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Snapshots!

**Building Emergency Evacuation Plan**

**(BEEP) Program**

<http://ehs.psu.edu/environmental-emergency-plans/overview>

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**Who does this program apply to?**

* This program applies to all employees and building occupants at all University locations, except for the Hershey Medical Center and the College of Medicine.
  + The public event use of University buildings is managed by Emergency Management and is excluded from this program.
  + Residence Halls are covered in SY28 and are not addressed in this program.

**What are the key requirements of this program?**

* Written Evacuation Plans

All buildings that house ten or more employees on a permanent basis are required to have a written Building Emergency Evacuation Plan (BEEP).

* Building Evacuation Maps

Buildings that require a written BEEP must have evacuation maps posted showing evacuation routes in a format that has been approved by EHS and the University Office of Campus Planning & Design.

* Designation of BEEP Personnel

Safety Officers are responsible for ensuring that Building Emergency Coordinators and Safety Monitors have been designated within their facilities.

* BEEP Training and Education

Safety Officers are responsible for ensuring that all personnel within their respective areas receive the appropriate training to ensure they understand their BEEP roles and responsibilities.

* BEEP Review and Maintenance

Safety Officers must ensure that BEEPs are self-reviewed and updated on at least an annual basis.

* Annual BEEP Exercises
  + University buildings which meet defined criteria must conduct annual BEEP exercises
  + Buildings that meet the mandatory exercise criteria must conduct a full building evacuation on an annual basis. This exercise can be either a silent drill an audible alarm drill.

**For additional information:**

* Building Emergency Evacuation Plan Program

**http://ehs.psu.edu/building-emergency-evacuation-program/**