

EMERGENCY EVACUATION PLAN

Harrington Tower – Building #435

Last Updated: October 2016

TABLE OF CONTENTS

INTRODUCTION	3
Harrington Tower Emergency Evacuation Plan	3
Evacuation Drill Policy.....	3
EMERGENCY REPORTING PROCEDURE	4
If the need for an Evacuation is discovered:	4
If you are TRAPPED in the building and cannot find an escape route:	4
EMERGENCY PHONE NUMBERS.....	5
BUILDING PROCTORS	6
FLOOR PROCTOR LIST	7
EVACUATION COORDINATOR RESPONSIBILITIES	8
FLOOR PROCTOR RESPONSIBILITIES	9
ALTERNATE FLOOR PROCTOR RESPONSIBILITIES	9
FLOOR PROCTOR EVACUATION PROCEDURE.....	10
EVACUATION PROCEDURES FOR INDIVIDUALS WITH A DISABILITY.....	11
Buddy System Option	11
Evacuation Options during an Emergency.....	11
Disability Guidelines	12
BUDDY LIST.....	14
OCCUPANT RESPONSIBILITIES	15
ATTACHMENT A	16
ATTACHMENT B.....	17
ATTACHMENT C.....	18

INTRODUCTION

Harrington Tower Emergency Evacuation Plan

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. Additional information, regarding issues such as severe weather, bomb threats, etc., can be found on the Environmental Health and Safety website: <http://ehsd-online.tamu.edu/> and on the University Police Department website: <http://www.tamu.edu/upd/>

Evacuation Drill Policy

1. Evacuation drills shall be conducted at least once every semester at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed, (having various means of exit made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.
2. Evacuation drills will be scheduled by the Building Proctor and the Environmental Health and Safety Department (5-7764) at least one week prior to the drill.
3. Evacuation drills shall involve **all** occupants. Everyone shall leave the building when the fire alarm sounds and report to the **Century tree in front of Bolton Hall**. Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to planned evacuation drills.
4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Proctor and Floor Proctors are expected to perform their assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill. The Environmental Health and Safety Department will provide Evacuation Drill Report forms.

EMERGENCY REPORTING PROCEDURE

If the need for an Evacuation is discovered:

1. Activate manual fire alarm pull station if possible.
2. If you are not in immediate danger, notify the Emergency Operator (9-911) and provide:

Your Name

Fire Location (Bldg. #_435_, Floor #____, Room #____)

Size and Type of Emergency

Any additional information requested by the Operator

3. If you are not in immediate danger, notify the building proctor – Cheryl Quinlan at 458-3657 or the Dean’s office receptionist at 845-5311.
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 Department.

If you are TRAPPED in the building and cannot find an escape route:

Call the Emergency Operator (9-911) and give your exact location.

EMERGENCY PHONE NUMBERS

Name _____ Phone # _____

Emergency Operator (All life-threatening Emergencies) 9-911

<p>Your Name Emergency Location (Bldg. name & # ____, Floor # ____, Room # ____) Size and Type of Emergency Any Additional Information requested by the Operator</p>
--

Area Maintenance 04 5-4518
(Building Problems and Repair)

24hr Radio Room 5-4311
(Elevator & Pest problems, After-hours Maintenance)

Environmental Health & Safety Dept. (Chemical spills/problems) 5-2132
After normal work hours call the Radio Room at 5-4311.

Building Proctor 8-3657
Dean's Office Receptionist 5-5311

University Police 5-2345
University Hospital 5-1511

College Station Fire Department (Non-Emergency) 764-3700
College Station Police Department (Non-Emergency) 764-3600

Bryan Police Department (Non-Emergency) 361-3680
Bryan Fire Department (Non-Emergency) 361-3888

BUILDING PROCTORS

NAME: Cheryl Quinlan, Evacuation Coordinator

EMAIL: cquinlan@tamu.edu

OFFICE: Suite 801E

OFFICE PHONE: 8-3657

MOBILE PHONE: 979-255-5742

NAME: Suprena Bennet, Assistant Building Proctor

EMAIL: suprenab@tamu.edu

OFFICE: Suite 802D

OFFICE PHONE: 2-1342

MOBILE PHONE: 443-572-9352

FLOOR PROCTOR LIST

Name	Department	Room #	Office Phone	Alt Phone	Floors
Cheryl Quinlan cquinlan@tamu.edu	Bldg. Proctor Dean's Office	803E	458-3657	979-255-5742	8/all
Suprena Bennett suprenab@tamu.edu	Asst. Building Proctor Dean's Office	803D	862-1342	443-572-9352	8/all
Tamara Lopez talopez@tamu.edu	EPSY	111E	845-2599	979- 574-8336	1
Rebecca Thomas rebeccathomas@tamu.edu	TLAC	202X	862-4540	979-321-1667	2
Tammy Reynolds t-reynolds@tamu.edu	TLAC	308D	458-0808	n/a	2,3
Kelly Freeman Kelly-freeman@tamu.edu	TLAC	310	845-8228	n/a	2,3
Arlen Strader strader@tamu.edu	Technology	434-JA	862-8681	979-777-5404	4
Michelle Wiederhold mwiederhold@tamu.edu	Technology	450	845-1111	n/a	4
Susan Sassano ssassano@tamu.edu	EAHR	510	862-3283	979-218-3350	5
Marie Shelfer shelfer@tamu.edu	EAHR	511-DA	845-2717	979-229-2949	5
Leslie Simmons lsimmons@tamu.edu	EPSY	651	845-7365	979-224-2513	6
Cathy Watson cwatson@tamu.edu	EPSY	704G	845-1394	979-739-8928	6,7
Melanie Robideau mrobideau@tamu.edu	Dean's Office	801	845-5311		8

EVACUATION COORDINATOR RESPONSIBILITIES

1. Serve as a liaison with emergency responders (e.g., fire department, UPD, ambulance, Environmental Health & Safety).
2. Meet responders upon their arrival and convey specific information about hazards in the building, access, locations of persons with special needs, etc.
3. Maintain communication with Floor Proctors regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is safe for re-entry.
5. Keep Evacuation Plan, Contact Persons and Numbers and Floor Diagrams up to date.
6. Conduct and/or assist in Fire Drills.
7. Assign area to assemble after evacuation. Occupants exiting front door go to Milner hall sidewalk and occupants exiting back door go to Harrington Tower statue area.
8. Assist in training and/or scheduling of training the building occupants in emergency procedures.
9. 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.

FLOOR PROCTOR RESPONSIBILITIES

1. Routinely **inspect** for possible fire hazards on your floor and report to the Evacuation Coordinator.
2. Know locations of and how to use all **fire protection equipment** on your floor.
3. Ensure that occupants (including new employees) are **familiar** with evacuation procedures.
 - a. Occupants should:
 - b. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building.
NOTE: Do not use the elevators during a fire-related emergency!
 - c. **Close** and **unlock** 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.
 - d. Go the **Century Tree in front of Bolton Hall** and wait there. Do not leave the area unless you are told to do so by the building proctor.
4. 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).
5. an integral part of the building's **emergency communication** network, floor proctors are to ensure that occupants on their floor are aware of an emergency and the need to evacuate.
6. Call **9-911** and/or **pull the fire alarm** whenever a situation could pose immediate danger to people, property, or processes in the building.
7. Assist in the **evacuation process** as indicated in the Floor Proctor Evacuation Procedure.

ALTERNATE FLOOR PROCTOR RESPONSIBILITIES

Assume the duties in the absence of or assist the Floor Proctor in the duties listed above.

FLOOR PROCTOR EVACUATION PROCEDURE

1. Notify the University Emergency Operator (**9-911**) if you have information related to the emergency. Be ready to provide:

Your Name

Fire Location (Bldg. # ____, Floor # ____, Room # ____)

Type of Emergency

Any addition information requested by the Operator

2. Alert all occupants on your floor. Check remote areas such as restrooms and storerooms and **close doors** if possible on your way out. Maintain orderly evacuation of occupants.
3. Ensure that all **personnel with special needs** are alerted and that someone is assisting with their evacuation.
4. If the emergency is located **on your floor** and you are not in immediate danger:
5. You may attempt to determine which smoke detector or pull station was activated.
6. If you are trained in the proper use of portable fire extinguishers, you may attempt to fight or contain a fire. Do not place yourself or others in unnecessary danger.
7. 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).
8. Proceed to the **Century Tree in front of Bolton Hall** 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.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH A DISABILITY

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

The Floor Proctor 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.

Buddy System Option

Make use of a "Buddy System." Individuals with a disability should 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.).

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 during an Emergency

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

Horizontal Evacuation

Move away from the area of imminent danger to a safe distance (i.e. another wing, adjoining building, opposite end of corridor, outside to ground level).

Vertical (Stairway) Evacuation

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

Stay in Place

Unless danger is imminent, remain in a room with an exterior window and a telephone closing the door if possible. Dial **9-911** (if this hasn't been done). 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.

Area of Refuge

If the person with a disability cannot get far away from the danger using the Horizontal Evacuation, then that person should seek an area of refuge away from danger. Such an area should have the following if possible: 1) telephone communication, 2) a sprinkler system, 3) fire rated doors, walls, or ceilings if available. Specific areas of refuge for our building would be (*Insert areas of refuge here*).

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation

Mobility Impaired (Wheelchair)

Persons using wheelchairs should stay in place or move to an area of refuge with their assistant when they are notified of an emergency situation. If a building evacuation is required, the assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with the disability. If the person with the disability is alone, the person should dial 9-911 and tell the emergency operator their location and that they need assistance. Never attempt to use an elevator unless instructed to do so by emergency personnel.

Mobility Impaired (Non-wheelchair)

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor) the person with the disability may choose to stay in the building, using the other options, until emergency personnel arrive. Never attempt to use an elevator unless instructed to do so by emergency personnel.

Visually Impaired

Most buildings are equipped with fire horns/strobes that sound the alarm and/or flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer help to the individual with visual impairment and guide him/her through the evacuation route. Never attempt to use an elevator unless instructed to do so by emergency personnel.

OCCUPANT RESPONSIBILITIES

1. You are responsible for your own safety! **Stay calm** - avoid panic and confusion.
2. Know the locations and operation of **fire extinguishers**.
3. Know how to report an emergency (**9-911**).
4. When the fire alarm sounds, make sure **other personnel** in your immediate area are aware of the alarm.
5. Inform visitors of pertinent information about evacuation procedures.
6. **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.
7. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. NOTE: Do not use the elevators during a fire-related emergency!
8. Go to the **Century Tree in front of Bolton Hall** and wait there. Do not leave the area unless you are told to do so.
9. **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.
10. **Do not 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 occupants to re-enter!

ATTACHMENT A

Emergency Evacuation Special Needs Notification

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.

This form is for employees of the HEATON BUILDING at 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 Emergency Evacuation Plan.

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

Employee Name: _____

Floor # _____

Suite/Office # _____

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



Texas A&M University
Evacuation Drill Report



Building Name: _____ Building Number: _____

Time Evacuation Started: _____ Ended: _____ Total Time: _____

Type of Drill: Obstructed Unobstructed

Number of Participants (approximately): _____

- | | Yes | No |
|--|--------------------------|--------------------------|
| ♦ Did occupants immediately begin to evacuate the building when alarm sounded? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Did building staff check restrooms and confined areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Was building staff aware of handicapped person(s) and provide assistance? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Were doors closed to contain smoke/fire? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Did everyone evacuate the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Did everyone remain outside the building and wait for further instructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Are the building staff knowledgeable in their assigned duties? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Was the drill conducted in an orderly manner? | <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

EMERGENCY SUPPLY LIST

1. Light Source: Flashlights and light sticks are suggested. Avoid candles and oil lamps.
2. Portable Radio: AM/FM radio with all-hazard designation. Hand held crank versions do not need batteries.
3. Food and Water: Three-day supplies are recommended. Replace supplies every 6 months. Include a can opener.
4. First Aid Kit
5. Non-Cordless Phone and List of Emergency Contacts