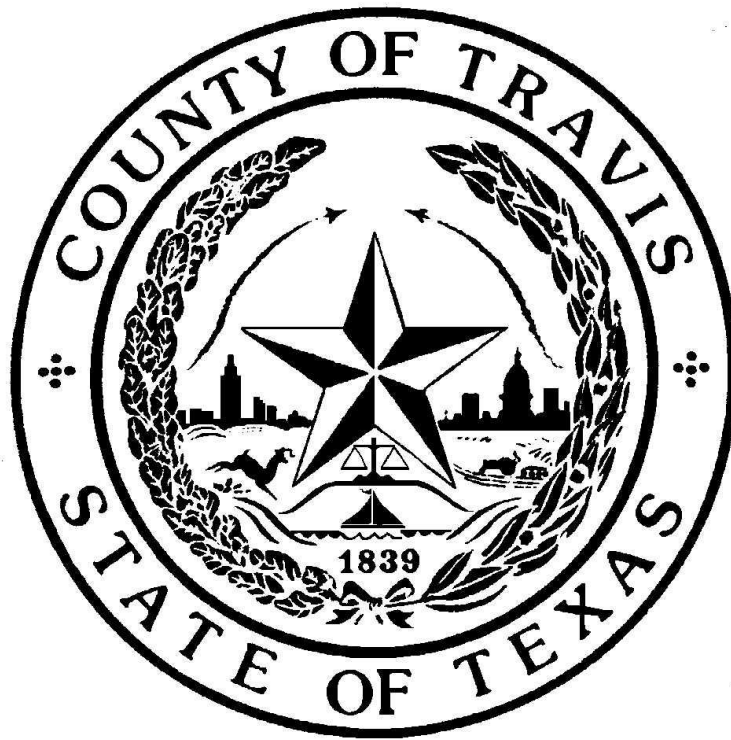


# Protective Action Building Plan 2022



***Kristin E. McLain Building***

Prepared By: Facilities Management Department – Security Division

# PROTECTIVE ACTION PLAN

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*Facility Name:* **Kristin E. McLain Building**

*Building* **7800 Old Manor Rd.**

*Address:* **Austin, TX 78724**

*Phone* **(512) 854-6464**  
*Number:*

*Point of* **Joe LeBrecque** *Title:* **Safety Officer**  
*Contact:*

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

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## Important Contact Numbers

Police	911
Fire	911
Emergency Medical Service	911
Travis County Security	(512) 854-5555
Facilities Work Order Desk	(512) 854-9500
ITS Help Desk	(512) 854-9175

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## 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

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## Revision History

REVISION NO.	DATE	DESCRIPTION OF CHANGES
1	12/2/22	Update to Figure 1: Safe Meeting Location Map and all page numbers

# 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
Evacuation Team Leader	Joe LeBrecque/254-290-3938
Assistant Evacuation Team Leader	Frank Veliz/512-671-0473
Emergency Warden	Craig Hilzendager/605-261-3748
Assistant Emergency Warden	Taylor Petty/512-944-2349
Aides for Persons with Disabilities	Marc Jones/512-808-6501

# PROTECTIVE ACTION PLAN

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## 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
- Emergency eye wash
- Illuminated exit signs
- Fire doors
- Emergency back-up generator
- Automatic sprinkler system
- Posted evacuation floor plans

**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 located in the workspace. If any fire extinguisher is missing, immediately notify Travis County Security at (512) 854-5555.

**EMERGENCY GENERATOR:**

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

## 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"> <li>1. Fire alarm system activation</li> <li>2. Notification by Emergency Wardens</li> </ol>
<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 <b>PRIMARY</b> Safe Meeting Location is located:</p> <p>Kristin E. McLain Building/7800 Old Manor Rd. Austin, TX 78724/South-west parking lot.</p> <p><i>(See Photo – Figure 2)</i></p> <p>The <b>SECONDARY</b> Safe Meeting Location is located:</p> <p>Travis County Medical Examiner’s Office/7723 Springdale Rd, Austin TX 78724/South driveway</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**



Figure 2: **PRIMARY Safe Meeting Location – 7800 Old Manor Rd. Austin TX 78724**

## **SECTION 3: EVACUATION PLAN (*continued*)**



*Figure 3: SECONDARY Safe Meeting Location – 7723 Old Manor Rd. Austin TX 78724*

### **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.



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## **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:  Kristin E. McLain Building/7800 Old Manor Rd. Austin TX 78724/All internal rooms not located on an outside wall. Rooms 105, 107, 109, 110, 118, 119, 122, 125
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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 provided by emergency personnel at all times.

### **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. Follow instructions from law enforcement officers at all times 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:

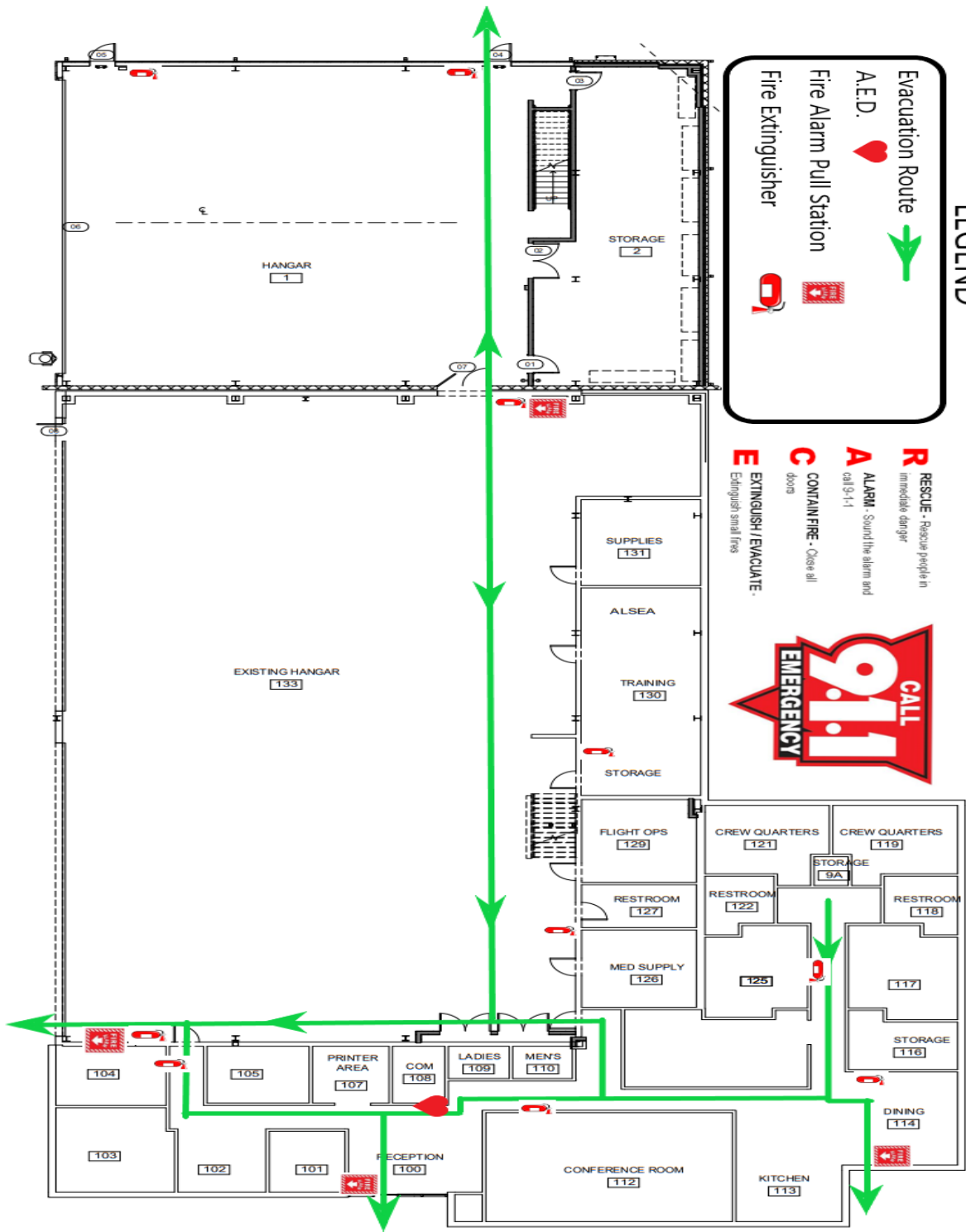
- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

### 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
N/A	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:



**LEGEND**

- Evacuation Route
- A.E.D.
- Fire Alarm Pull Station
- Fire Extinguisher

- R** RESCUE - Rescue people in immediate danger
- A** ALARM - Sound the alarm and call 9-1-1
- C** CONTAIN FIRE - Close all doors
- E** EXTINGUISH / EVACUATE - Extinguish small fires





