



The University of Texas at Austin
Department of Marine Science
College of Natural Sciences



Fire Safety Plan

PORT ARANSAS, TEXAS

**THE UNIVERSITY OF TEXAS AT AUSTIN
MARINE SCIENCE INSTITUTE, PORT ARANSAS, TEXAS
Fire Safety Plan**

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ESSENTIAL PERSONNEL

Emergency Services, Port Aransas Fire Department	911
Ed Buskey, Director	361-749-6730
James Thompson, Facilities Manager	214-683-4235
Lee Fuiman, Assoc. Director FAML	361-739-3678
Ryan Hladyniuk, Safety Officer	361-742-9805
Jim Moreno, Security	361-777-6347
Waymon Jackson, UT Director FPS/Fire Marshal	512-471-2197
Nena Anderson, UT Office of Environ. Health & Safety	512-232-1573

PURPOSE

The *Fire Safety Plan* outlines measures and process for the control of fire hazards, the orderly evacuation of UTMSI campus buildings in the event of a fire alarm, and the effective utilizations of the fire protection systems and equipment in UTMSI buildings.

SCOPE

The *Fire Safety Plan* summarizes institutional requirements on fire prevention and emergency evacuation processes in the event of a fire emergency. The *Fire Safety Plan* is intended to support the local and/or regional emergency response plans. The *Fire Safety Plan* applies to all faculty, staff, students, and visitors to UTMSI.

ROLES AND RESPONSIBILITIES

FACULTY, STAFF, STUDENTS AND VISITORS

Faculty, staff, students and visitors are responsible to:

- Be familiar with the hazards in the workplace, and the controls, procedures and rules that must be followed to minimize risk of fire.
- Be familiar with emergency procedures and building evacuation procedures for the building(s) or area(s) they occupy.
- Know the people in their building with assigned responsibilities under the Fire Warden System (Fire Wardens, Door/Corridor Guards).
- When a fire alarm sounds for more than 10 seconds, proceed with evacuating the building in accordance with the evacuation plan.
- Follow the directions of building personnel, and emergency response personnel (university and civic) charged with coordinating the building evacuation.
- Do not re-enter a building where a fire alarm has sounded until directed to do so by emergency response personnel.
- Report fire safety or other concerns to a supervisor and/or to Safety Resources.

SUPERVISORS

Supervisors are responsible to:

- Ensure workplaces are regularly inspected for fire safety and other occupational health and safety hazards and that identified hazards are appropriately controlled.
- Be familiar with emergency and evacuation procedures for the building(s) or area(s) they occupy.
- Ensure faculty, staff and students under their supervision understand the hazards (fire and other hazards) in their work area, and receive appropriate training on hazard controls, work, and procedures including for emergencies.
- When a fire alarm sounds for more than 10 seconds, support the safe evacuation of the building in accordance with the evacuation plan for the building and/or areas occupied.
- Report fire safety or other concerns to the Safety Officer or UT Fire Prevention Services

FIRE WARDENS

Designated personnel within each building shall be charged with coordinating and controlling the safe evacuation of persons within the building when a fire alarm is initiated. Specific roles and responsibilities of Fire Wardens are:

- Maintaining the building evacuation procedures.
- Maintaining the building evacuation routes, floor zones and exits.
- Keep building occupants informed of evacuation procedures and incident follow-ups as appropriate.

- **DESIGNATED FIRE WARDENS:**
- ARK – Andrew Orgill (361-749-6793)
- ADMIN 1st Floor – Jim Moreno (361-749-6738)
- ADMIN 2nd Floor – Jim Aschmutat (361-749-6780)
- Cafeteria – Betty Lopez (361-749-6754)
- DORM D – Denise Roberts (361-749-6737)
- ERC 1st – Tracy Weatherall
- ERC 2nd Floor – Ryan Hladyniuk (361-749-3099)
- ERC 3rd Floor – Ryan Hladyniuk (361-749-3099)
- FAML – Cindy Faulk (361-749-6796)
- Main Lab 2nd Floor – Mark Lever
- Main Lab 3rd Floor – Kyle Capstrant-Fossa
- Maintenance/Grounds – Miguel Abecia (361-765-2969)
- Marine Ops – Frank Ernst (361-749-6735)
- Peter Thomas Wing/Wet Lab – Caroline Matkin
- PMSEC – Jena Floyd (361-749-3154)

Responsibility of Fire Wardens IN AN EVACUATION:

- Take appropriate action to help ensure the safety of those in the area for which you are assigned.
- Notify the Fire Department of specific hazards in the area or direct them to someone who knows of the hazards.
- Assist or seek assistance for individual that are injured.
- Direct personnel in their designated areas to evacuate the building through predetermined exits to the marshaling area.
- If a person of special needs is in the building Wardens should assist person to exit the building (if safe). If a person with special needs cannot be easily moved outside the building, the person should be helped to a safe place (stairwell) until Fire Department arrives.
- Systematically search designated areas including washrooms and elevators to make sure all personnel are out.
- At the marshaling area, the Warden will confirm the safe evacuation of personnel from their specific area.
- DURING DRILLS: these tasks should be performed, and shortfalls should be identified.

FIRE DRILLS

Fire drills shall be carried out at a frequency not greater than every 12 months for all UTMSI buildings equipped with fire alarm systems. UT Fire Prevention Services or UTMSI's Safety Officer shall coordinate fire drills. All fire drill records shall be maintained.

IN AN EVACUATION EMERGENCY (ALL faculty, staff, students, and visitors)

- When the fire alarm sounds for more than 10 seconds, immediately proceed with evacuating the building; always use the closest exit and most direct route

- Refer to building postings for specific evaluation routes and go to designated emergency marshaling area (See below)
- Do not re-enter a building where a fire alarm has sounded until directed to do so by the emergency response team
- ALL must participate in evacuation drills.

ACTION IN CASE OF FIRE

In the event of a fire, the following general steps are to be followed. Additional procedures may be incorporated into local emergency plans commensurate with building type, activities, and identified hazards.

Step 1: Assess the Severity of the Fire

- Activate the nearest fire alarm (fire alarm pull station).
- If you can do so safely, extinguish the fire using an appropriate fire extinguisher.
- If the fire is too large (bigger than a basketball), or cannot be extinguished, or if you feel uncomfortable attempting to extinguish the fire, commence with evacuating the building.

Step 2: Evacuate the Building

- Occupants must evacuate a building when a fire alarm sounds for more than 10 seconds continuously.
- Notify individuals in the area that a fire has occurred.
- If possible, electrical equipment should be turned off and doors closed (but not locked) during the evacuation.
- The building Fire Warden will direct the general evacuation as quickly as possible in a safe and controlled manner to the designated marshaling area(s). See Appendix 1.
- Instructors are responsible for the orderly evacuation of students in their class during an evacuation.
- Do not use elevators during a fire evacuation. Any persons in an elevator at the time of a fire alarm shall exit the elevator at the next floor and follow the instructions of the Floor Warden to exit the building.
- If there is a special needs person(s) requiring assistance, notify the Fire Warden. One or two individuals should be assigned to assist the special needs person(s) to evacuate or to stay with them in a safe place (stairwell) until emergency personnel arrive. Do not leave special needs person(s) alone.

Step 3: Call Emergency Services 911

- Call 911
- Be prepared to provide the following information:
 - The nature of the fire (if known)
 - The exact location including the building, room number and closest entrance
 - Your name and the phone number at which you can be reached

Step 4: Building Re-Entry

- No person is to re-enter the building following a fire alarm until the Fire Warden or a

representative of the UTMSI Administrative team has given permission.

Step 5: Report the Incident

- Complete an incident report to UTMSI Administrative team.

PLAN REVIEW

UTMSI Administration team shall review the Fire Safety Plan at least once every 12 months. The plan can be reviewed, edited, and improved to correct errors or to make procedural changes at any time.

Mobile Phone Numbers:

Ed Buskey	512-585-4184	Ken Dunton	361-442-5225
Veril Barr	361-443-5370	Deana Erdner	361-244-7065
Ryan Hladyniuk	361-742-9805	Kristin Nielsen	907-538-1720
Jim Moreno	361-777-6347	Andrew Esbaugh	786-417-9272
Lee Fuiman	361-739-3678	Simon Brandl	361-251-5232
Mark Lever	361-749-6774 *office	Zhanfei Liu	361-695-4732
Sally Palmer	361-728-1025	Liz DeHart	361-850-0896
Security Duty Officer	361-332-9641	Jace Tunnell	361-244-8665
Peter Thomas	361-215-8832	Frank Ernst	361-443-0378
Jim Aschmutat	361-779-9420	Sarah Durand	214-499-8896
Jordan Casey	361-749-3157 *office		

If for some reason the emergency number is not working, please use these alternate numbers to receive information about returning to UTMSI:

College of Natural Sciences (Monday-Friday, 8 a.m.-5 p.m.) 1-512-471-3285

Marine Science Office in Austin (Monday-Friday, 8 a.m.-5 p.m.) 1-512-232-5696

Corpus Christi Regional Emergency Operations Center (24 hours daily when activated) 1-361-826-1100

Other Local Numbers

U.S. Coast Guard, Port Aransas 1-361-749-5217

Port Aransas Police 1-361-749-6241

Aransas Pass Police Dept. 1-361-758-5224

Nueces County Constables Office 1-361-749-5212

Office of Risk Management

Patrick Durbin 1-512-773-0012

Assistant Director of Risk Control

John Santos (Claims Coordinator) 1-512-970-0249

Other Key Numbers

Environmental Health & Safety (EH&S) Cellular	1-512-658-2411
EH&S Pager	1-512-875-0911
Comptroller/Insurance	1-512-499-4401
Campus Police	1-512-471-4441

RETURNING TO UTMSI- In case of major fire

DO NOT ATTEMPT TO RETURN TO UTMSI UNTIL SPECIFIC INSTRUCTIONS TO DO SO HAVE BEEN ANNOUNCED OR POSTED ON THE UTMSI EMERGENCY WEB SITE, OR FACEBOOK PAGE (@UTMSI).

All Staff - When return access authorization is received by the Director or his designee, the recorded message on the emergency 1-800 voice mail will be changed accordingly. Those individuals who are determined to be required will be notified directly, if possible, or through emergency web site or 800 emergency contact number.

The Director, Director of External Affairs and Communications Coordinator will develop any public information releases to regional news media or the City so that radio and television broadcasts can keep UTMSI status current.

When it is safe and appropriate to do so, the Director will call an all-hands meeting to inform staff of the status of recovery operations.

Damage Assessment - It is anticipated that the Director and his critical response team will be permitted access UTMSI to conduct a damage assessment. He/she will survey all buildings and rooms and make an initial assessment to the CNS Dean and Associate Dean for Facilities and Research, UT Office of Emergency Preparedness and Response (OEPR), and the UT Comptroller's Office Insurance Specialists in Austin. The Laboratory Safety Officer will establish contact with the UT Office of Environmental Health and Safety to discuss activating the Emergency Response Deployment Team as required, and the Security Supervisor will establish contact with UTPD regarding additional security measures for the campus as required.

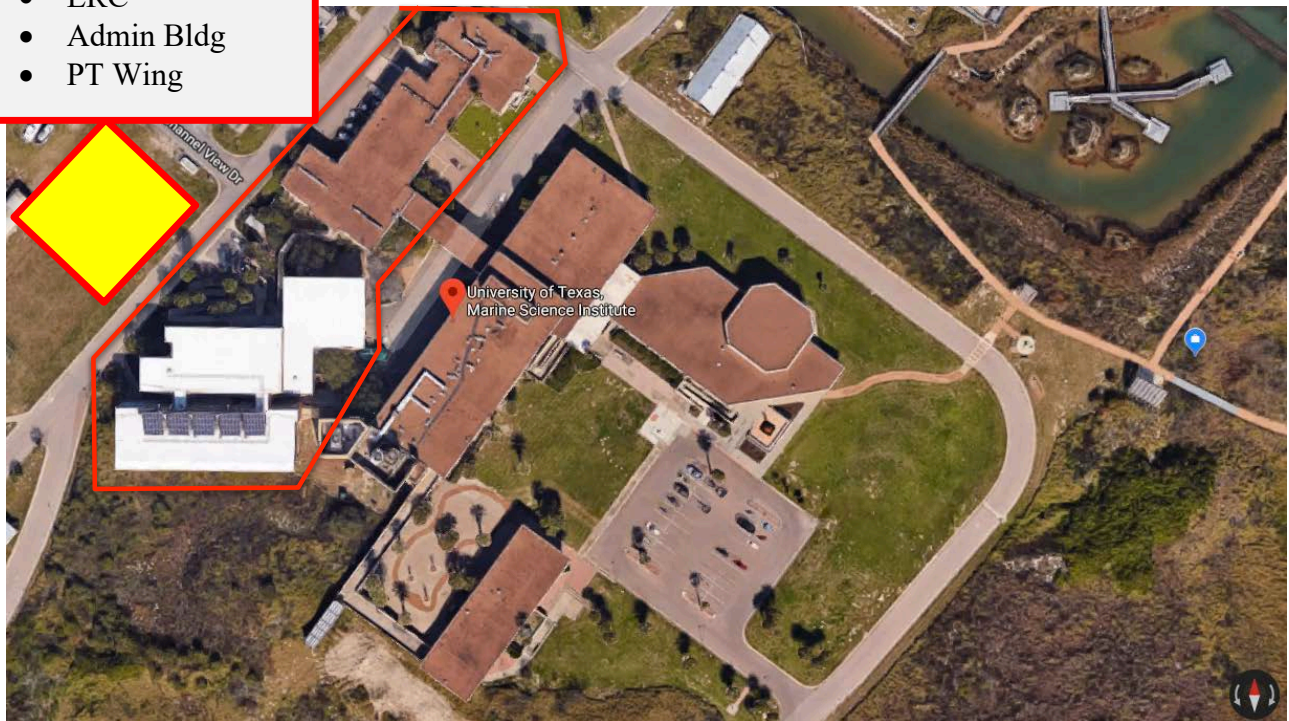
Fire Drill Log:

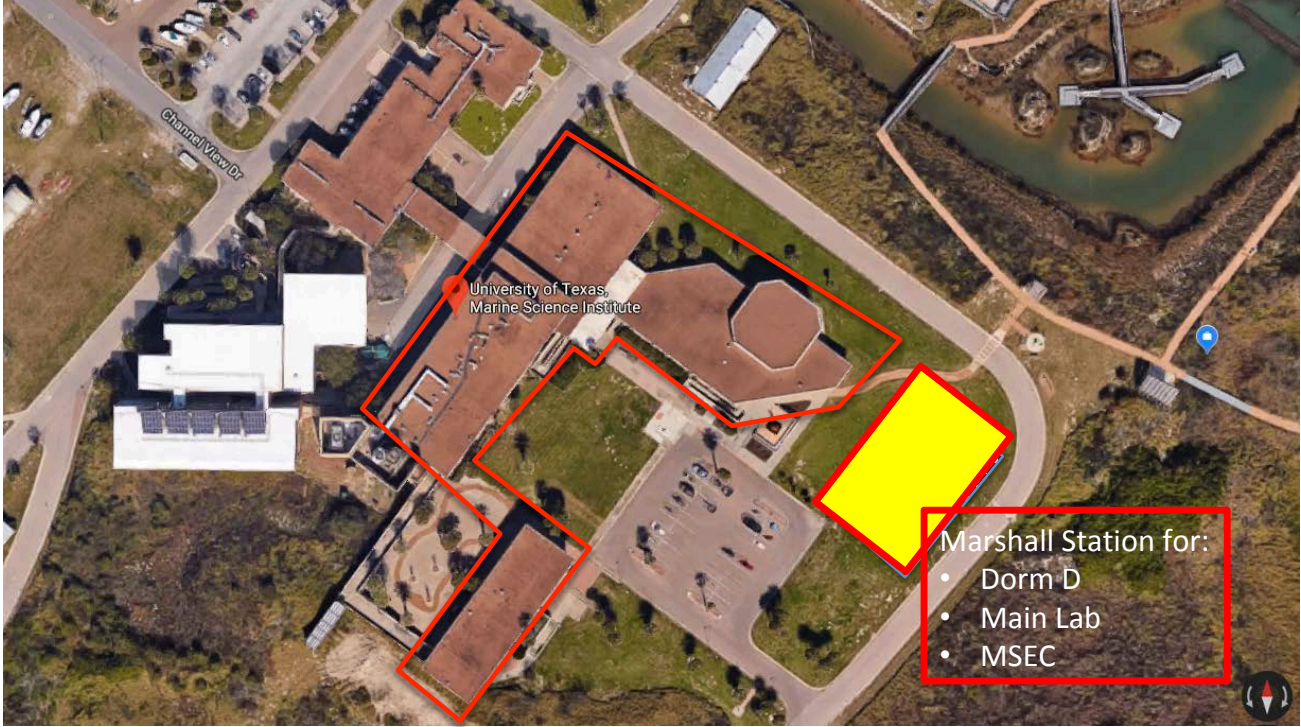
Date/Time	Location	UT FPS Rep	Pass/Fail
October 8, 2021 (1000HRS)	MSI Main Campus	Daniel Cardona	Pass
September 20, 2022 (1030HRS)	MSI Main Campus	Daniel Cardona	Pass
September 21, 2022 (1030HRS)	FAML Campus	Daniel Cardona	Pass

APPENDIX 1 – Location of Marshal Stations

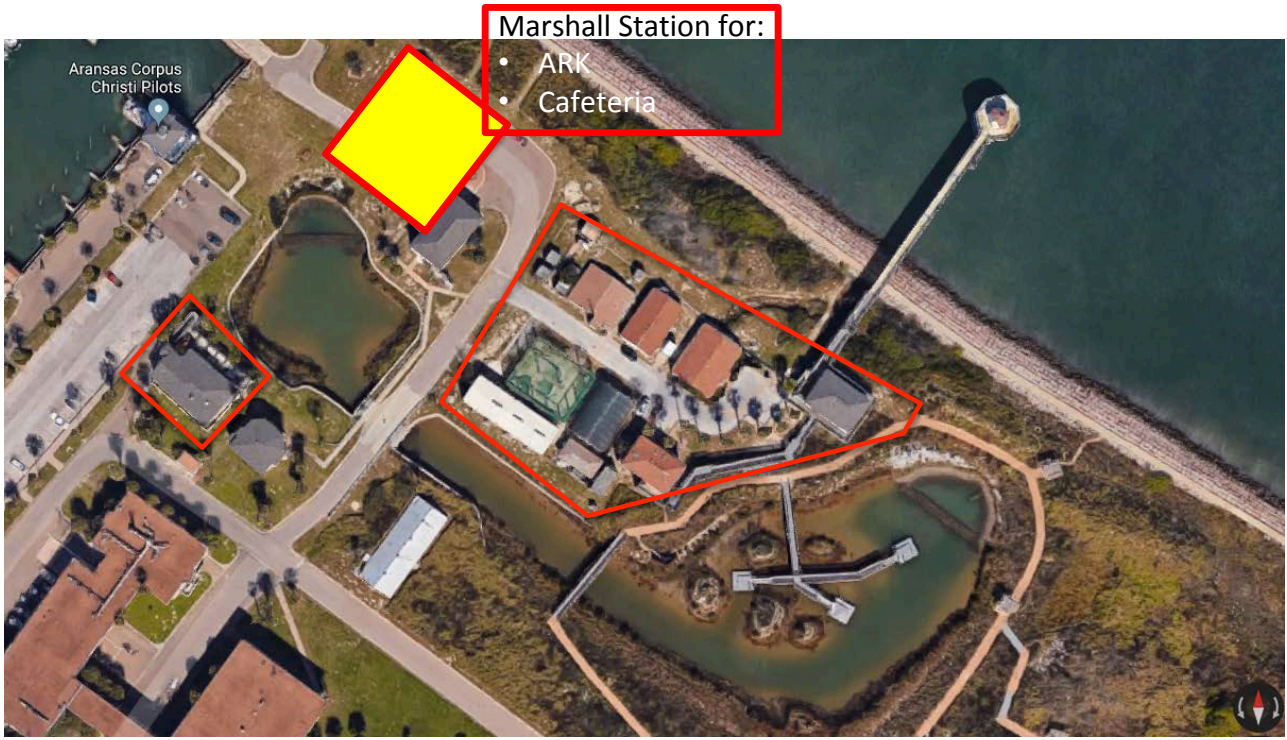
Marshal Station
(yellow) for:

- ERC
- Admin Bldg
- PT Wing





DRF



Marshall Station for:

- FAML

