TEES State Headquarters Building  
(TSHB)  

Building No. 2922  

EMERGENCY EVACUATION PLAN  

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Submitted to:  
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Office of Engineering Safety  
Environmental Health, Safety & Security Services  

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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. Our Safety Rules require the Building Proctor to conduct an evacuation drill (fire drill) at least once each semester (minimum two per year).

BUILDING EVACUATION PROCEDURES

The Emergency Evacuation Plan provides pertinent information for the Building Proctor and the Emergency Evacuation Team (volunteer floor proctors) to safely and effectively evacuate building occupants and visitors in an emergency situation. Routine evacuation drills (fire drills) practice in evacuating occupants from the building in a monitored, non-emergency situation. Such practice drills should be monitored, problems noted on a fire drill observation form, and the Plan revised to improve efficiency and effectiveness.
### TSHB CONTACT PERSONNEL

#### Building Proctors

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Location</th>
<th>Office Phone</th>
<th>Home Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiphany Bode</td>
<td>Main Entry</td>
<td>458-7642</td>
<td>979-422-9424</td>
<td><a href="mailto:tiphany@tamu.edu">tiphany@tamu.edu</a></td>
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<tr>
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#### Emergency Management Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Location</th>
<th>Office Phone</th>
<th>Home Phone</th>
<th>Title</th>
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<tr>
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<tr>
<td>Randy Shirley</td>
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<tr>
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<td>Alternate Fire Marshal</td>
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<td>Phone</td>
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<td><a href="mailto:ssaxer@tamu.edu">ssaxer@tamu.edu</a></td>
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</table>
FIRE REPORTING PROCEDURE

If you discover FIRE or SMOKE:

1. Activate the nearest manual fire alarm pull station — if possible.

2. If you are not in immediate danger, **dial 9-911** from a TAMU telephone to notify the Emergency Services Operator, and provide:
   i. **Your Name**
   ii. **Fire Location**
      • TSHB Building, 1470 William D. Fitch Pkwy., College Station TX.
      • At intersection of William D. Fitch Pkwy. & Lakeway Dr.
      • Approximately one block east of Hwy 6.
      • Be prepared to give the room number & location within the building.
   iii. **Size and Type of Fire**
   iv. **Any additional information requested by the Operator**

3. If you are calling **from a cell phone, dial 911**, and report the information shown above.

4. If you are not in immediate danger, also notify the Building Proctor and your supervisor.

5. 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:

1. Call the Emergency Services Operator (**dial 9-911**) and give your exact location.
FIRE MARSHAL RESPONSIBILITIES

1. The Building Proctor serves as Fire Marshal or may designate a separate Fire Marshal. The Fire Marshal serves as a liaison with emergency responders (e.g., fire department, police, ambulance, Environmental Health & Safety) within the Incident Command System (ICS).

2. Meet responders upon their arrival and convey specific information about hazards in the building, access, locations of special needs individuals, etc.

3. Maintain communication with Evacuation Team & 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.

ALTERNATE FIRE MARSHAL RESPONSIBILITIES

1. Assume the duties in the absence of, or assist, the fire marshal in the duties listed above.
1. You are responsible for your own safety! Stay calm — avoid panic and confusion. Assist your colleagues, co-workers, and fellow Aggies. Cooperate with emergency response personnel.

2. Know the locations and operation of fire extinguishers.

3. Know how to report a fire, emergency or hazardous incident:
   - Emergency Services Operator: 9-911 or 911
   - TSHB Building Proctor: 979-422-9424
   - TSHB Reception Desk: 979-458-7643
   - Office of Engineering Safety: 979-845-4986

4. When the fire alarm sounds, make sure other personnel in your immediate area are aware of the alarm. Immediately exit the building. Remain outside until the Fire Marshal announces that it is safe to return.

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. Emergency Evacuation Route drawings are posted throughout the building — copies are available from the building proctor.

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. Evacuated occupants should remove to a safe distance, at least 150 feet, from the building, and remain outside until notified to re-enter. The Fire Marshal or a designated Floor Proctor will give an “All Clear” signal, when it is safe to re-enter.

8. Notify the Fire Marshal or a Floor Proctor of wheelchair occupants and other handicapped individuals not able to exit directly from the building. 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. An “All Clear” signal will be announced by when it is safe to re-enter. Silencing the alarm is NOT a signal for occupants to re-enter!
FLOOR PROCTOR RESPONSIBILITIES

1. Routinely inspect your area(s) for possible fire hazards, and report concerns to the Fire Marshal and/or Building Proctor.

2. Know locations of and how to use all fire protection equipment in your area. Participate in annual fire extinguisher training. (Call 979-845-7715 to schedule fire extinguisher training for your location.)

3. Ensure that occupants (including new employees) are familiar with evacuation procedures. Ensure that occupants evacuate the building, and remove to a distance of at least 150 feet.

4. Be aware of building occupants with special needs or handicaps who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair).

5. As an integral part of the building’s emergency communication network, floor proctors are to ensure that occupants in their area are aware of an emergency and the need to evacuate.

6. Call 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.

ALTERNATE FLOOR PROCTOR RESPONSIBILITIES

1. Assume the duties in the absence of, or assist, the Floor Proctors in the duties listed above.
1. Notify the Emergency Services Operator (dial 9-911) if you have information related to the emergency. Be ready to provide:

   **Your Name**

   **Fire Location**

   - TSHB Building, 1470 William D. Fitch Pkwy., College Station TX.
   - At intersection of William D. Fitch Pkwy. & Lakeway Dr.
   - Approximately one block east of Hwy 6.
   - Be prepared to give the room number & location within the building.

   **Type of Emergency**

   **Any additional information requested by the Operator**

2. Alert all occupants in your area. Check remote areas such as restrooms and storerooms. **Close doors** on your way out, if possible. Maintain orderly evacuation of occupants.

3. Ensure that all **personnel with special needs** are alerted, and that someone is assisting with their evacuation. Inform the Fire Marshall, Fire Department, and/or Police of such individuals.

4. If the emergency is located **in your area**, and you are not in immediate danger:

   - You may attempt to determine which smoke detector or pull station was activated. The fire alarm system control panel is located in utility room number 154.

   - 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. **Generally, if you cannot approach within ten (10) feet, the fire is too large to safely use a portable fire extinguisher.**

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** 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. Do not allow re-entry until the formal “All Clear” signal is given by the Fire Marshal or a designated TSHB Proctor.
1. Fire drills shall be conducted at least once each semester at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire and/or emergency. 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 building Fire Marshal. Notify College Station Fire Department (979-764-3700), the TAMU Emergency Services Dispatch “Radio Room” (979-845-4311), and TAMU Fire & Life Safety (979-845-2132), and the Engineering Safety Office (979-845-4986) one week prior to the drill. Also, notify the fire alarm maintenance service, Matrix Security and Fire Services (800-535-9685), to operate (activate & deactivate) the alarm system. For more information regarding Matrix please call Larry Aguero (979-260-9614).

3. **Fire drills shall involve all building occupants.** Everyone shall leave the building immediately when the fire alarm sounds. Exemptions are strongly discouraged. It may be advisable to notify special needs individuals 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 monitoring, timing, and evaluating the orderliness of each drill.
TSHB Emergency Evacuation Plan, Bldg. No. 2922

Revised: 06/25/2009

EMERGENCY TELEPHONE NUMBERS

TAMU Emergency Telephone Numbers
http://www.tamu.edu/00/text/data/emerg.htm

Name Phone#

College Station Emergency Services Operator ........................................... 9-911

Your Name:
Your Location:

• TSHB Building, 1470 William D. Fitch Parkway, College Station TX.
• At intersection of William D. Fitch Pkwy (formerly Greens Prairie Rd.) & Lakeway Dr.
• Approximately one block east of Hwy 6.
• Be prepared to give the room number & location within the building.

TAMU Building No. ........................................................... 2922

Type of Emergency:
Size of Emergency:
Any additional information requested by the operator:

Building Maintenance and Repair .................................................. 458-7643
Pest Problems ............................................................................. 458-7643

College Station Fire Department (Non-Emergency) .................. 764-3700
College Station Police Department (Non-Emergency) .......... 764-3600

Engineering Safety Office ..................................................... 845-4986
Engineering Facilities Office .................................................. 862-3364
Appendix Section