December 27, 2017

To: Rita Arredondo  
Risk and Compliance Coordinator

Nicholas LaGrassa  
Emergency Management Coordinator

Via: Roger Stearns  
Assistant Chief of Police

Subject: Scheduled Esperanza Hall Fire Drill, 1130 Verano Parkway, San Antonio, TX 78224

Coordinators
- Alexis Ruiz, General Manager
- Officer Karen Tucker-Engel, On duty officer

December 26, 2017:
- General Manager of Esperanza Hall sent out email to all residents to notify them of a fire drill on December 27, 2017 at 1300 hours. See attached email.

On December 27, 2017:
- At 1222 hours the General Manager called Juggernaut Systems to have the fire system turned on test mode for the fire drill at 1300 hours
- At 1225 hours the General Manager sent Juggernaut Systems her confirmation password.
- At 1231 hours General Manager received email from Juggernaut Systems confirming set up for fire drill and system was put on test mode
- At approximately 1240 hours A&M-SA police department dispatch called San Antonio Fire Department and advised of the fire drill in case of a test mode malfunction
- At 1300 hours a fire drill was conducted at Esperanza Hall
- Fire drill was concluded at 1307 hours all personnel evacuated without incident

Participants duties:
- Esperanza Hall staff
  - General Manager was located in the lobby
  - Maintenance staff were at each stairwell exit to guide residents toward the Madla rose garden area.
  - Resident Assistants evacuated and helped guide all students to Madla rose garden area from parking lot 1
- Police Officers cleared all floors

Conclusion:
1) What went well
a. Communication between residents and staff
b. Residents followed directions
c. All residents used the stairs and complied with the evacuation procedures
d. Alarms went off on all floors including the stobes

2) What could have been better
   a. A&M-SA police department dispatch record event times of drill

3) Recommendations for next drill
   a. Schedule when more students are on campus

Attachment
1. Email sent to residents
2. List of residents that was scheduled to be in hall

Officer Karen Tucker-Engel #8409
Good morning Karen,

Below is the communication requested. I will be sending you the image of the students who evacuated and the list completed promptly.

Thank you,

Alexis Ruiz
General Manager

ESPERANZA HALL
Texas A&M University - San Antonio
T: 210.784.1717

EsperanzaHall.com
1130 Verano Parkway
San Antonio, TX 78224

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From: Alexis Ruiz
Sent: Tuesday, December 26, 2017 1:14 PM
Subject: Esperanza Hall: Fire Drill 12/27/2017
Importance: High

Dear Residents,

Please be advised the University has requested a Fire drill be scheduled for tomorrow, Wednesday, December 27th, 2017, at 1pm. If you are in the building, please be sure to follow proper fire drill procedures by exiting the building and heading to the garden next to the parking lot, in the middle of the Madla Building. The drill should not take long and it is very important that everyone present exits the building.

If you have any questions or concerns, please let us know and we will be glad to assist.

Thank you,