

Sul Ross State University Emergency Response Plan



Emergency Telephone Numbers:

University Department of Public Safety:

Dial 8100 from Campus Phone
432-837-8100 Non Campus Phone

Brewster County 911:

Dial 9-911 from Campus Phone
Non Campus Phone 911

Physical Plant:

432-837-8085 (8 am – 5pm)

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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 community in a coordinated and systematic manner. Sul Ross State University 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 to normal operations and assure responsive communication to all appropriate parties.

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, Director of Public Safety or the Emergency Response Team (ERT) has the authority to declare a campus emergency in order to activate this emergency response plan. The on-scene incident commander will be the Director of Public Safety or his 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. Committee members with the ERT currently consist of the following:

- Associate Vice President for Enrollment Management;
- Associate Vice President on Facilities, Planning Construction and Operations;
- Controller;
- Dean of Student Life;
- Director of News and Publications;
- Director of Public Safety; and
- Public Safety Lieutenant.

Each team member will pre-designate an alternate to act on their behalf in the event of their absence.

Section II

Roles and Responsibilities

It is the responsibility of Sul Ross faculty, staff, and students to report all emergencies, suspicious activities and situations to the Sul Ross State University Department of Public Safety (UDPS).

UDPS Officers - Will respond to all campus calls for assistance. Responding UDPS Officer(s) will make an initial assessment of the situation and determine if the situation dictates contacting the on-call UDPS supervisor.

UDPS On-Call Supervisor – Will provide the responding UDPS Officer(s) with direction to establish an incident command post. On-call supervisor will then respond to the scene. Upon arrival, the on-call supervisor will assume duties as on-scene incident commander.

On-Scene Incident Commander – Will coordinate all emergency services and implementation of emergency protocols on scene. The on-scene incident commander will effectively communicate with the Director of Public Safety as to the situation and status of the emergency situation. The on-scene incident commander will remain in this capacity for the duration of the event or until relieved.

Director of Public Safety – Will be the emergency services liaison to the Emergency Response Team (ERT) and responsible for making initial contact with the Provost/Vice President for Academic & Student Affairs or his designee. Director of Public Safety will advise of situation/make recommendations declaring a campus emergency, activate the campus emergency alert system as directed or independently as emergency situation dictates, and will establish a command post.

Emergency Response Team (ERT) – Will respond to designated command post to provide status of their respective departments and to assist in the implementation of emergency protocols/recommendations to the Provost/Vice President for Academic & Student Affairs. 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.

Building Liaisons and Residential Advisors – Will assist in the implementations of the emergency alert plan and respond to the direction of emergency response personnel. All Residential Advisors and Building Liaisons will received appropriate training within the first week of position appointment. A building liaison list is attached in “Appendix A”.

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 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, University 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](#)) Resident Advisor, or other appropriate emergency contact. If these persons are not available, contact the University Department of Public Safety, [432-837-8100](tel:432-837-8100) for assistance.
- 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;
 - 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 [432-837-8100](tel:432-837-8100) for assistance.

Section IV

Emergency Plans

Bomb Threat

Telephone Call:

- Document the conversation using the Bomb Threat Report (*refer to Appendix B*);
- Call **432-837-8100** for assistance;
- Notify the department head/**Building Liaison**;
- Meet with and assist University Department of Public Safety personnel;
- As directed by University Department of Public Safety, 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 which are posted in hallways of University buildings;
- 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 **432-837-8100** (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 **432-837-8100** 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 **432-837-8100** for assistance (give location, type material);
- Refer to building/department/room policies;
- Obtain a Material Safety Data Sheet (MSDS) for the material involved. MSDS should be available at the designated department or may be obtained at the UDPS office (BAB 100).

Disruptive Behavior

- Call **432-837-8100** 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 **432-837-8100** 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, resident advisor, or other appropriate emergency contact (for a headcount);
- **Do not** re-enter building until cleared by authorized personnel.

Outside a Building:

- Call **432-837-8100** 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 **432-837-8100** 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 Department of Public Safety arrives.

Radiation Emergency

- Stop work and confine the spill or release immediately using an absorbent, enclosure, etc.;
- Call **432-837-8100** 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 SRSU Campus Safety website at <http://www.sulross.edu/pages/3343.asp> for University closings;
- Call **432-837-8100** 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 **432-837-8100** for assistance (give caller name, location of suspicious item, etc.);

NON-EMERGENCIES, contact UDPS, 432-837-8100 for assistance.

EMERGENCIES, dial “911”.

Reviewed By: Emergency Response Plan Committee

Next Review: TO BE DETERMINED

APPENDIX A

Building Liaison List

Building	Contact Position	Contact Number	Notes
Academic Computer Resource Center (ACRC)	Secretary CS& Math	X8106	
Art Annex (sculpture/ceramic)	IT Department Chair	X8137	
Brick Cottages	McNair Director	X9054	
Briscoe Administration Building (BAB)	UDPS Communication Supervisor	X8100	
Centennial Building	Director Small Business Development Center	X8695	
Ferguson Hall	Dean Arts and Sciences	X8368	
Fine Arts Building (FAB)	Fine Arts Department Chair	X8211	
Fletcher Hall	Director Residential Life	X8190	
Graves-Pierce Gym	Director Recreational Sports	X8299	
Industrial Technology Building	IT Department Chair	X8137	
Jackson Field	Athletic Director	X8229	
Kokernot Lodge	Campus Activities Secretary	X8191	
Kokernot Field	Athletic Director	X8229	
Lawrence Hall	Secretary Behavioral & Social Science	X8157	
Lobo Village Housing Complex	Director Residential Life	X8190	
Morelock Academic Building (MAB)	Director Law Enforcement Academy	X8704	
Mountainside	Director Upward Bound	X8810	
Museum of the Big Bend	Assistant to the Director	X88143	
Pete P. Gallego Center	Athletic Director	X8229	
Physical Plant	Secretary Physical Plant	X8085	
Residential Living Office	Director Residential Life	X8190	
Tuner Range Animal Science Agricultural Complex	Dean ANRS	X8201	
University Center	Coordinator University Center	X8191	
Warnock Science Building	Secretary Earth & Physical Sciences	X8259	
Wildenthal Memorial Library	Dean Library	X8121	

Building liaison personnel are responsible for keeping information up-to-date and accurate. Please contact the Public Safety Director in the University Department of Public Safety office (Briscoe Administration Building #100) at 432-837-8100 or e-mail johnnieh@sulross.edu with necessary 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) _____