Emergency Procedures: As part of the UTEP Emergency Management Plan

Every member of the Faculty and Staff should read and be familiar with the emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess the situation quickly but thoroughly, and use commonsense in determining a course of action.

Role of Faculty and Staff: Faculty members are seen as leaders by students and should be prepared to direct their students in the event of an emergency.

Designated Essential Faculty and Staff Member: The designated essential faculty and staff members are heads of their departments. It is your role to ensure all your faculty and staff members are accounted for when an emergency arises. A head count should be taken before and after evacuation if possible.

Fire

If the fire is small and can be easily extinguished with a handheld extinguisher the person should follow the instructions below only if he/she is trained to do so.

- Portable Fire Extinguishers are located in corridors, laboratories, the parking garage and mechanical rooms.
- Remember the following instructions as P.A.S.S.
  - Pull the pin
  - Aim at the base of fire
  - Squeeze the handle
  - Sweep across the base of the flames

*Only attempt this if you have had fire extinguisher training.*

Otherwise, isolate the fire by closing the door (do not lock the door), initiate the alarm, and evacuate the building following the procedures for evacuation.
  - Initiate the alarm by activating the fire alarm pull station and call 911 before attempting to extinguish a small fire (trash can size). The alarm pull station will alert the campus police. The pull stations are located within four feet of designated fire exits.

Chemical

Refer to Evacuations or Shelter in Place procedures.

Bio Hazard

Blood or other bodily fluids should be treated as a bio hazard. Isolate the area and call Campus Police who will in turn notify EH&S bio hazard response and Facilities Services for remediation. This condition can occur when someone is injured or is ill (vomit, e.g.)
Emergency Procedures HSSN Building

Explosion

Refer to Evacuations or Shelter in Place procedures.

Emergency Lockdown

The University’s Incident Commander (Highest Authority responsible for the safety of University Students) will instruct students/staff to “lockdown” verbally through the Miner Alert Notification System (text messaging, e-mail, audible alerts) that inform University personnel.

- A lockdown procedure is used when there is an immediate and imminent threat to the building and its population from the outside environment.
  - There are a number of incidents when an evacuation of a building or classroom is not advisable - hostile intruder, active shooter, Haz-Mat release, and weather related causes shall use “Shelter in Place” or “Evacuation.”
  - Faculty, staff, and students will stay in the rooms they are currently in and will not be encouraged to leave until the incident has been cleared.
  - Locking down the buildings or offices has been determined to minimize risk to students/staff, and to help account for students, faculty and staff when police and first responders can safely move through the building.
  - Ensure disabled individuals are assisted in getting to the staging or secured areas.

Shelter in Place

The Incident Commander will instruct students/staff to “shelter in place” verbally through the Miner Alert Notification System (text messaging, e-mail, audible alerts) that inform University personnel. Shelter-in-place can be used when there is little time to react to an incident and it would be more dangerous to be outside the building environment by trying to evacuate than it would be to stay where you are. In the event of an incident that requires shelter in place, faculty, students, staff, or building leader will prepare to shelter in-place at designated location(s) or move to a staging area within the campus when directed. Shelter in Place will be utilized during incidents involving hazardous materials which produce toxic vapors or smoke from fires outside of buildings or facility.

Evacuation

Persons assigned to assist in evacuating persons in need should proceed to their assigned positions. All other persons should follow the Building Alarm Evacuation Procedures as follows:
Emergency Procedures HSSN Building

THERE ARE NO FALSE ALARMS! Never ignore a building alarm signal, even if you have reason to believe that it may be a drill or in error.

Prepare Yourself
The University’s building alarm systems are tested and maintained to afford building occupants the best possible warning in case of an emergency. Before an alarm sounds, take note of the following:
1. **Have an Exit Strategy!** Always identify at least two evacuation routes and exits in case of an emergency. **EXIT Signs in the corridors clearly indicate the way. You do not need a diagram on the wall to find a way out. Follow the EXIT signs.** The route you normally take may not be accessible in an emergency so be prepared with an alternate.
2. Identify the locations of the fire alarm pull stations so that you may sound an alarm in case of fire or other emergency. These are usually located by exits and entry into stairways.
3. Observe how to operate the pull station. They are quite simple. Some have plastic covers that have an alarm that sounds when it is opened. These alarms operate only at the pull station and are designed to reduce nuisance alarms. Ignore this alarm and pull down on the fire alarm handle inside.
4. Whenever the alarms are activated, observe the sound. Learn to recognize it as an indication of an emergency requiring evacuation.
5. Never prop open the stairwell doors. They must be fully closed in order to keep smoke and heat out and to maintain a safe passageway out of the building for building occupants. Report stairwell doors that do not self-close and latch so these may be repaired. Your department will not be charged for repairs to promote safety.
6. If there are sensitive items within your space, keep them locked away when not in use. You may not have time to store them in an emergency.
7. **When exiting in an emergency faculty, staff, and students should assemble in the parking lot on the corner of Wiggins and Rim Roads if exiting from stairwell #1 (North) or #2 (South). The backup location in case of blocked exits is the parking lot across the Sun Bowl Drive walking bridge. Avoid areas where first responder vehicles would park.**

When an alarm sounds
In the event that an alarm sounds in the building, it’s time to get out. You don’t have to see or smell smoke to know this. The following steps should be taken as you prepare to leave your area:
1. Close the door to your office or room when leaving. This will help slow a fire by reducing the oxygen that feeds a fire. Also, closing your door will reduce the probability of smoke ruining the contents of your room. Don’t lock the door. Firefighters must gain entry to all rooms when fire occurs to verify that everyone has escaped. If the door is locked it may be damaged in an effort to open it.
2. If on an upper floor use the stairs to get out. **DO NOT USE THE ELEVATORS!** In a fire situation an elevator shaft can act like a chimney flue, filling with hot smoke, gases and flames. Also, the elevator control panel or the building electrical system may become disabled due to the emergency. This could trap you in the elevator and place you at risk of fire, heat, or smoke inhalation.
3. Exit the building and proceed and move away from the building to the designated assembly areas. Do not block driveways or parking lots. Emergency vehicles will need access.
4. Report to your supervisor or the designee that you are safely out of the building. Do not wander off until you have been accounted for. Emergency crews may lose precious minutes if they must search the building for you so don’t forget to report that you’ve safely exited.

5. Do not re-enter the building until it has been declared safe by Campus Police or the city fire department. No other person is empowered to make the all clear call. If you hear an alarm remember, just because you can’t see or smell smoke doesn’t mean that there isn’t an emergency. There may still be a fire or some other emergency requiring exit from the building. Often fire alarm pull stations may be activated to evacuate the building for other emergencies, such as a chemical emergency, gas leak, medical emergency, or even to draw attention to a crime in progress.

**DO NOT IGNORE AN ALARM SIGNAL, EVEN IF YOU HAVE REASON TO BELIEVE IT MAY BE FALSE.**

**If fire starts in your area**
Remember to close the door to the fire area, activate the fire alarm by pulling down on the fire alarm pull station lever, evacuate the building, do not use elevators, and if caught in smoke, get down low. The clearest air is closer to the floor. Finally, call 911 from a safe telephone.
If you become trapped, go to a window if possible and wave something that will catch the attention of those below. If a telephone is available, call 911 and be prepared to give a detailed description of your area. Remember, the rescuers are not as familiar with campus buildings as you are.

**Persons with disabilities**
We all have an obligation to look out for each other. Students, staff, or faculty who has disabilities will be helped from the building. Faculty and staff having this responsibility should proceed to their assigned locations only when safe to do so. Persons with hearing impairment should be alerted when an alarm sounds and those with visual impairments will need our help in exiting a building. Notify emergency personnel when a person with disabilities remains behind in a designated Area of Refuge at an elevator landing or a stairwell. Stairwells are the preferred Area of Refuge since they provide a safe area enclosure from smoke and heat. **Both Stairs also have “Stair Chairs” to assist injured or non-mobile individuals in going down the stairs with the assistance of trained building personnel or emergency responders.**
If you have a disability that could impair your options in an emergency you should make every effort to plan your exit ahead of time. Make a point to become familiar with the building. Stairwells should be checked out, taking note of landings and whether they may be used as an area of refuge. Locations of exits, telephones, signs and fire alarm pull stations should be noted. Remind your co-workers and others you encounter in an emergency that you may need their assistance in case of an emergency. **When an emergency does occur, request help. Don’t wait for someone to offer it.**