

**Building Supervisor Checklist  
for Implementation of Building Emergency Plan**



Date: \_\_\_\_\_

- Building Emergency Plan has been reviewed within the past year.
- Building Emergency Plan is available to Building Administrator(s), Laboratory Manager(s), and Chemical Hygiene Officer(s), and is otherwise maintained securely as Public Safety Sensitive.
- Building Emergency Plan has been tested with at least one exercise in the past year.
- Building Critical Operations (computer servers, animal quarters) are listed in the Building Emergency Plan.
- Building Hazardous Operations (hazardous materials, temperature-sensitive chemicals) are listed in the Building Emergency Plan.
- Building Emergency Plan includes names, locations, etc. of persons with special evacuation needs, and building occupants know procedures for the evacuation of persons with disabilities.
- Building occupants know evacuation routes and emergency assembly areas.
- Evacuation routes for particular areas are displayed in those areas.
- Building occupants know the University's Emergency Warning Notification System and know how to "shelter-in-place."
- Building occupants know the locations of fire pull alarms, and can identify the sounds of any elevator alarms, evacuation alarms, bio-safety hood or fume hood alarms in the building.
- Building occupants know to dial 9-911 on campus, 911 from public or cell phone in an emergency.
- Current Building Supervisor Name, email, department, campus address, campus phone, and emergency phones (cell, home) has been sent to Building Supervisor Coordinator ([Kate.VanSant@mail.wvu.edu](mailto:Kate.VanSant@mail.wvu.edu)) for primary and secondary Building Supervisors of building.
- Building Safety Committee has been established and meets regularly.
- Call-down tree is current and distributed appropriately for use when fire alarm is not advisable.