EMERGENCY EVACUATION PLAN
FOR: CIVIL ENGINEERING
BUILDING #492
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EMERGENCY EVACUATION PLAN CE

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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 )
      • Floor proctor
      • Building Fire Marshal, Richard Bartoskewitz, 845-2484

2. Information for the operator:
   A. Your name.
B. Building name:
   - CE
   - Building # 492
   - 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.

**Fire Evacuation Procedures**

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

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

3. After leaving the building, assemble in the grass courtyard between the CE, WERC, and Concrete Buildings.

4. 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.

**Building Fire Marshal and Floor Proctors**

BUILDING FIRE MARSHAL: Richard Barteskewitz, 140, 5-2484

Floor Proctors:

BASEMENT:

FIRST FLOOR:

SECOND FLOOR:

Floor Proctor Duties

http://www.civil.tamu.edu/Departmental/safety/html/ce_bldg.htm

12/12/01
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 pull station and normal evacuation procedures will be followed.

**Alarm Procedures**

Upon receipt of alarm, Floor Proctor will:

1. Notify the University Emergency Operator (9-911). Be ready to provide:

   - Name:
   - Building Name: CIVIL ENGINEERING Building # 492
   - Type of Emergency
   - Other information Required 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. If the cause of the alarm is not located on your floor, proceed to assigned exit or area of assembly. However, if 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 (5-2484) 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!!!

Fire Drill Procedures

1. Fire drills should be conducted semi-annually, as recommended by NFPA, 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. Drills should involve all occupants.

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

5. Provisions should be made for timing and evaluating each drill.

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.

6. REMEMBER; IT IS YOUR JOB TO PREVENT FIRES!!!

Emergency Numbers

RADIO ROOM: 5-4311

TAMU EMERGENCY OPERATOR: 9-911

AREA MAINTENANCE: 5-1427

http://www.civil.tamu.edu/Departmental/safety/html/ce_bldg.htm
COLLEGE STATION FIRE DEPARTMENT: 9-911
UNIVERSITY POLICE: 9-911
UNIVERSITY HOSPITAL: 9-911
SAFETY OFFICE: 5-2132
CE FIRE MARSHAL (Richard Bartoskewitz): 5-2484

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.

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 persons in wheelchairs:

1. Have him/her park their wheelchair in the stairwell vestibule and make sure that the fire door has been closed and secured.

2. 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).

3. Give the authorities the EXACT location of the person in the wheelchair.

4. 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.

Weather Emergencies
Flood
In the event of a flood in or around this building, all occupants should evacuate to the highest level of the building. Evacuate quickly, quietly, and in an orderly fashion as directed by your floor proctor or building marshal.

Lightning
A typical lightning bolt contains several hundred million volts at 30,000 or more amperes.

1. Stay away from open doors or windows during an electrical storm.

2. Avoid using electrical appliances and stay away from all metal objects during a storm.

3. Do not go outside.

If you are outside:

1. Avoid tree lines.

2. Stay away from flag poles, towers, trees, and metal fences.

3. A closed automobile provides a protective metal shell—if car is struck, don’t touch anything metal in the interior.

4. If you are caught out in the open, stay low. If your hair begins to stand on end, crouch low the ground and balance yourself on the balls of your feet. Do not touch the ground with your hands, knees, elbows, etc.

Tornadoes

1. Do not leave the building during a tornado.

2. All occupants should evacuate to the first floor and assemble in a crouched position along the walls in the hallway. Head should be tucked between knees with hands protecting the back of the head.

3. Occupants should remain in this position until notified otherwise by the building fire marshals or emergency personnel.

If you are in a vehicle:

1. Never try to outrun a tornado in your vehicle.

2. Drive to the nearest building or seek shelter in a ditch or ravine.

3. (If at home or in building, go to an interior room on the lowest level: bathroom, closet, etc.) Get under a sturdy piece of furniture if possible.