

EMERGENCY
RESPONSE
AND
EVACUATION
PLAN



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PURPOSE

The purpose of the Emergency Response and Evacuation Plan (EREP) is to ensure that the University of the Incarnate Word (UIW) meets or exceeds the requirements outlined in NFPA 45, Section 4.6.3 and Federal Emergency Actions plans for laboratories in 29 CFR §1910.38.

The UIW's master copies of the EREP will be kept in the Environmental Health, Safety & Risk Management (EHSRM) office located in room 171 of the Administration building and the University Police office located in Sr. Clement Eagan Residence Hall. Each employee will receive an electronic copy of the EREP and electronically sign that they have read and understand the EREP. A hard copy is available upon request. This document will establish our procedures for minimizing the effects of an emergency situation at the UIW, Incarnate Word High School and St. Anthony's Catholic High School. Each emergency situation is unique and may not easily be categorized by this plan. This document will include emergency response plans covering: fire emergencies, weather emergencies, medical emergencies, bomb threats, Homeland Security, suspicious persons and packages, hazardous material spills, employee alarm system, and emergency response phone numbers. The EREP is designed to assist university employees and students on how to appropriately respond, report and if the situation requires how to evacuate in an emergency situation.

For additional information or training regarding this plan or other safety issues, please contact the EHSRM office at 210-829-6035 or University Police at 210-829-6030.

We recommend that all UIW faculty, staff and students become familiar with the conditions set forth in the EREP document. All emergency response and evacuations actions at UIW should be in accordance with the EREP.

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EMERGENCY RESPONSE PHONE NUMBERS

Emergencies on Campus (UIW Police)	210-829-6030
Health Services on Campus	210-829-6017
Emergencies (Off Campus)	911
EHSRM (Safety) Office	210-829-6035
Texas Department of Public Safety	210-531-2200
Texas Department of Transportation	210-452-9292
Texas Poison Control	1-800-222-1222

PROCEDURES FOR REPORTING FIRE OR OTHER EMERGENCIES

All emergencies should be immediately reported by calling 911 from the nearest phone. After you have notified 911 and have answered all dispatcher questions immediately call UIW University Police at 210-829-6030.

RESPONSIBILITIES

Employee Responsibilities	Supervisor Responsibilities
<ol style="list-style-type: none">1. Reporting any emergency situation;2. Reading and understanding these procedures;3. Being aware of their primary and secondary emergency exits;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.	<ol style="list-style-type: none">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.

EMERGENCY EVACUATION PROCEDRES OVERVIEW

If you discover a fire on campus, use the **R.A.C.E** acronym to help you remember what to do. **R.A.C.E** stands for:

- **R** eact to the situation-find the nearest telephone and call 911. Stay calm and answer all the dispatcher's questions.
 - **A** ctivate the nearest fire alarm pull station.
 - **C** lose doors behind as you leave the area.
 - **E** xit the building using the nearest, safe exit. **DO NOT USE ELEVATORS.** Inform your immediate supervisor if you know of anyone needing assistance.
 - Assemble a safe distance from the building.
 - Try and take a head count to make sure everyone is accounted for.
 - Wait for the all clear to be given by either the San Antonio Fire Department, UIW Police Department, or EHSRM office.
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If you hear a fire alarm:

- Immediately inform your supervisor.
- Find the nearest telephone and call 911. Stay calm and answer all the dispatcher's questions.
- Close the doors behind you as you leave.
- Exit the building using nearest, safe exit. **DO NOT USE ELEVATORS.**
- Inform your supervisor of anyone who might need assistance.
- Assemble a safe distance away from the building.
- Try and take a head count to make sure everyone is accounted for.
- Wait for the all clear to be given by San Antonio Fire Department, UIW Police Department, or EHSRM office.

PROCEDURES FOR EVACUATING MOBILITY IMPAIRED INDIVIDUALS

Upon hiring or injury, the mobility impaired staff member should voluntarily inform his/her supervisor, if you are a student of UIW you should inform the Director of Student Disabilities of any special needs you may have in the event of an emergency evacuation. The employee's supervisor will meet with the Annette Thompson, Director of Human Resources. Students will meet with Moises Torrescano Director of Student Disability Services. With input from these departments, the employee or student will discuss special needs in relation to the specific job or activities, including the extent of the impairment and what special needs he/she may have in the event of an emergency. The supervisor or student representative will ensure that persons with physical impairments are assisted, if necessary, to a safe location in the event of an emergency evacuation. The supervisor or student representative shall also maintain a system of accountability for those persons with physical impairments that include the known locations of individuals and their impairments. The supervisor or student representative should have a specific evacuation plan for mobility-impaired employees, visitors and students.

PROCEDURE

Evacuation of disabled people who are otherwise ambulatory, such as vision or hearing impaired, should take place with other building occupants. They can benefit from an escort and should be provided one from within the work area by the supervisor.

Evacuation of people who are dependent on mechanical equipment for their mobility should not be evacuated by elevator unless authorized or directed by fire department personnel. For mobility-impaired individuals, stairs are often difficult, if not impossible to traverse. These individuals must be "protected in place" while awaiting arrival of the fire department or the Incarnate Word Police Department's stairwell evacuation chair to transport someone who cannot walk down the stairs.

Individuals who cannot evacuate the building independently must be escorted to the nearest safe stairway. Prior arrangements for an able-bodied escort should be made by the supervisor. The escort and assisted individual should enter the stairway landing and remain there only after the area is clear of other evacuating people. The stairway will protect escort(s) and sheltered individual(s) for more than two hours or until firefighters or police officers arrive to evacuate them.

If the stairwell becomes smoke filled or unsafe before the fire department's arrival, mobility-impaired personnel and their escort should attempt to move back into the building and

proceed to another safe, useable stairway. 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 try to notify University Police or 911 dispatcher of their current location.

SPECIAL CONSIDERATIONS:

- If you are outside when the alarm sounds stay outside and try and assemble with your work group at a safe distance from the building.
- If your clothing catches on fire Stop, Drop, and Roll to help extinguish the flames.
- If you feel you have been injured notify your immediate supervisor and seek medical attention.
- Do not try and fight the fire unless your path is blocked by the fire or you have been trained in firefighting procedures and feel confident you can handle the situation.

MISSING EMPLOYEE(S)

- If you notice that a fellow co-worker or student is missing, notify your immediate supervisor.
- If the co-worker cannot be found, notify the nearest police officer or firefighter. Give the police officer or firefighter information to where the person may be found.

WEATHER EMERGENCIES

If conditions are right for severe weather, you should proceed to your nearest safe area and stay clear of windows. Do not use elevators. If UIW has a power failure, emergency lighting will illuminate the hallways and stairwells. Once you have reached your safe location try to find a cell phone that has been set up with the University Rave Alert Emergency Notification System. You may also get information by going to the UIW home page www.uiw.edu on the internet.

Differences in Severe Weather Watch and Warning

SEVERE WEATHER WATCH- means atmospheric conditions favor development of severe weather.

SEVERE WEATHER WARNING- means severe weather, (e.g. tornados, high wind and hail) have been sighted or reported in the local area.

In the event of severe weather:

- Inform your supervisor or student representative of the emergency
- Take shelter in an inner corridor/safe area
- Stay away from windows
- Assemble with your work group
- Inform your supervisor or student representative 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

MEDICAL EMERGENCIES

If a medical emergency occurs on the UIW campus:

1. Find the nearest phone and call 911. Answer all of the dispatchers' questions. Do not hang up until the dispatcher tells you to.
2. If you are a trained first responder administer first aid within your scope of practice. If you are unable to assist immediately, try and find someone with the appropriate training who can.
3. Avoid moving the person unless you have to for safety reasons. Do not endanger yourself while providing care.
4. Notify UIW Police 210-829-6030 and Health Services at 210-829-6017.

WOUNDS

To stop Bleeding:

- Call 911 to request medical assistance.
- Check the scene to make sure the scene is safe for you.
- If you feel safe to approach the victim and have access to personal protective gear such as gloves, put them on.
- Apply pressure to the wound to help stop the bleeding.
- If you have a sterile dressing and know how to apply such dressing apply to the wound.

HEART PROBLEMS

If you feel someone might be having a heart attack look for the following symptoms:

- **Chest discomfort.** Most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
- **Discomfort in other areas of the upper body.** Symptoms can include pain or discomfort in one or both arms, the back, neck, jaw or stomach.
- **Shortness of breath** with or without chest discomfort.
- **Other signs** may include breaking out in a cold sweat, nausea or lightheadedness
- If you feel the person might be having a heart attack, call 911 immediately then call University Police and Health Services.

POISONING

SWALLOWED POISONS:

Medicines: Do not give anything by mouth until you call the Poison Center.

Non medicines: If patient is conscious and can swallow, give a small amount of milk or water, then call the Poison Center at 1-800-222-1222.



INHALED POISON:

Immediately get the person to fresh air. Avoid breathing fumes. Call 1-800-222-1222.



POISON ON THE SKIN:

Remove contaminated clothing and flood skin with water for 10 minutes. Call 1-800-222-1222.



POISON IN THE EYE:

Rinse eyes with lukewarm water for 15-20 minutes. Call 1-800-222-1222.



INSECT BITES:

Remove stinger when applicable.

Call the Poison Center 1-800-222-1222. If patient develops breathing problems, or rash, call 911.



VENOMOUS SNAKE BITES:

Remove any jewelry. Do not cut and try to extract the venom. Do not use ice or a tourniquet. Do not try to capture the snake. Call the Poison Center at 1-800-222-1222 for instructions then go to the nearest hospital.



DO NOT attempt to make anyone throw-up unless advised to do so by the Poison Center, emergency department or physician.

CHOKING

If you come across someone who appears to be choking and the person is able to breathe and talk, leave them alone.

Signs of choking:

- Inability to talk
- Difficulty breathing or noisy breathing
- Inability to cough forcefully
- Skin, lips and nails turning blue or dusky
- Loss of consciousness

If choking is occurring, the Red Cross recommends a "**five-and-five**" approach to delivering first aid:

- **First**, deliver five back blows between the person's shoulder blades with the heel of your hand.
- **Next**, perform five abdominal thrusts (also known as the **Heimlich maneuver**).
- **Alternate** between five back blows and five abdominal thrusts until the blockage is dislodged.

If you're the only rescuer, perform back blows and abdominal thrusts before calling 911 (or your local emergency number) for help. If another person is available, have that person call for help while you perform first aid.

To perform abdominal thrusts (Heimlich maneuver) on someone else:

- **Stand behind the person.** Wrap your arms around the waist. Tip the person forward slightly.
- **Make a fist with one hand.** Position it slightly above the person's navel.

- **Grasp the fist with the other hand.** Press hard into the abdomen with a quick, upward thrust — as if trying to lift the person up.
- **Perform a total of five abdominal thrusts**, if needed. If the blockage still isn't dislodged, repeat the "five-and-five" cycle.

If you're alone and choking, you'll be unable to effectively deliver back blows to yourself. However, you can still perform abdominal thrusts to dislodge the item.

To perform abdominal thrusts (Heimlich maneuver) on yourself:

- **Place a fist** slightly above your navel.
- **Grasp your fist** with the other hand and bend over a hard surface — a countertop or chair will do.
- **Shove your fist** inward and upward.

Clearing the airway of a pregnant woman or obese person:

- **Position your hands a little bit higher** than with a normal Heimlich maneuver, at the base of the breastbone, just above the joining of the lowest ribs.
- **Proceed as with the Heimlich maneuver**, pressing hard into the chest, with a quick thrust.
- **Repeat** until the food or other blockage is dislodged or the person becomes unconscious.

Clearing the airway of an unconscious person:

- **Lower the person** on his or her back onto the floor.
- **Clear the airway.** If there's a visible blockage at the back of the throat or high in the throat, reach a finger into the mouth and sweep out the cause of the blockage. Be careful not to push the food or object deeper into the airway, which can happen easily in young children.
- **Begin cardiopulmonary resuscitation (CPR)** if the object remains lodged and the person doesn't respond after you take the above measures. The chest compressions used in CPR may dislodge the object. Remember to recheck the mouth periodically.

Clearing the airway of a choking infant younger than age 1:

- **Assume a seated position and hold the infant face down** on your forearm, which is resting on your thigh.

- **Thump the infant gently but firmly** five times on the middle of the back using the heel of your hand. The combination of gravity and the back blows should release the blocking object.
- **Hold the infant face up on your forearm** with the head lower than the trunk if the above doesn't work. Using two fingers placed at the center of the infant's breastbone, give five quick chest compressions.
- **Repeat the back blows and chest thrusts** if breathing doesn't resume. Call for emergency medical help.
- **Begin infant CPR** if one of these techniques opens the airway but the infant doesn't resume breathing.

If the child is older than age 1, give abdominal thrusts only.

To prepare yourself for these situations, learn the Heimlich maneuver and CPR.

Cardiopulmonary resuscitation (CPR)

New standard hands-only CPR

HANDS ONLY CPR

When an adult suddenly collapses, trained or untrained bystanders should—at a minimum—activate their community emergency medical response system (call 911) and provide high-quality chest compressions by pushing hard and fast in the center of the chest, minimizing interruptions. The rescuer should continue hands-only CPR until an automated external defibrillator (AED) arrives and is ready for use or EMS providers take over care of the victim. There are several AEDs located around the campus.

CONVENTIONAL CPR

If you are **CONFIDENT** in your ability to provide CPR that includes breaths with high-quality chest compressions with minimal interruptions, and then provide either the conventional CPR that you learned (CPR with a 30:2 compression to ventilation ratio) OR Hands-Only CPR. Continue CPR until an AED arrives and is ready for use or EMS providers take over care of the victim.

BURNS

In case of burns:

- If the burn is **minor** try and cool the burn by rinsing the burn with cold water or immersing the burn in cool water for five minutes or until the pain subsides.
- If the burn is a **major** burn:
- **Call 911** for medical assistance and University Police
- **Don't remove burnt clothing.** However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
- **Don't immerse large severe, burns in cold water.** Doing so could cause shock.
- **Check for signs of circulation (breathing, coughing or movement).** If there is no breathing or other sign of circulation, begin cardiopulmonary resuscitation (CPR).
- **Elevate the burned body part or parts.** Raise above heart level, when possible.
- **Cover the area of the burn.** Use a cool, moist, sterile bandage; clean, moist cloth; or moist towels

BOMB THREAT

What to do in case you receive a bomb threat.

- Remain calm, Do Not Hang Up!
- Take caller seriously.
- Ask as many questions as you can. Try and get a co-worker to call University Police as soon as possible at **210-829-6030** while you are still on the phone with the caller, or call immediately after hanging up with the caller.

BOMB THREAT CALL CHECKLIST

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. What will cause it to explode? _____
6. Did you place the bomb? Why? _____
7. What is your address? _____
8. What is your name? _____
9. What was the exact wording of the threats? _____

Additional information:

Male___ Adult___ Estimated age___ Ethnicity___

Female___ Child___

Speech

Slow___ Excited___ Disguised___ Rapid___

Loud___ Broken___ Normal___ Intoxicated___

Sincere___

Background noises: _____

Other Observations: _____

SUSPICIOUS PACKAGE/OBJECT

If you receive or discover a suspicious package or a foreign device, **DO NOT TOUCH IT, OR MOVE IT!**

Immediately call University Police.

Tips for identifying suspicious letters or packages:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discoloration on package
- Excessive weight
- Ridged, lopsided, or uneven envelope
- Protruding wires or tinfoil
- Visual distractions
- No return address

SUSPICIOUS PERSONS

If you come across a “suspicious person”:

- Immediately call University Police at **210-829-6030** if it is safe to do so.
- If approached by a suspicious person be polite and ask them to take a seat if they are asking to speak to a particular person.

ACTIVE SHOOTER INCIDENT: Run Hide Fight

If you find yourself involved in an active shooter incident immediately try to move out of the path of danger. Alert people to the situation and try and exit the building immediately. Remember **Run, Hide and Fight**.

Run

- If you can, evacuate to a safe distance from the incident and take protective cover.
- Call 911
- Stay under protective cover until the all clear has been given by UIW Police Department or San Antonio Police Department.

Hide

- If you are not immediately impacted by the situation take protective cover. Protective cover is hiding behind anything that will stop a bullet from hurting you. Stay away from all doors and windows.

Fight

- As a last resort and only if you are in imminent danger, commit as a group to take out the shooter.

IF YOU CANNOT EXIT SAFELY: Remember the OUTS

- **Hide out**- If unable to leave the immediate area find a place to hide, preferably behind a locked door. Be sure to turn cell phones to vibrate or silent mode
- **Keep out**- Make it difficult for an aggressor to reach you, use anything in your surrounding area to block the shooter from reaching you (desks, chair, cabinets etc.)
- **Spread out**- Do not collect in large groups. Spread out to become less of a target
- **Help out**- If possible assist those with injuries around you

HAZARDOUS MATERIAL SPILLS

If you come across a hazardous material spill or believe it might be a hazardous spill first identify what type of spill is it. Hazardous material spills are divided into two major types:

1. **Small Spill-** A hazardous material spill of less than 1 liter in volume of an agent that you are properly equipped and trained to safely handle appropriately.
2. **Major Spill-** A hazardous material spill greater than 1 liter in volume or an agent spill that you are not adequately equipped or trained to safely handle appropriately.

Small Spill:

1. Inform supervisor and others in the area about the spill.
2. Restrict further access to the area.
3. Do not enter the spill area alone.
4. Use proper personal protective equipment appropriate for the spill agent.
5. Neutralize or secure the spill using absorbent material.
6. Dispose of the spill-cleanup material as hazardous waste.
7. Do not attempt to clean, disinfect, or absorb spill materials without proper emergency response training and equipment.
8. If you are injured call 911 and seek medical attention immediately. Call University Police at **210-829-6030**.

Major Spill:

1. Inform the supervisor and others in the area about the spill.
2. Contact University Police at **210-829-6030**. University Police will contact EHSRM. Restrict further access to the area and secure the area.
3. Do not attempt to clean, neutralize, or disinfect major spills.
4. Await emergency response from the University Police and EHSRM.
5. Remain outside the spill area to advise responders on the spill agent, affected employees, and other special precautions pertinent to containing and managing cleanup.

6. If you are injured immediately call 911 and seek medical attention.

EMPLOYEE ALARM SYSTEM

U.I.W. Emergency Warning Information

The University of the Incarnate Word (UIW) has developed a tiered emergency response and evacuation program to alert you in the event of an emergency on campus. UIW's tiered system incorporates a written Emergency Response and Evacuation Plan, a Mass Notification System (MNS), a text messaging system (RAVE), and web-based alerts via UIW's home page. The MNS system will broadcast voice alerts to students, faculty, staff and visitors in the event of an emergency through high power speaker arrays. The campus warning systems broadcast alerts via a secure network that continues to operate during a disaster. In the event of an emergency on campus the tiered system is capable of informing you of immediate dangers in your areas whether indoors or outdoors so you can be alerted quickly and accurately.

If you have not registered your cell phone with the campus RAVE text message system please go to <https://www.getrave.com/login/uiw>

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/>

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.

TRAINING

- **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 per 29 CFR 1910.38 (e).

CRITICAL OPERATIONS SHUTDOWN BEFORE EVACUATION

Any critical operations requiring shutdown before an evacuation will be coordinated through the UIW Police Department. If the incident is severe enough, the UIW Police Department will set up an incident command center. The UIW Police Chief will then notify the Assistant to the President, Provost, Risk and Safety office and VP of Enrollment Management to coordinate emergency and evacuation procedures.

REVIEW OF EMERGENCY ACTION PLAN

The University of the Incarnate Word will review and evaluate this plan on a yearly basis or whenever significant changes have been made to the University or its staff.

Additional Phone Numbers

Coordinating Agencies

City of San Antonio
Office of Emergency Management
(210) 207-8580

San Antonio Fire Department
(210) 207-7744

San Antonio Police Department
(210) 207-7484

Bexar County Sheriff's Office
(210) 335- 6010

Emergency Medical Services
(210) 207-7744

UIW Resource List

UIW University Police
(210) 829-6030
(210) 829-2776 Adm. Office
(210) 283-5058 Fax

EHSRM (Safety)
(210) 829-6035
(210) 805-3068

Contact University Police if unable to contact EHSRM

UIW Campus Counseling Center

(210) 829-3126

UIW Public Relations
(210) 829-6001

Director of Residence Life
(210) 829-6034

UIW Health Services
(210) 829-6017

REFERENCES:

29 CFR 1910 OSHA General Industry Regulations

NFPA 45, Section 4.6.

Life and Safety Code NFPA

The University of Texas Health Science Center San Antonio Environmental Health and Safety Office

American Heart Association

<http://www.americanheart.org/presenter.jhtml?identifier=1200000>

Mayo Clinic

<http://www.mayoclinic.org/>

South Texas Poison Center Office

210-450-5100 Business Phone

210-567-5110 Fax

<http://www.texaspoison.com/index.asp>