



Environmental Health & Safety

EMERGENCY RESPONSE AND EVACUATION PLAN



2017

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2. 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, the Clery Act 34 CFR 668.46 (b)(13), and Department of Information Resources business continuity plan in 1 TAC §202.6.

This policy establishes an operations plan for minimizing the effects of an emergency situation on UTHSA 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 (UTHSA) 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 UTHSA Campus comprises multiple sites and buildings. They include:

<p>Joe R. & Teresa Lozano Long [Central] Campus</p> <ul style="list-style-type: none"> -Medical School -Dental School -Library and Lecture Hall -Nursing School -Physical Plant -Administration (Human Resources) -General Services/Warehouse -Central Energy Plant (CEP) -UT Police Department -Physical Plant/Grounds -Student Services & Academic -Administration -Parking Garage “A” -Parking Garage “B” -Academic Learning & Teaching Center (ALTC), Bookstore & Cafeteria <p>Cancer Therapy and Research Center [CTRC]</p> <ul style="list-style-type: none"> -Main Campus, 7979 Wurzbach, San Antonio <p>Off-Campus [Local] Facilities</p> <ul style="list-style-type: none"> -University Plaza -Professional Administration & Resources Center (PARC) -UT Health Hill Country – Boerne 	<p>Greehey [North] Academic and Research Campus</p> <ul style="list-style-type: none"> -Research Administration Building -McDermott Building -Children’s Cancer Research Institute -Central Energy Plant -Medical Arts & Research Center (MARC) -South Texas Research Facility (STRF) Building -Center for Oral Hygiene Care (COHC) <p>Texas Research Park Campus</p> <ul style="list-style-type: none"> -Hayden Head -South Texas Centers for Biology in Medicine -SBC Teleconference Center -Longevity and Aging Studies -Cafeteria -Institute for Drug Development [IDD], Omicron Drive, Texas Research Park -Southwest Oncology Group [SOG], Omicron Drive, Texas Research Park <p>Satellite Facilities</p> <ul style="list-style-type: none"> -D. D. Hachar – Laredo Academic & Administration Building - Laredo
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These procedures are intended to meet the requirements of 29CFR 1910.38, Emergency Action Plans, and are intended for UTHSA staff, student and visitor use in all UTHSA owned facilities and holding. **They do not apply to UTHSA vehicles during use or to employees on approved UTHSA business away from the UTHSA Campus.**

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

3. EMERGENCY RESPONSE PHONE NUMBERS



Emergency (UTHSA Police)	➤ 567-8-911
Non-emergency (UTHSA Police)	➤ 567-2800, Option #3
Emergency (Off campus)	➤ 567-8-911
Building Trouble Calls (Business Hours)	➤ 567-2885
Building Trouble Calls (Non-business Hours)	➤ 567-2946
Poison Center	➤ 1-800-POISON – 1-800-764-7661
Environmental Health and Safety Office Business Hours (Hazardous Materials)	➤ 567-2955
Environmental Health and Safety Office Non-business Hours (Hazardous Materials)	➤ 567-2800, Option #3

4. PROCEDURES FOR REPORTING FIRE OR OTHER EMERGENCIES

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

- 1) Direct notification by an employee, student, or visitor; or
- 2) The UTHSAPD communication center via *on-campus* 567-8-911 call
- 3) UTHSA Mass communication messaging program

When notified of an emergency by a UTHSC employee, student, or visitor, the UTHSAPD dispatcher will notify fire and medical personnel.

Immediately after being notified of an emergency, the UTHSAPD dispatcher will then call the appropriate UTHSA emergency contact personnel, based on the type of emergency. Specific procedures and emergency contact personnel for each type of emergency is outlined in the University Business Continuity Plans (<http://UTHSA.edu/hop2000/8.3.2.pdf>)

Business Continuity Planning Team

Senior Executive Vice President and Chief Operating Officer
Executive Vice President for Facility Planning and Operations
Vice President and Chief Information Officer
Vice President for Academic, Faculty and Student Affairs
Assistant Vice President for Strategic Planning & Institutional Analysis, Chair
Assistant Vice President for Business Affairs
Assistant Vice President for Environmental Health and Safety
Associate Vice President for Facilities Management
Chief of University Police
Senior Executive Director of Communications
Senior Director for Information Security & Operations
Director for Laboratory Animal Resources
Senior Manager, Systems Planning & Engineering
Senior Project Coordinator, Strategic Planning & Institutional Analysis

5. 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, UTHSAPD, or the On-scene Commander*

6. 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**

If you discover a
FIRE...

R.A.C.E.

- **R** eact to the situation – Use a **local telephone** to call 567-8-911 – 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 UTHSAPD, 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-local telephone*, call 567-8-911 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 UTHSAPD
- Using an *on-local telephone*, call 567-8-911 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-local telephone* to call 567-8-911
- Follow UTHSAPD 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 UTHSAPD
 - See page 28 for instructions regarding “suspicious looking persons” in your work area
-

7. PROCEDURES FOR EVACUATING MOBILITY IMPAIRED & INCAPACITATED INDIVIDUALS

Do not attempt to evacuate unconscious or incapacitated individuals from areas not threatened by smoke or fire. Defend-in-place by moving them [horizontally] away from any area(s) of concern. Send a runner to inform the Incident On Scene Commander of your location and whether evacuation assistance is needed.

Mobility impaired employees must inform their supervisor of any special needs they might have relevant to emergency evacuation from their work area. Preplanning to manage impaired patients in medically sensitive treatment areas is critical. Clinicians who are likely to have impaired or disabled individuals in their treatment area(s) during an Emergency Evacuation Event include [but are not limited to] the:

- Medical Arts and Research Center (MARC)

- Cancer Treatment and Research Center (CTRC)

- Center for Oral Hygiene Care (COHC)

- Research Imaging Center in the McDermott Building

- Low Vision Center in the Research Administration Building (RAB)

Individuals who supervise UTHSA employees or care for patients in UTHSA Facilities must contact the Office of Academic, Faculty, and Student Ombudsperson Americans with Disabilities Act (ADA) Compliance Office for guidance on administering their shared responsibility to the needs of impaired patients and staff member(s). Guidance sort should be work area specific and relevant to the extent of the impairment or disability and any special needs the impaired individual might have in the event of health emergency or emergency evacuation. Emergency Evacuation during normal business hours requires the area supervisor and/or Emergency Evacuation Coordinators to ensure persons with physical impairment/disability are always, adequately assisted [if necessary] to a safe location. The Supervisor or Emergency Coordinator must also maintain a system of accountability for physically impaired and disabled individuals that specifically document the individual's location and disability. The supervisor or emergency coordinator should have a definitive Evacuation Plan that outlines disabled individuals emergency evacuation from their clinic/work area and, if required] the building through the nearest Emergency **EXIT**.

PROCEDURE

Evacuation of disabled staff and patients who are otherwise ambulatory, such as the vision and/or hearing impaired, should take place with other building occupants. They can benefit from escorts [if needed] and should be provided one by the work area or Clinic Manager.

Evacuation of people who are dependent on mechanized assistance or support for their mobility should not be by elevator unless specifically authorized or directed by on-scene personnel from the Fire Department or Environmental Health and Safety. Stairs are often difficult if not impossible for mobility, impaired individuals to navigate. If assistance is needed, “sheltered” or “defended” these individuals in place while awaiting the fire department arrival. Individuals who cannot evacuate the building on their own must be escorted to the nearest, fire rated, enclosed stairway. Prior arrangements for an able bodied escort should be made by the Area, Department, or Section Supervisor. Escorted and Assisted individuals should enter the stairway landing [and remain there] only when the area is clear of all motile evacuees. The stairway will protect escort(s) and sheltered individual(s) for at least two hours until firefighters and/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 arrives, mobility-impaired personnel and their escort should attempt to move back into the building and proceed to another safe stairway or Smoke Compartment inside the building. 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-local telephone*** to call 567-8-911 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. **DO NOT use them** to evacuate mobility-impaired persons. It would be beneficial evacuating to the closest designated 2-hour rated, smoke protected area to await assisted evacuation.

8. 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 **567-8-911** – 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

When the 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 the **On-scene Commander, UTHSAPD, 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. UTHSAPD 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.

9. WEATHER EMERGENCIES

Upon the order of UTHSAPD, 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.

10. MEDICAL AND FIRST AID

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

- Using a local telephone, call 567-8-911 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.

b. WOUNDS

To stop bleeding:

- Use a local telephone to call 567-8-911 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.**

c. 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 local telephone**, call 567-8-911 immediately for medical assistance.
Note: DON'T attempt CPR (Cardiopulmonary Resuscitation) unless you are trained and in possession of a current CPR-qualified card.
- Locate an Automatic External Defibrillator (AED) in case the individual passes out and needs more direct cardiac support
- Follow the directions on the AED and await EMT arrival

d. FAINTING

If an individual feels faint:

- **Use a local telephone** to call 567-8-911 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.

e. POISONING

In the event of poisoning, **use a local telephone** to call 567-8-911 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 local telephone** to call 567-8-911 for medical assistance.
- If the victim is conscious, immediately call the Poison Center at 1-800-POISON-1.

f. CHOKING

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

Use a **local telephone** to call 567-8-911 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.

g. 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 person sit down or lay flat on their back.
- If no back injury is suspected or apparent, slightly elevate the person's legs and keep them comfortably cool or warm.
- 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 a local telephone to call 911 or your cell phone to dial 567-8-911 for medical assistance.

h. 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 local telephone to call 567-8-911 for medical assistance.
- **Do not try to clean burns or break blisters.**

i. MEDICAL OUTBREAK

If there is an outbreak of meningitis, norovirus or any other serious illness and have reason to believe you have been infected:

- Use a local telephone to call 567-8-911 for medical assistance.
- Notify your supervisor as soon as your medical condition is verified or diagnosed.
- Supervisors will notify the Business Continuity Team (BCT). The BCT will then follow the notifications, response, and procedural follow-up directions outlined in the current Business Continuity Plan (BCP).

j. CARDIOPULMONARY RESUSCITATION (CPR)

If the victim stops breathing and has no pulse, begin cardiopulmonary resuscitation, ONLY if YOU ARE CPR CERTIFIED:

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

Remember the acronym **C.A.B.** when performing CPR. If you are alone, call 911 and locate an Automatic Electronic Defibrillation (AED). Follow the instructions on the AED exactly as they are written and wait for help to arrive.

If you must perform CPR, follow the C.A.B. procedure:

1. **C**irculation – begin chest compressions immediately and at a rate of approximately 100 compressions per minute

2. Airway – after 100 compressions, stop, check for an open airway

Single Rescuer Adult CPR

- When CPR is required, **apply 100 chest compressions then check for pulse. The effective compression rate is 100 compressions/minute.**
- After two minutes of chest compressions, stop and check victim for a pulse.
- Continue CPR until the victim shows signs of resuscitation [regains a pulse and is breathing] or medical help arrives.

Rescue Breathing

In the event the individual **has a pulse** but isn't breathing:

- Instruct a bystander to call for help by dialing 911 [or 567-8-911 from a campus telephone].
- 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 on the floor or other hard surface.
- Begin Rescue breathing. Open the victim's mouth using the head-tilt, chin-lift method. Place one hand on the person's forehead and with the other hand 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 one breath, making sure the chest rises and falls, then give another. **If the chest fails to rise on the first breath, reposition the head before you give the second breath.** Check for obstruction in the person's mouth or airway, readjust the 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.

*If you are unable to ventilate the person, reposition the head and try again. If you are still unable to ventilate, perform the procedure 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 UTHSAPD by using a local telephone to call 567-8-911***
- ***Be prepared to evacuate your work area***

11. 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 UTHSAPD by calling 567-8-911. The UTHSAPD 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 UTHSAPD 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, **avoid touching them** and immediately notify UTHSAPD by dialing 567-8-911 from a local 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 UTHSA, 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 announcement of "all clear" from the UTHSAPD On-scene Commander [usually the Fire Chief].**

12. 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)

- Slow Excited Disguised Accent _____
 Rapid Loud Broken
 Normal Intoxicated Sincere

Background noises: _____

Other Observations: _____

Name of person receiving call: _____

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

- UTHSAPD by using a local telephone to dial, 567-8-911

13. 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](#)

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

If a letter or package is deemed suspicious, call 567-8-911 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.

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

Upon discovering a suspicious package or letter:

- Contact UTHSAPD by dialing 567-8-911 and await UTHSAPD arrival.
- Do not move or otherwise attempt to examine a suspicious package.
- Alert others in your area and evacuate the premises when instructed by UTHSAPD.
- 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.

16. SUSPICIOUS PERSONS

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

- Immediately call 567-8-911 and state your emergency
- If the person is requesting to see a particular UTHSA 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 UTHSAPD that a potential problem exists and an officer will be dispatched to your area.

17. ACTIVE SHOOTER

When you become aware of the incident, move away from the immediate path of danger and take the following actions:

- Notify anyone you may encounter to exit the building immediately
- Evacuate to a safe area away from danger and take protective cover
- Stay there until assistance arrives
- **Call 911** and provide the following information:
 1. Your name
 2. Location of incident
 3. Number of shooters (if known)
 4. Number of persons that may be involved
 5. Your location
 6. Injuries to any one (if known)

Individuals not immediately impacted by the situation are to take protective cover. Cover is an object that will stop a bullet from hurting you. Stay away from windows and doors until notified otherwise.

IF YOU CANNOT EXIT SAFELY

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

- Go to the nearest office or room
- Close or lock door behind you (if possible)
- Turn off lights
- Seek protective cover
- Keep quiet as if no one is in the room
- Place your cell phone on vibrate or silent mode

- Do not answer the door
 - **Call 911** when it is safe. Provide the dispatcher with the following information:
 1. Your name
 2. Location of incident
 3. Number of shooters (if known)
 4. Number of persons that may be involved
 5. Your location
 6. Injuries to any one (if known)
- Wait for the University Police Department to assist you out of the building.

18. LABOR DISPUTES/CIVIL DISORDERS

Labor Disputes/Civil Disorder

Personal Threat or Assault:

Personal threat or assault includes threatening behavior that is deemed dangerous or harmful to others.

Stalking:

- Call **(210) 567-2800** and seek the safety of others.
- Do not confront the alleged stalker. Instead take note of physical characteristics and other identifiers that you can report to University Police.

Assault:

- **Immediately call (210) 567-8911 from any cellular telephone to reach UTHSAPD Emergency Dispatcher or 911 to reach San Antonio Police Emergency Dispatcher.**
- If you witness an assault, remain calm and stay with the victim until emergency assistance arrives, provided it is safe to do so.

Report of Relationship Violence:

- **Call 911** if there is a medical emergency or immediate threat.
- Support may be found through the Employee Assistance Program, (210) 567-5555 during business hours. If you are a student, Student Services Counseling is available at (210) 567-2648.

Civil Disturbance:

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

- Notify the University Police.
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records, and expensive equipment).
- Avoid disturbance.
- Continue with normal routine as much as possible.
- If the disturbance is outside, stay away from doors or windows. **STAY INDOORS!!!!!!**
- Prepare for evacuation or relocation.

19. HAZARDOUS MATERIAL SPILLS/GAS LEAK

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 567-8-911 and seek medical attention immediately.

In the event of a **major spill or gas leak:**

- 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 UTHSAPD 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 UTHSAPD 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 567-8-911 and seek medical attention immediately.
-

20. EMPLOYEE [FIRE & LIFE SAFETY] ALARM SYSTEM

UTHSA is required to have and maintain an Employee Fire Alarm System per 29 CFR 1910.38 (d). This system has a distinctive signal used primarily to notify building occupants of Fire and Life Safety Emergencies that might require their attention or evacuation from the building. The following alarm systems are available to UTHSA faculty, staff, students, patients, and visitors:

1. Smoke detection systems
2. Manual pull stations
3. Duct and heat detectors in mechanical areas
4. Personal security call boxes
5. Telephone and Emergency Paging System
6. Mass Communication Public Address System
7. Other electronic communication systems
8. Specialized Clean Agent Suppression Systems
9. **567-SNOW** campus status (open, closed, delayed start) system

The specific alarm system employed during an emergency depends on the emergency event. One or more alarm systems may be used to provide all necessary visual alert and voice notification to UTHSA stakeholders.

20a. 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 UTHSA 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 Department, EH&S Department, specific Facilities Management Departments, and

Emergency Evacuation Coordinators upon request and as funding permit. Records of this training are maintained by Environmental Health & Safety.

5. **MOBILITY-LIMITED EVACUATION TRAINING** – This training is conducted upon request by EH&S for any interested UTHSA stakeholder. Records of this training are maintained by Environmental Health & Safety.
-

20b. FIRE ALARM NOTIFICATION & RESPONSE PROCEDURE

NOTE: Decision Authority in this procedure will change [slightly] AFTER normal business hours. After normal business hours, First Responders from Utilities Control Room and/or UTHSAPD with input from San Antonio Fire Department (SAFD) Fire Chief are responsible for resetting the Fire Alarm Control Panel (FACP) and announcing the “ALL CLEAR”.

1. NORMAL BUSINESS HOURS ALL CLEAR PROCEDURES

Only three agencies are authorized to call “ALL CLEAR” to terminate a Fire and Life Safety Emergency [or Evacuation] Event. They are:

- a. **The On-Scene Commander (OSC): this is typically the FIRST RESPONDER from SAFD – the Fire Chief), UTHSAPD, or EHS**
- b. **University of Texas Police Department (UTHSAPD) First Responder... or**
- c. **Environmental Health & Safety (EHS) First Responder**

2. Local Campuses [Long, Greehey [North], Texas Research Park (TRP) Response Protocol
When the fire alarm sounds:

- a. The primary signal indicating fire alarm activation is transmitted to Utilities Control Room, UT Police Dispatch, and Environmental Health and Safety
- b. Utilities Control Room and EHS will dispatch individual(s) to the area in alarm
- c. UT Police will also dispatch an officer to contact the On-Scene Commander (OSC) or Environmental Health & Safety representative
- d. In the event of a fire emergency, UT Police Dispatcher will initiate local Fire Department Emergency Response
- e. The Fire alarm Control Panel (FACP) **must not be silenced or reset** until the area in distress is positively evaluated and cleared of the presence of smoke or fire. Once safe occupancy has been verified by SAFD, UTHSAPD, or EHS First Responder(s), EHS, or UTHSAPD will call the Control Room to direct the operator on duty to reset the FACP. When the FACP is completely reset and is in “System Normal” status, EHS or UTHSAPD will announce the “**ALL CLEAR**” over the Emergency Notification Mass Communication Public Address System to inform evacuees they may return to building and their work area.

3. The Center for Oral Hygiene Care and Research (COHCR) has twelve Smoke Compartments (SC). Occupants do not evacuate the building when the fire alarm sounds. Instead, they defend in place. Fire Alarm Voice Annunciation will direct patients and staff to, “...RELOCATE TO THE ADJACENT SMOKE COMPARTMENT (SC)”, or, “STANDBY TO RECEIVE PATIENTS...” dependent on whether the SC in active alarm. When in active alarm, the SC fire alarm notification announces, “...RELOCATE TO THE ADJACENT SMOKE COMPARTMENT”. The adjacent smoke compartments will annunciate, “STANDBY TO RECEIVE PATIENTS...”

**COHCR SMOKE COMPARTMENTS
FIRE ALARM SEQUENCE OF OPERATION
As of August 11th, 2016**

SMOKE COMPARTMENT (SC) IN ALARM	SC-1		SC-2		SC-3		SC-4		SC-5		SC-6		SC-7		SC-8		SC-9		SC-10		SC-11		SC-12		
	IN ALARM	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND	EVACUATE TO ADJACENT SC	STANDBY TO RECEIVE	SC FIRE ALARM DOES NOT SOUND
SC-1	X	X																							
SC-2	X		X		X																				
SC-3	X		X		X		X																		
SC-4	X		X		X		X																		
SC-5	X		X		X		X		X																
SC-6	X		X		X		X		X		X														
SC-7	X		X		X		X		X		X		X												
SC-8	X		X		X		X		X		X		X												
SC-9	X		X		X		X		X		X		X		X										
SC-10	X		X		X		X		X		X		X		X		X								
SC-11	X		X		X		X		X		X		X		X		X		X						
SC-12	X		X		X		X		X		X		X		X		X		X		X				

It is critical building occupants listen to and follow the directions given over the building’s fire alarm notification system.

4. LAREDO EXTENSION CAMPUSES RESPONSE PROTOCOL

When the fire alarm sounds:

- a. The primary signal indicating activation is transmitted to the Facilities Management (FM) Utilities Control Room
- b. A secondary signal indicating a fire will be transmitted to UT HSC Police
- c. Utilities Control Room will contact either the local Facilities Management Personnel and/or UTHSAPD to acknowledge receipt of fire alarm emergency
- d. UTHSAPD will contact the on-duty police officer (at site) to relay and/or verify the fire emergency
- e. The On-duty UT Police Officer at the satellite campus will check building Fire Alarm Control (FACP) to determine the alarm activation location
- f. On-duty UT Police Officer will evaluate the area alarm location for real-time fire emergency
- g. If a real-time fire emergency exists, the on-duty UT Police Officer or Facilities Management Supervisor at the site will contact the local Fire Department Dispatcher to request emergency response support.
- h. The Fire alarm Control Panel (FACP) **must not be silenced or reset** until the area in distress is positively evaluated and cleared of the presence of smoke or fire. Once safe occupancy has been verified by the OSC, UTHSAPD, or FM First Responder(s), FM will reset the FACP and advise the OSC to announce, “ALL CLEAR”!

20c. EMERGENCY EVACUATION EXERCISES

Emergency Evacuation Exercises/drills are a critical public health component in the safe and orderly response to an emergency situation. Emergency Evacuation Exercises are conducted in accordance with National Fire Protection Association 1 (NFPA 1) Uniform Fire Code, Current Edition. UTHSA occupancies are exercised [at least] annually. The response of each building component to the exercise scenario will impact the frequency at which the component may be exercised. Environmental Health & Safety will maintain a record of each Evacuation Exercise.

Emergency response procedures related to specific incidents such as a chemical spill, weather emergency, etc. are tested through the Business Continuity plan. These drills or exercises include measurable goals, follow-up activities if required, and assessments of the procedures. All exercises/drills performed will be documented with the date of the test, time the test started and ended, and whether the test was announced or unannounced. These records will be maintained for at least seven years per the Clery Act.

20d. EMERGENCY VOICE COMMUNICATION SYSTEM

The Emergency Voice Communication System (EVCS) is used to inform UTHSA Campuses of any situation that has potential of causing unsafe conditions, mayhem, or mass casualties among the campus population. UT Police Department and Environmental Health and Safety are the only organizations authorized to transmit fire and life safety information and guidance over the EVCS. When announcement over the EVCS is necessary, you will hear the attention statement. “May I have your attention please...” followed by specific information on action(s) you should immediately take.

20e. EMERGENCY NOTIFICATION PROCEDURE

In the event of an emergency the University will utilize the emergency voice communication system (when possible) and/or the emergency text/email alert system to let the employees know what steps to take. The Business Continuity Plan outlines the notifications, recipients, and the University Emergency Response Procedures for each type of emergency.

UTHSA will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

If the emergency affects individuals outside of the campus community, the appropriate local authorities will be notified through our University Police or External Affairs department.

21. ACTION TIMELINE for SEVERE WEATHER EMERGENCIES

EMERGENCY STATUS	ACTION	COMPLETED BY...
NORMAL CONDITION GO	NORMAL BUSINESS OPERATIONS	
120 Hours (5 days) CONDITION WHITE	<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 	SEE NOTE
96 Hours (4 days) CONDITION GREEN	<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 	SEE NOTE
72 Hours (3 days) CONDITION BLUE	<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) 	SEE NOTE
48 Hours (2 days) CONDITION YELLOW	<ol style="list-style-type: none"> 1. Convene Disaster Planning Group 2. Contact UTHSA 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\ d Disaster Preparedness Division or Civil Authorities of RAHC suspension of services and pending Facility closure 	SEE NOTE

	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	SEE NOTE
24 Hours (1 day) CONDITION RED HURRICANE WARNING	<i>FACILITY IS CLOSED!</i>	
CONDITION WHITE POST EVENT (REACTIVATE RAHC)	1. UTHSAPD notifies key RAHC personnel 2. Convene Disaster Planning Group - Initiate Department roll call -- Perform personnel head count - Notify UTHSA of reactivation -- Initiate RAHC service restoration - Conduct After-Action Debriefing	SEE NOTE

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

22. WATER ENCROACHMENT MANAGEMENT

Severe weather events accompanied by abundant rainfall create significant flooding and water encroachment potential in low-lying areas on UTHSA 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-Lozano 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	Hayden Head Building Loading Dock
	SBC Center
	Barshop Building Loading Dock
CTRC	Grossman Building Roll-up Service Door
	Urschel Building Loading Dock

23. EMERGENCY RESPONSE AND EVACUATION PLAN REVIEW

Emergency action and continuity plans are required to be maintained as long as University of Texas Health 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 UTHSA Records Retention Schedule.

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

1. Environmental Health & Safety Office (original)
2. UT Health San Antonio Police Department (1st Copy)
4. Executive Vice President for Administration's Office (2nd Copy)
4. Electronic copy available to all UTHSA 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. The plan will be publicized with the UT Police Security Review annually. This publication will be sent out electronically to all personnel.

Review Date	Signature	Date
1. November 2017		
2. November 2018		
3. November 2019		
4. November 2020		

Review Comments

24. USEFUL NUMBERS AT A GLANCE

Emergency	567-8-911
Environmental Health & Safety	7-2955
UTHSAPD Dispatch	7-2800
Facilities Management, Housekeeping	7-2935
Facilities Management, Utilities Control	7-2946
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

FEEDBACK FORM			Date
Name			
Telephone Number		Department	
Item of Concern	_____		

Recommended Improvement	_____		

