This supersedes and rescinds all previous versions of this document.

Approved: ___________________________ Date: 11/23/2016

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<td>David Cronk</td>
<td>January 27, 2012</td>
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<td>Appendices restructure</td>
<td>James H. Johnson</td>
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<td>Jonathan Robb</td>
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A.  AUTHORITY

The University of Texas System Board of Regents

1.  Texas Education Code Chapter 65
2.  Texas Education Code Chapter 51
3.  Texas Education Code Chapter 51.209.

B.  PLAN ANNEX REVIEW

The Building Manager and Restricted Access Plan will be reviewed annually and will be updated and revised as appropriate.

Interim revisions will be made when one of the following occurs:

1.  A change in University site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan
2.  A material change in response resources
3.  An incident occurs that requires a review
4.  Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
5.  New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
6.  Other changes deemed significant

Plan changes, updates, and revisions are the responsibility of the associate vice president for Campus Safety and Security.

C.  CONCEPT OF OPERATIONS

The University of Texas at Austin Building Management & Restricted Access Plan is designed to provide safety and security measures that protect life, property and the environment in the event of natural or man-made incidents, and to limit or restrict entry to appropriately cleared personnel. This document is intended to be used in conjunction with The University of Texas at Austin Emergency Management Plan.

During certain emergency conditions it may be necessary to limit or restrict access to all or part of the campus property and/or facilities or to evacuate a building. Conditions may present the need to seek shelter in buildings. Restricted access procedures such as “lockdown” may be necessary to deter, exclude, or minimize the threat of an intruder with the intentions to cause bodily harm to a person or persons.

In the event of an emergency, the Office of Campus Safety & Security will provide timely information to the campus regarding the area(s) covered by any
and all campus alerts and restrictions. Emergency information will also be posted to the UT Emergency information site at http://www.utexas.edu/emergency. The Office of Campus Safety & Security will provide information that specifically addresses the areas of inclusion covered by the alert. Areas outside of the boundaries of the Main campus will be addressed independently.

Pre-planning and rehearsal are effective ways to ensure that building management teams and occupants recognize the evacuation alarm, the outdoor warning system, other emergency communications, and know how to respond accordingly. Practicing an evacuation and/or sheltering exercise during a non-emergency drill provide training that will be valuable in an emergency situation.

Personnel at The University of Texas at Austin should be educated to have a fundamental knowledge of standardized emergency procedures for campus and buildings. Knowledge of emergency processes will ensure the safety of students, faculty, staff, visitors, as well as emergency responders. Information regarding emergency procedures can be found at http://www.utexas.edu/emergency.

This document, in conjunction with The University of Texas at Austin Emergency Management Plan will provide the structure and guidance necessary for buildings to assign, assemble and train their Building Emergency Management team. Assistance in team development, training, and drills will be provided to personnel through the offices of Emergency Preparedness and Fire Prevention Services.

D. DEFINITIONS

1. Building Management and Restricted Access Plan
   A customized building systems and emergency plan established for each building on campus. A building emergency plan should be based upon standardized guidelines established in the building Emergency Management system.

2. Building Manager

   BUILDING MANAGER ROLE DESCRIPTION – (Critical Function)

   General: The President of The University of Texas at Austin designates the highest ranking administrator (i.e. Dean, Director, or Department Head) of a unit or agency having spaces in a building owned and/or operated by the University as being responsible for designating an employee of UT Austin as the Building Manager for that building. In a situation where two administrators of equal title share a facility, the department that occupies the predominant portion of the facility (or as agreed by the administrators) will appoint the Building Manager. As required or as necessary, the term of a Building Manager is determined by the appointing administrator. Ranking administrators should report the Building Manager designation and any change in Building Manager designation to the Office of Campus Safety and Security. Campus Safety and Security is responsible for maintaining the UT Austin Building Manager database. Ranking administrators should also ensure that there is at least one individual in the facility who will serve as the alternate in
the Building Manager’s absence or unavailability. Departments or colleges with facilities that entail more complex management requirements may employ a Building Manager on a full-time basis, if self-funded. All duties identified in this policy must be performed by a full-time employee (faculty or staff) and can include after hours and weekend calls as necessary. Building Managers of multi-story facilities, with the approval of respective administrator, will identify Floor Managers. Floor Manager responsibilities shall include emergency evacuation planning for the respective floor, communicating with department liaisons and Building Managers, and performing the duties assigned in the Building Management and Restricted Access Plan http://www.utexas.edu/safety/plans/

Building Managers of multi-story facilities, with the approval of the respective administrator, will identify floor managers. Floor manager responsibilities shall include emergency evacuation planning for the respective floor, communicating with department liaisons and Building Managers, and performing the duties assigned in the Campus and Building Emergency Access Plan at http://www.utexas.edu/safety/plans/building_emergency_plan.pdf

Each department/agency occupying space in a building shall appoint an individual to serve as a communication manager between the department/agency floor managers and building manager(s).

**Summary**: Manage, plan, and coordinate activities associated with the physical, environmental, and security conditions of each University building or facility. Serve as the liaison for coordination and communications to building occupants regarding hours of operation, security, emergency preparedness, maintenance, construction repairs and renovations, and utility delivery (including elevators).

**Responsibilities**: Coordinate and monitor the physical, environmental, life safety, and security conditions, and general maintenance and repair of the building and building systems.

**Renovation and Repair**: Act as the primary contact and liaison for actions related to building renovations; major repairs to the building; its systems (electricity, water, and chilled water) and integral equipment; minor and routine facilities upkeep and maintenance; and maintenance of safety and security equipment. Coordinate priorities related to plans for the enhancement, repair and modification, and preventative maintenance of buildings and equipment.

**Security**: Assist and coordinate tenant department(s) with developing and implementing security design and systems for the building including security cameras, exterior doors, and exterior lighting. May be issued grand master key access to all building doors and acknowledge they hold a Position of Special Trust.
Emergency Planning: Analyze and draft a facility occupancy schematic (drawing of who is where in the building). Develop and maintain a contact database for each department residing in the facilities. Create a communication plan for notification of contacts in the event of emergencies. Draft a Building Emergency Plan using the Emergency Preparedness/Building Emergency Plan templates to document procedures for responding to crises related to weather, security, fire, equipment failure, and unplanned disruptions. Lead and participate in the implementation of emergency plans in appropriate situations. Provide a new employee orientation for new building staff to inform them of the Building Emergency Plan and procedures and guidelines for safety, security, and fire. Building Emergency Plan and Department Emergency Plan templates are available at http://www.utexas.edu/safety/plans/.

Special Projects or Events: Coordinate with tenant department(s) on any special projects (such as improvements to the network) or special activities (such as special event scheduling, notifications to University of Texas Police Department (UTPD)/Parking and Transportation Service (PTS), housekeeping, security, etc.)

Other Duties: Oversee and conduct periodic rounds of inspections, checking for security of facilities, functionality of equipment which may include automatic external defibrillators and first aid kits. http://www.utexas.edu/safety/aeds/

Report unusual or suspicious activities. Act as primary contact to report infractions of policy (related to building activities) to University regulations and building operations.

Qualifications:

a. Experience with planning and coordinating services.
b. Strong administration skills.
c. Excellent time management, punctuality, multi-tasking, and attention to detail with follow through from start to finish and strong organizational skills.
d. Knowledge of basic security and fire protection procedures. Strong verbal and written communication skills.
e. Experience in working in a collaborative environment.
f. Skills in objectively evaluating situations and making timely decisions to resolve problems.
g. Experience in exercising independent initiative and judgment in carrying out assigned duties.
h. Ability to recognize safety and security hazards and make appropriate contacts for correction.

3. Campus Open

The University of Texas at Austin is observing normal operating hours and activities.
4. **Campus Closed**

When "Campus Closed" is announced, only those employees identified as essential will remain on campus. All other faculty, staff, and students will depart campus. No one should return to campus until an official announcement is made to do so. Campus shuttles will be stopped and passengers will be returned to the boarding location. Continue to monitor [http://www.utexas.edu/emergency](http://www.utexas.edu/emergency) for updates.

5. **Campus Emergency**

An emergency that threatens the campus will be announced by several means of communication. One method of communication is the Outdoor Warning System (Siren). If you are outside and hear the siren at a time other than that the schedule test which occurs on the first Wednesday of each month, you should immediately seek cover in the closest University building or facility. Campus will provide direction to the interior of buildings through other communication means. Please visit [http://www.utexas.edu/safety/preparedness.htm](http://www.utexas.edu/safety/preparedness.htm) for additional information on communication means and the outdoor warning system.

6. **Lockdown**

The directive "LOCKDOWN" is used to stop access and/or egress as appropriate, to all or a portion of the buildings on campus. Unless otherwise directed, consider that all buildings will initiate their "LOCKDOWN" procedures.

7. **Shelter in Place**

The action of seeking immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building that offers occupants an elevated level of protection. Sheltering can be related to a variety of situations, including: severe weather emergencies, hazardous condition, chemical release, or criminal activity.

8. **Shelter in Place – Severe Weather**

The act of sheltering in an area inside a building that offers occupants an elevated level of protection during a tornado or other severe weather related emergency.

9. **Shelter in Place – Chemical, Biological or Radiological**

A place of shelter is an area inside a building that offers occupants an elevated level of protection during an accident or intentional release of a chemical, biological or radiological agent. [NOTE: Many toxic chemicals have a vapor density greater than that of air, and will seek lowest]
ground. In the case of a Shelter in Place due to a chemical spill, do NOT shelter below grade. Follow instructions provided by emergency personnel.]

10. Emergency Shelter

An emergency shelter is an area of an individual floor designated to serve the occupants of that floor. An emergency shelter is utilized when a tornado emergency is imminent and occupants do not have time to relocate to a primary shelter.

11. Primary Shelter

A primary shelter is an area of a building that provides the maximum level of protection available within that building. The primary shelter is utilized when a tornado emergency is possible and there is adequate time to relocate occupants to the shelter. Multiple primary shelters may be designated when necessary to accommodate the number building occupants. Examples of area that may be utilized as primary shelters include mechanical basements and floors located below ground level.


A system of guidelines for use in developing an individual building emergency plan. The BEMS is organized around the following Emergency Management functions: Access management, Communications management, Elevator management, Evacuation/sheltering management, and Evacuation assistance.

13. Building Emergency Management Team (BEMT)

A team of occupants who manage the evacuation of a building during an emergency. The BEMT will consist of personnel assigned emergency functions including the Building Manager, Assistant Emergency Manager, Access Manager, Assembly Coordinator, Elevator Manager, and Evacuation Managers for individual floors. [NOTE: The size and complexity of your individual system will be resource dependent.]

14. Floor Emergency Management Team (FEMT)

A team of occupants who manage the evacuation/sheltering of an individual floor or specific geographical area during an emergency. The FEMT will consist of personnel assigned emergency functions including the Floor Emergency Manager, Assistant Floor Manager, Sector Coordinators, Elevator Monitors, and Evacuation Escorts.
15. Primary Assembly Area

An exterior area utilized as an assembly location by occupants who have evacuated their building. An assembly area is designated by the Building Manager and should be located outside of the building in a safe and convenient location. This area is utilized as a temporary staging location while an emergency incident is under investigation.

16. Secondary Assembly Area

An indoor location utilized as an assembly area by occupants who have evacuated their building. Secondary assembly areas are located inside a building, or other protected area, and may be utilized during periods of inclement weather, extreme heat, or during incidents that continue for an extended period of time. (The extent of position assignment is dependent on both physical structure complexity and current staffing.)

17. Access Manager

A building occupant assigned to establish and maintain control of building entrances during an emergency.

18. Access Monitor

A building occupant assigned to monitor an individual building entrance during an emergency.

19. Assembly Coordinator

A building occupant assigned to serve as a liaison between the Building Manager and occupants gathered at an assembly area during an emergency.

20. Elevator Manager

A building occupant assigned to establish and maintain control of passenger elevators during an emergency.

21. Elevator Monitor

A floor occupant assigned to monitor an individual elevator lobby during an emergency.

22. Escort

A floor occupant, under the direction of the Building Emergency Management Team, who volunteers to provide support for occupants who require evacuation assistance during an emergency event.
23. Evacuation/Sheltering Manager

A building occupant assigned to manage the evacuation/sheltering of a building during an emergency.

24. Floor Manager

A floor occupant responsible for developing and executing the evacuation/sheltering plan for an individual floor and managing the floor evacuation during an emergency.

25. Sector Coordinator

A floor occupant assigned to manage the evacuation/sheltering of a floor sector during an emergency.

26. Stair Monitor

A building occupant, under the direction of the Building Emergency Management Team, assigned to conduct a physical inspection of an exit stair to ensure there are no occupants remaining in the stairwell during a building evacuation.

27. Evacuation Assistance

Support provided for occupants who require evacuation assistance during an emergency. Evacuation assistance should include designated staging areas, designated escorts, and an evacuation strategy for occupants.

28. Evacuation Categories

Classification system used to identify the needs of occupants who require evacuation assistance. Occupants who require assistance should be placed in one of the following categories:

- **Alarm Notification**
  This category may include occupants with hearing and visual impairments. Occupants in this category may be able to easily navigate exit stairs but require notification if the building alarm has activated.

- **Slow Evacuation Capability**
  This category includes occupants who can navigate exit stairs but require some assistance. This category may also include occupants who can navigate stairs but will travel at a much slower pace than other occupants.

- **Impractical Evacuation Capability**
  This category includes occupants who cannot navigate exit stairs. To evacuate the building, this category of occupant must
be carried down exit stairs or evacuated through an elevator provided with emergency service.

29. Occupant Roster

A roster of occupants who require evacuation assistance developed and maintained by each Building Manager. Each Floor Manager also should maintain a roster of occupants who require assistance for their individual floor.

30. Staging Area

A location on an individual floor where occupants who require assistance respond during the initial stages of an emergency. In many cases this will be the elevator lobby. Occupants should remain in the staging area until they are relocated to the secondary staging area, evacuated from the building, or the incident is terminated.

31. Secondary Staging Area and Area of Refuge

A protected location for occupants to remain until an incident is terminated or emergency responders arrive to conduct an evacuation. In many cases this will be an exit stairwell. The secondary staging area is utilized when conditions at the primary staging area become hazardous and endanger occupant safety.

32. Restricted Area

An area where access is strictly limited to essential personnel with the purpose of protecting individuals against undue risks.

E. CAMPUS PERIMETER ACCESS CONTROL

A natural or man-made incident may affect all or part of the University campus requiring physical barriers to be placed at key campus entry points in order to restrict vehicular traffic.

The University has predetermined locations on roadways where large vehicles identified by vehicle number, vehicle type and vehicle driver will be dispatched in order to supplement or augment law enforcement efforts. When required, the office of Facilities Services will dispatch vehicles to block roadways with University service vehicles.

1. Large University vehicles shall be placed in designated areas to provide a physical barrier to vehicular traffic: See Restricted Access Map and Restricted Access Vehicle List APPENDIX C

2. University vehicle barriers may be supplemented or replaced by manned law enforcement units. External agency law enforcement may provide
mutual aid to provide perimeter control. Other physical barriers such as concrete or water filled Jersey Barriers may be deployed as required. Parking and Transportation Services with Facilities Services are responsible to emplace required barriers.

3. Clearly defined physical barriers, such as barricades, fences, and signs shall be used to define the boundary of a Restricted Area.

4. Barriers shall direct the flow of personnel and vehicles through designated entry control portals.

5. Barriers and entry control portals, supplemented by other systems such as patrols or surveillance, shall be used to deter and detect introduction of prohibited articles or removal of safeguards and security interests.

6. Barriers shall be used to deter and/or prevent penetration by motorized vehicles where vehicular access could significantly enhance the likelihood of a successful malevolent act.

7. Barriers shall be capable of controlling, impeding, or denying access to a Restricted Area.
   a. Access control requirements may be layered as appropriate for the situation. At succeeding boundaries, access controls may be increased to preclude pedestrian entry or exit to or from a Restricted Area.
   b. A personnel identification system (e.g. University Identification/security badge system) shall be used to control access into Restricted Areas.
   c. Automated access control systems may be used as approved by the University authority for safeguards and security.

When the decision to restrict access to campus is made, Facilities Services should immediately implement the Campus Perimeter Access Control as per the Restricted Access Map in Appendix C.

   d. Means shall be provided to deter and detect unauthorized intrusion into Restricted Areas. Means include use of intrusion detection sensors and alarm systems, random patrols, and/or visual observation.

8. Circumstances may require that entrance/exit inspection be made by security personnel or with detection equipment designed to detect prohibited articles. UTPD will designate security personnel. Inspections of personnel, hand-carried items, and/or vehicles shall provide reasonable assurance that prohibited articles are not introduced and that safeguards and security interests are not removed from the area without authorization.
   a. Inspections. Inspection procedures, requirements, and frequencies shall be developed based on a graduated approach and included in the appropriate security plan. Where random entry or exit inspections are permissible, the inspection shall be
conducted on a percentage basis, determined by the University authority for safeguards and security, using techniques that ensure randomness.

b. Prohibited Articles. The following articles are prohibited from Security Areas, unless approved by the University authority for safeguards and security:
   i. any dangerous weapon
   ii. explosive
   iii. other dangerous instrument or material likely to produce substantial injury or damage to persons or property

c. Signs reflecting information on: the inspection of vehicles, packages, or persons either entering or exiting; notification of video surveillance equipment; and trespassing, if applicable, shall be posted.

d. Visitor logs are required at Restricted Areas.

9. A Property Protection Area is a Restricted Area established for the protection of University property. A Property Protection Area may be established to protect against damage, destruction, or theft of University-owned property. Measures taken shall be adequate to give reasonable assurance of protection and may include physical barriers, access control systems, protective personnel, intrusion detection systems, and locks and keys. Protective measures taken shall provide appropriate, graded protection.
   a. Access controls, where determined to be necessary by University authority, shall be implemented to protect departmental property and facilities.
   b. Signs prohibiting trespassing, where necessary, shall be posted.
   c. Vehicles and hand-carried items entering or leaving shall be subject to inspection to deter and detect unauthorized removal of University assets.
   d. Physical barriers, where determined to be necessary by local authority, shall be used to protect property and facilities.
   e. Personnel and Vehicle Access Control. Validation of the identity and access authorization of persons allowed access shall be administered by security personnel.

10. An Exclusion Area is a Restricted Area (see definition page 9) defined by physical barriers or patrols and subject to access control, where mere presence in the area would result in access to classified matter.
   a. An Exclusion Area may have barriers or some other method of identifying its boundaries and encompassing the designated space, as well as access controls to provide reasonable assurance that only authorized personnel are allowed to enter and exit the area. An Exclusion Area shall meet all requirements for a Restricted Area.
   b. Access requirements are as follows,
   c. Individuals allowed unescorted access shall have an access authorization and need-to-know consistent with the matter to which they would have access by mere virtue of their presence in the area.
d. When access to an Exclusion Area is authorized for a person without appropriate access authorization and need-to-know, measures shall be taken to prevent compromise of classified matter while the individual is in the area.

e. Personnel and Vehicle Access Control. Validation of the identity and access authorization of persons allowed access shall be accomplished at the Exclusion Area entrance(s) and shall be administered by protective personnel and/or automated systems.

F. EMERGENCY CLOSURE NOTIFICATION

1. Policy Statement

In the event of severe weather conditions or other emergency situations, the University may suspend normal operations and classes. If suspended, all employees whose positions are designated as essential must report to work in order to sustain the University’s operations and protect its assets.

2. Procedures

a. The President, upon the advice of the Senior Vice President and CFO, the Associate Vice President for Campus Safety and Security and/or or the Chief of the University Police Department concerning weather conditions or emergency situations, shall make the decision to suspend the University’s normal operations and classes.

b. If a potential closure condition exists, the Senior Vice President and CFO and the Associate Vice President for Campus Safety and Security will discuss appropriate actions to be recommended to the president.

c. If conditions arise during non-business hours that may require the suspension of normal operations, such a decision shall be made by 5:00 a.m. The Senior Vice President and CFO shall notify the Chief of the University Police Department (UTPD), the Director of Facilities Services, the Director of Utilities and Energy Management, the Executive Officers and the Vice President for Public Affairs.

d. The Vice President for Public Affairs shall notify the news media; and shall make every reasonable effort to provide members of the University community and the public with notice of the suspension of normal operations by 6:00 a.m.

e. If the need to suspend normal operations and classes arises during hours of normal operation, the Vice President for Public
Affairs shall follow the same notification procedures as outlined above as soon as possible after the President makes that decision.

3. University Responsibilities

It is the responsibility of the Vice President for Public Affairs to notify the news media. Every effort will be made to notify the public of a closing by 6:00 a.m. The Vice President for Public Affairs or his or her designee will initiate an appropriate Home Page, e-mail and emergency switchboard message, and provide regular status updates as they become available.

4. University Campuses and Facilities Outside of Austin, Texas

The decision to cancel classes and work at University campuses and facilities outside the city of Austin will be made by the director of that campus or facility, independent of the campus and facilities of the University in Austin.

5. Attendance Requirements

If the University is declared officially closed, all non-essential employees will be granted administrative leave for the hours they were scheduled to work. Hourly employees and student employees are excluded from this provision.

All employees who are required to work during a declared emergency closure will be granted equivalent compensatory time.

An employee who is on a prior approved annual leave during an emergency closure shall have his/her annual leave changed to administrative leave.

6. Emergency Essential Personnel

Essential personnel are employees designated by their departments as vital to the operation of the University. Their presence is required regardless of the existence of an emergency. If an essential employee cannot report to work, he or she should advise their supervisor immediately of their situation. At the discretion of their supervisor, employees may be subject to disciplinary action for failure to report.

Departments are responsible for providing UTPD with the names and building assignments of all essential employees that require access to the campus to respond to emergencies during a closure.

For Assistance: Questions regarding Emergency Management Closures should be directed to the Senior Vice President and CFO.

Source: New UT Austin Policy

http://www.utexas.edu/policies/hoppm/02.a.01.html
Please go to [http://www.utexas.edu/hr/index.php](http://www.utexas.edu/hr/index.php) for information regarding Human Resource requirements for time keeping and reporting.

G. USE OF UNIVERSITY OF TEXAS IDENTIFICATION

1. Identification

In order to facilitate access to the operations of University Command or Emergency Operations Centers and to Restricted Areas during a crisis, the University of Texas has developed the Emergency Operations Access Badge. This badge will be issued by the ITS ID Center to individuals that bring a letter on departmental letterhead signed by the Associate Vice President of Campus Safety and Security or his designee. All ID cards issued by the University are the property of the University and must be surrendered to a supervisor or Human Resources Services upon termination of affiliation.

2. Process

**AVP of Campus Safety and Security Responsibilities**

1. Issue a letter on departmental letterhead that:
   a. Is signed by the AVP or his designee
   b. Includes the EID of the future badge holder
   c. Includes the name of the future badge holder
   d. Requests issuance of an Emergency Operations Center Badge

2. Send the requestor to the ID Center in the Flawn Academic Center
   a. ID Center Responsibilities
   b. Verify the letter is consistent with departmental letterhead; signature and all components indicated above are included
   c. Issue the EOC Badge
   d. ID Center bills department account for each badge distributed.
   e. Appropriately coded security badges will be used and accepted as evidence of an access authorization (or security clearance). Such security badges shall be accepted for admittance to Restricted Areas without a need for additional badging. Site or facility procedures may be established to require presentation of additional photo-identification media.
   f. Badges shall be worn conspicuously, photo side out, in a location above the waist and on the front of the body while in designated areas as determined by University official directives and security directives unless prohibited by health or safety considerations.
g. Personnel shall protect assigned badges and maintain them in good condition. If a significant change in facial appearance takes place, a badge with a new photograph shall be requested by the individual, supervisor, or security official. Protective force personnel are authorized to confiscate faded, worn, or damaged badges.

h. Security awareness programs shall stress the importance of protecting security badges against loss or misuse. Badges shall not be used as a means of identification for unofficial purposes (e.g., cashing checks).

3. Accountability of Badge and Credentials.
   a. Records shall be maintained by issuing offices showing the disposition of badges, and credentials issued. Such records shall include, as a minimum description and serial number of item issued, date of issuance, name, organization, and date of destruction. Records will be maintained.

   b. Lost Badges and Credentials. A record of missing badges and credentials shall be maintained. Personnel and/or systems controlling access to Restricted Areas shall be provided current information regarding missing badges in order to prevent their misuse. The loss or recovery of badges or credentials shall be reported immediately to the issuing office.


   Badges and credentials issued to employees, contractors, and other individuals shall be recovered at the final security checkpoint or earlier and the individual(s) shall be escorted from the site if circumstances or conditions indicate such action is needed. Recovered credentials shall be destroyed. Recovered badges may be retained and reissued.

H. LOCKDOWN

The directive “LOCKDOWN” is used to stop access to all or a portion of the buildings on campus. When feasible, the announcement will indicate specific buildings. If no specific directions or locations are given, all buildings will initiate the “LOCKDOWN” procedures below.

1. Building Managers:
   a. Monitor informational sources and their pagers for additional information.
   b. Notify occupants of the building that the building is now in a “lockdown status”.
   c. If safe to do so, secure all exterior doors.
d. If safe, position one building representative at each exterior door. This representative will grant access to non-threatening persons. Law enforcement will provide identification.
e. If a threatening person moves toward the door, they will seek immediate shelter.
f. Building Managers will notify the EOC (232-7986) that their facility is locked down.
g. Building Managers with bacs will confirm with its Security that their building is locked down.

2. Should you discover that there is a violent or potentially violent person in your building or area, take the following steps:

   a. ONLY CONFRONT THE PERSON AS A LAST RESORT EFFORT TO SAVE YOUR LIFE
   b. Call the University of Texas Police department (UTPD) at 471-4441 or 911 first and as soon as possible and provide as much information as possible to the police including:
      i. request an ambulance for anyone who is injured
      ii. the location of the suspect
      iii. description of suspect, including name (if known), gender, race, height, hair color, clothing description, weapons seen or indicated, what they said, did they indicate a specific target, direction of travel if they have left, and other information the operator requests
      iv. building name and location
      v. floor and room if possible
      vi. nature of business of the building (i.e. science labs, research labs, fine arts, registrar’s office, etc)
      vii. any hazardous materials that may be present in the building – if known
   c. Notify your co-workers and others in the area of the situation using any means possible. (i.e. tell them directly, Public Address System (if available), telephone, runners, etc.)
      i. take shelter in the nearest secured place, i.e. classroom or office
   d. Exterior doors should be locked when the alert is given. Operation of the doors has no clear cut answer. Judgment by building occupants and leadership is needed.

3. If the threat is outside your building:

   a. If the doors are not electronic and it is safe to move to the exterior doors and lock them.
   b. If safe, leave a person at the door to let others (non-threatening) outside in. Law enforcement will announce their identity prior to unlocking any door.
   c. Close interior doors. Lock doors if possible. Barricade the doors.
d. If the lights in the room can be turned off - turn them off; turn off computers, cell phones, radios, or any device that may indicate the room is occupied.
e. Use cell phones only to notify law enforcement of critical information.
f. If on the first floor, close any blinds or curtains on windows.
g. Stay away from doors and try to keep out of the line of sight of windows.
h. Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
i. **BE QUIET.**
j. **DO NOT** respond to anyone at the door while you are in lockdown mode. Law enforcement will announce themselves. Verify if possible prior to unlocking any door. Confirm if possible. They will release anyone in that room. Updated information may be delivered over the PA system, when appropriate, if available in the building.
k. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.
l. Should the fire alarm be activated during a lockdown, wait for direction on the PA system or from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.
m. **USE CELL PHONES ONLY TO NOTIFY LAW ENFORCEMENT OF EMERGENCY INFORMATION.** They may interfere with emergency communications. Police, fire and ambulance radio systems can be negatively impacted by high cell phone volume. The only exception to the above is in the event of a medical emergency in your immediate area, or if you have information specific to the current threat.

4. **If the threat is INSIDE your building:**

   a. Do not lock exterior doors.
   b. Close interior doors. Lock doors if possible.
   c. Barricade the doors.
   d. If the lights in the room can be turned off - turn them off; turn off computers, mobile devices, radios, or any device that may indicate the room is occupied. Use cell phones only to contact law enforcement personnel with emergency information.
   e. If you are on the first floor, close any blinds or curtains on windows.
   f. Stay away from doors and try to keep out of the line of sight of windows.
   g. Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
   h. **BE QUIET.**
i. **DO NOT** respond to anyone at the door while you are in lockdown mode. Law enforcement will announce themselves. Verify if possible. They will release anyone in that room.

j. Updated information may be delivered over the Public Address System, when appropriate, if available in the building.

k. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.

l. Should the fire alarm be activated during a lockdown, wait for direction on the Public Address System or from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.

m. **USE CELL PHONES ONLY TO NOTIFY LAW ENFORCEMENT OF EMERGENCY INFORMATION.** They may interfere with emergency communications. Police, fire and ambulance radio systems can be negatively impacted by high mobile device volume. The only exception to the above is in the event of a medical emergency in your immediate area, or if you have information specific to the current threat.

5. If you are OUTSIDE the building when a LOCKDOWN is initiated:

   a. **DO NOT ENTER THE BUILDING**
   b. Move as far away as possible from the building under lockdown.
   c. Await further direction from law enforcement personnel.
   d. Otherwise, go to a safe area of campus away from the scene.
   e. Check the University's website and University social media sites for updates and further information as it becomes available.
   f. **DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN.**
   g. Do not call anyone inside the building that is in lockdown as it may endanger them.
   h. Information updates will be provided by police and University officials as soon as possible and safe to do so.
   i. If you are advised by another person in your area, or by Security Services, that there is violent or a potentially violent person in your area or building, follow the above steps.
   j. **DO NOT LEAVE YOUR SAFE AREA** until the police have identified themselves and release you from your safe area.

► Campus agencies will immediately activate their LOCKDOWN procedures.
I. CLASSROOM EVACUATION

The classroom instructor is the senior representative of the University and they are responsible to implement University policy and directives. (Please see "M. EVACUATION ASSISTANCE" for further information)

1. Every member of the University community shall be familiar with the Emergency Evacuation Policy and understand his or her role in these emergency situations.

2. In the event of a fire or other emergency, it may be necessary to evacuate a building rapidly. Upon the activation of a fire alarm or the announcement of an emergency in a University building, all occupants of the building are required to evacuate and assemble outside.

3. If a Lockdown is announced, implement Lockdown procedures.

4. Once evacuated, no one may re-enter the building without instruction to do so from the Austin Fire Department, University of Texas at Austin Police Department, or Fire Prevention Services office.

5. University faculty members are responsible for pointing out their classrooms’ building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

6. Furthermore, faculty, staff, and students should familiarize themselves with all the exit doors of each room and building they occupy at the University, and should remember that the nearest exit routes may not be the same as the way they typically enter buildings.

7. Students requiring assistance in evacuation shall inform their instructors in writing during the first week of class. Faculty members must then provide this information to the Fire Prevention Services office by fax (512-232-2759).

8. Faculty members should be prepared to give appropriate instructions in the event of an evacuation. Students should follow the instructions of faculty members and class instructors during emergency evacuations.

9. We can most effectively prepare for and cope with emergencies by working together. Thus, everyone has a duty to ensure other occupants of University buildings are aware of emergencies, and to aid anyone requiring assistance in evacuation. People should only provide this aid to the best of their abilities, however, and no one is expected to endanger themselves in order to assist with the evacuation of others.

10. Information regarding emergency procedures can be found at: http://www.utexas.edu/emergency
Classroom Instruction and Recommended Syllabus Information.

To implement this policy and/or the Lockdown Procedures and reinforce building evacuation procedures, each faculty member shall provide the following information and instructions to students:

1. Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated.

2. Alarm activation or announcement requires exiting and assembling outside.

3. Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

4. Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.

5. In the event of an evacuation, follow the instruction of faculty or class instructors.

6. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.

7. If you have concerns regarding the attitude or action of students or staff, please contact the Behavior Concerns Advice Line: BCAL 232-5050

J. RESTRICTED ACCESS PROCEDURES FOR BUILDINGS ON ELECTRONIC ACCESS

1. Authorized Personnel to activate lockdown:
   a. Senior Vice President and CFO
   b. Associate Vice President for Campus Safety and Security
   c. Chief of Police for The University of Texas at Austin or their representative including, command staff and UTPD dispatch
   d. Other authorized personnel including Building Managers and or Building Access Control Systems (BACS) Administrators. (Refer to the Picture Perfect Administrator list kept by UTPD. The Building Manager/BACS list is limited in distribution to ITS Security personnel, UTPD Officers and Dispatchers and Building Managers)

2. Process for restricting access to a building ON ELECTRONIC ACCESS
   a. Campus Safety and Security, Building Administrators or UTPD may call for the activation of all or part of this restricted access
plan. Once a call is received by dispatch or BACS administrator, a log must be maintained with timestamps of all names, actions and a brief description of all communications and actions taken by all parties involved.

b. UTPD Dispatch or BACS Administrators shall ask authorized personnel if they want the card reader to continue to function for authorized entry or restrict perimeter access only.

K. BUILDING EMERGENCY MANAGEMENT SYSTEM

The Building Emergency Management System (BEMS) provides guidelines for use in developing an individual building emergency plan. The goal of the BEMS is to assist occupants with establishing a practical emergency plan for their building. Utilization of the BEMS offers the following:

1. Structure
   a. The BEMS provides an outline of important functions that should be performed during an emergency.
   b. The BEMS identifies and outlines the duties of strategic personnel.
   c. The BEMS identifies equipment necessary to accomplish emergency functions.

2. Flexibility
   a. The BEMS is designed for flexibility and can expand or contract to meet the needs of individual facilities.
   b. Larger buildings may require all functions of the BEMS. Smaller structures may utilize fewer BEMS functions.

3. Authority
   a. The BEMS grants occupants the authority to perform important planning and emergency functions.
   b. The BEMS authorizes and encourages occupants to assume responsibility for their personal safety during an emergency.
   c. The BEMS authorizes and encourages occupants to assume responsibility for the safety of other occupants during an emergency.

4. Building Emergency Plan

A Building Emergency Plan (BEP) is a customized emergency plan established for each individual building on campus. The goal of the BEP is to ensure the safety of building occupants during an internal or external emergency. The BEP attempts to ensure occupant safety through implementation of the following emergency functions:

- Evacuation Management
  Evacuation management is established to ensure occupants safely evacuate the building. Evacuation management involves
dividing the building into manageable units, physical inspections to verify evacuation, and assembly areas for occupants to gather once outside the structure.

- **Evacuation Assistance**
  Evacuation assistance is established to ensure occupants who require evacuation assistance are provided with the necessary level of support. Evacuation assistance involves identifying occupants who require assistance and developing an evacuation strategy based upon individual needs and building resources.

- **Access Management**
  Access management is established to ensure unauthorized persons do not enter the building while an evacuation is in progress. Access management involves assuming control of building entrances during the initial stages of an incident and maintaining control until the incident is terminated or emergency responders arrive.

- **Elevator Management**
  Elevator management is established to ensure passenger elevators are not utilized by building occupants during an emergency. Elevator management involves assuming control of building elevators during the initial stages of an incident and maintaining control until the incident is terminated or emergency responders arrive.

- **Communication Management**
  Communication management is established to ensure occupants are promptly notified of an emergency. Communication management involves the development of a building communication plan, training personnel in plan procedures, and implementation of this plan during an emergency incident.

- **Building Emergency Management Team**
  A Building Emergency Management Team (BEMT) is a team of occupants who manage the evacuation and shelter functions of a building during an emergency. The BEMT will consist of personnel assigned emergency functions including the Building Manager, Assistant Emergency Manager, Access Manager, Assembly Coordinator, Elevator Manager, and Evacuation Managers for individual floors.

- **Floor Emergency Management Team**
  A Floor Emergency Management Team (FEMT) is a team of floor occupants who manage the evacuation of an individual floor during an emergency. The FEMT will consist of personnel assigned emergency functions including the Floor Emergency Manager, Assistant Floor Manager, Sector Coordinators, Elevator Monitors, and Evacuation Escorts.
Evacuation management is established to ensure occupants safely evacuate the building. Evacuation management involves dividing the building into manageable units and conducting physical inspections of these units to verify all occupants are notified of the alarm and have evacuated the area.

1. Occupant Roster
   In some buildings a roster of occupants may be maintained. This roster can be utilized at assembly areas to verify all occupants have evacuated and are accounted for. This approach is typically utilized in school and day care facilities. An occupant roster may not be feasible in buildings open to the public that have a transient population. The Building Manager and Floor Managers will determine if an occupant roster is a viable option for their building or portion of the building.

2. Building Inspection
   Evacuation plans should include provisions for physically inspecting the building to verify all occupants have evacuated. Physical inspections are especially important in buildings that may be occupied by children, and buildings open to the public that have a transient population.

3. Floor Inspection
   A floor inspection is a physical inspection of a floor to verify all occupants have evacuated. This inspection should include offices, break rooms, and common areas. Special attention should be given to restrooms, storage rooms, and similar areas where occupants may not be aware of the alarm condition. Once a floor inspection is completed, the Floor Manager should provide the Building Manager with a floor status report.

4. Sector Inspection
   A sector inspection is a physical inspection of a portion of a floor (sector) to verify all occupants have evacuated. This inspection should include offices, break rooms, and common areas. Special attention should be given to restrooms, storage rooms, and similar areas where occupants may not be aware of the alarm condition. Once a sector inspection is completed, the Sector Coordinator should report to the Floor Manager and provide a sector status report.

5. Stair Inspection
   Most building occupants will evacuate through exit stairs. A physical inspection of exit stairs should be conducted to ensure all occupants have successfully navigated the stairs and exited the building. A stair inspection should begin at the highest level and proceed down to the level of exit discharge. For stairs that extend below ground level, a separate inspection of the lower levels may be required. An inspection of lower levels should begin at the lowest level and proceed up to the level of exit discharge.
6. Practical Application
   Stair inspections should usually be conducted by persons who occupy the highest and lowest levels of the building. After the floor is evacuated, the Floor Manager and Sector Coordinators may choose to utilize separate stairs to evacuate the building. The managers and coordinators could inspect the exit stair during their evacuation. The Building Manager should be provided with a status report for each exit stair.

• Building Manager

The Building Manager (BM) is a designated building occupant responsible for developing and implementing the building emergency plan. During an emergency, the Building Manager is responsible for managing the building evacuation and ensuring all occupants are evacuated and accounted for.

  o Assignment
    A Building Manager should be designated for each building on campus.
  o Assistant Manager
    At least one Assistant Manager should be assigned for each building. During an emergency, the Assistant Manager should support and assist the Building Manager. The Assistant Manager should assume the role of Building Manager when the primary manager is not available.

  o Planning Functions
    The Building Manager is responsible for the following planning activities:
    - Developing an emergency plan for his/her building with the assistance of the Office of Emergency Preparedness and Fire Prevention Service
    - Maintaining a written copy of the emergency plan
    - Ensuring that building occupants receive training in the emergency plan
    - Conducting periodic emergency drills
    - Revising the emergency plan as necessary

• Emergency Functions

During an emergency, the Building Manager is responsible for ensuring the primary emergency functions are performed. These include:

  o Access Management/Lockdown
  o Communication Management
  o Elevator Management
  o Evacuation Assistance
  o Evacuation Management

• Emergency Responders

The Building Manager should be prepared to provide emergency responders with information regarding the building, nature of the incident, and status of the building evacuation.
• **Assisting UT Incident Command**

Once UT Incident Command has been established during an emergency the Building Manager should report to the UT Commander and provide an evacuation status report. The Building Manager should remain at the Command Post and assist the UT Commander. The Building Manager will continue to function as the Evacuation Manager and the UT Commander should communicate to building occupants through the Building Manager.

• **Assisting Austin Fire Department (AFD) Incident Command**

If UT Incident Command has not been established, the Building Manager should report to the AFD Incident Command Post and provide the Incident Commander with an evacuation status report. The Building Manager should remain at the Incident Command Post and assist the AFD Incident Commander. The Building Manager should continue to function as the Evacuation Manager and encourage AFD Incident Command to communicate with building occupants through the Building Manager.

• **Practical Application**

In developing an emergency plan, the Building Manager must decide whether to perform or delegate various emergency functions. In smaller buildings, the Building Manager may choose to assume several roles. An example would be a Building Manager who functions as the Access Manager, Communication Manager, and Evacuation Manager. In other locations the Building Manager may choose to delegate each of these functions to other personnel. The emergency functions a Building Manager chooses to accept or delegate will vary in relation to the size of the building, number of occupants, and personality of the Building Manager. The presence of one or more Assistant Managers at the command post will facilitate emergency operations and aid the Building Manager in managing the stress and confusion that may accompany an emergency incident.

**L. IMPLEMENTING THE BUILDING COMMUNICATION PLAN**

During an emergency, the Communication Manager is responsible for managing communications between members of the building emergency team. The primary function of the Communication Manager will be to assist the Building Manager by monitoring emergency communications and providing the Building Manager with status reports regarding occupant notification, evacuation status, and evacuation assistance needs.

1. **Purpose**

The purpose of communication management is to facilitate performance of the following functions during an emergency:

   a. Ensure building occupants are notified of the emergency
b. Ensure occupants are provided with information regarding the nature and status of the incident
c. Facilitate communication between members of the building Emergency Management team
d. Facilitate communication between the Building Manager and emergency response personnel

2. Communication Manager

A Communication Manager should be assigned by the Building Manager to manage communications during an emergency incident. The Building Manager may choose to function as the Communication Manager if this will not interfere with the performance of other emergency functions.

3. Alternate Managers

Alternate Managers should be assigned to perform communication functions when the primary manager is not available.

4. Planning Functions

The building Communication Manager is responsible for the following planning activities:

a. Identifying communication options available to building personnel
b. Assigning personnel to perform communication functions
c. Developing a written communication plan for the building
d. Ensuring the building Emergency Management team has received training in the proper application of the communication plan

5. Communication Options

Potential methods of communicating during an emergency include:

a. Two-way radio
b. Call list Text Message
c. Firefighter Phone
d. Messenger
e. Public address system
f. Megaphone

6. Communication Plan

a. The Communication Manager should develop a building communication plan for use during an emergency. Operations the communication plan should address include:
   i. Communication between the Building Manager and emergency response personnel
   ii. Communication between the Building Manager and Assembly Coordinators
   iii. Communication between the Building Manager and Access Managers
iv. Communication between the Building Manager and Elevator Managers
v. Communication between the Building Manager and Evacuation Managers
vi. Communication between the Evacuation Manager and Floor Managers
vii. Communication between Floor Managers and Sector Coordinators
viii. Communication between the Building Manager and Escorts providing support for occupants who require evacuation assistance
ix. Communication between Assembly Coordinators and occupants gathered in their areas

7. Additional Considerations

The communication plan should contain contingency plans for addressing the following situations:

a. For buildings with a Selective Alarm System, a method for notifying occupants on floors that are not included in the initial alarm
b. Notification of occupants for shelter-in-place during a severe weather emergency
c. Notification of occupants for shelter-in-place during a hazardous materials emergency
d. Notification of occupants for lockdown during a security emergency (e.g., armed subject)
e. Establish communication with the Evacuation Manager and ensure the building evacuation plan has been implemented

M. EVACUATION ASSISTANCE

• Purpose

The purpose of the evacuation assistance program is to ensure occupants who require evacuation assistance are provided with the necessary level of support.

• Assignment of Personnel

Each Floor Manager or Sector Coordinator is responsible for ensuring escorts are assigned to help occupants who require evacuation assistance in their area of responsibility.

• Occupants Who Require Evacuation Assistance

Occupants who require some form of assistance in order to safely evacuate the building may include people with special needs, such as a hearing, mobility, or visual impairment. Other occupants without a recognized special need may also require evacuation assistance. (e.g., occupants with temporary health concerns including a sprained ankle or broken leg). Occupants with permanent concerns
including arthritic knees, a heart condition, or debilitating respiratory condition may also require assistance during an emergency.

- **Definition of Evacuation Assistance**

  Evacuation assistance may include:
  
  - Assigning personnel to ensure occupants with hearing or visual impairments are aware of an emergency incident
  - Designating staging areas where occupants will gather when notified of an incident
  - Assigning personnel to escort occupants until they are safely evacuated or the incident is terminated
  - Developing an evacuation strategy based upon individual needs and building resources

- **Occupant Identification**

  Occupants who occupy the building on a regular basis should be identified during the pre-incident planning process. Occupants who require assistance should be placed in one of three assistance categories.

- **Assistance Categories**

  Occupants who require evacuation assistance should be placed in one of the following categories:
  
  - **Alarm Notification**
    This category may include occupants with hearing and visual impairments. Occupants in this category may be able to easily navigate exit stairs but require notification the building alarm has activated.
  - **Slow Evacuation Capability**
    This category includes occupants who can navigate exit stairs but require some assistance. This category may also include occupants who can navigate stairs but will travel at a much slower pace than other occupants.
  - **Impractical Evacuation Capability**
    This category includes occupants who cannot navigate exit stairs. To evacuate the building, this category of occupant must be carried down exit stairs or evacuated through an elevator provided with emergency service.

- **Occupant Roster**

  A roster of occupants who require assistance should be developed and maintained by each Sector Coordinator and Floor Manager. This roster should include the occupants’ names, their anticipated location, and their evacuation needs. Each Floor Manager should provide the Building Manager with a current copy of their roster.
• **Identification Reminders**

When identifying occupants who may require evacuation assistance it is important to remember the following items:

- Occupants who require assistance will include persons with both permanent and temporary impairments.
- Occupants who require assistance will include persons with obvious impairments and others with impairments that are not readily visible.
- Occupants who require assistance will include faculty and staff who occupy the building on a regular basis and visitors who are not familiar with the facility or the building emergency plan.

• **Faculty Responsibilities**

Faculty members are responsible for notifying the applicable Floor Manager or Sector Coordinator of students under their supervision who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance respond to their designated staging area. Faculty members should not leave a student at a staging area until the designated escort has arrived and assumed responsibility for the student.

• **Staff Responsibilities**

Upon activation of the building alarm, designated staff members are responsible for ensuring that occupants who require evacuation assistance are aware of the alarm condition and respond to their designated staging areas.

**N. STAGING AREAS**

• A staging area is a pre-designated location where occupants who require evacuation assistance respond upon activation of the building emergency alarm.

• Staging areas are intended to provide a secure location for occupants to remain until the incident is terminated or emergency responders arrive to perform an evacuation.

• The Building Manager will designate the location of staging areas during pre-incident planning. The Building Manager is responsible for identifying staging areas and ensuring all occupants are familiar with their location. Staging areas should be identified by descriptive terms. “Floor 10—West Stair” is an example of a descriptive identification, which should be easily understood by building occupants and emergency responders.

  - **Exit Stairwells**

Enclosed exit stairs should be utilized as staging areas in most situations. However, the use of stairwells for staging areas should be evaluated on a case-by-case basis. Some stairwells are not properly separated from the building and may fill with smoke during a fire.
incident. Items that should be reviewed in determining if a stairwell is appropriate for a staging area include:

- Integrity of fire separation between staging area and remainder of building
- Presence of emergency lighting
- Presence of a fire fighters phone outlet or other reliable communication options
- The ability to re-enter the floor should smoke enter the staging area

**Multiple Staging Areas**
A primary and secondary staging area should be identified for each floor. All occupants who require evacuation assistance should respond to the primary staging area upon activation of the building alarm. If access to the primary staging area is obstructed, occupants should respond to the secondary staging area and notify the Floor Manager of their location.

- An Evacuation Escort is a designated building occupant who provides aid to occupants who require evacuation assistance during an emergency. Escorts are provided to ensure that occupants who require evacuation assistance receive the support they need. Escorts accomplish this by responding to the staging area, remaining with occupants, and providing them information and assurance. Escorts will obtain information regarding the incident by establishing and maintaining communication with the Building Manager.
  - **Designation**
    During pre-incident planning, Evacuation Escorts should be assigned to assist occupants who require evacuation assistance during an emergency. Escorts should be assigned by their Building Manager. The Floor Manager may serve as an Escort if this will not detract from other evacuation responsibilities.
  - **Escort Characteristics**
    Escorts will be asked to remain with occupants who require evacuation assistance while other building occupants evacuate the building.
  - **Alternate Escorts**
    Alternates should be assigned to assist when primary Escorts are not available.
  - **Primary Function**
    An Escort’s primary function is to report to his/her assigned area and assist occupants who require evacuation assistance. In most incidents, the Escort and occupant will remain at the staging area for the duration of the incident. The Escort’s role will be to establish communication with the Floor Manager and provide occupants who require evacuation assistance with information and assurance.

- **No Assistance Required**
  If the floor has been completely evacuated and no one has reported to their staging area, the Escort should notify the Floor Manager, evacuate the building, and report to his/her assigned assembly area.
• **Status Report**

If occupants who require evacuation assistance have reported to the staging area, Escorts should provide their Floor Manager with a status report. The status report should include a description of conditions at the staging area, the number of occupants, and the evacuation capability of the occupants.

• **Staging Area Conditions**

For purposes of the status report, conditions at the staging area may include:

- Normal conditions
- Light smoke present
- Heavy smoke present
- Staging area is unusable

• **Communication Guidelines**

The Floor Manager will relay status report information to the Building Manager and Assembly Area Coordinator. The Building Manager will establish contact with the Escort upon notification that an Escort and occupant are staging within the building. The Floor Manager will maintain communication with the Escort until the incident is terminated or the Building Manager establishes contact. Once communication is established with the Building Manager, the Escort will communicate directly with the Building Manager for the remainder of the incident. Escorts should immediately notify the Building Manager of any change in conditions at the staging area. Escorts should also notify the Building Manager if they will be assisting with an evacuation or relocating occupants. The Building Manager must immediately notify emergency responders of negative changes in staging area conditions.

• **Occupants with Slow Evacuation Capabilities**

When a partial alarm has activated in a building with a Selective Alarm System, the Escort and occupants should remain at the staging area while the incident is being investigated. When a general alarm has activated in a building with a Selective Alarm System, the Escort may assist occupants with slow evacuation capabilities in exiting the building if the occupant desires. Normally this should not be attempted unless the occupant requests an evacuation. If smoke has entered the staging area, the best option may be to relocate to the secondary staging area.

• **Occupants with Impractical Evacuation Capabilities**

For occupants with impractical evacuation capabilities, the Escort and occupants should remain at the staging area during all alarm conditions. For occupants with impractical evacuation capabilities, relocation to the secondary staging area will be the only option if conditions at the staging area become untenable.

• **Occupant Evacuation**

An Escort should notify the Building Manager once the evacuation of occupants has been successfully completed. Once outside the building, occupants and Escorts should report to their assigned assembly area.
• **Equipment**
  o Escorts should be provided with a vest or other identifying device that clearly identifies their function during an emergency.
  o Escorts will require a two-way radio or other reliable communication device.
  o Escorts will require a flashlight for visibility should the building lose power during the incident.
  o Plans should be established for the storage and accessibility of equipment utilized by Escorts.

• **Occupant and Staff Responsibilities**
  o **Staff Responsibility for Students and Visitors**
    All faculty and staff members should be notified of the location of staging areas that serve their floors. Should an emergency occur, students and visitors who require evacuation assistance should be accompanied to the nearest staging area by a faculty or staff member. This person should remain with the occupant who requires evacuation assistance until an Escort arrives and assumes responsibility for the occupant. If an Escort does not arrive at the staging area, the faculty or staff member should contact their Floor Manager and should remain with the occupant who requires evacuation assistance until the incident is terminated or emergency responders arrive.
  o **Occupant Responsibilities**
    ▪ Upon activation of the alarm system, occupants who require evacuation assistance should respond to their primary staging area. The secondary staging area should be utilized if access to the primary staging area is obstructed. If the staging area is an exit stair, occupants who require evacuation assistance should remain outside the stairwell until the floor has been safely evacuated.
    ▪ After the floor has been evacuated, occupants who require evacuation assistance should enter the staging area and remain there until evacuated by their Escort, evacuated by emergency responders or officially notified the incident has been terminated.
    ▪ Escorts are provided to support occupants who require evacuation assistance. Occupants are advised to remain with Escorts and follow their direction for the duration of the incident. Once outside the building, occupants should report to their assigned assembly area and notify the Assembly Area Coordinator they have safely evacuated the building.
    ▪ Determine if occupants who require evacuation assistance have reported to staging areas. If so, determine the number of occupants, their location, and their evacuation capability. Select an evacuation strategy for occupants who require assistance based upon the
nature of the incident, number of occupants, and conditions at staging areas. If the building has a Selective Evacuation System, establish communication with Floor Emergency Managers on floors that are not in alarm and provide information about the nature and status of the incident. Gather information about the incident. This may include the nature of the incident, the location of the incident, and whether or not hazardous materials are involved.

- As it becomes available, provide information to Assembly Area Coordinators about the nature and status of the incident. (Assembly Area Coordinators should relay this information to occupants assembled in their areas.)
- Meet emergency responders and provide an evacuation status report. The Building Manager should also provide information about the location, nature, and status of the incident. Serve as a liaison between emergency responders and building occupants. All communication to and from building occupants should be coordinated through the Building Manager. Once the incident has been terminated by emergency responders, the Building Manager should notify Access and Elevator Management the incident has been terminated and occupants may safely re-enter the building.

**Floor Manager**

- **Purpose**
  The purpose of the Floor Manager is to manage the evacuation of his/her assigned floor with the goal of ensuring all occupants have safely evacuated and have been accounted for.

- **Assignment**
  Floor Managers are assigned by the Building Manager to manage the evacuation of individual floors. A Floor Manager should be assigned for each floor or level within a building.

- **Alternate Floor Managers**
  Alternate Floor Managers should be assigned to perform emergency functions when the primary manager is not available.

- **Sector Designation**
  The Floor Manager may divide the floor into sectors and assign coordinators for each sector. Sectors are utilized when an individual floor is too large for one person to manage during an emergency evacuation. Sectors may be necessary when the floor is unusually large, the floor is occupied by several departments, or the floor is occupied by a large number of people. In these situations, the Floor Manager may divide the floor into smaller, more manageable units. The Floor Manager will determine how many sectors the floor should contain and will assign coordinators for each designated sector.
Planning Functions
Each Floor Manager is responsible for the following planning activities:

- Developing an evacuation plan for their floor
- Maintaining a written copy of the floor evacuation plan
- Recruiting personnel to perform various evacuation functions
- Maintaining a current roster of personnel assigned evacuation functions
- Maintaining a current roster of occupants who may require evacuation assistance
- Notifying the Building Manager of changes in either roster
- Ensuring that floor occupants have received training in the building emergency plan
- Ensuring that personnel assigned evacuation responsibilities have received the necessary training
- Ensuring that personnel assigned evacuation responsibilities are provided with the necessary equipment
- Participating in periodic evacuation drills
- Revising the floor evacuation plan when necessary

Emergency Functions
Each Floor Manager is responsible for ensuring the following functions are performed during an evacuation of their floor:

- Occupant Notification
- Elevator Monitoring
- Evacuation Assistance
- Floor Inspection (Occupant accountability)

Combined Functions
When practical, Floor Managers may choose to perform all functions required to evacuate their assigned floor. Floor Managers may choose to designate a single person to perform multiple evacuation functions.

Occupant Notification
The Floor Manager should ensure all occupants of the floor are aware of the alarm condition. If there are areas of the floor where the alarm system may not be audible, or areas occupied by persons with a hearing-impairment, personnel should be assigned to visit these areas to verify occupants are aware of the alarm condition.

Elevator Monitoring
The Floor Manager should assign personnel to monitor the elevator lobby upon activation of the alarm. Elevator Monitors should inform occupants not to utilize elevators and direct them to exit stairs. Elevator Monitors should remain at their assigned lobby until the floor has been evacuated or the incident is terminated. [NOTE: The Floor Manager may choose to function as the Elevator Monitor in addition to managing the floor evacuation. (See comments under m. Practical Application)]
Evacuation Assistance
The Floor Manager should ensure all occupants who require evacuation assistance receive the necessary level of support. This will include identifying occupants who require assistance, designating a primary and secondary staging area, and recruiting escorts to assist occupants. [NOTE: In many cases the elevator lobby would function as a good location for the primary staging area for the floor.]

Floor Inspection
The Floor Manager should ensure all occupants of the floor have safely evacuated. To accomplish this, each Floor Manager should ensure a physical inspection of their floor is conducted. This inspection should include offices, break rooms, and common areas. Special attention should be given to restrooms, storage rooms, and similar areas where occupants may not be aware of the alarm condition.

Floor Status Report
Once the floor inspection is completed each Floor Manager should report to the Building Manager and provide a floor status report. The Floor Manager should immediately notify the Building Manager if there are occupants who have ignored the evacuation notice. The Floor Manager should notify the Building Manager if occupants who require evacuation assistance have reported to the staging area. The Floor Manager should include a description of conditions at the staging area, the number of occupants, and the evacuation capability of the occupants.

Practical Application
When practical, assigning one person to perform multiple functions is an efficient use of personnel. For example, a Floor Manager may report to the elevator lobby and function as the elevator monitor while they manage the floor evacuation. After their sectors have been evacuated, sector coordinators may be assigned to serve as escorts for occupants who require evacuation assistance. The building emergency plan is intended to be flexible with the ability to expand or contract according to situational needs. Each Floor Manager should evaluate the circumstances on their floor and assign sufficient personnel to perform the necessary functions.

The following is an example of how floor evacuation functions can be combined and simplified:

- When the alarm is activated, the Floor Manager reports to the elevator lobby to monitor the elevators.
- Sector Coordinators ensure all occupants are notified and have evacuated their sectors.
- The elevator lobby has been designated as the primary staging area and occupants who require evacuation assistance report to the lobby.
- As their sectors are evacuated, Sector Coordinators report to the lobby and provide the Floor Manager with a status report.
Once all Sector Coordinators have reported, the Floor Manager can provide the Building Manager with a floor status report.

- If there are no occupants who require evacuation assistance, the emergency team should evacuate through the exit stair and report to the outside assembly area. At this point the floor evacuation has been successfully completed.
- If there are occupants who require evacuation assistance, the Floor Manager should notify the Building Manager and evaluate conditions. The emergency team should then serve as escorts and follow the guidelines for evacuation assistance provided in M Evacuation Assistance.

**Equipment**
- Floor Managers may need a vest or other identifying device that clearly identifies their function during an emergency
- Floor Managers should be provided with a flashlight for visibility should the building lose power
- Floor Managers will require a radio or other two-communication device in order to communicate with the Building Manager

### Assembly Areas

**Purpose**
The purpose of assembly areas is to provide occupants with a location to assemble after evacuating a building. An assembly area provides a convenient mechanism for communicating with building occupants regarding the status of an incident and notifying them when the incident is terminated.

**Designation**
Assembly areas should be established by the Building Manager during the pre-incident, planning process. The number of assembly areas will vary from building to building. A smaller building may utilize a single assembly area while larger buildings may designate multiple locations.

- **Primary Assembly Areas**
  Primary assembly areas should be located outside the building in a safe and convenient location. Building occupants will respond to their primary assembly area upon notification of an alarm condition.
- **Assembly Coordinators**
  A person should be designated by the Building Manager to serve as the Assembly Coordinator for each assembly area.
- **Alternate Coordinators**
  Alternate Coordinators should be designated in case the primary Assembly Coordinator is not available.
Coordinator Responsibilities
Upon evacuation from the building, the Assembly Coordinator will respond to his/her designated location and establish contact with the Building Manager.

Nature and Status of Incident
The Building Manager will provide the Assembly Coordinators with information regarding the nature and status of the incident. The Assembly Coordinators will disseminate this information to occupants assembled in their areas.

Termination of Incident
The Building Manager will notify Assembly Coordinators when the incident has been terminated and occupants may return to the building. Each Assembly Coordinator will notify occupants assembled in his/her assigned area.

Secondary Assembly Areas
Secondary assembly areas should be located inside a building or protected area. Secondary assembly locations may be utilized during periods of inclement weather or incidents that require occupants to remain outside their building for an extended period of time. Secondary assembly areas will normally be established in adjacent buildings that have large corridors, lobbies, or rooms that are capable of accommodating the anticipated number of occupants.

Utilization of Secondary Areas
The Building Manager will determine when it is appropriate to utilize secondary assembly areas. The Building Manager will notify Assembly Coordinators who will then direct occupants to their assigned location. Assembly Coordinators will report to the secondary assembly area and continue to perform their duties until notified the incident has been terminated.

Equipment Required
- Assembly Coordinators should be provided with a vest or other distinctive device that clearly identifies their function and authority during an emergency
- Assembly Coordinators will require a radio or other reliable communication device
- Assembly Coordinators may require a megaphone to facilitate communication with large groups

Access During a Fire Evacuation

Purpose
The purpose of access management is to ensure unauthorized persons do not enter the building while an evacuation is in progress. Access management should be established during the initial stages of the incident and maintained until the incident is terminated or emergency responders assume control of building access.

Assignment
The Access Manager is assigned by the Building Manager to manage building access during an emergency incident. The Building Manager may choose to function as the Access Manager if this will not interfere with the performance of other emergency functions.
o **Alternate Managers**
Alternate Managers should be assigned to perform emergency functions when the primary manager is not available.

o **Access Monitors**
The Access Manager should assign a monitor for each building entrance. An alternate should be designated for each monitor.

o **Entrance Designation**
The Access Manager should assign a descriptive name to each building entrance. It is recommended that directional terms be utilized. For example, a building that has an entrance on all four sides could use the terms North, South, East and West to describe the entrances. Another option is to use street names. In this example, one entrance may be identified as the Speedway entrance while another is identified as the Dean Keeton entrance. When a building has multiple entrances facing the same direction, terms such as Northeast and Northwest should be utilized to describe the entrance. Buildings that have entrances on multiple levels may have to combine the floor designation with the directional designation. An example may include Floor 1–East Entrance or Floor 2–North Entrance.

o **Planning Functions**
The building Access Manager is responsible for the following planning activities:

- Identifying and designating building entrances
- Assigning personnel to monitor building entrances
- Maintaining a current roster of Access Monitors and Alternates
- Providing the Building Manager with a written copy of this roster
- Ensuring that Access Monitors have received the necessary training
- Ensuring that Access Monitors are provided with the necessary equipment

o **Emergency Functions**
During an emergency the Access Manager is responsible for ensuring the following functions are performed:

- **Access Control**
  Upon notification of an alarm the Access Manager should report to the ground floor and establish contact with the Building Manager. Each monitor should report to their assigned entrance and assume control of the entrance. Persons attempting to enter should be notified the building alarm has activated and the building is being evacuated. Monitors should deny entry and direct those requesting entry to the Incident Commander. [NOTE: Access management personnel should not attempt to physically restrain an unauthorized person attempting to enter a building. If a person ignores verbal commands and enters without authorization, access management personnel should remain at their assigned positions and immediately notify the Access Manager.]
- **Access Monitoring**
  Access management personnel should remain at building entrances and manage access until the incident is terminated or emergency responders assume control of the entrance.

- **Access Status Report**
  Access management personnel should notify the Access Manager when they have assumed control of their assigned entrances. When all entrances are secure, the Access Manager should notify the Building Manager. Monitors should notify the Access Manager if UTPD or emergency responders assume control of the entrance. Monitors should notify the Building Manager of any people who enter the building without authorization. When the incident is terminated, the Building Manager should contact access management personnel and notify them occupants are permitted to re-enter the building.

- **Practical Application**
  Access management is especially important in buildings that have a selective alarm system since people outside the building may not be aware of the alarm condition. Unless notified of the emergency, people outside the building may attempt to enter and occupy the facility at the same time as occupants of certain floors are being evacuated through the exit stairs. During an emergency, a variety of UT personnel will respond to investigate the incident. Access management personnel should not permit UT personnel to enter until they have been authorized by the UT Incident Commander. UT personnel who have been authorized for entry should receive a vest or other identifier from the UT Incident Commander that signifies they have been approved for building entry. Upon arrival, City of Austin emergency responders will operate under unified command.

- **Equipment**
  - Access management personnel should be provided with a vest, or other distinctive device that clearly identifies their function and authority during an emergency
  - Access management personnel will require a radio or other reliable communication device
  - Access management personnel may require a megaphone for communicating with large groups

- **Elevator Management**
  - **Freight Elevators**
    Freight elevators are not provided with emergency service and should not be utilized by building occupants during an emergency. Freight elevators are outside the scope of the building emergency plan and elevator management is not required.
  - **Automatic Recall**
    As a general rule, passenger elevators will automatically recall to the ground floor under the following conditions:
    - A smoke detector in an elevator lobby activates
- A smoke detector in an elevator mechanical room activates
- A smoke detector in an elevator hoistway activates

**Elevator Operation**
Unless a detector in one of these locations is placed in alarm, passenger elevators will continue to operate when the emergency alarm system is activated. This is true even when a general alarm is activated throughout the building.

**Selective Alarm System**
With a Selective Alarm System, the fire alarm system will initially activate on three floors of a building. This includes the floor where the incident is located and the floor directly above and below the floor of incident.

**Occupant Use**
When elevators do not automatically recall, building occupants will be able to use elevators while the fire alarm is activated and the building, or certain floors of the building, are being evacuated. This situation is most likely to occur in buildings with a Selective Alarm System since occupants on floors that are not in alarm may not be aware of the emergency. In addition, people outside the building, who are unaware of the alarm condition, may enter the building and utilize elevators to access upper floors.

**Older Buildings**
In certain buildings, the passenger elevators have not been retrofitted with emergency service. In this case the elevators will continue to function throughout the incident unless the building loses power.

**Purpose**
Elevator management should be established to ensure passenger elevators are not improperly utilized by building occupants during an emergency incident. Elevator management personnel should establish control of passenger elevators during the initial stages of an incident and maintain control until the incident is terminated or emergency responders arrive and assume control.

**Elevator Manager (Coordinator)**
The Building Manager should assign a building Elevator Manager who will respond to the ground floor and assume control of the passenger elevators upon activation of the emergency alarm system.

**Alternate Manager**
Alternate Managers should be assigned to control elevators when the primary Elevator Manager is not available.

**Elevator Monitors**
When necessary, the Elevator Manager should assign additional personnel to assist with controlling passenger elevators. Elevator Monitors may be needed in buildings that have multiple elevator banks, buildings with a selective alarm system, and buildings with elevators that are not provided with emergency service.

**Planning Functions**
Each Elevator Manager is responsible for the following planning activities:
- Determining if building elevators are provided with emergency service
- Determining if the building elevators are provided with emergency power
- Determining if the building fire alarm utilizes a general alarm or Selective Alarm System
- Identifying the number of elevator banks located in the building
- Assigning personnel to serve as Alternate Managers
- Assigning personnel to serve as Elevator Monitors
- Maintaining a current roster of Elevator Monitors and Alternate Managers
- Providing the Building Manager with a current copy of this roster
- Ensuring that Alternate Managers are provided with the necessary training and equipment
- Ensuring that Elevator Monitors are provided with the necessary training and equipment

- **Emergency Functions**
  During an emergency, the Elevator Manager is responsible for ensuring the following functions are performed:

- **Lobby Control**
  Upon notification of an alarm, the Elevator Manager should respond to the ground floor elevator lobby and assume control of this lobby. The Elevator Manager should notify occupants of the alarm, deny access to elevators, and instruct occupants to evacuate the building. Additional personnel may be required to assist with this function in large lobbies. In buildings with a Selective Alarm System, procedures should be established for notifying the Elevator Manager of the incident if the manager is not located on a floor where the alarm has activated.

- **Elevator Control**
  Once lobby control has been established, elevator management personnel should restrict access to people authorized by the Building Manager or UT Incident Commander. Elevator management personnel should maintain control of building elevators until the incident is terminated or emergency responders assume control. If relieved by emergency responders while the incident is active, elevator management personnel should provide the Building Manager with a status report. Elevator control cannot be established when elevators are not provided with emergency service.

- **Elevator Monitoring**
  In cooperation with floor coordinators, the Elevator Manager should ensure that personnel respond to monitor elevator lobbies located on other floors. Elevator Monitors should inform occupants not to utilize elevators and direct them to exit stairs. Monitors should remain at their assigned lobby until the floor has been evacuated. Monitors should then report to the floor coordinator and evacuate the building.

- **Monitoring with Emergency Service**
Once elevator control has been established this function may not be necessary since occupants will not be able to access passenger elevators.

- **Monitoring without Emergency Service**
  This function is vital when elevators are not provided with emergency service. In this instance elevators will continue to function throughout the incident and occupants may attempt to utilize elevators to access the ground floor.

- **Monitoring with Selective Alarm Systems**
  This function is also important in buildings with Selective Alarm Systems since occupants on floors that are not in alarm may not be aware of the incident. On floors that are not in alarm, procedures should be established for notifying Elevator Monitors of the alarm condition. Monitors should respond to elevator lobbies, establish elevator control, and maintain control until the incident is terminated or a general alarm for the building is activated. If a general alarm is activated, Elevator Monitors should direct occupants to exit stairs and vacate the area once the floor has been evacuated. The Elevator Manager should notify the Building Manager when lobby and elevator control have been established. The Elevator Manager should notify the Building Manager if emergency responders assume control of the elevators. The Building Manager should notify the Elevator Manager when the incident has been terminated and elevators can be released for normal service.

  - Elevator management personnel should be provided with a vest, or other distinctive device that clearly identifies their function and authority during an emergency
  - When elevators are provided with emergency service, elevator management personnel will require an elevator key in order to place the elevators under manual control
  - Elevator management personnel will require a radio or other reliable communication device
  - Elevator management may require a megaphone for communicating with crowds

- **Sector Coordinator**

  - **Purpose**
    Sectors are utilized when an individual floor is too large for one person to manage during an emergency evacuation. Sectors may be necessary when the floor is unusually large, the floor is occupied by several departments, or the floor is occupied by a large number of people. In these cases, the Floor Manager may divide the floor into smaller, more manageable components. The Floor Manager will determine how many sectors the floor should contain and will assign coordinators for each designated sector.

  - **Sector Designation**
    Sector designations may be based upon a physical location within the building. An example would include the north and south wings of
an individual floor. Sector designations may also be based upon which office or department has primary control of an area. An example would include a floor occupied by several different departments or offices. Office and teaching areas occupied by the College of Engineering could be designated as one sector and areas occupied by the College of Pharmacy could be designated as a separate sector.

- **Sector Coordinator**
  A Sector Coordinator is assigned by the Floor Manager and will assist the Floor Manager in managing an evacuation of that floor. During an evacuation, the Sector Coordinator will manage the evacuation of his/her assigned sector. Once his/her sector has been evacuated, the Sector Coordinator will report to the Floor Manager and provide a sector status report.

- **Alternate Coordinator**
  At least one Alternate Coordinator should be assigned to manage emergency functions when the primary Sector Coordinator is not available.

- **Assistants**
  Each Sector Coordinator should assign additional personnel to assist with the sector evacuation when necessary to ensure the evacuation is performed in an organized and timely manner.

**Planning Functions**

Each Sector Coordinator is responsible for the following planning activities:

- Assisting the Floor Manager with developing an evacuation plan for his/her sector
- Assisting the Floor Manager with developing and maintaining a written copy of the sector evacuation plan
- Recruiting personnel to serve as Alternate Coordinators
- Recruiting personnel to assist with a physical inspection of the sector
- Maintaining a current roster of Alternate Coordinators and personnel assigned to assist with the sector evacuation
- Maintaining a current roster of occupants in the sector who may require evacuation assistance
- Ensuring that Escorts are provided for occupants who require evacuation assistance
- Providing the Floor Manager with current copies of sector rosters
- Ensuring that sector occupants have received training in the building emergency plan
- Ensuring that personnel assigned evacuation responsibilities are provided with the necessary equipment

Each Sector Coordinator is responsible for ensuring the following functions are performed during an evacuation of his/her sector:
- **Occupant Notification**
  Each Sector Coordinator should ensure all occupants of the sector are aware of the alarm condition. Personnel should be assigned to check areas that are physically remote and areas occupied by people with a hearing or visual impairment.

- **Evacuation Assistance**
  Each Sector Coordinator should ensure all occupants who require evacuation assistance are notified of the alarm and have reported to their primary staging area. Sector Coordinators should ensure occupants who require assistance in traveling to the staging area receive the necessary level of support.

- **Sector Inspection**
  Each Sector Coordinator should ensure a physical inspection of their sector is conducted to verify all occupants have evacuated. This inspection should include offices, break rooms, and common areas. Special attention should be given to restrooms, storage rooms, and similar areas where occupants may not be aware of the alarm condition.

- **Sector Status Report**
  Once the sector inspection is completed, each Sector Coordinator should report to the Floor Manager and provide a sector status report. The Sector Coordinator should immediately notify the Floor Manager if there are occupants who have ignored the evacuation notice or occupants who require evacuation assistance that cannot be provided by the available personnel.

- **Practical Application**
  When practical, assigning one person to perform multiple functions is an efficient use of personnel. For example, an Assistant who participates in the physical inspection of a sector may also be utilized as an Escort for occupants who require evacuation assistance. In some situations, the Sector Coordinator may be able to perform all assigned functions without assistance. In other cases, several Assistants may be required. The building emergency plan is intended to be flexible with the ability to expand or contract according to situational needs. Each Sector Coordinator should evaluate the circumstances in his/her sector and assign sufficient personnel to perform the necessary functions.

  - **Equipment**
    - Sector Coordinators may need a vest or other identifying device that clearly identifies their function during an emergency.
    - Sector Coordinators should be provided with a flashlight for visibility should the building lose power.
    - Sector Coordinators should be able to communicate with the Floor Manager in person and may not require a radio or other communication device.
O. CAMPUS EVACUATION

The following planning assumptions apply to this annex:

- Campus Evacuation will either be planned with advanced notice of the emergency, or spontaneous with little or no advanced notice of the emergency.
- Campus Closure due to inclement weather will follow the guidelines established in the Severe and Inclement Response Annex, Section M., Campus Closure Guidelines and Decision Considerations.
  - Staff and faculty will be released by zones in 30 minute increments to reduce traffic congestion on and around campus (See Zone Map, pg. 67)
- Campus Evacuation with little or no notice of the emergency:
  - The decision to initiate an evacuation will be determined by the University leadership based on a real-time assessment of a threat to the campus community.
  - The campus will be alerted using emergency communication systems.
- Information will be provided to keep evacuees informed during the evacuation. Information will be provided as prescribed in the Emergency Management Plan, Section U., and Communication.
  - Not all campus occupants may be able to evacuate campus by their vehicle.
  - Depending on conditions, residents and other students may not be able to remain in their quarters.
  - If this evacuation is ordered, the campus may be directed to evacuate campus immediately by foot, or by mass transit available. Conditions may prohibit departure by privately owned vehicles. Campus members may be moved to temporary staging areas as determined in coordination with the City of Austin. As conditions improve, transit will be arranged for campus members to retrieve their privately owned vehicles so they may depart to their residence.
- Activation of this plan will require consultation, and notification to the City of Austin, Travis County and the Capital Complex, Texas Department of Public Safety, and Capital Metro.
- The evacuation of large numbers of people from campus will stress the limited capabilities of roadways available for this purpose, potentially requiring substantial additional time to complete an evacuation. Consequently, an evacuation must be initiated as soon as feasible upon recognition of the threat to campus and must continue to function efficiently until completion.
- The University of Texas Emergency Operations Center in coordination with the Austin- Travis County Emergency Operations Center and State Operation Center will facilitate evacuation and shelter activities. Coordination will involve the exchange of information regarding decision-making, protective actions, and resource coordination and deployment.
• The capacity of available public evacuation shelter facilities in and adjacent to the impacted areas will be determined by Campus Safety and Security and University leadership.
• For certain hazard types, large, vulnerable populations and limited evacuation road networks may necessitate termination of evacuations prior to full completion and evacuees still at risk would need to be directed to a refuge-of-last-resort as quickly as possible.
• Any campus evacuation will require expedited coordination of all University departments to maintain an efficient and safe movement of traffic during an evacuation.

**Campus Evacuation vs. Shelter-in-Place**

There may be some situations where it is not possible to safely evacuate persons, and it is safer to shelter them in-place. In general, these are situations where movement of the public would put them at greater risk than leaving them in their current location. The decision for determining protective actions (e.g. evacuation vs. shelter in place) rests with the University leadership.

**Shelter-in Place:**

**For weather:**
- Go to the lowest level of the building if possible.
- Stay away from the windows.
- Go to interior hallways and rooms.
- Use arms to protect head and neck in a “drop and tuck” position.
- Monitor emergency communications for specific instructions ([www.utexas.edu/emergency](http://www.utexas.edu/emergency)).

**For environmental incidents (chemical, biological, or radiological releases):**
- Go inside the nearest building.
- Close all doors, windows, and other inlets from the outside.
- Shut down the fresh air intake or HVAC system if possible.
- Monitor emergency communications for specific instructions ([www.utexas.edu/emergency](http://www.utexas.edu/emergency)).

**Public Notification**

When The University of Texas at Austin knows of a specific hazard that requires protective actions, University leadership will notify the campus and the public.

Due to the unpredictability of the situation, the time necessary to implement specific warning procedures, and/or the availability of resources, warning individuals may not be possible. It is the responsibility of each person to monitor emergency conditions, monitor the media, and take individual protective actions. These actions may need to be taken before an official public warning or notice. Section U of the University Emergency Management Plan, Communication, describes the methods and procedures for internal and public notification of protective actions information.
As a general rule, it is as important to inform the campus and public that they are NOT in danger as it is to tell them that they ARE in danger in regards to the nature and extent of the threat.

**Planned or With-Notice Evacuation**

Isolated or multiple incidents may initiate an evacuation of certain geographical or densely populated portions of the university campus, or of the university campus in its entirety. For the Planned or With Notice Evacuation, the following actions will be initiated, as applicable:

- Campus leadership will be informed of an upcoming incident that could require campus evacuation.
- Campus leadership will determine the need to evacuate the campus.
- Campus Safety and Security (CSAS) will develop a campus wide announcement of the evacuation.
- All actions will be coordinated through the University Emergency Operations Center.
- Those residing on campus and within close proximity to campus will be directed to evacuate by a variety of options including mass transit, foot, bicycle or their vehicles.
- Students residing off campus within a safe area will be directed to return to their residence by mass transit or their own vehicles.
- Staff and faculty will return to their residence by the conveyance that brought them to campus.
- The University community may be directed to evacuate by identified and mapped zones.
- Outbound traffic routes impacted by construction or other impediments will be cleared or made passable to the extent possible.
- Live traffic control at critical intersections will be implemented to the extent possible.
- The City/State will be notified so that they may inform the greater Austin community of the impending traffic congestion and areas to avoid.
- Redirection of one-way traffic lanes will be implemented as needed to improve traffic flow.
- Special needs population and those without transportation will be instructed to utilize available public transportation resources

Appendix H includes zone and city maps that identifies routes for a geographic-based route selection, in the event of a large scale evacuation. Please familiarize yourself with evacuation routes. Final route selection will be determined by appropriate Campus Safety and Security operations personnel.

**Management of Evacuation Operations**

**Transportation**

If the university has sufficient notification, every effort will be made to encourage evacuees to leave in their own vehicles if it is safe to do so. In cases where it is not practical or where some may not have the means to leave in their own
vehicles. Capital Metro buses will be used to transport evacuees to preplanned locations. All transportation requests should be routed through the Emergency Operations Center if it is activated.

Capital Metro Specialized Transportations Services buses may be considered for persons in wheelchairs. Appropriate personnel should coordinate with University Communications when promoting the use of 9-1-1 to take calls from those who require special assistance.

**Traffic Control**

Public Safety will establish traffic control at all entrance/exit points. The university traffic plan for an evacuation zone will include the following elements:

- Specific actions will be implemented to maintain a smooth flow of evacuation routes off campus or to host shelters.
- Traffic control points will be established and staffed to the extent possible utilizing public safety and Parking and Transportation Services staff.
- Barricade plans including location and staffing will be coordinated in cooperation with Facility Services and public safety.
- Direction will be provided for potential one way / reverse lane operations.

Special consideration will be given to personal protective equipment that may be needed by essential personnel at barricades and traffic control points. In appropriate situations, consideration should be given to the use of non-traditional public safety personnel to staff barricades. Garage and control access gate arms will be opened to expedite vehicular egress. This resource request should be coordinated through the Emergency Operation Center when activated.

**Security**

Perimeter and zone security shall be a central component of any protective action incident management plan. The University of Texas Police Department will establish a plan for perimeter security as required.

**Evacuations Requiring Shelter Operations**

The university will coordinate with the State Operation Center and the City of Austin Office of Emergency Management to request and establish shelter operations. A large number of evacuees will seek shelter with friends or family and will not use a public shelter for accommodations.

**Initial Actions**

University Incident Command should immediately notify the Homeland Security Emergency Manager (HSEM) Duty Officer when a shelter may be needed. The City of Austin Office of Emergency Management will coordinate shelter selection between the university and agencies supporting shelter efforts.
1. When a shelter is not immediately available, the use of a temporary staging area such as a High School gymnasium or large shopping mall parking lot will be utilized. Climate conditions will be a factor in the determination of the selection of a staging area.

**Re-Entry**

University leadership makes decisions regarding reentry. Consideration should be given to the following factors before allowing re-entry of the general public into an evacuation zone:

1. Restoration or availability of utility services, (e.g. restoration of gas service, including the re-ignition of pilot lights, can be time-consuming.)
2. Public health and safety issues, (e.g. vermin, standing water, debris, dangerous animals, etc.)
3. Assessment of the structural integrity or potential contamination of structures inside an evacuation zone

Campus notification of the re-entry plan will be made through University Communications. Frequent updates on the status of the incident and re-entry shall be provided throughout the incident.

**Record-Keeping**

Responding departments shall maintain records of Protective Actions Notifications, communications logs and other relevant materials related to the incident.

**Post Incident Review**

The Office of Campus Safety and Security shall organize and conduct a review of emergency operations by those tasked in this procedure in accordance with the guidance provided in the Emergency Management Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

**Development of the Protective Actions Notice**

It is the responsibility of the Incident Commander or the person(s) or groups responsible for making protective action decisions to provide the information to be included in any protective actions or public warning statement. Information elements include the following:

1. The nature of the problem
2. Defined area for notification
3. Recommended protective actions (i.e. evacuate or shelter-in-place)
4. Recommended evacuation routes
5. Recommended shelter in place actions
6. Any information for special needs or “at-risk” population groups a sample of a protective actions notice can be found in appendix A.

**Sources of Information**

The decision to take protective actions should, if possible, be based on scientific data. This data may include, but is not limited to, one or more of the following sources:
1. Measured Data
2. Calculated Data
3. Predicted Data

In some instances, due to an urgent threat to public safety, it may not be possible to objectively gather and analyze incident information prior to ordering protective actions. In this case, Command must depend on judgment in ordering and determining the scope of the protective actions.

**Protective Action Procedures**

When ordering protective actions, the following sequence shall be considered:

a. Confirm that protective actions are needed.
   b. Confirm that there is a hazard.
      - When possible, base the decision on scientific data, such as downwind chemical plume readings, projected stream rise, or published technical guidelines.
      - If protective actions are to be needed, IMMEDIATELY notify all involved agencies. Activate the Emergency Operations Center if necessary. These notifications should be done as early as possible due to the lag time of off-site groups reporting to the site and/or EOC.
      - Form the evacuation group or branch.
      - Notify other political jurisdictions if an evacuation is ordered.
   c. Develop the Protective Actions Notice:
      - Define the area where people should shelter-in-place or evacuate.
      - Define the protective actions will be provided using common terminology. Use commonly known street names and other landmarks to define the area. Do not define boundaries for the public in terms of a radius, (e.g. do not define the area as a half-mile radius around a particular point).
   d. Determine all other needed components for the evacuation notice such as:
      - Shelter or staging area locations.
      - Transportation arrangements.
      - Traffic control points.
      - Special instructions and/or warning information for schools, medical facilities, and large businesses.
      - Confirm that all needed agencies have been notified.
      - Determine how the protective actions will be announced.
      - Have Command approve the Protective Actions Notice.
      - Disseminate the evacuation notice to the media and all other agencies that may receive calls regarding the evacuation.
      - Implement other warning systems such as door-to-door notification.
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APPENDICES
APPENDIX A. Sample Protective Actions Notice

Evacuation/ Protective Actions Notice

Date: __________________________
Time: __________________________

The Office of Campus Safety and Security advises the public to immediately:

1. Evacuate
2. Shelter in Place

In an area of (See Map) due to a (type of incident) located at (location).

The following affected area(s) include:

Zone One:
Zone Two:
Zone Three:
Zone Four:

Due to the nature of this situation, you must act (immediately, or within the advised timeframe).

(Evacuation Issues, Check All Applicable)

1. Persons in the evacuation area should use their own transportation to immediately leave the area and seek shelter with friends or family.
2. Persons needing shelter may report to (shelter or staging area name and address)
3. Capital Metro Buses will be available to pick up anyone who needs transportation to the shelter.
4. You may need to stay out of the area for as long as (timeframe, if known)
5. If you need special items such as eyeglasses, prescription drugs, special medical equipment, or diapers, take them with you. Do NOT re-enter the evacuation area or delay your evacuation to get these items.
6. Occupants who require some form of assistance in order to safely evacuate will be identified during pre-incident planning. Evacuation Escorts should be assigned to assist occupants who require evacuation assistance during an emergency. Escorts should be assigned by their Building Manager. The Floor Manager may serve as an Escort if this will not detract from other evacuation responsibilities.
(Shelter-In-Place Issues, Check if Applicable)

1. Persons who are in the identified affected areas should stay inside, close all windows and doors and shut off all ventilation such as air conditioners and heat if possible.

(Additional Instructions)

________________________________________________________________________

Persons in areas surrounding the evacuation zone should monitor the media for details and updates.

DO NOT CALL 9-1-1 OR 471-4441 UNLESS YOU HAVE AN EMERGENCY THAT REQUIRES POLICE, FIRE, OR EMS RESPONSE. MONITOR THE RADIO AND TELEVISION FOR UPDATES.

Evacuation Area Map or Sketch:
APPENDIX B. Evacuation Zones and Evacuation Routes

Campus Evacuation Routes

If a large-scale evacuation is ordered, the information below provides preliminary guidance for directionally based evacuation route selection. The information below represents the best estimates of pre-planned evacuation zones. Due to the evolving nature of evacuation incidents, final route selection will be determined by appropriate university operations personnel.

To the South:

Take Red River south to Martin Luther King Boulevard or 15th street Take San Jacinto south to Martin Luther King Boulevard or 15th Take Guadalupe south to Martin Luther King Boulevard or 15th

From Martin Luther King Boulevard or 15th you may either take IH35 south or Mopac (Texas State Highway Loop 1) or stay on Guadalupe. All three routes lead south of campus.

To the West:

Take Martin Luther King Boulevard to Lamar
Take 21st to Guadalupe and then to Martin Luther King Boulevard
Take 24th street to Lamar or stay on 24th to Mopac (Texas State Highway Loop 1)
Take Dean Keaton to Guadalupe-north on Guadalupe to 29th or 38th then west to Lamar or Mopac (Texas State Highway Loop 1)

To the North:

Take Red River to Dean Keaton or 32nd or 38th where you can take IH 35 or continue north Take San Jacinto north to 30th and then go east or west to take Red River or Guadalupe Take Guadalupe north to 29th or 38th, 29th provides access to Lamar, 38th provides access to Lamar, or Mopac (Texas State Highway Loop 1) or IH35

To the East:

Take Martin Luther King Boulevard east to IH35, Airport or Ed Bluestein Take Clyde Littlefield (Manor Road) to IH35, Airport or Ed Bluestein Take Dean Keaton east to IH35, Airport Boulevard or Ed Bluestein
APPENDIX C. Restricted Access Map and Vehicle List
<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2853</td>
<td>F550 Ford Aerial Lift Truck 33' x 8'</td>
<td>University Ave &amp; GEA (park on south end of University)</td>
</tr>
<tr>
<td>515</td>
<td>F350 Ford Super Cab</td>
<td>Dean Keeton &amp; Speedway (park on west side of Speedway, south side of Dean Keeton)</td>
</tr>
<tr>
<td>205</td>
<td>Pickup Truck</td>
<td>Dean Keeton &amp; Speedway (park on east side of Speedway, south side of Dean Keeton)</td>
</tr>
<tr>
<td>3515</td>
<td>Trash Truck  31' x 8'</td>
<td>Dean Keeton &amp; San Jacinto (park on west side of San Jacinto)</td>
</tr>
<tr>
<td>3516</td>
<td>Trash Truck  31' x 8'</td>
<td>Dean Keeton &amp; San Jacinto (park on east side of San Jacinto)</td>
</tr>
<tr>
<td>516</td>
<td>F350 Ford Brush Truck</td>
<td>Dean Keeton &amp; San Jacinto (park in center of San Jacinto)</td>
</tr>
<tr>
<td>3076</td>
<td>Recycling Truck  31' x 8'</td>
<td>25th/Trinity &amp; Dedman (park on 25th/Trinity)</td>
</tr>
<tr>
<td>229</td>
<td>Box Truck  23' x 8'</td>
<td>ICD &amp; Guadalupe (park on ICD)</td>
</tr>
<tr>
<td>215</td>
<td>Mini-Van</td>
<td>21st &amp; Wichita (park on north side of 21st)</td>
</tr>
<tr>
<td>213</td>
<td>Mini-Van</td>
<td>21st &amp; Wichita (park on south side of 21st)</td>
</tr>
<tr>
<td>231</td>
<td>Box Truck  34' x 8'</td>
<td>MLK &amp; Brazos (park on west side of Brazos)</td>
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<tr>
<td>221</td>
<td>Box Truck  23' x 8'</td>
<td>MLK &amp; Brazos (park on east side of Brazos)</td>
</tr>
<tr>
<td>227</td>
<td>Flat Bed Truck 24' x 8'</td>
<td>MLK &amp; San Jacinto/CS3 (park on CS3 drive)</td>
</tr>
<tr>
<td>206</td>
<td>Box Truck  24' x 8'</td>
<td>Trinity &amp; San Jacinto (park on San Jacinto)</td>
</tr>
<tr>
<td>209</td>
<td>Box Truck  24' x 8'</td>
<td>Trinity &amp; San Jacinto (park on Trinity)</td>
</tr>
<tr>
<td>228</td>
<td>Box Truck  26' x 8'</td>
<td>20th &amp; Dedman (park on 20th, east of RSC)</td>
</tr>
<tr>
<td>517</td>
<td>3500 Dodge Dump Truck</td>
<td>Red River &amp; Dedman (park on north side of Dedman)</td>
</tr>
<tr>
<td>527</td>
<td>E350 Ford Step Van</td>
<td>Red River &amp; Dedman (park on south side of Dedman)</td>
</tr>
<tr>
<td>208</td>
<td>Trash Truck  31' x 8'</td>
<td>Red River &amp; MLK (park on east side of Red River)</td>
</tr>
<tr>
<td>2198</td>
<td>Plant Delivery Truck</td>
<td>Red River &amp; MLK (park on west side of Red River)</td>
</tr>
<tr>
<td>3503</td>
<td>Solid Waste Pickup Truck</td>
<td>Red River &amp; 15th St (park on east side of Red River)</td>
</tr>
<tr>
<td>246</td>
<td>Solid Waste Pickup Truck</td>
<td>Red River &amp; 15th St (park on west side of Red River)</td>
</tr>
</tbody>
</table>

### Backup Vehicles

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>207</td>
<td>Trash Truck 31’ x 8’</td>
</tr>
<tr>
<td>5172</td>
<td>Trash Truck 31’ x 8’</td>
</tr>
</tbody>
</table>
Please become familiar with campus evacuation routes and the zones designated in the maps on pages 66 and 67. The buildings located in each zone are on listed on the pages. Please know what zone(s) you occupy.
APPENDIX D: Building Identification by Zone 1

ACE....... Applied Computational Engr & Sci
AHG....... Anna Hiss Gymnasium
ARC....... Animal Resources Center
BGH....... Biological Sciences Greenhouses
BIO....... Biological Laboratories
BME....... Biomedical Engineering Building
BOT....... Biological Greenhouse
BUR....... Burdine Hall
BWY....... 2616 Wichita
CEE....... Continuing Engineering Education
CPB....... Compactor Building
CPE....... Chemical &Petroleum Engineering
CS5....... Central Chilling Station No. 5
CSA....... Computer Science Annex
DPI....... Dell Pediatric Research Institute
E09....... Equipment Storehouse #9
E10....... Equipment Storehouse #10
E11....... Equipment Storehouse #11
E12....... Equipment Storehouse #12
E13....... Equipment Storehouse #13
E14....... Equipment Storehouse #14
E15....... Equipment Storehouse #15
EHZ....... ETC HAZMAT Storage Building
ETC....... Engineering Teaching Center II
FCS....... Fountain Control Structure
FNT....... Larry R. Faulkner Nano Sci &Tech
FTS....... Fire Truck Shelter
JGB....... Jackson Geological Sciences Bldg.
LBJ....... Lyndon B Johnson Library
LS1....... Landscape Services Storage Bldg.
LTH....... Laboratory Theater Bldg.
MBB....... Moffett Molecular Biology Bldg.
NHB....... Norman Hackerman Building
NMS....... Neural and Molecular Science Bldg.
NOA....... North Office Building A
PAI....... T.S. Painter Hall
PAT....... J.T. Patterson Laboratory Bldg.
PHR....... Pharmacy Building
SEA....... Sarah M. & Charles E. Seay Building
SSB....... Student Services Building
APPENDIX D: Building Identification by Zone 2

ACA...... Academic Annex
ADH...... Almetris Duren Residence Hall
AND...... Andrews Dormitory
BLD....... Blanton Dormitory
BMC...... Belo Center for New Media
BRB....... Bernard & Audre Rapoport Bldg
BTL....... Battle Hall
CMA....... Jesse H. Jones Comm. Ctr. (Bldg. A)
CMB....... Jesse H. Jones Comm. Ctr. (Bldg. B)
COM...... Computation Center
CRD...... Carothers Dormitory
CS6....... Central Chilling Station No. 6
CT1....... Cooling Tower 1
ECJ....... Ernest Cockrell Jr. Hall
ENS....... Engineering-Science Bldg.
EPS....... E.P. Schoch Building
FAC....... Peter T. Flawn Academic Center
G07....... Traffic Kiosk - 200 West 24Th
GAR....... Garrison Hall
GEA....... Mary E. Gearing Hall
GEB....... Dorothy L. gebauer Building
GOL....... Goldsmith Hall
HMA...... Hogg Memorial Auditorium
HSM...... William Randolph Hearst Bldg
KIN....... Kinsolving Dormitory
LCH....... Littlefield Carriage House
LFH....... Littlefield Home
LLA-F..... Living Learning Halls
LTD....... Littlefield Dormitory
PA1....... Power Plant Annex Storehouse # 1
PA3....... Power Plant Annex Storehouse #2-Wd
PA4....... Power Plant Annex Storehouse #4-Met
PB2....... Power Plant Aux. Bldg.# 2
PB5....... Power Plant Aux. Bldg.# 5
PB6....... Power Plant Aux. Bldg.# 6
PB7....... Power Plant Aux. Bldg.# 7
PB8....... Power Plant Aux. Bldg.# 8
PBA...... Portable Building A
PBG...... Portable Building G
PPA...... Hal C. Weaver Power Plant Annex
PPE...... Hal C. Weaver Power Plant Expansion
PPL...... Hal C. Weaver Power Plant
RLM...... Robert Lee Moore Hall
SAG...... San Antonio Garage
SER...... Service Building
SS3...... Service Bldg. Storehouse # 3
UNB...... Union Building
WAG...... Waggener Hall
WCH....... Will C. Hogg Bldg.
WCS...... Waller Creek Control Station
WHB...... Wooldridge Hall Boiler Bldg.
WIN...... F.L. Winship Drama Bldg.
WMB...... West Mall Offi
WRR...... W.R. Woolrich Labs.
WWH...... Walter Webb Hall
APPENDIX D: Building Identification by Zone 3

ANB........Arno Nowotny Building
ART........Art Building & Museum
BEL.........L. Theo Bellmont Hall
CCJ........Connally Center for Justice
CDA........Comal Child Dev. Ctr Annex
CDL........Collections Deposit Library
CML........Comal St. Child Dev Center
CRB........Computational Resource Building
CS4........Central Chilling Station No. 4
DCP........Denton A. Cooley Pavilion
DEV........Development Office Building
DFA........E. William Doty Fine Arts Building
DFF........UFCU Disch-Falk Field
DTB........Dinosaur Trackway Bldg.
ERC........Frank C Erwin Center
FC1........Facilities Complex Bldg. 1
FC2........Facilities Complex Bldg. 2
FC3........Facilities Complex Bldg. 3
FC4........Facilities Complex Bldg. 4
FC5........Facilities Complex Bldg. 5
FC6........Facilities Complex Bldg. 6
FC7........Facilities Complex Bldg. 7
FC8........Facilities Complex Bldg. 8
FCT........Facilities Complex Trng. Facility
FDH........J. Frank Dobie House.

G01........Traffic Kiosk - 2000 San Jacinto
G02........Traffic Kiosk - 2400 San Jacinto
G06........Traffic Kiosk - 400 East 23Rd
G08........Parking Kiosk - East Lot 108
G09........Parking Kiosk - West Lot 108
G10........Parking Kiosk - Lot 39
G11........Parking Kiosk - Lot 40
ICB........Intramural Control Bldg.
IMA........Intramural Maint Bldg A
IMB........Intramural Maint Bldg B
IPF........Indoor Practice Facility
JHH........John W. Hargis Hall
JON........Jesse H. Jones Hall
KSB........Ceramics Klin Storage Building
LAC........Lake Austin Centre
MAG........Manor Garage
MFH........Richard Mithoff Fieldhouse
MMS........Mike A. Myers Stadium
MNC........Moncrief-Neuhaus Center
MRH........Music Building & Recital Hall
MSB........2207 Comal (Mail Service Building)
NEZ........North End Zone Building
NUR........Nursing School
PAC........Performing Arts Center

PH1........Athletic Fields Pump House (North)
PH2........Athletic Fields Pump House (South)
PRH........Dobie Paisano Ranch House
PS2........Physical Plant Storage Bldg.
SBS........Red & Charline McCombs Field
SJG........San Jacinto Garage
SOF........Telecomm Svc Satellite Ops Facility
SRH........Sid Richardson Hall
SSW........School of Social Work Building
STD........Darrell K Royal Stadium
TCC........Thompson Conference Center
TCP........Texas Cowboys Pavilion
TMM........Texas Memorial Museum
TNH........Townes Hall
TRG........Trinity Garage
TSB........Tennis Support Building
TSC........Lee & Joe Jamail Texas Swim Ctr
TTC........Penick-Allison Tennis Cntr
UIL........Univ. Interscholastic League Bldg.
UPB........University Police Building
UTA........UT Administration Building
VRX........KVRX Transmitter Twr/Cntrl Bldg
WAT........Arthur P. Watson House
APPENDIX D: Building Identification by Zone 4

ATT........AT&T Executive Educ & Conf Center
BAT........Batts Hall
BEN........Benedict Hall
BHD.........Brackenridge Hall Dorm
BMA........Jack S. Blanton Museum of Art
BRG.........Brazos Garage
BSB.........Basketball Support Bldg (Rec Sport)
CAL.........Calhoun Hall
CBA........College of Business Administration
CCG .......Conference Center Garage
CLA.........Liberal Arts Building
CS3 .......Central Chilling Station No. 3
CSB.........Clark Field Support Building
EAS.........Edgar A. Smith Building
GRC .......Gregory Aquatic Pool Control Bldg
GRE.........Gregory Gymnasium
GRF.........Gregory Aquatic Food Service Bldg.
GRP.........Gregory Aquatic Pool Equip. Bldg.

GRS........Gregory Aquatic Pool Storage Bldg.
GSB.........Graduate School of Business Bldg.
HRC.........Harry Ransom Center
HRH.........Rainey Hall
JCD .......Jester Dormitory
JES.........Beauford H. Jester Center
LDH .......Longhorn Dining Facility
MEZ.........Mezes Hall
MHD .......Moore-Hill Dormitory
PAR .......Parlin Hall
PCL.........Perry-Castaneda Library
PHD.........Prather Hall Dormitory
RHD.........Roberts Hall Dormitory
SAC.........Student Activity Center
SJH.........San Jacinto Residence Hall
SUT .......Sutton Hall
UTC.........University Teaching Center
UTX .......Etter-Harbin Alumni Center
## APPENDIX E: Campus Entry Guidelines Based on Federal Directives

<table>
<thead>
<tr>
<th>Condition and Description</th>
<th>Campus Entry</th>
<th>Building Security</th>
<th>Special Operations Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low</strong></td>
<td>-Pre-911</td>
<td>-Pre-911</td>
<td>-University departments, schools, and colleges should consider the following general measures in addition to any specific protective measures they develop and implement:</td>
</tr>
<tr>
<td></td>
<td>-Check permits 7:30 a.m.- 4 p.m. at kiosks</td>
<td></td>
<td>-Refining and exercising as appropriate preplanned protective measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Ensuring personnel receive proper training on federal directives and advisory systems and specific preplanned department or agency protective measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Developing a process to assure that all facilities are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities</td>
</tr>
<tr>
<td><strong>Guarded</strong></td>
<td>-Vehicle license plates recorded at kiosks for vehicles without UT permits</td>
<td>-Faculty, staff, and students directed to increased awareness -100% new employee background check -Special buildings secured after hours -Every building must have building contact on file with EHS</td>
<td>-In addition to the protective measures taken in the Low (green) Threat Condition, university departments, schools, and colleges should consider the following general measures:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Checking communications with designated emergency response or command locations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Reviewing and updating emergency response procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Providing the public with any information that would strengthen its ability to act appropriately</td>
</tr>
<tr>
<td><strong>Elevated</strong></td>
<td>-Verify permits -Issue 2-hour visitor permits or direct visitors to parking garages</td>
<td>-Increased UTPD patrols on special buildings.</td>
<td>-In addition to the protective measures taken in the Guarded (blue) Threat Condition, university departments, schools, and colleges should consider the following general measures:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Increasing surveillance of critical locations</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>-Coordinating emergency plans as appropriate with nearby jurisdictions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Checking and verifying emergency communication links, pre-stage emergency equipment if appropriate, and review large event emergency procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Assessing whether the precise characteristics of the threat require the further refinement of preplanned protective measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Implementing, as appropriate, contingency and emergency response plans</td>
</tr>
<tr>
<td>Condition and Description</td>
<td>Campus Entry</td>
<td>Building Security</td>
<td>Special Operations Considerations</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------</td>
<td>-------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| **High**  
A High Condition is declared when there is a high risk of terrorist attacks | -Visitors must park in a university parking garage or be authorized (Vice President or Dean) through Parking & Transportation Services for issuance of an Official Visitor (OV) permit to park on campus  
-Photo identification required without UT permit  
-Random consent search may be requested for all non-UT Vehicles | -Metal detector at Tower entrance  
-Cancel Tower tours  
-Photo ID and key required for Tower entrance  
-Special buildings will be secured at all times  
-Select entrances will be restricted/closed  
-Non-escorted visitors/vendors must sign in & out with building manager; pick up & display ID tag | -In addition to the protective measures taken in the Elevated (yellow) Threat Condition, university departments, schools, and colleges should consider the following general measures:  
-Coordinating necessary security efforts with federal, state, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations  
-Taking additional precautions at public events and possibly considering alternative venues or even cancellation  
-Initiating the CCMT to discuss current nature of threat and what actions should be taken to secure the university  
-Boarding UT Shuttles requires UT ID  
-Considering canceling events on campus  
-Considering canceling classes in special buildings  
-Considering locking buildings  
-Considering reduction of vendor/contractor activity/access |
| **Severe**  
A Severe Condition reflects a severe risk of terrorist attacks or that one has occurred | -All entrances closed except:  
-24th at Whitis Kiosk  
-23rd at Dedman Kiosk  
-24/7 main gate kiosk at 24th & Whitis  
-24/7 at 23rd and Dedman  
-Vehicle entrance will be restricted  
-Deliveries will be dropped at central receiving | -ID required for entrance to all university buildings  
-One entrance only per building  
-ID must be worn by all faculty, staff, and students  
-Visitors must be escorted  
-Special buildings will be restricted/closed | -Under most circumstances, the protective measures for a Severe Condition (red) are not intended to be sustained for substantial periods of time. In addition to the protective measures in the High (orange) Threat Conditions, university departments, schools, and college should consider the following general measures:  
-Initiating the CCMT to consider appropriate campus measures  
-Increasing or redirecting personnel to address critical emergency needs  
-Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources  
-Monitoring, redirecting, or constraining transportation systems  
-Implementing any and all life protection measures to protect life and property |

**NOTE:** These guidelines may be adjusted based on the threat and/or other circumstances.

“This document was created for the official sole use of The University of Texas at Austin (November, 2002)” Revised November 10, 2016
APPENDIX F: Medical Emergencies

Immediately contact The University of Texas at Austin Police Department by calling 9-1-1.

Remember, it is important to stay on the line until the dispatcher interviews the caller in a systematic way regarding the victim’s location, consciousness, breathing, and chief complaint to determine appropriate response.

When reporting the medical emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Those trained to perform CPR and First Aid can act within their expertise, while those who are not should remain calm and stay with the person. Crowding is generally not helpful, unless the presence of others is required.

Have someone stand by outside the building to flag down UTPD and EMS when they reach the vicinity of the building.

Once the victim has been cared for and is transported, normal worker injury procedures should be followed.
APPENDIX G: Five Outs

**FOR BAD WEATHER**

Shelter in Place:
1. Get Low
   Go to the lowest level of the building, if possible.
2. Avoid Windows
   Stay away from the windows.
3. Go to Interior
   Go to interior rooms and hallways.
4. Protect Yourself
   Use arms to protect head and neck in a “drop and tuck” position.
5. Keep in the Know
   Monitor emergency communications for specific instructions:
   www.utexas.edu/emergency

**FOR VIOLENT THREAT IN YOUR BUILDING**

Follow the 5 OUTS for Lockdown:
1. GET Out
   Get out of the facility, if possible.
2. CALL Out
   Use mobile phone to call 911.
3. KEEP Out
   Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.
4. HIDE Out
   Seek shelter in nearest secured place. Turn off lights and any devices indicating that the room is occupied. Keep out of the line of sight. BE QUIET. Do not respond to anyone at the door.
5. TAKE Out
   Last resort. Use anything to distract or disable the suspect.
APPENDIX H: Emergency Terms

OUTDOOR WARNING SYSTEM SIREN
One of the most important emergency signals is the Outdoor Warning System Siren. If you hear the siren at a time other than the scheduled monthly test (11:50 a.m. on the first Wednesday of each month), you should immediately seek cover in the closest building or facility and await further instructions through other communication systems. The siren is NOT used to signal all clear.

LOCKDOWN
The directive “Lockdown” is used to protect occupants in proximity of an immediate threat by limiting access to buildings and rooms. If no specific locations are given, all buildings should initiate lockdown procedures.

If you are outside a building in lockdown:
1. DO NOT ENTER THE BUILDING. Move as far away as possible from the building under lockdown.
2. Await further instructions from law enforcement.
3. Check the university’s website and university social media sites for updates and further information as it becomes available.
4. DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN. Phone calls to anyone inside the building that is in lockdown may endanger them.
5. DO NOT LEAVE YOUR SAFE AREA until law enforcement has cleared the area.

If the threat is outside your building:
1. If the exterior doors are not electronic and it is safe to reach them, lock them.
2. If safe, leave a person at the door to let others (non-threatening) coming from outside into the building.
3. Close interior doors. Lock doors, if possible. Barricade the doors.
4. Follow Step 4 for “HIDE Out” listed below.
5. Follow Step 2 for “CALL Out” listed below.

If the threat is inside your building:
1. GET Out
   Get OUT OF THE FACILITY if possible.
2. CALL Out
   Use mobile device to call emergency personnel at 911 and provide relevant information. High mobile phone volume may interfere with emergency communications and should be limited to contact with emergency personnel only.
3. KEEP Out
   Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.
4. HIDE Out
   Seek shelter in the nearest secured place, i.e., classroom or office. Turn off lights and any devices that may indicate that the room is occupied. If you are on the first floor, close any window blinds or curtains. Stay away from doors and try to keep out of the line of sight. Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible. BE QUIET. DO NOT respond to anyone at the door while in lockdown mode. Law enforcement will announce themselves and release anyone in that room when it is safe. Should the fire alarm be activated during a lockdown, wait for directions from the building fire system or from the police before evacuating. If there is no immediate danger, if there is smoke or fire present, you may need to evacuate.
5. TAKE Out
   Last resort. Use anything to distract or disable the suspect.
SHELTER-IN-PLACE
For weather:
1. Go to the lowest level of the building if possible.
2. Stay away from the windows.
3. Go to interior hallways and rooms.
4. Use arms to protect head and neck in a "drop and tuck" position.
5. Monitor emergency communications for specific instructions (www.utexas.edu/emergency).

For environmental incidents (chemical, biological, or radiological releases):
1. Go inside the nearest building.
2. Close all doors, windows, and other inlets from the outside.
3. Shut down the fresh air intake or HVAC system if possible.

EVACUATION
All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

Classroom Evacuation for Faculty and Teaching Staff
University faculty and teaching staff are responsible for implementing university emergency policy and procedures and for informing students of their classroom building evacuation notices, exit doors, and emergency procedures at the beginning of each semester.

Each university faculty and teaching staff member should provide the information listed in "Classroom Evacuation for Students" to students at the beginning of the semester through instruction and/or syllabus information. Emergency evacuation route information and emergency procedures can be found at www.utexas.edu/emergency.

Students requiring assistance in evacuation should inform their instructors in writing during the first week of class. Instructors must provide this information to the Fire Prevention Services Office by fax at 512-232-2759.

For evacuation in your classroom or building:
1. In the event of a fire or other emergency, it may be necessary to evacuate the building rapidly. Upon the activation of a fire alarm or the announcement of an emergency in a university building, all occupants must evacuate and assemble outside.
2. If a "Lockdown" is announced, implement lockdown procedures as listed (see reverse).
3. Once evacuated, no one may re-enter the building without instruction to do so from the Austin Fire Department, University of Texas at Austin Police Department, or the Fire Prevention Services Office.
4. University faculty and teaching staff should be prepared to give appropriate instructions for students to follow in the event of an evacuation.
5. Ensure other occupants of university buildings are aware of emergencies and aid anyone requiring assistance in evacuation so long as it is safe to do so.

Classroom Evacuation for Students
All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

If you require assistance in evacuation, inform your instructor in writing during the first week of class.

For evacuation in your classroom or building:
1. Follow the instructions of faculty and teaching staff.
2. Exit in an orderly fashion and assemble outside.
3. Do not re-enter a building unless given instructions by emergency personnel.
# APPENDIX I: UTPD Bomb Threat Check List

## Time call received

## Exact words of caller

## Questions to Ask Caller

1. When is the bomb going to explode?
2. Where is the bomb?
3. What kind of bomb is it?
4. What does it look like?
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 (check all that apply)

- Male
- Female
- Young
- Middle-aged
- Calm
- Disguised
- Nasal
- Angry
- Broken
- Stutter
- Slow
- Sincere
- Lisp
- Rapid
- Giggling
- Deep
- Crying
- Squeaky
- Excited
- Stressed
- Accent
- Loud
- Slurred
- Normal

If the voice is familiar, whom did it sound like?

Were there any background noises?

Person receiving call:

Telephone number call received at:

Date:

Remarks:
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