

University of Texas at El Paso

Emergency Management Plan



Warning: Portions of the internal UTEP Emergency Management Plan is considered confidential and not for release to the public under Sections 418.176 – 418.182 of the Texas Government Code. Portions of this plan have been redacted to meet these requirements. This plan has been designed as a guide for the University Community during an emergency. Copies can be made.

**UNIVERSITY OF TEXAS AT EL PASO
EMERGENCY MANAGEMENT PLAN**

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Section I Executive Summary

A. PURPOSE

This Emergency Management Plan (EMP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University of Texas at El Paso. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

B. SCOPE

This plan is a university-level plan that guides the emergency response of university personnel and resources during an emergency situation. It is the official emergency response plan of the University and precludes actions not in concert with the intent of this plan or the organization created by it. *However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.*

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies (Paragraph F).

The University of Texas at El Paso will cooperate with FEMA, Department of Homeland Security, the Texas Department of Emergency Management, the El Paso City/County Office of Emergency Management and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

C. MISSION

The University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

D. ASSUMPTIONS

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4. Disasters may be community-wide. Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

E. TYPES OF EMERGENCIES

There are three levels or types of emergencies:

LEVEL 1 – MINOR INCIDENT. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the University. This Emergency Management Plan would not be activated.

LEVEL 2 – EMERGENCY. An Emergency is defined as a serious event that completely disrupts one or more operations of the University. Multiple University resources are involved; this Emergency Management Plan is activated to the extent necessary.

LEVEL 3 – DISASTER. A Disaster is defined as a very serious event that seriously impairs or halts the operations of the University. ***This Emergency Management Plan is fully activated.***

F. NATIONAL INCIDENT MANAGEMENT SYSTEM

The National Incident Management System (NIMS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, finance and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of NIMS at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

1. Key Principles of the National Incident Management System

- Modular organization based on activating only those organizational elements required to meet current objectives
- Common terminology applied to organization elements, position titles, facility designations and resources
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits
- Comprehensive resource management for coordinating and inventorying resources for field responses
- Integrated communication so that information systems operate smoothly among all response agencies involved
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

2. Designation of University Incident Commander

It is essential to all emergency response planning and action that a single University Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur. The Incident Commander will report to the President or designee.

G. DECLARATION OF EMERGENCY

In case of any type of campus emergency, the Police Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Chief of Police or designee, who should communicate with the President or designee who will designate a University Incident Commander. After reviewing the emergency situation, a decision will be made by the University Incident Commander on a plan of action and whether or not to contact the President and activate the Emergency Management Plan. At the initial stages of the incident, the Chief of Police or the Director of Environmental Health and Safety will be the incident commander but the assignment will change as the incident progresses due to situation or recovery.

H. OVERVIEW OF ORGANIZATION

The University's Emergency Management Plan consists of three major elements:

- Emergency Management Team (*Assigned to the University EOC site/location*)
- Incident Response Team (*Responds to the scene of the incident*)
- Department/Unit Plans (with supporting Response Plans from all campus departments)

Coordination of various campus departments' Emergency Management Plans (Unit Plans) will occur through an Incident Command Structure as described above.

1. The Emergency Management Team (EMT or EOC)

The Emergency Management Team (EMT) will evaluate information from various sources during the progress of the event from the Incident Response Team (*IRT*) and inform the President on appropriate actions requiring his/her decision. The Emergency Management Team is also responsible for the review and approval of the overall Emergency Management Plan.

2. The Incident Response Team (IRT)

The Incident Response Team (*IRT*) is activated, at a level based on the type and nature of the incident, to **respond to any emergency situation at the location of the emergency**. The University Incident Commander heads the Incident Response Team.

3. Department/Unit Plans with Response Plans

Many individual departments, schools, colleges, etc. ("Units") of the University will develop Unit Plans to identify key personnel and define specific responsibilities (Section IV). All Unit Plans will have an identical basic format that is available from the Police Department. As necessary, Unit Plans will be augmented by Response Plans to address specific situations or incidents. Response Plans can be organized at the discretion of the Unit.

a. Critical Department/Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on a University-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is to develop a Unit Plan. As necessary, Unit Plans will be augmented by Response Plans to address specific situations.

b. Special Department/Unit Plans

Several Units have been determined to have critical responsibilities on an internal Unit basis during emergency situations. Each designated Special Unit is to develop a Unit Plan. As necessary, Special Unit Plans will be augmented by Response Plans to address specific situations.

c. Other Department/Unit Plans

University departments, schools, etc. that are not defined as a Critical Unit or Special Unit are considered to be an Other Unit.

I. INDIVIDUAL ROLES

1. Role of the President

This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the University Incident Commander and the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

2. Role of the University Incident Commander

The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. The incident commander will report directly to the President or designee.

3. Role of the Emergency Management Plan Coordinator

The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

4. Role of Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action.

All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

5. Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently.⁽¹⁾ Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

⁽¹⁾ Faculty, Staff and Students should also be able to execute Emergency Lockdown and other safety procedures as outlined Section VI of this Plan.

Section II – Organization

The University’s Emergency Management Plan consists of three major elements:

- Emergency Management Team
- Incident Response Team
- Department/Unit Plans with supporting Response Plans

A. EMERGENCY MANAGEMENT TEAM (EMT)

1. Responsibilities

The Emergency Management Team is an assemblage of University officials appointed by the President to advise and *assist in making emergency-related policy decisions*. A principal responsibility for the Emergency Management Team is to keep managers focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:

- Gather and analyze conditions throughout the University
- Allocate and direct distribution of resources to accomplish the purposes of this EMP
- Request needed resources that are unavailable internally from available outside resources
- Responsibility for final plan approval and for final policy decisions.

2. Membership

Emergency Management Team Members are as follows:

Table 2.1 – Emergency Management Team Members/ EOC

<ul style="list-style-type: none"> • President • Executive Vice President • Provost • Vice President for Business Affairs • Chief of Police • Director of Environmental Health and Safety

3. Structure

The Emergency Management Team is organized in a “committee-type” structure chaired by the President of the University or designee. This unit will report to the Emergency Operations Center (EOC) if and when the EOC is activated.

B. INCIDENT RESPONSE TEAM (IRT)

1. Responsibilities

At the direction of the University Incident Commander, the Incident Response Team (IRT) is responsible for Emergency Management Plan (EMP) *execution* during an emergency situation at or near the location of the incident (**Command Post**). The Incident Response Team reports directly to

the Emergency Management Team via the University Incident Commander. The IRT is comprised of management personnel representing areas of the University that have critical EMP execution responsibilities as follows:

**Table 2.2 – Incident Response Team (IRT)
Areas of Critical Responsibility**

<ul style="list-style-type: none"> • Police • Facilities Services • Environmental Health & Safety Team Members • Information Technology Team Members • Student Health Services • Other key University Services added as necessary (<i>Such as the BCP Team members</i>)

2. Membership

The Incident Response Team includes both primary and alternate members. Primary members are management personnel who are familiar with their unit’s planning and response responsibilities. Alternate members are also management personnel who are familiar with their unit’s planning responsibilities. Alternate members direct and execute their Unit Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall EMP operations. Members must also be available during a crisis situation. IRT Members and IRT Alternate Members are identified on the next page. IRT Members and/or IRT Alternate Members are required to attend annual Plan Exercises organized by the Emergency Management Plan Coordinator.

3. Structure

The Incident Response Team is organized under the National Incident Management System headed by the University Incident Commander.

Table 2.3 – Emergency Management and Incident Response Team Members

<u>Area of Responsibility</u>	<u>Primary Member</u>	<u>Alternate Member(s)</u>
University Communications	Alberto Lopez (Beto)	Kimberly Miller
Police	Chief Cliff Walsh	Assistant Chief Ray Rodriguez
Facilities Services	Juan Guerra	Luis Morales
Environmental Health & Safety	Robert Moss	Emilio Rodriguez
Provost	Dr. Richard Jarvis	
Student Affairs	Dr. Richard Padilla	Dr. Gary Edens
Information Technology	Ken Pierce	Gerald Cochrane
Business Affairs	Cindy Villa	Dr. Victor Pacheco
Human Resources	Andrew Pena	Jesse Manciaz
Business Services	Tessy Rappe	Anthony Turrieta
Student Health Services	Amalia Dudzienski	

C. DEPARTMENT/UNIT PLANS & RESPONSE PLANS

Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan. A Unit is a department, school or other defined entity of the University. A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. The Unit Plans address the assignment of roles described in the following Section IV and, as necessary, identify existing Response Plans that provide guidance and procedures for specific response activities (i.e. bomb threats, civil disturbance, winter storm, etc.).

All Unit Plans have a common structure and format (Available from the Police Department). All Unit Plans are filed with and secured by the Emergency Management Plan Coordinator. Unit Plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained on the University Intranet and hardcopies are secured at the EOC. Copies of supporting Response Plans are also maintained at the EOC.

Some Units have major EMP responsibilities and may have Unit Plans that are more detailed than other Units. Unit Plans are classified as follows:

1. Critical Department/Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on a University-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is required to develop a Unit Plan. As necessary, Unit Plans will be augmented by Response Plans to address specific situations.

2. Special Department/Unit Plans

Several units have been determined to have critical responsibilities on an internal unit basis during emergency situations. Each Special Unit is required to develop a Unit Plan. As necessary, Special Unit Plans will be augmented by Response Plans to address specific situations. Special Unit Plans are identified as follows:

Table 2.4 – Special Department/Unit Plans

<ul style="list-style-type: none">• Athletics• Library• Museum• Research Laboratories-Biology/Biosciences/Physical Sciences• Union• Miner Village

3. Other Department/Unit Plans

University departments, schools, etc. that are not defined as a Critical or Special Unit Plan are considered to be an Other Unit Plan. Other Unit Plans are encouraged, but are not required, to develop Unit Plans.

D. MEMBERS WITH CRITICAL RESPONSIBILITIES

1. University Incident Commander

The University Incident Commander is a senior member of the Emergency Management Team. The Incident Response Team reports directly to the University Incident Commander who in turn communicates directly with the President or designee.

The University Incident Commander is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The University Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. Clearly the University Incident Commander must have the authority and ability to make quick decisions in an emergency situation.

In his/her absence, only members of the Emergency Management Team can be designated as the University Incident Commander with authorization to fully activate this Emergency Management Plan. Acting University Incident Commanders are as follows:

Table 2.5– University Incident Commander

<ol style="list-style-type: none"> 1. Cliff Walsh, Chief of Police 2. Mr. Robert Moss, Director of Environmental Health and Safety 3. Mr. Greg McNicol, Associate Vice President for Business Affairs

2. Emergency Management Plan Coordinator

The Emergency Management Plan Coordinator is responsible for the maintenance of the Emergency Management Plan. This individual is a key member of the Incident Response Team and must be thoroughly familiar with the Emergency Management Plan. During an emergency the Emergency Management Plan Coordinator consults directly with University Incident Commander and documents the University response to an event.

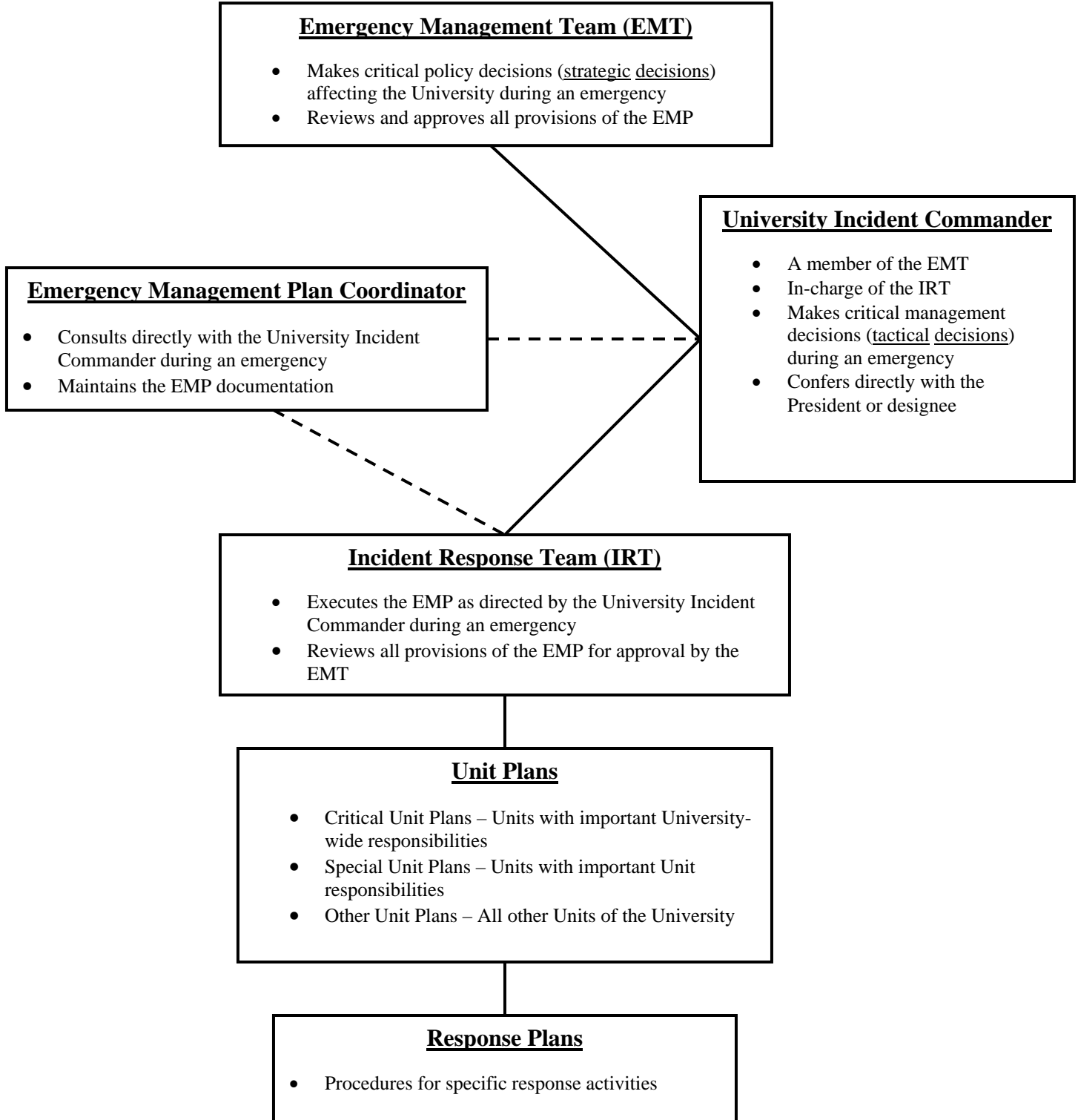
Emergency Management Plan Coordinator maintains the Emergency Management Plan by performing regular updates to the documentation and by reviewing the required updates made to the Unit Plans. The Emergency Management Plan Coordinator will arrange for annual meetings of the Emergency Management Team and the Incident Response Team. The Emergency Management Plan Coordinator will also arrange for periodic Plan Exercises (at least one Plan Exercise per year).

Emergency Management Plan Coordinator should be knowledgeable of emergency management professional practices. As such he/she should read professional literature, participate in related activities of the local Office of Emergency Management, attend professional seminars and obtain professional credentials.

D. OVERALL ORGANIZATION

The following chart illustrates the Emergency Management Plan organization.

**Chart 2.1 – EMP Organization
Relationships and Primary Responsibilities**



Section III – Plan Activation & Operation

A. LEVEL OF RESPONSE

In responding to any emergency it is important for the University Incident Commander to classify severity or level of the event. This plan utilizes the following definitions:

Level 1 – Minor Incident. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident, or a limited power outage. The initial responders and/or Police typically control the situation with university resources.

The University Incident Commander may be notified, but the Emergency Management Plan is not activated (neither the Emergency Management Team nor the Incident Response Team respond).

Level 2 – Emergency. Any incident, potential or actual, which seriously disrupts the overall operation of the University. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Police will contact outside resources.

The University Incident Commander is notified and the Emergency Management Plan is activated and outside support services may be required.

A major emergency requires activation or partial activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Several Unit Plans respond and outside emergency services may also be involved.

Level 3 – Disaster. Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable university operations for at least 24 hours and outside emergency services would not always be available.

In some cases, large numbers of student, staff and faculty casualties and severe property damage may be sustained. A Disaster requires activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Most if not all Unit Plans respond and outside emergency services will likely be involved.

Table 3.1 - Expected Impact

Scope	Level – 1	Level – 2	Level – 3
University Activities	Minimal and localized. Most University activities not impacted	Significant. University activities localized shutdown	Very Significant. University activities shutdown for a period of time
Faculty, Staff and Students	Site-specific localized impact. - Injuries possible	Site-specific or general impact with possible disruptions. Injuries possible	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern
Media Coverage	None expected	Limited local coverage	Local, regional and possible national coverage
Public & Government Concern	Limited	Potential exists for a large scale media event. Government agencies may investigate	Potential exists for a large scale media event and government investigations or hearings
IRT involvement	Limited or none	Conditionally involved	Actively involved
EMT involvement	Limited or none	Consulted as needed	Consulted regularly and actively involved

B. PLAN NOTIFICATION AND ACTIVATION

1. Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with the UTEP Police Department. The Police Department serves on a continuous 24/7/365 basis and is available to receive emergency communications from variety of official and public sources, including:

- National Warning System
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- Texas Department of Public Safety
- Local Police, Fire and Emergency Medical Services
- University communication systems
- Emergency telephones/ E911 CAD systems

Other entities, notably Facilities and E.H. &S may monitor developing weather systems. Such activity however, does not mitigate the responsibility of the UTEP Police Department to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or fast developing events (tornadoes, severe thunderstorms, etc.).

2. Notification

The University Police Department has the overall responsibility for alerting the appropriate parties. Accordingly, initial responders will always contact the UTEP Police immediately. The UTEP Police Department will also contact other appropriate entities, such as Texas Department of State Health Services (TDSHS) or other federal, state or local agencies, if necessary or required by law.

In case of any type of emergency, the Police Shift Supervisor (supervisor in charge) should follow Police standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Patrol Operations Commander or Assistant Chief of Police, who will communicate with the University Incident Commander. No one else should attempt to contact the University Incident Commander for the purposes of notification. If there is doubt that the University Incident Commander has been contacted then the UTEP Police should be contacted for verification.

Police will have a list of the Emergency Management Team and Incident Response Team members and telephone contact information. If the University Incident Commander is not available, Police will have the priority list of University Incident Commanders and continue to make telephone calls until contact is made.

3. Plan Activation

Plan activation begins at the discretion of the University Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on the Police report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency and activate the Emergency Management Plan to the extent necessary to control the situation.

Upon activation, the Incident Response Team members will be notified and should report to the designated command post as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Management Team and determine the appropriate response. Attachment B provides general guidelines for responding to specific disasters.

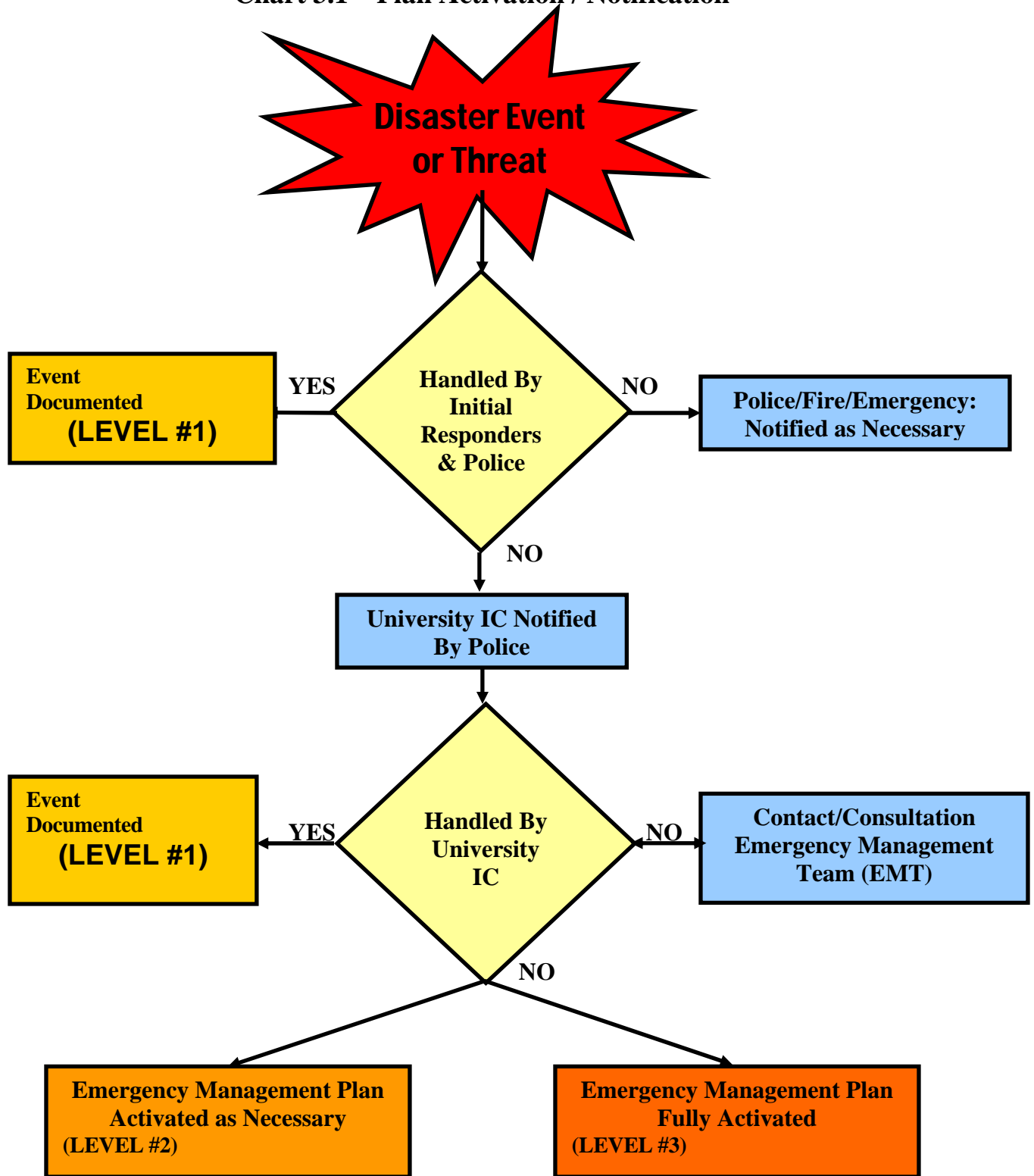
4. Warning

Should it be deemed necessary to warn the university community of an impending threat or emergency situation, the Police Department is designated to maintain the University Police Communications Center with the authority to alert warning resources and other emergency activities. Based on the initial report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency.

If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Management Plan will be activated. Upon declaration of an Emergency or Disaster, the Incident Response Team Members needed to respond will be notified and should report immediately to the designated command post location. Emergency Management Team Members will also be notified, they should report as needed and as available to the designated EOC.

Predictable events, such as a certain meteorological storms, are treated differently from emergency incidents. The Police Department is designated to monitor these events on a 24/7/365 basis.

Chart 3.1 – Plan Activation / Notification



C. COMMAND POSTS

1. Emergency Command Post (ECP)

In an isolated emergency (typically a Level 2 Emergency) the University Incident Commander and all summoned Incident Response Team Members will report directly to the Command Post (CP). Emergency Management Team Members will also be contacted and may also be present or will report to the designated EOC, if it is activated.

The ECP is a designated area near the site of the emergency but located a safe distance from and generally upwind of the emergency site. The University Incident Commander will direct response activities and work assignments from the ECP.

2. Emergency Operations Center (EOC)

In a campus-wide emergency (typically a Level 3 Disaster) the University Incident Commander and all summoned Incident Response Team Members will report in the Emergency Operations Center (EOC). Emergency Management Team Members will also be contacted and will also be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Emergency Management Team will gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC is located at:

UTEP Police Department
3118 Sun Bowl Drive

If the primary EOC is inaccessible the backup EOC *on campus* will be located at:

Facilities Services Classroom
3120 Sun Bowl Drive

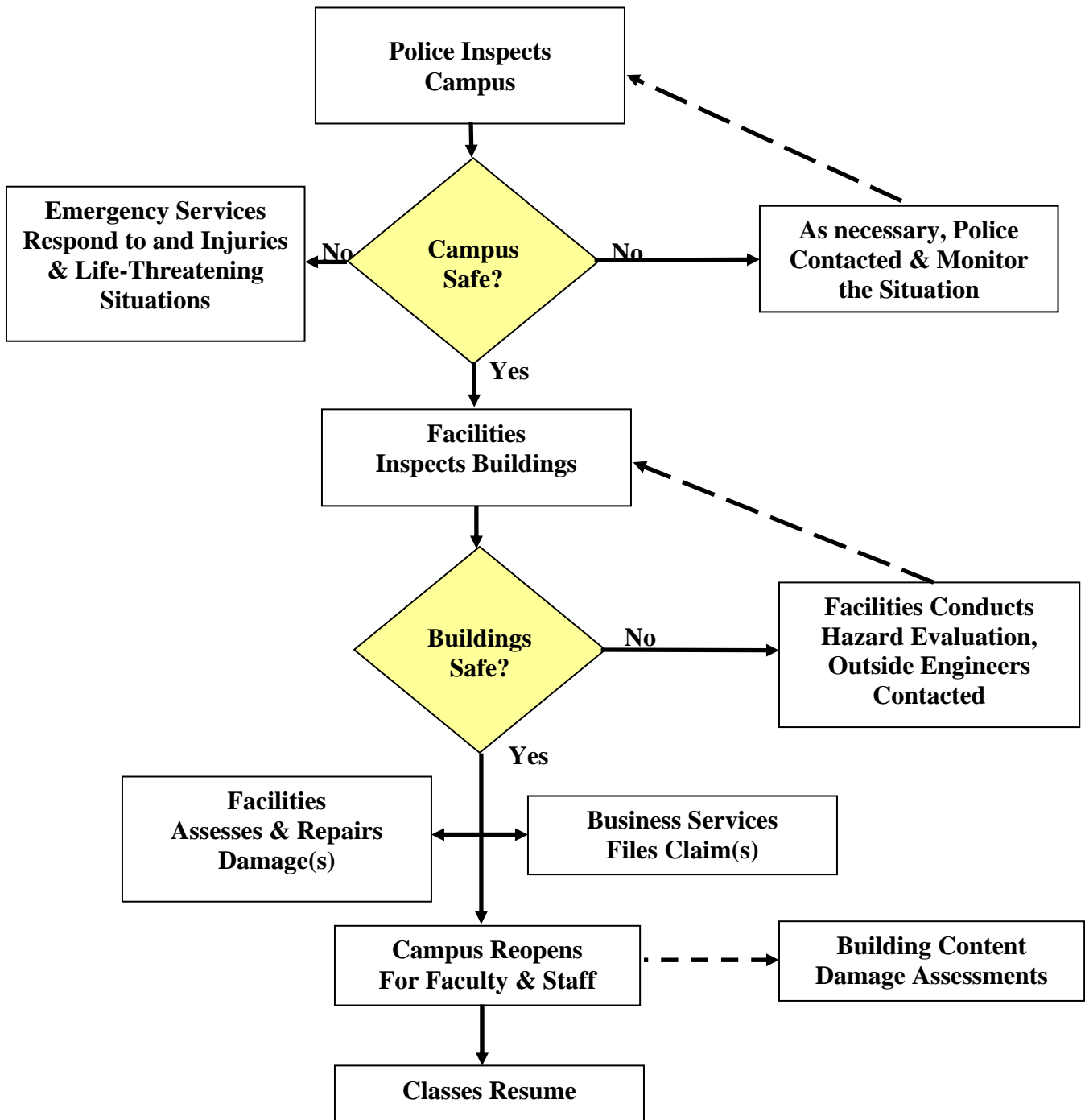
If the both EOCs are inaccessible, the backup EOC *off campus* will be located at:

TBA

D. CAMPUS RECOVERY

After a Disaster where University operations have been shut down the entire campus environment may be dangerous. As illustrated in the following table the first recovery step is to secure the campus and then to secure all University facilities. Only after the environment is safe can restoration efforts begin which is followed by an orderly reopening of normal University facilities and operations. The university's Business Continuity Plan will be activated.

Chart 3.2
Campus-Wide Emergency Recovery Steps



Section IV – Role of Organization Units

A. REQUIREMENTS OF ALL UNIT PLANS

Unit Plans prepared by all University Units (Departments, Schools, etc.) shall be consistent with the guidelines established in this Emergency Management Plan. Each Unit shall, as appropriately directed, execute that portion of their Unit Plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following:

1. Identify the individuals (*Safety Warden*) and alternates to whom the specific responsibilities are assigned:
 - a. Unit Plan Execution / Emergency Response.
 - b. Unit Plan Maintenance – all Units are required to provide the Emergency Management Plan Coordinator with an updated Unit Plan every year.
 - c. Identify a Unit Plan Emergency Management Team.
 - d. Identify a meeting point/ place of assembly and alternate location where everyone can meet during a crisis situation. The area will need to have sufficient room, chairs, workspace, telephone access and flipchart or blackboard.
2. Develop procedures for communicating within the Unit.
 - a. Current emergency call roster for the Team Members.
 - b. Contact list for all Unit Faculty and Staff.
3. Identify all life safety threats. Be certain that all Faculty and Staff review and understand the safety procedures defined in the Incident Response Plan.
4. Identify important assets and how to protect them in an emergency situation.
 - a. Assets include physical items of value and data information.
 - b. Assign individuals (or other units) to secure physical assets.
 - c. Assign individuals to be responsible for vital records.
 - d. Assist with building content damage assessments.
5. As appropriate identify disaster-specific Response Plans to maintain and restore services that are critical to the University.
6. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation.
7. Identify critical reliance on other Units.
8. Provide training for new hires.
9. Communicating assignments to all staff.
10. Designate points of assembly for all employees if their facility is evacuated. In addition, designate a second point if the first point of assembly is inaccessible.

The following roles are assigned to those Units with critical or special functions:

B. UNIVERSITY COMMUNICATIONS

- Coordination of all information disseminated to the press and the public.
- Provide for a consistent “one-voice” to the news media and all other interested parties.
- Provide for rumor control and emergency communications.
- Assign specific individuals (primary & alternate) to disseminate information, specify emergency response steps and maintain contact with the following:
 - News media (TV, Newspapers, etc.)
 - Government agencies and civil authorities
 - Faculty and staff
 - Students
 - Parents
 - University Emergency Hotline

C. POLICE

- Preserve law and order, and public safety
- Monitor and disseminate warnings and threats
- Provide traffic and crowd control
- Direct evacuation efforts
- Control access to buildings and scene of the disaster
- Coordinate with Local, County and State Police entities to implement mutual assistance agreements
- Maintain the University Police Telecommunications Center on a continuous basis

D. FACILITIES SERVICES

- Provide for the structural integrity of buildings
- Provide utility services and, as necessary, shut down utility services
- Provide for emergency water and sanitation
- In the event of a pending emergency, secure the campus grounds and buildings
- Clearance of debris removal of debris
- Conduct building damage assessments / determine if buildings are safe for re-entry
- Repair buildings
- Maintain the Emergency Operations Center

E. ENVIRONMENTAL HEALTH & SAFETY (EHS)

- Assist in damage assessment and building condition reports
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards
- Provide for emergency response to HAZMAT release and work closely with the El Paso Fire Department
- Liaison with building safety wardens providing support in development of unit plans and department evacuation plans
- Assist Faculty and Staff with survival needs – food, water, shelter, etc.

F. BUSINESS AFFAIRS/ STUDENT BUSINESS SERVICES

- Together with Human Resources, maintain the continuity of Payroll Processing Services
- Ensure that emergency funds are available for expenditure as university priorities change during periods of crisis
- Develop plans to reschedule classes
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions

G. INFORMATION TECHNOLOGY (IT)

- Maintain the operation of voice, intranet, data, video and wireless communications services
- Develop policy to provide for the coordination of telephone systems
- Implement proper backup controls and redundancies to maintain critical services
 - Properly document all hardware and its configuration; develop a plan for hardware replacement and setup
 - Develop adequate information controls
 - Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location
 - As necessary develop and maintain a plan to perform critical applications at a remote site

H. PROVOST

- Develop procedures to communicate with and account for teaching faculty in emergency situations
- Develop plans to identify alternate facilities where University activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities
- Identify and prioritize critical support services and systems
- Identify and ensure recovery of critical assets

I. STUDENT AFFAIRS

- Implement a comprehensive program for emergency shelter for students currently housed in the on-campus facilities
- Coordinate with local agencies and support organizations to provide shelter alternatives for off campus students.
- Provide student crisis counseling services
- Develop procedures to communicate with and account for students in emergency situations

J. HUMAN RESOURCES (HR)

- Together with Business Affairs, maintain the continuity of Payroll Processing Services
- Maintain the continuity of critical Employee Benefit Services
- Provide for employee counseling
- In a post disaster community-wide disaster:
 - Assess Faculty and Staff availability
 - Assist with the appropriation of personnel
 - Assist employees with work recovery needs – psychological help, day care center, local transportation, time off for personal needs, etc.

K. BUSINESS SERVICES/PURCHASING

- Provide for emergency transportation of students
- Provide for emergency transportation and/or parking for essential personnel
- Facilitate emergency procurement of goods and services
- Provide for emergency food service operations
- Maintain Mail Service operations
- Assist with the identification of alternative locations for critical housing and academic functions
- Assess the value of University property – buildings, building contents and other University assets
- Secure appropriate insurance
- Documentation and submission of claims.
- Collect & analyze damage assessment reports
- Evaluation of damaged assets

L. STUDENT HEALTH SERVICES

- Maintain medical services to sick or injured students

M. ATHLETICS

- Develop and maintain plans for incidents that occur away from campus such as a death of a player or serious incident such as an accident
- Develop emergency plan with University Police to use athletic facilities as a shelter during and after an emergency

N. LIBRARY

- Identify and assist with the evaluation of library assets – books, collections, etc.
- Develop plans and procedures to protect critical library assets

O. MUSEUM

- Identify and assist with the evaluation of museum assets – art works, collections, etc.
- Develop plans and procedures to protect critical museum assets

P. RESEARCH/PROVOST

- Identify and prioritize critical support services and systems
- Identify and develop plans for the securing of dangerous research materials
- Develop plans and procedures to protect critical research assets
- For special assets (research animals, environmental sensitive materials, etc.) develop backup plans for electrical and other required basic services

Q. UNION

- Develop emergency plan to use the student center as a shelter during and after an emergency and practice periodically

R. MINER VILLAGE

- Develop emergency plan to shelter in place or evacuate the facility and after an emergency and practice periodically

PRE-PLANNING FOR CAMPUS DEPARTMENTS AND BUSINESS UNITS

Pre-emergency planning encompasses risk identification, prevention and preparedness. All administrators over mission critical business functions shall develop plans to mitigate or minimize the potential for emergencies to negatively impact the business of the University. When possible business risk scenarios are discussed and planned for in an attempt reduce the operational impacts, this is termed “business continuity planning”.

Each departmental administrator is responsible to ensure that its required business functions are delivered in a safe and effective fashion and with the least possible delay. Therefore, planning for the reestablishment of services following and sometimes during an emergency can be a crucial part of the departmental mission.

The first step in developing a successful departmental pre-emergency plan is to understand what the departmental interdependencies are and when the department’s mission critical services will not be able to be delivered. If a department can feasibly plan around those dependencies and continue to provide its services (even if at a reduced level) without endangering the departmental staff or others, then it is said that the department has a “business continuity plan”, also known as a “disaster preparedness plan.”

1. Responsibilities

a. Departments and lab buildings will:

- 1) Perform a business risk assessment, identifying departmental dependencies. Include material and equipment supply lines and processes to assure continuity.
- 2) Develop and practice a plan to mitigate business risks identified. Include data protection as a major consideration.
- 3) Assign departmental personnel to serve as ***Fire Wardens***. Campus Safety Liaisons are a primary communication conduit between emergency personnel and the department during pre-planning, drills and actual emergencies.

Section V – Action Steps for Minor incidents (For Faculty, Staff & Students)

The following action steps are designed to be used by all Faculty, Staff and Students for minor emergencies that will occasionally in the normal university setting. These steps are designed to supersede any response during a more serious incident described earlier in this plan. These steps will also assist all *Safety Wardens* in responding to an incident.

A. Fire and Explosion

Fire continues to be one of the most destructive emergency situations. This section of the guidelines will provide measures to take in the event of a fire emergency.

1. Fire Reporting Procedure

- a. Activate the nearest fire alarm pull station. RED boxes are located in corridors near exits and stairwells. To activate, press down on the handle and set off the alarms. This will also notify the monitoring equipment in the offices of the UTEP Police dispatcher that an alarm has been activated. This is a secondary method of notification and in no way replaces the first notification by telephone. **The initial telephone notification is extremely important in fire emergencies and determines what other actions may be necessary.**
- b. **Dial 911** on any campus telephone and advise the City of El Paso Fire Department that a fire is in progress. Speak calmly, clearly and slowly; give your name, telephone number from which you are calling, the exact location of the fire (room number, corridor, floor level, specific area, building), and if discernible, the nature (wood, paper, electrical, chemical, etc.) and extent of the fire.
- c. Verbally notify all students and personnel in the affected or immediate area. Notify your supervisor and co-workers.
- d. Close all fire doors (double doors located in the corridors) in the immediate area in an attempt to contain the fire.
- e. When possible and appropriate, shut off all non-essential oxygen, gas and electrical appliances; fume hood(s), etc., in the area.
- f. Evacuate the area/building quickly, alerting people as you go. Use the fire exit stairwells. **Do not run or use the elevator.** Proceed to an open area at least 100 yards from the affected building. **Do not under any circumstances re-enter the building, even if the alarm has ceased.** A police officer or other University official will announce the “all-clear” (official permission to re-enter).
- g. Although you may feel that you can contain and extinguish a fire without any assistance, your first actions **MUST ALWAYS** are to activate the fire pull alarm(s) and to notify the UTEP Police. Only after the proper initial notification has been accomplished may you

choose to contain and extinguish an incipient fire with a portable extinguisher. **It is policy that only persons trained in the both assessment of fires and the proper use of extinguishing equipment may do so. Extinguisher training is available through E. H. & S.**

- h. If the fire is in an office, close the office door, any connecting doors to adjacent offices or storage rooms and outside corridor fire doors. Closing doors depletes available oxygen for a fire to feed on.
- i. If possible, get help, even if the fire appears to be small. Remember, you only have seconds to respond so you have to know how, and be ready to act—FAST! Should the fire, in your estimation, appear to be uncontrollable or beyond your capability to handle, evacuate the immediate premises and allow professional fire fighters to respond, contain and extinguish the fire.
- j. Know the location of the closest portable fire extinguisher in your area.
- k. Also know locations of fire alarm pull stations, stairway exits and fire doors in your area.
- l. If smoke is observed, do not try to locate the fire. Notify the UTEP Police and others around you and evacuate the area.
- m. If the fire alarm has been activated, do not question its validity—evacuate the area closing the doors behind you as you go.

2. Fire Extinguishers

Extinguishers have their limits. A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. They are not designed to fight a large or spreading fire. Even against small fires, they are useful only under the right conditions.

The operator must know how to use the extinguisher quickly, without taking time to read directions during an emergency. The operator must be reasonably strong to lift and operate the extinguisher.

- a. *Fight a fire only if the entire following are true:*
 - 1) Everyone has left or is leaving the building.
 - 2) The fire department is being called.
 - 3) The fire is small and confined to the immediate area where it started (wastebasket, cushion, small appliance, etc.).
 - 4) You can fight the fire with your back to a safe escape route.
 - 5) Your extinguisher is rated for the type of fire you are fighting and is in good working order.

6) You have had training in use of the extinguisher and are confident that you can operate it effectively.

If you have the slightest doubt about whether or not to fight the fire—DON'T! Instead, get out, closing the door behind you.

b. *Do not fight a fire:*

- 1) If the fire is spreading beyond the immediate area where it started or is already a large fire.
- 2) If the fire could block your escape route.
- 3) If you are unsure of the proper operation of the extinguisher.
- 4) If you are in doubt whether the extinguisher you are holding is proper for the type of fire at hand.

If even one of these conditions is true, leave immediately, close off the area and leave the fire to the fire department.

c. *The extinguisher must fit the fire.*

1) **Type A** - Water

For use on ordinary combustible fires, involving ordinary combustible materials such as wood, cloth, paper, rubber and many plastics. Not for use on flammable liquids or electrical fires.

2) **Type ABC** - Multi-Purpose

For use on ordinary combustibles, flammable liquids and electrical fires, including flammable gases, greases and similar materials that require extinguishment by excluding oxygen.

3) **Type BC** - Carbon Dioxide (CO₂) or Chemical:

For flammable liquids and electrical fires involving electrical equipment where safety of the operator requires the use of electrically nonconductive extinguishing agents; not for use on ordinary combustibles.

Using an extinguisher that is not rated for the fire you are fighting may make the fire worse! It is particularly dangerous to use water or a Type A extinguisher on a grease or electrical fire.

d. *If you plan to use a fire extinguisher, remember the word **PASS**:*

PPULL the pin. Some extinguishers require releasing a lock latch, pressing a puncture lever or other motion.

AIM low, pointing the extinguisher nozzle with its horn or hose at the base of the fire.

SQUEEZE the handle. This releases the extinguishing agent.

SWEEP from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again. Repeat use of the extinguisher if necessary.

3. Fire Protection Systems

- a. Although no formal fire brigade is established at UTEP, a number of employees of the Facilities Services Department, Environmental, Health and Safety and the UTEP Police are generally knowledgeable and capable of handling emergency situations and may be called upon to respond to fire emergencies until professional firefighters and equipment arrive.
- b. The El Paso Fire Department, Station No. 8, is located at Robinson Street. The UTEP Police; Facilities Services and Environmental, Health and Safety coordinate closely with the El Paso Fire Department.

Campus access to fire department personnel is imperative. Annual inspections by Fire Department personnel serve as an opportunity for the Fire Department to orient themselves with the buildings and the hazards present in each. Environmental, Health and Safety facilitates these inspections and responds to issues identified by the fire service personnel. Building drawings and other important information are provided to fire department shift captains.

- c. UTEP buildings are fire resistant and equipped with multiple systems for fire detection and control, including heat and smoke detectors, fire alarm pull stations, bells, sirens and strobes throughout corridors in buildings.
- d. Untrained persons should not use a fire hose to fight any fire. These hoses are provided for use by trained personnel or professional firefighters.
- e. Most areas on campus are equipped with ABC, CO₂ and/or Halon extinguishers, best suited to fight fires most likely to occur in these areas. Simple instructions for the use of these extinguishers are printed on all units.
- f. The fire protection equipment is inspected by UTEP Environmental, Health and Safety Office. Fire detection equipment and alarms are maintained by the Facilities Services Department on a regular basis to ensure that the equipment is continuously in good working order.

4. Fire Evacuation Procedures

a. *General Emergency Evacuation Procedures*

Of equal importance to the quick and efficient control of fires and/or other natural disasters is the emergency evacuation of all occupants from a building. The probability of a major fire or emergency requiring the evacuation of the entire building is rather remote. In most instances, fires or other emergencies effect only a small area of a building and only partial evacuation is required. However, the possibility of complete evacuation in case of a major emergency must be considered and the best possible evacuation procedures established.

Fear, panic and confusion are the greatest dangers in a major emergency situation. More people lose their lives or sustain serious burns or injuries because of uncertainty rather than from the actual emergency. The best prevention is a simple evacuation plan or procedure familiar to all employees and students.

1) First and foremost, **THINK--THEN ACT**. If directed to evacuate, simply proceed to the nearest outside exit and move to a safe open area at least 100 yards from the building. Doors or stairways leading to an outside exit are plainly marked with conventional lighted, red or white EXIT signs. **DO NOT USE THE ELEVATORS**. Power may be cut, and you could be stranded between floors. Do not be a curiosity seeker and attempt to locate the fire. If the alarm sounds or you are ordered to evacuate—GET OUT OF THE BUILDING and WALK—DO NOT RUN.

2) The nature of the activity, the number of people moving between departments, classrooms, labs, etc., and the general physical configuration of the buildings preclude setting down hard-and-fast rules or routes to be followed in a general evacuation. Know the exits available to you in each building. In multi-story buildings, evacuate downward to ground level—DO NOT GO UP. It is much easier and faster to go downstairs than to go up. If you know the location of the fire, always move away from the scene. Your principle objective in case of fire is to evacuate the premises quickly and calmly.

3) Do not under any circumstances re-enter the building until the “all clear” has been announced by UTEP Police.

4) Students are to follow the general evacuation plan of UTEP, assisting only when requested and necessary in aiding students and other staff and faculty.

5) When faculty is engaged in classroom instruction, and a fire/emergency evacuation is initiated, it automatically becomes their responsibility to direct all of their students to safety by following the evacuation procedures. This may include the evacuation of persons with disabilities, including but not limited to those who use crutches or wheel-chairs. Evacuation of these persons will require some careful monitoring on ground level (first and second) floors and pre-planning on third and fourth floor levels. The fire department’s professional personnel will assist in the rescue of the disabled and other persons who may require assistance in these areas.

- 6) When the alarm is sounded, general evacuation will occur, and all will immediately evacuate the building unless they are engaged in absolutely essential activities which cannot be left unattended, except for life-threatening situations.
- 7) If a fire/emergency evacuation does not affect the building in which you are located, continue normal working activities, do not hinder evacuation, fire fighters, EMS or police in their duties. There may be instances where you are requested to provide some assistance or will be given other special instructions.

b. *Emergency Evacuation Procedures for Individuals with Disabilities*

The following guidelines apply to the emergency evacuation of individuals with temporary or permanent disabilities. These guidelines are based on requirements of the NFPA 101 Life Safety Code, the Americans with Disabilities Act, and the American National Standards Institute (ANSI) Standard A117.1.

- 1) When an alarm sounds, individuals with disabilities should proceed to a designated enclosed stairwell if possible. On the way to the “safe area”, an individual with a disability should ask an individual without a disability for aid in notifying response personnel of their location in the building. If no one is available to assist the individual with a disability, he/she should, after reaching the safe area, use any means possible to notify response personnel of his/her location. In some cases, trying to leave may pose more danger to the individual with a disability than the actual emergency situation.
- 2). Under no circumstances should an attempt be made to use an elevator during an emergency evacuation.
- 3). **Mobile individuals with a visual disability** should, if no one is available to assist, wait out the rush of traffic until they can use the nearest exit at their own pace.
- 4). **Mobile individuals with a hearing disability** who may be unaware of the emergency should be calmly advised and should use the nearest building exit.
- 5). **Individuals with a mobility impairment** who require assistance should be directed to the nearest exit or enclosed stairwell, staying out of the way of traffic. To reduce the risk of personal injury, any attempt to carry individuals with mobility impairment is discouraged. Only trained fire department, police or emergency response personnel should carry these individuals.
- 6). It should be noted that rendering assistance by staff to individuals with disabilities should be provided only if such assistance does not place them in personal danger.

c. *Preparation and training for evacuation of individuals with disabilities.*

- 1) Preparation. The key to preparation for safe, orderly and prompt evacuation of individuals with disabilities is awareness of their location and physical restrictions. Individuals with permanent disabilities often feel over-helped or overlooked. Those with

temporary disabilities often fail to foresee actions to be taken because their condition is not normal for them. Supervisors, faculty and staff are often unaware that an individual with a disability is in the area or building. Occupants with disabilities should be familiar with each building they enter and should notify a responsible party of their expected location to ensure help will be forthcoming if an emergency evacuation becomes necessary.

2) During an emergency, the responsibility for safe evacuation of individuals with disabilities lies with faculty, professional staff, supervisors and the actual individuals with disabilities. Those who have permanent or temporary disabilities which may interfere with their safe, orderly or prompt exit from a building during an emergency must be aware of proper action to take if evacuation becomes necessary. It is the responsibility of the individual with a disability to notify an individual without a disability of his/her location, and ask that individual to inform response personnel (after leaving the building) of his/her need for assistance in that location.

3) Changes in work or study areas of individuals with disabilities must be reported to ensure system effectiveness.

4) Deans, directors and department chairs shall ensure that emergency action plans for their areas are posted and include evacuation procedures for individuals with disabilities, and are designed and posted in accordance with the Americans with Disabilities Act (ADA). Occupants with disabilities should know proper evacuation procedures by referring to the posted procedures. The emergency action plan shall include a system of accountability for personnel with disabilities.

5) Deans, directors and department chairs shall maintain a current and confidential file to include the names, disabilities and rooms or office locations of all individuals with disabilities in areas under their auspices. They shall also ensure that all occupants receive training in proper evacuation procedures.

6) Occupants with temporary or permanent disabilities are requested to inform their instructors and/or supervisors of any physical restrictions they have so that appropriate action can be taken to help ensure their safety in the event of an emergency.

7) **Training.** Faculty and supervisors must be knowledgeable of proper procedures for emergency evacuation of individuals with disabilities on a general and site-specific basis. Faculty, staff and individuals with disabilities shall be aware of these procedures. The execution of these procedures will be tested during the fire drills.

5. Explosion Procedure

If an explosion occurs on campus that renders a building or area unsafe, follow these procedures:

- a. Immediately take cover under tables, desks or other objects that give protection against glass or debris.

- b. After the effects of the explosion have subsided, call City of El Paso Police at **911**. Give your name and describe the exact location and nature of the emergency.
- c. If necessary or directed to do so by City of El Paso Police, activate the building alarm system.
- d. Evacuate the immediate area, and then notify your supervisor. Use evacuation procedures established in this handbook.
- e. Beware of structural damage to the building. Stay away from glass doors and windows. Do not touch or move any suspicious objects.
- f. Assist others, especially the injured and disabled, in evacuating the building.
- g. Once outside, move to a clear area at least 100 yards from the affected building. Keep walkways and streets clear for emergency vehicles.
- h. Do not return to the building until City of El Paso or UTEP Police tell you to, even if the alarm has ceased.
- i. An explosion is normally accompanied by fire(s). Be prepared to follow established fire emergency procedures.

B. Chemical, Biological or Radioactive Materials Incident

In the event of a chemical or biological spill, notify the UTEP Police Department at 5611. Be prepared to give the following information, if available:

- Name, or other description of chemical, infectious agent or toxin and the amount spilled;
- Location of the spill (building, floor, room number);
- Determination of the type of hazard, such as radioactivity, corrosivity, biohazardous or infectious agent, etc., and
- Description of any injuries resulting from the spill.

The UTEP Police Department will in turn notify the Environmental, Health and Safety Department of the report, location, spilled materials and quantities involved. EH&S will determine if the El Paso Fire Department should be called in to contain a major spill emergency.

Upon notification of a chemical, biological or radioactive incident, UTEP Police will report to the location and assess the emergency following the protocol in Section IV.I and J of these guidelines.

1. Chemical Incident Response

- a. Remain calm.
- b. Evacuate all personnel, students, employees and visitors from the danger area.

- c. Seek medical aid for any injured personnel.
- d. If the material spilled is corrosive and is on a person, flush the affected area with running water for at least 15 minutes or use emergency showers or eye wash stations located in each lab as appropriate.
- e. While the victim is under running water, use gloves to carefully remove any contaminated clothing.
- f. Following the 15-minute water flushing, the victim must be taken for medical attention. Have the following information when available:
 - 1) Identity or other description of the chemical.
 - 2) The label, if it can be removed from the container.
 - 3) The Material Safety Data Sheet (MSDS) for the chemical.
- g. Avoid breathing vapors, fumes, mists or dust from spilled material.
- h. If spilled material is flammable, turn off all ignition and heat sources, if possible.
- i. Try to contain the spill, i.e. keep it from spreading, if this can be done safely.
- j. If the spill occurs in a laboratory, close and lock the door. Post a "DO NOT ENTER" sign on the door.
- k. If the spill occurs in a corridor, elevator or other public area, notify UTEP Police at 5611 to assist in closing off the area.
- l. Leave any chemically contaminated or biohazardous materials i.e., lab coats, gloves, etc., in the laboratory or spill area.

2. Radioactive Incident Response

- a. Notify the Radiation Safety Officer (RSO) at **7124**. The following information is necessary:
 - 1) Location of the spill.
 - 2) Identity of the radionuclide (isotope).
 - 3) A realistic estimate of the activity in micro curies.
 - 4) The physical state of the material (solid or liquid).
- b. Evacuate the area.
- c. If the spill occurs at a time other than normal working hours, notify UTEP Police Department at **5611**. Provide all the same information above. They will, in turn, notify the RSO and EH&S for appropriate action. The RSO will follow the protocol in Section IV.H of these guidelines.

- d. Attend to the spill as soon as possible, but only if properly trained by the RSO to do so. Promptness usually results in easier and more effective decontamination.
- e. Wear protective gloves. Blot the spilled liquid with absorbent paper. Do not wipe or use a wiping motion, as this enlarges the area of the spill. **Avoid stepping in the spilled liquid as this will also spread the contamination.**
- f. Once the affected area has been blotted dry, scrub the contaminated area with soap and water. Continue the process until the dose rate at the periphery area is not more than 2 mr/hr. If the contaminated area cannot be reduced to these levels and the active material has a short half-life (30 days or less), encircle the contaminated area with a red mark and instruct personnel to keep away until the activity has decayed to permissible levels.

If the active material has a long half-life, the Radiation Safety Officer will implement a clean-up plan and will also determine if use of the laboratory area is to be restricted.

- g. All contaminated items, including clothing, shoes, paper towels, gloves, etc., must be collected in an appropriate bag with a radioactive label for proper disposal. Contaminated items must be disposed of in order to prevent further contamination. Wear protective gloves while handling such items.
- h. In case of contaminated wounds, rinse with running water and soap. Do not scrub contaminated area. Cover with sterile dressing and seek medical attention at once.

C. Bomb Threats

If a bomb threat or alarm is received by any means of communication, immediately call UTEP Police at **5611** and give them as much information as possible.

1. Telephone Threats

Remain calm and attempt to obtain the following information:

- a. Note the exact time. This is important since most bombs are activated by a timing device, which limits the time to 12 hours or less.
- b. Try to acquire a name and the location from which the caller is speaking. When asking for the location of the bomb, ask specific questions, like: "Did you say it was in the room XXXX?" If the caller tells you when the bomb will go off, ask him/her to repeat the exact time, and make sure you know whether it is A.M. or P.M. Listen carefully for background noises (music, machinery, street sounds) that might provide a clue to the caller's location.
- c. Ask as many questions as you can to help locate the bomb or to determine if the call is a hoax.

- d. Make note of the actual words used by the caller and whether the caller sounded male, female, young, old or foreign.
- e. Name of the person(s) the call was directed to. As soon as the caller hangs up, notify UTEP Police and repeat the information.

2. Written Threats

- a. Do not let anyone handle the document before it is given to UTEP Police. Vacate the area at once and report to your supervisor. Do not handle the letter, envelope or package.
- b. If you observe a suspicious object or a potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call UTEP Police at **5611**. UTEP Police will then secure the area.
- c. Once outside, move to a clear area at least 300 yards away from the affected building. Keep walkways and streets clear for emergency vehicles. Do not return to the building until UTEP Police tells you to.

D. Medical Emergencies

Call City of El Paso EMS at **911** immediately.

1. Report the Injury

- a. All employees should report any injury to their supervisor. If an employee is injured after hours, they should contact UTEP Police at 5611.
- b. If EMS assistance becomes necessary, call City of El Paso EMS at **911** immediately.
- c. The supervisor should contact UTEP Police at 5611 and the Workers Compensation Advisor at 7199 immediately upon notification of an injury.

A representative from the Workers Compensation Advisor will work in coordination with the supervisor to ensure that all paperwork is completed and that the employee has received necessary post-injury care. UTEP Police will complete an Incident Report and provide a copy of the report to the Human Resource Services and EH&S.

- d. EH&S will review reports of injury and follow up with departments on the status of corrective actions taken to help prevent the recurrence of similar accidents.

2. First Aid

Call City of El Paso EMS at **911** immediately.

Note: Only properly trained UTEP faculty and staff should render first aid and CPR.

a. Ambulance

When a person is injured or in extreme distress and urgent medical assistance is needed, call City of El Paso EMS at **911**. When placing the call for help, be prepared to give the following information:

- 1) The phone number from which you are calling.
- 2) The address and any special instructions, such as nearest major intersection, building or landmark, to assist the ambulance in locating the address.
- 3) The description of the victim's condition—burned, bleeding, broken bones, etc.
- 4) Give your name. Do not hang up—let EMS personnel end the conversation. They may have questions to ask or special information to give about what to do until help arrives.

Once an ambulance has been summoned, it is imperative that the police provide the arriving ambulance with the quickest route to the victim.

b. Bites and stings

In case of an animal bite, insect bite or sting, notify City of El Paso EMS at **911**. Seek medical assistance immediately and watch closely for signs of shock, difficulty breathing, or swelling of face or throat. A single insect sting or bite may result in severe allergic reactions and require immediate medical aid.

c. Bleeding

In case of severe bleeding or suspected internal bleeding, call City of El Paso EMS at 911 immediately. Direct pressure with hands or fingers directly over the bleeding site should be maintained until help arrives or bleeding stops.

d. Burns

In case of a severe burn, call City of El Paso EMS at **911** immediately. Do not use an antiseptic preparation, ointment, spray or home remedy on severe burns. For third-degree burns, do not remove adhered particles of charred clothing. In case of electrical burns, if the victim is still touching the sources of electricity, do not touch his/her skin when you are pulling him/her away from the source as you may also become a victim. Separate the victim from the source using a non-conductive material such as wood, cloth or plastic. If the victim is not conscious, check his/her breathing and heartbeat. If necessary, apply artificial respiration or CPR, if properly trained.

Chemical burns can be caused by drain cleaners, bleach, toilet bowl cleaners, acids, etc. If you know the substance that has caused these burns, read the label on the container for first aid measures. Otherwise, flush with water and seek medical attention.

e. Cardiopulmonary resuscitation (CPR)

CPR, when properly performed, will keep a victim alive until advanced medical help arrives. In order to learn the proper technique, a training course in CPR is necessary. You must learn and practice with the assistance of a trained instructor. CPR is an invaluable skill. It is the only way to keep someone alive when the heart and lungs have stopped.

f. Choking

If the victim can speak or cough forcefully, they have air exchange and thus are not choking. As long as air exchange continues, the victim should be encouraged to continue their coughing efforts. Do not interfere with the victim's attempts to expel the foreign body as long as there is air exchange. Any attempt at this point, such as back slapping, may force the obstruction further down the airway. If the victim cannot speak or cough, there is no air exchange. He/she may use a distress signal by clutching his neck. His/her color might alter and there will be an exaggerated effort to breathe. In this situation, the rescuer must act promptly as unconsciousness will occur. Call City of El Paso EMS at **911** immediately. If you do not know how to perform the Heimlich maneuver, find someone who does.

g. Convulsions

In case of a convulsion or seizure, clear the area around the person of anything hard or sharp. Do not hold the person down or try to stop his/her movement. Do not attempt artificial respiration unless the person does not start breathing again after the seizure has stopped. Stay with the person until the seizure ends and offer calm reassurance as consciousness returns. Call City of El Paso EMS at **911** immediately. If you know the person has epilepsy, it is usually not necessary to call an ambulance unless the seizure lasts longer than a few minutes, or another seizure begins soon after the first, or the affected person cannot be awakened afterwards.

h. Drowning

In case of drowning, call City of El Paso EMS at **911** immediately. If possible, without endangering yourself, get the victim out of the water. If the victim is breathing, place him/her on their side. He/she should be able to eject the remaining water. If not breathing, perform CPR, if properly trained, until the victim is breathing or until the ambulance arrives and advanced personnel take over.

i. Electric shock

Someone who has sustained an electrical shock can be in an extremely critical state. Call City of El Paso EMS at **911** immediately. Do not touch the victim if he/she is still touching the electrical equipment which caused the shock. If appropriate, disconnect any plug from the socket or throw the breaker switch. Otherwise, separate the victim from the source using a non-conductive material such as wood, cloth or plastic. Be sure that your hands are dry and that you are standing on a dry surface.

j. Eye injuries

Call City of El Paso EMS at **911** immediately. Do not attempt to remove the object to wash the eye.

k. Fainting

Fainting is a transitory loss of consciousness due to a temporary insufficient blood supply to the brain. If someone faints, notify City of El Paso EMS at **911** and keep the victim lying down.

Check breathing and pulse and, if necessary and if properly trained, administer mouth-to-mouth resuscitation or CPR. A person who feels weak and dizzy and in danger of fainting should immediately lie down flat and breathe deeply and slowly.

l. Fractures

All fractures and dislocations require prompt professional treatment. Call City of El Paso EMS at **911** in the event of a fracture or dislocation. If there is a possibility of head, neck or spinal injury, keep the victim from moving and wait for the ambulance.

m. Heart attack

The most dangerous period in a heart attack is during the first two hours after the onset of the symptoms. The primary symptom of a heart attack is an uncomfortable pressure, squeezing or pain in the center of the chest. The pain may extend to the neck, jaw or arms. If someone displays any of these symptoms, have them stop all activity, and sit or lie down at once. Call City of El Paso EMS at **911** immediately. The victim's heart could stop beating (cardiac arrest) at any moment during the heart attack. In the event of a cardiac arrest, administer CPR. If you do not know CPR, find someone who does.

n. Overdose

In case of a drug overdose, call City of El Paso EMS at **911** immediately. If the overdosed individual is unconscious, administer artificial respiration or CPR. If you do not know how, find someone who does.

o. Poisons

Call the Poison Control Center at: **1-800-POISON-1 (1-800-764-7661)**

In case of poisoning, call City of El Paso EMS at **911** immediately.

Be prepared to give the following information:

- 1) Approximate age of the victim

- 2) If known, the type and amount of poison swallowed
- 3) First aid being given
- 4) Information as to whether the person has vomited

Save the poison container and any sample of vomitus available to take along when going for medical assistance.

p. Strokes

A stroke usually involves a spontaneous rupture of a blood vessel in the brain or formation of a clot that interferes with circulation. The symptoms of a stroke differ, depending upon the part of the brain affected. The victim may or may not lose consciousness and may or may not have a convulsion. Major signs of a stroke often include intense headache, difficulty or alteration in speech, paralysis or tingling or numbness of one or more parts of the body (usually localized on one side of the body as an arm, leg or both), or the muscles of one side of the face (evidenced by one drooping eyelid or sagging of one side of the mouth). If you witness someone having a stroke, call City of El Paso EMS at **911** immediately.

q. Traumatic shock

Traumatic shock is a condition associated with severe injury and is a result of a depressed state of many vital bodily functions. It is very important to treat the severely injured for shock, whether symptoms appear or not. Call City of El Paso EMS at **911** immediately. The signs of shock may appear immediately or in some cases may not appear for an hour or more.

The signs of traumatic shock are altered mental status (anxiety and restlessness); pale, cold, and clammy skin, lips and nail beds; nausea and vomiting; rapid breathing and pulse; and unresponsiveness. First responders should: treat life-threatening injuries and other severe injuries; lay the victim on his/her back; elevate the legs 8-12 inches; and prevent body heat loss by putting blankets and coats under and over the victim.

3. Students with an Emotional Crisis or Emergency

UTEP Student Counseling Center provides services for students who present clear and imminent signs of an emotional crisis or emergency, as well as those with more subtle signs of disturbance. Emergencies during work hours will be seen on a walk-in basis at the Student Counseling Center. On weekends, a counselor can be reached through UTEP Police at 5611. Intervention by the Counseling Center staff may include support and consultation with other University personnel, referral for emergency hospitalization or to another agency, as well as providing emergency assessment and/or intervention directly with the student.

The signs of serious problems may be quite blatant such as an attempt or threat to harm self or others, excessive crying or anger, and intoxication or substance abuse. The signs may also be more subtle such as when the student person appears isolated, depressed, confused or overly anxious.

In case of an emotional emergency or crisis, Call City of El Paso EMS at **911** and let them handle the situation.

Occasionally the Student Affairs staff will become aware of a crisis after the fact. If the crisis has subsided and occurred more than 24 hours previously, the student will then be referred to the Counseling Center.

E. Potential Acts of Violence

1. If a dean, department chair, supervisor, employee or student experiences or observes aggressive, threatening, or odd behavior during normal office hours, he/she should immediately contact UTEP Police at **5611**. If the incident involves an employee, the Human Resource Services should be contacted. **In no case should a dean, department chair, supervisor, employee or student attempt to deal with a potentially volatile situation alone.**
2. Non-emergency situations occurring outside normal office hours should be handled by reporting the situation to UTEP Police at 5611.

Hostile Intruder Incident

- If a Hostile Intruder is discovered on the campus, the individual making the discovery shall immediately contact UTEP Police Department and provide as much information as possible. **Do not approach the intruder or intervene in any ongoing crime.** At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
- If gunshots are heard within a building, faculty will close and lock or barricade their room doors and turn off the lights to that area. Faculty should try and calm student fears and keep them as quiet as possible. Faculty will stay in the locked/barricaded room until informed by UTEP Police Department personnel that it is safe to come out of the area. Faculty should use their cell phones to notify UTEP Police Department and local 911 personnel of the situation. .
- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - You have first hand knowledge that there is a fire in the building, or
 - You have been advised by a Police/UTEP Police Department to evacuate the building.
- Office personnel in the affected building will close and secure their office areas and immediately call UTEP Police Department and 911 to notify of the situation.

- UTEP Police Department will be posted to ensure no one enters the building(s) until local emergency services and UTEP Police personnel arrive and the area is determined to be safe.
- Once local emergency service authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.
- A senior law enforcement officer on scene will notify the University Incident Commander when reentry to the building can be made and the classes and office areas are safe to open. ***There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area.*** This will depend solely upon the information received and the results of the findings of the university authorities. A meeting place/points of assembly, including a second location should be designated by each department for its members.

Appendix Glossary

Command Post (CP). The CP is a designated area near the site of the emergency in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Emergency Management Plan (EMP). The EMP is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. (a/k/a Emergency Preparedness Plan, Disaster Response Plan, Disaster Recovery Plan, Business Continuity Plan, Business Continuation Plan)

Emergency Management Plan Coordinator. The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

Emergency Management Team (EMT). The EMT is an assemblage of University officials appointed by the President to advise and assist in making emergency-related policy decisions. The EMT is also responsible for the review and approval of the Emergency Management Plan.

Emergency Operations Center (EOC). The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Incident Response Team (IRT). The IRT is comprised of senior level management representing areas of the University that have critical EMP execution responsibilities. At the direction of the University Incident Commander, the IRT executes the Emergency Management Plan during an emergency. (A/k/a Emergency Response Team, Disaster Response Team, Crisis Response Team)

Lockdown. In this event, personnel would not be allowed to leave a facility, area or campus. In the event this would occur in a classroom, the room could be barricaded with chairs, tables or anything available to prevent entry.

National Incident Management System (NIMS). The ICS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management.

Response Plans. Response Plans are attached to Unit Plans to address specific situations where the Unit has important functions. Response Plans can be organized at the discretion of the Unit.

Unit. A Unit is a department, school or other defined entity of the University.

Unit Plan. A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan.

University Incident Commander. The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. (a/k/a Director of Emergency Management, Chairman of the Incident Response Team).

University Police Communications Center. This is the central police telecommunication facility that receives and distributes emergency information for the agency and other departments. The Police Department maintains this facility on a 24/7/365 basis.

University Emergency Hotline. A telephone number where faculty, staff, students and other interested parties can access emergency information.