

Sam Houston State University Emergency Response Plan



Emergency Telephone Numbers University Police Dispatch **936-294-1000** (24-hours)
Environmental Health & Safety 936-294-1921 (8 am -5 pm) Walker County 911 District **9-911**
(from campus telephone) Physical Plant Work Control 936-294-1868 (8 am -5 pm)

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HUNTSVILLE, TEXAS 77341

2007-2008 EMERGENCY RESPONSE PLAN COMMITTEE

**FINAL PLAN APPROVAL
FEBRUARY 2008**


APPROVED:



Frank Parker, Chair



Mark Adams



Dennis Culak



Keith Jenkins



Frank Krystyniak



Philip Morris



Mark Shiflet



JoEllen Tipton



Christopher Whitaker

Purpose

To provide guidance to the SHSU community on how to respond to an emergency/crisis.

Emergency Protocols

Area Evacuation/Shelter in Place

In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter in place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or University officials via mass notification system (*including e-mails, text messages, voice mail*), radio and television stations, public address systems, loudspeakers, door-to-door notifications, or other appropriate means.

Area Evacuation:

An area evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather;
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards) -do not pack belongings;
- Turn off unnecessary equipment, computers and appliances;
- Close the door as you exit your room or office;
- Follow the directions provided for safe routes of evacuation;
- Listen to radio, if available, to monitor emergency status;
- **Do not** use your personal vehicle for evacuation unless specifically ordered to do so...if cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off;
- If you need special assistance, contact your [Building Liaison](#) Resident Advisor, or other appropriate emergency contact. If these persons are not available, call University Police Dispatch, **4-1000** for assistance.
- Assemble in the pre designated area;
- Report to your supervisor to verify your safe evacuation.

Shelter in Place:

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building or room and await further instructions. The following are actions that need to take place when necessary:

- Move indoors and remain there until instructed -avoid windows and areas with glass;
- If available, take a radio, television, or electronic monitoring item to the room to track emergency status;
- Keep telephone lines free for emergency responders, **do not** call 911 for information;
- If hazardous materials are involved: ° Turn off all ventilation systems and close all outside air inlets; ° Select a room(s), which is easy to seal, and, if possible, has a water supply and

access to restrooms; ° If you smell gas or vapor, move to another area of the building; ° Call **4-1000** for assistance.

Bomb Threat

Telephone Call:

- Document the conversation using the Bomb Threat Report (*refer to Appendix A*);
- Call **4-1000** for assistance;
- Notify the department head/[Building Liaison](#);
- Meet with and assist University Police personnel;
- As directed by University Police, help locate/identify suspicious items, if needed;
- Evacuate building, if needed and as directed by authorized personnel;
- **Do not** re-enter building until cleared by authorized personnel.

Building Evacuation

When the building fire alarms sound:

- Immediately evacuate using posted building evacuation routes;
- Walk to nearest exit/stairwell (close doors behind you);
- **Do not** use the elevators;
- Assist with the evacuation of individuals with special needs;
- Proceed to the designated gathering area outside the building;
- Report to your [Building Liaison](#), supervisor, resident advisor, or other appropriate emergency contact (for a headcount);
- **Do not** re-enter building until cleared by authorized personnel.

Chemical/Gas Leak Emergency

Inside Building:

- Isolate and secure the area, as trained;
- Warn others in the immediate area;
- If assistance is needed, call **4-1000** (give location, type material);
- Evacuate building, if needed and as directed by authorized personnel;
- Meet with and assist emergency response personnel, if needed;
- **Do not** re-enter building until cleared by authorized personnel.

Outside Building:

- Isolate and secure the area, as trained;
- Warn others in the immediate area;
- Call **4-1000** for assistance (give location, type material);
- **Do not** wash spilled material into storm, sewer or other drains;
- Meet with and assist emergency response personnel, if needed.

Injury Involving Chemical Contamination:

- Render first aid immediately for serious injuries, as trained;
- Assist with emergency eyewash/shower use, as appropriate;
- Call **4-1000** for assistance (give location, type material);
- Refer to building/department/room policies;
- Obtain a Material Safety Data Sheet (MSDS) for the material involved.

Disruptive Behavior

- Call **4-1000** for assistance;
- Give your name, location, what is happening and number of people involved, if known;
- If necessary, exit the building or area immediately;
- **Do not** re-enter building until cleared by authorized personnel;
- If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by authorized personnel.

Fire Emergency

Inside a Building:

- Activate a fire alarm or pull station;
- Call **4-1000** for assistance (give caller name, building name, address, floor, location, etc.);
- Immediately evacuate using posted building evacuation routes;
- Walk to nearest exit/stairwell (close doors behind you);
- **Do not** use the elevators;
- Assist with the evacuation of individuals with special needs;
- Proceed to the designated gathering area outside the building;
- Report to your building liaison, supervisor, resident advisor, or other appropriate emergency contact (for a headcount);
- **Do not** re-enter building until cleared by authorized personnel.

Outside a Building:

- Call **4-1000** for assistance (give caller name and address, location of fire, etc.);
- **Do not** activate the building fire alarm system.

Portable Fire Extinguisher use allowed if:

- An emergency;
- Small, contained fire (e.g. wastebasket);
- Can extinguish within 15 seconds (evacuate if it takes longer).

Medical Emergency/Injury Reporting Procedures

- Call **4-1000** for assistance or follow departmental protocols;
- Provide Dispatcher with: ° Location of emergency; ° Type of injury, if known; ° Brief description of injured person (gender, age, etc.);
- Render first aid, as trained;
- Make injured individual as comfortable as possible and stay with individual until medical assistance or University Police arrives.

Radiation Emergency

- Stop work and confine the spill or release immediately using an absorbent, enclosure, etc.;
- Call **4-1000** for assistance (give caller name, location of leak, etc.);
- Warn others of the hazard and isolate and secure the area;
- Render first aid immediately for serious injuries, as trained;
- Monitor the situation and area until assistance arrives.

Severe Weather

- Stay away from windows;
- Take immediate shelter;
- Monitor local radio and television stations for weather updates;
- Check [Today @ Sam](#) for University closings;
- Call **4-1000** for assistance.

Suspicious Letter/Package/Substance

What to Do Upon Letter/Package Receipt:

- Handle with care;
- **Do not** shake or bump;
- Isolate and secure the area;
- **Do not** open, smell, or taste;
- Treat it as suspect!!;
- Call **4-1000** for assistance (give caller name, location of suspicious item, etc.);

NON-EMERGENCIES, call *Physical Plant Work Control, 936-294-1868 for Assistance.*

Reviewed by: Emergency Response Plan Committee
Next Review: Spring 2010

University colleges/departments/units are responsible for keeping their liaison information up-to-date and accurate. Please contact Mary Holland in the Physical Plant at 936-294-1869 or e-mail ppl_mer@shsu.edu with necessary changes.

APPENDIX A

BOMB THREAT REPORT CALL INFORMATION: Date of Call

_____ Time of Call _____ Phone number call came on _____ Time

Call Ended _____ Person Receiving Call _____

Position _____

KEEP CALLER ON THE LINE AS LONG AS POSSIBLE AND ASK THE FOLLOWING QUESTIONS:

- 1 What is the location of the bomb? _____
- 2 What type of bomb is it? _____
- 3 Why do you want to bomb this location? _____
- 4 How much time before the bomb detonates? _____
- 5 Can you allow more time so we can evacuate the building of innocent people?

CALLER INFORMATION:

- 1 Was the caller: Male _____ Female: _____
- 2 Describe the caller's voice: Loud _____ Soft _____ Raspy _____ Low _____ High _____ Polite _____ Rude _____ Intoxicated _____ Confused _____ Irrational _____ Accent _____ Stutter _____ Ethnic _____ Other (explain) _____
- 3 Describe background noise: Traffic _____ Planes _____ Machinery _____ Music _____ People talking _____ Other (explain) _____