



Procedure Number	14-1
Procedure Owner	Compliance and Operations
Effective Date	Director's Signature Date
Last Revised Date	06/01/2019

Emergency Action Evacuation Plan

Purpose

The purpose of this plan is to establish procedures, outline duties and responsibilities, and promote planning and training for City of Houston - Housing and Community Development Department staff at 2100 Travis for fire and other emergency evacuations as required by regulatory authorities.

Scope

This Emergency Action Evacuation Plan (EAEP) is an essential component of the Housing and Community Development Department's objective to provide a reasonably safe environment for employees and visitors. This plan has been developed to address these needs and affects all Housing and Community Development Department (HCDD) employees.

References

AP 2-21, Employee Safety and Health

HCDD Policy 1-14, Employee Safety and Health Policy

HCDD Policy 1-14c, Safety Bulletin, Inclement Weather Preparation

Checklist Texas Labor Code, Title 5, Texas Workers' Compensation

Act, Chapter 411.103 Appendix A, Evacuation Routes

Appendix B, HCDD Outside Evacuation Assembly Points

Appendix C, Emergency Evacuation for Mobility Impaired Persons

Appendix D, Procedures for Planning and Scheduling Fire Drills

Appendix E, Procedure for Conducting, Critiquing, and Recording Fire

Drills Appendix F, Fire Drill Report Form

Appendix G, HCDD Emergency Evacuation Responsible Personnel

Director or his designee's approval of this procedure <i>Keith W. Bynum</i>	Date <i>8/16/19</i>
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EMERGENCY RESOURCES AND CONTACTS

1. 911

The Houston Police Department maintains an Emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire or medical emergency, dial 911 from any cellular, private or public telephone.

2. Emergency Evacuation Director

The Emergency Evacuation Director (EED) serves as the liaison with the responding emergency service, directs the activities of HCDD staff if a building emergency occurs, and maintains a current Emergency Evacuation Plan.

EMERGENCY COMMUNICATIONS

1. Telephones

The telephone system and cell phones will be used to every extent possible. If a system or a power failure occurs, telephones might not function. Evacuation Wardens or other designated personnel will use City issued cell phones, or two-way radios and serve as messengers.

2. Fire Alarm Pull Stations

Fire Alarm Pull Stations are located outside of breakroom doors, beside the elevators of each floor throughout the building. In the event of a fire, activate the alarm by pulling the lever.

3. Public Announcements

HCDD personnel does not have the ability to make a public announcement within 2100 Travis. However, in the event of an emergency, the building management within 2100 Travis will make an announcement for the necessary "next steps" for building occupants.

RESPONSIBILITIES

Employees must:

- Be familiar with and follow Emergency Action Evacuation Plan (EAEP) procedures.
- Participate in drills and training.
- Be knowledgeable of evacuation routes and emergency assembly points.
- Know how to sound an emergency alarm.

When the fire alarm sounds, begin evacuating immediately according to the plan.

Emergency Evacuation Director

The Emergency Evacuation Director (EED) acts as the liaison with the responding emergency service and others if a building emergency occurs. In the absence of the Emergency Evacuation Director the designated EED Alternate will be responsible for carrying out the requirements. If an emergency occurs when these officials are not available, the most senior employee will have decision-making authority. The Emergency Evacuation Director will also:

- Prepare, maintain and review the Emergency Action Evacuation Plan at least annually and confirm that it is current.
- Assign Evacuation Wardens (EW) and alternates for all HCDD occupied floors.
- Inform EW of their duties and responsibilities in the event of an evacuation.
- Schedule training for Evacuation Wardens and staff.
- Provide Evacuation Warden orientations when there are changes in personnel. (A current list of Evacuation Wardens and alternates is to be maintained in the EAEP)
- After evacuation, when an "ALL CLEAR" determination is made by the fire or police department, the Emergency Evacuation Director notifies the Director and the Evacuation Wardens that the occupants may re-enter the building.

Silencing of the alarm is not considered an all-clear signal!

- If needed Initiate and/or follow through on emergency actions or emergency evacuations. The department does not have a public announcement system. Below is an example of a statement that could be used to initiate an evacuation.

"Attention, Attention, an evacuation of the (floor or building) has been ordered at this time. Please evacuate the area through the nearest safe exit and report to your designated evacuation assembly point."
- Assure Evacuation Wardens & HCD employees are ready, and will participate in building Management's **mandatory** bi-annual fire drills. Evaluate HCDD's knowledge and performance in the drills.
- Ensure emergency services are notified for all building emergencies as appropriate.
- Report to or have representation at the evacuation assembly points and act as a liaison with responding emergency services.
- Disseminate status reports from area Evacuation Wardens.
- Coordinate with essential building personnel on building occupation and operation issues.

Emergency Evacuation Director Alternative

In the event the Emergency Evacuation Director is unavailable, absent, or re-assigned, the Emergency Evacuation Director Alternative will assume all duties and responsibilities of the Emergency Evacuation Director.

Evacuation Wardens

- Be familiar with the Emergency Action Evacuation Plan (EAEP).
- Make a copy of the completed plan available to all personnel in their areas of responsibility.
- Know where persons with disabilities are located in their designated areas, what their disability is, and what assistance is needed for evacuation.
- Know their designated Areas of Refuge" for persons with mobility disabilities during a fire alarm.
- Notify the Emergency Evacuation Director if a problem occurs during an evacuation.
- Coordinate with the other Evacuation Wardens on the floor to work together and avoid duplication of tasks.
- Walk over their primary and secondary evacuation routes at least bi-annually to become familiar with emergency exits, re-entry points, and routes to the re-assembly areas.
- Attend training sessions and meetings to review procedures and duties.
- Know where hazardous conditions or situations may exist in their designated area, (if any exist).
- Know where the pull stations are and how to activate them.
- Know where telephones are located and working of radio communication.
- Assure all employees evacuate when required. All occupants must evacuate, except persons with physical disabilities,

Evacuation Procedure for Evacuation Wardens

In the event an evacuation is ordered, Evacuation Wardens are to respond as follows:

- Instruct and assist staff in evacuating. *Recognize that some individuals may be visitors and unfamiliar with the building and evacuation procedures.*
- Direct occupants to the exits and tell them where to reassemble. If assistants are available, station them in front of the elevator to make sure no one attempts to use it. Assistants should also be stationed near building entrances to stop premature re-entry.
- Direct occupants away from the roof unless it is the only way out. If the stairwell is full of smoke go to another stairwell.
- Begin self-exits; ensure the occupants have evacuated. Conduct a quick search as they exit making sure interior doors are closed and no one is left behind.

- If there is smoke in the hall, stay low and cover mouth with a damp cloth or handkerchief (if possible). Stay close to and use the wall or stair rails as a guide to the nearest exit.
- Give special attention to any persons with disabilities. The process outlined in Appendix C, Emergency Evacuation for Mobility Impaired Persons, is necessary to ensure persons with disabilities are notified and accounted for.
- Advise Emergency Evacuation Director that all employees are accounted for or if any are missing. If any employee is unaccounted for, Managers should notify the Evacuation Wardens.
- Evacuation Wardens should never interpret their functions as Wardens to require them to delay their own evacuation so as to imperil their own safety.

Management

- Provide employees with general information relating to emergency procedures.
- Know how to report an emergency.
- Ensure that visitors and persons with disabilities have the information they need in order to safely evacuate.
- Take charge of the work area and follow emergency procedures for all building alarms and emergencies.
- Be aware of employees' itineraries or whereabouts to facilitate a head count at the assembly point during an evacuation.
- For evacuation purposes, create an employee checklist to take role at the evacuation assembly point.
- Notify Evacuation Wardens of any employees not accounted for. Evacuation Wardens will notify Evacuation Director, who will notify emergency services on location.

ALL PERSONNEL EMERGENCY PROCEDURES

1. Fire

- **If you discover a fire, see smoke, or smell something burning, call 9-911. Pull the fire alarm at the nearest fire alarm station, call the Emergency Evacuation Director at 832-394-6143, and notify your superior**
- If the fire alarm does not work, call the Emergency Evacuation Director, then verbally notify occupants of the emergency and the need to evacuate.
- Evacuation Wardens should communicate via radio.
- Individuals may attempt to extinguish the fire provided they have been trained on portable fire extinguisher use, and if they have sounded the alarm and phoned for help. If the fire is too large, or if unfamiliar with the proper use of a fire extinguisher, they should close the door and evacuate.

- When an alarm sounds or evacuation announcement is made, begin immediate evacuation in accordance with the evacuation plan in Appendix A-1 to A-3. Close interior doors behind you.
- Evacuate through the nearest safe stairwell. Do not block/wedge interior doors in an open position. Doors must remain closed to keep smoke out and keep them safe for other evacuating personnel and fire personnel. Leaving doors open makes the stairwells dangerous and unusable.
- Persons with physical disabilities have several options. (See Appendix C)

DO NOT USE THE ELEVATORS!

When an alarm sounds, elevators may be automatically recalled to a pre-determined floor, shut-off, or needed for use by the Fire Department.

A. General Rule:

For High-Rise buildings (75ft or larger), if a fire alarm sounds on one floor, it will also sound on the floor above and the floor below. All 3 floors will be required to evacuate their floor in the manner of evacuating through the nearest safe stairwell, going 3 floors down, and re-entering the building. If not able to enter that floor, go down one floor until entry is achieved.

- Fire sprinklers are 95% dependable for extinguishing a fire, and is intensely trusted to extinguish most fires. The fire department will also use the staircases. It is important to keep both the elevator and the staircase free of traffic.

HCDD occupies the 4th, 9th and 10th floors at 2100 Travis. The 9th and 10th floors will follow the above evacuation instructions. If desired, the HCDD director can order the full evacuation of his staff.

B. Full Evacuation

The 5th floors and lower floors should evacuate the building completely, (if desired).

- When an alarm sounds or evacuation announcement is made, begin immediate evacuation in accordance with the evacuation plan in Appendix A-1 to A-3. Close interior doors behind you.
- Go to your predetermined Evacuation Assembly Point (EAP) as outlined in Appendix A. You may have two or more Evacuation Assembly Points depending on the size of the building. The Emergency Evacuation Director or his/her alternate may direct staff and visitors to reassemble in a different location depending on the circumstances.

All staff and visitors are to remain at the EAP until directed by the Emergency Evacuation Director or HCDD Director.

- Each supervisor or his/her designee will maintain a log of all staff, present or absent or out of the building in order to report to the Evacuation Wardens if any occupants are unaccounted for or may be trapped.
 - Missing members will be reported to the Emergency Evacuation Director, who will in turn notify the responding authority (HPD, HFD, Bomb Squad, etc.).
- If trapped by smoke, stay low and cover mouth with a wet cloth (if possible). Stay near a window, open it, hang something out of the window to alert fire personnel of your location. Put something in cracks around the door to reduce the influx of smoke.
- Notification Instructions for All Personnel:
 - 1) Call 911
 - 2) Activate Fire Alarm Pull Station
 - 3) Notify Emergency Evacuation Director

2. Bomb Threats

On occasion, disgruntled individuals may give a bomb threat. Most of these threats are only scare tactics. Therefore, building management will have to make the decision to evacuate in the event of a bomb threat. Any individual receiving a bomb threat should:

- Record as much information as possible about the call.
- Keep the caller on the line as long as possible by asking questions about the bomb, their intentions, and location of the device.
- Specifically, ask the call if the detonation of the bomb is:
 1. By time
 2. Victim initiated, by touch, or
 3. Remote Detonation
- Notify management staff and the Emergency Evacuation Director at **4-6143** and/or EED Alternative, Michael Firenza at **4-6158**.
- The EED will call building management.

Building management will conduct a search of the premises. If any suspicious package or unattended briefcase is found by building management or any HCD representative, DO NOT TOUCH the item!! **Call 911!!**

Calls may be made from a land line while in the building or a cellular phone after exiting the building.

- Call HPD Dispatch at **9-911** with the following information:
 - a. Type of Emergency **BOMB THREAT**.
 - b. Name of call recipient and a call back number.
 - c. Address of targeted location _____.
 - d. Time call was received.
 - e. Time of detonation (if obtained).
 - f. Caller description (any specific characterizations remembered from call).
 - g. Location and description of device.

If instructed to evacuate the building, reassemble at predetermined EAP. Make a mental note of any strange or misplaced items and report the information to an Evacuation Warden. The Evacuation Warden will report this information to the Emergency Evacuation Director. This information will be reported to the emergency respondents.

Evacuation Director should report supportive information to management. Management should assess the overall situation and make the best decision from this point if evacuation is the best option.

4. Medical Emergencies

- A. If a medical emergency exists, IMMEDIATELY call the Houston 911 Dispatcher by dialing **9-911**. Be prepared to provide the following information:
 - Type of emergency: _____
 - Attempt to obtain medical history from the individual if possible. (Heart condition, diabetic, physical disability etc.)
 - Business address: _____
 - Telephone number: _____
 - Room number: _____
 - Follow the instructions of the Dispatcher.
 - Notify the Emergency Evacuation Director of the situation by dialing **4-6143**. The Emergency Evacuation Director will:
 - a. Meet or assign someone to meet the EMS personnel in the Lobby.
 - b. Seek to clear access route to the affected employee.
 - c. Seek assistance from a First Aid or CPR-trained person on the floor (if needed.)
 - Report any change in condition to the 911 Dispatcher and the Emergency Evacuation Director or assigned personnel.

5. Shelter in Place Procedures

- In some circumstances, it would be safer for staff currently inside the building to shelter in place, or remain in the building.
- On the advice of Emergency Management Authorities or at the onset of an obviously dangerous and or hazardous situation, the Emergency Evacuation

- Director will coordinate a department-wide shelter in place.
- Notice will be given to Evacuation Wardens, who will in turn notify Managers, Supervisors and staff to move into the "second layer corridor" of their respective floors.
 - A "second layer corridor" would be any area with two walls between that room and the exterior.
 - If the event is related to a chemical spill or some harmful substance in the environment, a request will be made to the building engineer to restrict air flow from outside air vents.
 - Executive Staff will relocate to the 9th floor conference room. This conference room will serve as the department's command center.
 - Supervisors and his/her designee will account for all staff and report to Evacuation Wardens if staff is missing.
 - Supervisors will be responsible to notify employees working the field to not return to the office and wait for further notification or information.
 - The Emergency Evacuation Director will provide notice when risk factors have been eliminated or reduced to a safe level. Staff will resume normal operations.

6. Inclement Weather and Natural Disasters

A. High Winds or Tornado

During

- Go to an interior room or corridor away from windows and glass.
- Close exterior office doors to stop flying glass and debris.
- Get under a piece of sturdy furniture and hold on to it.
- Use arms to protect head and neck.

After

- Look out for broken glass. **DO NOT ATTEMPT TO CLEAN UP BROKEN GLASS.**
- Check for injuries. **DO NOT MOVE SERIOUSLY INJURED PERSONS** unless they are in immediate danger of additional injuries.
- Call the 911 dispatcher for emergency medical assistance by dialing 9-911.

B. Hurricane

Prior

- Stay tuned to news media for approach of a storm.

- Follow established departmental procedures for protecting assets.
- Identify essential and non-essential personnel.
- Notify Tier 1 and 2 designated personnel and Refuge of Last Resort (RLR) staff to be on alert.

During

- Act in accordance with instructions from Evacuation Wardens and the Director's Office.

C. Rising Water

- Personnel on lower floors should be moved to higher areas.

In all cases, the final authority for emergency actions, lie with the orders established by the Mayor's Office of Emergency Management.

7. After Hours Occupancy

Normal business hours are from 6am to 6:30pm. In the event of an alarm or emergency before or after normal working hours, occupants are responsible for evacuating themselves to the surface parking lot or any emergency procedure listed above.

Appendix A

Evacuation Routes

Fire exit drills are necessary to refine the evacuation








A. EVACUATION PLANS (For Full Evacuations)

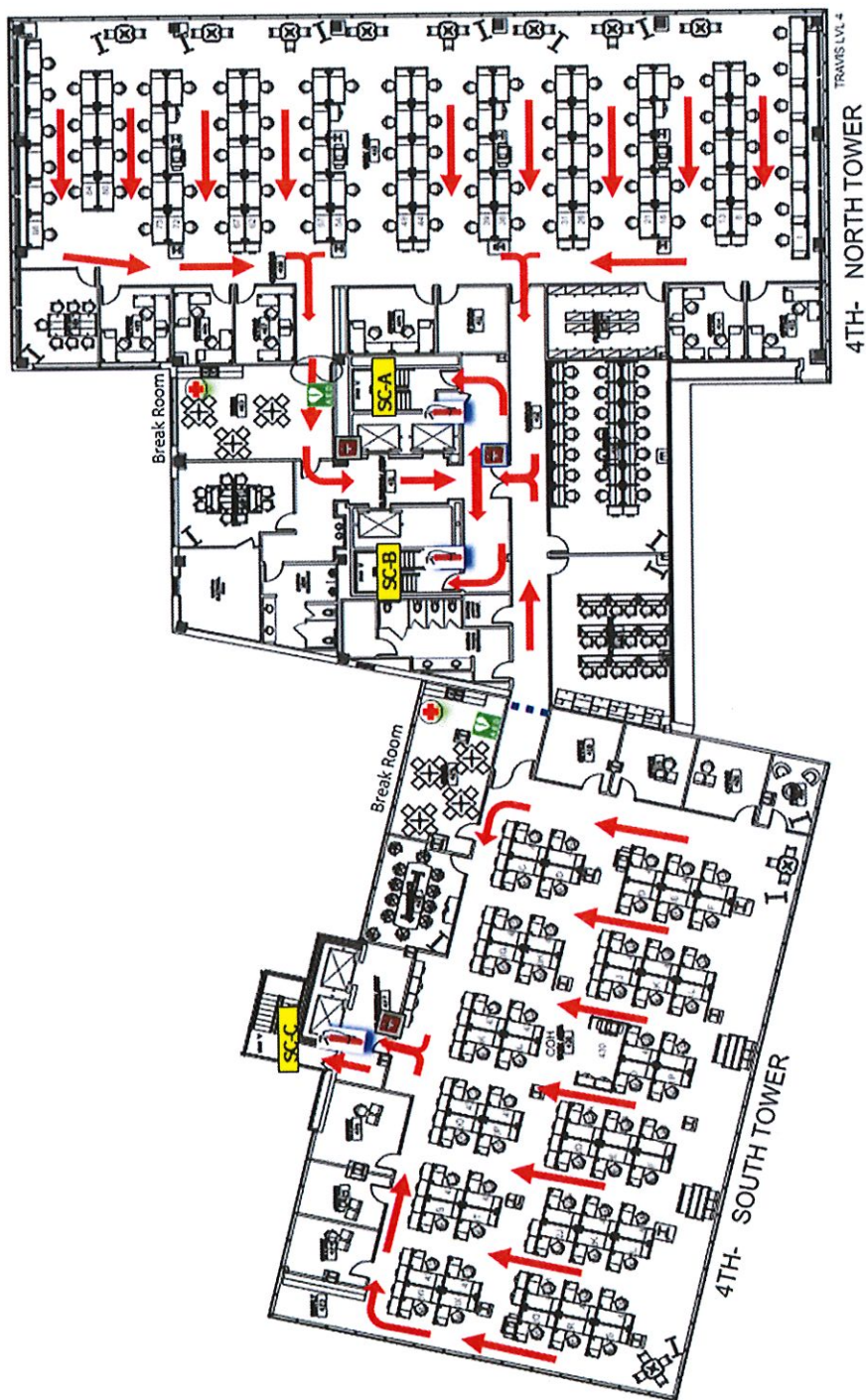
Evacuation exits and routes are identified on each of the attached HCDD Evacuation Maps (one per floor). Occupants should go to the nearest exit when notified. If access to the nearest exit is obstructed use the next closest and safest exit. Continue to exit via the stairs until the first floor is reached. Exit the building and proceed to the designated outside evacuation assembly point.

Appendix A-1

HCDD Evacuation Route-4th Floor

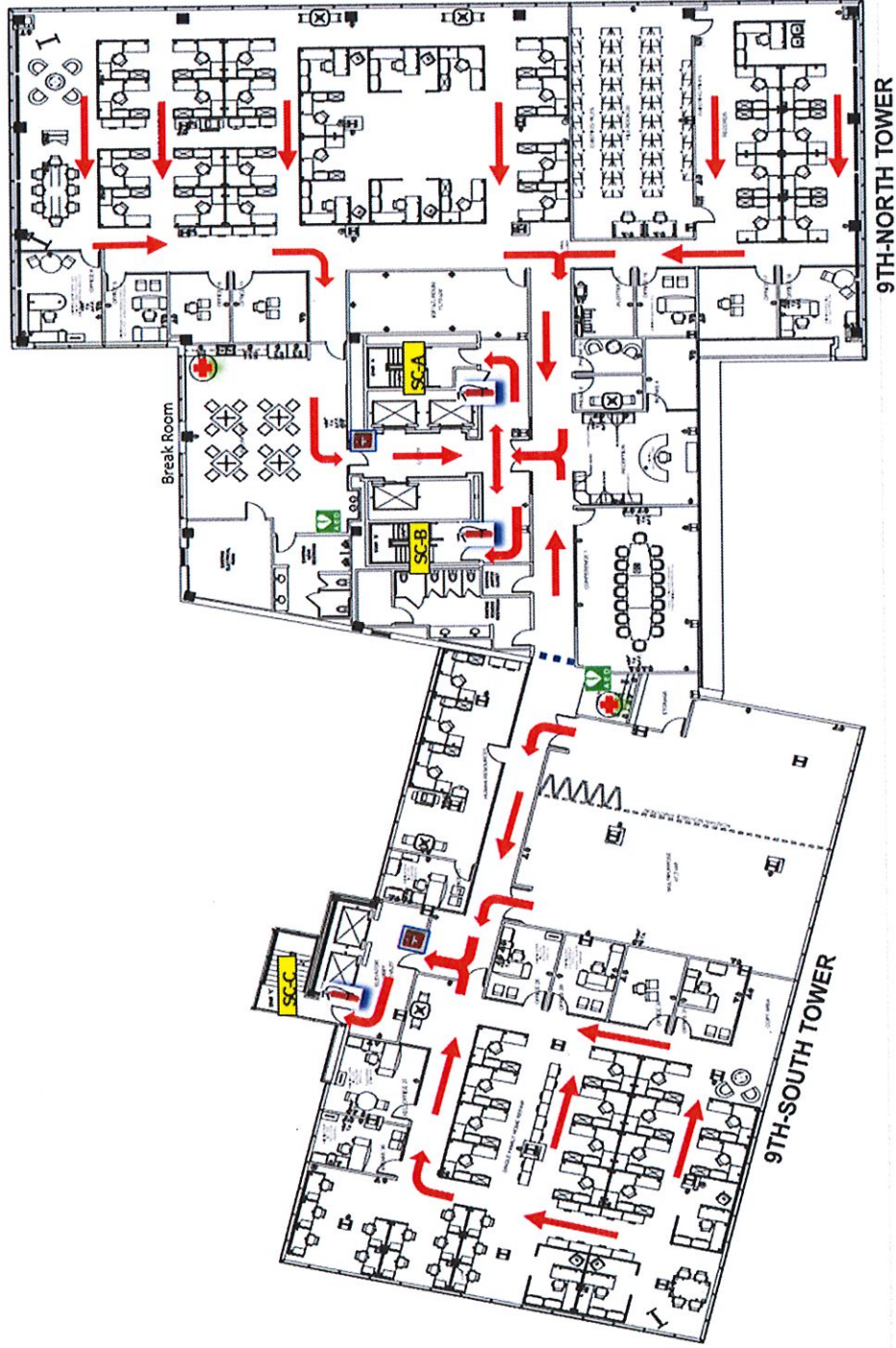
The left side of the blue dotted line is the south side of the building. All employees located on the south side of the building should exit staircase C.

LEGEND	
	AED Machines
	Fire Extinguisher
	Pull Station
	First Aid Station
	Staircase A
	Staircase B
	Staircase C



Appendix A-2 HCDD Evacuation Route-9th Floor

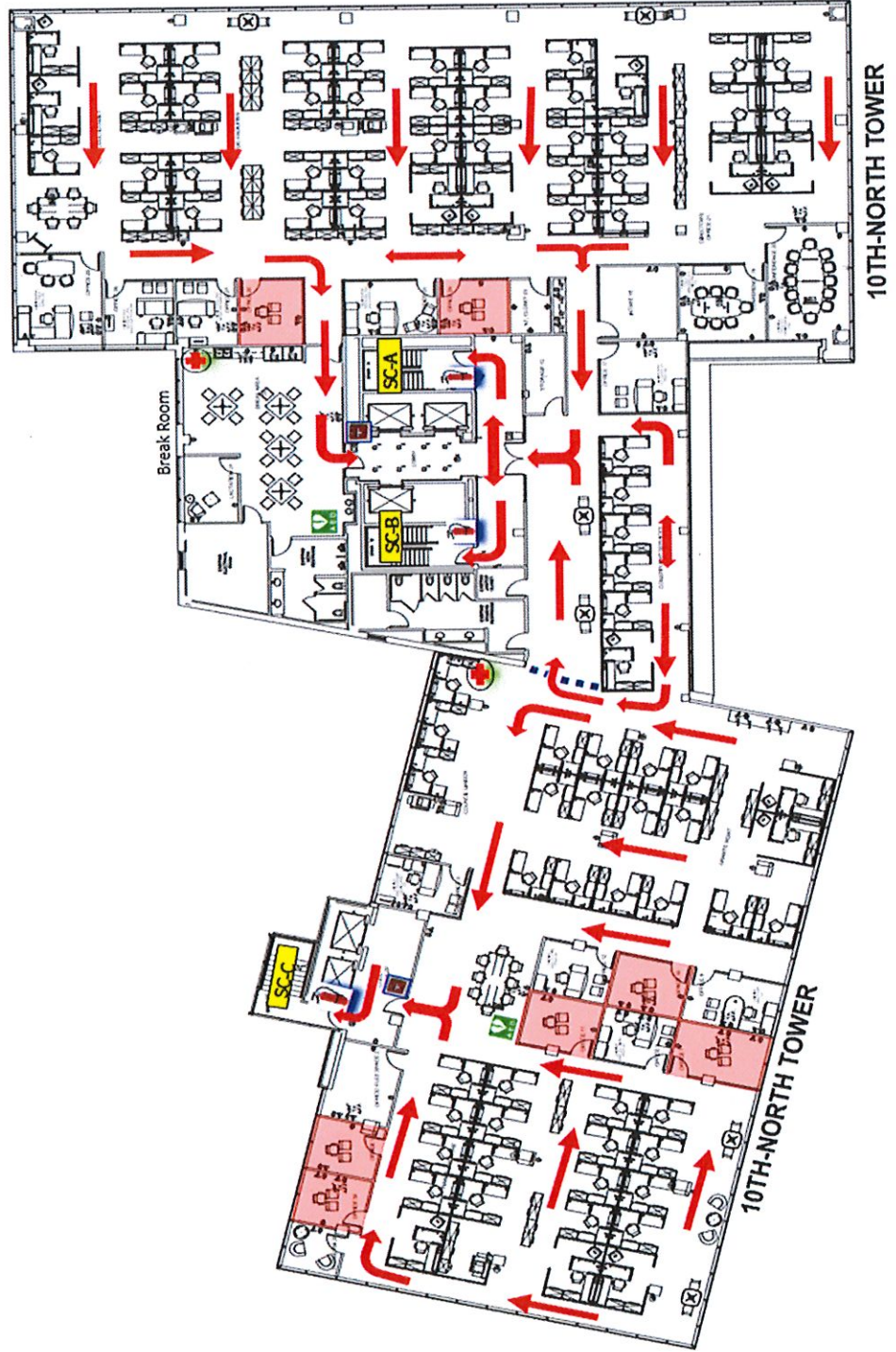
The left side of the blue dotted line is the south side of the building. All employees located on the south side of the building should exit staircase C.










LEGEND	
	AED Machines
	Fire Extinguisher
	Pull Station
	First Aid Station
	Staircase A
	Staircase B
	Staircase C

Appendix A-3 HCDD Evacuation Route-10th Floor

The left side of the blue dotted line is the south side of the building. All employees located on the south side of the building should exit staircase C.



LEGEND	
	AED Machines
	Fire Extinguisher
	Pull Station
	First Aid Station
	Staircase A
	Staircase B
	Staircase C

Appendix B

EVACUATION ASSEMBLY POINTS

1. **Inside Assembly Point** - Emergencies such as chemical releases may require "Sheltering in Place". Inside corridors on each floor will be used as inside assembly points.

Fourth Floor Inside Assembly Point- Corridor between Stair Exits A, B

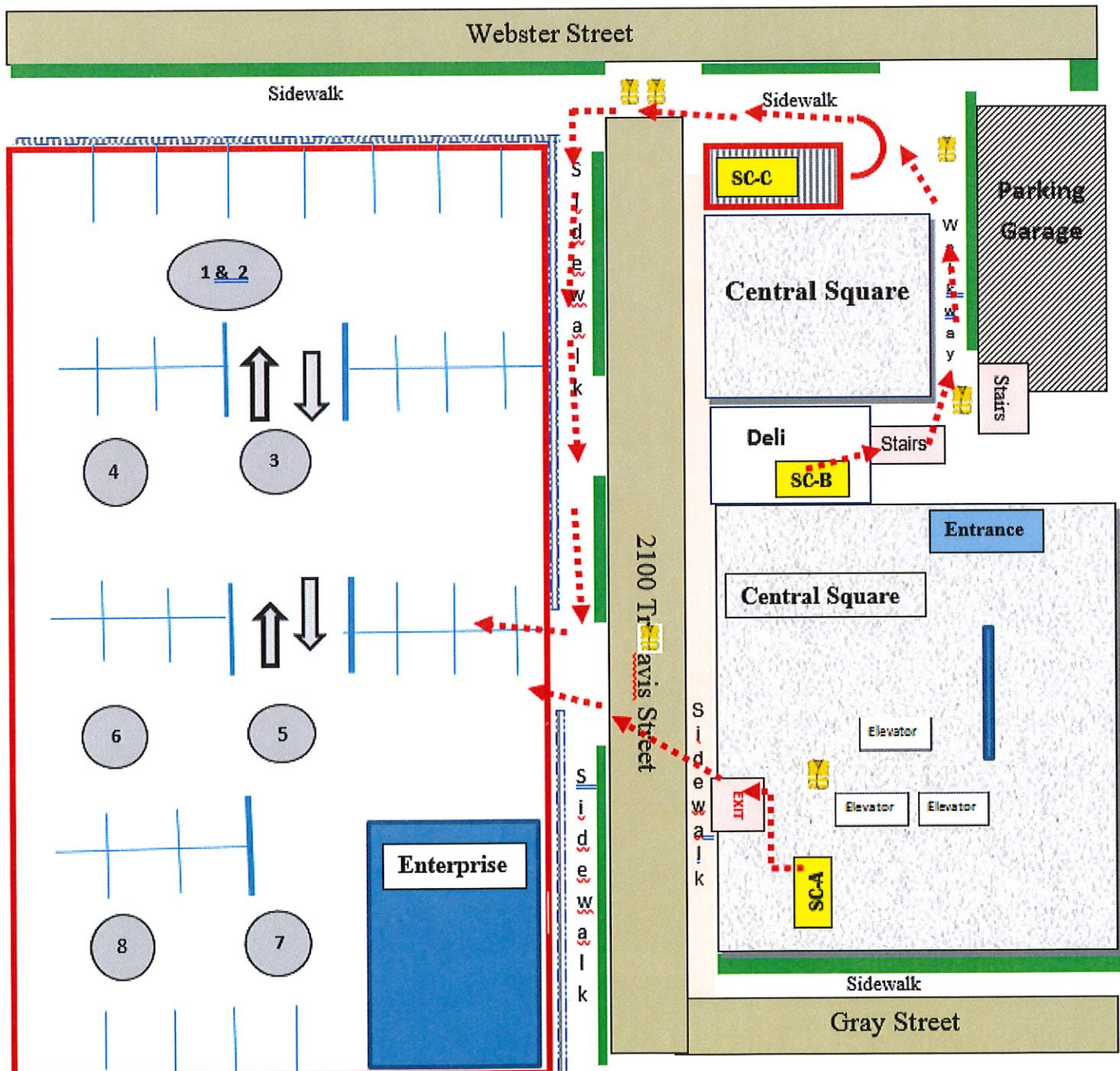
Ninth Floor Inside Assembly Point- Corridor between Stair Exits A, B

Tenth Floor Inside Assembly Point- Corridor between Stair Exits A, B

2. **Outside Evacuation Assembly Points** - In the event a full evacuation is required, evacuation assembly points are detailed on the Outside Evacuation Assembly Point Map, Appendix B-1.

Appendix B-1 HCDD Outside Evacuation Assembly Points 2100 Travis

1. Director's Office
2. Compliance & Operations
3. Finance & Procurement
4. Planning & Grants Management
5. Multi-Family & Public Services
6. Policy & Communications
7. Single Family Home Repair
8. Disaster Recovery



Appendix C

Emergency Evacuation for Mobility Impaired Persons

General

This appendix provides evacuation procedures for "Mobility Impaired Persons" which would make exiting difficult during fire and other building emergencies.

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for tenants and mobility impaired persons to notify the **Emergency Evacuation Director** of any mobility impaired person that may wish to have special assistance in the event of an evacuation. A list will be maintained and updated at least every 6 months, or as necessary.

Assisting the Mobility Impaired

Mobility impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire.

If fire conditions pose personal threat to the mobility impaired, Evacuation Warden or any other person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility impaired person should be evacuated to a safe location. If the mobility impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility impaired person requires special assistance with evacuating.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired: Wheelchair

Persons using wheelchairs should shelter in place, or move to an Area of Refuge with their assistant when the alarm sounds. The Evacuation Assistant should then proceed to the evacuation assembly point outside the building and relay the location information of the person with a disability. If the person with a disability is alone, he/she should telephone emergency services at 911 with their present location and the Area of Refuge to which they are headed.

Trained professionals should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. **Moving a wheelchair down stairs is never safe!**

Mobility Impaired: Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Some buildings are equipped with fire alarm strobe lights; however, some are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergencies. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. An Evacuation Assistant should offer assistance to the individual with a visual impairment and guide him or her through the evacuation route. The assistant should communicate as necessary to ensure safe evacuation.

Appendix D

Procedures for Planning and Scheduling Fire Drills

A. Preparation

Emergency Evacuation Director and Evacuation Wardens

- a. Review procedures, duties, and evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar with the plan.
- d. Establish a date and time for drills. Ensure drills are convenient and require appropriate participation.
- e. Arrange for a technician to activate the alarm system and reset it after the drill.
- f. Notify HFD of the time and date of the drill.
- g. Notify department safety personnel and others that may be impacted by the fire drill.

Publicize Drill Event to Building Occupants

Approximately three days before the drill, post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

B. Day Before the Drill

1. Prepare any Special Props for the Drill (optional)

- a. Cardboard flames or balloon for location of fire.
- b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

2. Confirm Responsibility Roles with Players

- a. Building Staff (Emergency Evacuation Director and Evacuation Wardens).
- b. Technical Systems to activate the alarm system.

Appendix E

Procedures for Conducting, Critiquing, and Recording Fire Drills

A. Conducting the Fire Drill

1. Participation

Building occupants are required to participate in fire drills or related activity at least every year (not to exceed 365 days). Visitors are not required to attend or participate. To meet this requirement:

- a. The Emergency Evacuation Director, or appointee, (see Tab-2, Responsible Individuals/Emergency Numbers) will meet with building occupants and contractors to conduct a drill or exercise.
- b. A drill, exercise, or orientation will be performed whenever there is a change in staff, building/exit reconfiguration, or other substantive change.

2. Set Up and Alarm Activation

- a. Special props, if used, should be installed just prior to performing the drill.
- b. If using the fire alarm system, Technical Systems personnel must first bypass the fire alarm panel so the Fire Department does not respond to an activated alarm system. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case, the audible alarm may be simulated.
- c. Emergency Evacuation Wardens should report to their area of responsibility. Requesting a small number of other persons to simulate visitors may be helpful in making the drill more realistic.

3. Evacuation Procedures

The following procedures should be simulated as practical for fire drills:

- a. As the alarm sounds, or upon instruction, begin evacuation. Emergency Evacuation Wardens should promptly assist employees from the facility in a safe and orderly fashion.
- b. Keep people moving quickly and calmly, but not running. Assist those individuals with special needs.
- c. Use all exits. Exits lighting will encourage and help speed the evacuation of occupants.
- d. Keep visitors informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instructions and take pressure off staff.

- e. Instruct people to move away from the building to a predetermined evacuation assembly point at least 300 feet or more, where possible, to avoid radiant heat, possible flying debris, and firefighter operations.
- f. Prevent people from re-entering the building. Silencing the alarm should not be considered an all-clear signal.
- g. Account for all building occupants as practical.

B. Critiquing the Drill

The following should be considered in evaluating the drill:

- Did employees know the layout of the building?
- Did employees respond promptly as outlined above?
- Were all exits used?
- Were employees familiar with how to activate the fire alarm system?
- Were employees familiar with the evacuation procedures specific to this facility?
- Were all occupants accounted for?
- Were employees familiar with how to report an emergency?
- Was a prepared evacuation statement read or available?
- Was the alarm audible?

C. Recording the Drill

The Emergency Evacuation Director / Alternate will:

- Complete a Fire Drill Report and record performance using critique questions above.
- Initiate appropriate follow-up for items that need improvement.
- Provide department Safety Supervisor with copy of Fire Drill Report.

Appendix F

Fire Drill Report Form

1. Did employees know the layout of the building? _____
2. Did employees respond promptly? _____
3. Were all exits used? _____
4. Were employees familiar with how to activate the fire alarm system? _____
5. Were employees familiar with the evacuation procedures specific to this facility? _____
6. Were all occupants accounted for? _____
7. Were employees familiar with how to report an emergency? _____
8. Was a prepared evacuation statement read or available? _____
9. Was the alarm audible? _____

Comments:

Recommendations:

Actions:

Prepared By: _____

Facility _____

Date/Time

Appendix G

HCDD Emergency Evacuation Personnel

Title	Name	Phone Number	Location
Emergency Evacuation Director	Tishia Coleman	(832) 394-6143	10 th Floor
Emergency Evacuation Director Alternate	Michael Firenza	(832) 394-6158	10 th Floor
10th Floor- North			
Evacuation Warden	Michael Firenza	(832) 394-6158	10 th Floor
Evacuation Warden	Lester Whiteing	(832) 394-6271	10 th Floor
Evacuation Warden	Timothy Johnson	(832) 394-6291	10 th Floor
Evacuation Warden	Krupa Desai	(832) 394-6148	10 th Floor
Evacuation Warden	Stephanie Clement	(832) 394-6309	10 th Floor
9th Floor-South			
Evacuation Warden	Frankie Banister	(832) 394-6260	9 th Floor
Evacuation Warden	Aldwin-Foster Rettig	(832) 394-6202	9 th Floor
Evacuation Warden	Dwain Woodfork	(832) 394-6273	9 th Floor
Evacuation Warden	Desmond Calloway	(832) 393-9110	9 th Floor
Evacuation Warden	Rebecca Garcia	(832) 394-0111	9 th Floor
4th Floor			
Evacuation Warden	Mok Wilson	(832) 394-6272	4 th Floor
Evacuation Warden	Orson Pate	(832) 393-0235	4 th Floor
Evacuation Warden	Kevin Bingham	(832) 394-6166	4 th Floor
Evacuation Warden	Luther Alaniz	(832) 394-5208	4 th Floor
Evacuation Warden	Jessica Jones	(832) 394-5218	4 th Floor
Evacuation Warden	Ranjan Bhattacharjee	(832) 394-6367	4 th Floor
Evacuation Warden	Juan Barrera	(832) 394-6199	4 th Floor
Back-Up Personnel			
Used Where Needed	TBD		
Fire Evacuation Warden			

(The above staff may vary according to availability)