EMERGENCY EVACUATION PLAN

For the

Emerging Technologies Building

TAMU Building #0270

Revised: 20-August, 2013
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EMERGENCY TELEPHONE NUMBERS

Emergency Operator (all emergencies) .......... 9-911

TAMU Radio Room (all emergencies).......... 845-4311

University Police Department ................. 845-2345

University Dial-A-Nurse ....................... 458-8379

Engineering Safety Office .................... 845-4986
  David Breeding Cell ......................... 255-8051

ETB Building Proctors ......................... 458-2383
  845-1581

ETB Fire Marshall ............................ 458-2383
  845-1581
  Dennis Allen Cell ......................... 219-2260
  Andy Deuel Cell ...................... 220-1018

Other Emergency Telephone Numbers:
2 EMERGENCY REPORTING PROCEDURES

1 Any person discovering fire or significant smoke should:
   a Pull cover and activate the manual fire alarm pull station if available
   b Notify the Emergency Operator at 9-911
   c Notify the Building Proctor Andy Deuel 845-1581 / 220-1018 or Mark Hopcus 458-2383 / 219-2260

2 Give the following information:
   a Your name
   b Building name: Emerging Technologies Building
     TAMU Building #270
   c Exact floor and room location of emergency
   d Type of emergency: fire, smoke, health/1st aid
   e Other information as requested by the Operator

3 If you are trapped in the building and cannot get out:
   a Notify the Emergency Operator at 9-911
   b Give your exact location
   c Wait for help to arrive
3  EMERGENCY  EVACUATION  PROCEDURES

1  When  an  emergency  alarm  is  sounded,  exit  the  building  immediately,  by  the  route  indicated  in  Section  10

2  Do  NOT  use  the  elevators!  Elevators  can  become  fire  traps,  instead  use  the  stairways  located  in  each  corner  of  the  building.

3  After  exiting  the  building,  assemble  across  the  streets  on  the  west  side  (Bizzell  St.)  and  east  side  (Parking  Lot  50)  of  the  building.
# Emergency Evacuation Team

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Email</th>
<th>Office Phone</th>
<th>Cell Phone</th>
<th>ETB Office</th>
<th>Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andy Deuel</td>
<td><a href="mailto:adeuel@tamu.edu">adeuel@tamu.edu</a></td>
<td>845-1581</td>
<td>220-1018</td>
<td>5002A</td>
<td>BMEN</td>
</tr>
<tr>
<td>2</td>
<td>Dennis Allen</td>
<td><a href="mailto:dr-allen@tamu.edu">dr-allen@tamu.edu</a></td>
<td>458-2383</td>
<td>219-2260</td>
<td>3019</td>
<td>ISEN</td>
</tr>
<tr>
<td>3</td>
<td>Carl Johnson</td>
<td><a href="mailto:cjohnson@bme.tamu.edu">cjohnson@bme.tamu.edu</a></td>
<td>458-2315</td>
<td></td>
<td>0001C</td>
<td>BMEN</td>
</tr>
<tr>
<td>4</td>
<td>Michele Bork</td>
<td><a href="mailto:mbork@tamu.edu">mbork@tamu.edu</a></td>
<td>458-2349</td>
<td></td>
<td>4058C</td>
<td>ISEN</td>
</tr>
<tr>
<td>5</td>
<td>Jaime Vykukal</td>
<td><a href="mailto:jmv@tamu.edu">jmv@tamu.edu</a></td>
<td>458-2377</td>
<td></td>
<td>4021</td>
<td>ISEN</td>
</tr>
<tr>
<td>6</td>
<td>Ken McCadden</td>
<td><a href="mailto:kmccadden@bme.tamu.edu">kmccadden@bme.tamu.edu</a></td>
<td>845-3537</td>
<td></td>
<td>5013</td>
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</tr>
<tr>
<td>7</td>
<td>Mark Hopcus</td>
<td><a href="mailto:mhopcus@tamu.edu">mhopcus@tamu.edu</a></td>
<td>458-2381</td>
<td></td>
<td>3019</td>
<td>ISEN</td>
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<tr>
<td>8</td>
<td>Mark Henry</td>
<td><a href="mailto:mhenry@tamu.edu">mhenry@tamu.edu</a></td>
<td>458-2382</td>
<td></td>
<td>3019</td>
<td>ISEN</td>
</tr>
<tr>
<td>9</td>
<td>Julie King</td>
<td><a href="mailto:jking@bme.tamu.edu">jking@bme.tamu.edu</a></td>
<td>458-2317</td>
<td></td>
<td>0001B</td>
<td>BMEN</td>
</tr>
<tr>
<td>10</td>
<td>Jeana Goodson</td>
<td><a href="mailto:j-goodson@tamu.edu">j-goodson@tamu.edu</a></td>
<td>845-5766</td>
<td></td>
<td>4059</td>
<td>ISEN</td>
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<tr>
<td>11</td>
<td>Cheryl Kocman</td>
<td><a href="mailto:ckocman@tamu.edu">ckocman@tamu.edu</a></td>
<td>845-5535</td>
<td></td>
<td>4029</td>
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<tr>
<td>12</td>
<td>Andrea Cummings</td>
<td><a href="mailto:andreacummings@tamu.edu">andreacummings@tamu.edu</a></td>
<td>458-2359</td>
<td></td>
<td>4028</td>
<td>ISEN</td>
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<tr>
<td>13</td>
<td>Barbara Slusher</td>
<td><a href="mailto:bslusher@bme.tamu.edu">bslusher@bme.tamu.edu</a></td>
<td>845-5532</td>
<td></td>
<td>5045</td>
<td>BMEN</td>
</tr>
<tr>
<td>14</td>
<td>Andy Deuel</td>
<td><a href="mailto:adeuel@tamu.edu">adeuel@tamu.edu</a></td>
<td>845-1581</td>
<td></td>
<td>5002A</td>
<td>BMEN</td>
</tr>
<tr>
<td>15</td>
<td>Carl Johnson</td>
<td><a href="mailto:cjohnson@bme.tamu.edu">cjohnson@bme.tamu.edu</a></td>
<td>458-2315</td>
<td></td>
<td>0001C</td>
<td>BMEN</td>
</tr>
<tr>
<td>16</td>
<td>Breeding, David</td>
<td><a href="mailto:bree@tamu.edu">bree@tamu.edu</a></td>
<td>845-4986</td>
<td></td>
<td></td>
<td>TEES</td>
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5 EMERGENCY EVACUATION TEAM DUTIES

The Emerging Technologies Building Emergency Evacuation Team was formed in the Summer of 2012 with volunteer members from each department that currently occupy the main 6 floors of the building, (1-2-3-4-5-Service).

The duties outlined in this section are performed by the team as a whole. For specific individual team member (i.e. Floor Proctor) duties see Section 7.

Team Duties:

1. Work cohesively as a single unit to meet regularly, evaluate current conditions that might affect the safety of building occupants.

2. Update the Emergency Evacuation Plan as necessary.

3. Serve as the resource for safety concerns of tenants.

4. Communicate information and updates back to departments.

5. Seek safety and first aid training to improve on emergency response effectiveness.

6. Provide support to emergency response authorities such as the College Station Fire Department, University and College Station Police Departments, TAMU Physical Plant and Area Maintenance, and any other university or community emergency response personnel.
6 BUILDING FIRE MARSHALL DUTIES

The Emerging Technologies Building Proctors also serve as the Emerging Technologies Building Fire Marshall. All pertinent information regarding a fire or any other emergency conditions will be given to the Building Fire Marshall, who will be responsible for initiating the following actions:

1. Report to the fire or smoke location along with an appointed Assistant Building Fire Marshall to inspect the source, and assist the Floor Proctors in attempting to extinguish or contain the fire if possible.

2. Assign assistants to call the elevators to the first floor and disable the elevators by switching to “Inspection” mode or pushing the “Stop” button.

3. Assign door sentries to all building entrances to prevent anyone else from entering the building until “All Clear” has been issued by official authorities.

4. Meet with and assist any university or community emergency response personnel and give all assistance possible.

5. Inspect, evaluate and monitor any hazardous areas in the building.

6. Update and coordinate evacuation plans, drills and training sessions.
7 INDIVIDUAL FLOOR PROCTOR DUTIES

1. Inspect your floor for possible safety hazards and report to the Building Proctor.

2. Know the locations and operations of all emergency response equipment.

3. Instruct floor occupants in proper evacuation procedures and routes.

4. Designate alternate floor proctors and give names and information to the Building Proctor.

5. Maintain a current list of handicapped personnel on each floor and make provisions for their escape. Class instructors should have names of handicapped students in their classes.

6. Assist Emergency Evacuation Team and Building Proctor in planning and conducting evacuation drills.

7. On the sound of an emergency alarm, the proctor will:
   a. Alert all occupants in labs or offices to evacuate.
   b. Check all remote areas such as restrooms, storerooms, etc. Fire alarms may not be heard in all areas.
   c. Conduct a search of the floor to determine the location and possible cause of the smoke or fire.
   d. If a fire is discovered immediately call:
      1. Emergency Operator 9-911
      2. Physical Plant Radio Room 845-4311
   e. If a fire is in an early stage, all attempts should be made to extinguish or contain the blaze until the arrival of official emergency response personnel.
   f. Precautions should be taken to prevent entrapment.
   g. Maintain an orderly evacuation of the occupants.
   h. After the floor is secured, report to the 1st Floor Lobby for assignments from the Building Fire Marshall.
8 EMERGENCY EVACUATION DRILLS

A minimum of 2 separate emergency evacuation drills should be held annually to comply with Rules and Regulations, one announced and one unannounced.

The Emergency Evacuation Team, Building Proctor and Floor Proctors should pre-plan these drills and properly alert building occupants prior to the drill to avoid panic and possible injury.

While conducting evacuation drills, emphasis should be placed on orderly evacuation rather than speed, and making sure occupants clear the exit doorways and proceed across the streets (see Section 3, number 3).

Emergency evacuation drills must involve and evacuate ALL OCCUPANTS without exception.

During emergency evacuation drills the Building Proctor, Assistant Building Fire Marshall, and all Floor Proctors will perform duties for an actual emergency evacuation.

Provisions should be made for timing and evaluation of each drill.
9 TIPS, REPORTING AND COMMUNICATION

TIPS

- Keep your cool, cooler heads prevail and panic is contagious.
- Know your duties, evacuation procedures and the most direct route out from anywhere under your purview.
- Know your floor plan and the locations of emergency equipment.
- Know your team members and others in positions of responsibility.
- Walk - DO NOT RUN - to your assigned areas and exits.
- Be proactive and take preventative measures to avoid emergencies before they happen.

REPORTING AND COMMUNICATION

The Team will be responsible for compiling information on evacuations and drills, and reporting this information to proper university and/or local authorities.

The Team will be responsible for distributing information pertaining to safety, emergencies, evacuations and drills to Emerging Technologies Building occupants and departments.
See the following pages for the Emerging Technologies Building floor plans for all 6 levels, 1–2–3–4–5, and Service floor. Evacuation routes are marked in red.