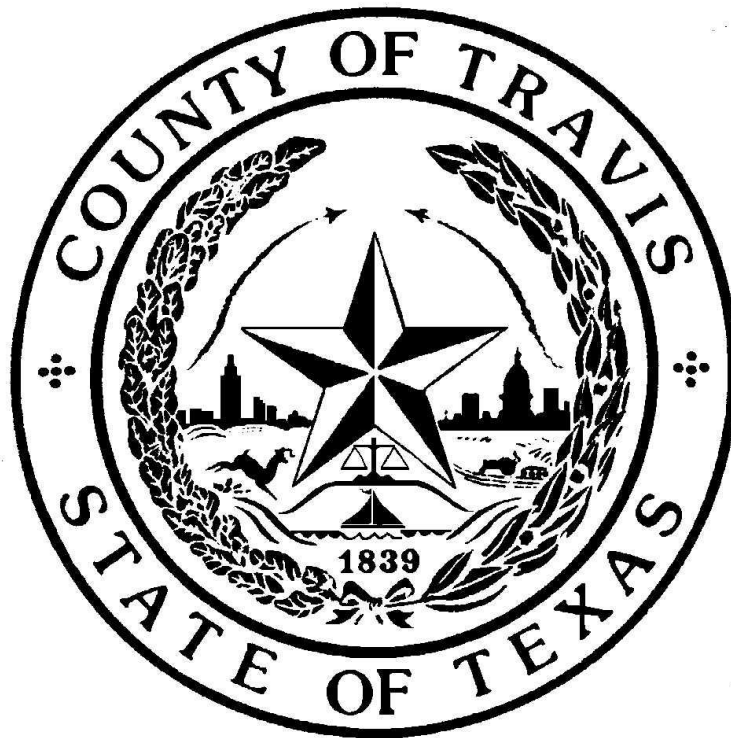


Protective Action Building Plan 2023



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

Travis County Tax Office

Prepared By: Facilities Management Department – Security Division

PROTECTIVE ACTION PLAN

Facility Name: **Travis County Tax Office**

Building Address: **2433 Ridgepoint Dr, Austin, Texas 78754**

Phone Number: **(512) 854-9473**

Point of Contact: **Joe Marshall** *Title:* **Deputy Chief Officer**

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.	12/01/23	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
Evacuation Team Leader	Joe Marshall - 512-854-9268 - Joe.Marshall@traviscountytexas.gov
Assistant Evacuation Team Leader	Stacy Spruell - 512-854-4578 - Stacy.Spruell@traviscountytexas.gov
Emergency Warden(s)	Veronica Ruiz, Lisa Faz, Kris Boling, Tiffany Seward - 512-854-3252
Assistant Emergency Warden	Jordan Kunz - Jordan.Kunz@traviscountytexas.gov
Aides for Persons with Disabilities	Tish Bostick, Danielle Moore, Tanner Murphy - 512-854-8736

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 back-up generator.
- Automatic sprinkler system.
- 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 of 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>Primary employee parking lot at 2433 Ridgepoint Dr., Austin, Texas 78754.</p> <p><i>(See Photo – Figure 2)</i></p> <p>The SECONDARY Safe Meeting Location is located:</p> <p>TxTag parking at 2420 Ridgepoint Dr., Austin, TX, 78754.</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)*



SECTION 3: EVACUATION PLAN (*continued*)



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: 1st floor pump room #167, 1st floor bathrooms, & 2nd floor training room.
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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 9-1-1 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)

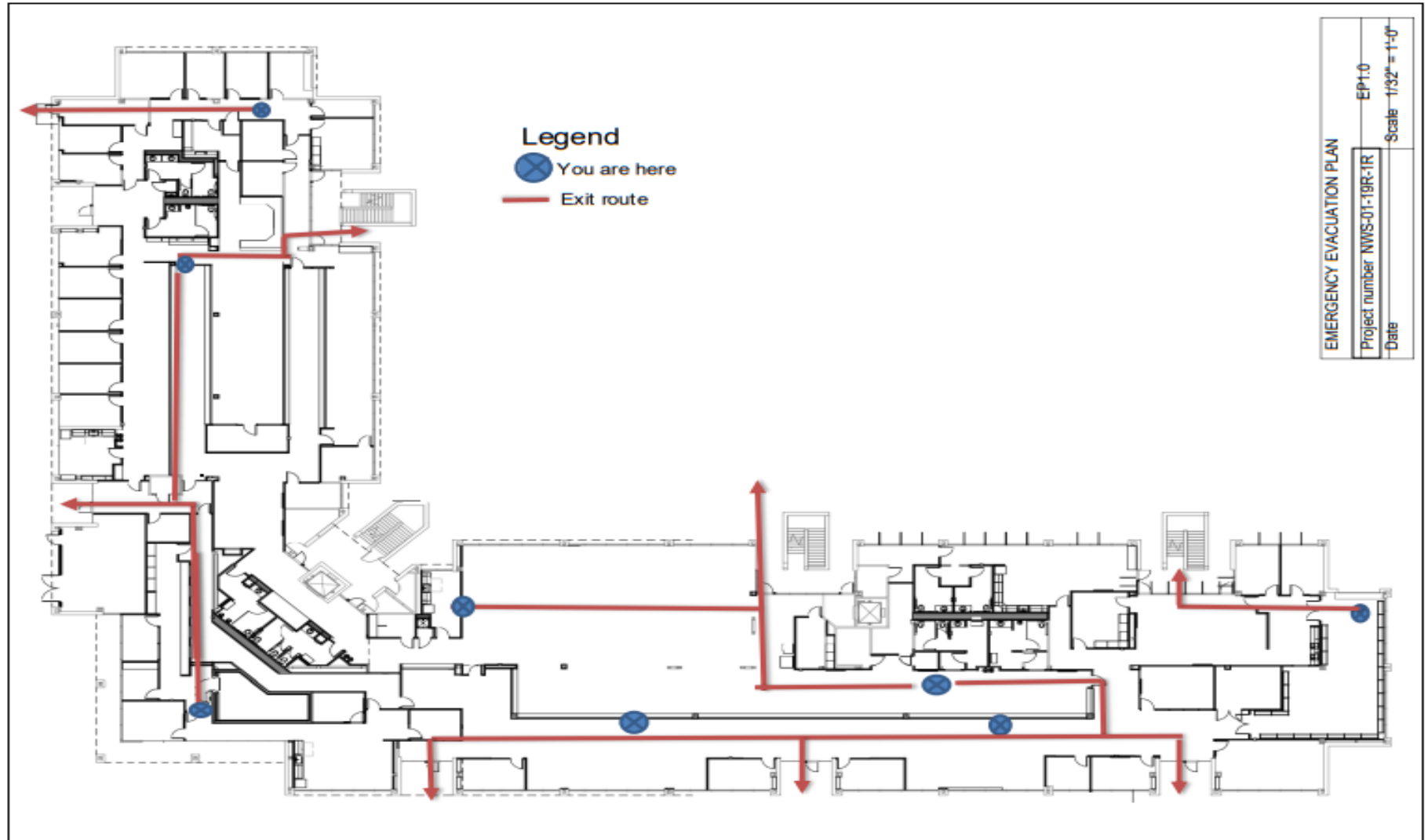
MEDICAL EMERGENCY PROCEDURE:

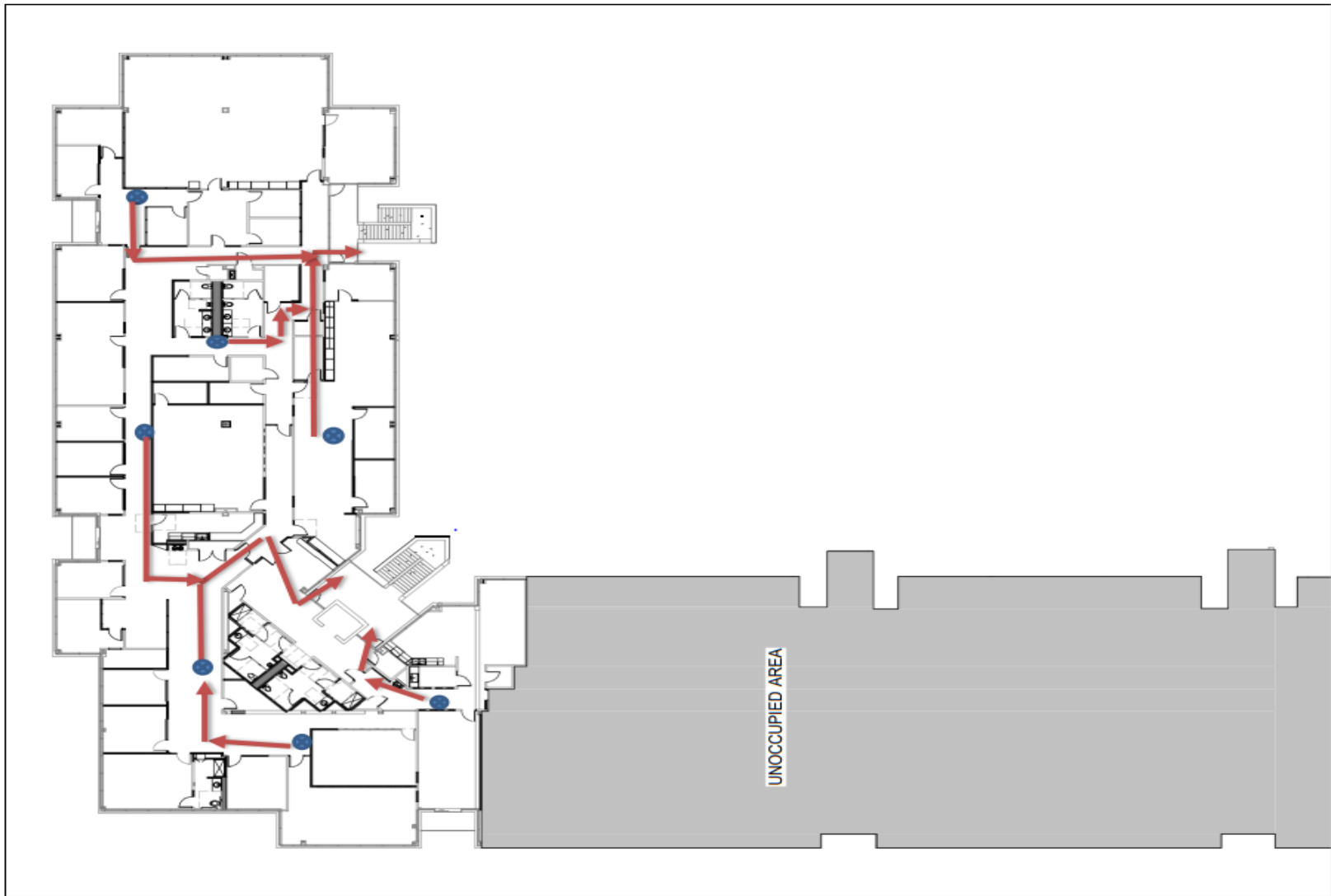
1. Control access to the scene.
2. Alert a first aid trained employees to respond to the victim's location and bring an Automated External Defibrillator (AED).
3. Do not move the victim unless the victim's location is unsafe AND you can do so without danger to yourself.
4. Meet the ambulance at the nearest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

CERTIFIED FIRST-AID TRAINED RESPONDER

Name	Contact Information
None at this time.	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:

First Floor Evacuation Map





Second Floor Evacuation Map

SECTION 7: ADDITIONAL PROCEDURES

The following individuals assigned to protect their building will ensure that their Protective Action Building Plan is being implemented and that the following procedures are being carried out by the designated representative referenced below:

- FMD Security Division
- All stakeholders of the respective building

PROCEDURES FOR YOUR RESPECTIVE BUILDING

Item	Representative
After-Hours Building Access	FMD Building Security Guards
Automated Door Control	Genetec – FMD ESS Team
Visitation Access	TBD
Contactor Access	FMD Maintenance Team and/or Building Security Guards
Camera/Alarm Monitoring	PSOC and FMD Building Security Guards
Notification of Emergency Events	EVERBRIDGE System
Emergency Wardens	Protective Action Building Plan
Rear Entrance Gate Control	PrefTECH – FMD ESS Team
Emergency Generator Access	FMD Maintenance Team

