



Employee Emergency Response Guide

What Do I Do If I...



Purpose

The purpose of the Employee Emergency Response Guide is to provide an understandable and accessible reference for use in emergency situations in order to promote the safety of the University of Texas of the Permian Basin community. This guide addresses the most common and most likely emergencies that employees and visitors may face on the UTPB campus on any given day.

University officials and the UTPB Emergency Management Committee have developed this guide into segments which will be updated periodically.

The Employee Emergency Response Guide relies on employees using this information and their best judgment when responding to emergency situations in and around the office. It is recommended that all employees review the guide and discuss how you and your team would act in various emergency situations before the event. By becoming familiar with the responses prior to emergencies, we can ensure a faster, more reliable response to emergency situations and increase the safety of our campus community.

If you have any questions, recommendations, and concerns about this document, please discuss them with your supervisors, your Departmental Safety Liaison or contact the UTPB Emergency Management Committee by email at Campusemergency@utpb.edu.

Thank you.

The UTPB Emergency Management Committee

UTPB Emergency Contact Numbers

University Police

Call 2911 or from any campus phone or 432-552-2911 from your cell phone
For Non Emergencies call 432-552-2786

Environmental Emergency

Call 432-552-2778 (M-F, 8 am-5 pm) or call the University Police after hours.

Fire Emergency

Dial 2911 from any campus phone or call 432-552-2911 from your cell phone

Physical Plant Emergencies

Call 2760 from any campus phone or call 432-552-2760 (M-F, 8 am-5 pm)

After hours dial 2786 on 432-552-2786 from your cell phone and the police will contact
Physical Plant

Behavioral Intervention Team - 24 Hour Hotline

Call 432-552-4600

If this is an emergency call 911 or if on a campus phone 2911

Poison Control

Call 800-222-1222

American Association of Poison Control Centers

Require Emergency Information...

What communication tools are in place to provide me with updated information?

UT Permian Basin officials will be monitoring TV, radio, and other communications to keep on top of any emergency situations that may impact the campus.

As the situation requires, administration or emergency personnel will provide regular updates on conditions and recommended actions that the campus community should take, such as evacuation, shelter-in-place, and the “All Clear” signal.

Information will be communicated by a combination of the following:

Building Public Address (PA) system

Most buildings are equipped with fire panel systems that have a public address capability. Emergency personnel are trained to use these systems in emergencies in order to make announcements to the entire building regarding evacuation, shelter in place, etc.

UT Permian Basin Emergency Information Line — 432-552-2020

In the event of a disaster that affects all or part of the campus, a number has been provided that students, faculty, and staff can call to hear general instructions as to what course of action they should follow. The message will be updated as information becomes available.

UT Permian Basin Emergency Status Page

You may want to bookmark the UTPB Emergency Status Page; it is updated with information during actual emergencies or campus closures.

For more information visit: <http://www.utpb.edu/emergency/>

UT Permian Basin Exterior Horn System

To notify people on campus that are not inside a building UT Permian Basin has a horn system on the roof of the Mesa building and on a tower on south campus. This horn advises you to move inside a substantial building and seek more information.

FALCON ALERT

UT Permian Basin developed the FALCON ALERT system to communicate official information during an emergency or crisis situation that disrupts normal operations of the UT Permian Basin campus or threatens the health or safety of the campus community. UT Permian Basin students will be signed up for Falcon Alert as part of their registration process. Faculty and staff information is gathered by your departmental administrative assistant and forwarded on to IRD to be included in the rolls of FALCON ALERT to receive email alerts, Short Message Service (SMS), text messages, and/or telephone calls to their business, home, or personal mobile phone numbers.

Users will be provided with emergency messages that will include information about the emergency event, how best to respond, and where to receive further information.

...Received Instruction To Evacuate?

Notification

There are a variety of communication tools that can be used to instruct employees when an evacuation is necessary. These include the building annunciator systems, fire alarm system, UTSW-Alert (emails/ phone calls/ text messages) or door-to-door alerts by first responders.

Action Steps

- **BEGIN TO EVACUATE IMMEDIATELY.**
- If able to do so safely, secure all **classified material** in an appropriate manner before leaving your work area.
- Be aware of people with disabilities in your area who may require your assistance. Be prepared to help them.
- **DO NOT** use elevators unless instructed to do so by emergency personnel.
- If you are on a lower floor, it is critical that you evacuate immediately so that those on the upper floors are not caught in a backup in the stairwells as they descend to the lower floors. **DO NOT ATTEMPT** to go back up the stairs.
- If it will not delay your exiting, take your coat if the weather is inclement. If you are at your work area, take your wallet/purse, and identification but leave briefcases, suitcases, backpacks, etc., behind.
- **CLOSE THE DOOR BEHIND YOU**
- Turn off your lights but leave your door unlocked. This will facilitate easy entry for sweeps by first responders if needed. Walk *quickly and calmly* to the nearest marked exit. Follow the instructions of the evacuation maps regarding alternate exit routes, should your normal pathway be blocked.
- Exit the building and move directly to your department's designated **EVACUATION ASSEMBLY POINT**. Your specific assembly point is based on your current location within specified quadrants of the campus.
- These assembly points may be subject to change depending on the emergency.
- Do not attempt to re-enter the building until permitted by the authorities.

...Observe A Hazardous Materials Spill?

A **biological hazard** is an organism, or substance derived from an organism, that poses a threat to (primarily) human health. Biological hazardous materials are blood, cultures and samples that contain viruses, bacteria, spores, fungi, or blood borne pathogens. Biological hazardous materials may include bandages, hypodermic needles, and scalpels.

Hazardous materials include radioactive compounds and chemicals; acids, bases, solvents, and cryogenics that can be flammable, highly reactive, explosive, and corrosive. Hazardous materials can be destructive to skin, may be poisonous by ingestion and absorption, or generate harmful vapors or dust particles.

FOR ALL CHEMICAL, BIOLOGICAL AND RADIOLOGICAL SPILLS

- Notify people in the immediate area and evacuate.
- Close doors or create a barrier to the area, if possible, to contain the spill and prevent entry of other personnel.
- Avoid touching it, walking in it or breathing it in, whether there is an odor or not.
- Call University Police.

IF SOMEONE IS CONTAMINATED

- Remove affected clothing.
- Flush contaminated area with water for at least fifteen minutes.
- Call University Police immediately.
- Have person with knowledge of incident and laboratory assist emergency personnel upon arrival.

HAVE THE FOLLOWING INFORMATION READY TO GIVE UNIVERSITY POLICE

- Your name, location and contact number.
- An estimate of the quantity and type (liquid or solid) of material spilled.
- Identity of the material, if known.
- Number of any injured or contaminated persons.

MENTAL HEALTH SYMPTOMS

Mental health issues are common in stressful settings. It is important to recognize the symptoms of mental stress or health issues by observing the following symptoms:

- Significant changes in academic or work performance;
- Changes in hygiene, speech, attentiveness or social interaction;
- Excessive drinking or drug use;
- Severe loss of emotional control;
- High levels of irritability;
- Impaired speech or garbled/disjointed thoughts;
- Excessively morbid, violent or depressing themes in written assignments;
- Verbal expression of suicidal or violent thoughts.

ACTION STEPS:

In the event of overtly threatening behavior constituting an immediate threat to self or others, notify UTPB Police at 2911.

(In non-emergency situations, refer students to the University Counseling Center: 432-552-2786)

- Stay calm and unhurried in your response to the person.
- Be empathetic and show your concern.
- Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.
- Be helpful. Schedule an appointment for a later time, take notes.
- Provide positive feedback such as, "We can get this straightened out," or "I'm glad you're telling me how you feel about this."
- Stay out of arm's reach.
- Limit eye contact.
- Do not argue, yell or joke.
- Do not touch the person.

Behavioral intervention Team

The purpose of the BIT is to receive referrals for students whose behavior appears stressed and goes beyond a normal behavior. The BIT will evaluate the student and the circumstances and will determine the appropriate action to be taken. The goal of the team is to maintain a healthy and safe environment for the UTPB campus community.

To report a student or employee please calls 432-552-4600 if it is an emergency, call 911 or 2911 from a campus phone.

Email notices can be sent to BIT@utpb.edu

...Encounter A Violent Situation

What is workplace violence?

Definition: Workplace (Occupational) Violence Occupational Safety & Health Administration
"Workplace violence is violence or the threat of violence against workers"

Types of workplace violence

Threats, Intimidation, Harassment, Verbal Attacks, Physical Attacks, Injury, Serious Injury, Death

ACTION STEPS

If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact UTPB Police at 432-552-2911 or 2911 from a campus phone.

If the armed subject is outside the building:

- Turn off all the lights and close and lock all windows and doors.
- If you can do so safely, get all persons on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until assistance arrives.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

If the armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact UTPB Police at 2911 with your location, if possible.
- If flight is impossible, lock all doors and secure yourself in your space and attempt to barricade the door.
- Get down on the floor or under a desk and remain silent.
- Get persons on the floor and out of the line of fire.
- Wait for the "all clear" instruction.

If the armed subject comes into your lab, room, or office:

- There is no one procedure the authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible, and call UTPB Police at 2911 if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- Wait for the "all clear" instruction.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

...Receive A Bomb Threat

WHAT DO I DO IF I RECEIVE A BOMB THREAT VIA TELEPHONE?

Record the call if such capability is available. Make notes of the call using the checklist on this page. Report the threat to your supervisor and the UTPB Police (2911) immediately.

WHAT DO I DO IF I'M ASKED TO LOOK FOR A SUSPICIOUS PACKAGE OR DEVICE?

Visually scan around your office. Divide your search into three areas:

- Search the lower areas
- Search desktops & countertops
- Search cabinets, cabinet tops & bookshelf tops

Report the threat to your supervisor and the UTPB Police (2911) immediately.

WHAT DO I DO IF I SEE A SUSPICIOUS PACKAGE OR DEVICE?

Do not open, touch, or otherwise handle the suspicious item. Call the UTPB Police (2911) via **land line** (do not use cell phone or radio). If instructed to do so, immediately warn those in close proximity and evacuate the area horizontally to move away as rapidly as possible and towards the designated assembly point.

WHAT DO I ASK WHEN A BOMB THREAT IS MADE?

Get the responses to these questions recorded as accurately as possible!

- When is the bomb going to explode? Where is it right now? What does it look like? What kind of bomb is it? What will cause it to explode or release?
- Did you place the bomb or chemical agent yourself? Why? What is your name?
- What is your address?

Sex of the caller _____

Approximate age _____

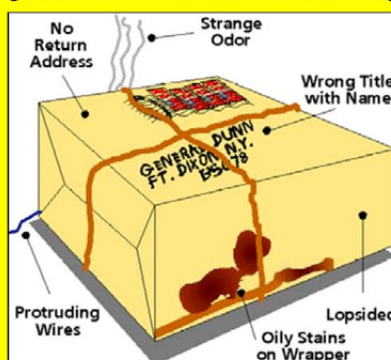
Distinctive voice characteristics _____

Notes – callers emotions, background noise, threat language.

How can I identify suspicious packages and letters?

Some characteristics of suspicious packages and letters include the following:

- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address.



- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight

...Receive Notice Of Severe Weather

Texas weather is unpredictable and may, at certain times of the year, become very unstable. When this occurs, changes in normal operations may be necessary to minimize danger to personnel. Each employee should be familiar with their buildings "safe area" location. Severe weather procedures differ from fire emergency procedures in that buildings now become safe havens rather than a place of danger.

Action Steps

- Upon receiving notification of a severe weather warning, building occupants should proceed to the designated safe area(s) in the building.
- Avoid exposed glass areas while en-route to the designated safe area(s). (See next page for list of all Tornado Shelter-In-Place Locations)
- Due to their construction, interior stairwells are considered safe places, regardless of the height of the building. It is advisable to get as near the ground level as possible.
- Ground level or below ground level interior corridors are considered safe area(s) in most buildings.
- Do not use elevators. If a power outage should occur, elevators can stall between floors. Use the stairs.
- Do not go outside unless the building becomes unsafe and presents a greater danger than that presented by the severe weather.
- Do not go to the roof of a building, except as a last resort.
- If caught outdoors, seek shelter in the nearest building or lie flat in the lowest area possible.
- Do not take shelter in motor vehicles.

NOTIFICATION

During inclement weather, it is strongly advised that building occupants tune into a radio news and weather station or online weather sites (www.srh.noaa.gov) to stay abreast of the latest weather developments.

If severe weather will directly impact the campus, a variety of communication tools will be used to instruct employees that they should take shelter. These include the building annunciator systems, FALCON Alert.

WEATHER CLOSURES

UTPB will always remain open and available to the public we serve even though weather conditions or natural disasters are imminent. Tune into local weather stations or contact your supervisors to assess your individual office hours during these events.

...Must Seek A Storm Shelter?

Center for Energy and Economic Diversification	Bathrooms
Gymnasium	Any locker room
Gymnasium Annex Building (GAB)	Locker rooms in the Gymnasium
Founders Building A	FB 005, 007, and 009
Founders Building B	Bathrooms
Founders Building C	FB 048E and FB 061
Industrial Technology	Bathrooms
Library Lecture Center	Hallway to LLC 104 and next to the elevator on the first floor
Mesa	Hallway north of the elevator lobby
Parker Ranch House	Bathrooms
Plant Grounds	Industrial Tech bathrooms
Plant Maintenance	Industrial Tech bathrooms
Plant Trades	Industrial Tech bathrooms
Plant Warehouse	Industrial Tech bathrooms
Science Computer Technology	Seminar and large classrooms on the first floor
Student Multipurpose Center	Bathrooms on the first floor
Thermal plant	Basement
Visual Arts Studio	Classroom 202
Wagener Noel Performing Arts Center	First floor bathrooms, and enclosed hallways on either side of the main audience chamber

...Must Shelter-In-Place?

NOTIFICATION

A variety of communication tools will be used to instruct employees that they should take shelter. These include the building annunciator systems, FALCON Alert.

What is shelter-in-place?

Shelter-in-Place is a protective action taken inside the building to protect you from external hazards, minimize your chance of injury, and/or provide the time to allow preparations for a safe evacuation.

Why would we shelter-in-place?

The most likely scenarios include:

- Severe weather (tornado, hail, etc.)
- Civil unrest or violence on campus
- Accidental chemical release due to industrial/vehicle accident

Where would we shelter-in-place?

Your options are:

- Stay in your office
- Move to an interior space, an office or corridor that is not part of the outside perimeter of the building
- Relocate to another part of the building -either horizontally or vertically

What action will I be told to take if I am inside the building?

The specific action will be determined by the event. Follow the instructions that will be provided by university authorities through the Building Annunciator System, FALCON Alert, and your supervisory chain.

General guidance for sheltering-in-place is as follows:

Suspend business operations where possible. If there are visitors in the building, provide for their safety by asking them to stay – not leave. Unless there is an imminent threat, ask employees and visitors to call their emergency contact to let them know where they are and that they are safe.

In the event of severe weather:

Stay inside and, if directed, move away from windows to the inner corridors. Be sure to close all doors connecting exterior offices to the corridor. For extreme weather, such as a tornado, you may be advised to move to designated shelter areas away from windows on the lower levels in the building.

In the event of an external chemical, biological, or radiological incident

Stay inside and if next to a window, move to an inner corridor or office. If applicable, close your windows and turn off air conditioners and fans. Be sure to close all doors to reduce the transfer of contaminated air from the outside to the inside. Move to interior spaces, generally on the second floor or above.