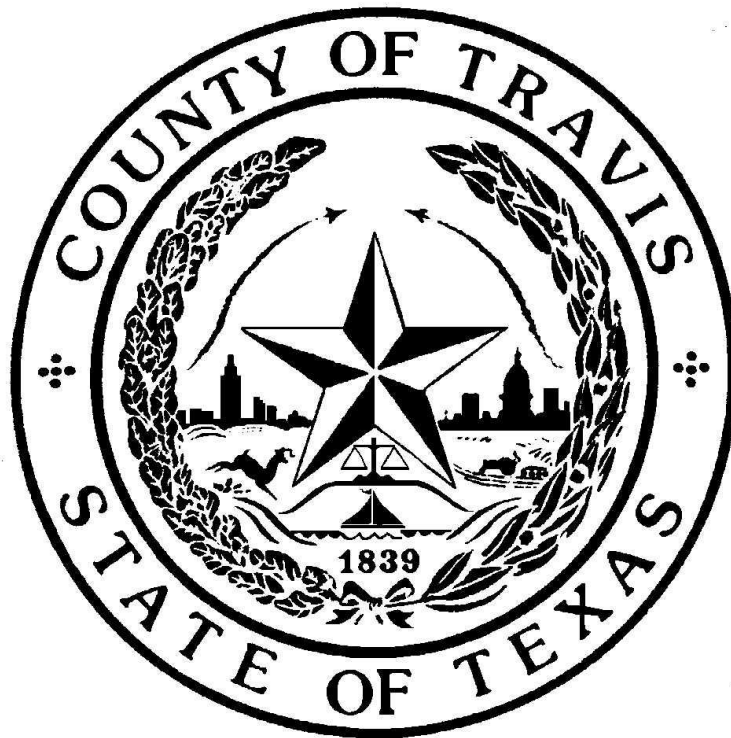


Protective Action Building Plan 2023



***** Security Sensitive Information *****

Ronald Earle Building (REB)

Prepared By: Facilities Management Department – Security Division

PROTECTIVE ACTION PLAN

Facility Name: **Ronald Earle Building (REB)**

Building Address: **416 W 11th St, Austin, TX 78701**

Phone Number: **(512) 854-9400**

Point of Contact: **Norris McKenzie** *Title:* **Chief**

Date of Issuance: **08/26/2022** *Issued By:* **Mr. Darren Long, Facilities Management Security Division**

Important Contact Numbers

Police	9-1-1
Fire	9-1-1
Emergency Medical Service	9-1-1
Travis County Security	(512) 854-5555
Facilities Work Order Desk	(512) 854-9500
ITS Help Desk	(512) 854-9175

Plan Distribution and Access

This Emergency Action Plan will be distributed to the supervisors and Emergency Wardens. The master copy of the document should be maintained by the Facility Manager and available for review by all employees. After any revisions are made, the FMD Security Division Manager shall be notified of the changes. This *Emergency Action Plan* shall be reviewed and updated annually.

PROTECTIVE ACTION PLAN

Revision History

REVISION NO.	DATE	DESCRIPTION OF CHANGES
1.	01/10/2024	Initial Update

PROTECTIVE ACTION PLAN

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Be Ready. Be Safe.

PROTECTIVE ACTION PLAN

SECTION 1: GENERAL INFORMATION

The purpose of this plan is to minimize hazards to employees and visitors in responding to an emergency or an incident which requires seeking shelter or building evacuation.

In the event of an emergency, personal safety is the responsibility of each employee, and each employee shall comply with the directions of any Emergency Warden.

On an annual basis, each employee shall review the site-specific *Emergency Action Plan* for each area in which they normally work. If an employee is transferred from one work location to another, the employee shall review the site-specific *Emergency Action Plan* of the new location as soon as practicable. Each employee shall be familiar with:

- The Emergency Wardens assigned to their work area.
- Location of other fire alarm pull stations.
- Location of fire extinguisher.
- Location of Automated External Defibrillator (AED).
- Primary and secondary emergency egress routes.

Evacuation / Shelter-In-Place Team	Name / Contact Information
Emergency Warden: LL & 1ST FLOOR LE	Ron Booker (512) 799-3358
Emergency Warden: 2ND FLOOR LE	Todd Bircher (512) 853-0484
Assistant Emergency Warden: 2ND FLOOR LE	Araseli Amaya (512) 787-7901
Emergency Warden: 3RD FLOOR LE	Tonya Thomas (512) 844-8430
Emergency Warden: 3RD FLOOR LE	Daniel Evans (713) 502-2332
Evacuation Team Leader: 3RD FLOOR LE	Leon Williams (512) 658-5943
Assistant Evacuation Team Leader: 3RD FLOOR LE	David Austin (512) 413-7106
Aides for Persons with Disabilities: 3RD FLOOR LE	Dawn Galindo (512) 771-2181
Emergency Warden: 4TH FLOOR LE	Mike Henderson (512) 618-9750
Assistant Emergency Warden: 4TH FLOOR LE	Fred Spencer (512) 576-6876
Evacuation Team Leader: 4TH FLOOR LE	Kerry Scanlon (512) 658-0356

PROTECTIVE ACTION PLAN

Assistant Evacuation Team: 4TH FLOOR LE	Lisa Morrill (512) 563-7193
Aides for Persons with Disabilities: 4TH FLOOR LE	Jesse Hernandez (512) 738-0352
Aides for Persons with Disabilities: 4TH FLOOR LE	Cyril Friday (512) 293-8178
Emergency Warded: 4TH FLOOR LE	Lori Carter (512) 652-8287
Emergency Warden: 5TH FLOOR LE	Jason Hufstetler (512) 921-3093
Emergency Warden: 5TH FLOOR LE	Steve Hall (512) 534-7325
Evacuation Team Leader: 5TH FLOOR LE	John Holliday 512-633-8922
Assistant Evacuation Team Leader: 5TH FLOOR LE	Dave Mahoney (512) 293-0318
Emergency Warden: 6TH FLOOR LE	Norris McKenzie (512) 413-9611
Assistant Emergency Warden: 6TH FLOOR LE	Teddy Grabarkewitz (512) 995-6117
Evacuation Team Leader: 6TH FLOOR LE	Jenna Fechner (630) 272-3717

PROTECTIVE ACTION PLAN

SECTION 2: BUILDING SAFETY FEATURES

The life safety system of this building includes:

- Fire and smoke detection
- Fire alarm system
- Fire alarm pull station(s)
- Fire extinguisher(s)
- Emergency lighting
- Illuminated exit signs
- Emergency eye wash
- Fire doors
- Emergency back-up generator
- Automatic sprinkler system
- Emergency LP gas shut-off
- Public address system
- Self-closing doors
- Elevator recall system
- Posted evacuation floor plans
- Posted emergency equipment location

FIRE DETECTION AND ALARM SYSTEM:

Fire alarms and smoke detectors are located throughout the workspace and are monitored at a remote location.

FIRE EXTINGUISHERS:

Dry chemical fire extinguishers are in the workspace. If any fire extinguisher is missing, immediately notify Travis County Security at (512) 854-5555.

ILLUMINATED EXIT SIGNS:

Exit lighting ensures that the means of escape to the final EXIT point can be effectively identified and safely used.

STAIRWELLS:

During a fire occupants will use the stairwells to leave their floor. Fire rated doors and walls and emergency lighting within the stairwells afford occupants exit protection.

ELEVATORS:

All elevators equipped with automatic recall, backup power and an alarm / intercom communication system. When a smoke detector is activated, elevators are automatically recalled to the first floor where the doors remain open until they are released by building or fire department personnel.

If an elevator malfunctions, passengers can press the emergency call button located at the bottom panel of the elevator cab and talk to a dispatcher who will dispatch a trained technician.

EMERGENCY GENERATOR:

An emergency generator operates automatically during a power failure, providing power to critical devices.

EMERGENCY LIGHTING:

Emergency lighting provides temporary batter powered lighting throughout the building in the event of a power failure.

PUBLIC ADDRESS SYSTEM:

All employees and visitors will be alerted to an emergency by audible alarm and emergency announcements made over the public address system. Speakers are located throughout each floor to facilitate broadcast of announcements.

SECTION 3: EVACUATION PLAN

In the event of an emergency, evacuation may be required. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location. If ordered, EVACUATION IS MANDATORY.

- Remain calm and orderly; walk quickly but do not run.
- Follow instructions of Emergency Wardens or other emergency personnel.
- Give assistance to any persons with disabilities in the area.
- Exit by the nearest stairway; **DO NOT USE THE ELEVATOR.**
- Go to the designated evacuation area (identified below).
- Once you have arrived at the evacuation area, check in with your On–Scene Liaison to be accounted for.
- **WAIT FOR INSTRUCTIONS.** Do not leave the evacuation area and do not go to any other location until instructed to do so by the On–Scene Liaison or emergency response personnel.

<p>The following system(s) will be utilized to advise occupants to evacuate the building:</p>	<ol style="list-style-type: none"> 1. Fire alarm system activation 2. Notification by Emergency Wardens
<p>Evacuees shall assemble at the following Safe Meeting Location for accounting by the On–Scene Liaison:</p> <p><i>(See Map – Figure 1)</i></p>	<p>The PRIMARY Safe Meeting Location is located:</p> <p>416 W 11th St, Austin, TX 78701. Parking lot south of REB (Across 11th St. on the northeast corner in front of Civil Court House) <i>(See Photo – Figure 2)</i></p> <p>The SECONDARY Safe Meeting Location is located:</p> <p>416 W 11th St, Austin, TX 78701. Parking lot north of REB (Across the alleyway behind Central Christian Church.)</p> <p><i>(See Photo – Figure 3)</i></p> <p><i>The secondary Safe Meeting Location shall only be used if the route to the Primary Safe Meeting Location is hazardous or upon direction by the Evacuation Team Leader.</i></p>

SECTION 3: EVACUATION PLAN *(continued)*

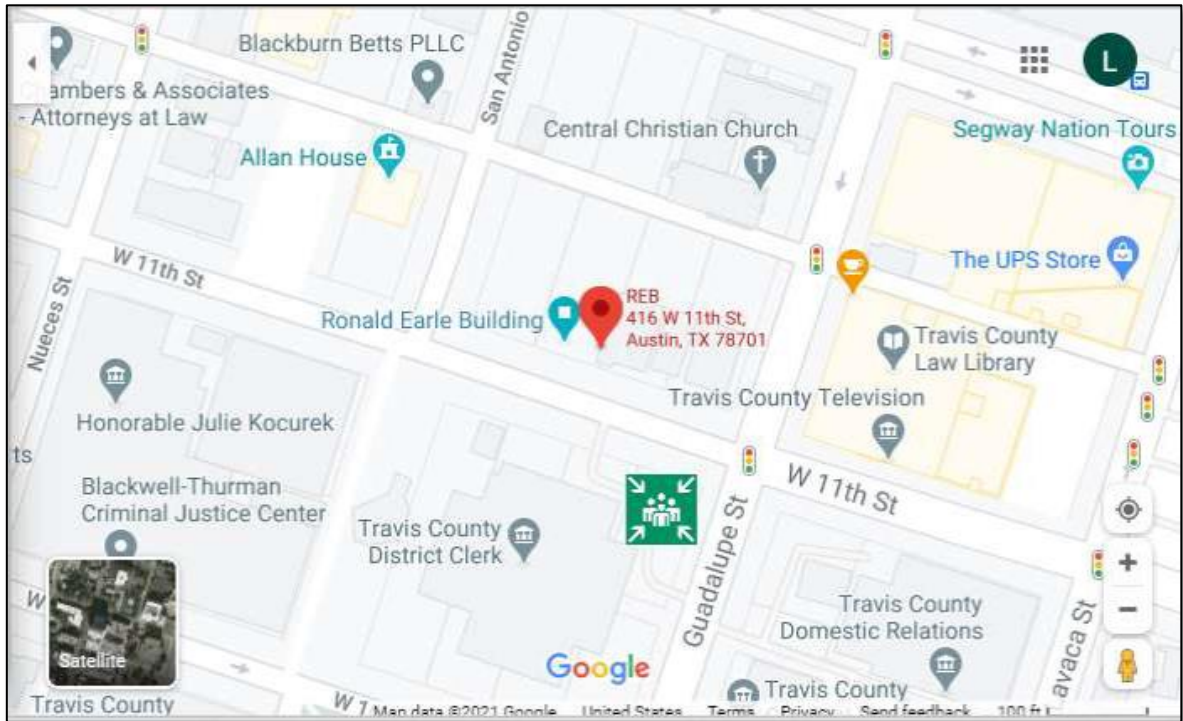


Figure 1: **Safe Meeting Location Map, 416 W 11th St, Austin, TX 78701**



Figure 2: **PRIMARY Safe Meeting Location – 416 W 11th St, Austin, TX 78701. Parking lot south of REB (Across 11th St. on the northeast corner in front of Civil Court House)**

SECTION 3: EVACUATION PLAN (*continued*)



Figure 3: **SECONDARY Safe Meeting Location – 416 W 11th St, Austin, TX 78701.**
Parking lot north of REB (Across the alleyway behind Central Christian Church.)

EMERGENCY EVACUATION PROCEDURE:

1. Upon alarm, remain calm and responsive to the direction of the Emergency Wardens.
2. Remain alert for any unusual or foreign objects as you evacuate. Do not touch suspicious items – simply note the location and description of the item, reporting your finding to the Evacuation Team Leader upon arrival at the Safe Meeting Location.
3. Should a fire exist, and the alarm has not sounded, activate the alarm system, and proceed with the evacuation plan.
4. During an evacuation via the stairwells, direct persons to the opposing stairwell to continue the evacuation process should conditions dictate, (e.g., smoke or fire in the stairwell, armed conflict, etc.)

SECTION 3: EVACUATION PLAN - (*continued*)

5. The last person leaving any enclosed office should close the office door. The closed door will help confine the fire until the arrival of the fire department.
6. Remain in a single-file line on the right side of the stairwell during the evacuation, keeping conversation to a minimum.
7. The Evacuation Team Leader will ensure that all mobility impaired employees have been assigned an aide to assist with their evacuation.
8. Upon exiting the building, the Evacuation Team Leader shall immediately inform first responders of any severely injured or mobility impaired person(s) who remain in the building.
9. Emergency exit routes shall remain free of obstructions.

EMERGENCY EVACUATION ACTIONS TO AVOID:

1. Do not open any door without first checking to see if it is hot. If the door is hot, proceed to an alternate exit.
2. Do not attempt to re-enter the evacuated area until it has been declared safe by fire department officials or Facilities Management Personnel.



SECTION 4: SHELTER-IN-PLACE PLAN

If warned to “shelter-in-place” due to severe weather (e.g., high winds, tornado), an announcement shall be made, and all employees must move to shelter.

SHELTER-IN-PLACE PROCEDURE:

1. Upon notice, remain calm and responsive to the direction of the Emergency Wardens.
2. Evacuation to the Shelter-In-Place location via the stairwell located near the elevators. Due the possibility of loss of power, evacuees should not use the elevators.
3. Remain in a single-file line on the right side of the stairwell during the evacuation, keeping conversation to a minimum.
4. The Evacuation Team Leader will ensure that all mobility impaired employees have been assigned an aide to assist with their evacuation.
5. Emergency exit routes shall remain free of obstructions.
6. Persons outside the building should immediately enter the building and proceed to the Shelter-In-Place Location.

SHELTER-IN-PLACE ACTIONS TO AVOID:

1. Do not attempt to re-enter the evacuated area until the danger has passed.

Evacuees shall assemble at the following Shelter-In-Place Location for accounting by the On-Scene Liaison:	The Shelter-In-Place Location is located: 416 W 11th St, Austin, TX 78701. Under the Stairwells.
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SECTION 5: LOCKDOWN PLAN

A lockdown of a building is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry / exit and movement within a building, emergency personnel are better able to contain and handle any threats.

A notification to lockdown may be sent by Travis County Security, emergency personnel, or from an elected / appointed official. It is essential for the safety of occupants and emergency responders that individuals comply with instructions always provided by emergency personnel.

LOCKDOWN PROCEDURE:

1. If you are in a room or office, stay there, secure the door, and await further instructions (or an escort from emergency personnel).
2. If the door does not lock, barricade the door with tables and chairs.
3. If you are in a corridor, go into the closest office not already secured and lock or barricade the door.
4. Close blinds where possible and stay away from windows and doors.
5. Stay low and quiet.
6. Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
7. Follow instructions from emergency personnel only.
8. If the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
9. Always follow instructions from law enforcement officers to avoid harm and ensure the best possible response. For their own safety, emergency personnel must initially consider all individuals as potential threats.

SECTION 5: LOCKDOWN PLAN (*continued*)

LOCKDOWN ACTIONS TO AVOID:

1. Do NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door.
2. Do NOT use or hide in washrooms.
3. Do NOT travel down long corridors.
4. Do NOT assemble in large open areas (e.g., cafeterias).
5. Do NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

FOLLOWING THE LOCKDOWN:

1. Cooperate with emergency personnel to assist in an orderly evacuation.
2. Proceed to the designated assembly area if advised.
3. Law Enforcement Officers may require individuals to remain available for questioning following a lockdown.
4. Travis County Officials may be present as you exit the building to provide additional information.



SECTION 6: MEDICAL EMERGENCY PLAN

Only trained responders should provide first aid assistance. If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved.
- Nearest entrance (emergency access point)

MEDICAL EMERGENCY PROCEDURE:

1. Control access to the scene.
2. Alert a first aid trained employees to respond to the victim's location and bring an Automated External Defibrillator (AED).
3. Do not move the victim unless the victim's location is unsafe AND you can do so without danger to yourself.
4. Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

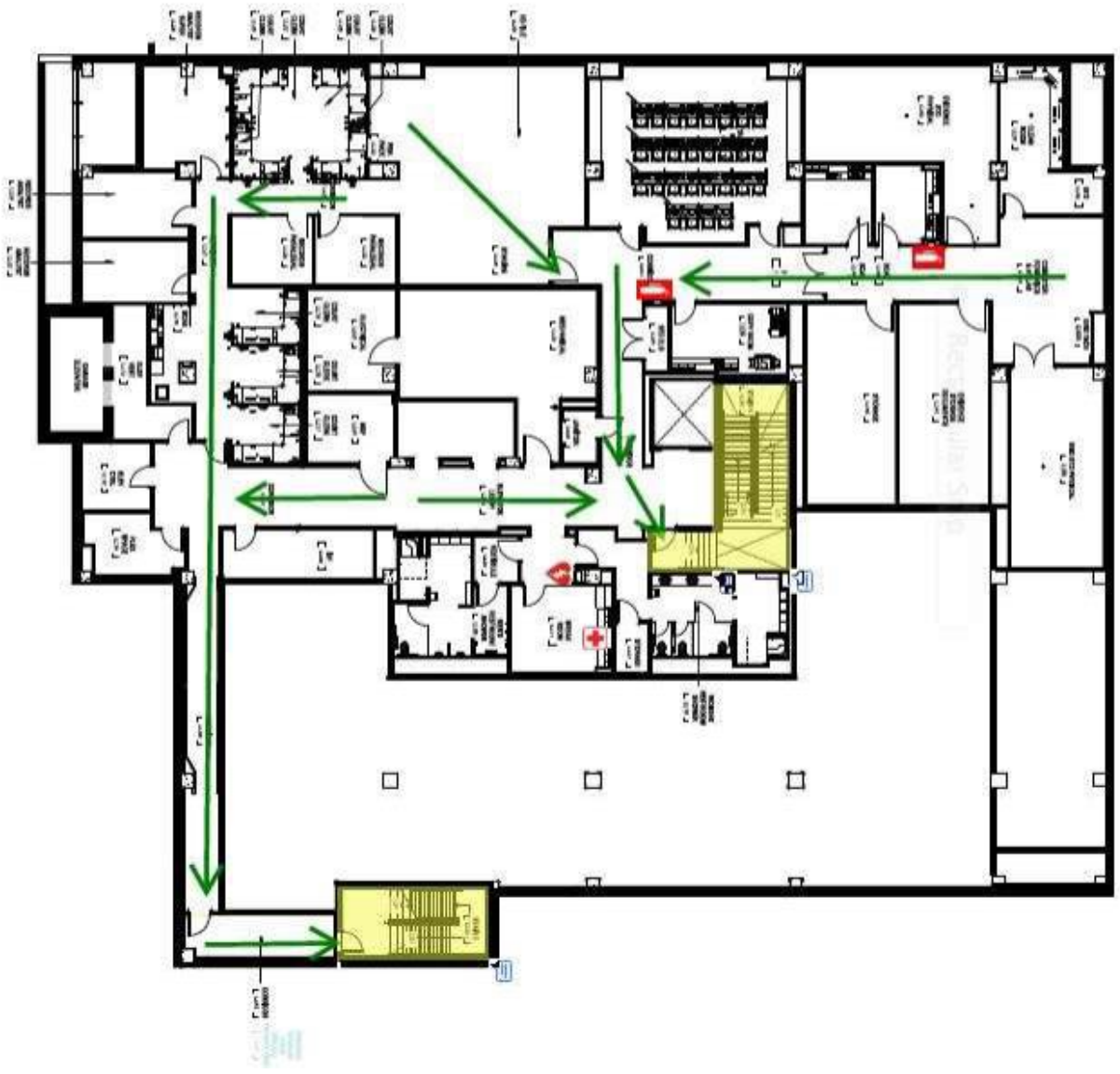
CERTIFIED FIRST-AID TRAINED RESPONDER

Name	Contact Information
Deborah Kortan #548	Phone: 4-9213; 512-576-1879 e-mail: Deborah.kortan@traviscountytexas.gov
Anthony Giles #3rd Floor Cube	Phone: 4-6419; 512-294-1929 e-mail: Anthony.giles@traviscountytexas.gov
Victor Erbring #458	Phone: 4-3298; 312-933-7011 e-mail: Victor.erbring@traviscountytexas.gov
Kenneth Evans #532	Phone: 4-9220; 512-943-2763 e-mail: Kenneth.evans@traviscountytexas.gov

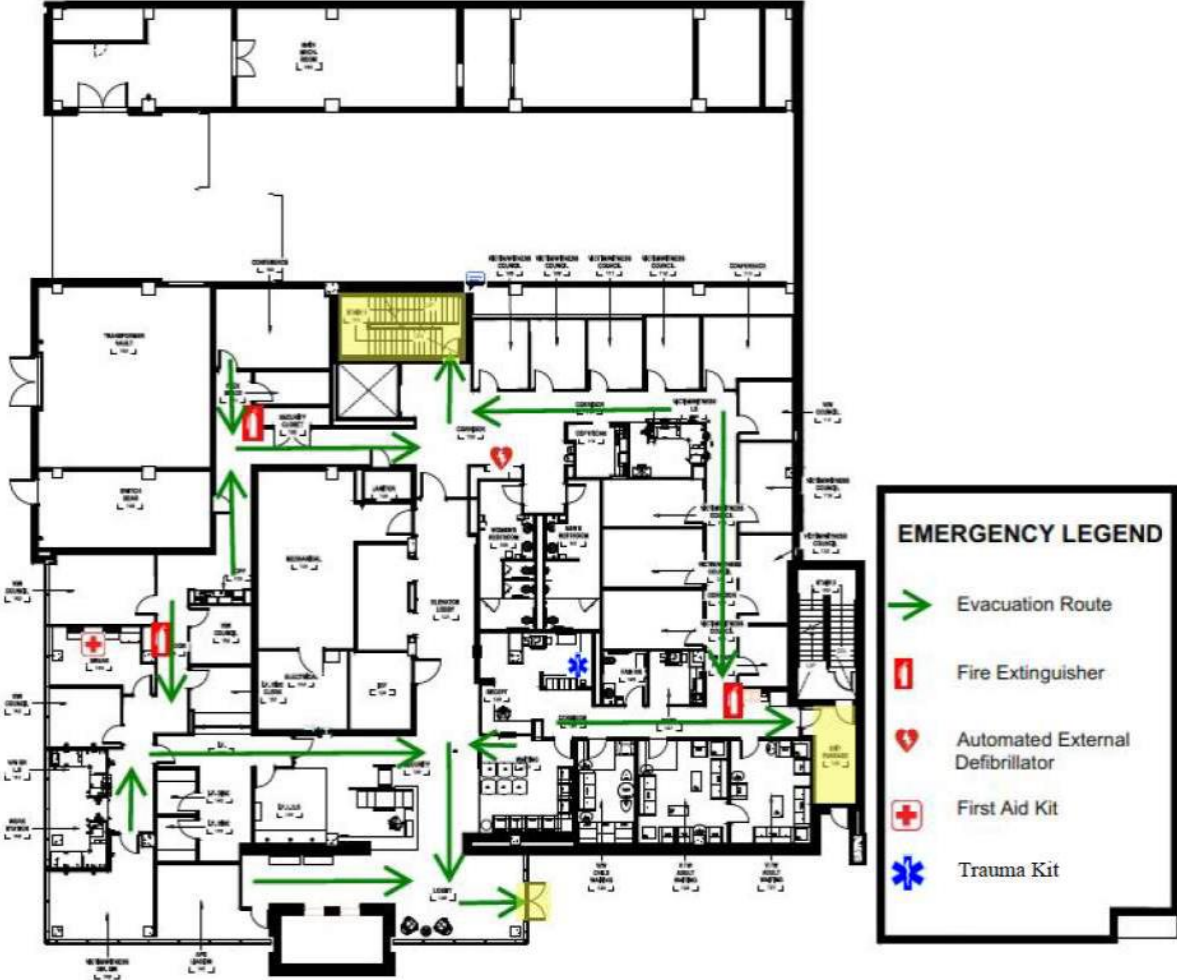
REB LOWER LEVEL

EMERGENCY LEGEND

- Evacuation Route
- Fire Extinguisher
- Automated External Defibrillator
- First Aid Kit



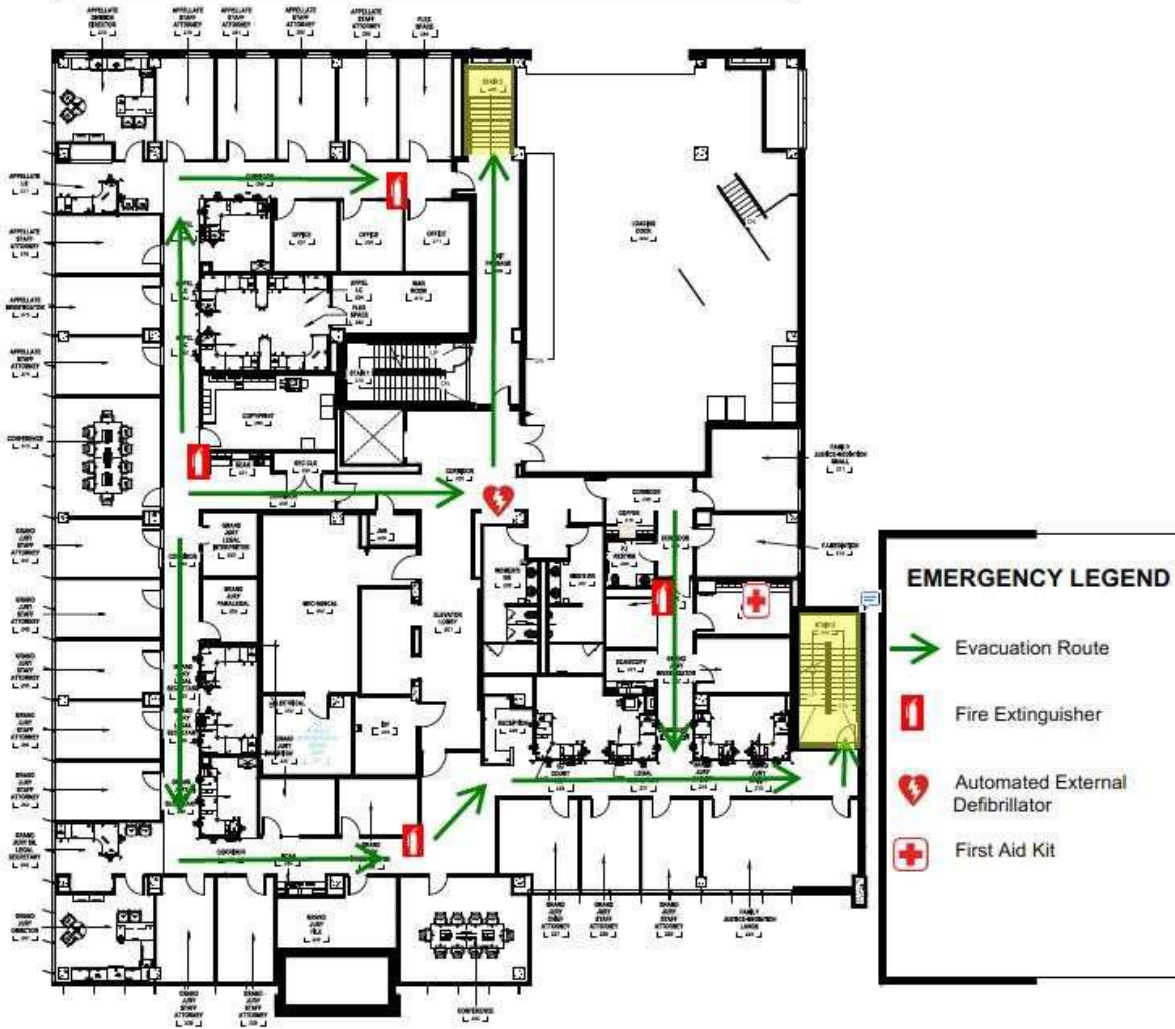
REB FIRST FLOOR



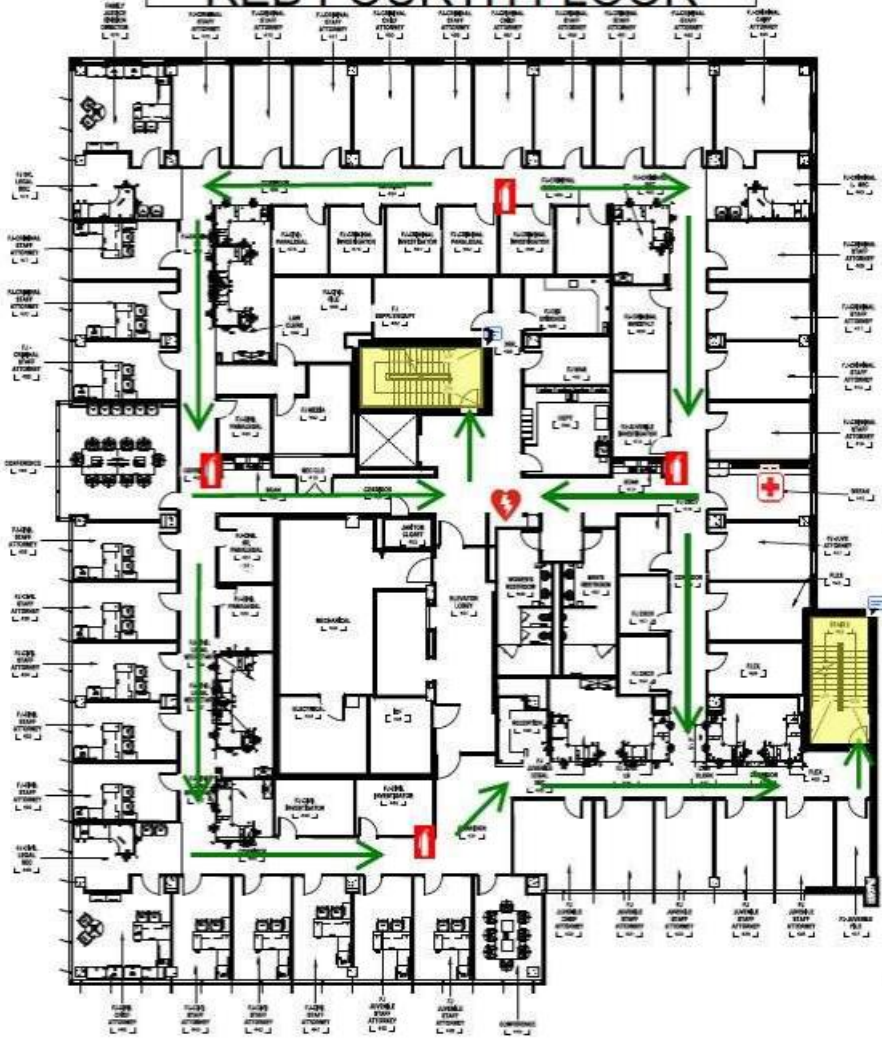
EMERGENCY LEGEND

-  Evacuation Route
-  Fire Extinguisher
-  Automated External Defibrillator
-  First Aid Kit
-  Trauma Kit

REB SECOND FLOOR



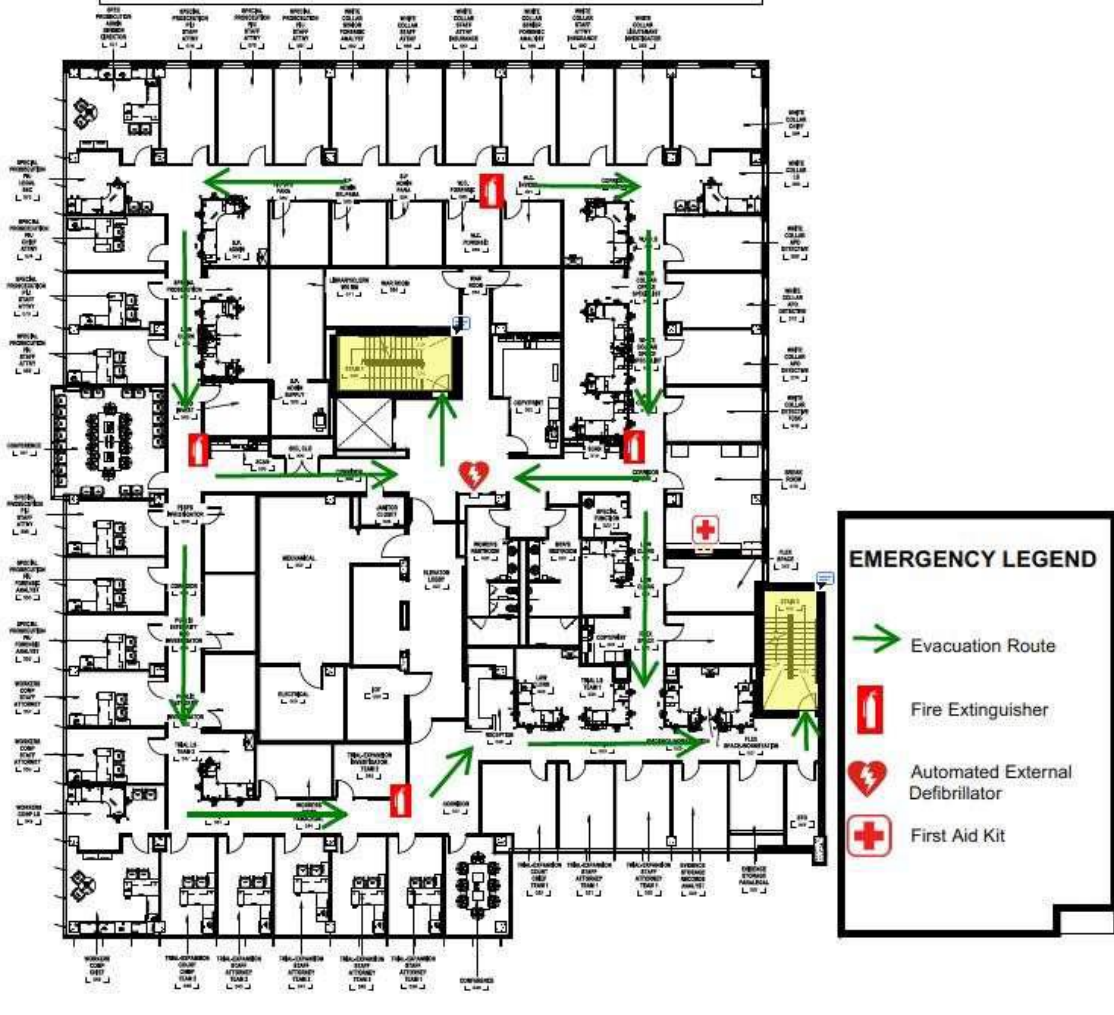
REB FOURTH FLOOR



EMERGENCY LEGEND

-  Evacuation Route
-  Fire Extinguisher
-  Automated External Defibrillator
-  First Aid Kit

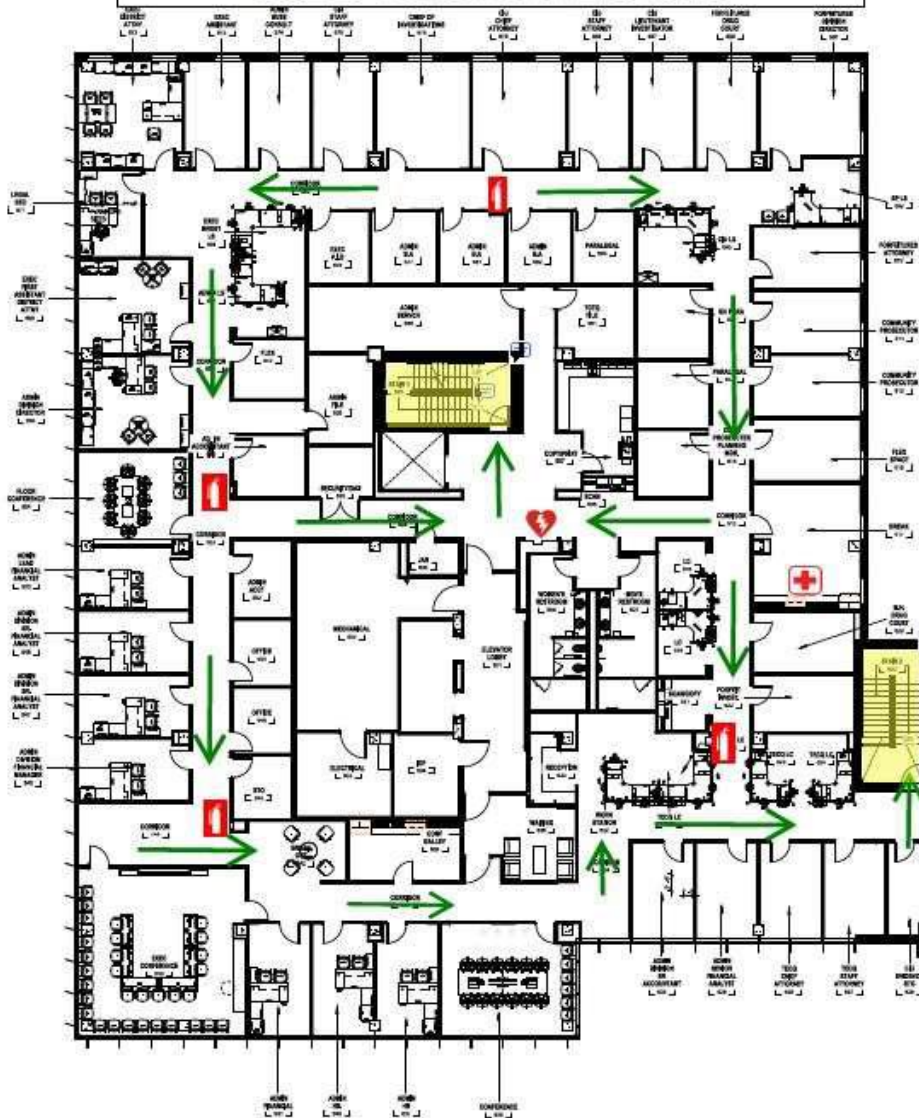
REB FIFTH FLOOR



EMERGENCY LEGEND

-  Evacuation Route
-  Fire Extinguisher
-  Automated External Defibrillator
-  First Aid Kit

REB SIXTH FLOOR



EMERGENCY LEGEND

-  Evacuation Route
-  Fire Extinguisher
-  Automated External Defibrillator
-  First Aid Kit

SECTION 7: ADDITIONAL PROCEDURES (*continued*)

PROCEDURES FOR YOUR RESPECTIVE BUILDING

Alarm/camera monitoring	PSOC (512) 854-5555
Personnel access control, including keys and badges	Access Cards -TCSO, Hard Keys FMD Locksmiths
Automated door control	Genetec – FMD ESS Team
System programming	Genetec – FMD ESS Team
Security rounds	TCSO & FMD Building Guards
Courtroom inspection	TCSO
After-hours courthouse access	FMD Building Guards
News media on County property	FMD will authorize
News media off County property	City of Austin will authorize.
Procedure for emergency situations	Protective Action Building Plan
Floor Wardens	Protective Action Building Plan – As designated by stakeholders
Safe area command center	Admin Building Control Room or PSOC
Judge notification of emergency/negative events	EVERBRIDGE System
Evacuation plan	Protective Action Building Plan
Provide the location of emergency Equipment.	Protective Action Building Plan