EMERGENCY ACTION GUIDE

A Multi-Hazard Approach to a Safe Campus

THE UNIVERSITY OF TEXAS AT EL PASO

OFFICE OF EMERGENCY MANAGEMENT

JANUARY 2019
# Table of Contents

Foreword .................................................................................................................................................. 4

SECTION I – DEPARTMENT LEVELS AND STAFF RESPONSIBILITIES .................................................................. 5

SECTION II – EMERGENCY ACTION GUIDELINES ......................................................................................... 8

EVACUATION PROCEDURES .................................................................................................................. 8

EMERGENCY EVACUATION OF DISABLED INDIVIDUALS ......................................................................... 10

CAMPUS WIDE EVACUATION ................................................................................................................. 10

TRANSPORTATION EMERGENCY EVACUATION ...................................................................................... 10

SHELTER IN PLACE PROCEDURES .................................................................................................... 11

POSSIBLE NATURAL HAZARDS ........................................................................................................... 12

LOSS OF UTILITIES .................................................................................................................................. 13

A. UTILITY FAILURE OR EMERGENCY .................................................................................................... 13

B. ELECTRICAL POWER FAILURE .......................................................................................................... 13

C. ELEVATOR FAILURE ............................................................................................................................ 13

D. NATURAL GAS LEAK .......................................................................................................................... 13

E. PLUMBING FAILURE/FLOODING ....................................................................................................... 13

F. VENTILATION PROBLEM .................................................................................................................... 13

HAZARDOUS MATERIALS ..................................................................................................................... 14

A. HAZARDOUS MATERIAL SPILL AND SAFETY NOTIFICATION ............................................................ 14

B. SPILL RELEASES WITH NO INJURIES ............................................................................................... 14

C. UNKNOWN SUBSTANCES .................................................................................................................. 15

ACTS OF VIOLENCE ................................................................................................................................... 15

A. VANDALISM ........................................................................................................................................... 15

B. ACTIVE SHOOTER ................................................................................................................................ 15

C. DRIVE BY SHOOTING .......................................................................................................................... 18

D. ACTIONS AFTER REPORTS SHOTS FIRED .......................................................................................... 18

LOCKDOWN PROCEDURES .................................................................................................................. 18

BOMB THREAT RESPONSE PROCEDURES ............................................................................................ 19
MAJOR ACCIDENTS .................................................................................................................................................. 19
A. AVIATION ACCIDENT .......................................................................................................................................... 19
B. TRAIN ACCIDENT/DERAILMENT AND/OR OTHER EMERGENCIES NEAR CAMPUS .................................. 20
BEING PREPARED .................................................................................................................................................. 20
SECTION III - DEVELOPING YOUR EMERGENCY GO KIT ................................................................................. 21
**Foreword**

The mission of The University of Texas at El Paso Office of Emergency Management/EH&S is, “To ensure Life Safety is the Number ONE priority within the University. This is accomplished through the means of planning, prevention, mitigation, response, and recovery from all-hazards.”

Emergency Management has evolved over the past 20 years and is a field composed of various disciplines including Law Enforcement, Fire Fighters, Emergency Medical Services, Public Administration/Government, and all other First Responder entities/agencies. The field of Emergency Management was created as a means to incorporate all of the diverse and necessary functions needed to successfully handle any emergency that a community may face.

The purpose of The University of Texas at El Paso (UTEP) Emergency Action Guide FY2018-2019, (revised January 2019) is to provide the campus community with information regarding emergency preparedness and response procedures. The Emergency Action Guide refers to all types of incidents and what actions to take while supporting the University’s Emergency Management Plan (EMP). This Guide focuses on the basic emergency actions that need to be taken in the event of an emergency.

The objectives of the UTEP Emergency Action Guide are:

1. To keep The University of Texas at El Paso Community safe in regards to both life and property.
2. To describe the proper actions to take in the event of any emergency.

The University of Texas at El Paso would like to thank all of the departments that have assisted in the development of this guide. It is through the campus and its community participation and collaboration that allows for this program to be a success.

The University of Texas at El Paso wishes students, staff, and faculty a great and safe year!
SECTION I – DEPARTMENT LEVELS AND STAFF RESPONSIBILITIES

INTRODUCTION

In most incidents local police, medical and/or fire personnel may respond within a short period of time, however there are circumstances in which they may not be able to immediately respond to campus and building sites. Therefore, department faculty, staff, and students must be prepared to ensure their safety during the first several minutes or hours (if a catastrophic event occurs) after an incident without some form of assistance. It is critical to determine who does what, when, where, and how before and during an incident.

Prior to a campus emergency the department head will either be responsible for, or designate an individual or essential personnel to maintain department/college functions as applicable. In the event of a declaration of a campus emergency, as designated by the Office of the President, the department head of a business unit or department may designate and assign essential staff to the support emergency operations of the University.

A. DEPARTMENT HEAD/DESIGNEE

The department head/designee will decide on specific actions deemed necessary to ensure the safety of the students, staff, faculty, and visitors during an emergency that is in accordance with their site specific plan. *(Building Managers should consult with the Office of Emergency Management at 747-7131 located at 1800 Wiggins Way in the Environmental Health & Safety office for any questions regarding the development of their site specific plan).*

1. The following individuals MAY BE designated to be Department Designees/Unit leaders:
   - Trained faculty and staff members who are knowledgeable of the building and facility
   - Trained individuals who are CERT members
   - Essential UTEP personnel

2. In the event of an emergency, the department head/designee should take the following steps:
   - Contact UTEP PD (747-5611) or call 911 to report an incident.
   - Take the necessary action(s) to ensure the safety of students, staff, and other individuals during an emergency.
   - Plan for the appropriate methods in which to direct students, staff, and other individuals when safety is compromised by an incident.
   - Maintain communication with UTEP Police / First Responders prior to and after their arrival.

3. The department head/designee will ensure the department will have the proper emergency operations/plan contingencies specific to their department and/or building including, but not limited to:
- Fire Drill Procedures / Alarm Activations & Other forms of Evacuations
- Potentially Hostile Individual
- Building specific operations to include:
  - Electrical outages / Power failures
  - Water Leaks / No water
  - HVAC (Heating, Ventilation and Air Conditioning) failures

B. UTEP COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)

1. CERT Teams are made up of University Faculty, Staff, and Students whose secondary or tertiary function is that of a CERT volunteer in the UTEP Community.
2. During a campus wide declaration of an emergency, CERT volunteers may be used to assist University support functions.
3. CERT Members may:
   - May assist in the planning and support of fire drills and other Campus exercises and functions.
   - Under the direction of their respective department, take steps deemed necessary to ensure the safety of students, staff, and faculty.
   - Direct students, faculty, and staff to safe locations or areas.
   - If able to, provide the first emergency response personnel a summary of the events that have occurred up to that point of their arrival.

C. STUDENTS

1. Should familiarize themselves with fire exit locations in buildings they frequently use. Occasionally, they should practice using other fire exits to be prepared in case there is an emergency. All alarm activations in a building should be treated as a real emergency with all occupants exiting immediately.
2. Evacuate to an area in an orderly manner when directed to do so by UTEP faculty/staff or emergency personnel, or according to your site specific plan.
3. Remain calm and wait for University Police / Emergency Responders to inform them when they can re-enter their building.

D. FACULTY/ STAFF

1. Members of the faculty should become familiar and understand both their building level response plans and become familiar with the University Emergency Management Plan.
2. Be prepared to assess situations quickly and thoroughly, following specific site plans and the emergency management plan guidelines in assisting in determining a course of action.
3. Report any incident that requires immediate attention, prepare themselves to assist disabled or injured individuals, and assist with the evacuation of students to pre-designated areas or as directed by emergency responders in an orderly manner.

E. UTEP POLICE DEPARTMENT/office of EMERGENCY MANAGEMENT

INCIDENT COMMAND POST (ICP)

If the incident requires the need for an Incident Command Post (ICP) near the scene or the incident meets the criteria to establish an ICP, the following procedures may be initiated:

1. The on-scene ICP is the location where emergency response activities and support operations may be directed and coordinated.
2. Trained personnel or first responders may become the active on scene Incident Commander (This individual may be a UTEP Police / First responder).
3. May be located in a safe area adjacent to or near the physical location of the incident (this will be determined by the severity of the incident).
4. In the event an ICP is activated, an Incident Command System will be utilized while designating positions, resources, and support activities.
SECTION II – EMERGENCY ACTION GUIDELINES

The University of Texas at El Paso strives to keep its community safe, while remembering that life and safety is paramount in order to be successful, therefore the following guidelines have been established.

A. ILLNESS OR INJURY INCLUDING VEHICLE / PEDESTRIAN OR BICYCLE ACCIDENT

Call Campus Police at 747-5611 or dial 911.

1. Alert others in the immediate area of the injured or sick person(s).
2. Be sure to inform the Dispatch Call-taker the following: the building name, room number, street name or intersection (if it is a motor vehicle accident), the nature of the injury and if there is more than one patient.
3. Assist if possible if requested by the patient to help them.

B. ILLNESS OR INJURY DUE TO ANIMAL EXPOSURE

Call Campus Police at 747-5611 or dial 911.

UTEP’s terrain houses a number of different animal species, which may cause accidental harm to any of its students, staff, and faculty. Therefore the University cautions to be aware of the following:

- Bees/ Beehives / Wasp
- Foxes
- Skunks
- Feral Cats
- Snakes
- Variety of insects

For non-injury incidents related to animals, call Campus Police who will then contact the Department of Environmental Health and Safety to respond.

EVACUATION PROCEDURES

STANDARD EVACUATION PROCEDURES

Before an emergency incident, it is advisable that faculty, staff, and students become familiar with pedestrian routes, room, floors, building evacuation points, and fire exits.
Faculty, staff and students should also familiarize themselves with the location of enclosed stairwells in multi-story buildings.

A. WHEN THE ANNOUNCEMENT TO EVACUATE IS MADE: FACULTY, STAFF, AND STUDENTS RESPONSIBILITIES

1. When possible, close (DO NOT LOCK) class room doors after everyone has been evacuated.
2. Leave the building quickly and in an orderly manner. Do not go back to retrieve personnel items.
3. Once outside the building, assemble in areas away from the building; such as a remote parking lot or as directed by First Responders.
4. Check for possible student or staff injuries.
5. Report injuries immediately or missing students to your professor, department head/designee, and/or UTEP PD.
6. Faculty and staff should remain with students until they have been informed by First Responders.

B. GENERAL FIRE EVACUATION GUIDE

The complete evacuation of a building must be followed in all fire alarm / fire related types of emergencies regardless of size. This will include reports of smoke, smell of smoke, smoke or fire even if the alarm is activated or not. The following steps must be followed:

- If the alarm sounds or you are ordered to evacuate, GET OUT OF THE BUILDING, STAY OUT, and WALK, DO NOT RUN.
- DO NOT USE THE ELEVATORS. Power may be cut, and you could be stranded between floors.
- If the fire alarm has not been activated, the Fire Alarm Pull Stations are located near the Fire exits.
- Know how to exit the building. Be aware of all building fire exits.
- If there is smoke present, stay low to the ground and cover your mouth.
- In multi-story buildings, evacuate to ground level. DO NOT GO UP, unless it is to your nearest exit (i.e. exiting the basement).
- Do not under any circumstances re-enter the building until the building has been cleared.
- Faculty/staff in labs, technical staff, etc., may try to verify that equipment and appliances, etc., are turned off on your way out. Under no circumstances should this delay your exiting of the building.
A. PREPARING FOR DISABLED INDIVIDUALS

1. The key to preparation for safe, orderly, and prompt evacuation of disabled students is awareness of their location and physical restrictions.
2. During any emergency, the responsibility for a safe evacuation of disabled students lies with the staff, supervisors and the actual disabled individual.
3. Deans, directors and department chairs will ensure that emergency response plans for their areas include evacuation procedures for disabled individuals and are designed in accordance with the Americans with Disabilities Act (ADA).
4. The building level emergency response plan shall include a system of accountability for personnel, students, and staff with disabilities.
   - Occupants with disabilities should know proper evacuation procedures by referring to the emergency response plan in their area.
   - Occupants with temporary or permanent disabilities are requested to inform their instructors and/or supervisors of any physical restrictions they have so that appropriate actions can be taken to help ensure their safety in the event of any incident.
5. Faculty and staff should be knowledgeable of proper procedures for emergency evacuation of disabled students on a general and site-specific basis.
6. At no time during a scheduled or unscheduled evacuation shall students, staff, or faculty requiring assistance be left unattended.

CAMPUS WIDE EVACUATION

The procedures for a campus-wide evacuation will vary, depending on the nature of the incident. In cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the incident. Other areas may then be evacuated, depending on the nature of the incident.

This graduated evacuation is preferable to a total, immediate evacuation, as it identifies the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for emergency vehicles access and first responder personnel.

TRANSPORTATION EMERGENCY EVACUATION

On occasion, evacuation may include utilizing buses for the event, where:

- Large scale bus evacuations will follow the Incident Commanders directions for establishing transportation and evacuation routes. \textit{(In conjunction with the University Police and El Paso Police Department)}.
- If evacuated by bus, follow the instructions of first responders and the vehicle operator.
SHELTER IN PLACE PROCEDURES

Shelter-in-place is primarily used in a situation during inclement/severe weather or during specific outdoor hazardous materials releases.

In the event an incident requires individuals to shelter in place, faculty, students, staff, or department head/designee will prepare to shelter in-place. Shelter in Place may also be utilized during incidents involving hazardous materials which could produce toxic vapors and gases.

A. SHELTER IN PLACE GUIDE

Students/staff/faculty will remain in the buildings with windows/doors closed. (Ventilation systems may be shut off). Generally, the following applications should be followed:

1. Close windows and doors.
2. When directed, the Facilities Services Department will turn off ventilation, including furnaces, air conditioners, vents and fans.
3. Use whichever communication device you have available to keep abreast of updates regarding the hazard.
4. Stay away from windows, obstacles, and exterior doors.
5. Remain sheltered in place until the weather has improved or in the case of a hazardous materials incident it has been mitigated; in both cases UTEP Police and the Miner Alert System may be used to notify when it is safe to carry on normal activities.
6. WARNING: Extreme situations may require to shelter in place for lengthy periods of time.

B. WHEN THE ANNOUNCEMENT IS MADE: FACULTY AND STAFF RESPONSIBILITIES

1. Faculty and staff are to encourage people to remain indoors.
2. Close windows and doors to the shelter area.
3. Radios, PC’s, cell phones, and TV may be used to get information during the incident.
4. Encourage individuals to stay in the classroom or building
5. Ensure disabled individuals are assisted in getting indoors. Stay away from doors and windows.
6. Remain sheltered in place until the weather has improved or in the case of a hazardous materials incident it has been mitigated; in both cases UTEP Police and the Miner Alert System may be used to notify when it is safe to carry on normal activities.
7. Wait for further instructions from First Responders or the Miner Alert Notification System.
The University of Texas at El Paso is located in a region that faces a multitude of weather conditions\(^1\) and natural hazards\(^2\), at times these are significant enough to cause disruption in normal business activities. These may include:

- Heat Waves
- Severe Thunderstorms (Hail, Lightning)
- Flash Flooding/ Floods
- High Wind Events
- Possible Tornadoes
- Winter Weather (Ice Storms, Snow and Sleet)
- Earthquakes

Though most natural conditions are a result of natural weather patterns; others, such as earthquakes are unique in their own way.

When any of these events occur, it is important to take precautionary measures\(^3\), including:

- Accessing Mass Media for Weather Updates
- Miner Alert Notification System
- Staying Indoors
- In the unlikely event of an earthquake, please remember to Stop, Drop, and Cover.\(^4\)

---

\(^1\) For further information on weather: [www.srh.noaa.gov/elp](http://www.srh.noaa.gov/elp) for the El Paso Area and surrounding region.

\(^2\) For further information on natural hazards: [http://www.usgs.gov/natural_hazards/](http://www.usgs.gov/natural_hazards/)

\(^3\) For emergency preparedness information go to [www.ready.gov](http://www.ready.gov) (en Español visite [www.listo.gov](http://www.listo.gov)).

\(^4\) For earthquake related information go to: [www.usgs.gov](http://www.usgs.gov)
A. UTILITY FAILURE OR EMERGENCY

1. Call the University Police Department who will then contact Facilities Services 747-7187 in the event of a utility failure or if there is potential danger to building occupants. Facilities Services will provide an assessment and mitigate as necessary.
2. Follow the standard evacuation procedures for the building.
3. Always observe the following procedures if utility emergencies occur.

B. ELECTRICAL POWER FAILURE

1. Emergency lighting by generator or battery backup should be sufficient to provide adequate lighting to allow occupants to exit the building. Buildings are not to remain occupied during power outages.
2. Additionally, a flashlight or cell phone can augment emergency lighting to assist you in exiting safely.

C. ELEVATOR FAILURE

1. If you are trapped in an elevator, use the emergency phone to notify campus police or use your cell phone and call 911 or UTEP Police at 747-5611.

D. NATURAL GAS LEAK

1. Cease all operations and turn off equipment.
2. Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion.
3. Call UTEP Police (915-747-5611) or 911. Campus Dispatch will then dispatch an appropriate emergency response which may include, UTEP Police, Facilities Services, Texas Natural Gas, El Paso Fire and other departments as needed.

E. PLUMBING FAILURE/FLOODING

1. Call UTEP Police who will then notify Facilities Services.
2. Cease using all electrical equipment.
3. If necessary, vacate the area.

F. VENTILATION PROBLEM
1. If the ventilation system is failing to operate or there are unusual odors coming from the ventilation system immediately notify Campus Police at 747-5611. The University Dispatch Center will contact Facilities Services and Environmental Health and Safety to respond.

2. Cease operations and evacuate the immediate area. This may expand to include evacuation of the building depending upon the conditions.

HAZARDOUS MATERIALS

A. HAZARDOUS MATERIAL SPILL AND SAFETY NOTIFICATION

The campus emergency coordinator is Mr. Christopher Felix, officed in the Environmental Health and Safety Department, 1850 Wiggins Way. Phone (915) 747-7124; Mobile Phone (915) __________.

The alternate campus emergency coordinator is Mr. Emilio Rodriguez officed in the Environmental Health and Safety Department, 1850 Wiggins Way. Phone (915) 747-7179; Mobile Phone (915) __________.

Procedures in the event of a hazardous material release:

1. Report immediately any spill of a hazardous chemical to Campus Police at 747-5611. UTEP PD will respond and make the proper notifications. This will include the campus emergency coordinator in the Office of Environmental Health and Safety at 747-7124, and the local Fire/Medical Department if needed.

2. When reporting a hazardous or chemical spill, be specific about the nature of the material, if known and the location of the spill or release.

3. Isolate the spill/release and evacuate the immediate area. This will likely include the partial or total evacuation of the building.

4. Do not walk into or touch any of the spilled substance.

5. **Those who may be exposed or injured** and/or contaminated should go to the nearest emergency eye wash/shower station and begin decontaminating the exposed areas. If the chemical release or exposure is in areas other than a laboratory, isolate the person or persons in order for emergency responders to be able to provide decontamination procedures.

6. Once outside, move to a clear area at least 500 feet away from the affected building(s) **(remember a football field is 300 feet)**, or as directed by emergency responders. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

7. Do not return to an evacuated building unless told to do so by an authorized First Responder.

8. If the hazardous material release is determined to threaten human health, or the environment, outside the facility the campus emergency coordinator will notify appropriate State and local agencies.

B. SPILL RELEASES WITH NO INJURIES
1. Notify campus Police who will then notify the campus emergency coordinator in the Office of Environmental Health & Safety for any hazardous material release at 747-7124.
2. Do not clean up or touch any chemical spill, EH&S Personnel will respond and perform a hazard assessment, mitigation, and hazardous waste disposal.
3. In the event of inclement weather, students, staff and faculty may be moved to an unaffected part of the building or alternate location designated safe for temporary class/laboratory relocation.
4. **Students, Faculty, & Staff:** No hazardous materials should be brought onto University property without prior authorization from the Office of Environmental Health & Safety.

C. **UNKNOWN SUBSTANCES**

Such as “white powder” incidents, isolate and evacuate the immediate area. Contact Campus Police who will then respond and investigate for further response as deemed necessary.

### ACTS OF VIOLENCE

**A. VANDALISM**

Contact UTEP Police at 747-5611 and report the incident.

**B. ACTIVE SHOOTER**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. An individual must use his/her own discretion during an active shooter event as to whether you choose to run to safety or remain in place. However, best practices for surviving an active shooter event are listed below. If an Active Shooter is reported on the campus, CALL 911 (Police, Fire & Ambulance) immediately when it is safe to do so.

1. **Survival**

   Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if?” questions and develop a plan.
2. Active Shooter Emergency

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation.

- Get Out: Can I safely escape?
- Call Out: Is it safe to call 911? (Police, Fire & Ambulance)
- Hide Out: Is there a good place to hide?
- Spread Out: Do we have a plan in place?
- Take Out: Will you take out the shooter?

3. Get Out

If you can and you deem it safe, get out and get to a safe place. You will have to rely partially on instinct.

- Leave belongings behind, take your cell phone with you.
- Do not allow others to enter the building or facility.

4. Call Out

Call 911 (Police, Fire & Ambulance) WHEN IT IS SAFE TO DO SO!! Don’t assume someone else has called 911 (Police, Fire & Ambulance).

5. Hide Out

- Find a place to hide and block/ barricade the door.
- Remain quiet and silence your cell phone or pager.

6. Spread Out

- Remain calm and keep others focused on survival.
- Do not huddle together.
- Quickly develop a plan of action in the event the shooter enters.

7. Take Out

As a last resort, and only when your life is in imminent danger, attempt to incapacitate the shooter by throwing items (backpacks, books, etc.), or act as a team, make a plan, and all must be committed.

8. Protecting Yourself- Secure Immediate Area
1. Find a room that locks if you can.
2. If possible, close and lock the outside door to the room. Block the door with furniture or other heavy objects.
3. Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover.
4. Stay away from doors or windows, and do not peek out to see what may be happening.
5. Make a plan with others in the room about what you will do if the shooter enters.
6. Do whatever is necessary to survive the situation.
7. Find protection behind furniture if possible.
8. If possible and safe to do so, report the location of the assailant.
9. Develop a plan, make a total commitment to action and act as a team with others.

9. If Inside When Shooting Occurs

- Lock and barricade the door.
- Do not stand by doors or windows.
- Do not peek or raise your head in an effort to see what may be happening.
- Spread out and take cover.
- Wait and listen for directions from the police.

10. If The Active Shooter Is Nearby

- Lock and barricade the door.
- Turn off the lights.
- Silence your cell phone or pager.
- Hide behind large items (i.e., cabinets, desks).
- Quickly develop a plan, act as a team and all must be committed.
- Remain calm and keep others focused on survival Information to provide to law enforcement or 911 Operator.
- If safe to do so, call 911 (Police, Fire & Ambulance).
- Do not assume that someone else has reported the incident.
- Be persistent; phones may be jammed.
- Calmly identify yourself and give your location (building name and room number, floor number, etc.).
- Remain calm and answer the police dispatcher’s questions.
- Location of the active shooter.
- Number of shooter(s) if more than one.
- Physical description of the shooter(s).
- Number and type of weapons held by the shooter(s).

11. Students, Faculty, & Staff
If gunshots are heard within a campus building, close and lock or barricade the room doors and turn off the lights. Stay calm inside a safe area. Stay in the locked/barricaded room until informed by the Police that it is safe to come out of the area.

12. When Police Arrive

- Remain calm and follow the officer’s instructions.
- Put down any items in your hands (i.e., bags, backpacks, jackets, etc.).
- Immediately raise your hands and spread your fingers.
- Do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

13. Actions After Reports of Shots Fired

- Initiate LOCKDOWN procedures.
- If safe to do so, Call 911 (Police, Fire & Ambulance).
- If outside on the campus grounds, find cover to protect yourself.
- Do not stop, RUN and keep in motion and away from the area.
- Move quickly to the nearest shelter (building).

C. DRIVE BY SHOOTING

1. Shooting from an occupied/moving vehicle into a target area.
2. Shots Fired from an undetermined source.
3. Do not approach the attacker, move to the opposite direction of the attack.
4. Escape alertly while moving away from the intruder.

D. ACTIONS AFTER REPORTS SHOTS FIRED

1. Initiate LOCKDOWN procedures.
2. Call 911.
3. If outside on the campus grounds, find cover to protect yourself.
4. Move quickly to the nearest shelter (building).
5. Do not stop, RUN and keep in motion and away from the “Hot Zone” find cover when you are away from the danger area.
A lockdown procedure is used when there is an immediate and imminent threat to the building and its population from the outside. There are a number of incidents when an evacuation of a building or classroom is not advisable. (Such as a hostile intruder, some outdoor hazardous materials release, inclement weather, active shooter or similar man-made threat.)

1. Faculty, staff, and students will stay in the rooms they are currently in and will not be allowed to leave until the incident has been cleared.
2. Procedures require faculty, staff, and students to be kept indoors until a notice has been announced.
3. Locking down the buildings or offices has been determined to minimize risk to students/staff, and to help account for students, faculty, and staff so that police personnel, fire personnel, and First Responders can safely move through the buildings.

**BOMB THREAT RESPONSE PROCEDURES**

In the unlikely event that you receive a phone call detailing a bomb threat, call UTEP Police at 747-5611 or call 911.

1. Evacuate your building if it is specific to your building or surrounding area.
2. If there is a suspicious item/object found, DO NOT TOUCH ANYTHING.
3. Report It Immediately to UTEP PD at 747-5611 and CALL 911!
4. Following the emergency you will be advised when you can return to the building.

**MAJOR ACCIDENTS**

**A. AVIATION ACCIDENT**

1. An aviation accident is an airplane, hang glider, hot air balloon, helicopter, drones, etc. that has crashed on or near University property.
2. All types of aircraft that use aviation fuel to power its motor or engine have a high risk of fire or explosion after a crash.
3. If a University building is involved in a crash all students/staff need to be EVACUATED.

**ADDITIONAL INSTRUCTIONS**

- Call Campus Police or 911.
- The primary objective is for the safety of faculty, staff, and students.
B. TRAIN ACCIDENT/DERAILMENT AND/OR OTHER EMERGENCIES NEAR CAMPUS

Campus authorities will be advised when there is an accident near campus that could potentially affect the UTEP Community. Emergencies near campus may include:

- Motor Vehicle Traffic Accidents Impacting Campus Exit Routes
- Train Derailments
- Building Fires
- Intentional Terrorist Acts

MINER ALERT

Miner Alert is the University’s emergency alert notification system and used to immediately contact you during urgent or emergency situations with useful information and updates by sending text messages to your:

- E-mail account (work, home, other, etc.)
- Wireless device (cell phone, Smartphone)
- Be sure to register your cell phone in the Miner Alert link in your MYUTEP.edu page

To Receive Emergency Alerts via Miner Alert:

- Go to MYUTEP.edu
- Sign into your MYUTEP.edu account, click on the drop down arrow next to your name
- Click on the Miner Alert tab and enter your cell number in the box indicated
- If you need further assistance, please do not hesitate to contact the helpdesk at (915) 747-4357 or via e-mail at helpdesk@utep.edu
SECTION III – DEVELOPING YOUR EMERGENCY GO KIT

Developing an “EMERGENCY GO-KIT”

Emergency planning includes having an Emergency Go-kit. Department heads should consider creating a GO-KIT for their areas. At a minimum plan for quantities required for a three (3) day period of confinement.

The following suggested supplies and emergency items may be included in the Go-Kit:

- Duct Tape - 2-4 rolls
- Toilet supplies
- Scissors
- 2 – Portable battery powered radios
- Battery powered – television
- Batteries
- Towels
- Flashlights
- Water bottles
- First aid kits- medications as may be needed
- Non-perishable food items (example: granola bars)