



Important Contacts

Call 911 to report any emergency

Campus Police

- 915-747-5611

Environmental Health & Safety

- 915-747-7162

Facilities Work Control

- 915-747-7187

Student Health & Wellness Center

- 915-747-5624

Department of Music Emergency Preparedness and Response Plan

UTEP

2023-24

Emergency Evacuation Meeting

Location: Miner Alley

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Introduction and Purpose

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

Goals

The goals of the Department of Music in responding to an emergency include:

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

Applicability and Scope

This plan applies to all employees, students, and guests of the Department of Music.

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 that has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Department of Music emergency plan is the responsibility of the chair of the department. The department chair 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 the chair of the department.

Order of Succession

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

1. Dr. Steve Wilson, Chair
2. Dr. Dominic Dousa, Assistant Chair
3. Ayleen Sanchez, Administrative Coordinator

Emergency Communications

During an emergency, the Department of Music will use the following means and methods of communication.

Miner Alert System

Email

Cell Phones

Texting

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:

- Email account (work, home, other, etc.)
- Cell Phone

Be sure to register your cell phone in Miner Alert link in your <https://my.utep.edu/> page, click on the Miner Alert tab and enter your cell number in the box indicated and keep your contact information up to date. If you need further assistance, please do not hesitate to contact the helpdesk at (915) 747-4357 or via email at helpdesk@utep.edu

Training, and Exercises

The Department of Music encourages all faculty and staff to be knowledgeable about exit routes from classrooms and from the Fox Fine Art Building as a whole. In the event of an evacuation, when it is safe, faculty/staff/students should gather in Miner Alley. The Department recommends that faculty instruct students in their classes about the exit routes available to them in case of an emergency.

Emergency Protocols

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 have reason to believe it may be false.

Evacuation

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 915-747-5611 and report your location
- Injured persons should be evacuated to Miner Alley to be treated, as this is where the First Responders will arrive.
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of Campus Police or other identified emergency personnel
- Take a roll call of personnel from your department (accountability).
- **Wait for instructions before returning** to your building after an evacuation

Campus Evacuation

The procedure for a campus-wide evacuation will vary, depending on the nature of the incident. In cases when a 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 gradual evacuation is preferable to a total and immediate evacuation, as it identifies the populations that are in most danger, minimizing the likelihood of gridlock and congestion, and provides for first responder and emergency vehicles access.

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

- Large scale bus evacuations will follow the Incident Commander's directions for establishing transportation and evacuation routes. (In conjunction with UTEP Police Department, Parking and Transportation, and Environmental Health and Safety).
- Evacuation is for an extended period, 1 to 4 hours, and evacuees need protections from the environment. (Rain, extreme heat, or cold weather)
- If evacuated by bus, follow the instructions of the first responders and the vehicle operator.

Primary Evacuation Site



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
- 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
- [Automated External Defibrillator](#) (AED) is located on the 2nd Floor of the Wise Family Theatre in the lobby,



- [\(Guidelines\)](#) Campus AEDs are serviced monthly.



- [AED Campus Map](#)



- AED unit also contains a [Stop-the-Bleed Kit](#) (compressed gauze, trauma gauze, and a tourniquet) and a CPR Emergency Face Mask.
- Have someone stand outside the building to flag down the ambulance and/or Campus Police when they reach the vicinity
- Report incident by filling out a university [Supervisor's Incident and Injury Report](#)



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 (“Bomb Aid” checklist)
- 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 a 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.

Active Shooter /Hostile Intruder

Active shooter or hostile intruder 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 assailant 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 on Building 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
- Natural Gas Leak:
 - Cease all operations
 - 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 then dispatch an appropriate emergency response which may include, UTEP Police, Facility Services, Texas Natural Gas, El Paso Fire Department, and others.
- 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 Campus Police for help
 - Verify location of building and elevator to Police Communications

- Stay on the phone until the police arrive
- 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 the 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 the 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 the steps outlined in the [“Active Shooter/Hostile Intruder”](#) 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.

Continuity of Operations (COOP) for Department or University Essential Functions

Phase 1: Activation and Relocation

Unanticipated threats and emergencies may occur without warning during normal office hours. For example, any event that causes the evacuation or disruption of the department or university essential functions for an extended period would result in the activation of the COOP.

Decision Process for Activation

If a situation arises that adversely impacts or threatens the Department of Music’s ability to perform essential functions, the Departmental COOP Plan may be activated by the following:

- Dr. Steve Wilson (or designee)
- Dr. Dominic Dousa
- Ayleen Sanchez

The above-listed personnel ensures that proper steps are taken to protect the health and safety of staff located in the facility at the time of the incident.

Continuity staff will receive instructions regarding movement, reporting, and transportation details to an assembly site or a designated alternate facility. Continuity staff will be instructed to either:

- Standby for further information and instructions
- Decision to telework or work remotely if able
- Report to the alternate facility
- Report immediately to an assembly site
- Continue mission essential functions at the alternate facility as needed to resume normal operations
- Use a temporary assembly area or command post to continue mission-essential functions until the primary facility is readied
- Use a temporary assembly area or command post to continue mission-essential functions as a transition to the alternate facility, or
- Relocate mission essential functions to the alternate facility

Phase 2: Alternate Facility Operations

Department procedures outline the following:

- Coordinate with University Space Management and Facilities for available workspace
- Identification of alternate facilities and capabilities (equipment, hardware, software, etc.).
- Personnel roles and responsibilities for activating and staffing alternate facilities.

Alternate facilities are selected according to the following criteria:

- Condition and overall safety
- Security of building
- Vulnerability of location and structure to natural, technological, and man-made hazards
- Available communications

- Ability to accommodate support staff

Function Name	Current Location	Alternate Location
UTEP Department	Current Location	Alternate Location
Music	FFA Music	Remote work from home

Phase 3: Reconstitution and Return to Normal Operations

Ensuring the uninterrupted delivery of critical services is integral to The University of Texas at El Paso. Issues include the restoration of services and their order of priority, communication with the other university departments and the public, the continuance of the UTEP Department of Music operations, situation, and damage assessment, and coordination of recovery activities.

Function Name	Current Location
University Internet Access and Network Access	1) Must be able to bring this service up ASAP
Departmental Access for Server, Files, Folders	2) Must be able to bring this service up ASAP
Phones and Computers Access	3) Must be able to bring this service up ASAP

A reconstitution manager and team will be appointed by the UTEP Department of Music chair in coordination with the Dean’s Offices to lead this potentially complex initiative. The reconstitution manager and team will be responsible for the following:

- Coordinate with University Space Management and Facilities to develop space allocation and facility requirements
- Develop a time-phased plan to ensure an orderly return to normal operation
- Ensure the facility is structurally safe and meets local occupancy requirements
- Make necessary notifications
- Transfer information and resources from the alternate facility with minimum disruption to essential business functions

An After-Action Report (AAR) to determine the effectiveness of continuity plans and procedures will be completed immediately after reconstitution, and an Improvement Plan (IP) will be developed to track the required plan and program modifications.

Telework

Telework is a work arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. If an event occurs that prevents employees from working at their regular facility, the option of telework allows employees to perform essential functions off-site to keep the university running. The option to telework is approved by the University President, and all personnel are subject to recall and may need to report back at any time.

When using telework as a primary or backup continuity strategy, university departments adhere to policy and guidance governing the use of telework; provides protection of information and information systems used during telework activities according to university standards; coordinate with the Department Head or designee to identify equipment and technical support requirements; provides access to essential records and databases and the robust communications necessary to sustain the University's Essential Functions at the telework site locations.