Appendix F

Evacuation Procedure

The following evacuation procedures are presented as general guidelines. Each department head should establish procedures that are specific to their area to ensure safe evacuation of employees, students and visitors.

1. WHEN TO EVACUATE
   
   A. In the event of a fire alarm, complete evacuation of the building will be **IMMEDIATE AND MANDATORY**.
   B. For other emergencies that may require partial or total evacuation, campus security, police, or other CBS responsible authority will notify you.
   C. The method of notification of an evacuation will be identified and included in the evacuation plan.

2. EVACUATION ROUTES

   A. Primary evacuation routes for each floor of the building will be the nearest safe stairwell(s) as outlined in the evacuation maps located in each classroom and offices.
   B. Elevators **will not** be used for evacuation (they may become inoperative / smoke hazard may develop).
   C. All occupants should move as far away from the building as possible.

3. METHOD OF EVACUATION

   A. Evacuation should begin with those persons not requiring assistance. This avoids the possibility of the disabled being injured.
   B. Position persons with disabilities near the stairwell farthest from danger.
   C. If possible, designate one person to stay with disabled and another to notify emergency responders of their location.
   D. Elevators **will not** be used during an emergency evacuation.
   E. Flashlights or emergency lighting and supplies will be useful in case of electrical power failure.
   F. Occupants will proceed to the nearest stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on ground floor.
   G. Close office doors and windows as you leave.
   H. Occupants should be informed to take personal items only if there is time.
   I. Occupants should remain quiet in the evacuation process in order to hear directions.
4. EVACUATION PLANS FOR PERSONS WITH DISABILITIES

- Faculty and staff are responsible for aiding disabled persons.

  Faculty and staff must help and abide all disabled persons in times of an evacuation.

- Persons Using Crutches, Canes, or Walkers

  In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms) which is then lifted and carried.

- People Who Use Wheelchairs (Non-ambulatory)

  Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.

5. CONDUCT FOLLOWING EVACUATION

A. Do not panic.
B. Once in a safe area, stay visible.
C. Faculty and staff should make an accounting of occupants from their respective areas.
D. Occupants not accounted for will be submitted to the fire fighters as missing.
E. Occupants will proceed to the area outside identified for assembly as warranted by exiting conditions.
F. All personal should follow instructions given by those in charge.
G. Do not return to an evacuated building unless those in authority gives an “all clear” designation.

OTHER SUPPORT

In the event of an emergency the following is a list of agencies that may also provide support services along with their numbers.

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance/Fire/Police/Sheriff</td>
<td>911</td>
</tr>
<tr>
<td>Ambulance Non-Emergency</td>
<td>713-222-3434</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>713-526-8300</td>
</tr>
<tr>
<td>Ben Taub Hospital</td>
<td>713-793-2000</td>
</tr>
<tr>
<td>Boxer Management Company</td>
<td>713-777-7368</td>
</tr>
<tr>
<td>CBS Campus Security</td>
<td>281-448-4900</td>
</tr>
<tr>
<td>CBS Facilities #1</td>
<td>713-545-8543</td>
</tr>
<tr>
<td>CBS Facilities #2</td>
<td>713-545-4906</td>
</tr>
</tbody>
</table>
City of Houston  713-247-1000
Electric - Reliant  713-207-7777
Fire Non-Emergency  713-227-2323
Gas – CenterPoint Energy  713-659-2111
Harris County  713-755-5000
Hazardous Materials  911
Health Department  713-439-6000
HPD Non-Emergency  713-884-3131
Memorial Hospital Southwest  713-776-5151
Poison Control  1-800-764-7661
Water  713-754-0600