

Building Emergency Action Plan



Harrington Education Center Office Tower
540 Ross St College Station, Texas 77843
Building # 0435

Prepared By:
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Last Revision:
August 9, 2021

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Introduction & Purpose

Emergencies of varying size, scope, and location have the ability to affect any or all facilities at Texas A&M University. In order to effectively manage such incidents, planning, regular testing, critique, and updating of plan is critical to ensure the safety of our campus community. To achieve this effort, Texas A&M University has written plans that address mitigation and prevention efforts, preparedness, response, and recovery efforts.

The *Texas A&M University Emergency Operations Plan (EOP)* was prepared to develop, implement, and maintain a viable all hazards response and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. This plan shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. This plan addresses emergency response activities at the Texas A&M University – College Station campus, and the Texas A&M University Health Science Center campus sites.

- ❑ <https://www.tamu.edu/emergency/documents/EOP.pdf>

One critical implementation component of the *EOP* is ensuring that all campus buildings have developed a written and regularly exercise a Building Emergency Action Plan (BEAP) as required by TAMUS Policy <http://policies.tamus.edu/34-07-01.pdf>.

Additional emergency planning information may be found at the following:

- ❑ Environmental Health and Safety (EHS) – <https://ehs.tamu.edu>
- ❑ TAMU Emergency Preparedness Website– <https://www.tamu.edu/emergency>
- ❑ University Police Department (UPD) – <https://upd.tamu.edu>

Section I - Emergency Situations and Common Threats

There are many emergency situations that may arise on or around our campus community. The following is a list of the most common categories of threats, both natural and manmade that have the potential to impact our day to day operations. In addition to the threats listed below, hyperlinks to more detailed information is available on the TAMU Emergency Preparedness website.

<https://www.tamu.edu/emergency/index.html>

Severe Weather

Severe weather is defined as any aspect of the weather which can pose a threat to life and property. These threats include severe thunderstorms, lightning, tornadoes, hail, and severe winter weather.

<https://www.tamu.edu/emergency/procedures/severeWeather.html>

Medical Emergencies

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. Medical emergencies include but are not limited to airborne/foodborne illnesses, poisonings, injuries requiring first aid, and radiological or biological exposures.

<https://www.tamu.edu/emergency/procedures/medical.html>

Fires/Hazardous Materials

A fire, gas leak, chemical spill, or other similar type hazardous materials incident can occur whether an individual is inside or outside a building. Depending on location and type each incident may require different response procedures.

<https://www.tamu.edu/emergency/procedures/fire.html>

Personal Safety

While Texas A&M has done much to make our campus safe, safety ultimately becomes a personal responsibility. How safe you are depends on your preparation and how much attention you pay to your surroundings. Aspects of personal safety include active shooter situations, bomb threats (both specific and campus-wide), concerning behaviors, suspicious letter or packages, and others.

<https://www.tamu.edu/emergency/procedures/personalSafety.html>

Shelter-in-Place

When emergency condition do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

<https://www.tamu.edu/emergency/procedures/evacuation.html>

Section II - Building Emergency Action Plan (BEAP)

This BEAP is intended to communicate the policies and procedures for all occupants of the Harrington Education Center Office Tower to follow during emergency situations. Employees shall be familiar with this document and the role each member plays in an emergency situation. Transitional occupants not permanently housed in building such as course instructors or those having temporary office hours should be briefed on the plan and expectations during plan activation.

Plan Implementation

Emergencies in the Harrington Education Center Office Tower such as fire, explosion, spills, chemical releases and all other emergencies may require employees to evacuate the building or to shelter in place. Planning and preparation are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Exercising the BEAP provides training that will be valuable to all occupants in an emergency situation.

Any fire alarm activation or other emergency involving the building and its occupants will automatically implement this BEAP.

Drills

To ensure that building occupants are prepared for an emergency evacuation, drills shall be conducted on a regular basis. Each drill shall be timed and evaluated for orderliness and effectiveness. An evacuation evaluation report is to be completed by the building proctor or designee upon the conclusion of each drill or actual event and submitted to EHS.

Evacuation drills shall be conducted at least twice each year at unexpected times. These evacuation drills will be scheduled by Jamie Ryan Neff, Facilities Coordinator and EHS (845-2132) at least one week prior to the drill. It is important that only a minimum number of building occupants are notified of the upcoming drill in order to maximize the effectiveness of each drill. Based on specific code recommendations, requirements, or facility specific hazards, additional drills may be necessary.

Evacuation drills shall involve ALL occupants and everyone should leave the building when the fire alarm sounds. During the drills, emphasis shall be placed upon orderly evacuation of the building rather than the speed of the evacuation. A person may be exempt from an evacuation drill if it will cause undue hardship (e.g., interrupt operations, an experiment, or procedure that cannot be halted); however, exemptions are strongly discouraged. Any identified critical process operations or shutdown procedures that are able to be exercised is encouraged.

Accountability

Each building/floor proctor shall identify an accountability system to help ensure that building occupants are safe and accounted for. It is understood that due to the transient nature of our campus facilities total accountability may not be achievable, but efforts to account for normal occupants is encouraged.

Review and Critique

Following any drill or actual event, time should be taken by the building proctor or BEAP committee to review, critique, and validate the plan and update or make note of changes to incorporate during the next scheduled review. Additionally, this plan should be reviewed regularly (at least annually) with all employees, with all new employee onboarding, and as duties are assigned or change.

Section III - Building Life Safety Features Description & Emergency Contacts

The Harrington Education Center Office Tower is an 8 story, 130,844 gross square feet facility located at 540 Ross St College Station, Texas 77840.

The facility is equipped with the following fire and life safety features: For this section please leave what features your facility has, and delete any features you do not have.

- An Automatic Fire Detection & Notification System (fire alarm system)*
- An Automatic Fire Sprinkler System*
- A Fire Standpipe System (For fire department use)*
- Self-Closing & Self-Latching Fire Doors on Stairway and other fire rated doors*
- Portable Fire Extinguishers*
- Automatic External Defibrillators- 3rd floor (near room 307) & 5th floor (near room 511)*
- Emergency Evacuation Chair (6th floor)*

Occupants should be familiar with these features, procedures for activating the fire alarm system, and the location and proper use of portable fire extinguishers as appropriate. The use of portable fire extinguishers may be considered by trained occupants.

Building Specific Hazards

[None]

Elevator Usage

The use of elevators during emergency situation varies based on the type, extent, and location of the threat. As an example, elevators should not be used by building occupants during a fire situation or other similar hazardous material situation. Certain smoke and heat detectors are programmed to recall and lock out elevators to prevent entrapment and injury during the fire situation. Use of elevators during other emergencies such as relocation to lower levels within the facility for severe weather threats may be acceptable.

Building & Departmental Contacts

Plan management, exercise, and regular updates are crucial to ensure an effective implementation during emergency situations. In such, the building proctor and designated employees play critical roles. Building proctors, floor proctors, and other identified positions within the plan should know and be comfortable with their responsibilities. Training on these roles is available through EHS.

**Building Proctor
Primary (P)/Alternates (A)**

P/A	Name	Office Location	Office Phone	Alt. Phone	Title
	Jamie Neff	405	979-458-3657	979-595-4624	Facilities Coordinator III
	Michelle Bunch	407	979-845-0072	979-575-8276	Facilities Coordinator I

Floor Proctor Contact Information

P/A	Name	Office Location	Office Phone	Alt. Phone	Entrance Assignment
	Listed below				

NAME	DEPARTMENT	ROOM #	OFFICE #	ALT #	FLOORS
Jamie Neff jamie.neff@tamu.edu	Bldg. Proctor Dean's Office	407	458-3657	979-595-4624	1/all
Tracy Young tsyong@tamu.edu	Dean's Office	803A	845-2128	979-575-7023	8
Kristy Anderson kanderson@tamu.edu	Dean's Office	107G	458-3560	979-676-1740	1
Rebecca Thomas rebeccathomas@tamu.edu	TLAC	202X	862-4540	979-321-1667	2
Tammy Reynolds t-reynolds@tamu.edu	Dean	801B	458-0808		8
Robin Alderete ralderete@tamu.edu	TLAC	308D	845-8383		2, 3
Arlen Strader strader@tamu.edu	Technology	434JA	862-8681	979-777-5404	4
Michelle Bunch mbunch@tamu.edu	Asst. Proctor	407	979-575-8276	979-575-8276	4
Lucy Rodriguez Lucy_rdz25w@tamu.edu	EPSY	427	845-2762		4

Susan Sassano ssassano@coe.tamu.edu	EAHR	510	862-3283	979-218-3350	5
Marie Shelfer shelfer@tamu.edu	EAHR	511DA	845-2717	979-229-2949	5
Tanya Baker tbaker05@tamu.edu	EPSY	637B	862-4990		6
Cathy Watson cwatson@tamu.edu	EPSY	704G	845-1394	979-739-8928	6, 7
Melanie Robideau mrobideau@tamu.edu	DEAN	802E	845-5313 458-3602		8
Jenny Folsom jenny.folsom@tamu.edu	DEAN	111D	458-3602		1

Section IV - Building Occupant Guidelines

General Occupant Guidelines

- ❑ All personnel shall be trained in safe evacuation procedures.
 - Refresher training is required when:
 - The employee's responsibilities or designated actions under the plan change
 - Whenever the plan itself is changed
- ❑ All occupants should be aware of potential hazards which pose threats and mitigate hazards under their control which pose such threats. Additionally, EHS will conduct annual inspections to identify and initiate corrective action for discrepancies identified during these inspections.

Occupant Evacuation Procedures

- ❑ Inform visitors of pertinent information about evacuation procedures
- ❑ Close but DO NOT LOCK doors as you leave
 - Items requiring security may be placed in a locking file cabinet/desk drawer on the way out
 - If possible, turn off any equipment which may create additional hazards
- ❑ Know the locations of primary and alternate exits
 - During an emergency, walk to the nearest exit and evacuate the building
 - Stairwells are the primary means for evacuation
 - Do not use the elevators during a fire related emergency! Elevators are to be used only when authorized by Fire or Police Department Personnel
- ❑ Go to your assigned area of assembly outside the building and wait
 - Do not leave the area unless you are told to do so
- ❑ Persons needing **functional assistance** (not able to exit directly from the building) are to proceed to and remain in a protected (enclosed) stairwell
 - Inform evacuating occupants to notify the building proctor or designee of your location
 - Fire Department personnel will evacuate occupants needing functional assistance from the building
- ❑ Employees should not re-enter the building until advised by the Fire Department, UPD, or EHS

Emergency Reporting Procedures

If the need for an evacuation is discovered:

- ❑ Locate and activate the nearest fire alarm pull station (pull stations should be located near building exits) to initiate a building evacuation
- ❑ Call 911 from any phone to report the emergency and provide any information such as:
 - Your Name
 - Emergency Location (Bldg. # , Floor # , Room #)
 - Size and Type of Emergency (Fire, smell of smoke, injured person, etc.)
 - Any additional information requested by the emergency operator
 - Stay on the phone until told to disconnect by the emergency operator
- ❑ If you are not in immediate danger, also notify the Building Proctor

Evacuation Procedures for individuals with **disabilities and** others with access and functional needs:

Persons with disabilities or medical conditions may not be able to evacuate without assistance. Prior to an emergency, employees may inform their building proctor of any disability or functional need that may be necessary during an emergency situation using the Emergency Evacuation for People with Disabilities and Others with Access and Functional Needs Notification (See Attachment B). The building proctor will communicate the specific needs with the floor proctor and emergency personnel as appropriate.

The building proctor should ensure that individuals with disabilities or others with access and functional needs are provided with assistance during an emergency situation. Never attempt to use an elevator unless instructed to do so by emergency personnel.

The Buddy System

Individuals with disabilities or functional needs may consider the “Buddy System” and inform a colleague as well as a back-up colleague of any assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.). This is completely up to the individual whether and to what extent they wish to inform others.

When there has been notification of an emergency situation, the "Buddy" or the "Back-up Buddy" will make sure of the location of the person, then go outside and inform emergency personnel that a person needs assistance in evacuating the building. Emergency personnel will then enter the building and evacuate that person.

In lieu of the "Buddy System" individuals may relocate into an enclosed stairwell and away from the area of imminent danger and “shelter-in-place.” If danger is imminent, remain in a room with an exterior window and a telephone. Dial 911 (if this hasn't been done) from any phone. The operator will give emergency personnel the location of the person who needs evacuation assistance. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

Section V - Responsibilities Matrix

	Coordinates the development and review of the BEAP	Act as primary contact for emergency response	Activate building fire alarm system if building is equipped & situation is appropriate	Call 911	Coordinate floor evacuation and initiate employee accountability	Assist Occupants with relocation, notify the building proctor and/or first responders of the location of the buddy	Evacuate the building and go to the predetermined designated meeting site for accountability	Meet with the building proctor and relay information about the emergency situation	Meet with person initiating evacuation/identify the threat and convey threat and building specific information to first responders	Go to critical operation or task area and initiate shutdown operations as possible; wait for direction on evacuation
Building Proctor	X	X					X		X	
Person Identifying/Discovering the Threat			X	X			X	X		
Building Occupants							X			
Floor Proctors					X		X			
Occupants With Disabilities & Access With Functional Needs				X			X			
Buddy(2 Buddys)						X	X			
Critical Operation Participants										X

Attachment A - Emergency Evacuation for People with Disabilities and others with Access & Functional Needs Notification

This form is for employees of *Education & Human Development*, Texas A&M University, to provide information about assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will **NOT** be placed in any personnel files. The Building Proctor or designee will retain the completed forms, and may communicate **disability or functional needs** to the appropriate Floor Proctors, safety/emergency personnel, or other individuals who may need the information necessary to fulfill their responsibilities under our BEAP.

Please be aware that **self-identification is voluntary** and employees are not required to provide ~~this information.~~

Employee Name: _____

Work Location _____

Suite/Office # _____

Please describe the type of assistance you think will be needed in case of an emergency evacuation:

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) Receive and review that information; and (3) have the information corrected at no charge. Contact: hradminfb@tamu.edu or (979) 845-4141.

Attachment B - Emergency Evacuation Drill Report



Building Name: _____ **Building Number:** _____

Time Evacuation Started: _____ **Ended:** _____ **Total Time:** _____

Type of Drill: **Obstructed** **Unobstructed**

Approximate number of participants: _____

	Yes	No	Not Observed
<input type="checkbox"/> Did occupants immediately begin to evacuate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Did building staff check restrooms and confined areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Was building staff aware of persons needing functional assistance ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Were doors closed to contain smoke/fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Did everyone evacuate the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Did everyone remain outside the building and wait for further instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Are the building staff knowledgeable in their assigned duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Was the drill conducted in an orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drill Rating: **Excellent** **Good** **Poor**

Comments:

Observed/Rated By: _____

Building Proctor/Person in Charge: _____

Date of Drill: _____

Attachment C - Critical Operation Procedures and Shutdown

Persons involved in the critical operations shutdown or critical operations that must continue until the determination has been made that an actual situation exist shall be notified by management of this responsibility in advance, identified in this BEAP, and will be appropriately trained in these procedures.

Personnel assigned to critical operations responsibilities are listed in the table below.

Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

Personnel Assigned to Critical Operations

Critical Operation	Required Shutdown(s) or Procedure(s)	Name of Responsible Person	Job Position	Work Area

Attachment D - Area Evacuation Plan

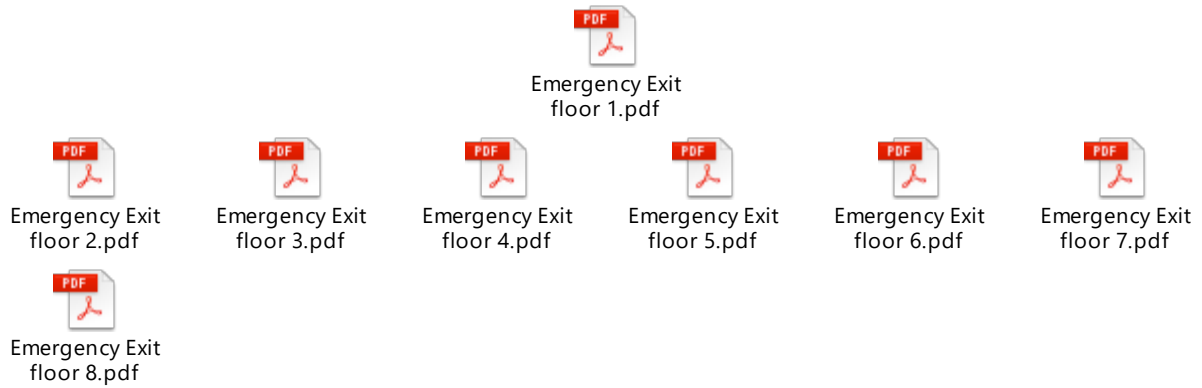
Department Area:
Date: August 14, 2021
Completed By: Jamie Ryan Neff

- Each work area should establish, in advance, a primary (and secondary evacuation route should the primary route be blocked) in the event of fire, flood, power outage, etc.
 - Do not use elevators to evacuate
 - Do not block open stairwell doors

- Establish an outdoor meeting place where evacuees, out of harm's way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice
 - Example – a tree closest to a nearby building, the median of the parking lot, etc.

Designated Meeting Site(s): Century tree in front of Bolton Hall
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Attachment E - Floor Plan(s)



Insert Floor Plans here as appropriate. Adjust page numbers to fit the number of floor plans for your building. [Delete highlighted text after adding floor plans]

Attachment F -Telephone Bomb Threat Checklist

Person taking call: _____ Call Received on Phone #: _____

- Remain calm. Keep the caller on the line for as long as possible.
- Listen carefully and do not interrupt. Be courteous and show interest.
- Try and keep the caller talking to learn as much as possible.
- Copy the phone number exactly as displayed on your phone including any letters.
- Trace Procedure (College Station only): Immediately after the call, obtain a dial tone and dial #91, hang up and notify the police.
- Call 911/Notify the police when the call is completed and then fill in this form.

Date: _____ Time Received: _____ Time Caller Hung Up: _____

Nature of the Threat: _____ (Bomb, Shooter, etc.)

Key Information: Ask the Caller if not stated (Bombs or other threats)

Location of the bomb or the threat? _____ (Building, Floor, Room, etc.)

What day and time will the bomb go off? _____ Time Remaining: _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to go off? _____

Description of the bomb or threatening person? _____

Why? _____ Name of Caller? _____

EXACT WORDS OF THE THREAT:

Caller Information:

Where is the caller? If not stated, your estimate based on background noises.

Age? _____ Is the voice familiar? _____ Who does it sound like? _____

Caller's Voice

- Male Female Accent Angry
- Calm Clearing Throat Coughing
- Cracking Voice Crying Deep
- Deep Breathing Disguised Excited
- Laughter Lisp Loud
- Nasal Normal Rapid
- Raspy Slow Slurred
- Soft Stutter

Background Sounds

- Animal Noises
- House/Kitchen Noises
- Street Noises
- Conversation
- Music
- Engine Noise
- Static Noise
- Machinery Noise

Threat Language

- Incoherent
- Message Read
- Taped Message
- Irrational
- Profane
- Well-spoken

Record of Changes

Date	Entered By	Document Change