

Building Annex - Hahn Hall- North Wing

Building Address: 800 West Campus Drive

Region: Blacksburg

BUILDING EMERGENCY COORDINATOR & ALTERNATE (BEC / ABEC)

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among each of the campus buildings. The BEC serves as an extension of the Virginia Tech Emergency Management in the preparedness, response, and recovery phases of an emergency and serves as a central point of contact, in which information can be exchanged, within and external to the building. The BEC not only adds value to the building community, by serving in this position, but also to the overall University.

Typically a campus building is occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. Thus the Building Emergency Coordinator (BEC) program also serves to assist first responders and Virginia Tech Emergency Management by developing a common, building-wide, plan of action for emergencies that threaten life safety.

An additional role of the BEC is to serve as a single point of contact within each building and allowing emergency planners to better disseminate pertinent emergency preparedness information and plans throughout campus buildings. In addition, emergency responders are provided with a single, knowledgeable point of contact, within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Building Emergency Coordinator (BEC)	
Name	Bill Bebout
Office Address	304 HHN
Phone 1	540-231-1940
Phone 2	540-235-4060
Email Address (PID@vt.edu)	wbebout@vt.edu

Alternate Building Emergency Coordinator (ABEC)	
Name	Thomas Wortalik
Office Address	480 Davidson Hall
Phone 1	231-5952
Phone 2	540-808-3732
Email Address (PID@vt.edu)	wortalik@vt.edu

EMERGENCY PREPAREDNESS COMMITTEE (EPC)

The Emergency Preparedness Committee (EPC) is composed of one representative from every department that occupies a specific building on campus. Each of the departmental representatives shall act as a liaison between their department and the EPC. If a department occupies space in more than one campus building, the department will then have multiple EPC representatives serving on their respective buildings' EPC.

EPC members for Hahn Hall- North Wing are:

Department	Name (First & Last)	Phone Number	Email (PID@vt.edu)
Biological Sciences	Katrina Lasley	231-6769	kkorcel@vt.edu
Chemistry	Bill Bebout	231-1940	wbebout@vt.edu
Physics	Mark Pitt	231-3015	pitt@vt.edu

VISITORS INFORMATION

Visitors present a unique challenge because they are not familiar with department or University emergency procedures. During an emergency, visitors should be given instructions for building emergency procedures. If there is an emergency notifications (VT Alerts) issued, it should be shared with all visitors within the building. When appropriate, visitors should be informed on building procedures for evacuating, shelter-in-place, or secure-in-place.

FIRST AID KIT AND AED LOCATIONS

Each building should have at least one first aid kit available to building occupants. For guidance on what must be stocked in first aid kits and how these kits are to be maintained, see <http://www.emergency.vt.edu/ready/get-a-kit.html>.

Location(s) of First Aid Kits	
Floor	Location/Room
201, 202, 209, 213, 217, and 308	All Labs

Many buildings are equipped with automatic external defibrillators (AEDs). The Virginia Tech Rescue Squad provides program management, and maintenance response, to AEDs throughout campus.

For more information about the campus AED program, visit <http://www.rescue.vt.edu/>.

Location(s) of AEDs	
Floor	Location/Room
1	Lobby

HIGH-AVAILABILITY DESKPHONES

In the event of a power or network (internet) outage the new Unified Communications (UC) voice over internet protocol (VoIP) telephones will not operate. Depending on the extent of the emergency, cellular service may also be unavailable. It is strongly recommended that a combination of VoIP and high-availability phones are installed in selected areas throughout the building to ensure uninterrupted access to emergency services in the event of a power or network failure.

Please contact an NI&S Customer Support Specialist at 540-231-6460 for additional information about available VoIP (Avaya 9600 series) and High-Availability (Avaya 9400 series) service offerings.

Location(s) of High-Availability Phones		
Floor	Location	Phone Number
3rd	Center of hallway	1-0000
2nd	205 North Hahn Hall	540-231-7594
2nd	210 North Hahn Hall	540-231-6769

SHELTER-IN-PLACE GATHERING POINTS

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

Your buildings shelter-in-place gathering points for Hahn Hall- North Wing are:

Shelter-In-Place Gathering Points
Occupants should move to lower floors and the interior areas or hallways of the building. Away from windows and glass doors. (TW)

UNIQUE BUILDING HAZARDS

Unique building hazards are those hazards that may adversely impact building occupants in an emergency, and can reasonably be mitigated through awareness. Identifying unique hazards will also help to recognize locations that may require special consideration or precaution during an emergency. If you need to list any Unique Building Hazards, please contact the Building Emergency Coordinator (BEC) for your building.

Description of Hazard	Location	Contact Person	Contact Phone 1	Contact Phone 2
Compressed Gas	201, 202, 209, 213, 217, 308	Michelle Dalton	540-231-7594	540-641-0517
Flams, Acids, Bases	205	Michelle Dalton	540-231-7594	540-641-0517
Compressed Gas	309, 312, 313, 315, 316	Negin Nazem	540-231-2949	540-750-6415
Flams, Acids, Bases	309, 312, 313, 315, 316	Negin Nazem	540-231-2949	540-750-6415
Comp Gas, Flams, Acid, Bas	401, 405, 406, 407, 410 411	Claudia Brodtkin	540-231-8230	
Comp Gas, Flams, Acid, Bas	414, 415	Claudia Brodtkin	540-231-8230	
Chemicals	210, 214	Katrina Lasley	231-6769	540-250-7555
Biological Agents (BSL1, BSL2)	206, 210, 214, 216, 217 (spring only)	Katrina Lasley	231-6769	540-250-7555
Compressed Gas	216	Katrina Lasley	231-6769	540-250-7555
Flammables	210 (in flammable cabinet)	Katrina Lasley	231-6769	540-250-7555
Explosion Proof Refrigerator	214	Katrina Lasley	231-6769	540-250-7555
Pressurized Water Tank	214B	Katrina Lasley	231-6769	540-250-7555

Additional Information (Optional)

Water sensitive chemicals on third and fourth floors.

BUILDING ALARMS

Many buildings are equipped with a centralized fire alarm system. In cases where the building is not equipped with a centralized alarm system, building occupants must attempt to make other occupants aware of an emergency by knocking on doors and shouting “Fire”, sounding air horns, or similar means.

This building is equipped with: Full fire alarm and detection system

This indicates the building's fire detection system (e.g., smoke detectors, heat detectors or water flow devices) will trigger both visual and audible alarms (e.g., strobe and horn) throughout the facility when activated. If there are manual pull stations located at exits, these can also be used to initiate a building alarm. (All buildings on campus with a fire alarm system will have manual pull stations. Leased properties, however, may not have these devices.)

EVACUATION PROCEDURES

For buildings equipped with an audible alarm system:

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation instructions located in this plan.
- The fire/evacuation alarm may also be equipped with strobe lights for persons with hearing disabilities.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

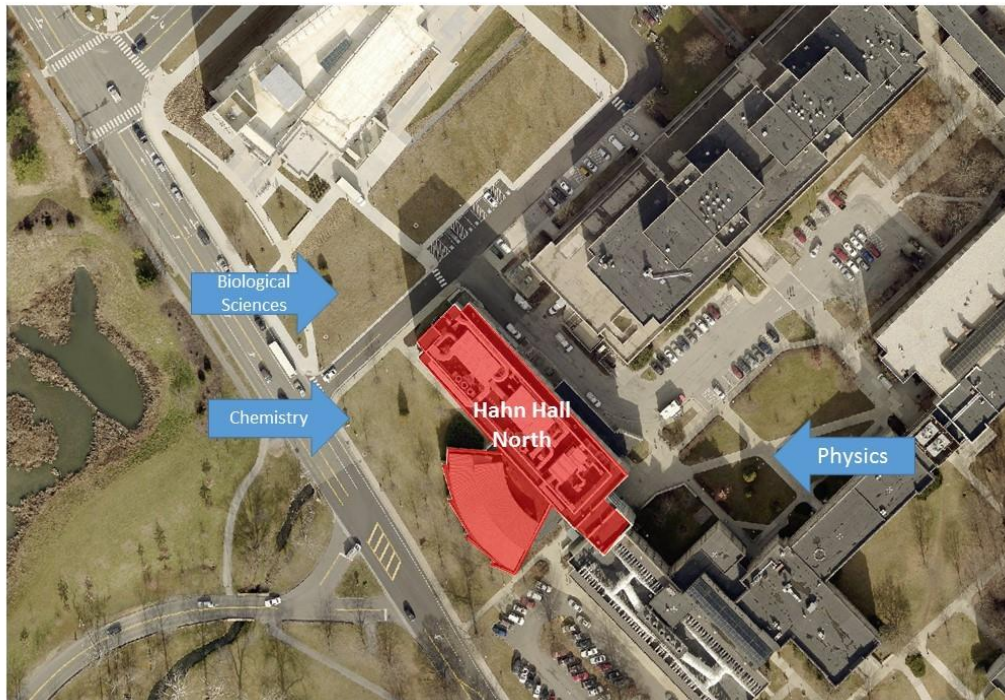
For buildings NOT equipped with an audible alarm system:

- Departments should evacuate the building by shouting “Fire” throughout the halls and sounding air horns or similar audible devices. Follow evacuation procedures in this plan.
- Special attention should be given to the presence of hearing and/or visually impaired individuals during the notification and evacuation.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

EVACUATION ASSEMBLY AREAS

Depending on the occupancy of the building, departments may consider the need to assemble in separate areas from other departments. For instance, if building occupancy is large, the ability to differentiate between personnel in different departments will become difficult. The Emergency Preparedness Committee should coordinate assembly area locations based on the size of the unit.

The following maps displays the designated assembly area for Hahn Hall- North Wing:



EVACUATION ROUTING

The following maps provide floor-plan based evacuation routes for Hahn Hall- North Wing:

