

UHV FACILITY EMERGENCY NIGHT 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. Events such as fire, explosion, chemical spills, bomb threats, or severe weather may result in the evacuation of facilities.
- These procedures are intended to provide for the expeditious and orderly exit of employees, students, and the general public, **during nighttime emergencies**.
- The Campus **Safety Officer** is responsible for assessing the effectiveness of the plan and updating as necessary, with input from the Safety & Risk Advisory Committee, Emergency Monitors, and other appropriate individuals.
- The **Safety Officer** is responsible for employee Emergency Monitors who will be required to assist with evacuation of employees, students, or visitors at the sound of the alarm or when notice of evacuation is received.
- Each on-site unit head, faculty member, and supervisor in charge, at the time of the emergency, is responsible for ensuring that employees or students assigned to them are promptly evacuated and accounted for at the designated safe area.
- The **Safety Officer** is also responsible for educating employees about these procedures and ensuring that at least one emergency drills are scheduled for each facility on a periodic basis, as recommended by the State Office of Risk Management (SORM).

2. Evacuation Procedures

- **When the building alarm system is activated, building occupants MUST evacuate. 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. Occupants are required to meet in the designated safe areas.** The designated safe areas for each building are as follows:
 - University West – Grassy area near VC Student Center and near pyramids
 - Center Buildings – Grassy area near the pyramids and grassy median near the front parking lot
 - 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
 - VC/UHV Library - the east lawn area (facing Ben Wilson Street)
 - Totah Annex – south parking lot area
- Stop what you are doing, pickup your personal belongings, walk, do not run, and follow the posted emergency evacuation plan. If your designated exit is blocked, use the next nearest unblocked 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 but **DO NOT LOCK DOORS**. Emergency personnel may have to re-enter.
- Report to the designated safe areas and wait.

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- Do not smoke during the evacuation.
- Do not re-enter the building until Emergency Officials or the Security Officer gives the approval for re-entry.

3. Individual Assignments

- Security Officer:
 1. The Security Officer is the designated Grounds Captain.
 2. Security will notify Facilities Services of the emergency and the building affected.
 3. Security will maintain contact by radio with the Night Clerk, on-duty custodian(s) and Media Library staff. Utilize these devices as needed to ensure the safety of all involved.
 4. Security will call the Victoria Fire Department (911) to verify if they are responding.
 5. Security will help in preventing re-entry to the building.
 6. Security should record the incident in the security log and report the emergency to the Safety Officer or Facilities Director.
- Night Clerk:
 1. The night clerk will contact the Security Officer to notify him of the emergency.
 2. The night clerk has access to radio communications that would facilitate evacuation procedures. Utilize these devices as needed to ensure the safety of all involved.
 3. The night clerk is responsible for assisting with the evacuation as quickly as possible and preventing unauthorized re-entry.
 4. The night clerk should solicit employees who may be present to assist where needed.
 5. In the West building, the night clerk will work the first floor checking restrooms and evacuating all classrooms and offices.
 6. In the Center building, the night clerk will assist security and other staff by working the first floor to ensure evacuation is taken.
 7. Upon return to your department, please report any problems or suggestions to the Campus Safety Officer or your Safety committee representative.
- Custodian:
 1. The on-duty custodian(s) will contact the Security Officer to notify him of the emergency.
 2. The on-duty custodian(s) have access to radio communications that would facilitate evacuation procedures. Utilize these devices as needed to ensure the safety of all involved.
 3. The on-duty custodian(s) are responsible for assisting with the evacuation as quickly as possible and preventing unauthorized re-entry.
 4. The custodian should solicit employees who may be present to assist where needed.
 5. In the West building, the custodian on duty will work the second floor checking restrooms and evacuating all classrooms and offices.
 6. Upon return to your department, please report any problems or suggestions to the Campus Safety Officer or your Safety committee representative.

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- Faculty In Classes:
 1. Faculty instructing a class at the time of the emergency has the responsibility to immediately inform students that they are to evacuate the area by following the evacuation route noted on the evacuation posting.
 2. Faculty members should be the last to exit the room, and close the door upon exiting.
 3. Upon reaching the designated safe area, the faculty member must report to the Security Officer.
 4. Faculty should not dismiss students until all have been accounted for.
 5. Upon return to your department, please report any problems or suggestions to the Campus Safety Officer or your Safety committee representative.

- Computer Lab Assistant(s)
 1. If the emergency is in the Center building you will be required to assist with the evacuation on your respective floor.
 2. Check all restrooms, classrooms and offices on the second floor to ensure all have evacuated the building.
 3. The Night Clerk and custodian on duty will assist on the first floor.
 4. The Media Library staff will assist on the third floor.
 5. Upon return to your department, please report any problems or suggestions to the Campus Safety Officer or your Safety committee representative.

- Media Library Staff
 1. If the emergency is in the Center building you will be required to assist with the evacuation on your respective floor.
 2. Media Library Staff have access to radio communications that would facilitate evacuation procedures. Utilize these devices as needed to ensure the safety of all involved.
 3. Check all restrooms, classrooms and offices on the third floor to ensure all have evacuated the building.
 4. The Night Clerk and custodian on duty will assist on the first floor.
 5. The Computer Lab Assistant(s) on duty will assist on the second floor.
 6. Upon return to your department, please report any problems or suggestions to the Campus Safety Officer or your Safety committee representative

- 4. **After the Emergency**
 - The security officer, night clerk, custodian on duty, (Computer Lab Assistant on duty and Media Library staff, if involved), will be required to meet with the Safety Officer and Emergency Personnel, if necessary, the next day for a debriefing.