is comprised of representatives from each department located in the building.

Although developing an emergency plan for your building may appear to be a daunting task initially, OSEP has created an online plan generator called MyBEAP, an easy and efficient web-based method to create a Building Emergency Action Plan. After BSSRs complete eleven user friendly sections, the system will automatically generate a building specific BEAP.

Once the initial plan is finished, the completed MyBEAP will then be submitted to OSEP for review. OSEP staff will then review the MyBEAP, provide feedback as warranted and maintain a copy of the completed BEAP on file.

BST representatives should then educate building personnel on the BEAP, focusing on specific building evacuation routes and sheltering areas inside the building.

All BEAPs should be reviewed and revised by the BSSR and/or the BST on an annual basis. Make sure that revised versions of the BEAP are distributed to all departmental representatives on the BST.

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**Deadline to complete the MyBEAP for your building is March 31, 2012.**

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### Upcoming MyBEAP Training/Computer Sessions

OSEP is offering training session opportunities for UGA Building Safety and Security Representatives to meet on their MyBEAP. BSSRs will have the opportunity to work on (or complete) their MyBEAP during any of the 2 hour work sessions. OSEP staff will guide the BSSRs through the MyBEAP process and answer any questions.

It would be helpful for BSSRs to log in to [https://emer.uosp.uga.edu/OSEPFORMS/beap_overview.cfm](https://emer.uosp.uga.edu/OSEPFORMS/beap_overview.cfm) and review the following MyBEAP sections, prior to the training session, so that information needed to complete the MyBEAP will already be assembled and available to enter during the session:

1. Building Safety Team members and contact information
2. Emergency Floor Coordinator names, contact information and floor locations
3. Building Hazards/Areas of Special Concern
   - Upload Critical Files (Optional)
4. Specific locations of individuals with disabilities in the building
5. Names, contact information and location of CPR/First Aid certified individuals in the building
6. Location of any Automatic External Defibrillators (AEDs) in the building
7. Location of any first aid kits in the building

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**Newsletter for BSSRs**

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**BSSR INFORMER**

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December 2011
8. Location of fire evacuation assembly areas
9. Location of bomb threat evacuation locations
10. Specific location(s) of tornado shelter areas in the building
11. NOAA Weather Radio locations and staff assignments

MyBEAP Training Classes
Location: Training & Development Lab K:
• January 18, 2012
  10:00 a.m. – Noon
• February 16, 2012
  10:00 a.m. – Noon
• March 5, 2012
  10:00 a.m. – Noon

One of the purposes of the BSSR Program is having emergency contact numbers for each BSSR. This information needs to be verified from time to time. BSSRs are encouraged to update their own emergency contact information by logging in with their UGA MYID and password to: https://emer.uosp.uga.edu/osepforms/rep_login.cfm

UGA Severe Weather Preparedness Week and UGAAlert Test
NOAA’s National Weather Service ranks April 2011 as the most active tornado month on record with 750 tornadoes across the U.S. There were a reported 361 fatalities. The April 27th “Super Outbreak” spawned four intensely destructive EF-5 and 11 EF-4 tornadoes across Alabama, Georgia, Kentucky, Mississippi, and Tennessee. While tornadoes have occurred in every month of the year in Georgia, the months of March through May are the most active period of tornadic activity in the state with over 1,220 tornadoes reported over the past 50 years. One way to help prepare for severe weather events, such as tornadoes, is to participate in weather drills.

The upcoming Statewide Severe Weather Drill, scheduled for early February 2012, is conducted on an annual basis by the National Weather Service, the Georgia Emergency Management Agency and the Georgia Office of Homeland Security. Participation in the drill is encouraged by the Governor and other emergency management officials. In the event or threat of actual severe weather on the scheduled drill day, the drill will be rescheduled.

The UGA community is encouraged to either physically shelter in their pre-designated sheltering areas or to reflect upon what actions they would take should an actual severe weather event occur on campus.

Test of the UGAAlert System During the Statewide Severe Weather Drill

A TEST of UGA’s emergency mass notification system, UGAAlert, is planned for early February 2012 in conjunction with the Statewide Severe Weather Drill. (Actual date of the Statewide Severe Weather Drill will be posted on OSEP’s Web site when it becomes available.) After the TEST, a short survey will be posted on OSEP’s Web site which will provide valuable information to help improve future drills and emergency alerts.

UGAAlert is used to send emergency messages to the UGA campus community when immediate action is needed due to life threatening campus-wide emergencies.

Prior to the TEST, users are encouraged to update their contact information at www.ugaalert.uga.edu.

UGAAlert Desktop is now available from http://sitesoft.uga.edu. UGAAlert Desktop is an application for UGA owned desktop and laptop computers that will show emergency messages from UGAAlert. Emergency messages will crawl across the bottom of the computer when a message from UGAAlert is issued.
CAR EMERGENCY KITS

If you are traveling during the holidays, consider keeping spare fuses and a "car emergency kit" in your vehicle at all times. Car emergency kits may be purchased from a variety of sources, or you can assemble your own using a commercial version as a guideline.

Minimally, a “car emergency kit” should include:
- a thermal blanket/bag and a gallon of water
- flares/reflectors
- a flashlight (with fresh batteries)

Also consider carrying:
- jumper cables, tire gauge and work gloves
- few hand tools (pliers, screwdriver)
- rope or bungee cord
- change of clothes and pair of comfortable shoes
- disposal rain coat/poncho
- a first aid kit

UGA CERT PROGRAM

Open to UGA faculty, staff and students. Details coming soon on OSEP’s Web site at www.osep.uga.edu for the Spring 2012 Class.

If you have questions about the UGA CERT Program, contact Pete Golden, OSEP, at (706) 542-7578 or email: pgolden@uga.edu.

Let us know what topics you would like discussed at BSSR Brown Bag lunches. Contact John Newton at jmnewton@uga.edu if you have any ideas.

UGA AED PROGRAM

The University of Georgia is committed to providing a safe and healthy environment for all faculty, staff, students, parents, and visitors to the University. To that end, the objective of the UGA Automated External Defibrillator (AED) Program is to establish a campus-wide oversight committee and to develop appropriate guidelines to ensure consistency in purchasing, placement, training, maintenance and departmental oversight of AEDs on UGA properties.

The UGA AED Program provides for standardization of AED units on campus, including purchasing, maintenance, testing, training and recordkeeping in order ensure consistency of use and a centralized database for record keeping. OSEP is responsible for campus AED program oversight and record keeping associated with the University of Georgia’s AED program.

If your department is considering purchasing an AED for your building, please contact Pete Golden pgolden@uga.edu or 706-542-7578 for program guidelines and additional information.


UGA BSSR NEWS

Contact: John Newton at jmnewton@uga.edu
- For questions about the BSSR Program
- For upcoming event details
- For suggestions for future BSSR INFORMER newsletters or kudos to BSSRs

The Office of Security and Emergency Preparedness hopes you have a safe and happy holiday season.

Visit www.osep.uga.edu for Winter/Spring Training opportunities; the dates and times will be posted on Jan. 4, 2012.