

**EMERGENCY RESPONSE
AND
EVACUATION PLAN**

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INTRODUCTION

This Emergency Response and Evacuation Plan (EREP) was prepared in accordance with NFPA 45, Section 4.6.3, federal Emergency Actions plans in 29 CFR §1910.38, and Department of Information Resources business continuity plan in 1 TAC §202.6.

This policy establishes an operations plan for minimizing the effects of a emergency situation on UTHSCSA personnel and facilities. This document outlines the institutional policies necessary to meet various regulatory plans business continuity and emergency planning. Each emergency situation is unique and may not easily be categorized by this plan. The possibility of fire, tornado, hazardous material spill, suspicious person, or bomb threat event at The University of Texas Health Science Center at San Antonio (UTHSCSA) is remote. This probability, however, necessitates implementation of an emergency plan to ensure orderly, safe, and complete evacuation of all employees, students, and guests. The EREP is designed to assist you in responding to certain emergency situations and evacuating to a safe location when necessary.

The UTHSCSA Campus comprises multiple sites and buildings. They include:

Joe R. & Teresa Lozano Long [Central] Campus

- Medical School, Building 001
- Dental School, Building 002
- Library and Lecture Hall, Building 009
- Nursing School, Buildings 006
- Physical Plant, Building 004
- Administration (Human Resources), Building 003
- General Services/Warehouse, Building 012
- Central Energy Plant, Building 017
- UT Police Department, Building 008
- Physical Plant/Grounds, Building 013
- University Plaza, Building 011
- Student Services & Academic 035
- Administration, Building 035
- Parking Garage “A”, Building 032
- Parking Garage “B” and Bookstore, Building 033

Cancer Therapy and Research Center [CTRC]

- Main Campus, 7979 Wurzbach, San Antonio

Off-Campus [Local] Facilities

- University Plaza Building

Greehey [North] Academic and Research Campus

- Allied Health/Research, Building 302
- McDermott, Building 301
- Children’s Cancer Research, Building 304
- Central Energy Plant, Building 303
- Medical Arts & Research Center (MARC) Building
- South Texas Research Facility (STRF) Building

Texas Research Park Campus

- Hayden Head, Building 401
- South Texas Centers for Biology in Medicine, Building 402
- SBC Teleconference Center, Building 403
- Longevity and Aging Studies, Building 405
- Cafeteria, Building 404
- Institute for Drug Development [IDD], Omicron Drive, Texas Research Park
- Southwest Oncology Group [SOG], Omicron Drive, Texas Research Park

Satellite Facilities

- Regional Academic Health Center, Harlingen (RAHC – H) 701
- RAHC II, Veteran Administration (VA) Ambulatory Clinic
- RAHC – Edinburg (RAHC – E) 703
- D. D. Hachar – Laredo 702 Academic & Administration Building - Laredo

These procedures are intended to meet the requirements of 29CFR 1910.38, Emergency Action Plans, and are intended for UTHSCSA staff, student and visitor use in all UTHSCSA owned facilities and holding. **They do not apply to UTHSCSA vehicles during use or to employees on approved UTHSCSA business away from campus.**

If you require additional information about the EREP or an explanation of duties, please contact Environmental Health & Safety at (210) 567-2955.

EMERGENCY RESPONSE PHONE NUMBERS



Emergencies (UTHSCSA Police)	567-8911
Non-emergency (UTHSCSA Police)	567-2800
Emergency (Off campus)	911
Building Trouble Calls (Business Hours)	567-2885
Building Trouble Calls (Non-business Hours)	567-2947
Poison Center	1-800-POISON-1
Environmental Health and Safety Office Business Hours (Hazardous Materials)	567-2955
Environmental Health and Safety Office Non-business Hours (Hazardous Materials)	567-2800



PROCEDURES FOR REPORTING FIRE OR OTHER EMERGENCIES

The University of Texas Health Science Center Police Department (UTHSCPD) is notified of emergencies in three ways:

- 1) Direct notification by an employee, student, or visitor; or
- 2) The UTHSCPD communication center via *on-campus* 567-8911 call
- 3) UTHSCSA Mass communication messaging program

When notified of an emergency by a UTHSC employee, student, or visitor, the UTHSCPD guard or officer will immediately notify the UTHSCPD Dispatcher. For fire and medical emergencies, the dispatcher will notify fire and medical personnel.

Immediately after being notified of an emergency, the UTHSCPD dispatcher will then call the appropriate UTHSCSA emergency contact personnel, based on the type of emergency.

RESPONSIBILITIES

The employee is responsible for:

1. Reporting any emergency situation;
2. Being aware of their primary and secondary emergency exits;
3. Reading and understanding these procedures;
4. Asking questions when any information is unclear or not understood;
5. Understanding the proper operation of emergency evacuation equipment;
6. Informing supervisor of special emergency evacuation needs.

The supervisor is responsible for:

1. *Providing staff, students, and visitors emergency response information and training;*
2. *Identifying mobility impaired employees who might need assistance during evacuation;*
3. *Providing opportunity for employees to ask questions;*
4. *Assembling with evacuated personnel at a predetermined location (at least 300 feet away from the building) to identify missing staff, students, or visitors members;*
5. *Reporting missing staff, students, or visitors to the emergency evacuation coordinator, UTHSCPD, or the On-scene Commander*

EMERGENCY EVACUATION PROCEDURES OVERVIEW

NOTE

1. **CTRC and affiliate organization employees will follow Evacuation Procedures outlines in the Cancer Therapy and Research Center Corporate Compliance & Safety, Organizational Evacuation Plan dated 01/04/03**
-

If you discover a
FIRE...

R.A.C.E.

- **R** eact to the situation – Use a **campus telephone** to call 911 – Stay calm and answer all the dispatcher’s questions
 - **A** ctivate nearest fire alarm pull station. Inform your emergency evacuation coordinator or supervisor of fire
 - **C** lose doors behind you as you leave
 - **E** xit building using nearest, safe exit. **DON’T USE ELEVATORS!** Inform your emergency evacuation coordinator or supervisor of anyone needing assistance
 - **Assemble with your work group at least 300 feet from the building at your predetermined meeting place.**
 - **Perform a head count and inform your emergency evacuation coordinator and supervisor of any missing individuals.**
 - **Wait for the all-clear signal to re-enter the building.**
-

If you hear an
ALARM

- Immediately inform your emergency evacuation coordinator or supervisor
 - Close doors behind you as you leave
 - Exit building using nearest, safe exit. **DON’T USE ELEVATORS!**
 - Inform your emergency evacuation coordinator or supervisor of anyone needing assistance
 - **Calmly** walk to the designated evacuation assembly area for your building
 - **Assemble with your work group at least 300 feet from the building.**
 - **Inform your emergency evacuation coordinator and supervisor of any missing employees.**
 - **Wait for the all clear signal to re-enter the building.**
-

***NOTE:** Your emergency evacuation coordinator or work group supervisor will ensure all employees are safely evacuated from the building in emergencies requiring evacuation. Employees who have been evacuated because of fire, tornado, or other emergency will return to the appropriate work areas only upon issuance of an “all clear” signal from UTHSCPD, and/or Environmental Health and Safety.*

**SEVERE WEATHER
(Tornado, Hurricane,
Earthquake)**

- Inform your emergency evacuation coordinator or supervisor of the emergency
- Take shelter on an inner corridor
- Assemble with your work group
- *Stay away from windows*
- Inform your emergency evacuation coordinator or supervisor of any missing coworker(s)
- Wait for the all clear signal before returning to work area
- If you are on the top floor of a building: Use windowless, interior stairwell(s) to move down to an interior corridor on a floor below
- If you are outside: **Take shelter indoors immediately**
- **Implement the Action Timeline for Severe Weather Emergencies on (Page 34 & 35) if time permits**

**MEDICAL
EMERGENCY**

- *Using an on-campus telephone*, call 911 for assistance
- If necessary, administer first aid/CPR if properly trained and qualified

**If you RECEIVE A
BOMB THREAT**

- Signal your co-worker(s) for assistance
- Try to obtain as much information as possible
- If possible, transfer caller to UTHSCPD
- Using an *on-campus telephone*, call 911 and state your emergency
- Avoid using electronic devices including cellular phones

**BOMB THREAT
EVACUATION**

- Check your immediate work area for suspicious, out-of-place objects. **DO NOT TOUCH ANY OBJECTS YOU FIND!**
- If suspicious packages or objects are found, use an *on-campus telephone* to call 911
- Follow UTHSCPD instructions regarding evacuation
- Walk as calmly as possible to the designated evacuation, assembly point or area for your work group
- Assemble with your work group
- Notify your emergency evacuation coordinator or supervisor of any missing coworkers
- Wait for the all clear signal

**If you encounter a
SUSPICIOUS
LOOKING PERSON
on campus**

- Call 567-2800 and state your emergency
 - Give location, physical details and description, if possible
 - Use the phrase “Code 33”, if possible, while speaking with UTHSCPD
 - See page 28 for instructions regarding “suspicious looking persons” in your work area
-
-



PROCEDURES FOR EVACUATING MOBILITY IMPAIRED INDIVIDUALS

Upon hiring or injury, the mobility impaired staff member should voluntarily inform his/her supervisor of any special needs that they may have in the event of an emergency evacuation. The supervisor with input from the Equal Employment Opportunity/Affirmative Action Office will discuss special needs with the staff member in relation to the specific job, including the extent of the impairment and what special needs he/she may have in the event of an emergency. The supervisor or emergency coordinator shall ensure that persons with physical impairments are assisted, if necessary, to a safe location in the event of an emergency evacuation. The supervisor or emergency coordinator shall also maintain a system of accountability for those persons with physical impairments that include the known locations of individuals and their impairments. The supervisor or emergency coordinator should have a specific evacuation plan for mobility-impaired employees or visitors.

PROCEDURE

Evacuation of disabled people who are otherwise ambulatory, such as vision or hearing impaired, should take place normally with other building occupants. They can benefit from an escort and should be provided one from within the work area by the supervisor.

Evacuation of people who are dependent on mechanical equipment for their mobility should not be by elevator unless authorized or directed by the fire department personnel. For mobility-impaired individuals, stairs are often difficult, if not impossible to traverse. These individuals must be “protected in place” while awaiting arrival of the fire department. Individuals who cannot evacuate the building independently must be escorted to the nearest safe stairway. Prior arrangements for an able bodied escort should be made by the supervisor. The escort and assisted individual should enter the stairway landing and remain there

only after the area is clear of other evacuating people. The stairway will protect escort(s) and sheltered individual(s) for more than two hours or until firefighters or police officers arrive to evacuate them. **This is why it is crucial the workplace supervisor and emergency evacuation coordinator be advised as to work location and planned evacuation route of ALL mobility impaired individuals.** Once outside the building, supervisors and emergency coordinator should consult (each other) and notify arriving firefighters or police officers as to the location of mobility impaired persons and their escorts within the involved building. Fire and/or police personnel will assist with evacuating them.

If the stairwell becomes smoke filled or unsafe before the fire department's arrival, mobility-impaired personnel and their escort should attempt to move back into the building and proceed to another safe, usable stairway. As a last resort if no safe, stairway refuge can be found, they should attempt to find a room that is reasonably safe, close the door and *use an on-campus telephone* to call 911 to give their new location and ask for assistance.

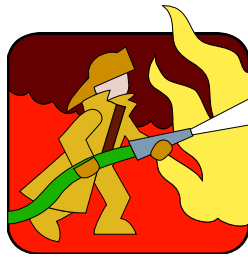
REMINDERS TO PERSONS WITH PHYSICAL IMPAIRMENTS

1. Please be sure to let your coworkers know when you need assistance.
2. Communicate your special needs to supervisor(s), evacuation coordinator(s) and coworkers in order to make evacuation efficient, faster, and safer.
3. Plan ahead. Be prepared. Know what you are going to do *before* an emergency arises. Make a plan and test it. Identify and record alternatives.
4. When you enter an unfamiliar building, immediately locate telephones, exits and ramps, enclosed stairwells (check landing to make certain they are large enough to accommodate wheelchairs), rooms that would make good areas of refuge, fire alarm pull stations, and fire extinguishers that will best serve your special needs.
5. Never use elevators during building evacuation, unless directed to do so by the fire department.
6. Take control! Rely as little as is possible on others to take the first step.

WHEELCHAIRS

Wheelchairs should normally be left behind in an evacuation; however, wheelchair-bound individuals might disagree with this procedure in as much as a wheelchair is their sole means of mobility. The supervisor and emergency coordinator should discuss evacuation with the individual first. If the person in the wheelchair has had experience with an evacuation before, he/she should be able to guide the supervisor through a preferred evacuation procedure. Without their wheelchair, persons with impairments will need continuing support and assistance.

Evacuating a person up or down stairs while they are seated in a power wheelchair **should not be attempted**. The battery is usually located at the lower back of the wheelchair, making it difficult to tilt the chair backwards for ascent or descent of stairs. Additionally, power wheelchairs are extremely heavy. Avoid using power wheelchairs to evacuate mobility-impaired persons. It would be beneficial finding another means.



FIRE

You should become familiar with the location of fire alarm pull stations in your area and the proper operation of that pull station. *Supervisors are responsible for knowing pull station locations in their work area and advising personnel of their locations.*

If you discover a fire:

- **React** to the situation - Call **567-8911** – Answer all questions
- **Activate** the nearest fire alarm pull station (if this can be done safely) to signal other employees
- **Inform** your supervisor or emergency evacuation coordinator of the fire
- **Contain** the fire by closing doors upon exit
- **Exit** the building using the nearest safe exit
- **Inform** your supervisor or emergency evacuation coordinator of anyone needing assistance

After safely exiting the building:

- **Assemble** with your work group *at least 300 feet away from the building.*
- **Inform** your emergency evacuation coordinator and supervisor of any missing employees.
- **Wait** for the all clear signal from **UTPD and/or Environmental Health and Safety** to return to your work center

When a fire alarm sounds, you should:

- Inform your supervisor or emergency evacuation coordinator of alarm
- Contain the fire by closing all doors upon exit
- Exit the building using the nearest safe exit (**DON'T USE ELEVATORS**)
- Inform your supervisor and emergency evacuation coordinator if employees or guests need assistance

After safely exiting the building:

- Assemble with your work group **at least 300 feet from the building**
- Inform your emergency evacuation coordinator and supervisor of any missing employees
- Wait for the “all clear” signal from **UTPD and/or Environmental Health and Safety** to return to your work center

SPECIAL CONSIDERATIONS:

- If you are outside when the alarm sounds, *stay outside and assemble with your work group.*
- If your clothing is on fire, drop to the ground and roll to extinguish the flame.
- If you are injured by smoke or fire, inform a co-worker or your supervisor, and seek medical attention immediately.
- Do not attempt to extinguish a fire unless it is blocking your egress path or you are properly trained and equipped.

MOBILITY-IMPAIRED EMPLOYEES OR GUESTS:

- If an employee or guest needs assistance in evacuating the building, contact your supervisor or emergency evacuation coordinator immediately upon exiting.
- No one should enter the building or attempt to return to their workstation during an emergency. UTHSCPD or Environmental Health and Safety will give the “All Clear” signal when it is safe to do so.

MISSING EMPLOYEE(S): (Actions supervisors must take)

- First, check the evacuation assembly area to ensure the employee(s) are not standing with another workgroup or department.
- If the employee(s) aren't located, notify the nearest fire fighter and inform them of the employee(s) assigned floor and work area so (if possible) a check can be made.
- Provide fire department personnel with a description of the missing employee(s) and where they were last seen.

WEATHER EMERGENCIES

Upon the order of UTPD, employees and visitors should proceed to their designated safe area as quickly as possible. Stay clear of windows. *DO NOT USE THE ELEVATORS*. If a power failure occurs during an evacuation, the stairwells will provide emergency lighting to enable employees to safely evacuate the building. As soon as you arrive at the evacuation point, assemble *with your work group*. Your supervisor or emergency coordinator will determine if any employee(s) are missing.

SEVERE WEATHER WATCH means atmospheric conditions favor development of severe weather.

SEVERE WEATHER WARNING means severe weather, (e.g., tornados, high wind, hail) have been sighted or reported in the local area.

In the event of severe weather, you should:

- Inform your supervisor or emergency evacuation coordinator of the emergency
- Take shelter in an inner corridor/safe area
- **Stay away from windows**
- Assemble with your work group
- Inform your emergency evacuation coordinator or supervisor of any missing employees
- Wait for the all clear signal before attempting to return to your work area
- If you are on the top floor of a building when the severe weather alarm sounds: Move down to an interior corridor on the floor below
- If you are outside: Take shelter indoors immediately
- Call 567-SNOW to find out the current campus status.



MEDICAL AND FIRST AID

IN THE EVENT OF A MEDICAL EMERGENCY, FOLLOW THESE PROCEDURES:

- Using a campus telephone, call 911 without delay for medical assistance.
- Administer first aid and cardiopulmonary resuscitation (CPR), if properly trained to do so, or summon a person with the appropriate training.
- Avoid moving injured persons unless it is absolutely necessary for safety reasons.
- Try to find out what happened and check for medical ID tags.
- Follow universal precautions: treat all blood and body fluids as if they are infectious.
- Use a first aid kit, if available.

WOUNDS

To stop bleeding:

- Use a campus telephone to call 911 for medical assistance.
- Follow universal precautions, including wearing gloves, if available.
- Apply direct pressure to the wound, if necessary, to stop bleeding.
- Protect the wound from contamination by covering it with a sterile dressing.
- Keep the victims from going into shock by laying them down to make them comfortable (not too hot or cold) and elevating their feet. **IF THE VICTIM HAS A HEAD WOUND, DON'T ELEVATE THEIR FEET.**

HEART ATTACKS

If a person has the following symptoms:

- Prolonged, oppressive pain or unusual discomfort in the center of the chest behind the breastbone
- Pain radiating to the shoulder, arm, neck, or jaw
- Pain or discomfort accompanied by sweating, nausea, vomiting, and shortness of breath
- Symptoms sometimes subside and then return

Make the individual as comfortable as is possible (loosen tie or tight fitting clothes, seat them or have them lie down – whichever makes them feel better)

- **Using a campus telephone**, call 911 immediately for medical assistance.

Note: **DON'T** attempt CPR (Cardiopulmonary Resuscitation) unless you are trained and in possession of a current CPR-qualified card.

FAINTING

If an individual feels faint:

- **Use a campus telephone** to call 911 for medical assistance.
- Seat the individual.
- Have them lower their head between their knees to increase blood flow to the head.
- If the individual actually faints, position them on their back with head turned to one side.

- If the individual regains consciousness, keep them quiet and lying down for at least fifteen minutes or until medical help arrives.

POISONING

In the event of poisoning, **use a campus telephone** to call 911 or the Poison Center (see telephone number below):

- If the poison container is available, follow the directions on the label in trying to administer first aid or the listed antidote(s).
- If the poison is caustic (capable of causing chemical burns) such as lye or petroleum products or the victim is unconscious, **DO NOT** induce vomiting.
- If the victim is unconscious, **use a campus telephone** to call 911 for medical assistance.
- If the victim is conscious, immediately call the Poison Center at 1-800-POISON-1.

CHOKING

If the victim is able to breath or talk, LEAVE THEM ALONE!

Use a campus telephone to call 911 for medical assistance.

If the victim is standing, clutching their throat with one or both hands, and is unable to breath or talk:

- Get behind them and wrap your arms around their waist so you can apply the strength of both arms.
- Put the thumb side of your fist or the heel of your palm against the victim's upper abdomen, between the navel and bottom of the rib cage (sternum).
- Make 4 to 7 quick, inward and upward thrusts to clear the victim's airway
- Repeat this action at least 4 times until, the obstruction is expelled or the victim collapses.

If the victim collapses:

- Place the victim on their back.
- Put the heel of the palm of one hand against the abdomen, just above the navel and below the sternum, put the other hand over the first, push upward and into the abdomen with both hands.
- Repeat this maneuver 4 to 7 times or until the airway obstruction is expelled.

If you are the choking victim and help is not readily available, use the first method on yourself or lean over the back of a chair and push your abdomen into the chair to force air out of your lungs.

SHOCK

Shock can be fatal.

In the event shock sets in, symptoms might include pale, cold skin, rapid pulse, quick shallow breathing, and weakness.

- Have the victim lie or sit down.
- Keep victim comfortable, not too hot or cold.
- Place victim on his/her side if they are unconscious.
- If the victim is conscious and lucid, ask permission to search their pockets for emergency medical ID, bracelet and treat other injuries as necessary.
- **Use an on campus telephone** to call 911 for medical assistance.

BURNS

In case of burns:

- If the injury is minor, plunge the burned area into cold water or bathe with ice water as soon as possible to reduce pain and swelling.

- In the case of severe burns, apply sterile gauze and use a campus telephone to call 911 for medical assistance.
- Do not try to clean burns or break blisters.

CARDIOPULMONARY RESUSCITATION (CPR)

If the victim stops breathing, apply mouth-to-mouth resuscitation ONLY IF YOU ARE TRAINED AND CERTIFIED TO DO SO:

Note: Do not perform CPR unless you can do so without harming yourself or the recipient.

*Always check for an **A**irway, **B**reathing, and **C**hest movement (ABC) **BEFORE** starting CPR*

In the event the person stops breathing:

- Instruct a bystander to call for help by dialing 911.
- Utilize universal precautions (use breathing mask and protective gloves), if possible, to minimize yours and the victim's exposure to potentially infectious agents.
- Lay the person on their back.
- Place one hand on the person's forehead, the other under their neck as you tilt the person's head back. Grasp their chin, and pull the lower jaw up so that it juts out, opening the airway.
- Pinch the person's nostrils closed and cover their mouth with yours or a breathing mask.
- Give two slow breaths while watching the victim's chest rise when air passes through their open airway. **If the chest fails to rise**, check for obstruction in the person's mouth, readjust head tilt and repeat breaths.
- Give one breath every five seconds, removing your mouth each time to allow air to escape through the person's mouth.

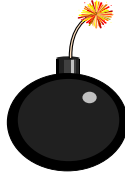
- To administer CPR to an infant, place your mouth over the child's **nose and mouth and blow gently**. Give one breath about every three seconds, removing your mouth each time to allow air to escape.

*If unable to ventilate the victim, reposition the head and try again. If still unable, perform the procedure as described under **Choking**. Resume mouth-to-mouth resuscitation until the individual begins breathing on their own.*

BOMB THREAT . . .

DO YOU KNOW WHAT TO DO?

- ***Don't panic!***
- ***Take all bomb threats seriously***
- ***Get as much information as possible***
- ***Immediately notify the UTHSCPD by using a campus telephone to call 567-8911***
- ***Be prepared to evacuate your work area***



BOMB THREAT

Bomb threats should always be taken seriously. An employee receiving a bomb threat should immediately notify a coworker (preferably while the caller is still on the phone) to call UTHSCPD by calling 911. The UTHSCPD Chief of Police has an established protocol for contacting additional emergency services as needed.

The most common method of transmitting a bomb threat is by telephone. However, if a (bomb) threat is received via mail service (e.g. letter or package), the object should be handled only by the person who receives and opens it. Place bomb threat letters between two sheets of paper to preserve fingerprints. Since a bomb threat will most likely be communicated by telephone to any one of many extensions, it is imperative that all personnel know what to do should they receive a bomb threat communicated by telephone.

Follow this procedure if you receiving a telephone bomb threat:

- Remain calm and solicit as much information as possible.
- If told the building is occupied or the facility cannot be evacuated in time, the caller might be encouraged to provide more specific information regarding the location of the bomb.
- Information elicited from the person making the threat will greatly assist in determining whether or not an evacuation of the entire complex is necessary.
- The UTHSCPD staff member will be responsible for notifying the proper emergency response agencies, the proper authorities and organizing searches.

Upon receiving information about a bomb threat:

- Each employee should check for unusual packages, briefcases, or other items that might have been left in their immediate work area.
- If strange or unidentified objects are found, employees should **avoid touching them** and immediately notify UTHSCPD by dialing 567-8911 from a campus telephone.
- Do not use electronic equipment including cellular phones, cordless phones, or two-way radios near unusual or unidentified packages. The electronic signal from these equipment could accidentally detonate explosive devices

If a decision is made to evacuate one or more buildings at UTHSCSA, employees will be moved **at least 300 feet away from the building(s)** for protection from flying or falling debris.

SIGNAL TO RETURN

Employees who have been evacuated because of a bomb threat will return to their appropriate workstations **only upon issuance of an "all clear" signal from EH&S, UTHSCPD, or the Fire Department**

BOMB THREAT CALL CHECKLIST

Obtain as much details about the bomb and its location as possible. Legitimate callers usually wish to avoid injury or death - request more information by expressing your desire to save lives.

NOTE: Date: _____ Time: _____ of call.

1. Caller's dialect or exact language spoken (*circle on or more*).
ENGLISH FRENCH GERMAN SPANISH MIDDLE EASTERN ORIENTAL

- ASK:**
2. Exactly where is the bomb? _____
 3. What time will it explode? _____
 4. What does it look like? _____
 5. What is it made of? _____
 6. Why are you doing this? _____

RECORD: Male Female Estimated age _____ Ethnicity _____
 Adult Child

Speech (Check applicable boxes)

- | | | |
|---------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised Accent _____ |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Loud | <input type="checkbox"/> Broken |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Sincere |

Background noises: _____

Other Observations: _____

Name of person receiving call: _____

NOTIFY: Upon receipt of a bomb threat, immediately report the call to:

- UTHSCPD by using a campus telephone to dial, 911

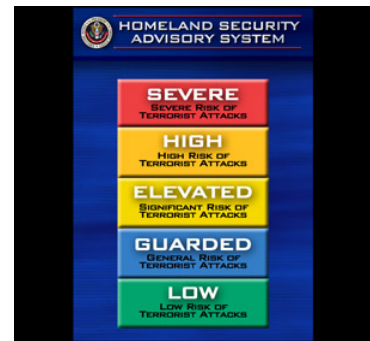
Homeland Security Advisory System

The following information is provided courtesy the Department of Homeland Security (DHS) and can be found on their website at the following address:

<http://www.dhs.gov/dhspublic/display?theme=29>

About the Homeland Security Advisory System

The Homeland Security Advisory System is designed to target our protective measures when specific information to a specific sector or geographic region is received. It combines threat information with vulnerability assessments and provides communications to public safety officials and the public.



- **Homeland Security Threat Advisories** contain actionable information about an incident involving, or a threat targeting, critical national networks or infrastructures or key assets. They could, for example, relay newly developed procedures that, when implemented, would significantly improve security or protection. They could also suggest a change in readiness posture, protective actions, or response. This category includes products formerly named alerts, advisories, and sector notifications. Advisories are targeted to Federal, state, and local governments, private sector organizations, and international partners.
- **Homeland Security Information Bulletins** communicate information of interest to the nation's critical infrastructures that do not meet the timeliness, specificity, or significance thresholds of warning messages. Such information may include statistical reports, periodic summaries, incident response or reporting guidelines, common vulnerabilities and patches, and configuration standards or tools. It also may include preliminary requests for information. Bulletins are targeted to Federal, state, and local governments, private sector organizations, and international partners.
- **Color-coded Threat Level System** is used to communicate with public safety officials and the public at-large through a threat-based, color-coded system so that protective measures can be implemented to reduce the likelihood or impact of an attack. Raising the threat condition has economic, physical, and psychological effects on the nation; so, the Homeland Security Advisory System can place specific geographic regions or industry sectors on a higher alert status than other regions or industries, based on specific threat information.

[Citizen Guidance on the Homeland Security Advisory System \(PDF - 1 page, 132 KB\)](#)

Download this one-page guide with recommended actions for each level. Developed with input from the [American Red Cross](#). (*link to an external site*)

[Guidance for federal departments and agencies](#)

TIPS FOR HANDLING SUSPICIOUS LETTERS AND/OR PACKAGES WITH UNIQUE CHARACTERISTICS (PLEASE EXAMINE CLOSELY)

If a letter or package is deemed suspicious, call 567- 8911 immediately. Do not move or further inspect it.

Tips for identifying suspicious letters or packages:

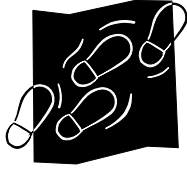
- Sender's address and postmark do not match.
- No return address or name and title of addressee are inaccurate.
- Letter feels rigid, uneven, lopsided, is oil stained, or have a bulky appearance.
- Excessive postage was used or letter's origin is questionable.
- Package is wrapped in paper that is oil stained, package emits a peculiar odor.
- Contains restricted endorsement, such as "personal," "private," "to be opened only by", or "For --- eyes only".
- Personal mail not normally sent to the office address.
- Cut and paste lettering or crude, homemade labels are used for return address.
- Letter or package appears disassembled or re-glued.
- Handwriting appears distorted or foreign.
- Protruding wires, tinfoil or strings are protruding from the letter or package.
- Pressure/resistance is noted when attempting to open article.
- Outer container is irregularly shaped, asymmetrical, or has soft spots or bulges.
- Exterior wrapping exhibits signs of previous use, such as traces of glue, mailing labels, return addresses or tape.
- Several combinations of tape are used to secure the parcel.
- Unprofessionally wrapped parcel is endorsed "Fragile--Handle With Care" or "Rush--Do Not Delay".
- Package makes a buzzing, ticking, sloshing, or other suspicious sound.



SUGGESTED ACTIONS EMPLOYEES SHOULD TAKE TO SECURE SUSPICIOUS PACKAGES AND/OR LETTERS

Upon discovering a suspicious package or letter:

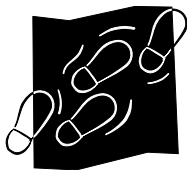
- Contact UTHSCPD by dialing 567-8911 and await UTHSCPD arrival.
- Do not move or otherwise attempt to examine a suspicious package.
- Alert others in your area and evacuate the premises when instructed by UTHSCPD.
- If you must move the package to evacuate, exercise **extreme** care in handling.
- If possible, restrict use of electronic devices such as remote control devices, cellular phones, 2-way radios, etc.
- Do not place package/letter in a confined space such as a desk drawer or filing cabinet.



SUSPICIOUS PERSONS

If an individual's appearance or actions arouse your suspicion:

- Immediately call 567-8911 and state your emergency
- If the person is requesting to see a particular UTHSCSA employee, be polite. Ask the person to be seated...
- Then call 567-2800; identify yourself and the office in which you work and *say "Code 33" or use the phrase "Code 33" in a sentence.*
- This will alert UTHSCPD that a potential problem exists and an officer will be dispatched to your area.



HAZARDOUS MATERIAL SPILLS

Definitions:

Small spill: A hazardous material spill of less than 1 Liter (<1L) in volume of an agent that you are properly equipped and trained to safely handle appropriately.

Major spill: A hazardous material spill greater than 1 L (>1L) in volume or an agent spill that you are not adequately equipped or trained to safely handle appropriately.

Procedure:

In the event of a **small spill:**

- Inform the supervisor and others in the area about the spill.
- Restrict further access to the area.
- Do not enter the spill area alone.
- Use proper personal protective equipment appropriate for the spill agent.
- Neutralize or secure the spill using absorbent material.
- Dispose of the spill-cleanup materials as hazardous waste.
- Do not attempt to clean, disinfect, or absorb spill materials without proper emergency response training and equipment.
- If you are injured, call 911 and seek medical attention immediately.

In the event of a **major spill:**

- Inform the supervisor and others in the area about the spill.
- **During Business Hours:** Contact Environmental Health and Safety at (210) 567-2955.
- **During Non-Business Hours:** Contact UTHSCPD at (210) 567-2800.
- Restrict further access to the area and secure the area.
- Do not enter the spill area alone.
- Do not attempt to clean, neutralize, or disinfect major spills.
- Await emergency response from UTHSCPD and/or the Environmental Health and Safety Department.
- Remain outside the spill area to advise responders on the spill agent, affected employees, and other special precautions pertinent to containing and managing cleanup.
- If you are injured, call 911 and seek medical attention immediately.

EMPLOYEE ALARM SYSTEM

UTHSCSA is required to have and maintain an employee alarm system per 29 CFR 1910.38 (d). This system has a distinctive signal used primarily for building evacuation in the event of a fire emergency. The following alarm systems are available to UTHSCSA faculty, staff, and students:

1. Smoke detection systems
2. Manual pull stations
3. Duct and heat detectors in mechanical areas
4. Personal security call boxes
5. Normal telephone and paging system
6. Other electronic communication systems
7. **567-SNOW** campus status (open, closed, delayed start) system

The type of alarm system employed in the event of an emergency system is dependent upon the type of emergency situation. One or more alarm systems may be used to provide alert to UTHSCSA stakeholders.

TRAINING

1. **NEW EMPLOYEE AND NEW FACULTY ORIENTATION** – Emergency response procedure and notification training is conducted for all employees during New Employee Orientation or New Faculty Orientation in accordance with 29 CFR 1910.38 (e). Records of this training are maintained by Human Resources and with a copy maintained by Environmental Health & Safety.
2. **GENERAL COMPLIANCE TRAINING** – Periodic or refresher training on emergency response procedures is conducted during the General Compliance Training. This training is conducted for all UTHSCSA faculty and staff every two years. Human Resources maintains records of this training.
3. **EMERGENCY EVACUATION COORDINATOR TRAINING** – Specialized training for individuals necessary to assist in the orderly evacuation and critical equipment shutdown is conducted approximately two weeks prior to a scheduled drill. Records of this training are maintained by Environmental Health & Safety.
4. **SAFE USE OF FIRE EXTINGUISHER TRAINING** – This training is conducted for UT Police, EH&S, certain parts of Facilities Management, and emergency evacuation coordinators. Records of this training are maintained by Environmental Health & Safety.
5. **MOBILITY-LIMITED EVACUATION TRAINING** – This training is conducted by EH&S semi-annually for any interested UTHSCSA stakeholder. Records of this training are maintained by Environmental Health & Safety.

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills are a critical public health component in the safe and orderly response to an emergency situation. Emergency Evacuation Drills are conducted in accordance with National Fire Protection Association 1 (NFPA 1) Uniform Fire Code, 2003 Edition, Sections 10.6. UTHSCSA occupancies are scheduled for a fire drill at least annually. The resulting grades of each building component performance in the exercise will determine the frequency at which Evacuation Drills will be conducted in that area. Environmental Health & Safety will maintain records of all evacuation drills.

ACTION TIMELINE
for
SEVERE WEATHER EMERGENCIES

EMERGENCY STATUS	ACTION	COMPLETED BY...
<p style="text-align: center;">NORMAL CONDITION GO</p>	<p style="text-align: center;">NORMAL BUSINESS OPERATIONS</p>	
<p style="text-align: center;">120 Hours (5 days) CONDITION WHITE</p>	<ol style="list-style-type: none"> 1. Contact City of Disaster Preparedness for situation update 2. Convene Disaster Planning Group (DPG) <ul style="list-style-type: none"> -Initiate RAHC disaster preparation and planning -Verify & update ALL Emergency Contact Information & Notification Rosters -Inventory disaster emergency supplies 3. Initiate building perimeter inspection & cleanup 4. Notify Human Resources and Local Affiliates of facility disaster status and closure preparation initiation 	<p style="text-align: center;"><i>SEE NOTE</i></p>
<p style="text-align: center;">96 Hours (4 days) CONDITION GREEN</p>	<ol style="list-style-type: none"> 1. Convene Disaster Planning Group <ul style="list-style-type: none"> -Distribute updated notification & contact rosters -Update members on situation status -Initiate Disaster Preparation Timeline 2. Disaster Planning Group members brief respective departments 3. Initiate facility battening down 	<p style="text-align: center;"><i>SEE NOTE</i></p>
<p style="text-align: center;">72 Hours (3 days) CONDITION BLUE</p>	<ol style="list-style-type: none"> 1. Backup computers 2. Print class schedules <ul style="list-style-type: none"> -Box up critical paper files and manuals 3. Close Campus Library <ul style="list-style-type: none"> -Relocate critical media and books to highest shelves or temporary storage areas (if necessary) 4. Release all <u>non-essential</u> personnel 5. Assign Residents Disaster Duties according to current Memoranda of Understanding (MOUs) 	<p style="text-align: center;"><i>SEE NOTE</i></p>
<p style="text-align: center;">48 Hours (2 days) CONDITION YELLOW</p>	<ol style="list-style-type: none"> 1. Convene Disaster Planning Group 2. Contact UTHSCSA President's Office for approval to suspend RAHC operations and close the facility <ul style="list-style-type: none"> -Brief RAHC Disaster Group of approved decision to close RAHC -Notify City of the City's Disaster Preparedness Division or Civil Authorities of RAHC suspension of services and pending Facility closure 	<p style="text-align: center;"><i>SEE NOTE</i></p>

	3. Identify non-essential personnel to be released	
36 Hours (1.5 days) CONDITION AMBER HURRICANE WATCH	1. Begin unplugging electrical equipment 2. Move sensitive equipment to inner room -Move all other equipment to center of room (or away from windows) -Move small, light equipment off the floor and onto tables 3. Cover equipment with sheets of plastic 4. Release all Non-essential personnel 5. Post "Closed" signs as appropriate 6. Activate Disaster Command Post	<i>SEE NOTE</i>
24 Hours (1 day) CONDITION RED HURRICANE WARNING	<i>FACILITY IS CLOSED!</i>	
CONDITION WHITE POST EVENT (REACTIVATE RAHC)	1. UTPD notifies key RAHC personnel 2. Convene Disaster Planning Group -Initiate Department roll call --Perform personnel head count -Notify UTHSCSA of reactivation --Initiate RAHC service restoration -Conduct After-Action Debriefing	<i>SEE NOTE</i>

NOTE: Column 3, "Completed By", is intentionally blank for customization to use by individual departments.

WATER ENCROACHMENT AREAS MANAGEMENT

Severe weather events accompanied by abundant rainfall create significant flooding and water encroachment potential in low-lying areas on UTHSCSA Campuses. To manage these events and redirect surface water runoff, a plan to install sand bag levies at these locations have been developed. To the best extent possible, temporary sand bag levies and diverting walls will be constructed at least 24 hours prior to forecasted, severe weather events. Each area where sandbags are installed will be cordoned off and pedestrian traffic rerouted with directional signs or cordon marking tape. Low-lying, water encroachment areas of concern are:

CAMPUS	LOW-LYING AREA
Teresa-Lazano Long	Nursing School Doors 6-2 and 6-S1
	Parking Garage “B” Door 33-12
	Dolph Briscoe Library Sub-level
Greehey	McDermott Building – Door 301-11
Texas Research Park	
CTRC	
Satellite	

EMERGENCY RESPONSE AND EVACUATION PLAN REVIEW

Emergency action and continuity plans are required to be maintained as long as The University of Texas Health Science Center at San Antonio conducts business that may be adversely affected by emergency conditions or situations. The goals of this plan should be considered dynamic and under continual pragmatic review. However, the designated coordinator will conduct periodic documented review of the written procedures. Superseded copies of this plan will be retained for 5 years as required by the UTHSCSA Records Retention Schedule.

Copies of this plan will be maintained in the following locations:

1. Environmental Health & Safety Office (original)
2. UT Health Science Center Police Department (1st Copy)
4. Executive Vice President for Administration's Office (2nd Copy)
4. Electronic copy available to all UTHSCSA personnel on website.

In accordance with 29 CFR §1910.38(f), NFPA 45-1999, NFPA 1600-2003, and 1 TAC §202.6, a review and evaluation of this plan is conducted at least once each year. As a result of this review and evaluation, the University of Texas Health Science Center at San Antonio will amend this Plan within six months of the review to include more effective controls and technology. The emergency action and business continuity plan will also be revised after significant incidents by incorporating: (1) the details of the event, (2) an evaluation of the cause of the event, and (3) corrective actions implemented necessary to prevent a recurring event. A material change in the structure of the plan will require full management review.

Review Date	Signature	Date
1. April 2008		
2. March 2009		
3.		
4.		

Review Comments

April 2008: Listed CTRC guidance document, "Organizational Evacuation Plan 7979 Wurzbach" as evacuation guide for CTRC and affiliate organizations use [see Chapter 5]

March 2009: Updated building inventory list; Added the MARC, STRF

Review Comments

USEFUL NUMBERS AT A GLANCE

Emergency	911
Environmental Health & Safety	7-2955
UTPD Dispatch	7-2800
Facilities Management, Housekeeping	7-2935
Facilities Management, Utilities Control Room	7-2946/7
Facilities Management, Building Maintenance Control	7-2885

Use the form below to provide us your feedback of how the handbook might be improved during annual revision. Bring or send the completed form to:

Attn. Physical Safety Manager,
 Environmental Health and Safety,
 School of Dentistry,
 Room 1.343T

FORM		FEEDBACK		Date
Name				
Telephone Number		Department		
Item of Concern	_____			

Recommended Improvement	_____			

