EMERGENCY EVACUATION PLAN

FOR: CE/TTI

BUILDING #385

CREATED MARCH 8, 1995
EMERGENCY EVACUATION PLAN CE/TTI

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FIRE REPORTING PROCEDURES

1. Any person discovering fire or smoke should (IN ORDER OF IMPORTANCE):
   
   A. Activate manual fire alarm pull station if available

   B. Notify TAMU Emergency Operator (9-911)

   C. Notify floor proctor

   D. Notify building Fire Marshal, Paula-Sherie Allen, 5-3060, room 229

2. Information for the operator:
   
   A. Your name.

   B. Building name:
      
      -CE/TTI LAB WING
      -Building # 385
      -Floor # _____ of fire or smoke

   C. Exact location of fire or smoke on floor.

   D. Type and extent of fire or smoke.

   E. Other information requested by the operator.

3. If you are trapped in the building and cannot find an escape route:
   
   A. Notify TAMU Emergency Operator (9-911).

   B. Give your exact location to the Emergency Operator.

   C. Remain Calm, Help is on the way.
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FIRE EVACUATION PROCEDURES

1. When the fire alarm sounds, leave the building immediately by the route indicated on the EMERGENCY EVACUATION PLAN.

   DO NOT USE THE ELEVATORS: Elevators can become fire traps by responding to heat on the fire floor and stopping. USE THE STAIRWAYS FOR FIRE EVACUATION.

2. After leaving the building, assemble in the locations as shown on the Emergency Evacuation Plan. Do not stand near the building.

3. Building occupants will be alerted by the building fire alarm system or Floor Proctors assigned to each floor. After normal work hours, only the Building Fire Alarm System will be operational. Persons detecting fire or smoke after normal working hours should activate the manual fire alarm pull station if available, and then call the TAMU Emergency Operator ( 9-911 ). Alert as many occupants as possible WITHOUT PUTTING YOUR OWN LIFE IN SERIOUS DANGER.
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BUILDING FIRE MARSHAL AND FLOOR PROCTORS

<table>
<thead>
<tr>
<th>Floor</th>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>BUILDING FIRE MARSHAL</td>
<td>Paula-Sherie' Allen</td>
<td>229</td>
<td>5-3060</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
<td>Buckey Turk</td>
<td>117</td>
<td>5-3767</td>
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<td>SECOND FLOOR</td>
<td>Paula-Sherie' Allen</td>
<td>229</td>
<td>5-3060</td>
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<tr>
<td>THIRD FLOOR</td>
<td>Office Attendant</td>
<td>417</td>
<td>5-4050</td>
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<tr>
<td>FOURTH FLOOR</td>
<td>Office Attendant</td>
<td>417</td>
<td>5-4050</td>
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<tr>
<td>Name</td>
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<td>Office Phone</td>
<td>Home Phone</td>
</tr>
<tr>
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<tr>
<td>Holly Crenshaw</td>
<td>CE/TTI</td>
<td>845-6741</td>
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<tr>
<td>Margo Reese</td>
<td>Pie Are Square</td>
<td>845-9825</td>
<td>774-4724</td>
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<td>Sarah Shivers</td>
<td>Pie Are Square</td>
<td>845-9825</td>
<td>279-9612</td>
</tr>
<tr>
<td>Pam Herwald</td>
<td>Pie Are Square</td>
<td>845-9825</td>
<td>823-8932</td>
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<td>Pam Herwald</td>
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<tr>
<td>Cynthia Walter</td>
<td>Pie Are Square</td>
<td>845-9825</td>
<td>936-825-0414</td>
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</tbody>
</table>
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FLOOR PROCTOR DUTIES

1. Inspect floor for possible fire hazards and report to fire marshal.

2. Know the location of all fire protection equipment and receive training in its use.

3. Instruct occupants of proper evacuation routes and procedures.

4. Post and maintain fire evacuation plans in conspicuous locations.

5. Maintain a current list of disabled persons on each floor and make necessary provisions to help them during emergencies.

6. Assist Building Emergency Planning Committee and Fire Marshal in planning and conducting fire drills.

7. Floor proctors are the emergency communication network for the CE/TTI lab wing and are responsible for alerting building occupants for their protection. If a floor proctor becomes aware of an emergency other than a fire, he/she will, in their own judgement, evaluate the situation. If it is necessary, the floor proctor will alert the occupants of the building by use of a pull station and normal evacuation procedures will be followed.
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ALARM PROCEDURES

Upon receipt of alarm, Floor Proctor will:

1. Notify the University Emergency Operator (9-911). Be ready to provide:
   A. Name:
   B. Building Name and #: CE/TTI LAB WING # 385
   C. Type of emergency.
   D. Other information requested by the operator.

2. Put on "FLOOR PROCTOR" arm band.

3. Alert occupants in each office or laboratory area on your floor. Check remote areas such as restrooms, storerooms, etc. Maintain orderly evacuation of occupants. MAKE SURE THAT ALL DISABLED OCCUPANTS ARE ALERTED AND ABLE TO EVACUATE THE FACILITY.

4. While evacuating your floor, determine the location of the emergency. Use the alarm panel on your floor to aid in locating the zone of a fire. If the cause of the alarm is not located on your floor, proceed to assigned exit or area of assembly. However, if the emergency is located on your floor:
   A. Determine the exact location of the smoke/fire detector or pull station that was tripped.
   B. Evaluate the situation.
   C. If possible, attempt to extinguish or to contain the source of the emergency. CAUTION SHOULD BE TAKEN AT ALL TIMES.
   D. Notify the Fire Marshal (5-3060) as to the area of the emergency.

5. Remain at your assigned exit or area of assembly until further notice from the Fire Marshal or Campus Police or the Safety and Health Office personnel. EVEN IF THE ALARM HAS BEEN SHUT OFF, MAINTAIN YOUR POSITION UNTIL FURTHER NOTICE!!!
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FIRE DRILL PROCEDURES

1. Fire drills should be conducted semi-annually, as recommended by NPFA, simulating actual fire conditions.

2. The emergency planning committee, Fire Marshal and Floor Proctors should pre-plan fire drills and properly alert building occupants of the day, but not the time, before the drill to avoid panic and injury.

3. In conducting drills, emphasis shall be placed upon orderly evacuation rather than speed.

4. Drills should involve all occupants.

5. During drills, the Fire Marshal and Floor Proctors will perform duties assigned for actual fire conditions.

6. Provisions should be made for timing and evaluating each drill.
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EMERGENCY INSTRUCTIONS

1. STAY CALM. AVOID PANIC AND CONFUSION.

2. KNOW THE LOCATION OF EXITS. BE SURE YOU KNOW THE MOST DIRECT ROUTE AND ALTERNATE ROUTE TO EXIT FROM ANY LOCATION IN THE BUILDING.

3. KNOW THE LOCATION OF ALL FIRE EXTINGUISHERS. LEARN PROPER USE OF ALL TYPES OF EXTINGUISHERS. THE BUILDING FIRE MARSHAL WILL PROVIDE TRAINING IF NECESSARY.

4. KNOW HOW TO REPORT A FIRE OR OTHER EMERGENCY. SOUND ALARM WITHOUT DELAY; NOTIFY UNIVERSITY EMERGENCY OPERATOR (9-911) AND BUILDING FIRE MARSHAL (5-3060).

5. WALK TO YOUR ASSIGNED EXIT. MAINTAIN ORDER AND QUIET.

REMEMBER: IT IS YOUR JOB TO PREVENT FIRES!!!
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EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE NUMBER</th>
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</thead>
<tbody>
<tr>
<td>RADIO ROOM</td>
<td>5-4311</td>
</tr>
<tr>
<td>TAMU EMERGENCY OPERATOR</td>
<td>9-911</td>
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<tr>
<td>AREA MAINTENANCE</td>
<td>5-1427</td>
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<tr>
<td>COLLEGE STATION FIRE DEPARTMENT</td>
<td>9-911</td>
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<td>UNIVERSITY HOSPITAL</td>
<td>9-911</td>
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<tr>
<td>SAFETY OFFICE</td>
<td>5-2132</td>
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<tr>
<td>CE/TTI FIRE MARSHAL (Paula-Sherie' Allen)</td>
<td>5-3060</td>
</tr>
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POWER OUTAGE PROCEDURE

If a prolonged power outage occurs, the Building Proctor and his assistants will contact each work area with instructions concerning continued work for the day. The Proctor will try to determine the approximate length of the outage and should contact you within the first thirty minutes of the outage. The instructions will most probably be received over the phone.
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EMERGENCY EVACUATION OF THE DISABLED

The floor proctor will assign two students or faculty members to assist the disabled person to the closest and safest exit possible. One assistant will stay with the disabled person and the other assistant will alert the Fire Officials as to the exact location of the disabled person.

BE SURE TO REMAIN CALM AND GIVE THE FIRE OFFICIALS THE EXACT LOCATION OF THE DISABLED PERSON. THE DISABLED PERSON SHOULD NOT BE LEFT ALONE AT ANY TIME DURING AN EMERGENCY EXIT SITUATION.

For wheelchairs:
1. Park the person in the wheelchair next to the exit door.
2. After the floor has been evacuated, roll the person in the wheelchair out onto the landing of the exit stairs and make sure that the fire door has been closed and secured.
3. Alert the Incident Commander (Battalion Chief). This person can be found where all of the Emergency vehicles have converged. They will be standing next to a vehicle with a flashing green light. You may also alert the Lieutenant-in-Charge (the person wearing the RED HARDHAT).
4. Give the authorities the EXACT location of the person in the wheelchair.
5. Be sure that the person in the wheelchair is not left alone for any reason for any length of time.

For the hearing and/or sight impaired person:
1. If needed, assist the hearing or sight impaired person to the nearest emergency exit.
MEMORANDUM

DATE: MARCH 27, 1995

TO: FACULTY AND STAFF IN THE CIVIL ENGINEERING DEPT

THROUGH: DR. IGNACIO RODRIGUEZ-ITURBE

FROM: PAULA-SHERIE ALLEN

RE: EMERGENCY EVACUATION IN THE CE/TTI LAB WING

The purpose of this memorandum is to raise the awareness level of the Faculty and Staff in regards to the EMERGENCY EVACUATION policy and procedure. I have included an excerpt from the Standard Fire Code 809.1 to dispel any confusion about our evacuation procedure.

809 EVACUATION

809.1 When in the opinion of the fire official there is an actual or potential danger to the occupants of any building ... the fire official may order the immediate evacuation of said building. All of the occupants so notified (in person by the floor proctor or by the sounding of the alarm), shall immediately leave the building and shall not re-enter the building until authorized to do so by the fire official. Parenthesis added-PSA.

The Faculty Members are encouraged to create a contingency plan in the event of the alarm sounding during an exam. We will try to work with the Faculty Members to ensure that no "Fire Drills" will be held during an exam.

We have completed the EMERGENCY EVACUATION PLAN for the CE/TTI Lab Wing. This will be maintained in my office with copies made available upon request.

I am the designated Fire Marshal for the CE/TTI Lab Wing. My office is located in the back corner of the CE/TTI Lab Wing #229. My telephone number is 845-3060, and my pager number is 226-0353.

cc: Mr. Chuck Rhea
    Dr. Ed Rhomberg
    Mr. Buckey Turk Jr.

    Ms. Darlene Kennedy
    Dr. Robert Stiteler Jr.
    Dr. Ignacio Rodriguez-Iturbe