STUDENT SERVICES BUILDING
BUILDING EMERGENCY PLAN
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1.0 Purpose

The purpose of this Building Emergency Plan is to provide structure and guidance necessary to evacuate the Student Services Building (SSB) safely and expeditiously in case of an emergency situation and to direct occupants to a place of shelter in SSB during weather-related emergencies.

2.0 Building Emergency Management Team

The Building Emergency Management Team (BEMT) will consist of the Building Emergency Manager, the Assistant Building Emergency Manager, the Floor Managers, and the Communications Coordinator. Additional assistance may be performed by Assembly Coordinators, Access Managers and Evacuation Escorts. This team will manage the evacuation of SSB during an emergency and the movement of occupants in SSB to a safe location during a weather-related emergency.

2.1 Building Emergency Manager

The Building Emergency Manager (BEM) is responsible for maintaining the Building Emergency Plan, for training the BEMT, for communicating emergency information to staff. During an incident, the BEM ensures that the emergency plan is implemented, managing the building evacuation or internal movement of persons in SSB. (Specific duties of the Building Emergency Manager and the name of the current BEM are listed in Appendix 1.)

2.2 Assistant Building Emergency Manager

The Assistant Building Emergency Manager will assist the BEM or take his/her place when he/she is absent.

2.3 Floor Managers

Floor Managers manage the evacuation of individual floors during an emergency and the movement of occupants on a floor to a safe location within SSB during a weather-related emergency. Floor Managers also communicate directly with the Building Emergency Manager and/or emergency personnel. In addition, Floor Managers may be assigned other duties, such as access control, elevator management, or evacuation assistance, by emergency personnel. (Specific duties of the Floor Managers and a list of current Floor Managers are listed in Appendix 2.)
2.4 Communications Coordinator

The Communications Coordinator acts as a communication liaison between the Building Emergency Manager, emergency personnel, and SSB staff at their assembly point to keep staff informed of events and to communicate instructions given by emergency personnel. The Communications Coordinator also acts as the Building Emergency Manager when the BEM and Assistant BEM are both absent. (Specific duties of the Communications Coordinator and the name of the current Communications Coordinator are listed in Appendix 3.)

3.0 Emergency Evacuation Procedures.

In general, the “fire alarm” inside SSB will lead to evacuation of SSB, but the external UT siren and announcements on the PA system will usually mean that occupants are to take shelter inside SSB away from windows. Employees should listen for any instructions given when the sirens are activated.

3.1 Evacuation Role Responsibilities

a. The Building Emergency Manager goes to the SSB primary exit, sets up the SSB Command Post, attempts to communicate with UT emergency personnel, affixes warning signs on the doors into SSB, and helps to deny access to SSB to anyone trying to enter.

The Building Emergency Manager then moves to the UT Command Post when one is established and after the Floor Managers have reported on the status of the evacuation. From there he communicates with the administration via the Communications Coordinator until there is a decision reached about actions to be taken.

b. Floor Managers don their emergency vests, move swiftly to the floors for which they are responsible, perform their responsibilities as detailed in Appendix 2, and report to the Building Emergency Manager at his SSB Command Post. Floor Managers should assist in access control to SSB by ensuring their assigned exit doors are closed and locked and by ensuring that warning signs have been placed on the doors.

c. The Communications Coordinator goes to the SSB Command Post with the Building Emergency Manager and awaits communications to be taken to administration at the various assembly points.
d. **SSB staff** evacuates the building using the designated stairwells and assemble with their units at the various assembly points. When evacuating, **SSB staff** should take their keys, purses, cell phones, coats when necessary, and other possessions they will need if the decision is made to send them home for the remainder of the day.

The Student Services Building houses the following departments and offices (in alphabetical order):

- Campus Environmental Center – 1st floor
- Counseling & Mental Health Center (CMHC) – 5th floor
- Dean of Students, Office of the (DOS) – 4th floor
- Division of Diversity and Community Engagement – 4th floor
- Financial Aid, Office of – 3rd floor
- Forty Acres Pharmacy – 1st floor
- Longhorn Center for Academic Excellence – 4th floor
- New Student Services – 3rd floor
- Ombudsman – Ground floor
- Services for Students with Disabilities – 4th floor
- Student Services Building Management – Ground floor
- Texas Recruitment + Interview Services – 4th floor
- University Health Services (UHS) – Ground through 3rd floors

### 3.2 Assembly Points

a. **Primary Assembly Points** are determined by individual departments, and include:
   - Parking Lot F92, northeast of the **SSB**
   - Parking Lot F18, north of the **SSB**
   - Littlefield Patio, located at the corner of University Ave. and Dean Keeton St.

Supervisors should meet with their staff to ensure that everyone was evacuated from SSB safely.
b. The **Secondary Assembly Point** to be used in cases of inclement weather and extreme temperatures will be **SEA, first floor**. A member of the UT Administration will be at the Primary Assembly Point directing staff to the Secondary Assembly Point if it is to be used.

c. The **Off Campus Assembly Point** to be used for campus evacuations and bomb threats is the **Adams-Hemphill Park at 201 W 30th Street**. Building occupants will travel down Wichita and through the Austin Presbyterian Seminary to the park.
3.2 After Evacuation Instructions

Decisions about what to do after evacuation will be made by UT emergency personnel in conjunction with UT Administration and the UT Vice Provost. The Communications Coordinator is crucial in communicating between the UT Command Point and the Assembly Point. Typical decisions can be:

- All-Clear; re-enter SSB.
- Wait some specified amount of time for a decision, either waiting at the assembly point or leaving and checking the UT Emergency Page at www.utexas.edu/emergency or call 232-9999 for instructions.
- Leave the UT Campus for the rest of the day and watch the UT Emergency Page for further instructions.

4.0 Shelter in Place for Tornadoes or other Severe Weather

During a tornado/severe weather emergency, occupants of SSB will not evacuate the building, but will be directed to a safe location within SSB. The Building Emergency Manager, the Floor Managers, and the Communications Coordinator will manage the internal movement of occupants.

4.1 Shelter in Place Role Responsibilities

When there is a tornado/severe weather emergency, UT officials will sound the outside warning siren and make an announcement over the mass notification system. Instructions will be given by UT officials over the mass notification system, and/or via text and email. In case of a tornado/severe weather emergency, the following steps are to be followed as quickly and calmly as possible.

a. The Building Emergency Manager may announce via the radio or with the building manager’s microphone that there is a tornado or other emergency situation and will ask all occupants to go to central areas of SSB away from external windows.

b. Floor Managers will take their cues for action based on the sounding of the external siren and the announcement over the mass notification system or the building manager’s microphone.

Floor Managers on the first and ground levels will direct all occupants entering the building to central areas on the ground floor of SSB away...
from external windows and report communications from UT emergency personnel to the Building Emergency Manager.

Floor Managers on all other levels will execute their responsibilities, but rather than telling occupants to evacuate, they will direct them to central areas of SSB away from external windows.

c. The floor managers and the **Communications Coordinator** will report to the Glenn Maloney Room on the ground floor and establish contact with the Building Emergency Manager in order to communicate with occupants in the internal assembly areas.

d. **SSB staff** will move to central areas of SSB away from external windows on their floor and should assist in alerting non-staff occupants of the need to move away from external windows.

e. The **Communications Coordinator** will alert occupants at internal assembly areas when the all-clear has been announced by UT emergency personnel. The all-clear announcement will be made over the mass notification system or by Building Emergency Manager with the building manager’s microphone

### 4.2 Internal Assembly Point

a. The occupants of each floor should be directed to an internal area of the floor they occupy around the elevators and central stairwell away from windows. Fire-rated stairwells can be used if there are no windows in those stairwells. Floor Managers must know which stairwells can be used as safe areas.

b. SSB occupants on the ground level and 1st floor are to assemble in the meeting rooms on the ground floor. All other floor occupants are to assemble in the hallways away from windows and glass on their individual levels. If available, occupants should attempt to get under desks/tables.
5.0 Armed Subject Incidents

In case of an armed subject incident, the actions of the Emergency Management Team and staff will be directed by instructions from UTPD, the Office of Emergency Preparedness, or other UT emergency officials. Everyone should familiarize himself or herself with the UTPD Protocol for Armed Subjects (www.utexas.edu/police/safety/safety_protocols_en.pdf in English, or www.utexas.edu/police/safety/safety_protocols_es.pdf in Spanish).
Appendix 1: Building Emergency Manager Responsibilities

1. Develop and maintain the Building Emergency Plan.
2. Ensure that each department in SSB appoints, equips, and trains its respective Floor Monitors.
3. Educate and train SSB staff on emergency procedures.
4. Conduct annual evacuation drills in cooperation with the UT Office of the Fire Marshal.
5. During an evacuation, take up a command position at the southeast exit of the building on the first floor and communicate with Floor Managers, Communications Coordinator and UT emergency personnel, keeping the UT administration informed. Go to the command post set up by UT emergency personnel after the Floor Managers have reported so that the Building Emergency Manager can report the progress and status of the evacuation to emergency personnel.
6. During an evacuation, communicate with the Communications Coordinator so that UT Administration is apprised of the situation and receives communications from UT emergency personnel.
7. Assists with access control over the main entrance to SSB, which includes posting “Do Not Enter” signs on the exterior doors of SSB (see Appendix 5).
8. Announces tornado/severe weather warnings over the building managers microphone directing building occupants to central areas of SSB away from external windows, and announces the “all clear” when told that there is an all-clear authorization.

The Building Emergency Managers and Assistant Building Managers as of November 17, 2015 is:

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<thead>
<tr>
<th>Name</th>
<th>Floor</th>
<th>Phone</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>Kim Barnett</td>
<td>Ground</td>
<td>232-9253</td>
<td><a href="mailto:kbarnett@austin.utexas.edu">kbarnett@austin.utexas.edu</a></td>
</tr>
<tr>
<td>Mike Velasquez</td>
<td>Ground</td>
<td>232-6303</td>
<td><a href="mailto:mikev@austin.utexas.edu">mikev@austin.utexas.edu</a></td>
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<tr>
<td>James Buckley</td>
<td>471-5415</td>
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<td><a href="mailto:bucklejr@austin.utexas.edu">bucklejr@austin.utexas.edu</a></td>
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Appendix 2: Floor Manager Responsibilities

Each department will assign at least one Floor Manager who will be a representative for their department at building-wide trainings and meetings. The representative will work with the building manager to develop an emergency plan that best suits the needs for their specific area or department. Additionally, they will be responsible for facilitating the training of department staff in all emergency procedures.

In the case of an emergency, should a department’s Floor Manager be unavailable, any trained SSB staff member may take their place as a Substitute Floor Manager, and fulfill the duties assigned to the Floor Manager.

The primary responsibilities of Floor Managers and Substitute Floor Managers are evacuation and security on their assigned floor. Floor Managers need to become very familiar with evacuation plans on their assigned floor so they can direct others to the proper exit stairwell.

Floor Managers should not expose themselves to undue risk. When Floor Managers are not on the floor for which they have responsibility, they should try to reach that floor, but if they cannot safely proceed upstairs for any reason, simply evacuate the building yourself and report that your floor may not have been checked.

If a Floor Manager knows the location of a fire, notices anything peculiar, knows of persons with disabilities who need special help to evacuate, sees building occupants who refuse to heed the call to evacuate, or other such important information, he or she should report that to the Building Emergency Manager after evacuating their floors. Floor managers should exercise judgment regarding dialing 911 from inside the building—if they can do it easily and safely while carrying out their duties, they should do so, but evacuation responsibilities take precedence.

Floor Managers should know if there is any staff member on their floor who needs special assistance, and if possible find someone who is willing to provide that special assistance, usually someone who works with the person needing special assistance. Floor Managers may not know if a user needs special assistance until they actually see him/her at the time of evacuation, so the Floor Managers should try to find someone at that time who will render assistance.

Floor Managers must meet with other Floor Managers assigned to the same floor so that they can divide up the floor and know what specific areas each Floor Manager is responsible for in an emergency, and so they can determine
areas and stairwells that will provide protection in a tornado/severe weather emergency.

First priority is evacuating or protecting everyone. People are first.

Specific, Critical Duties During an Evacuation

1. Evacuate all people from your floor.
   a. When the internal “fire” alarm sounds, proceed immediately to your assigned area.
   b. With your safety in mind, spend the required time telling all occupants on your assigned floor to evacuate the building by the designated stairways. If anyone refuses to evacuate, that is their responsibility; but you should report this to the Building Emergency Manager.
   c. Use the “knock-and-go” principle for restrooms and offices on your floor. Knock, loudly tell everyone to evacuate, and go to the next room.
   d. If occupants need assistance, find someone to escort them to the appropriate exit stairwell, to locate them out of the main traffic path. The exit stairwells (except for the main stairwell) are 2-hour fire rated stairwells, which means they are meant to provide protection against fire for two hours. You should report their location to the Building Emergency Manager or emergency personnel, so you yourself should not wait with the person—you need to leave in order to report.

2. Leave SSB via a Designated stairwell.

   As the floor manager leaves SSB, he/she is to ensure exit doors are closed and locked so that no one enters the evacuated SSB.

3. Provide a Floor Status Report to SSB Emergency Manager.
   a. If your area is clear, report to the SSB Emergency Manager and let them know that “I’ve checked floor ____, stairwell ____ , and the space is empty.” Avoid stating “All Clear,” as it may cause confusion and initiate the reentry process into the SSB.
   b. When you are outside the building, go to the SSB Command Center to report important information to SSB BEM, or to UT Police or to firemen. Information that is important includes the location of people needing assistance to be evacuated, the location of a fire if you know it, whether there are people on your floor who did not evacuate for any reason, or
anything unusual that you noticed such as a suspicious package on your floor. Your goals are to help emergency personnel finish the evacuation and to provide specific information about emergencies that you may have seen.

c. Then be prepared to assist emergency personnel if they have further instructions. They might, for instance, ask you to secure exits against anyone else entering SSB, to help move people farther away from SSB, or some other duty.

d. If floor managers are assigned no other duties, they should proceed to the Primary or Secondary Assembly point, as appropriate and check-in with their supervisors.

Specific, Critical Duties During a Tornado/Severe Weather Emergency

1. When you hear the outside UT warning siren and an announcement over the PA system that there is a tornado warning, direct occupants of SSB to central areas of SSB away from external windows.

2. Remain with occupants until the all-clear is announced.
SSB Floor Managers as of January 27, 2014 are:

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## Floor and Departmental/Area Responsibilities

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Appendix 3: Communications Coordinator Responsibilities

The main responsibility of the Communications Coordinator during an evacuation is to communicate between the Building Emergency Manager, whether he is at the SSB Command Post, Primary assembly point, Secondary assembly point, or at the UT Command Post, and UT Administration assembled at the Assembly Point to keep both apprised of developments. The emergency radio is the first-choice method of communication. If needed, runners will be the method of communication.

During a tornado/severe weather emergency, the Communications Coordinator’s main responsibility is to communicate with the Building Emergency Manager and UT Administration assembled at the Designated assembly point to keep both apprised of developments. The radio may or may not work inside the building.

The Communications Coordinator is to act as the Building Emergency Manager during an emergency when the Building Emergency Manager and Assistant Building Emergency Manager are not on site.

The Communications Coordinator should be prepared to perform other communications duties as assigned by the Building Emergency Manager or UT emergency personnel.

The Communications Coordinator as of November 17, 2015 is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Floor</th>
<th>Phone</th>
<th>Email Address</th>
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<tbody>
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APPENDIX 4: EMERGENCY PROCEDURES FOR EVENINGS AND WEEKENDS

Standard hours of operation for SSB department staff are Monday-Friday, 8 AM – 5 PM, however, the building is open 7 days a week, 7 AM-12 AM. In the case of an emergency that occurs during non-business hours, Floor Managers should follow the same protocol as during business hours. Additionally, they should assist in the evacuation of students and any other non-staff occupants that are in the building. They should communicate with emergency personnel, relaying any pertinent information. Finally, they should notify the Building Emergency Manager of the incident as soon as possible.

APPENDIX 5: EMERGENCY MESSAGES AND SCRIPTS

Fire emergency script

The following message will be played over the mass notification system in the event of a fire emergency:

“Attention, please! Attention, please! An emergency situation has been detected in the building. Please evacuate immediately in accordance with safety and security regulations. Use stairwells; do NOT use elevators. Repeat: use stairwells; do NOT use elevators. Go to your assigned area outside the building or follow the instructions of the staff or emergency personnel. Do not re-enter the building until instructed to do so by emergency personnel. Please evacuate the building immediately.”

Building Manager Scripts

The following messages are to be read over the Building Manager’s Microphone in the case of an emergency:

1. General Emergency Evacuation

“Attention. Attention. An emergency has been declared. Please evacuate the building immediately. Proceed to the nearest exit and go to your designated assembly area.”

2. Tornado Warning – Shelter

“This is an emergency weather notification. All faculty, staff and students are advised to seek shelter due to a tornado approaching campus. Seek shelter in the lowest level of a building, away from windows and preferably in an interior hallway. Close all doors to rooms with exterior windows, and avoid any interior glass doors or windows. Remain inside until further notice.”
3. Test – No Action

“This is a test of the emergency warning system. This is only a test. If this had been an actual emergency, additional instructions would follow. This is only a test.”

4. All Clear – Resume Normal Operations

“Attention. Attention. All clear, resume normal operations. I repeat, all clear, resume normal operations.”

5. Lock Down – Secure in Place

“Warning, this is an order to lock down. Seek shelter in the nearest secured place. Turn off lights and silent mobile devices. Keep out of the line of sight. Be quiet. Do not respond to anyone at the door. Repeat, this is an order to lock down.”

APPENDIX 6: EVACUATION SIGNS

See next page for evacuation sign.

This sign is to be attached to SSB front doors by the BEM and assigned staff during an evacuation...