

## Emergency Response Plan

This section outlines policies and procedures related to broad threats to the university environment; both natural and man-made. Such threats could include, but are not limited to, severe weather, gas leaks, bomb threats, campus shooters, or other dangerous persons on campus (e.g. an escaped offender). During such events, the university will issue information and instructions via the KatSafe system, the external loudspeaker system, and the university web site. The policies and procedures outlined here serve to compliment those instructions. This section will also address building specific emergencies.

### **Information Management**

In addition to the official university channels of information dissemination, there are many other ways of gathering information during critical incidents (e.g. websites, twitter feeds). Although these formats provide immediacy of information, the veracity of such information is often debatable. For that reason, the only information that should be shared with guests or outside others during a critical incident should be information that comes through official university channels. In addition, no non-official information should be discussed in front of guests or in public areas where it could be overheard.

### **Sheltering and Lock down**

Various scenarios may require campus community members to take shelter at their current location. Depending on threat level involved, this could involve a full or partial lock down. A partial lock down means that individuals will be allowed into the building to take shelter for the duration of the incident, but will not be allowed to leave until the all clear is given. During a full lock down, all exterior doors to the building will be locked. No one will be allowed to enter or exit the building for the duration of the incident until the all clear is given, unless otherwise directed by emergency personnel. In the absence of distinction between full and partial lock down through official university channels, the Director will make this distinction based on available information. The names of any individuals sheltering in the building during such an incident will be recorded by the Office Manager in the event that such information is required by emergency personnel.

Given the unique design of the building, options for sheltering away from windows, should the threat and/or threat level require it, are few. Those areas of the building that are suitable sheltering points for these types of incidents are identified in Appendix B. In the event that this type of sheltering is required, staff should move to the nearest identified space as quickly as possible, and remain there until the all clear is given. Any clients or guests in the building at the time should be escorted to these areas by staff.

## **Evacuation**

In the event that the building needs to be evacuated due to a site specific incident (e.g. gas leak, fire) staff members and guests will move quickly to the nearest exit, and convene at the clock tower for a head count. If the incident is such that the clock tower is not a feasible or safe location to meet, individuals should proceed to the nearest secure location and notify the Director of their location via cell-phone as soon as is feasible.

## **Emergency Contact**

In the event that an incident occurs after hours, staff members will be contacted according to the Emergency Call Trees (Appendix C and D) and updated accordingly. Should a staff member be off campus during an incident that occurs during business hours, said staff member will also be contacted via the Call Trees. Any staff members off campus during a critical incident that prohibits access to campus should not attempt to return to campus until an all clear is given.

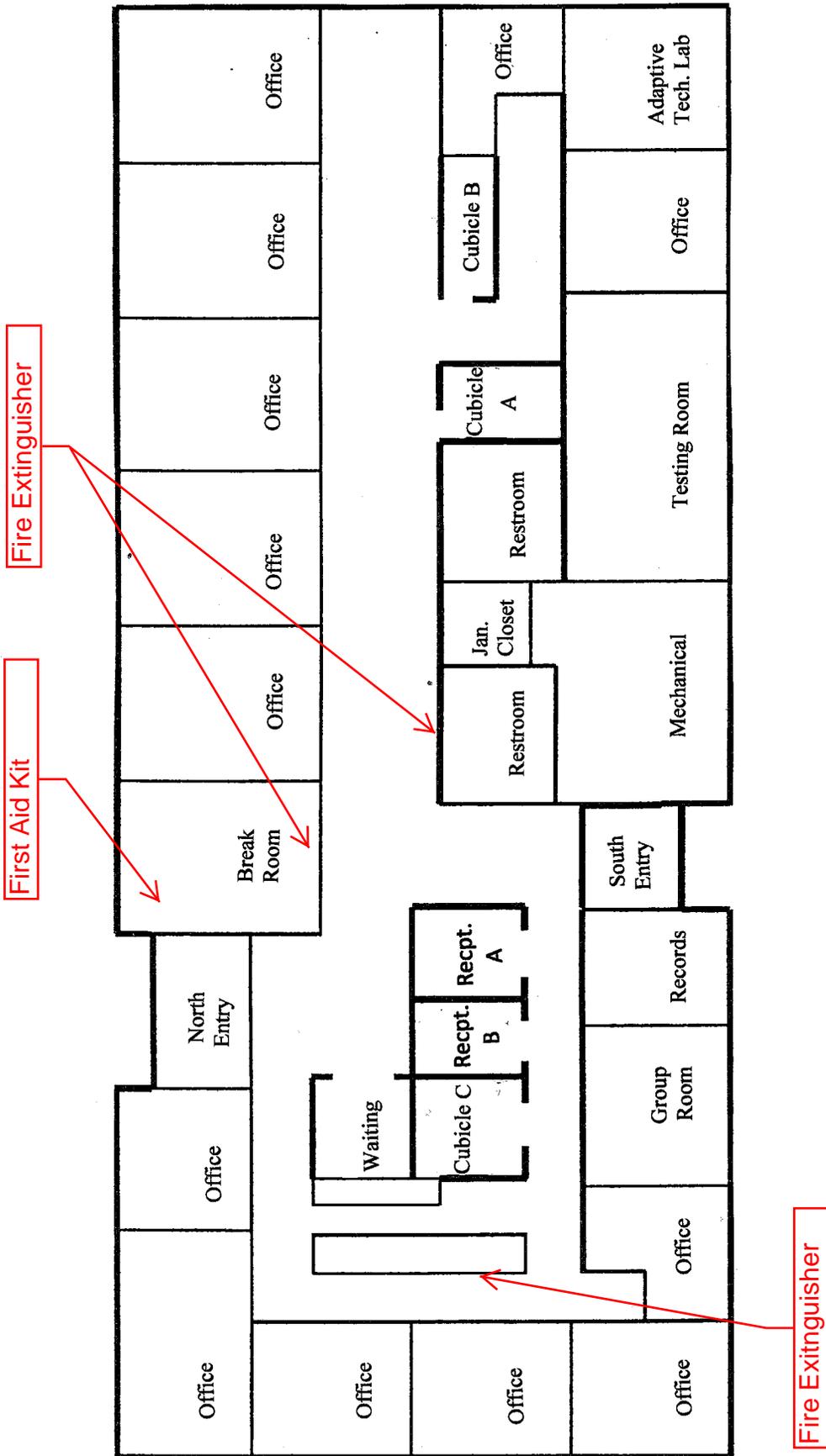
## **Safety Equipment**

There are three fire extinguishers located in the building. Please refer to Appendix A for their locations. In any incident involving a fire, emergency personnel should be notified immediately, regardless of whether the fire alarm has been activated.

In the event of a non-serious or life-threatening injury, a first-aid kit can be found in the break room. All serious injuries that occur during the work day should be reported immediately to the Director or Office Manager.

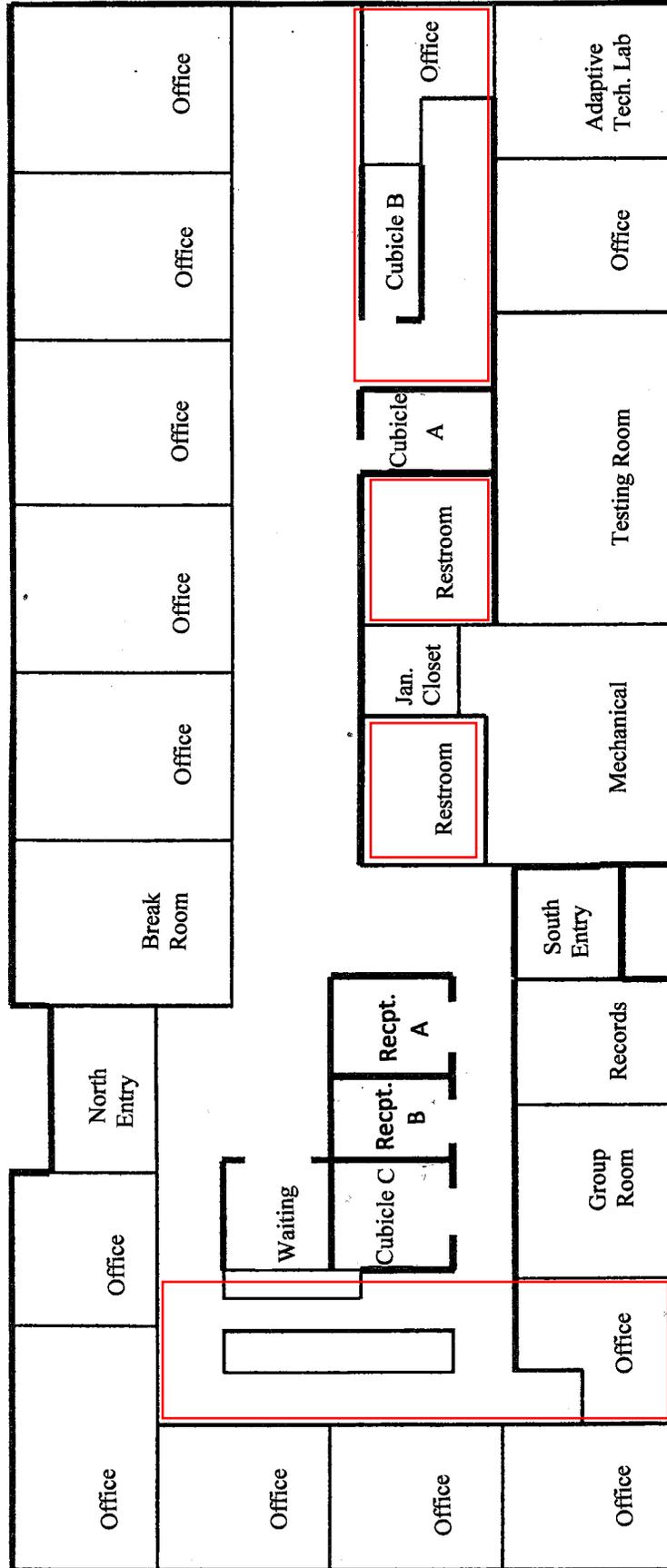
Sam Houston State University

Counseling Center & Services for Students with Disabilities



Sam Houston State University

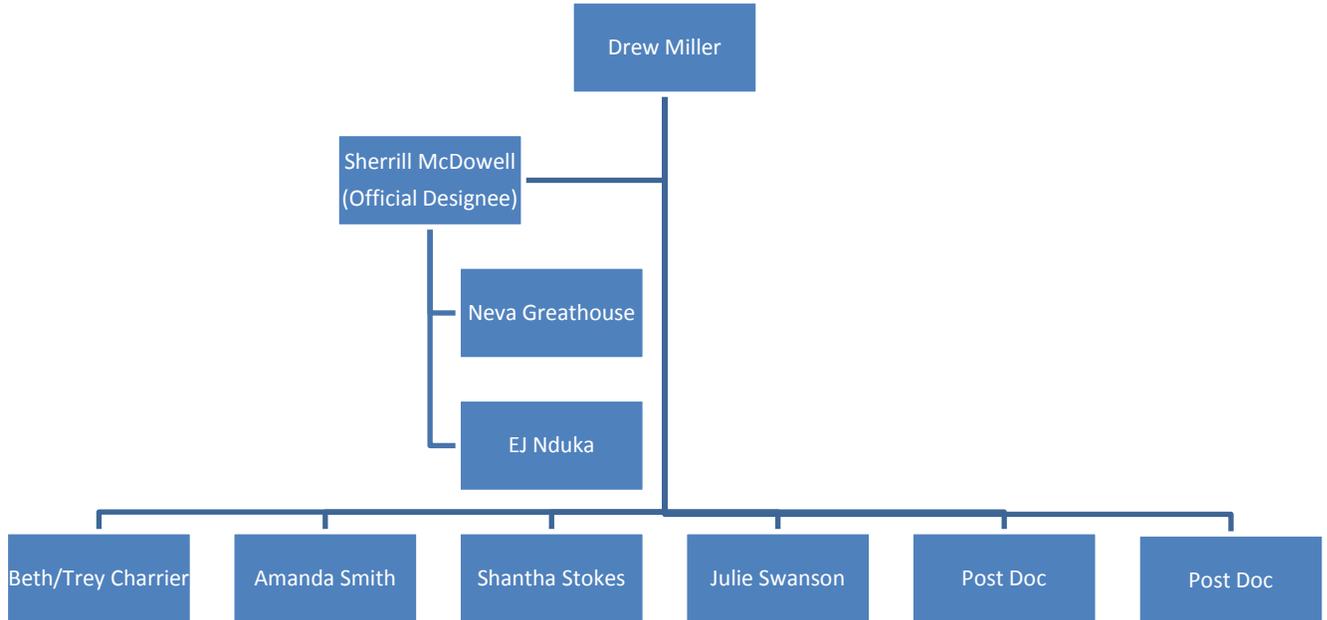
Counseling Center & Services for Students with Disabilities



Appropriate short-term sheltering areas are outlined in red.

## Appendix C

### Office Emergency Call Tree: Counseling Center



## Appendix D

### Office Emergency Call Tree: Services for Students with Disabilities

