***Instructions:***

*Note: This template is intended to be used for small single story facilities with no regular occupants such as greenhouses, small storage facilities, small animal housing facilities, etc. For any normally occupied facility, please use the Texas A&M University Building Emergency Action Plan (BEAP) Template.*

Use this generic emergency evacuation plan to create an appropriate, effective plan for your building. You may add or delete sections as appropriate for the facility. At various places within the generic plan italicized typing indicates either places for you to insert respective information or a note or instruction. Delete the italicized typing as you proceed through each section and enter information. A downloadable form of this plan may be found on the Environmental Health and Safety website: http://ehs.tamu.edu.

For assistance with completing this plan, contact us at 845-2132

**

*Insert Building Name*

*Here*

Building # *insert building number here*

*Street Address*

**Emergency Evacuation Plan**

Prepared by:

*Insert names of emergency planning committee members*

*November 1, 20XX (insert correct date here)*

Last Revision:

*November 1, 20XX (insert correct date here)*

**Emergency Telephone Numbers**

Zone Maintenance # (Building Issues and Repair) #-####

*Adjust Zone Maintenance number and phone for your bldg.*

Communications Center

(Elevator & Pest Issues, After-hours Maintenance) 845-4311

Environmental Health & Safety (EHS)

Normal Business Hours 845-2132

After normal work hours call the Communications Center 845-4311

*Insert Building Proctor Here (if differaent from above)* #-####

University Police 845-2345

University Emergency Medical Services 845-1511

College Station Fire Department (Non-Emergency) 764-3700

College Station Police Department (Non-Emergency) 764-3600

Bryan Police Department (Non-Emergency) 361-3888

Bryan Fire Department (Non-Emergency) 361-3888

*Add numbers as needed/that are pertinent to your building*

**Section I: Plan Objectives**

Emergencies in the [*Insert Building Name Here*], such as fire, explosions, spills, chemical releases and all other emergencies may require employees to evacuate the building and notify emergency responders. To ensure orderly and safe evacuations, all buildings shall have in place a working Emergency Evacuation Plan (EEP). This EEP is intended to communicate the policies and procedures for employees to follow in an emergency situation. Additional information, regarding emergency issues such as severe weather, bomb threats, etc., can be found at: <http://ehs.tamu.edu>, [www.tamu.edu/emergency](http://www.tamu.edu/emergency), and <https://upd.tamu.edu>.

**Building Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Office Location** | **Office Phone** | **Home Phone** | **Title** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section II: Emergency Reporting Procedures**

If the need for an evacuation is discovered follow the following steps:

* Locate and activate the nearest manual pull station, if a fire alarm system is installed in the facility, to initiate a building evacuation
* Call 911 from any telephone to report the emergency and provide any information such as:
  + Your Name
  + Emergency Location (Bldg. #\_\_\_\_, Floor #\_\_\_, Room #\_\_\_ )
  + Size and Type of Emergency (Fire, smell of smoke, injured person, etc.)
  + Any additional information requested by the emergency operator
  + Stay on the phone until told to disconnect by the emergency operator
  + If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to extinguish any small fire. Do not place yourself or others in unnecessary danger (training is available through the Environmental Health and Safety)

**Attachment I**

*Insert Floor Plans Here If Available*