SOUTHWESTERN UNIVERSITY EMERGENCY RESPONSE PLAN

Introduction:

This plan is for use by anyone needing assistance in a crisis situation. Emergencies and disasters do occur, and no school or campus community is immune from the effects of fire, severe weather, accidents, crimes, and other natural, technical, or human conflict emergencies. The plan will outline specific procedures to follow for a variety of potential emergencies. The Southwestern University Police Department (SUPD) will assume the lead role in implementing this campus wide plan in order to protect members of the Campus Community and minimize loss or damage to University property.

Orientation:

OSHA requires employers to develop and implement a written emergency action plan and a fire prevention plan to help ensure the safety of building occupants from fire and other emergencies such as severe weather, hazardous materials spills and bomb threats.

All faculty, staff and students are responsible to review this plan. A short summary version of the key components of this plan will be distributed to all staff/faculty for quick reference. New employees should review and become familiar with this plan upon assignment via the new employee safety orientation program for Physical Plant Staff OR by the responsible supervisor.

Responsibility to review plan are as follows:

Department Heads:	staff members
The Provost's Office:	faculty/faculty support
Dean of Students:	students

Building Emergency Action Representatives (EAR's) are responsible for reviewing duties and procedures listed in Section X, "Emergency Action Representative Duties". Periodic information sessions (group or e-mail) will be conducted to help EAR's understand their roles.
Hands-on emergency drills are required in all buildings on an annual basis.

SUPD is responsible for conducting annual emergency drills.

Everyone on campus is expected to fully participate/cooperate and follow all emergency procedures (practice drills/real emergency).

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I. Definitions and Declaration of Authority

EMERGENCY: an unforeseen combination of circumstances resulting in a state that calls for immediate action. ***Webster's Dictionary*

WEATHER/TORNADO WATCH: Conditions are favorable for such weather to form or occur.

WEATHER/TORNADO WARNING: Severe weather (flooding, storms, lightning, tornado) has been observed or detected by radar in a particular area or areas. ***National Weather Service*

STATE OF EMERGENCY: That time of any emergency where the Emergency Plan is activated and the particular procedures are directly followed.

CONFINED EMERGENCY: Any incident, potential or actual, which affects only a certain part of the campus and/or certain persons on campus
Specifically: gas line rupture, building fire, chemical spill, etc.

CENTRAL COMMAND CENTER: That area of campus designated as the official meeting place before or after any "State of Emergency" on campus.

Specifically: McCombs Campus Center – Entire Campus
Alternates: Robertson Center Courts – Entire Campus
Fine Arts Center: Alma Thomas Theater - Students & Residence Life staff
Jones Theater -- faculty and staff

SAFE SHELTER ROOMS: Those rooms in or close to each building which have been designated as being adequate shelter in the event of severe weather circumstances.

ON-SITE COMMAND POST: An area close to the perimeter of the emergency where all decision-makers involved in the emergency will gather during the actual emergency. This area will be designated by the Chief of University Police or his/her designee and will be identified by a marked University Police vehicle with flashing lights.

BUILDING EMERGENCY ACTION REPRESENTATIVE: A pre-determined, appointed person who will act as a group leader within a particular building to assist and direct all occupants in that building to the official "Safe Shelter" areas or to assist the evacuation of building occupants and direct them to the outside safe designated area. See duties/responsibilities.

Declaration of Authority for Emergencies

DECISION-MAKER DURING "STATE OF EMERGENCY" OR "STATE OF CONFINED EMERGENCY"

Chief of University Police or Designee
SU Police Department will coordinate with local and county authorities

DECISION TO CLOSE CAMPUS DUE TO UNFORESEEN CIRCUMSTANCES

Provost and Dean of Faculty, Vice President for Fiscal Affairs & Vice President for Student Life

DECISION TO EVACUATE RESIDENCE HALLS OTHER THAN IN A "STATE OF EMERGENCY"

Vice President for Student Life/ Dean of Students

DECISION TO KEEP ESSENTIAL SERVICES OPEN AFTER AN EMERGENCY

Vice President for Student Life/ Dean of Students/Director of Physical Plant
Supervisors -- assigned to essential buildings

Essential buildings: Commons, Bookstore, Post office, Library Computer Labs Robertson Center, McCombs Campus Center, Prothro

TELEPHONE NOTIFICATION OF ESSENTIAL PERSONNEL AFTER HOURS

University Operator
(With support from Physical Plant and University Police)

II. Emergency Notification Procedures

In the event of an emergency involving major injury or extreme damage to property, **always** call 911 first. Give the 911 operator all the information he/she needs.

Notify University Police during actual emergencies by calling **512-863-1944** or **"0"** for the Campus Operator. This is particularly important for medical emergencies since SUPD can expedite the arrival of EMS by providing directions as well as an escort to the scene of the emergency.

During any evacuation procedure it is important to follow the explicit directions of uniformed police officers or building and/or floor coordinators to the nearest exit.

Notify SUPD during non-emergencies by calling **512-863-1944** or **"0"** for the Campus Operator**.** Please review this information so that, in an emergency, you will know how to respond.

III. Emergency Shelters and Central Meeting Places

TORNADO/INCLEMENT WEATHER SAFE SHELTER AREAS
NON RESIDENTIAL BUILDINGS

ADMISSION CENTER:

Interior core offices with no windows

BOILER PLANT

Southwest Side of Building – Restroom and Closet

CASKEY CENTER

Men's and Women's Restrooms and Sorority Room Closets

CULLEN BUILDING

First Floor Business Office and Registrar's Office

FIELD HOUSE (Southwestern University Police Department and Karouva)

Restrooms

FIELD HOUSE (Football)

Interior core rooms with no windows

FINE ARTS CENTER

First Floor Jones Theater, Women's & Men's Restrooms Practice Rooms112-117

F.W. OLIN BUILDING

Classroom 110 Keep all doors closed

FONDREN JONES:

First Floor Women's and Men's Restrooms Hallway (Keep all doors closed)

J.P. HOWRY CENTER:

Women's Restrooms, Men's Restrooms, Religious Life: Closet Areas

KYLE E WHITE

Hallway connecting the two large classrooms

LIBRARY

First Floor Stairwells, Women's Restrooms, Men's Restrooms

McCOMBS CAMPUS CENTER

First Floor Women's and Men's Restrooms, and closets

McCOOK CRAIN BUILDING

Restroom across from Interview Room

MOOD-BRIDWELL HALL

First Floor Men's Restroom, Women's restroom, Stairwells

MUNDY BUILDING

First Floor restrooms

PERKINS CHAPEL

On Floor Under or Between Benches

PHYSICAL PLANT

Women's Restroom, Break Room Back of Copy Room

PRESIDENT'S HOME

First Floor Guest Bath, Restroom Off of Kitchen Space under Stairwell

PROTHRO CENTER:

First Floor interior rooms and offices with no windows

ROBERTSON CENTER

First Floor Racquetball Courts, Women's & Men's Dressing Rooms

STUDIO ARTS BUILDING

First Floor Women's and Men's Restroom, Glazing Room

UPWARD BOUND OUTREACH BUILIDING:

Interior rooms and offices with no windows

TORNADO/INCLEMENT WEATHER SAFE SHELTER AREAS
RESIDENTIAL BUILDINGS

BROWN-CODY HALL

First Floor East Hallway Keep All Doors Closed (Resident Advisor's closet & restroom)

DOROTHY LORD APARTMENTS

Bedrooms and bathrooms

HERMAN BROWN

First Floor Closets and Restrooms

KAPPA ALPHA FRATERNITY HOUSE

First Floor Restrooms Resident Assistant's Closet and Restroom

KAPPA SIGMA FRATERNITY HOUSE:

First Floor Closet and Restroom off Trophy Room Closet off Reading Room

KURTH

First Floor Closets and Restrooms

LORD CENTER APTS.

First Floor Closets and Restrooms

MABEE

First Floor Sitting Rooms and Restrooms

MC COMBS RESIDENTIAL CENTER

Bedrooms and bathrooms

MOODY-SHEARN

First Floor Closets and Restrooms

PHI DELTA THETA FRATERNITY

First Floor Restroom and Closet beside Kitchen

PI KAPPA ALPHA FRATERNITY

First Floor Men's Restroom Corridor between Men's Restroom and Bedrooms
First Floor Bedroom Closets and Restroom

RUTER

First Floor Center of Hallway between Stairways Keep All Doors Closed

IV. Emergency Numbers and Response Personnel

NOT RELEASED TO THE PUBLIC

V. Emergency Response Procedures

A. Fire

Quick Reference:

- Pull fire alarm box
- Call 911 – describe emergency
- Evacuate the building quickly using closest exit - **do not use elevators**
- Go to designated safe area - gather at least 100 feet from exit [stay off sidewalks/streets] – check for missing persons notify emergency responders of someone who may still be inside the building
- **Do not** return until an official representative clears the building

Additional Instructions:

- Emergency Notification System will send instructions via phone, text or email
- Students, Faculty, and Staff should become familiar with and review our emergency plan and evacuation procedures.
- All persons are to immediately evacuate the building upon the sounding of the fire alarm system. If there is smoke, keep low or crawl as quickly as possible.
- Doors should be pulled closed [but not locked] by the last person leaving the room.
- If you are inside a room – feel the door first – if it is hot; stay inside, cover the gap under the door, place a white/bright piece of clothing out the window to aid emergency response personnel in locating and assisting you. Call 911 to inform them of your location and situation.
- Use the evacuation routes established by the emergency evacuation floor plans for your building. Know two different routes of escape from your building. Exits are marked in red on the floor plans.
- Disabled individuals should request assistance to the nearest stairwell out of imminent danger and then provide information on how others can safely assist you down the stairwell. Special needs may require waiting for the assistance of emergency response personnel – notify someone to inform emergency response personnel of your location and special needs. ***Do not use elevators.*** Students with disabilities should register their residence hall room number and special needs with Residence Life. Faculty and staff should register with SUPD.
- Quickly exit the building to a safe designated location at least 100 feet from exits – ***do not congregate on sidewalks or streets***. Meet and stay with your unit/class/department to account for each other. Notify emergency response personnel of anyone who may be missing or is physically impaired and still inside the building.

B. Severe Weather .

Quick Reference:

- Emergency Notification: Phone, Text and E-mail, Emergency Action Representative, Georgetown Siren
- Gather personal belongings, proceed to the designated safe shelter area in your
- Wait for additional information/instruction for safe outdoor access

Additional Instructions:

- Students, Faculty, and Staff should be familiar with the designated safe shelter areas within their building. (colored in yellow)
- Notification may be provided by the following means: Emergency Notification System, phone system, verbal communication by building staff designated as emergency action representatives (EAR), exterior city alarm siren and/or campus siren system.
- All persons shall proceed to the designated " safe shelter area" within their building. Refer to the emergency evacuation floor plans for your building. For very severe weather emergencies, you may be directed to the nearest "safe shelter building".
- Do not leave the building and/or campus once the emergency weather system and evacuation procedures have been put into effect. Your safety could be at much greater risk out in the open or while traveling home.
- After a large scale emergency our "Emergency Crisis Center" will be set up at:
- Primary: McCombs Campus Center
- Backup/additional: Fine Arts Center, Robertson Center Courts, Jones Theater

C. Crime

If you are the victim of a crime, you observe a crime, or observe suspicious persons or activity, do not try to interfere or stop the activity unless it is necessary for personal safety. Please follow the guidelines listed below:

- Call 911 first if the crime is in progress
- Call Southwestern University Police Department at **512-863-1944** or local Police Department if you live off campus. Give your name, location, and advise them of the situation. Remain where you are until contacted by an officer.
- If you can safely do so, try to make a note of the description of the suspect. (gender, height, clothing, approximate age, race, and direction of travel) If the suspect is in a vehicle, try to note the license plate number, color, make, model, or anything unusual about the vehicle.
- Do not disturb the crime scene. Do not let anyone else touch, move, or clean anything at the crime scene until the Police have arrived to secure the scene.
- Note: Incidents or offenses will be handled in a sensitive and diplomatic manner. Calls will be kept confidential if requested

D:Bomb Threat

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call **911**. Use a telephone in a safe area. Do not operate any power switch and do not activate the fire alarm.

Electronic devices such as pagers, cell phones, PDAs etc. should not be used at the scene.

Quick Reference:

- Immediately turn off all cell phones, pagers, PDAs, etc.
- Immediate notification to Campus Police (by University phones, or in person)
- Follow instructions from Campus Police
- Gather personal belongings [purses, book bags, briefcases]
- Evacuate the building to the safe designated area
- Await further instructions

If you receive a Bomb Threat:

- Stay calm and try to keep your voice calm.
- Pay close attention to detail. Talk to the caller to obtain as much information as possible.
- Take notes. Use the Bomb Threat Checklist below while the caller is on the telephone or as soon as possible while the details are still fresh in your memory.
- Ask the following questions:

  When will it explode- Where is it right now? - What does it look like? - What kind of bomb is it? - Where did you leave it? - Did you place the bomb? - Who is the target? - Why did you plant it? - What is your address? - What is your name? - Note Caller ID if present

  - Observe the caller's:

    Speech patterns, accent and tone -Emotional state -Background noise -Age and gender

  - Write down other data:

    -Date and time of call - How threat was received

  - Call the Southwestern University Police Department and submit your notes/bomb threat checklist from the telephone call or the bomb threat letter or note to police personnel. If you are told by the police to evacuate the building:

-Visually check your work area for unfamiliar items as you are leaving. Do not touch suspicious items: report them to campus authorities.
-Take personal belongings, if safe to do so, when you leave.
-Leave doors and windows open: do not turn light switches on or off.
-Use stairs only, do not use elevators.
-Move well away from the building and follow instructions of the Police Department.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by the police.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only, do not use elevators.
- Call **911** if no one has already called.
- Individuals requiring mental or medical health care should be referred to the triage area established on campus (to be determined by the On-Site Command Post)

E. Illness/injury

- Do not move a seriously injured person unless it is a life threatening situation.
- In the event of a serious injury in which the victim requires an ambulance, call the ambulance directly by dialing **911**. Advise the dispatcher of your name, the nature of the call, the location of the victim, and any other information pertinent to the situation. Immediately after calling **911**, call the Campus Operator at **ext. 0**, giving your name, location, building and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc so SUPD can be dispatched to the location.
- Return to the victim and attempt to keep him/her as calm and comfortable as possible. Do not move the victim unless necessary to prevent further injury. If First aid is available it should only be given to the victim by a trained person.
- Remain with the victim until an SUPD officer or an ambulance arrives. Advise the officials on the scene of the nature of the illness or injury.
- Persons with serious illnesses or serious injuries may be transported to appropriate Emergency Room by ambulance.
- Persons with minor illnesses or minor injuries are transported to the Student Health Service for treatment during its hours of operation. When Student Health Services is not open, these persons are advised to make private arrangements to see a physician or to visit the hospital.
- SUPD will initiate the proper notification procedure for contacting appropriate personnel when a student, employee, or visitor is injured on or near campus.
- If the injury is work related, (non-emergency) contact Human Resources and they will make an appointment with our current provider.
- SUPD coordinates all first aid responses with the campus nurse and/or Georgetown EMS. SU police and the nurse are certified in CPR and AED use. The University offers training for CPR and AED use on a strictly volunteer basis for student, faculty, and staff

F. Hazardous Materials/Gas Leak

- Immediately report gas odor to University Police at **512-863-1944**
- Police and Physical Plant will respond on site with a gas meter to investigate.
- If indicated, evacuation of the building will be ordered and Georgetown Fire Department will be called (911).
- Evacuation procedure: verbal communication (door to door).
- Do not turn off lights or other electrical equipment (no sparks).
- Note: If odor is very strong (obvious) do not wait for standard procedure: leave the building, notify occupants room by room, do not turn off lights or electrical equipment/computers, etc.

G. Power Failure

If a blackout occurs without warning:

- Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
- Do not use candles
- Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.
- Take measures to protect your equipment or experiments. Remember that air operated controls and water pressure may be affected.
- Extinguish all flames in laboratories.
- Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restroom, stairwells, or other areas with no windows or natural lighting).
- To prevent the Physical Plant service desk from being overwhelmed with calls, only building administrators should report power outages. Physical Plant may be able to estimate the duration of the power failure. If the failure is to be lengthy, administrators will decide on continued operations in their building. Laboratory buildings may have to be evacuated shortly after a blackout to minimize risks to personnel resulting from inoperative fume hoods.
- Report all persons trapped in elevators to **512-863-1944** – University Police or **x 0** – Campus Operator.
- If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.

H. Acts of Terrorism

Southwestern University Police Department is involved with three area Task Forces whose main goal is monitoring and preparing for any terroristic attack in and around Central Texas. Up-to-date information is given to SUPD on a routine basis, and all area law enforcement personnel remain vigilant in their efforts of planning for any act of violence.

Currently, SUPD has established guidelines for three major areas of concern as they pertain to terroristic threats that may affect Southwestern University:

1. Airborne chemical release
2. Contamination of water supply
3. Mass Small Pox vaccination – both pre-event and post-event

Each area has a full-scale plan for the safety of the Southwestern University community and will be activated whenever necessary.

Terrorism - Chemical-Biological Releases

Emergency Notification Mechanisms: Phone, E-mail and Text

Gather personal belongings, quickly proceed to designated safe shelter buildings: Olin, Library

Wait for additional information/instruction from Campus Police

I. Workplace Violence

Southwestern University will not tolerate any acts of violence, intimidation, threatening behavior, stalking, or harassment. Southwestern University Police Officers will respond immediately to any such activity, remove the danger or dangerous person(s) from campus immediately, and conduct an investigation, the results of which include, but are not limited to, banning from University property, termination of a business relationship, suspension or termination of employment, University judicial action and / or criminal prosecution.

All Southwestern University staff is encouraged to notify their supervisor or the SUPD of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, staff should report any behavior they have witnessed which they regard as threatening or violent when that behavior is work-related or is connected to the University. Students are also encouraged to report any such activity to the Dean of Students or to SUPD. Individuals who apply for or obtain a protective or restraining order which lists University locations as being protected areas, are encouraged to provide to their supervisor and SUPD a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent

J. Hostile Intruder

When an intruder in a university building is actively causing deadly harm or the threat of imminent deadly harm to persons, you must immediately seek cover and call **911** or contact police at **512-863-1944**. Give all details relative to location, number of assailants, means of aggression and other pertinent information.

- As extreme as a situation like this may be, panic and/or a reckless flight may cause additional injuries.
- Do not sound the fire alarm to evacuate. Person may be placed in harm's way when they are attempting to evacuate the building.
- Be aware of alternate exits if it becomes necessary to flee.
- Persons should lock themselves in classrooms and offices as a means of protection.
- Persons should stay low, away from windows, and barricade their door(s) if possible and use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- Under no circumstances are you to leave a secure area until an "All Clear" is given by police.

When a hostile intruder is actively causing death or serious physical injury or imminent death or serious physical injury to persons on the Southwestern University grounds, we recommend the following course of action.

- Run away from the threat if you can, as fast as you can, with hands in the air for police to see.
- Do not run in a straight line. Use buildings, trees, shrubs and/or cars as cover.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this a good location to remain hidden?
- If the person(s) is (are) causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
- If you are caught by an intruder and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
- Once police arrive, obey all commands

K: Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Students are likely to follow the lead of faculty and staff during an active shooter situation, but ANYONE can take the lead!

EVACUATE ONLY IF IT IS SAFE TO DO SO

- Have an escape route and plan in mind for every room you occupy
- Leave your belongings behind
- Keep your hands visible

HIDE OUT

- Hide in an area out of the active shooter's view
- Block entry to your hiding place, lock or barricade the doors, and turn out the lights

TAKE ACTION

- ONLY AS A LAST RESORT AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

HOW YOU SHOULD REACT WHEN LAW ENFORCMENT ARRIVES

- ▪ Remain calm
- ▪ Stay where you are until officers give you instructions
- ▪ Immediately raise hands and spread fingers
- ▪ Keep hands visible at all times
- ▪ Avoid making quick movements toward officers
- ▪ Avoid pointing, screaming and/or yelling
- ▪ Do not stop to ask officers for help or directions when evacuating, just proceed in the
- direction that officers direct you

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- ▪ Location of the active shooter
- ▪ Number of shooters, if more than one
- ▪ Physical description of shooter/s
- ▪ Numbers and type of weapons held by the shooter/s
- ▪ Number of potential victims at the location

SOUTHWESTERN UNIVERSITY POLICE DEPARTMENT
512-863-1944

L. Missing Person: On-Campus Resident

MISSING PERSON: ON-CAMPUS RESIDENT

Each student residing on campus will be given the option of providing confidential contact information for a person to be notified in the event that the student is officially reported as missing. This information will be included in the Housing Application and stored in the office of the Dean of Students. This information is voluntary.

In the event that Southwestern University Police Department receives a call of an on-campus student that is missing for **less than 24 hours**, SUPD will handle the call as a Welfare Concern and:

- The officer will contact his/her RA to establish friends that the officer may call to see if the missing student is with them.
- Only friends in the immediate area of Southwestern University will be attempted to identify.
- If/when the student is located, he/she will be asked to contact the person that made the original call. If the student is 18 years of age or older, SUPD can only request them to call. SUPD will, however, call the reporting person to tell them that we have made contact with the student
- **EXCEPTION**: If the student has medical, emotional, or other special needs, SUPD may determine that a more intensive search begin before the 24 hour window.

In the event that Southwestern University Police Department receives a call of an on-campus student that is missing and confirms that the student has been missing for **more than 24 hours**, SUPD will handle the call as a Missing Person and:

- Notify the individual identified by the student to be contacted in this circumstance;
- Notify a parent or guardian if deemed necessary;
- Notify local law enforcement agencies to assist SUPD in forming the necessary search protocol;
- Enter his/her name and information into the State system to enable other law enforcement agencies to be on the lookout for the student.

M: Mental Health Transport

Mental Health Transport

Non-Emergency transport:

- 8- 5, Monday thru Friday: police will transport with counselor.
- Off hours: Live-on Residence Life professional staff will transport with their vehicle with counselor. Drivers will be notified by the Counselor on call.

Emergency transport:

- Police will be called to the scene to stand by while EMS is in route.

Student Unwilling to Go:

- Counselor or police (if present) will initiate a call to Williamson County Crisis Intervention Team (CIT).
- Counselor will wait for CIT to arrive. If the situation indicates a potential for escalation, SUPD will also wait with the counselor or be on hand to assist.

Returning to Campus:

- The student returning to campus will call a friend.
- In the case a friend is unavailable, TWO professional staff professional staff will transport the student. Professional staff includes Live-on Residence Life professional staff and counselors.

*Note: if the student was admitted involuntarily, Counseling Services should be contacted.

VI. Emergency Protocol for a Student Death on Campus

Persons with Probable Involvement:

Chief of SUPD
SUPD Office Manager
Vice President for Student Life
Dean of Students
Associate Vice President/Athletic Director
Director of Student Life
Assistant Dean of Student Life
Residence Life Coordinator
Assistant Directors of Residents Life
Provost and Dean of the Faculty
Chaplain
AVP for University Relations
Director of Academic Services
Director of Counseling Services
Psychologists
Director of Health Services

Procedure Checklist:

- Southwestern University Police Department secures the scene.

- Chief of Police calls VP for Student Life, Justice of the Peace, SUPD Office Manager to dispatch, the campus operator, and the police in the city of student's parents' residence. If Chief of Police cannot reach VP for Student Life, he/she then calls the Dean of Students. If both VP and Dean of Students are unavailable, the Associate Vice President/Athletic Director is in charge.

- Dean of Students calls Director of Counseling, Chaplain, Director of Student Life, and Director of Health Services. Assistant Dean of Student Life calls Assistant Directors of Residence Life. Director of Counseling calls Psychologists, as appropriate. Other personnel notified as appropriate (example: Athletic Director - if student is an athlete, Director of Health Services- if student is sent to the hospital).

- If the Dean of Students is unreachable, then the Assistant Dean of Student Life calls the personnel listed above.

- Main Dispatcher (SUPD Office Manager until further notice) informs the AVP for University Relations for public relations and VP for Student Life to let him know when the local police arrive at the student's parents' house.

- If the death occurs on the athletic field or gym, the certified athletic trainers will be medically in charge until they are relieved by EMS or a physician.

- All personnel involved meet at the command center established near the scene by the University Police. Verify that student does not have the same name as another student.

- VP for Student Life calls University President after arrival at command center.

- Chief of Police determines who the witnesses are and interviews them to "get the story" before anyone else talks to them.

- One psychologist talks with the students located at the scene.

- One psychologist will "float" to talk with students in the residence hall.

- Vice President of Student Life and Dean of Students are both providing support on the scene unless there is a second site involved, such as one or more students at the hospital.

- Residence Life and Counseling Services staff locates and identifies friends and professors who are close to the victim.

- Dean of Students relocate roommates/suitemates.

- All: Keep press away from the students. University Relations will field all press inquiries and submit public relations and community statements (under President's or Chief of Police name). Put together a template announcement for University Relations.

- VP for Student Life, Dean of Students, or Chaplain arrange, at SU expense, for parent pick-up at the airport and lodging in Georgetown, if needed.

  Holiday Inn Express 512-591-7890, LaQuinta 512 869-2541.

- Student Life staff goes room to room to touch base with students and to gather students into lobby for a group meeting.

- If death occurs on an athletic field, VP of Student Life and Dean of Students decide where the gathering area will be.

- Dean of Students and Director of Counseling determine a subsequent gathering location for people affected by the student death and arrange for phones and food to be brought in.

- The counselors and chaplain will stay at the gathering location to offer counseling and spiritual support to students and others immediately involved.

- Chief of Police will call Victim's Assistance, if applicable.

- Vice President of Student Life or Dean of Students notifies parents of student(s) who were directly involved (roommate, student(s) who discovered victim, etc.).

- A meeting will be held 12-24 hours later to review the next series of actions.

- Chaplain contacts family regarding funeral arrangements and gathers/distributes memorial information.

- President determines who will attend funeral – approximately 24 hours after the incident.

- Dean of Students will review statements by the student newspaper.

- Counseling Services and Chaplain will set-up group counseling sessions and continue to offer them until no one comes.

- Dean of Student Life will contact Senior Staff to ensure no one in their area makes inappropriate contact with the family (Business Office, Library, ITS, Alumni Office, Mail Room, Sodexho, Registrar's Office, and Financial Aid).

- Director of Academic Services will notify the Provost's Office and arrange for class absences for funeral attendees.

- VP for Student Life will ask the President's Office to promptly send a letter to all parents that includes information for parents regarding how to assist/talk with their own child about the situation. A draft letter written by the Director of Counseling Services will be on file in the President's Office. Involve Parent Relations.

- Director of Counseling Services and the Provost's Office will send a letter/e-mail to the faculty on how to be of assistance to the affected students.

- The Student Life Office will send flowers or other memorial, if appropriate, to the funeral.

- The President's Office notifies the Trustees.

- Dean of Students will make arrangements for student's personal belongings (including any items that may be with the University Police).

- Within two weeks of the incident, review the crisis response system to determine if changes/recommendations are needed.

- VP for Student Life and/or Chaplain "checks back" with the family of the victim regularly for an extended period of time.

VII. Evacuation Procedures for Individuals with Disabilities

In the event of a fire alarm in your building the Campus Emergency Response Team and the Georgetown Fire Department have the following responsibilities:

- The Building Emergency Action Representative(s) will sweep all floors and stairwells **unless or until they smell smoke or see fire** (at which time representative should evacuate building)**.**
- The Campus Police and Physical Plant, after checking the alarm panel, will walk all stairs checking at each floor level for anyone requiring assistance.
- The Georgetown Fire Department (GFD) is dispatched immediately upon receipt of alarm notification. They assume responsibility for the emergency response operations while on site.
- In the event of a fire alarm all persons should exit the building as quickly as possible and proceed to the designated safe area outside the building.

For those requiring assistance:

Proceed to the nearest safe stairwell and prepare to exit the building in 1 of 2 ways:

Option 1 (Individual assumes no imminent danger):
Verbally notify members of the Campus Emergency Response Team (Building Emergency Action Representative, Campus Police, and Physical Plant) that you are willing to wait for professional assistance from the Georgetown Fire Department. An able bodied person may wait with the individual requiring assistance until GFD arrives. Upon arrival the GFD will: Secure individual in place at a safe stairwell and investigate source. Assist individual down stairs if deemed necessary. (Individuals have the option of calling 911 and providing information directly to the 911 dispatcher)

Option 2 (Assumes imminent danger may exist):
Verbally request special assistance down the stairs from nearby staff, faculty, or students. Pre-selecting a team to assist you is highly recommended.

For all individuals with disabilities who agree to participate: a floor plan showing your main office location will be kept in the fire alarm panel box of the building where your main office/dorm is located. Contact SUPD to enroll

VIII. Emergency Communications Notification Process

Fire

- Call comes to 911 or fire alarm box is pulled
- Campus Operator – is notified by building specific automated fire detection system
- Campus Operator calls Georgetown Fire Department then contacts University Police by radio
- Fire Alarm Technician/back-up – notified by operator via radio/phone
- Campus Police use 800 or two way radios (all other radio transmissions should cease)

Bomb Threat

- Notify Campus Police via phone **512-863-1944 or 0 for the campus operator.**
- Police notify building occupants verbally floor by floor (if appropriate)

Severe Weather/Tornado

- SUPD will make notification in the first two stages and the Emergency Notification System will notify in the 3rd stage.
- Emergency stage may include city and/or campus siren

Chemical – Biological Release/Act of War

- Campus Police/Operator notifies campus via phone, e-mail, text emergency action representatives

Gas Leak/Odor

- Notify Physical Plant (response with gas meter)
- If an emergency, Physical Plant notifies Georgetown Fire Department
- Evacuation procedures initiated

XIV. Internal Emergency Responder Procedures

Fire

- The campus operator is notified of a fire emergency situation via the alarm system. GFD is first notified. The operator then notifies S.U. Police.
- SUPD will respond to the alarm panel to determine the zone involved. Police will determine the nature of the alarm and then immediately sweep the building and provide assistance to help evacuate the building (disabled individuals). If there is no imminent danger, in order to reduce the risk of physical injury, the disabled individual may be escorted by GFD out of the building via the elevator once the alarm system can be shut down.
- SUPD will be in charge of the emergency site until the arrival and transfer to the Georgetown Fire Department (GFD).
- The fire alarm technician or designated back-up [off-hours] may be contacted by the campus dispatcher to provide technical assistance at the scene. When necessary, other personnel may be asked to provide assistance at the emergency site.
- If needed, a "site command center" will be designated in a safe zone near the site and will serve as the main operational and decision making center.

Site Command Center / Personnel Accountability:

- Personnel entering a building during an emergency which has established a "site command center" should be accounted for by the "incident commander". Their role and location in the building should be identified during the emergency incident.
- All employees providing emergency response services shall first check in at the "site command center".
- All information should be directed to and from the "site command center".

<u>Response Procedure Summary</u>

- Campus Operator notified of emergency – notifies Georgetown Fire Dept./Campus Police
- Campus Police responds to building/incident
- Georgetown Fire Department arrives on site – takes control of site
- Emergency incident is identified – appropriate response – incident controlled
- Campus Police / Physical Plant verifies all building systems operational
- Campus Police coordinates/communicates occupant return to the building
- Campus Police/Physical Plant personnel complete incident form

- Emergency Operations Center: Physical Plant (pre-event planning), Library Computer Lab (During/post event)
- Emergency Safe Shelter Buildings: Olin,

X. Emergency Action Representative Duties

General:

- Review emergency response plan.
- Hand out copies of emergency response kits to all occupants
- Send periodic e-mail to building occupants using building e-mail list

Summary – Emergency / Drills

- sweep floor and stairwells during emergencies/drills
- direct occupants to safe designated areas – inside OR outside
- provide information to police/fire dept. as they arrive
- post staff to prevent unauthorized entry during emergencies/drills
- communicate to building occupants – periodically and after an incident

For Fire or Emergency Evacuation:

- Help to motivate and **quickly evacuate everyone** from the building
- Direct occupants to **meet at the designated safe location for your building**. Assign someone to the door to remind everyone to meet at the safe designated area for exterior evacuations.
- Perform a quick sweep of the floor and help ensure no one is left in the building. If an **individual refuses to leave, provide specific information to SUPD and GFD** as soon as they arrive on site.
- **Sweep stairwells to look for disabled individuals** – reassure them that you are going for help!
- Exit the building and:
- Notify SUPD and/or GFD that your floor appears to be cleared
- Notify SUPD and/or GFD that there is an individual who
    - needs assistance
        - **provide their location and special needs.**
        - **refuses to leave – provide their location and name**
- **Post additional staff if needed at safe vantage points and do not allow anyone to re-enter the building** until it has been cleared by SUPD or GFD (when the alarm is silenced, it is not OK to re-enter).

- Send e-mail to building occupants within one day using the building e-mail list with feedback on what went well and what needs to be improved.

For Severe Weather Emergencies:

- You will be contacted via e-mail and/or phone by SU Police that:
- Georgetown is in Phase II – vulnerable to strike situation Inform occupants that severe weather is approaching and be ready
- Georgetown is in Phase III – impending threat situation Stand-by and be available for a call to immediately seek shelter
- Georgetown is in Phase IV – public alert – take cover Immediately move all occupants to safe shelter areas
- Use color coded floor plans at each entrance to know the exact location of the safe shelter areas for your building
- Campus police will notify you when it is safe to leave the shelter area

Post emergency

- The severe weather/emergency has passed – further instructions may be given to you to pass on to building occupants.

Establishing building specific contact and communications:

- Communicate to building occupants via building e-mail list on a periodic basis.
- First, to introduce yourself and make everyone aware that you are one of the EAR's for your building.
- Second, to send out feedback after fire alarms/evacuations/drills to recognize what went well and to identify areas that still need to be improved.
- Let them know that questions regarding emergency evacuation should first come to you. If you cannot properly address the question/concern contact Deborah Brown (Campus Police).

EAR: building "**E**mergency **A**ction **R**epresentative" that assists during emergencies and drills

GFD: **G**eorgetown **F**ire **D**epartment

XI. OSHA Emergency Action Plan

Emergency escape procedures and emergency escape route assignments

Fire/emergency/hazardous materials spill evacuation:

Immediately evacuate the building following the escape route posted on the emergency action floor plan. Color coded floor plans will be posted in every building near entrance/exits or main lobby areas.

Severe weather evacuation:

Immediately proceed to designated "safe shelter areas" posted on the emergency action floor plan.

***Bomb threat evacuation**:*

Follow the directions of the emergency response team when notified verbally. Immediately evacuate the building to the safe designated area and await further instructions. All employees and students should gather and take with them their personal belongings if readily accessible [purses, book bags, briefcases] All radio traffic, cell phones, etc. should be shut down.

Act of war/terrorism/chemical/ biological agent evacuation:

When directed, immediately proceed to the nearest designated safe shelter building for shelter against airborne agents. Buildings that will act as shelter for airborne agent emergencies:

Olin, Library: The ventilation system will be shut down to help limit potential exposure to outside air.

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate

If an employee is needed to provide a critical service in a building with an active emergency, the Chief of Police or his/her designee will account for this employee's duties and location in the building. The employee will immediately report back to the "command center" upon completion of the critical service. Procedures could include: shut down air handling systems from the boiler plant, shut down utility services, assist fire department to critical system locations. Personnel should carry and use a two way radio and stay in contact with the emergency incident commander.

Procedures to account for all employees after emergency evacuation has been completed

The Chief of Police or his/her designee will attempt to secure information from building occupants and University Police to help ensure that all employees have evacuated the building and are accounted for. All employees should follow the evacuation procedures and gather and account for each other at the designated safe area.

Rescue and medical duties for those employees who perform them

Campus Police/Nurse/Athletic Trainers may provide rescue and/or standard medical assistance [first aid, CPR] until emergency medical professionals arrive on the scene.

The preferred means of reporting fires and other emergencies

See Section III. Emergency response procedures.

Names or job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

Chief of Police
Assistant Chief of Police
Director of Physical Plant
A.V.P. for Facilities
Safety Officer

An alarm system that complies with 29CFR 1910.165

Our fire alarm systems meet local NFPA codes and the OSHA standard.

Establish the types of evacuation to be used in emergency circumstances

Fire/Emergency/Hazardous Materials Spill Building Evacuation
Bomb Threat Building Evacuation
Severe Weather Stay in building – go to safe shelter designated area
War/terrorism- chemical/biological Go to safe building for air contaminants (Olin, Library)

Prior to implementing the emergency action plan, designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees

The following individuals/job titles will be involved in training and preparing to provide services in the event of emergency evacuations/situations:

Campus Police
Fire Alarm Technician
Campus Safety Officer
Campus Safety Committee
Physical Plant Director and Personnel
A.V.P. for Facilities
Campus Dispatchers
Campus Nurse

Provide emergency action plan training with each employee:

Initially when the plan is developed
When the employee's responsibilities change
When the plan changes

New employee orientation will include instruction on the components of the emergency action plan by their supervisor or department head. See Training Responsibility – Introduction Section

Fire drills/emergency evacuation drills will be scheduled and conducted annually by SUPD. SUPD is responsible for conducting and evaluating emergency drills.

The written plan must be kept at the workplace and made available for employee review

The emergency action plan will be available to all employees at the following locations:

SU Police Office
Physical Plant Front Desk
Safety Office web

XII. OSHA Fire Prevention Plan

Major workplace fire hazards at Southwestern University:

Electrical equipment rooms

Areas using/storing flammable chemicals/gases

- *Laboratories*
- *Fine Arts*
- *Stockrooms*
- *Studio Arts - heat producing equipment – kilns*
- *Physical Plant Shops – welding/cutting/soldering torches*
- *Fuel Refill Station*
- *Boiler Plant*
- *Boiler Rooms*
- *Robertson Center*
- Kitchens
- *McCombs Dining*
- *Snack Bar*
- *Residential Facilities*
- *Laundry Facilities*

Flammable chemicals/materials should be stored whenever they are not in actual use in a closed flammable storage cabinet.

Ventilation should be reviewed and considered – ventilated flammable storage cabinets are recommended when feasible, open areas should be selected over enclosed spaces for storage/use of flammable materials. Chemicals should be properly segregated to avoid incompatible chemicals from reacting and causing a fire or explosion.

Ignition Sources:

- *Electrical panels/equipment*
- *Laboratories – open flames {burners}, sparks, chemical reactions*
- *Stockrooms – open flames, sparks {welding/cutting/grinding}*
- *Art Studios – open flames, sparks, kilns*
- *Physical Plant Shops – open flames - welding/cutting torches, sparks - grinding*
- *Boiler Plant – open flames – welding/cutting torches, sparks – grinding*

- *Kitchens – open flames/electric burners*
- *Laundry facilities*

Control Measures:

- *Keep all areas clear of combustible materials/chemicals whenever open flames or spark generating equipment/processes are used.*
- *In laboratories – use safe, prudent lab practice under supervision of experienced instructor. Experiments which could overheat/react and potentially cause a fire should be conducted within a fume hood or conducted only while direct observation is used.*
- *Physical Plant - use proper welding/cutting control measures – Hot Work Permit procedures.*
- *Keep electrical panel boxes and rooms clear of combustible materials –*
- *periodically inspect electrical panels/rooms for proper wiring/short circuit problems.*
- *Kitchens – never leave burners or cooking procedures unattended.*
- *Laundry Facilities – periodic inspection and cleaning of lint in duct and dryer.*

Fire Protection Equipment:

- *Most of our facilities have Class ABC (Class B/C[CO2] in Science Building),*
- *Halon in Computer Rooms in Mood Hall,*
- *K Rated for grease fires in McCombs Center Kitchens.*
- *Portable fire extinguishers are mounted and available for use only by trained employees if the fire is small and there is a safe means for the employee to escape.*
- *Electrical equipment – Class ABC portable fire extinguisher*
- *Class B/C – CO2 portable fire extinguisher Laboratories Class B/C - CO2 portable fire extinguisher preferred*
- *Stockrooms Class B/C – CO2 portable fire extinguisher - science building*
- *Art Studio's Class B/C or Class ABC*
- *Physical Plant Shops Class ABC*
- *Boiler Plant Class ABC*
- *Kitchens Class ABC, K Rated in McCombs,*
- *Commercial fire suppression system at Kappa Sigma*

In residence halls, only Herman Brown and Moody Shearn do not have automated fire suppression systems. Other buildings that do not have automated fire suppression systems include: RAC, McCook Crain, Howry

Center, Boiler Plant, Field House, Physical Plant, Studio Arts, Chapel, Chapel lounge.

The following individuals/job titles are responsible for working together as a team to help ensure the proper maintenance of fire safety equipment and systems:

Portable Fire Extinguishers

- *Safety Officer/Resident Assistants/Custodial Staff provide routine general safety inspections of fire extinguishers and exit lights.*
- *Outside Vendor – Georgetown Fire & Safety - provides required annual inspection/testing services.*

Fire Suppression/Alarm Systems

- *Physical Plant Fire Security Alarm Technician provides full time services to maintenance and testing of fire alarm systems.*
- *Outside Vendors – Simplex-Grinnell – alarms and sprinklers, R&R Enterprises – silent night fire alarm panels & Napco Security Alarms*

The following individuals/job titles are responsible for the control of fuel source hazards:

- *Laboratories [FJS] – faculty instructor: gas shut off valve (located outside building on north and east sides – valve will be labeled with valve wrench attached) Is in "off" position.*
- *Stockroom – stockroom managers*
- *Studio Arts/Fine Arts – faculty instructors Boiler Plant – supervisor*
- *Physical Plant/Electrical – supervisors*
- *Kitchens – students in residence halls and fraternities, Dining Manager in Food Service Kitchens Laundry Facilities – physical plant personnel*
- *Robertson Center – facility maintenance manager*
-

All areas where flammable/combustible materials can accumulate or aid in the risk of a fire shall be kept clean (excellent housekeeping methods) and clear of potential fire sources.

Proper storage procedures shall be used for flammable chemicals/materials and gasses. Gas cylinders shall be kept secured by approved strap/chain system and inspected regularly for leaks/open valves. The personnel responsible for control of accumulation is the same as those listed above for control of fuel source hazards.

Training - employees who may be exposed to materials/processes will be informed/trained of the fire hazards associated with these materials:

Training will be conducted by the unit supervisor/instructor.

- *Boiler plant*
- *Pool chemical room*
- *Laboratories*
- *Physical Plant Trades*

Training – upon initial assignment, the employee will be trained/informed of our fire prevention plan.

Training will be conducted by the hiring department supervisor/human resources

The written fire prevention plan will be kept at the following locations for employee access and review:

S.U. Police Department

Safety Office Web Site

Physical Plant Front Desk

Maintenance procedures for heat producing equipment:

- *Kilns – regular inspection and review of safe kiln operation is the responsibility of the faculty instructor.*
- *Boilers/Furnaces – regular inspection and maintenance is the responsibility of the Mechanical Section of the Physical Plant department*

XIV. Physical Address of Buildings

Academic and Administration Buildings

Roy and Lille CULLEN Building	1001 E University
Rufus Franklin Edwards STUDIO ARTS BUILDING	1303 Service Road
Field House/Campus Police	1005 Maple Street
Field House Football	951 Pirate Cove
Fondren-Jones Science Hall	1011 E University
Fountainwood Observatory	921 Southwestern
Greenhouse	915 Southwestern
McCook Crain	1015 Southwestern
Mood Birdwell Hall	1011 Soule Drive
Joe S Mundy Hall	1310 Service Road
Physical Plant and Warehouse	1310 Service Road
FW OLIN Building	940 Southwestern
A Frank Smith Jr. Library	1101 E University
Alma Thomas Fine Arts Center	1201 E University
Kyle E White aka THE RAC	1011 Southwestern
Wilheimina Cullen Admission Center	1007 Soule
Charles and Elizabeth PROTHRO Center	1006 Southwestern
Boiler Plant	1015 Maple
Red and Charline McCombs Campus Center	1010 McKenzie
Lois Perkins Chapel	910 Southwestern
Lois Perkins Chapel Lounge	912 Southwestern
Turner Flemming House (Presidents House)	1 Taylor Road
Corbin J Roberston Center (GYM)	930 Southwestern
Julie Puett Howry Center	1001 Southwestern

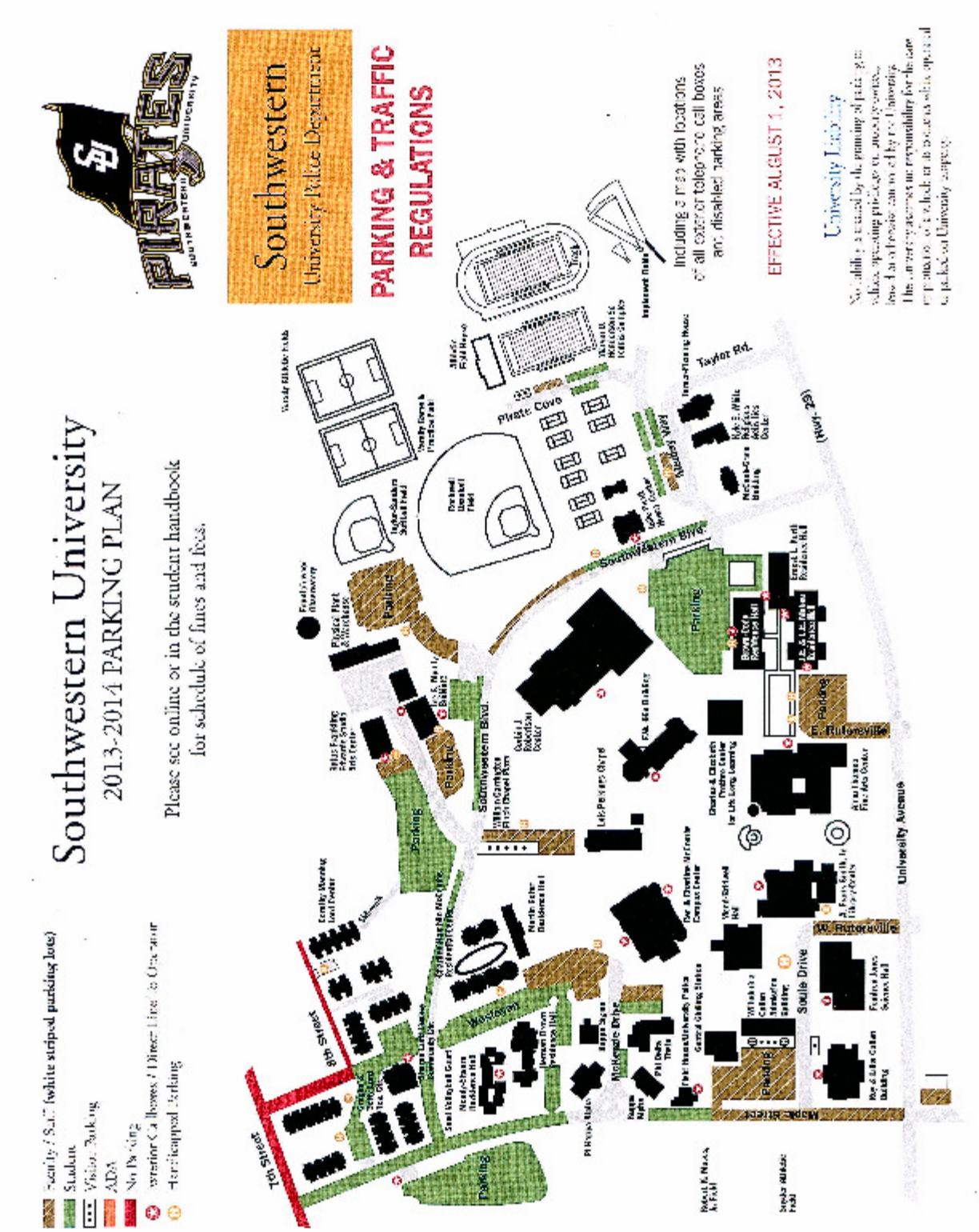
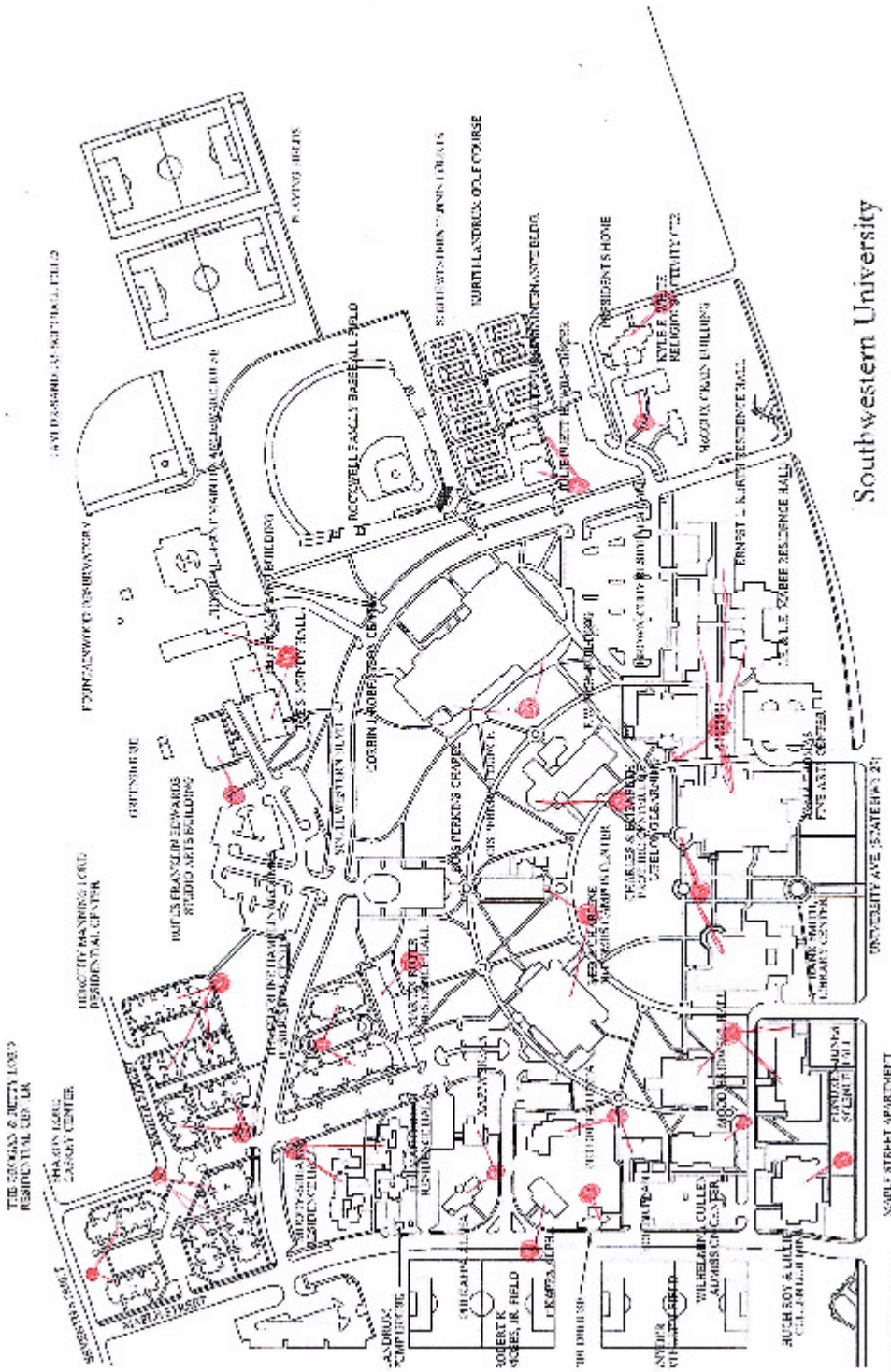
Athletic Fields

Rockwell Baseball Field	925 Southwestern University
Soccer Fields	923 Southwestern
Landrum Pump House	951 Maple
Snyder Athletic Fields	1000 Maple
Robert K Moses Playing Fields	900 Maple
Marvin D Henderson Tennis Courts	935 Southwestern

Residence Halls and Apartments

Brown Cody Residence Hall (3 floors)	1010 Southwestern Blvd
JE and LE Mabee Residence Hall (3 floors)	1103 E Rutersville
Ernest L Kurth Residence Hall (3 floors)	1100 Southwestern
Martin Ruder Residence Hall (3 floors)	911 Wesleyan
Herman Brown Residence Hall (3 floors)	904 Wesleyan
Moody Shearn Residence Hall (3 floors)	902 Wesleyan
Charline Hamblin McCombs Apartments (2 buildings)	900 Southwestern Blvd
Grogan and Bety Lord Apartments (7 buildings)	701 Maple
Sharon Lord Caskey Center in building 7	701 Maple
Dorothy Lord Apartments (3 buildings)	1105 E 8th Street
Kappa Alpha Fraternity House	1000 McKenzie
Kappa Sigma Fraternity House	1002 McKenzie
Phi Delta Theta Fraternity House	1003 McKenzie
Phi Kappa Alpha Fraternity House	1001 McKenzie

XV. Campus Map



XVI Campus Map Safe Designated Areas