

UHV FACILITY EMERGENCY DAY EVACUATION PLAN

1. Purpose & Background

- The University of Houston-Victoria recognizes the need for a plan to evacuate facilities in a safe, orderly manner during emergency situations that may occur. This plan will include but not be limited to events such as fire, explosion, chemical spills, bomb threats, or other adverse emergency situations.
- This evacuation plan is intended to provide for the expeditious and orderly exit of employees, students, and the general public in the event of an actual emergency, **during normal workday hours**. ([A separate plan has been developed for after-hours evacuations.](#))

2. Responsibility

- The University Safety Officer is responsible for assessing the effectiveness of the plan and updating as necessary, with input from the Risk Advisory Committee, Emergency Monitors, and other appropriately assigned individuals.
- The University Safety Officer is also responsible for educating employees and ensuring that emergency drills are scheduled for each facility on a periodic basis, as required by the State Office of Risk Management.
- The University Safety Officer in conjunction with each facilities Risk Advisory Committee member is responsible for assigning employee Emergency Monitors who will assist with the evacuation of employees, students, or visitors from work areas and classrooms at the sound of the alarm or when notice of evacuation is received.
- Each unit head, faculty member, and supervisor in charge, at the time of the emergency, is responsible for ensuring all personnel assigned to that Department evacuate their area and are accounted for at the designated safe area.

3. Notice to evacuate

- **When the building alarm system is activated, building occupants MUST evacuate according to the posted evacuation plan. The University Center & University West buildings have a combination of alarm and strobe lights that will activate. The Library, SBDC, Totah Annex, and University Outreach have audible alarms only. They are required to meet in a designated safe area.** Each Unit head, faculty member, or supervisor must report to the Grounds Captain who will be wearing a colored safety vest. The designated safe areas for each building are as follows:
 - University West & Center Buildings: designated areas outside of each exit door.
 - Small Business Development Center (SBDC) area – Back parking lot of the building.
 - University Outreach (UO) building - west parking lot of the building, south lot grassy area.
 - Library - the east lawn area (facing Ben Wilson Street).
 - Totah Annex – south parking lot area.

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4. Evacuation procedures

- Stop what you are doing, pickup your personal belongings, walk, do not run, and follow the emergency evacuation plan posted within your department. If your designated exit is blocked, use the next nearest alternate exit. If you are working in an area away from your regular work- station, follow the evacuation instructions posted in that area. Do not return for any belongings that are left behind.
- **DO NOT USE THE ELEVATOR DURING AN EMERGENCY.**
- Ensure that doors are closed when exiting offices but **DO NOT LOCK DOORS**. Emergency personnel may have to re-enter.
- Report to the designated safe areas so that the unit supervisors can count you.
- Do not smoke in safe designated areas.
- Do not re-enter the building until the Emergency Officials, University Administrators, or the University Safety Officer provides the approval for re-entry.
- Each Departmental or Unit Supervisor In Charge: The supervisor in charge, at the time of the emergency, is responsible for ensuring that all people assigned to that department are accounted for. The information will be reported to the Grounds Captain or Emergency Monitor within minutes of the evacuation.
- Faculty Who Are Teaching Classes: Faculty members instructing a class at the time of the emergency will immediately inform students that they are to evacuate the area by following the evacuation route noted on the evacuation posting. The faculty member should be the last person exiting the room and the door must be closed upon exiting the area. Upon reaching the designated safe area, the faculty member must account for all assigned students and report this information to the Emergency Monitor. Do not dismiss students until all students have evacuated the building and you have accounted for them at the designated meeting area.
- Emergency Monitors: Emergency Monitors have several responsibilities. Some tasks include ensuring that each floor is evacuated, ensuring no one re-enters the facility until the all-clear is given, and polling supervisors and faculty to ensure that all individuals in that facility are accounted for. If this is your assignment, please review your particular responsibilities for this site.

5. After the All Clear is Given

- Upon return to your department, please report any problems or suggestions to the Safety Officer or your facilities Risk Management representative.
- Emergency Monitors are required to meet with the Safety Officer and Emergency Personnel after the event for a short debriefing.