

Emergency Evacuation Plan

For campus emergencies, call 911. Emergencies in the Wehner Building such as fire, explosion, spills, chemical releases and all other emergencies may require employees to evacuate the building. To ensure orderly and safe evacuations, please follow the Emergency Evacuation Plan (EEP) for the Wehner Building. Additional procedures regarding emergency issues such as severe weather, bomb threats, etc., are available from [Environmental Health and Safety \(EHS\)](#) and the Texas A&M University [Emergency Operations Plan](#).

All campus facilities are required to have a written evacuation plan as outlined in the [Texas A&M University Emergency Operations Plan](#), Annex E.

Emergencies in the Wehner Building such as fire, explosion, spills, chemical releases and all other emergencies may require employees to evacuate the building. To ensure orderly and safe evacuations, all buildings shall have in place a working Emergency Evacuation Plan (EEP). Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Exercising the EEP provides training that will be valuable to all occupants in an emergency situation.

This EEP is intended to communicate the policies and procedures for employees to follow in an emergency situation in Wehner.

To ensure that building occupants are prepared for an emergency evacuation, drills will be conducted on a regular basis. Each drill will be timed and evaluated by EHS on the orderliness and effectiveness of each drill. EHS will provide an evacuation evaluation report upon the completion of each drill.

Evacuation drills shall be conducted at least once every semester at unexpected times. These evacuation drills will be scheduled by the Facilities Manager, 979-845-8009 and EHS (5-7764) at least one week prior to the drill. It is important that only a minimum number of building

occupants are notified of the upcoming drill in order to maximize the effectiveness of each drill.

The evacuation drills shall involve all occupants, and everyone should leave the building when the fire alarm sounds. During the drills, emphasis shall be placed upon orderly evacuation of the building rather than the speed of the evacuation. A person may be exempt from an evacuation drill if it will cause undue hardship (e.g., interrupt an experiment or procedure that cannot be halted); however, exemptions are strongly discouraged without permission.

Emergency Phone Numbers

Emergency Operator (All life-threatening emergencies) 911

Maintenance-AggieWorks (Building issues and repair) 458-5500

Communications Center (Elevator & pest issues, after-hours maintenance)
5-4311

Environmental Health & Safety

Normal business hours 5-2132 (After normal work hours call the Radio
Room at 5-4311)

Building Evacuation Coordinator 5-8009

Building Proctor 2-4203

University Police 5-2345

University Emergency Medical Services 5-1511

College Station Fire Department (Non-Emergency) 764-3700

College Station Police Department (Non-Emergency) 764-3600

Bryan Police Department (Non-Emergency) 361-3888

Bryan Fire Department (Non-Emergency) 361-3888

Section I – General Occupant Guidelines

1. All persons must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. Training may include the use of floor plans and workplace maps which clearly show emergency escape routes. Color-coding can aid employees in determining these routes. Floor plans and maps should be posted at all times in main areas (i.e., stairwells, lobbies, elevator lobbies, exit corridors) of [*insert building name*] to provide guidance in an emergency.

Section II – Occupant Evacuation Procedures

1. Know the general locations and operation of fire extinguishers in your area.
2. When the fire alarm sounds, try to alert other people in your immediate area of the alarm.
3. Inform visitors of pertinent information about evacuation procedures.
4. Close but DO NOT LOCK doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.
5. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and evacuate the building. Know the fastest way out of your building from various locations throughout the building. NOTE: Do not use the elevators during a fire-related emergency!
6. Go to your assigned area of assembly outside the building and wait. Do not leave the area unless you are told to do so.
7. Persons needing special assistance not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Evacuation Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
8. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by Fire or Police Department Personnel.

9. No employee is permitted to re-enter the building until advised by the fire department, UPD, EHS, or Facility Services.

Section III – Emergency Reporting Procedures

If the need for an evacuation is discovered:

1. Locate and activate the nearest manual pull station (pull stations should be located near building exits) to initiate a building evacuation.
2. Call 911 to report the emergency and provide any information such as:
Your Name
Emergency Location (Bldg. # ____, Floor # ____, Room # ____)
Size and Type of Emergency
Any additional information requested by the emergency operator
If you are not in immediate danger, also notify the Evacuation Coordinator at 845-8009 or 862-4203).

Section VIII – Evacuation Procedures for Individuals with Special Needs

Persons with a disability or medical condition may not be able to evacuate without special assistance. Employees should inform their Department Safety Monitor (DSM) of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Special Needs Notification (See Attachment B). The DSM will communicate the special needs with the Evacuation Coordinator and other emergency personnel as appropriate.

The DSM should ensure that individuals with disabilities are provided with assistance during an emergency situation. Never attempt to use an elevator unless instructed to do so by emergency personnel.

The Buddy System

Make use of a “Buddy System.” Individuals with a disability may inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e, hearing the alarm, guidance during the alarm, etc.). **Note: This is completely up to the individual**

whether and to what extent they wish to inform others. When there has been notification of an emergency situation, the “Buddy” will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

Evacuation Options

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

1. Move into an enclosed stairwell and away from the area of imminent danger.
2. Shelter in Place. If danger is imminent, remain in a room with an exterior window and a telephone. Dial **911** (if this hasn’t been done) from an office phone. The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.