



# *Vivarium III*

**Building #1020**  
161 Agronomy Rd  
College Station, TX 77843

## **Emergency Evacuation Plan**

Prepared by:  
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## Emergency Phone Numbers

Emergency Operator (All Life-Threatening Emergencies) .....	911
Zone Maintenance # C (Building Issues and Repair).....	979-446-3365
Communications Center (Elevator & Pest Issues, After-hours Maintenance) .....	979-845-4311
Environmental Health & Safety	
Normal Business Hours .....	979-845-2132
After normal work hours call the Communications Center .....	979-845-4311
<i>Michaela Thomas- Building Evacuation Coordinator</i> .....	979-862-2830
<i>LeTisha Zepeda- Building Proctor</i> .....	979-845-6110
University Police.....	979-845-2345
University Emergency Medical Services .....	979-845-1511
College Station Fire Department (Non-Emergency) .....	979-764-3700
College Station Police Department (Non-Emergency).....	979-764-3600
Bryan Police Department (Non-Emergency).....	979-361-3888
Bryan Fire Department (Non-Emergency).....	979-361-3888

## Section I: Plan Objectives

Emergencies in the 1020 Vivarium III, such as fire, explosions, spills, chemical releases and all other emergencies may require employees to evacuate the building. To ensure orderly and safe evacuations, all buildings shall have in place a working Emergency Evacuation Plan (EEP). This EEP is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, by the Evacuation Coordinator for the building. Additional information, regarding emergency issues such as severe weather, bomb threats, etc., can be found on the Environmental Health and Safety website: <http://ehsd.tamu.edu> or [www.tamu.edu/emergency](http://www.tamu.edu/emergency), and on the University Police Department website: <https://upd.tamu.edu>

### Building Contacts/ Evacuation Coordinator

Name	Office Location	Office Phone	Home Phone	Title
<b>Heather Quiram</b>	<b>VENI 306L</b>	<b>862-2824</b>	<b>979-412-3347</b>	<b>Director of Facilities</b>
<b>LeTisha Zepeda</b>	<b>VENI 306P</b>	<b>845-6110</b>	<b>979-264-5169</b>	<b>Building Proctor</b>
<b>Michaela Thomas</b>	<b>VENI 306J</b>	<b>862-2830</b>	<b>979-540-7881</b>	<b>Evacuation Coordinator</b>

## Section II: Emergency Reporting Procedures

If the need for an evacuation is discovered:

- Locate and activate the nearest manual pull station (if a fire alarm system is installed in the facility) to initiate a building evacuation. (Pull stations should be located near building exits)
- Call 911 from any campus phone or cellular phone from on or off campus to report the emergency and provide any information such as:
  - Your Name
  - Emergency Location (Bldg. # 1020, Floor # \_\_\_\_, Room # \_\_\_\_)
  - Size and Type of Emergency (Fire, smell of smoke, injured person, etc.)
  - Any additional information requested by the emergency operator
  - Stay on the phone until told to disconnect by the emergency operator
- If you are not in immediate danger, also notify the Evacuation Coordinator Michaela Thomas 862-2830. Completely evacuate the building and go to your designated meeting site.
- If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. Do not place yourself or others in unnecessary danger. (Training is available through the Environmental Health and Safety.)

# Attachment I

