

## ***Instructions:***

*Use this generic emergency evacuation plan to create an appropriate, effective plan for your building. You may add or delete sections as desired. At various places within the generic plan italicized typing indicates either places for you to insert respective information or a note or instruction. Delete the italicized typing as you proceed through each section and enter information. A downloadable form of this generic plan can be found on the Environmental Health and Safety website: <http://ehsd.tamu.edu>.*

*For assistance with completing this plan, contact us at 5-4369.*

*Veterinary Medical Park's*  
**Emergency Evacuation Plan**

Turk Road

Building # 1192

Prepared by:  
*Norman*  
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Original Document

## **Introduction**

All campus facilities are required to have a written evacuation plan as outlined in the Texas A&M University Crisis Management Plan, Annex F (<http://www.tamu.edu/emergency>).

Emergencies in the Veterinary Medical Park Surgery Building such as fire, explosion, 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). Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Exercising the EEP provides training that will be valuable to all occupants in an emergency situation.

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, to employees by the building Evacuation Coordinator. Additional information, regarding emergency issues such as severe weather, bomb threats, etc., can be found on the Environmental Health and Safety (EHS) website: <http://ehsd.tamu.edu> or [www.tamu.edu/emergency](http://www.tamu.edu/emergency), and on the University Police Department(UPD) website: <http://www.tamu.edu/upd/>.

To ensure that building occupants are prepared for an emergency evacuation, drills will be conducted on a regular basis. Every drill will be timed and evaluated on the orderliness and effectiveness of each drill. EHS will provide the evacuation drill report forms.

Evacuation drills shall be conducted at least once every semester at unexpected times. These evacuation drills will be scheduled by the Park Manager (Norman Ellison 5-0163) and EHS (5-7764) at least one week prior to the drill.

The evacuation drills shall involve all occupants and everyone should leave the building when the fire alarm sounds. During the drills, emphasis shall be placed upon orderly evacuation of the building rather than the speed of the evacuation. A person may be exempt from an evacuation drill if it will cause undue hardship (e.g., interrupt an experiment or procedure that cannot be halted); however, exemptions are strongly discouraged without permission.

## **Note**

The gathering point for all drills conducted at Veterinary Medical Park will be at building #0943 which is the “hay barn” located across from building #1192. This is central location within the Park.

Other buildings situated within the Park are;

0991  
0992  
1044  
1195  
1220-1228 (*isolation buildings*).

## Section I – General Occupant Guidelines

All persons must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

## Section II – Occupant Evacuation Procedures

1. Know the general locations and operation of fire extinguishers in your area.
2. When the fire alarm sounds, try to alert other people in your area of the alarm.
3. Inform visitors of pertinent information about evacuation procedures.
4. Close but DO NOT LOCK doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.
5. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and evacuate the building.
6. Go to your assigned area of assembly outside the building and wait. Do not leave the area unless you are told to do so.
7. Persons needing special assistance not able to exit directly from the building are to notify the Evacuation Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
8. No employee is permitted to re-enter the building until advised by the Fire Department, UPD, EHS, or Facilities Services.

## Section III – Emergency Reporting Procedures

If the need for an evacuation is discovered:

1. Locate and activate the nearest manual pull station (pull stations should be located near building exits) to initiate a building evacuation.
2. Call 9-911 from any campus phone or 911 if calling from a cell or off campus phone to report the fire and provide any information such as:

Your Name

Emergency Location (Bldg. # \_\_\_\_\_, Floor # \_\_\_\_\_, Room # \_\_\_\_\_)

Size and Type of Emergency

Any additional information requested by the emergency operator

3. Exit the building and go to the area in front of the “Hay Barn”.
4. If you are not in immediate danger, also notify the Evacuation Coordinator. (Norman



## Section I: Emergency Reporting Procedures

If the need for an evacuation is discovered:

1. 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)
2. Call 9-911 from any campus phone or 911 if calling from a cell or off campus phone to report the emergency and provide any information such as:

Your Name

Emergency Location (Bldg. #\_\_\_\_, Floor #\_\_\_\_, Room #\_\_\_\_ )

Size and Type of Emergency

Any additional information requested by the emergency operator

3. If you are not in immediate danger, also notify the Evacuation Coordinator (Norman Ellison). Completely evacuate the building.
4. 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

*Insert Floor Plans Here*