

College of William and Mary Building Emergency Plan

McGlothlin-Street Hall

College of William and Mary
Emergency Management Team

Edited by: Brent Owens, February 23, 2010
Eric Bradley, March 1, 2010

Building Emergency Response Plan

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**Building Emergency Response Plan for the
McGlothlin-Street Hall (M-S Hall)
College of William and Mary**

Building-Specific Information

The McGlothlin-Street Hall is located near the southeast corner of the Sunken Garden. The building houses the Computer Science department on the ground level and first floor, the Geology department on the second floor and the Applied Science department on the third floor.

The Building Emergency Coordinator (BEC) is Brent Owens. Office M-S Hall 214; Telephone: Office (757) 221-1813; home (757) 564-8205; cell phone (757) 532-3528; email: beowen@wm.edu.

Area Emergency Coordinators (AEC):

Computer Science, ground level and first floor:

Phil Kearns – Office (757) 221-3459; home (757) 220-2706; email: kearns@CS.WM.EDU
Xipeng Shen (alternate) – Office (757) 221-7739; email: xshen@cs.wm.edu

Geology, second floor:

Brent Owens – Office (757) 221-1813; home (757) 564-8205; email: beowen@wm.edu
Greg Hancock (alternate) – Office (757) 221-2446; home (757) 221-7099; email: gshanc@wm.edu.

Applied Science, third floor:

César Clavero: – Office (757) 221-1210; cellular: (248) 842 3563; email: cclavero@wm.edu
Drew LaMar (alternate) - Office: (757) 221-7831; cellular: (757) 968- 8535, email: mdlama@wm.edu

Building-specific concerns and concern mitigation

The College approaches emergency management from an “all hazards perspective.” However, the following hazards are considered to be the most likely threats to the institution:

- Fire
- Hazardous materials incident
- Pressure vessel implosion/explosion
- Tornado/severe weather
- Terrorism
- Shots fired/Armed intruder on campus

Building Concerns or Threats

There are some McGlothlin-Street Hall laboratory locations where very hazardous materials are in use or stored. There is equipment in some laboratories and common areas that can be very hazardous if not operated correctly, and/or if not properly shutdown in preparation for a long-term outage. Listings of the locations of all hazardous materials are to be updated annually by each department. These lists are provided by the department to the EH&S office to keep on file and to be placed in the Knox Box near the ground-level Southwest corner of the building. Laboratory Staff are expected to be trained in the proper handling and use of all dangerous materials and/or equipment. This training should include information on the location of Fire alarm pull stations, building evacuation routes, fire extinguisher locations, and emergency response procedures for their lab (alternatively: emergency response procedures contained in this plan). In addition, hazardous materials placards with specific hazard mitigation instructions are posted on the door to every laboratory.

Area Emergency Coordinators (AEC) are designated for each floor of McGlothlin-Street Hall (see a complete listing of all emergency management contacts and emergency specialists on both page 3, and in Appendix IV, beginning on page 20). The AECs should work with all of the area occupants and the Building Emergency Coordinator (BEC) to develop a specific emergency plan for special areas. These plans should include instructions concerning when and how to safely shut down critical processes and equipment. There may be instances where rapid equipment shutdown (such as building-wide electrical shutdown) will be necessary to preserve life and limb.

Fire Alarms

McGlothlin-Street Hall has a sprinkler fire suppression system with smoke detectors in the hallways. Manual pull stations are located midway in all hallways near building stair exits. Fire extinguishers are located in each research laboratory and at the end of every hallway.

Fire Exits

Evacuation Maps are posted on all levels near every exit stair location. These maps indicate the direction to and building location of all fire exits. *Maps of McGlothlin-Street Hall can also be located in Appendix IV.*

Areas of rescue and evacuation of occupants with impairments

The elevators are not available for use during a fire alarm – DO NOT use an elevator under any circumstances. There are no "areas of rescue" located in stairwell landings and there are no emergency telephones in these locations. Therefore, able-bodied persons should provide assistance to persons with impairments, as well as providing specific information on location and condition of impaired persons who were unable to leave the building. All hallways and stairwell landings will be physically checked by the emergency services responders and the Building Emergency Coordinator, but every effort should be made to assist with the full evacuation of all persons.

Evacuation

In the event that building evacuation is required (such as a fire alarm) and only if circumstances permit, the AEC (or the previously assigned delegate) should ascertain that all open flames are extinguished, unnecessary equipment is shut down or in standby mode, and all fume hood sashes are closed. If a rapid exit from the building is thought to be necessary due to significant smoke, fumes, or fire then preservation of life and limb must always take precedence over saving property.

Rapid and proper laboratory and office shut down can become very important because re-entry to the building could be delayed for hours, depending upon the nature of the emergency. When, possible, laboratory/office occupants should turn off equipment that is in use – especially any heat-producing device. Whether a space is locked or left in the unlocked condition is up to the room occupant, however all doors should be closed by the last occupant exiting the room/lab to prevent the spread of fire within the building. When time permits, the AEC should ensure that all common areas, including restrooms, are evacuated. Each AEC will be issued a whistle for use as may be needed to sound an alarm to notify occupants. The AEC should maintain an up-to-date list of the names and lab/office locations of area persons with disabilities who may need assistance in an emergency. Each person with a disability should be assigned with several nearby building occupants who will be willing and able to assist with evacuation, as may be needed.

Following building evacuation, the AECs and all area occupants should assemble together in the designated Muster Area (see below for a description of the Muster Area for McGlothlin-Street Hall). The AEC should then determine whether all persons known to be in the building have exited. No one should leave the Muster Area without first reporting in to the AEC. The AEC should compile a list of the names of any missing persons and this information should be reported to the Building Emergency Coordinator (BEC) or to the Emergency Command Center as soon as possible. No building occupant may re-enter the building during an alarm; a missing person search will be conducted only by qualified emergency personnel. The building alarm system provides both an audible warning tone and a visible strobe flasher. The silencing of the audible portion of the alarm does NOT signal the end of the alarm condition if the strobes remain flashing. No building occupant may re-enter the building until told to do so by the College officials in control of the incident scene.

Evacuation muster locations

The Muster Point for McGlothlin-Street Hall is in the Sunken Garden on the lawn at least 100 feet from any building. Building occupants should check in with their Area Emergency Coordinator or the Building Emergency Coordinator before leaving the area.

Seeking Shelter

Tornado/Severe weather

Do not remain in a room with exterior windows. Interior hallways and rooms on the ground and first floors may be used for shelter from a tornado or severe weather as needed. Upper floor interior hallways that are distant from windows should only be used as a last resort.

Secured Shelter

In the event of an armed and/or dangerous intruder there should be a plan to secure all offices, classrooms, and teaching and research laboratories. Keeping doors locked will provide secured shelter for room occupants. Placing desks or other furniture in front of doorways will add additional security. Sight-lines should be considered when sheltering in these spaces. Specific information about when to seek secured shelter may be provided as part of official emergency notification announcements, however in the absence of such directives building occupants must use good judgment in assessing the need to shelter or evacuate.

Appendix I. Building Occupant List

OFFICE ROOM	FULLNAME	OFFICE PHONE	POSITION	HOME PHONE
005	KEARNS, Phil	13459	Chair, Computer Science	
006	POSHYVANYK, Denys	13476	Assistant Professor, Computer Science	
014	CHERNIKOV, Andrey Nikolayevich	13463	Postdoctoral Associate, Computer Science	
103	SMIRNI, Evgenia	13580	Graduate Director/ Professor, Computer Science	
104A	KEMPER, Peter	13462	Associate Professor, Computer Science	
104B	STATHOPOULOS, Andreas	13483	Professor, Computer Science	
104C	TORCZON, Virginia J.	13460	Professor, Computer Science	757-259-5846
105	WANG, Haining	13457	Associate Professor, Computer Science	
106	LAMPRECHT, Ruth Elizabeth	12077	Teaching Fellow, Computer Science	
114	MAO, Weizhen	13472	Associate Professor, Computer Science	757-258-9053
115	CHRISOCHOIDES, Nikos	13466	Professor, Computer Science	757-565-7786
116	NOONAN, Deborah S.	13470	Instructor, Computer Science	757-220-3208
117	SHEN, Xipeng	17739	Assistant Professor, Computer Science	
118	LI, Qun	13478	Associate Professor, Computer Science	
126	GOODMAN, Laura	13778	Receptionist/Secretary, Computer Science	
126	JOHNSON, Jacquelyn R.	13455	Budget Manager, Computer Science	
129	PROSL, Richard H.	757-229-8737	Professor Emeritus, Computer Science	757-229-8737
129	STOCKMEYER, Paul K.		Professor Emeritus, Computer Science	757-229-5256
130	GODWIN, Vanessa L.	13453	Administrative Director, Computer Science	757-564-9307
133	NOONAN, Robert E.	13465	Professor, Computer Science	757-220-3208
134	ZHOU, Gang	13458	Assistant Professor, Computer Science	

OFFICE ROOM	FULLNAME	OFFICE PHONE	POSITION	HOME PHONE
135	LISKOV, Moses	13454	Assistant Professor, Computer Science	
136	ABDEL-REHIM, Abdou Mohammed	13471	Postdoctoral Associate, Computer Science	
140	NECAISE, Rance David	12029	Visiting Associate Professor, Computer Science	
203-204	LAYOU, Karen M.	12440	Adjunct Assistant Professor, Geology	
213	MORSE, Linda Diane Mrs.	12447	Director, Laboratories, Geology	
214	OWENS, Brent	11813	Chair/Professor, Geology	757-564-8205
215	BAILEY, Christopher	12445	Professor, Geology	757-564-1970
215	THIGPEN, Ryan	12445	Visiting Assistant Professor, Geology	
216	HANCOCK, Gregory	12446	Associate Professor, Geology	757-221-7099
217	KASTE, James M.	12951	Assistant Professor, Geology	757-741-2026
219	BERQUIST, Karen	12094	Coordinator, Science Libraries, Geology	757-229-4082
226	LOCKWOOD, Rowan	12878	Associate Professor, Geology	757-272-2125
227	MACDONALD, Heather	12443	Chancellor Professor, Geology	757-229-3350
228	ROE, Carol	12440	Administrative Assistant, Geology	
301	BIANCO, Simone	11888	Research Associate, Applied Science	757-927-2691
301	ZHU, Mingyao	11888	Research Associate, Applied Science	
303	SHAW, Leah B.	11278	Assistant Professor, Applied Science	757-229-1342
304	LUEPKE, Gunter	11894	Professor, Applied Science	757-259-2477
305	SMITH, Gregory D.	11989	Associate Professor, Applied Science	757-871-8638
311	LAMAR, Michael Drew	17831	Research Associate, Applied Science	757- 968- 8535
313	WHITAKER, Lydia C.	17766	Administrative Manager, Applied Science	757-877-3806
314	ELLIOTT, Destiny D.	12563	Education Specialist, Applied Science	757-303-0859
318A	DEL NEGRO, Christopher A.	17808	Associate Professor, Applied Science	757-345-2866
327	OUTLAW, Ronald A.	17735	Research Professor, Applied Science	757-879-7018

OFFICE ROOM	FULLNAME	OFFICE PHONE	POSITION	HOME PHONE
328	SCHNIEPP, Hannes	12559	Assistant Professor, Applied Science	732-762-5584
330	LUKASZEW, R. Ale	12444	VMEC Associate Professor, Applied Science	419-320-7673
330	LUKASZEW, R. Ale	12444	VMEC Associate Professor, Physics	419-320-7673
331A	CLAVERO, Cesar	11210	Research Associate, Applied Science	248-842-3563
	SILVA, Walter A.	12563	Adjunct Professor, Applied Science	

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ZHOU, Gang	13458	Assistant Professor, Computer Science	134	
ZHU, Mingyao	11888	Research Associate, Applied Science	301	

Appendix II. –Specific Building Concerns and Mitigation Efforts

Building-specific concerns

Small quantities of hazardous materials are stored in some laboratories in M-S Hall. Every laboratory containing hazardous materials will display a unique door placard to identify hazards and provide contact information in the event of an emergency.

Building-specific mitigation measures

- Eye wash stations are in all labs that might require them in an emergency.
- All laboratories have fire extinguishers.
- Red Fire Alarm pull stations are in all hallways on all levels.
- A “Knox Box” for the use of emergency service providers is located near the southwest corner outside the building. This box contains a complete listing of all building hazards and emergency contact numbers.
- Hazardous materials concerns(including Select Agents), Institutional Biosafety, Radiation Safety, Pressure Vessel implosion/explosion hazards, Principal Investigator, and EH&S contacts are specified for every laboratory and are posted on door placards for each laboratory. Copies of these placards are also kept in the EH&S office and the Knox Box for reference in the event of an emergency.
- Policies on hood usage and the use of personal protective equipment are specific to each laboratory.

Building-Wide Policy on Foot Wear:

Closed-toed shoes must be worn in all experimental laboratories at all times. Foot wear requirements in teaching laboratories are determined by individual instructors.

Departmental Policies on Safety Attire in Laboratories:

Geology and Applied Science

Full lab coats, (non-flammable, as needed), closed-toed shoes, appropriate eye protection, and gloves are required in those laboratories where they are deemed necessary. Work with corrosive materials (e.g., hydrofluoric acid) must be confined to appropriate fume hoods with suitable precautions taken to avoid exposure of eyes and skin. Work with hydrofluoric acid requires a special emergency response plan and this information is provided on a MSDS just outside of the door to the lab where hydrofluoric acid work is

conducted. A supply of calcium gluconate is also maintained in the lab in order to commence treatment following accidental exposure.

If the work involves pyrophoric chemicals (such as tert-butyl lithium) then the proper Aldrich procedure must be followed, including the wearing of non-flammable lab coats, and Type D extinguishers must be in a stand-by position in the event of fire. In laboratories involving purely theoretical experiments and without other hazards, no special safety attire is required.

Computer Science

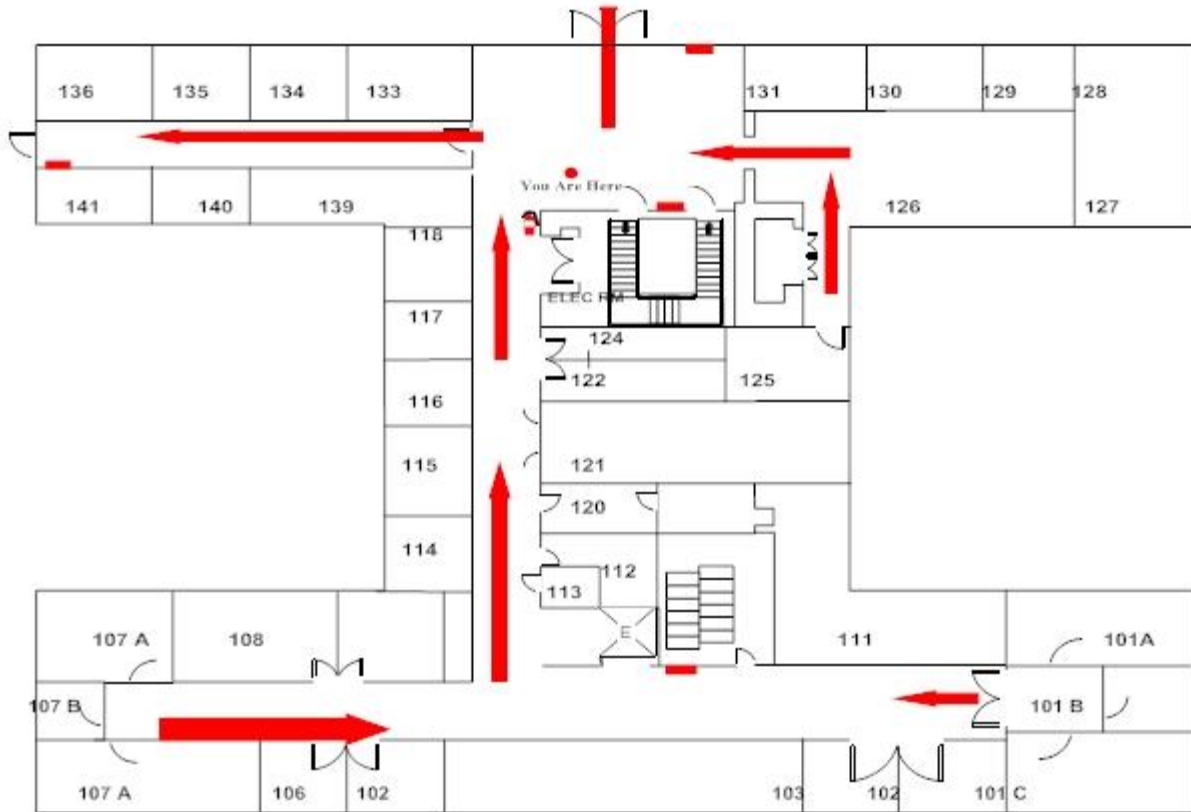
No special safety attire is required for any laboratory in Computer Science.

Institutional Biosafety Committee (IBC) Statement on Safety Attire for all IBC Protocol Laboratories (8-24-09):

- Closed-toe shoes must be worn in all teaching and research labs where IBC-approved protocols are in force.
- "No-food" restrictions apply to all labs with IBC protocols.
- For work with non-infectious agents: gloves, eye protection, and closed-toe shoes should be worn. For general work in BL1 labs, if legs &/or arms are exposed then a lab coat should be worn when performing procedures.
- For all work with infectious agents: protective lab coats, gloves, closed-toe shoes, and eye protection suitable to reduce splash risk must be worn. For all BL2 protocols lab coats, gloves, eye protection, and closed-toe shoes must be worn.

Appendix III. – Building Information

McGlothlin Street HALL EMERGENCY FIRE EVACUATION PLAN 1st floor

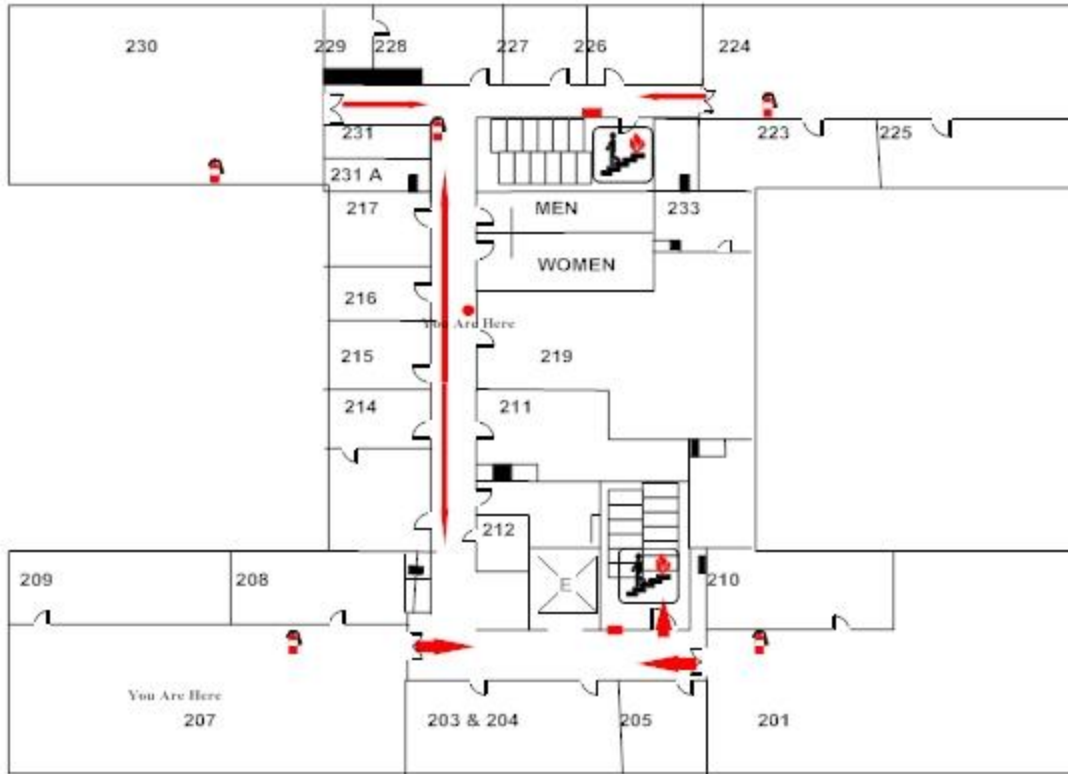


LEGEND

-  YOU ARE HERE
-  ELEVATOR
-  EXIT ROUTE
-  STAIRS
-  FIRE EXTINGUISHER
-  Pull Stations
-  Exits paths

C.A.R.E.
Close the door
Alert others
Report fire call 911
Evacuate the building

McGlothlin Street HALL EMERGENCY FIRE EVACUATION PLAN 2nd Floor



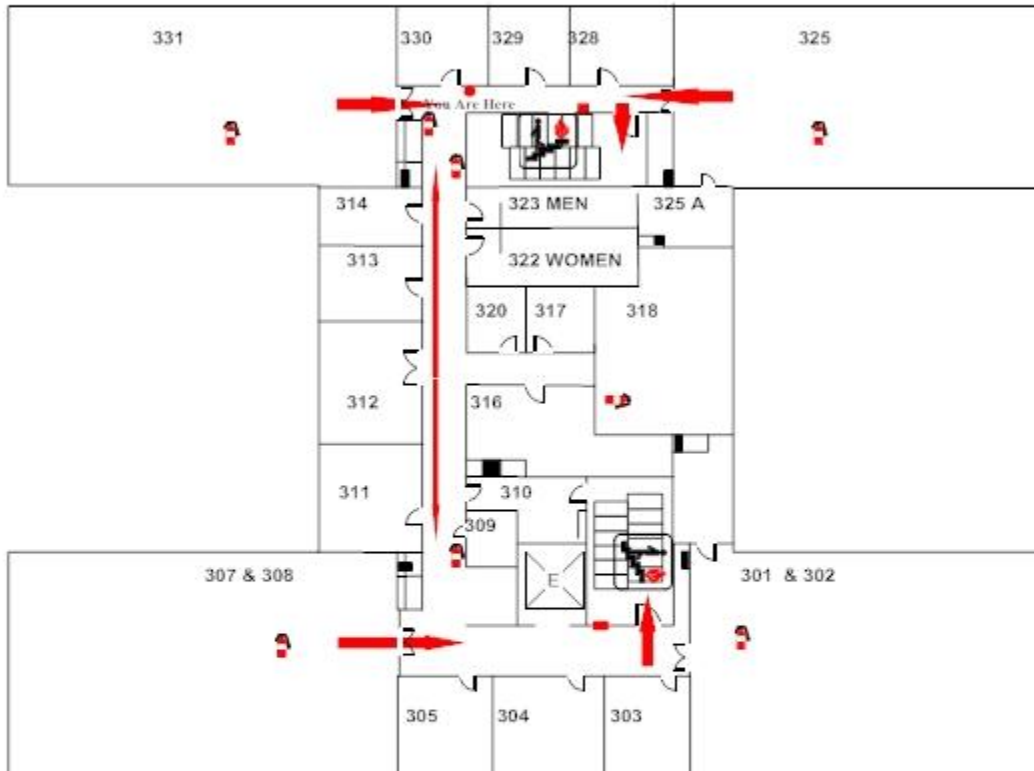
LEGEND

- | | | | |
|---|-------------------|---|---------------|
|  | YOU ARE HERE |  | Pull Stations |
|  | ELEVATOR |  | Exits paths |
|  | EXIT ROUTE | | |
|  | STAIRS | | |
|  | FIRE EXTINGUISHER | | |

C.A.R.E.

- C**lose the door
- A**lert others
- R**eport fire call 911
- E**vacuate the building

McGlothlin Street HALL EMERGENCY FIRE EVACUATION PLAN 3rd Floor



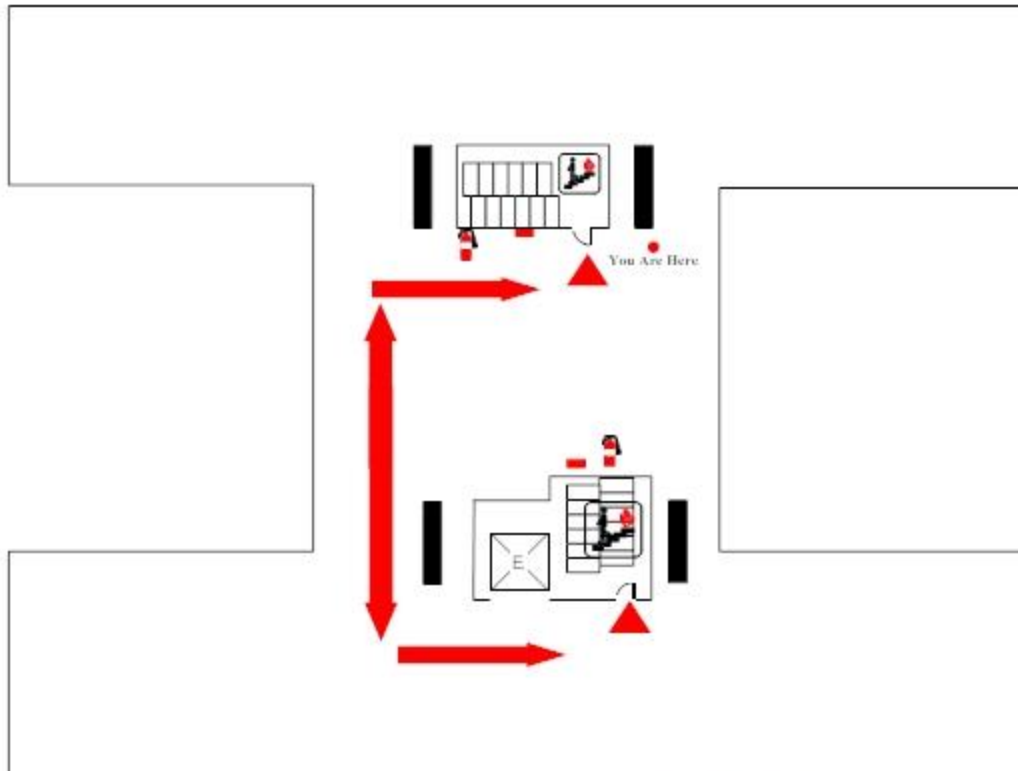
LEGEND

- | | | | |
|---|-------------------|---|---------------|
|  | YOU ARE HERE |  | Pull Stations |
|  | ELEVATOR |  | Exits paths |
|  | EXIT ROUTE | | |
|  | STAIRS | | |
|  | FIRE EXTINGUISHER | | |

C.A.R.E.

- C**lose the door
- A**lert others
- R**eport fire call 911
- E**vacuate the building

McGlothlin Street HALL EMERGENCY FIRE EVACUATION PLAN 4TH Floor



LEGEND

- | | | | |
|---|-------------------|---|---------------|
|  | YOU ARE HERE |  | Pull Stations |
|  | ELEVATOR |  | Exits paths |
|  | EXIT ROUTE | | |
|  | STAIRS | | |
|  | FIRE EXTINGUISHER | | |

C.A.R.E.

- C**lose the door
- A**lert others
- R**eport fire call 911
- E**vacuate the building

Appendix IV - Building Contact Information

PERSONNEL TO CONTACT IN THE EVENT OF AN EMERGENCY

Management Contacts

Vice Provost for Research: Dennis Manos 757-871-9581 (cell) 757-253-1579 (home)
(Alternate) Bernadette Kulas 757-784-0981 (cell) 757-221-2592 (office)

Vice President, Administration: Anna Martin 757-871-2002 (cell) 757-258-9527 (home) 757-221-2553 (office)

Associate VP, Facilities Management: David Shepard 757-784-7393 (cell) 757-565-0987 (home) 221-1205 (office)

Director, Environmental Health & Safety Office: Sandra Prior 757-345-9549 (cell) 757-221-2146 (work) 757-865-7723 (home)

Dean Arts & Sciences: Carl Strikwerda 757-753-2372 (cell) 757-566-6366 (home) 221-2470 (office)

Science Safety Precinct Manager: Eric Bradley 757-253-2472 or 757-565-3870 (home) ; 757-897-1034 (cell)

Building Code Official: Robert Dillman 757-719-4149 (cell) 757-221-6690 (home) 221-2255 (office)

Chair, Computer Science Department: Phil Kearns 757-221-3459 (office)

Chair, Geology Department: Brent Owens 757-221-1813 (office) 757-564-8205 (home)

Chair, Applied Science Department: Mark Hinders 757-221-1519 (office)

Area Emergency Coordinators (AEC):

Computer Science, ground level and first floor:

Phil Kearns – Office (757) 221-3459; home (757) 220-2706; email: kearns@CS.WM.EDU

Xipeng Shen (alternate) – Office (757) 221-7739; email: xshen@cs.wm.edu

Geology, second floor:

Brent Owens – Office (757) 221-1813; home (757) 564-8205; email: beowen@wm.edu

Greg Hancock (alternate) – Office (757) 221-2446; home (757) 221-7099; email:

gshanc@wm.edu.

Applied Science, third floor:

César Clavero – Office (757) 221-1210; cellular: (248) 842 3563; email: cclavero@wm.edu

Drew LaMar (alternate) - Office: (757) 221-7831; cellular: (757) 968- 8535, email: mdlama@wm.edu

Institutional Compliance Committees

Institutional Biosafety Committee (IBC):

Margaret Saha 757-253-4272 (home) 757-876-2873 (cell)

Alternate: Eric Bradley 757-897-1034 (cell)

Institutional Animal Care and Use Committee (IACUC):

Pam Hunt 757-272-2531 (cell) 757-564-5828 (home) 757-221-3894 (work)

Alternate: Bob Barnet 757-564-5828 (home) 757-221-3874 (work)

Institutional Radiation Safety Committee (IRSC):

Eric Bradley 757-565-3870 (home) 757-897-1034 (cell)

Alternate: Todd Averett 757-561-6702 (cell)

Biological Hazard Emergency:

Margaret Saha 757-253-4272 (home)

Eric Bradley 757-565-3870(home)

Mark Forsyth 804-932-9295 (home)

Special Areas and Concerns:

Biological Waste:

Paula Shank 757-221-7629 (office) 757-345-9856 (cell)

Steve Singleton 757-345-9634 (cell) 757-221-2288 (work) 804-642-2388 (home)
804-815-6828 (alternate cell)

Sandra Prior 757-345-9549 (cell) 757-221-2146 (work) 757-865-7723 (home)

Chemical Hazardous Waste Coordinator (HWC):

Paula Shank 757-221-7629 (office) 757-345-9856 (cell)

Steve Singleton 757-345-9634 (cell) 757-221-2288 (work) 804-642-2388 (home)
804-815-6828 (alternate cell)

Sandra Prior 757-345-9549 (cell) 757-221-2146 (work) 757-865-7723 (home)

Select Agents

Sandra Prior 757-345-9549 (cell) 757-221-2146 (work) 757-865-7723 (home)

Mechanical Room:

Dave Shepard 757-221-1205 (work) 757-784-7393 (cell) 757-565-0987 (home)

Alternate: David Tidwell 757-820-8098 (cell) 757-221-2270/2275

MS Hall, Attic – Facilities Management

Dave Shepard 757-221-1205 (work) 757-784-7393 (cell) 757-565-0987 (home)

Alternate: David Tidwell 757-820-8098 (cell)

Appendix V - Fire Safety Training

Check list of Responsibilities for the Area Safety Coordinator:

1. Ensure that **C.A.R.E.** is followed if smoke or flame are discovered in your work area:

Close doors

Alert others

Report the fire- call 911

Evacuate the building

2. "Sweep" every room in your area to make sure that everyone has evacuated.
3. Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation Muster Site.
4. Account for all staff and visitors at the designated Muster Site.
5. Identify yourself as the Area Safety Coordinator for your work area to the Emergency Coordinator and emergency responders.
6. Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

Special Needs

Be aware of impaired staff and visitors who may need to be alerted or assisted.

Be Prepared to shut off piped gases (see plan in Appendix IV for valve locations) and compressed gas cylinders at the valve as necessary.

For more information see: <http://web.wm.edu/facman/safety/firesafety.php?svr=www>

