

Texas A&M University System Health Science Center

Institute of Biosciences and Technology

CRISIS MANAGEMENT PLAN

May 1999

(Revised: 9/00, 6/02, 11/02)

[Fire Wardens: 04/18/05]

[Medical Team: 04/18/05]

CRISIS MANAGEMENT PLAN

May 1999
Table of Contents

Introductory Material

1. Introduction and Objectives	1
2. Definition of Emergencies	2
3. Crisis Management Team	2
4. Response Coordination	4
5. Public Announcements	4

Action Plans

6.0	Action Plans	
6.1	Medical Aid	6
6.2	Building Evacuation	6
6.3	Adverse Weather Conditions	6
6.4	Notification of the TMC of Emergencies at IBT Emergencies in Adjacent Facilities	8
6.5	Fire / Smoke	9
6.6	Hazardous Materials Incidents	9
6.7	Loss of Building Utilities	10
6.8	Facility Disturbances	11
6.9	Assault	12
6.10	Workplace Violence	12
6.11	Institute of Molecular Medicine (IMM) Emergencies	12
6.12	UT MD Anderson Cancer Center Labs (7 th Floor) Emergencies	13

Post Crisis

7.0	Post-Crisis Procedures	14
-----	------------------------------	----

Appendices

Appendix A	EOC Leader – Line of Succession
Appendix B	Emergency Resource Groups
Appendix C	Emergency Evacuation Plan
Appendix D	Adverse Weather Alerts
Appendix E	General Emergency Fire Evacuation Plan
Appendix F.	Animal Incident Response Plan

CRISIS MANAGEMENT PLAN

1. INTRODUCTION AND OBJECTIVES

1.1 Purpose

In accordance with Texas A&M University System Policy 34.07, the Institute of Biosciences and Technology (IBT) has established this Crisis Management Plan to deal with the various crises which might threaten the resources of the IBT, the physical safety of it's employees, students and the general public. This Plan shall not be construed in a manner that limits the use of prudent judgement and common sense in matters not covered by the elements of this Plan.

1.2 Scope

The scope of this plan is to define emergency situations and to provide specific preventive and response procedures to avoid and cope with emergencies in a safe, orderly and efficient manner, protecting the personnel and facilities of the IBT.

1.3 Crisis Management Plan

The Crisis Management Plan outlined in this manual is intended to provide a means for mitigating emergencies which are of such magnitude to cause a significant disruption of the normal operations of all or portions of the IBT facility. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources.

Each emergency situation requires a specific response in terms of needed resources and proper procedures. This Crisis Management Plan addresses each type of emergency on an individual basis, however, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitude.

Note: Personal Refuge

The IBT is not equipped to serve as a refugee center during times of hurricane or other inclement weather. Personnel and their families should not plan on using the IBT as a haven.

2. DEFINITION OF EMERGENCIES

Emergency situations requiring activation of the Crisis Management Plan will include any circumstance that threatens IBT personnel and/or property. Examples of IBT emergencies include, but are not limited to:

- Death of a student / employee / visitor
- Fire or explosion with or without injury
- Attempted suicide / homicide
- Life threatening injury, illness or health crisis
- Threat of terrorism
- Campus disturbance or riot
- Assault and/or sexual assault
- Natural disasters
- Adverse weather conditions
- Mental health crisis
- Drug or alcohol overdose

IBT recognizes that the above list may not cover all situations that warrant Crisis Management Team intervention. It is also recognized that there may be some incidences that do not require the response of the Crisis Management Team. Therefore, the determination of whether or not a situation needs Crisis Management Team intervention will be decided after discussion among members of the team.

3. CRISIS MANAGEMENT TEAM (CMT)

3.1 Team Membership

The Texas A&M University System Health Science Center IBT Crisis Management Team will make every effort to accomplish the Objectives Stated in Section 1. when dealing with a critical incident or situation at the IBT.

The Crisis Management Team will meet annually (usually during May) to discuss and update the Crisis Management Plan as necessary. The Team will also conduct post-incident meetings to evaluate the effectiveness of the crisis management procedures. The Crisis Management Team will be comprised of personnel from the following departments:

- ❖ Safety Office
- ❖ Physical Plant
- ❖ Security
- ❖ Human Resources Department
- ❖ Administration
- ❖ Laboratory Operations
- ❖ Program for Animal Resources (PAR)
- ❖ Appropriate Center Director, as needed
- ❖ Appropriate Laboratory Principal Investigator, as needed

If necessary, other departments and personnel will be contacted as the crisis unfolds.

3.2 Emergency Operations Center and Staffing

The IBT Emergency Operations Center (EOC) is located at the first floor security desk.

The EOC Staff coordinate the activities during Major Crises.

During a Major Crisis, the EOC Staff will coordinate with the City of Houston 911 Dispatcher, IBT Security, Fire and Emergency Medical Services.

3.2.1 EOC Staffing

Director, Associate Director or Designee – The IBT Director or IBT Associate Director will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required. In the absence of both the IBT Director and Associate Director, a Designee will be appointed from Administration to perform their duties (Please see Appendix A for the Line of Succession for command of the EOC). Notification of the Designee will be made by memo to the Safety Coordinator.

Assistant Director of Security / Security Officer on Duty - Assistant Director of Security / Security Officer on Duty will have the responsibility of furnishing and directing manpower to cordon and maintain security in the affected area, maintain crowd control and direct evacuations.

Director of Physical Plant – The Director of Physical Plant will have the responsibility of furnishing and directing manpower and equipment for restoring the building to functional use; performing damage assessment and determining if the affected areas are structurally sound before being occupied.

Safety Coordinator – The Safety Coordinator will serve as liaison to the Houston Fire Department and/or the Harris County Emergency Management Organization(s).

Other EOC Staff – Depending on the type, location and extent of the crisis, other personnel (i.e., Human Resource, Animal Care, Administration) will be recruited to provide information and resources to Emergency Responders.

All Personnel – All IBT personnel should:

- Review this Crisis Management Plan and any “department specific” procedures. Inform your supervisor if you have any concerns regarding the procedures.
- Listen to KTRH radio (740 AM) for any possible announcements, contacting IBT only as a last resort.

4. RESPONSE COORDINATION

4.1 Emergency Coordination Control Teams

Assignment of response levels and coordinating control teams are to be established at the onset of emergency situations to coordinate the proper response and procedures and to exercise control over the emergency. The assignment of response to emergencies, other than situations that are immediately life threatening, will be made:

1. On the authority of the Director / Associate Director, or their designee and
2. By the Crisis Management Team

Suggested Emergency Coordination Control Teams are listed in the left hand margin in Section 6 "Action Plans". If necessary, other Crisis Management Team members will be contacted as the crisis progresses.

4.2 Security

Security of the IBT facilities will be under the direction of the Assistant Director of Security. Access to all IBT facilities will be restricted to essential personnel. Essential persons needing access to IBT facilities during emergencies must check in and sign in with IBT Security prior to reporting to his/her work location.

4.3 Houston Fire Department

If the City of Houston Fire or Police Departments are called to the scene of an incident, they normally have the authority to evacuate the area/building and will coordinate the efforts of the Emergency Coordination Control Team.

4.4 Emergency Resource Groups

Phone numbers for the Emergency Resource Groups can be found in Appendix B.

5. PUBLIC ANNOUNCEMENTS

- 5.1 All public announcements, for the news media or for IBT employees, will originate from the Public Information Specialist. The Director and/or his designee will have final authority on the nature of such announcements. Employees shall refer all requests from the media to the named individual.
- 5.2 When the decision is made to close the institution for a full working day, the Texas Medical Center (TMC) Security Services Office will be contacted by the Director or his designee. TMC Security will notify KTRH radio (740 AM) of the closure. If time permits the local television stations will also be contacted.

- 5.3 A taped voice mail message stating the status of the institution will be placed on 713-677-6764. This announcement will be possible as long as phone lines are accessible.

At the end of the message a phone number will be given by which the individual calling can contact IBT Security if necessary. Employees are discouraged from calling Security for information unless it is absolutely necessary.

- 5.4 For other than natural disasters, information is not to be released until an investigation has been completed.
- 5.5 Under no circumstance will information concerning names of persons deceased, injured, or held hostage be released without first ascertaining that full notification of next of kin (or person designated to be notified in the event of an emergency) has been made.

6. ACTION PLANS

6.1 Medical Aid (including mental health crisis, life threatening injury, illness or death)

<ul style="list-style-type: none"> ➤ <i>Security</i> ➤ <i>Medical Team Member(s)</i> 	<p>6.1.1 IBT has a medical emergency team which has been trained in cardiopulmonary resuscitation (CPR) and minor First Aid. The list of current members is available at the Security desk in the IBT lobby. To activate the team contact the Security desk and inform the Security Officer of the type of emergency, location and if an ambulance should be called.</p> <p>6.1.2 If no team members can be reached by phone or pager, an announcement will be made over the building PA system asking for any members present in the building to respond to the incident.</p>
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6.2 Building Evacuation

<ul style="list-style-type: none"> ➤ <i>IBT Director</i> ➤ <i>Security</i> ➤ <i>Safety Coor.</i> ➤ <i>Physical Plant</i> 	<p>6.2.1 Follow the procedures detailed in the IBT Emergency Evacuation Plan (see Appendix C).</p> <p>6.6.2 Notification of Texas Medical Center Security Services shall be made by the Security Officer on Duty if the emergency at IBT will affect surrounding facilities.</p> <p>6.6.3 Assistance will be provided by the Texas Medical Center Security Services as reasonably requested with available resources.</p>
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6.3 Adverse Weather Conditions

<ul style="list-style-type: none"> ➤ <i>IBT Director</i> ➤ <i>Security</i> ➤ <i>Safety Coor.</i> ➤ <i>Physical Plant</i> 	<p>6.3.1 Monitoring</p> <p>Weather alert monitors will be maintained in the Safety Office and the Physical Plant Department. When a severe weather alert (see page 17) is issued by the National Weather Service (NWS) advising of storm conditions in this area, the Adverse Weather Plan will be implemented. Monitoring of the storm will be done utilizing the following sources:</p> <ol style="list-style-type: none"> 1. Radio Station: 740 AM KTRH 2. Web Sites: http://www.weather.com http://www.NOAA.gov
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3. TMC / Rice <http://www.floodalert.org> Flood Advisory Notices

When the NWS issues a hurricane and/or storm watch for the immediate Gulf Coast area, tracking of the disturbance will be done on a hurricane-tracking chart located in the Safety Office, room 301A. Storm information and updates will be sent to the IBT Director, IBT Associate Director and the IBT Director of Physical Plant.

The close proximity of Braes Bayou to the Texas Medical Center (TMC) has significant effect on storm sewer operations. When water levels in Braes Bayou cover the top of the outfall, the TMC storm drainage system ceases to function. Rate of rise is the most important factor in determining flood probability. When notice is given by the TMC Emergency Communications Team (via Flood Advisory Notice) that flooding in the Medical Center or surrounding area is probable, the IBT Director or his designee will be contacted.

6.3.2

Operational Status and IBT Facility Closing

The decision regarding whether or not the IBT building will remain operational lies with the Director, Associate Director or their designee in their absence.

When the decision is made by the Director, Associate Director or their designee to close the institution during a normal work day, notice will be sent via telephone and e-mail, stating the reason for closing and the official time of closing to the following individuals:

- President, Texas A&M University System Health Science Center
- Staff Assistant for Physical Plant
- Staff Assistants for each Research Center
- Program for Animal Resources
- Administrative Services Officer
- Public Information Specialist
- Development & Promotion Coordinator
- Houston A&M Foundation Office
- Assistant Director of Security
- Security Officer on Duty
- Institute of Molecular Medicine (administrator)
- Human Resources Office

It is the responsibility of these individuals to notify their employees of the IBT closing.

Emergency leave (with pay) will be granted to budgeted employees who do not work during the period the IBT is closed. Wage employees and student workers will not receive emergency paid leave. Employees who are scheduled to be away from work on approved sick or vacation leave will not have their leave changed to emergency leave.

6.3.3

When the decision is made to close the Institution for an entire working day an announcement is placed on radio stations KTRH (740 AM). A taped voice mail message stating the status of the Institution will also be placed on 713-677-7464.

Every effort will be made to have the message on line by 5 AM; however, employees are encouraged to listen to the news media for current information.

If no announcement is made on KTRH (740AM) IBT employees should consider the institution open and report to work at their normal working times.

Employees not able to get to work due to inclement weather must notify their supervisor.

6.4 Notification of the Texas Medical Center of Emergencies at IBT / Emergencies in Adjacent Facilities

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| <ul style="list-style-type: none"> ➤ <i>IBT Director</i> ➤ <i>Security</i> ➤ <i>Safety
Coor.</i> ➤ <i>Physical
Plant</i> | <p>6.4.1 If an emergency at the IBT has the potential to effect other institutions in the Texas Medical Center or traffic patterns around IBT, the Texas Medical Center Security Services will be contacted by IBT Security.</p> <p>6.4.2 As a member institution of the Texas Medical Center, the IBT may be affected by emergencies in adjacent facilities. If the Texas Medical Center is notified of an incident occurring in an adjacent facility, the IBT will be contacted immediately.</p> |
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6.5 Fire / Smoke

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| <ul style="list-style-type: none"> ➤ <i>Security</i> ➤ <i>Physical Plant</i> ➤ <i>Safety Coord.</i> | <p>6.5.1 Consult the procedures detailed in the IBT General Emergency Fire Evacuation Plan (see Appendix F).</p> |
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6.6 Hazardous Materials Incidents

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| <ul style="list-style-type: none"> ➤ <i>Safety Coord.</i> ➤ <i>Security</i> ➤ <i>PI for Affected Lab</i> ➤ <i>Physical Plant</i> | <p>6.6.1 Each laboratory that works with chemicals and/or radioactive materials will employ its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic chemical or a small volume of radioactive material.</p> <p>6.6.2 If chemical release is extremely toxic or in an amount larger than can be contained by laboratory personnel, the Safety Office (713-677-7953) and/or the Security Officer on Duty (713-677-7464) shall be notified. The following information should be given:</p> <ul style="list-style-type: none"> ➤ Nature of emergency and exact location ➤ Name of person supplying information ➤ Identity and quantity of chemical released ➤ Information about injured personnel (if any) <p>6.6.3 Upon notification of the incident, Safety Office personnel will respond to the emergency location, assess the emergency, and notify the appropriate response personnel.</p> <p>6.6.4 The following procedures should be followed by all personnel.</p> <ol style="list-style-type: none"> (1) Remove all personnel from the immediate danger area. (2) In the event the chemical incident involves injury to personnel: <ol style="list-style-type: none"> a. Contact the Security Officer on Duty to arrange transportation to a hospital, if needed. b. Immediately decontaminate the victim with running water for at least 15 minutes or until medical assistance arrives. c. Send the name of the chemical, bottle label or Material Safety Data Sheet (MSDS) on the material with the victim. |
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- (3) Contact the Safety Office concerning the incident. The following information is necessary:
 - a. Name or other description and quantity of chemical spilled.
 - b. Location of spill.
 - c. Any injuries resulting from the spill.
 - (4) Avoid breathing vapors or dust from the spilled material.
 - (5) If spilled material is flammable, turn off all ignition and heat sources, if possible.
 - (6) Leave any chemically / radioactive materials contaminated material (i.e. lab coats, gloves, etc.) in the laboratory or area of spill.
 - (7) If the spill occurs in a laboratory, close the door. Post a "Do Not Enter, Chemical / Radioactive Material Spill" sign on the door.
 - (8) If the spill occurs in a corridor, elevator or other public area,
 - Close or block off the area
 - Notify IBT Security Officer on Duty
 - (9) If the spill occurs after normal work hours or on weekends, notify the IBT Security Officer on Duty (713-677-7464). Provide the Officer with the information in item (3). Security will notify the Safety Office.
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6.7 Loss of Building Utilities

- *Physical Plant*
- *Security*
- *Safety Coord.*
- *IBT Director*

6.7.1 The IBT has an emergency power generator. In the event of a electrical failure the emergency generator should supply power to selected areas.

In the event the emergency generator fails to work and the facility has no power, all staff, faculty, and students should secure their area (ie. placing perishables in refrigerators, shielding radioactive material experiments, closing chemical containers, etc.) then exit the building as soon as possible. All personnel should leave the building including essential personnel until it is determined that the building is safe for limited occupancy.

6.8 FACILITY DISTURBANCES

6.8.1 BOMB THREATS

<ul style="list-style-type: none"> ➤ <i>Security</i> ➤ <i>IBT Director</i> ➤ <i>Safety Coord.</i> ➤ <i>Physical Plant</i> ➤ <i>Center Director of affected area</i> 	<p>6.8.1.1 Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If an IBT employee or student suspects an object to be a bomb or explosive, she/he will IN NO WAY HANDLE OR TOUCH THE OBJECT.</p> <p>6.8.2.1 Notify Security Officer on Duty, who will notify the Assistant Director of Security. The Assistant Director of Security will then notify the IBT Director, or his designee, and all areas affected.</p> <p>6.8.3.1 The building or area where the object is found will be evacuated immediately according to evacuation procedures found in Section 6.2 Building Evacuation.</p> <p>6.8.4.1 Radio communication WILL NOT be used in the vicinity of suspected bombs or explosive devices. It is essential that the object NOT BE TOUCHED OR MOVED by IBT staff or students.</p> <p>6.8.5.1 IBT Security will request emergency response assistance from HPD Bomb Squad according to IBT Security bomb/explosive procedures.</p>
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6.8.2 DISTURBANCES INVOLVING THE ANIMAL CARE FACILITY

<ul style="list-style-type: none"> ➤ <i>PAR Personnel</i> ➤ <i>Security</i> 	<p>6.8.2.1 See Animal Incident Response Plan Appendix F.</p>
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6.9 ASSAULT

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| <ul style="list-style-type: none">➤ <i>Security</i>➤ <i>IBT Director</i>➤ <i>Human Resources</i> | <p>6.9.1 Observed criminal activity, including theft and crimes of violence, will be reported to the Security Officer on Duty (713-677-7464). Information will include:</p> <ul style="list-style-type: none">➤ Your name➤ Type of crime➤ Exact location of crime <p>Answers to any questions which you may be asked.</p> <p>6.9.2 A person reporting a crime should not get involved in trying to prevent it unless it involves self-defense.</p> <p>6.9.3 Gather as much information as possible about the criminal. If at all possible, take the time to note height, weight, sex, race, age, clothing, and if the individual is armed.</p> <p>6.9.4 The Security Officer on Duty, will notify the Assistant Director of Security. The Assistant Director of Security will then notify the IBT Director, or his designee.</p> |
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6.10 WORKPLACE VIOLENCE

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| <ul style="list-style-type: none">➤ <i>Security</i>➤ <i>IBT Director</i>➤ <i>Human Resources</i> | <p>6.10.1 Notify Security Officer on Duty, who will notify the Assistant Director of Security. The Assistant Director of Safety will then notify the IBT Director, or his designee.</p> |
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6.11 INSTITUTE OF MOLECULAR MEDICINE (IMM) EMERGENCIES

➤ <i>Security</i>	6.11.1	Notify Security Officer on Duty.
➤ <i>Safety Coor.</i>	6.11.2	If emergency occurs during normal working hours (Monday – Friday, 8:00 a.m. to 5:00 p.m.) Notify the University of Texas – Houston Health Science Center Office of Environmental Health & Safety. (Phone number: 713-500-8100) and inform the Office of the type of emergency.
➤ <i>IBT Director</i>	6.11.3	After normal working hours, weekends and holidays, notify the UT Police Department (Phone number: 713-792-2890).
➤ <i>Physical Plant</i>	6.11.4	If the emergency warrants activation of the IBT Fire Evacuation or General Evacuation Plans, the Security Officer on Duty shall act accordingly.
	6.11.5	Notify the IBT Safety Coordinator (Office: 713-677-7953) and the IBT Assistant Director of Security.

6.12 UT MD ANDERSON CANCER CENTER LABS (7TH FLOOR) EMERGENCIES

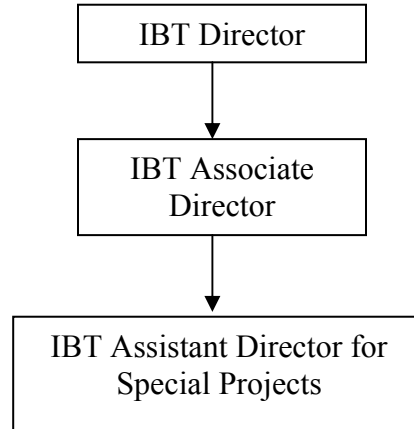
➤ <i>Security</i>	6.12.1	Notify Security Officer on Duty.
➤ <i>Safety Coor.</i>	6.12.2	If emergency occurs during normal working hours (Monday – Friday, 8:00 a.m. to 5:00 p.m.) Notify the MD Anderson Office of Environmental Health & Safety. (Phone number: 713-792-2888) and inform the Office of the type of emergency.
➤ <i>IBT Director</i>	6.12.3	After normal working hours, weekends and holidays, notify the MDA Monitoring Services (Phone number: 713-792-2885).
➤ <i>Physical Plant</i>	6.12.4	If the emergency warrants activation of the IBT Fire Evacuation or General Evacuation Plans, the Security Officer on Duty shall act accordingly.
	6.12.5	Notify the IBT Safety Coordinator (Office: 713-677-7953) and the IBT Assistant Director of Security.

7. Post-Crisis Procedures

- 7.1 If evacuation of the entire IBT building or a specific area was required NO ONE can re-enter the building or area until they are told to do so by a Crisis Management Team Member.
- 7.2 Once an emergency has been declared to be over by Crisis Management Team, or the local emergency response entity (eg., Houston Fire Department, etc.) Crisis Management Team members (ie., Safety Coordinator, Physical Plant Director, Security, etc.) and the Houston Fire Department representative will survey the damaged area(s). Once it is determined that the facility is safe to occupy, building occupants will be allowed to enter.

APPENDIX A

EOC Leader – Line of Succession



APPENDIX B**Emergency Resource Groups**

	Weekdays	Nights & Weekends
Emergency 911 Ambulance Fire Houston Police Department	911 911 911	911 911 911
Houston Police (non-emergency)		
Emergency Management City of Houston: Craig McDowell – Coordinator Corina G. Love – Deputy Coordinator	(713) 881-3045 (713) 881-3045	(Fire Dept. Dispatch) (713) 222-7643 (713) 222-7643
Fire Department (City of Houston) Dispatcher / Emergency Medical Services	(713) 222-7643	(713) 222-3434
Fire Marshall (City of Houston)	(713) 247-2269	(713) 247-0942
University of Texas – Houston Health Science Police Department	(713) 792-2890	(713) 792-2890
Flood Control District (Harris County) Emergency (24 hours only during disaster situations)	(713) 684-4141	(713) 684-4141
Texas A&M University Environmental Health and Safety Office	(409) 845-2132	(409) 845-2132
Texas A&M System Office of Risk Management and Safety Director Assistant Director	(409) 845-5435 (409) 845-5435	(409) 845-5435 (409) 845-5435
University of Texas – Houston Health Science Center Environmental Health and Safety	(713) 500-8100	(713) 500-8100
Texas Medical Center Security and Services	(713) 795-0000	(713) 795-0000

APPENDIX C**IBT Building
Emergency Evacuation Plan*****Introduction***

The Albert B. Alkek, Institute of Biosciences and Technology is an eleven (11) story high-rise office / laboratory building located in the Texas Medical Center.

It is essential that the building occupants be prepared to respond appropriately in the face of emergencies. The key to a successful evacuation is planning. All employees and students must know their responsibilities and cooperate fully in practice drills conducted to maintain preparedness.

Purpose

The purpose of the IBT Emergency Evacuation Plan is to establish policies and procedures for responding to a major emergency requiring evacuation of the building in a safe and timely manner.

The following procedures have been written to assist employees and students in thoroughly understanding the methods of an emergency evacuation.

***Types of
Emergencies
Possible***

An emergency is any unplanned event that can cause deaths or significant injuries to employees, students or the public; or that can disrupt operations, cause physical or environmental damage. Numerous events can be "emergencies". The following are types of emergencies that may require the IBT building to be evacuated:

- (1) Fire
- (2) Hazardous Materials Incident
- (3) Bomb Threat
- (4) Gas Leak

***General
Emergency
Fire
Evacuation
Plan***

The IBT "*General Emergency Fire Evacuation Plan*" (hereafter referred to as the "Fire Plan") has been reviewed and approved by the Houston Fire Department and will serve as a basis for this "*Emergency Evacuation Plan*".

A copy of the Fire Evacuation Plan is attached to this plan.

Pre-emergency Responsibilities

All occupants must familiarize themselves with the building including the location of exits, fire alarms, and fire extinguishers.

Individual pre-emergency Responsibilities

1. Know the location of at least two exits (elevators are not considered exits during fires).
2. Know the location and operation of the fire alarm system.
3. Participate in all fire drills and take them seriously, following area-specific evacuation procedures if applicable.
4. Become familiar with the locations and types of fire extinguishers, and know how to use them.
5. Know the designated gathering locations once you have exited the building.

Notification of Evacuation

Notification of evacuation will be given by:

1. Sounding the Fire Alarm
2. Announcement over the building's loud speaker system.

The announcement will be made by one of the following individuals:

1. Fire Safety Director,
2. Assistant Fire Safety Director
3. Building Evacuation Supervisor (see page 5 of the Fire Plan)

Contacting Emergency Responders

The individual discovering the fire, smoke, etc., should immediately contact the Houston Fire Department using the procedure in Section I, (Notification), page one of the Fire Plan.

Evacuation Procedures

Once the order to evacuate has been given, ALL personnel will proceed in an orderly manner to the nearest stairwell*. Enter the stair well and proceed down and out of the building. After leaving the building ALL personnel are to report to the "Gathering Site" as described below.

REMEMBER: **NEVER** use the elevators.

* Note: This should be the nearest stair well NOT involved or near the incident (fire, chemical spill, etc.).

<p><i>Mobility Impaired</i></p>	<p>Persons having mobility impairment will be assisted by the Fire Wardens for that floor as described in the Fire Plan on page eight (8).</p>
<p><i>Communications During Evacuation</i></p>	<p style="text-align: center;"><u>Evacuation During Normal Working Hours</u> <i>(Mon-Fri; 07:30 am - 04:00 p.m.)</i></p> <p>The Building Evacuation Supervisor will contact members of the fire brigade via radio, and assign them a location to assist in evacuation.</p> <p>A member of the fire brigade will be present outside the exits at the locations marked on the attached map. This brigade member will be in radio communication with a brigade member at the gathering site. As the Fire Wardens exit the building, they will notify the brigade member at the exit site, of individuals who may still be in the building. This information will be relayed to the gathering site where a search for the missing individuals will be conducted. If it is established that someone is still in the building, the HFD will be notified with the name and approximate location of the individual.</p>
	<p style="text-align: center;"><u>Evacuation Out Side of Normal Working Hours</u> <i>(Mon-Fri: 04:00 p.m. -7:30 a.m.)</i> <i>(All Day Saturday and Sunday)</i> <i>(All Official TAMU-IBT Holidays)</i></p> <p>The Building Evacuation Supervisor will consult the Sign-In book located at the Security Desk in the Lobby and obtain two to three names from the book. The Building Supervisor will announce these names over the PA system, while giving the evacuation order, and tell them to report to the front desk to get the Sign-In book. The book will then be taken to the Gathering Site and a "Roll-Call" conducted. The names of individual(s) not accounted for is/are to be conveyed back to the Evacuation Supervisor.</p>
<p><i>Gathering Locations Out-Side Building</i></p>	<p>After evacuating the building, building occupants are to gather in the predefined location for a head count to determine if anyone is missing. If anyone is not accounted for, the Fire Warden must convey this information to a Fire Brigade member.</p> <p>When traveling to the gathering site, be cautious when crossing driveways, sidewalks and other access ways to the building. Also watch for emergency response equipment and personnel.</p>

**Gathering
 Locations
 Out-Side Building
 (cont.)**

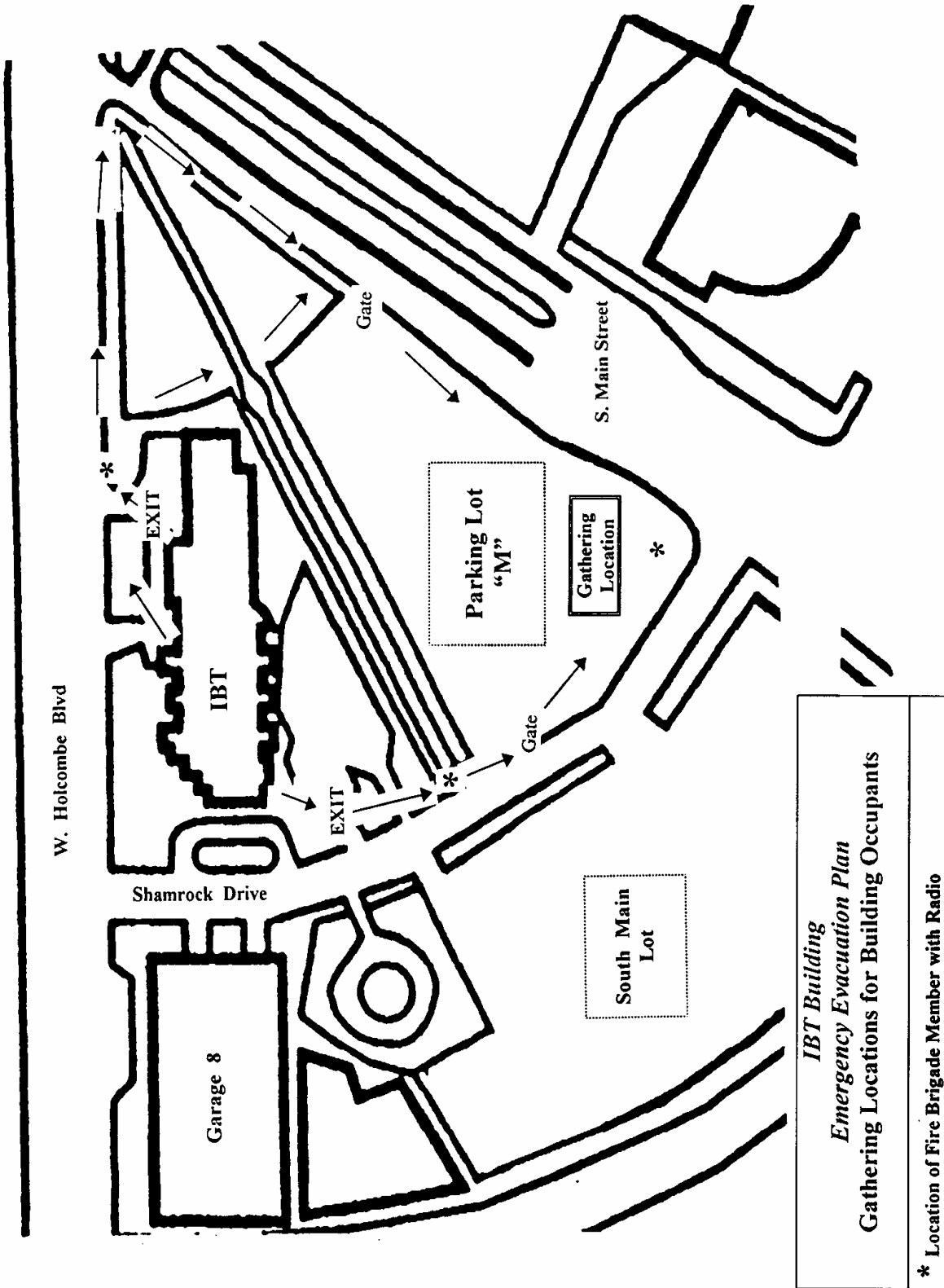
Personnel will gather in the prearranged location listed below.

<u>Floor</u>	<u>Gathering Location</u>
11th Floor	<p>All Occupants of the IBT Building are to gather in SouthWest corner of Parking Lot M (See Attached Area Map)</p>
10th Floor	
9th Floor	
8th Floor	
7th Floor	
6th Floor	
5th Floor	
4 th Floor	
3rd Floor	
2nd Floor	
1st Floor	

See the attached map for the gathering location in relation to the building.

**Re-Entry
 into
 the Building**

No one will re-enter the building until the Fire Department indicates that it is safe to do so.



APPENDIX D

Adverse Weather Alerts

Storms and Hurricanes

Once a tropical disturbance, depression, flash flood, thunderstorm, tornado or hurricane is identified by the national Weather Service, Safety Office personnel will begin tracking the weather conditions.

When a severe weather alert (“watch” or “warning”) is issued, the Adverse Weather Plan may be implemented by the IBT Director or his designee.

A **Flashflood, Tornado or Severe Weather Watch** may be issued when conditions in the area are favorable.

A **Flashflood, Tornado or Severe Weather Warning** may be issued when conditions in the area are present.

A **Tropical Storm Warning** may be issued when winds of 55-73 mph are expected to strike our coastal area.

A **Hurricane Watch** is issued for a coastal area when there is a threat of hurricane conditions within 24-36 hours.

A **Hurricane Warning** is issued when hurricane conditions are expected in a specified coastal area within 24 hours. Hurricane conditions include winds of at least 74 miles an hour and/or dangerously high tides and waves.

Once the Plan has been implemented, an appropriate response level will be declared.

When the Weather Service estimates that the City of Houston has a greater than 10 percent chance of the tropical storm or hurricane hitting our area within the next 12 hours the decision to close or remain open will be made based on the strength and direction of the storm.

Freezing Conditions

When the combination of freezing conditions and rain is possible, the Adverse Weather plan may be implemented. Safety Office will monitor the news media to determine if overnight freezing is possible and the probable conditions of the roads, overpasses and bridges. The decision to remain open, close or open late will be made by the IBT Director or his designee, based on the best information available from the Weather Service.

APPENDIX E

**Texas A&M University
Albert B. Alkek
Institute of Biosciences and Technology**

GENERAL EMERGENCY FIRE EVACUATION PLAN

July 1, 1994*
Revised April 1, 1997
(*List of Fire Wardens on page 4,
updated on September 4, 1997)

**2121 W. HOLCOMBE
HOUSTON, TEXAS 77030
(713) 677- 7700**

T A B L E O F C O N T E N T S

	Page
I. Notification	1
II. Emergency Procedures	1
III. In Case of Fire After Hours	2
IV. Organization Chart	3
V. Evacuation Procedures	5
VI. Special Instructions for the MOBILITY IMPAIRED	8
VII. High Rise Plan	9
Appendix A	
Floor Plan	

Memorandum
PPGL-IX, No. 2Date: April 1, 1997
Page One**IN CASE OF FIRE OR FIRE ALARM****I. NOTIFICATION**

- A. IF THE FOLLOWING IS REPORTED OR IF YOU SEE SMOKE, OR FLAMES, OR SMELL SMOKE OR HEAR A FIRE ALARM, **IMMEDIATELY:**
1. Activate fire alarm, if not activated.
 2. Call Fire Department: 9-911 (from a safe location).
 3. Call Fire Safety Director: 677-7464 (from a safe location).
 4. Report any change in conditions to the Fire Department and Fire Safety Director.
- B. IF YOU THINK YOU SMELL A PECULIAR OR UNFAMILIAR ODOR, **IMMEDIATELY CALL:**
1. Fire Safety Director: 677-7464
- C. INFORMATION TO BE GIVEN TO FIRE DEPARTMENT:
1. WHAT IS EMERGENCY: (Alarm, Smoke, Flames, etc.)
 2. ADDRESS: 2121 W. Holcombe, one block west of Main Street, Texas Medical Center.
 3. TYPE OF OCCUPANCY: High Rise Medical Research Facility.
 4. WHAT FLOOR: _____ ROOM # _____.
 5. TELEPHONE NUMBER: _____
 6. LISTEN TO THE DISPATCHER, **let dispatcher hang up first.**

II. EMERGENCY PROCEDURES PRIORITIES

- A. Emergency Procedures if the following is reported or you see smoke, flames or smell something burning:
1. Isolate fire - close door if you can do so safely.
 2. Activate fire alarm.
 3. Call Fire Department 9-911(from a safe location).
 4. Call Fire Director 677-7464(from a safe location).
 5. Evacuate Using Exit Stairwells.
 6. Fire Extinguishment if small and you can do so safely.
- B. EMERGENCY PROCEDURES IN THE EVENT OF AN ALARM ONLY:
1. Call Fire Safety Director 677-7464.
 2. **Minimum procedure:** Proceed to the stairwells and prepare to exit.
 3. Report any change in conditions to the Fire Department and the Fire Safety Director.
- C. FIRE SAFETY DIRECTOR:
1. Call Fire Department.
 2. Call elevators to the ground floor (turn fireman's service to "on" positions) and have Security Officer On Duty meet the Fire department with emergency.
 3. All fires shall be reported to the Fire Department even if extinguished, no matter how small.

Memorandum
PPGL-IX, No. 2Date: April 1, 1997
Page Two**III. REPORTING FIRES AND FIRE ALARM AFTER HOURS****IF THE FOLLOWING IS REPORTED OR YOU SEE SMOKE, OR FIRE, OR SMELL SMOKE, OR HEAR A FIRE ALARM, DO THE FOLLOWING:**

- A. ISOLATE the fire by closing door, if you can do so safely.**
- B. Activate the Fire Alarm, located near any stairwell, if not already activated.**
- C. Notify the Fire Department: 9-911 and the Fire Safety Director 677-7464.**
- E. Evacuate floor using stairs only. NEVER use elevators.**
- F. NEVER assume someone else has called the Fire Department.**

Memorandum
PPGL-IX, No. 2

Date: April 1, 1997
Page Three

IV.

ORGANIZATIONAL CHART

FIRE SAFETY DIRECTOR

Assistant Director of Security
677-7464

ASSISTANT FIRE SAFETY DIRECTOR

Safety Coordinator
677-7953

BUILDING EVACUATION SUPERVISOR

Security Officer on Duty
677-7464

FIRE WARDENS

(see next page)

FIRE BRIGADE

All Physical Plant Facilities Mechanics On Duty
677-7768

Memorandum
PPGL-IX No. 2Date: September 4, 1997
Page Four**FIRE WARDENS**

<u>Floor</u>	<u>Warden</u>	<u>Phone</u>
1	Damon Delucia	713-677-7452
	Chris Pipkins	713-677-7452
	Archie Banks	713-677-7467
2	Rick Flores	713-677-7463
	James Walters	713-677-7770
	Laura Alford	713-677-7768
3	Victor Pantusa	713-677-7953
	Terry Hoppe	713-677-7952
	Bob Amason	713-677-7768
	Ben Phillips	713-677-7768
	Bobby Eslick	713-677-7768
	Charles Galloway	713-677-7768
4	Oscar Aguayo	713-677-7768
	Diana McKissic	713-677-7427
5	Gloria Milson	713-677-7758
	Kerstin McKeehan	713-677-7578
6	Ann Martin	713-677-7522
	Xiaowen Liang	713-677-7590
7	Twaillah Rogers	713-677-7553
	Craig Cassidy	713-677-7636
	Shakeel Thakurdas	713-563-0406 (MD Anderson)
8	Robert Nguyen	713-563-0420 (MD Anderson)
	Richard Sinden	713-677-7664
9	Eliria Mireles	713-677-7660
	Patricia Dillard	713-500-2410 (UT-Houston)
10	LI Li	713-500-2457 (UT-Houston)
	Sonia Davies	713-500-2425 (UT-Houston)
11	Kathy Crowley	713-500-2424 (UT-Houston)
	Janis Bender	713-677-7612
	Jerry Cochran	713-677-7435

2121 West Holcombe, Houston, Texas 77030
Texas A&M University - Institute of Biosciences and Technology

Memorandum
PPGL-IX, No. 2

Date: July 1, 1994
Page Five

V. EVACUATION PROCEDURES

A. Fire Safety Director

1. In the event of fire, the Fire Safety Director will report to the fire command station to supervise, provide for, and coordinate:
 - a. Manning of the fire command station.
 - b. Direction of evacuation procedures as provided in the Fire Evacuation Plan.
 - c. Reports on conditions on fire floor for information of Fire Department when they arrive.
 - d. Advise the Fire Department Chief-in-Charge of the operation of the fire control station.
 - e. Ensure that the Fire Department has been notified of any fire or fire alarm.
 - f. Have someone who is knowledgeable of the building call all elevators to the ground floor and meet the Fire Department with all emergency keys.
2. Be responsible for training activities of the Building Evacuation Supervisor.

B. Assistant Fire Safety Director

In the event of fire, shall assist the Fire Safety Director to ensure the effective implementation of the Fire Evacuation Plan. In the absence of the Fire Safety Director, the Assistant Fire Safety Director will assume the full duties and responsibilities of that position.

C. Building Evacuation Supervisor

In the event of a fire or on the receipt of an alarm for fire, the Building Evacuation Supervisor will assist the Fire Safety Director to ensure that the Fire Evacuation Plan is implemented effectively. In the absence of both the Fire Safety Director and Assistant Fire Safety Director, the Building Evacuation Supervisor will assume the full duties and responsibilities of the Fire Safety Director.

Memorandum
PPGL-IX, No. 2Date: July 1, 1994
Page Six

D. Fire Wardens

1. In the event of fire, the Fire Warden on that floor will:
 - a. Notify the Fire Department and the Fire Safety Director.
 - b. Direct the evacuation of the floor in accordance with directions received and the guidelines below:
 - Elevators will be used only when assisted by the Fire Department.
 - The Fire Warden shall select the safest stairway on the basis of fire location and information received from the Fire Command Station (FCS). Check the environment in the stairwell before entry for evacuation. If it is affected by smoke, select an alternate stairway and notify the FCS.
 - The Fire Warden shall keep the fire command station informed of the means being employed for evacuation by the occupants of his floor and other particulars.
 - Evacuation to two or more levels below the fire is generally adequate. The Fire Warden shall keep the Fire Command Station informed regarding his location.
 - Fire Warden shall see that all occupants are notified of the fire and that they proceed immediately to execute the Fire Evacuation Plan.
 - Fire Wardens on the floor above the fire shall, after executing the Fire Evacuation Plan, notify the Fire Command Station of the means being used, evacuation and other particulars.
 - Fire Wardens on each floor should know where all handicapped occupants are located. These occupants may need special assistance in the event of evacuation.
2. In the event of a fire alarm:
 - a. Notify the Fire Department and the Fire Safety Director.
 - b. Direct the occupants of their floor to the stairwell for further instructions.

E. Assistant Fire Wardens

In the event of fire, shall assist the Fire Warden to ensure effective implementation of the Fire Evacuation Plan. In the absence of the Fire Warden, shall assume the full duties and responsibilities of that position.

NOTICE TO ALL FIRE WARDENS AND ASSISTANT FIRE WARDENS

It is your responsibility to inform the Fire Safety Director in the event of vacation, leave of absence, transfer, sickness, etc., in order to make necessary revisions regarding replacements or substitutes.

Memorandum
PPGL-IX, No. 2

Date: July 1, 1994
Page Seven

F. FIRE BRIGADE:

IN CASE OF FIRE OR FIRE ALARM, THE FIRE BRIGADE SHALL:

1. Report to the floor below the fire to assist in the evacuation and provide information to the fire command station.
2. After evacuation of the fire floor, endeavor to control spread of fire (closing doors, etc.).
3. Attempt to control the fire until the arrival of the Fire Department if the fire is small and conditions do not pose a personal threat.
4. Leave one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions.
5. On arrival of the Fire Department, the Fire Brigade shall report to the Fire Command Station for additional instructions. (Ord. No. 73-2078, K1, 11-21-73).

Memorandum
PPGL-IX, No. 2Date: July 1, 1994
Page Eight**VI.****SPECIAL INSTRUCTIONS FOR THE MOBILITY IMPAIRED**

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for Fire Wardens to notify the Fire Safety Director of any mobility impaired tenants that may require special assistance in the event of an evacuation. A list must be maintained and updated as necessary.

Tenants not requiring assistance and that are not going to assist will evacuate first. This avoids the possibility of persons in need of assistance being bumped and falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, persons having mobility impairment should be positioned near fire exit stairs that are located farthest away from the fire. If fire conditions pose a personal threat, the Fire Warden should enter into exit stairwell with the mobility impaired and wait for special assistance from Fire Department. The Fire Brigade may assist in evacuating the mobility impaired if danger is imminent and the Fire Department has not yet arrived.

Memorandum
PPGL-IX, No. 2Date: July 1, 1994
Page Nine**VII. HIGH RISE PLAN****A. IMPORTANT THINGS TO KNOW**

- 1. The roof is NOT an approved exit.**
- 2. When the Fire Department arrives, the officer is in charge.**
- 3. The most critical areas for immediate evacuation are the fire floor, one (1) above, and one (1) below.**
- 4. Use elevators only when assisted by Fire Department personnel.**
- 5. Refer any questions from the media to Texas A&M Public Affairs.**

B. CARE OF FIRE PUMPS

1. Weekly inspections will be conducted by the maintenance supervisor. A centrifugal pump should be operated every month at its rated speed with water discharging through some convenient opening. This is desirable to ensure that the working condition of the pump, bearings, stuffing boxes, suction pipe, and strainers is optimal. Such tests will ensure the working order of the driver and control systems.

When automatically controlled pumping units are to be tested monthly by manual means, at least one start will be accomplished by reducing the water pressure either with the test drain on the pressure sensing line or with a large flow from the entire system.

2. A yearly test at the rated capacity must be performed in accordance with the manufacturer's recommendations to ensure that neither pump nor suction pipe is obstructed.
3. Pump room must be kept clean, orderly, free from miscellaneous storage, well-lighted, and heated.
4. Always keep the pump ready to be started at a moment's notice.

NOTE: This Fire Evacuation Pan is based on the Houston Fire Code. For more specific information regarding certain aspects of the Houston Fire Code, see Appendix A.

Memorandum

Date: July 1, 1994

Appendix A

GENERAL DUTIES AND RESPONSIBILITIES

(From Houston Fire Code)

- I. The owner, lessee or designated agent of a building is in one of the categories enumerated in section 38-67 shall submit to the fire marshal a "fire safety plan of procedure for evacuation" of the building for approval. For multi-tenant buildings in this division, each lessee shall be obligated to conform to the approved fire safety plan established by the building owner. The lessee shall provide responsible personnel to assist the building fire safety director by being responsible for supplemental fire protection and suppression in their occupancy and to control the movement of their employees during an evacuation from the building. Such plans to set forth the following:
 - A. A person or persons responsible for maintenance of facilities and personnel required by the plan.
 - B. A responsible person designated in the plan of procedure for evacuation as the "Fire Safety Director" who will be in complete charge of the procedures and the specific responsibilities of those assigned in the plan.
 - C. Sufficient "Area Fire Wardens" or "Deputy Fire Wardens" so that an evacuation organization will be in force in all occupied portions of the building and the public areas under the plan, i.e., lobbies, exit access, and exits.
 - D. Sufficient alternates named for each Fire Safety Director and Assistant or Deputy Directors and Area Fire Wardens so that a principle or alternate is in the building at all times it is occupied during working hours to supply leadership under the plan. Working hours shall be construed to mean scheduled or designated periods of time during which work is performed or business is conducted.
 - E. The Fire Safety Director, Assistant Directors, Deputy Fire Wardens and such persons specified in the approved plan shall possess a "Certificate of Fitness" signed by the fire marshal.
 1. The training required for a certificate of fitness shall cover the subject of organizing, training to conduct fire drills, evacuations and related activities such as organizing, training and supervising the building Fire Brigade. Such training shall be approved by the Fire Marshal and may include written tests and demonstrations of individual proficiency in handling of portable fire extinguishers and standpipe hose.

Memorandum
PPGL-IX, No. 2

Date: July 1, 1994
Page Eleven

2. Required training for certification may be done by persons, institutions or companies upon approval of the Fire Marshal.
 3. An approved training program shall include emergency instructions for building maintenance personnel, security and janitorial personnel, and such other special personnel the Fire Marshal deems applicable to each building.
- II. A daily check shall be made and records kept for the Fire Department examination to ascertain that an evacuation team is present at all times the building is occupied.
 - III. To ensure that at all times other than normal working or business hours, when there are occupants in the building and there is no Fire Safety Director on duty in the building, there shall be at least one person on duty as Building Evacuation Supervisor. He shall be capable of directing the evacuation of the occupants as provided for in the Fire Safety Plan. His training and related activities shall be under the direction of the Fire Safety Director in accordance with the requirements of these rules and the Fire Safety Plan. Such activities shall be subject to the Fire Department control.
 - IV. The applicable parts of the approved Fire Safety Plan shall be distributed to all tenants of the building by the Building Management when the Fire Safety Plan has been approved by the Fire Marshal.
 - V. The applicable parts of the approved Fire Safety Plan shall be distributed to all tenants of the building, by the tenants to all their employees, and by the building management to all their building employees.

SECTION 38.75: CONDUCT OF FIRE EXIT DRILLS.

- A. The Fire Safety Director shall conduct a fire exit drill in accordance with the approved plan of procedure at least every six (6) months.
- B. All occupants of the building shall participate in the fire drill as required by the Fire Marshal. Under written permission, the occupants may not be required to leave the building but assemble in prescribed areas.
- C. A written record of such drills shall be kept on the premises and shall be readily available for Fire Department inspection.
- D. Custodial forces employed or contracted shall be properly trained in applicable methods of turning in a fire alarm:

Memorandum
PPGL-IX, No. 2Date: July 1, 1994
Page Twelve

- 1.) All custodial employees shall be carefully instructed not to delay reporting any fire no matter how small.
- 2.) At least one (1) custodial employee on duty on any floor after normal working hours shall be trained in how to use the available fire extinguishers and available first aid firefighting equipment.

SECTION 17-38.78:

General duties and responsibilities of Fire Safety Director, Fire Wardens, and Fire Brigade.

A. THE FIRE SAFETY DIRECTOR SHALL:

1. Be familiar with the written Fire Safety Plan providing for fire drill and evacuation procedure in accordance with these rules.
2. Select qualified building service employees for a Fire Brigade Team and organize, train and supervise such a Fire Brigade.
3. Be responsible for the availability and state of readiness of the Fire Brigade Team.
4. Conduct fire and evacuation drills.
5. Be responsible for the designation of a Fire Warden for each floor and sufficient Assistant Fire Wardens for each tenancy in accordance with these rules.
6. Be responsible for daily check for the availability of the Fire Warden and Assistant Fire Wardens.
7. Notify the owner or other persons having charge of the building when any designated individual is neglecting his responsibilities contained in the Fire Safety Plan. The owner or the other person in charge of the building shall bring the matter to the attention of the firm employing the individual. If the firm fails to correct the conditions, the fire department shall be notified by the owner or person in charge of the building.

B. FIRE WARDENS:

1. The tenant or tenants of each floor shall, upon request of the owner or person in charge of the building, make responsible and dependable employees available for designation by the Fire Safety Director as Fire Warden.

Memorandum
PPGL-IX, No. 2

Date: July 1, 1994
Page Thirteen

2. Each floor of the building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. The Fire Warden shall be assisted by the Assistant Fire Wardens to complete assigned duties.
3. Each Fire Warden and Assistant Fire Warden shall be familiar with the Fire Safety Plan, the location of exits, and operation of any available fire alarm system.

Memorandum
PPGL-IX, No. 2Date: July 1, 1994
Page Thirteen

2. Each floor of the building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. The Fire Warden shall be assisted by the Assistant Fire Wardens to complete assigned duties.
3. Each Fire Warden and Assistant Fire Warden shall be familiar with the Fire Safety Plan, the location of exits, and operation of any available fire alarm system.

FLOOR DIAGRAMS
(Contact the IBT Safety Office)

APPENDIX F

ANIMAL INCIDENT RESPONSE PLAN

Contact the Program for Animal Resources