

*VENI*

Building # 1812  
660 Raymond Stotzer Pkwy  
College Station, TX 77843

## **Emergency Evacuation Plan**

Prepared by:  
*Heather Quiram, LeTisha Zepeda and Michaela Thomas*  
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## Introduction

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

Emergencies in the *[insert building name]* 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: <https://upd.tamu.edu>.

To ensure that building occupants are prepared for an emergency evacuation, drills shall be conducted on a regular basis. Each drill will be timed and evaluated by EHS for the orderliness and effectiveness. EHS will provide an evacuation evaluation report upon the completion of each drill and answer any questions or concerns of the building proctor/facility coordinator.

Evacuation drills shall be conducted at least once every semester at unexpected times. These evacuation drills will be scheduled by Evacuation Coordinator or Building Proctor and EHS (845-2132) at least one week prior to the drill. It is important that only a minimum number of building occupants are notified of the upcoming drill in order to maximize the effectiveness of each 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.

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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 (EHS)	
Normal Business Hours .....	979-845-2132
After normal work hours call the Communications Center .....	979-845-4311
<i>Michaela Thomas-Evacuation Coordinator</i> .....	979-862-2830
<i>LeTisha Zepeda-Building Proctor</i> .....	979-845-6110
University Police (UPD) .....	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

## Building Contacts

Name	Office Location	Office Phone	Home Phone	Title
Heather Quiram	VENI 306L	2-2824	979-862-2824	Director of Facilities
LeTisha Zepeda	VENI 306P	5-6110	979-264-5169	Building Proctor
Michaela Thomas	VENI 306J	2-2830	979-540-7881	Evacuation Coordinator

## Departmental Safety Monitor/Floor Proctor Contact Information

Name	Office Location	Office Phone	Home Phone	Title

## 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.
- Training may include the use of floor plans and workplace maps which clearly show emergency escape routes. Color-coding can aid employees in determining these routes. Floor plans and maps should be posted at all times in main areas (i.e., stairwells, lobbies, elevator lobbies, exit corridors) of 1812 to provide guidance in an emergency.

## Section II – Occupant Evacuation Procedures

- Know the general locations and operation of fire extinguishers in your area.
- When the fire alarm sounds, try to alert other people in your immediate area of the alarm.
- Inform visitors of pertinent information about evacuation procedures.
- 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. If possible, turn off any equipment which may create additional hazards.
- Know the locations of primary and alternate exits. During an emergency, **walk** to the nearest exit and evacuate the building. Know the fastest way out of your building from various locations throughout the building. NOTE: Do not use the elevators during a fire-related emergency!
- Go to your assigned area of assembly outside the building and wait. Do not leave the area unless you are told to do so.
- Persons needing special assistance, not able to exit directly from the building, are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Evacuation Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by Fire or Police Department Personnel.
- No employee is permitted to re-enter the building until advised by the Fire Department, UPD, EHS, or Facility Services.

## Section III – Emergency Reporting Procedures

If the need for an evacuation is discovered:

- Locate and activate the nearest manual pull station (pull stations should be located near building exits) to initiate a building evacuation.
- Call 911 from any phone to report the fire/emergency and provide any information such as:
  - Your Name
  - Emergency Location (Bldg. # 1812, 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 2-2830*)

## **Section IV – Evacuation Coordinator Responsibilities**

### **General Duties**

- Keep evacuation plan, contact persons and phone numbers and floor diagrams current.
- Coordinate Evacuation Drills with EHS personnel.
- Correct/remediate potential fire hazards or contact EHS for assistance
- Assist in training and/or scheduling of training for building occupants in emergency procedures.
- Inform classroom instructors of their responsibility to provide pertinent information both at the beginning of a semester and at the time of the evacuation to ensure that students evacuate the building in a safe manner.

### **Emergency Duties**

- Meet responders upon their arrival and convey specific information about hazards in the building, access, locations of persons with special needs, etc.
- Serve as a liaison with emergency responders (e.g., Fire Department, UPD, EMS, and Environmental Health & Safety).
- Maintain communication with Floor Proctors regarding the status of the emergency.
- Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is safe for re-entry.
- Do not allow personnel to re-enter the building until you have been notified to do so.
- Evacuation Coordinators should not put themselves at greater risk by checking bathrooms, going to upper floors or causing any other unnecessary delay in their own egress. If special areas need to be checked, do so only if it will not cause an undue delay in egress. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter.

## **Section V – Floor Proctor Responsibilities and Evacuation Procedures**

### **General Duties**

- Routinely inspect for possible fire hazards on your floor and report findings to the Evacuation Coordinator.
- Be familiar with the location of pull stations and fire extinguishers in your general area.
- Ensure that occupants (including new employees) are familiar with evacuation procedures.
- Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair).
- In the event the floor proctor is absent, the alternate floor proctor will assume the above duties.

### **Emergency Duties**

- Evacuate the building and report pertinent information to the Evacuation Coordinator (e.g., evacuation status location of persons with special needs, type and location of emergency).
- Assure that your assigned floor is being evacuated in an orderly manner.
- Floor proctors should not put themselves at greater risk by checking bathrooms, going to upper floors or causing any other unnecessary delay in their own egress. If special areas need to be checked, do so only if it will not cause an undue delay in egress.
- Proceed to your assigned entrance until further notice from the Evacuation Coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter.

## Section VI – Floor Proctor Entrance Assignments

*South-Heather Quiram  
Northwest- Michaela Thomas  
Northeast- LeTisha Zepeda*

## Section VII – Department Safety Monitor Responsibilities

- Routinely inspect for possible fire hazards in your area and report findings to the Floor Proctor.
- Be familiar with the location of Pull Stations and fire extinguishers in your general area.
- Ensure that occupants (including new employees) are familiar with evacuation procedures.
- Be aware of building occupants with special needs in your department who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair).
- Assist in the evacuation process in conjunction with the Floor Proctor.

## Section VIII – Evacuation Procedures for Individuals with Special Needs

Persons with a disability or medical condition may not be able to evacuate without special assistance. Employees should inform their Department Safety Monitor (DSM) of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Special Needs Notification (See Attachment B). The DSM will communicate the special needs with the Evacuation Coordinator and other emergency personnel as appropriate.

The DSM should ensure that individuals with disabilities are provided with assistance during an emergency situation. Never attempt to use an elevator unless instructed to do so by emergency personnel.

### The Buddy System

Make use of a "Buddy System." Individuals with a disability may inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e, hearing the alarm, guidance during the alarm, etc.). **Note: This is completely up to the individual whether and to what extent they wish to inform others.**

When there has been notification of an emergency situation, the "Buddy" will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

### Evacuation Options

Use of the "Buddy System" along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- Move into an enclosed stairwell and away from the area of imminent danger.
- Shelter in Place. If danger is imminent, remain in a room with an exterior window and a telephone. Dial **911** (if this hasn't been done) from any phone. The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.

**Attachment “A”  
Emergency Evacuation Special  
Needs Notification**

This form is for employees of the (*Insert Department name here*), Texas A&M University, to provide information about special assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will not be placed in any personnel files. The Evacuation Coordinator will retain the completed forms, and may communicate special needs to the appropriate Floor Proctors, safety/emergency personnel, “Buddy System” volunteers, or other individuals who may be entitled to the information necessary to fulfill their responsibilities under our EEP.

Please be aware that **self-identification is voluntary** and employees are not required to provide this information.

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Employee Name: \_\_\_\_\_

Work Location (*Insert floor here*)

Suite/Office # \_\_\_\_\_

Please describe the type of assistance you think will be needed in case of an emergency evacuation:

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State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. Contact: hradminfb@tamu.edu or (979) 845-4141.



# Attachment "B" Emergency Evacuation Drill Report



**Building Name:** \_\_\_\_\_ **Building Number:** \_\_\_\_\_

**Time Evacuation Started:** \_\_\_\_\_ **Ended:** \_\_\_\_\_ **Total Time:** \_\_\_\_\_

**Type of Drill:**        **Obstructed**    ☐        **Unobstructed**    ☐

**Approximate number of participants:** \_\_\_\_\_

	Yes	No	Not Observed
• Did occupants immediately begin to evacuate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did building staff check restrooms and confined areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was building staff aware of persons needing special assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Were doors closed to contain smoke/fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did everyone evacuate the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did everyone remain outside the building and wait for further instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the building staff knowledgeable in their assigned duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was the drill conducted in an orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Drill Rating:**        **Excellent**    ☐        **Good**    ☐        **Poor**    ☐

**Comments:**

**Observed/Rated By:** \_\_\_\_\_

**Building Proctor/Person in Charge:** \_\_\_\_\_

**Date of Drill:** \_\_\_\_\_

**Attachment “C”**  
**Critical Operation Shutdown**  
**May not apply to all buildings**

**Critical Operation Shutdown**

Persons involved in the Critical Operations Shutdown listed below shall be notified by management of this responsibility in advance, identified in this EEP, and will be appropriately trained in these procedures. Personnel assigned to critical operations responsibilities are listed in the table below.

Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

**Personnel Assigned to Critical Operation Shutdown**

Critical Operation	Required Shutdown	Name of Responsible person	Job Position	Work Area

## **Attachment “D” Area Evacuation Plan**

*(To be completed by the Departmental Safety Monitor; post and update annually)*

Department Area:
Date:
Completed By:

- Each work area should establish, in advance, a primary (and secondary evacuation route should the primary route be blocked) in the event of fire, flood, power outage, etc.
  - Do not use elevators to evacuate.
  - Do not block open stairwell doors.

Primary Evacuation Route:
Secondary Evacuation Route:

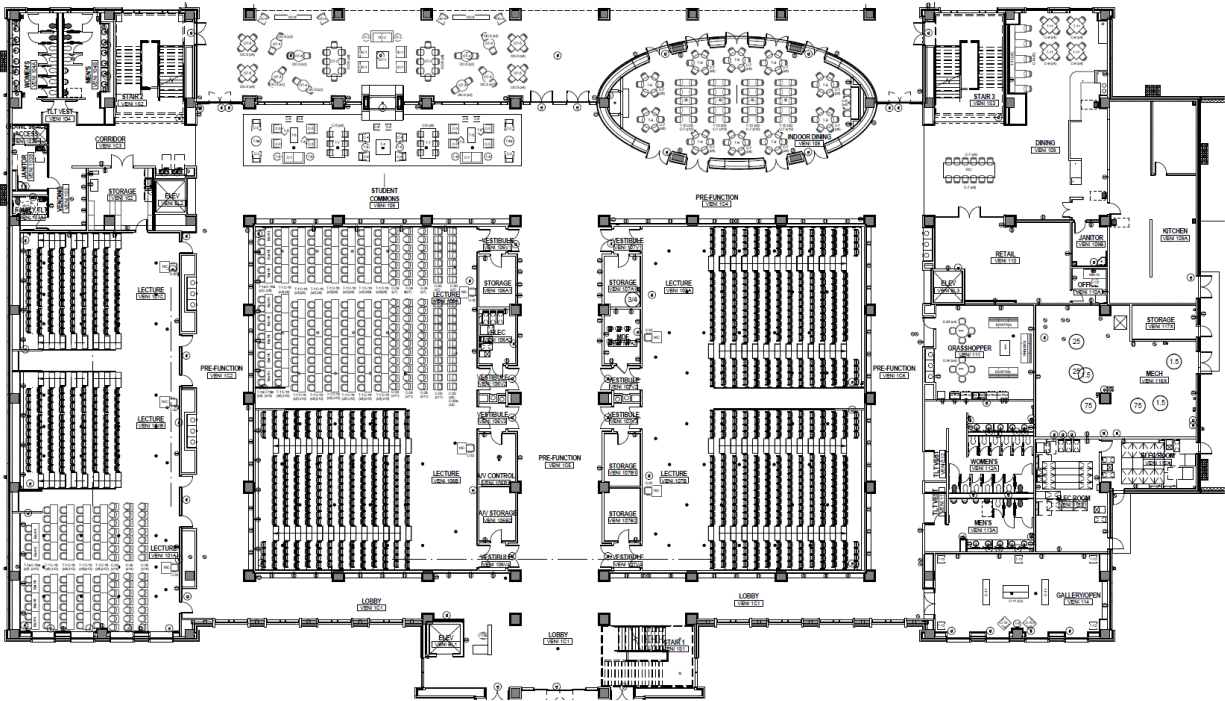
- Establish an outdoor meeting place where evacuees, out of harm’s way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice.
  - Example – a tree closest to a nearby building, the median of the parking lot, etc.

Designated Meeting Site:
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### **Check list of Responsibilities for the Safety Monitor:**

- Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.
- Account for all staff and visitors at the Designated Meeting Site.
- Identify yourself as the Safety Monitor for your work area to the Emergency Coordinator and emergency responders.
- Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

First floor:



Third floor:

