

# BP Centre Visitor Orientation

Building Evacuation, Medical Emergencies and Security Protocol



Effective March 1, 2016, services for visitors entering BP office space will be managed through the BP floor Admin and will require more responsibility from the BP host.

**The safety and security of BP staff and their visitors remains a priority, which is why it's important you, as the BP host, adhere to the following procedure when inviting your visitor(s) into BP office space:**

## Step 1: Contact your floor Admin

Floor Admins control the Visitor Access cards to BP floors so you must work with respective floor admins to arrange visitor entry and exit details.

Visitor Access cards do not unlock our elevator floor selection panel, so **a BP employee must be available to escort the visitor(s) from the ground floor.**

Options to escort your visitor/s up to the BP floor:

- Admin issues an access card and either bring the visitor/s up to the host or directly to the meeting room
- BP host obtains a visitor access card from the Admin and escorts their visitor from the main floor.

**Note:** *To maintain a safe and secure work space, no visitors will be permitted to access BP space within BP Centre without a visitor access card. It is the responsibility of the BP host to ensure that his/her guest(s) does not tailgate.*

## Step 2: Provide instructions to your visitor

Prior to the visit, the BP host should provide the following instructions to their visitor(s):

Please call \_\_\_\_\_ (Admin Assistant or BP Host) when you arrive at the BP Centre and I/He/She will come down to meet you. Please have a seat in the main floor lobby while you wait.

The BP host is responsible for walking through the basic building evacuation procedures with their visitor(s) and ensuring the visitor(s) is escorted at all times while in the BP office space.

**Note:** *Yellow "Safety Information" cards are available for guests in each of the elevator lobbies on Floors 11 and 12, which outline safety procedures for medical emergencies and building evacuations.*

## Step 3: Host Departure

The host is responsible to ensure that their visitor/s leave the BP floors and the Access cards are either returned to the respective floor Admin or dropped into one of the boxes in the elevator lobbies on floors 11 or 12.

## Safety orientation video

If a visitor will be working unaccompanied while in the office, he/she will be required to view a five minute office safety orientation video every two years. The floor Admin will let you know if your visitor is required to view the video prior to their visit.

- Upon arrival, your visitor can view the video on a tablet, provided by a BP floor Admin
- Show the video as a safety moment at the beginning of the meeting (recommended for larger groups).

Access the video by clicking [here](#)

---

## Checklist

- I have spoken with a floor Admin about my guest's arrival to BP Centre
- I have arranged the logistics and security access for my guest, including obtaining a visitor access card
- I have provided my guest with visitation instructions for when they arrive
- I have confirmed if my guest is required to view the office safety orientation video with my Admin. If applicable, I have determined which option I will use to show the video to my guest,