Plan Adoption and Record of Changes

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Email: emergencymanagement@austin.utexas.edu
Phone: 512-232-2114

Building Manager:

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<tr>
<th>Name</th>
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<th>Office Phone</th>
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<th>Email</th>
</tr>
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</tr>
</tbody>
</table>

Date of Adoption: August 14th, 2022
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1. INTRODUCTION

The L. THEO BELLMONTE HALL - (BEL) Building Emergency Response Plan is an all-hazards plan that details the emergency procedures specific to the building. This document provides all occupants with instructions, policies and principals to be employed during emergencies. The purpose of this plan is to ensure the safety of the students, faculty, staff, and visitors of the building during an emergency.

All members of the University of Texas at Austin community should be trained and have a fundamental knowledge of emergency procedures for all buildings on the campus. Knowledge of the emergency processes will ensure the safety of students, faculty, staff, visitors, and emergency responders.

This document, in conjunction with The University of Texas at Austin Emergency Operations Plan, provides the structure and guidance necessary for buildings to assign, assemble and train a Building Emergency Management Team. Assistance in team development, training and drills will be available through the offices of Emergency Preparedness and Fire Prevention Services.

Building Description

BEL consists of a 11 story structure located on the East Campus portion of The University of Texas main campus. This building is located at 2109 SAN JACINTO BLVD, AUSTIN TX 78712. The building has approximately 404131 square feet of space.

BEL houses the following primary occupants:

- DEPARTMENT OF KINESIOLOGY AND HEALTH, ATHLETICS, RECREATIONAL SPORTS, LIBERAL ARTS INSTRUCTIONAL TECHNOLOGY, COLA, DDCE NEIGHBORHOOD LONGHORN PROGRAM, COUNSELING AND MENTAL HEALTH CENTER

BEL has the following safety equipment:

- **Fire Alarm System**: Yes
- **Fire Sprinkler System**: Yes
- **Exit Strategy Signage**: Yes

2. Building Emergency Team

Each building has a designated team that is responsible for facilitating emergency response procedures within their building. The Building Emergency Team consists of the Building Emergency Manager, Communications Coordinator, and Floor Managers.
A current list of the members of the Building Emergency Team can be found in Appendix I. Specific duties of each role are listed in Appendix II.

3. Emergency Procedures and Responsibilities

3.1. Reporting an Emergency

All occupants shall report any emergency by calling 911. An emergency is any situation that requires immediate assistance. Examples may include, but are not limited to, fires, suspicious persons, hazardous material accidents, or medical emergencies.

When calling 911, keep in mind the following instructions:

• Tell the dispatcher exactly where you are, including the name of your campus (UT Main or Pickle Research Campus), building name and room number. Refer to the Building or Classroom Emergency Guide if available.
• Answer all questions of the dispatcher clearly and calmly.
• Describe the nature of the emergency clearly and accurately.
• Do not hang up unless your safety is threatened or you are told to do so.
• If possible, have someone watch for the arrival of emergency personnel and direct them to your location.
• Follow all instructions of the dispatcher and/or emergency personnel at your location.

3.2. Special Considerations for Classrooms

University faculty and teaching staff are responsible for implementing university emergency policies and procedures, and for informing students of their classrooms’ building emergency evacuation routes, exit doors, and emergency procedures at the beginning of each semester. For additional information, including emergency procedures and recommended syllabus information, instructors should review the Emergency Operations Plan, Attachment 1: Emergency Guidance for Classroom Instructors available at https://preparedness.utexas.edu.

3.3. Evacuation

All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

All occupants should familiarize themselves with all exit doors of each classroom, office, and building that they occupy.
3.3.1. Evacuation Procedure for All Occupants

- Individuals requiring evacuation assistance or with mobility issues should follow the guidelines in 3.3.2
- Notification: An alarm or official announcement will notify occupants that they must evacuate the building.
- Close office/classroom doors if possible.
- Proceed in an orderly manner out of the building, following illuminated exit signs and/or designated exit routes. Follow directions of the Building Emergency Team and emergency personnel.
- Do not use elevators.
- Proceed to the designated assembly area(s).
  - The **Primary Assembly** area for this building is The primary assembly area for BEL occupants is across San Jacinto Blvd at the Etter-Harbin Alumni Center (UTX).
  - The **Secondary Assembly** area for this building is The secondary assembly area for BEL occupants is the flag pole at the northwest corner of the stadium, at the corner of San Jacinto Blvd and E. 23rd St. The secondary area will be used in cases of inclement weather or if the primary area is otherwise unsafe or unavailable.
- Follow instructions of the Building Emergency Team and emergency personnel. Report any individuals known to be remaining in the building.
- Emergency personnel (law enforcement, fire department, etc.) will determine when it is safe to re-enter the building. Do not re-enter the building until an “All Clear” announcement is given by emergency personnel.
3.3.2. Evacuation Procedures for Persons Requiring Assistance

Certain occupants of University buildings may require additional evacuation assistance. Faculty and staff who may require additional evacuation assistance should notify the Building Emergency Manager to ensure that they are properly documented on individual Building Emergency Plans.

Instructors are responsible for notifying the applicable Building Emergency Manager of students under their supervision who require evacuation assistance. Instructors are responsible for ensuring that students who require evacuation assistance report to their designated staging area or Area of Refuge. Instructors should not leave a student at a staging area until the designated escort has arrived and assumed responsibility for the student.

- Persons who need evacuation assistance should shelter-in-place in the designated area of refuge. See Appendix VII for Area of Refuge Map.
- In buildings equipped with an area of refuge and two-way communication system for communication between the area of refuge and a central control point, follow the instructions for summoning assistance via the two-way communication system.
- In buildings not equipped with an area of refuge two-way communication system, the person needing assistance should call 911 and notify the dispatcher of the situation and their location.

For additional information, see the Emergency Operations Plan, Considerations for Persons with Access or Functional Needs available at https://preparedness.utexas.edu.

3.3.3. Evacuation Procedures for the Building Emergency Team

- The Building Emergency Manager will exit the building and establish a “command post” at the designated assembly area. The Building Emergency Manager will attempt to communicate with emergency personnel, initiate access control to the building, and coordinate the activities of the rest of the Building Emergency Team.
- Floor managers will help ensure that all occupants of their designated area are aware of their alarm condition and direct them to the exits.
  a. The floor manager will take note of any occupants who are in an area of refuge.
  b. The floor manager will notify the building manager and/or emergency personnel of anyone who remained in the building.
• Communications Coordinator will respond to the designated assembly area and establish a communications medium with the Building Emergency Manager. The Communications Coordinator will coordinate building re-entry procedures at the direction of the Building Emergency Manager once UTPD confirms re-entry may occur.

• All members of the Building Emergency Team are responsible for assisting with access control during an evacuation:
  a. Building entrances will be secured during an evacuation. Building Emergency Management Team members and law enforcement will deny unauthorized personnel entry. BEMT members may need to stage near building entrances, when safe to do so, to inform patrons that the building is currently not safe for entry.
  b. Signage indicating an alarm or emergency status should be posted on all entrances as a means of notification for non-entry. See Appendix V for example signage.
  c. Once emergency personnel has determined the building may be entered, UTPD will inform the Building Emergency Manager and the Building Emergency Team will notify occupants that they may re-enter the building.
  d. All restricted entry signage will be removed.

3.4. Shelter-in-Place

There may be some situations where it is not possible to safely evacuate persons, and it is safer to shelter them in-place. In general, these are situations where movement of the public would put them at greater risk than leaving them in their current location such as severe weather or hazardous material incidents. University safety officials will determine when shelter-in-place is advisable and notify the university community.

3.4.1. Shelter-In-Place Procedure for All Occupants

• Notification: In the event of a severe weather emergency or hazardous material incidents, the University will activate its outdoor warning system. This system uses audible sirens to notify the campus community to seek shelter. Additionally, the university will send a notification via the university’s mass notification system which includes text messages to all registered persons.
Upon notification, all occupants will proceed in an orderly manner to an interior space in the lowest level of the building, away from glass and windows.

The university’s emergency personnel will determine when it is safe to leave the shelter-in-place location. The university will send an “all clear” notification via the mass notification system and/or other emergency communication systems. The outdoor siren will not be used to issue an “all clear” notification.

3.4.2. Shelter-in-Place Procedures for the Building Emergency Team

- The Building Emergency Manager will use internal communication methods, if applicable, to notify building occupants when “all clear” has been given.
- Floor managers will direct building occupants to centralized areas of the structure on the lowest level, away from windows and doors and remain with occupants until an “all clear” status is announced.

3.5. Lockdown

Violent threats outside a building may require that the building enter a state of “lockdown” where doors are locked and occupants stay inside the building until the threat is clear. The directive “LOCKDOWN” is utilized to stop access to a building. University safety officials will determine when lockdown is advisable and notify the university community.

3.5.1. Lockdown Procedure for All Occupants

- Notification: In the event a lockdown is needed, the university will send a notification via the university’s mass notification system which includes text messages to all registered persons. The university will also activate its outdoor warning siren.
- Upon notification, all occupants should close and lock doors or proceed to an area where doors can be closed, if applicable.
- Turn out the lights in the room and silence cell phones.
- Close blinds or curtains.
• The university’s emergency personnel will determine when it is safe to leave the lockdown location. The university will send an “all clear” notification via the mass notification system. The outdoor siren will not be used to issue an “all clear” notification.

• In the event a violent threat is in the building, use Run, Hide, Fight (See Appendix IV, Active Shooter Response Guide).

3.5.2. Lockdown Procedures for the Building Emergency Team

• The Building Emergency Manager will follow lockdown procedures. Once “all clear” is given, the Building Emergency Manager will relay the information to building occupants using internal communication methods.

• Floor managers will follow shelter-in-place instructions and provide information to building occupants as available from the Building Emergency Manager.

• Communications Coordinator will follow shelter-in-place instructions and provide information to building occupants as available from the Building Emergency Manager.

4. Plan Development, Maintenance and Distribution

This plan shall be reviewed annually and updated as necessary. The Office of Emergency Preparedness will retain the official copy of the plan and contact the Building Emergency Manager for updates as needed.

The Building Manager shall distribute the plan to all building occupants at least annually.

5. Training and Drills

All occupants must be able to follow the emergency procedures detailed herein. The Office of Emergency Preparedness will provide training for the Building Emergency Team on an annual basis.

Fire Prevention Services will conduct evacuation drills for the building on an annual basis.

Other drills and trainings will be provided on request.
# Appendix I: Building Emergency Team List

## Building Emergency Managers

<table>
<thead>
<tr>
<th>Role</th>
<th>EID</th>
<th>Phone</th>
<th>Email</th>
<th>Assignment Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Emergency Manager</td>
<td>Richard D Head - (rdhead)</td>
<td><a href="mailto:rhead@austin.utexas.edu">rhead@austin.utexas.edu</a></td>
<td>7th floor</td>
<td></td>
</tr>
<tr>
<td>Building Emergency Manager</td>
<td>Valeria Ortega - (vo2586)</td>
<td><a href="mailto:valeria.ortega@austin.utexas.edu">valeria.ortega@austin.utexas.edu</a></td>
<td>4th and 9th floors</td>
<td></td>
</tr>
<tr>
<td>Building Emergency Manager</td>
<td>Julie A Nodine - (sederho)</td>
<td><a href="mailto:j.nodine@austin.utexas.edu">j.nodine@austin.utexas.edu</a></td>
<td>2nd floor</td>
<td></td>
</tr>
<tr>
<td>Building Emergency Manager</td>
<td>Brian W Womack - (hick)</td>
<td><a href="mailto:brian.womack@athletics.utexas.edu">brian.womack@athletics.utexas.edu</a></td>
<td>1st, 5th, 9th floors</td>
<td></td>
</tr>
<tr>
<td>Building Emergency Manager</td>
<td>Patty L Coffman - (pcoffman)</td>
<td><a href="mailto:pcloffman@austin.utexas.edu">pcloffman@austin.utexas.edu</a></td>
<td>7th floor</td>
<td></td>
</tr>
</tbody>
</table>

## Communications Coordinators

<table>
<thead>
<tr>
<th>Role</th>
<th>EID</th>
<th>Phone</th>
<th>Email</th>
<th>Assignment Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Manager</td>
<td>Richard D Head - (rdhead)</td>
<td><a href="mailto:rhead@austin.utexas.edu">rhead@austin.utexas.edu</a></td>
<td>building</td>
<td></td>
</tr>
<tr>
<td>Communication Manager</td>
<td>Patty L Coffman - (pcoffman)</td>
<td><a href="mailto:pcloffman@austin.utexas.edu">pcloffman@austin.utexas.edu</a></td>
<td>building</td>
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</table>

## Floor Managers

<table>
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<tr>
<th>Role</th>
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<th>Phone</th>
<th>Email</th>
<th>Assignment Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Manager</td>
<td>Patty L Coffman - (pcoffman)</td>
<td><a href="mailto:pcloffman@austin.utexas.edu">pcloffman@austin.utexas.edu</a></td>
<td>building</td>
<td></td>
</tr>
</tbody>
</table>
Appendix II: Building Emergency Team Responsibilities

1. Building Manager Responsibilities

   a. Develop and Maintain the Building Emergency Plan
   b. Appoint, equip, and coordinates training of the Building Emergency Management Team and the Communications Coordinator
   c. Educates and trains building occupants on emergency procedures
   d. Coordinates annual evacuation drill(s) of building occupants in conjunction with The University of Texas Office of the Fire Marshal
   e. During an evacuation, proceeds to assembly area and communicates with Floor Managers, University emergency personnel and other key personnel. Responds to the First Responder’s Command Post once Floor Managers have reported building occupant status and relays pertinent information regarding the progress and status of the building evacuation to emergency personnel
   f. During an evacuation, communicates with the Communications Coordinator in an effort to keep the Building Emergency Management Team apprised on situational awareness and information from emergency services personnel
   g. Assists with access control measures
   h. Relays an “all clear” status when authorized by emergency services personnel

2. Floor Manager Responsibilities

   a. Ensure all occupants of the floor are notified and are aware of the alarm condition
   b. Initiate an evacuation of the designated floor or space and direct occupants to the designated primary assembly point
   c. Assign personnel to monitor elevator lobby(s) as applicable to safeguard against elevator use and to direct occupants to egress routes
   d. Provide necessary support to all identified occupants who require evacuation assistance
   e. Conduct a primary floor inspection to ensure that all occupants of the floor or space have safely evacuated
f. Account for occupants at the primary assembly area

g. Provide a floor status report to the Building Emergency Manager or designee once safely outside of the structure

h. In the event of a shelter in place condition relating to weather, direct building occupants to centralized areas of the structure, away from windows and doors and remain with occupants until an “all clear” status is announced

3. Communications Coordinator Responsibilities

a. Communicates directly with the Building Emergency Manager and relays essential information to the Building Emergency Management Team to ensure situational awareness during an event

b. Ensures building occupants are notified in the event of an emergency

c. Provides update information to building occupants regarding the nature and the status of the event
## Appendix III: Accountability List (if applicable)

<table>
<thead>
<tr>
<th>Name</th>
<th>Location (where they are normally located while in the building, i.e. office number)</th>
<th>Area of Refuge (where will they be waiting for assistance in rescuing)</th>
<th>Type of Assistance needed (mobility, visual, etc.)</th>
</tr>
</thead>
</table>
Appendix IV: Assembly Points

Primary Assembly Point

The primary assembly area for BEL occupants is across San Jacinto Blvd at the Etter-Harbin Alumni Center (UTX).
Appendix IV: Assembly Points

Secondary Assembly Point

The secondary assembly area for BEL occupants is the flag pole at the northwest corner of the stadium, at the corner of San Jacinto Blvd and E. 23rd St.
This Building is in Alarm/Evacuation

DO NOT ENTER
Appendix VI: Additional Safety Resources

Emergency Preparedness Pocket Guide (Pocket Guide) .................................................. 17
Active Shooter Response Guide (Response Guide) ....................................................... 18

Additional Links:

- The Office of Emergency Preparedness: Emergency Preparedness
- University Emergency Operations Plan: Emergency Plans
- Building Manager Resources: Building Manager Resources
- University Weather Information Page: UT Weather

Additional Attachments: