
BUILDING EMERGENCY PLAN FOR BATTLE HALL

Rev. 11/25/15 bjd

1.0 Purpose

The purpose of this Building Emergency Plan (BEP) is to provide structure and guidance necessary to evacuate Battle Hall (BTL) safely and expeditiously in case of an emergency situation, and to direct occupants to a place of shelter in BTL during weather-related emergencies. BTL falls under the portfolio of the School of Architecture (SOA), however as the primary occupant, the University of Texas Libraries' Architecture & Planning Library (APL) maintains the BEP in collaboration with the SOA Facilities Manager. This document is an annex of the University of Texas at Austin Emergency Management Plan.

2.0 Building Emergency Management Team

The Building Emergency Management Team (BEMT) is primarily made up of APL staff with a SOA designate who offices regularly in BTL. It consists of the Building Emergency Manager, the Floor Managers, and when staffing is available, a Communications Coordinator. This team manages the evacuation of BTL during an emergency as well as the movement of occupants in BTL to a safe location during a weather-related emergency.

2.1 Building Emergency Manager

The Building Emergency Manager (BEM) is responsible for training the Floor Managers, for communicating emergency information, and during an incident, ensuring that the emergency plan is implemented by managing the building evacuation or internal movement of persons in BTL. Specific duties of the BEM are listed in Appendix 1.

2.2 Floor Managers (including School of Architecture designate)

Floor Managers (FMs) manage the evacuation of individual floors during an emergency and the movement of occupants on said floors to a safe location within BTL during a weather-related emergency. When available, the SOA designate assists the FMs within SOA occupied spaces on the main entrance level. FMs report directly to the BEM and/or emergency personnel. Emergency personnel may assign FMs other duties, such as access control, elevator management, or evacuation assistance. Specific duties of the FMs are listed in Appendix 2.

2.3 Communications Coordinator (when available, primarily weekdays)

The Communications Coordinator (CC) acts as a communication liaison between the BEM, emergency personnel, UT Library Administration, the SOA Facilities Manager, and BTL staff at their assembly point, to keep staff informed of events and to communicate instructions given by

emergency personnel. The BEM assumes these duties when a CC is not available. Specific duties of the CC are listed in Appendix 3.

3.0 Emergency Evacuation Procedures – FIRE, EXPLOSION, BOMB THREAT

The fire emergency alarm inside the building or the external UT siren system will activate the evacuation of BTL. Please note, however that in weather-related emergencies, occupants are to stay and take shelter *inside* the building (see Section 4.0).

When evacuating, occupants should *quickly* take their keys, purses, cell phones, and other possessions they will need if the decision is made to go home for the remainder of the day.

3.1 When an evacuation alarm sounds, the following steps are to be followed as quickly and calmly as possible:

- a. The Building Emergency Manager (BEM) activates the evacuation alarm if it has not already been set off, grabs the Emergency Manual and vest, and then conducts any assigned Floor Manager duties before heading to the Assembly Point to set up the BTL Command Post (see Section 3.2). The BEM, or its designated Communications Coordinator, collects and relays information to/from emergency personnel, UT Libraries Administration, the SOA Facilities Manager, and BTL staff until the event is over.
- b. Floor Managers (FM) don their emergency uniforms, move swiftly to evacuate the floors for which they are responsible, and immediately report their actions at the BTL Command Post. Then, if needed, FMs should assist in access control to BTL.
- c. BTL staff evacuates the building and meets up with their units at the Assembly Point (see Section 3.2).

3.2 External Assembly Point (aka the Battle Hall Command Post; see Appendix 6)

- a. The Primary Assembly Point is located in the main lobby of the **Flawn Academic Center** (FAC), located directly north of BTL. This spot is far enough away from BTL that it is secure and out of the way of emergency related traffic. All staff that regularly office in BTL should report to the Assembly Point to ensure that everyone is evacuated safely.
- b. The Alternate Assembly Point (to be used if access is blocked to the FAC) is located at the **Union Ballroom** foyer (UNB3.202 on the second floor of the Texas Union), The Union is located northwest of BTL across from Goldsmith Hall on Guadalupe.
- c. The Off Campus Assembly Point (to be used if Campus is evacuated) is inside the **Texas Hillel Center**, located at 2105 San Antonio Street (on the corner of 21st and San Antonio Streets).

3.3 After Evacuation

- a. Decisions about what to do after evacuation are made by UT emergency personnel in conjunction with UT Administration, the Dean of the School of Architecture, and the Vice Provost and Director, University of Texas Libraries. The Building Emergency Manager (or its designate) is crucial in communicating between the Assembly Point, UT Libraries Administration, the SOA Facilities Manager, and BTL staff. Staff should **not** leave the Assembly Point until an official decision has been received. Note: decisions regarding UT Libraries staff may differ from those of the faculty, staff and students of the SOA. Each should follow their own administrative directive.
- b. Typical decisions can be:
 - o All-Clear; re-enter BTL.
 - o Wait for a specified amount of time for a decision, either at the Assembly Point, or leaving and checking the UT Home Page for instructions.
 - o Leave the UT Campus for the rest of the day and watch the UT Home Page for further instructions.

4.0 Severe Weather - WATCHES, WARNINGS, SHELTER IN PLACE

During a tornado/severe weather emergency, occupants of BTL are **not** to evacuate the building, but move to a safe location within BTL. The Building Emergency Manager (BEM) and the Floor Managers (FMs) will manage the internal movement of occupants.

4.1 Internal Assembly Point

- a. The Internal Assembly Point is in the Men's Restroom foyer, located on the basement level near the base of the main staircase. Overflow space is available in the adjacent Stacks Level 1. In order for this space to be effective, the foyer door must be kept closed.
- b. The safest route to the Internal Assembly Point from the Library is **via the stacks stairwell**, walking down to Stacks Level 1. This route and location are safe from exposure to windows and possible flying debris.

4.2 WATCHES: Many weather emergencies are preceded by weather "watches", where the National Weather Service alerts that severe weather is expected or that conditions are favorable for the development of severe weather.

All staff should stay tuned and be prepared to take cover. Watches are announced on the Library's weather radio. When a weather watch has been issued for Travis County, staff should:

- a. Post weather-related notices at: the Library's circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
- b. Review the procedures to *Shelter in Place* for weather emergencies
- c. BEM will check out the key to Special Collections

- d. Gather items for *Shelter in Place* box including: flashlights, emergency manual and vests, and any personal possessions (keys, purses, cell phones, etc.) needed for the duration of the potential weather event. Keep the box next to the weather radio as a reminder to also take the radio.

4.3 WARNINGS: The National Weather Service will place Travis County under a *Weather Warning* when severe weather is occurring, or imminent and is a threat to life and property. People in the warning area need to take action immediately.

- a. **If emergency shelter is not necessary** (ex. Flash floods), BEM directs all staff to:
 - i. Post weather-related warning notices at: the Library's circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
 - ii. Verbally announce the following warning: "May I have your attention? Travis County is now under a [state weather condition] WARNING. For your safety, please take caution until the warning has been lifted."
 - iii. When warning has lifted, make a verbal announcement and remove all signs
- b. If emergency shelter is necessary, BEM directs all staff to SHELTER IN PLACE

4.4 SHELTER IN PLACE: When the Warning necessitates taking immediate cover (ex. tornados) UT officials will sound the outside warning siren. The library's weather radio will also sound an alert. Either alert should activate action to *Shelter in Place*:

- a. Building Emergency Manager (BEM) directs Floor Managers (FMs) to initiate the *Shelter in Place* procedures.
- b. BEM takes the Special Collections key and the *Shelter in Place* box with the weather radio (see 4.2.d), closes the main library entrance gate (do NOT lock), and proceeds to unlock the Special Collections door's emergency push plate.
- c. FMs execute their responsibilities by verbally announcing the following warning to library users, and then conduct their evacuation duties by directing occupants to the Internal Assembly Point:

"May I have your attention? Travis County is now under a TORNADO WARNING. A tornado has been sighted in the immediate area. The Library will now close in order to evacuate to the tornado shelter in the Men's Restroom foyer located on the basement level. For your safety, please quickly gather your possessions and follow me down the library stacks stairs to take cover. Please do not use the main staircase."

- d. The first available FM shepherds occupants down the internal stacks stairwell via Special Collections, preparing the route leading down to the Internal Assembly Point (Stacks Level 1). Upon arriving at Stacks Level 1, s/he will open the door leading to the Men's Restroom foyer to provide access to other building occupants. *Because this is restricted Special Collections and Archives storage, staff should keep the public from wandering the stacks.*

- e. Once all FMs have checked in, the BEM (or designate) reports to Library Administration and the SOA Facilities Manager and sets up the weather radio for updates.
- f. BEM announces UT's official announcement when the warning has lifted and it is safe to leave. Although the weather radio may state that the warning is cleared, it is advised to act only on the UT announcement.

5.0 Armed Subject Incidents

In case of an armed subject incident, the actions of the Emergency Management Team and library staff will be directed by instructions from UTPD, the Office of Emergency Preparedness, or other UT emergency officials.

If UT Siren is activated to *Shelter In Place* or Lock Down, the BEM will:

1. Determine a safe shelter area and communicate this to the staff
2. Notify FM to take action, including a verbal announcement to library users.
3. Lock the library entrance gate and other entrance doors, turn out the lights, and keep people away from, and lower than the windows.
4. Report to Library Administration and the SOA Facilities Manager and await further instructions, including the "all clear".

Appendix 1: Building Emergency Manager Responsibilities: train, communicate and implement

*NOTE: Staff permitting on weekdays, the BEM designates a Communications Coordinator (CC).
1st Alternate =CC, 2nd Alternate=FM assigned to the reading room or BTL200-300s

The Building Emergency Manager (BEM) is responsible for training the Floor Managers, for communicating emergency information, and during an incident, ensuring that the emergency plan is implemented by managing the building evacuation or internal movement of persons in BTL.

- Maintains the Building Emergency Plan, and communicates updates to the SOA Facilities Manager and the UT Libraries Facilities Manager.
- Appoints, equips, and trains Floor Managers (FM).
- Educates and trains BTL staff on emergency procedures.
- Conducts annual evacuation drills in cooperation with the UT Office of the Fire Marshal.

Emergency Evacuation Procedures – FIRE, EXPLOSION, BOMB THREAT

When evacuating, occupants should *quickly* take their keys, purses, cell phones, and other possessions they will need if the decision is made to go home for the remainder of the day.

When an evacuation alarm sounds, the following steps are to be followed as quickly and calmly as possible. The BEM:

- Activates the evacuation alarm if it has not already been set off
- Retrieves the Emergency Manual and vest
- Conducts assigned Floor Manager duties, ex. Week night and weekend BEM evacuates the reading room (see Appendix 4).
- Heads to the Assembly Point to set up the BTL Command Post (see Section 3.2).
- Collects and relays information to/from emergency personnel, UT Libraries Administration, the SOA Facilities Manager, and BTL staff until the event is over. Note: this work is delegated to the Communications Coordinator, when available.
- Relays “end of evacuation” decisions made by UT emergency personnel in conjunction with UT Administration, the Dean of the School of Architecture, and the UT Libraries Vice Provost. Staff should **not** leave the Assembly Point until an official decision has been received. Note: decisions regarding UT Libraries staff may differ from those of the faculty, staff and students of the SOA. Each should follow its own administrative directive.

Typical decisions can be:

- All-Clear; re-enter BTL.
- Wait for a specified amount of time for a decision, either at the Assembly Point, or leaving and checking the UT Home Page for instructions.

- Leave the UT Campus for the rest of the day and watch the UT Home Page for further instructions.

Severe Weather - WATCHES, WARNINGS, SHELTER IN PLACE

During a tornado/severe weather emergency, occupants of BTL are not to evacuate the building, but move to a safe location within BTL to *Shelter in Place*. The Building Emergency Manager (BEM) and the Floor Managers (FMs) will manage the internal movement of occupants.

WATCHES: Many weather emergencies are preceded by weather “watches”, where the National Weather Service alerts that **severe weather is expected** or that conditions are favorable for the development of severe weather. When a weather watch has been issued for Travis County, the BEM will:

- Check out the Special Collections key.
- Review procedures for *Shelter in Place* for weather emergencies with staff

And direct staff to:

- Post weather-related notices at: the Library’s circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
- Gather items for the *Shelter in Place* box including flashlights, emergency manual and vests, and any personal possessions (keys, purses, cell phones, etc.) needed for the duration of the potential weather event. Keep the box next to the weather radio as a reminder to also take the radio.

WARNINGS: The National Weather Service will place Travis County under a *Weather Warning* when **severe weather is occurring, or imminent and is a threat to life and property**. People in the warning area need to take action immediately.

If emergency shelter is not necessary (ex. Flash floods), BEM directs all staff to:

- Post weather-related warning notices at: the Library’s circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
- Verbally announce the following warning: “May I have your attention? Travis County is now under a [state weather condition] WARNING. For your safety, take caution until the warning has been lifted.”
- When warning has lifted, make a verbal announcement and remove all signs

SHELTER IN PLACE: If emergency shelter is necessary, BEM directs all staff to initiate *Shelter in Place* procedures and then:

- Collects the Special Collections key and the *Shelter in Place* box with the weather radio
- Closes the main library entrance gate (do NOT lock)
- Unlocks the Special Collections door’s emergency push plate

- Conducts additional assigned Floor Manager evacuation duties, ex. weeknight and weekend BEM evacuates the reading room (see Appendix 4).
- Assures that Stacks Level 1 door is opened to provide access to the Men's Restroom foyer to provide access to other building occupants. *Foyer entrance door must be kept closed.*
- Reports to Library Administration and the SOA Facilities Manager and sets up the weather radio for updates.
- Announces UT's official announcement when the warning has lifted and it is safe to leave.

Armed Subject Incidents

In case of an armed subject incident, the BEM responds as directed by instructions from UTPD, the Office of Emergency Preparedness, or other UT emergency officials.

If UT Siren is activated to *Shelter In Place* or Lock Down, the BEM will:

- Determine safe shelter area and communicate this to staff
- Notify FM to take action, including verbal announcement to library users
- Lock the library entrance gate and other entrance doors, turn out the lights, and keep people away from, and lower than the windows.
- Conduct any assigned FM evacuation duties, ex. Week night and weekend BEM evacuates the reading room (see Appendix 4).
- Report to Library Administration and the SOA Facilities Manager and await further instructions, including the "all clear".

Building Emergency Manager assignments as of November 2015:

Weekdays (M-F 8am-5pm)

Daniel Orozco-- work: 495-4624 or 495-4620, cell/home: 512-484-8482 / 512-452-6971
danorozco@austin.utexas.edu

1st Alternate*: Katie Pierce Meyer work: 495-4645, cell: 512-796-6056
katiepiercemeyer@austin.utexas.edu

2nd Alternate: Beth Dodd work: 495-4623 or 495-4621, cell: 512-659-3344
dodd.beth@austin.utexas.edu

*serves as designated communications coordinator (CC) and as BEM alternate, receives official BEM communications

Weeknights (M-Th after 5pm)

Holly Ovalle work: 495-4622 or 495-4620, cell/home: 512-699-5083
h.ovalle@austin.utexas.edu

Alternate: Sub or Student assistant on duty

Weekends (Fri evening – Sunday) Student Supervisors (see current work schedule)

Alternate: Sub or Student assistant on duty

Appendix 2: Floor Manager Responsibilities: evacuate and report

The primary responsibilities of Floor Managers (FMs) are evacuation and security on their assigned floor(s). Their goal is to quickly get everyone out of the building in an evacuation, or move everyone to safe shelter in a weather emergency, using proper exit routes. FMs receive their directives from the Building Emergency Manager (BEM). If FMs hear of emergencies from alternative sources, such as the School of Architecture (SOA), they must verify this information with the BEM *before* taking action.

FMs should not expose themselves to undue risk. If they cannot safely proceed for any reason, they must simply evacuate and report areas that may not have been checked when they reach the Assembly Point.

***Note: If FMs know the location of a fire, notice anything peculiar, know of persons with disabilities who need special help to evacuate, witness building occupants who refuse to heed the call to evacuate, or other such important information, they should report this information after evacuating their floors.

FMs should know if there are any staff members on their floor who need 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). Obviously, FMs may not know if a library user needs special assistance until they actually see him/her at the time of evacuation, so the FMs should try to find someone else at that time that might render assistance. Evacuation responsibilities take precedence.

During weekday hours, a SOA designate serves as FM for faculty offices and the BTL 101 classroom. Ground or basement level includes areas of custodial services.

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

Specific, Critical Duties During a Building Evacuation

1. Evacuate all people from your floor.
 - a. When the internal “fire” alarm sounds, if possible don your emergency vest, and proceed immediately to your assigned floor(s).
 - b. Spend no more than 5 minutes telling all occupants on your assigned floor(s) to evacuate the building. If anyone refuses to evacuate, simply keep moving and continue to help others evacuate. Proceed quickly, but *report this incident upon arrival at the BTL Assembly Point.*
 - c. Use the “knock-and-go” principle for restrooms and offices. Knock, loudly and tell everyone to evacuate, and then go to the next room.

- d. If occupants need assistance, find *someone else* to assist. This assistant should relocate them out of the stacks and out of the main traffic path, and assure them that emergency personnel will be notified immediately.

2. Leave BTL

As the FM leaves BTL, s/he ensures exit doors are closed in an effort to keep people from entering the evacuated BTL spaces. Do **not**, however lock library entrance gate.

3. Provide a Floor Status Report at the BTL Assembly Point

- a. Proceed directly to the BTL Assembly Point. Report important information to the BEM and to UT Police or Firefighters encountered en route. Include the location of people needing evacuation assistance, the specific location of a fire if known, whether there are people who did not evacuate for any reason, or anything unusual such as a suspicious package. The goal is to help emergency personnel finish the evacuation and to provide specific information about emergencies.
- b. Assist emergency personnel with further instructions. For instance, in securing exits against anyone else entering BTL, in moving people farther away from BTL, or some other duty. FMs must first check-in with the BEM, so that they aren't reported as "missing" in the building.

Specific, Critical Duties During a Tornado/Severe Weather Emergency

Note: If occupants need special assistance in a weather related emergency, relocate them to the back corner of the nearest stacks level. This location is sheltered from any external window. *You should not wait with the person*, as you will need to report their location to the BEM or emergency personnel.

1. Confirm news of severe weather with the BEM and await the following direction for:

WATCHES: All staff should stay tuned and be prepared to take cover. Watches are announced on the Library's weather radio. When a weather watch has been issued for Travis County, as directed, FMs should:

- Post weather-related notices at: the Library's circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
- Review the procedures to *Shelter in Place* for weather emergencies
- Assist in preparing a quick response *Shelter in Place* box including flashlights, emergency manual and vests, and any personal possessions (keys, purses, cell phones, etc.) needed for the duration of the potential weather event. Keep the box next to the weather radio as a reminder to also take the radio.

WARNINGS: The National Weather Service will place Travis County under a *Weather Warning* when weather becomes severe, inclement, and threatening to life and property.

If emergency shelter is not necessary (ex. Flash floods):

- Post weather-related warning notices at: the Library's circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
- Verbally announce the following warning: "May I have your attention? Travis County is now under a [state weather condition] WARNING. For your safety, please take caution until the warning has been lifted."
- When warning has lifted, make a verbal announcement and remove all signs

If emergency shelter is necessary, follow directive of the BEM to SHELTER IN PLACE

SHELTER IN PLACE: When the Warning necessitates taking immediate cover (ex. tornados) UT officials will sound the outside warning siren. The library's weather radio will also sound an alert. Either alert should activate the following steps to Shelter in Place, as directed:

- Execute responsibilities, including verbally announcing the following warning to library users, and then conduct their assigned FM evacuation duties by directing occupants to the Internal Assembly Point:

"May I have your attention? Travis County is now under a TORNADO WARNING. A tornado has been sighted in the immediate area. The Library will now close in order to evacuate to the tornado shelter in the Men's Restroom foyer located on the basement level. For your safety, please quickly gather your possessions and follow me down the library stacks stairs to take cover. Please do not use the main staircase."

- The first FM to shepherd occupants down the internal stacks stairwell prepares the route leading down to the Internal Assembly Point (Stacks Level 1). Upon arriving at Stacks Level 1, s/he will open the door leading to the Men's Restroom foyer to provide access to other building occupants.
- Check in with the BEM and await further assignments such as keeping people from wandering into the stacks, or updating signs.
- Remain with occupants until the all-clear is announced.
- Remove all signs

Armed Subject Incidents

In case of an armed subject incident, FMs should follow the directive of the BEM, who is directed by instructions from UTPD, the Office of Emergency Preparedness, or other UT emergency officials.

If UT Siren is activated to *Shelter In Place* or Lock Down:

- Confirm news with BEM and identify safe shelter location
- Verbally announce situation to library users and conduct any assigned FM evacuation duties
- Conduct evacuation duties, sheltering in location as directed by BEM
- If directed, lock the library entrance gate and other entrance doors, turn out the lights, and keep people away from, and lower than the windows.
- Report to BEM and await further instructions

Floor levels and assignments as of November 2015:

Ground or basement level (BTL1-99) & Stacks levels 1-2

Area includes: Custodial Services office, Mechanical room, and the Men's restroom

Associated contacts: Custodial services, BTL41, 471-5072

Weekday assignment: Archives Public Services staff

Nancy Sparrow (alt. Tiedeken), work: 495-4621, cell: 512-568-6045

Weeknights/weekends (Fri after 5pm – Sun): *only if time and safety allow*, supervisor on duty

Holly Ovalle, Evening Supervisor, work: 495-4622 or 495-4620, cell: 512-699-5083

Student Supervisors (see current work schedule)

Main level (BTL100s) & Stacks levels 3-4

Note: School of Architecture designate is responsible for all non-library spaces on the Main level including faculty offices, BTL101 classroom, and the ADA & Women's restrooms

Note: stacks levels 1-2 may be occupied by Harry Ransom Center staff

Weekday assignment: Archives Technical Services staff & School of Architecture designate

Stephanie Tiedeken (alt. Sparrow), work: 495-4625, cell: 512-560-9926

Leora Visotzky, SOA Center for American Architecture & Design (BTL105), 471-2848

Weeknights/weekends (Fri after 5pm – Sun): *only if time and safety allow*, supervisor on duty

Holly Ovalle, Evening Supervisor, work: 495-4622 or 495-4620, cell: 512-699-5083

Student Supervisors (see current work schedule)

Library levels (BTL200s-300s) & Stacks levels 5-7

Note: BTL300s and Stacks level 7 are used intermittently by volunteers and student related projects.

Weekday assignment: Architecture & Planning Librarian

Katie Pierce Meyer (alt. Orozco), work: 495-4645, cell: 512-796-6056

Weeknights/weekends (Fri after 5pm – Sun): Student Assistant (see current work schedule)*

* Reading room is assigned to the Supervisor on duty

Appendix 3: Communications Coordinator Responsibilities

*NOTE: Communications Coordinator (CC) is only available during weekdays as staffing permits. Otherwise, the following responsibilities fall under the Building Emergency Manager. 1st Alternate =BEM, 2nd Alternate=FM for reading room

1. The main responsibility of the CC during an evacuation is to communicate between the Building Emergency Manager, emergency personnel, UT Libraries Administration, the SOA Facilities Manager, and BTL staff at their assembly point, to keep all apprised of developments and the resolution of the emergency event.
2. During a tornado/severe weather emergency, the Communications Coordinator's main responsibility is to communicate with the Building Emergency Manager, UT Libraries Administration, and SOA Facilities Manager to keep both apprised of developments.
3. Post weather-related notices at: the Library's circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
4. Serve as the Building Emergency Manager alternate
5. Be prepared to perform other communications duties as assigned by the Building Emergency Manager or UT emergency personnel.

Communications Coordinator as of November 2015:

Communications Coordinator (weekdays only):

Beth Dodd, work: 495-4623 or 495-4504, cell: 512-659-3344
dodd.beth@austin.utexas.edu

University of Texas Libraries Administration contacts:

Catherine Hamer, AD for User Services, work: 495-4321, cell: 831-277-8578, home: 512-288-2710
Chris Carter, UTL Facilities Manager, work: 495-4550, cell: 512-626-8688

If collections are threatened: Jennifer Lee, Preservation and Digitization Services, work: 495-4383, cell: 512-663-1709

School of Architecture contacts

Thomas Wolfe, Facilities Manager, work: 471-0702, cell: 512-633-9193

APPENDIX 4: WEEKNIGHT & WEEKEND PROCEDURES

Battle Hall is staffed and occupied differently during evenings and weekends. Most of the members of the Building Emergency Management Team (including the School of Architecture designate) do not normally work during these times. Library staff is significantly reduced to two people: a supervisor and a student assistant. SOA staff, faculty, library and custodial services staff offices, as well as the BTL101 classroom, are generally not consistently occupied.

With reduced staff working after 5:00 p.m. and on weekends, each of the 2 staff members will have increased responsibility in their roles for emergency response at BTL. Priority must be given to areas of greatest occupancy- the library. Staff should focus on evacuation of: the Reading Room, Stacks Levels 5-7, and BTL 301 & 302 (depending on class projects and volunteer hours).

If safety allows, staff will continue evacuation of main and ground floor levels. If staff is unable to do this, the Building Emergency Manager (BEM) must report this to emergency personnel as soon as possible.

With multiple responsibilities, it is important that the Evening/Weekend Staff clearly understand and routinely exercise their knowledge and understanding of their roles in emergency response for Emergency Evacuations (sections 3) and Severe Weather Shelter In Place (section 4).

Supervisor's Roles: Building Emergency Manager, Communications Coordinator & Floor Manager

The Evening/Weekend Supervisor assumes the role of:

- Building Emergency Manager (BEM see Appendix 1)
- Communications Coordinator (CC see Appendix 3).
- Floor Manager (FM see Appendix 2) for the Reading Room
- If time and safety allow, Floor Manager for Main and Ground or Basement floors.

Student Assistant's Role: Floor Manager

The Student Assistant serves as Floor Manager (FM) for:

- BTL200-300 (excluding the Reading Room)
- Stacks levels 5-7
- Other duties as directed by the BEM, such as posting signs and making verbal announcements

Evening / Weekend Emergency response

In the event of an emergency, both staff should start by donning their reflective vest from the cache at the Circulation Desk, *quickly* take the Emergency Manual, their keys, purses, cell phones, and other possessions they will need if the decision is made to go home for the remainder of the day, and begin their emergency response roles.

Emergency Evacuation Procedures – FIRE, EXPLOSION, BOMB THREAT

In general, either the emergency alarm inside the building or the external UT siren system will activate the evacuation of BTL. When an evacuation (“fire”) alarm sounds, the following steps are to be followed as quickly and calmly as possible:

- The *Supervisor* (BEM) activates the evacuation alarm if it has not already been set off and directs the *Student Assistant* (FM) to initiate evacuation.
- The BEM moves swiftly to perform FM responsibilities in the reading room as detailed in Appendix 2. *If time and safety allow*, continue on with Main and Ground or Basement floors.
- The *Student Assistant* moves swiftly to perform FM responsibilities (staff room, librarian’s office, BTL 301 & 302, and Stacks levels 5-7), as detailed in Appendix 2, and immediately proceeds to report to the BTL Command Post at the assembly point.
- After the building is evacuated, both staff meet up at the Assembly Point where the *Supervisor*, serving both as Building Emergency Manager (BEM) and Communications Coordinator (CC), sets up the BTL Command Post and reports to emergency personnel, UT Library Administration, the SOA Facilities Manager, and staff until the event is over. Architecture Library’s Circulation Services Supervisor and Head Librarian should also be notified.

After Evacuation

- Decisions about what to do after evacuation are made by UT emergency personnel in conjunction with UT Administration, the Dean of the School of Architecture, and the UT Libraries Vice Provost. The Building Emergency Manager (the *Supervisor*) is crucial in communicating between the Assembly Point, UT Libraries Administration, the SOA Facilities Manager, and BTL staff. Staff should **not** leave the Assembly Point until an official decision has been received. Note: decisions regarding UT Libraries staff may differ from those of the faculty, staff and students of the SOA. Each should follow their own administrative directive.
- Typical decisions can be:
 - All-Clear; re-enter BTL.
 - Wait for a specified amount of time for a decision, either at the Assembly Point, or leaving and checking the UT Home Page for instructions.
 - Leave the UT Campus for the rest of the day and watch the UT Home Page for further instructions.

- After 9:00 p.m., UT authorities will authorize the BEM to close BTL for the remainder of the night if the power is out, if there is a bomb threat, if there is a serious emergency, or if there is no “all clear” given by UT authorities within one hour for lesser emergencies such as a false fire alarm.

Severe Weather - WATCHES, WARNINGS, SHELTER IN PLACE

During a tornado/severe weather emergency, occupants of BTL are **not** to evacuate the building, but move to a safe location within BTL. The Building Emergency Manager (BEM) and the Floor Managers (FMs) will manage the internal movement of occupants.

Internal Assembly Point

- The Internal Assembly Point is in the Men’s Restroom foyer, located on the basement level near the base of the main staircase. Overflow space is available in the adjacent Stacks Level 1. **The foyer entrance door must be kept closed.**
- The safest route to the Internal Assembly Point from the Library is **via the stacks stairwell**, walking down to Stacks Level 1. This route and location are safe from exposure to windows and possible flying debris.

WATCHES: Many weather emergencies are preceded by weather “watches”, where the National Weather Service alerts that severe weather is expected or that conditions are favorable for the development of severe weather.

Staff should stay tuned and be prepared to take cover. Watches are announced on the Library’s weather radio. When a weather watch has been issued for Travis County:

- *Student Assistant* posts weather-related notices at: the Library’s circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).
- All staff review the procedures to *Shelter in Place* for weather emergencies
- BEM will check out the Special Collections key
- Staff prepares a quick response *Shelter in Place* box including flashlights, emergency manual and vests, and any personal possessions (keys, purses, cell phones, etc.) needed for the duration of the potential weather event. Keep the box next to the weather radio as a reminder to also take the radio.

WARNINGS: The National Weather Service will place Travis County under a *Weather Warning* when severe weather is occurring, or imminent and is a threat to life and property. People in the warning area need to take action immediately.

If emergency shelter is not necessary (ex. Flash floods), BEM directs *student assistant* to:

- Post weather-related warning notices at: the Library’s circulation desk, the sign stand located on the library staircase landing, and at each of the 3 exit doors to the building (see Appendix 5 Signs).

- Verbally announce the following warning: “May I have your attention? Travis County is now under a [state weather condition] WARNING. For your safety, please take caution until the warning has been lifted.”
- When warning has lifted, make a verbal announcement and remove all signs

If emergency shelter is necessary, BEM directs all staff to SHELTER IN PLACE

SHELTER IN PLACE: When the Warning necessitates taking immediate cover (ex. tornados) UT officials will sound the outside warning siren. The library’s weather radio will also sound an alert. Either alert should activate the following steps to Shelter in Place:

- BEM (*Supervisor*) takes the Special Collections key and the *Shelter in Place* box with the weather radio (see 4.2.d), close the main library entrance gate (do NOT lock), and proceed to unlock the Special Collections door’s emergency push plate before conducting evacuation of the Reading Room.
- *Student Assistant* verbally announcing the following warning to library users:

“May I have your attention? Travis County is now under a TORNADO WARNING. A tornado has been sighted in the immediate area. The Library will now close in order to evacuate to the tornado shelter in the Men’s Restroom foyer located on the basement level. For your safety, please quickly gather your possessions and follow me down the library stacks stairs to take cover. Do not use the main staircase.”
- *Supervisor* and *Student Assistant* proceed to conduct their FM duties: BEM (*Supervisor*) with the reading room and *Student Assistant* with the staff room, librarian’s office, BTL 301 & 302, and Stacks levels 5-7.
- The first staff to shepherd occupants down the internal stacks stairwell, prepares the route leading down to the Internal Assembly Point (Stacks Level 1). Upon arriving at Stacks Level 1, s/he will open the door leading to the Men’s Restroom foyer to provide access to other building occupants.
- Once all occupants are in shelter, the BEM reports to UT Library Administration, the SOA Facilities Manager and sets up the weather radio for updates. Architecture Library’s Circulation Services Supervisor and Head Librarian should also be notified.
- BEM (*Supervisor*) announces UT’s official announcement when the warning has lifted and it is safe to leave. Although the weather radio may state that the warning is cleared, it is advised to act only on the UT announcement.

5.0 Armed Subject Incidents

In case of an armed subject incident, the actions of the Emergency Management Team and library staff will be directed by instructions from UTPD, the Office of Emergency Preparedness, or other UT emergency officials.

If UT Siren is activated to *Shelter In Place* or Lock Down, the BEM (*Supervisor*) will:

- Lock the library entrance gate and other entrance doors, turn out the lights, and keep people away from, and lower than the windows.
- Determine a safe shelter area and communicate this to the *Student Assistant*
- Direct *Student Assistant* to make verbal announcement to library users
- Both *Supervisor* and *Student Assistant* start FM duties
- Report to Library Administration and the SOA Facilities Manager and await further instructions. Architecture Library's Circulation Services Supervisor and Head Librarian should also be notified.

Weeknight and Weekend assignments as of November 2015:

Weeknights (M-Th after 5pm)

Holly Ovale, work: 495-4622 or 495-4620, cell/home: 512-699-5083

h.ovalle@austin.utexas.edu

Alternate: Sub or Student assistant on duty

Weekends (Fri evening – Sunday)

Student Supervisors (see current work schedule)

Alternate: Sub or Student assistant on duty

Contact list, as of November 2015:

University of Texas Libraries Administration contacts:

Catherine Hamer, AD for User Services, work: 495-4321, cell: 831-277-8578, home: 512-288-2710

Chris Carter, UTL Facilities Manager, work: 495-4550, cell: 512-626-8688

Daniel Orozco, work: 495-4624 or 495-4620, cell: 512-484-8482, home: 512-452-6971

danorozco@austin.utexas.edu

Katie Pierce Meyer work: 495-4645, cell: 512-796-6056

Collections emergencies: Jennifer Lee, Preservation and Digitization Services, work: 495-4383, cell: 512-663-1709

School of Architecture contacts

Thomas Wolfe, Facilities Manager, work: 471-0702, cell: 512-633-9193

APPENDIX 5: SIGNS

Signs providing emergency related information should be posted at:

- a. The Library's Circulation desk
- b. The sign stand located on the library staircase landing
- c. All 3 BTL exit doors (both interior and exterior sides if possible)
 - i. West Mall entrance (Main level, north side of building)
 - ii. South Mall entrance (Main level, east side of building)
 - iii. Inner Campus Drive entrance (Ground level, south side of building)