

Sul Ross State University Emergency Response Plan

The logo consists of the letters 'S' and 'R' in a bold, red, sans-serif font. The 'S' is on the left and the 'R' is on the right. They are positioned between two thick, solid red horizontal bars that extend across the width of the page.

Emergency Telephone Numbers:

University Department of Public Safety:

Dial 911 for Emergencies
Dial 837-8011 for Non-Emergency
(8a.m.-5p.m.)
Dial 837-8100 for After Hours

Physical Plant:

432-837-8085 (8a.m.-5p.m.)

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 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 Budget & Finance, or Director of Public Safety has the authority to declare a campus emergency in order to activate this emergency response plan. Lobo Lookout Notification, an alert system, is set in place to notify the maximum number of faculty, staff, and students by a phone call, text, and or e-mail in case of emergencies. 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.

Members currently consist of the following:

- Associate Vice President for Enrollment Management;
- Associate Vice for University and Student Services;
- Dean of Student Life;
- Director of News and Publications;
- Director of Public Safety;
- Public Safety Lieutenant; and
- Risk and Compliance Manager

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

Sul Ross State University's Department of Public Safety coordinates with local agencies and department such as Alpine Police Department, Alpine Fire Department, Alpine EMS, Sheriff's Office, Border Patrol, Homeland Security, Department of Public Safety, Federal Bureau of Investigation, and Emergency Management Office in the event of an emergency.

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 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.

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. These protective actions are to evacuate to a safer area or to shelter in place. It is possible that 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 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;
- 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**.
- 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 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;
- Listen to radio or TV if available, to monitor emergency status;
- Keep telephone lines free for emergency responders, **do not** call 911 for information;
- If hazardous materials are involved:
 - Select a room(s), which is easy to seal, has a water supply, and access to restrooms if possible;
 - If you smell gas or vapor, move to another area of the building;
 - Call **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 and lock 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 aheadcount);
- **Do not** re-enter building until cleared by authorized personnel.

Chemical/Gas Leak Emergency

Inside Building:

- Isolate and secure the area;
- 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;
- 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;

Section IV

- 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;

Section IV

- 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 <https://www.sulross.edu/udps> 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: Risk & Compliance Manager & University Department of Public Safety
Next Review: July 2020

Section V

Safety Training

- Counseling and Accessibility Services offers training every long semester for faculty, staff, and students concerning mental health awareness. They also have online training for suicide prevention and awareness that is [here](#). This information is shared with incoming freshman at orientation.
- Risk and Compliance Manager presents Table-Top drills once a year to Staff and Faculty
- UPDS offers a variety of in-person trainings for the Sul Ross State University students, faculty, and staff.
 - Mandatory Fire Drills in Residential Halls: Conducted within the first 10 class days of each semester to better prepare the students and staff.
 - Mandatory Fire Drills in Administrative Buildings: Annually fire drill in a non-Residential Building is conducted to better prepare faculty/staff and students in the case of a fire.
 - Avoid, Denied, Defend: Civilian Response to Active Shooter Events (CRASE) is offered once every long semester to students and staff. CRASE teaches survival techniques for an active shooter scenario, including what to expect when the police arrive.
 - Alcohol Abuse: Covers the dangers of alcohol abuse, resources for those struggling with alcohol addiction, and reviews state laws and university regulations concerning alcohol use.
 - Drug Abuse: Covers the dangers of drug abuse, resources for those struggling with drug addiction, and reviews state laws and university regulations concerning drug use.
 - Personal Safety: Demonstrates the importance of situational awareness in identifying possible dangers in one's environment.
 - Sexual Assault: Provides sexual assault information and personal safety tips, along with resources for sexual assault survivors.
 - Property Safety: Provides information on how to secure one's property to prevent theft.

Campus Security Authority Training (CSA):

- A training given to Faculty and Staff Departments that work closely with students.
- Once completed individuals are certified campus authorities.

Section VI: Appendix A

Building Liaison List

Building	Liaison(s)	Contact Number
ACADEMIC COMPUTER RESOURCES CENTER (ACRC)	Chair of Computer Science & Mathematics	432-837-8223
	Administrative Assistant of Computer Science & Mathematics	432-837-8016
ART ANNEX (SCULPTURE/CERAMIC)	Assistant Professor of Industrial Technology	432-837-8137
	Assistant Professor in Studio Art	432-837-8405
BRICK COTTAGES	Director of Rio Grande Research Center	432-837-8110
	Athletic Temporary Media	432-837-8648
BRISCOE ADMINISTRATION BUILDING (BAB)	Risk & Compliance Manager	432-837-8790
	UDPS Coordinator	432-837-8401
CENTENNIAL BUILDING	SBDC Administrative Specialist	432-837-8693
	SBDC Administrative Specialist	432-837-8694
FERGUSON HALL	Dean of the College of Arts and Sciences	432-837-8369
	Data Training Specialist	432-837-8118
FINE ARTS BUILDING (FAB)	Chair of Fine Arts & Communication	432-837-8039
	Administrative Specialist of Fine Arts & Communication	432-837-8218
FLETCHER HALL	Director of Residential Living	432-837-8189
GRAVES-PIERCE GYM	Director of Recreational Programs	432-837-8792
	Department Head of Kinesiology & Human Performance	432-837-8375
INDUSTRIAL TECHNOLOGY BUILDING	Assistant Professor of Industrial Technology	432-837-8137
	Assistant Professor in Studio Art	432-837-8405
JACKSON FIELD	Head Football Coach	432-837-8229
	Undergraduate Program Coordinator	432-837-8444
KOKERNOT FIELD	Head Baseball Coach	432-837-8231
	Assistant Baseball Coach	432-386-6346
KOKERNOT LODGE	Campus Activities Coordinator	432-837-8424
	Custodial Supervisor	432-837-8085
LAWRENCE HALL	Administrative Assistant of Behavioral & Social Sciences	432-837-8066
	Assistant Director of Admissions	432-837-8051
LOBO VILLAGE HOUSING COMPLEX	Director of Residential Living	432-837-8189
MORELOCK ACADEMIC BUILDING (MAB)	Director of Law Enforcement Academy	432-837-8704
	Administrative Coordinator	432-837-8134
MOUNTAINSIDE	Property & Inventory Coordinator	432-837-8276
	Accounting Assistant for Property & Inventory	432-837-8430
MUSEUM OF THE BIG BEND	Director of the Museum of the Big Bend	432-837-8145
	Curator of Collections	432-837-8735

Section VI: Appendix A

PETE P. GALLEGO CENTER	Director of Academic Center of Excellence	432-837-8770
	Associate Athletic Director	432-837-8277
PHYSICAL PLANT	Administrative Associate	432-837-8091
	Receiving & Supply Supervisor	432-837-8089
RESIDENTIAL LIVING OFFICE	Director of Residential Living	432-837-8189
TURNER RANGE ANIMAL SCIENCE AGRICULTURAL COMPLEX	Administrative Coordinator for Animal & Natural Sciences	432-837-8201
	Dean of Agriculture & Natural Resource Sciences	432-837-8706
UNIVERSITY CENTER	Campus Activities Coordinator	432-837-8424
	Administrative Associate for Student Life	432-837-8037
WARNOCK SCIENCE BUILDING	Analytical Lab Technician	432-837-8082
	Administrative Assistant of Earth & Physical Sciences	432-837-8420
WILDENTHAL MEMORIAL LIBRARY	Dean of Library & Research Technologies	432-837-8121
	Circulation Desk Supervisor	432-837-8313
MRGC BUILDINGS (DEL RIO, EAGLE PASS, UVALDE)	Del Rio Business Services Director	830-703-4801
	Del Rio Business Services Assistant	830-703-4828
	Eagle Pass Associate Registrar	830-758-5041
	Eagle Pass Business Operations Assistant	830-758-5042
	Uvalde Administrative Associate	830-279-3023
	Uvalde Business Operations Assistant	830-279-3006

Building liaison personnel are responsible for keeping information up-to-date and accurate. Please contact the Director of University Department of Public Safety office (Briscoe Administration Building #100) at 432-837-8103 or e-mail kdunegan@sulross.edu with necessary changes.

Section VI: 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) _____