Approvals

This supersedes and rescinds all previous versions of this document.

Approved: ___________________________ Date: 1/25/18

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<tr>
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<td>David Cronk</td>
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<td>David Cronk</td>
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<td>Jonathan Robb</td>
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<td>Robin Richards</td>
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<td>Added Section 1. Purpose, Scope, Situation, and Assumptions;</td>
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<tr>
<td>Modified Section 2. Concept of Operations to align with Emergency Operations Plan; Modified definitions to remove those not in use; Modified Building Emergency Management System, most information now contained in Sample Building Emergency Plan attached as an appendix;</td>
<td>Robin Richards</td>
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1. Purpose, Scope, Situation, and Assumptions

1.1. Purpose
This document is an annex to The University of Texas at Austin’s ("University") Emergency Operations Plan. The Evacuation & Restricted Access Annex provides procedures for evacuation of and restricting access to the University. The information in this document serves as a supplement to, and not replacement for, the information in the Emergency Operations Plan. The information in the Emergency Operations Plan continues to apply in the event of an evacuation or restricted access scenario. This document addresses information specific to evacuation and restricting access that is not covered in the Emergency Operations Plan.

1.2. Scope
This annex is limited to evacuation and restricted access procedures for the main campus, Pickle Research Campus (PRC), and other University facilities as designated (See Emergency management Plan, Section 1.4).

1.3. Situation
Certain emergency conditions may require the University to evacuate or restrict access to all or parts of campus. This plan includes procedures for the following situations:

- Evacuation,
- Shelter-in-Place,
- Lockdown, and
- Restricted Access.

2. Concept of Operations
The University will utilize the Incident Command System and the National Incident Management System to manage evacuations or restricting access, as appropriate.

If an evacuation of or restriction of access to all or part of campus is necessary, the University will use the appropriate communications system to provide instructions to the campus community. See Emergency Operations Plan, Section 4. Communications for a list of the communications methods that the University can use in an emergency.

2.1. Building Emergency Management
2.1.1. Building Emergency Plans
Each University building must have a Building Emergency Plan. The Office of Emergency Preparedness maintains a template for the Building Emergency Plan that includes the following information:

- Building Emergency Management Team
  - This section identifies the Building Emergency Managers, Communications Coordinators, and Floor Managers for the building and includes their contact information.
  - The specific roles and responsibilities for each position are also included.
- Building Evacuation Procedures
  - This section includes the procedures for evacuating the building as well as assembly points specific to that building.
  - Procedures for assisting with the evacuation of persons requiring assistance, as well as a list of current occupants requiring assistance are also included.
• Shelter in Place and Lockdown Procedures
  o Shelter in place and lockdown procedures are common to all buildings. This section includes the actions that the Building Emergency Management Team is expected to take.

The Office of Emergency Preparedness will ensure that each building has an emergency plan and that the plans are updated at least annually. The Office of Emergency Preparedness will maintain the official copy of the building plans, although building managers are encouraged to have their own copy and distribute the plan appropriately.

See Appendix X for a sample Building Emergency Plan.

2.1.2. Classroom Evacuation
The instructor is the senior representative of the University in the classroom and is therefore responsible for implementing University policy and directives. In the event that an emergency occurs while class is in session, instructors are expected to facilitate the execution of the appropriate procedure, i.e. evacuation, shelter-in-place, or lockdown.

• Instructors are responsible for pointing out their classrooms’ building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

• All University community members 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.

• 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 Fire Prevention Services.

• Instructors 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.

2.1.2.1. Classroom Instruction and Recommended Syllabus Information.
Instructors should include the following information and instructions about evacuation procedures in their class syllabus:

• When a fire alarm sounds, occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings.

• 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.

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

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

• 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.

• If you have concerns regarding the attitude or action of students or staff, please contact the Behavior Concerns Advice Line: BCAL 232-5050
2.1.3. Evacuation Assistance
Certain occupants of University buildings may require additional evacuation assistance. Those occupants are noted on individual Building Emergency Plans, as well as procedures for assisting with their evacuation.

Instructors are responsible for notifying the applicable Building Emergency Manager of students under their supervision who require evacuation assistance. Instructors are responsible for ensuring that students who require evacuation assistance report to their designated staging area. Instructors should not leave a student at a staging area until the designated escort has arrived and assumed responsibility for the student.

2.1.4. Lockdown for Buildings with Electronic Access Controls
Some campus buildings are equipped with electronic access controls. These controls can be remotely activated to restrict access to a building during a lockdown.

- The following personnel are authorized to initiate an electronic building lockdown:
  - Senior Vice President and Chief Financial Officer,
  - Associate Vice President for Campus Safety & Security,
  - Chief of Police for the University Police Department or their representative, including command staff and UTPD dispatch, and
  - Other authorized personnel including Building Managers and/or Building Access Control Systems (BACS) Administrators.

- The process for restricting access to a building with electronic access controls follows:
  - An authorized person must inform UTPD dispatch or BACS administration to restrict access to a building or buildings. A log must be maintained and include timestamps of all names, actions and a brief description of all communications and actions taken by all parties involved.
  - 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.

2.2. Campus-Wide Emergencies
2.2.1. Campus Restricted Access Procedures
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 activated, Facilities Services will dispatch vehicles to block roadways with University service vehicles.

- Large University vehicles shall be placed in designated areas to provide a physical barrier to vehicular traffic (See Appendix VII for a map of designated areas and list of designated vehicles).
- 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.
- Clearly defined physical barriers, such as barricades, fences, and signs shall be used to define the boundary of a Restricted Area.
• Barriers shall direct the flow of personnel and vehicles through designated entry control portals.

• 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.

• 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.

• Barriers shall be capable of controlling, impeding, or denying access to a Restricted Area.
  o 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.
  o A personnel identification system (e.g. University Identification/security badge system) shall be used to control access into Restricted Areas.
  o Automated access control systems may be used as approved by the University authority for safeguards and security.
  o 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.

• 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.
  o 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.
  o Prohibited Articles. The following articles are prohibited from Security Areas, unless approved by the University authority for safeguards and security:
    ▪ any dangerous weapon
    ▪ explosive
    ▪ other dangerous instrument or material likely to produce substantial injury or damage to persons or property
  o 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.
  o Visitor logs are required at Restricted Areas.
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.

- Access controls, where determined to be necessary by University authority, shall be implemented to protect departmental property and facilities.
- Signs prohibiting trespassing, where necessary, shall be posted.
- Vehicles and hand-carried items entering or leaving shall be subject to inspection to deter and detect unauthorized removal of University assets.
- Physical barriers, where determined to be necessary by local authority, shall be used to protect property and facilities.
- Personnel and Vehicle Access Control. Validation of the identity and access authorization of persons allowed access shall be administered by security personnel.

2.2.2. Campus Evacuation Procedures

The following planning assumptions apply to campus evacuation procedures:

- Campus evacuation will either be planned with advanced notice of the emergency, or spontaneous with little or no advanced notice of the emergency.

- 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 Operations Plan, Section 4. 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 Count and the Capital Complex, Texas Department of Public Safety, and Capital Metro.
2. Concept of Operations

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.

2.2.2.1. 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 V includes zone and city maps that identifies routes for a geographic-based route selection, in the event of a large scale evacuation. University personnel should familiarize themselves with these evacuation routes. Final route selection will be determined by appropriate Campus Safety and Security operations personnel.
2.2.2.2. Unplanned or No-Notice Evacuation

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**
  
  The University of Texas Police Department 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.

- 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:

- Restoration or availability of utility services, (e.g. restoration of gas service, including the re-ignition of pilot lights, can be time-consuming.)
- Public health and safety issues, (e.g. vermin, standing water, debris, dangerous animals, etc.)
- 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.

2.2.2.3. **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:

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

**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:

- Measured Data
- Calculated Data
- 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:

- Confirm that protective actions are needed.
- 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.
- 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).
- 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.

2.2.2.4. 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).
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).

3. Direction, Control, Organization, and Coordination

3.1. Command and Control

The same command and control structure detailed in the Emergency Operations Plan will be used during an emergency requiring evacuation or restricted access. The depiction below summarizes that command structure.

During an emergency, as with any emergency, the University is led by two working groups, the Core Crisis Management Team, working out of the Emergency Command Center, and the Incident Command Staff working out of the Emergency Operations Center.

3.2. Support Components Responsibilities

As discussed in the Emergency Operations Plan Section 3.4, the University relies on Emergency Support Functions (ESFs) and non-emergency support functions to carry out emergency operations. Some of these groups have specific responsibilities related to an evacuation or restricted access response, in addition to general emergency responsibilities. The ESFs that have specific tasks related to this annex are listed below. The specific tasks for which the ESFs are responsible are included in the appropriate ESF Annex.

<table>
<thead>
<tr>
<th>ESF#</th>
<th>Emergency Support Function</th>
<th>University Department/Partner Agency</th>
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<tbody>
<tr>
<td>3</td>
<td>Public Works</td>
<td>Facilities Services, UT-Austin</td>
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</table>
4. Communications
The University will employ the communications measures detailed in the Emergency Operations Plan Section 4, Communications, during an evacuation or restricted access emergency.

These communications measures include emergency notifications and interoperable radio communications for first responders. Per the incident command structure detailed above, the Public Information Officer will coordinate external communications.

5. Administration, Finance, and Logistics
The University will employ the administration, finance, and logistics procedures detailed in the Emergency Operations Plan Section 5 during an emergency involving this annex.

6. Annex Development and Maintenance
This annex will be developed and maintained in accordance with the procedures detailed in the Emergency Operations Plan Section 6.
Appendices

I. Definitions

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.]

Building Manager: Staff member responsible for managing, planning, and coordinating activities associated with the physical, environmental, and security conditions of his or her assigned building or facility. Serves 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). For additional information, see Appendix II – Building Manager Role.

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.

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.

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.

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.

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.)

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.

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.
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.]

II. Building Manager Role

A. Building Manager Role Description – (Critical Function)
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 employee 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 Emergency Plan.

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).

B. Building Manager Responsibilities:
Coordinate and monitor the physical, environmental, life safety, and security conditions, and general maintenance and repair of the building and building systems, including but not limited to:

- **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**: Work with the Office of Emergency preparedness to develop a Building Emergency Plan (see Appendix X – Sample Building Emergency Plan). Develop and maintain a contact database for each department residing in the facilities. 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.

- **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.

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

**C. Building Manager Qualifications:**

A building manager should have the following qualifications:

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

A. Emergency Operations Center 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 conclusion of affiliation.

(http://utexas.edu/uts/policis/opsmanual/incredentials.php#authority)

- **Process**
  - The Associate Vice President of Campus Safety & Security will:
    - **Issue a letter on departmental letterhead that:**
      - Is signed by the AVP or his designee
      - Includes the EID of the future badge holder
      - Includes the name of the future badge holder
      - Requests issuance of an Emergency Operations Center Badge
    - Send the requestor to the ID Center in the Flawn Academic Center
  - The ID Center will:
    - Verify the letter is consistent with departmental letterhead; signature and all components indicated above are included
    - Issue the EOC Badge
    - ID Center bills department account for each badge distributed.

- **Badge Access and Holder Responsibilities**
  - 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.
  - 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.
  - 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.
  - 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).
• **Accountability of Badges, and Credentials**
  
o 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.

  o 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.

• **Terminating Security Badges, and Credentials.**
  
o 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.
IV. 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:
V. 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
VI. Building Identification by Zone

The buildings located in each zone are on listed on the pages that follow. University community members should know what zone(s) they occupy and the respective evacuation routes.
1. Zone 1 Buildings

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
2. Zone 2 Buildings

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
CRH....... Creekside Residence Hall
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
GRG....... Geography Building
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
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 Office Bldg.
WRW....... W.R. Woolrich Labs.
WWH....... Walter Webb Hall
3. Zone 3 Buildings

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
CMi...... 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
DIFF...... 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

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
HDB....... Health Discovery Building
HLB......Health Learning Building
HTB...... Health Transformation Building
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 Kiln Storage Building
LAC...... Lake Austin Centre
MAG...... Manor Garage
MFH...... Richard Mitoff Fieldhouse
MMS...... Mike A. Myers Stadium
MNC...... Moncief-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
SIG...... 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/Cntr Bldg
WAT...... Arthur P. Watson House
4. Zone 4 Buildings

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
VII. 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>
</tr>
<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>

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>207</td>
<td>Trash Truck 31' x 8'</td>
<td></td>
</tr>
<tr>
<td>5172</td>
<td>Trash Truck 31' x 8'</td>
<td></td>
</tr>
</tbody>
</table>
## VIII. UTPD Bomb Threat Check List

<table>
<thead>
<tr>
<th>Time call received</th>
<th>Exact words of caller</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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
- [ ] 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:
IX. Emergency Flyers

EMERGENCY TERMS

SIREN
OUTDOOR WARNING SYSTEM
One of the ways campus will be notified of an emergency 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. Wait for further instructions through other communication systems. The siren is NOT used to signal that all is 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 discover there is a violent or potentially violent person in your building or area, DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE.

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 opened the door.

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.

If the THREAT IS INSIDE your building:
RUN: If you determine that you can reach an escape path to a safer area, then get out.
1. Be aware of your surroundings
2. Have an exit plan
3. Move away from the threat as quickly as possible
4. Create as much distance between you and the threat as possible

HIDE: If you can’t evacuate, find a secure place to hide out.
1. Create distance between you and the threat
2. Find barriers to prevent or slow down the shooter from getting to you
3. Turn off the lights and silence your phones
4. Remain out of sight by hiding behind large objects
5. Be quiet

FIGHT: As a last resort, if you can’t hide out and if you have absolutely no other option, confront the threat.
1. Be aggressive, yell, and commit to your actions
2. Do not fight fairly – throw items and use improvised weapons
3. Survive by any means necessary

CALL 911 WHEN IT IS SAFE TO DO SO

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 at texashnt.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.
4. Monitor emergency communications for specific instructions at texashnt.edu/emergency
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 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

Classroom Evacuation for FACULTY AND TEACHING STAFF

University faculty and teaching staff are responsible for implementing university emergency policies and procedures, and for informing students of their classrooms’ building emergency evacuation routes, 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 each semester through instruction and/or syllabus information. Emergency evacuation route information and emergency procedures may be found at 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 email: admin.fireprevention@Austin.utexas.edu.

For evacuation in your classroom or building:
1. 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 must evacuate and assemble outside.
2. If a “Lockdown” is announced, implement lockdown procedures as listed (see reverse side for more info).
3. Once evacuated, no one may re-enter the building without instructions to do so from the Austin Fire Department, University of Texas at Austin Police Department (UTPD) or the Fire Prevention Services Office.
4. Ensure other occupants of university buildings are aware of emergencies and help anyone requiring assistance in evacuation as long as it is safe to do so.

Building Evacuation

Evacuate the facility upon hearing the alarm or official announcement:
1. Close office doors and turn off lights and computers.
2. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner. Do not use elevators.
3. Assemble in designated areas per the Building Emergency Plan. Upon reaching the ground level, stay at least 300 feet (1 block) from the building.
4. Follow instructions of emergency personnel. Report any individuals left in the building to them.
5. Do not re-enter the building until an “All Clear” announcement is given by emergency personnel.
Remember 5
And Stay Alive

Severe Weather

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. STAY IN THE KNOW
   Monitor emergency communications for specific instructions: utexas.edu/emergency
ACTIVE SHOOTER RESPONSE GUIDE

RUN
If you determine that you can reach an escape path to a safer area, then get out:
1. Be aware of your surroundings.
2. Have an exit plan.
3. Move away from the threat as quickly as possible.
4. Create as much distance between you and the threat as possible.

HIDE
If you can’t evacuate, find a secure place to hide out:
1. Create distance between you and the threat.
2. Find barriers to prevent or slow down the shooter from getting to you.
3. Turn off the lights and silence your phones.
4. Remain out of sight by hiding behind large objects.
5. Be quiet.

FIGHT
As a last resort, if you can’t hide out and if you have absolutely no other option, confront the active shooter:
1. Be aggressive, yell, and commit to your actions.
2. Do not fight fairly - Throw items and use improvised weapons.
3. Survive by any means necessary.

CALL 911 WHEN IT IS SAFE TO DO SO

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS
When officers arrive, be prepared to calmly, quickly, and accurately tell them what they need to know:
1. Location of the shooter.
2. Number of the shooters, if there’s more than one.
3. Description of the shooter.
4. Number and kinds of weapons they have.

Active shooter situations can change quickly and unfold rapidly. In order to stop a shooter and minimize harm to a community, an immediate response by members of that community and deployment of law enforcement resources is critical.

In the instance of an active shooter, every second counts. So, remember these three key steps: RUN, HIDE, and FIGHT.

NOTICE CONCERNING BEHAVIOR?
It is the university’s goal to prevent any unsafe situations before they happen. Therefore, we encourage you to report suspicious behavior and concerns as soon as you notice them.

If you experience any immediate threats to your safety or the safety of others, call 911.

If you notice concerning behaviors in a friend, coworker, or classmate, call the university’s anonymous Behavioral Concerns Advice Line at 513-327-3000. You can learn more about UC’s Behavioral Concerns Advice Line at behaviorconcerns.uc.edu.
X. Sample Building Emergency Plan

Building Emergency Plan
Sample Building - SMP
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Plan Adoption and Record of Changes

Building Manager: Building Manager

Emergency Preparedness Staff: Jonathan Robb
Robin Richards

Date of Adoption: November 14, 2017

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Building Emergency Plan
Sample Building - SMP

A. Purpose

The purpose of this document is to provide structure and guidance for occupants of the Sample Building (SMP) 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

Sample Building consists of a one story square-shaped structure located on the central portion of the University of Texas campus. This building is located 1234 Address. Built in ### , the building has approximately ###,### square feet of space.

Sample Building houses the following primary occupants:

- Occupant 1
- Occupant 2

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 Sample Building. 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 Sample Building 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 emergencies.

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. Geographical areas or functional units group occupants.
   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 SMP occupants is the Primary Assembly Point. If the primary assembly area is unavailable, occupants should proceed to a predetermined secondary assembly area. The secondary assembly area for SMP occupants is Secondary Assembly Point. 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 and establish the SMP Command Post area. The BEM will attempt to communicate to UT emergency first responders and provide information, initiate access control to SMP, 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 SMP Command Post area.

3. SMP 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 Sample Building 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. 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 Sample Building has an identified secondary assembly area. Specific locations are provided in the Floor specific plan section of Appendix VII.

c. **Post Evacuation**

Once Sample Building 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 Sample Building 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 Sample Building. Occupants will be advised of the emergency 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. *SMP 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.

d. Assembly Area(s)

Sample Building 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 IACS 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. Appendices

### Appendix I: Building Emergency Management Team List

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<th>Name</th>
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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 updated information to building occupants regarding the nature and the status of the event.
## Appendix V: Accountability List

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<tr>
<th>Name</th>
<th>Location (where they are normally located while in the building, i.e. office number)</th>
<th>Area of Refuge (where will they be waiting for assistance in rescuing)</th>
<th>Type of Assistance needed (mobility, visual, etc.)</th>
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Appendix VI: Access Management Procedures

- Building entrances will be secured during an evacuation and Building Emergency Management Team members and law enforcement will deny unauthorized personnel entry.
- Signage indicating an alarm or emergency status will be posted on all entrances 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