1. Action staff takes when an alarm is triggered. All staff including any students participating in classwork, student employees, and laboratory visitors are expected to listen to the verbal message on the alarm and then, if instructed, leave the area immediately. No one is to stop and secure personal belongings, computer work, or microbiology work except to extinguish Bunsen burners and turn off room lights.

2. Please account for staff/ students/visitors and patients in your area. Each person in the laboratory will help account for others who might have stepped out to another area or left the building. This will be done according to instructions received by the alarm verbal message system and staff location will be reviewed at the Rally Point.

3. The Rally Point for the Bacteriology section is near the parking lot south of the VDL submission entrance. Avoid any area that might pose a traffic hazard. All Bacteriology personnel including Susan Fulster, Dr. Lorraine Hoffman and any students and visitors associated with them will proceed to the designated Rally Point no matter their point of exit. If evacuation is not recommended (e.g. severe weather alert) personnel will follow emergency instructions and monitor the situation from the laboratory areas.

4. Schematics. The emergency escape route maps are posted in our areas.

5. Refer to the escape route maps for location of nearest emergency equipment.

6. Documentation of staff training is kept in the EH&S notebooks in Clinical Microbiology (rm1567-1) and in Bacteriology. (rm 15566).

Read; understood; date