

# DEPARTMENTAL EMERGENCY PLAN

## *Guidance Document*



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## PURPOSE

This Guidance Document provides instructions for University Departments on how to prepare their Departmental Emergency Action Plan (DEAP), which is a support document of the University's Emergency Management Plan (EMP). The DEAP enables Departments to plan for disaster mitigation, preparedness, response and recovery and for the University to maintain viability of mission critical operations during and after any emergency or covered incident.

The Guidance Document will outline the list of forty two (42) potential emergencies that may be encountered on campus and provide direction to departments in establishing criteria for planning on event specific emergencies. The Guidance Document will provide a sampling matrix designed as a guide template for standardization of practices.

## OBJECTIVES

- To provide guidance for individual campus colleges, schools, departments or agencies within the university in developing the framework and structure for emergency planning that:
  - Ensures the University's ability to continue mission critical operations across a range of potential emergencies, specifically in circumstances where there is a major threat or impact on the operations or the personnel and facilities of campus operations.
  - Ensures the continuous performance of the University's mission critical operations during and immediately after an emergency.
  - Ensures the protection of mission critical facilities, equipment, records and other assets.
  - Reduces or mitigates disruption of University operations, particularly those considered vital to restoration and recovery.
  - Identifies and designates key individuals with the skill and willingness to carry out the responsibilities necessary to prepare for, respond to and support restoration and recovery efforts.
  - Facilitates decision making with regards to the execution of the plan, and the University's restoration and recovery efforts.
- Designate leaders who are responsible for emergency preparedness and planning. These individuals will form the core planning and implementation group for your organization, and the first step for this team is to read and analyze the Emergency Management Plan.
- Use your knowledge of the Emergency Management Plan and this departmental planning template to develop a plan of action for the forty two (42) emergency situations detailed in this template. Make sure this plan addresses mitigation, preparedness, response, and recovery,

because these actions are what your unit must do to lead your faculty/staff/students through emergencies.

- Develop an emergency notification plan for your unit. This plan will list key and assistant personnel, and will detail multiple means of contact and communication with them.

## **OVERVIEW**

The Campus Safety and Security office has devoted extensive time and resources in developing the Emergency Management Plan and its four annexes, which include the Pandemic Influenza and Infectious Virus Plan, Severe Weather and Hurricane Plan, Building Emergency Management Plan, and Business Continuity Plan. These plan documents have been finalized and adopted by the University.

Because these plans are designed to address concerns of the university as a whole, they are not all-encompassing for each college, school, department or agency within the university. This means the plans provide a framework and structure for emergency planning, but each college, school, department and agency must develop practical emergency plans that are specific to their organizations. These organization-specific plans must mitigate or eliminate hazards, prepare all aspects of the specific organization to cope with a variety of potential emergencies, formalize the organization's response to such emergencies, and provide a path to recovery from an emergency event.

This guidance document will outline key components to individual plans, provide information for developing your plan, as well as provide samples and templates for your use. While this guidance document provides for standardization of individual plans, it does not prohibit individual campus colleges, schools, departments or agencies within the university in developing a format that may work better for them.

# PLAN DEVELOPMENT

The plan document is a comprehensive collection of information to guide the end user through emergency preparedness activities outlined within. This guidance document will outline key areas for inclusion in your specific plan. Your document should include the following areas:

1. Cover Sheet
2. Signature Page
3. Table of Contents
4. Record of Changes
5. Plan Overview
6. Authority Statement
7. Purpose Statement
8. Scope Statement
9. Review Statement
10. Organization Section
  - a. Emergency Management Team Section
  - b. Organizational Chain of Command
11. Incident Planning
  - a. Incident Planning Checklist
  - b. Unit Plan
12. Appendix
  - a. Emergency Notification Plan Contact List
  - b. Maps
  - c. Floor Plans
  - d. Additional Informational Documents

The following pages will provide a brief description of each area outlined for plan inclusion, instructions for preparation of documents and related templates.

Templates may be accessed via the World Wide Web through the following site:

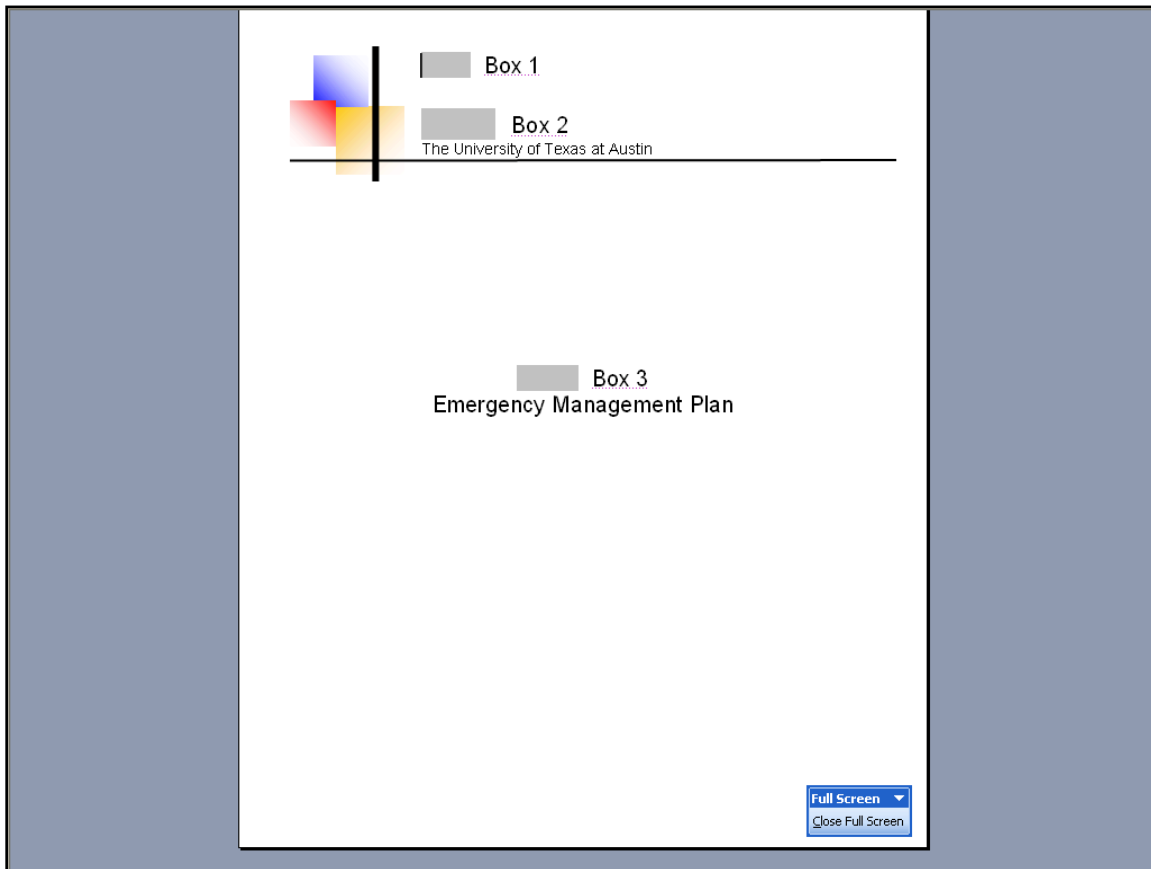
[www.utexas.edu/safety/plans](http://www.utexas.edu/safety/plans)

# COVER SHEET

The cover page is utilized to identify the college, school, department or agency within the university's emergency management plan. The cover page contains information including the date and identifiers.

Using the Template:

Template A (Cover Sheet) consists of three (3) fill boxes. Open Template A and tab to Box 1. Enter four digit numerical date here. Tab to Box 2 and enter the college, school, department or agency's name here. Tab to Box 3 and enter the college, school, department or agency's name here. Once the information has been entered, go to *File* and *Save As* your document.



# SIGNATURE PAGE

The signature page is utilized to identify the college, school, department or agency within the university, location, the key members involved in plan preparation, and approval authority for said plan. This page is essential in demonstrating institutional acknowledgement of what is contained herein. This page requires the signature of the plan preparer and the person having authority over the specific college, school, department or agency within the university.

Using the Template:

Template B (Signature Page) consists of seven (7) fill boxes. Open Template A and tab to Box 1. Enter the college, school, department or agency's name here. Tab to Box 2 and enter the college, school, department or agency's name here. Tab to Box 3 and enter the specific building area this plan covers. Tab to Box 4 and enter the name and official title of the personal responsible for the plan's preparation. Tab to Box 5 and enter the name and official title of the person having authority over the specific college, school, department or agency within the university. Once the information has been entered, go to *File* and *Save As* your document.

Note: The document must be signed and dated by above mentioned parties upon acceptance of the plan.

The image shows a screenshot of a signature page template. At the top center, there is a grey rectangular box labeled "Box 1" containing the text "Emergency Management Plan". Below this, there are four rows of text, each followed by a grey rectangular box and a label:

- "Department:" followed by "Box 2"
- "Building(s):" followed by "Box 3"
- "Prepared By:" followed by "Box 4" and a horizontal line for a signature, with the word "Date" to the right of the line.
- "Approved By:" followed by "Box 5" and a horizontal line for a signature, with the word "Date" to the right of the line.

At the bottom right corner of the page, there are two small blue buttons: "Full Screen" and "Close Full Screen".



# TABLE OF CONTENTS SECTION

The Table of Contents page is a list of the parts of a document organized in the order in which the parts appear. The contents usually include the titles or descriptions of the first-level headers, such as chapter titles in longer works, and often includes second-level or section titles. The depth of detail in tables of contents depends on the length of the work, with longer works having less depth.

Information on creating a Table of Contents can be found at the following Microsoft Office Tutorial website:

<http://office.microsoft.com/training/Training.aspx?AssetID=RC011356771033&CT=6&Origin=RC011356771033>

A sample Table of Contents is previewed below.

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# PLAN OVERVIEW

The Plan Overview is designed to provide the reader with general information regarding the development of the plan, who is involved and how it relates to the four (4) disciplines of emergency preparedness activities. Template D (Plan Overview) is a fill form document specific to your plan.

Using the Template:

Template D (Plan Overview) consists of three (3) fill boxes. Open Template D and tab to Box 1. Enter the college, school, department or agency's name here. Repeat the steps for Boxes 2 and 3. Once the information has been entered, go to *File* and *Save As* your document.

**OVERVIEW**

Emergency events can occur at any time without warning. Some of the foreseeable events may be prevented through mitigation procedures that reduce conditions prevalent to these events. Other event impact may be lessened through thorough planning processes. In the event of emergencies, the immediate safety and rapid recovery from such events will rely solely on the existing levels of preparedness among faculty, staff and students.

The **Box 1** Emergency Management Plan (EMP) will play an essential role in augmenting the university's state of emergency preparedness. During an emergency, the **Box 2** will rely on its prescribed procedures to effectively implement the plan to address organizational issues, communications and information management, decision making processes, as well as response and recovery operations..

This Emergency Action Plan is part of the school's basic security and safety responsibilities and business continuity planning document. It outlines how the **Box 3** will:

- Protect and safeguard students, faculty, staff and visitors in the vicinity
- Provide safeguards for vital records and resources specific to the mission
- Coordinate and participate within the University's Emergency Management Plan

This plan addresses emergency preparedness activities that take place during the four phases of emergency management. The emergency management phases include the following:

- Mitigation
- Preparedness
- Response
- Recovery

An overview of each of these discipline areas, as outlined in the University's Emergency Management Plan are outlined below.

**1. Mitigation**  
Departments will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards

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## AUTHORITY STATEMENT

The Authority statement informs readers who has the authority for plan approval. It documents the official responsible for directing and coordinating events during an emergency situation.

## PURPOSE STATEMENT

The Purpose statement informs readers as to the objective of the plan's elements.

## SCOPE STATEMENT

The Scope statement informs readers as to the area of coverage or limits of this plan.

## REVIEW STATEMENT

The Review statement outlines timelines for changes and updates of the plan.

Using the Template:

Template E (APSR) includes the Authority, Purpose, Scope and Review sections of this plan. The template consists of five (5) fill boxes. Open Template E and tab to Box 1, Enter the approver's information here (head of the department and/or Associate Vice President). Tab to Box 2 and enter your department's name here. Tab to Box 3 and enter your department's name here. Tab to Box 4 and enter your department's information here. Tab to Box 5 and enter your department's information here. Once the information has been entered, go to *File* and *Save As* your document.

A. AUTHORITY

This plan has been approved by **Box 1**. The director of **Box 2** is designated as the official responsible for directing and coordinating **Box 3** response to an emergency situation. During an emergency situation the judgment of local, state, or federal public health leadership may alter the strategies that have been outlined in this plan.

B. PURPOSE

This plan describes the critical functions and positions, designated personnel and mitigation, preparedness, response and recovery actions for **Box 4** during an emergency situation.

C. SCOPE

This plan is limited to preparedness and response for **Box 5**. This document is an annex of the University of Texas at Austin Emergency Management Plan.

D. REVIEW

This plan should be reviewed every three years from date of inception or when significant changes occur to business processes and functions. All changes should be recorded in the *Record of Change* area of this document.

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# ORGANIZATION

Emergency Management Team  
Organizational Chain of Command

## EMERGENCY MANAGEMENT TEAM

The Emergency Management Team is the key personnel responsible for planning and preparedness in your specific area. The documents should include a list of names of applicable personnel.

Using the Template:

Template F (Org 1) consists of three (3) fill boxes and up to fifteen (15) name boxes. Open Template F and tab to Box 1. Enter the college, school, department or agency's name here. Repeat the steps for Boxes 2 and 3. Tab to the name boxes and enter data as applicable. If more than fifteen (15) boxes are needed, undo the form lock and add text form fields as necessary. Once the information has been entered, go to *File* and *Save As* your document.

The screenshot shows a form window with a title bar. The main content area is titled "E. ORGANIZATION" and contains the following text: "EMERGENCY MANAGEMENT TEAM (EMT)" followed by a paragraph: "The Emergency Management Team is responsible for emergency preparedness and planning. The EMT is made up of individuals from [redacted]. Other responsibilities of the EMT include developing a plan of action for [redacted] which addresses the 42 emergency situations, and development of the Emergency Notification Plan. The EMT for [redacted] includes the following people:". Below this text is a list of 15 numbered boxes (1. through 15.) for entering names. A "Full Screen" button is visible in the bottom right corner of the form window.

## ORGANIZATIONAL CHAIN OF COMMAND

Organizational Chain of Command is the line of succession for your particular area. It is made up of senior leadership components of your organization that provide guidance for functions of this plan. You should include a chart outlining this function.

Using the Template:


Template G (Org 2) consists of One (1) fill box. Open Template G and tab to Box 1. Enter the college, school, department or agency's name here. Include an organization structure chart with this document. Once the information has been entered, go to *File* and *Save As* your document.

A sample organizational structure chart is previewed below with the template.

**ORGANIZATIONAL CHAIN OF COMMAND**

The organizational chain of command at [redacted] is made up of senior leadership staff members. In the event of a senior leadership absence, the director or ranking senior staff member on duty can appoint additional leaders. Staffing assignments or changes will be communicated to all other departmental staff. The Director of Emergency Preparedness and the Emergency Operations Center (EOC) will be notified of changes as needed.

The following organizational chart illustrates the chain of communications.



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# INCIDENT PLANNING

Incident Planning Checklist  
Unit Plan

## INCIDENT PLANNING CHECKLIST

The Incident Planning Checklist (IPC) is designed to provide guidance for the creation of your Unit Plan. The checklist outlines the forty two (42) potential emergencies that may be encountered on campus and provide direction to departments in establishing criteria for planning on event specific emergencies. The checklist is a companion guide document which enables the preparer to identify the potential of emergency events types for their specific areas. The preparer should look at all forty two (42) potential events and indicate if you have responsibilities for mitigation, preparedness, response, and recovery. It may also be helpful to refer to the University's *Emergency Management Plan, Section M. Situation and Assumptions* for additional guidance on probabilities and impact.

Using the Template:

Template H (IPC) consists of multiple fill boxes under four categorical areas. Open Template H and tab to the column under *Mitigation*. A drop down form field appears. You have three (3) choices; Yes, No, or N/A (not applicable). Choose the selection based on your particular responsibility to the emergency type. Tab to the drop down form field under *Preparedness* and follow the same criteria for selection. Next, tab to the drop down form field for *Response* and follow the same criteria for selection. Tab to the drop down form field for *Recovery* and follow the same criteria for selection. Repeat these steps for all forty two (42) potential emergency events to complete the form. Once the information has been entered, go to *File* and *Save As* your document.

Incident Planning Checklist				
<small>Complete each box under the four phases by entering Yes, No, Or N/A, as to development and applicability of department specific plans.</small>				
	Mitigation	Preparedness	Response	Recovery
<b>Fire Emergencies</b>				
1. Minor Fire	Yes	Yes	Yes	Yes
2. Major Fire	Yes	Yes	Yes	Yes
3. Explosion	Yes	Yes	Yes	Yes
<b>Medical Emergencies</b>				
4. Death or Homicide	Yes	Yes	Yes	Yes
5. Injury	Yes	Yes	Yes	Yes
6. Food Poisoning	Yes	Yes	Yes	Yes
7. Mass Casualties	Yes	Yes	Yes	Yes
8. Communicable Disease Exposure and/or outbreak	Yes	Yes	Yes	Yes
<b>Hazardous Materials</b>				
9. Hazardous Materials Release (Toxic/Cloud)	Yes	Yes	Yes	Yes
10. White Powder / CHEM / BIO / RAD / Spill or Exposure	Yes	Yes	Yes	Yes
11. Radiation Exposure	Yes	Yes	Yes	Yes
12. Asbestos Release	Yes	Yes	Yes	Yes
<b>Transportation Accidents</b>				
13. Automobile Accident	Yes	Yes	Yes	Yes
14. Aircraft Collision with Building	Yes	Yes	Yes	Yes
15. Pedestrians	Yes	Yes	Yes	Yes
<b>Evacuation</b>				
16. High Profile Landmarks	Yes	Yes	Yes	Yes
17. Planned Events	Yes	Yes	Yes	Yes
18. Evacuation	Yes	Yes	Yes	Yes
19. Shelter	Yes	Yes	Yes	Yes

## **UNIT PLAN**

The Unit Plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:

### **Mitigation**

The University of Texas at Austin will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards, such as removing clutter near an exit way. Mitigation should be a pre disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

### **Preparedness**

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.
- Conducting periodic drills and exercises to test emergency plans and training

### **Response**

The University of Texas at Austin will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include: warnings, evacuation, shelter, emergency medical services, firefighting, law enforcement operations, mass care, emergency public information, search and rescue, as well as other associated functions.



## Recovery

If a disaster occurs, The University of Texas at Austin will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community and provide for the basic needs of the public. Long-term recovery focuses on restoring the university to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

Your individual Unit Plan should incorporate the above mentioned phases using the Incident Planning Checklist as a guide for areas to be included in your Unit Plan. The following example Unit Plan is provided as a sample to base your individual plans off of. The Plan is provided courtesy of the *University of Texas at Austin, Division of Housing & Food Services* and deals with potential fire emergency events.

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### The University of Texas at Austin Division of Housing and Food Service

#### Fire (Major and Minor including Explosions) and Water Flow

##### Mitigation:

- Monthly room inspection and nightly rounds of common areas to reduce fire hazards.
- Residence Hall policies addressing fire and life safety available in handbook.
- Disciplinary action for violations of Fire and Life Safety policies to reinforce seriousness of life safety.
- Sprinkler and state of the art fire systems installed in all residence halls. Replacement batteries for smoke detectors kept at desks?

##### Preparedness:

- Staff training on fire and life safety policies and response and evacuation procedures.
- Vests and response cards available at area desks.
- Emergency templates outlining response distributed to staff members.
- Required fire evacuation drills for residents of building.
- Fire and Life safety policies and procedures addressed at all first floor meetings with residents.

## **Response:**

***Regardless of size or outcome all fires on-campus must be reported to UTPD including those that do not set off the Fire alarm system and those that are outside the buildings.***

## **Water Flow**

When there is water flow from a fire hose or sprinkler system, the fire alarm will sound, therefore follow Fire alarm evacuation procedure immediately.

## **Fire Alarm Evacuation:**

(When the fire alarm sounds, evacuation procedures should begin immediately.)

## **Desk Staff:**

1. If there is not a desk staff member, the first RA to the desk should perform these duties.
2. The desk staff member should read the fire panel to determine the following:
  - a. Type of event (i.e. smoke or water flow)
  - b. Type of device (i.e. manual pull station or smoke detector)
  - c. Floor level where device is located
  - d. Additional location information (i.e. mechanics room)
3. The desk staff member should call UTPD at 911. If the staff is aware that there is a fire, inform UTPD of that information. If the staff member is not sure if there is a fire, report the information gained from reading the fire panel. UTPD will send an officer to the scene and contact the fire department as needed.
4. Notify the Hall Coordinator or Assistant Hall Coordinator.
5. Inform UTPD and the Fire Marshall that a list of Physically Challenged Residents needing evacuation assistance is located inside the fire box.
6. Hand door assignment and safe zone cards to Resident Assistants.
7. Inform residents who are calling the desk to evacuate immediately.

## **Resident Assistants:**

1. When the fire alarm sounds, immediately start the process of notifying residents to evacuate the building. At the beginning of the year (and/or as needed) assign a floor buddy to any mobility impaired students (temporary or permanent). Without endangering themselves, the floor buddy is to assist the mobility impaired student in the evacuation process. If there is

no one who can assist the mobility impaired student at the time of a fire, inform the mobility impaired student to go to the nearest stairwell and wait for emergency personnel assistance. In the process of assisting others, never put yourself in danger. If you feel that you are in danger, evacuate immediately.

2. Report to the desk. (As you head to the nearest stairwell, knock on doors to notify residents to evacuate.) Notify the desk and the Hall Coordinator if there are any mobility impaired students on your floor needing assistance. Be specific in giving their location.
3. The first Resident Assistant to report to the desk should meet UTPD and the Fire Marshall at the front door, escort them to the fire panel and assist them in reading the fire panel.
4. The rest of the Resident Assistants should obtain an emergency vest and assignment card from the desk staff and then follow the instructions on the card.
5. Ensure that residents stay away from the building in the designated evacuation areas and that they do not re-enter the building until notified by UTPD or the Fire Marshall. The designated evacuation areas are outlined below.

### **JESTER EAST AND JESTER WEST EVACUATION AREAS:**

#### Jester East and Jester West Evacuation Areas:

- If exiting on the West side of Jester, proceed across Speedway to the lawn by the Education Building.
- If exiting on the South side of Jester proceed across Jester Circle Drive and go to parking lot F [change to Clark Field].
- If exiting the East side of Jester, proceed across Jester Circle Drive and go to the Courtyard by Prather.
- If exiting the North side of Jester, proceed across 21<sup>st</sup> Street to the area in front of Gregory Gym.

### **WALLER CREEK EVACUATION AREAS:**

#### Simkins Evacuation Areas:

- If exiting on the West side of Simkins, proceed across the bridge to the volleyball court area.
- If exiting on the East side of Simkins, proceed to the parking lot (garage) area.

#### Brackenridge/Roberts Evacuation Areas:

- If exiting on the North side of B/R, proceed across 21<sup>st</sup> Street to the Moore-Hill side.
- If exiting on the South side of B/R, proceed to the Prather side of the courtyard.

Prather Evacuation Areas:

- If exiting on the North side of Prather, proceed to the B/R side of the courtyard.
- If exiting on the West side of Prather, proceed across Jester Circle Drive to the grassy area.

Moore-Hill Evacuation Areas:

- If exiting on the South side of Moore-Hill, proceed across 21<sup>st</sup> Street to the B/R side.
- If exiting the West side of Moore-Hill, proceed to the parking lot by the ROTC Rifle Range.

San Jacinto Evacuation Areas:

- If exiting on the north side of San Jacinto, proceed across 21<sup>st</sup> Street to the area in front of Moore-Hill.
- If exiting on the west side of San Jacinto (main entrance), proceed across the plaza to the Brackenridge-Roberts courtyard.
- If exiting on the west side of San Jacinto (south tower), proceed across Jester circle drive to the grassy areas south of Jester.
- If exiting on the east side of San Jacinto, proceed south along the creek to the grassy area of Clark Field.
- If exiting on the south side of San Jacinto, proceed to the grassy area of Clark Field.

**WHITIS EVACUATION AREAS:**

Blanton Evacuation Areas:

- If exiting the West side of Blanton, proceed to the side of the quad that is away from the fire.
- If exiting the East side of Blanton, proceed across University to the Burdine side.

Littlefield Evacuation Areas:

- If exiting the North side of Littlefield, proceed across Dean Keeton to the Kinsolving side.
- If exiting the South side of Littlefield, proceed to the side of the quad that is away from the fire.

Andrews/Carothers Evacuation Areas:

- If exiting the West side of Carothers proceed across Whitis to the Communications Building area.
- If exiting the East side of Carothers, proceed to the side of the quad that is away from the fire.
- If exiting the South side of Andrews, proceed to the area near the Geography Building.
- If exiting the North side of Andrews, proceed to the side of the quad that is away from the fire.

Kinsolving Evacuation Areas:

- If exiting the South side of Kinsolving, proceed across Dean Keeton to the Littlefield side.
- If exiting the North side of Kinsolving, proceed to the Church parking lot area.
- If exiting the East side of Kinsolving, proceed across University to the area in front of the Student Services Building.
- If exiting the West side of Kinsolving, proceed across Whitis to the parking lot.

Whitis Court

- Exit the building and proceed through the courtyard or alley toward Whitis Avenue. Proceed across Whitis Avenue to sidewalk in front of Kinsolving.

6. After the Fire Alarm, return the door assignment card to the front desk.
7. When UTPD and/or the Fire Department arrive on the scene, staff should follow their directions.

**Hall Coordinators:**

1. Report to the front desk. Put on Emergency Vest to identify yourself as a DHFS staff representative to emergency personnel. The HC will serve as incident command for DHFS until relieved by a DHFS higher authority. The role of the incident command will be to consult with UTPD and the Fire Marshall and if a university command center is established, represent DHFS. The incident command will ensure that DHFS procedures are

being followed and follow directions from UTPD and/or the Fire Department.

2. Oversee the evacuation process.
3. In the event of a fire notify the Area Coordinator.
4. Staff should not reset the alarm, but rather have UTPD or the Fire Marshall reset the system after they determine that it is safe to do so.
5. Staff should not use the microphone unless instructed to do so by UTPD or the Fire Marshall. When the microphone is used, it overrides the system's voice evacuation instructions.
6. If it is determined that students will need to be out of the facility for more than 1 (one) hour, plans should be made to move students indoors. [Refer to alternative housing list]
7. UTPD will determine when it is appropriate to re-enter the building.

#### **Emergency Checklist**

- Ø Have all persons been evacuated?
- Ø Has the UTPD been notified?
- Ø Has Austin Fire Department been notified?
- Ø Has the appropriate DHFS staff been notified?
- Ø Does the area need to be blockaded?
- Ø Has Building Services and/or Facilities been contacted to clean and make repairs?
- Ø Have the necessary utilities (electric, gas & water) been turned off (Facilities)?
- Ø Has outside help been requested if needed?
- Ø Is the situation under control and the possibility of recurrence eliminated?
- Ø Has the media been dealt with (Doug)?
- Ø Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement (Doug and Legal).

#### **Area Coordinator:**

1. In the event of a fire notify the Associate Director.
2. Assist staff when needed.

#### **Associate Director:**

1. In the event of a fire notify the Director & Associate Director of Facilities, and Associate VP of student affairs/ Dean of Students.
2. Contact the Office of Public Relations. Prepare a written statement for the media.

### **Recovery:**

General Response (to be done immediately for any fire):

- As soon as possible (after fire or evacuation of building), the HC or designee should complete an information report in the IRIS system. "Fire Alarm Activation" should be listed in the incident type so that the report gets routed to the appropriate individuals within DHFS.
- Inventory damaged and lost UT and personal property (i.e.: with photo's)
- Contact facilities maintenance staff to assess whether building is habitable
- Make alternative housing arrangements as needed [Lee's list]
- Get together with Food Service to provide meals to affected students
- Consult the Emergency Checklist to make sure all tasks have been completed

Minor Fires/ Short Term Response:

- If sprinkler system or other water flow occurs begin flood control/ recovery Refer to [Flood policy]

Minor Fires/ Long Term Response:

- Investigate cause of the fire and take preventative measures for the future.
- Contact Counseling and Mental Health Center to counsel students if necessary.

Major Fires Short Term Response:

- Coordinate with Campus Safety and Security

Major Fires Long Term Response:

- If multiple student rooms are damaged and uninhabitable, move students to available supplemental spaces. Once all available long term spaces are full, consult Campus Safety & Security and the Dean of Student to make additional arrangements if/when possible. Contact Counseling and Mental Health Center to counsel students if necessary.

END

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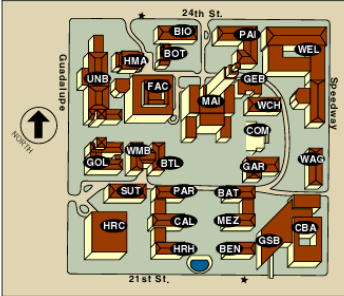
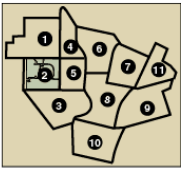


# MAPS

Maps are an additional document that may be included for identification purposes within the Appendix. Maps are a helpful visual aid when utilized in the planning process.

A sample map is previewed below. <http://www.utexas.edu/maps/>


THE UNIVERSITY OF TEXAS AT AUSTIN

Also see [Area Accessibility Map](#)  
[Printable PDF Map](#)

### Tower Area

<p><b>BAT</b> Batts Hall</p> <p><b>BEN</b> Benedict Hall</p> <p><b>BIO</b> Biological Laboratories</p> <p><b>BOT</b> Biological Greenhouse</p> <p><b>BTL</b> Battle Hall</p> <p><b>CAL</b> Calhoun Hall</p> <p><b>CBA</b> McCombs School of Business</p> <p><b>COM</b> Computation Center</p> <p><b>FAC</b> Peter T. Flawn Academic Center</p> <p><b>GAR</b> Garrison Hall</p> <p><b>GEB</b> Dorothy Gebauer Building</p> <p><b>GOL</b> Goldsmith Hall</p> <p><b>GSB</b> Graduate School of Business Building</p>	<p><b>HMA</b> Hogg Memorial Auditorium</p> <p><b>HRC</b> Harry Ransom Center</p> <p><b>HRH</b> Homer Rainey Hall</p> <p><b>MAI</b> Main Building</p> <p><b>MEZ</b> Mezes Hall</p> <p><b>PAI</b> T. S. Painter Hall</p> <p><b>PAR</b> Parlin Hall</p> <p><b>SUT</b> Sutton Hall</p> <p><b>UNB</b> Union Building</p> <p><b>WAG</b> Waggener Hall</p> <p><b>WCH</b> Will C. Hogg Building</p> <p><b>WEL</b> Robert A. Welch Hall</p> <p><b>WMB</b> West Mall Office Building</p>
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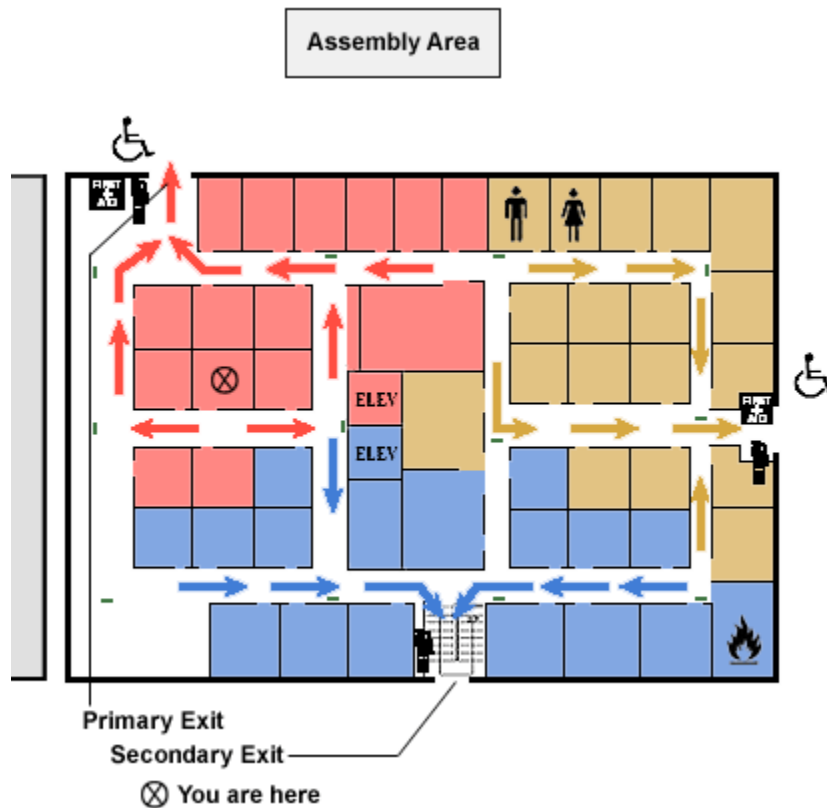
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[Overview](#)
[Accessibility](#)
[Parking](#)
[Printable PDF Map](#)
[Buildings](#)
[Images](#)

Updated 2008 February 12  
Comments to [TeamWeb](#)

## FLOOR PLANS

Floor Plans can be utilized in a variety of ways for many purposes. One such application for floor plan would be for displaying information on exit strategies as shown below.



## ADDITIONAL INFORMATIONAL DOCUMENTS

Additional informational documents may be included. The documents could be directories, schedules or vendor information. No sample(s) is provided.

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