

# ANNEX E

# EVACUATION

## ANNEX E - EVACUATION

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### PROMULGATION STATEMENT

Annex E: Evacuation, and contents within, is a guide to how the University conducts a response specific to evacuation. The Annex is written in support of the Texas A&M University (TAMU) Emergency Operations Plan (EOP) and shall be considered an interactive support document to the EOP.

### APPROVAL AND IMPLEMENTATION

The University's Assistant Vice President for Safety and Security shall be responsible for annex oversight and coordination with applicable stakeholders. The annex is flexible in that part of the plan, or the entire plan, may be activated based on the specific emergency and decision by University senior leadership.

This Annex and its supporting contents, are hereby approved, supersedes all previous editions, and effective immediately upon the signing of all signature authorities noted below.

Approved: Signature on File Date: 2/5/2015

Christopher M. Meyer, Assistant Vice President  
Office of Safety and Security  
Texas A&M University

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This annex outlines additional operational concepts and procedures specific to Texas A&M University as otherwise not stated in Annex E: Evacuation of the Brazos County Interjurisdictional Emergency Management Plan.

### **SECTION I: GENERAL**

Evacuation is one means of protecting the campus community from the effects of a hazard through the orderly movement of person(s) away from the hazard. The type and magnitude of the emergency will dictate the scale of an evacuation (i.e., evacuation area).

Evacuations for Texas A&M University range from facility evacuations (e.g., single building with a limited duration of time) to large-scale evacuations (e.g., a large segment of or all of campus for a long duration of time). These evacuations may be the result of a variety of emergencies to include, but not limited to, building fires, hazardous materials releases (inside or outside the facility), natural gas leaks, or bomb threats (facility specific or campus-wide).

### **SECTION II: CONCEPT OF OPERATIONS**

Evacuation orders are generally given by the following:

- University Police
- Environmental Health & Safety
- Facilities Services
- Dean, director, or building proctor
- College Station Fire Department
- Any person identifying a hazard and by activating the fire alarm system via a fire alarm pull station

Evacuations will often be managed by a Unified Command between University Police and College Station Fire Department, along with any other response agencies as deemed appropriate by Unified Command.

#### **A. FACILITY EVACUATIONS**

All Texas A&M University campus buildings are required to have a written Emergency Evacuation Plan which identifies congregation areas at a safe distance from the building.

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Emergency evacuation plan templates can be accessed online at <https://ehsd.tamu.edu/Pages/FireLifeSafety.aspx>.

Building Evacuation Plans will automatically be implemented when the fire alarm is activated, or if emergency responders decide evacuation of a facility is necessary due to a particular hazard. Building occupants will be notified of the evacuation, as appropriate, dependent on the hazard.

Re-entry of the building will be often be determined by College Station Fire Department in consultation with Environmental Health & Safety and Facilities Services.

Note: Athletic venues have emergency plans which include evacuation procedures specific to hosting indoor/outdoor events. More information about these plans is located in Attachment 4: Supplemental Emergency Protocols of the Texas A&M University Emergency Operations Plan.

### **B. LARGE-SCALE EVACUATIONS**

Large-scale evacuations will be implemented when a large segment or the entire campus must evacuate for a specific hazard. Code Maroon will be utilized for immediate dissemination of the emergency message as described in Annex A: Warning of the Emergency Operations Plan.

The TAMU Emergency Website (<https://emergency.tamu.edu>) will be utilized to provide supplemental information and updates to the campus community during the incident. The Code Maroon Website and the TAMU Main website will have links to direct people to the emergency website while the Code Maroon messages are active.

Most large-scale evacuations will likely result in a high volume of personal vehicular traffic. However, there is a large population of the campus community that does not have immediate access to personal transportation. As a result, public transportation (i.e., buses and para-transit vans) will be utilized – see Annex S: Transportation of the Brazos County Interjurisdictional Emergency Management Plan.

Traffic on campus will be directed and controlled by Transportation Services (TS). Off-campus traffic management will be controlled by the College Station Police Department and will be directed away from campus similar to post-football game traffic control.

Upon the issuance of the evacuation order, TS will:

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- Utilize parking enforcement officers to assist vehicular traffic in exiting parking areas in a safely and timely manner.
- Continue intra-campus routes, if possible, to help get people to their vehicles.
- Alter bus routes to outbound only. Pick up locations may be altered to avoid proximity to campus buildings.
- Limit reentry onto campus where possible

Pedestrians who cannot return to their vehicles or do not have personal transportation will be routed to specific pickup locations out of the evacuation zone dependent on the type of hazard. The Office of Safety & Security (SASE) will work with TS to coordinate bus transportation from these locations to a shelter location. This operation will be after the initial evacuation of campus and will not impede the use of buses for the initial evacuation. The locations of these pickup locations will be communicated to the university community through various media as identified in Annex A: Warning of the Emergency Operations Plan.

The Red Cross will be utilized to coordinate sheltering and mass care operations if necessary. Other Volunteer Organizations Active in Disasters (VOAD) organizations may be utilized to assist in this operation. These resources can be accessed through Brazos County Emergency Management. Currently, the Red Cross plans to utilize the mega churches within the county to temporarily shelter anyone requiring assistance.

### **C. PERSON(S) WITH FUNCTIONAL AND ACCESS NEEDS**

Texas A&M University recognizes unique requirements of person(s) with functional or access needs. Individuals requiring paratransit assistance with evacuating campus should contact TS at (979) 845-1971. See Attachment 5: Considerations for Persons Requiring Special Assistance of the Emergency Operations Plan for additional requirements and response actions.

## **SECTION III: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### University Police

- Assist in evacuation by providing traffic control
- Protect property in evacuated areas and limit access to those areas
- Assist in warning the campus community, as needed

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### Environmental Health & Safety

- Maintain copies of emergency evacuation plans
- Assist building occupants with development of emergency evacuation plans
- Serve as a member of Unified Command

### Transportation Services

- Ensure proper transportation assets are available for an evacuation
- Develop traffic management plans to include re-routing traffic, re-routing or temporarily suspending bus routes
- Provide barricades, signage, etc. to be used for traffic management
- Assist in the identification of pickup points
- Provide information on pickup points and evacuation routes

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**RECORD OF CHANGE**

CHANGE NUMBER	DATE OF CHANGE	DESCRIPTION OF CHANGE	CHANGE MADE BY:
1	2/5/2015	General updates to include expansion of the Large-scale Evacuations section.	M. Martinez