

EMERGENCY EVACUATION PLAN

Heaton Hall – Building #481

Prepared by Kristy Anderson

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INTRODUCTION

Why have an 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 *Kristy Anderson*, and the Environmental Health and Safety Department (2-4040) 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. 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 Evacuation Coordinator 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:

Activate manual fire alarm pull station if possible.

If you are not in immediate danger, notify the Emergency Operator (9-911) and provide:

Your Name

Fire Location (Bldg. #_481_, Floor #___, Room #___)

Size and Type of Emergency

Any additional information requested by the Operator

If you are not in immediate danger, also notify the Evacuation Coordinator.

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.

Kristy Anderson 458-3560

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 PROCTOR

NAME: Kristy Anderson
OFFICE: Heaton 112A
PHONE: 458-3560

FLOOR PROCTOR LIST

FIRST FLOOR

NAME: Misti Corn
ROOM: 112C
PHONE: 845-5360
EMAIL: misticorn@tamu.edu

SECOND FLOOR

NAME: Windy Hollis Turner
ROOM: 206
PHONE: 845-5351
EMAIL: whollis@tamu.edu

FLOOR PROCTOR ENTRANCE ASSIGNMENTS

Heaton Hall Front Door: Misti Corn

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.
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. As 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 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.

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 your assigned **area of assembly** outside the building 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 B

Revised October 2016