

**[BUILDING NAME]**

# **Evacuation and Emergency Plan (EEP)**

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## Introduction

Environmental Health, Safety and Risk Management (EHSRM) developed this model Evacuation and Emergency Plan (EEP) to assist building managers in preparing for building emergencies as expected and required by University policy, Texas Educational and Administrative Code. This plan is intended for use by multiple departments and may be completed as a building evacuation plan. For buildings which are taller than four stories (High Rise Buildings), refer to additional requirements in Appendix O.

It is expected that building managers will customize and complete this plan to meet their specific needs, operations, and locations.

Review and dialog among multiple departments within a single building or individual fire zones must be part of the process of completing a building specific EEP. Staff from EHSRM are available to provide technical assistance, including reviewing a final draft of your EEP.

The model EEP was written to complement and supplement the University's Emergency Operations Plan (EOP) for campus operations during large scale or campus-wide emergencies. A copy of the ASU EOP should be maintained in the building manager. Copies of the campus plan can be obtained from the Emergency Management Coordinator through a vetting process. Reviewing the campus EOP may be helpful while completing the attached EEP.

Considerable effort has gone into trying to make this template concise, clear, easy to use, and easy to implement. If we can be of further assistance, please contact our office at (325) 942-2180.

Zachary Pope, M.Ed.  
Emergency Management Coordinator

## Instructions

This EEP is a model plan that requires certain sections be completed by each building manager in order to individualize the plan for their area. The following instructions provide a list of items that need to be finished for this plan to be completed. EHSRM also recommends that each department within the building include a letter from their Department Chair or Dean approving the adoption of this plan.

1. Insert name of Building on cover page.
2. Section 1:
  - PURPOSE: Insert Building Name
  - SCOPE: Complete this section with department specific information
  - COORDINATION WITH OTHER EMERGENCY PLANS: List department plans for other departments in your building.
  - COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS. List other departmental health and safety plans.
  - EMERGENCY COMMUNICATIONS: Identify additional backup phone service. Include other monitored communication systems such as alarm equipment, radios, cell phones, etc.
3. Section 2.
  - Building Evacuation
4. Appendix A: Completely fill in.
5. Appendix B: Completely fill in.
6. Appendix C: Completely fill in. Prepare floor plans and maps showing evacuation routes, areas of safe refuge for persons with disabilities, locations of Evacuation Assembly Points (look at the evacuation maps posted in your buildings for location of your EAPs), and mass assembly areas (see Appendix O for campus map of mass assembly areas). Include as part of plan in Appendix C.
7. Appendix D: If you have persons with disabilities, work with them to develop emergency evacuation plans. This Appendix includes a blank form to help develop an evacuation plan, as well as detailed guidance for emergency evacuation for persons with disabilities.
8. Appendix P: Only applies to high-rise buildings. If your building is not listed in this Appendix, you may delete this Appendix from your plan. If your building is listed in this Appendix, contact EHSRM for assistance with developing your high-rise specific evacuation plans.

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## SECTION 1

### Purpose, Scope, and Emergency Resources

*Italicized text, such as this, is instructional information provided to help in completion of the plan and should be deleted when the plan is complete. The balance of the text should remain to assure full compliance with applicable regulation.*

#### PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of [building name] for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by the ASU Emergency Operations Plan in conjunction with state and federal regulations.

#### SCOPE

This plan applies to all occupants in the [building name]

#### COORDINATION WITH OTHER EMERGENCY PLANS

An EEP is a key component of a Departmental Emergency Prep and BCP and University disaster planning. The EEP must be coordinated with the following emergency/safety plans.

1. **ASU Emergency Operations Plan** – The EOP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The EOP includes procedures for communicating with the ASU Emergency Operations Center as well as the management structure of the Incident Command System.
2. **Other Departmental Emergency Response Plans** – This building plan has been coordinated as necessary with other departmental plans in the building as follows:

*List other departmental plans.*

#### COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

The EEP reflects the University's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by the ASU Emergency Operations Plan.

*This plan should be cross-referenced from your department's health and safety plan and other plans as appropriate.*

## UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

Table 1 summarizes the ASU emergency resources, contact information, and responsibilities of each emergency resource.

### EMERGENCY COMMUNICATIONS

1. **Telephones** - The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function.

*If your building is equipped with a backup phone service capable of operating without outside power, please identify the equipment, plug locations, and the location of instructions on its use. Included in this list should be the location of pay phones.*

2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm by the ASU PD Communication Center. All alarms result in an automatic response by ASU Police Department.

*Include other monitored systems such as alarmed equipment and communication needs such as radios, cellular phones, runners and the like.*

### EMPLOYEE ORIENTATION

New employees must be informed of the EEP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the building manager will work with all departmental employees to ensure they are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

### EVACUATION DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Building Manager. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices E, F, and G.

**Table 1: University Emergency Resources and Contacts**

Emergency Resource	Contact Information	Purpose & Responsibilities
<i>ASU Police Department (ASUPD)</i>	1702 W Avenue N San Angelo, TX 76909  Immediate Emergency Assistance Dial 9-9-1-1.  Non Emergency Assistance 325-942-2071	Maintains an emergency Communications Center 24 hours a day, 7 days a week. Call ASUPD for emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
<i>Environmental Health, Safety and Risk Management (EHSRM)</i>	Call (325) 942-2180 during normal business hours. After normal business hours, EHSRM may be reached through the ASUPD.	EHSRM maintains guidelines and provides training, consultation and support for campus emergencies. EHSRM is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the San Angelo Fire Department (SAFD), ASUPD, and ASU departments.
<i>Emergency Management (EM)</i>	Call (325) 942-2180 during normal business hours.	EM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. EM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.
<i>Emergency Operations Center (EOC)</i>	The primary EOC is located in Room 108 of the Mathematics and Computer Science Building. The secondary EOC location is University Police Conference Room.	For a major local or regional emergency, the ASU President or his/her designee may request activation of the University’s Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.
<i>KLST/KSAN</i>	Cable Television Stations	The Official Area Broadcast Stations in case of major disaster or University “suspended operations.” Tune into these stations for information.

**Table 1: University Emergency Resources and Contacts**

**Note: EHSRM is not an emergency response unit. Report all emergencies to the ASUPD.**

## SECTION 2

### Building Evacuation

#### ASU Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as the Building Manager.

#### RESPONSIBILITIES OF ASU DEPARTMENTS AND STAFF

**Employees, Faculty, & Staff** - Employees, faculty, and staff are responsible for:

1. Being familiar with and following EEP procedures when required.
2. Participating in drills and training as required.
3. Orienting students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
  - a. They are aware that evacuation is required when the alarm system is activated and
  - b. They know where the nearest exits are located (*see Appendix K*).
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation.

**When the fire alarm sounds, begin immediate evacuation according to the plan.**

#### RESPONSIBILITIES OF BUILDING MANAGER

**Special Position** – The Building Manager, and their alternate(s) are employees and occupants of the building and have either volunteered or been appointed to serve in this position. They receive special training and the authority for their role in employee safety.

**1. Building Manager Responsibilities**

- a. The Building Manager acts as the liaison with the responding emergency services, EHSRM and others if a building emergency occurs. In their absence, the alternate(s) are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas (See Appendices A and B). Any possible problem areas should be reported to responding emergency personnel.
- b. For a community-wide event (Level III), the Building Manager or an alternate will establish contact with their departments. Otherwise contact the ASU Emergency Operations Center (EOC) directly. The first location for the EOC is Room 108 of the Mathematics and Computer Science Building. The secondary location is in the University Police Conference Room. Contact will be established by normal phone system (9-9-1-1), single line phones or runners.
- c. Refer to Checklist 1 on the following page for a detailed list of the Building Manager duties and responsibilities.

- 2. Additional Responsibilities** – Checklists 2a and 2b list the additional responsibilities and duties. Checklist 2a is for pre-evacuation planning and training. Checklist 2b lists the duties and procedures during emergency evacuations.

**RESPONSIBILITIES OF FACULTY/LECTURERS/TAs**

Checklist 3 lists the responsibilities and duties of faculty, lecturers, and TAs (also see Appendix K).

## Checklist 1: Evacuation Director Duties and Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative</i>	Prepare and maintain the building Emergency Evacuation and Emergency Plan (EEP). EHSRM can help with technical questions.	<input type="checkbox"/>
	Keep a copy of the completed EEP in all department reference stations.	<input type="checkbox"/>
	Review the EEP at least annually and confirm that it is current.	<input type="checkbox"/>
<i>Pre-Emergency Coordination</i>	Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.	<input type="checkbox"/>
	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.	<input type="checkbox"/>
	Ensure that emergency procedures for special needs populations are developed.	<input type="checkbox"/>
	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in EEP during new employee safety orientation.	<input type="checkbox"/>
<i>Building Manager</i>	Assign Evacuation Personnel (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.	<input type="checkbox"/>
	Evacuation Personnel orientation is required when there are changes of personnel.	<input type="checkbox"/>
	A current list of Evacuation Key Personnel is to be maintained in the building's EEP (see Appendix A).	<input type="checkbox"/>
	Schedule "Evacuation Training" for assigned personnel. Contact the EHSRM.	<input type="checkbox"/>
<i>Training/Drills</i>	Schedule, conduct, and record evacuation drills as required by ASU (see Appendices E, F, and G).	<input type="checkbox"/>
<i>Emergency/Evacuation</i>	Ensure that emergency services, ASUPD, FM, SAFD, and EHSRM are notified for all building emergencies as appropriate.	<input type="checkbox"/>
	During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.	<input type="checkbox"/>
	Receive status reports from area evacuation personnel	<input type="checkbox"/>
	Provide information about the building layout, systems, processes, and special hazards to Facility Management, SAFD, ASUPD, and other emergency personnel	<input type="checkbox"/>
	Help the Facility Management Personnel (FM), and the San Angelo Fire Department in the operation of the Fire Alarm Panel if required	<input type="checkbox"/>
	Coordinate with key building administrators on building occupation and operation issues	<input type="checkbox"/>
	Assign Evacuation Personnel or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building.	<input type="checkbox"/>
	When SAFD or ASUPD signals "ALL CLEAR," the Building Manager notifies the occupants they may reenter the building.	<input type="checkbox"/>

**Checklist 1 Building Manager Duties and Responsibilities**

## Checklist 2a: Evacuation Personnel Pre-Evacuation Planning and

## Coordination

Subject	Duties/Responsibilities	
<i>Administrative</i>	Be familiar with the "Evacuation and Emergency Plan" (EEP). It contains: <ul style="list-style-type: none"> <li>▪ the function and activities of building staff during many emergencies</li> <li>▪ how these activities are to mesh with responding emergency personnel</li> <li>▪ information on the building and its emergency protection systems</li> <li>▪ emergency equipment testing procedures</li> <li>▪ a list of all the evacuation wardens in your building.</li> </ul>	<input type="checkbox"/>
	Distribute copies of the completed EEP, or appropriate sections of it, to all people in your area of responsibility.	<input type="checkbox"/>
<i>Pre-Emergency Coordination</i>	Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EHSRM at (325) 942-2180.	<input type="checkbox"/>
	Coordinate with the other Evacuation Personnel on your floor to work together and avoid duplication of tasks.	<input type="checkbox"/>
	Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).	<input type="checkbox"/>
	Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill cleanup kits	<input type="checkbox"/>
	Know where the phones and pull stations are and know HOW to turn in an alarm.	<input type="checkbox"/>
	Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas.	<input type="checkbox"/>
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.	<input type="checkbox"/>
<i>Training</i>	Attend training sessions and meetings to review procedures and duties, if necessary. EHSRM and SAFD offer Evacuation Personnel training sessions regularly.	<input type="checkbox"/>
	Participate in evacuation drills as requested by Building Manager.	<input type="checkbox"/>

**Checklist 2a: Evacuation Personnel Pre-Evacuation Planning and Coordination**

## Checklist 2b: Evacuation Personnel Emergency Evacuation Duties

Subject Area	Duties/Responsibilities	
<i>Building Evacuation</i>	Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them where to reassemble	<input type="checkbox"/>
	Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.	<input type="checkbox"/>
	If a stairway is full of smoke go to another stairway.	<input type="checkbox"/>
	If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused.	<input type="checkbox"/>
	If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.	<input type="checkbox"/>
	Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate	<input type="checkbox"/>
	If you have helpers, station them in front of the elevator to make sure no one attempts to use it.	<input type="checkbox"/>
	Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue.	<input type="checkbox"/>
<i>At the EAP</i>	Conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility.	<input type="checkbox"/>
	Immediately report to the Building Manager any missing persons on your list and their last known location.	<input type="checkbox"/>
<i>Special Items</i>	Do not allow the stairway doors and other exit doors to be blocked/wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.	<input type="checkbox"/>
	Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.	<input type="checkbox"/>

Checklist 2b: Evacuation Warden Emergency Evacuation Duties

**Silencing of the alarm is not considered an all-clear signal!**

### Checklist 3: Faculty/Lecturer/TAs Duties and Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative/ Preparation</i>	Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Note the posted information for “Classroom Emergency Procedures/Checklist” (See Appendix K).	<input type="checkbox"/>
	Know how to report an emergency from the classroom being used.	<input type="checkbox"/>
	Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and also be able to direct visitors with disabilities.	<input type="checkbox"/>
<i>Emergency Evacuation</i>	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	<input type="checkbox"/>

**Checklist 3: Faculty/Lecturer/TAs Duties and Responsibilities**

## SECTION 3

### SPECIFIC EMERGENCY PROCEDURES

#### **PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS**

##### **1. Procedures for Occupants**

- a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan (See Appendix C, Building Evacuation Plan). Close doors behind you.
- b. **If you discover a fire, activate the nearest pull station and call 9-9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. **If the fire alarm does not work, call 9-9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.

**Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.**

- d. **If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell---STOP---DROP--ROLL.**
- e. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (See Appendix D).

**DO NOT USE THE ELEVATORS!**

**When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.**

- f. **Go to your pre-determined Evacuation Assembly Point (EAP)** as outlined in Appendix C. You may have two or more EAP's depending on the size of the building. Immediately report to your designated Evacuation Personnel so that you have been accounted for by those individuals. Evacuation Personnel will report to the Building Manager.

- g. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-9-1-1 if possible.

## 2. Special Instructions for Evacuation Personnel (see Section 2 for Evacuation Personnel Checklist)

- a. **Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated.** Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- b. **Direct occupants to the exits and tell them where to reassemble** (See Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue. If a stairway is full of smoke go to another stairway.
- c. **At the Evacuation Assembly Point (EAP)**, conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to the Evacuation Director any missing persons on your list and their last known location.
- d. **Do not allow the stairway doors and other exit doors to be blocked/wedged open.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- e. **Special attention needs to be given to any persons with disabilities**, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.

## ***PROCEDURE 3B: HAZARDOUS MATERIAL SPILLS/RELEASE***

### **1. Localized/Small Spills**

- a. Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained by their supervisor, PI or lab manager and are properly equipped to handle the situation.
- b. Hazardous materials spill guidelines should be established by the supervisor, PI or lab manager after reviewing MSDS information on the chemical inventory software or hard copies of MSDSs kept on site. These procedures need to be included in the lab specific Standard Operating Procedures.
- c. Spill cleanup guidelines for small localized spills should take into consideration the following:
  - The hazards of the hazardous material(s) involved.
  - The amount of the hazardous material(s) spilled.
  - The possible spill locations.
  - Availability of spill clean up materials or kits.\*

### **2. Large Spills.** If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:

- a. **Evacuate all personnel** from the area.
- b. **Contact:**
  - Main Campus ASU Police - Dial 2-0-7-1 (325) 942-2071 TDD
  - Emergency Communications Center - Dial 9-9-1-1
- c. When **placing an emergency call:**
  - Give your name.
  - Give your location (room and building).
  - Give the phone number you are using.
  - Describe the emergency/injuries.
  - If possible, remain in vicinity, away from danger, to assist emergency responders.
- d. The **ASU Police will notify the San Angelo Fire Department** who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the San Angelo Fire Department, do not reoccupy the area. Contact Environmental Health, Safety and Risk Management at (325) 942-2180 for assistance.
- e. Note that packaged waste must be handled according to chemical waste management policies and guidelines established by EHSRM. Please Contact the EHSRM at (325) 942-2180 for assistance.

## ***PROCEDURE 3C: BOMB THREATS***

1. University personnel receiving telephoned threats should **attempt to get the exact location where the bomb has been planted**, or is going to be planted.
2. Attempt to **get as much information as possible about the caller**, for example, male or female, accent, etc. (use **Bomb Threat checklist** on following page).
3. **Listen for any background noise** that may indicate the location of the caller.
4. The checklist on the next page lists information that can aid in locating a bomb. **Complete the checklist as soon as possible** after receiving a threatening call and report it immediately to the University Police Department at 2-0-7-1 (TDD 325-942-2071), and 9-9-1-1 (TDD 9-1-1).
5. **Bomb threats received through the mail** or by other means are also to be reported immediately to the University Police Department.

### BOMB THREAT CHECKLIST

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

**QUESTIONS TO ASK**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

**CALLER'S VOICE (circle)**      Male      Female

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone number call received at: \_\_\_\_\_

**REPORT CALLS IMMEDIATELY TO: ASUPD AT (325) 942-2071 or 9-9-1-1**

#### Checklist 4: Bomb Threat Checklist

## ***PROCEDURE 3D: SUSPICIOUS PACKAGES AND MAIL***

A suspicious **LETTER** may have:

1. No Return Address
2. Restrictive markings, such as **PERSONAL!**
3. It is sealed with tape
4. The address has:
  - misspelled words
  - is addressed to a title but not a person
  - an incorrect title
  - is badly typed or handwritten

A suspicious **PACKAGE** may also have:

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size

(**Reference:** US Postal Service Poster – <http://www.usps.com/cpim/ftp/posters/pos84.pdf>)

### **If you find a SUSPICIOUS PACKAGE/LETTER:**

1. **Handle with care.** Do not shake or bump.
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat it as suspect
5. **Evacuate the area and call 9-9-1-1 from a safe location**

### **If you suspect the mail may contain:**

1. **A bomb or explosive:**
  - Evacuate immediately
  - **Call 9-9-1-1 from a safe location**
2. **A radiological threat:**
  - Limit exposure – do not handle
  - Evacuate area
  - Shield yourself from object
  - **Call 9-9-1-1 from a safe location**
3. **A biological or chemical threat:**
  - Isolate – Do not handle
  - Evacuate Immediate Area
  - Wash your hands with soap and warm water
  - **Call 9-9-1-1 from a safety location**

If the **LETTER OR PACKAGE** has already been opened, and a powder or other substance has spilled from the package or letter, **DO NOT CLEAN IT UP.** Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-9-1-1 from any Campus phone.

Due to occasional anthrax threats in the United States, the Texas State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

## ***PROCEDURE 3E: ANTHRAX THREAT***

1. **Anthrax is a rare disease caused by bacteria**, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.
2. **Inhalation anthrax (through the lungs) is the most serious type of anthrax.** It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.
3. **Follow Procedure 3E for Suspicious Letters and Packages. Specifically:**
  - a. DO NOT open the package
  - b. Call 9-9-1-1 to request police and fire
  - c. If the package has already been opened, and a powder or another substance spills out, DO NOT clean it up
  - d. Keep others away from the area
  - e. Evacuate the immediate area
  - f. Immediately wash your hands with soap and water
  - g. Ensure that all persons who have handled the letter/package wash their hands
  - h. Wait for the police and fire personnel to arrive
  - i. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened
4. **Police and fire personnel will:**
  - a. Secure the area
  - b. Assess and determine whether a credible threat exists
  - c. Secure the letter/package
  - d. Contact appropriate public health and other response officials
  - e. Decontaminate people and their clothing as appropriate
5. **Persons with Probable or Known Exposure:**
  - a. Will be directed to seek immediate medical attention
  - b. Will be monitored by local public health to ensure appropriate treatment and followup
6. **People without a known exposure:**
  - a. Should be assured that infection without known exposure is rare
  - b. Should seek medical care for further concerns following the incident
  - c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores
7. **Clean-up After the Spill of a Powder or Other Substances**
  - a. **If police and fire deem that there is no credible threat:**

- Clean up by custodial personnel should be accomplished by following established protocols for cleaning spills
  - Facilities without protocol should use a 1:10 solution of household bleach to water
  - Wetting powders before disturbing them during clean-up
- b. **If police and fire deem there is a credible threat**, they will determine who will clean the affected area before personnel will be allowed to return.

## ***PROCEDURE 3F: MEDICAL EMERGENCIES***

1. **Stay calm. Assess the situation.** Look for a Medic Alert bracelet or necklace on the person requiring help.
2. **Have someone call 9-9-1-1 (9-1-1).** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-9-1-1 (9-1-1) first, and then return and assist the person to the best of your ability (see below).
3. **When calling 9-9-1-1, give the operator as much information as possible,** i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.
4. **Do not move the victim.**
  - a. **If the victim is unconscious:**
    - **CALL:** Check the victim for unresponsiveness. If there is no response, **Call 9-9-1-1 (9-1-1)** and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
    - **BLOW:** Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.
    - **PUMP:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.
    - **CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES**  
NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.
  - b. **If the victim is choking:**
    - Make sure they are coughing and getting air.
    - If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
  - c. **If the victim is bleeding:**
    - Use rubber gloves (contained in a first aid kit) and apply pressure to the area.
    - If possible, elevate bleeding area above level of the heart.
5. **There is a First Aid and CPR guide located in my office.** These guides give detailed steps in the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.
6. **EHSRM recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

### ***PROCEDURE 3G: CIVIL DEMONSTRATIONS***

1. Most demonstrations must be pre-approved through the ASUPD at (325-942-2071). With advanced planning there should not be disturbance or disruption to the normal campus schedule or activities. Should you find that a demonstration is causing a disruption to classes or businesses on our campus, contact the ASUPD at 2-0-7-1.
2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-9-1-1 (9-1-1).

## Appendix A

# Responsible Individuals

### A. BUILDING MANAGER ALTERNATES

1. Building Manager for *[Building Name]*

*Name*  
*Title*  
*Physical location (room number)*  
*Phone number*  
*E-mail address*

2. Alternates for the Building Manager

*For each alternate include the following information:*

*Name*  
*Title*  
*Physical locations (room number)*  
*Phone numbers*  
*E-mail address*

### B. EVACUATION PERSONNEL

*For each Evacuation Personnel, list the following:*

*Floor or Area*  
*Name*  
*Phone number*

### C. FIRST AID CONTACTS

*For each assigned or volunteer contact for First Aid and CPR, list the following:*

*Name*  
*Room number*  
*Phone number*

## Appendix B (Optional)

### Unusually Hazardous Locations and Key Laboratory Personnel

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that all hazardous processes, gas and power in these areas be shut down by the operator before evacuating the building.

List unusually hazardous locations and who the Principal Investigator and lab contacts are for each location and their contact information. Make a floor plan showing these locations and have this available for first responders (SAFD and ASUPD).

Examples of locations may include flammable liquid storage rooms, compressed gas storage areas, Biological Safety Level 2 labs, hazardous waste rooms, animal areas, and similar spaces.

---

List Effective this Date: \_\_\_\_\_

<i>Room</i>	<i>PI</i>	<i>Lab Contact</i>	<i>Hazard(s)</i>
-------------	-----------	--------------------	------------------

## Appendix C

### Building Evacuation Plan

*The evacuation plan should be used as a guide in developing evacuation procedures for all building occupants. Prepare and include detailed maps which show locations of Evacuation Assembly Points, mass assembly areas (see Appendix O), and evacuation routes. These maps should be available for review by employees and posted at various locations. Many buildings are posted with general building evacuation plans already and include the location of your evacuation assembly points. Contact EHSRM at (325) 942-2180 for building evacuation floor plans or assistance in identifying assembly points.*

***Fire and evacuation drills are necessary to refine the evacuation procedure.***

#### A. EVACUATION PLANS

The {*attached/ posted*} floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

#### B. EVACUATION ASSEMBLY POINTS/AREAS OF SAFE REFUGE

*The primary and secondary Evacuation Assembly Points (EAPs) for this building are:*

*Primary:* \_\_\_\_\_

*Secondary:* \_\_\_\_\_

Building occupants will assemble at the primary EAP following a building evacuation. If the Building Manager finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP. Areas of Safe Refuge should be established inside the building for persons with disabilities or for buildings with more than four levels. Indicate each floor's designated EAPs and Areas of Safe Refuge on each emergency evacuation floor plan.

##### 1. Evacuation Assembly Points (*outside building*)

The Evacuation Assembly Point (s) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary EAPs and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits. Note: Some EAPs may be unsuitable for assembly following an earthquake event.

##### 2. Areas of Safe Refuge (*inside building*)

- a. Occupants should have an Area of Safe Refuge (inside the building) four floors below their floor of origin if the building is designed for partial evacuation (i.e., only fire floor and floor above alarm).

- b. Establish Areas of Safe Refuge for persons with disabilities. Maintain a list of these locations that will be used by persons with disabilities, a system to account for persons with disabilities, and means to communicate with persons taking refuge in these areas. See Appendix D for further information.

### 3. Storm Ready Shelter

- a. Establish Areas of Safe Refuge that are StormReady compliant for severe weather to exclude flash and non-flash flooding. Persons with disabilities should be taken into account. Contact EHSRM (325) 942-2180 for assistance.

## Appendix D

# Emergency Evacuation for Persons with Disabilities

### General

This appendix provides a general guideline of evacuation procedures for persons whose disabilities could make exiting difficult during building evacuations. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use. They should:

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Human Resources (Employees), Student Life (Students), or Environmental Health, Safety and Risk Management about evacuation plans for buildings.

Most ASU buildings have accessible exits at the ground level floor that can be used during an emergency. However, in most ASU buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation Personnel and Building Managers need to *pre-identify* staff, faculty, and students with disabilities and their locations. Determine their evacuation options, identify Areas of Refuge, coordinate obtaining an Assisted Evacuation Device (as needed – see below), and determine how they will evacuate from the building.

Individuals are also encouraged to sign up for ASU Alerts on Ramport. ASU Alerts will broadcast information electronically during crises or emergencies that may disrupt routine ASU operations.

### Evacuation Options

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have five basic evacuation options.

- **Horizontal** evacuation: Use building exits to the outside ground level or go into unaffected wings of multi-building complexes.
- **Stairway** evacuation: Use steps to reach ground level exits from the building.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-9-1-1 (9-1-1 TDD) and reporting his or her location directly. The 911 dispatcher will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire-resistant door can be identified by a fire label on the jamb and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Area of Refuge:** With evacuation personnel, move to an area of refuge away from obvious danger. The evacuation personnel will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EHSRM at (325) 942-2180.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the San Angelo Fire Department (SAFD). The SAFD will tell the individual their decision or relay the information via the University Police Department or Emergency Management Coordinator.

- **Assisted Evacuation Device.** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by trained personnel to evacuate mobility disabled persons.

## Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation. In addition, helpers and others who may assist those with disabilities are reminded to always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved.

### Mobility Impaired - Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell SAFD or ASUPD the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 9-91-1 (9-1-1 TDD) with their present location and the area of refuge they are headed to.

If a stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (SAFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Evacuation devices such as evacuation chairs may be used when first responders are unavailable. This could occur following a campus-wide emergency. The following requirements must be met when using evacuation devices:

- Contact EHSRM at 942-2180 and/or Human Resources at 942-2168 to identify an appropriate device and determine where to store or place the device. In general, this will apply to departments with a mobility impaired employee whose primary work location is above the ground floor.
- Assign a primary and secondary user of the evacuation device.
- Each user must be a trained individual who has attended the Evacuation training class offered by EHSRM (942-2180).
- Update and document this training annually.
- Install the evacuation device in a location where it cannot impede egress of others from the building.
- The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
- Evacuation devices will be available for use by specially trained evacuation personnel/building managers only.
- Update the building's Evacuation and Emergency Plan by describing the standard operating procedures for the evacuation device.

### **Mobility Impaired - Non-Wheelchair**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary for that individual(s).

### **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Human Resources or Student Life.

### **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

### **Speech Impaired**

People with speech impairments can hear standard alarms and voice announcements, and they can see visual indicators that warn of danger and the need to evacuate. Therefore, no special accommodations or additional planning is needed for speech impaired persons.

### **Cognitively Impaired**

People with cognitive impairments can hear standard alarms and see visual indicators of the need to evacuate. However, the ability to recognize, understand, and respond appropriately to fire alarms and other emergency notification systems, as well as the ability to locate exits in an emergency should be evaluated. Plans for assistance may need to be developed by the department.

## EVACUATION PLAN

### PERSONS WITH DISABILITIES

<b>PERSONAL INFORMATION</b>							
Name	Location	Address	Phone				
Supervisor Name	Phone	Cell Phone					
Emergency Contact Name	Phone	Alt. Phone					
<b>TYPE OF DISABILITY</b>							
Mobility – non-wheelchair	<input type="checkbox"/>	Communication/Speech Limitation	<input type="checkbox"/>				
Mobility – Electric Wheelchair user	<input type="checkbox"/>	Blind	<input type="checkbox"/>				
Mobility – Manual Wheelchair user	<input type="checkbox"/>	Low Vision	<input type="checkbox"/>				
Deaf/Hard of Hearing – sign language	<input type="checkbox"/>	Color Blind	<input type="checkbox"/>				
Deaf/Hard of Hearing - oral	<input type="checkbox"/>	Developmental	<input type="checkbox"/>				
Learning Difference	<input type="checkbox"/>	Psychological	<input type="checkbox"/>				
Service Animal User	<input type="checkbox"/>	Other _____	<input type="checkbox"/>				
Limitations and information emergency personnel should be aware of (including medication) _____ _____ _____ _____							
<b>EVACUATION PLAN (make one for each building that you occupy)</b>							
Building Name	Time of Day Generally in Building						
Days Generally in Building	Sun <input type="checkbox"/>	M <input type="checkbox"/>	Tu <input type="checkbox"/>	Wed <input type="checkbox"/>	Th <input type="checkbox"/>	Fr <input type="checkbox"/>	Sat <input type="checkbox"/>

Date Plan Completed (mm/dd/yyyy)		
Effective Dates	From (mm/dd/yyyy)	Through (mm/dd/yyyy)
<b>Key Personnel to Contact for Assistance in Developing Your Evacuation Plan</b>		
Name	Title	Phone
<b>Designated Buddies</b>		
Buddy #1 Name	Address/Office	Phone
Buddy #2 Name	Address/Office	Phone
Evacuation Plan (Describe plan for evacuation. If applicable, include location for Stay in Place or Area of Refuge) _____		
_____		
_____		
_____		
_____		
Primary Evacuation Route (include Evacuation Assembly Point): _____		
_____		
_____		
Secondary Evacuation Route (if primary route becomes inaccessible during emergency) _____		
_____		
_____		
Assistance Instructions (Such as medical, equipment, communication and carry instructions): _____		
_____		
_____		

## **Appendix E**

### **Procedures for Planning and Scheduling Evacuation Drills**

#### **A. PREPARATION**

##### **1. Meet with Evacuation Personnel to:**

- a. Review procedures, duties, evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar with the plan.
- d. Establish a date and time for drill that is convenient but assures appropriate participation.

##### **2. Notification and Technical Assistance**

- a. Call Facilities Management Assistant Director of Facilities at (325) 942-2355 to arrange for a technician to activate the alarm system and reset it after the drill.
- b. Notify ASUPD of the time and date of the drill.
- c. For assistance in conducting and evaluating the drill, notify EHSRM at least one week in advance at (325) 942-2180.

##### **3. Publicize Drill Event to Building Occupants**

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also strongly encouraged.

#### **B. DAY BEFORE DRILL**

##### **1. Prepare any Special Props for the Drill (optional)**

- a. Cardboard flames or balloon for location of fire.
- b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

##### **2. Confirm Responsibility Roles with Players**

- a. Building staff (Evacuation Personnel and departmental staff).
- b. Plant Operations - to activate the alarm system.
- c. EHSRM or other third party observer.

## Appendix F

# Procedures for Conducting, Evaluating and Recording Evacuation Drills

### A. CONDUCTING THE EVACUATION DRILL

#### 1. Participation

Angelo State University asks that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this request and satisfy public safety for all faculty, staff, students, and visitors, University buildings are asked to conduct a fire drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during Summer to orient new faculty, staff and students.

#### 2. Alarm Activation and Evacuation

- a. Special props, if used, should be installed just prior to activating the alarm.
- b. A building wide alarm will be initiated by Facilities Management personnel upon request of the Building Manager. An “all call” announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

- c. Evacuation of all occupants should follow in accordance with established procedures (See Section H and Appendix C).
- d. Evacuation Personnel must report to their area of responsibility.

### B. EVALUATING THE DRILL

The following should be verified by the Evacuation Personnel and Building Manager:

- Evacuation Personnel responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Evacuation Personnel accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Building Manager.
- Persons with disabilities were accounted for and helped.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not reenter prematurely.

### **C. RECORDING THE DRILL**

- The Building Manager will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
- The Building Manager will complete and distribute the Fire Drill Report Form (attached).

## **Appendix G**

### **Assembly Occupancies Procedures for Conducting, Evaluating and Recording Evacuation Drills**

#### **A. CONDUCTING THE FIRE DRILL**

##### **1. Participation**

- a. Every year or prior to the event for athletic and other seasonal events, the Building Manager, or appointee, will meet with event staff to conduct a drill or exercise to review employee procedures and duties.
- b. A drill, exercise, or orientation may be performed whenever there is a change in staff, building/exit configuration, or other substantive change.

##### **2. Set up and Alarm Activation**

- a. Special props, if used, should be installed just prior to performing the drill.
- b. An assembly drill may be performed at the same time as a comprehensive building fire drill, or independently. If conducted as part of a larger building drill using the fire alarm system, Facilities Management/ASU Police personnel must first bypass the fire alarm panel so the Fire Department doesn't respond to an activated alarm system. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case the audible alarm may be simulated.
- c. Staff, ushers, stagehands and other associated staff should report to their area of responsibility. Requesting a small number of other persons to simulate patrons may be helpful in making the drill more realistic.

##### **3. Evacuation Procedures**

The following procedures should be simulated as practical for fire drills:

- a. As the alarm sounds, or upon instruction, begin evacuation. Staff, ushers, and stagehands should promptly assist patrons and players from the facility in a safe and orderly fashion.
- b. Keep people moving calmly, yet quickly. No one should be allowed to run. Assist those individuals with special needs.
- c. Use all exits. Prop exterior exit doors open to help facilitate evacuation. Outdoor lighting will encourage and help speed the evacuation of patrons.
- d. Keep patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.

- e. Instruct people to move away from the building to a predetermined evacuation assembly point.
- f. Prevent people from re-entering the building. (Patrons may re-enter the building only after the building has been declared safe by Emergency Personnel). **Silencing the alarm should not be considered an all-clear signal.**
- g. Meet the fire department. The building manager or event designee should meet the arriving fire department to inform them of the situation and assist them as needed.
- h. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

## **B. EVALUATING THE DRILL**

The following should be considered in evaluating the drill:

- Did staff know the layout of the building?
- Did staff respond promptly as outlined above?
- Were all exits used?
- Is staff familiar with how to activate the fire alarm system?
- Is staff familiar with the evacuation procedures specific to this facility?
- Were all occupants accounted for?
- Is staff familiar with how to notify emergency services?
- Was a prepared evacuation statement read or available?
- Was the alarm audible?

## **C. RECORDING THE DRILL**

The Building Manager will complete and distribute the Fire Drill Report Form (Appendix H), record performance using evaluation questions above and on the form, and initiate appropriate follow-up for items which need improvement.

# **Appendix H**

## **Fire Drill Report Form**

## Appendix I Evacuation Personnel Headcount Checklist

**Building/EAP Location:** \_\_\_\_\_ **Evacuation Warden Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NAME OF EMPLOYEE/VISITOR	PRESENT	ABSENT	IN FIELD	INJURED	MISSING	LAST KNOWN LOCATION	EMERGENCY ASSIGNMENT
<i>(Enter Building Area)</i>							
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>(Enter Building Area)</i>							
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>(Enter Building Area)</i>							
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Checklist 5: Evacuation Warden Headcount Checklist**

## Appendix J

### About the ASU Emergency Operations Plan (EOP)

In April of 2008, Angelo State University published a multi-hazard comprehensive EOP for campus operation during large scale or campus-wide emergencies. A copy of the EOP are available for viewing through the Emergency Management Coordinator. The following is a summary of the EOP.

#### Introduction

The EOP provides guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, live assets, valuable research processes, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This plan represents the Campus Emergency Management Plan, which encompasses the facilities, services and the administration of the Angelo State University main campus and MIR outreach center.

#### Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, patients, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in the emergency response.
- Ensure University-wide compliance with federal National Incident Management principles and requirements.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

It is important to point out that this EOP does not cover specific departmental operations, even for those departments assigned emergency response functions. All departments must establish their own emergency operations plan that considers their specific needs and how they will interface with the ASU EOP.

## **Appendix K**

# **Classrooms and Teaching Laboratories Emergency Procedures for Faculty, Lecturers, and Teaching Assistants**

### **Instructor’s Responsibility**

*“Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision; and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction.”*

Consistent with this statement, instructors must:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for “Classroom Emergency Procedures/Checklist” at the end of this Appendix.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

### **Supplemental Information**

Every University department and unit should have a written Emergency Preparedness/Continuity Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

### **How to Report an Emergency**

Use the nearest fire alarm pull station. If possible, call 9-9-1-1 (9-1-1 TDD) from any campus telephone. If there is a fire smaller than a trash can and you have been trained to use a fire extinguisher, use the nearest fire extinguisher to put out the fire.

Fire	<b>Activate Fire Alarm Pull Station</b>
And if possible	<b>Call 9-9-1-1           (9-1-1 TDD)</b>
Health/Police	<b>Call 9-9-1-1           (9-1-1 TDD)</b>
Hazardous Material Spill	<b>Call 9-9-1-1           (9-1-1 TDD)</b>
Facility or Utility Failure	<b>Call 2701 or 9-9-1-1 in an emergency</b>

### **Emergency Evacuation Procedures**

See Table K-1, *General Emergency Evacuation Information for Faculty, Lecturers, and TAs*, which provides a general summary of emergency evacuation information for instructors.

Refer to the end of this Appendix for *Classroom Emergency Procedures/Checklist* for more specific emergency evacuation procedures.

**Table K-1. General Emergency Evacuation Information for Faculty, Lecturers, and TAs**

<b>EVACUATION ROUTES</b>	Floor plans that show evacuation routes are posted on building walls throughout the campus. If you have trouble finding a posted floor plan, contact the EHSRM at (325) 942-2180, or building manager.
	Evacuation routes in most University buildings lead the occupants out the building. However, in some high-rise buildings (see Appendix N of EEP) the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Evacuation Assembly Points for both inside and outside the building.
<b>EVACUATION ASSEMBLY POINTS (EAPs)</b>  <i>Look on the building evacuation route floor plans for the designated Evacuation Assembly Points.</i>	Each building has designated EAPs. After the class leaves the alarmed building or area, it is important for them to go to the EAP where the presence of persons can be documented. At the EAP, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.
	Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can: <ul style="list-style-type: none"> <li>▪ use the class roster,</li> <li>▪ use a head count, or</li> <li>▪ ask students about the students seated next to them in the classroom to see if they are at the assembly point.</li> </ul> You must also account for persons with disabilities (See Appendix D).
<b>EVACUATION FOR PERSONS WITH DISABILITIES</b>	If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities: <ul style="list-style-type: none"> <li>▪ <b>Horizontal Evacuation</b> to outside or another building, if available.</li> <li>▪ <b>Stairway Evacuation.</b></li> <li>▪ <b>Stay in Place</b> unless danger is imminent.</li> <li>▪ <b>Area of Refuge</b> if available.</li> </ul>
<b>REPORTING TO BUILDING MANAGER</b>	Notify the Building Manager about any missing students and their last known location in the building. After exiting and accounting for students, the building manager will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.
<b>FIRE ALARMS</b>	Fire alarms will sound a slow WHOOP and include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.
	Procedures that may be hazardous if left unattended should be shut down. Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
<b>EARTHQUAKES</b>	Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment.
	The first thing to do during an earthquake is to have everyone <b>drop</b> to the floor, <b>cover</b> their head, and <b>hold that position.</b>

	After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.	
<b>POWER OUTAGES</b>	The University campus power system is served by the Campus Central Plant over time, has proven to be fairly reliable, even during major storms. Some campus buildings are provided with emergency or standby power from the campus power plant’s emergency generators. This system is automatic and should be operational within 60 seconds.	
	If the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, then use the same evacuation procedures as during a fire.	
	Caution the students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.	
<b>SEVER WEATHER</b>	Watch	
	Warning	

**Table 2: General Emergency Evacuation Information for Faculty, Lecturers, and TAs**

## Classroom Emergency Procedures/Checklist

1. What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)  
Department Administrator/Manager \_\_\_\_\_  
Classroom Services \_\_\_\_\_  
Student Life \_\_\_\_\_  
Other - as appropriate \_\_\_\_\_

2. When you hear the **fire alarm**...

- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.

**Everyone Must Evacuate Immediately!**

- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
- Leave the room/lab and go the nearest building exit. Know the location of alternate exits.

**The elevators cannot be used during an emergency evacuation!**

- Go to the Evacuation Assembly Point (See the posted floor plan in the exit corridors). Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. See the University brochure, *Campus Health and Safety, Emergency Evacuation for Persons with Disabilities*.
- Account for students by using class roster. Notify the Building Manager about any missing students and their last known location in the building.

3. When there is a **power outage**...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

4. If there is a **warning (severe weather)**...

- Everyone **DROPS** to the floor, **COVERS** their head, and **HOLDS that position**.
- Find an Area of Refuge.

**Procedures that may be hazardous if left unattended should be shut down.**

Note: Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on walls

## Appendix L

### Angelo State University

# EMERGENCY EVACUATION AND PLANNING CHECKLIST

## Instructions

This emergency evacuation and planning checklist is provided by EHSRM for Building Managers and Evacuation Personnel to assess the readiness of their buildings for emergency evacuations. This checklist focuses on practices and procedures as outlined in the model EEP. **It is recommended that Building Managers complete this checklist annually.**

This checklist is composed of Part I and Part II. Part I contains a list of questions only. Part II contains the same list of questions, but also includes references and links to resources to assist Building Managers identify the necessary corrective actions to comply with EEP procedures.

The procedures for completing this form are as follows:

1. The Building Manager should complete this checklist with assistance from Evacuation personnel as needed.
2. Maintain a copy of the completed checklist with the building EEP.
3. Share the completed form with the Evacuation Personnel and other stakeholders in the building for emergency evacuations.
4. Correct each identified deficiency as soon as possible and document corrections on the original form.
5. If you need assistance correcting conditions identified in the checklist, or have any questions or concerns about fire and life safety, whether they pertain to this inspection or not, contact the Environment Health, Safety and Risk Management Office at (325) 942-2180.

This form was designed to help ensure compliance with International Fire Code, NFPA 101, and other codes and regulations. **This form is not a comprehensive checklist otherwise and should not be considered a substitute for a comprehensive survey or audit of regulatory requirements and code compliance.**

## ANGELO STATE UNIVERSITY

### EVACUATION AND EMERGENCY CHECKLIST (Part I)

Building: \_\_\_\_\_ Date: \_\_\_\_\_  
 Building Manager: \_\_\_\_\_ Evacuation Personnel: \_\_\_\_\_  
 Director Phone/E-mail: \_\_\_\_\_ Personnel Phone/E-mail: \_\_\_\_\_

**Please check the boxes indicating Yes (satisfactory), No (See Part II for Corrective Actions and Web Links for additional information), or N/A (not applicable).**

1. Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?	1 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Do you have an up-to-date written Evacuation and Emergency Plan (EEP)?	2 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Have the Building Manager and Evacuation Personnel attended ASU emergency evacuation training?	3 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are fire and emergency evacuation drills/forums done on a regular basis to keep employees, faculty, and staff aware of EEP and emergency procedures?	4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Are new, temporary, and student employees informed about emergency procedures in the EEP during the new employee safety orientation?	5 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Are Evacuation Personnel familiar with the EEP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?	6 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are Evacuation Personnel familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat, severe weather?	7 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Do Evacuation Personnel and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?	8 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Do Evacuation Personnel know the locations and types of fire extinguishers in the building?	9 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are there adequate disaster supply kits and first aid kits in the building? Are Evacuation Personnel familiar with their location?	10 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?	11 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Do Evacuation Personnel follow an established procedure to conduct a head count of evacuated building personnel at the EAP?	12 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Do Evacuation Personnel know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?	13 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Do Evacuation Personnel know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?	14 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Do Evacuation Personnel know the proper procedures for re-entering a building after different types of evacuations?	15 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Checklist 6: Emergency Evacuation and Planning Checklist Pt I**

**OTHER FIRE/LIFE SAFETY HAZARDS**

List any other hazardous conditions in need of correction that are not covered on this emergency evacuation checklist. Assign and document correction of each hazardous condition or concern.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OTHER COMMENTS**

The space provided below can be used to comment on any conditions described in the above questions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Building Manager: \_\_\_\_\_

## EMERGENCY EVACUATION AND PLANNING CHECKLIST (Part II)

### References and Links to Resources

<b>WRITTEN POLICIES AND PROCEDURES</b>
<p><b>1.</b> Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?</p> <p><b>Corrective Action:</b> Develop a written Departmental Health and Safety Plan using the Continuity Workbook available from the Emergency Management website.</p> <p><b>Online:</b> <a href="http://www.angelo.edu/emergency">http://www.angelo.edu/emergency</a></p> <p><b>Completion Date:</b></p>
<p><b>2.</b> Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEP)?</p> <p><b>Corrective Action:</b> Develop a written EEP for your building using the sample model plan for low-rise buildings at the EH&amp;S website.</p> <p><b>Online:</b> <a href="http://www.angelo.edu/emergency">http://www.angelo.edu/emergency</a></p> <p><b>Completion Date:</b></p>
<b>EMPLOYEE AND VISITOR TRAINING</b>
<p><b>3.</b> Have the Building Manager and Evacuation Personnel attended ASU emergency training?</p> <p><b>Corrective Action:</b> Register Building Managers and Evacuation Personnel to attend the <i>Emergency Preparedness</i> course offered by EHSRM. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness, should occur as needed.</p> <p><b>Online:</b> <a href="http://www.angelo.edu/emergency">http://www.angelo.edu/emergency</a></p> <p><b>Completion Date:</b></p>
<p><b>4.</b> Are fire and emergency evacuation drills/forums done on a regular basis to keep employee, faculty, and staff aware of EEP and emergency procedures?</p> <p><b>Corrective Action:</b> Conduct annual fire and evacuation drills/forums in general office and classroom buildings, and quarterly in healthcare facilities following the fire drill requirements at EHSRM website. Use the Fire Drill Report form at the EHRMS website to document the effectiveness of the drill.</p> <p><b>Online:</b> <a href="http://www.angelo.edu/emergency">http://www.angelo.edu/emergency</a></p> <p><b>Completion Date:</b></p>

**5.** Are new, temporary, and student employees informed about emergency procedures in the EEP during the new employee safety orientation?

**Corrective Action:** During new employee safety orientation, inform employees, including temporary staff and student employees, about the emergency evacuation procedures contained in the EEP.

**Online:** <http://www.angelo.edu/emergency>

**Completion Date:**

## EVACUATION PERSONNEL RESPONSIBILITIES

**6.** Are Evacuation Personnel familiar with the EEP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?

**Corrective Action:** Evacuation Personnel should review the building EEP at least annually. Be familiar with the function and activities of building staff during many types of emergencies, escape routes, areas of safe refuge for persons with disabilities, and assembly points. Be familiar with how the fire alarm system responds when initiated.

**Building Manager:**

**Completion Date:**

**7.** Are Evacuation Personnel familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat, severe weather?

**Corrective Action:** Evacuation Personnel must be familiar with emergency and evacuation procedures for various types of emergencies, including basic sheltering in place, and share this information with employees in their area of responsibility. Review relevant sections of EEP and conduct periodic drills with each type of major emergency.

**Completion Date:**

**8.** Do Evacuation Personnel and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?

**Corrective Action:** Evacuation Personnel need to know the location of primary and secondary EAP(s) and share this information with employees in their area of responsibility.

**Building Manager:**

**Completion Date:**

## DISASTER SUPPLY/EMERGENCY KITS

**9.** Do Evacuation Personnel know the locations and types of fire extinguishers in the building?

**Corrective Action:** Evacuation Personnel should familiarize themselves with the location and types of fire extinguishers in the building. Locate these on evacuation floor plans in the EEP. Take EHSRM training class on fire extinguisher use as necessary.

**David Hartin, EHSRM**

**Completion Date:**

**10.** Are there adequate disaster supply kits and first aid kits in the building? Are Building Managers familiar with their location?

**Corrective Action:** Obtain disaster supplies sufficient for building occupants to use for at least five days. Obtain first aid kits and strategically place throughout the building. If an Automated External Defibrillator (AED) is located in the building, Building Manager should know their location.

**Online:** [ready.gov](http://ready.gov)

**Completion Date:**

**11.** Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?

**Corrective Action:** Obtain chemical spill kits if needed. Familiarize Evacuation Personnel with location of kits.

**Online:** [https://www.angelo.edu/services/risk\\_management/](https://www.angelo.edu/services/risk_management/)

**Completion Date:**

## EVACUATION PROCEDURES

**12.** Do Evacuation Personnel follow an established procedure to conduct a head count of evacuated building personnel at the EAP?

**Corrective Action:** Train Evacuation Personnel to follow a set procedure for ensuring occupants have left their area and use a checklist of names at the EAP to account for the occupants in their area of responsibility. The Building Managers and emergency responders need to be notified immediately about any missing personnel.

**Completion Date:**

**13.** Do Evacuation Personnel know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?

**Corrective Action:** Establish written procedures for Evacuation Personnel to account for persons with disabilities, special needs individuals, and building visitors after evacuation. Develop evacuation options as outlined in Appendix D of the model EEP and as described at the EHSRM website indicated below.

**Completion Date:**

**14.** Do Evacuation Personnel know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?

**Corrective Action:** Maintain a list of employees who have first aid/CPR training and their locations in the building. If your building has a CERT team, know who is on the team and their location in the building.

**Completion Date:**

**15.** Do Evacuation Personnel know the procedures for re-entering a building after different types of evacuations?

**Corrective Action:** Familiarize Building Manager and Evacuation Personnel with proper re-entry procedures. An evacuated building may be re-entered only after an "ALL CLEAR" determination is made by the San Angelo Fire Department or the ASU Police Department.

**Completion Date:**

### Checklist 7: Emergency Evacuation and Planning Checklist Pt II

## Appendix M

### Acronym List

<b>ERT</b> .....	Emergency Response Team
<b>EAP</b> .....	Evacuation Assembly Point
<b>ECS</b> .....	Emergency Communication System
<b>EEP</b> .....	Evacuation and Emergency Plan
<b>EHSRM</b> .....	Environmental Health, Safety and Risk Management Department
<b>EOC</b> .....	Emergency Operations Center
<b>EOP</b> .....	Emergency Operations Plan
<b>HVAC</b> .....	Heating, Ventilation, and Air-Conditioning
<b>ICS</b> .....	Incident Command System
<b>MSDS</b> .....	Material Safety Data Sheet
<b>EMC</b> .....	Emergency Management Coordinator
<b>SAFD</b> .....	San Angelo Fire Department
<b>SOP</b> .....	Standard Operating Procedure
<b>ASU</b> .....	Angelo State University
<b>ASUPD</b> .....	Angelo State University Police Department
<b>TAC</b> .....	Texas Administrative Code

## Appendix N

### High-Rise Buildings

#### Overview of Additional Requirements

There are a number of additional requirements that may apply for high-rise buildings. On the ASU campus, the additional requirements of this Appendix apply to the following high-rise buildings:

Concho Hall

#### A. EMERGENCY OPERATIONS PLANS

The TX Education Code requires the development of a printed document that serves as an important resource for building staff and firefighters. Much of the information is already included in this plan. Examples of other information that needs to be addressed include:

- Evacuation specific to high-rise
- Responsibility and Control
- Specific Information about the building that is important for firefighting (fire pumps, emergency power generators, HVAC control, public address systems, etc.)
- High Value Areas
- Post Fire Operations
- Floor Plans
- Utility Information

Please confer with EHSRM to assist in the development and assembly of this additional information.

#### B. EVACUATION PLANNING AND DRILLS

1. In addition to the outside assembly point, inside assembly points may be required for a high-rise building. Interior assembly is intended to provide a safe area of refuge in very tall buildings where it is impractical to travel down stairs to grade. For buildings less than about 8 stories in height, it may not be necessary to identify an inside assembly point in your building. Evacuating to the exterior is always an acceptable option.

#### C. EVACUATION PERSONNEL: SPECIAL INSTRUCTIONS

During evacuation, direct occupants to the stairwells and tell them where to reassemble. In high-rise buildings, this is often four floors below the fire floor (see guidelines above and Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless all other exits are blocked and it is the only way out. Helicopter rescue is usually impossible. If the stair is full of smoke, go to another stair.

#### D. OCCUPANTS: HIGH RISE PROCEDURES

1. Go to your predetermined assembly point as outlined in Appendix C.

2. In a high-rise building, you may have two predetermined assembly points, one inside and the other outside. Which assembly point you use will be based on the number of floors above grade and the number of floors in alarm. Depending on the size of the building there may even be more than one outside assembly point.