Emergency Evacuation Plan for VDL Computer Section

This plan lists the steps staff and visitors need to follow in the event of a building emergency or during a severe weather event. However, conditions or situations may be encountered to warrant modification of these recommendations. For example; it is recommended that you do not take time to retrieve personal items but during inclement weather it is wise to retrieve your coat. If condition allows one person from the computer section will retrieve backup tapes on the way out.

In any situation it is your responsibility to use good sense and good judgment when you evacuate an area and evaluate the safest route to use when evacuating the building. Familiarize yourself with your surroundings, locate the nearest emergency equipment, and study the evacuation map located near the doorway of every laboratory.

Senior staff will account for visitors in their section of the laboratory and assist them in evacuating to the appropriate area. Anytime there are special needs personnel (blind, deaf, wheel-chair bound, etc.) in the laboratory a staff member should be assigned ahead of time to help guide the individual during the evacuation.

Primary and secondary evacuation routes will be determined by your location in the laboratory or the College of Veterinary Medicine building. See Map. Once you are out of the building carefully proceed to your group’s Rally Point.

During building evacuations the Rally Point for Computer Section is located south side of the building on the grass near the roadway. It is important to stay off the walkway and out of the roadway to allow emergency equipment and personnel unimpeded access to the CVM building. The group’s Rally Point may be moved further south across the roadway and past the parking area to the grassy area depending on the severity of the emergency and/or wind direction.

FIRE ALERT
Tone (siren sound) followed by verbal (English) instructions to evacuate the building. When the fire alarm sounds immediately evacuate the area. Shut off any gas lines in use, turn off the room lights, and shut the door. Evacuate the laboratory and proceed to the Rally Point.

CHEMICAL SPILL
Tone (modulating siren sound) followed by verbal instruction and then by the same tone. When the chemical spill alarm sounds immediately evacuate the area. Shut off any gas lines in use, turn off the room lights, and shut the door. Evacuate the laboratory and proceed to the Rally Point.

SEVERE WEATHER (e.g. tornado, severe thunderstorm)
Tone (siren) followed by verbal instruction followed by the same tone. Avoid large lecture halls on the upper floors. Do not gather in hallways that have direct connections with outside doorways. Move away from exterior walls and all windows. Move toward the interior and to lower levels. Our Rally Point during a severe weather event is the 1535 hallway.
ALL CLEAR MESSAGE
Verbal message indicates when it is safe to return to the building. Do not return to the building until this is given.

A Microphone is available at the system control panel and can be used as a public address system to cover situations not included in the pre-programmed messages.

Speakers (red box horns) are located near the major entrance/exit doorways. Verbal instruction can be heard over these speakers including the ALL CLEAR MESSAGE.