

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:

Occupational Safety and Health Administration (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 and staff are responsible to review this plan. A quick reference guide book 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 Facilities Management Staff OR by the responsible supervisor.

Building Emergency Action Representatives (EARs) 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 EARs understand their roles.

Hands-on emergency drills are required in all buildings on an annual basis. These will be schedule and conducted by SUPD.

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

Definitions

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 Response 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

Examples: gas line rupture, building fire, chemical spill, etc.

Designated Staging Area: 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
Residence Life
Jones Theater

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.

Emergency Action Representative (EAR): 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 designated area. See duties/responsibilities (p. 34).

GFD: Georgetown Fire Department

Declaration of Authority for Emergencies

Decision maker during “State of Emergency” or “State of Confined Emergency”

Chief of University Police or designee
SUPD will coordinate with local and county authorities

Decision to close campus due to unforeseen circumstances

Vice President for Fiscal Affairs, Dean of Faculty, and Vice President for Student Life (In consultation with the University President)

Decision to evacuate residence halls other than in a “State of Emergency”

Vice President for Fiscal Affairs, Vice President for Student Life, and Dean of Students

Decision to keep essential services open after an emergency

Vice President for Fiscal Affairs, Director of Facilities Management and Supervisors, Dean of Faculty, Vice President for Student Life, and Dean of Students -- assigned to essential buildings

Essential buildings: Library Computer Labs, Robertson Center, McCombs Campus Center, Prothro

Telephone notification of essential personnel after hours

University Operator (with support from Facilities Management and University Police)

II. Emergency Notification Procedures

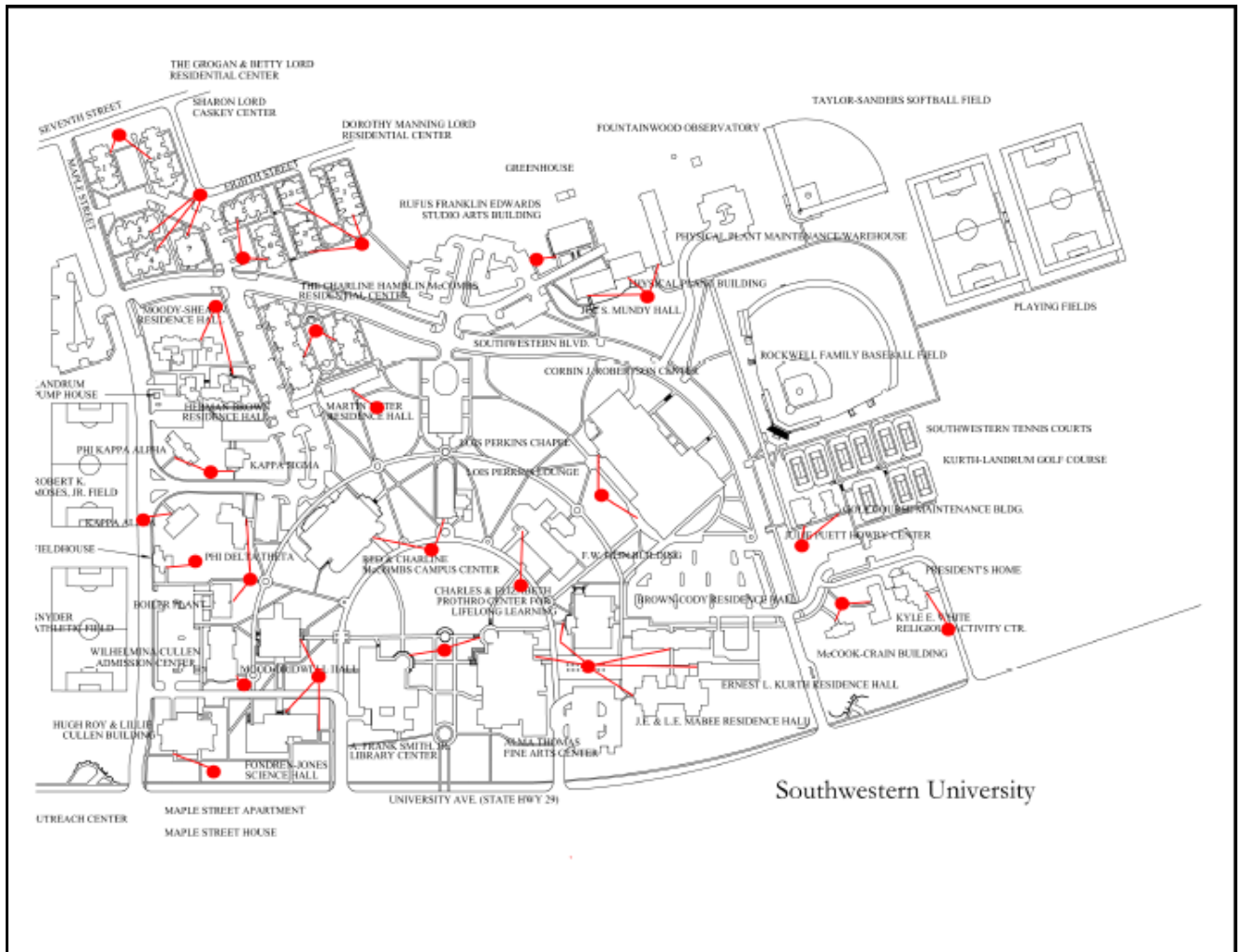
In the event of an emergency involving major injury or extreme damage to property, **always** call **911** first. Give the **911** operator all the information they need.

Notify SUPD during actual emergencies by calling **512-863-1944** or **“0”** from on-campus phone 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 Emergency Action Representatives to the nearest exit.

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

III. Central Meeting Places



IV. Emergency Numbers and Response Personnel

Georgetown Emergency Communications	911
Southwestern University Police Department	512-863-1944
Southwestern University Operator	x0 or 512-863-6511
Southwestern University Safety Officer	512-863-1677
Southwestern University Health Center	512-863-1252
Southwestern University Counseling Center	512-863-1252
Georgetown Medical Center Emergency Room	512-943-3000
Georgetown Police Department	512-931-2013
Poison Center	1-800-222-1222
Williamson County Crisis Center	1-800-460-7233

Title/Office Name		Extension/Cell Phone
President (SUPD will contact in an emergency)	Dr. Edward Burger	x1454
Executive Assistant to the President	Patricia Witt	x1454
Dean of the Faculty	Dr. Alisa Gaunder	x1418
Associate VP for Academic Affairs	Julie Cowley	x1720
Associate VP for Human Resources	Elma Benavides	x1441
VP for Student Life	Jaime Woody	x1582
Associate VP for Intercollegiate Athletics	Dr. Glada Munt	x1618
Dean of Students	Shelley Story	x1281
Associate Dean for Student Life	Derek Timourian	x1665
Director of Residence Life and Housing	Bob Flinders	x1866
Chaplain	Megan Danner	x1056
Chief of Police	Brad Dunn	x1031
Assistant Chief of Police	Jim Seals	x1030
University Police Officer on Duty		512-863-1944
Nurse Practitioner	Jennifer Spiller	x1252
Director of Counseling and Health Center	Jason Bonick	x1252
Assistant Dean for Student Multicultural Affairs	Terri Johnson	x1342
Associate VP for Information Technology	Todd Watson	x1508
VP for Finance and Administration	Craig Erwin	x1472
Vice President for University Relations	Paul Secord	x1484
Associate VP for Alumni and Parent Relations	Megan Frisque	x1584
Chief Marketing Officer	Tim Cobb	x1212
Associate VP for Facilities & Campus Services	Mike Miller	x1425
Director of Campus Safety & Risk Mgmt.	Michael DeLance	x1677
Dean of Enrollment Services	Christine Bowman	x1202
Director of Food Services (Sodexo)	Chris Peterson	x1760

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 to the nearest exit.
- 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, and 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.
- Individuals with disabilities 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. Accommodations may require waiting for the assistance of emergency response personnel – notify someone to inform emergency response personnel of your location and disability (p. 30). **Do not use elevators**. Students with disabilities requiring assistance in an emergency situation should register their residence hall room number and accommodations with Residence Life and SUPD. 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 Notifications may be sent by: Phone, Text, E-mail, Emergency Action Representative, Georgetown Siren
- Gather personal belongings, proceed to the designated safe shelter area
- Wait in place for additional information/instruction via the Emergency Notification System.

Additional Instructions:

Students, Faculty, and Staff should be familiar with the designated safe shelter areas within their building.

- 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/Suspicious Activity

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 SUPD at **512-863-1944** or local police department if you live off campus. Give your name and location and advise them of the situation if it is safe to do so. 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 (e.g. 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 investigated and handled in a sensitive and diplomatic manner. Calls will be kept confidential if requested.

Suspicious Activity

Early identification of a concern allows University officials, if appropriate, to reach out to an individual, evaluate the circumstances, provide resources, reduce stress, and avoid or minimize harm to the individual and others.

- If you are aware of suspicious activity, call Southwestern University Police Department (SUPD) immediately at **512-863-1944**, or call **911** when appropriate.
- If you are concerned about someone's behavior, and it is not an emergency, you may call SUPD and have them contact the Counselor on Call, Chaplain, or nurse. You must give your phone number to SUPD so they can have any of the above people call you back, but your name and concerns can be confidential.
- If you can safely do so, try to make a note of the description of the person if applicable (e.g. gender, height, clothing, approximate age, race, and direction of travel). If the person is in a vehicle, try to note the license plate number, color, make, model, or anything unusual about the vehicle.
- Do not disturb the scene if applicable. Do not let anyone else touch, move, or clean anything at the scene until the police have arrived to secure the scene.

D. Bomb Threat

A suspicious-looking box, package, object, or container 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 cell phones, tablets, etc. should not be used at the scene.

Quick Reference:

- Immediately turn off all cell phones, tablets, laptops, etc.
- Immediately notify SUPD (by University phones or in person).
- Follow instructions from SUPD.
- Gather personal belongings (e.g. purses, book bags, briefcases).
- Evacuate the building to the safe designated area.
- Emergency Notification System will send instructions via phone, text, or email.
- 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.
- Bomb Threat Checklist: Ask the following questions:
 - Note Caller ID if present.
 - 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?
- Observe the caller's:
 - Speech patterns
 - Age and gender
 - Accent and tone
 - Emotional state
 - Background noise
- Write down other data:
 - Date and time of call
 - How threat was received

- Call the SUPD 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**.
- 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

Illness

- Persons with minor illnesses may be transported on request to Student Health Services by SUPD for treatment during Student Health Services' 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 a hospital.

Serious Illness

- Persons with serious illnesses may be transported to the appropriate emergency room by ambulance. In such cases SUPD will initiate the following notification procedure:
 - Officer on scene will contact the Chief of Police or the police administrator on call.
 - Officer on scene will contact Student Health Services. After normal hours of operation, the Chief of Police or the police administrator on call will contact the Director of Counseling and Health Services with the student's name, date, time, reason for transport, and any circumstances which may require professional intervention (example: friend or roommate of a person suffering from a serious illness who may be traumatized by the experience).
 - The Chief of Police or the police administrator on call will contact the Residence Life staff on call.
 - Persons with serious injuries may be transported to the appropriate emergency room by ambulance. In such cases SUPD will initiate the following notification procedure below.
 - If EMS does transport a resident, a member of Residence Life will follow to be able to bring the student back to campus. A friend can go to the ER instead of the Residence Life staff member if the transported student is conscious and we have the friend's contact information in order to get updates on the student's condition.
- If the student is not transported to the ER by EMS, Residence Life Professional staff may be asked to transport them, when appropriate.

Injury

- At their request, persons with minor injuries will be transported by SUPD to Student Health Services for treatment during Student Health Services' 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 a hospital.

Serious Injury

- In the event of a serious injury in which the victim requires an ambulance, call **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 SUPD at **512-863-1944** and give the same information.
- Stay with the victim and attempt to keep them as calm and comfortable as possible. Do not move the victim unless it is a life-threatening situation or necessary to prevent further injury.
- Remain with the victim until an SUPD officer arrives. Inform the officer or medical professionals on the scene of the nature of the injury.

- Persons with serious injuries may be transported to the appropriate emergency room by ambulance. In such cases SUPD will initiate the notification procedure below.
- If the student is not transported to the ER by EMS, Residence Life Professional staff may be asked to transport them.
- SUPD coordinates all emergency responses with Student Health Services staff and/or Georgetown Emergency Medical Services.

Notification Procedure

- During regular business hours, information will be conveyed through departmental offices of SUPD, Student Life (Director of Residence Life and Housing, Dean of Students, VP for Student Life), Health/Counseling.
- During non-business hours, the officer on scene will contact the police administrator on call. That administrator will then utilize the Residence Life on call staff and engage Director of Residence Life and Housing, Dean of Students, and VP as appropriate.
- During non-business hours, the officer will leave a voicemail message for Health Services, if appropriate, detailing name, date, time and reason for transport.
- The Chief of Police or the police administrator on call will contact the Director of Counseling and Health Services or the counselor on call if circumstances exist which may require professional intervention. Director of Residence Life and Housing will also be involved and may notify the Dean of Students or VP for Student Life. Example: Friends or witnesses to a serious injury event who may be traumatized by the experience.
- The Chief of Police will contact the Vice President for Student Life if the person's condition does not improve or declines.
- If an injury is work-related, the Chief of Police or the police administrator on call will contact the Director of Human Resources during normal operating hours and will ensure that a copy of the incident report is forwarded to the Director of Campus Safety and Risk Management.
- If EMS does transport a resident, a member of Residence Life will follow to be able to bring the student back to campus. A friend can go to the ER instead of the Residence Life staff member if the transported student is conscious and we have the friend's contact information in order to get updates on the student's condition.

F. Hazardous Materials/Gas Leak

- Immediately report gas odor to SUPD at **512-863-1944**.
- SUPD and Facilities Management will respond on site with a gas meter to investigate.
- If indicated, evacuation of the building will be ordered and Georgetown Fire Department (GFD) will be called (**911**).
- Emergency Notification System will send instructions via phone, text, or email.
- Evacuation procedure is door-to-door verbal communication.
- Do not turn off lights or other electrical equipment (no sparks).
- Start to ventilate by opening doors and windows.

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 tripping 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).
- Emergency Notification System will send instructions via phone, text, or email.

To prevent the Facilities Management service desk from being overwhelmed with calls, only building administrators should report power outages. Facilities Management 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** (SUPD) or **extension 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

SUPD 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 to plan 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 – 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.

Emergency Notification Mechanisms: Phone, E-mail, and Text.

Gather personal belongings and quickly proceed to designated safe shelter buildings: F. W. Olin, Smith Library Center.

Wait for additional information/instruction from SUPD.

I. Workplace Violence

Southwestern University will not tolerate any acts of violence, intimidation, threatening behavior, stalking, or harassment. SUPD 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 are encouraged to notify their supervisors or SUPD of any threats which they have witnessed, received, or 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 that 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 SUPD at **512-863-1944**. Give all details relative to location, number of assailants, means of aggression and other pertinent information. It is important to keep in mind the following:

- Emergency Notification System will send instructions via phone, text, or email.
- 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. Persons 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. The Emergency Notification System will send a message via phone, text, or email.

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:

Emergency Notification System will send instructions via phone, text, or email.

Quickly determine the most reasonable way to protect your own life. ANYONE can take the lead!

Evacuate only if it is safe to do so

- 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.

Hide out

- 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?

- Block entry to your hiding place, lock or barricade the doors, and turn out the lights.
- Remain in place until further instruction from the Emergency Notification System via phone, text, or email.

Take Action

ONLY AS A LAST RESORT AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER

- 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.

How to respond when law enforcement arrives on the scene:

- 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 indicated by officers

Information you should provide to law enforcement or 911 operators:

- Location of the hostile intruder
- Number of intruders, if more than one
- Physical description of intruder(s)
- Number and type of weapons held by the intruder(s)
- Number of potential victims at the location

**SOUTHWESTERN UNIVERSITY POLICE DEPARTMENT
512-863-1944**

K. Active Shooter

How to respond when an active shooter is in your vicinity:

Emergency Notification System will send instructions via phone, text, or email.

Quickly determine the most reasonable way to protect your own life. 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.
- Remain in place until further instruction from the Emergency Notification System via phone, text, or email.

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:

- 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 indicated by officers

Information you should provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number 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: SU Student

Student emergency contact information is located on the Housing Application and stored in the office of the Director of Residence Life. This information is voluntary.

In the event that SUPD receives a call of a student who is missing for **less than 24 hours**, SUPD will handle the call as a Welfare Concern and:

- The officer will contact their RA (if applicable) to establish friends that the officer may call to see if the missing student is with them.
- Will attempt to identify only friends in the immediate Southwestern area.
- If/when the student is located, they will be asked to contact the person who 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 SUPD receives a call of a student who 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 their 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

ALL mental health transports will be done by SUPD, and an SU counselor will accompany the student. Local transports (Rock Spring and Georgetown Behavioral Health Institute) will be done by the on-duty Police Officer. The Officer will drop off and be notified when the counselor is ready for a ride back to campus.

If there are no beds available in Georgetown, the on-duty officer will notify an SUPD supervisor (Chief, Asst. Chief, Sgt.) who will be utilized using and on-call schedule. SUPD will drop off the student and counselor at the facility and return to campus.

After the admission has been completed, the counselor will call another counselor, a friend/family or Residence Life to be picked up from the facility and returned to their car. If it is likely that Residence Life will be utilized for the pick-up, the counselor on call will phone them to give them a 'heads up' that they may be called anywhere between 30 minutes to 3 hours depending on the speed of the admissions department. The following is a recommended phone list; however, any member is prepared to be of assistance if others are unavailable. *Note, during weekends, please utilize the Residence Life on call calendar.

East campus: Na-Tasha Stewart

West campus: Magen Smith

Off campus: Liz Colvin

Back-up: Jason Chapman

If a student is going to be hospitalized and is waiting for a parent to pick them up and no one from counseling is able to wait with them, they may wait at the SUPD office. If the student has not been picked up by 5 p.m., the counselor will go to SUPD and sit with the student. This alleviates the burden placed on SUPD as they only have one officer at night and affords the counselor quick access to police assistance should it be needed. If there is a fear of an outburst or violent behavior, the wait will always be at SUPD, again with a counselor accompaniment after 5 p.m.

N. Civil Disturbance/Riot

Quick Reference:

- Emergency Notification: Text, E-mail, Emergency Action Representative.
- LEAVE the area if possible.
- If you are in the area and cannot safely leave, stay in your building or go into the nearest building and take cover.
- Call 9-1-1 and let law enforcement know who you are and where you are.

Additional Instructions:

- If you are able to safely leave the area and are approached by or you approach law enforcement, keep your hands open and in plain view.
- If you are sheltering in place and smell smoke, get out of the building.
- If at all possible, do not walk through a crowd in an attempt to get out. Walk around the outer edges of the disturbance.
- If you are trying to escape the area, avoid walls or fences.

Once order has been re-established and the area has been deemed safe by the Chief of Police, an "All Clear" emergency notification will be issued through the SU Emergency Notification System. Officers and emergency response personnel will begin entering/clearing buildings and render aid to anyone who may have sustained injury. Persons should continue to stay away from the area and follow instructions from University police and local emergency responders.

VI. Death of a Campus Member

Persons with Probable Involvement:

Chief of Police
SUPD Emergency Communications Coordinator
Vice President for Student Life
Dean of Students
Associate Vice President/Athletic Director
Director of Residence Life and Housing
Associate Dean of Student Life
Assistant Directors of Residence Life
Dean of Faculty
Chaplain
VP for University Relations
Associate Dean for Academic Success
Director of Counseling and Health Center
Psychologists and Counselors
Chief Marketing Officer
President

Procedure Checklist:

Police

- SUPD secures the scene.
- Chief of Police calls VP for Student Life, Justice of the Peace, SUPD Emergency Communications Coordinator to dispatch, and the campus operator. If the Chief of Police cannot reach VP for Student Life, they then call the Dean of Students. If both VP and Dean of Students are unavailable, the Associate Vice President/Athletic Director is in charge. At some point, the police in the city of student's parents' residence will be contacted.
- Main Dispatcher (SUPD Emergency Communications Coordinator until further notice) informs the Chief of Police when student's parents have been notified. The Chief of Police will then notify the VP of Student Life.
- Officer on the scene determines who the witnesses are and separates them for interviews.
- Chief Marketing Officer will field all press inquiries and submit public relations and community statements (under President's or Chief of Police name). **All facts concerning the investigation MUST be approved by SUPD before being submitted to the public by the Chief Marketing Officer.**
- Chief of Police will call Victim's Services for immediate family, if applicable.
- 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.

Student Life

- If the Vice President for Student Life and the Dean of Students are unreachable, the Director of Residence Life and Housing calls the Director of Counseling and Health Center and the Chaplain.
- Dean of Students calls, as appropriate, the Director of Residence Life and Housing, Director of Counseling and Health Center and the Chaplain. Director of Residence Life and Housing calls the Assistant Directors of Residence Life. Director of Counseling calls Psychologists/Counselors, as appropriate. Other personnel notified as appropriate (example: Athletic Director - if student is an athlete).
- All personnel involved meet at the command center, located in the Student Life Office. Vice President for Student Life assumes operational control.
- Dean of Students will verify that student does not have the same name as another student.
- Vice President for Student Life calls University President after arrival at command center.
- Vice President for Student Life, Dean of Students, and Director of Residence Life and Housing are providing student support as needed.
- Residence Life and Counseling Services staff identify, locate, and notify friends.
- Academic Success identifies professors who are close to the victim.
- Director of Residence Life and Housing relocates roommates/suitemates as needed.
- Chief Marketing Officer will field all press inquiries and submit public relations and community statements (under President's or Chief of Police name). **All facts concerning the investigation MUST be approved by SUPD before being submitted to the public by the Chief Marketing Officer.**
- Vice President for Student Life or their designee will arrange, at SU expense, for immediate family member pick-up at the airport and lodging in Georgetown, if needed.
 - Holiday Inn Express 512-591-7890
 - Comfort Suites 512-863-7544
 - Best Western Plus 512-868-8555
 - Hampton Inn & Suites 512-688-5300
 - Sheraton Inn 737-444-2700
- Residence Life staff goes room to room to touch base with students and to gather students into lobby for a group meeting.

Death of a Campus Member – Continued

- If death occurs on an athletic field, Vice President for Student Life and Dean of Students decide where the gathering will be.
- Vice President for Student Life, Dean of Students, Director of Counseling and Health Services, and Chaplain determine a subsequent gathering location for people affected by the death.
- Vice President for Student Life, Dean of Students or Director of Residence Life and Housing notifies parents of student(s) who were directly involved (roommate, student(s) who discovered victim, etc.).
- A meeting of the response team will be held 12-24 hours later to review the next series of actions.
- Vice President for Student Life determines who will attend funeral as a representative of the University.
- Associate Dean for Student Life will review all statements by the student newspaper.
- Vice President for Student Life or Dean of Students will coordinate communications from the following offices to the family of the deceased: Business Office, Library, ITS, Alumni Office, Mail Room, Sodexo, Center for Academic Success and Records, and Financial Aid.
- Director of Residence Life and Housing will make arrangements for student's personal belongings to be picked up by the family of the deceased, including any items that may be with SUPD.
- Within two weeks of the incident, review the crisis response system to determine if changes/recommendations are needed.
- Vice President for Student Life and/or Chaplain will remain in communication with the family of the victim regularly for an extended period of time.

Counseling Center Staff

- Counseling center staff and Chaplain will speak with the students located at the scene.
- Counseling center staff and Chaplain will be available to talk with students in the residence hall.
- Residence Life and Counseling Services staff locates and identifies friends and professors who are close to the victim.
- Vice President for Student Life, Dean of Students and Director of Counseling and Health Services determine a subsequent gathering location for people affected by the student death and arrange for food to be brought in.

Death of a Campus Member - Continued

- Counseling center staff and Chaplain will stay at the gathering location to offer counseling and spiritual support to community members and others immediately involved.
- A meeting of the response team will be held 12-24 hours later to review the next series of actions.
- Counseling center staff and Chaplain will arrange support sessions and continue to offer them as needed.
- Within two weeks of the incident, review the crisis response system to determine if changes/recommendations are needed.

Chaplain

- Counseling center staff and Chaplain will stay at the gathering location to offer counseling and spiritual support to community members and others immediately involved.
- Counseling center staff and Chaplain will speak with the students located at the scene.
- Counseling center staff and Chaplain will be available to talk with students in the residence hall.
- Counseling center staff and Chaplain will arrange support sessions and continue to offer them as needed.
- Chaplain contacts family regarding funeral arrangements and gathers/distributes memorial information.
- Vice President for Student Life and/or Chaplain will remain in communication with the family of the victim regularly for an extended period of time.

University President

- President will promptly send death notice email to community, notify Trustees, send email to parents, and send flowers to the funeral. **All facts concerning the investigation MUST be approved by SUPD before being submitted to the public by Chief Marketing Officer.**
- Chief Marketing Officer will field all press inquiries and submit public relations and community statements (under President's or Chief of Police name). **All facts concerning the investigation MUST be approved by University Police before being submitted to the public by the Chief Marketing Officer.**

Dean of Faculty

- Dean of Faculty sends email to faculty.

Associate Dean for Academic Success and Records

- Associate Dean for Academic Success and Records will notify the Dean of Faculty's Office and arrange for class absences for funeral attendees.

VII. Evacuation Procedures for Individuals with Disabilities

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. 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).
- SUPD and Facilities Management, 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 an alarm notification. They assume responsibility for the emergency response operations while on site.

For those requiring assistance:

Proceed to the nearest safe stairwell and prepare to exit the building in one of two ways:

Option 1 (Individual assumes no imminent danger):

Verbally notify members of the Campus Emergency Response Team (Building Emergency Action Representative, SUPD, or Facilities Management) 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/residence hall location will be kept in the fire alarm panel box of the building where your main office/residence hall is located. Contact SUPD to register.

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 is notified by operator via radio/phone
- SUPD use 800 or two way radios (all other radio transmissions should cease)

Bomb Threat

- Notify SUPD 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 of watches and warnings. The Emergency Notification System will make notification of an imminent weather threat.
- Imminent weather threat may include city and/or campus siren

Chemical – Biological Release/Act of War

- SUPD/Operator notifies campus via phone, e-mail, text, and emergency action representatives

Gas Leak/Odor

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

IX. Internal Emergency Responder Procedures

Fire

- The campus operator is notified of a fire emergency situation via the alarm system. Georgetown Fire Department (GFD) is first notified. The operator then notifies SUPD.
- 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 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, an “on-site command post” 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 an “on-site command post” 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 “on-site command post.”
- All information should be directed to and from the “on-site command post.”

Response Procedure Summary

- Campus Operator notified of emergency – notifies Georgetown Fire Dept./SUPD
- SUPD responds to building/incident
- Georgetown Fire Department arrives on site – takes control of site
- Emergency incident is identified – appropriate response – incident controlled
- SUPD/Facilities Management verifies all building systems operational
- SUPD coordinates/communicates occupant return to the building
- SUPD/Facilities Management personnel complete incident form
- Emergency Operations Center: Facilities Management (pre-event planning), Library Computer Lab (During/post event)
- Emergency Safe Shelter Buildings: Olin, Library

X. Emergency Action Representative Duties (EAR)

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 SUPD/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 their location and name 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 and **provide their location and special needs**.
- **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 (it is not OK to re-enter once the alarm is silenced).
- 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 the ENS System.
- Take cover immediately by moving to safe shelter areas

EAR Duties - Continued

- Use color-coded floor plans at each entrance to know the exact location of the safe shelter areas for your building
- Stay in safe shelters until an “All Clear” ENS message is sent.

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.
- Introduce yourself and make everyone aware that you are one of the EARs for your building.
- Send out feedback after fire alarms/evacuations/drills to recognize what went well and to identify areas that still need to be improved.
- Let occupants know that questions regarding emergency evacuation should first come to you. If you cannot properly address the question/concern, contact the SUPD Chief of Police.

XI. OSHA Emergency Action Plan

Emergency escape procedures and emergency escape route assignments:

For evacuation protocols see Section V (five)

Olin, Library: The ventilation system will be shut down remotely (Central Plant) to help limit potential exposure to outside air. Notification from SUPD to Facilities Management is required to shut down air handling equipment.

All Emergencies

See Sections IV and V (four and five) for specific procedures.

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, their department director/supervisor will assign their specific task in coordination with SUPD, Georgetown Fire Department (GFD), and the Georgetown Police Department (GPD). The SUPD Chief of Police or their 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 Central Plant or building specific, shut down utility services, assist fire department to critical system locations and/or provide information. Personnel should carry and use a two way radio and stay in contact with the Emergency Incident Commander. Specific procedures for known emergencies to be developed and communicated by Facilities Management.

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

The SUPD Chief of Police or his/her designee will attempt to secure information from Emergency Action Representatives (EAR), building occupants and Georgetown Fire Department (GFD) 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

SUPD/Nurse/Athletic Trainers may provide rescue and/or standard medical assistance [first aid, CPR] until emergency medical professionals arrive on the scene and take control. Employees are not asked or expected to enter dangerous or critically unsafe areas for rescue purposes. This task requires highly trained professionals with proper personal protective equipment and support systems.

The preferred means of reporting fires and other emergencies

See Section IV and V (four and five) Emergency response procedures for each type of emergency.

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
Managers of Facilities Management
A.V.P. for Facilities
Director of Campus Safety & Risk Management

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

See Section IV and V (four and five). Emergency response procedures for each type of emergency.

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 providing services in the event of emergency evacuations/situations:

SUPD
Emergency Action Representatives
Fire Alarm Technician
Upon arrival, Georgetown Fire Department (GFD)

Provide emergency action plan training with each employee:

1. Initially when the plan is developed
2. When the employee's responsibilities change
3. When the plan changes

New employee orientation will include review/instruction on the components of the emergency action plan by their supervisor or department head. See Orientation Section (front page of ERP)

Fire drills/emergency evacuation drills will be scheduled and conducted annually by SUPD. SUPD is responsible for conducting and evaluating emergency drills and contacting E.A.R.'s for pertinent information and or feedback.

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:

SUPD and website
Safety and Risk Management Office and website
Facilities Management Front Desk

XII. OSHA Fire

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*
- *Facilities Management Shops – welding/cutting/soldering torches*
- *Fuel Refill Station*
- *Boiler Plant*
- *Boiler Rooms*
- *Robertson Center*
- *Kitchens*
- *Mabee Commons*
- *The Cove*
- *Residential Facilities*
- *Laundry Facilities*

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

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*
- *Facilities Management 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.*
- *Facilities Management - use proper welding/cutting control measures – Hot Work Permit procedures.*
- *Keep electrical panel boxes and rooms clear of combustible materials*

OSHA Fire Prevention Plan – Continued

- *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-Bridwell 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 – Fondren-Jones science building*
- *Art Studio's Class B/C or Class ABC*
- *Facilities Management Shops Class ABC*
- *Boiler Plant Class ABC*
- *Kitchens Class ABC, K Rated in McComb Campus Center,*
- *Commercial fire suppression system at Kappa Sigma*

Buildings that do not have automated fire suppression systems include: Kyle E. White, McCook Crain, Howry Center, Boiler Plant, SUPD Field House, Facilities Management, 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

- *Director of Campus Safety & Risk Management/Resident Assistants/Custodial and Facilities Management 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

- *Facilities Management 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. New wing 2016 will have safety electric and gas shutoff switches in each lab for that wing.*
- *Chemical Stockrooms – stockroom managers*

- *Studio Arts/Fine Arts – faculty instructors*
- *Central Plant – supervisor*
- *Facilities Management/Electrical – managers/supervisors*
- *Kitchens – students in residence halls and fraternities, Dining Manager in Food Service Kitchens*
- *Laundry Facilities – Facilities Management personnel & 3rd party vendor*
- *Robertson Center – facility 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 gases. Gas cylinders shall be kept secured by approved strap/chain system and inspected regularly for leaks/open valves. Gas cylinders not in continuous use will have the regulators removed and safety cap installed. The personnel responsible for control of accumulation are the same as those listed above for control of fuel source hazards.

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/manager.

- *Central plant*
- *Pool chemical room*
- *Laboratories*
- *Facilities Management Trades*

Fire Prevention 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:

SUPD & website

Facilities Management Front Desk

Maintenance procedures for heat producing equipment:

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

XIII. Physical Addresses of Buildings

Academic and Administration Buildings

Roy and Lillie Cullen Building	1001 E. University Ave.
Rufus Frankling Edwards Studio Arts Building	1303 Service Rd.
Field House/SUPD	1005 Maple St.
Field House Football	951 Pirate Cv.
Fondren-Jones Science Hall (FJS)	1011 E. University Ave.
Fountainwood Observatory	921 Southwestern Blvd.
Greenhouse	915 Southwestern Blvd.
McCook Crain Building	1015 Southwestern Blvd.
Mood Birdwell Hall	1011 Soule Dr.
Joe S. Mundy Hall	1305 Service Rd.
Facilities Management and Warehouse	1310 Service Rd.
F.W. Olin Building	940 Southwestern Blvd.
A. Frank Smith, Jr. Library Center	1101 E. University Ave.
Alma Thomas Fine Arts Center	1201 E. University Ave.
Kyle E White aka THE RAC	1011 Southwestern Blvd.
Wilhelmina Cullen Admission Center	1007 Soule Dr.
Charles and Elizabeth Prothro Center	1006 Southwestern Blvd.
Boiler Plant	1015 Maple St.
Red and Charline McCombs Campus Center	1010 McKenzie Dr.
Lois Perkins Chapel	910 Southwestern Blvd.
Lois Perkins Chapel Lounge	912 Southwestern Blvd.
Turner-Fleming House (Presidents House)	1 Taylor Rd.
Corbin J. Robertson Center (Gym)	930 Southwestern Blvd.
Julie Puett Howry Center	1001 Southwestern Blvd.

Athletic Fields

Rockwell Baseball Field	925 Southwestern Blvd.
Soccer Fields (Varsity Fields)	923 Southwestern Blvd.
Taylor-Sanders Softball Field	923 Southwestern Blvd.
Landrum Pump House	951 Maple St.
Snyder Athletic Fields	1000 Maple St.
Robert K. Moses Playing Fields	900 Maple St.
Marvin D. Henderson Tennis Courts	935 Southwestern Blvd.
Football Practice Field	931 Pirates Cove
Track	931 Pirates Cove
Implement Fields	931 Pirates Cove

Physical Addresses of Buildings – Continued

Residence Halls and Apartments

Brown-Cody Residence Hall (3 floors)	1010 Southwestern Blvd
J.E. and L.E. Mabee Residence Hall (3 floors)	1103 E. Ruttersville Rd.
Ernest L. Kurth Residence Hall (3 floors)	1100 Southwestern Blvd.
Martin Ruter Residence Hall (3 floors)	911 Wesleyan Dr.
Herman Brown Residence Hall (3 floors)	904 Wesleyan Dr.
Moody-Shearn Residence Hall (3 floors)	902 Wesleyan Dr.
Charline Hamblin McCombs Apartments (2 buildings)	900 Southwestern Blvd.
Grogan and Betty Lord Apartments (7 buildings)	701 Maple St.
Sharon Lord Caskey Center in building 7	701 Maple St.
Dorothy Manning Lord Apartments (3 buildings)	1105 E. 8 th St.
Kappa Alpha Fraternity House	1000 McKenzie Dr.
Kappa Sigma Fraternity House	1002 McKenzie Dr.
Phi Delta Theta Fraternity House	1003 McKenzie Dr.
Phi Kappa Alpha Fraternity House	1001 McKenzie Dr.

XIV. Campus Map

Southwestern University

2015-2016 PARKING PLAN

Please see online or in the student handbook
for schedule of fines and fees.



Southwestern
University Police Department

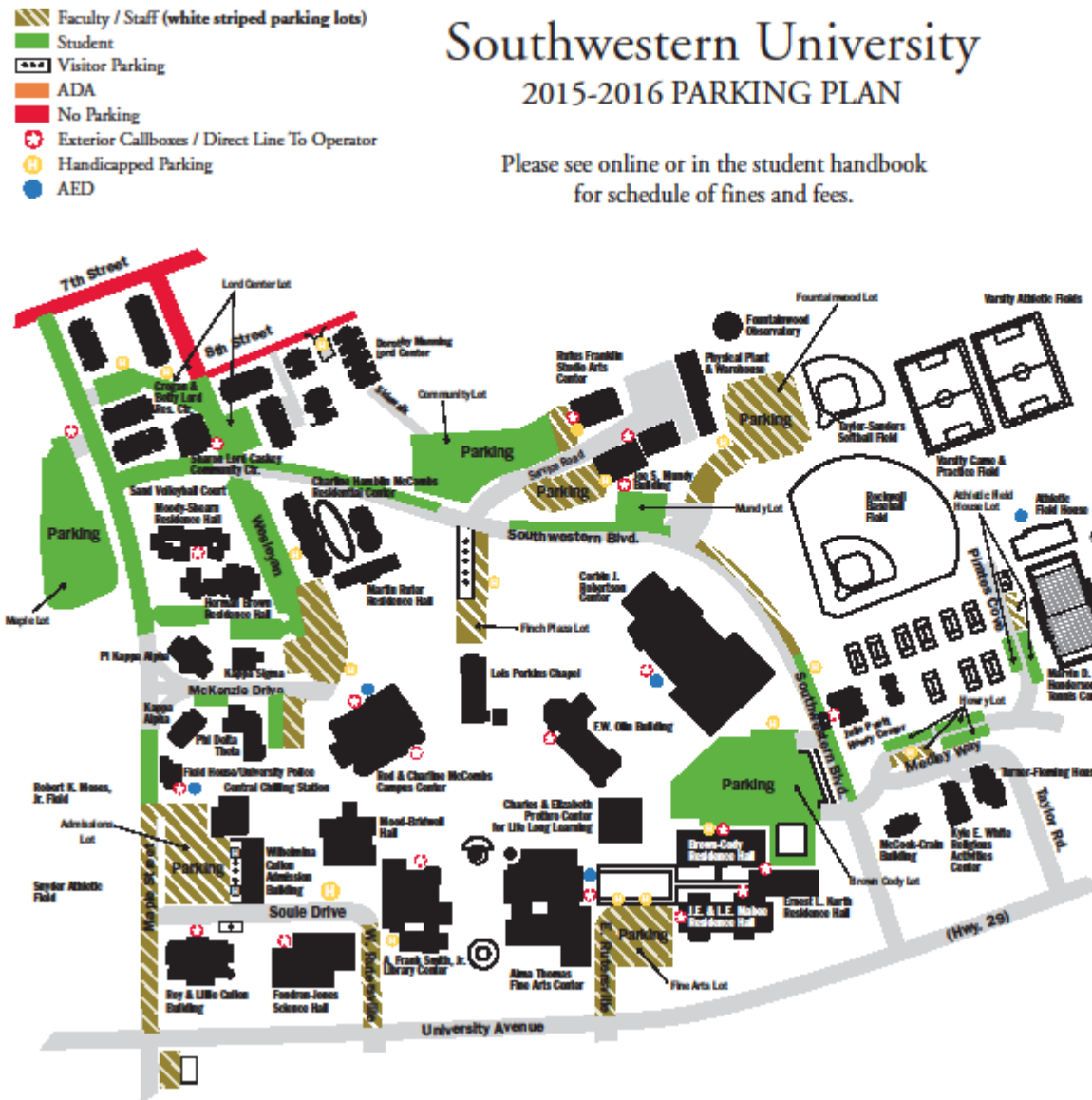
PARKING & TRAFFIC REGULATIONS

Including a map with locations of all exterior telephone call boxes and disabled parking areas

EFFECTIVE AUGUST 1, 2015

University Liability

No liability is created by the granting of parking or vehicle operating privileges on property owned, leased or otherwise controlled by the University. The University assumes no responsibility for the care or protection of a vehicle or its contents while operated or parked on University property.



XV. Campus Map Safe Designated Areas

