



Building Emergency Action Plan



*Texas A&M Health – Houston, Alkek Building
2121 W. Holcombe Blvd.
Houston, TX 77030*

Building # 3500

**Prepared By:
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12/8/2020**

**Last Revision:
2/12/2024**

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Introduction & Purpose

Emergencies of varying size, scope, and location have the ability to affect any or all facilities at Texas A&M University. In order to effectively manage such incidents, planning, regular testing, critique, and updating of plan is critical to ensure the safety of our campus community. To achieve this effort, Texas A&M University has written plans that address mitigation and prevention efforts, preparedness, response, and recovery efforts.

The *Texas A&M University Emergency Operations Plan (EOP)* was prepared to develop, implement, and maintain a viable all hazards response and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. This plan shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. This plan addresses emergency response activities at the Texas A&M University – College Station campus, and the Texas A&M University Health Science Center campus sites.

- ❑ <https://www.tamu.edu/emergency/documents/EOP.pdf>

One critical implementation component of the *EOP* is ensuring that all campus buildings have developed a written and regularly exercise a Building Emergency Action Plan (BEAP) as required by TAMUS Policy <http://policies.tamus.edu/34-07-01.pdf>.

Additional emergency planning information may be found at the following:

- ❑ Environmental Health and Safety (EHS) – <https://ehs.tamu.edu>
- ❑ TAMU Emergency Preparedness Website– <https://www.tamu.edu/emergency>
- ❑ University Police Department (UPD) – <https://upd.tamu.edu>

ANNUAL REVIEW & SUMMARY OF CHANGES

Year	Changes Made
2020	Plan developed to match TAMU Emergency Action Plan format. HFD Fire Safety Plan added as an appendix.
2023	Updated fire wardens and contact information
2024	Changed title page photo; updated contact information table; meeting site photo

Section I - Emergency Situations and Common Threats

There are many emergency situations that may arise on or around our campus community. The following is a list of the most common categories of threats, both natural and manmade that have the potential to impact our day to day operations. In addition to the threats listed below, hyperlinks to more detailed information is available on the TAMU Emergency Preparedness website.

<https://www.tamu.edu/emergency/index.html>

Severe Weather

Severe weather is defined as any aspect of the weather which can pose a threat to life and property. These threats include severe thunderstorms, lightning, tornadoes, hail, and severe winter weather.

<https://www.tamu.edu/emergency/procedures/severeWeather.html>

Medical Emergencies

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. Medical emergencies include but are not limited to airborne/foodborne illnesses, poisonings, injuries requiring first aid, and radiological or biological exposures.

<https://www.tamu.edu/emergency/procedures/medical.html>

Fires/Hazardous Materials

A fire, gas leak, chemical spill, or other similar type hazardous materials incident can occur whether an individual is inside or outside a building. Depending on location and type each incident may require different response procedures.

<https://www.tamu.edu/emergency/procedures/fire.html>

Personal Safety

While Texas A&M has done much to make our campus safe, safety ultimately becomes a personal responsibility. How safe you are depends on your preparation and how much attention you pay to your surroundings. Aspects of personal safety include active shooter situations, bomb threats (both specific and campus-wide), concerning behaviors, suspicious letter or packages, and others.

<https://www.tamu.edu/emergency/procedures/personalSafety.html>

Shelter-in-Place

When emergency condition do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

<https://www.tamu.edu/emergency/procedures/evacuation.html>

Section II - Building Emergency Action Plan (BEAP)

This BEAP is intended to communicate the policies and procedures for all occupants of the Alkek Building to follow during emergency situations. Employees shall be familiar with this document and the role each member plays in an emergency situation. Transitional occupants not permanently housed in building such as course instructors or those having temporary office hours should be briefed on the plan and expectations during plan activation.

Plan Implementation

Emergencies in the Alkek Building such as fire, explosion, spills, chemical releases and all other emergencies may require employees to evacuate the building or to shelter in place. Planning and preparation are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Exercising the BEAP provides training that will be valuable to all occupants in an emergency situation.

Any fire alarm activation or other emergency involving the building and its occupants will automatically implement this BEAP.

Drills

To ensure that building occupants are prepared for an emergency evacuation, drills shall be conducted on a regular basis. Each drill shall be timed and evaluated for orderliness and effectiveness. An evacuation evaluation report is to be completed by the building proctor or designee upon the conclusion of each drill or actual event and submitted to EHS.

Fire drills shall be conducted at least every 6 months. All occupants shall be notified prior to the fire drill. These evacuation drills will be scheduled by Environmental Health and Safety at least one week prior to the drill. The Fire Marshal, upon survey of conditions, may require additional drills. A written record of such drills shall be kept on the premises and shall be readily available for review.

Fire drills shall involve ALL occupants. Upon hearing the alarm, occupants are to close office and lab doors as they proceed to the nearest stairway and standby. During the drills, emphasis shall be placed upon orderly evacuation to the stairway rather than the speed of the evacuation. A person may be exempt from an evacuation drill if it will cause undue hardship (e.g., interrupt operations, an experiment, or procedure that cannot be halted); however, exemptions are strongly discouraged. Any identified critical process operations or shutdown procedures that are able to be exercised is encouraged.

Accountability

Each building/floor proctor shall identify an accountability system to help ensure that building occupants are safe and accounted for. It is understood that due to the transient nature of our campus facilities total accountability may not be achievable, but efforts to account for normal occupants is encouraged.

Review and Critique

Following any drill or actual event, time should be taken by the building proctor or BEAP committee to review, critique, and validate the plan and update or make note of changes to incorporate during the next scheduled review. Additionally, this plan should be reviewed regularly (at least annually) with all employees, with all new employee onboarding, and as duties are assigned or change.

Section III - Building Life Safety Features Description & Emergency Contacts

The *Alkek Building* is an 11 story, 220,000 gross square feet facility located at 2121 W. Holcombe Blvd.

The facility is equipped with the following fire and life safety features: For this section please leave what features your facility has, and delete any features you do not have.

- An Automatic Fire Detection & Notification System (fire alarm system)*
- An Automatic Fire Sprinkler System*
- A Fire Standpipe System (For fire department use)*
- Self-Closing & Self-Latching Fire Doors on Stairway and other fire rated doors*
- Portable Fire Extinguishers*
- Automatic External Defibrillator(s)*

Occupants should be familiar with these features, procedures for activating the fire alarm system, and the location and proper use of portable fire extinguishers as appropriate. The use of portable fire extinguishers may be considered by trained occupants.

Building Specific Hazards

The Alkek Building is a high rise medical research facility with chemical, biological, and radioactive hazards. In addition, there is a two story vivarium. Door signs indicate hazards for the labs. A 6,000 gallon diesel tank is underground on the loading dock with the day tank located in room 146 next to the emergency generator. On the loading dock, there is a 1,500 gallon liquid nitrogen tank.

Elevator Usage

The use of elevators during emergency situation varies based on the type, extent, and location of the threat. As an example, elevators should not be used by building occupants during a fire situation or other similar hazardous material situation. Certain smoke and heat detectors are programmed to recall and lock out elevators to prevent entrapment and injury during the fire situation. Use of elevators during other emergencies such as relocation to lower levels within the facility for severe weather threats may be acceptable.

Building & Departmental Contacts

Plan management, exercise, and regular updates are crucial to ensure an effective implementation during emergency situations. In such, the fire wardens and designated employees play critical roles. Fire wardens and other identified positions within the plan should know and be comfortable with their responsibilities. Training on these roles is available through EHS.

Fire Wardens

Floor	Fire Warden	Office Location	Office Phone	Affiliation
1	Security Officer on Duty		713-677-7464	IBT/Security
1	Isaiah Williams		713-677-7471	IBT/PAR
2	Jennifer Cain		713-677-7567	IBT
2	Candida DuBose		713-677-7477	IBT
3	Andrew Pham		713-677-8397	SSC
3	Ben Phillips		713-677-7768	SSC
4	Alma Ramirez		713-677-7524	IBT
4	Rod Dashwood		713-677-7806	IBT
5	Denelle Orellana	903A	713-677-7474	IBT
5	Robert Tsai		713-677-7690	IBT
6	Olivia Cabrera	603	713-677-7553	IBT
6	Magnus Hook		713-677-7551	IBT
7	Alma Ramirez		713-677-7524	IBT
7	Nancy Huang			IBT
8	Andrew Chansamouth		713-677-7585	IBT
8	Jiang Chang		713-677-7603	IBT
9	Denelle Orellana	903A	713-677-7474	IBT
9	Peter Davies		713-677-7473	IBT
10	Andrew Chansamouth		713-677-7585	IBT
10	Linda Saenz	1016	713-677-7522	IBT
11	Karol Hall		713-677-8120	IBT
11	Tammy Kocurek		713-677-8115	IBT

Other Relevant Contacts

Name	Office Location	Office Phone	Alt. Phone	Role/Positon
Tim Denby, Security Manager	EnMed 124	713-677-8392	Cell 908-938-9335	Security Manager- Fire Safety Director per HFD plan
Anthony Murph, EHS Supervisor	214E	713-677-7953	Cell 210-501-8457	Environmental Health and Safety

Section IV - Building Occupant Guidelines

General Occupant Guidelines

- All personnel shall be trained in safe evacuation procedures.
 - Refresher training is required when:
 - The employee's responsibilities or designated actions under the plan change
 - Whenever the plan itself is changed
- All occupants should be aware of potential hazards which pose threats and mitigate hazards under their control which pose such threats. Additionally, EHS will conduct annual inspections to identify and initiate corrective action for discrepancies identified during these inspections.

Occupant Evacuation Procedures

- Inform visitors of pertinent information about evacuation procedures
- Close but DO NOT LOCK doors as you leave
 - Items requiring security may be placed in a locking file cabinet/desk drawer on the way out
 - If possible, turn off any equipment which may create additional hazards
- Know the locations of primary and alternate exits
 - At a minimum, when the alarm sounds, walk to the nearest unaffected exit. If there is any evidence of smoke or fire, evacuate the floor to a safe area. Relocation and re-entry into the building at least 3 or more levels below the fire floor is generally adequate.
 - Stairwells are the primary means for evacuation
 - Do not use the elevators during a fire related emergency! Elevators are to be used only when authorized by Fire or Police Department Personnel
- If there is a need to evacuate the building, go to your assigned area of assembly outside the building and wait
 - Do not leave the area unless you are told to do so
- Persons needing special assistance are to proceed to and remain in a protected (enclosed) stairwell
 - Inform evacuating occupants to notify the fire safety director or designee of your location
 - Fire Department personnel will evacuate occupants needing special assistance from the building
- Employees should not re-enter the building until advised by the Fire Department, Security, or EHS

Emergency Reporting Procedures

If the need for an evacuation is discovered:

- Locate and activate the nearest fire alarm pull station (pull stations should be located near building exits) to initiate a building evacuation
- Call 911 from any phone to report the emergency and provide any information such as:
 - Your Name
 - Emergency Location (Bldg. # , Floor # , Room #)
 - Size and Type of Emergency (Fire, smell of smoke, injured person, etc.)
 - Any additional information requested by the emergency operator
 - Stay on the phone until told to disconnect by the emergency operator
- If you are not in immediate danger, also notify Security.

Evacuation Procedures for Individuals with Special Needs

Persons with special needs or medical conditions may not be able to evacuate without special assistance. Prior to an emergency, employees may inform Security of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Special Needs Notification (See Attachment A). Security will maintain a Mobility Impaired List with the Emergency Action Plan and provide to emergency personnel as appropriate.

Fire Wardens should ensure that individuals on their floors with special needs are provided with assistance during an emergency situation. Never attempt to use an elevator unless instructed to do so by emergency personnel.

The Buddy System

Individuals with special needs may consider the “Buddy System” and inform a colleague of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.). This is completely up to the individual whether and to what extent they wish to inform others.

When there has been notification of an emergency situation, the "Buddy" will make sure of the location of the person, then go outside and inform emergency personnel that a person needs assistance in evacuating the building. Emergency personnel will then enter the building and evacuate that person.

In lieu of the "Buddy System" individuals may relocate into an enclosed stairwell and away from the area of imminent danger and “shelter-in-place.” If danger is imminent, remain in a room with an exterior window and a telephone. Dial 911 (if this hasn't been done) from any phone. The operator will give emergency personnel the location of the person who needs evacuation assistance. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

Section V - Responsibilities Matrix

	Coordinates the development and review of the BEAP	Act as primary contact for emergency response	Activate building fire alarm system if building is equipped & situation is appropriate	Call 911	Coordinate floor evacuation and initiate employee accountability	Assist Occupants with relocation, notify Security and/or first responders of the location of the buddy	Evacuate the floor and potentially the building, as needed, and go to the predetermined designated meeting site for accountability	Meet with Security and relay information about the emergency situation	Meet with person initiating evacuation/identify the threat and convey threat and building specific information to first responders	Go to critical operation or task area and initiate shutdown operations as possible; wait for direction on evacuation
Environmental Health and Safety	X	X					X		X	
Person Identifying/Discovering the Threat			X	X			X	X		
Building Occupants							X			
Fire Wardens					X		X			
Occupants with Special Needs				X			X			
Buddy(s)						X	X			
Critical Operation Participants										X

Attachment A - Emergency Evacuation Special Needs Notification

This form is for employees of Texas A&M University to provide information about special assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will **NOT** be placed in any personnel files. Security will retain the completed forms, and may communicate special needs to the appropriate Floor Proctors, safety/emergency personnel, or other individuals who may need the information necessary to fulfill their responsibilities under our BEAP.

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



Employee Name: _____

Work Location _____

Suite/Office # _____

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

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) Receive and review that information; and (3) have the information corrected at no charge. Contact: hradminfb@tamu.edu or (979) 845-4141.

Attachment B - Emergency Evacuation Drill Report



Building Name: _____ **Building Number:** _____

Time Evacuation Started: _____ **Ended:** _____ **Total Time:** _____

Type of Drill: **Obstructed** **Unobstructed**

Approximate number of participants: _____

	Yes	No	Not Observed
<input type="checkbox"/> Did occupants immediately begin to evacuate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Did building staff check restrooms and confined areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Was building staff aware of persons needing special assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Were doors closed to contain smoke/fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Did everyone evacuate the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Did everyone remain outside the building and wait for further instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Are the building staff knowledgeable in their assigned duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Was the drill conducted in an orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drill Rating: **Excellent** **Good** **Poor**

Comments:

Observed/Rated By: _____

Building Proctor/Person in Charge: _____

Date of Drill: _____

Attachment C - Critical Operation Procedures and Shutdown

Persons involved in the critical operations shutdown or critical operations that must continue until the determination has been made that an actual situation exist shall be notified by management of this responsibility in advance, identified in this BEAP, and will be appropriately trained in these procedures.

Personnel assigned to critical operations responsibilities are listed in the table below.

Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

Personnel Assigned to Critical Operations

Critical Operation	Required Shutdown(s) or Procedure(s)	Name of Responsible Person	Position/Title	Office Location/Work Area

Attachment D - Area Evacuation Plan

Department Area: Alkek Building – All

- ❑ Each work area should establish, in advance, a primary (and secondary evacuation route should the primary route be blocked) in the event of fire, flood, power outage, etc.
 - Do not use elevators to evacuate
 - Do not block open stairwell doors

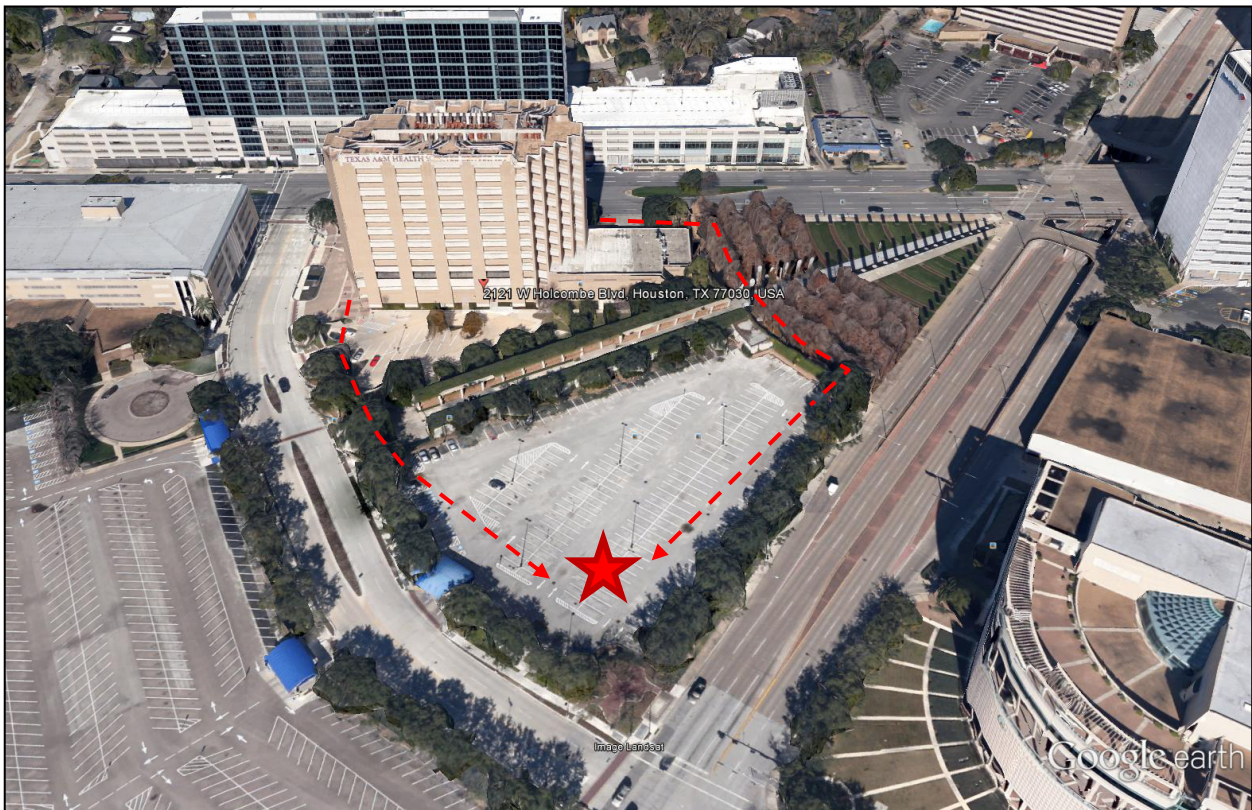
- ❑ Establish an outdoor meeting place where evacuees, out of harm's way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice
 - Example – a tree closest to a nearby building, the median of the parking lot, etc.

Designated Meeting Site: TMC Surface Lot M



**APPENDIX V
ALKEK BUILDING**

EMERGENCY ASSEMBLY AREA

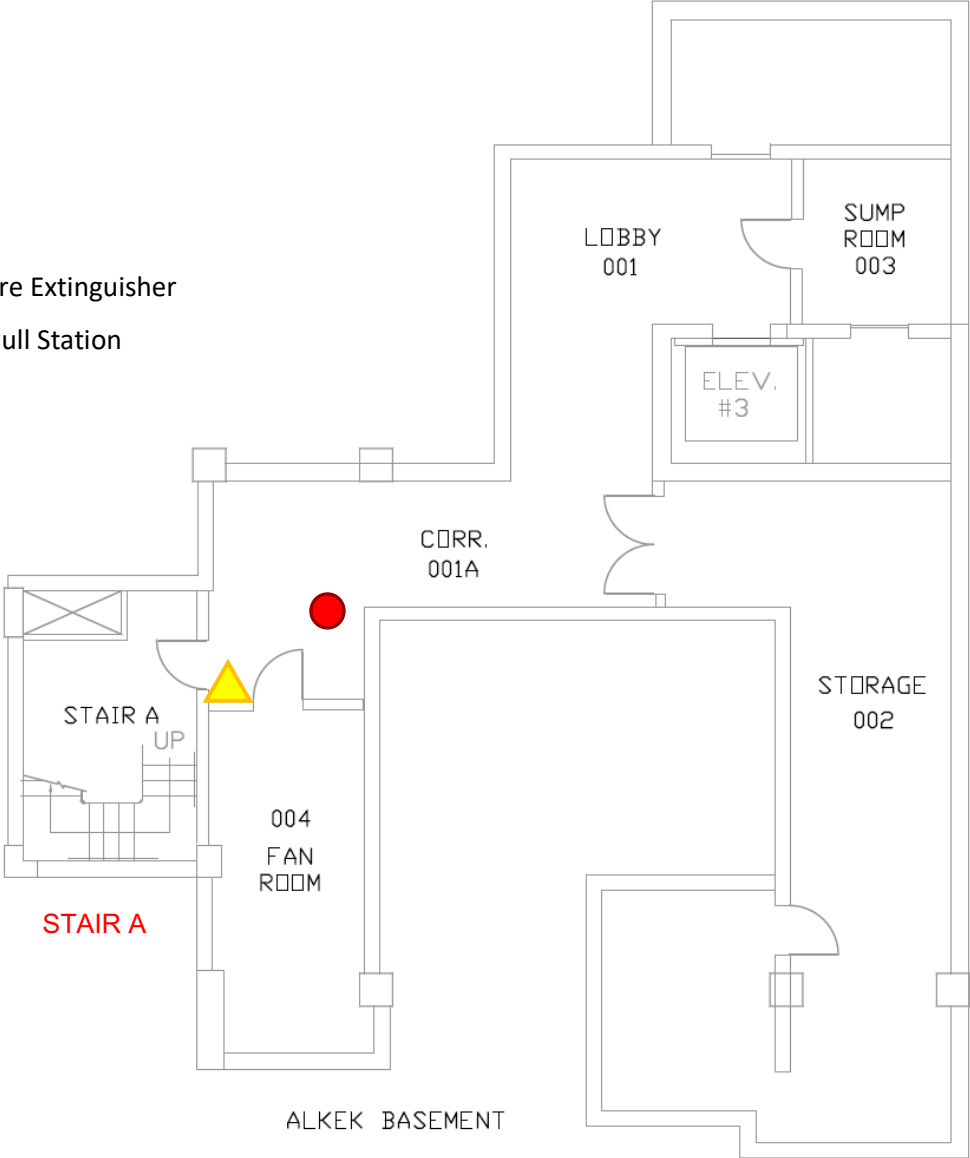


PARKING LOT "M"

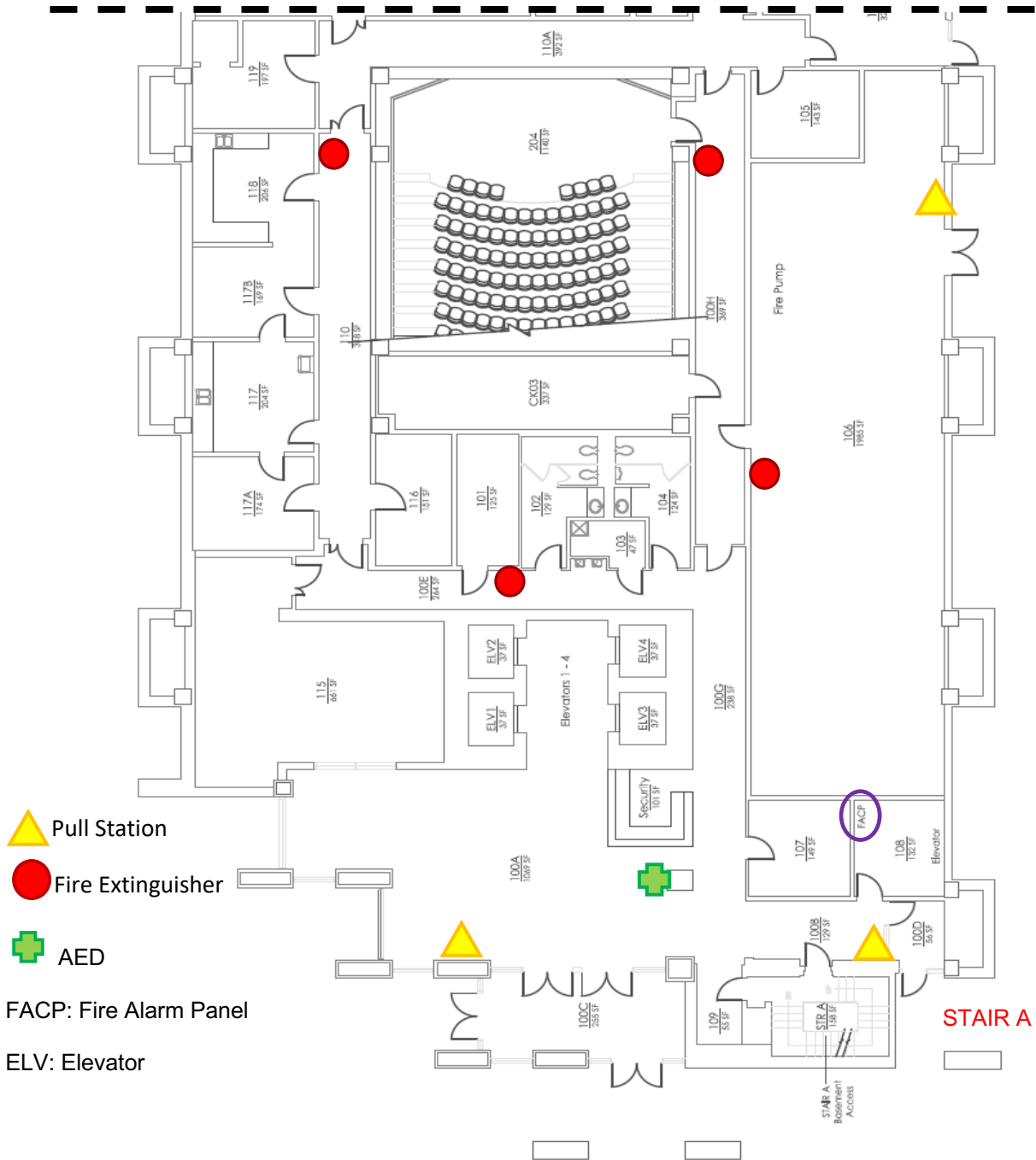
Gathering location for building occupants


BASEMENT LEVEL

- Fire Extinguisher
- ▲ Pull Station



FLOOR 1A



 Pull Station

 Fire Extinguisher

 AED




FACP: Fire Alarm Panel

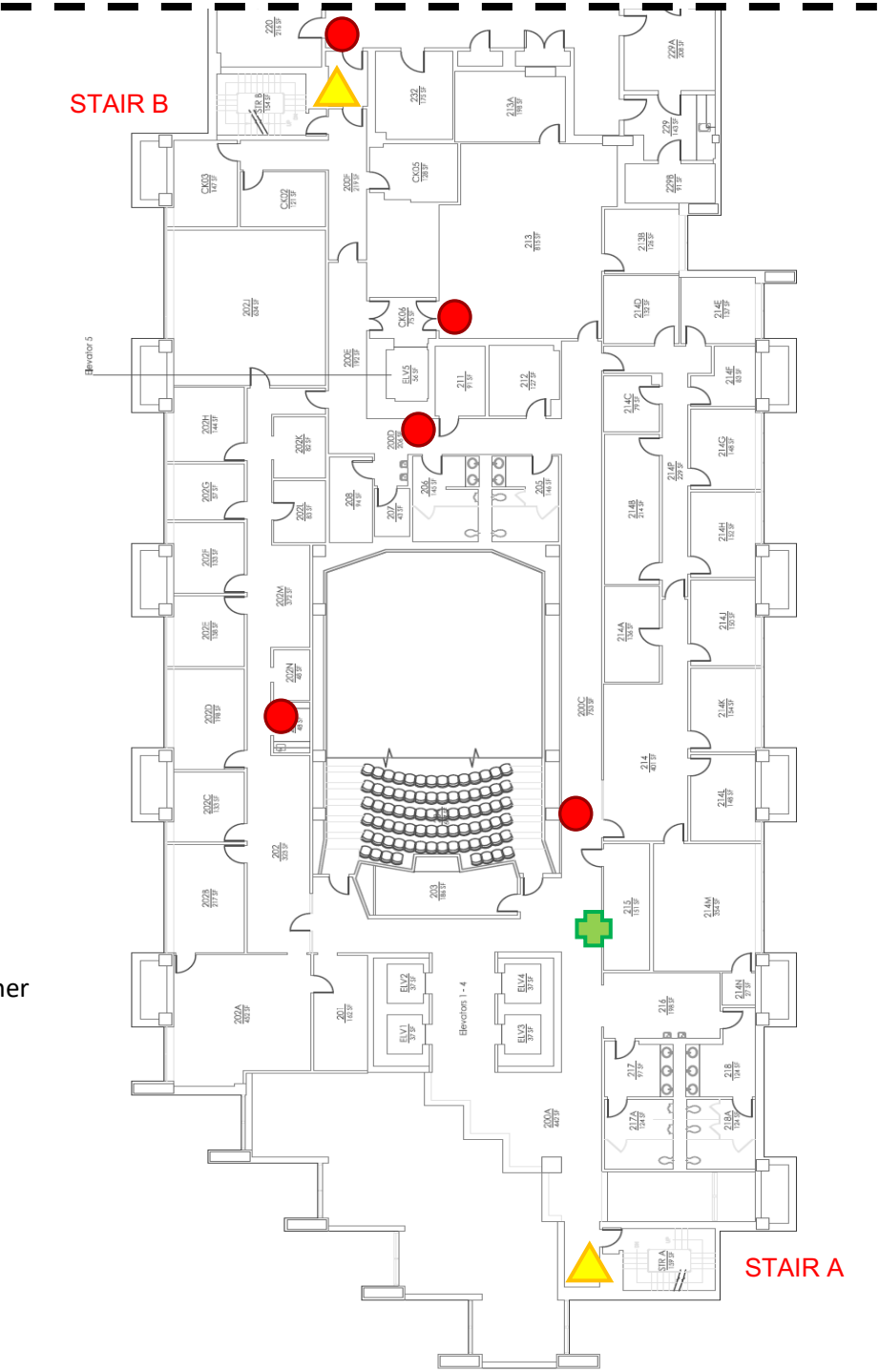
ELV: Elevator

STAIR A



All floors are no re-entry without badge access

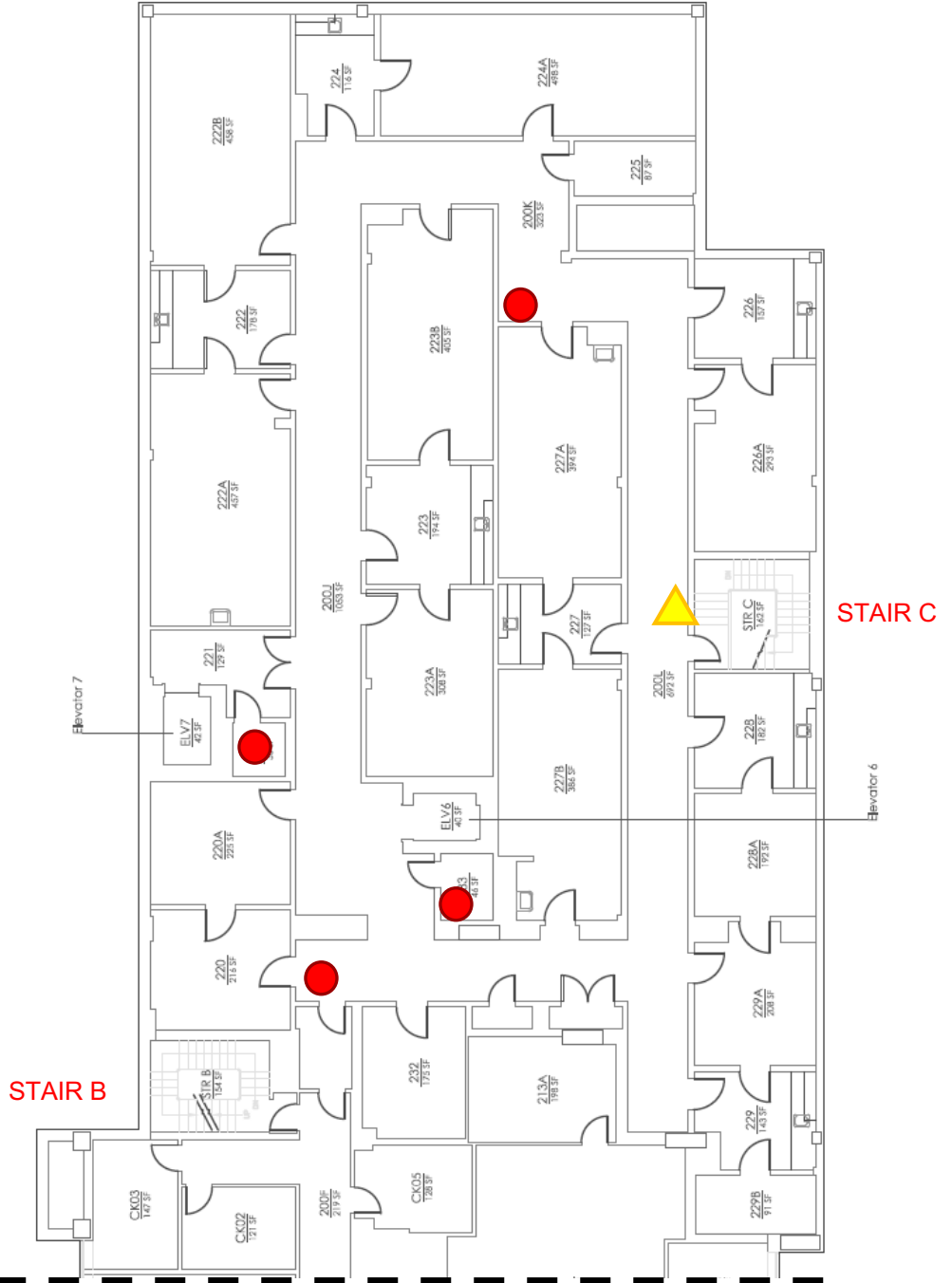
FLOOR 2A

-  Pull Station
-  AED
-  Fire Extinguisher






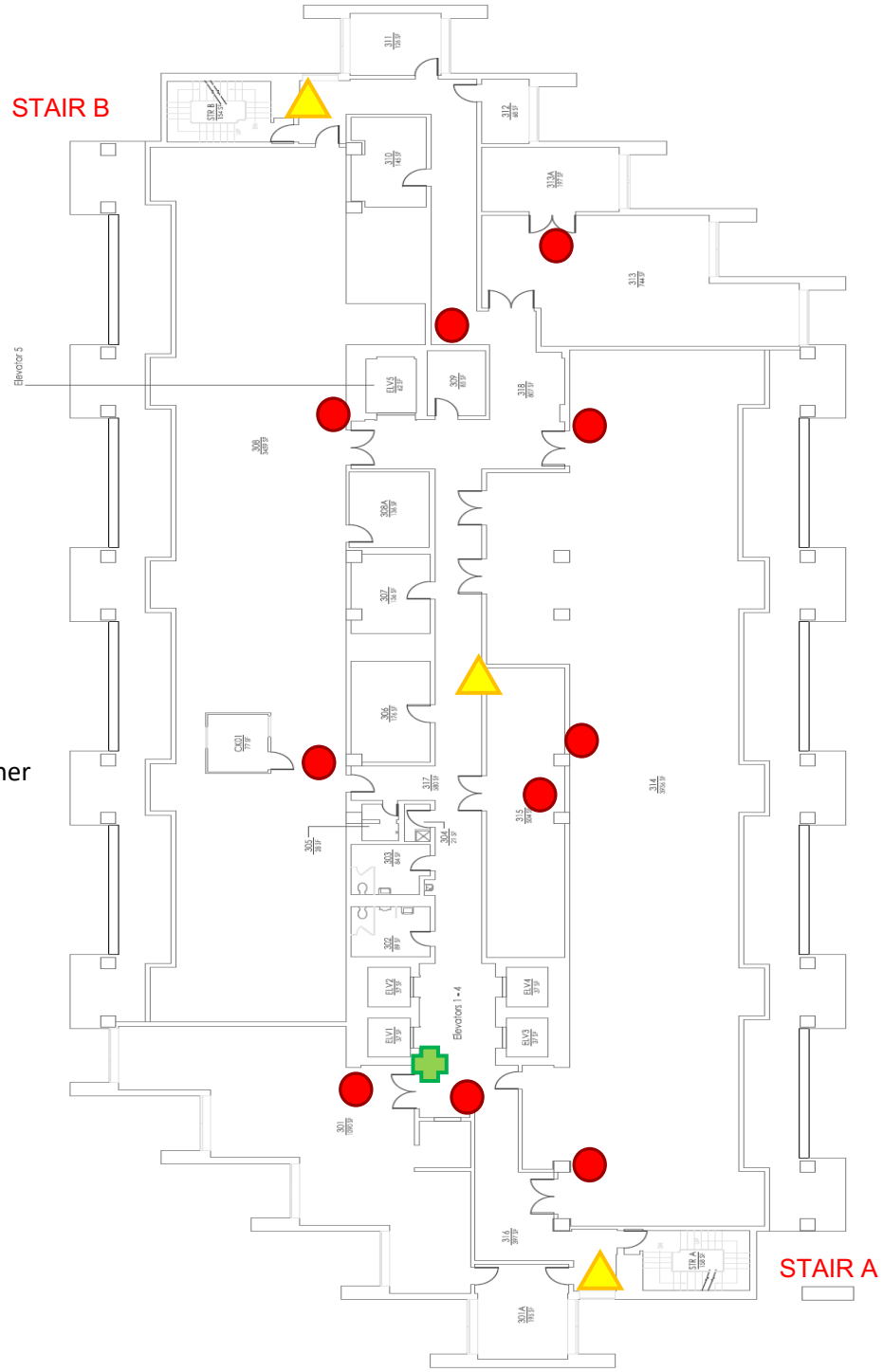
FLOOR 2B

-  Pull Station
-  Fire Extinguisher

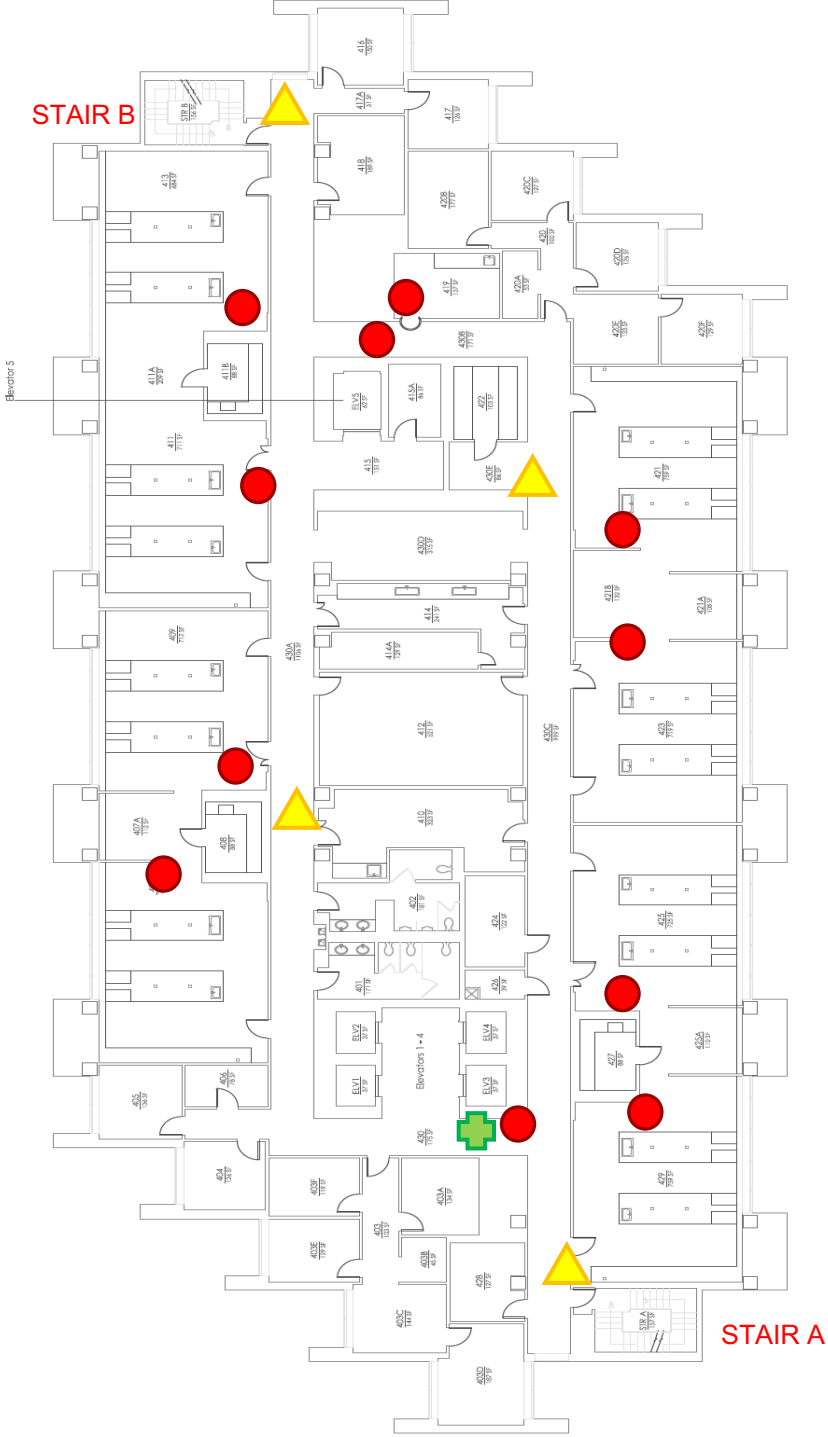





FLOOR 3

-  Pull Station
-  Fire Extinguisher
-  AED






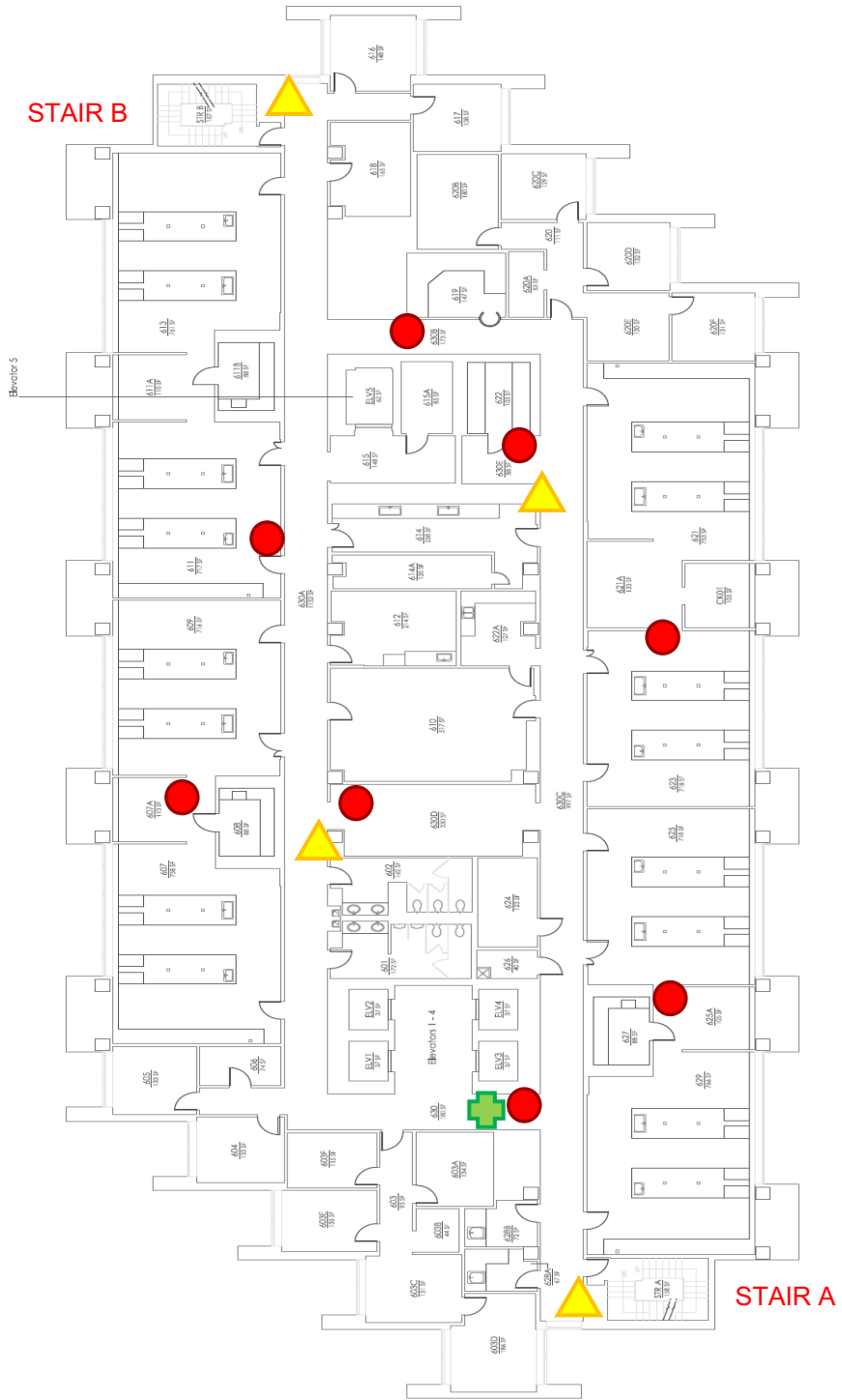
FLOOR 4






-  Pull Station
-  Fire Extinguisher
-  AED

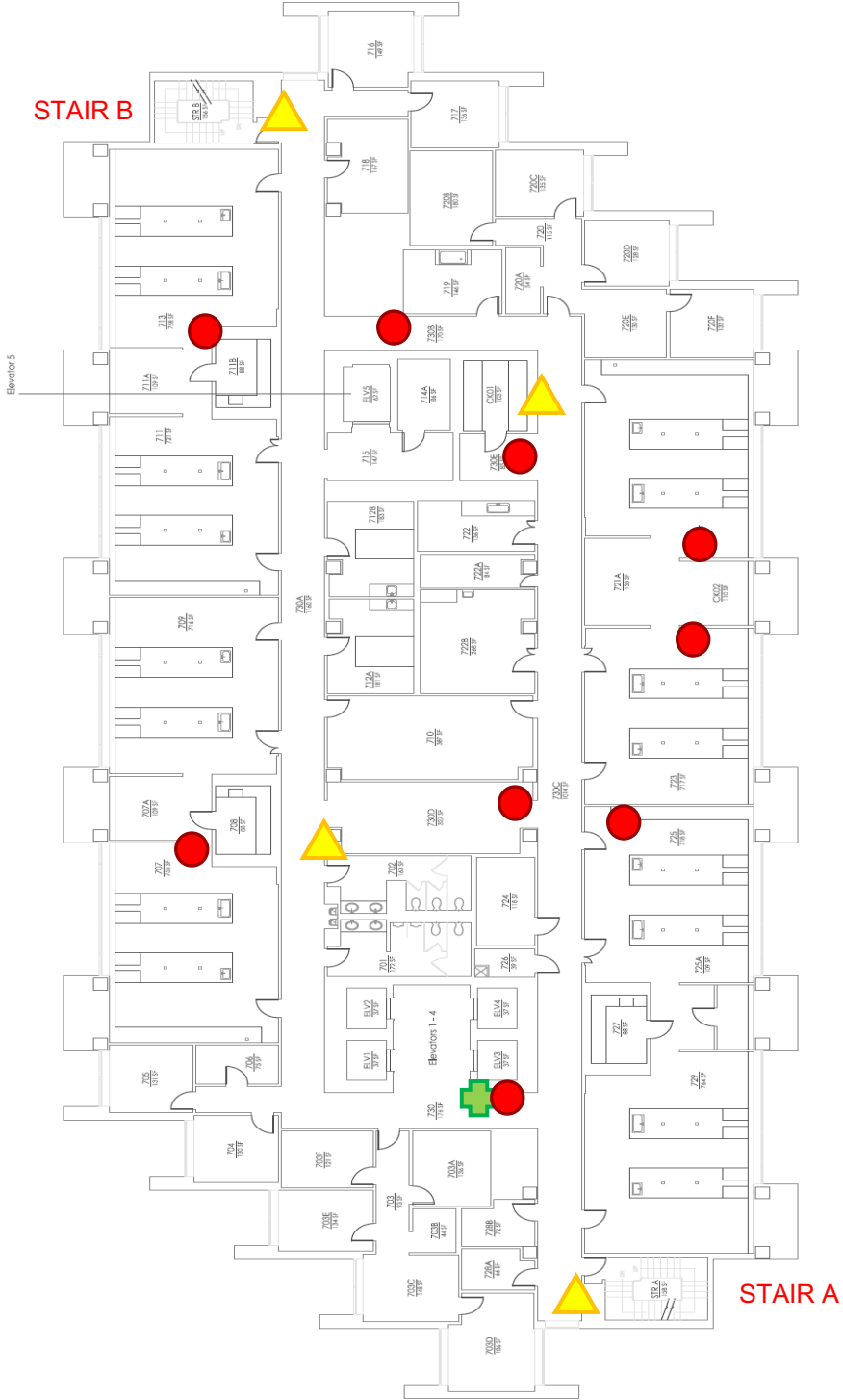
FLOOR 6

-  AED
-  Fire Extinguisher
-  Pull Station

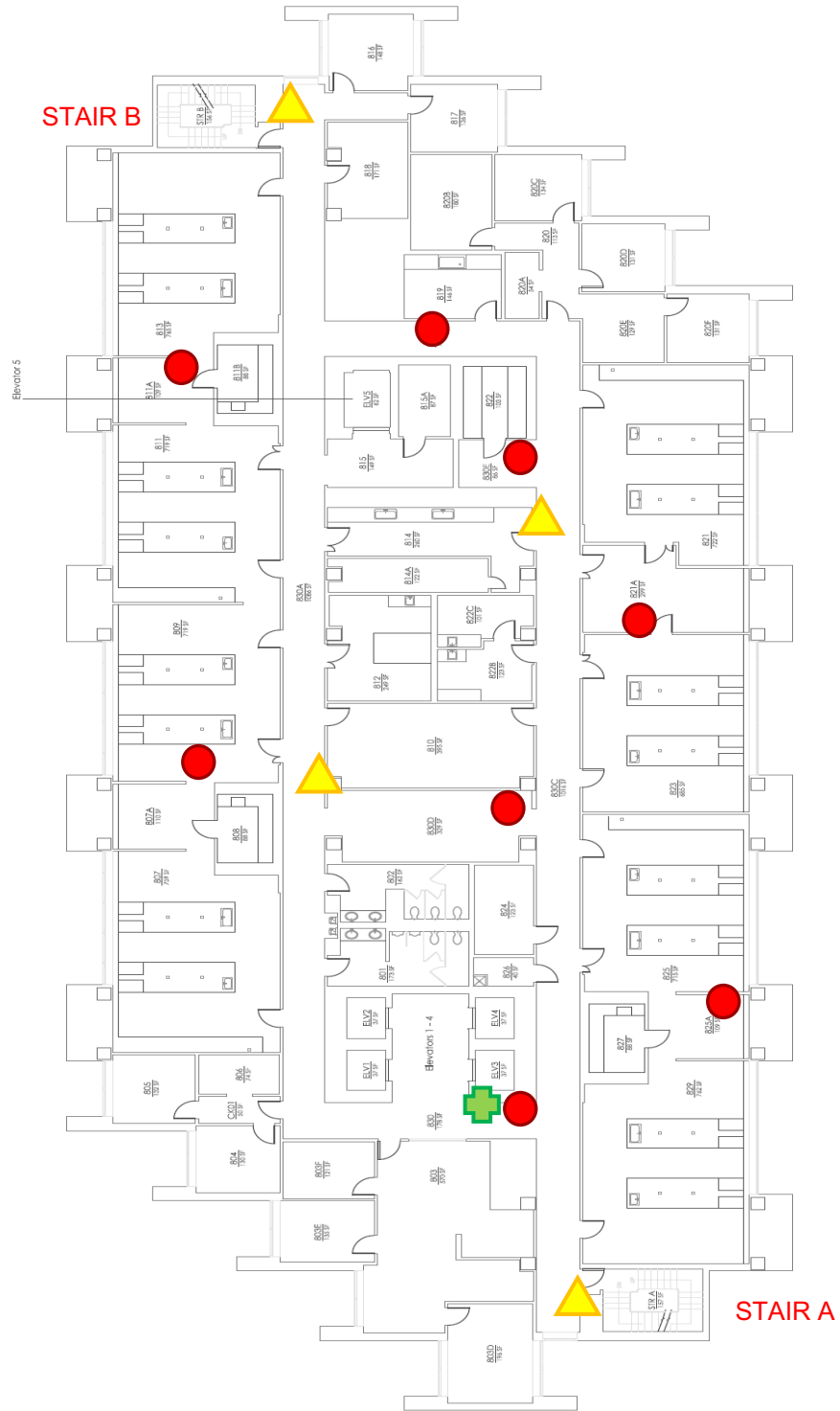





FLOOR 7

-  AED
-  Fire Extinguisher
-  Pull Station

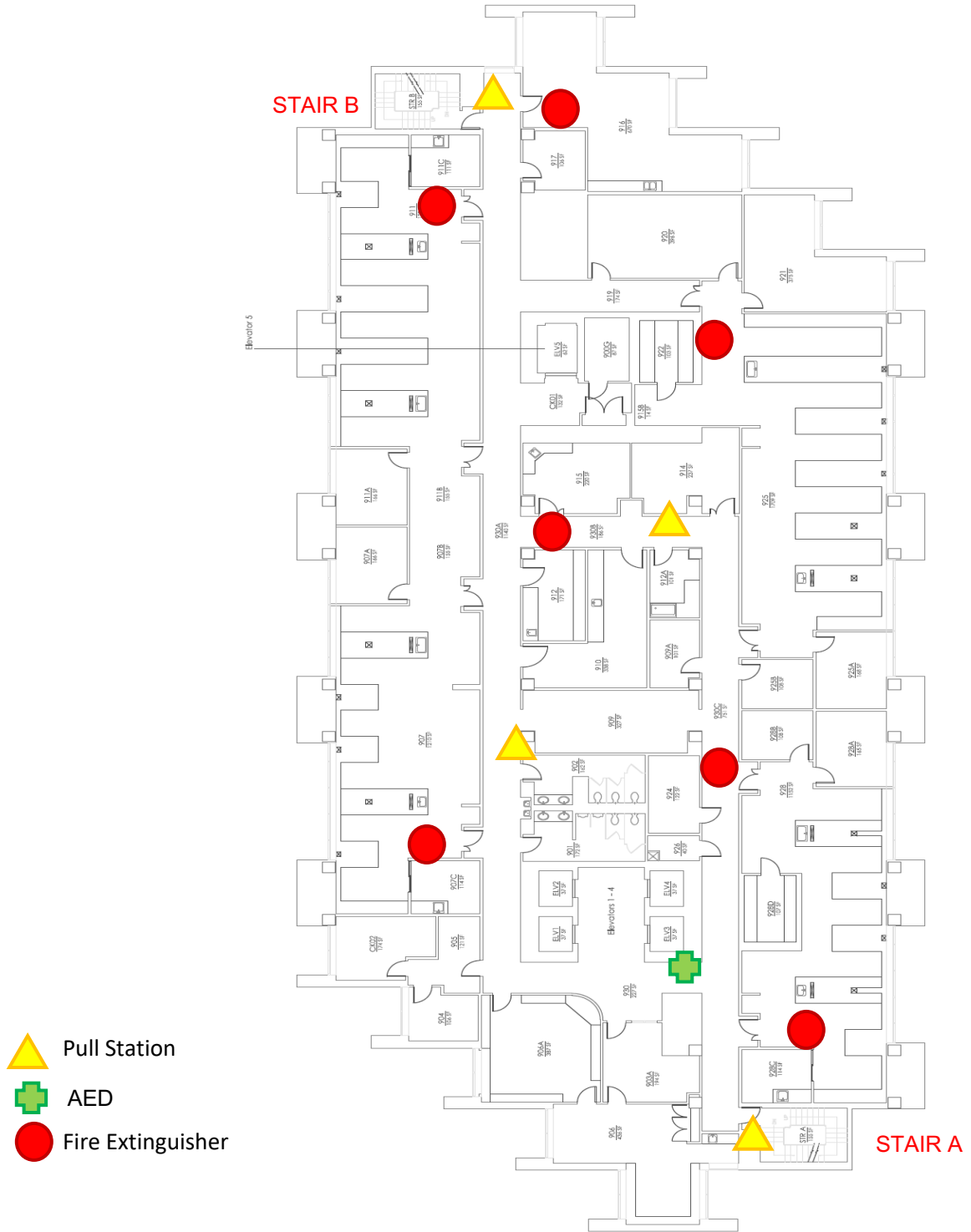


FLOOR 8

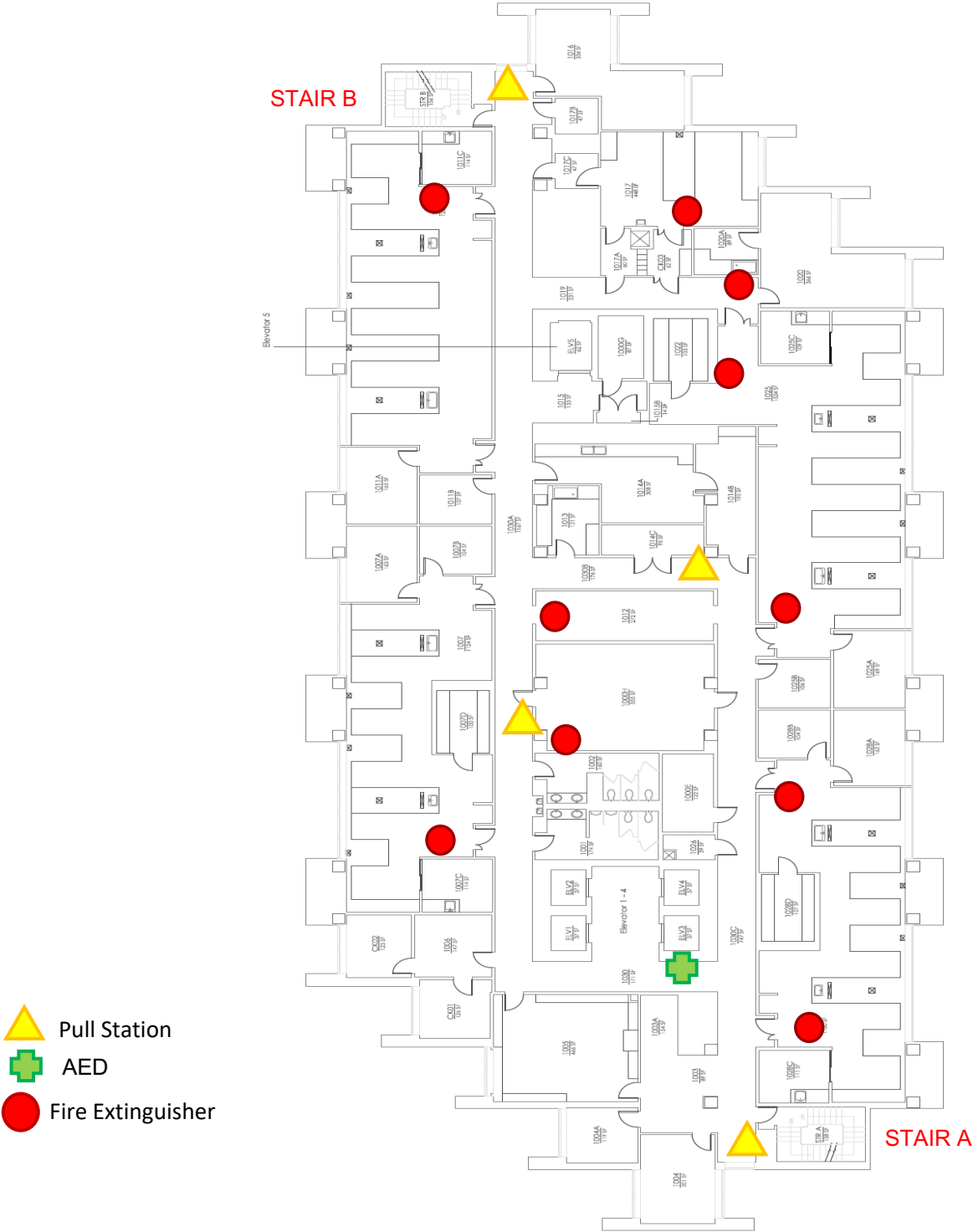


-  Pull Station
-  AED
-  Fire Extinguisher

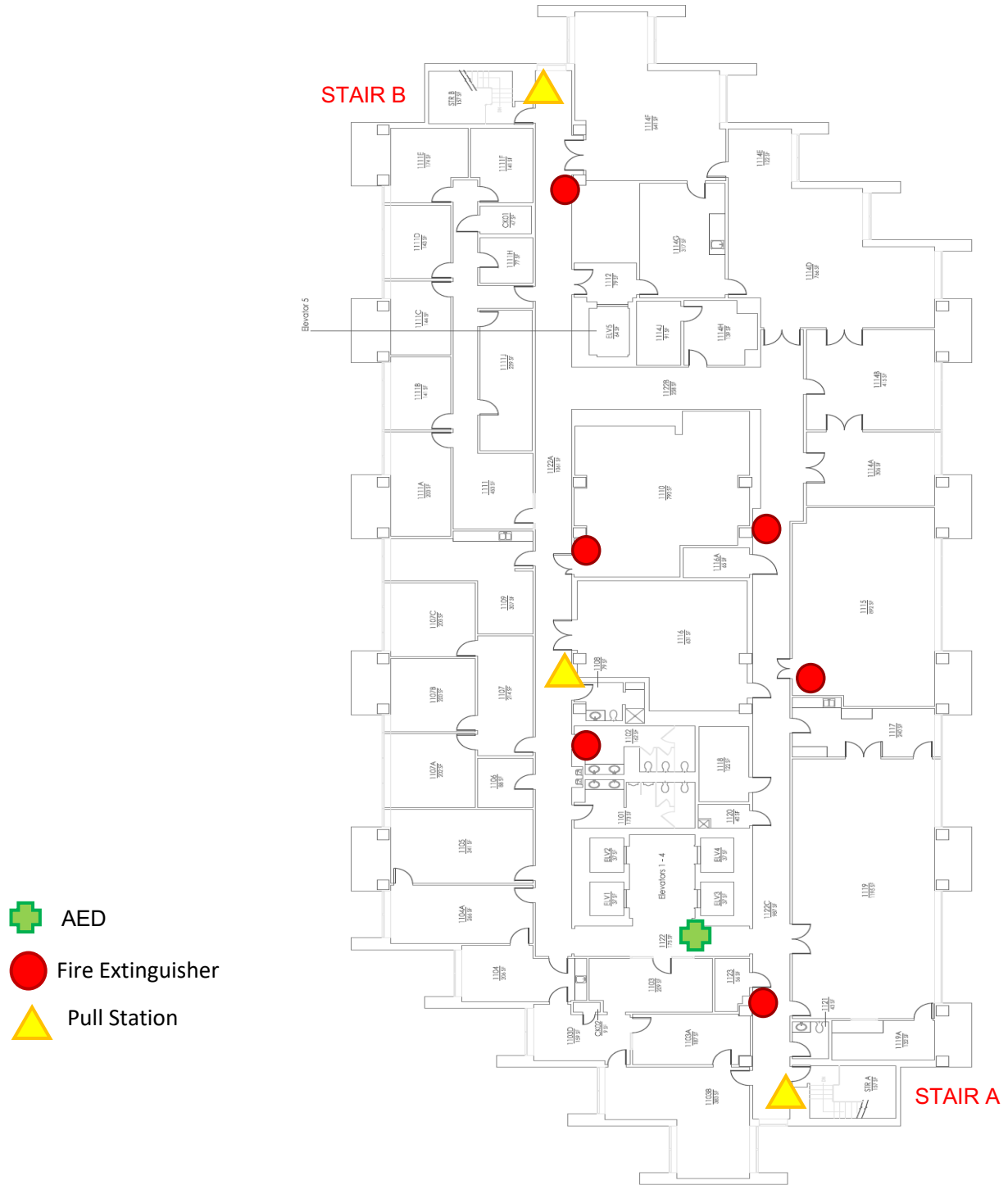
FLOOR 9



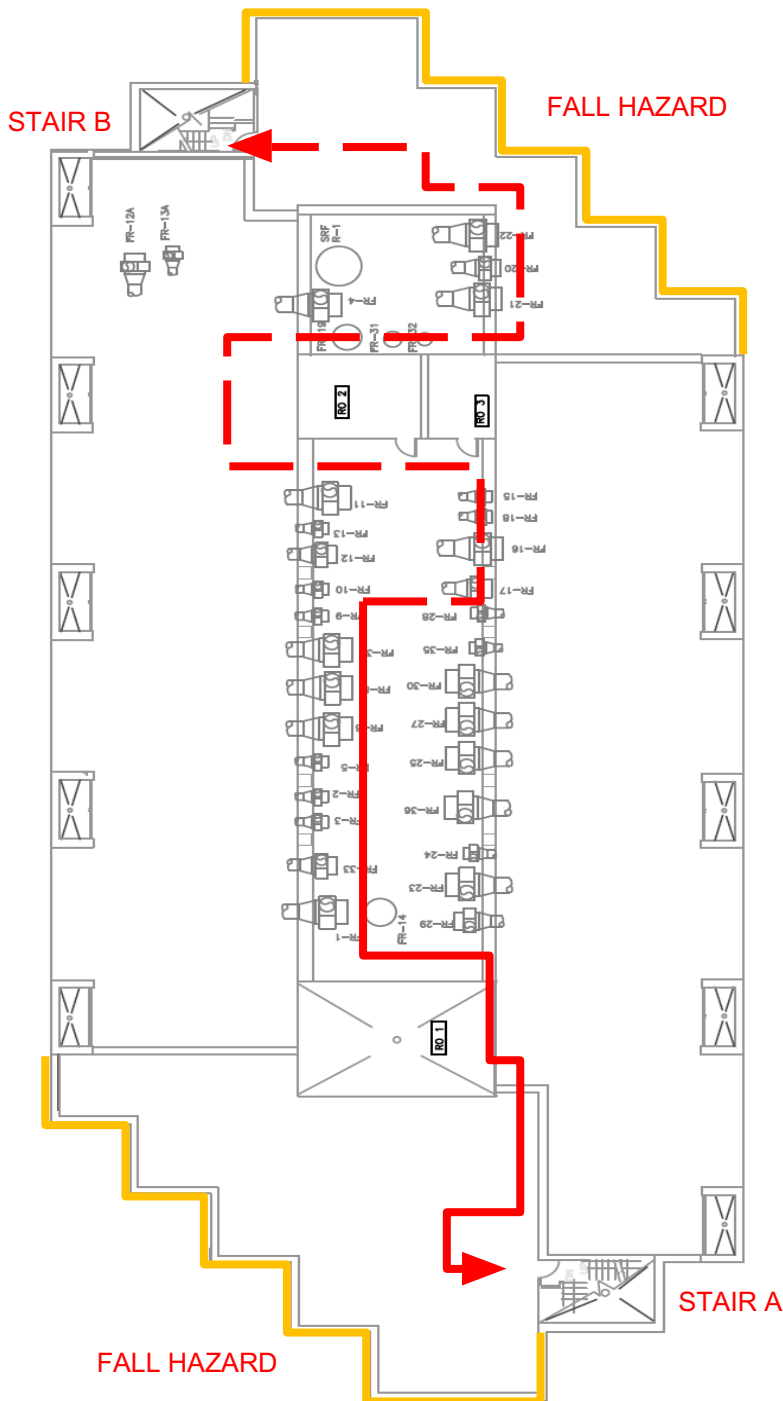
FLOOR 10



FLOOR 11



ROOF LEVEL



Please Note: Successfully navigating the roof in an emergency situation will be difficult without prior knowledge of the fan piping system. Work with facilities or EHS to walk the roof prior to an emergency situation. It is a good idea to bring HFD to the roof for periodic tours.

Standpipe Connections:

- Located just outside and to the right of each stair tower.

Smoke Removal Fan:

- Located outside Stair B, turn left, large cylindrical fan.

Room Numbers and Contents:

- RO1:** Four Bank Elevator Machine Room
- RO2:** Electrical
- RO3:** Service Elevator Machine Room

Stair B Access: - - - - -

Stair A Access: _____

Stair Access Note: If one direction becomes blocked during an emergency, there is a small area between two fan motors where someone can squeeze between and move toward the alternate stair. This path is depicted toward the middle of the roof, where the dotted line turns left and connects to the solid. This path is not recommended for normal use as loose garments or hair could become snagged.

Attachment F -Telephone Bomb Threat Checklist

Person taking call: _____ Call Received on Phone #: _____

- Remain calm. Keep the caller on the line for as long as possible.
- Listen carefully and do not interrupt. Be courteous and show interest.
- Try and keep the caller talking to learn as much as possible.
- Copy the phone number exactly as displayed on your phone including any letters.
- Trace Procedure (College Station only): Immediately after the call, obtain a dial tone and dial #91, hang up and notify the police.
- Call 911/Notify the police when the call is completed and then fill in this form.

Date: _____ Time Received: _____ Time Caller Hung Up: _____

Nature of the Threat: _____ (Bomb, Shooter, etc.)

Key Information: Ask the Caller if not stated (Bombs or other threats)

Location of the bomb or the threat? _____ (Building, Floor, Room, etc.)

What day and time will the bomb go off? _____ Time Remaining: _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to go off? _____

Description of the bomb or threatening person? _____

Why? _____ Name of Caller? _____

EXACT WORDS OF THE THREAT:

Caller Information:

Where is the caller? If not stated, your estimate based on background noises.

Age? _____ Is the voice familiar? _____ Who does it sound like? _____

Caller's Voice

- Male Female Accent Angry
- Calm Clearing Throat Coughing
- Cracking Voice Crying Deep
- Deep Breathing Disguised Excited
- Laughter Lisp Loud
- Nasal Normal Rapid
- Raspy Slow Slurred
- Soft Stutter

Background Sounds

- Animal Noises
- House/Kitchen Noises
- Street Noises
- Conversation
- Music
- Engine Noise
- Static Noise
- Machinery Noise

Threat Language

- Incoherent
- Message Read
- Taped Message
- Irrational
- Profane
- Well-spoken