

Building Annex - Hahn Hall- South 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	Thomas Wertalik
Office Address	1006 South Hahn
Phone 1	1-6111
Phone 2	
Email Address (PID@vt.edu)	wertalik@vt.edu

Alternate Building Emergency Coordinator (ABEC)	
Name	
Office Address	
Phone 1	
Phone 2	
Email Address (PID@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- South Wing are:

Department	Name (First & Last)	Phone Number	Email (PID@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
	Each laboratory

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
First floor	Past elevator

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
Basement	Mid-Hallway	1-4212
First	main hallway by elevator	1-0738
Second	Main hallway by elevator	1-0842
Third	Main hallway by elevator	1-0407

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- South Wing are:

Shelter-In-Place Gathering Points
Move to lower floors and interior areas away from glass and falling objects.

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 gases/Combustable	Many Labs			
Cryogenics-Liquid Helium and Nitrogen	Many Labs			
Flamable Liquids	Many Labs			
Acids/Bases	Many Labs			
High Density Chemical Storage	Many areas			

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: No fire alarm system

This indicates the building does not have a fire alarm and detection system. Manual equipment (e.g., airhorns) or other means must be used to provide notification to occupants about an emergency in the building.

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.

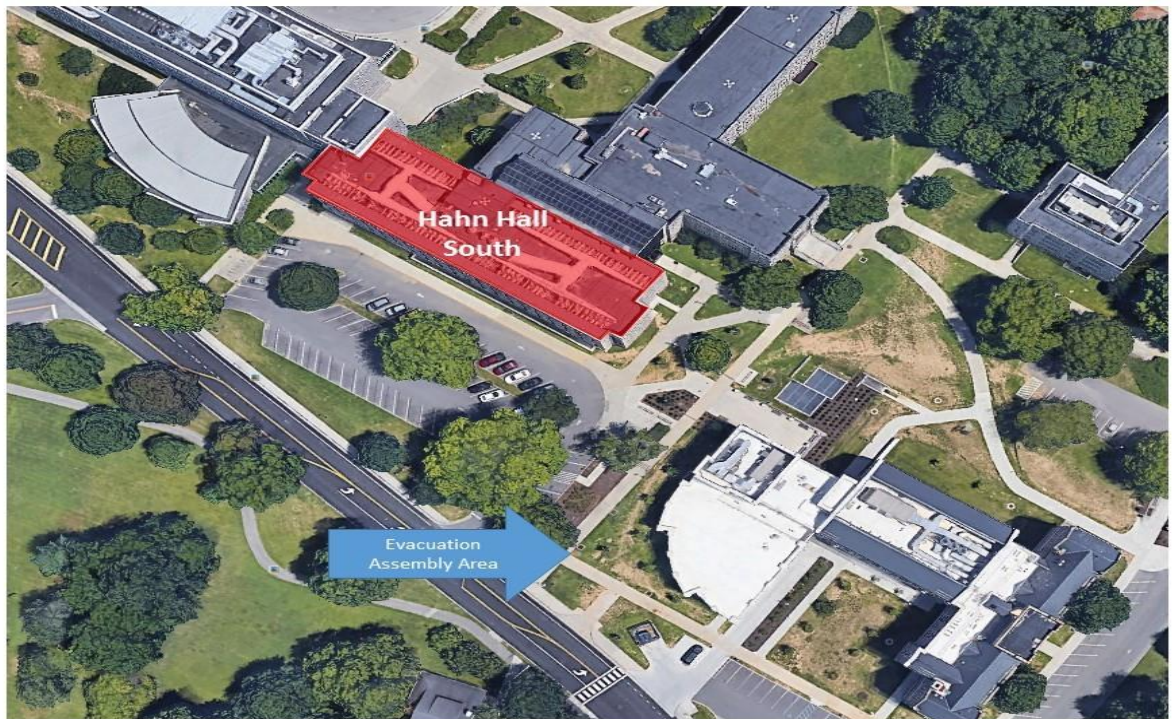
For buildings NOT equipped with an audible alarm system:

- 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

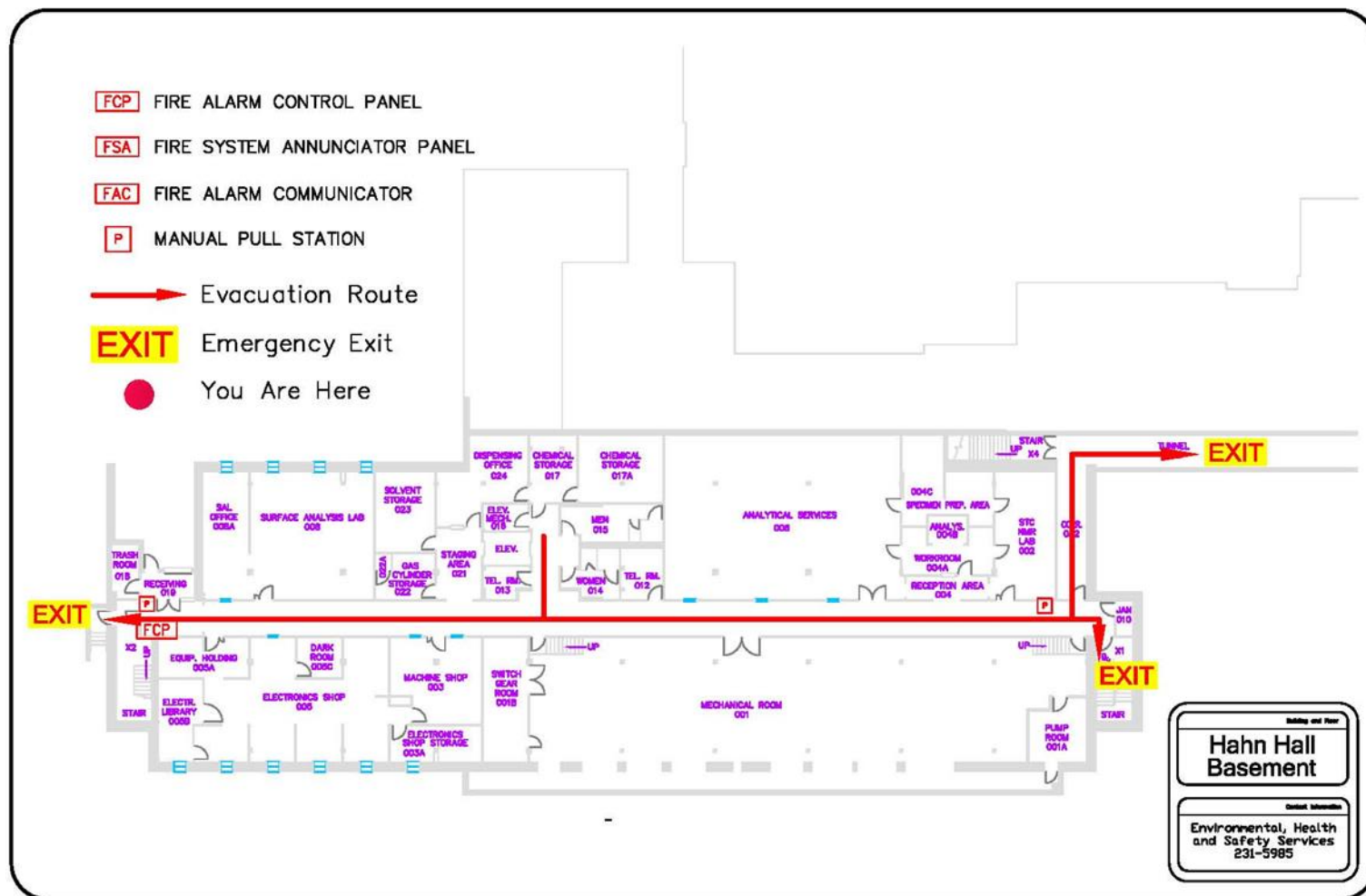
Depending on the occupancy of the building, departments may consider the need to assemble in separate areas from other departments. For instance, if building occupancy is large, the ability to differentiate between personnel in different departments will become difficult. The Emergency Preparedness Committee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

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



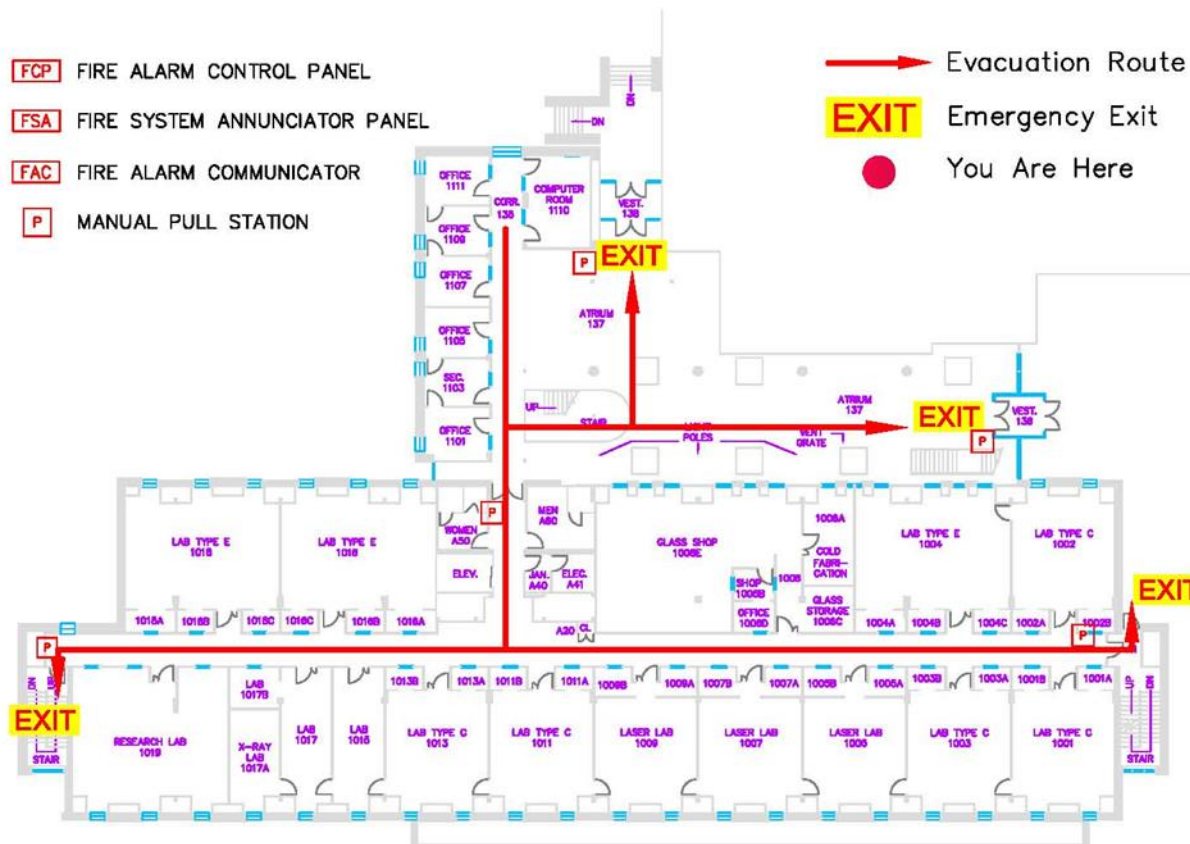
EVACUATION ROUTING

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



- FCP FIRE ALARM CONTROL PANEL
- FSA FIRE SYSTEM ANNUNCIATOR PANEL
- FAC FIRE ALARM COMMUNICATOR
- P MANUAL PULL STATION

- Evacuation Route
- EXIT Emergency Exit
- You Are Here



<small>Building and Floor</small> Hahn Hall 1st Floor
<small>Contact Information</small> Environmental, Health and Safety Services 231-5985

- FCP FIRE ALARM CONTROL PANEL
- FSA FIRE SYSTEM ANNUNCIATOR PANEL
- FAC FIRE ALARM COMMUNICATOR
- P MANUAL PULL STATION

➔ Evacuation Route

EXIT Emergency Exit

● You Are Here



Building and Floor

**Hahn Hall
2nd Floor**

Contact Information

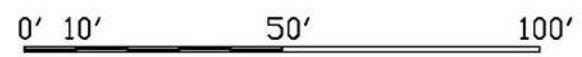
Environmental, Health
and Safety Services
231-5985

- FCP FIRE ALARM CONTROL PANEL
- FSA FIRE SYSTEM ANNUNCIATOR PANEL
- FAC FIRE ALARM COMMUNICATOR
- P MANUAL PULL STATION

➔ Evacuation Route

EXIT Emergency Exit

● You Are Here



Building and Floor

**Hahn Hall
3rd Floor**

Contact Information

Environmental, Health
and Safety Services
231-5985