

Building Proctor

Authorization, Duties, Responsibilities For Engineering Buildings, Facilities and Operations

The designated Building Proctor is the main contact for maintenance, repairs, emergencies, fire drills, evacuation, and related issues ...

§ I.0. SOURCE OF AUTHORITY

SYSTEM REGULATIONS
SYSTEM POLICY

41.05 Real Property Management Policy

Approved February 27, 1995 (MO 44-95)
Revised October 13, 1995 (MO 335-95)
Revised July 26, 1996 (MO 169-96)
Revised November 21, 1999 (MO -99)

1. The authority to maintain, manage, lease or grant partial interest in real property is vested in the Board by statute.
2. All activities involving the sale, trade, acquisition, lease (surface or mineral), granting of easements or any other real property management activities shall be consolidated in the System Real Estate Office.
 - 2.1. The System Real Estate Office will be responsible for such management activities of all System real property, except for improved facilities.
 - 2.2. The System Real Estate Office will recommend to the Board appropriate fees for easements and permits for use of System real property.
 - 2.3. The System Real Estate Office may call upon the services of personnel in System universities and agencies, including county agents, to assist in the identification, assessment, and management of real estate within their areas.
3. The day-to-day maintenance and management of real property and improvements located thereon is the responsibility of the System component to which the property is assigned.

41.05.02 Management of Buildings and Other Improvements

Approved September 3, 1998
Supplements System Policy 41.05

1.0 General

1.1. Management, maintenance and repair of buildings and other improvements such as utility systems, streets, parking lots, sidewalks, and docks in the possession of a System component as referenced in 41.04 Section 3.1 are to be performed in accordance with state law and procedures prescribed in this regulation. Real estate activities involving the acquisition, lease and disposition of real property are to be performed pursuant to System Policy 41.01, 41.02, 41.03, 41.05, 41.06 and 41.07.

1.2. The Chief Executive Officer (CEO) of each System component is responsible for the custody, care, maintenance, and safekeeping of buildings and other improvements in the possession of the component. These duties may be delegated in writing to the Property Administrator, Property Manager, and/or accountable property officers of the component. Delegation of such duties must be in accordance with state law.

1.3. The CEO of each component will publish rules or develop internal procedures necessary to provide effective management of buildings and other improvements managed by the component.

§ 2.0. BUILDING PROCTOR

Assignment of Responsibility:

In accordance with System Policy 41.05 and 41.05.02, the President (CEO) of TAMU designates the ranking administrator in the department or agency located in or having space assigned in a building as being responsible for appointing a person(s) to coordinate communication between Physical Plant and the building occupants. For larger, occupied facilities, the individual designated as Building Proctor must be physically housed in the affected building. For smaller occupied facilities, a sub-proctor may be designated within the facility. For unoccupied facilities, the designated Building Proctor may be located remotely from the facility and Emergency Contact Information (ECI) prominently posted.

Proctor Authority:

The Building Proctor will act with the concurrence and knowledge of the ranking administrator on significant issues. When he or she acts, it will be with the authority of the administrator, as delegated by the President.

Proctor Appointment:

Building Proctors will be appointed by the ranking administrative head of a building (i.e., Dean, Director, Department Head). Where more than one department or agency occupies a single building, that department or agency that occupies the predominant portion of the building will appoint the Building Proctor. Multiple proctors may be designated for a single building, but there should always be an agree-upon single coordination point (typically, there would be a Building proctor and an **Assistant or Back-up Proctor**, especially for larger facilities.) The administrative head of a building may also appoint a **Fire Marshal** (see below) to coordinate fire safety and emergency evacuation.

Proctor Responsibilities:

1. **RECEIVE NOTIFICATION** from PHYSICAL PLANT regarding impending Physical Plant operations that will bear upon conditions within the building, and/or affect occupant use.
2. **TRANSMIT NOTIFICATION** from PHYSICAL PLANT to all appropriate building occupants, ensuring that affected groups and/or individuals will have adequate notice to prepare for outages and the like.
3. **RECEIVE NOTIFICATION** from OCCUPANTS regarding any malfunctions within the building, including but not limited to housekeeping, custodial, plumbing, electrical deficiencies; broken or non-functional equipment, emergencies, hazardous conditions, safety concerns, infrastructure deficiencies, damaged walls, floors and ceilings and roof leaks.

Building Proctor Rule: Established 23-Mar-2000; Revised 07-Feb-2002; Revised 27-Sep-2004

4. **TRANSMIT NOTIFICATION** from OCCUPANTS to PHYSICAL PLANT, ensuring that the proper department has been contacted; ensure that repairs and/or abatement is carried out in a responsive and timely manner.
5. **COORDINATE SCHEDULED OUTAGES** within the building. Coordination and timing of outages and other events, such as remodeling schedules, will be handled by the Building Proctor to reduce down time and prevent disruption of critical services, whenever possible. Physical Plant is responsible for timely notification of outages, construction, and maintenance activities, whenever possible.
6. **COORDINATE SECURITY** for the building. Under the direction of the ranking administrator, the Building Proctor will coordinate building security by assuring that the building is appropriately locked and that other security measures, as determined by the use of building, are carried out. In the event of a break in security, the Building Proctor will be contacted after requisite emergency personnel have been called.
7. **COORDINATE EMERGENCIES** for the building. In the event of an emergency involving the building or its personnel, the Building Proctor will be the central contact person for the dispersal of information. In a power outage, the proctor will notify the building occupants as to whether they will be allowed to go home for the day.

§ 3.0 Fire Marshal

Fire Marshal Authority:

The **Fire Marshal** will act with the concurrence and knowledge of the ranking administrator on significant issues. When s/he acts, it will be with the authority of the administrator, as delegated by the President or System Component CEO.

Fire Marshal Appointment:

The Building Proctor may serve as Fire Marshall or a separate Fire Marshall may be appointed as best meets the needs of the facility. Fire Marshals will be appointed by the administrative head of a building (i.e., Dean, Director, Department Head). Where more than one department or agency occupies a single building, that department or agency that occupies the predominant portion of the building will appoint the Fire Marshal. Multiple Fire Marshals may be designated for a single building, but there should always be an agree-upon single coordination point.

Fire Marshal Responsibilities:

- 1.0. Communicate and coordinate on issues of fire safety, life safety, crisis management, and emergency evacuation.
- 2.0. Coordinate with the Building Proctor.
- 3.0. Chair the building's Emergency Planning Committee. Develop and implement an Emergency Evacuation Plan for the building, and review it at least annually, as required by the TAMU & TEES Safety Manual at Chapter 9, Emergency Preparedness.

Building Proctor Rule: Established 23-Mar-2000; Revised 07-Feb-2002; Revised 27-Sep-2004

- 4.0. Establish and coordinate a system of **Floor Proctors** to assist with fire drills, emergency evacuations, and identification of fire safety and hazardous conditions.

- 5.0. Plan and conduct an **Evacuation Drill (Fire Drill)**, at least once each semester, as required by the TAMU & TEES Safety Manual at Chapter 9, Emergency Preparedness.

Evacuation Plans

A written plan for emergencies and fire drills is essential for each major University building. Evacuation exercises are particularly important for student-residence facilities, high-rise buildings, patient treatment facilities, and daycare centers. Studies show that when occupants discuss, plan, implement, and practice evacuation plans, they are better able to protect themselves and others.

Developing an Evacuation Plan

Each department or building proctor is responsible for developing a comprehensive plan for evacuations and fire drills. The best way to develop this plan is to form an implementation committee with members from each building floor and each department. The team should consider the following when developing the plan:

- Contact the Environmental Health & Safety Department for assistance in developing an evacuation plan for your building.
- Building evacuation routes or maps should provide an accurate layout of the building and multiple exit routes from any location. These plans must be posted in prominently traveled areas (e.g., hallways, stairwells, dorm rooms, etc.). Unusual building layouts require more evacuation maps to be posted.
- Special attention must be given to evacuation procedures for the physically challenged. Even if no known building occupants have special needs, the evacuation plan must contain these provisions to ensure the safety of visitors or others with special needs.
- A preplanned meeting place for evacuated occupants should be at least 200 feet from the building and clear of fire hydrants and access roads.
- Certain people on each floor (floor proctors) should be responsible for the following:
 - Ensuring that persons on the floor are aware of an emergency and the need to evacuate.
 - Ensuring that building evacuation routes are clearly posted in prominently traveled areas.
 - Ensuring that new employees are familiar with evacuation and fire drill procedures

Conducting Fire Drills and Evacuations

1. To ensure that building occupants are prepared for an emergency evacuation, fire drills must be conducted every semester. A safe and orderly evacuation is more important than a quick evacuation.
2. Before conducting a practice fire drill, do the following:
3. Notify Area Maintenance at least one week in advance.
4. Notify the Emergency Operator at the Physical Plant Radio Room so they do not contact the local fire department.
5. Contact the Environmental Health & Safety Department (EHSD) one week in advance so they may assist you with the drill.

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6. Contact the Office of Engineering Safety one week in advance so they may assist you with the drill.

Practice fire drills should proceed as follows:

1. Fire drills should involve all occupants. Everyone should leave the building when the fire alarm sounds. A person may be exempt from a fire drill if it will cause undue hardship (e.g., interrupt an experiment); however, exemptions are strongly discouraged.
2. Occupants should close (not lock) doors as they leave the work area. Items that require security may be placed in a locking file cabinet or desk drawer on the way out.
3. Floor proctors should check all rooms and close doors on their way out.
4. All building occupants should gather in the preplanned meeting place.
5. Floor proctors should take a "head count" to determine if all occupants have left the building.
- 6.** Upon completion of the drill, the Building Proctor completes a Fire Drill Checklist and forwards it to the Environmental Health & Safety Department (Mail Stop 4472); copy to the Office of Engineering Safety (Mail Stop 3126).

§ 4. Building Occupant Responsibilities

- 1.0. **Notify** the Building Proctor of maintenance problems in the building.
- 2.0. **Notify** the Fire Marshall or the Building Proctor of fire safety, life safety, or other hazardous conditions
- 3.0. **Immediately evacuate** the building:
 - 3.1. When the Fire Alarm sounds
 - 3.2. During Evacuation Drills and Fire Drills
 - 3.3. During other emergency situations
 - 3.4. When directed to exit the building by the Building Proctor, Fire Marshall, Floor proctor, or TAMU authorities.
- 4.0. **Stay calm** - avoid panic and confusion. Assist your colleagues, co-workers, and fellow Aggies. Cooperate with emergency response personnel.
- 5.0. Know the locations and operation of **fire extinguishers**. Participate in annual fire extinguisher training.
- 6.0. Know how to report an emergency or hazardous incident:

6.1. TAMU Emergency Services Operator	9-911
6.2. Office of Engineering Safety	845-4986
6.3. Office of Engineering Facilities	845-5568
- 7.0. When the fire alarm sounds, make sure **other personnel** in your immediate area are aware of the alarm. Immediately exit the building.
- 8.0. **Close** but **DO NOT LOCK** doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.
- 9.0. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. NOTE: Do not use the elevators during a fire-related emergency! Emergency Evacuation Route drawings are posted on each floor — copies are available from the Engineering Facilities or Engineering Safety.
- 10.0. Go to your assigned **area of assembly** outside the building and wait there. Do not leave the area unless you are told to do so. Evacuated occupants should remove to a safe distance, **at least 150 feet, from the building**, and remain outside until notified to re-enter. An **“All Clear” signal** will be given by when it is safe to re-enter.
- 11.0. **Wheelchair occupants** and other **special needs individuals** not able to exit directly from the building, are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Fire Marshal or a Floor Proctor of their location. Fire Department personnel will evacuate such individuals from the building.
- 12.0. **Do not re-enter** the building until you have been notified to do so. Fire personnel often silence the alarm in order to communicate with each other. An **“All Clear” signal** will be given by when it is safe to re-enter. Silencing the alarm is NOT a signal for occupants to re-enter!