



Annex E – Evacuation

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
#1	12/5/2025	Full Revision of Annex		

Purpose

The purpose of this annex is to establish a comprehensive framework outlining the roles, responsibilities, and procedures necessary to ensure the safe, orderly, and efficient evacuation of Prairie View A&M University (PVAMU) students, faculty, staff, and visitors when conditions require relocation from individual buildings, portions of the campus, or the entire campus due to an emergency or disaster.

Scope

This annex applies to all PVAMU-owned, leased, or contractor-controlled facilities, grounds, and operations. It addresses:

- Building-level evacuations
- Partial campus evacuations
- Full campus evacuations
- Evacuations involving individuals with access and functional needs
- Coordination with local, county, state, and Texas A&M University System partners

This annex supports and aligns with the PVAMU Emergency Management Plan (EMP), Building Emergency Action Plans (EAPs), and all applicable PVAMU and Texas A&M University System policies and procedures.

Situation and Assumptions

Situation

Prairie View A&M University is subject to a range of natural, technological, and human-caused hazards that may necessitate evacuation, including but not limited to:

- Fire or explosion
- Hazardous materials incidents
- Severe weather events (e.g., tornadoes, flooding)
- Utility or infrastructure failures
- Active threat or criminal incidents
- Structural damage or building instability

Assumptions

- Evacuation orders may be issued with little or no advance warning.
- Some individuals may require assistance due to mobility, sensory, medical, or cognitive needs.
- Multiple evacuations may occur during a single incident.
- Transportation resources may be constrained during large-scale events.
- Large or complex evacuations will require coordination with external emergency response agencies.

Concept of Operations

Evacuation Decision-Making

Evacuation decisions are based on life safety considerations and are made in coordination with:

- PVAMU University Police Department (UPD)
- Risk Management & Safety (RMS)
- University leadership or designee

Evacuations may be conducted immediately or in a phased manner, depending on the nature, scope, and severity of the incident.

Types of Evacuations

- **Immediate Evacuation:** Rapid relocation due to an imminent threat.
- **Planned or Phased Evacuation:** Controlled evacuation by zones, buildings, or populations.
- **Shelter-in-Place with Contingent Evacuation:** Temporary sheltering with evacuation initiated if conditions deteriorate.

Evacuation Routes and Assembly Areas

- Primary and secondary evacuation routes are identified in Building EAPs.
- Outdoor assembly areas are designated at a safe distance from affected structures.
- Campus-wide evacuation routes and traffic control points are coordinated with local law enforcement agencies.

Transportation and Relocation

- University-owned or contracted transportation resources may be utilized.
- Off-campus relocation sites will be identified based on incident duration and scope.
- Coordination with Waller County and neighboring jurisdictions will occur as needed.

Access and Functional Needs

PVAMU is committed to inclusive and accessible evacuation planning.

- Individuals requiring assistance are encouraged to notify supervisors, instructors, or building coordinators in advance when possible.
- Areas of Refuge may be utilized when immediate evacuation is not feasible.
- First responders will prioritize rescue and assistance for individuals unable to self-evacuate.

Areas of Refuge

- Designated Areas of Refuge (AORs) are pre-identified safe locations within campus buildings intended for individuals who cannot evacuate independently, including persons with mobility impairments, injuries, or other functional needs.

- AORs shall be clearly marked, ADA-compliant, and equipped with two-way communication systems or reliable alternative communication methods capable of directly contacting UPD or emergency responders.
- Building Coordinators are responsible for checking AORs during evacuations and promptly relaying occupant locations and status to the Incident Commander or UPD.
- Individuals utilizing an AOR should remain in place until assisted by emergency personnel, unless conditions become unsafe. If relocation becomes necessary, they should move to the safest available location and immediately notify UPD of their new position.
- Members of the campus community will receive annual training on the purpose, locations, and procedures associated with AORs as part of PVAMU's evacuation and accessibility preparedness efforts.
- AOR locations must be clearly identified on building evacuation maps and signage and reviewed and updated during annual building safety inspections.

Organization and Assignment of Responsibilities

Risk Management & Safety

- Coordinate evacuation planning and execution
- Activate the Emergency Operations Center (EOC) as required
- Maintain situational awareness and coordinate with external partners

University Police Department (UPD)

- Initiate evacuation orders when necessary
- Provide traffic control and perimeter security
- Coordinate with local and regional law enforcement agencies

Facilities Services

- Support utility shutdowns and infrastructure stabilization
- Assist with building access control and safety assessments

Student Affairs / American Campus Communities

- Coordinate evacuations of residence halls
- Conduct accountability of residential students
- Support temporary sheltering and relocation operations

Deans, Department Heads, and Supervisors

- Ensure building occupants understand evacuation procedures
- Assist with personnel accountability when feasible

Direction, Control, and Coordination

- All evacuation operations will follow the National Incident Management System (NIMS).
- The Incident Command System (ICS) will be utilized for on-scene management.
- The Emergency Operations Center (EOC) will provide coordination and support as required.

Communications

- Emergency notifications will be disseminated via the Panther Alert System and official University social media platforms.
- Messaging will include evacuation instructions, routes, and relocation information when available.
- Updates will be provided regularly as conditions evolve.

Training, Exercises, and Maintenance

- Evacuation procedures will be incorporated into training and exercises.
- Building EAPs will be reviewed annually.
- This annex will be reviewed and updated at least annually or following significant incidents.

Authorities and References

- PVAMU Emergency Management Plan
- Texas A&M University System Emergency Management Policies
- National Incident Management System (NIMS)
- Texas Division of Emergency Management (TDEM) Guidance

Campus Housing Evacuation

- **Evacuation Authority**
 - The authority to order an evacuation of campus housing resides with the President or designee, in coordination with the Office of Risk Management & Safety, University Police Department, Housing and Residence Life, and local emergency responders.
- **Evacuation Types**
 - Immediate Evacuation
 - Planned Evacuation

- Partial Evacuation
- Full Evacuation
- **Evacuation Routes and Assembly Areas**
 - Evacuation routes are posted in all residential facilities.
 - Residents will report to designated assembly or relocation areas as directed.
 - Assembly areas will be located away from hazards and affected structures.

Roles and Responsibilities

- **Risk Management & Safety**
 - Coordinate overall evacuation planning and response
 - Provide situational awareness and incident support
 - Serve as liaison with external agencies
- **Housing and Residence Life**
 - Maintain resident rosters and accountability data
 - Train staff on evacuation procedures
 - Coordinate resident relocation and sheltering
- **University Police Department**
 - Provide life safety and security operations
 - Control traffic and access to evacuated areas
 - Support evacuation enforcement when necessary
- **Residence Life Staff**
 - Implement evacuation procedures
 - Assist residents during evacuation
 - Report on accountability and status information
- **Facilities Services**
 - Conduct utility shutoffs and damage assessments
 - Support safe re-entry operations
- **Students Residents**
 - Follow evacuation instructions promptly

- Proceed to assigned assembly or relocation areas
- Report injuries, hazards, or concerns to staff

Access and Functional Needs

- PVAMU will make reasonable accommodations for residents with access and functional needs through pre-identified assistance plans, buddy systems, and coordination with emergency responders.

Transportation and Shelter

- University or contracted transportation may be utilized for large-scale evacuations.
- Temporary sheltering may occur on campus, at partner institutions, or at off-campus shelters.
- Long-term housing relocation will be coordinated by Student Affairs and American Campus Communities.

Communications

- Notifications will be disseminated through the Panther Alert System and official University communication channels.
- Housing staff will provide in-person guidance when feasible.
- Ongoing updates will be issued as conditions change.

Accountability and Re-Entry

- Housing staff will conduct post-evacuation accountability checks.
- Missing or unaccounted individuals will be reported immediately to UPD.
- Re-entry will occur only when authorized by University officials and emergency responders.

Training and Exercises

- Annual training for housing and emergency personnel
- Regular drills and evacuation exercises
- After-action reviews to identify improvements

Plan Maintenance

- This plan will be reviewed annually and updated as necessary by Risk Management & Safety, in coordination with Housing and Residence Life and University stakeholders.