Emergency Evacuation Plan

Prepared By:
- Hiram Patterson November 20, 1998

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- February 2016
Introduction

Emergencies in the Texas A&M University College of Dentistry (COD) Main Building or Sciences Building such as fire, bomb threat, 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 occupants of COD Main to follow in an emergency evacuation situation. This written plan should be made available, upon request, to employees by their designated Fire Warden. A copy of the COD Main EEP is also available at the Security Desk located in room 19. Additional information regarding personal safety response to emergency issues such as severe weather, bomb threats, etc., can be found on the Emergency Management website: http://www.tamu.edu/emergency or by downloading the HSC eduSafe mobile device app:

To ensure that building occupants are prepared for an emergency evacuation, drills will be conducted on a routine basis. Every drill will be timed and evaluated on the orderliness and effectiveness of each drill. Drills will be held at different times and under various conditions. Environmental Health and Safety will provide evacuation drill report forms to be used in evaluating the drills.

Evacuation drills conducted in COD Main will be scheduled by the TAMU Environmental Health and Safety (EHS) Coordinator in conjunction with TAMHSC Security and COD Facilities personnel.

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.
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Emergency Phone Numbers:

Emergency Operator (All Life-Threatening Emergencies) ......................... 911
Facilities Services Office (Building Issues and Repair)............................... Ext.8250
Security Desk........................................................................................................... Ext.8335

Environmental Health & Safety
    Normal Business Hours........................................................................................ Ext. 8301
    After normal work hours call the Security Desk........................................... Ext. 8335
<table>
<thead>
<tr>
<th>Name</th>
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<th>Office Phone</th>
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</thead>
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<tr>
<td><strong>MAIN BUILDING</strong></td>
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<tr>
<td>Rick Farmer</td>
<td>Purchasing</td>
<td>8195</td>
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<tr>
<td>Gracie Perez</td>
<td>Clinical Affairs</td>
<td>8388</td>
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<tr>
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<td>Dental Hygiene</td>
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<td>LeAnn Wyatt</td>
<td>Dental Hygiene</td>
<td>8922</td>
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<td>Janis Hodges/Cheryl Howell</td>
<td>Library</td>
<td>8151</td>
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<tr>
<td>Myra Spurgin</td>
<td>Diagnostic Services</td>
<td>8398</td>
</tr>
<tr>
<td>Nancy Rosales</td>
<td>Oral Surgery</td>
<td>8493</td>
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<tr>
<td>Jessica Kuhn</td>
<td>Oral Surgery</td>
<td>8103</td>
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<tr>
<td>Karen Fuentes</td>
<td>Periodontics</td>
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<tr>
<td>Stan Richardson</td>
<td>Orthodontics</td>
<td>8124</td>
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<tr>
<td>Dr. Ali Bolouri</td>
<td>Removable Prosthodontics</td>
<td>8153</td>
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<tr>
<td>Cristina Rivera</td>
<td>Restorative Sciences</td>
<td>8973</td>
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<tr>
<td>Lynn Mohundro</td>
<td>Pediatric Dentistry</td>
<td>8456</td>
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<td>John Walker</td>
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<td>8902</td>
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<tr>
<td>Lee Jordan</td>
<td>Diagnostic Sciences</td>
<td>8110</td>
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<tr>
<td>Sarah Allen</td>
<td>Prosthodontics for Student Labs 229/230</td>
<td>8187</td>
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<tr>
<td>Scott Steele</td>
<td>Dispensing 3rd Floor</td>
<td>8227</td>
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<tr>
<td>Ashley Mejorado</td>
<td>Dispensing 2nd Floor</td>
<td>8138</td>
</tr>
<tr>
<td>Maribel Mendiola</td>
<td>Dental Technician Lab – Restorative Sciences</td>
<td>8158</td>
</tr>
<tr>
<td>Nita Munguia</td>
<td>Restorative Science</td>
<td>8370</td>
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<td>Lynice Norlock</td>
<td>General Dentistry</td>
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<td>Aglae McCoy</td>
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<td>Connie Tillberg</td>
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<tr>
<td>Richard Cardenas</td>
<td>Research and Advanced Education</td>
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<td>Dr. Allen Honeyman</td>
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<tr>
<td>Gerald Hill</td>
<td>ARU</td>
<td>8149</td>
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<td>Brittany Ramsey</td>
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<td>Leilani Jan</td>
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<td>Sandra Kost</td>
<td>Financial Services</td>
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<td>Teryyl House</td>
<td>Information Technology Services</td>
<td>8435</td>
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<td>Steven Crow</td>
<td>Media Services</td>
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<tr>
<td>LaDawn Brock</td>
<td>Advanced Communication and Alumni Relations</td>
<td>8471</td>
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<td>Gail Parrigin-Clark</td>
<td>Office of Finance</td>
<td>8921</td>
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<tr>
<td>Dr. Amirali Zandinejad</td>
<td>Advanced General Dentistry (AEGD)</td>
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<tr>
<td>Dr. Larry Tadlock</td>
<td>Orthodontics</td>
<td>8314</td>
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<td>Dr. Peter Buschang</td>
<td>Orthodontics</td>
<td>8122</td>
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<tr>
<td>Rita Rorie</td>
<td>Public Health Sciences</td>
<td>8350</td>
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<td><strong>SCIENCES BUILDING</strong></td>
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<tr>
<td>Matt Kesterke</td>
<td>Biomedical Sciences</td>
<td>7006</td>
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<tr>
<td>Xiaofang Wang</td>
<td>Biomedical Sciences</td>
<td>7229</td>
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Section I – General Occupant Guidelines

1. All persons should 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 shall include the presentation and distribution of this evacuation plan. Maps included in this plan clearly shows the location of assembly points within the COD parking garage.

Section II – Occupant Evacuation Procedures

1. Know the locations of at least two exits. During an emergency, walk to the nearest exit and evacuate the building. NOTE: Do not attempt to use the elevators during a fire-related emergency. They are automatically recalled to the 1st floor for use by emergency responders.

2. Inform visitors, patients and students of pertinent information about evacuation procedures.

3. 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.

4. Go to your assigned assembly zone on the 1st floor of the parking garage and wait. Do not leave the area unless you are told to do so. (Refer to Attachment D for department assembly zones and maps)

5. Persons needing special assistance and not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify Security and emergency responders of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.

6. No one is permitted to re-enter the building until advised by the Dallas Fire-Rescue Department, Security or Environmental Health & Safety (EHS) personnel. Silencing the alarm NOT a signal for personnel to re-enter.

Section III – Emergency Reporting Procedures

If the need for an evacuation is discovered or reported:

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 from any office phone or 911 from a cell phone or other off-campus phone to report the fire and provide any information such as:
   - Your Name
   - Emergency Location (3302 Gaston Ave., Texas A&M College of Dentistry or 3221 Gaston Ave., Texas A&M College of Dentistry Sciences Building, Floor #, Room #)
   - Size and Type of Emergency
   - Any additional information requested by the emergency operator

3. If you are not in immediate danger, also notify the Security Office at Ext. 8335 or by using the one-touch contacts feature in the HSC eduSafe app on your smartphone.
Section IV – Fire Warden Responsibilities and Evacuation Procedures

Emergency Duties:

1. Evacuate the building and report to your designated department meeting zone in the parking garage and take a roll call and head count of employees and any visitors. Report results of the roll and any pertinent information to the Security Officer on duty at the guard shack (e.g., evacuation status, location of persons with special needs, type and location of emergency).
2. To the best of your ability, assist in the evacuation of all building occupants.

General Duties:

1. Routinely inspect for possible fire hazards on your floor and report findings to EHS, or the Security Officer on duty.
2. Be familiar with the location of pull stations and fire extinguishers in your general area.
3. Ensure that occupants (including new employees) are familiar with evacuation procedures.
4. Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing or sight-impaired, on crutches, in a wheelchair).
5. Notify their deputy fire wardens whenever they are away from the building for extended periods of time (vacation, out-of-town, conferences, etc.).
6. Maintain Special Needs Notification forms and provide copy to Security personnel to be kept on file at the security desk.
7. Ensure that appropriate Deans and Department Chairs have the required information to be passed along to classroom instructors regarding their responsibility to inform students both at the beginning of a semester and at the time of an evacuation to facilitate the safe evacuation of students.

Section V – Patient Evacuation Procedures

AMBULATORY

1. Each student or resident treating a patient during an evacuation is responsible for ensuring the patient is escorted safely from the building. The student must stay with the patient at all times and will report with the patient to their assigned location on the 2nd to 1st floor down ramp of the parking structure.
2. When the nature and extent of the emergency and scope of the evacuation is determined, the student will either:
   a. Wait for the all clear signal to re-enter the building and resumetreatment.
   b. Be responsible for making an assessment of the patient’s need for stabilization or temporization before being dismissed.
3. If there is no need for further treatment, the patient can be released for the day when it is determined it is safe to leave the staging area.
4. If a patient requires stabilization or temporization, the student should accompany the patient to the triage area which will be determined with respect to the prevalent emergency. In order of preference, the site could be:
   a. COD Sciences Building First Floor
   b. COD Imaging Center First Floor
   c. Other area to be determined that day
5. The student should stay with the patient, or in the vicinity of the triage area, until it is safe for the patient to be released for the day.

NON-AMBULATORY/PHYSICALLY AND VISUALLY IMPAIRED/ SPECIAL CARE PATIENTS:
1. Patients will be assigned one or more “buddies” as appropriate to assist them during an evacuation.
2. In most cases, it will only be necessary to move patients into the stair stairwell for safety.
3. If it becomes necessary to move them down the stairs, assist them if possible or wait for the Fire Department.
4. The “buddy” must stay with the patient until the emergency is resolved.
5. Elevators cannot be used during an emergency evacuation unless otherwise instructed by emergency responders.

PATIENTS UNDER ANESTHESIA (OPERATING ROOM)
1. The most senior person providing care for an anesthetized patient will designate the first available person to go to the fire alarm panel located on the SW corner of the 1st floor.
2. The designated person will retrieve information on the emergency and report it to the senior person.
3. If danger is not imminent, the procedure will proceed as planned.
4. If danger is imminent, the following options will be considered based on clinical judgment:
   a. The fire is contained - plans will be made to move patients to the Baylor University Medical Center (BUMC) emergency room by appropriate means.
   b. The fire is in close proximity - the patient will be taken to the BUMC operating or emergency room by gurney or wheelchair.
   c. The fire is critically nearby - the patient will be moved by gurney or wheelchair outside the building to wait for transport to BUMC.
   d. The fire is not an immediate danger - procedures will continue with status updates to determine further action.

Section VI – 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 Fire Warden of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Spec Needs Notification (See Attachment B). The Department Fire Warden will communicate the special needs with the Security Office and other emergency personnel as appropriate.

The Department Fire Warden 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 should 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 person needing evacuation assistance. If phone lines fail, persons needing assistance can signal from the window by waving a cloth or other visible object.
Attachment A: Departmental Response Procedures

In addition to the evacuation procedures detailed in the EEP, below are response procedures to address specific needs of departments.

ADMINISTRATION
1. The Dean or his appointed representative should report to the established command post.
2. Office personnel should follow general occupant evacuation procedures.

BUSINESS OFFICE
1. If not in immediate danger, prepare all cash and important records for possible vault storage.
2. If instructed to do so, and not in immediate danger, assist in removal of records in the event of a record evacuation.

SECURITY
1. Restrict access to the interior of the college at the Gaston Street entrance.
2. Meet and assist emergency responders upon arrival and convey specific information about hazards in the building, access, locations of persons with special needs,
3. If appropriate initiate HSC Alert protocols.
4. Establish command post with EHS, COD Administration and emergency responders.
5. Notify immediate supervisor.
6. Shut off medical gases when directed by Oral Surgery or Periodontics.
7. Maintain communication with the Dean and Fire Wardens.
8. Upon receiving clearance from the emergency responders, notify building occupants that the building is safe for re-entry.

ENVIRONMENTAL HEALTH & SAFETY
1. Report to the established command post and provide assistance as needed to emergency responders.
2. Convey specific information about hazards in the building.
3. Notify immediate supervisor.
4. Establish command post with EHS, COD Administration and emergency responders.

FACILITIES
1. In the event of a fire alarm activation, Facilities personnel will respond to the building and assist fire department and other responding agencies with the shutdown, and or continued operation of equipment, building utilities, etc. as necessary and as directed by those responders.
2. In the event of fire sprinkler activation, if the situation is not immediately dangerous, Facilities personnel will respond to the fire pump room in the sub-basement and verify that the fire pump has activated and report any malfunctions to the fire department and other responding agencies upon their arrival. Facilities will also make sure sprinkler control valves are open in the fire area, and that the valve will not be prematurely closed before fire is extinguished.

RECEIVING
1. Allow no one to use the freight elevator except the Dallas Fire-Rescue Department.
2. One employee will restrict access to the interior of the building through the loading dock area.
3. Close all doors and clear corridors.
4. Close door to alcohol storage area.
ORAL & MAXILLOFACIAL SURGERY (OMS)

1. Turn off gases and electrical equipment as directed by the senior OMS faculty member or OMS deputy fire warden.
2. Notify Security to shut off main gas feeds.
3. Designate staff members to stand by those patients on continuous ventilation or oxygen.
4. Designate staff members to know the location of all zone oxygen cut-off valves.
5. The Director will categorize all patients as either ambulatory or non-ambulatory for possible evacuation.
6. Under evacuation conditions all patients are to be assisted out of the building.
7. Most senior person providing care for an anesthetized patient will designate the first available person to go to the fire alarm panel located on the SW corner of the 1st floor. The designated person will retrieve information on the emergency and report it to the senior person.
Attachment B: Emergency Evacuation

Special Needs Notification

This form is for employees of the (Department Name) __________________________, to provide information about special assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will not be placed in any personnel files. The Security Officer on duty will retain the completed forms, and may communicate special needs to the appropriate DSM, safety/emergency personnel, “Buddy System” volunteers, or other individuals who may be entitled to the information necessary to fulfill their responsibilities under our EEP.

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

Employee Name: ____________________________________________________________

Work Location (Floor) _________

Suite/Office # __________

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

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. Contact: hr@tamhsc.edu or (979) 458-7280.
Attachment C: General Fire Information

Response to a Fire Emergency:
Occupants of the Texas A&M College of Dentistry will respond to fire emergencies utilizing the RACE method.
- **R**ecue – remove anyone from the immediate danger area
- **A**ctivate – the nearest fire alarm pull station. These are located at each stair or building exit.
- **C**onfine – close all doors behind you as you leave to contain and/or prevent the spread of fire.
- **E**xtinguish or evacuate – if not in immediate danger and if trained to do so, attempt to extinguish the fire using the P-A-S-S technique. Evacuate the building by the nearest exit.

All occupants should proceed to their department’s designated zones on the first floor of the parking garage per the COD emergency evacuation plan. Once in the parking garage the Fire Warden will take a head count to verify that personnel are accounted for. If someone is not accounted for, the Fire Warden is to notify the security officer in the guard shack or pick up the phone by the guard station and inform Security. Or, you can send a runner to notify the command post or the fire department personnel of missing people and give the location where they would most likely be found.

**Fire Safety Systems Installed:**
- Fire Detection System
- Fire Sprinkler System
- Fire Pump
- Fire Hose Cabinets
- Portable Fire Extinguishers
- Standpipe System

**Fire Alarm Control Panel Locations:**
- Room 177 – SW Corner of first floor near glass door exit to Gaston Ave.
- Sciences Building – Interior first floor double exit doors to Hall Street.

**Fire Alarm Notification:**
When activated, the fire alarm system will notify occupants on the fire floor, one floor above and one floor below. Notification will be by means of flashing strobe lights and audio warnings.

**Elevators:**
In a fire situation elevators will be recalled to first floor. If the fire emergency is on the first floor, the elevators will be recalled to the basement level. Once recalled these elevators can only be used by emergency responders.

**Building Systems:**
The heating, ventilation and air conditioning system (HVAC) will be turned off on the fire floor. Exhaust fans in the atrium will be activated to remove smoke from the building.
Attachment D: Emergency Evacuation

Drill Report

Building Name: ___________________________ Building Number: __________

Time Evacuation Started: __________ Ended: __________ Total Time: __________

Type of Drill: Obstructed Unobstructed

Approximate number of participants: _________

- Did occupants immediately begin to evacuate? ☐ ☐ ☐
- Was building staff aware of persons needing special assistance? ☐ ☐ ☐
- Were doors closed to contain smoke/fire? ☐ ☐ ☐
- Did everyone evacuate the building? ☐ ☐ ☐
- Did everyone remain outside the building and wait for further instructions? ☐ ☐ ☐
- Is the building staff knowledgeable in their assigned duties? ☐ ☐ ☐
- Was the drill conducted in an orderly manner? ☐ ☐ ☐

Drill Rating: Excellent Good Poor

Comments:

Observed/Rated By: ________________________________

Person conducting drill: ________________________________

Date of Drill: ________________________________
COD Emergency Assembly Area:

COD Parking Garage Levels 1 and 2

Evacuation:

Make your way to a building exit when the evacuation signal sounds. Proceed to the COD parking garage for evacuation assembly in designated department and student zones. (pgs. 14 and 15)

All Clear:

Wait for an “All Clear” announcement before returning to the building. This can come from the Dallas Fire-Rescue Department, Security, or Environmental Health & Safety personnel.

Silencing the alarm is not an All Clear signal.
Emergency Meeting Areas in Parking Garage by Zone:

Department Zones 1 and 2 are located on the Nussbaumer side of the 1st Floor and Zones 4 and 5 are located on the Gaston Avenue side of the 1st Floor.

Dental and Dental Hygiene Students, Graduate Students and Graduate Residents are located in Zone 3 on the main down ramp between the 2nd and 1st floors. Call Environmental Health and Safety at extension 8301 to obtain a copy of the garage floor plan showing the specific locations of the department and student meeting areas.

Academic Affairs and Media Resources.................................................................1
Advanced Education General Dentistry (AEGD) ..............................................1
Biomedical Sciences..........................................................................................5
Department of Clinical Affairs.........................................................................5
Dean’s Office and Advancement, Communications and Alumni Affairs........5
Dental Hygiene ..................................................................................................2
Diagnostic Sciences......................................................................................1 and 2
Endodontics........................................................................................................5
Environmental Services/Housekeeping...........................................................2
Facilities Services (SSC) and PBX Operators.................................................5
Finance and Administration and Financial Services........................................5
General Dentistry..............................................................................................1
Human Resources and Office of Information Technology..............................5
Orthodontics......................................................................................................4
Oral and Maxillofacial Surgery.........................................................................1
Pediatric Dentistry.............................................................................................4
Periodontics.........................................................................................................2
Public Health......................................................................................................1
Purchasing, Receiving and Central Stores.......................................................5
Research and Graduate Studies and ARU......................................................4
Restorative Sciences........................................................................................4
Student Affairs and Student Diversity.............................................................5
Dental Hygiene 1 and 2 Students................................................................. 3
Dental 1 Students ...................................................................................... 3
Dental 2 Students ...................................................................................... 3
Dental 3 Students ...................................................................................... 3
Dental 4 Students ...................................................................................... 3