THE UNIVERSITY OF
TEXAS
— AT AUSTIN —

Building Emergency Plan

Aerospace Engineering - ASE

Contents

Plan Adoption and Record of Changes

Building Manager: Unassigned as of 19 Mar 2019

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Changes	Entered By	Date Entered
Updated Contact List	J. Ramsey	11/14/2019

Building Emergency Plan
Aerospace Engineering – ASE

A.   Purpose

The purpose of this document is to provide structure and guidance for occupants of the Aerospace Engineering during building evacuation or sheltering conditions. This document provides the user with instructions, policies and principals to be employed during emergencies.

B.   Concept of Operations

During certain emergency conditions, it may be necessary to evacuate a building. Conditions may also present the need to seek shelter in buildings. Preplanning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm, the outdoor warning system and other emergency communications, and know how to respond in kind. Practicing an evacuation and sheltering during a non-emergency drill provides training that will be valuable in an emergency.

All personnel at the University of Texas at Austin should be trained and have a fundamental knowledge of emergency procedures for all buildings on the campus. Knowledge of the emergency processes will ensure the safety of students, faculty, staff, visitors, and emergency responders.

This document in conjunction with The University of Texas at Austin *Emergency Management Plan* and the *Building Emergency Plan Annex* 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 available through the offices of Emergency Preparedness and Fire Prevention Services.

C.   Building Description

The Aerospace Engineering consists of a seven story L-shaped structure located on the northeast portion of the University of Texas campus, west of Speedway Drive between E. Dean Keeton St. and E. 27th Streets. Built in 2002, the building has approximately 86,167 square feet of space. The structure houses core elevators for occupancy use.

The Aerospace Engineering houses the following primary occupants:

- Aerospace Engineering

Fire Alarm System: Yes

Fire Sprinkler System: Yes

Exit Strategy Signage: Yes

D.   Building Emergency Management System (BEMS)

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. For additional information, please refer to the University of Texas at Austin *Building Emergency Plan Annex.*

1.   Building Emergency Plan

This document is a customized emergency plan established for the Aerospace Engineering (ASE). The goal of this Plan is to ensure the safety of building occupants during an internal or external emergency through the implementation of Access Management, Communications Management, Evacuation Assistance, and Evacuation Management. This Plan should be reviewed annually for applicability and amended as necessary. A copy of this Plan shall be maintained by the designated Building Manager and copies shall be provided to Floor Managers.

2.   Building Emergency Management Team

The Building Emergency Management Team (BEMT) is a team of occupants who manage the evacuation and shelter functions of Aerospace Engineering (ASE) during an emergency. The BEMT consists of the Building Emergency Manager, Communication Coordinator, and Floor Managers.

A current list of Building Emergency Manager(s), Communication Coordinator(s), and Floor Managers can be found in *Appendix I.*

a.   Building Emergency Manager

The Building Emergency Manager is responsible for maintaining the Building Emergency Plan, for coordinating training for Floor Managers and occupants, communicating emergency information to staff, and in ensuring that the Emergency Plan is implemented during emergency situations.

Specific duties are listed in *Appendix II*.

b.   Building Floor Managers

Floor Managers are responsible for executing the evacuation/sheltering plan for a specific floor, unit or designated space. The Floor Manager is responsible for communicating information to the Building Emergency Manager and/or to Emergency Response Personnel. Floor Managers may be assigned related duties as outlined in the Emergency Plan.

Specific duties are listed in *Appendix III*.

c.   Communications Coordinator

The Communications coordinator acts as a liaison between the Building Emergency Manager, Floor Managers and building occupants that are staged at designated assembly points. The Communications Coordinator shall oversee occupant re-entry procedures.

Specific duties are listed in *Appendix IV*.

E.   Emergency Procedures

1.   Emergency Evacuation Concepts

When an audible alarm sounds or a notification is made to evacuate the building, all occupants should evacuate the building in a calm and orderly fashion. The following concepts shall be utilized during an evacuation.

a.   Evacuation Management

1. Occupants are to exit the building via a predetermined *primary egress route*. If the primary route is unavailable, proceed to the predetermined *secondary egress route*. Occupants are grouped by geographical areas or functional units.
2. Utilization of proper enclosed exit stairwells is essential to ensure the safety of occupants as they leave. Know the location of the stairwells and follow exit signage and pathways to use them.

3. Floor Managers are to conduct a physical inspection of their areas of responsibility to verify occupant evacuation.
4. Occupants are to exit the building and proceed to a predetermined *primary assembly area.* **The primary assembly area for ASE occupants is located in the F18 Parking lot across from NOA on Wichita Street.** If the primary assembly area is unavailable, occupants should proceed to a predetermined *secondary assembly area.* **The secondary assembly area for ASE occupants is located inside the Student Services Building (SSB).** Floor Managers shall be responsible for accountability of the occupants in their charge.

b.   Evacuation Assistance

1. Occupants requiring assistance shall be identified during pre-incident planning and an evacuation strategy shall be put in place based on need and available resources.
2. Occupants requiring assistance will follow predetermined procedures in the event of an evacuation.
3. An accountability list outlining these specific occupants shall be provided to First Responders upon their arrival to the scene.

   The accountability list can be found in *Appendix V*.

c.   Communications Management

1. It is the responsibility of the Building Emergency Management Team (BEMT) members to ensure that occupants are properly notified of an emergency evacuation. Verbal reinforcement of written instructions is key during an evacuation.
2. Building Emergency Management team (BEMT) members shall communicate and report information to key team members, emergency first responders and building occupants during the course of the evacuation.

d.   Access Management

1. It is the responsibility of assigned BEMT members to ensure unauthorized persons do not enter the building while an evacuation is in progress.
2. Assigned personnel shall assume control of building entrances in the initial stages of an evacuation and until the incident is either terminated, personal safety is jeopardized, or when control is relinquished to emergency first responders.
3. All personnel shall remain outside of the building until such a time that an "All Clear" has been initiated by emergency first responders. Once an "All Clear" status has been determined, a building re-entry process shall be conducted.

   The Access Management Process can be found in *Appendix VI*.

2.   Emergency Evacuation Procedures

When a building evacuation has been initiated, the following steps are to be followed as quickly and calmly as possible:

a.   Activities

1. The *Building Emergency Manager* shall exit the building, proceed to the Southwest Corner of Wichita Street and E. 27th Street, and establish the NOA Command Post area. The BEM will attempt to communicate to UT emergency first responders and provide information, initiate access control to ASE, and coordinate activities of Building Emergency Management Team Members.
2. *Floor Managers* shall don their emergency vests, move rapidly to the floors/areas of responsibility, perform their duties as outlined in Appendix III, and then report to the Building Emergency Manager at the ASE Command Post area.
3. *ASE staff and occupants* shall evacuate the building utilizing a designated primary or secondary egress route and proceed to their designated Assembly Area(s). Staff and occupants shall remain at the Assembly Area and await further instructions.
4. The *Communications Coordinator* will respond to the designated area and establish a communications medium with the Building Emergency Manager. The Communications Coordinator will coordinate building re-entry procedures at the direction of the Building Emergency Manager.
5. The *Building Emergency Manager* will proceed to the UT Command Post once one is established and after all Floor Managers have reported on the status of the evacuation. The Building Emergency Manager shall maintain contact with the Communications Coordinator and provide information regarding further actions.

    Floor specific evacuation plans can be found *in Appendix VII*.

b.   Assembly Area(s)

1. *Primary Assembly Areas* are exterior areas utilized as an assembly location by occupants who have evacuated the building. These areas have been identified by the Building Emergency Manager and are located in proximity to the building in a safe location. Occupants are to marshal in their respective primary assembly area for accountability and remain there until an "all clear" has been given or further instructions are provided.

    Each floor or functional area in the Aerospace Engineering has an identified primary assembly area. Specific locations are provided in the Floor specific plan section of Appendix VII.

2. *Secondary Assembly Areas* are interior locations utilized as an assembly location by occupants who have evacuated the building. These locations may be utilized during times of inclement

weather, extreme heat, or during incidents that continue for an extended period of time. These areas have been identified by the Building Emergency Manager and are located in proximity to the building in a safe location. Occupants are to marshal in their respective secondary assembly area, if directed, for accountability and remain there until an "all clear" has been given or further instructions are provided.

Each floor or functional area in the Aerospace Engineering has an identified secondary assembly area. Specific locations are provided in the Floor specific plan section of Appendix VII.

c.   Post Evacuation

Once the Aerospace Engineering has been evacuated, emergency first responders will provide information related to the incident to UT emergency personnel. UT emergency personnel in conjunction with UT administration will make decisions based on this information regarding reentry or procedures from that point on.

3.   Shelter in Place Procedures

In the event of a severe weather emergency/tornado, occupants of the Aerospace Engineering will not receive instructions to evacuate the structure. In these situations, occupants will be advised to seek shelter in a safe location inside of the building. Interior central areas away from windows, hallways, corridors and stairwells may be utilized during these situations.

When a severe weather emergency is imminent, the University of Texas at Austin will activate the outdoor warning system. This system utilizes audible sirens to alert the campus community to take shelter in the event of an emergency.

a.   Activities

1. The *Building Emergency Manager* will initiate shelter in place procedures for the Aerospace Engineering. Occupants will be advised of the emergency situation and will be instructed to go to central areas in the building away from external windows.
2. *Floor Managers* will execute their responsibilities and direct building occupants to central areas of the building for sheltering and will remain there until such a time that an "all clear" status is given.
3. The *Communications Coordinator* will establish a communications medium with the Building Emergency Manager. The Communications Coordinator will coordinate "all clear" procedures at the direction of the Building Emergency Manager.

4. *ASE staff and occupants* shall proceed as directed to interior central areas of the building at the direction of Building Emergency Team Members. Staff and occupants shall remain in these areas and await further instructions.

b.   Assembly Area(s)

Aerospace Engineering staff and occupants will go directly to pre-designated assembly areas in the interior of the building in the case of notification to seek immediate shelter and will remain sheltered until an "all clear "is issued.

c.   Post Shelter

Building Emergency Team Members will notify occupants when it is safe to resume normal activity once an "all clear" status has been issued.

4.   Lockdown

The directive "LOCKDOWN" is utilized 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.

a.   Procedures

1. The *Building Emergency Manager* will :

    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.   Building Managers will notify the EOC (512-232-7986) that their facility is locked down.

    e.   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.   RUN

        i.   Get out of the building as quick and safely as possible.

        ii.   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, etc.)

       iii.   Call the University of Texas Police Department (UTPD) at 512-471-4441 or 911 first and as soon as possible and provide as much information as possible to the police including:

1. request an ambulance for anyone who is injured
2. the location of the suspect
3. 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
4. building name and location
5. floor and room if possible
6. nature of business of the building (i.e. science labs, research labs, fine arts, registrar's office, etc.)
7. any hazardous materials that may be present in the building – if known

b. HIDE

    i.   Take shelter in the nearest secured place, i.e. classroom or office.

    ii.   Exterior doors should be locked when the alert is given. Barricade the doors with whatever objects are accessible.

    iii.   Turn off the lights and silence all cellphones.

c. FIGHT
    i.   As a last resort and only when your life is in imminent danger
    ii.   Attempt to incapacitate the violent individual
    iii.   Act with physical aggression and throw items at the violent individual

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. Close interior doors. Lock doors if possible. Barricade the doors.

c. 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.

d. Use cell phones only to notify law enforcement of critical information.

e. If 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 prior to unlocking any door.   Updated

information may be delivered over the PA system, when appropriate, if available in the building.

j.   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.

k.   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.

l.   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.

F.   Appendix

Appendix I: Building Emergency Management Team List

Name	Phone	Email
Building Emergency Manager		
Jeff Ramsey	512-471-4173	jeff.ramsey@utexas.edu
Nisreen Singharaj	512-471-6364	nisreen@utexas.edu
Communication Coordinator		
Jeff Ramsey	512-471-4173	jeff.ramsey@utexas.edu
Pablo Cortez	512-471-4214	pablo.cortez@mail.utexas.edu
Floor Managers		

Name	Assignment Area	Phone	Email
Nisreen Singharaj	1st	512-471-6364	nisreen@utexas.edu
Geetha Rajagopal	2nd	512-471-5962	geetha@austin.utexas.edu
Jeff Ramsey	3rd	512-471-4173	jeff.ramsey@utexas.edu
Scott Messec	4th	512-471-8029	messec@mail.utexas.edu
Traci Laird	5th	512-471-5963	traci@utexas.edu

Appendix II: Building Emergency Manager (BEM) Responsibilities

- Develop and Maintain the Building Emergency Plan
- Appoint, equip, and coordinates training of the Building Emergency Management Team and the Communications Coordinator
- Educates and trains building occupants on emergency procedures
- Coordinates annual evacuation drill(s) of building occupants in conjunction with The University of Texas Office of the Fire Marshal
- During an evacuation, takes up a command position a pre-determined location and communicates with Floor Managers, University emergency personnel and other key personnel.

Responds to the Command Post once Floor Managers have reported building occupant status and relays pertinent information regarding the progress and status of the building evacuation to emergency personnel

- During an evacuation, communicates with the Communications Coordinator in an effort to keep the Building Emergency Management Team apprised on situational awareness and information from emergency services personnel
- Assists with access control measures
- Coordinates Building Emergency Management Team efforts in the event of a shelter in place activation
- Relays an "all clear" status when authorized by emergency services personnel

Appendix III: Building Floor Managers Responsibilities

- Ensure all occupants of the floor are notified and are aware of the alarm condition
- Initiate an evacuation of the designated floor or space and direct occupants to the designated primary assembly point
- Assign personnel to monitor elevator lobby(s) as applicable to safeguard against elevator use and to direct occupants to egress routes
- Provide necessary support to all identified occupants who require evacuation assistance
- Conduct a primary floor inspection to ensure that all occupants of the floor or space have safely evacuated
- Account for occupants at the primary assembly area
- Provide a floor status report to the Building Emergency Manager or designee once safely outside of the structure
- In the event of a shelter in place condition relating to weather, direct building occupants to centralized areas of the structure, away from windows and doors and remain with occupants until an "all clear" status is announced

Appendix IV: Communications Coordinator Responsibilities

- Communicates directly with the Building Emergency Manager and relays essential information to the Building Emergency Management Team to ensure situational awareness during an event
- Ensures building occupants are notified in the event of an emergency
- Provides update information to building occupants regarding the nature and the status of the event

Appendix V: Accountability List

Name	Location (where they are normally located while in the building, i.e. office number)	Area of Refuge (where will they be waiting for assistance in rescuing)	Type of Assistance needed (mobility, visual, etc.)
None at this time			

Appendix VI: Access Management Procedures

- Building entrances will be secured during an evacuation and unauthorized personnel will be denied entry by Building Emergency Management Team members and law enforcement.
- Signage indicating an alarm or emergency status will be posted on all entranced as a means of notification for non-entry
- All personnel and building occupants shall remain outside of the building until an "all clear" status has been initiated by emergency first responders
- Once cleared, Building Emergency Management Team members will notify occupants that re-entry is authorized and occupants will be allowed to reenter the building
- All restricted entry signage shall be removed from entrances and the building shall be placed in a normal operational status

Appendix VII: Assembly Points

Primary Assembly Point

Secondary Assembly Point