



***HEEP CENTER***

***Building # 1502***

**EMERGENCY EVACUATION PLAN**

Prepared by:  
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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.

### **CLASSROOM EVACUATION PROCEDURES**

Students are visitors to a building and may not know what procedures to follow during an emergency. The class instructor is responsible for providing 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.




## CONTACT PERSONNEL

### Building Proctors

Name	Office Location	Office Phone	Home Phone	E-Mail
Harry Cralle Carol Rhodes	217B 434G	5-9634 5-3001	693-7293 589-3015	Hcralle@tamu.edu cj-rhodes@tamu.edu
Robert Jensen	412	5-9739	739-5919	rjensen@ag.tamu.edu
Sharon Braunagel	324	5-9756	823-6816	s-brauna@tamu.edu

### Emergency Personnel

Name	Office Location	Office Phone	Home Phone	Title
Harry Cralle	217B	5-9634	693-7293	Fire Marshall
Carol Rhodes	434G	5-3001	589-3015	Assistant Fire Marshal
Robert Jensen	412	5-9739	739-5919	Assistant Fire Marshal
Sharon Braunagel	324	5-9756	823-6816	Assistant Fire Marshal
Harry Cralle	217B	5-9632	693-7293	Safety Officer
Mark Wright	bldg 1047	2-3344	492-1719	Safety Officer



# FLOOR PROCTOR LIST

Dept

	Name	Rm	Phone	Email	
<u>1ST FLOOR:</u>	SCS	Kathy Schmitt	240	5-4080	ka-schmitt@tamu.edu
<u>ALTERNATE:</u>	SCS	Linda Carpenter	240	5-4080	lcarpent@tamu.edu
<u>1 ST FLOOR:</u>	ENTO	Craig Coates	110	8-1219	c-coates@tamu.edu
<u>ALTERNATE:</u>	ENTO	Janie Kommineni	315	8-1221	vallyk@tamu.edu
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<u>2 ND FLOOR:</u>	SCS	Mark Hall	217C	2-4165	markhall@tamu.edu
<u>ALTERNATE:</u>	SCS	Glenda Kurten	217	5-3342	g-kurten@tamu.edu
<u>ALTERNATE:</u>	SCS	Scott Finlayson	220B	7-9287	sfinlayson@tamu.edu
<u>2 ND FLOOR:</u>	ENTO	Ed Riley	216B	5-9711	egrchryso@tamu.edu
<u>ALTERNATE:</u>	ENTO	John Oswald	315	2-3507	j-oswald@tamu.edu
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<u>3 RD FLOOR:</u>	SCS	Tom Cothren	336A	5-0360	jtcothren@tamu.edu
<u>ALTERNATE:</u>	SCS	John Pitt	345	5-4816	jpitt@tamu.edu
<u>ALTERNATE:</u>	SCS	Linda Frances	348	5-2425	LPerkins@ag.tamu.edu
<u>ALTERNATE:</u>	SCS	Scott Senseman	338A	5-4620	ssensema@tamu.edu
<u>3 RD FLOOR:</u>	ENTO	Sharon Braunagel	320	5-9756	s-brauna@tamu.edu
<u>ALTERNATE:</u>	ENTO	Jim Woolley	315	5-9349	jimwoolley@tamu.edu

<u>4 TH FLOOR:</u>	SCS	Carol Rhodes	434	5-3001	cjrhodes@tam.u.edu
<u>ALTERNATE:</u>	SCS	Lloyd Rooney	429B	5-2910	lrooney@tam.u.edu
<u>ALTERNATE:</u>	SCS	Don Vietor	431B	5-8795	dv@tam.u.edu
<u>ALTERNATE:</u>	SCS	Judy Young	434	5-3041	j-young@tam.u.edu
<u>4 TH FLOOR:</u>	ENTO	Robert Jensen	412	5-9739	r-jensen@tam.u.edu
<u>ALTERNATE:</u>	ENTO	Aaron Tarone	420	5-9742	

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<u>5 TH FLOOR:</u>	SCS	Kevin McInnes	548B	5-5986	k-mcinnnes@tam.u.edu
<u>ALTERNATE:</u>	SCS	Dave Zuberer	550B	5-5669	d-zuberer@tam.u.edu
<u>ALTERNATE:</u>	SCS	Christine Morgan	544	5-3603	cmorgan@tam.u.edu
<u>ALTERNATE:</u>	SCS	Heidi Mjelde	538	5-5604	HMjelde@ag.tam.u.edu
<u>5 TH FLOOR:</u>	ENTO	Michel Slotman	518	5-9755	maslotman@ag.tam.u.edu
<u>ALTERNATE:</u>	ENTO	Cecilia Tambordenguy	520	5-7072	ctamborindeguy@ag.tam.u.edu

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<u>6 TH FLOOR:</u>	SCS	R. Loeppert	618A	5-3663	r-loeppert@tam.u.edu
<u>ALTERNATE:</u>	SCS	Frank Hons	618B	5-3477	f-hons@tam.u.edu
<u>ALTERNATE:</u>	SCS	Chantel Scheuring	609	2-3650	c-scheuring@tam.u.edu



## FIRE REPORTING PROCEDURES

### If you discover FIRE or SMOKE:

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. # 1502, Floor # \_\_\_\_, Room # \_\_\_\_)
  - Size and Type of Fire**
  - Any additional information requested by the Operator**
3. If you are not in immediate danger, also notify the Building Fire Marshal .
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.

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

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

## FIRE MARSHAL 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**.



## 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. **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.
6. 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!
7. 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.  
**(Building occupants are to assemble in the bicycle parking area across the street in front of the HEEP Center (Parking lot 67 .)**
8. **Wheelchair occupants** not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Fire Marshal of your location. Fire Department personnel will evacuate wheelchair occupants from the building.
9. **Do not re-enter** the building until you have been notified to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for occupants to re-enter!



## FLOOR PROCTOR RESPONSIBILITIES

1. Routinely **inspect** for possible fire hazards on your floor and report to the Fire Marshal.
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.
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. Report the incident by calling **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.



## 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. # 1502 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:  
  
You may attempt to determine which smoke detector or pull station was activated.  
  
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.
5. Evacuate the building and **report pertinent information** to the Fire Marshal (e.g., evacuation status, location of persons with special needs, type and location of emergency).
6. Proceed to your **assigned entrance** (to be assigned at time of fire by Fire Marshal as needed) until further notice from the building Fire Marshal. Do not allow personnel to re-enter the building **until** you have been notified to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter.



## FIRE DRILL POLICY

1. Fire drills should be conducted at least annually at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire. Various means of exit could be made temporarily unavailable in order to familiarize occupants with secondary routes of evacuation.
2. Fire drills will be scheduled by the *Fire Marshal*. Notify Area Maintenance, the Radio Room (5-4311), and the Environmental Health and Safety Department (5-2132) one week prior to the drill.
3. Fire drills should involve **all** occupants. Everyone should leave the building when the fire alarm sounds. Exemptions are strongly discouraged. It may be advisable to notify wheelchair occupants prior to planned fire drills.
4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Fire Marshal 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.



## EMERGENCY PHONE NUMBERS

<u>Name</u>	<u>Phone#</u>
<b>Emergency Operator</b> (All life-threatening Emergencies) .....	<b>9-911</b>
<b>Area Maintenance #4</b> (Building Problems and Repair) .....	5-4518
<b>24hr Radio Room</b> (Elevator & Pest problems, After-hours Maintenance).....	5-4311
<b>Environmental Health &amp; Safety Office</b> (Chemical spills/problems) .....	5-2132
After normal work hours call the Radio Room at .....	5-4311
<b><u>Harry Cralle (SCS) Building Fire Marshal</u></b> .....	<b><u>5-9634</u></b>
<b><u>Carol Rhodes (SCS) Asst. Building Fire Marshal</u></b> .....	<b><u>5-3001</u></b>
<b><u>Harry Cralle Building Proctor</u></b> .....	<b><u>5-9634</u></b>
<b><u>Robert Jensen (ENTO) Asst. Building Fire Marshal</u></b> .....	<b><u>5-9739</u></b>
<b><u>Sharon Braunagel (ENTO) Asst. Building Fire Marshal</u></b> .....	<b><u>5-9756</u></b>
<i>University Police</i> .....	5-2345
<i>University Hospital</i> .....	5-1511
<i>College Station Fire Department (Non-Emergency)</i> .....	764-3700
<i>College Station Police Department (Non-Emergency)</i>	764-3600