



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Operating Policy and Procedure

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| Title: Emergency Evacuation Policy | Policy Number: 75.33 |
| Regulation: Reference: | Effective Date: September 2013 Next Review Date: March 2018 |

Policy Statement:

This policy provides the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) with an effective and efficient building evacuation guideline in the event of or the threat of a fire, explosion, or hazardous material related emergency where partial or total evacuation of a building is necessary. The policy provides an outline of responsibilities of personnel for an effective safe evacuation.

This policy will be reviewed every two (2) years by the Senior Director of Safety Services, with recommendations and revisions forward through the Managing Director Physical of Plant and Support Services to the Chief Operating Officer and Vice President of Operations.

Purpose:

The purpose of this policy is to provide a guideline on building evacuation and occupant safety. Evacuation from a building may be necessary in the event of a fire, explosion, and/or hazardous material spill/release.

Fire Related Emergency Evacuations and General Emergency Evacuations:

Fire Related Emergency Evacuation can be described as a means to withdraw from a building in an organized way for protection. Fire, explosion, and/or hazardous material related evacuations are most likely accompanied with the simultaneous activation of the fire alarm system.

Whereas General Emergency Evacuations may NOT be accompanied with the action of the fire alarm system except in cases of extreme emergency. They are events that may necessitate prompt action with more information for the evacuee including taking your personal belongings and leaving the campus. Means of General Emergency Evacuation notification may include StatAlert, cell phones, computers, digital boards and land line phones.

Scope and Distribution:

TTUHSC El Paso Campus Personnel.



Procedure:

These guidelines are intended to establish the procedures to be adopted in the event of any emergency, which may require partial or total evacuation of buildings within TTUHSC El Paso.

Building Evacuation:

TTUHSC El Paso buildings that are equipped with a fire alarm system provide audio and visual notification automatically in the event of a fire. The fire alarm system may have to be activated manually for some evacuation emergencies including small fires, chemicals spills and the threat of fire or explosion. Fire alarm notification devices are easily distinguishable and all building occupants are expected to promptly respond by following the departments building evacuation policy.

TTUHSC El Paso employees should establish two (2) separate ways out of the area, floor and building. In multi-story buildings, unless unusual conditions dictate otherwise the primary evacuation route is the nearest stairway and out the nearest exit leading to the outside of the building. Specific departmental evacuation routes have been developed and are available by your Department Unit Safety Officer (USO).

In the event of a fire alarm, building occupants should:

1. Leave the area closing all doors once everyone in that area has evacuated. Doors should be closed but not locked.
2. Follow the exit signs and exit the building using the exit stairwell enclosure.
3. Re-assemble at your pre-designated assembly area outside of the building.
4. USO or Evacuation Coordinator should account for those not present and report necessary information to the Incident Commander (IC).

Evacuees should be guided by designated USO or Evacuation Coordinator to proceed away from the building clear of danger not to impede the movement of emergency responders and proceed all the way to their pre-determined evacuation assembly point.

Building Re-Entry:

Evacuated buildings should only be reentered after TT Police Department (TTPD) or IC gives the ALL CLEAR signal; a long whistle sound and hand signal. Staff and evacuees are NOT to assume they have permission to reenter otherwise.



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IC may extend reentry for as long as is necessary and therefore Departments should be prepared to implement their Continuity of Operations Policy (COOP Policy).

Elevators:

TTUHSC El Paso elevators are NOT designed nor are they intended as means of egress during a fire related emergency, unless supervised by emergency forces including El Paso Fire Department, or TTPD. Elevators may be permitted as means of egress in non-fire related evacuations under the supervision of IC.

Special Needs Populations:

Individuals who may require staff assistance during building evacuations are “special needs populations”. Departments should policy and account for special needs populations during and after building evacuations. Follow these precautions:

1. Elevators may NOT be available as means of egress unless properly supervised (see elevator section).
2. Enclosed stairwells identified as “EXIT” should be employed whenever possible.
3. Slower moving individuals in stairwells should walk along the right-side of the stair against the rail to allow faster moving individuals to pass on the left.
4. Stairwell landings are designated as Refuge Areas. Landings are the flat surface areas of the stairs. Special needs populations that cannot evacuate the building via the stairs may be staged at the stairwell landings accompanied by designated TTUHSC El Paso Staff.
5. Designated staff members(s) shall report the location and Refuge Area status to IC when necessary.
6. Overcrowded Landings: special need populations may be safely staged outside an enclosed stairwell with designated TTUHSC El Paso Staff assistance and be visible, provided the atmosphere is safe, and the location and status are periodically reported to the IC. Maintain this position until relieved of responsibility or relocated by emergency forces.

Texas Tech Police (TTPD)

During a building evacuation TTPD assumes Incident Command until arrival of emergency forces and/or responsibilities are relinquished, transferred or terminated.



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The first local emergency responder to arrive at the scene of an emergency situation will serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an Incident Command Post (ICP), provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

Evacuation:

Primary responsibility for this function is assigned to the TTPD who will prepare and maintain Annex E (Evacuation) as part of the Campus Emergency Preparedness Policy.

Emergency task to be performed include:

- a. Identify areas where evacuation has been called for or may in the future be necessary and determine the amount of the population at risk.
- b. Perform evacuation policying for known risk areas to include route selection and determination of traffic control requirements.
- c. Develop simplified policying guidelines for ad hoc evacuations.
- d. Determine emergency public information requirements.
- e. Perform evacuation policying for special needs facilities (e.g. clinic, classrooms).

TTPD will route traffic away from building and make room for emergency responders. During inclement weather TTPD will determine if there will be the need to relocate people to a covered location or protected location from the elements. If this is the case, TTPD may request Safety Team Members to assist organizing the move of evacuees. Generally special populations will be moved first.

Fire Drills:

Facility Drills are conducted to test employees on correct procedures and allow observation of the facility egress system during simulated emergency conditions. The TTUHSC-EP Fire Marshals will identify and correct all fire drill deficiencies. Fire evacuation drills are generally conducted each calendar year. TTUHSC-EP Employees should know two separate ways from their work area for evacuation purposes. Employees should leave the building using the stairs to the designated area outside. Elevators are not intended for emergency egress. **Faculty, Staff, and Students are required to participate in fire drills.**

Exceptions:

1. Patients and visitors are not required to evacuate for fire drills.
2. Personnel actively involved with direct patient care or laboratory experiments that require constant attendance are also excused from the drill.



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3. It is acceptable for an employee to remain for incoming telephone calls and to supervise patient waiting areas.
4. Personnel actively involved in face-to-face treatment, movement or conference with a patient. Activities such as phone calls, dictation, and note writing, where there is no direct interaction with the patient, **are not included in this definition.** Patients waiting in exam rooms should be notified of the fire drill and allowed to remain in the exam room during the drill.

USO, Department Manager, or other designated person will complete "Business Occupancy Fire Drill Report Form" after a fire drill is conducted. The completed form will be submitted to the Safety Office for Joint Commission documentation. (See attachment "B")

See Attachment "A" for Additional Roles and Responsibilities:



Attachment A

Roles and Responsibilities:

Facilities Operations and Maintenance (FOM) Special Systems Personnel:

FOM Special Systems personnel are responsible for the operations of the building fire alarms and fire suppression systems. FOM Special Systems Personnel ensure the systems are inspected accordingly and repairs are conducted when needed. During alarm activations:

- FOM Special Systems Personnel receive announcements that the alarm has been activated.
- FOM Special Systems Personnel physically go to the building and check the fire panel the location where the alarm was activated.
- FOM Special Systems Personnel will also ensure that those systems that are inactivated/shut-off during the alarm will be reset; including elevators, HVAC air and exhaust, and doors.
- FOM Special Systems Personnel communicate with the TTPD when everything has been reset and report that it is clear for people to re-enter the building.
- If FOM Special Systems Personnel encounter that emergency services are required; they communicate with the TTPD and advise them of the situation, and request that emergency services be called in.

FOM Support Personnel:

FOM Support Personnel assist FOM Special Systems Personnel to find the location where the alarm was activated. Once the location is found, FOM Support Personnel will reset as quickly as possible if the alarm cause is not a fire related emergency, and assist evacuation in the building. This may include reporting to an assigned location and holding doors open for people to egress quickly.

Department Administrator/Manager/Supervisor:

The Department Administrator/Manager/Supervisor play a-key-role in the safety of their employees and visitors. It is the responsibility of the Department Administrator/Manager/Supervisor to assign the USO, Safety Team, and Department Evacuation Coordinator for the department. The Department Administrator/Manager/Supervisor will:

- Ensure that their department participates in trainings, and annual fire drills.



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- **Assign someone from the department to conduct the “Roll Call”, to account for everyone that evacuates the building. This count needs to be provided to the TTPD. The list will be given to the Fire Department once they arrive on site. Along with the count, a list of those missing and their possible location must be provided to the Fire Department.**

Department Unit Safety Officers (USO):

The Department USO is responsible for assisting the Department Administrator/Manager/Supervisor in implementing and managing the Safety Program within their department. The duties of the USO during a fire alarm are as follows:

- **The USO must be the last one to evacuate the department.**
- **The USO must assess the area(s) by closing all room doors, once verified that the room is vacant.**
- **The USO will assist the Department Evacuation Coordinator with the identification of those patients, visitors, and staff that are non-ambulatory and guide those individuals closer to the emergency exit.**
- **The USO will coordinate their department’s Fire Emergency Response Training that includes, yearly participation in fire drills, review fire response procedures within department at least once yearly, and have employees complete emergency response fire response training.**
(See OP 75.16 attachment C)

Faculty, Staff, and Students:

Faculty, Staff and Students are required to:

- **Stop what they are doing once the alarm is activated, and proceed to the nearest exit and evacuate the building.**
- **If not ambulatory, must look for your department Evacuation Coordinator, and go to the nearest exit and wait there until the fire department arrives and assists with your evacuation.**
- **Once outside the building, go to your assembly location and ensure that you are accounted for.**
- **For your own safety, get to know where all the exits that lead outside are located.**
- **Know the meaning of R.A.C.E.**
- **Know the meaning of P.A.S.S.**
- **Know the location of your nearest fire extinguisher.**
- **Participate in fire drills.**



Department Evacuation Coordinators:

Department Evacuation Coordinators will be identified by wearing a “Blue” colored vest. Their responsibility is to assist those individuals who cannot evacuate safely down the staircase during a fire emergency. Whether these individuals are patients, visitors or staff members, they need to be moved to the nearest emergency exit. This applies to all individuals located in the basement or floors above the first floor.

Once everyone that can evacuate has, all non-ambulatory staff, patients, visitors, and staff will be move closer to the exit stairways by the Evacuation Coordinator. When individuals have been moved to this location, the Evacuation Coordinator must remain with them until the Fire Department personnel have provided instruction that it is safe to leave them there.

The Evacuation Coordinator will have a two-way radio for use to communicate with a Coordinator that will be staged outside the building. They will let this person know how many people they have in each exit that will need assistance to evacuate. This information will be relayed to the TTPD, who will be serving as the IC for the emergency.

Safety Team Member:

A “Safety Team” member can be a Unit Safety Officer, Safety Committee Member or an employee who is willing to assist with safety related issues. The Safety Team Member is identified by wearing a bright Orange “Safety” Vest during evacuation events.

The Safety Team member provides direction and assistance to staff, patients, and visitors during fire alarms, bomb threats, chemical spills, or hostage situations, basically whenever a building needs to be evacuated. They may also provide crowd control while outside during an event.

Safety Team member will:

1. Encourage everyone to WALK and not run as they exit the building.
2. Encourage people to use the hand rails when using stairs to exit a building.
3. Direct faculty, staff, students and visitors to their assigned Assembly Areas.
4. Assist those evacuating, maintain order while exiting and in the Assembly Area. Look for the following:
 - a. No sitting on parked cars.
 - b. Watch for and provide assistance to faculty, staff, students and visitors who may need special assistance while outside.



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- c. Encourage faculty, staff, students, and visitors NOT to pull out of parking space while evacuees are in the parking lot.**
- d. Assure that no one re-enters the building once they have evacuated.**
- e. Work with TTPD in assisting them with what they request. This could be to move people away from the building, to transfer people from one location to another during inclement weather.**
- f. Assist Individuals to re-enter the building once the whistle has been blown by TTPD, indicating re-entry to the building is safe.**



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Attachment "B"

Texas Tech University Health Science Center at El Paso
Business Occupancy Fire Drill Report Form

Date: _____ Observers Name: _____

Time: _____ Building: _____

Method of Activation:

- Smoke Detection Pull Station
 Voice Command Drill Other

| Descriptions | YES | NO | N/A |
|---|-----|----|-----|
| Staff Response | | | |
| 1. Did personnel act promptly to the alarm? | | | |
| 2. Was Staff familiar with activation of alarm? | | | |
| 3. Was Staff familiar with the floor evacuation policy? | | | |
| 4. Were corridors and passageways clear of obstructions to facilitate effective evacuation? | | | |
| 5. Was Staff knowledgeable of refuge/safe areas? | | | |
| 6. Did Staff respond according to R.A.C.E.? | | | |
| 7. Were all doors closed once rooms were deemed vacant? | | | |
| Building Egress | | | |
| 1. Was staff able to exit from all egress doors? | | | |
| 2. Was the audible alarm heard in all areas? | | | |
| 3. Are strobe lights operational and visible in all areas? | | | |
| 4. Are all EXIT signs operational and clearly visible? | | | |
| 5. Are egress exit clearly identified? | | | |

Department: _____

Signature of Monitor: _____