

# Emergency Action Plan

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SOUTHWESTERN  
UNIVERSITY

Southwestern University Emergency Action Plan

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## **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.

## **Employee Orientation Process**

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 for all other departments.

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).

# I. Definitions and Declaration of Authority

## Definitions

**Emergency Situation:** An emergency situation is defined as any situation or event that is identified by the President of the University or the Emergency Management Team as having a significant adverse impact on the campus community as a whole.

**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 Management 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. The Emergency Management Plan may be activated in a confined emergency situation.

**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: Entire Campus*

**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.

**Emergency Operations Center:** The Southwestern University Police Department, located at 1005 Maple Street, will serve as the Emergency Operations Center. This building is home to the emergency radio network, communications coordinator, and police officers. This building is also recognized by and familiar to local emergency response personnel as the Emergency Operations Center.

In a power outage situation, the Library Center, room 140 (Sandbox), located at 1101 E. University Ave, will serve as the alternate Emergency Operations Center. This space is equipped with the ability to maintain electrical power.

In the event of a failure of the campus telephone system or cellular phone service, the Emergency Operations Center is the location to which runners should be sent with information and requests for assistance.

**Emergency Action Representative (EAR):** A predetermined, 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. 19).

**GFD:** Georgetown Fire Department

## Declaration of Authority for Emergencies

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

In any emergency situation, the President of the University makes decisions on appropriate actions to be taken after consulting with the Emergency Management Team. In the event of the President’s absence, the order of succession is as follows:

- Dr. Alisa Gaunder - Dean of the Faculty
- Craig Erwin - VP for Finance and Administration
- Jaime Woody - VP for Student Life
- Timothy Cobb - VP for Integrated Communications (Chief Marketing Officer)
- Paul Secord - VP for University Relations
- Tom Delahunt - VP for Strategic Recruitment and Enrollment

### Emergency Management Team (EMT)

<b>President (SUPD makes contact)</b>	Dr. Edward Burger	512-863-1454
<b>Executive Assistant to President</b>	Patricia Witt	512-863-1454
<b>Dean of the Faculty</b>	Dr. Alisa Gaunder	512-863-1418
<b>Associate Vice President for Academic Affairs</b>	Julie Cowley	512-863-1720
<b>Associate Vice President for Human Resources</b>	Elma Benavides	512-863-1441

<b>Vice President for Student Life</b>	Jaime Woody	512-863-1624
<b>Associate Vice President for Intercollegiate Athletics</b>	Dr. Glada Munt	512-863-1618
<b>Dean of Students</b>	Shelley Story	512-863-1624
<b>Chief of Police</b>	Brad Dunn	512-863-1031
<b>Director of Counseling/Health Center</b>	Jason Bonick	512-863-1252

<b>Vice President for Finance and Administration</b>	Craig Erwin	512-863-1472
<b>Vice President for University Relations</b>	Paul Secord	512-863-1484
<b>Vice President for Strategic Recruitment and Enrollment</b>	Tom Delahunt	512-863-1200
<b>Associate Vice President for Alumni and Parent Relations</b>	Megan Frisque	512-863-1584

<b>Associate Vice President for Facilities and Campus Services</b>	Mike Miller	512-863-1425
<b>Associate Vice President for Information Technology</b>	Todd Watson	512-863-1508

<b>Chief Marketing Officer</b>	Tim Cobb	512-863-1212
<b>Director of Campus Safety and Risk Management</b>	Michael DeLance	512-863-1677

Depending on the situation, the following auxiliary members of the EMT may be consulted or called to action:

<b>Associate Dean for Student Life</b>	Derek Timourian	512-863-1665
<b>Assistant Dean for Student Multicultural Affairs</b>	Terri Johnson	512-863-1342
<b>Director of Residence Life</b>	Bob Flinders	512-863-1866
<b>Director of Food Services (Sodexo)</b>	Chris Peterson	512-863-1760
<b>Senior Manager of Facilities Operations</b>	William Schwartz	512-863-1991
<b>Chaplain</b>	Megan Danner	512-863-1056
<b>Assistant Chief of Police</b>	Jim Seals	512-863-1030
<b>SUPD/Communications Coordinator</b>	Tina Marie Bach	512-863-1944
<b>Nurse Practitioner</b>	Jennifer Spiller	512-863-1252

## II. Emergency Notification Procedures

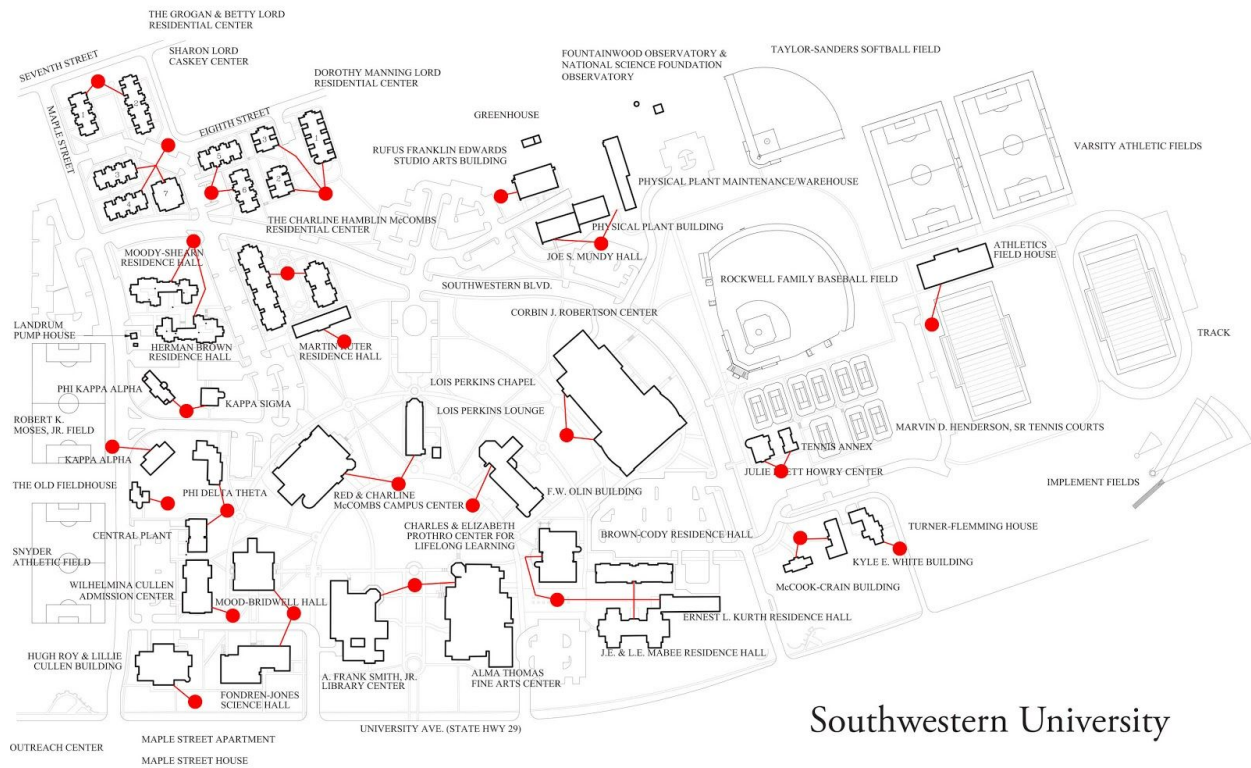
In the event of an emergency involving major injury or extreme damage to property, **always** call **911** first. Give the **911** operator all the information they need.

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 EARs 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. Building Evacuation Central Meeting Places



Southwestern University

### IV. Emergency Numbers

<b>Georgetown Emergency Communications</b>	911
<b>Georgetown Police Department</b>	512-931-2013
<b>Poison Control (Central Texas)</b>	800-222-1222
<b>Southwestern University Counseling Center</b>	512-863-1252
<b>Southwestern University Health Center</b>	512-863-1252
<b>Southwestern University Operator</b>	x-0 or 512-863-6511
<b>Southwestern University Police Department</b>	512-863-1944
<b>Southwestern University Safety Office</b>	512-863-1677
<b>St. David's Georgetown Hospital</b>	512-943-3000

## 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. **See Emergency Notification System** (p. 20).
- Students, faculty, and staff should review 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 or Inclement Weather

#### Quick Reference

- Emergency Notifications may be sent by phone, text, email, EAR, or 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 EAR, exterior city alarm siren, and/or emergency vehicle siren. **See Emergency Notification System** (p. 20).



- 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.
- Before or after a large scale emergency our “Designated Staging Area” will be:
  - Primary - McCombs Campus Center
  - Backup/Additional - Fine Arts Center, Robertson Center Courts

## 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 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, or the chaplain. 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. **See Emergency Notification System** (p. 20).
- 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 our 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 SUPD and submit your notes/bomb threat checklist from the telephone call or the bomb threat letter/note. 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/Serious Illness**

### **Illness-Student**

- At their request, students with minor illnesses may be transported to Health Services by SUPD for treatment during regular business hours. When Health Services is not open, students may make arrangements to see an off campus physician or visit a hospital.

### **Serious Illness-Student**

- SUPD coordinates all emergency responses with Georgetown Emergency Medical Services (EMS).
- In the event of a serious illness in which a student requires EMS, call **911**. Advise the dispatcher of your name, the nature of the call, the location of the student, 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 student and attempt to keep them calm and comfortable as possible.
- Remain with the student until an SUPD officer arrives. Inform the officer or medical professionals on the scene of the nature of the illness.
- Students with a serious illness may be transported to the appropriate emergency room by EMS
- If EMS transports a student, a member of Residence Life Professional staff may proceed to the emergency room for continued check of the students condition. A friend may go to the emergency room instead of Residence Life Professional staff if the “illness is non-life threatening”, the transported student is “conscious”, and we have the friend’s contact information in order to get updates on the students condition.
- If a student is not transported or refuses transport to the emergency room by EMS, Residence Life Professional staff may be asked to transport them, when appropriate.

### **Illness-Faculty/Staff/Visitor**

- At their request, faculty, staff, or visitors may receive transportation to their vehicle on campus by SUPD. These persons are encouraged to make private arrangements to see a physician or visit a hospital.

### **Serious Illness-Faculty/Staff/Visitor**

- SUPD coordinates all emergency responses with Georgetown Emergency Medical Services (EMS).
- In the event of a serious illness in which a faculty, staff, or a visitor requires EMS, call **911**. Advise the dispatcher of your name, the nature of the call, the location of the individual, 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 individual and attempt to keep them as calm and comfortable as possible.
- Remain with the individual until an SUPD officer arrives. Inform the officer or medical professionals on the scene of the nature of the illness.
- Individuals with a serious illness may be transported to the appropriate emergency room by EMS.
- If an individual is not transported or refuses transport to the emergency room by EMS, SUPD may assist the individual in attaining necessary transportation; ie friend, family, co-worker, etc.

## **F. Injury/Serious Injury**

### **Injury-Student**

- At their request, students with minor injuries may receive complimentary transportation by SUPD to Student Health Services for treatment during regular business hours. When Student Health

Services is not open, students may make arrangements to see an off campus physician or visit a hospital.

### **Serious Injury-Student**

- SUPD coordinates all emergency responses with Georgetown Emergency Medical Services (EMS).
- In the event of a serious injury in which a student requires EMS, call **911**. Advise the dispatcher of your name, the nature of the call, the location of the student, 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 student and attempt to keep them as calm and comfortable as possible. Do not move the student unless it is a life-threatening situation or necessary to prevent further injury.
- Remain with the student until an SUPD officer arrives. Inform the officer or medical professionals on the scene of the nature of the injury.
- Students with serious injuries may be transported to the appropriate emergency room by EMS. In such cases SUPD will initiate the notification procedure below (G).
- If EMS does transport a student, a member of Residence Life Professional staff may proceed to the emergency room for continued check of the student's condition. A friend may go to the emergency room instead of Residence Life Professional staff if the "injury is non-life threatening", the transported student is "conscious", and we have the friend's contact information in order to get updates on the student's condition.
- If a student is not transported or refuses transport to the emergency room by EMS, Residence Life Professional staff may be asked to transport them.

### **Injury-Faculty/Staff/Visitor**

- At their request, faculty, staff, or visitors may receive transportation by SUPD to their vehicle on campus. These persons are encouraged to make private arrangements to see a physician or to visit a hospital.

### **Serious Injury-Faculty/Staff/Visitor**

- SUPD coordinates all emergency responses with Georgetown Emergency Medical Services (EMS).
- In the event of a serious injury in which a faculty, staff, or visitor requires EMS, call **911**. Advise the dispatcher of your name, the nature of the call, the location of the individual, 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 individual and attempt to keep them as calm and comfortable as possible. Do not move the individual unless it is a life-threatening situation or necessary to prevent further injury.
- Remain with the individual until an SUPD officer arrives. Inform the officer or medical professionals on the scene of the nature of the injury.
- Individuals with a serious injury may be transported to the appropriate emergency room by EMS. In such cases SUPD will initiate the notification procedure below (G).
- If an individual is not transported or refuses transport to the emergency room by EMS, SUPD may assist the individual in attaining necessary transportation; ie friend, family, co-worker, etc.

## **G. Notification Procedure for Emergency Medical Transport**

### **Notification Procedure-Student**

- During regular business hours, notification of transport will be conveyed from SUPD to Student Life (Director of Residence Life and Housing, Dean of Students, VP for Student Life), Health/Counseling and the Safety Office as appropriate.
- During non-business hours, the officer on scene will contact the Student Life Professional staff member responsible for that area of campus for which the student resides or utilize the

Residence Life Professional staff on call calendar to communicate with the on call member listed. That member will then notify the Director of Residence Life and Housing who may contact the Dean of Students, and VP as appropriate.

- During non-business hours the officer on scene will contact the Chief of Police or the police administrator on call if the emergency transport is related to criminal conduct/ behavior or the emergency is of such a nature that the officer needs assistance in making required notifications.
- 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, the police administrator on call, or the Director of Residence Life and Housing will contact the Director of Counseling and Health Services or the counselor on call if circumstances exist which may require professional intervention. Example: Friends or witnesses to a serious illness or serious injury event who may be traumatized by the experience.
- The Chief of Police or the Director of Residence Life and Housing will contact the Vice President for Student Life if the student's condition does not improve or declines.

#### **Notification Procedure-Faculty/Staff/Visitor**

- During regular business hours, notification of transports will be conveyed from SUPD to Human Resources (if employee), and the Safety Office as appropriate.
- During non-business hours the officer on scene will contact the Chief of Police or the police administrator on call. The Chief of Police or the police administrator on call will contact the Director of the Safety Office or the VP for Finance Administration. Human Resources (if employee) will be notified at the first available opportunity during regular business hours.

#### **H. Hazardous Materials/Gas Leak**

- Immediately report gas odor to SUPD at **512-863-1944**.
- SUPD and Facilities Management will respond on site to investigate.
- If indicated, evacuation of the building will be ordered and GFD will be called (**911**).
- Emergency Notification System will send instructions via phone, text, or email. **See Emergency Notification System** (p. 20).
- 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.

#### **I. 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. **See Emergency Notification System** (p. 20).

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.

## **J. Acts of Terrorism**

SUPD is involved with three area task forces whose main goal is monitoring and preparing for any terrorist 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.

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 Smallpox – 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, Email, and Text. **See Emergency Notification System** (p. 20).

- Gather personal belongings and quickly proceed to designated safe shelter buildings: F. W. Olin, Smith Library Center.
- Wait for additional information/instruction from SUPD.

## **K. Workplace Violence**

Southwestern University does 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/faculty 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.

## **L. Active Shooter**

When an active shooter is actively causing deadly harm to persons, 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. **See Emergency Notification System** (p. 20).
- 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. **See Emergency Notification System** (p. 20).

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.
  - Leave your items behind.
- **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. **See Emergency Notification System** (p. 20).
- **Take Action ONLY AS A LAST RESORT AND ONLY WHEN YOUR LIFE IS IN IMMEDIATE 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.
  - Attempt to incapacitate the shooter
  - Act with physical aggression and throw items at the 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

## **M. Missing Person & Notification Procedures**

Each student residing on campus is given the option of providing confidential contact information for an individual to be notified in the event that the student is officially reported as missing. This individual can be the same person or a different person than is listed as the emergency contact by the student. This identified individual will be notified by the University if the student is determined to be missing for more than 24 hours. This information is voluntary and will be collected through Residence Life and stored in the office of the Director of Residence Life and Housing.

An individual may report to any one of the persons or organizations listed below in the event that a student has been missing for 24 hours.

- Any SUPD officer ~ 512-863-1944
- Vice President for Student Life ~ 512-863-1582
- Dean of Students ~ 512-863-1582
- Residence Life ~ 512-863-1624
- Counseling and Health Services ~ 512-863-1252
- Athletics Department ~ 512-863- 1381
- University Chaplain ~ 512-863-1056

If the missing student is reported to any of the non-SUPD personnel above, they will **immediately** notify SUPD of the missing student report.

In the event that SUPD receives a report of an on-campus student who is missing for LESS THAN 24 HOURS, SUPD will handle the call as a welfare concern and attempt to locate the missing student, which may include:

- Contacting the Office of Student Life
- Contacting the student's residence life professional staff for possible location information
- Inspecting the student's assigned room
- Attempting to contact known friends or faculty members for last sighting or additional contact information
- Conducting a search of frequented campus locations to locate the student (library, cafeteria, etc.)
- Accessing card entry logs to determine last use of the student's ID card and track the card for future uses
- Accessing the student's vehicle registration information for vehicle location and distribution to authorities
- Reviewing email logs for last login and use of the SU email system (at the discretion of SUPD)

Within 24 hours of the time the University determines that a student is missing, the University will:

- Notify the student's missing student contact
- Notify a parent or guardian if deemed necessary
- Notify local law enforcement agencies to assist in enacting the necessary search protocol

The missing person notification procedure also covers emancipated students under 18 years of age who reside on campus with the exception that the student's custodial parent or guardian, in addition to the missing student contact individual, must be notified within 24 hours after the student is determined to be missing for 24 hours.



**Exception:** If it is determined that a student has medical, emotional, or other special needs, SUPD may determine that a more intensive search begins before the 24 hour window.

### **Missing Student Contact Information**

A student's housing contact information will be registered confidentially and accessible to authorized campus officials only. This information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

### **N. 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 an 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 Professional staff on call calendar.

<b>East Campus Assistant Director</b>	Leslie Nobles	512-863-1863 or 832-712-6952
<b>West Campus Assistant Director</b>	Magen Smith	512-863-1670 or 512-966-7085

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 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.

### **O. Civil Disturbance/Riot**

#### **Quick Reference**

- Emergency Notification: Text, Email, EAR
- **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 **911** and let law enforcement know who you are and where you are.

#### **Additional Instructions**

- If you 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. 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 GFD have the following responsibilities:

- The Building EARs will sweep all floors and stairways **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.
- 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 EAR, SUPD, or Facilities Management) that you are willing to wait for professional assistance from GFD. 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.

## **VII. 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 GFD then contacts University Police by radio
- Fire Alarm Technician/backup 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 GFD
- Evacuation procedures initiated

## **VIII. 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 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 GFD/SUPD
- SUPD responds to building/incident
- GFD 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

## IX. Emergency Action Representative Duties (EAR)

### General

- Review emergency action plan
- Send periodic email to building occupants using building email list

### Summary – Emergency / Drills

- Sweep floor and stairwells during emergencies/drills
- Direct occupants to safe designated areas – inside OR outside
- Provide information to SUPD/GFD as they arrive
- Post staff to prevent unauthorized entry during emergencies/drills
- Communicate to building occupants – periodically and after an incident

### 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 individuals 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 email to building occupants within one day using the building email list with feedback on what went well and what needs to be improved.

### Severe Weather Emergencies

- You will be contacted via the ENS System. **See Emergency Notification System** (p. 22).
- Take cover immediately by moving to safe shelter area
- 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 email 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.

## **X. Emergency Notification System**

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the SU community occurring on campus, university officials will immediately notify the campus community without delay. The University Chief of Police, or his designee, the Vice President for Student Life, and or the Dean of Students, will communicate situational information to University administration regarding the safety of the campus community. Upon considering this information, administration representatives develop the message content and activate communications. The University Chief of Police, or designee, the Vice President for Student Life, and or the Dean of Students will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the SU Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Southwestern University is committed to ensuring the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The following procedures outline the process the University uses when issuing emergency notifications.

### **Procedures Used to Notify the Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. "SU Alert" is Southwestern University's system for alerting the campus community in the event that an Emergency Response Notice is required. In addition to the University's SU Alert method of emergency communication, SUPD may employ a variety of communication methods to inform building occupants or a larger portion of campus about imminent safety threats. Communication methods will be employed based on a number of factors that will be evaluated for each incident, such as the nature and extent of the threat, time of day, etc.

Information and instructions may be sent using one or more of the following methods:

- Text message to your cell phone
- Audio message to a cell phone or other phone
- Email notification to your Southwestern University email account. (automatically opted in)
- Police patrol car announcements
- Other emerging communications platforms (e.g., Twitter, Facebook, etc.)
- Face-to-Face Communication

Some or all of these methods of communication may be activated in the event of an emergency notification to all or a segment of the campus community. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the SU homepage and/or social media.

## **Confirming the Existence of a Significant Emergency or Dangerous Situation, and Initiating the Emergency Notification System**

Southwestern University Police and/or other campus officials may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. If an emergency or dangerous situation is identified and poses an immediate threat to the health or safety of some or all members of the campus community, SUPD and/or other authorized University officials will immediately issue an emergency notification.

Initial confirmation by SUPD may occur by observation of a police officer, multiple witnesses, telephone calls, alarms activating, or a confirmed report from other emergency responding agencies (such as Georgetown Police Department, Williamson County Sheriff's Office, Georgetown Fire Department, Williamson County Emergency Medical Services, Williamson County Hazardous Materials Response Team, FBI, County Public Health, etc.).

The notification content will contain pre-scripted brief messages or tailored content developed in consultation with the University Chief of Police, the Vice President of Residence Life, and/ or the Dean of Students. This notification to the community may include protective actions or measures.

SUPD will immediately initiate all or some portions of the University's emergency notification system. If issuing a notification potentially compromises efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, the University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community.

## **XI. Timely Warnings**

In an effort to provide timely notice to the campus community about a Clery Act crime that may pose a serious or ongoing threat to members of the community, the SUPD issues "SU Crime Alerts." SUPD will generally issue SU Crime Alerts for the following crimes.

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Sex offenses (sexual assault, fondling, incest, statutory rape)
- All hate crimes
- Arson
- Domestic violence
- Dating violence
- Stalking

SUPD will distribute these warnings in a manner reasonably likely to reach the entire campus community including, but not limited to, emails, phone calls, texts and other media.

All initial messages will begin with "SU Crime Alert" to indicate the severity of the message and will provide a brief description of the timely warning or emergency response notice. When additional information is available, it may be provided using one or more of the methods listed above. The

information you receive may caution you to avoid certain areas of the campus, let you know if classes are cancelled due to an emergency, or provide vital information on what actions you need to take.

In the event a timely warning is sent, it may include the following information:

- Type of crime or occurrence
- Date, time and location of the crime
- Suspect description or information, if available

The SUPD will issue SU Crime Alerts whenever one of the following criteria are met:

- A crime is committed.
- The perpetrator has not been apprehended.
- There is a substantial risk to the physical safety of community members because of this crime.

## **XII. OSHA Emergency Action Plan**

### **Emergency escape procedures and emergency escape route assignments:**

#### **For evacuation protocols see Section V**

Olin, Library: The ventilation system should 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 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, shutdown 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 EARs, building occupants and 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 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 Management and Campus Services  
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, 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 EARs 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

## **XI. OSHA Fire**

**Major workplace fire hazards at Southwestern University:**

Kitchens

**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
- Central Plant
- Boiler Rooms in various buildings
- Residential Facilities
- Laundry Facilities
- Inverter batteries in various buildings
- Mood-Bridwell - PBX rm - Battery Banks

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

Ventilation should be reviewed and considered. 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 clear within 36”..
- 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 buildings have automated fire suppression systems\*
- Most of our facilities have Class ABC
- 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 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 - Purple K rated for laboratories
- Art Studio's Class B/C or Class ABC
- Facilities Management Shops Class ABC
- Boiler Plant Class ABC
- Kitchens Class ABC
- Commercial fire suppression system at Kappa Sigma & McCombs Kitchen areas

\*Buildings that do not have automated fire suppression systems include: Kyle E. White, McCook Crain, Howry Center, Central 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 Staff provide routine general safety inspections of fire extinguishers and exit lights.
- Outside Vendor – Georgetown Fire & Safety - provides required annual inspection/testing services and periodic repairs.

#### **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 – Surguard 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/New wings will have safety electric and gas shutoff switches in each lab for that wing.
- Chemical Stockrooms – stockroom managers
- Studio Arts/Fine Arts – faculty instructors & technicians
- 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 & 3<sup>rd</sup> 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

## XII. Physical Addresses of Buildings

### Academic and Administration Buildings

<b>Admissions Center</b>	1007 Soule Drive
<b>Boiler Plant</b>	1015 Maple Street
<b>Chapel</b>	910 Southwestern Boulevard
<b>Chapel Lounge</b>	912 Southwestern Boulevard
<b>Cullen Building</b>	1001 E. University Avenue
<b>Facilities Management and Warehouse</b>	1310 Service Road
<b>Field House Football</b>	951 Pirates Cove
<b>Fine Arts Center</b>	1201 E. University Avenue
<b>Fountainwood Observatory</b>	921 Southwestern Boulevard
<b>Greenhouse</b>	915 Southwestern Boulevard
<b>Howry Center</b>	1001 Southwestern Boulevard
<b>Library Center</b>	1101 E. University Avenue
<b>McCombs Campus Center</b>	1010 McKenzie Drive
<b>McCook Crain Building</b>	1015 Southwestern Boulevard
<b>Mood Bridwell Hall</b>	1011 Soule Drive
<b>Mundy Hall</b>	1310 Service Roa
<b>Old Field House/SUPD</b>	1005 Maple Street
<b>Olin Building</b>	940 Southwestern Boulevard
<b>Prothro Center</b>	1006 Southwestern Boulevard
<b>Religious Activities Center (RAC)</b>	1011 Southwestern Boulevard
<b>Robertson Center (Gym)</b>	930 Southwestern Boulevard

<b>Science Hall (FJS)</b>	1011 E. University Avenue
<b>Studio Arts Building</b>	1303 Service Road
<b>Turner-Fleming House (President's House)</b>	1 Taylor Road










### **Athletic Fields**

<b>Athletic Fields</b>	1000 Maple Street
<b>Baseball Field</b>	925 Southwestern Boulevard
<b>Football Practice Field</b>	931 Pirates Cove
<b>Implement Fields</b>	931 Pirates Cove
<b>Landrum Pump House</b>	951 Maple Street
<b>Playing Fields</b>	900 Maple Street
<b>Soccer Fields (Varsity Fields)</b>	923 Southwestern Boulevard
<b>Softball Field</b>	923 Southwestern Boulevard
<b>Tennis Courts</b>	935 Southwestern Boulevard
<b>Track</b>	931 Pirates Cove

### **Residence Halls and Apartments**

<b>Brown-Cody Residence Hall (3 Floors)</b>	1010 Southwestern Boulevard
<b>Herman Brown Residence Hall (3 Floors)</b>	904 Wesleyan Drive
<b>Kappa Alpha Fraternity House</b>	1001 McKenzie Drive
<b>Kappa Sigma Fraternity House</b>	1002 McKenzie Drive
<b>Kurth Residence Hall (3 Floors)</b>	1100 Southwestern Boulevard
<b>Lord Apartments (3 Buildings)</b>	1105 E 8th Street
<b>Lord Apartments (7 Buildings)</b>	701 Maple Street
<b>Lord Caskey Center (In Building 7)</b>	701 Maple Street
<b>Mabee Residence Hall (3 Floors)</b>	1103 E Ruterville Road
<b>McCombs Apartments (2 Buildings)</b>	900 Southwestern Boulevard
<b>Moody-Shearn Residence Hall (3 Floors)</b>	902 Wesleyan Drive
<b>Phi Delta Theta Fraternity House</b>	1003 McKenzie Drive
<b>Pi Kappa Alpha Fraternity House</b>	1000 McKenzie Drive
<b>Ruter Residence Hall (3 Floors)</b>	911 Wesleyan Drive

# XIII. Campus Map

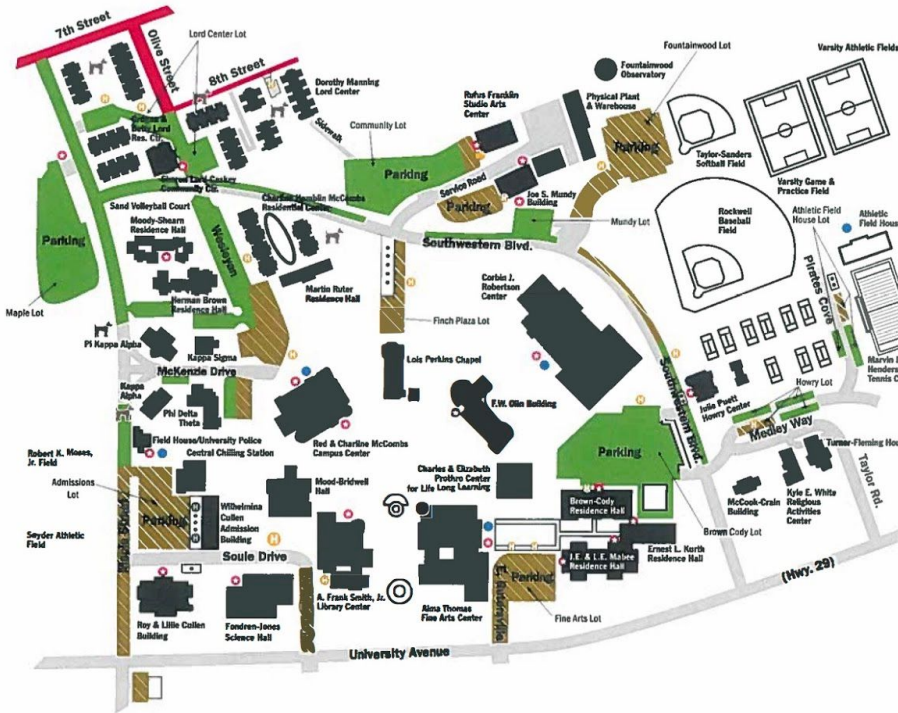
-  Faculty / Staff (white striped parking lots)
-  Student
-  Visitor Parking
-  ADA
-  No Parking
-  Exterior Callboxes / Direct Line To Operator
-  Handicapped Parking
-  AED
-  Dog Waste Station

## Southwestern University 2018-2019 PARKING PLAN

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



### PARKING REGULATIONS



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

EFFECTIVE AUGUST 1, 2018

#### 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.