BUILDING EMERGENCY EVACUATION PLAN (BEEP)
FOR VDL CLERICAL SECTION

The following plan outlines the steps to be taken in the event of a building emergency or severe weather conditions. This plan is in place to ensure the safety of clerical personnel and should be observed when said conditions exist.

1. BUILDING EVACUATION

Building Evacuation becomes necessary in the event of a fire, chemical spill, or bomb threat.

A. Fire Alert: Tone (siren sound) followed by verbal instruction to evacuate the building.
   i. When the fire alarm sounds you should immediately begin evacuating. If you are on the phone assisting a client, advise them of the situation and offer to call them back as soon as you are able. Take any needed personal items (i.e. coat, purse) and head for the nearest, unobstructed exit (See attached floor plans for available options). Once outside we will gather as a clerical unit to ensure all staff is accounted for. Please proceed down the sidewalk and gather in the grass near the curb, moving as far away from the building as possible. Wait until the “All Clear” message is given before re-entering the building.

B. Chemical Spill: Tone (modulating siren sound) followed by verbal instruction to evacuate the building.
   i. Proceed as instructed above.

2. SEEKING SHELTER

A. Severe Weather: Tone (siren) followed by verbal instruction to seek cover.
   i. When the tornado alarm sounds you should immediately begin to move to a safer location within the building. If you are on the phone assisting a client, advise them of the situation and offer to call them back as soon as you are able. Please keep in mind the following criteria when seeking safer shelter:

   1. Move away from exterior walls and all windows.
   2. Move to interior sections of the building (bathroom or stairwell) and/or the lower levels of the structure.
3. Avoid hallways that have direct connections with outside doorways.
4. Avoid large lecture halls on the top floors.

For clerical staff, the designated shelter area is the lower level of stairwell #9 near the bacteriology lab. Please remain in this location until the severe weather has passed.

3. SAFETY OF VISITORS

A. In the event of a building emergency or severe weather we must also keep in mind the safety of any visitors/clients that may be in our area. Please see that they are escorted from the building or to emergency shelter along with the rest of the clerical staff.

4. LOCATION OF EMERGENCY EQUIPMENT

A. Fire alarms, fire extinguishers and chemical spill alarms are located throughout the building. Please see the attached floor plans for the locations nearest you. You may want to physically locate these areas so that you can be better prepared in case of an emergency.

5. DOCUMENTATION OF STAFF TRAINING

A. Records of staff training will be maintained by the Administrative Specialist/Section Leader of the clerical unit.