

Emergency Management Plan



SFA would like to thank the University of Houston for allowing us to use its EMP as a guide.

Created 3/8/06

INTRODUCTION

There are important differences between the manner in which a college, university, or other academic institution conducts its operations and the manner in which a corporation conducts its business. The entire purpose of operations, the presence of large numbers of students, the style of management, etc. are all greatly different between an academic institution and a typical business. This program establishes the requirements of the Emergency Management Plan at Stephen F. Austin State University concerning emergency personnel, guidelines, procedures, and sources of assistance. It applies to all University locations.

PLAN ORGANIZATION

Frequently only very general guidelines coordinate emergency plans. Emergency plans for colleges and universities involve a large number of individuals from different areas. Many of these individuals do not work together on a day-to-day basis. In an actual emergency situation many individuals have important areas of responsibilities and must be able to coordinate their efforts.

Rigid organizational structures are not normally found within the educational community. A typical approach utilized by educational institutions to address a problem is to establish a committee to analyze the facts and make recommendations. This group or committee-management style approach assembles a large range of ideas and generally produces satisfactory results over a fairly long period of time. In developing an emergency plan, this approach is acceptable; but in executing an emergency plan, the approach will not work effectively.

In an emergency situation, quick decisions regarding the appropriate response measures are necessary. There is frequently not time to gather and analyze various opinions. Also a single individual must be in charge; and, if that individual is not present, a “chain-of-command” must be utilized. This type of management structure is not common in an academic community.

This Emergency Management Plan for SFA designates an Emergency Response Team that utilizes the Incident Command System for responding to emergency situations. This is a recognized, effective management approach utilized by FEMA to make tactical decisions during an actual emergency. The overall management structure couples an effective mechanism for handling an emergency with a management style compatible with practices in an educational setting.

EMERGENCY RESPONSE

Current initial response planning by universities appears focused on the action steps to be taken by university police departments. This Emergency Management Plan for SFA greatly expands this scope and includes material for use by the initial responders. The materials are designed for use by the Emergency Operation Center Director to direct the institution’s resources and are designed for use by faculty, staff, and others who are the initial responders to an emergency situation.

TERMINOLOGY

The emergency management industry grew initially out of the information technology area. These emergency plans were referred to as “disaster plans,” and this terminology is still commonly used by information technology departments within both the academic and business communities. Since the late 1980s and early 1990s, the term “business continuity plan” has become the standard corporate term for an emergency plan. This term along with other terms such as “business impact analysis” commonly used in the corporate world are not generally used in a university environment.

Business Emergency and Continuity Management Plan

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Emergency Management Plan (D-11)

Original Implementation: November 1986

Last Revision: July 13, 2006

An Emergency Management Plan has been adopted to guide the response of appropriate individuals to potential emergencies occurring on the campus of Stephen F. Austin State University.

A. AUTHORITY AND REFERENCES

1. Authority for implementation of the Emergency Management Plan rests with the President of Stephen F. Austin State University.

2. References

- Article 51.210 and Article 51.203 of the Texas Penal Code.
- The Texas Emergency Disaster Act of 1975, as amended (Article 6889-7, Vernon's Civil Statutes).

3. The Texas Emergency Management Plan, and Annex L - Texas Department of Health.

B. PURPOSE

The Emergency Management Plan is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of SFA. This plan describes the roles and responsibilities of departments, schools, and personnel during and after emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes and can change at the direction of the Director of the Emergency Operations Center.

This plan addresses several types of emergencies on an individual basis, providing guidelines for the containment of the incident and provides emergency instructions to the individual designated to direct University resources in a concise format. It also will provide emergency response information primarily for use by faculty/staff and other on-site personnel who may be initial responders to an emergency incident.

The purpose of this plan is to provide the necessary guidelines, procedures, and instructions for implementing emergency operations at SFA. Emergency operations will utilize the existing University organizations, with aid as necessary from city, state, and federal governments.

C. SCOPE

This plan is a University-level plan that guides the emergency response of University personnel and resources before, during and after an emergency situation. It is the official Emergency Management Plan of SFA and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state, or local plans during a disaster declaration by those authorities. This plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the **Incident Command System (Emergency Operation Center)** to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitates the flow of information between responding agencies.

The University will cooperate with the Office of Emergency Management, state, county and city police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

This plan is intended to stand alone or to complement other plans and provisions of the Texas Emergency Management

Council and of local government. Provisions of this plan that are not specific to the activities of the University have been included for purposes of clarity, and their presence here is not intended to supersede or abrogate the provisions of the Texas Emergency Disaster Act of 1975.

D. MISSION

The University will respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I: Protection of human life

Priority II: Support of health and safety services

Priority III: Protection of University assets

Priority IV: Maintenance of University services

Priority V: Assessment of damages

Priority VI: Restoration of general campus operations

E. SITUATIONS AND ASSUMPTIONS

1. Situations:

The University is an autonomous community of approximately 13,000 people surrounded by a city of approximately 30,000. The University is responsible for providing law enforcement and internal distribution of utility services to the University community on a day-to-day basis.

2. Assumptions:

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Disasters may be communitywide. Therefore, it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources. The University may, however, be dependent upon its own personnel and resources in the interval prior to the arrival of help from the usual sources.
- The University is more knowledgeable about its facilities than are other agencies.
- In the event that the University is not affected by the primary disaster, its personnel, and resources may be available to supplement and support local services with direction from the President and/or the Director of the Emergency Operations Center.

F. DIRECTION AND CONTROL

1. The organization of the Emergency Operation Center (EOC) will vary from the routine structure as follows:

- The location of the primary EOC will be the University Police Department upon activation of this plan.
- A secondary EOC may be designated by the EOC Director, if necessary, upon activation of this plan and after consideration of the nature of the emergency.

- The EOC Director will be designated by the President of the University, and he/she, or his/her designee, must be present in the EOC as long as the plan is activated. The EOC Director will serve as the official source of information to the University response personnel and will represent the University in the coordination of activities with other agencies. To aid the EOC Director, representatives of those who are assigned responsibilities in section G. (see Emergency Response Team Members and Responsibilities) will be present in the EOC, as needed, to record and document incoming information and to dispatch information to the appropriate personnel. The Emergency Response Team will coordinate requests for service and assignment of resources.

2. Warning and Notification

This plan will be implemented by the President of the University or their designee when information is received from a credible source concerning a potential or actual disaster that requires a positive response by the University. In the absence of the President, the provisions of the President's Line of Succession in Section H of this policy will determine the line of authority applicable to the implementation of this plan.

Information received shall be verified and evaluated to determine the response required and the division having responsibility for such action. The individual who evaluates the information must have a thorough understanding of the capabilities and responsibilities of each department of the University. An up-to-date Call List of persons to be notified during duty hours, after duty hours, weekends, and holidays shall be available to the UPD dispatcher. The prioritized list of individuals to be called will consist of a name and at least two alternate names along with office, home and mobile phone numbers. Changes in the list shall be submitted to the University Chief of Police. The notification procedure is as follows:

- UPD will maintain the Call List and make the initial notification.
- UPD will initially dispatch personnel as necessary until the EOC is established; then control will shift to the EOC Director who is responsible for emergency management.
- Major problems will be reported to the EOC.

All division/department heads and supervisors are directed to report status of emergency situations directly to the President and/or his or her designee. They will not discuss this status with outsiders, including media, on behalf of the University.

- The President will be kept apprised of the status of all emergencies, including what the emergency is, how it began (what caused it), who is involved, if there are injuries, the names of those injured and the extent of injuries, what is happening now, and what help has been summoned. Additionally, what is being done to resolve the emergency?
- At the earliest opportunity, the President will meet with the University Chief of Police and/or Assistant Chief of Police, and other members of the Emergency Management Team to evaluate action taken and decide on the most appropriate course of future action.
- All contacts from the media will be referred directly to Public Affairs and the Director of the EOC.

3. Public Information

All public information shall be provided by or coordinated with the Director of Public Affairs and the Director of the EOC. The University Chief of Police will conduct press releases concerning criminal or police activities. The designation of a single University spokesperson provides a single point of contact for persons seeking information and provides a single point through which information is released. See Section VI. Public Affairs Crisis Communication Procedures.

G. EMERGENCY RESPONSE TEAM MEMBERS AND RESPONSIBILITIES

1. University President

President or his/her designee is the EOC Director and shall be responsible for delegating duties to the other staff members as the emergency situation dictates.

2. Vice President for University Affairs

Responsible for oversight of EOC activities and shall be the President's designee for command responsibilities and delegating duties to the other staff members as the emergency situation dictates. Keeps the President informed of emergency situation as appropriate.

3. University Chief of Police

Responsible for furnishing and directing manpower necessary to maintain security in affected areas. He/she will maintain traffic control, preserve law and order, direct search and rescue operations, and provide communication between the scene of the emergency and the EOC.

4. Director of the Physical Plant

Responsible for coordinating requests for supplies and personnel and for making deliveries to the emergency area. He/she will discontinue and restore utility services as conditions dictate, clear debris, and restore buildings to functional use, when it is determined buildings are safe.

5. Director of Environmental Health, Safety and Risk Management

Responsible for providing EOC Director specific information about facilities and existing conditions related to emergency. He/she will work with the Nacogdoches Fire Department and UPD when evacuation is warranted. He/she will assure facilities and buildings are safe before they are restored to service or occupied.

6. Director of Public Affairs

Responsible for timely and accurate dissemination of information to employees, students, public, campus and external news media, and other stakeholders. Information may be disseminated by a variety of methods, including University Web site, e-mail, phone and news briefings. He or she may arrange for photographers to document the disaster after approval from the director of the EOC.

7. Director of the University Health Clinic

Responsible for determining medical needs, arranging for emergency medical supplies, and establishment of first aid stations in or near affected area, but clear of immediate danger.

8. Executive Director of Student Affairs

Responsible for student services and providing meals for students and other University personnel as conditions dictate and coordinating use of his/her facilities as directed by President or his/her designee.

9. Hazardous Materials Officer

Responsible for providing EOC Director with information about locations of hazardous and toxic materials on campus and for serving as consultant to EOC Director. The Radiation Safety Officer will monitor radiation sources and report to the Hazardous Materials Officer.

10. Director of Housing

Responsible for relocation and housing of students.

H. PRESIDENT'S LINE OF SUCCESSION

To ensure continuity of University activities during threatened or actual emergencies, the President's Line of Succession for EOC command is established as follows:

- Vice President for University Affairs
- Provost/Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for University Advancement
- Associate Provost/Vice President for Academic Affairs

A list of the President's Line of Succession for other positions on the Emergency Response Team will be provided by the

appropriate directors and be appended to the emergency Call List.

I. SUPPORT

Request for assistance, including activation of the Texas National Guard or other military assistance, will be made by calling the state Disaster District Headquarters located at the Department of Public Safety Disaster District Headquarters, Region Sub 2B Office in Lufkin, telephone (936) 634-5553. In the event that the state Disaster District Headquarters cannot be reached, the request for assistance can be made to the local Department of Public Safety Supervisor, telephone (936) 560-6528.

J. CITY OF NACOGDOCHES OUTDOOR WARNING SIREN

1. Locations

- Sunset Cemetery on North Street
- Fire Station 1 on North Street
- Baseball Park on Old Tyler Road
- Durst Street at Reedy Street
- Fire Station 3 on Old Lufkin Road
- Temple Park on Martin Luther King
- Center Highway at East Oak Lane
- SFA Maintenance Facility
- Fire Station 4 at Nacogdoches High School
- Power Street Pump Station

2. Sirens tested first Wednesday of the month at noon.

3. Sirens sounded if the city is to be impacted by:

- A severe thunderstorm warning is placed by National Weather Service
- A tornado warning is issued by National Weather System and the city is in its path
- A flooding situation and members of the Emergency Response Team believe a warning should be issued.
- A hazardous materials event has placed a section of the community in danger.

K. EMERGENCY ACTION

Various types of disasters, related terms, and an outline of general actions are defined for each threat. Each stage of a potential disaster is assigned a condition status number as follows:

1. Condition 4 refers to normal operating conditions when daily work routine is not interrupted by disaster or impending emergency situations. No action is necessary.

2. Condition 3 refers to a severe weather watch established by the U.S. Weather Service. Such a **WATCH** may be issued for any of the following conditions:

- Tornado watch: Conditions are favorable for tornado formation. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.
- Severe thunderstorm watch: Atmospheric conditions exist such that severe thunderstorms may develop. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.
- Flood watch: Conditions are favorable for rising waters. The action is to maintain daily routine, notify the appropriate department heads of conditions, and notify Physical Plant.

3. Condition 2 refers to severe weather warnings as issued by the U. S. Weather Service and relayed by local radio and TV stations. Such **WARNINGS** may be issued for any of the following conditions:

- Tornado warning: A tornado has been sighted or seen on radar. The action is to notify the Emergency Response Team and place team members on alert status. Maintain the daily routine and notify the appropriate departments to take such action as is required.

- Severe thunderstorm warnings: Severe thunderstorms have been sighted visually or on radar. The action is to maintain the daily routine and notify the appropriate departments to take such action as is required.
- Flood Warning: Conditions are such that waters may exceed a safe control level. The action is to maintain the daily routine and notify the appropriate departments to barricade areas of possible flooding.

4. Condition 1 indicates any of the following conditions:

- A tornado strike
- Flash flooding
- A major accident or a disaster, man made or natural, occurs without warning
- A major fire
- An explosion
- An electrical blackout (after evaluation by the Director of the EOC)

The EOC is activated and all department heads are notified. The Emergency Response Team will report to the center. All other department heads will follow their standard operating procedures. It is imperative that all actions taken or anticipated by any department be coordinated with the EOC.

L. THE POST-DISASTER ACTIONS WILL CONSIST OF THE FOLLOWING:

1. The following list is not in exact order. Actions may begin at any time. Check and/or re-establish communications.
2. Maintain law and order.
3. Perform fire protection and rescue operations.
4. Set up triage stations if necessary and assure acceptable health conditions.
5. Assess extent of damage.
6. Perform emergency clean-up and debris removal.
7. Request outside assistance as required.
8. Establish controls on critical resources and direct their distribution when necessary.
9. Designate restricted areas as necessary.
10. Furnish regular status reports to the state Department of Public Safety Disaster District Headquarters, Region Sub 2B in Lufkin, telephone (936) 634-5553, as appropriate.
11. Keep employees, students, public, campus and external news media, and other stakeholders informed of conditions. Utilize photographers to document extent of disaster when safe to do so and ordered by the Director of the EOC.
12. Ensure orderly operations of shelters, provide welfare necessities to the extent possible, and direct all shelter operations.
13. Conduct radiological monitoring and notify "Chemtrec" (1-800-424-9300) if a hazardous material disaster occurs.
14. Examine the disaster area for life safety hazards and assure precautions are taken to protect personnel until normal operations are established.

Source Of Authority: Texas Government Code sec. 418.001 et seq.; Texas Education Code sec. 51.201 et seq.; The Texas Emergency Management Plan, Annex L - Texas Department of Health; President

Cross Reference: Employee Safety Manual / Emergency Management Plan

Contact For Revision: Director, Environmental Health, Safety, and Risk Management

Forms: None

II. SOURCES OF ASSISTANCE DURING EMERGENCIES

(Phone numbers verified June 2007)

A. ON-CAMPUS ASSISTANCE

President: Dr. Baker Pattillo	468-2201
Audit Services: Gina Oglesbee	468-5204
General Counsel: Yvette Clark	468-4305
Public Affairs, Andy Kesling, Exec. Dir. Marketing	468-2041
Vice President for Finance and Administration: Deborah Baisden	468-2203
Controller: Dora Fuselier, Director	468-2303
Human Resources: Glenda Herrington, Director	468-2304
Physical Plant: Lee Brittain, Director	468- 3206
Purchasing and Inventory: Diana Boubel, Director	468-2206
Safety and Risk Management: Jeremy Higgins, Director	468-4532
Provost/Vice President for Academic Affairs: Dr. Marlin Young	468-2707
Business: Dr. Violet Rogers, Dean	468-3101
Education: Dr. John Jacobson, Dean	468-2901
Fine Arts: Dr. A.C. "Buddy" Himes, Dean	468-2801
Forestry and Agriculture: Dr. Scott Beasley, Dean	468-3304
Liberal and Applied Arts: Dr. Brian Murphy, Dean	468-2803
Provost/Academic Affairs: Dr. Richard Berry, Assoc. Provost	468-2707
Sciences and Mathematics: Dr. Anthony Duben, Dean	468-2805
Vice President for University Affairs: Steve Westbrook	468-2701
Campus Recreation: Jeff Huskey, Director	468-3507
Counseling and Career Services: Ralph Busby, Director	468-2401
Disability Services: Chuck Lopez, Director	468-3004
Divisional Operations: Shelly Lackey, Director	468-5103
Health Clinic: Dr. John Miller, Director	468-4008
Housing: TBN, Director	468-2601
Judicial Office: Dr. Peggy Scott, Judicial Officer	468-2703
Student Affairs: TBN, Dean	468-6411
Student Publications: Pat Spence, Director	468-4703
Student Services and Student Center: Samuel Smith, Director	468-3403
University Police Department: Marc Cossich, Chief of Police	468-2608
Chemical Hygiene Officer: Wayne Boring	468-3606
Radiation Safety Officer: Bea Clack	468-6908

B. OFF-CAMPUS ASSISTANCE

Ambulance/Emergency Medical Services	911
American Red Cross Greater Nacogdoches Area	564-2101
Chemical Transportation Emergency Center (Chemtrec)	(800) 424-9300
Chemtel (Texas Commission on Environmental Quality)	(800) 255-3924
Emergency Pager	(936) 675-6340
Emergency	911
Medical Center Hospital	569-9481
Memorial Hospital	564-4611
Nacogdoches Department of Public Safety	560-6528
Nacogdoches Fire Department (emergency)	911
Nacogdoches Fire Department (non-emergency)	559-2541
Nacogdoches Police (emergency)	911
Nacogdoches Police (non-emergency)	559-2607
Nacogdoches Sheriff Department (emergency)	560-7777
Nacogdoches Sheriff Department (non-emergency)	560-7793
National Response Center for toxic chemical and oil spills	(800) 424-8802
National Weather Service (Dallas)	(817) 429-2631
National Weather Service (Houston/Galveston)	(281) 337-5074
National Weather Service (Shreveport)	(318) 631-3669
Poison Control Center	(800) 222-1222
Texas Commission on Environmental Quality – Beaumont	(409) 899-8711
Texas Commission on Environmental Quality	(800) 832-8224
Texas Department of Health – Austin	(512) 458-7111

***Remember to Dial 9 for an outside line**

III. EVACUATION and SHELTER-IN-PLACE PROCEDURES

A. BUILDING EVACUATION

1. When a notice to evacuate is received (fire alarm) or upon notification by UPD, the University President, or University administration, stop what you are doing, walk, **DO NOT RUN**, to the nearest stairwell and proceed down the stairwell to the nearest floor which exits the building. From there proceed to a safe area for your group and wait for further instructions.
2. Do not re-enter any building until the “all-clear” signal is announced by an official.

Evacuation Tips

- If you are working in an area other than your regular area, follow the instructions of the employees in the area in which you are located. Do not attempt to return to your regular work area if an emergency is announced.
- Do not use elevators in any emergency situation.
- Take personal belongings such as your purse, coat, or car keys, if you can obtain them quickly.
- Close office doors but do not lock them.
- Listen to instructions from the area’s employees or those provided via the fire alarm address system.
- Regroup with your co-workers or classmates in the designated safe area so that your presence can be accounted for. Because of the possibility of flammables, **DO NOT SMOKE** in a designated safe area.
- After the “all-clear” signal is received, return to your work area via a stairwell.

B. CAMPUS AREA EVACUATION

- Evacuations of all or part of the campus grounds will be announced by the University President and/or designee.
- All persons are to immediately vacate the area in question. Instructors and their designees are responsible for aiding disabled persons. UPD will direct traffic off campus.

C. EMERGENCY LOCKDOWN/SHELTER-IN-PLACE

There are a number of emergency situations, such as a hostile intruder, hazardous release outside, terrorist attack, etc, where an evacuation of a building and/or classroom is inadvisable. The Director of the EOC will order a lockdown/shelter in place.

Communications

- An emergency lockdown will be announced by the fire alarm public address system or other communication.
- If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact the EOC Director and provide as much information as possible.
- Fire evacuation alarms are **NOT** to be sounded.

Procedures

- Lock classroom and other doors.
- Close windows and window treatments.
- Turn off lights.
- Remain quiet and do not enter hallways.
- Do not leave the building until you receive official notification that the danger has passed.
- Crouch down in areas that are out of sight of doors and windows.
- If you are in a hallway, seek shelter in the nearest classroom.
- If you are in an outdoor area, immediately take cover. Return to a building only when it is safe to do so.
- If radio or television is available, turn on for continuous updates.
- If eyes, nose, or throat becomes irritated, protect your breathing by covering your mouth with a damp cloth, take frequent shallow breaths, and stay calm.

IV. CRISIS (EMERGENCY) PROCEDURES

Emergencies (F-10)

Original Implementation: Unpublished
Last Revision: January 19, 2006

Any emergency situation or threat of violence should be reported immediately to UPD by calling 468-2608, or ext. 911 from any University phone, or by utilizing any Emergency Call Box located throughout the campus.

Each department within the University is responsible for maintaining current emergency notification information for each employee working in the department. This information should be updated at least annually or whenever an information change occurs.

Certain specified emergencies will be reported and/or investigated as outlined below.

Accidents/Injuries. The UPD dispatcher answering the call will determine needed action. If an ambulance is needed, UPD will contact the ambulance service and provide proper directions for the campus location. UPD also will dispatch an officer to the scene. UPD shall notify the Director of Environmental Health, Safety, and Risk Management immediately when responding to a call involving an injury to a University employee. After investigation, if a report is warranted, the officer will file the report. A copy can be obtained on the next working day at UPD.

Armed Robbery. If confronted with an armed robbery situation, a University employee should follow the instructions of the person committing the robbery and, as soon as it is safe to do so, report the situation to UPD.

Bomb Threats. Any University employee receiving a threat should obtain as much information as possible and report to UPD immediately. Any decision to evacuate the area will be made by the appropriate vice president and the Chief of UPD.

Death. UPD will conduct an investigation, notify other necessary authorities, and notify the immediate family.

Elevator Rescue. Any person trapped in an elevator should use the elevator's emergency telephone, which is a direct line to UPD. UPD will give instructions to the person by telephone, dispatch an officer to the elevator, rescue the trapped individual(s), lock the elevator to prevent further use, and place a service call for repairs.

Fire. When a fire alarm is activated, either by an electronic device or by a telephone call to UPD, a University police officer will be dispatched for inspection. The officer will determine if the alarm is false or indicates an actual fire. If a fire exists, the officer will call the Nacogdoches Fire Department and evacuate the area if, in the opinion of the officer, this is necessary. If the alarm

was false, the officer will reset the alarm and report the incident to the Criminal Investigative Division of UPD.

Theft. Upon receiving a theft report, a University police officer will begin an investigation of the alleged theft. If the investigation reveals enough evidence for a conviction, the Criminal Investigative Division of UPD will file the appropriate charges at the Nacogdoches County Courthouse.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact For Revision: Chief of University Police

Forms: None

A. ANTHRAX OR OTHER HARMFUL BIOLOGICAL AGENT

A suspicious substance which may be anthrax or another harmful biological agent has been discovered in your facility:

1. Clear and secure the contaminated area. Prior to arrival of the emergency responders, clear the room or area where the suspicious material is located. If possible, close appropriate doors. Keep in mind that this is a potential crime scene. **Do not** touch or disturb anything.
2. Call UPD at ext. 911. All emergency response actions are coordinated by the local authorities. These include sealing/containing the area, obtaining samples of the substance, testing/identifying the substance, contacting federal authorities (if necessary), and attending to those individuals who may have been exposed.
3. Everyone potentially exposed should wash thoroughly at the nearest designated decontamination site to eliminate possible anthrax or other agent spores from skin.
4. Identify all individuals who may have been exposed to the material. Authorities will need to speak with anyone who handled the material or package and obtain the identity of anyone potentially exposed (for testing purposes). Testing must proceed rapidly to be effective. Do not let anyone leave the premises until dismissed by authorities.
5. Remain calm and await further instructions.
6. Document the incident.

B. MAIL SAFETY

1. *Suspicious Package* – Rules of Thumb:
 - Grease stains or discoloration
 - Odors
 - Protruding wires or metal
 - Excessive weight/postage/securing materials (tape, string, etc.)
 - Lopsided/uneven
 - Handwritten address
 - No return address
 - Misspelled words
 - Confidential, personal, open only by _____, and etc.
 - Foreign mail
2. *Opened Package* – If an open package contains an unknown substance:
 - Place it down immediately and gently.
 - Do not shake, empty, or do anything that would make the substance airborne.
 - Secure the package in a plastic bag, if available.

- Do not move the package.
- Close doors and windows and, if possible, shutdown ventilation systems.
- Do not allow others to enter the area.
- Leave the room and quarantine yourself.
- Notify UPD (or designated University official).
- Take all instances seriously.
- Isolate the area.
- Quarantine any affected individuals.
- Contact a qualified HAZMAT service to address the situation.
- Remain calm – most of these events are hoaxes.

C. BOMB THREAT OR SUSPICIOUS PACKAGE (ATTACHMENT D)

1. If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact UPD at ext. 911 and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
DO NOT HANDLE THE OBJECT!
2. If a telephone call or information is received stating a bomb is somewhere on the campus:
 - a. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location. (Note: Use Attachment D checklist for bomb threats.)
 - b. Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold.”
 - c. Recipient immediately contacts UPD and advises UPD of the call, and provides a detailed written text.
3. In addition to contacting the President or his designated Emergency Operation Center Director, UPD will advise local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
4. UPD will post an officer to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
5. When a bomb threat report has been received and an evacuation of the building or campus is called for by the Director of the EOC or Chief of Police, evacuate in an orderly fashion. Walk quickly to the nearest marked exit and alert others to do the same.
6. All students, faculty, and staff will vacate the affected buildings and move to a safe location as designated by officials on site, up wind if possible, staying at least 300 feet from the nearest building. Do not open drawers, cabinets, or turn lights on or off. Carry all personal items, i.e., books, purses, etc. with you.
7. **ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CAUSE OTHERS TO PANIC.**
8. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary.

9. Once local emergency service authorities arrive, the Emergency Operation Center Director will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
10. Local emergency services authorities will notify the Emergency Operation Center when re-entry to the building(s) can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely on information received and results of findings of the local authorities.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an official.

D. CIVIL DISTURBANCE or DEMONSTRATIONS

1. Freedom of assembly is recognized by the University. To promote the orderly distribution of such ideas as may be expressed by those assembling, assemblages on campus are permitted only at a time and place approved by the Executive Director of Student Affairs. Those persons desiring to assemble and meet in such areas shall obtain a permit from Student Affairs to ensure that all those who wish to hold meetings shall have the opportunity and to prevent conflicts with other campus activities. The use of placards and signs carried by persons shall also be restricted to the assembly areas.
2. The rights of peaceful protests within the University community should be preserved. However, the University has the responsibility to ensure the safety of individuals, the protection of property, and the continuity of the educational process. The University will not permit any group or individual to disrupt or attempt to disrupt the operation and functioning of the University by any means.
3. Congregating by students and others on walkways of the campus or in lobbies, halls, classrooms, or office doorways so as to prevent employees or students from attending classes, entering libraries, study rooms, and offices shall not be permitted. Preventing persons from pursuing their lawful occupation is a criminal violation of the laws of Texas. Students who participate in such activities shall be subject to disciplinary actions, and those unconnected with the campus shall be referred to local law enforcement authorities for possible prosecution under the laws of Texas.
4. In emergency situations, the campus President or his/her designated representatives have the responsibility to determine when the conditions cited above prevail and shall have the authority to take such steps as are deemed necessary and reasonable to prevent such disruption.

E. NON-VIOLENT DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the President or his/her designated representative.
2. The President or designee will, if deemed appropriate, have with him/her a photographer with video recording equipment to document the proceedings.
3. The President or a designee will go to the area and ask the demonstrators to leave or discontinue the disruptive activities.
4. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by

- UPD. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
5. Efforts should be made to secure positive identification (including photographic identification deemed advisable) of demonstrators in violation to facilitate later testimony.
 6. The President or designee will determine the need for the injunction of civil authorities.
 7. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

F. VIOLENT DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President will be notified:

1. During regular office hours:
 - a. The Executive Director of Student Affairs and all available UPD officers will be summoned to the scene.
 - b. The President or designee will call for a photographer (with recording equipment) to report to an advantageous location in order to photograph the demonstrators.
 - c. The University Chief of Police and/or Assistant Chief of Police will provide sufficient officers to contain the demonstrators. Should an insufficient number of officers be available, back-up officers from the city of Nacogdoches Police Department will be requested as needed.
2. After regular office hours:
 - a. UPD will be notified of the disturbance immediately at ext. 911.
 - b. UPD will investigate the disruption and report findings to President and Chief of Police.
3. The President shall:
 - a. Report the circumstances to the Executive Director of Student Affairs.
 - b. Notify other key administrators, and, if appropriate, the administrator responsible for the area of the demonstration.
 - c. Notify Director of Public Affairs. If necessary, the Director of Public Affairs will arrange for a photographer.

G. DEATH OF STUDENT/FACULTY/STAFF (ON CAMPUS)

PROCEDURES: The University Police Department should be notified immediately. The Emergency Response Team should be convened within one hour after the incident is reported (when feasible) to collect accurate and detailed information about the death(s). Note: Depending on the situation, several meetings of this team may be necessary. Including students in some meetings and planning sessions also may be necessary.

1. Issues to be covered
 - a. Determine if Counseling or Human Resources staff can handle the situation or if an outside agency. Also determine if a room(s) at the University will be needed for grieving.
 - b. Develop the following statements (as needed):
 - (1) Media - to be delivered by the President or his/her designee. The Director of Public Affairs will help determine and coordinate procedures for informing campus and external media and other stakeholders.
 - (2) Instructors – will give the information to their class(es)

- c. Determine what the University's role will be (if any) for the funeral proceedings (flowers, donations, cards, eulogy, etc.)
- d. Determine if a memorial or memorial service is appropriate.
2. Set meeting and develop memo to inform the students, faculty, and staff as to the above issues and procedures.
3. Follow up in 30 days with all those students, faculty, staff, and families of the victim(s) who have been identified as needing assistance during the grieving process.
4. Keep accurate records of all proceedings, statements, counseling, and any other transactions. File in President's Office.
5. Follow up review with a meeting of the Emergency Response Team to bring closure to the incident and critique the process.

NOTE: For assistance in Coping with Death see Attachment A.

H. DRUG AND ALCOHOL ABUSE

It is the intent of the Stephen F. Austin State University to provide appropriate measures to deal with individuals in crisis situations. These crises include situations when an individual has overdosed on drugs or is intoxicated. These general guidelines for intervention and referral describe employee responses in a variety of crisis situations. A copy of the University's Illicit Drugs and Alcohol Abuse Policy D-19, Alcohol/Drug-Free Workplace Policy E-5, and Drug and Alcohol Testing Policy are included in the Appendix of this manual for reference.

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware that an individual's faculties have been impaired by drugs or alcohol, the employee should assess the level of the crisis and respond using the following guidelines;

Emergency Level: This describes a student or employee whose behavior is out of control because he/she has drug overdosed or is intoxicated. In this situation, you should:

1. Take steps to ensure his/her own safety and the safety of others.
2. Contact UPD immediately at ext. 911.
3. Clearly state that you need immediate assistance. Give your name and location and briefly describe the situation.
4. DO NOT HANG UP until told to do so.

Secondary Level: This describes a student or employee who approaches you confidentially, requesting help because he/she has a drug or alcohol problem. In this situation, you should:

1. If student, immediately call or escort the individual to the Counseling Center or the campus administrator in charge, if the student is willing.
2. If employee, refer to Human Resources or the employee's supervisor.

NOTE: For information on Drug and Alcohol Abuse Behavioral Signs and Symptoms, see Attachment B in Appendix.

I. EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs such as an explosion or downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. Stay calm.
3. After the effects of the explosion and/or fire have subsided, notify UPD at ext. 911.
4. If necessary, or when directed to do so, activate the manual pull station of the building fire alarm system.
5. When the building alarm is sounded or instructed by officials to leave, walk quickly to the nearest marked exit and ask others to do the same.
6. Assist the disabled in exiting the building. Do not use elevators in case of fire. Do not panic or create panic in others.
7. Once outside, move to a clear area, up wind if possible, that is at least 300 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points.
8. If requested, assist emergency crews as necessary.
9. A campus Emergency Operation Center (EOC) may be set up in the disaster site. **KEEP CLEAR OF THE EOC UNLESS YOU HAVE OFFICIAL BUSINESS.**
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an official.
11. Carry all personal items, i.e., books, purses, etc. with you.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. This is an area at least 300 ft. from the building designated by each individual department. Department head or designee will notify people of the assembly point location.

J. FIRE

In the event that a fire occurs on campus, take the following actions:

1. **KNOW THE LOCATION OF FIRE EXTINGUISHERS, EXITS, AND MANUAL PULL STATIONS IN YOUR AREA AND HOW TO USE THEM.**
2. If an emergency exists, activate the manual pull station building alarm system. **IMMEDIATELY** contact UPD at ext. 911.
3. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame. Only if you can do so safely.
4. When the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
5. Assist the disabled in exiting the building. **DO NOT USE THE ELEVATORS DURING A FIRE.**
6. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.
7. Once outside, move to a clear area, up wind if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. An Emergency Operation Center (EOC) may be set up near the emergency site. Keep clear of the EOC unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an official.

NOTE: *Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!*

IMPORTANT: *After an evacuation, report to your designated campus area assembly point.*

See Attachment E for the University's General Fire Plan

K. GANG-RELATED ACTIVITY

If you see some activity that could be detrimental to the campus setting or you have reason to suspect that a student may be involved in gang activity, notify UPD at ext. 911.

L. GAS LEAKS

1. Natural gas leaks, with an odor in the building, may occur and may bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with tertiary butyl mercaptan to give it odor.
2. If leak is in or near building:
 - a. Call UPD at ext. 911.
 - b. Evacuate the building immediately, following your local building evacuation plan. Get students a safe distance away, up wind at least 300 feet from the building.
 - c. Call Physical Plant at ext. 3206 to have main gas valve turned off.
 - d. Call President and Director of Environmental Health, Safety, and Risk Management to alert them of the current situation.

Do not return to an evacuated building unless told to do so by a university official.

M. HAZARDOUS RELEASE (CHEMICAL AND/OR RADIATION SPILL ON CAMPUS)

Procedures to be followed:

1. If a hazardous substance is discovered on the campus, the individual shall immediately contact UPD at ext. 911 and provide as much information as possible. When reporting, be specific about the nature of the involved material and exact location. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.) The Environmental Health, Safety, and Risk Management Department will contact the necessary specialized authorities and medical personnel. If an emergency exists, activate the manual pull station building alarm system.
2. If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
 - a. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
 - b. Recipient does not hang up the phone when the call is completed. Keep the line open or place it on "hold."

- c. Recipient immediately contacts UPD, advises UPD of the call, and provides a detailed written text.
3. In addition to contacting the Emergency Operation Center Director, UPD will call 911 advising local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
4. The EOC Director will direct that the affected area be evacuated and isolated.
5. When necessary and as directed, faculty and staff will inform students and other faculty and staff of the situation and ask them to leave all personal belongings, to include books, backpacks, and coats in the isolated area and evacuate the room or area that is potentially affected.
6. Faculty and staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.
7. Exposed individuals should quarantine themselves at a safe location. Persons who may be contaminated by the spill are to avoid contact with others as much as possible, remain in the vicinity, and give their names to UPD officers. Required first aid and clean up by specialized authorities should be started at once.
8. University police will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
9. All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site. Move to a clear area, up wind if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.
11. Once fire/HAZMAT authorities arrive, the EOC Director will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
12. The fire/HAZMAT authorities will notify the EOC Director when reentry to the isolated area can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the fire/HAZMAT authorities. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an official.
13. If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
 - a. An Emergency Lockdown order will be issued
 - b. Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.

14. Chemical Spill Plan will comply with the requirements of 29 CFR 1910.120. Basic emergency equipment and supplies to absorb and neutralize materials will be readily available.
15. Material Safety Data Sheets will be available on each chemical
16. *Steps for small non-toxic spills:*
 - a. Identify chemical.
 - b. Neutralize if necessary.
 - c. An individual familiar with properties of the chemical will sweep solids into a storage container that will not react with the chemical.
 - d. An individual familiar with properties of the chemical will absorb liquids with a material designed for chemical clean-up and store.
 - e. Properly dispose of chemical.
17. *Hazardous spills:*
 - a. Evacuate and monitor area.
 - b. Identify chemical.
 - c. Neutralize if possible.
 - d. Contact "Chemtrec" (1-800-424-9300).
 - e. Contact Emergency Response Team.
 - f. Arrange for proper disposal by contracted company.

N. HOSTILE INTRUDER INCIDENT (VIOLENT OR CRIMINAL BEHAVIOR)

1. If a hostile intruder is discovered on the campus, the individual making the discovery shall immediately contact UPD at ext. 911 and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder, any specific characteristics (height, weight, hair color, race, and type and color of clothing), type of weapon(s), if any, and nature and location of the incident.
2. If gunshots or explosives are heard within a building, employees will close and lock/ barricade their room doors and turn off lights to that area. Employees should try and calm students and keep them as quiet as possible. Employees and students will stay in the locked/barricaded room until informed by UPD or local police that it is safe to come out of the area. Employees should use their cell phones to notify UPD and local 911 personnel of the situation.
3. Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - a. You have firsthand knowledge that there is a fire in the building, or
 - b. You have been advised by a UPD officer to evacuate the building.
4. Office personnel in the affected building will close and secure their office areas and immediately call UPD at ext. 911 to notify of the situation.
5. UPD officers will be posted to ensure no one enters the building(s) until emergency services personnel arrive and the area is determined to be safe.
6. Once emergency service authorities arrive, the EOC Director will coordinate any information or assistance with them. Only trained law enforcement personnel

should attempt to perform a methodical search of the buildings in which the hostile intruder is located.

7. A University Chief of Police on scene will notify the EOC Director when reentry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of local authorities.

WHAT TO DO IF TAKEN HOSTAGE:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally unbalanced. Don't make mistakes, which could hazard your well-being or that of others.
3. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage.
5. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
6. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

O. ILLNESS AND INJURY (MEDICAL AND FIRST AID)

1. **CALL UPD AT EXT. 911 IF YOU OR SOMEONE ELSE NEEDS ASSISTANCE**
When an injury or illness occurs, evaluate the situation.
2. **INITIATE APPROPRIATE ACTION:**
 - a. Minor conditions - conditions with no threat to life or limb
 - b. Render aid as appropriate.
 - c. Direct the person to the nearest first aid station or Student Health Services. If needed, accompany the person or send another person with him or her.
 - d. Ask if the person needs assistance getting home or to a hospital or doctor.
 - e. Fill out an accident/injury report. (Workers Compensation Claims Coordinator is located in the Environmental Health, Safety, and Risk Management Department)
3. Major conditions - unconsciousness, difficulty breathing, choking, seizure, chest pain, serious bleeding, etc.
 - a. Get help
 - b. If alone, run to the nearest phone and dial UPD at ext. 911.
 - c. If not alone, send someone to the nearest phone and dial UPD at ext. 911.
 - d. If the nature of the emergency can be determined, report it.
 - e. If possible, report if the person is **CONSCIOUS, BREATHING OR BLEEDING**.
4. Render what aid is appropriate.
5. If possible, send someone to meet the police and direct them to the incident. The person also may be needed to direct EMS to the scene.
6. If possible, during the emergency, determine:
 - a. Does the person have any medical conditions?

- b. Does the person take any medications?
- c. Does the person have any allergies?
- 7. In case of an injury, complete the appropriate accident report form and notify the Claims Coordinator located in the Environmental Health, Safety, and Risk Management Department.
 - a. Encourage employees having health situations affecting them to alert their supervisor and co-workers.
 - b. See Accident/Injury Reporting and Reviewing Procedures Located in the Safety and Health Manual

P. NUCLEAR PREPAREDNESS

- 1. *SITUATION*: The University community is subject to the effects of nuclear radiation emanating from nuclear warfare and/or accidents during peacetime use of nuclear energy.
- 2. *EXECUTION*: Since any type of nuclear emergency would, in scope, involve a large geographic area; it is imperative that the institutional plan be synonymous with the area plan developed by the city of Nacogdoches and/or Nacogdoches County management agencies. Therefore, upon the occurrence of a nuclear accident or disaster, the institution will come under their established plan.

Q. PHYSICAL AND MENTAL ABUSE

- 1. *Emergency Level*: If you are a victim of or a witness to any physical and/or mental abuse on campus, promptly notify UPD at ext. 911.
 - a. Report the incident, including the following:
 - Nature of the incident
 - Location of the incident
 - Description of person(s) involved (clothing, age, any weapons)
 - b. Assist the officers when they arrive by supplying them with all available information and ask others to cooperate.
- 2. *Secondary Level*: If a student or employee approaches you confidentially because he/she has been abused you should:
 - a. If student, immediately call or escort the individual to the Counseling Center or the campus administrator in charge, if they are willing.
 - b. If employee, refer to Human Resources or his/her supervisor.

NOTE: For information on physical and mental abuse behavioral signs, see Attachment C.

R. POWER FAILURES

If there has been a power failure on campus, or lines are reported down in the area of the campus:

- 1. Go to the nearest operational phone (certain phones will not work without electrical service) and:
 - a. Notify UPD at ext. 911 or (936) 468-2608.
 - b. Notify the Physical Plant (936) 468-3206.
 - c. Maintenance personnel will make proper restoration of power by repair or by notifying the appropriate electric company.
 - d. Electrical panels will be turned off by Physical Plant personnel ONLY
 - e. In case of after-hours emergencies, notify UPD at ext. 911.
- 2. ELECTRICAL LINES DOWN ON CAMPUS

- a. Notify UPD at ext. 911 or (936) 468-2608
- b. Direct all personnel away from the area
- c. Notify Physical Plant at ext. (936) 468-3206.
- d. Physical Plant will determine ownership of the wire, secure area, and make repairs, or notify TXU for needed services.

S. PSYCHOLOGICAL CRISIS

1. PROCEDURES FOR INTERVENTION OF SUICIDAL TENDENCIES

It is the intent of the Stephen F. Austin State University to provide appropriate measures to deal with individuals in crisis situations. These crises include situations when an individual exhibits suicidal tendencies. These general guidelines for assistance and referral describe employee responses in a variety of crisis situations. The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their personal safety and the safety of others. Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

- a. **Emergency Level:** This describes an individual who is making an attempt on his or her life at the present time, or is threatening an immediate attempt.
- b. **Primary Level:** This describes an individual who is seriously depressed and who has given thought to ending his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life at the moment, may do so at a later time. In this situation, you should:
 - Not leave the individual alone.
 - Appear confident that you can help the individual.
 - If student, immediately escort the individual to the Counseling Center or the campus administrator in charge.
 - If employee, refer the employee to Human Resources or the employee's supervisor.

2. PROCEDURES FOR INTERVENTION OF HOMICIDAL TENDENCIES

It is the intent of the Stephen F. Austin State University to provide appropriate measures to deal with individuals in crisis situations. These crises include situations when an individual exhibits homicidal tendencies. These general guidelines for assistance and referral describe employee responses in a variety of crisis situations. The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others. Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following guidelines:

- a. **Emergency Level:** This describes an individual who is making an attempt on someone else's life at the present time or is threatening an immediate attempt. In this situation, you should:
 - Take steps to ensure his or her own safety and the safety of others
 - Call UPD at ext. 911 immediately.
 - An individual who does not appear to possess a weapon:
 1. Do not leave the individual alone.
 2. Appear confident that you can help the individual.

3. Immediately escort the individual to the Counseling Center or campus administrator in charge.
 - Attempt to get the name(s) and other pertinent information about the “target” person(s) and contact that person(s) immediately.
- b. **Primary Level:** This describes that individual who poses an imminent danger and who has expressed intent to harm another individual. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. The individual, while not threatening another individual’s life at the moment, may do so at a later time. In this situation, you should:
 - Not leave the individual alone.
 - Appear confident that you can help the individual.
 - If a student, immediately escort the individual to the Counseling Center or the campus administrator in charge.
 - If an employee, notify Human Resources.
 - Notify UPD for its notification and information.

T. TERRORIST ATTACK

Weapon of Mass Destruction – A Weapon of Mass Destruction includes biological, chemical, nuclear, or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and whether it is used on campus, in a campus building, or off campus. The University has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

1. Notify UPD. When necessary UPD will:
 - a. Call 911 to dispatch police/bomb-squad and fire/HAZMAT.
 - b. Contact the EOC Director.
 - c. Contact the FBI.
 - d. Contact the local/regional Office of Emergency Management
 - e. Contact the local health department.
2. In most cases authorities will set up an Emergency Operations Center upwind of the hazard.
3. Avoid contamination.
 - a. At the point of the release
 - b. By exposed individuals
 - c. Limit access in the area to those responsible for rescue or material/device analysis.
4. Do not touch or move any suspicious object.
 - a. Do not use radios, cell phones, etc. that may trigger detonation.
 - b. Evacuate the area.
5. If an unknown material has been released.
 - a. Facilities will shut down ventilation systems.
 - b. If the release is internal, secure the affected area and evacuate.
 - c. Affected individuals should quarantine themselves at a safe location.
 - d. If the release is external, secure the perimeter and do not evacuate.

6. If a hazardous release occurs off campus:
 - a. If the contamination is expected to affect the campus, you will be given instructions to remain indoors.
 - b. If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.

U. TOXIC FUME RELEASE (OFF CAMPUS)

During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on campus, Sheltering-in-Place is recommended.

Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.

It is the responsibility of the local authorities to notify the University and issue orders for in-place sheltering during chemical emergencies generated off campus.

The police will notify the President and the Director of the Environmental Health, Safety, and Risk Management Department. All employees, students, and visitors outside should be directed to enter the nearest building.

SHELTER-IN-PLACE PROCEDURES

1. Go inside building.
2. Close all windows and doors.
3. Turn on your television or radio for further information.
4. If eyes, nose, or throat become irritated, protect your breathing by covering your mouth with a damp cloth, take frequent shallow breaths and stay calm.
5. Do not leave the building until you receive official notification that the danger has passed.

NOTE: STAY IN THE AREA DIRECTED UNTIL NOTIFICATION FROM UPD.

V. TRIPS AWAY FROM CAMPUS / VEHICULAR ACCIDENTS

Precautionary measures before leaving campus:

1. Check to see if a copy of the instructions for proper reporting and handling of accidents and breakdowns is contained in the glove compartment of the University vehicle.
2. Take along a list of emergency phone numbers listed in **Section II. Sources of Assistance during Emergencies.**
3. Have more than one copy of the emergency phone numbers; share the list with another sponsor or place a list in a designated location for easy access to other employees or responsible students on trip (glove compartment).
4. Follow University Policies and administrative regulations regarding university vehicles.

In the event of an accident:

1. Remain calm.
2. If threat of fire exists, move individuals to a safe place.

3. Call emergency vehicles/services (police, fire, ambulance, highway patrol); begin administration of first aid if necessary.
4. Once the emergency has ended, the driver involved in the accident must either report the accident to the University Police Department or to a local police agency and notify UPD of having done so, or fill out the Texas Department of Public Safety Form ST-2 (blue form) within 24 hours and turn in to them.
5. The accident must also be reported to the Environmental Health, Safety, and Risk Management Department (936) 468-4514 which will contact the insurance agent.
6. Refer all media inquiries to the Office of Public Affairs.

Manager of Transportation

Victor Shepherd (936) 468-5107

W. WEAPONS, SUSPICION, OR POSSESSION OF

If you believe an individual is in possession of a weapon:

1. Contact UPD at ext. 911 .

X. WATER OUTAGE/FAILURE

If there has been a total or partial outage/failure at the University, go to the nearest phone and:

1. Notify UPD at 911
2. Notify the Physical Plant at 3206.
3. Maintenance personnel will make proper restoration of water by repair or by notifying city of Nacogdoches Water Authority at (936) 559-2586, or after hours at (936) 559-2607 (Nacogdoches Police Department),

V. NATURAL DISASTERS (SEVERE WEATHER EMERGENCY)

Inclement Weather and Other Emergencies (D-19.1)

Original Implementation: June 1, 1990

Last Revision: January 19, 2006

In the event that inclement weather or other conditions impede the normal operations of the University, the President may declare an emergency, cancel classes, and close University offices for an appropriate period. The President's decision may be provided to the news media by the Director of Public Affairs. In the absence of a specific announcement curtailing activities, the faculty, staff, and students should assume normal operation of the University.

If the President decides to declare an emergency, cancel classes, and close University offices, certain critical areas shall be required to continue operations. These are:

1. University Police - Employees designated by the Chief of University Police.
2. Physical Plant - Employees designated by the Director of the Physical Plant Department.
3. Housing - Employees designated by the Director of Housing.
4. University Center - Employees designated by the Director of Auxiliary Services.

5. Any other area deemed critical by an appropriate vice president.

Employees who are required to report to work during the period the University is closed may receive compensatory time. Employees who voluntarily report to work during the period the University is closed shall not receive compensatory time. Employees who are on vacation or sick leave during the period the University is closed will not be charged for leave.

The provisions of this policy apply to all employees, regardless of the nature of their employment or the time of their work shift.

Source of Authority: President

Cross Reference: None

Contact For Revision: Vice President for Finance and Administration.

Forms: None

A. HURRICANE

1. Procedures to be followed by SFA Employees
 - a. The University should be closed before travel conditions become dangerous and will not reopen until the environment is safe.
 - b. Faculty and staff are required to secure their work areas for wind and flooding prior to being released.
 - c. Campus Closing Checklist – Wind and Flood (Hurricane) Threat
In the event that the University suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event, the following activities must be carried out in each unit prior to faculty and staff being released.
 - Back up computer hard drives. Secure diskettes and CDs in plastic bags with zippers and take duplicate copies off site.
 - Unplug computers, printers, and other electrical appliances.
2. All occupants:
 - a. Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
 - b. Move all equipment, books, papers, and other valuables away from windows, off the floor, and to interior areas of the building. (*Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.*)
 - c. For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (*Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.*)
 - d. Cover and secure or encase and seal equipment and other valuables with plastic.
 - e. Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage.
 - f. Close and latch (or secure with tape) all filing cabinets.
 - g. To the extent possible, turn bookcases, shelving units, etc. around to face walls.
 - h. Place telephones in desk drawers. Leave telephones plugged in (*you will be able to receive emergency messages*).

3. In lab areas:
 - a. Store sensitive apparatus and glassware.
 - b. Attend to critical utility-dependent processes and make arrangements for back-up supply.
 - c. Assure all hazardous and biohazards materials and wastes are properly protected.
4. Campus wide
 - a. Check contents of refrigerators and set to coldest setting.
 - b. Empty trash receptacles of items likely to rot.
 - c. Take home all personal items of value.
 - d. Close and latch all windows. Close and lock all doors.
 - e. Stay tuned to the radio/television for additional information.
 - f. Other: _____
 - g. Other: _____
 - h. Other: _____

B. FLOODING/TROPICAL STORM

1. The University should be closed before travel conditions become dangerous and will not reopen until the environment is safe.
2. Faculty and staff are required to secure their work areas for flooding prior to being released.
3. Campus Closing Checklist – Flood Threat
In the event that the University suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities must be carried out in each unit prior to faculty and staff being released.
 - a. Back up computer hard drives. Secure diskettes and CDs in plastic bags with zippers and take duplicate copies off site.
 - b. Unplug computers, printers, and other electrical appliances.
 - c. Ground-floor occupants in buildings subject to flooding:
 - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
 - Move all equipment, books, papers, and other valuables off the floor to locations safe from flooding.
 - If necessary, relocate equipment and other valuables to a higher floor. (*Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.*)
 - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. In lab areas:
 - a. In lab areas subject to flooding, store sensitive apparatus and glassware.
 - b. Attend to critical utility-dependent processes and make arrangements for back-up supply.
 - c. Assure all hazardous and biohazards materials and wastes are properly protected.
5. Campus wide:
 - a. Check contents of refrigerators and set to coldest setting.
 - b. Empty trash receptacles of items likely to rot.
 - c. Take home all personal items of value.
 - d. Close and latch all windows. Close and lock all doors.
 - e. Stay tuned to the radio/television for additional information.
 - f. Other: _____

- g. Other: _____
- h. Other: _____

C. WINTER STORMS

1. The University should be closed before travel conditions become dangerous and will not reopen until the environment is safe.
2. Since no building or building content damage is expected, faculty and staff are not required to secure their work areas prior to being released.

D. THUNDERSTORMS

Some thunderstorms can be seen approaching, while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead.

1. Thunderstorm danger signs:
 - a. Dark, towering, or threatening clouds.
 - b. Distant lightning and thunder.
2. Observe the following rules if lightning is occurring or is about to commence:
 - a. Power down computers and turn other electrical equipment off (never unplug electrical cords if lightning is occurring).
 - b. Avoid water fixtures, telephone lines, and any electrical conducting materials.
 - c. Stay inside buildings and off campus grounds.
3. Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail, and lightning strikes.
4. Severe Thunderstorm Watches and Warnings
 - a. A *severe thunderstorm watch* is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop. This is the time to locate to a safe place in the building (away from windows).
 - b. A *severe thunderstorm warning* is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place in the building (away from windows).

E. GENERAL TORNADO PLAN

1. *Tornado watch*: Indicates that conditions are favorable for a possible tornado. Notify all key personnel of impending weather and ask that they advise all personnel in their areas.
2. *Tornado warning*: Indicates that a tornado has been sighted and is a definite threat to a given geographical area. Upon notification that a tornado warning has been issued for the county, division and staff personnel will evacuate all persons in their respective areas of responsibility to the predetermined safest area of the buildings.
3. General Procedures
 - a. If a tornado is spotted or imminent, take the following steps immediately:
 - b. Do not activate fire/evacuation alarms; notification of a pending disaster will be announced.
 - c. Evacuate all trailers and temporary structures. Proceed immediately to a structurally

secure building.

- d. Assume protective posture (duck and cover).
 - e. Stay inside away from windows.
 - f. Remain near an inside wall of a room or hall, away from the path of the tornado.
 - g. Exterior windows will not be opened. Entry doors should remain closed.
 - h. Keep calm and do not get excited.
 - i. Avoid cafeterias, gyms, and any other area with a large and poorly supported roof.
 - j. Persons outside or in automobiles shall take cover in the nearest building.
 - k. Tornado warnings are canceled by official notification only.
 - l. During a warning, students, faculty, and staff should kneel facing the wall, preferably in hallway unless exposed to glass, and put their hands over their eyes. Coats, jackets, and books may be used to cover heads, arms, and legs so as to reduce the number of injuries from flying missiles of glass and other debris.
 - m. All exterior doors leading into tornado resistant areas should be kept closed. Personnel should be located in corridors as far as possible from all exterior walls, especially if these walls contain windows or doors.
 - n. Every effort will be made to locate personnel in a tornado resistant area. It is recommended that a test be made to determine the maximum number of people who can be located in the more resistant areas.
 - o. UPD will be directly monitoring the primary weather radio station, two-way radio signal, or by one of the other local law enforcement agencies.
 - p. UPD will notify the building/facility directors. During normal working hours, building/facility directors will notify all occupants of their building.
 - q. There is not a sufficient warning period to close the University or to effectively protect University assets. Therefore no special effort should be made to protect University assets; all attention should be directed towards life safety procedures.
4. *Post Action Responsibilities*
- a. Communications – UPD and Public Affairs
 - b. Secure utilities - Physical Plant
 - c. Traffic control - UPD
 - d. Security of damaged area - UPD, Environmental Health, Safety, and Risk Management Department
 - e. Fire Control - Nacogdoches Fire Department
 - f. Coordination of Activities
 - (1).President
 - (2).Vice presidents
 - (3).UPD
 - (4).Student Affairs
 - (5).Environmental Health, Safety, and Risk Management
 - (6).Nacogdoches Fire Department - Rescue, Recovery, and Evacuation
 - (7).Nacogdoches Fire Department and emergency medical technicians
 - (8).Public Affairs– News Releases
 - (9).Damage assessment – Physical Plant
 - (10).Insurance - Risk Management
 - (11).Food service requirements – Auxiliary Services
 - (12).Transportation – Physical Plant – Motor Pool
 - (13).Hospital services – Ambulance services

NOTE: After normal office/class hours and on weekends, UPD will notify Auxiliary Services, campus cafeterias or other food service areas and or attendees at any special events or classes on campus.

F. EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If **INDOORS**, seek refuge in the doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If **OUTDOORS**, move quickly away from buildings, utility poles, and other structures:
CAUTION: Always avoid power or utility lines as they may be energized. Know your assembly points.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers. Pull off the road away from overpasses, bridges, and large structures that might fall.
4. Damaged facilities should be reported to the Director of the Physical Plant Department. *NOTE: Gas leaks and power failures create special hazards.*
5. If an emergency exists, activate the manual pull station building alarm system. *CAUTION: THE BUILDING ALARM MAY RING LOCALLY INSIDE THE BUILDING ONLY. YOU SHOULD REPORT THE EMERGENCY TO UPD at ext. 911.*
6. When the building alarm is sounded, walk to the nearest marked exit and ask others to do the same.
7. **ASSIST THE DISABLED IN EXITING THE BUILDING. DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CAUSE OTHERS TO PANIC.**
8. Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary. A campus Emergency Operation Center (EOC) may be set up near the emergency site. Keep clear of the EOC unless you have official business.
10. Take all your belongings with you.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an official.
12. There is no warning period therefore all attention should be directed towards life safety procedures.
13. Do not attempt an evacuation during the earthquake. Also be prepared for aftershocks.

VI. PUBLIC AFFAIRS CRISIS COMMUNICATION PROCEDURES

1. Objectives

During an emergency, communications efforts will fulfill the following objectives:

- a. Maintaining focus on known facts and positive behavior.
- b. Representing the University as responsible and caring.
- c. Maintaining stakeholder confidence in the University, and
- d. Effectively communicating with employees, students, on-campus and external media, the public and other appropriate stakeholders.

2. Policies

The Office of Public Affairs holds primary responsibility for maintaining and safeguarding the public image of the University. All media inquiries during an emergency shall be directed to Public Affairs, which shall follow these policies:

- a. Only an authorized spokesperson (the President or designee) will meet or talk with the media. The designee routinely is the Director of Public Affairs.
- b. Only factual information will be released; no speculation will be offered.
- c. The University's first news release should be issued within one hour after being notified of the emergency, if appropriate and periodic updates to media outlets should be issued.
- d. The Office of Public Affairs will coordinate and manage media briefings, if they are warranted. The President or designee will brief the news media early in the emergency, stating what the University is doing to address the emergency and, if appropriate, to prevent a reoccurrence.
- e. All information should be distributed to employees and students at the same time it is released to the public and the media.

APPENDIX

ATTACHMENT A COPING WITH DEATH

1. Tell co-workers/students about the death in a quiet and direct manner as soon as the facts are known which will help de-escalate the situation.
2. Avoid religious platitudes and recognize varying religious beliefs.
3. Allow permission for a range of emotions without judgment.
4. Do not offer unnecessary details, but do answer all questions.
5. Physical contact may comfort some people.
4. Discuss the meaning and effect of the loss and discuss funeral etiquette, appropriate memorials, or remembrances of the deceased.
7. Attend the funeral or call family members to extend personal condolences.
8. Offer to help by doing something specific.
9. Do not be afraid of tears.
10. Maintain your contact with the grieving person and encourage others to do the same to help break the isolation, which might be felt.

Grief is a normal, healthy response to loss. The intensity of emotions surrounding the loss is high for several months after the death, continuing for a year. Research shows that actual resolution of grief may take anywhere from one to six years.

The seven stages of grief are as follows:

1. Shock and disbelief
2. Disorganization and confusion
3. Volatile emotions
4. Guilt
5. Sense of loss and loneliness
6. Relief
7. Re-establishment of equilibrium

Indicators of resolved grief:

1. The bereaved lets go of the past and lives in the present.
2. The bereaved finds meaning in the death.
3. The bereaved talks about the deceased without crying.
4. The bereaved invests in familiar activities and relationships.
5. The bereaved establishes new relationships.

ATTACHMENT B

DRUG and ALCOHOL ABUSE BEHAVIORAL SIGNS and SYMPTOMS

Symptoms of Chemical Dependency

1. Wide mood swings, elated or depressed, feeling omnipotent or sorry for oneself
2. New friends, peer group
3. Increased secrecy
4. Confusion, lethargy, bloodshot eyes, empty stares
5. Increased irresponsibility at home, work, or school
6. Stealing, selling household items, gambling, shoplifting
7. Lying
8. Becoming defensive, demanding, arguing over trivial things
9. Changing sleeping, eating, personal habits, clothing, weight
10. Demonstrating an inability to harmonize with friends, co-workers, authority figures

Symptoms of Depression

1. Depressed mood-feelings of sadness lasting more than two weeks
2. Social withdrawal
3. Irritability
4. Impaired sleep or appetite
5. Spontaneous crying spells
6. Lack of interest in previously enjoyable activities
7. Chronic fatigue
8. Decreased sexual desire
9. Suicidal thoughts

Symptoms of Co-Dependency

1. Difficulty identifying and expressing feelings
2. Difficulty forming or maintaining close relationships
3. Low self-esteem
4. Profound sense of shame, anxiety, and guilt
5. Constant need for approval
6. Perfectionism
7. Extreme need to please
8. Compulsive need to rescue, act as a “caretaker,” and take control
9. Feeling overly responsible for the actions of others
10. Compulsive or addictive behavior relating to food, sex, alcohol, drugs, smoking, etc.

ATTACHMENT C

PHYSICAL and MENTAL ABUSE PHYSICAL and BEHAVIORAL SIGNS

Symptoms of Family Violence:

1. Physical mistreatment - slapping, hitting, burning, etc.
2. Sexual abuse - rape, incest
3. Verbal abuse - threats, insults, harassment
4. Psychological/emotional abuse - withholding love, sympathy, understanding
5. Neglect - inadequate physical or emotional care

Contributing Factors:

1. The pressures of daily life-job worries, unpaid bills, and strained relationships can mount until a person feels overwhelmed and takes out these frustrations on family members.
2. Many people lose contact with family and friends who could provide support when pressures build, and they don't know where or to whom to turn for help.
3. Some people are reared to view violence as a natural outlet for anger.
4. Family violence is viewed as a private matter.
5. Society has condoned family violence by allowing men to control their families by force, if necessary.
6. Violence is passed from one generation to the next, as role models are violent towards family members.
7. Unreasonable or conflicting expectations about the roles of husband and wife may lead to friction and frustration and ultimately to violence.
8. Abusers may feel unable to fulfill responsibilities or to live up to their image of the person they'd like to be. Shame and guilt may be expressed as violence toward others.
9. An elderly relative may feel like a physical and financial burden and resented for interference in family affairs.
10. Abusers may sedate or physically restrain an older person in order to be free to do other things.
11. Violence and intimidation are sometimes used to make elderly people give up pensions, change wills or insurance policies, etc.

Why Family Violence Continues:

1. People see no way out and are often economically dependent on abusers, lacking money to support themselves and skills to find work.
2. Victims may feel helpless, guilty, or worthless and ashamed of the poor quality of the relationship and don't trust those that could help them.
3. Abusers may fear the consequences of seeking help.
4. Victims feel isolated and have nowhere to turn and often hide the abuse from family, friends, human service agencies, and police.
5. Family members may be unaware that help is available from local human service agencies, shelters, and the police. They may not know their legal rights or realize that there are alternatives to living in a violent home.
6. Abusers may not realize that, with proper treatment, they can learn to express anger in nondestructive ways.
7. Many victims and abusers have ambivalent feelings about each other and keep hoping for improvement; but without help, violence usually gets worse.

ATTACHMENT D

BOMB THREAT CHECKLIST AND TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR THE UNIVERSITY POLICE DEPARTMENT BY PRE-ARRANGED PLAN WHILE CALLER IS ON THE LINE.

Name of Operator: _____ Date: _____

Time: _____ Number at which call was received: _____

Caller's Identity:
Male: _____ Female: _____ Adult: _____ Juvenile: _____ Approximate Age: _____

Origin of Call: Local: _____ Long Distance: _____ Booth: _____ Internal: _____

VOICE CHARACTERISTICS:

LANGUAGE:

MANNER:

- | | | | | |
|--------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft | <input type="checkbox"/> Excellent | <input type="checkbox"/> Calm | <input type="checkbox"/> Angry |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Deep | <input type="checkbox"/> Good | <input type="checkbox"/> Rational | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Pleasant | <input type="checkbox"/> Fair | <input type="checkbox"/> Coherent | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Other | <input type="checkbox"/> Poor | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Emotional |
| | | <input type="checkbox"/> Foul | <input type="checkbox"/> Righteous | <input type="checkbox"/> Laughing |
| | | | <input type="checkbox"/> Other | _____ |

SPEECH:

ACCENT:

BACKGROUND NOISES:

- | | | | | |
|-----------------------------------|------------------------------------|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Fast | <input type="checkbox"/> Slow | <input type="checkbox"/> Local | <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Distorted | <input type="checkbox"/> Not Local | <input type="checkbox"/> Bedlam | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Nasal | <input type="checkbox"/> Foreign | <input type="checkbox"/> Music | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Lisp | <input type="checkbox"/> Race | <input type="checkbox"/> Office Machines | <input type="checkbox"/> Voices |
| | | | <input type="checkbox"/> Mixed | <input type="checkbox"/> Airplanes |
| | | | <input type="checkbox"/> Street Traffic | <input type="checkbox"/> Party |

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING

QUESTIONS TO ASK:

When will it go off?

Where is it located?

What kind of bomb is it?

Where are you calling from?

What is your name and address?

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

- Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc. and the possible location.
- Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD."
- Immediately contact the University Police Department and advise UPD of the call.
- Write out the message in its entirety with any other comments.

ATTACHMENT E
STEPHEN F. AUSTIN STATE UNIVERSITY GENERAL FIRE PLAN

REPORTING FIRES AND FIRE ALARMS

1. NOTIFICATION

If the following is reported, or if you see smoke or flames, or smell something burning, or hear a fire alarm, **IMMEDIATELY**:

- Call UPD at ext. 911
- Activate the fire alarm – **if not activated**
- Report any change in conditions to UPD.

If you think you smell a peculiar or unfamiliar odor, **IMMEDIATELY**

- Call UPD at ext. 911.
- Call the Physical Plant at ext. 3206.

Information to be given to the dispatcher:

- What is the emergency? (alarm, smoke, flames, etc.)
- Your Address: Name of building
- Your floor number: _____ Your room number: _____
- Your telephone number: _____
- Listen to the dispatcher – **Let the dispatcher hang up first!**

2. EMERGENCY PROCEDURES PRIORITIES

Emergency Procedures – if the following is reported or if you see smoke or flames or smell something burning:

- Isolate the fire – (close the door if it can be done so safely).
- Call UPD (see Notification section) and activate the fire alarm.
- Evacuate – using the EXIT stairwells. **Do not use the elevators.**
- Fire extinguishment – (if small and you can do so safely)

Emergency Procedures – in the event of an alarm only:

- Notify UPD.
- Evacuate – using the EXIT stairwells. **Do not use the elevators.**
- Report any change in conditions to UPD.

UPD:

- Notify the Nacogdoches Fire Department.
- Recall all elevators that access the floor of incident to the designated floor (if that is not the floor of incident), by turning the **Elevator Fire Service Recall Switch** to the “ON” position and have someone with knowledge of the buildings meet the Nacogdoches Fire Department with emergency keys.
- All fires shall be reported to UPD, even if extinguished and no matter how small.

3. REPORTING FIRES AND FIRE ALARMS AFTER HOURS

If the following is reported, or if you see smoke or flames, or smell smoke, or hear a fire alarm, do the following:

- ISOLATE the fire by closing the door, if you can do so safely.
- Call UPD at ext. **911**
- Activate the fire alarm, if not activated.
- Evacuate the building using the stairwells only. **Never use the elevators.**
- Never assume someone else has called **911**.

EMERGENCY RESPONSE PROCEDURES

1. POLICE DISPATCHER

In the event of a fire or fire alarm, the dispatcher shall report to the officer on duty to supervise, provide for, and coordinate:

Manning of the Fire Alarm Panel.

Assistance with evacuation procedures.

Report conditions to the Nacogdoches Fire Department upon arrival.

Advise the Fire Department Chief in charge on the operation of the fire alarm panel.

Ensure that the Nacogdoches Fire Department has been notified of any fire or fire alarm.

Have someone recall all elevators that access the floor of incident to the designated floor (if that is not the floor of incident), by turning the Elevator Fire Service Recall Switch to the "ON" position and have someone with knowledge of the building meet the Nacogdoches Fire Department with emergency keys.

2. BUILDING EVACUATION

In the event of a fire or on the receipt of an alarm for fire, UPD shall assist the Hall Director/Dean/Building Operator with evacuation procedures. The evacuation will be done in an orderly and safe manner.

1. Become familiar with your work area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until permission is granted by a University official.

3. SPECIALTY INSTRUCTIONS FOR THE MOBILITY IMPAIRED

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for the dispatcher to pull a list of any mobility-impaired tenants in the residence halls or apartments who may require special assistance in the event of an evacuation and inform the responding officer. A list must be maintained and updated as necessary by the Housing Department.

Tenants not requiring assistance and who are not going to assist will evacuate first. This avoids the possibility of persons in need of assistance being bumped and falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, persons having mobility impairment should be positioned near fire exit stairs that are located farthest away from the fire. If fire conditions pose a personal threat, the mobility impaired should be assisted into an exit stairwell and wait for special assistance from the Nacogdoches Fire Department.

4. HIGH RISE PLAN

a. Important Things to Know

- The roof is not an approved exit.
- The most critical areas for immediate evacuation are the fire floor, one floor above, and one floor below.
- Use elevators only when assisted by Nacogdoches Fire Department personnel.

b. Care of Pump

- A weekly test shall be conducted by the Physical Plant Department. A centrifugal pump should be operated every week at its rated speed with water discharging through some convenient opening. This is desirable to make sure of the condition of the pump, bearings, stuffing boxes, suction pipe and strainers, and the various other details pertaining to the driver and control department.
- When automatically controlled pumping units are to be tested weekly by manual means, at least one start shall be accomplished by reducing water pressure with the test drain either on the pressure sensing line or with a larger flow from the entire system.
- A yearly test at the rated capacity in accordance with the manufacturer's recommendation is necessary to make sure that neither pump nor suction pipe is obstructed.
- Pump rooms should be kept clean, orderly, free from miscellaneous storage, well lighted, and heated.
- Always keep the pump ready to start at a moments notice.

5. GENERAL DUTIES AND RESPONSIBILITIES

Conduct of Fire Exit Drills

- The Environmental Health, Safety, and Risk Management Department conduct fire exit drills once for all living quarters on SFA campus each fall and spring semesters or as requested.
- All occupants of the building shall participate in the fire drills as required by the Fire Marshall.
- A written record of such drills shall be kept on the premises and shall be readily available for Fire Marshal inspection.

ATTACHMENT F

GENERAL PROVISIONS OF THE EDUCATION CODE

Section 51.204. Trespass, Damage, Etc.

- It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institution of higher education.

Section 51.209. Unauthorized Persons; Refusal of Entry, Ejection, Identification

- The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property.

Section 51.232. Identification of Persons on Campus

- During periods of disruption, as determined by the chief administrative officer of a state-supported institution of higher education, the chief administrative officer, or an officer or employee of the institution designated by him to maintain order on the campus or facility of the institution, may require that any person on the campus or facility present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official institutional identification card, or other evidence of his relationship with the institution.
- If any person refuses or fails upon request to present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official identification card, or other evidence of his relationship with the institution, and if it reasonably appears that the person has no legitimate reason to be on the campus or facility, the person may be ejected from the campus or facility.