C.2.1.1 (Procedure) Evacuation Plans
Responsible Department: Vice Chancellor for Finance and Administration, College District Police Department
Based on Board Policy: C.2.1 – Environmental Health and Safety
Approved: 8-18-09
Last Amended: 2-26-15

Evacuation Plans

The Chancellor or designee shall verify that emergency evacuation diagrams with instructions are prominently displayed in sufficient campus and district office locations to allow for an orderly evacuation in the event of an emergency. The College District safety coordinator shall assist the College District Police Department Chief who shall maintain a central file of emergency evacuation diagrams with instructions for each campus and for each district office location in the respective College District Police Department office, and shall maintain a central file of all campus and district office emergency evacuation diagrams with instructions in the College District Police Department district headquarters. Each campus and district department shall have an emergency evacuation plan that contains, as a minimum, the following:

1. Procedures for reporting a fire or other emergency to include alarm system use;
2. Procedures for emergency evacuation, including type of evacuation and exit route assignments;
3. Procedures for in-place sheltering;
4. Procedures to be followed by employees who remain to operate or shut down specific equipment before they evacuate;
5. Procedures to account for all employees after evacuation;
6. Procedures to be followed by employees performing rescue or medical duties;
7. Procedures for training personnel in the safe and orderly evacuation of other employees, students, and visitors including individuals who are disabled; and
8. Procedures for the training of employees as to their responsibilities under the plan upon initial assignment and when plan changes occur.

The College District safety coordinator and risk management department, in coordination with the College District Police Department Chief and the Associate Vice Chancellor for Communication, shall develop procedures for effective communication during emergencies, and shall inform employees of the procedures.

Emergency Evacuation Drills

No less often than one time per calendar quarter, each campus and district department shall conduct drills using its emergency evacuation plan. Management of the campus or department shall ensure that at least two of these drills are conducted with no prior notice to employees. Management of the campus or department shall coordinate the scheduling of drills with the College District safety coordinator to permit at least one of them to attend all drills.

At the conclusion of all campus-wide drills, the highest-ranking administrators present during the drill shall meet with the College District safety coordinator to analyze all aspects of the drill and to share information, observations and comments, thus ensuring that all administrators and staff have learned how to improve all aspects of emergency evacuation.

Legal Reference - TACC Policy Reference Manual
CG(LEGAL) - Safety Program
CGC(LEGAL) - Safety Program: Emergency Plans