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If you have questions or concerns on any of the content presented in this booklet, please contact Emergency Management.

Emergency Management, Director’s Office (0195)
Burruss Hall
Virginia Polytechnic Institute and State University
800 Drillfield Drive
Blacksburg, VA 24061

Emergency Management
Public Safety Building
Virginia Polytechnic Institute and State University
330 Sterrett Drive
Blacksburg, VA 24061

540-231-4873
oem@vt.edu
www.emergency.vt.edu

facebook.com/BeHokieReady
twitter.com/BeHokieReady

www.emergency.vt.edu
Be Hokie Ready is a program designed to encourage all Hokies to actively engage in basic emergency preparedness, response, and recovery efforts as an extension of the university motto *Ut Prosim* (That I May Serve). Use this guide to help you become better prepared for emergencies, on- and off-campus. If you have any questions about personal preparedness, contact Emergency Management.

540-231-4873 | oem@vt.edu | www.emergency.vt.edu

Emergency Management has published a Desk Reference that provides a more comprehensive list of emergencies that requires immediate action to protect life safety. Download the Desk Reference and use it to familiarize yourself with the expected protocols each individual should take in order to protect themselves during an emergency situation.

**BUILDING EMERGENCY COORDINATOR (BEC) OVERVIEW**

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among all Virginia Tech buildings.

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

Building emergency coordinators serve as an extension of Emergency Management in the preparedness, response, and recovery phases of an emergency. They not only add value to the building community by serving in this position, but also to the overall university.

BECs work with Emergency Management to disseminate pertinent emergency preparedness information and plans throughout their building. In addition, they provide emergency responders with a single, knowledgeable point of contact who can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Ideally a building emergency coordinator should plan on serving a term of no less than a year with no limit to the number of consecutive terms. BECs are expected to provide multiple forms of contact, including methods reachable outside of normal business hours. The Alternate Building Emergency Coordinator (ABEC) should fulfill a similar role.

Building emergency coordinators also facilitate emergency preparedness in their building by coordinating the Emergency Preparedness Committee (EPC).
The Building Emergency Coordinator serves his or her building by:

» Serving as the chair of the Emergency Preparedness Committee (EPC).
» Serving as the point of contact for safety and emergency preparedness information; receiving and monitoring emergency communications as provided; and distributing relevant information throughout the building.
» Conducting role call at the assembly area to account for those who have evacuated the building.
» Coordinating the development of, and maintaining the EAP building annex in conjunction with the Emergency Preparedness Committee.
» Serving as the primary contact between emergency responders and building occupants in event of an emergency.
» Coordinating with Environmental Health & Safety (EHS) on annual fire drills for the building.
» Coordinating with Emergency Management on emergency exercises or drills as necessary.
» Work alongside the Alternate Building Emergency Coordinator (ABEC) to assume the duties in case of absence.
» Coordinate emergency notification procedures, if the building does not have a centralized fire alarm system.

The Emergency Preparedness Committee may also assign an Alternate Building Emergency Coordinator (ABEC). The ABEC is responsible for assuming the duties of the BEC in their absence.

Floor Wardens may be asked to perform the following tasks:

» Quickly sweep the floor and alert occupants that a fire alarm has sounded and evacuation is required, if necessary.
» Take note of unusual occurrences or non-compliance of personnel with a mandatory evacuation between their location and the nearest exit point.
» Knock loudly on doors, informing occupants to evacuate.
» Close open doors.
» Instruct any lingering occupants to evacuate the building. If persons refuse to exit, the BEC should be notified once outside the building.
» Instruct occupants to use the exit stairwells, not the elevators, to evacuate the building.
» Report pertinent emergency information to the BEC at the assembly area.
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.

The Emergency Preparedness Committee serves their building by:
- Convene, at minimum, once annually. More frequent meetings are recommended.
- Appoint a Building Emergency Coordinator (BEC) with an assigned term as designated by the committee.
- Appoint an Alternate Building Emergency Coordinator (ABEC) with an assigned term as designated by the committee.
- Develop and maintain the EAP building annex within prescribed guidelines in conjunction with the BEC.

The Emergency Preparedness Committee serves their building by:

The Emergency Action Plan (EAP) addresses natural and man-made emergencies, which may threaten life safety and which may occur in your building.

As a BEC or ABEC, you should be familiar with the Emergency Action Plan (EAP). The EAP can be broken down into two main components, Department Information and the Building Annexes. Every building on campus has a unique Building Annex that addresses its specific layout and hazards. Each department that occupies a building will have the same Building Annex as a part of their departmental EAP. However the BEC’s primary concern is the Building Annex where they are located.

Awareness, planning, and training are critical components of effective emergency management. If you have questions about the plan, they should be directed to Emergency Management. The following are key aspects of the EAP:
- Evacuation routes, exit points, and pre-designated emergency assembly areas outside the building in case of an emergency;
- When and how to evacuate the building;
- Procedures for notifying emergency responders of an emergency;
- Procedures for Shelter-In-Place and Secure-In-Place
- Locations of fire extinguishers, first aid kits, and AEDs; and,
- Any unique hazards located in the building where you work.

Consider keeping the following items with you or readily available in case of an emergency:
- A charged cell phone
- Keeping a list of important telephone numbers (i.e. EPC Members)
- BEC Emergency Backpack
  - Red BEC Vest
  - Clipboard and paper
  - Flashlight (working batteries)
  - Roll of Caution Tape
  - Roll of Duct Tape
  - First Aid Kit
  - 3 Yellow Glow Sticks
  - Megaphone (As needed)
Dial 911 from your cell phone or campus phone when you need Police, Fire, or Emergency Medical Services. Remain calm – your actions influence others.

» Tell the dispatcher you are at Virginia Tech and give the exact address or building name.
» Your full name and the telephone number from which you are calling, in case you are disconnected.
» The nature of the emergency (describe clearly and accurately).
» Remain calm and do not hang up as additional information may be needed. If possible, have someone else meet emergency personnel outside of the building.

SECURE-IN-PLACE PROCEDURES

You should secure-in-place during violence, threat of violence, when an active assailant has been reported or is nearby, or otherwise when instructed to do so. You will be the safest by placing a locked door or other barricade between you and the associated violence or danger.

» Remain calm.
» If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
» If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
» Once inside, find an interior room and lock or barricade the doors.
» To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
» Await further instruction from VT Alerts and emergency personnel.
» Do not leave until an “All Clear” is received.

Remember, if you are witness to violent acts or behavior, immediately move away from the incident, and then dial 911 to summon the Virginia Tech Police Department. If you hear about an incident on campus, please stay away from that area.

IF SOMEONE WANTS TO ENTER A SECURE AREA

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others. USE GOOD JUDGMENT. There are exceptions to all guidance and prescribed directions.

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

» Can you see the area outside the door to determine that the individual is not under duress? Is it a trap?
» If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:

» Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
» Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.
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.

» **Remain calm.**
» Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
» Resist the temptation to go outside and check the weather conditions yourself.
» Once inside, stay away from windows, glass, and unsecured objects that may fall.
» Seek shelter in interior rooms and corridors.
» Avoid, if possible, large free standing expanses such as auditoriums and arenas.
» Do not use elevators.
» Await further instruction from VT Alerts and emergency personnel.
» Do not leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

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<thead>
<tr>
<th>WEATHER DEFINITIONS</th>
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<td><strong>Watch</strong>: Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.</td>
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<tr>
<td><strong>Warning</strong>: Severe weather has actually been observed. Listen closely to instructions provided by weather radios/emergency officials.</td>
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If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

» Remember, all fire alarms are mandatory evacuations. Do not use elevators unless authorized to do so by emergency personnel.
» Check doors for heat before opening and if the door is hot, do not open it.
» Walk, do not run, push, or crowd. Use handrails in stairwells and stay to the right.
» Keep noise to a minimum so you can hear emergency instructions.
» Assist people with disabilities.
» Inform emergency personnel of the location of those that are still in the building.
» Unless otherwise instructed, move quickly away from the building towards an assembly point.
» Remain at least 50 feet away from the building to provide easy access for emergency personnel
» If you have relocated away from the building, Do not return until notified that it is safe.

If there is a fire on your floor, follow these recommendations:

» If your building has a fire alarm system, activate it as you exit.
» Follow the procedures outlined in your department’s Emergency Action Plan (EAP).
» Move quickly to an open area that is away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
» Call 911 and report the location of the fire. Follow directions of emergency personnel.
» Use a fire extinguisher on small (wastebasket-size) fires; but ONLY if it is safe to do so.
» For larger fires, GET OUT; close doors as you leave to confine the fire as much as possible.
» If clothing catches fire, STOP…DROP…ROLL.

If you hear a fire alarm in your building, you should exit the building immediately.

» Proceed to the nearest exit.
» Using the back of your hand, feel the top and bottom of the door for heat. Do not open the door if it is hot. Otherwise, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present. If you feel heat, proceed to an alternate exit.
» Exit the building in a calm manner using the stairs — never use elevators. Remember to close the stairwell door behind you.
» Stay low when moving through smoke; walk down to the ground floor and exit.
» After you have left the building, go to your department’s designated assembly point and remain there.
» Do not return to the area until instructed to do so by emergency personnel.
If you have questions about special assistance, contact Services for Students with Disabilities, for students, (540-231-3788) or University ADA Services, for faculty and Staff, (540-231-2850). Ask building occupants to self-identify, in confidence, if they will require special assistance during an emergency. Communicate the type of emergency to the individual. Depending on the type of disability:

» **Auditory:** communicate with the hearing impaired by writing a note, hand gestures, or by using another method to convey the message.

» **Visual:** describe the nature of the situation and offer to act as a “sighted guide” by offering your elbow and escorting him or her to a safe location. Determining a “buddy” before an emergency occurs can be a good start.

» **Mobility:** if a person cannot safely leave the building, a “buddy” can accompany the individual to an area of refuge without blocking the evacuation path. The individual with a disability should call 911 to provide his or her location while the buddy notifies on site emergency personnel of the situation.

  - If the other evacuation options are not available or are unsafe (and danger is not immediate), the individual with a disability can remain in a room with an exterior window, a telephone/ cell phone. Notify 911 and on site emergency personnel.
  - You should attempt a rescue evacuation of an individual with a disability as a last resort and only if you have had rescue training.

### ADDITIONAL RESOURCES

Use these outlets to stay up-to-date on what to do before, during, and after an emergency:

**Virginia Tech Emergency Management**
- [www.emergency.vt.edu](http://www.emergency.vt.edu)
- Follow @BeHokieReady

**Virginia Tech Police Department**
- [www.police.vt.edu](http://www.police.vt.edu)
- Follow @VaTechPolice

**VT Alerts**
- [www.alerts.vt.edu](http://www.alerts.vt.edu)
- Follow @vtalerts

**Environmental Health and Safety**
- [www.ehs.vt.edu](http://www.ehs.vt.edu)

**Virginia Tech Rescue Squad**
- [www.rescue.vt.edu](http://www.rescue.vt.edu)
- Follow @VTRescue

**Ready.gov**
- [www.ready.gov](http://www.ready.gov)
- Follow @Readydotgov

**National Weather Service**
- [www.weather.gov](http://www.weather.gov)
- Follow @NWSBlacksburg

**Virginia Tech WeatherSTEM**
- [www.montgomery.weatherstem.com/vt](http://www.montgomery.weatherstem.com/vt)
- Follow @VTWxSTEM

Visit [www.emergency.vt.edu/programs/BEC](http://www.emergency.vt.edu/programs/BEC) for a complete list of online resources designed to aid in your responsibilities as a Building Emergency Coordinator or Alternate Building Emergency Coordinator.

If you have additional questions pertaining to the Virginia Tech Building Emergency Coordinator Program, please contact Emergency Management at oem@vt.edu or 540-231-4873.