MEMORANDUM

TO: Faculty, Staff, Students

FROM: D. G. Naugle, Buddy Bland (Building Marshal)

SUBJECT: FIRE DRILL

August 24, 1994

There will be a fire drill for both wings of the Engineering/Physics Building at some time during Friday afternoon, August 26, 1994. We ask your assistance in a safe, orderly evacuation of the building during this drill. We also ask that you not remain in the immediate vicinity of the building where, in the case of a real emergency, you would possibly be in danger of injury to yourself and a hindrance to the emergency service personnel. After evacuation of the building, please assemble along the retaining wall by the Geology Building where the floor proctors would make a quick count to see if anyone remained trapped in the building.

A list of proctors for the different floors in each wing is attached and evacuation plans indicating preferred evacuation routes are being posted on each floor. Please familiarize yourself with the evacuation plan for your floor. Please close (not lock) the doors of your room/office as you leave. Reentry of the building is contingent upon permission by a representative from the University Police, Safety and Health Office or the College Station Fire Department only. The building marshal and floor proctors will assist in passing the word when that permission has been given.

Fire drills will be conducted at least once each semester. The day, but not the time, will be announced in advance. Fire drills should involve all occupants. EVERYONE should leave the building when the fire alarm sounds. If an occupant is conducting an experiment or cannot under any circumstances participate in the fire drill, he/she is exempt but should still be cognizant of procedures.
# FIRE EVACUATION

<table>
<thead>
<tr>
<th>Floor Proctors</th>
<th>Office Wing</th>
<th>Teaching Wing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Marshall</strong></td>
<td>Buddy Bland</td>
<td>Don Naugle</td>
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<tr>
<td>Basement</td>
<td></td>
<td>Physics</td>
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<td></td>
<td></td>
<td>Larry Obee Wieslaw Klima*</td>
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<tr>
<td>1st</td>
<td>ME</td>
<td>Physics</td>
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<tr>
<td></td>
<td>Carmen Herman</td>
<td>Tom Weimar Danny Crocker*</td>
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<tr>
<td>2nd</td>
<td>ME</td>
<td>Physics</td>
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<tr>
<td></td>
<td>Kim Moses Sandy Schultz*</td>
<td>Steve Payne Tim Elliott*</td>
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<tr>
<td>3rd</td>
<td>ME</td>
<td>ME</td>
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<tr>
<td></td>
<td>Dawna Rosenkranz Connie Allen*</td>
<td>Mitchel Whitneben Clayton Powell*</td>
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<tr>
<td>4th</td>
<td>Physics</td>
<td>ME</td>
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<td></td>
<td>Darlene Brown Barbara Sloan*</td>
<td>Scott Cronauer Izzy Ramirez*</td>
</tr>
<tr>
<td>5th</td>
<td>Physics</td>
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<td></td>
<td>Nancy Reichart Marsha Lee*</td>
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*Alternate
Summary of University Listing of Duties for Floor Proctors During or in Preparation for Fire Drill or Actual Emergency

The Building Marshal and Floor Proctors shall carry out the duties that they would perform in an actual fire including:

Shall set up fire extinguisher training for his/her floor.

Shall familiarize themselves with layout of his/her floor knowing exit paths, special hazard areas, etc.

Shall assure that people with special needs are assisted either by themselves, or someone assigned to them.

Shall assure that all occupants of their floor are versed in evacuation procedures.

Emphasis should be placed on a safe, orderly evacuation rather than speed.

Occupants should close doors (NOT LOCK) as they leave their room/office.

All building occupants shall congregate at a designated area at least 200 feet from the building. Avoid areas near fire hydrants and access roads.

A Floor Proctor should check all rooms for occupants, close all room doors, close all corridor doors and should be the last person to evacuate the floor.

Floor Proctors shall attempt to keep their group (floor) together and conduct a “count heads” to assure everyone has left the building.

Reentry of the building is contingent upon permission by a representative from the University Police, Safety and Health Office or the College Station Fire Department only.
EVACUATION PLAN

Floor Proctors:
Tom Weimar
Danny Crocker
EVACUATION PLAN

Floor Proctors:
Steve Payne
Tim Elliott
EVACUATION PLAN

Floor Protectors:
Darlene Brown
Barbara Sloan
EVACUATION PLAN

Floor Proctors:
Nancy Reichart
Marsha Lee