Campus Emergency Response and Disaster Recovery Plan

Emergencies can occur at any time, without warning. We are all aware of the devastation that a serious fire or natural disaster can cause. Since September 11, 2001, we must also be prepared to respond to possible outbreaks of terrorism in America. The main concern during any of these occurrences is the safety of everyone on campus. Terrorism, fire, natural disasters and many other lesser emergencies also can result in the loss of assets and cause an interruption in some or all activities on campus.

Purpose

The purpose of the Campus Emergency Response and Disaster Recovery Plan is to establish the policy, procedure and organizational structure needed to respond, control and recover from emergency situations. It is impossible to anticipate every possible major emergency or disaster situation that may be encountered by Huston-Tillotson University or the community, and equally impossible to prepare detailed plans for incidents where the nature and extent of the event or condition is not known beforehand. This plan adopts an "all hazards" approach to include responses to all types of emergencies, including acts of terrorism, civil disturbance, explosion, fire, flooding, hazardous material, severe weather, and utility failure. Individual units/divisions (i.e., Information Technology, Business Office, Residence Life, Public Affairs) will develop emergency or disaster plans specific to their units. In the event of a major disaster or in response to a national terrorist threat, the University should be able to sustain itself for at least 72 hours to allow for resolution of the emergency, for additional supplies to arrive, or for the release of students, faculty, and staff and the closing of the facility.

Policy

The authority to declare a campus state of emergency rests with the President of the University or, in his/her absence, the Vice President for Administration and Finance. The primary responsibility for executing the Campus Emergency Response and Disaster Recovery Plan and coordination of University resources rests with the Vice President for Administration and Finance and the Campus Safety

office. The Vice President for Administration and Finance or his/her designee will serve as the Campus Emergency Response and Disaster Recovery Plan Emergency Coordinator.

During a state of emergency, Campus Safety, with the President or Vice President's authorization, shall place into immediate effect the appropriate procedures necessary to meet the emergency and to safeguard persons and property. The Director of Campus Safety or his/her designee shall immediately consult with the President and/or Vice President for Administration and Finance regarding the emergency and the possible need for a declaration of a campus state of emergency. The Office of Public Relations is the official department for all release of information outside the University.

When this declaration is made, only registered students, faculty, and staff are authorized to be present on campus. Those who cannot present proper identification (Huston-Tillotson University I.D. card) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest. In addition, only those faculty and staff members who have been assigned emergency response team duties by the Campus Safety will be allowed to enter the designated emergency areas. In the event of fires, storms, or a major disaster occurring on or about the campus, or one that involves University property, Campus Safety officers will be dispatched to determine the extent of any damage to University property.

The President will appoint a Campus Emergency Response and Disaster Recovery Team composed of key personnel who will implement the University's response to emergencies and disasters. The President will also appoint individual Building Emergency Coordinators whose responsibility it will be to ensure building occupants are notified of an occurring emergency and are evacuated from the building if necessary.

Huston-Tillotson University Levels of Emergency Response

LEVEL 1 - A minor department or building incident that can be resolved by the responding service unit. (Example: Facilities Management is called in to respond to a broken water pipe.)

LEVEL 2 - A department or building incident that can be resolved with existing University resources or limited outside help. A Level 2 incident is usually a one-dimensional event that has a limited duration and little impact on the campus community beyond those using the space/building in which it occurred. (Example: Minor chemical or fuel oil spills, building loss of heat or electricity for several hours, or a minor fire confined to a room and not involving hazardous chemicals.)

LEVEL 3 - Emergencies that are primarily people, rather than infrastructure focused. In particular, many student issues can become quite complex because of varied institutional and student support responses that must be coordinated. The Campus Emergency Response and Disaster Recovery Team may be activated. (Examples may include assaults, sexual assaults, building/office occupation, civil disobedience, hate crimes, or bomb threats.) In these situations, specific departmental/incident plans may be implemented.

LEVEL 4 - A major emergency that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster. The Campus Emergency Response and Disaster Recovery Team will be activated. (Examples: Heating plant failure, extended power outage, severe storms, major fire, contagious disease outbreak, or domestic water contamination.)

LEVEL 5 - A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. The Campus Emergency Response and Disaster Recovery Team will be activated. (Example: bio-terrorism, nuclear disaster or plane crash on campus, which would require State and Federal assistance.)

The Homeland Security Advisory System

GREEN - Low Condition - There is a low risk of terrorist attacks. State agencies and private industry should continue general safety measures and consider:

· Reviewing and updating safety and evacuation plans.

- · Ensuring personnel receive proper training on implementing safety and evacuation plans.
- · Conducting regular risk and security assessments of key infrastructure.

BLUE - Guarded Condition - There is a general risk of terrorist attacks. In addition to the actions recommended under the guarded threat level, agencies should consider:

- · Reviewing communication procedures with local first responders and law enforcement officials.
- · Providing the public with general safety and awareness information.

YELLOW - Elevated Condition - There is a significant risk of terrorist attacks. In addition to the actions recommended under lower threat levels, agencies should consider:

- · Increasing surveillance of critical infrastructure and significant locations.
- · Coordinating emergency plans as appropriate with nearby jurisdictions.
- · Assessing and disseminating information and warnings as appropriate.

ORANGE - High Condition - There is a high risk of terrorist attacks. Key state agencies are notified, and regulatory agencies issue appropriate alerts to critical infrastructure, including utilities and medical facilities. State emergency and response resources - such as Texas Task Force I, the State Catastrophic Fire Response Team and statewide bio-lab facilities - are placed on stand-by or recall status. In addition, the Governor's Office will work with federal homeland security officials and coordinate the response of state law enforcement agencies and the Texas National Guard.

RED - Severe Condition - There is a severe risk of terrorist attacks. In addition to the actions taken under a high threat level, the State's Emergency Management Council and emergency response resources will be activated. Warnings and threats will be disseminated as appropriate to state agencies and entities controlling critical infrastructure. Large public events will be identified and security will be assessed. State personnel will be redirected as needed to address critical emergency needs.

[Federal Homeland Security Advisory System](#)

[United States Department of Homeland Security](#)

2.4.5.5 Campus Emergency Response and Disaster Recovery Team (CERDRT)

The CERDRT will be activated in response to Level 4 or Level 5 Emergency situations or national security alert Level Red. It may be

activated in response to a Level 3 emergency or national security alert Level Orange.

The CERDRT monitors emergency situations and directs University responses to resolve and respond to the emergency as quickly and with as little impact as possible. The CERDRT gathers, confirms and evaluates incident information; defines and implements tactics/actions to resolve priority situations; identifies resource needs and shortfalls; reassigns/deploys individuals in support of critical needs; issues public information reports and instructions; serves as liaison to other emergency service providers; balances various needs and requests; and provides technical and fiscal expertise as necessary. When needed, the CERDRT coordinates University efforts with the City of Austin Office of Emergency Management. The CERDRT continues to monitor and coordinate events until the emergency situation is stabilized sufficiently to allow a return to regular organizational operation. At an appropriate time, the CERDRT debriefs with each of the units involved in an emergency in an ongoing effort to improve the University's response to crisis situations.

The CERDRT consists of the President, Executive Assistant to the President, Vice President for Academic and Student Affairs (Provost), Vice President for Administration and Finance, Director of Campus Safety, Dean of the College of Arts and Sciences, Dean of the School of Business and Technology, Dean of Student Affairs, Business Manager, Director of Information Technology, Director of Human Resources, Director of Facility Management, Director of Public Relations, and Vice President for Institutional Advancement.

Based on the need for additional expertise, secondary responders may be called. They include, but are not limited to: Department Chairs, Biology Faculty, Psychology Faculty, Kinesiology Faculty, Campus Nurse, Campus Chaplain, Director of Food Services and the Director of Campus Support Services/Counselor.

The Vice President for Administration and Finance serves as the Campus Emergency Response and Disaster Recovery Team Coordinator (the Coordinator), unless otherwise designated by the President. For pre-planning or short-term emergency operations, the CERDRT will establish an emergency operations center in the University Conference

Room (A-L). For expected long-term emergencies, an emergency operations center will convene in the lower offices of School of Business (A-L 101). If that space is not available, the Campus Safety offices (C-W) will be used.

The following University administrators or offices are assigned various responsibilities, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their abilities to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, then those personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the specific emergency.

2.4.5.5.1 Administrators/Unit Responsibilities

Vice President for Academic and Student Affairs, Deans, and Department Chairs

Identify and resolve instructional and research issues. Coordinate necessary faculty resources. Reschedule or cancel classes as necessary.

Director of Intercollegiate Athletics

Coordinate use of gym as a staging area or temporary shelter.

Director of Information Technology

Ensure computer security. Coordinate temporary telephone, fax, and computer hookups. Provide "broadcast" capability for e-mail.

Campus Nurse

Provide medical support and backup. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide onsite medical triage.

Campus Support Services

Assist employees and students in coping with trauma.

Dean of Student Affairs

Coordinate student notification and response. Liaison with parents. Coordinate housing operations including any temporary shelters.

Dining Services

Coordinate dining services for students, dislocated personnel and emergency workers.

Facilities Management

Mitigate facility and grounds damages and restore to functional level. Assist Campus Safety with creating a safety perimeter at the site of the emergency. Arrange for temporary quarters for displaced units. Provide structural evaluations and repair estimates. Post signs and notices. Provide transportation services as required.

Human Resources

Provide access to employee information and staffing procedures.

Business Office

Obtain emergency goods and services including pick-up delivery to site of emergency. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.).

Risk Management

Identify cause and scope of loss, oversee implementation of specific risk management plans, coordinate insurance link with State environmental authorities.

Campus Safety

Carry out law enforcement, crowd control, evacuation, site security, and mobile communications. Liaison with public safety agencies. Provide transportation services as required.

Director of Communications and Marketing

Provide media coordination. Act as spokesperson.

2.4.5.5.2 Activation of the Plan

The President of the University or, in the President's absence, the Vice President for Administration and Finance declares a "state of emergency" whenever there is a threatened or actual condition of disaster or extreme peril that cannot be managed by ordinary campus

procedures, Levels 3, 4 or 5 type emergencies. A "state of emergency" may also be declared in response to heightened national alerts such as Levels Orange or Red. The Coordinator will initiate the notification process and the response procedures for the primary response to campus emergencies.

For pre-planning or for short-term emergency operations, an Emergency Operations Center (EOC) is established in the University Conference Room (A-L) for the coordination of all communications and actions. For expected long-term emergencies, the EOC will convene in the lower offices of School of Business (A-L 101). The Coordinator will notify all primary and secondary University emergency response personnel to activate the CERDRP. The emergency response personnel will then direct all University faculty, staff and students about the correct response procedures to the particular emergency which may include the designation of a meeting location for emergency personnel. Unless designated otherwise, the University Emergency Response Team will meet on the first floor of the Agard-Lovinggood building to receive their instructions.

The Director of Public Relations or a designee will respond to media inquiries, issue press releases, and designate one central location for the meeting of media personnel with University representatives for the dissemination of information.

The plan is activated upon such a declaration in the following sequence:

1. If the emergency occurs during normal business hours, all designated management personnel will report to the EOC as soon as possible.

2. If the event occurs after normal business hours, key EOC personnel will be called back to the campus. A list of key faculty and staff, with appropriate phone numbers, is maintained by Campus Safety and the Vice President for Administration and Finance's Office.

3. If the disaster is so large as to unquestionably have a profound impact on the campus, all key faculty and staff are instructed to return to campus as soon as possible.

2.4.5.5.3 Emergency Plans
2.4.5.5.3.1 National Threat or Terrorism Plan

Since September 11, 2001, Americans have been living with the threat of incidences of terrorist attack. Preparedness may lessen the damage to property and the loss of life. The University will:

1. Ensure University Emergency Response and Disaster Recovery Plan is current and disseminated to all faculty, staff and students.

2. Train security personnel on proper response.

3. Develop heightened security measures to respond to National Security Advisory System.

4. Monitor the alert status of the National Security Advisory System.

2.4.5.5.3.2 Fire Plan

Fire is the most common of all hazards. Every year fires cause thousands of deaths and injuries and billions in property damage. Prevention and planning are keys to reducing injury, loss of life or property. The University will:

1. Meet with the fire department to discuss operations and identify the processes and materials that could cause or fuel a fire or contaminate the environment in a fire.

2. Have all facilities inspected for fire hazards and insure they meet fire codes and regulations. Ensure each building has a fire alarm or notification system to warn occupants of fire danger.

3. Keep a copy of the University insurance policy on hand.

4. Distribute fire safety information to employees and students:

       a. How to prevent fires in the workplace or residence halls.

       b. How to contain a fire.

       c. How to evacuate the facility.

       d. Where to report a fire

5. Instruct personnel to use the stairs - not the elevators - in a fire. Instruct them to crawl on their hands and knees when escaping a hot or smoke-filled area.

6. Conduct evacuation drills. Post maps of evacuation routes in prominent places. Keep evacuation routes, including stairways and doorways, clear of debris.

7. Assign a Building Emergency Coordinator for each building to monitor shutdown and evacuation procedures.

8. Place fire extinguishers in appropriate locations.

9. Train employees in the use of fire extinguishers.

10. Install smoke detectors. Check smoke detectors for proper operations as required.

11. Ensure that key personnel are familiar with all safety systems.

12. Identify and mark all shutoffs so that electrical power, gas, or water can be shut off quickly by responding personnel.

2.4.5.5.3.3 Flood and Flash Flood Plan

Floods are among the most common and widespread of all natural disasters. Most communities in the United States can experience some degree of flooding after spring rains, heavy thunderstorms, or winter snow thaws. Most floods develop slowly over a period of

days. Flash floods, however, are like walls of water that develop in a matter of minutes. Flash floods can be caused by intense storms or dam failure. Although the University sits on high ground, we will:

1. Review the community's emergency plan.

2. Establish warning and evacuation procedures for the facility. Make plans for assisting employees who may need transportation.

3. Inspect areas that may be subject to flooding during heavy or prolonged rains. Identify any equipment that can be moved to a higher location.

4. Have on hand a NOAA Weather Radio with a warning alarm tone and battery backup. Listen for flood watches and warnings.

>   a. Flood Watch- flooding is possible.
>
>   b. Flood Warning- flooding is already occurring or will occur soon. Take precautions and be prepared to go to higher ground. If advised, evacuate immediately.

2.4.5.5.3.4 Tornado Plan

Tornadoes are incredibly violent local storms that extend to the ground with whirling winds that can reach 300 miles per hour. Spawned from powerful thunderstorms, tornadoes can uproot trees and buildings and turn harmless objects into deadly missiles in a matter of seconds. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes occur in any state but occur more frequently in the Midwest, Southwest, and Southeast. They occur with little or no warning. The University will:

1. Review the local tornado warning system and develop a campus tornado warning system to notify faculty, staff and students of need to seek shelter.

2. Have a NOAA Weather Radio with a warning alarm tone and battery backup. Listen for tornado watches and warnings.

>   a. Tornado Watch – tornadoes are likely. Be prepared to take shelter.
>
>   b. Tornado Warning – a tornado has been sighted in the area or is indicated by radar. Take shelter immediately

3. Be prepared to shelter faculty, staff and students. Buildings that can serve as tornado shelters will be identified and marked as such. The best protection in a tornado is usually an underground area. If an underground area is not available, the following areas will be considered:

>   a. Small interior rooms on the lowest floor and without windows.
>
>   b. Hallways on the lowest floor away from doors and windows.
>
>   c. Rooms constructed with reinforced concrete, brick, or blocks with no windows and a heavy concrete floor or roof system overhead.

2.4.5.5.3.5 Severe Winter Storm Plan

Severe winter storms bring heavy ice, strong winds, and freezing rain. Winter storms can prevent students, faculty, staff and visitors from reaching the facility or campus, leading to a temporary shutdown until roads are cleared. Heavy ice and snow can also cause structural damage and power outages. The University will:

1. Keep a NOAA weather radio on location. Listen to local radio and television for severe winter warnings.

      a. Winter Storm Watch- severe winter weather is possible.

      b. Winter Storm Warning- severe winter weather is expected.

      c. Traveler's Advisory- severe winter condition may make driving difficult or dangerous.

2. Establish procedures for facility shutdown, cancellation of classes, and early release of employees.

3. Provide a backup power source for critical operations.

4. Arrange for snow and ice removal from parking lots, walkways, loading docks, etc.

2.4.5.5.3.6 Technological Emergency Plan

Technological emergencies include any interruption or loss of a utility service, power source, information system, or equipment needed to keep the facility in operation. To minimize loss of operations, the University will:

1. Identify all critical operations, including the following:

      a. Utilities including electric power, gas, water, hydraulics, compressed air.

      b. Alarm systems, elevators, lighting, heating, ventilation, air conditioning systems, and electrical distribution systems.

      c. Communication systems, both data and voice computer networks.

2. Develop a plan for backup power sources.

3. Establish a Cold Site, a location some distance away from the scene of the disaster where computing and networking capabilities can be temporarily restored until the primary site is usable.

4. Maintain offsite backup storage for recovery of lost data.

5. Establish preventive maintenance schedules for all systems and equipment.

2.4.5.5.3.7 Hazardous Material Emergency Plan

Hazardous materials are substances that are either flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. The University will:

1. Identify and label all hazardous materials stored, handled, produced and disposed of by the University, follow government regulations that apply to the University, and obtain material safety data sheets (MSDS) for all hazardous materials on the campus.

2. Ask the local fire department for assistance in developing appropriate response procedures.

3. Train employees to recognize and report hazardous material spills and releases. Train employees in proper handling and storage.

4. Establish a hazardous material response plan:

      a. Establish procedures to notify management and emergency response organizations of an incident.

      b. Establish procedures to warn employees of an incident.

      c. Establish evacuation procedures.

5. Organize and train an emergency response team to confine and control hazardous material spills in accordance with applicable regulations.

6. Identify other facilities in the area that use hazardous materials. Determine whether an incident could affect the University.

7. Identify highways, railroads and waterways near the University used for the transportation of hazardous materials. Determine how a transportation accident near the Campus could affect operations.

2.4.5.6 Emergency Notification Procedures

For most emergency or disaster situations, the following notification procedures will be followed:

1. Fire alarms and flashing lights will be activated to notify occupants of buildings in which an emergency or disaster has occurred and evacuation is required.

2. During work hours, faculty, staff and students will be notified by campus e-mail and campus television broadcast of emergency situations or pending emergency situations, such as severe weather or national emergency.

      a. Supervisors will ensure that all employees in their area have read their e-mail and are aware of the situation.

      b. Faculty will ensure that all students in their classes are aware of the situation.

      c. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are aware of the situation.

      d. Campus television messaging will be coordinated by Department of Campus Safety, Communications and Marketing and IT.

3. After work hours, faculty, staff and students will be notified via local television and radio stations and by campus e-mail on the status of the University and of any delayed openings or closures, such as in the case of severe weather or national emergency. The notifications will be coordinated by Campus Safety, Communications and Marketing and Human Resources.

a. Supervisors will develop a plan to contact employees to ensure they are aware of the status of the University.

b. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are notified about the status of the University.

In the case of a prolonged emergency or disaster, the Director of Information Technology, in conjunction with the Director of Communications and Marketing, will coordinate to announce the status of the University on the website.

2.4.5.7 Emergency Evacuation Procedures

Emergency situations that call for evacuation of classrooms and buildings will be announced by the emergency fire alarm horns and visual alarm system (in addition to alarms, flashing lights are installed in some buildings). When these alarms sound or are seen, all persons should immediately leave the building. The following guidelines should be observed:

ALWAYS EVACUATE. Treat all alarms as if they warned of real emergencies. If it is found that the alarm is not being heard and/or seen in all buildings, continue with proper and complete evacuation of the building(s) in which the alarm is heard and/or seen.

USE APPROPRIATE EXIT – DO NOT USE ELEVATORS. Exit the building following the posted routes in the classroom and /or office complex. Alternate exit routes are also indicated on the posted routes should there be a blocked exit.

ASSIST PEOPLE WITH DISABILITIES. All persons should be alert to the presence of persons with disabling conditions and provide assistance if needed. Always ask before assisting to make sure assistance is needed and done as safely as possible. (See section 2.4.5.7.1 for more details about emergency evacuation of students with disabilities.)

CHECK ALL AREAS ON YOUR FLOOR AND/OR IN YOUR BUILDING. All faculty and staff are expected to help in ensuring that all areas, including the snack bar, restrooms, and lounges are evacuated. Persons who do not have a class group or laboratory to take care of should be particularly alert to the need to assist in clearing all areas.

CLOSE (BUT DO NOT LOCK) WINDOWS AND DOORS. Remember that closed windows and doors can reduce the spread of fire and/or hazardous materials and fumes.

TURN OFF LABORATORY GASES, EXHAUST FANS, ETC. Turn off all sources of fuel and oxygen (air) that might feed a fire or spread fumes.

CALL FIRE DEPARTMENT/EMERGENCY SERVICES AND CAMPUS SAFETY. The first person(s) to discover the emergency is (are) responsible for calling Campus Safety (3010) who will contact the local fire department/emergency services. Be calm and carefully give all needed details of the specific location, type of emergency, your name, etc. The same

numbers should be called for emergency medical care service and pertinent information given.

MAKE SURE CAMPUS SAFETY AND MAINTENANCE PERSONNEL ARE AWARE OF THE ALARM. If you do not see definite indications that Facilities personnel are aware of the alarm, notify Facilities directly (3016). Telephone, send someone, or go yourself to ensure that Campus Safety and Facilities are aware of the alarm. Give them your name and the name of the building where the alarm is occurring.

2.4.5.7.1 Emergency Evacuation for Students with Disabilities

MOBIITY IMPAIRED (WHEELCHAIR)**.** If a student is on a floor in a multi-story building with no accessible outside exit (Dickey-Lawless 3rd floor is the only accessible floor on campus for wheelchair users with no exit) or in a multi-story building where the accessible exit(s) is blocked, go to the designated wait area (stairwell landing nearest to an accessible exit in an unaffected part of the building) for assistance. If assistance is unavailable, ask someone leaving the building to notify the Building Emergency Coordinator of your location and need for assistance.

LIFTING. If a student needs to be lifted and carried up/down a stairwell, the student will know the safest way to proceed and should be asked how he/she prefers to be lifted and carried.

o   Most electric wheelchairs are heavy to lift and may need to be left behind. If enough hands and strength are available, the wheelchair could be lifted after the student, the student reseated, and then used to evacuate the building.

o   **Know where you are going.** Time permitting, make sure you have a planned destination for setting the student down before you lift him or her (e.g., the wheelchair currently in use, an office chair with arms on wheels, a manual wheelchair, a bench outside, etc.).

o   If a person has left his or her wheelchair behind and needs to be transported to safety once outside of the building, a golf cart could be used for transport.

MOBILITY IMPARIED (NON-WHEELCHAIR). People who can walk independently may be able to negotiate stairs in an emergency with assistance. Wait until heavy traffic has passed and then proceed. If waiting in a designated wait area for assistance, ask someone to notify the Building Emergency Coordinator of your location and need for assistance.

HEARING IMPAIRED. Campus buildings are equipped with fire alarm strobe lights. If a student needs to be alerted of an emergency situation and an interpreter is not present, a short, explicit note to evacuate will work.

VISUALLY IMPAIRED. Most visually impaired students will be familiar with their immediate surrounding and frequently traveled routes but may need assistance navigating an unfamiliar and/or crowded route out of the building. The person offering assistance should offer an elbow and guide the student out of the building, communicating as necessary for a safe evacuation. When you reach safety, orient the person to the location.

NOTE:

Students with disabilities who have evacuation concerns and issues should:

1.   Meet with the Coordinator of the Office of Disability Services (Counseling & Consultation Center, Jackson-Moody 101).

2.   Familiarize self with campus accessibility.

3.   Be prepared to communicate needs.

(To learn more, visit Disability Services website:http://sa.htu.edu/DisabilityServices/tabid/62/Default.aspx)

2.4.5.8 Critical Functions/Responsible Units

Various service departments throughout the campus will need to provide the following basic emergency functions. Provided below is a list of emergency functions, and responsible departments.

2.4.5.8.1 Communications

The Campus Safety office is responsible for the general oversight of emergency communications including:

1. Establishing an Emergency Operation Communications Center. During a city, county, state or national emergency, Campus Safety will establish and maintain communications with the City of Austin Office of Emergency Management as well as maintaining communication on campus.

2. Identifying the total number of portable radios available at the University and coordinating the assignment and use of radio frequencies during an emergency.

   a. The University uses two radio frequencies that are serviced and maintained by the federal communications commission (FCC).

   b. Campus Safety has 11 hand held portable radios, 1 main-base and 1 mobile-base radio.   None of these radios have telephone interface ability. 4 Campus Safety hand-held portable radios and both base units have the capability to communicate with Sodexho Facilities radios.

   c. Campus Safety rents monthly air-time from an off-campus repeater. Campus safety portable and base radios do not have battery backup.

d. Campus Safety does not have the capability to radio communicate or monitor any other law enforcement frequency (i.e. APD, ACC, etc.).

e. The Information Technology Department has no radios.

f. Sodexho Facilities has 8 hand-held portable radios, 5 NEXTEL radios and 1 base station. These radios do not have battery backup. Sodexho hand-held portable radios and base unit have the capability to communicate with Campus Safety radios.

3. Identifying the number of cellular phones available at the University.

4. Coordinating with Information Technology to establish priority phones, to return the phone system to use, and to maintain a UPS (uninterrupted power supply) for the phones.

5. Coordinating with campus electricians to use portable generators to maintain radio and telephone systems.

6. Coordinating with city, county, and state agencies to establish communication links and radio frequencies to be used during emergency/disasters.

7. Information Technology is responsible for the oversight of emergency communications related to telephone service that include:

a. Developing a recovery plan to maintain telephone communication at the University.

b. Coordinating with Campus Safety to ensure essential telephone communication is maintained in an emergency. Non-PBX phones should be installed in key designated areas of communications (i.e. EOC, Campus Safety, IT, as an alternative to using the existing phone network).

c. Set up and support a "hot line" (emergency calls only designation) with Campus Safety.

2.4.5.8.2 Information Technology

The Information Technology office is responsible for ensuring the protection and recovery of computer equipment and data information as well as telephone service. Key information technology personnel will form a disaster and recovery team and will:

1. Restore and maintain telephone communication at the University.

2. Ensure the protection and preservation of computer equipment. In particular, any magnetic storage media (hard drives, magnetic tapes, diskettes) will be identified and either protected from the elements or removed to a clean, dry environment away from the disaster site.

3. Survey the disaster scene to estimate the amount of time required to put the facility and technology operations back into working order.

4. Relocate to the Cold Site, a location some distance away from the scene of the disaster where computing and networking capabilities can be temporarily restored.

5. Ensure that work begins to repair or rebuild the primary site.

6. Make necessary arrangements with vendors to quickly provide replacements for the resources that cannot be salvaged. The University will develop emergency procurement procedures to quickly place orders for equipment, supplies, software, and any other needs.

7. Reassemble salvaged and new components at the recovery site.

8. Restore data from backups stored in locations off-site. Backups can take the form of magnetic tape, CDROMs, disk drives, and other storage media.

    a. Early data recovery efforts focus on restoring the operating system(s) for each computer system.

    b. Next, first line recovery of application and user data from the backup tapes is done.

9. Restore Applications Data

    a. Coordinate with users and departments (e.g., the application owners).

The Director of Information Technology and staff will develop a detailed response and recovery plan that will ensure restoration of operations as quickly as possible with the latest and most up-to-date data available.

2.4.5.8.3 Damage and Assessment Inspection

In the event of an emergency or disaster in which buildings may be damaged; an assessment must be made prior to further use. Facilities Management is responsible for the general oversight of damage and assessment inspections. Safety assessment forms will need to be completed and turned in to the Facilities Management representative in the EOC. Whether or not there is damage, each building should be posted with inspection stickers.

1. Assessment surveys of all building damage will be initiated with a focus on utility line ruptures and structural damage sustained by buildings, as well as possible release of hazardous materials. Immediate assistance will be given to injured persons as necessary. Damage estimates will be communicated to the EOC.

2. Building Emergency Coordinators should clear all persons out of structures as soon as possible. All persons should move toward the designated Disaster Evacuation Areas.

3. Every building should be prioritized in the emergency plan from highest to lowest risk. Ranking is a function of the building's age, number of people normally occupying the structure, safety designation, containment of hazardous materials, and specific use (student housing, medical care facility, etc.) Buildings will be surveyed on that priority basis. All

buildings on campus will be evaluated by responders from the outside to ascertain the degree of damage that has been sustained. Initial building entry is only to be made by facilities management employees and/or structural engineers who are trained to assess the degree of damage from an engineering perspective. They will:

a. Examine the entire outside of the structure. Check the ground in the general area of the structure for fissures, bulged ground, or sign of slope movement.

b. Enter a building only if the structure cannot be viewed sufficiently from the outside or when there is a suspected or reported problem such as gross non-structure distress (e.g., fallen ceiling, or badly damaged partitions visible from the outside). **Do not enter obviously unsafe structures.**

c. Evaluate the structure quickly without going into a detailed investigation. When a building's structure is questionable, it should be scheduled for a more detailed evaluation.

d. Make sure exits are clear.

4. Following the evaluation process, each building will have a colored placard placed on each main door indicating the degree of damage that has been determined. Three categories/colors of signs are used:

a. **RED** – Building is unsafe, indefinitely- DO NOT ENTER

b. **YELLOW** – Limited entry only to designated personnel

c. **GREEN** – Safe to re-enter

5. Buildings that have been seriously damaged or contaminated with hazardous material spills will be posted with yellow hazardous warning barrier tape and red colored building status signs by team members. Doors will be secured to prevent re-entry by unauthorized personnel. All other structures will be color coded appropriately after the initial inspection process.

6. In an emergency or disaster, various utility lines (e.g., gas, water, and power) may be severed or severely interrupted. In this event, personnel must be dispatched to inspect, examine, or shut off valves controlling gas, water, or power.

a. **GAS LEAKS** - evacuate the area immediately. Do not use spark producing devices.

b. **VENTILATION** - If smoke or burning odor is present, evacuate the area.

c. **ELEVATOR** - Push the emergency button or use the telephone in the elevator to contact Campus Safety Department. Do not attempt to evacuate the elevator, unless instructed to do so by emergency responders.

d. **PLUMBING/FLOODING** - If personal safety allows, disconnect electrical devices and evacuate the area.

e. **ELECTRICAL** - Call Facilities Management.

2.4.5.8.4 Food Service

The Director of Food Service and staff will develop a detailed plan that addresses their response in various emergency situations. The CERDRT Coordinator will notify the Director of Food Service to activate the Food Service Emergency Response and Disaster Plan.

The Director of Food Service is responsible for ensuring a supply of food and drinking water are available for resident students and authorized emergency response team members. Additional food may be needed for other faculty, staff, and students who may be unable to leave the campus due the emergency or disaster situation. The supplies on hand should be sufficient for 72 hours. Additional supplies can be en route from any of our major contracted suppliers within 24 hours.

2.4.5.8.5 Housing

The Dean of Student Affairs is responsible for developing and implementing an emergency or disaster housing plan. The University occupancy at any one time is approximately 459 students living in two residence halls. About 40 percent of on-campus student residents have a primary domicile within two hours. It is thought that should a disaster occur, a very large number of those students will go to their homes. It is estimated that even with a complete disaster, where all building are condemned, the University would be able to provide shelter for 400 to 500 students.

The University will plan for the following three scenarios:

1. Scenario 1: One residence hall Is uninhabitable. The affected residents will be moved into the unaffected building.

2. Scenario 2: Neither residence hall Is inhabitable. Should this occur, residents will be relocated to the following facilities until it is safe to move back into the residence halls

      a. Gymnasium

      b. Student Union

      c. Classrooms

      d. Hallways in unaffected buildings

3. Scenario 3: No building on campus can be inhabited. In this situation, University vans and city buses will be used to transport residents to evacuation shelters until buildings

become inhabitable. Blankets, pillows, and linen will be provided by volunteers from the faculty, staff and community.

The Dean of Student Affairs and staff will develop a detailed plan to address each of the scenarios described above. The plan will also address tornado notification and sheltering procedures and severe weather notification and procedures.

2.4.5.8.6 Health and First Aid Services

The Dean of Student Affairs, in conjunction with the Campus Nurse, is responsible for developing a health and first aid plan for emergency and disaster situations. During a prolonged emergency or disaster situation, members of the biology, psychology and kinesiology faculty should be prepared to assist in health and first aid. The Campus Nurse should develop and maintain a list of first aid trained faculty and staff members who can be called upon during a prolonged emergency. At a minimum, the Campus Nurse will:

1. Open the Student Health Center.

2. Be prepared to treat all injuries of less than a critical nature that are the result of the existing emergency. All other shall be referred to a local medical facility.

3. Advise the Vice President for Administration and Finance on problems of sanitation, water and food supplies.

2.4.5.8.7 Mental Health and Emotional Trauma Response Services

The Dean of Student Affairs, in conjunction with the Director of Campus Support Programs/ Counselor is responsible for developing an emotional trauma plan for tragic and traumatic campus and community occurrences. In the event of a major tragedy affecting many individuals, Counseling Center services can be augmented by community helping professionals. The campus counselor will be involved in the coordination of these services. The counseling center will offer support to members of the campus community whenever such a major tragedy occurs. Support can take several forms, and may include, but is not limited to, the following interventions:

1. Individual support for those most affected.

2. Group sessions for members who are impacted by a tragic event

3. Programs open to the community to educate and discuss experiences.

4. Ongoing support for those whose negative reactions to the event are delayed or persistent.

Special attention will be given to those who are already at risk for or diagnosed with a psychological disorder as traumatic events may exacerbate their distress. Persons who have vulnerability to depression, anxiety disorders, substance abuse, or other conditions may find

their functioning affected by tragic events and Counseling Center Staff will educate the community about such risks and about the availability of counseling services for those individuals. The University Chaplain will also provide support and assistance to the campus community.

2.4.5.9 Emergency or Disaster Procedures
2.4.5.9.1 Medical Emergency Procedure

1. Protect victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.

2. Seek medical response by calling Campus Safety at ext 3010 to notify them of the location, nature and extent of the injury. Campus Safety will call 911 and notify the Campus Nurse. Always call from a safe location.

3. Provide first aid until help arrives if you have appropriate training and equipment and it is safe to do so.

4. Send someone outside to escort emergency responders to the appropriate location, if possible.

2.4.5.9.2 Fire or Explosion Emergency Procedure

1. Alert people in the immediate area of the fire or explosion and evacuate the room. 2. Confine the fire or explosion by closing doors and windows as you exit a room. Do not lock them.

3. Activate the building fire alarm system by pulling the handle on a local fire alarm box.

4. Evacuate the building using the established Emergency Evacuation Procedure. Once outside, notify emergency responders of the location, nature and size of the fire.

5. In the event of a fire:

        a. Exit the building as soon as possible.

        b. Crawl low if there is smoke.

        c. Use a wet cloth, if possible, to cover your nose and mouth.

        d. Use the back of your hand to feel the upper, lower, and middle parts of closed doors.

        e. If the door is not hot, brace yourself against it and open slowly.

        f. If the door is hot, do not open it. Look for another way out.

        g. Do not use elevators.

        h. If you catch fire, do not run. Stop – Drop – and Roll to put out the fire.

        i. Go to a previously designated meeting place.

                (1) **Agard-Lovinggood Building** evacuate to parking lot on Chalmers Street.

(2) **Anthony and Louise Viaer-Alumni Hall** evacuate to the parking lot on Chalmers Street.

(3) **Mary E. Branch Gymnasium** evacuate to the parking lot on Chalmers Street.

(4) **Jackson-Moody Building** evacuate to Athletic field.

(5) **King-Seabrook Chapel** evacuate to Athletic field.

(6) **Dickey-Lawless Building** evacuate to Athletic field.

(7) **Evans Hall** evacuate to Athletic field.

(8) **Downs-Jones Library** evacuate to Athletic field.

(9) **Davage-Durden Student Union** evacuate to the student parking lots.

(10) **Conner-Washington Building** evacuate to the student parking lots.

(11) **Beard-Burrows Residence Hall** evacuate to Davage-Durden 11th street Student Union building.

(12) **Allen-Frazier Residence Hall** evacuate to Davage-Durden 11th street Student Union building.

j. Account for faculty, staff, and students.

k. Never go back into a burning building.

6. Contact fire response by calling Campus Safety at **extension 3010**to notify them of the location and size of the fire. Campus Safety will**call 911** and notify Facilities Management. Always call from a safe location.

7. If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained to use a fire extinguisher, you must evacuate the area.

8. In the event of an explosion:

a. Take shelter against your desk or a sturdy table.

b. Exit the building as soon as possible.

c. Do not use elevators.

d. Check for fire and other hazards.

9. If you become trapped in debris:

a. If possible, use a flashlight or whistle to signal your location to rescuers.

b. Avoid unnecessary movement so that you do not kick up dust.

c. Cover your nose and mouth with anything you have on hand.

d. Tap on a pipe or wall so that rescuers can hear where you are.

e. Shout out only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

2.4.5.9.3 Tornado/Severe Weather Procedure

1. Alert people to move to lowest floor available in the building.

2. Select the safest and most structurally sound parts of the building for safety (interior hallways or interior stairwells) that are away from glass if possible.

3. After reaching the designated shelter, remain calm, be ready to shelter and protect vital areas of the body by kneeling down and covering your head if possible. 4. Do not leave buildings until all clear has been announced.

5. Remind people to stay away from all windows and glass cases.

6. Give special assistance to disabled students and staff.

2.4.5.9.4 Hazardous Materials, Biological or Chemical Threat Emergency Procedure

A Hazardous Materials, Biological or Chemical Threat Emergency exists when:

1. A spill of hazardous materials creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility or

2. A deliberate release of germs or other biological substances occurs or

3. A deliberate release of a toxic gas, liquid or solid that can poison people and the environment occurs or

4. Cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate area.

In the event of a hazardous material spill or a biological or chemical threat:

1. Alert people in the immediate area and evacuate the room or area. If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment.

2. Confine the hazard by closing doors and windows as you leave the room. Do not lock them.

3. Use eyewash or safety showers as needed to rinse spilled chemicals off people. Cover mouth and nose with layers of fabric that can filter the air but still allow breathing.

4. Evacuate any nearby rooms/areas that may be affected. If the hazard will affect the entire building, evacuate the entire building. **If there is a chance of explosion from the chemical spill, DO NOT activate the building fire alarm.** Evacuate the building manually by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a local fire alarm box.

5. Contact hazardous materials response by calling Campus Safety at**extension 3010** to notify them of the location and size of the spill. Campus Safety will **call 911** and notify Facilities Management. Always call from a safe location. Be prepared to spell chemical names, if known.

6. If building evacuation is required, evacuate the building using the Emergency Evacuation Procedure presented in this guide. Once outside, notify emergency responders of the location, nature and size of the spill.

7. Isolate contaminated persons. Avoid contamination or chemical exposure.

8. If possible, remove clothing from contaminated persons and wash exposed areas with soap and water. Seek medical attention.

9. A biological attack may also occur through the mail. See "Suspicious Package Procedures" for correct handling procedures.

2.4.5.9.5 Power Outage Procedure

1. Assess the extent of the outage in the unit's area.

2. Report the outage to Facilities Management at extension 3016.

3. Assist other building occupants to move to safe locations. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.

4. Implement the unit's power outage plan. Evaluate the unit's work areas for hazards created by power outage. Secure hazardous materials. Take actions to preserve safety and health. Take actions to preserve research.

5. Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.

6. If needed, open windows (in mild weather) for additional light and ventilation.

7. Release of faculty, staff and students during an extended power outage is decided on by the President.

2.4.5.9.6 Criminal Activity, Civil Disobedience or Violence Emergency Procedure

1. Attempt to remove yourself from any danger.

2. Notify Campus Safety by calling extension 3010. Try to call from a safe location if possible.

3. If possible, provide the following information:

       a. Location of crime.

       b. Nature of crime and specifics (number of people involved, any weapons, etc.).

       c. Any injuries.

       d. Description of suspect(s) (height, weight, sex, race, clothing, hair color, etc.).

e. Direction of travel of suspects.

f. Description of any vehicles involved in the crime.

4. **DO NOT** pursue or attempt to detain suspects.

2.4.5.9.6.1 Lockdown Procedure

This is the highest state of readiness activated when violence is occurring or is imminent on campus, or any other situation deemed by Administration and/or Campus Safety to warrant a lockdown of the campus. A "Lockdown" is the temporary sheltering technique, e.g., 30 minutes to several hours, utilized to limit campus community exposure to known or reported armed or similarly dangerous individuals. When notified, members of the campus community will enter securable areas, lock all doors and windows, not allowing entry or exit by unauthorized person(s) until the lockdown mode is no longer in effect. Activation of campus lockdown:

1. Campus Safety is responsible for declaring a lockdown. Faculty, staff and students **will be notified by campus e-mail, megaphones and campus television broadcast.** Campus Safety shall immediately notify 911.

2. Any student, staff or faculty who observes or suspects a dangerous situation shall immediately notify Campus Safety.

3. Conditions which may require a campus lockdown, may include but not be limited to:

   a. Individual has a gun/weapon on campus

   b. Individual with a gun/weapon is en route to campus.

   c. Shots heard on campus.

   d. A SWAT or SERT (Special Emergency Response Team) situation in the vicinity.

   e. The on-campus pursuit of a dangerous suspect by Campus Safety or area law enforcement.

4. Elements of a campus lockdown:

   a. All students, faculty and staff will move to a safe room, take cover and stay low.

   b. Doors and windows should be locked and opened only to students, faculty and staff seeking safety, or Campus Safety and area EMS.

   c. Students, faculty and staff will remain quiet and, if possible, shut off all non-emergency audio-visual equipment (i.e., I-pods, DVD players, etc.).

   d. Students, faculty and staff outside or in hallways will move to the closest securable room/area.

   e. Students, faculty and staff will remain in the lockdown mode until notified by Campus Safety.

2.4.5.9.6.2 Bomb Threat Procedure

Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words. Ask for and try to quickly obtain the following information:

1. When is the bomb going to explode?
2. Where is the bomb located right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. Also record the following information:
    a. Exact time the call is received
    b. Information about caller including:
        1) Sex
        2) Age
        3) Education
        4) Accent
        5) Location of caller
        6) Background noise
        7) Speech impediments or traits
        8) Caller's attitude

If possible, have someone else contact Campus Safety while the caller is still on the phone; if not possible, **NOTIFY CAMPUS SAFETY IMMEDIATELY UPON THE CONCLUSION OF THE CALL AT extension 3010**. Always call from a safe location. Provide them with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached. Take no other action unless directed to by Campus Safety.

2.4.5.9.6.3 Suspicious Package Procedure

If a letter or package is received or observed that is unexpected, from an unknown sender or address, and/or appears to be suspicious, meaning it has some of the following characteristics:

1. Excessive postage.

2. Misspellings of common words.

3. Excessive weight.

4. Rigid envelope.

5. Foreign mail, air mail or special delivery.

6. Hand written or poorly typed address.

7. Restrictive markings such as confidential, personal, etc.

8. An excessive amount of securing material used, such as masking tape, string, etc.

9. Incorrect titles.

10. Oily stains, discoloration, powdery discharge, or odor.

11. Visual distractions or ticking sound.

12. Lopsided or uneven.

13. Titles but no names.

14. No return address.

15. Protruding wires or tinfoil.

Immediately:

1. Notify Campus Safety immediately by calling extension 3010. Always call from a safe location.

2. Move people away from the package.

3. **DO NOT** move or open the package.

4. **DO NOT** investigate too closely.

5. **DO NOT** cover, insulate or place the package into a cabinet or drawer.

2.4.5.9.6.4 Nuclear Blast or Radiation Threat Procedure

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. A radiation threat or "dirty bomb" is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. If there is a nuclear blast or radiation threat:

1. Limit the amount of radiation you are exposed to.

2. Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.

3. Quickly assess the situation.

4. Consider if you can get out of the area or if it would be better to "shelter-in-place."

2.4.5.10 Plan Summary

One measure of an organization's strength is its ability to respond well in an emergency. Since not every scenario can be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. This plan designates areas of responsibility and defines for the University the administrative framework necessary to respond to emergency situations. The University response needs to be quick, professional, supportive, and meet the emerging demands of any emergency crisis situation.

Because this document provides broad guidelines rather than specific procedures, it is imperative that each unit create its own emergency response plans for situations that may develop under their purview and which incorporate these guidelines. While all units at the University should develop individual unit response plans, the following units **must**have plans in place to respond to emergency situations:

1. Information Technology
2. Student Affairs (Residence Life, Health Services)
3. Business Office
4. Campus Safety
5. Communications and Marketing
6. Department of Natural Sciences
7. Food Services

Finally, for a plan to be effective, faculty, staff, and students must be familiar with its contents. Unit heads are responsible for ensuring that their employees know the specifics of their units plan and of the University's plan and the Dean of Student Affairs and the Student Affairs staff are responsible for ensuring that students know what to do in emergency situations.

2.4.5.11 Campus Emergency Phone Numbers

Fire/Medical	9-911
Campus Safety	3010 or 3013
(emergency cell phone)	567-2591
Health Services	3039
Student Information	3035
Staff/Faculty Information	3015

Links to Local, State and Federal Homeland Security Agencies and Organizations:

City of Austin Office of Emergency Managementwww.ci.austin.tx.us/oem/

Texas Homeland Security www.texashomelandsecurity.com/

Office of Homeland Security, White House:www.whitehouse.gov/deptofhomeland/ or www.ready.gov/

American Red Cross www.redcross.org/

Centers for Disease Control and Prevention www.cdc.org/

Environmental Protection Agency www.epa.gov/

Federal Emergency Management Agency www.fema.gov/

Health and Human Svcs, Office of Emergency Prepwww.ndms.dhhs.gov/

Federal Aviation Administration www.faa.gov/

Transportation Security Administration www.tsa.gov/

2.4.5.12 Assisting Disabled Persons

Visually Impaired Persons

Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide" and leading a visually impaired person from the building.

As you walk, tell the person where you are and where obstacles are located. When you reach safety, orient the person to the location and ask if further assistance is needed.

Hearing Impaired Persons

Campus buildings are equipped with audible fire alarms that should be activated during an emergency. However, persons with impaired hearing may not receive the audible signal. Use an alternative warning system. Several methods can be used, including writing a note to tell the person the situation, the nearest evacuation route, and where to meet outside (sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn").

– or –

Turn the light switch on and off to gain their attention; then indicate through gestures or in writing what is happening and what to do. **Do not use this technique with the light switch if you smell natural gas or suspect an explosive condition in the area.**

Persons Using Crutches, Canes, or Walkers

In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms), which is then lifted and carried.

People Who Use Wheelchairs (Non-ambulatory)

Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.

If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well being. Some individuals have very little upper trunk and neck strength.

Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators. They should be given priority assistance, as their ability to breathe may be seriously in danger.

NOTE: Non-ambulatory persons' needs and preferences vary. Always consult with the person as to his/her preference regarding:

- Ways of being moved.
- The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.
- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along.
- Being carried forward or backward on stairs.
- Aftercare, if removed from wheelchair.

Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with his/her wheelchair as soon as it is safe to do so.

2.4.5.13 BOMB THREAT CHECKLIST

Time Reported:_____ (am/pm) Date
Reported:_____
Name/Phone # of Person Receiving
Threat:_____

_____
__

Exact Words of
Caller:_____

_____

____

_____

____

_____

____

Questions to Ask:

1. When is the bomb going to explode?_____

2. Where is the Bomb?_____

3. What kind of bomb is it?_____

4. What does the bomb look like?_____

5. What will cause the bomb to explode?_____

6. Did you place the bomb?_____

7. Why was the bomb Placed?_____

8. What is your name?_____

9. Where are you calling from?_____

Description of Caller's Voice:

Male_____ Female_____ Young_____ Middle Aged_____ Old_____

Accent?:_____ Attitude?:_____

Background Noise?:_____

Did the voice sound familiar?_____

If so, who did it sound like?_____

Did the caller sound familiar with the faculty?_____

In what way?_____

Other voice characteristics?:_____

Time caller hung up? (am/pm)_____

Other remarks?:_____