



EMERGENCY ACTION GUIDE

A Multi-Hazard Approach to a Safe Campus

UTEP Office of Emergency Management, a Division of
Environmental Health and Safety Department

RECORD OF CHANGES

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FOREWARD

The mission of The University of Texas at El Paso, Office of Emergency Management is “To ensure Life Safety is the Number ONE priority within the University. This is accomplished through planning, prevention, mitigation, response, and hazard recovery.”

Emergency Management is a field of various disciplines, including Law Enforcement, Fire Fighters, Emergency Medical Services, Public Administration/Government, and all other First responders’ entities/agencies. The field of Emergency Management incorporates all the diverse and necessary functions needed to handle any emergency that a community may face successfully.

The University of Texas at El Paso (UTEP) Emergency Action Guide aims to provide the campus community with emergency preparedness and response procedure information. The Emergency Action Guide refers to all types of incidents and what actions to take while supporting the University’s Emergency Management Plan. This guide focuses on the basic steps that need to be taken in an emergency.

The objectives of the UTEP Emergency Action Guide are:

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

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

Local police, medical, or fire personnel may respond quickly in most incidents. However, there are circumstances in which they may need more time to respond to campus and building sites. Therefore, department faculty, staff, and students must be prepared to ensure their safety during the first initial minutes or hours (if a catastrophic event occurs) after an incident without some form of assistance. Determining who does what, when, where, and how before and during an incident is critical.

Before a campus emergency, the department head will either be responsible for or designate an individual or essential personnel to maintain department or college functions as applicable. In the event of a declaration of a campus emergency, the department head may designate and assign necessary staff to support emergency operations for the university.

A. DEPARTMENT HEAD OR DESIGNEE

The department head or designee will decide on specific actions necessary to ensure the safety of the students, staff, faculty, and visitors during an emergency per their site-specific plan. *(Building Managers and department heads should consult with the Office of Emergency Management at 915-747-7188, located at 2051 Wiggins Rd. in the Environmental Health & Safety office, for any questions regarding developing their site-specific plan).*

1. Faculty and staff members who know the building and facility MAY BE designated department designees or unit leaders.
2. In the event of an emergency, the department head or designee should take the following steps:
 - a. Contact UTEP PD (915-747-5611) or call 911 to report an incident.
 - b. Take the necessary action(s) to ensure the safety of students, staff, and other individuals during an emergency.
 - c. Plan for the appropriate methods to direct students, staff, and other individuals when an incident compromises safety.
 - d. Maintain communication with UTEP Police or First Responders before and after their arrival.
3. The department head or designee will ensure the department will have the proper emergency operations plan contingencies specific to their department or building, including, but not limited to:
 - a. Fire Drill Procedures / Alarm Activations & Other forms of Evacuations
 - b. Potentially Hostile Individual
 - c. Building specific operations to include:
 - Electrical outages / Power failures
 - Water Leaks / No water
 - HVAC (Heating, Ventilation, and Air Conditioning) failures

B. STUDENTS

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

C. FACULTY/ STAFF

1. Members of the faculty/staff should become familiar with and understand their building-level response plans and 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 evacuating students to pre-designated areas or as directed by emergency responders in an orderly manner.

D. UTEP POLICE DEPARTMENT/OFFICE OF EMERGENCY MANAGEMENT

When an 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 where emergency response activities and support operations may be directed and coordinated.
2. Trained personnel or first responders may become the on-scene Incident Commander (This individual may be a UTEP Police Officer or First Responder).
3. The ICP may be located in a safe area adjacent to or near the physical location of the incident (the severity of the incident will determine this).
4. When 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 are paramount to success. Therefore, the following guidelines are established.

Contact UTEP Police at 915-747- 5611 and report the incident.

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 firearms(s), and there is no pattern or method to select victims. 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 unique circumstances of that incident. Individuals must use their discretion during an active shooter event, whether they 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.

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. Please stay in the locked/secured room until informed by the police that it is safe to come out of the site.

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

1. Report the incident:
 - a. If possible, call **911** or UTEP Police at 915-747-5611
 - b. Initiate LOCKDOWN procedures.
 - c. If outside on the campus grounds, find cover to protect yourself.
 - d. Move quickly to the nearest shelter (building).
2. RUN/AVOID if possible.
 - a. Pay attention to your surroundings.
 - b. Have an exit plan.
 - c. Move away from the source of the threat as quickly as possible.
 - d. The more distance and barriers between you and the threat, the better.
 - e. Leave your belongings behind. Always keep your hands empty and visible.
 - f. Help others evacuate, if possible, but do not attempt to move the wounded.
 - g. Evacuate even if others do not agree to follow.
 - h. Remain calm. Avoid screaming or yelling as you evacuate.
 - i. Follow all instructions of arriving law enforcement.
3. HIDE/DENY if necessary.
 - a. Keep the distance between you and the source.
 - b. 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.
 - c. Close blinds, turn off lights, and cover windows.
 - d. Remain out of sight and quiet by hiding behind large objects and silencing your phone.
 - e. Wait to open the door until someone can provide an identification badge.
 - f. Identify an escape route in the event you are directed to evacuate.
4. FIGHT/DEFEND, if you must

- a. 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.
- b. Be prepared to defend yourself.
- c. Be aggressive and committed to your actions.
- d. Do not fight fairly. THIS IS ABOUT SURVIVAL.

WHAT TO DO WHEN THE POLICE ARRIVE:

1. Remain calm and follow officers' instructions.
2. Raise your hands, spread your fingers, and always keep your hands visible.
3. Do not move quickly toward officers or hold on to them for safety.
4. Avoid pointing, waving your arms, screaming, or yelling.
5. Do not stop and ask officers for help or directions. Evacuate the building in the direction the officers arrived at while keeping your hands above your head.
6. 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.

STUDENTS, FACULTY & STAFF SHOULD ASSIST THE POLICE WITH THE FOLLOWING INFORMATION:

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

LOCKDOWN PROCEDURES

A lockdown procedure is used when there is an immediate and imminent threat to the building and its population from the outside. There are several incidents when an evacuation of a building or classroom is not advisable. (Such as a hostile intruder, active shooter, or similar man-made threat.)

1. Faculty, staff, and students will stay in their current rooms and will be allowed to leave once the incident has been cleared.
2. Procedures require faculty, staff, and students to remain indoors until a notice is announced.
3. Locking down the buildings or offices has been determined to minimize risk to students and staff and help account for students, faculty, and staff so that police personnel, fire personnel, and first responders can safely move through the buildings.

VANDALISM/BOMB THREAT

A. VANDALISM

Contact UTEP Police at 915-747- 5611 and report the incident.

B. BOMB THREAT

If you receive a phone call detailing a bomb threat, call UTEP Police at 915-747-5611 or 911.

1. Evacuate your building if it is specific to your building or surrounding area.
2. If a suspicious item/object is found, DO NOT TOUCH ANYTHING.
3. Report It Immediately to UTEP PD at 915-747-5611 and CALL 911!
4. Following the emergency, you will be advised when to return to the building.

HAZARDOUS MATERIALS

A. HAZARDOUS MATERIAL SPILL AND SAFETY NOTIFICATION

The campus spill response emergency coordinator is Mr. Fernando Enriquez, who can be reached at 915-747-7199.

The alternate campus spill response emergency coordinator is Mr. Emilio Rodriguez, who can be reached at 915-747- 7179.

The Environmental Health and Safety Department, El Paso Natural Gas Building, Room 10, 500 W University Avenue, performs the campus spill emergency response coordination and can be reached at 915-747-7162 or EH&S@utep.edu.

Procedures in the event of a hazardous material release:

1. Report any hazardous chemical spill immediately to Campus Police at 915-747-5611. UTEP PD will respond and make the proper notifications. If needed, this will include the campus spill emergency response coordination in the Office of Environmental Health and Safety at 915-747-7162 and the local Fire/Medical Department.
2. When reporting a hazardous or chemical spill, be specific about the nature of the material, if known, and the spill or release's location.
3. Isolate the spill/release and evacuate the immediate area. This may include the partial or total evacuation of the building.
4. Do not walk into or touch any of the spilled substances.
5. ***Those who may be exposed or injured*** and contaminated should go to the nearest emergency eyewash/shower station and begin decontaminating the exposed areas. If the chemical release or exposure is in places other than a laboratory, isolate the person or persons for emergency responders 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. Only return to an evacuated building if 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 spill response emergency coordinator will notify appropriate state and local agencies.
9. Do not clean up or touch any chemical spill; EH&S Personnel will respond and perform a hazard assessment, mitigation, and hazardous waste disposal.
10. In 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.
11. **Students, Faculty, & Staff:** No hazardous materials should be brought onto university property without prior authorization from the Office of Environmental Health & Safety.

B. UNKNOWN SUBSTANCES

Such as “white powder” incidents, isolate and evacuate the immediate area. Contact Campus Police at 915-747-5611, who will then respond and investigate further as necessary.

SHELTER-IN-PLACE PROCEDURES

Shelter-in-place is used during inclement/severe weather and specific outdoor hazardous materials releases. If an incident requires individuals to shelter in place, faculty, students, staff, or department head/designee will prepare to shelter in place.

A. SHELTER-IN-PLACE GUIDE

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

1. Faculty and staff are to communicate with people to remain indoors.
2. Ensure individuals with disabilities are assisted in getting indoors.
3. Close windows and doors.
4. Stay away from windows, obstacles, and exterior doors.
5. Use whichever communication device you have available to keep abreast of updates regarding the hazard.
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 instances, UTEP Police and the Miner Alert System may be used to notify when it is safe to carry on normal activities.
7. **WARNING:** Extreme situations may require sheltering in place for lengthy periods.

FIRE

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 calling 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 calling **911** or activation of a **Fire Alarm Pull Station**
- 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.

Do not ignore an alarm signal, even if you believe it may be false.

EVACUATION

STANDARD EVACUATION PROCEDURES

Before an emergency incident, faculty, staff, and students should become familiar withal pedestrian routes, rooms, 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.

1. When possible, close (DO NOT LOCK) classroom doors after everyone has been evacuated.
2. Leave the building quickly and in an orderly manner. Refrain from going 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 the departmental or building emergency plan.
4. Check for student or staff injuries.
5. Report injuries immediately or missing students to your professor, department head/designee, and UTEP PD.
6. Faculty and staff should remain with students until first responders have cleared them.

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

1. If the alarm sounds or you are ordered to evacuate, GET OUT OF THE BUILDING, STAY OUT, and WALK, DO NOT RUN.
2. DO NOT USE THE ELEVATORS. Power may be out, and you could be stranded between floors.
3. If the fire alarm has not been activated, the Fire Alarm Pull Stations are located near the Fire exits.
4. Know how to exit the building. Be aware of all building fire exits.
5. If smoke is present, stay low to the ground and cover your mouth.
6. In multi-story buildings, evacuate to ground level. ONLY GO UP to your nearest exit (i.e., exiting the basement).
7. Wait to re-enter the building until first responders have cleared the building.
8. 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 the building.*

EMERGENCY EVACUATION FOR INDIVIDUALS WITH DISABILITIES

A. PREPARING FOR INDIVIDUALS WITH DISABILITIES

1. The key to preparation for the safe, orderly, and prompt evacuation of individuals with disabilities is to be aware of their location and physical restrictions.
2. During any emergency, the responsibility for safely evacuating people with disabilities lies with the staff, supervisors, and individuals with disabilities.
3. Deans, directors, and department chairs are responsible for emergency response plans for their areas, including evacuation procedures for individuals with disabilities.
4. The building-level emergency response plan shall include an accountability system for personnel, students, and individuals with disabilities.
 - a. Occupants with disabilities should know proper evacuation procedures by referring to the emergency response plan in their area.
 - b. Occupants with temporary or permanent disabilities are requested to inform their instructors and supervisors of any physical restrictions so that appropriate actions can be taken to help ensure their safety in any incident.

5. Faculty and staff should be knowledgeable of proper procedures for emergency evacuation of students with disabilities on a general and site-specific basis.
6. Students, staff, or faculty requiring assistance should be supervised during a scheduled or unscheduled evacuation.

B. EVACUATION CHAIRS

1. Operating Instruction for Evacuation chair EVACU-TRAC CD-7
 - a. Open the unit, confirm the latch is engaged, and transfer the passenger.
 - b. Fasten safety straps.
 - c. Approach stairs at a right angle (90')
 - d. When the front wheels drop off the top step, lift the handle and incline EVACU-TRAC CD-7 forward.
 - e. Squeeze the brake release bar to descend. Release the brake release bar to stop.
2. Operating Instructions for evacuation chair EVAC+CHAIR 300H
 - a. **To open**, Grip both sides of the extension handle and pull up until it locks at full length.
 - i. Slide the headrest down to mid-position.
 - ii. (OPTIONAL) Loosen strap of forehead restraint.
 - iii. Unbuckle the safety belt and pivot the seat down.
 - b. **To Operate**: At the fire exit landing, set EVAC+CHAIR 300H upright and seat the passenger evacuee in the chair.
 - i. Pull back on the upper extension handle and balance the passenger's weight over the two main wheels.
 - ii. Align EVAC+CHAIR 300H squarely with the first flight of stairs, side nearest the handrail, and roll forward as EVAC+CHAIR 300H starts descending the stairs, side grip to the top of the handle.
 - iii. Always hold onto EVAC+CHAIR 300H and gauge your descent speed to ensure a firm footing.
 - iv. Press downward on the extension handle for the smoothest ride.
 - v. When the wheels first touch the next landing, hold EVAC+CHAIR 300H in balance and swivel to face the next flight of stairs. Repeat step #3
 - vi. Continue this procedure until reaching a safe lower or ground level; assist the passenger out of EVAC+CHAIR 300H.
3. For more information, please click [here](#).

CAMPUS-WIDE EVACUATION

The procedures for a campus-wide evacuation will vary. When the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas near the incident. Depending on the nature of the incident, other areas may then be evacuated.

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 access to emergency vehicles and first responder personnel.

TRANSPORTATION EMERGENCY EVACUATION

On occasion, evacuation may include utilizing buses, where:

1. Large-scale bus evacuations will follow the Incident Commander's directions for establishing transportation and evacuation routes. *(In conjunction with the University Police and El Paso Police Department).*
2. If evacuated by bus, follow the instructions of first responders and the vehicle operator.

MEDICAL EMERGENCY

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, the condition, and the 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 a danger of further injury.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- Render first-aid or CPR only if you have been trained.

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

Call Campus Police at 915-747-5611 or dial 911.

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

B. ILLNESS OR INJURY DUE TO ANIMAL EXPOSURE

Call Campus Police at 915-747-5611 or dial 911.

UTEP's terrain houses several different animal species, which may cause accidental harm to students, staff, and faculty. Therefore, be aware of the following:

- Bees/ Beehives / Wasps

- Foxes
- Skunks
- Feral Cats
- Snakes
- Variety of insects

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

NATURAL HAZARDS

The University of Texas at El Paso is in a region that faces many weather conditions and natural hazards; at times, these are significant enough to disrupt 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 result from natural weather patterns, others, such as earthquakes, are unique.

When any of these events occur, it is essential to take precautionary measures, including:

1. Accessing the Mass Media for Weather Updates
2. Miner Alert Notification System
3. Staying Indoors
4. In the unlikely event of an earthquake, please remember to Drop, Cover and Hold On.

LOSS OF UTILITIES

A. UTILITY FAILURE OR EMERGENCY

1. Call the University Police Department, who will contact Facilities Services at 915-747-7187 in case of a utility failure or if there is a 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

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. A flashlight or cell phone can also augment emergency lighting to assist you in safely exiting.

C. ELEVATOR FAILURE

If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help. If you are trapped in an elevator, use the emergency phone to notify campus police at 915-747-5611, or use your cell phone and call 911. If the elevator does not have an emergency phone, turn on the alarm (located on the front of the panel), which will signal for help.

1. Remain calm.
2. Use the Call Button to call Campus Police for help.
3. Verify the location of the building and elevator to Police Communications
4. Stay on the phone until the police arrive.
5. Do not try to climb out or exit the elevator without assistance.

D. NATURAL GAS LEAK

Cease all operations and turn off equipment.

Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion.

Call UTEP Police (915-747-5611) or 911. Campus Dispatch will dispatch an appropriate emergency response, including UTEP Police, Facilities Services, Texas Natural Gas, El Paso Fire, and other departments.

E. PLUMBING FAILURE/FLOODING

Call UTEP Police, who will then notify Facilities Services.

Cease using all electrical equipment.

If necessary, vacate the area.

F. VENTILATION PROBLEM

If the ventilation system fails to operate or unusual odors are coming from the ventilation system, immediately notify Campus Police at 915-747-5611. The University Dispatch Center will contact Facilities Services and Environmental Health and Safety to respond.

Cease operations and evacuate the *immediate* area. Depending on the conditions, this may expand to include the evacuation of the building.

MAJOR ACCIDENTS

A. AVIATION ACCIDENT

1. An aviation accident is an airplane, hang glider, hot-air balloon, helicopter, drone, etc., that has crashed on or near university property.
2. All aircraft that use aviation fuel to power their motor or engine have a high risk of fire or explosion after a crash.
3. If an aviation accident involves a university building, all students/staff must be EVACUATED.
 - a. Call Campus Police or 911.
 - b. The primary objective is for the safety of faculty, staff, and students.

B. TRAIN ACCIDENT/DERAILMENT AND OTHER EMERGENCIES NEAR CAMPUS

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

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

BEING PREPARED

MINER ALERT

Miner Alert is the university's emergency alert notification system. It is used to immediately contact you during urgent situations or emergencies with helpful 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 on your MYUTEP.edu page
- Keep contact information up to date.

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 three (3) days 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
- Extra batteries
- Batteries
- Towels
- Flashlights
- Water bottles
- Whistle (to signal for help)
- Dust Mask (to help filter contaminated air)
- First aid kits- medications as may be needed.
- Non-perishable food items (for example, granola bars, can goods)
- Can opener (for food)

SECTION IV –DEPARTMENT EMERGENCY CONTACT INFORMATION

(see table on next page)

REPORTING A POTENTIAL EMERGENCY

TYPE OF EMERGENCY	DEPARTMENT CONTACT	OFFICE PHONE
FIRE OR MEDICAL EMERGENCY - DIAL 911		
Injuries	UTEP Student Health Center	915-747-5624
	Workers Compensation	915-747-7197
Bomb Threats & Terrorism	UTEP Police	915-747-5611
Building Problems	UTEP Facilities Services	915-747-7116
Chemical Spills	Chemical safety	915-747-7199
Exposure /Odors	Biological Safety	915-747-8124
Biological Spills / Exposure	Biological Safety	915-747-8124
Radiological Spills/ Exposure	Radiation Safety	915-747-7994
Waste line	Hazardous Waste	915-747-7199
Needle Stick	Biological Safety	915-747-8124

OTHER EMERGENCY TELEPHONE NUMBERS

UTEP Police Department	915-747-5611
El Paso Fire Department	911
Ambulance (E.M.S)	911

