L. Theo Bellmont Hall
Emergency Preparedness
Guide

Revised August 2018
Purpose
The purpose of this Building Emergency Plan is to provide structure and guidance necessary to evacuate L. Theo Bellmont Hall (BEL) safely and expeditiously in case of an emergency situation and to direct occupants to a place of shelter in BEL during weather-related emergencies.

Key for Emergency Evacuation Maps throughout Bellmont

- **FIRE EXTINGUISHER**
- **EMERGENCY EXIT**
- **FIRE ALARM PULL STATION**
- **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**
Table of Contents

• Building Emergency Management Team Information
• Building Emergency Manager (BEM) Responsibilities
• Floor Manager Responsibilities
• Specific, Critical Duties during an Evacuation
• Specific, Critical Duties during a Fire
• Building Emergency Management Team Contact Information
• Emergency Contact Numbers
• Emergency Evacuation Procedures
• Specific, Critical Duties during a Tornado/Severe Weather Emergency
• Lockdown Procedures
• Additional Resources
• BEL Floor Maps
Building Emergency Management Team

The Building Emergency Management Team (BEMT) will consist of the Building Emergency Manager, the Floor Managers, and the Communications Coordinator. Additional assistance may be performed by Access Managers, Evacuation Escorts and Sector Coordinators, if necessary. This team will manage the evacuation of BEL during an emergency and the movement of occupants in BEL to a safe location during a weather-related emergency.

The Building Emergency Management Team (BEMT) is a team of occupants who manage the evacuation and shelter functions of L. Theo Bellmont Hall during an emergency. The BEMT consists of personnel assigned emergency functional assignments that may include Building Emergency Manager, Assistant Emergency Manager, Access Manager, Assembly Coordinator, Elevator Manager, and Evacuation Manager for individual floors.
Building Emergency Manager
Building Emergency Manager (BEM) Responsibilities:

1. Develop and maintain the Building Emergency Plan.

2. Appoint, equip, and train Floor Managers.

3. Educate and train BEL staff on emergency procedures.

4. Conduct annual evacuation drills in cooperation with the UT Fire Prevention Services.

5. During an evacuation, take up a command position on the BEL Primary Assembly Point, if possible, and communicate with Floor Managers and UT emergency personnel, keeping the UT administration informed. Go to the command post set up by UT emergency personnel after the Floor Managers have reported so that the Building Emergency Manager can report the progress and status of the evacuation to emergency personnel. If you are unable to locate the Incident Commander, please call UTPD Dispatch (512-471-4441 ext 9), identify yourself as the Building Manager and inform them of your location to provide to the Incident Manager.

6. During an evacuation, keep UT Administration apprised of the situation and receive communications from UT emergency personnel.

7. Assist with access control over the main entrance to BEL which includes posting “Do Not Enter” signs on the external doors of BEL.

8. Announce tornado/severe weather warnings over the public address system directing building occupants to central areas of BEL away from external windows, and announces the “All Clear” when told that there is an all-clear authorization.

9. Assemble a Building Emergency Kit, as needed.
Floor Managers

Floor Managers manage the evacuation of individual floors during an emergency and the movement of occupants on a floor to a safe location within BEL during a weather-related emergency. Floor Managers also communicate directly with the BEM and/or emergency personnel. In addition, Floor Managers may be assigned other duties, such as access control, elevator management, or evacuation assistance, by emergency personnel.

Floor Manager Responsibilities

The primary responsibilities of Floor Managers are evacuation and security on their assigned floor. Floor Managers need to become very familiar with evacuation plans on their assigned floor so they can direct others to the exit stairwells.

Floor Managers should not expose themselves to undue risk. When Floor Managers do not work on the floor for which they have responsibility, they should try to reach that floor, but if they cannot do so safely for any reason, simply evacuate the building and report that your floor has not have been checked.

If Floor Managers know the location of a fire, notice anything peculiar, know of persons with disabilities who need special help to evacuate, see building occupants who have not evacuated, or other such important information, they should report that to the Building Emergency Manager after evacuating their floors. Floor managers must exercise judgment regarding dialing 911 from inside the building—if they can do it easily and safely while carrying out their duties, they should do so, but evacuation responsibilities take precedence.

Floor Managers should know if there is any staff member on their floor who needs special assistance, and if possible find someone who is willing to provide that special assistance, usually someone who works with the person needing special assistance.
Floor Manager Responsibilities - continued

Obviously, Floor Managers may not know if a user needs special assistance until they actually see him/her at the time of evacuations, so the Floor Managers should try to find someone at that time that will render assistance.

Floor Managers must meet with other Floor Managers assigned to the same floor so that they can divide up the floor and know what specific areas each Floor Manager is responsible for in an emergency, and so they can determine areas and stairwells that will provide protection in a tornado/severe weather emergency.

First priority is evacuating or protecting everyone. People are first.

Specific, Critical Duties during an Evacuation

1. Evacuate all people from your floor.
   a) When the internal ‘fire’ alarm sounds, proceed immediately to your assigned floor.
   b) With your safety in mind, spend the required time telling all occupants on your assigned floor to evacuate the building by the stairways. If anyone refuses to evacuate, that is their responsibility; but you should report this to the Building Emergency Manager.
   c) Use the ‘knock-and-go’ principle for rest rooms and offices on your floor. Knock and loudly instruct everyone to evacuate the building, and then go to the next room.
   d) If occupants need assistance, find someone to escort them to the appropriate exit stairwell, to locate them out of the main traffic path, and to wait with them for emergency personnel to assist them from the building. The exit stairwells, (except for the main stairwell) are 2-hour first rated stairwells, which means they are meant to provide protection against fire for two hours. You should report their location to the Building Emergency Manager or emergency personnel. You should not wait with the person - you need to leave in order to report.

2. Provide a Floor Status Report to BEL Building Emergency Manager.
Specific, Critical Duties during an Evacuation - continued

a) When you are outside the building, go to the BEL Primary Assembly Point to report important information to the BEM, or to UT Police or to firemen. Information that is important includes the location of people needing assistance to be evacuated, the location of a fire if you know it, whether there are people on your floor who did not evacuate for any reason, or anything unusual that you noticed such as a suspicious package on your floor. Your goals are to help emergency personnel finish the evacuation and to provide specific information about emergencies that you have seen.

b) Be prepared to assist emergency personnel if they have further instructions. They might, for instance, ask you to secure exits against anyone else entering BEL, to help move people farther away from BEL, or some other duty.

c) If floor managers are assigned no other duties, they should proceed to the Primary or Secondary Assembly point, as appropriate, and check-in with their supervisors.

Specific, Critical Duties during a Fire

1. Evacuate all people from your floor.

a) When the internal ‘fire’ alarm sounds, proceed immediately to your assigned floor.

b) With your safety in mind, spend the required time telling all occupants on your assigned floor to evacuate the building by the stairways. If anyone refuses to evacuate, that is their responsibility, but you should report this to the Building Emergency Manager.

c) Use the ‘knock-and-go’ principle for rest rooms and offices on your floor. Knock and loudly instruct everyone to evacuate the building, and then go to the next room.

d) If occupants need assistance, find someone to escort them to the appropriate exit stairwell, to locate them out of the main traffic path, and to wait with them for emergency personnel to assist them from the building. The exit stairwells, (except for the main stairwell) are 2-hour first rated stairwells, which means they are meant to provide protection against fire for two hours. You should report their location to the Building Emergency Manager or emergency personnel, so you yourself should not wait with the person - you need to leave in order to report.
Specific, Critical Duties during a Fire - continued

2. Provide a Floor Status Report to BEL Building Emergency Manager
   a) When you are outside the building, go to the BEL Primary Assembly Point to report important information to the BEM, or to UT Police or to firemen. Information that is important includes the location of people needing assistance to be evacuated, the location of a fire if you know it, whether there are people on your floor who did not evacuate for any reason, or anything unusual that you noticed such as a suspicious package on your floor. Your goals are to help emergency personnel finish the evacuation and to provide specific information about emergencies that you may have seen.
   b) Be prepared to assist emergency personnel if they have further instructions. They might, for instance, ask you to secure exits against anyone else entering BEL, to help move people farther away from BEL, or some other duty.
   c) If floor managers are assigned no other duties, they should proceed to the Primary or Secondary Assembly point, as appropriate and check-in with their supervisors.
## L. THEO BELLMONT HALL (BEL)
### BUILDING EMERGENCY MANAGEMENT TEAM

(as of 8/20/18)

<table>
<thead>
<tr>
<th>ROLE</th>
<th>DEPT</th>
<th>NAME</th>
<th>OFFICE PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Mgr</td>
<td>KHED</td>
<td>Patty Coffman</td>
<td>1-8610</td>
</tr>
<tr>
<td>Back-up Building Mgr</td>
<td>KHED</td>
<td>Richard Head</td>
<td>2-5937</td>
</tr>
<tr>
<td>Floor Mgr (1)</td>
<td>Athletics</td>
<td>Heath Seaton</td>
<td>2-5677</td>
</tr>
<tr>
<td>Floor Mgr (2)</td>
<td>Lib Arts</td>
<td>Julie Nodine</td>
<td>2-7356</td>
</tr>
<tr>
<td>Floor Mgr (3)</td>
<td>KHED</td>
<td>Phillip Salazar</td>
<td>2-6015</td>
</tr>
<tr>
<td>Floor Mgr (4)</td>
<td>KHED</td>
<td>G. Michael Dunn</td>
<td>2-6012</td>
</tr>
<tr>
<td>Floor Mgr (5)</td>
<td>KHED</td>
<td>Beverly Anderson</td>
<td>2-6023</td>
</tr>
<tr>
<td>Floor Mgr (5)</td>
<td>Athletics</td>
<td>Karen Machacek</td>
<td>1-7399</td>
</tr>
<tr>
<td>Floor Mgr (6)</td>
<td>KHED</td>
<td>Laura Meitz</td>
<td>2-5476</td>
</tr>
<tr>
<td>Floor Mgr (6)</td>
<td>KHED</td>
<td>Marisol Corbitt</td>
<td>1-1273</td>
</tr>
<tr>
<td>Floor Mgr (7)</td>
<td>KHED</td>
<td>Jenny Ann Eskew</td>
<td>2-6010</td>
</tr>
<tr>
<td>Floor Mgr (8)</td>
<td>KHED</td>
<td>Michelle Harrison</td>
<td>1-9879</td>
</tr>
<tr>
<td>Floor Mgr (8)</td>
<td>KHED</td>
<td>Shannon LaFevers</td>
<td>2-5476</td>
</tr>
<tr>
<td>Floor Mgr (9)</td>
<td>KHED</td>
<td>Rachel Watson</td>
<td>1-0081</td>
</tr>
<tr>
<td>Floor Mgr (9)</td>
<td>Athletics</td>
<td>Karen Machacek</td>
<td>N/A</td>
</tr>
</tbody>
</table>
# EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Hour Emergency (police, fire, EMS)</td>
<td>911</td>
</tr>
<tr>
<td>UTPD</td>
<td>512-471-4441 ext 9</td>
</tr>
<tr>
<td>University Emergency Info</td>
<td>512-232-9999</td>
</tr>
<tr>
<td>Austin PD (non-emergency)</td>
<td>9-311</td>
</tr>
<tr>
<td>Counseling and Mental Health Center</td>
<td>512-471-3515</td>
</tr>
<tr>
<td>University Health Services</td>
<td>512-471-4955</td>
</tr>
<tr>
<td>Behavior Concerns Advice Line (BCAL)</td>
<td>512-232-5050</td>
</tr>
<tr>
<td>Hazardous Material Response (EHS)</td>
<td>512-471-3511</td>
</tr>
</tbody>
</table>
Emergency Evacuation Procedures

In general, the ‘fire alarm’ inside BEL will lead to evacuation of BEL, but the external UT siren and/or announcements on the PA system will mean that occupants are to take shelter inside BEL away from windows.

When an evacuation (‘fire’) alarm sounds, the following steps are to be followed as quickly and calmly as possible:

1. The Building Emergency Manager activates the evacuation alarm if it has not already been set off, goes to the BEL primary assembly point, sets up the BEL Command Post, attempts to communicate with UT emergency personnel, affixes warning signs on the doors to BEL, and helps to deny access to BEL to anyone trying to enter.

2. Floor Managers don their emergency uniforms, if applicable, move swiftly to the floors for which they are responsible, perform their responsibilities, and report to the Building Emergency Manager at the BEL Command Post. Floor Managers should assist in access control to BEL by ensuring their assigned exit doors are closed and locked.

3. BEL Occupants evacuate the building using the designated stair-wells and assemble at the Primary Assembly Point. When evacuating, BEL staff should take their keys, purses, cell phones, coats when necessary, and other possessions they will need if the decision is made to send them home for the remainder of the day.
   a) Occupants requiring assistance shall be identified during pre-incident planning and an evacuation strategy shall be put in place based on need and available resources.
   b) Occupants requiring assistance will follow pre-determined procedures in the event of an evacuation.
   c) An accountability list outlining these specific occupants shall be provided by the BEM to First Responders upon their arrival to the scene.

4. The Building Emergency Manager moves to the UT Command Post when one is established and after the Floor Managers have reported on the status of the evacuation. From there the BEM communicates with the Incident Commander until there is a decision reached about actions to be taken.
Emergency Evacuation Procedures - continued

Assembly Points
The Primary Assembly Point is across San Jacinto Blvd at the Etter-Harbin Alumni Center (UTX). Supervisors should meet with their staff to ensure that everyone was evacuated from BEL safely.

The Secondary Assembly Point will be the flag pole at the northwest corner of the stadium, at the corner of San Jacinto Blvd and E. 23rd St.
A member of the BEMT will be at the Primary Assembly Point directing staff to the Secondary Assembly Point if it is to be used.

After Evacuation

Decisions about what to do after evacuation will be made by UT emergency personnel in conjunction with UT Administration and the UT Vice-Provost. The Communications Coordinator is crucial in communicating between the UT Command Point and the Assembly Point.

Typical decisions can be:
• All-Clear; re-enter BEL.
• Wait some specified amount of time for a decision, either waiting at the assembly point or leaving and checking the UT Emergency Page at www.utexas.edu/emergency or call 232-9999 for instructions.
• Leave the UT Campus for the rest of the day and watch the UT Emergency Page for further instructions.
Specific, Critical Duties during a Tornado/Severe Weather Emergency

1. When you hear the outside UT warning siren and/or an announcement over the PA system that there is a tornado warning, direct occupants of BEL to central areas of BEL away from external windows.
2. Remain with occupants until the “All-Clear” is announced.

Shelter in Place for Tornadoes or other Severe Weather

During a tornado/severe weather emergency, occupants of BEL will NOT evacuate the building, but will be directed to a safe location within BEL. The Building Emergency Manager, the Floor Managers, and the Communications Coordinator will manage the internal movement of occupants.

BEL Shelter in Place Locations:
• Room 328
• Room 628
• Room 904
• Suite 327

In case of a tornado/severe weather emergency, the following steps are to be followed as quickly and calmly as possible.

1. When there is a tornado/severe weather emergency, UT officials will sound the outside warning siren. When that siren is sounded, the Building Emergency Manager will announce via the public address system and/or other forms of communication that there is a tornado or other emergency situation and will ask all occupants to seek shelter away from external windows.
   a) Floor Managers will take their cues for action based on the sounding of the external siren and the announcement over the public address system.
Tornados or other Severe Weather - continued

i. Direct all occupants entering the building to the nearest Shelter in Place locations in BEL, away from external windows and report communications from UT emergency personnel to the Building Emergency Manager.
ii. Execute their responsibilities and direct them to Shelter in Place locations in BEL, away from external windows.
iii. The Floor Managers will report to the Building Manager’s office, BEL 718AJ, and establish contact with the Building Emergency Manager in order to communicate with occupants in the Shelter in Place locations.

b) Staff will move to the Shelter in Place locations in BEL, away from external windows on their floor and should assist in alerting non-staff occupants of the need to move away from external windows.

Lockdown

The directive “Lockdown” is used to protect building occupants in proximity of an immediate threat by limiting access to buildings and rooms. In case of an armed subject incident or security threat, UTPD, University EOC, or other emergency officials will direct the actions of the BEMT and building occupants.

Be familiar with the UTPD Protocol for Armed Subjects:

(English)

(Spanish)
Lockdown Procedures

If the threat is outside your building:

Building Emergency Managers and Floor Managers:
1. If the exterior doors are not electronic and it is safe to reach them, lock them.
2. If safe, appoint Floor Managers to exterior doors to let in non-threatening people coming from outside into the building.

Building Occupants
1. Close interior doors. Lock doors and barricade doors, if possible.
2. **HIDE OUT** – Seek shelter in the nearest secured place, i.e. classroom or office.
   a) Turn off lights and any devices that may indicate that the room is occupied.
   b) If you are on the first floor, close any window blinds or curtains.
   c) Stay away from doors and try to keep out of the line of sight.
   d) Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
   e) Be quiet. Silence mobile devices, such as phones, tablets, or pagers. Do not respond to anyone at the door while in lockdown. Law enforcement will announce themselves and release anyone in that room when it is safe.
   f) Should the fire alarm be activated during a lockdown, wait for direction from the police before evacuating if there is no immediate danger. If there is smoke or fire present, you may need to evacuate.
3. **CALL OUT** – Use mobile devices to call emergency personnel at 911 or 512-471-4441 ext 9 and provide relevant information. High mobile phone volume may interfere with emergency communications and should be limited to contact with emergency personnel only.
4. If not in designated building during a security emergency, go inside the nearest safe building, call supervisor, and report location.
Lockdown Procedures - continued

If the threat is inside your building:

Follow the 5 OUTS:

1. GET OUT – Immediately leave the building if possible.

2. CALL OUT – Use mobile devices to call emergency personnel at 911 or 512-471-4441 ext 9 and provide relevant information. High mobile phone volume may interfere with emergency communications and should be limited to contact with emergency personnel only.

3. KEEP OUT – Close, lock, and barricade interior doors, if possible. Do not lock exterior doors.

4. HIDE OUT – Seek shelter in the nearest secured place, i.e. classroom or office.
   a) Turn off lights and any devices that may indicate that the room is occupied
   b) If you are on the first floor, close any window blinds or curtains.
   c) Stay away from doors and try to keep out of the line of sight.
   d) Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
   e) Be quiet. Silence mobile devices, such as phones, tablets, or pagers. Do not respond to anyone at the door while in lockdown. Law enforcement will announce themselves and release anyone in that room when it is safe.
   f) Should the fire alarm be activated during a lockdown, wait for direction from the police before evacuating if there is no immediate danger. If there is smoke or fire present, you may need to evacuate.

5. TAKE OUT – Last resort. Use anything to distract or disable the suspect.
Additional Resources

Websites

• Office of Emergency Preparedness
  http://www.utexas.edu/safety/preparedness/

• Emergency Terms

Videos

• Run. Hide. Fight. Surviving an Active Shooter Event
  http://www.youtube.com/watch?v=5VcSwejU2D0

• Flashpoint
  https://www.youtube.com/watch?v=rMWCX8hc1YI&feature=youtu.be