BUILDING EMERGENCY EVACUATION PLAN (BEEP)
FOR VDL SEROLOGY 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 serology 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. 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 unit to ensure all staff is accounted for. Please proceed down the sidewalk and gather in the grass near the curb on the north side of the sidewalk, 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. Please gather in the hallway between 1620 and 1623.
         1. Move away from exterior walls and all windows.
         2. Move to interior sections of the building (bathroom or stairwell) and/or lower levels of the structure.
         3. Avoid hallways that have direct connections with outside doorways.
         4. Avoid large lecture halls on the top floors.

      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 serology 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 also 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 laboratory manager of the serology unit.