GUIDE TO
EMERGENCY EVACUATION PLANNING
PETROLEUM ENGINEERING
DOHERTY BUILDING
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FIRE REPORTING PROCEDURES

1. Any person discovering fire or smoke should:
   a. Activate manual (fire alarm) pull station (if available).
   b. Notify TAMU Emergency Operator (9-911).
   c. Notify Building Fire Marshal.

2. Information for Emergency Operator:
   a. Name.
   b. Exact location of fire or smoke on floor.
   c. Building name (number) and floor.
   d. Type and extent of fire or smoke.
   e. Other information requested by Operator.

3. If you are trapped in building and cannot find an escape route:
   b. Give exact location to Emergency Operator.
FIRE EVACUATION PROCEDURE

1. When fire alert is sounded, leave the building immediately by following route indicated on the Emergency Evacuation Plan. (Do not Use Elevators: Elevators can become fire traps by responding to the heat on the fire floor and stopping.) Use Stairways or Fire Escapes For Fire Evacuation.

2. After leaving building, assemble in pre-arranged location (Parking Lot Behind Building.) Falling glass and debris from building can be deadly.

3. Each floor level will be alerted by Floor Proctors assigned to each floor. Persons detecting a fire or smoke after normal work hours should call the TAMU Emergency Operator (9-911). Alert as many occupants as possible.
BUILDING EMERGENCY PLANNING COMMITTEE

The overall responsibility for the safety of building occupants and protection of the building rests with the Building Emergency Planning Committee. It is recommended that the department head in the building or their appointed representatives make up this committee.

DUTIES:

1. Appoint Building Fire Marshal and assistants.
2. Instruct and supervise Fire Marshal in his assigned activities.
3. Preplan for emergency conditions such as fire, power failure, adverse weather, etc.
4. Coordinate fire drills, training sessions and emergency operation
<table>
<thead>
<tr>
<th>NAME</th>
<th>ROOM #</th>
<th>PHONE #</th>
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<tbody>
<tr>
<td>J. T. Rollins</td>
<td>201K</td>
<td>845-2241</td>
</tr>
<tr>
<td>Bill Mosely</td>
<td>201G</td>
<td>845-2241</td>
</tr>
<tr>
<td>FLOOR PROCTORS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
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<tr>
<td><strong>NAME</strong></td>
<td><strong>ROOM #</strong></td>
<td><strong>PHONE #</strong></td>
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<tr>
<td>1st FLOOR</td>
<td>Robert Rudder</td>
<td>102</td>
</tr>
<tr>
<td>ALTERNATE</td>
<td>Richard Strickland</td>
<td>201F</td>
</tr>
<tr>
<td>ALTERNATE</td>
<td>Stephen Neuse</td>
<td>301H</td>
</tr>
<tr>
<td>2nd FLOOR</td>
<td>Marti Humphreys</td>
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<td>ALTERNATE</td>
<td>Larry Piper</td>
<td>212B</td>
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<tr>
<td>ALTERNATE</td>
<td>Marilyn Brooks</td>
<td>215A</td>
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<tr>
<td>3rd FLOOR</td>
<td>Steven Poston</td>
<td>301J</td>
</tr>
<tr>
<td>ALTERNATE</td>
<td>Don Mohrman</td>
<td>301M</td>
</tr>
<tr>
<td>ALTERNATE</td>
<td>Ronald Brimhall</td>
<td>301D</td>
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BUILDING FIRE MARSHAL

DUTIES:

All pertinent information regarding fire or other emergency conditions will be given to the Fire Marshal who will be responsible for initiating the following action:

1. Report to the fire floor with an Assistant Fire Marshal for inspection and aid Floor Proctors in trying to extinguish or contain fire.

2. Assign one Assistant to call elevators to the first floor by using call button and then switch elevators to inspection or push stop button.

3. Pre-assign door guards to building entrance to prevent unsuspecting persons from entering building and becoming trapped.

4. Meet with firemen when they arrive and give all assistance possible.

5. Maintain a current list of Fire Proctors.

6. Inspect, evaluate and monitor hazardous areas in building.

7. Coordinate fire plans, training sessions and fire drills.
BUILDING FLOOR PROCTORS

DUTIES:

1. Inspect floor for possible fire hazards and report to Building Fire Marshal.
2. Know locations of all fire protection equipment and receive training in their use.
3. Instruct occupants of proper evacuation routes and procedures.
4. Post and maintain fire evacuation plans in designated locations.
5. Designate alternate floor proctors and post names with evacuation plans.
6. Assist Building Emergency Planning Committee and Fire Marshal in planning and conducting fire drills.
7. On receipt of fire alarm, Floor Proctors will:
   * a. Alert occupants in each office or laboratory area.
   * b. Check remote areas such as restrooms, storerooms, etc.
   * c. Make search of floor to determine location of fire. If fire is found, notify the University Emergency Operator (9-911) and Building Fire Marshal. (If fire is in early stage, attempt should be made to extinguish or contain until arrival of Fire Department. Precaution should be taken to prevent entrapment.)
   * d. Maintain orderly evacuation of occupants.
   * e. After floor is secured, report to first floor lobby for assignment from Building Fire Marshal.
     * Steps a, b, and c usually occur simultaneously
8. Maintain a current list of handicapped persons on each floor and make necessary provisions to assist them during emergencies.
FIRE DRILL PROCEDURES

1. Fire drills should be held semi-annually (recommended by NFPA) simulating actual fire conditions.

2. The Emergency Planning Committee, Fire Marshal and Floor Proctors should preplan fire drills and properly alert building occupants prior to drill to avoid panic and possible 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.
IN CASE OF FIRE OR OTHER EMERGENCY

1. KEEP YOUR HEAD - 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 FIRE EXTINGUISHERS - LEARN PROPER USE OF ALL TYPES OF EXTINGUISHERS.

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

REMEMBER - IT IS PART OF YOUR JOB TO PREVENT FIRES !!!
<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
</tr>
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<tbody>
<tr>
<td>TAMU Emergency Operator (any emergency)</td>
<td>9-911 &amp; 5-1111</td>
</tr>
<tr>
<td>Area maintenance (Building maintenance)</td>
<td>5-1432  5-5511</td>
</tr>
<tr>
<td>College Station Fire Department</td>
<td>9-911</td>
</tr>
<tr>
<td>University Police</td>
<td>5-2345</td>
</tr>
<tr>
<td>University Hospital</td>
<td>5-1511</td>
</tr>
<tr>
<td>Safety Office</td>
<td>5-2132</td>
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Special Precautions for Attention:

- Always use good body mechanics when lifting or carrying.
- Keep your back straight.
- Use your legs, not your back, for lifting.
- Be aware of your surroundings.
- Keep your hands and feet clear of the work area.
- Use proper lifting techniques.

Going Down Stairs:

1. Slowly lower to the upright position.
2. Reinforce the position of the ears, turn the shoulders.
3. Position the hands on the sides of the waist.
4. Lift the body to the upright position.
5. Return to the starting position.

Going Up Stairs:

1. Keep your back straight.
2. Use your legs, not your back, for lifting.
3. Be aware of your surroundings.
4. Keep your hands and feet clear of the work area.
5. Use proper lifting techniques.
EMERGENCY EVACUATION PROCEDURES

PETROLEUM ENGINEERING

Any person observing flames, heavy smoke or other dangerous conditions should immediately:

1. Report observations to the nearest floor proctor's office (Rooms 102, 201F, 201, 301H, 212B, 215A, 301J, 301M, 301D).

2. Remain available in the proctor's office, or the nearest safe area, to provide further information if needed.

In the event of unavailability of floor proctors report emergencies to any available faculty or staff.

If an official alarm is given:

1. All persons in hallways, stairwells or lobbies should immediately leave the building via the nearest safe exit and continue away from the area into the parking lot.

2. Faculty or other persons in charge of a group should:
   a. Immediately notify the group to prepare to leave and proceed to parking lot.
   b. Arrange for assistance for handicapped persons.
   c. Supervise the rapid, orderly evacuation of all persons in the area via the nearest safe exit.
      - All other areas via nearest safe corridor or stairwell to ground floor exit (DO NOT USE THE ELEVATOR.)
   d. Follow the group to the parking lot and remain with the group to maintain order until notified that return is safe, or until the group is dismissed.

3. Floor proctors and assistant proctors should check that all persons have been evacuated from their floor and have left the immediate area. If conditions permit, proctors and assistant proctors should check that all electrical apparatus and gas have been shut off and then assemble in a safe ground floor area for further instructions.
1. On receiving notice of emergency, the floor proctor, assistant proctor, or other responsible faculty or staff member should immediately:
   a. Send verbal notification to evacuate all areas
   b. Check that the University Emergency Operator (5-1111) or (9-911) have been notified
   c. Supervise the orderly evacuation of all persons from the floor, arranging assistance as necessary for handicapped persons*, with instructions for evacuees to proceed to the area north of the parking lot
   d. If conditions permit, check that all electrical apparatus and gas have been shut off
   e. Report to a safe ground floor area to assist in warning persons to stay out of the building, to provide information for emergency personnel, and to help in notifying evacuees when return is safe

2. Evacuation routes
   a. Basement (Do not use elevator)
      (1) Primary route (if safe)
           Stairwell to first floor exits
      (2) Secondary routes
           Corridor to outside basement floor
   b. First Floor
      (1) Primary route
           Four exits to outside
      (2) Secondary route
           Stairwell to second floor, then to nearest fire escape
   c. Second Floor (Do not use elevator)
      (1) Primary route
           Stairs to first floor exits
      (2) Secondary route
           Nearest fire escape
   d. Third Floor (Do not use elevator)
      (1) Primary route
           Nearest safe stairwell to ground floor exit
      (2) Secondary route
           Nearest fire escape

* NOTE: It is recommended that wheel chairs not be taken down stairs except with trained assistants (see accompanying information). It is probably safest to use two strong volunteers (preferably faculty or