College of Health Sciences Emergency Preparedness and Response Plan

THE UNIVERSITY OF TEXAS AT EL PASO

Important Contacts:

Call 911 to report any emergency

Campus Police
915-747-5611

Environmental Health & Safety
915-747-7124

Facilities Work Control
915-747-7187

Student Health & Wellness Center
915-747-5624

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.

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Introduction and Purpose

The College of Health Sciences is committed to the safety and well-being of its faculty, staff, students, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the institution.

Goals

The goals of the College of Health Sciences in responding to an emergency include:

- The safety of all faculty, staff, students, and guests.
- The physical and emotional well-being of faculty, staff, students, and guests.
- The timely stabilization of an emergency.

Applicability and Scope

This plan applies to all employees, students, and guests of the College of Health Sciences.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The College of Health Sciences emergency plan is the responsibility of Cynthia Perales, Director of Operations and Community Outreach. Cynthia Perales will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to Cynthia Perales at ccperales3@utep.edu.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Dean
2. Department Chairs and Program Directors
3. Faculty and Staff

Emergency Communications

During an emergency, the College of Health Sciences will use the following means and methods of communication.

• Cell phone (reference the Emergency Calling Tree at the end of this document)

• UTEP email

Test, Training, and Exercises

Faculty and Staff members of the College of Health Sciences will practice the Emergency Building Evacuation route once a year, and as needed for new employees. Faculty and Staff will meet once a year, or as needed, to discuss the unit's emergency plan(s), communication protocol, and to get familiar with connecting office doors.

Emergency Protocols

Employees will be provided with a copy of the Emergency Calling Tree once a year, or as updates are needed.

Fire and Evacuation

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. Avoid using elevators during an emergency evacuation. Upon reaching an emergency evacuation location, the Dean's office and Department Chairs/Program Directors should take roll of all employees present. Employees not accounted for should be contacted via cell phone based on the Emergency Calling Tree, or via UTEP email. Supervisors should work with the Office of Human Resources to contact family or next of kin for any employee who cannot be located.

In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave

- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by dialing 911
- **Evacuate** or extinguish (In most cases, it is best to Evacuate)

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

Building Evacuation

If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing

- If you are the last one to exit your room, close and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- If there is no immediate danger , persons with disability/mobility limitations should shelter in place and call Campus Police at 915-747-5611 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call Campus Police at 915-747-561 1 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of Campus Police or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency , the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury
- Render first-aid or CPR only if you have been trained

- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or Campus Police when they reach the vicinity

Bomb Threat

If you receive a bomb threat, remain calm and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc.
- Listen for background noises
- Try to signal for someone else to also listen on the call, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep caller talking, and ask as many questions as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately and then Campus Police at 915-747-5611.

Hostile Intruder/Active Shooter

Active shooter incidents often begin and conclude quickly, and the incident may be at any location within the university. This leaves faculty, staff, and UTEP police officers no time to coordinate response procedures with outside law enforcement and students.
The response to a specific incident will depend on the circumstances unique to that incident. However, there are general procedures that apply to all active shooter incidents.

RUN, HIDE, FIGHT (FBI) ----- AVOID, DENY, DEFEND (Texas):

- Report the incident:
- If possible, call **911** or UTEP Police at 915-747-5611

RUN/AVOID if possible

- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.
- Leave your belongings behind. Always keep your hands empty and visible.
- Help others evacuate, if possible, but do not attempt to move the wounded. Evacuate even if others do not agree to follow.
- Remain calm. Avoid screaming or yelling as you evacuate.
- Follow all instructions of arriving law enforcement.

HIDE/DENY if necessary

- Keep distance between you and the source.
- Go to the nearest room or office and lock the door(s). If the door does not lock, wedge it shut or use heavy furniture to barricade it.
- Close blinds, turn off lights and cover windows.
- Remain out of sight and quiet by hiding behind large objects and silencing your phone.
- Do not open the door until someone can provide an identification badge.
- Identify an escape route in the event you are directed to evacuate.

FIGHT/DEFEND, if you must

- If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to disrupt and incapacitate the active shooter.
- Be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

What to do when police arrive:

- Respond appropriately.
- Remain calm and follow officers' instructions.
- Raise your hands, spread your fingers, and always keep your hands visible.

- Do not make quick moves toward officers or hold on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop officers from asking for help or directions. Evacuate the building in the direction the officers arrived at while keeping your hands above your head.
- For your safety, do not get upset or argue if an officer questions whether you are a shooter or a victim. Do not resist, even if you are handcuffed and searched.

Facility Management

- Account for full-time, part-time, and contract employees
- Obtain the visitor log (if available)
- Identify employees and visitors who are onsite
- Provide site and building maps to emergency responders (if available)
- Provide facility access to emergency responders
- Ensure incoming emergency response personnel know where to stage

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. UTEP's Facilities Services has procedures and personnel to deal with utility failures. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Campus Police at 915-747-5611
- If the building must be evacuated , follow the instructions below:
    - Take only keys, wallets , and essential belongings with you
    - If possible, wear weather appropriate clothing
    - If you are the last one to exit your room close, and lock doors
    - Leave the building immediately
    - Do not investigate the source of the emergency
    - Walk , don't run, to the nearest exit
    - Use stairs, not elevators
    - Assist people with special needs
    - If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call **Campus Police at (915) 747-5611** to report location and number of people needing assistance
    - If there is imminent danger and evacuation cannot be delayed , the person with a disability should be carried or helped from the building in

the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
  - If you are unable to evacuate, call **Campus Police at (915) 747-5611** and report location
  - As you make your way out, encourage those you encounter to exit as well
  - Follow instructions of Campus Police or other identified emergency personnel
  - Wait for instructions before returning to your building after an evacuation

- Unplug all electrical equipment (including computers) and turn off light switches

- Use a flashlight: Do not light candles or use other kinds of flames for lighting

- Laboratory personnel:
  -Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
  -Close all fume hoods and chemical containers

- Elevators:
  -If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
  -If it is safe for you to stay in the building, stay near the passengers until assistance arrives

- If you are trapped in an elevator, help will be there soon:
  -Remain calm
  -Use the Call Button to call for help
  -Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. Campus Police monitors the National Weather Service and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important documents

- If present in your area, report all hazardous materials (chemical, biological,

and/or radioactive) to Campus Police at 915-747-5611 or to Environmental Health and Safety at 915-747-7124

- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk-through flooded areas
- Wait for further instructions on immediate action from Safety and Security
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by Campus Police
- If you are assisting with flood cleanup, report immediately to Environmental Health and Safety any oil, chemical, or radioactive materials suspected of mixing with flood waters

Shelter in Place/Safe Shelter

Shelter in place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by UTEP.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay-not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and

vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.

- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the "Hostile Intruder/Active Shooter" section.
- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a Police Officer.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance, call Campus Police immediately at **915-747-5611**.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or airmail.
- Restrictive markings such as "Confidential" or "Personal."
- Excessive postage.
- Handwritten or poorly typed addresses.

- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.