

**Sul Ross State University
Rio Grande College
Emergency Response Plan**



**RIO GRANDE
COLLEGE**

Emergency Telephone Numbers:

Southwest Texas Campus Police (Office in Uvalde): 830.591.7333

Emergency situations all campuses: 911

Campus Contacts:

Del Rio (main office: Dr. Mark Underwood or Linda)

Eagle Pass (main office: Gilbert Bermea or NAME OF ASST.)
430.758.4100

Uvalde (Campus Police NAME) 830.591.7333

Sul Ross State University is a Member of the Texas State University System

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Section I

Scope

The purpose of this Emergency Response Plan is to establish an organizational structure and procedures for response to natural and man-made emergencies. It assigns roles and responsibilities for the implementation of the plan during an emergency following the National Incident Command System. The plan has been prepared to address all types of emergencies affecting the Sul Ross State University-Rio Grande College community in a coordinated and systematic manner. Sul Ross State University-Rio Grande College is committed to supporting the welfare of its students, faculty, staff and visitors. This plan is designed to maximize human safety and preservation of property with the ultimate goal of effectively managing the emergency situation restoring Sul Ross State University-Rio Grande College to normal operations and assure responsive communication to all appropriate parties.

NOTE: Since Sul Ross-Rio Grande College leases all its facilities from Southwest Texas Junior College (hereafter referred to as SWTJC), SR-RGC's plan is linked to their campus police and officials serve as contacts and resource persons in all emergency situations.

Authority

Emergency events do not always require the same level of response, and are dictated by severity of the event and its effect on the health and safety of students, faculty, staff and visitors. Only the Sul Ross State University President, Provost/Vice President for Academic & Student Affairs, Vice President for Finance & Operations, and Sul Ross-Rio Grande College Associate Provost/Dean have the authority to declare a campus emergency in order to activate this emergency response plan. The on-scene incident commander will be the Southwest Texas Junior College Campus Policy Chief or his/her designee and will remain in that capacity until the conclusion of the emergency or when relieved by a higher level of emergency response team (e.g., county, state or federal).

The decision to activate the ERT will depend on the nature and duration of the emergency. Members of the ERT will correspond to the SWTJC Emergency Response Team.

The Team will function in accord with the SWTJC Emergency Response Plan

Section II

Roles and Responsibilities

It is the responsibility of Sul Ross-RGC faculty, staff, and students to report all emergencies, suspicious activities and situations to the appropriate SWTJC campus official, the director assigned to the particular RGC campus, and the Associate Dean's office. The above listed individuals will relay information to the SWTJC Campus Police department.

SWTJC Campus Police Officers and other campus officials - Will respond to all campus calls for assistance making an initial assessment of the situation and determine if the situation dictates contacting higher level supervisors or campus officials.

On-Call – SWTJC Police will provide the responding on call service when needed and will respond appropriately. Personnel at all campuses should call 911 if an emergency should occur.

On-Scene Incident Commander – The ranking campus official or law enforcement official will serve as the on-scene incident commander, communicating with other campus officials, law enforcement officials, and community persons as deemed appropriate.

Emergency Response Team (ERT) – SWTJC's ERT will function as SR-RGC ERT's. The ERT will provide direction to their reporting departments during the course of the emergency situation and will prepare for possible integration of emergency protocols with city, county and state emergency plans.

Section III

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 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, SR-RGC officials and emergency management services (law enforcement/fire personnel) will attempt to notify all those who may be affected by emergency situation of actions to be taken either by e-mail, door postings, telephone, radio/television, public address systems, loudspeakers, door-to-door notifications, and/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 (refer to Appendix A) or other appropriate emergency contact. If these persons are not available, contact the next logical University official for assistance. (Refer to Appendix A)
- Assemble in the pre-designated area to be selected by emergency response personnel;
- 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 if possible;
 - 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;

Section IV

Emergency Plans

Bomb Threat

Telephone Call:

- Document the conversation using the Bomb Threat Report (*refer to Appendix B*);
- Call the appropriate campus contact for assistance;
- Notify the director on your campus;
- Follow directors as given by the SWTJC campus official; assist as requested to locate/identify suspicious items;
- 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 which are posted in each office and classroom;
- Walk to nearest exit/stairwell (close doors behind you);
- Assist with the evacuation of individuals with special needs;
- Proceed to the designated gathering area outside the building;
- Report to your, supervisor, or other appropriate emergency contact person (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 911 for assistance is needed (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 911 for assistance if needed (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, if trained otherwise call 911;
- Assist with emergency eyewash/shower use, as appropriate;
- Call 911 for assistance (give location, type material);

Disruptive Behavior

- Call campus official 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 911 for assistance (give caller name, building name, address, floor, location, etc.);
- Walk to nearest exit/stairwell (close doors behind you);
- Immediately evacuate using posted building evacuation routes;
- **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, or other appropriate emergency contact (for a headcount);
- **Do not** re-enter building until cleared by authorized personnel.

Outside a Building:

- Call 911 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 911 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 arrives.

Severe Weather

- Stay away from windows;
- Take immediate shelter in a central hallway away from doors or other protected part of the building;
- Monitor local radio and television stations for weather updates;
- Check campus phone system for notices on campus closings..

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 campus official for assistance (give caller name, location of suspicious item, etc.);

NON-EMERGENCIES, contact campus official for assistance.

EMERGENCIES, dial “911”.

Reviewed By: Executive Cabinet

Review date: November, 2012

APPENDIX A

Campus Liaison List

| Campus | Contact Persons & title | Office phone number | Cell phone number |
|----------------|-------------------------|---------------------|-------------------|
| Del Rio RGC | Delia Ramirez | 830.703.4801 | 830.734.7625 |
| RGC | Chelsea Garrett | 830.703.4821 | 330.714.9425 |
| SWTJC | Dr. Mark Underwood | 830.703.1555 | 830.261.0356 |
| SWTJC | Linda Juarez | 830.703.1594 | 830.275.2337 |
| | | | |
| | | | |
| Eagle Pass RGC | Claudia Wright | 830.758.5006 | 830.513.1535 |
| RGC | Mayra Rodriguez | 830.758.5007 | 830.513.9860 |
| RGC | Connie Esparza | 830.758.5004 | 830.752.0729 |
| SWTJC | Gilbert Bermea | 830.758.4100 | 830.279.1768 |
| SWTJC | Delia Esquivel | 830.758.4101 | 830.968.6597 |
| | | | |
| Uvalde RGC | Paul Sorrels | 830.279.3012 | 214.934.7217 |
| RGC | Paulette Harris | 830.279.3012 | 830.279.6591 |
| RGC | Yvette Hamm | 830.279.3008 | 830.421.0215 |
| RGC | Mary Lou Williamson | 830.279.3001 | 830.278.0269 |
| SWTJC | Robert Doucet | 830.591.7333 | 830.279.1861 |
| SWTJC | Officer on Duty | | 830.279.1861 |
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Campus contacts are responsible for keeping information up-to-date and accurate. Please contact the Office of the Associate Provost/Dean SR-RGC at 830.279.3012 associateprovost@sulross.edu with any changes.

APPENDIX B

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. Description of 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) _____