Interoffice Communication

DATE: December 2003

TO: Beardshear Hall Departments

FROM: Judy Hankins
Building Supervisor
Office of the Vice President for Business and Finance

Our office has been issued a weather radio to receive weather alerts and warnings that occur in Story and Boone counties. This radio is designed to assist in providing building occupants adequate warning to prepare for weather related emergencies. The radios – distributed in various campus buildings via Environmental Health and Safety – were received through a grant coordinated by Story County Emergency Management.

If a tornado warning is issued our office will send an e-mail to the “Beardshear Hall Building List” that was compiled previously or activate the “Beardshear Hall Phone Tree” which has been distributed to your office. Working within your specific units please determine the best notification procedure and appropriate shelter for your area and others that may report to you.

Attached please find building safety guidelines and a map designating exits, fire extinguisher, and alarm pull stations, etc. that you may find useful in preparing your safety/evacuation plans. The website for Environmental Health and Safety is http://www.ehs.iastate.edu/ which will also provide you with helpful safety information.

Hopefully, we will never need to enact these procedures but it is always best to be prepared!
BEARDSHEAR HALL BUILDING SAFETY GUIDELINES

Working within your specific units determine the best notification procedure and evacuation route for your area to exit from the building in a calm and orderly fashion.

FIRE EVACUATION GUIDELINES

1. In the event of a fire or any other emergency where building evacuation is necessary, activate the nearest fire alarm pull station. At the sound of a fire alarm, leave your workstation, proceed to the nearest exit and leave the building immediately **USING THE STAIRS. DO NOT USE ELEVATORS.**

2. Assist any injured or physically impaired individuals in need of assistance.

3. If confronted with smoke, keep near the floor. Smoke, heat and toxic gases will normally rise to the ceiling.

4. If confronted with smoke in a stairwell, attempt to use an alternate stairwell.

5. When outside, keep walkways clear for emergency vehicles.

6. Do not re-enter the building until advised to do so by authorities.

7. Report any use of fire extinguishers to the Department of Environmental Health and Safety so extinguishers can be re-filled.

Note: Practice what you would do in an emergency before it happens. Be sure to locate the nearest exit plus an alternate way out. Also locate fire alarm pull stations and fire extinguishers.

TORNADO SAFETY GUIDELINES

1. In the event of a tornado warning proceed to an interior hallway or office area as soon as possible. Seek shelter under a desk or table - keep away from doors and windows.

2. Individuals should remain aware during a tornado “watch” which means conditions are favorable for tornadoes to form. As they can form and move quickly it is important to remain alert to that fact and **be prepared** when a warning is given.

3. Working within your specific units determine the best notification procedure and shelter for your area during a tornado.