



STUDENT AFFAIRS

University Unions

King Family Commons Responding to Emergency Manual

Responding to Emergencies
King Family Commons

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Emergency Telephone Numbers

**Any emergency may be reported by dialing Campus Police
at extension 7777 (from a campus phone) or
817-257-7777 (from a cell phone).**

Should you decide to do this, the following information should be provided:

- Your name
- The specific location of the emergency
- The type of help needed – police, fire department, ambulance, etc.
- A description of what happened, giving concise and factual information
- Any information on known or suspected injuries or fatalities

**Important phone numbers for reporting emergencies or problems on the TCU campus
are:**

Campus Police (24-hour number)	817-257-7777
Emergency Management/Business Continuity.....	817-257-4747
Office of Communications.....	817-257-7810
Physical Plant (24-hour number)	817-257-7956
Telecommunications	817-257-7798
Facility Services	817-257-7957
Risk Management	817-257-7798
Safety Department.....	817-257-7220
Workers Compensation.....	817-257-7778
University Unions Staff On-Call.....	817-257-0264
TCU ID Center Staff On-Call.....	817-257-8888

Introduction

An emergency is defined as any situation – actual or imminent – that endangers the safety and lives of TCU students, faculty, staff, or the security of TCU property.

Notification

In some emergency situations, such as severe weather, emergency actions taken by the University may include evacuation to a safer location or to shelter-in-place. When such actions are warranted, take emergency or preventative action.

Area Evacuation

An area evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification, the following steps should be followed:

- Dress appropriately for the weather.
- Take only essentials with you (eyeglasses, ID, medications, cash/checkbook/credit cards) – do not pack belongings.
- Turn off unnecessary equipment, computers, and appliances.
- Close the door to your room as you exit.
- Leave the building by the nearest exit and/or following evacuation directions provided for safe routes from the TCU area.
- If you need special assistance evacuating the building, contact Campus Police at extension 7777 or 817-257-7777.

Shelter-in-Place

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside the King Family Commons or in designated safe areas and await further instructions. When taking shelter:

- Avoid windows and areas with glass and exterior walls.
- Get to the lowest, most interior location in the building.
- Put as many walls between you and a weather emergency.
- Take a cell phone with you.
- If available, take a flashlight and a radio or designated emergency kit to the shelter area to track emergency status.
- Keep telephone lines free for emergency responders, DO NOT call 911 for information.

Employee Readiness

Communication during an emergency is critical. There are four steps each employee can do to assist TCU and help reassure your own family in the event of an emergency:

- **When on campus, call Campus Police at extension 7777 instead of 911 in case of emergency.** This actually minimizes response time as Campus Police are able to assist emergency responders in navigating the campus and get to you sooner. Program 817-257-7777 into your cell phone for on-campus emergencies, or dial extension 7777 on campus.
- **Update your local and emergency contact information on file with TCU.** TCU will only be able to contact your spouse or other family member in an emergency if this information is current. Faculty and staff can download a PCF (personal change form) by clicking on “forms and publications” on the Human Resources web site at www.hr.tcu.edu. If you need assistance with the PCF form, contact your supervisor.
- **Call home to let your family know you are safe.** Campus phone lines could be overrun with incoming calls if an emergency occurs in the TCU area or on campus. You can help keep phone lines open and campus operating as normally as possible by calling home and telling your family you are safe.
- **Communicate a designated emergency plan to your family.** If you choose to leave campus in an emergency, make sure your family knows where you will go if you are not heading home (a colleague’s home, for instance) and how they can reach you there. Also since phone lines could be damaged, consider designating an out-of-town family member as a primary phone contact where relatives can call to receive updates about your situation. Always have a back-up family meeting location and phone contact designated.
- **Sign-up for TCU ALERT.** The TCU ALERT service sends emergency text messages to campus members via cell phones, campuswide e-mails and messages to home phones. To register for TCU ALERT, go to my.tcu.edu.

Medical Emergency/Injury

EMERGENCY Actions

If the patient is UNCONSCIOUS or has a suspected HEAD, NECK or SPINAL injury:

- DO NOT move the patient.
- Call Campus Police at extension 7777 or 817-257-7777. Campus Police will dispatch the appropriate medical personnel.
 - Identify yourself and your position
 - Identify your location: building name, street address, floor, office/room number
 - Describe the situation
 - Describe the type(s) of injuries
 - Explain what type of help is needed
- Notify the University Unions Administration office of the emergency.
- Obtain or provide on-side first aid
- Remain with patient until help arrives.
- Send someone to the building's entrance to help direct emergency personnel.
- Alert other employees/patrons in a calm manner that an emergency is occurring.
- Complete an Accident Report Form and return it to the Information Desk.

Fire Emergency

EMERGENCY ACTIONS

If you see or smell smoke, see flames, or smell a burning, electrical smell:

- Call Campus Police at extension 7777 or 817-257-7777 – even if the automated alarm system goes off. Campus Police will dispatch the appropriate emergency personnel.
 - Identify yourself and your position
 - Identify the location of the fire: building name, floor, office/room number
 - Describe the situation
 - Describe any injuries
 - Explain what type of help is needed
- Notify the University Unions Administration of the situation.
- For a small, minor fire (such as a fire contained in a trash can), attempt to extinguish the fire using a fire extinguisher.
- If the fire is large or is unable to be extinguished, evacuate the immediate area surrounding the fire.
- Close doors to contain smoke/fire.
- Begin evacuation of the building as per the Evacuation Plan located at the end of this booklet.
 - All evacuees should go to the designated gathering site: Frog Fountain.
 - If there are injuries or disabled patrons, help get the individuals to the evacuation area.
- If possible, employees should secure the Information Desk before evacuating.
- Provide primary first aid as needed

Follow these procedures as closely as possible, without putting yourself in extreme danger.

Severe Weather/Tornado

EMERGENCY ACTIONS

- Use your location's weather alert radio, monitor television/radio weather channels or computers to monitor the approach and severity of the approaching weather system:
 - **Tornado Watch** means weather conditions are favorable to the formation of tornadoes
 - **Tornado Warning** means a tornado has been sighted in the area
- If the Weather Service issues a severe weather or tornado warning for the Tarrant County area, warn employees/students in your immediate area.
- Notify the University Unions Administration office of the emergency, and secure the Information Desk.
- Close all doors and instruct patrons to stay away from areas with windows.
- Move all patrons to the pre-planned emergency shelter for your building.
- If available, take a battery-powered radio, first aid kit, and flashlight into the shelter.
- Remain in the shelter area until an all-clear signal is given by University Unions staff, Campus Police, administrators, or emergency personnel.
- Reconvene employees/patrons when the storm system has passed and account for all persons.

SHELTERS

Shelter Areas in King Family Commons:

- Back of House Kitchen Area
- 1st floor restrooms
- Interior hallway and stairwells
- Interior closets
- 1st floor Sodexo Offices

Areas to avoid:

- Open areas of the 1st floor
- 1st floor "living room"
- Main Dining Room
- 2nd floor open spaces
- Hallways that could become a "wind tunnel"

Follow these procedures as closely as possible, without putting yourself in extreme danger.

Natural Disasters

EMERGENCY ACTIONS

Ice Storm

- Use a radio, weather radio, television, or Internet to monitor approaching winter storm conditions – freezing rain, sleet, snow, high winds, wind-chill conditions.
- Check the TCU Homepage (www.tcu.edu), look for an all-campus email or TCU Alert message, or call the TCU Infoline (x4636) for information about University closings.
- Be aware that steps, ramps, and sidewalks will be slippery and appropriate footwear is needed.
- Contact Housekeeping to get non-skid mats and wet floor signs for the King Family Commons entrances.

Flood

- In heavy rains, beware of flash flooding. If the possibility for flash flooding exists, move to a higher location.
- Contact Physical Plant (x7954) to report any flooding in your building.
- If time allows, place valuable equipment and paper files up on file cabinets or desks for protection against water damage
- Unplug all fixtures, including extension cords, from the wall outlets and be aware of electrical hazards

Lightning

- When a thunderstorm threatens or when the campus lightning prediction system sounds, go inside immediately for protection.
 - The lightning prediction system will sound a **single blast** from its warning horn when a potential lightning hazard exists.
 - An all-clear signal of **three horn blasts** will be sounded after the lightning hazard passes.
- When indoors, stay away from windows, water, sinks, and faucets.
- If you are caught outside, stay away from any objects that could act as a natural lightning rod, such as tall trees, fences, and metal objects. Also avoid open fields, open water, or small, isolated buildings. If you do get caught in an open area, crouch low to the ground (do not lie flat).
- If you are caught in a hard-topped car – stay there.

Utility Failure

EMERGENCY ACTIONS

Electrical Power Loss

- Notify the University Unions Administration office of the situation.
- Contact the TCU Physical Plant at extension 7956 or 817-257-7956.
- Locate a flashlight, lantern, or lightsticks.
- Secure the Information Desk and conduct a walk-through of the building to check on the safety of patrons
- Remain in your area and continue routine assignments, unless the electrical failure is due to another emergency, such as smoke or fire.
- Contact Campus Police at extension 7777 or 817-257-7777 if assistance exiting or securing the building is necessary.
- Turn off all electrical, office, and computer equipment. DO NOT unplug the telephone. (Once power is restored, plug in and check all equipment.)
- Await further instructions.

Water

- Notify the University Unions office of the situation.
- Contact the TCU Physical Plant at extension 7956 or 817-257-7956.
- For flood clean-up, contact TCU Facility Services at extension 7957 or 817-257-7957.

Heating, Ventilation, Air Conditioning

- Notify the University Unions office of the situation.
- Contact the TCU Physical Plant at extension 7956 or 817-257-7956.

Telephone

- Notify the University Unions office of the situation.
- For normal repairs, contact TCU Connect at extension 4357 or 817-257-4357
- In the event of a system-wide failure of TCU's telephone system:
 - You do not need to notify Telecommunications, as alarm systems are in place.
 - Use a cell phone in your area for emergencies.
 - Campus Police and Physical Plant will be stationed in each building to utilize radio communication for emergencies.

Chemical Spills

EMERGENCY ACTIONS

- Notify the University Unions office of the situation.
- **First priority is first aid.** Any spill that results in personal exposure should be treated immediately.
 - **Eye or skin contact**
 - If the chemical is a liquid, assist the person to a sink or eyewash and flush the eyes or affected skin areas with water thoroughly and continuously for a minimum of 15 minutes.
 - If the chemical is a solid, brush chemical off skin gently. Remove contaminated clothing.
 - Contact Campus Police at extension 7777 or 817-257-7777 for medical assistance.
 - **Inhalation**
 - Get the person to fresh air.
 - Contact Campus Police at extension 7777 or 817-257-7777 for medical assistance.
- Call Campus Police at extension 7777 or 817-257-7777 to report the following types of spills – regardless of quantity:
 - Flammable, toxic, corrosive, or unknown liquids
 - Compressed gas releases
 - Leaking containers
 - Radioactive materials
 - Identify the chemical spilled, the quantity, and the location.
- When appropriate, evacuate patrons/employees from danger.

Clean-Up

- Notify the Safety Office at extension 7220 or 817-257-7220.
- Only trained personnel should attempt to clean-up spills. Cleaning up such spills is dangerous and should only be performed by persons knowledgeable of the hazards associated with the involved chemicals
- Once a clean-up crew arrives, assist the crew by keeping patrons away from site of spill.

Menacing Person/Weapons Threat

EMERGENCY ACTIONS

- If you suspect anything – report it.
- Remain calm and have a plan in case violence erupts.
- If possible (and from a secure area), call Campus Police at extension 7777 or 817-257-7777 for assistance. The Information Desk is equipped with two panic buttons in the event that you are unable to contact the Campus Police by phone.
 - **Avoid**
 - Help others escape/ keep others away from the danger area.
 - Help the injured and/or disabled persons find safety.
 - Warn others of danger.
 - Remain calm.
 - **Deny**
 - Stay hidden from the shooter’s view.
 - Find somewhere that will provide protection, such as a room with furniture.
 - Avoid places that will trap or restrict movement (in case evacuation is possible later).
 - Keep the shooter out by locking a door, creating a blockade, etc.
 - Turn off lights, cell phone ringers, and all noises – remain silent.
 - Do not huddle together – spread out.
 - As a last resort, prepare to **Defend** yourself from the shooter if you are confronted
- If you are in the same area as the threatening person – and they are not actively threatening you – you may be in a hostage situation
 - Remain calm. Cooperate with the person. Make no sudden movements.
 - If safe to do so, alert other employees/patrons that an emergency is present, or imminent, and to quietly leave the area.
- The Police are looking for the shooter. Therefore, once they arrive on scene, show them your EMPTY hands and comply with their instructions.

Follow these procedures as closely as possible, without putting yourself in extreme danger.

Media Communications

EMERGENCY ACTIONS

Emergency Situations attract media attention. For that reason, working with the media during a crisis is an important part of the emergency response procedures.

- Direct all media inquiries to the Office of Communications at extension 7810 or 817-257-7810.

Always keep in mind that it is of utmost importance to tell the truth, tell it quickly, be mindful of the public's need to know, the University's legitimate interests, an individual's privacy considerations, and liability concerns.

Harassing/Obscene Phone Calls

EMERGENCY ACTIONS

- Do not participate in a conversation with a person placing a harassing or obscene phone call.
- If your phone is capable of displaying the caller's phone number, write it down.
- Hang up the telephone.
- Notify the University Unions office of the situation.
- Call the Campus Police at extension 7777 or 817-257-7777 and report the nature and details of the call, including the caller ID number.

Bomb Threat/Suspicious Item

EMERGENCY ACTIONS

When a bomb threat is received by phone:

- If the threat of **explosion is immediate**, evacuate the building as per the Evacuation Plan at the end of this booklet.
 - All evacuees should go to the designated gathering site: Frog Fountain.
 - If there are injuries or disabled patrons, help get the individuals to the evacuation area.
- Call Campus Police at extension 7777 or 817-257-7777 and notify them of the above information.
- Notify the University Unions office of the situation.
- If the caller indicates there is **some time before the bomb will go off**:
 - Try to get as much information as possible about the location and description of the bomb and the caller.
 - Use the ***Bomb Threat Checklist*** to record all information.
 - Stay on the line only as long as the caller continues to provide useful information.
 - Begin evacuation of the building as per the Evacuation Plan located at the end of this booklet. Take the Bomb Threat Checklist with you.
 - All evacuees should go to the designated gathering site: Frog Fountain.
 - If there are injuries or disabled patrons, help get the individuals to the evacuation area.
 - If possible, secure the Information Desk before evacuating.

Discovery of a Suspicious Item/Mail

- Do not touch, move, or disturb the item.
- Call Campus Police at extension 7777 or 817-257-7777 immediately.
- Notify the University Unions office of the situation.
- Keep people away from the area until help arrives.

Follow these procedures as closely as possible, without putting yourself in extreme danger.

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Bomb Threat Checklist

Be calm. Be courteous. Listen. Do not interrupt.

Exact words of the caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does the bomb look like? _____
5. Why did you place it? _____
6. Where are you calling from? _____

Caller's Voice:

- | | | | |
|-------------------------------------------------------|----------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> MALE | <input type="checkbox"/> FEMALE | <input type="checkbox"/> ADULT | <input type="checkbox"/> JUVENILE |
| <input type="checkbox"/> ACCENT | <input type="checkbox"/> WELL SPOKEN | <input type="checkbox"/> IRRATIONAL | <input type="checkbox"/> INCOHERENT |
| <input type="checkbox"/> FOUL | <input type="checkbox"/> CALM | <input type="checkbox"/> ANGRY | <input type="checkbox"/> EXCITED |
| <input type="checkbox"/> SLOW | <input type="checkbox"/> RAPID | <input type="checkbox"/> SOFT | <input type="checkbox"/> LOUD |
| <input type="checkbox"/> LAUGHTER | <input type="checkbox"/> CRYING | <input type="checkbox"/> NORMAL | <input type="checkbox"/> SLURRED |
| <input type="checkbox"/> NASAL | <input type="checkbox"/> SPEECH IMPED. | <input type="checkbox"/> RASPY | <input type="checkbox"/> DISGUISED |
| <input type="checkbox"/> DEEP | <input type="checkbox"/> HIGH | <input type="checkbox"/> FAMILIAR | <input type="checkbox"/> TAPED |
| <input type="checkbox"/> MESSAGE READ BY THREAT MAKER | | | |

If the voice is familiar, who did it sound like? _____

Did the caller indicate knowledge of TCU? How? _____

Background Sounds:

- | | | | |
|---------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> STREET NOISE | <input type="checkbox"/> DISHES | <input type="checkbox"/> VOICES | <input type="checkbox"/> PA SYSTEM |
| <input type="checkbox"/> MUSIC | <input type="checkbox"/> HOUSE NOISES | <input type="checkbox"/> MOTOR | <input type="checkbox"/> AIRCRAFT |
| <input type="checkbox"/> QUIET | <input type="checkbox"/> OFFICE EQUIP. | <input type="checkbox"/> ANIMAL NOISES | <input type="checkbox"/> LONG DISTANCE |
| <input type="checkbox"/> STATIC | <input type="checkbox"/> FACTORY EQUIP. | <input type="checkbox"/> ON-CAMPUS | <input type="checkbox"/> OFF-CAMPUS |

Date: _____ Time Received: _____ Time Ended: _____ Staff: _____

Kidnapping/Hostage Situation

EMERGENCY ACTIONS

- **If you are notified in person of a kidnapping or hostage situation:**
 - Remain calm.
 - Cooperate with the person.
 - Make no sudden movements.
- Call Campus Police at extension 7777 or 817-257-7777 and notify them of the above information. The Information Desk is equipped with two panic buttons in the event that you are unable to contact the Campus Police by phone.
- If possible, notify the University Unions office of the situation.
- If it is safe to do so, begin alerting patrons that an emergency is present or imminent and follow the Evacuation Plan located at the end of this booklet.
 - All evacuees should go to the designated gathering site: Frog Fountain.
 - If there are injuries or disabled patrons, help get the individuals to the evacuation area.
 - Secure the Information Desk before evacuating.

If you receive a telephone call regarding a kidnapping/hostage situation:

- Keep the caller on the phone to get as much information as possible.
- Use the ***Kidnapping/Hostage Checklist*** to record all information.
- Call Campus Police at extension 7777 or 817-257-7777 immediately.
- Notify the University Unions office of the situation.

If you receive a ransom note:

- Call Campus Police at extension 7777 or 817-257-7777 immediately.
- Notify the University Unions Office of the situation.
- Minimize the handling of the note.

Follow these procedures as closely as possible, without putting yourself in extreme danger.

Responding to Emergencies
King Family Commons

Kidnapping/Hostage Checklist

Be calm. Be courteous. Listen. Do not interrupt.

Exact words of the caller: _____

Questions to Ask:

1. Who has been kidnapped/taken hostage? _____
2. Who are you? _____
3. How can we be sure you have this person and he/she is safe and unharmed? _____

4. What are your demands? _____
Under what conditions? _____
5. When will he/she be released? _____
6. If we meet your demands, how do we know he/she will be released unharmed? _____

7. Where/how can I reach you? _____

Caller's Voice:

- | | | | |
|-------------------------------------------------------|----------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> MALE | <input type="checkbox"/> FEMALE | <input type="checkbox"/> ADULT | <input type="checkbox"/> JUVENILE |
| <input type="checkbox"/> ACCENT | <input type="checkbox"/> WELL SPOKEN | <input type="checkbox"/> IRRATIONAL | <input type="checkbox"/> INCOHERENT |
| <input type="checkbox"/> FOUL | <input type="checkbox"/> CALM | <input type="checkbox"/> ANGRY | <input type="checkbox"/> EXCITED |
| <input type="checkbox"/> SLOW | <input type="checkbox"/> RAPID | <input type="checkbox"/> SOFT | <input type="checkbox"/> LOUD |
| <input type="checkbox"/> LAUGHTER | <input type="checkbox"/> CRYING | <input type="checkbox"/> NORMAL | <input type="checkbox"/> SLURRED |
| <input type="checkbox"/> NASAL | <input type="checkbox"/> SPEECH IMPED. | <input type="checkbox"/> RASPY | <input type="checkbox"/> DISGUISED |
| <input type="checkbox"/> DEEP | <input type="checkbox"/> HIGH | <input type="checkbox"/> FAMILIAR | <input type="checkbox"/> TAPED |
| <input type="checkbox"/> MESSAGE READ BY THREAT MAKER | | | |

If the voice is familiar, who did it sound like? _____

Did the caller indicate knowledge of TCU? How? _____

Background Sounds:

- | | | | |
|---------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> STREET NOISE | <input type="checkbox"/> DISHES | <input type="checkbox"/> VOICES | <input type="checkbox"/> PA SYSTEM |
| <input type="checkbox"/> MUSIC | <input type="checkbox"/> HOUSE NOISES | <input type="checkbox"/> MOTOR | <input type="checkbox"/> AIRCRAFT |
| <input type="checkbox"/> QUIET | <input type="checkbox"/> OFFICE EQUIP. | <input type="checkbox"/> ANIMAL NOISES | <input type="checkbox"/> LONG DISTANCE |
| <input type="checkbox"/> STATIC | <input type="checkbox"/> FACTORY EQUIP. | <input type="checkbox"/> ON-CAMPUS | <input type="checkbox"/> OFF-CAMPUS |

Date: _____ Time Received: _____ Time Ended: _____ Staff: _____

Evacuation Plan

Defining Emergency Personnel

- **Primary Building Deputy**
The Primary Building Deputy will decide what procedures need to be followed (depending on the situation) and will have complete authority until such time as he/she is relieved of authority by a staff member from Campus Police, emergency response personnel, or someone in higher authority than the Primary Deputy.

- **Secondary Building Deputy**
In those instances when the Primary Building Deputy is not on-site, the Secondary Building Deputy should be contacted to fulfill all evacuation duties of the Primary Deputy.

- **Floor Deputies**
Floor Deputies are accountable for the evacuation of their specifically assigned zones within the King Family Commons.

- **Access Monitors**
These personnel assist evacuation efforts by monitoring access in/out of the facility.

Personnel Responsibilities

- **Primary Building Deputy**
 - Has primary authority over all building occupants in the event of an emergency situation
 - Will review and update King Family Commons emergency procedures plan annually or as needed
 - Will train and inform appropriate personnel and building occupants of emergency procedures, updates, and changes
 - Is responsible for ensuring all interior and exterior doors are secured in the event of a total facility lock-down
 - Conducts emergency drills as requested and recommended by the University
 - Has the authority and responsibility for enforcing basic fire and safety regulations
 - Will complete, within two weeks, a post-evacuation assessment any time a total evacuation of the facility occurs
 - Will inspect and restock emergency response supplies semi-annually or after each use

Responding to Emergencies

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- **Secondary Building Deputy**
 - Assumes the Primary Building Deputy's role in all emergency situations in the event of the Primary Deputy's absence
 - Works collaboratively with the Primary Building Deputy to provide any evacuation observations for post-evacuation assessment
 - Responds and communicates with Primary Building Deputy for further instructions

- **Floor Deputies**
 - Should be familiar with their assigned zones and all emergency procedures
 - Clear their zone in the event of an evacuation
 - Use an authoritative tone and calm demeanor to direct occupants to the appropriate exit and away from the site of the emergency
 - Ensure the safe evacuation of any physically impaired occupants in their assigned zones; if an impaired occupant cannot be successfully evacuated, Floor Deputy should move the individual to a safe area and notify emergency response personnel
 - Do not move injured individuals, unless an emergency threatens their well-being
 - Proceed to their predetermined exterior safety area (Frog Fountain) and account for all staff from their assigned interior zone following a successful evacuation
 - Respond and communicate with Primary Building Deputy for further instructions
 - May designate assistants from available personnel in their area, if needed
 - Designate and train alternate floor Deputies for their area of responsibility in their absence
 - Communicate the assignment of alternates and assistants to the Primary Building Deputy

- **Access Monitors**
 - Report to designated entrance/exit as soon as possible after any other emergency response responsibilities have been satisfied
 - Ensure entrances into the King Family Commons are clear (50 foot clear perimeter) and passable for emergency response personnel
 - Respond and communicate with Primary Building Deputy for further instructions
 - Secure building perimeter as necessary and when requested by emergency response personnel
 - Communicate to building occupants if/when the building is clear to re-occupy (as instructed by the Primary Building Deputy)

Responding to Emergencies

King Family Commons

- **TCU Staff Who Office in the King Family Commons**
 - Must obey the instructions of the Building and Floor Deputies during an emergency or drill
 - Should proceed to the designated exterior safety area (Frog Fountain)
 - Recognize that the University Unions Student Staff are responsible for evacuating the facility during evenings and weekends and defer any emergency or evacuation question to that person
 - Provide assistance, in the event of an emergency, as directed by Union Deputies, Campus Police, or emergency response personnel

- **University Unions Student Employees**
 - Will remain alert and look/listen for signs of an emergency in the King Family Commons
 - Should relay any information to the Primary Building Deputy and/or the University Unions office
 - May be asked by the Primary/Secondary Building Deputies to assist in emergency procedures

Evening and Weekend Emergencies

- The Building Supervisor will assume the role of the Primary Building Manager in the event of an after-hours emergency situation
- Available student employees and TCU staff members on-site may be asked (by the Evening Coordinator) to fulfill Floor Deputy and Access Monitor duties
- Immediately after the situation is under control, the Building Supervisor should contact the Assistant Director for Operations
- The Building Supervisor should record all details in the Night Report and should assist the Assistant Director for Operations in assessing the evacuation or emergency response

Building Deputies

- **Primary Building Deputy:** Natalie Boone, Assistant Director for Operations
- **Secondary Building Deputy(s):** Joe LeConte, A/V Coordinator
- **Evening and Weekend Primary Building Deputy:** Building Supervisor, Student Staff
- **Evening and Weekend Secondary Building Deputy:** Building Supervisor on duty

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Floor Deputy Designations

Floor	Wing	Room(s)	Deputy
1	South	Union Office	Shawn Wagner
		Student Organization Area	
		Information Desk	Gyneen Boudreaux
		Heritage Center	
		Auditorium	
1	North	TCU Spirit Shop	Joe LeConte/Student Staff
		Frog Prints	
		Union Grounds	
		1873	
		Post Office	
2	South	Student Affairs Office Suite	Pam Hughes
		Conference Rooms	
2	North	Market Square	Natalie Boone*
		Adjoining Dining Areas	
3	South	Chancellor's Dining Room	Kent Mire
		Governance Chambers	
		Conference Rooms	
3	North	Ballroom	Event Specialist Staff
		Conference Rooms	

****Each retailer is responsible for evacuating their area of employees and patrons. Floor Deputies will provide notification of the evacuation to each outlet's management.***

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Access Monitors

Floor	Wing	Access Point	Monitor
1	South	Heritage Center	Shawn Wagner
		Auditorium (Commons)	Natalie Boone
		Auditorium (King)	Information Desk Student Employees
		Auditorium (Moncrief)	Information Desk Student Employees
1	-	Archway (Commons)	Joe LeConte/Student Staff
		Archway (Stadium Drive)	Gyneen Boudreaux
1	North	1873	Sodexo Staff*
		Post Office	Post Office Staff*
		Stairwell (Colby)	Sodexo Staff*
		Stairwell (Health Center)	Sodexo Staff*
2	North	Market Square	Sodexo Staff*

****Each retailer is responsible for monitoring access at their entrance/exit points (does not apply for spaces with only interior access). Floor Deputies will provide notification of the evacuation to each outlet's management.***

Safety Zones

Outdoor Zone

All evacuees should be directed away from the building and to Frog Fountain. In the event that passage to Frog Fountain is blocked or it is not a safe location due to smoke or flying debris, evacuees should gather at the Rec Center sand volleyball courts.

Interior Safety Areas

In the event of a weather-related emergency, facility patrons should be evacuated (by the Floor Deputies) to one of the following safety areas:

- First floor interior stairwells
- First floor restrooms
- First floor rooms without windows or glass
- ***No one should remain on the second or third floors***

Responding to Emergencies

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General Evacuation Procedures

The automated alarm notification system will provide notification of a fire in the facility. The system will automatically contact the proper authorities. **DO NOT** rely totally on this system. In the event of any emergency, always call Campus Police at extension 7777 or 817-257-7777. The Primary Building Deputy and Floor Deputies should begin evacuation procedures upon the sounding of the alarm. The automatic alarm notification system does not provide warning for other emergencies. Floor Deputies will be notified of the need to evacuate via the Primary/Secondary Building Deputies or a member of the University Unions staff (including uniformed student employees). Procedures for all building emergencies are outlined in the King Family Commons Responding to Emergencies booklet.

General Notes on Evacuation

- Check all areas of your assigned zone – including restrooms, stairwells, and vacated offices.
- Avoid using the elevator.
- Always seek out the closest, safe path when exiting a facility.
- Make evacuation announcements in a calm, clear, and authoritative tone.
- Seek out children, elderly, and persons with disabilities and assist them in exiting the facility.

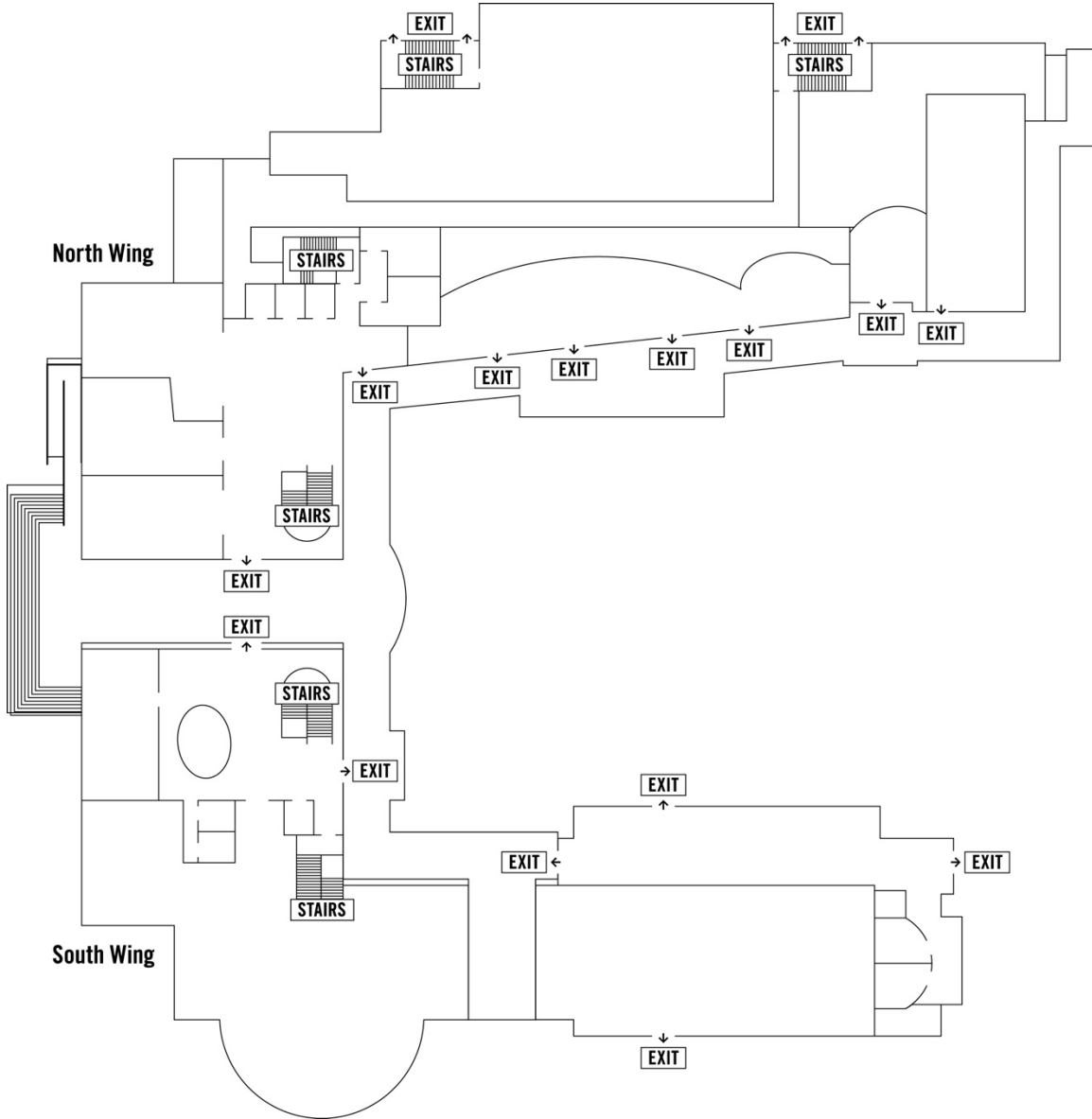
Assisting the Physically Impaired

- **Visually Impaired Persons**
 - Announce the type of emergency
 - Offer your arm for guidance
 - Verbally guide the person – giving them information about your general path and obstacles
 - Once at the safety zone, offer to provide further assistance
- **Hearing Impaired Persons**
 - Turn lights on/off to gain the person's attention, OR
 - Indicate directions with gestures, OR
 - Write a note with evacuation instructions
- **Persons using Crutches, Canes, or Walkers**
 - Provide as much assistance as possible
 - If physically able, offer to move the individual using a sturdy chair or rolling chair, OR
 - If physically able, help carry the person to safety
- **Wheelchair-bound Persons**
 - If physically able, help carry the person to safety
 - Reunite wheelchair and user as soon as possible
 - Always consult with the persons before making your decision – lifting may be dangerous for non-ambulatory people

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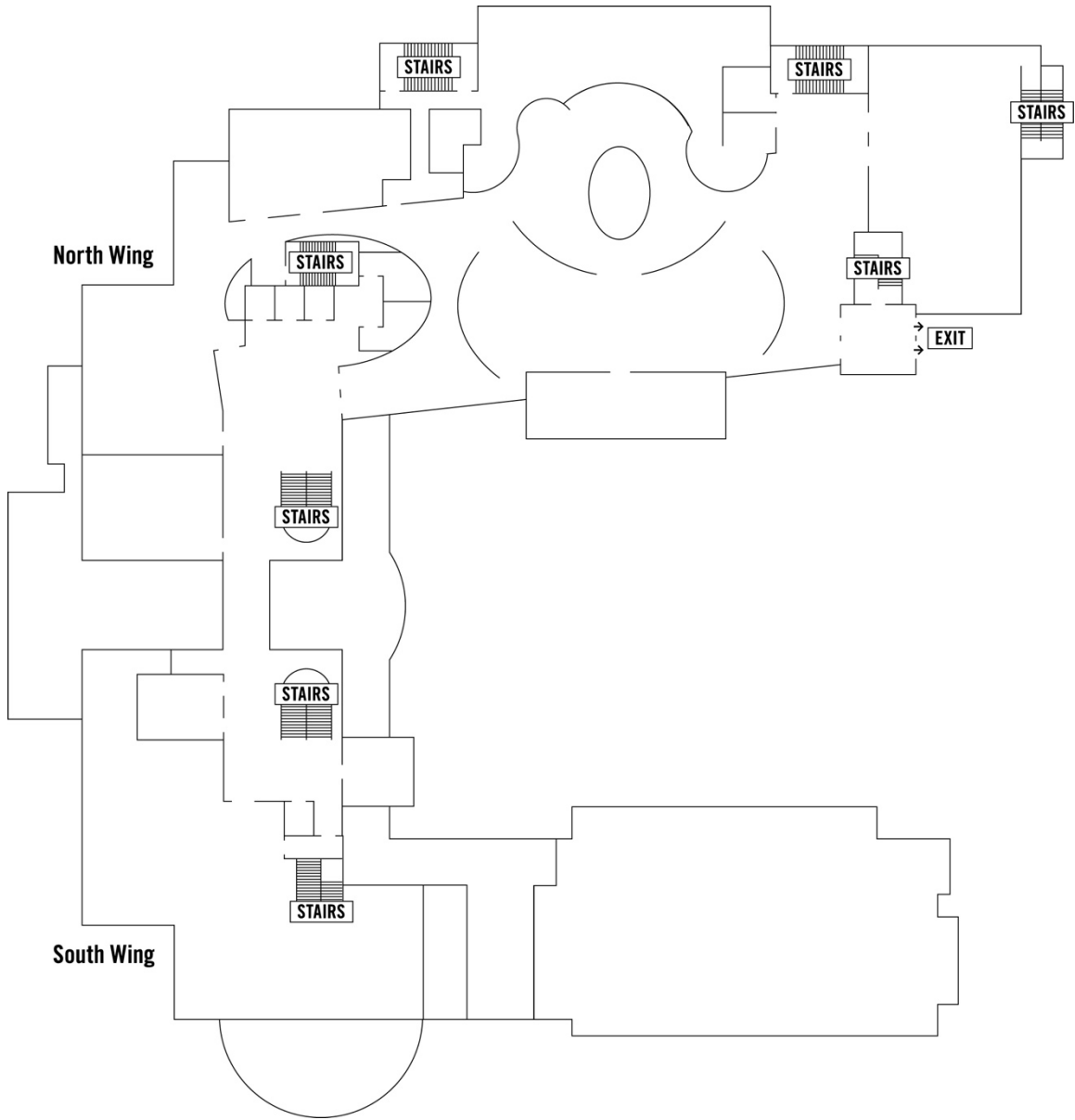
Responding to Emergencies
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Egress Diagram – Floor 1



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Egress Diagram – Floor 2



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Egress Diagram – Floor 3

