

# Sam Houston State University

## EVACUATION ANNEX



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## I. SITUATION AND ASSUMPTIONS

### A. Situation

1. Sam Houston State University is exposed to many hazards, all of which have the potential for disrupting the campus and community, causing casualties, and damaging or destroying public or private property.
2. We have the primary responsibility for providing transportation due to emergency situations.

### B. Assumptions.

1. When evacuation is recommended during an emergency, a KatSafe notification will be sent via email and text to the entire SHSU community.
2. At the time of the evacuation, residence life will provide estimate of the number of students living in dorms needing to be transported off campus to a safe area.
3. There will be different forms of transportation to evacuate the general and special need population from SHSU to a safe area.

## II. CONCEPT OF OPERATION

### A. General

1. It is SHSU's goal to protect the health and safety of our students, faculty and staff, to preserve property from the effects of hazardous events, and take proactive steps to protect the environment.
2. SHSU is responsible for organizing, training, and equipping our emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for using mutual aid agreements for emergency services.
3. We have adopted the National Incident Management System (NIMS) in accordance with the Homeland Security Presidential Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism.

4. This plan is based upon the concept that the emergency functions that must be performed by many departments or units generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

B. Public Information.

1. The public should refer to the SHSU Katsafe website ([www.shshu.edu/katsafe](http://www.shshu.edu/katsafe)) for current information, important numbers, and procedures in an event of emergency.
2. Information dissemination will include text, social media, phone call, email, desktop alerts, and loudspeaker when needed.

C. Actions by Phases of Emergency Management

1. Mitigation

- a) Test and refine mass notification process including: Siren/Public Address, KatSafe, social media, and other viable forms of mass notification.
- b) Identify trends leading to accidents, injury and lost time and tailor safety training programs to reverse these trends.
- c) Perform regular maintenance checks on the different vehicles and associated safety equipment that support evacuation operations.

2. Preparedness

- a) Provide emergency equipment and evacuation/transportation plans with appropriate SOPs.
- b) Conduct periodic drills and exercises to test our notification systems and plans.
- c) Conduct training and post evacuation information. Essential evacuation information and video is posted to Katsafe <http://www.shsu.edu/katsafe/evacuation-information.html>.

### 3. Response

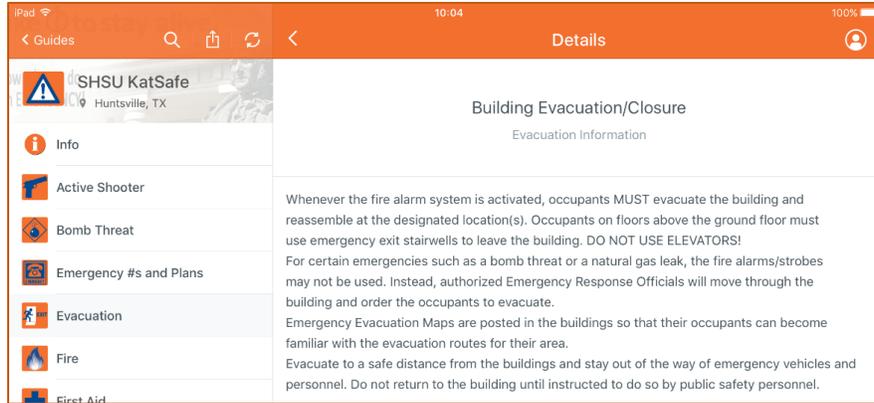
- a) Call the University Police Department at 936-294-1000 or 911.
- b) The response to emergency situations is intended to minimize casualties and property damage.
- c) Response activities will depend on the emergency.

### 4. Recovery

- a) In case of a disaster, SHSU will carry out a recovery program that involves both transportation and evacuation (short-term efforts) as well as shelter and mass care (long-term efforts).
- b) The recovery process includes assistance to students (especially in the dorm), faculty and other staff, individuals, and businesses.
- c) Recovery programs include: disaster mental health service, temporary housing, and reconstruction of damage infrastructure.

## D. Evacuation Procedures

1. The University's KatSafe website and phone/tablet application includes evacuation procedures due to unforeseen circumstances such as fire, active shooter, or other hazardous events. These procedures are for both response and evacuation in emergency or dangerous situations.
2. The KatSafe website includes an All-Hazards Awareness training video that addresses preparing to evacuate based on those unforeseen circumstances using fire and active shooter as examples (<http://www.shsu.edu/katsafe/event-preparation/hazards-awareness-training>). The graphic below is an example of how these procedures appear in tablet form.



### E. Special Event Evacuation Procedures

1. For special events on campus, the KatSafe site includes a detailed checklist that addresses evacuation instructions (<http://www.shsu.edu/katsafe/event-preparation/special-event-checklist> ).
2. In addition to addressing evacuation considerations, the checklist includes a notification checklist and prepared emergency announcements that can be tailored for specific events (example below).

**SHSU EMERGENCY ANNOUNCEMENTS**  
**Modify as needed to address specific emergency**  
**Repeat announcement as needed**

***Evacuation***

Ladies and gentlemen, may I have your attention please. The Sam Houston State University Police Department requires you to evacuate the event site immediately due to a **[provide specific event, whether it is civil unrest, bomb threat, HAZMAT, etc.]**. At this time, we ask that you remain calm and immediately proceed to **[give exact location(s) as provided by UPD]**. At this time, do not enter the **[indicate area(s) or other prohibited vicinities]**. Any and ALL directions and instructions of public safety officials must be followed.

3. For large scale events such as football games and commencement ceremonies, the University begins each large scale event with an instructional video reminding all to identify the location of the exits, how they will receive additional information, consideration of those with functional needs, and reunification reminders.

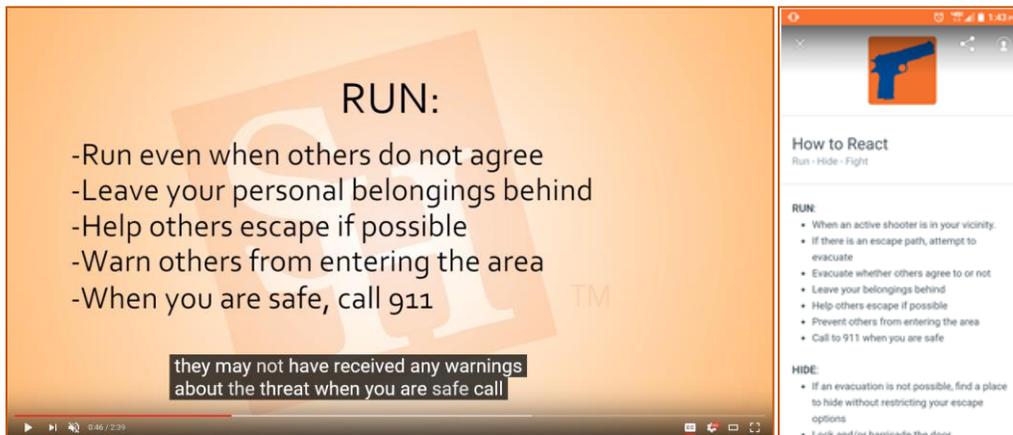


F. Evacuation for People with Disabilities.

1. Types of Disability to Consider. A physical, psychological, intellectual or sensory impairment, either temporary or permanent, that can produce a mobility impairment, which results in a person requiring assistance during an emergency evacuation.
2. The Five General Categories of Disabilities. Mobility, blind or low vision, deaf or hard of hearing, speech, cognitive.
3. Preparation for Emergency Evacuation of People with Impairments. Each department should have appropriate signage directing those who are willing to develop a personal emergency assistance plan and the department’s accommodations prior to an emergency.
4. Knowledge Base.
  - a) Know your evacuation routes and refuge points and have signage and/or equipment available for utilization at the refuge points for possible immediate evacuation.
  - b) Train department staff and/or faculty volunteers for the type of assistance they may render for the evacuation of faculty, staff, students, or visitors as well as possible service animals. Staff or faculty must be volunteers.
  - c) Emergency assistance plans are dependent upon the type of emergency. Plan accordingly.
  - d) If available, plan a “safe room” that provides safety and security until responders arrive to assist.

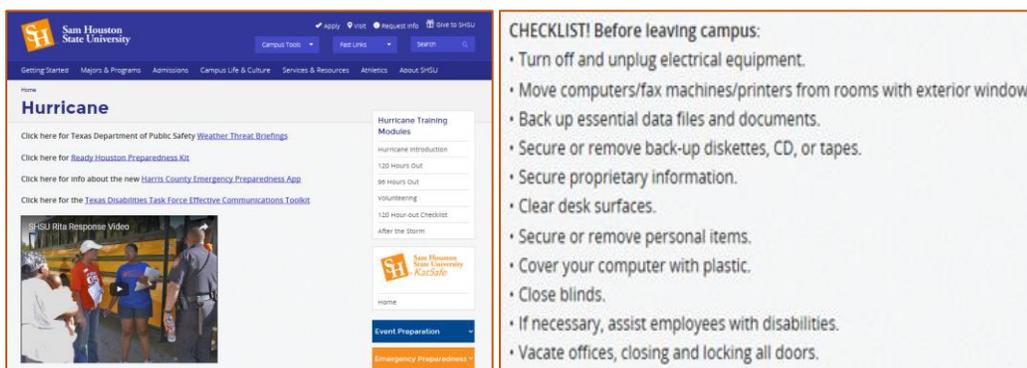
G. Evacuation Procedures due to an Active Shooter Situation.

1. The University provides evacuation instructions in the event of an active shooter on campus and follows the “Run-Hide-Fight” Department of Homeland Security methodology.
2. The material to include a video provides the procedures to follow when deciding to evacuate, or running from the shooter (<http://www.shsu.edu/katsafe/active-shooter.html>).



H. Evacuation Procedures due to Severe Weather

1. The University has a KatSafe site that specifically addresses severe weather such a hurricanes (<http://www.shsu.edu/katsafe/hurricane.html>). This site has references to key preparedness information, preparedness kits, and weather threat briefings.
2. The site also has lessons learned and a “120-hour out” checklist for the staff in preparation for hurricane landfall.



### III. ASSESSMENT OF RESPONSIBILITIES

#### A. Emergency Services Responsibilities

1. Warning. The primary responsibility for this function is assigned to the Emergency Management Coordinator who will be in contact with the Crisis Communications Team (CCT) updating Katsafe and sending emergency notifications.
2. The SHSU PIO will perform emergency tasks that will include assisting with the dissemination of emergency information via KatSafe, informing local media of the situation, and monitoring various forms of media for feedback.
3. Students on campus may be instructed through a warning/notification to go to any of the five designated sites.
  - a) Bowers Stadium: 620 Bowers Blvd, Huntsville, TX 77340
  - b) Pritchett Field: 1302 19th Street, Huntsville, TX, 77340
  - c) Old Main Market: 1001 16th St, Huntsville, TX 77340
  - d) Raven Village's Parking lot: 2133 Ave I, Huntsville TX 77340
  - e) Johnson Coliseum, 1964 Bobby K Marks Drive, Huntsville, TX 77340

#### B. Communications

1. The use of emails and texts to communicate the students and faculty instructions and information about the incident.
2. The use of radios within the emergency services, public safety services and information technology staff will augment communications during the time of evacuation.
3. Communication via radio or phone with the local law enforcement and other authorities will be utilized for updates and information about evacuation.

#### C. Law Enforcement

1. The primary responsibility of the law enforcement will be the security of those evacuating and to assist with mobility around campus.
2. The SHSU and local authorities will work together during the transportation phase and to provide control traffic.
3. The local authorities will provide security for vital facilities, evacuated areas, and shelters as available.

D. Health and Medical Services

1. Health and medical care will be provided during emergency situations.
2. The university health center will coordinate basic medical assistance for individuals.

E. Considerations.

1. Determine internal number of transportation assets needed for the particular evacuation.
2. Determine the number of those with functional needs needing evacuation.