

Benton Hall



3 story dorm building

Approximately 375 beds

Approximately 90 bedrooms

1 male & 1 female restroom on each floor

3 kitchens

2 laundry rooms

1 rec room

1 business center

Courtyard with sports equipment

BUILDING EVACUATION PROCEDURES



MEETING POINTS IF AN
EVACUATION OCCURS

EDGE OF DORM PARKING
LOT CLOSED TO KD BLVD
AND AWAY FROM ENTRY
ROAD

BUILDING EVACUATION PROCEDURES



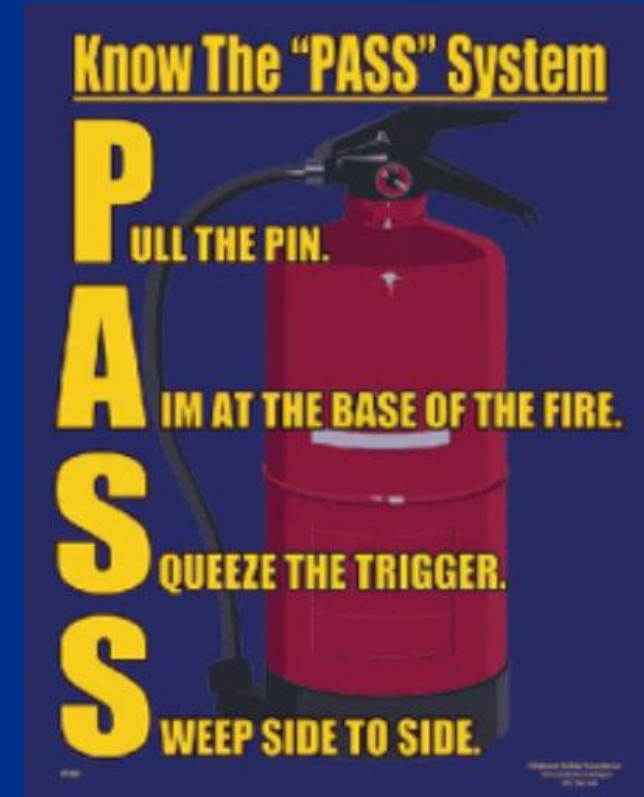
KNOW YOUR WAYS OUT
OF THE BUILDING!

ALWAYS PAY ATTENTION
TO YOUR EXIT OPTIONS.

FIRE PROCEDURES

Evacuation is required for **ALL** fire alarms.

- ✓ *Make note of where fire alarms or fire extinguishers are at your work location prior to.*
- ✓ *Call Security to alert them if you observe an actual fire or hear the fire alarm go off.*
- ✓ *Remain calm and instruct all building occupants and working Associates to evacuate and continue moving away from the building to designated meeting points.*
- ✓ *Only attempt to use a fire extinguisher if it is safety to do so...*
 - *Is the fire to big?*
 - *Is the air safe to breathe?*
 - *Is there a safe evacuation path?*
- ✓ *Remain outside and away from the building until given the all clear to re-enter by Safety and/or Leadership.*



INCLEMENT WEATHER



Severe weather can hit WITHOUT warning!

- ✓ *Tornado/Severe Thunderstorm Watch*
 - *This means weather conditions are favorable a tornado and/or severe thunderstorm. Keep alert and be prepared!*
- ✓ *Tornado/Severe Thunderstorm Warning*
 - *This means we are actively experiencing these weather events at our location or in the immediate vicinity. Seek shelter immediately!*
- ✓ *During a severe storm avoid windows, doors, and other entry points into the building.*
 - *For the HR Building, the Training Rooms are the best locations to seek shelter.*
- ✓ *Note we cannot detain visitors or Associates not working. You can only strongly recommend they stay under shelter.*



INCLEMENT WEATHER



- ✓ *To learn of the park's status call (804) 876-5000 after 4:30am for the recorded message regarding the status of work.*
- ✓ *When work call-time is modified, all Associates must adhere to the announced times unless they have made arrangements with their leadership.*
- ✓ *Hourly Associates must have approval from their leadership to continue working after a shutdown has been announced.*
- ✓ *Please NOTE sometimes the park may close due to financial reasons impacted by weather but Human Resources may remain open.*
- ✓ ***As always Associate safety is the most important thing!** Keep that in mind for your own safety as well as when advising other Associates what to do during inclement weather.*



ASSOCIATE COMPLAINTS



We are committed to a free exchange of ideas as this is vital to good employer-associate relations. Any individual may come to Human Resources to seek to answer a question, offer a suggestion, or register a complaint.

- ✓ *Associate relations matters are primarily handled by the AR Team (DeMonte, JR, and Flora).*
- ✓ *ALL Harassment and Discrimination complaints should immediately be made known to the Director of HR, or if they are not available the HR 1.*
- ✓ *Individuals may also use the SPEAK UP HOTLINE which can be done so anonymously as well.*



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VIOLENT & AGGRESSIVE BEHAVIOR



It is rare but sometimes an Associate or visitor may exhibit aggressive and potentially violent behavior. What should you do...?

*If you see suspicious activity text
KDSAFE to (804) 391 - 9222*

*For emergencies call
extension 5333*

Do NOT hesitate to call Security if someone is being overly aggressive, threatening, or exhibiting violent behavior.



MEDICAL SITUATIONS



- ✓ *For medical emergencies call extension 5333 immediately!*
 - ❑ *Secure the immediate area and remove all individuals that do not need to be in that area.*
 - ❑ *Ensure there is a quick and open path from one of the buildings entry points to the area of the medical emergency.*
 - ❑ *If an injured party has suffered a possible neck or back injury, do NOT attempt to move them.*
 - ❑ *Move any objects near the medical emergency if needed to give First Aid staff room to work.*
 - ❑ *Follow all directions given by Safety & Security staff.*

- ✓ *Reminder that all injuries that occur at the park or Associate Dorms MUST be reported to First Aid right away.*

- ✓ *Also, if you are sick, do NOT attempt to come in to work and stay home until you feel better and are not exhibiting any symptoms of an illness.*

