HAZARDS

- Broken Glass
- Water Spills
- Torn Carpet
- Broken Chairs
- Broken Tables

Immediately report to:
Ms. Golda Hallett   TMC 318
Student Services SR2 122
Or
Associate Dean for Operations
713.743.1262 SR2 141
ACCIDENTS

Immediately report to:

SR2 – Room 122
Student Services
or
TMC –
Security Guard on Duty
REPAIRS & MAINTENANCE

Call:  FIXIT – (713.743.4948)
or Contact:
SR2  122 – Contact Student Services
TMC 318  – Ms. Hallett
Associate Dean for Operations – Ms. S. Zatopek
FIRE ALARMS & DRILLS

HAVE AN EXIT STRATEGY

When the fire alarm sounds, exit the building using the assigned door or nearest exit. Use stairs. Do not use the elevator. Exit maps posted in all rooms.

You may take your books, purse, back pack with you.

Wait for the “all clear” and return to class.

The College coordinates with UH Safety to schedule practice drills outside of examinations times.
FIRE ALARMS…… DURING AN EXAMINATION

Instructions prior to leaving the building:

1. Do not discuss the examination with any one upon leaving the room/building. Talking during this time period is the same as talking during the examination – a grade of zero (0) and removal from the test.

2. Place an “A” above your (student) name on the examination to assist the faculty member in identifying those students present at the time of the alarm.

3. Turn exam paper over on your desk

4. Then exit the building quietly and in single file according to designated doors for the alarm (SR2) or location of exit doors (TMC).

5. Remain quiet outside and do not talk/visit with students or classmates who have completed taking the exam or any other student, faculty, staff, or guest of the college.

Instructions for faculty member/TA/staff

1. Assign a TA or additional faculty member(s) to shepherd and monitor each group outside. Dean’s office staff may also assist.

2. Obtain assistance from student services staff or other faculty members to observe students outside.

3. Track how long the exam was interrupted and provide appropriate additional time if possible.

4. After returning to the classroom after the fire drill, remind each student to mark their exam with an “A” (for alarm) above their name so the faculty member can identify those students present at the time of the alarm.
FIRE & FIRE DRILLS –

SR2  EXIT STRATEGY

If an alarm occurs during an examination or class, exit classroom and leave the building via different doors according to classroom room number and/or assigned seat number.

SR2 - Large Classroom #130

Seats 1-35  - SR2 - Back door (loading dock door)
Seats 36-70  - Front door

Seats 71 and higher – Front side door closest to the underground satellite by the rest rooms OR the front door near the stairwell

Alternate Door – Front Side Door adjacent to Student Lounge & Student Organization room

SR 2 - Student Lounge #116

Exit Door between student lounge & student organizations room or front door
Small Group Rooms SR2 #128 & #129
Exit via the front door or front side door(s) closest to the underground UC

Student Organization Room SR2 #101
Exit door immediately adjacent to room OR front doors
FIRE & FIRE DRILLS  SR2
EXIT STRATEGY CONTINUED......

LRC (Learning Resource Center)  SR2 Room #133
Exit front side doors closest to Underground OR exit loading dock door

Computer Lab  Room SR2 Room #134  – Exit loading dock door OR one of the front side doors closest to the Underground
Seminar Room TMC #112 - Exit via front door to building or loading dock door

Graduate Students Room TMC #113
Exit via North McGregor Street door to your right or loading dock door

PhD Pharmacy Administration Work Room TMC #216
Exit Stairwell #1 closest to you then exit entry foyer/front door or as an alternate, the loading dock door.
Community Practice Lab – TMC Room #207

Exit the lab door closest to you and use the stairwell closest to you located mid-way down the hall

Stairwell #1 exists into entry foyer/front door – exit via the front door or alternate building exit, the loading dock door

Stairwell #2 exists into 1st floor hallway – exit towards North McGregor door to your right or alternate building exit, the loading dock door

Large Classroom – TMC Rooms #218/219

Use the stairwell closest to your classroom seat located mid-way down the hall

Stairwell #1 – Exit entry foyer/front door or alternate loading dock door

Stairwell #2 – Exit North McGregor door to your right or loading dock door
TMC

EXIT STRATEGY CONTINUED...

Computer Lab – TMC Room #220

Stairwell #2 exits into 1st floor hallway – Exit towards North McGregor door to your right or alternate building exit, the loading dock door

Sterile Products Student Practice Lab – TMC 3rd floor

Use exit door closest to you - Stairwell #1 or #2

#1 – Exits into entry foyer and front door. Alternate exit door - loading dock door.

#2 – Exits into 1st floor hallway – Exit towards North McGregor door to your right or alternate building exit, the loading dock door
FIRE PREVENTION STRATEGY

- Make sure doorways and hallways are not blocked
- No candles in offices or classrooms
- Do not run cords underneath rugs
- No space heaters allowed in offices/classrooms
- *No lighter fluid, charcoal, or other flammable substances stored in rooms*
- Do not use a cell phone or flip an electrical switch on or off if you smell gas
- Allow several inches of clearance around devices that generate heat (TVs, computer monitors)
- Do not staple or nail an electrical cord to keep it in place
- Do not put out an electrical fire out with water. Use baking soda or a fire extinguisher.
- Fire extinguishers locations are indicated on our building exit strategy maps posted throughout the building.
GENERAL MAIN CAMPUS EMERGENCY CONTACT

www.uh.edu/emergency

713-743-3333
TEXAS MEDICAL CENTER (TMC) PHARMACY BUILDING
GENERAL TMC EMERGENCY CONTACT

713-743-5604 to main campus
Medical Emergency 911
TMC Police 713-795-0000
UH Police 713-743-3333
TMC SECURITY
713-795-0000
2450 HOLCOMBE SUITE 1
TMC BUILDING OPEN 7AM TO 6 PM
TMC POLICY: WEAR STUDENT ID WHILE INSIDE THE BUILDING OR AT OTHER TMC BUILDINGS - EXAMPLE: ROTATION SITES

MOTORIST ASSISTANCE
713-795-0000
PUMPING UP LOW TIRES
BATTERY BOOST
UNLOCKING DOORS
24 HOUR ASSISTANCE
TMC (TEXAS MEDICAL CENTER) PARKING

TMC issues its own parking permits. The **UH** student/faculty/staff parking permit is **not valid** for parking in the TMC campus.

The gated parking lot adjacent to the TMC pharmacy building is reserved for faculty/staff/employees of UH as well as additional TMC employees. Persons entering this lot have gate cards. The lot is not owned or controlled by UH.

P3 & P4 students who purchase TMC parking permits usually park in the “Brown” lot also called the South Extension Lot. Your UH parking hang tag is not recognized by the TMC as a valid TMC parking permit.

The parking lot behind the TMC building (non-gated) for the City of Houston building is a designated TMC parking lot. Violators may be towed.
TMC

- **Traffic Rules & Regulations**
  - Speed Limit
    - 20 MPH Street
    - 10 MPH Garages & Parking Lots
  - Pedestrian Safety Guidelines
    - Use designated crosswalks
  - Bicycles & Motorcycles
    - Adhere to the same traffic laws as other drivers
    - Cyclists should signal to other vehicles/pedestrians
    - Motorcycles must park in designated motorcycle parking
  - People with Disabilities
    - Parking located near garage elevators. Must have official hang tag or license plate.
    - METROLift: 713.225.0119
CANCEL DIDACTIC CLASSES
P1, P2, & P3 STUDENTS

Only UH President Khator or designee is authorized to cancel classes at the University.

Email is sent to students using UH alias – Keep it current!

Access UH information line – 713-743-1000
CANCEL CLASSES – EXPERIENTIAL PROGRAMS

A. For didactic work, follow the University of Houston policies/instructions for cancelling classes.

B. For IPPE coursework follow Office of Experiential programs instructions and site instructions.

C. For APPE coursework follow Office of Experiential programs instructions and site instructions.

If UH cancels classes, in general, you are expected to report to your rotational site unless otherwise directed by office of experiential programs.

IF UH cancels classes, for students enrolled in experiential courses (IPE, IPPE, & APPE) you are still required to fulfill your site requirement unless otherwise instructed by office of experiential programs.
1. For IPPE coursework follow Office of Experiential programs instructions and site instructions. Office of Experiential Programs will evaluate each individual student case with regards to safety.

2. If unable to communicate with site preceptor AND/OR office of experiential programs, use your best judgment in regards to safety and experiential responsibilities. However, you must contact the experiential office as soon as possible, e.g. regain phone service.

3. P4 Students – Follow instructions from
   Dr. Nancy Ordonez, Assistant Dean for Experiential Programs
   nordonez@uh.edu 832-842-8366

   Specific rotation directors:
   Dr. Hatfield (IPPE) chatfield@uh.edu 832.842.8377
   Dr. S. Masilamani (APPE Ambulatory) kmasilam@central.uh.edu 832.842.8359
   Dr. K. Nguyen (APPE Institutional) kanguy28@central.uh.edu 832-842-8332
   Dr. L Simpson (IPE) lynn@uh.edu 832.842.8381

4. Preceptors or sites – If a site closes and patients are transferred to another location, contact the Office of Experiential programs for instructions. If your assigned preceptor is unable to come into the site location contact the Office of Experiential programs immediately.
## COLLEGE EMERGENCY MANAGEMENT
### BUSINESS CONTINUITY PLAN

**Purpose:** To describe how the college of pharmacy will operate during an emergency and to recover afterwards to be fully operational.

Updated annually and on file with the University of Houston.

Revised: November 2014.

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<th>COLLEGE</th>
<th>2nd Alternates</th>
<th>Focus Area</th>
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<td>Dean F Lamar Pritchard SR2/TMC</td>
<td>R. Haroon Director Business Operations</td>
<td>Business Operations/Staff/Faculty</td>
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<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Alternate: A. Smesny-Executive Vice-Dean SR2/TMC</td>
<td>T. Bolden Asso. Dean</td>
<td>PharmD Program SR2/TMC</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; Alternate: B. Knoll Assist. Dean</td>
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<td>Graduate Programs – SR2/TMC</td>
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<td>A. Masilamani – APPE</td>
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<td>People Responsible</td>
<td>S. Pearce – SR2/TMC</td>
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*SR2 - Science & Research 2 Building – UH Main Campus Cullen Street  
*TMC – Texas Medical Center Building – 1441 Moursund*
TIPS TO FOLLOW IN AN ON-CAMPUS EVENT OF AN ACTIVE SHOOTER INSIDE A BUILDING

- If possible, exit the building immediately and call 713.743.3333 to reach UH Police, OR dial 911. Do not assume that someone else has called police or emergency personnel.

- If you cannot exit the building, clear the hallway quickly and remain behind closed doors in a locked or barricaded room, if possible. Shelter in place.

- Do not leave or unlock the door to see what is going on outside.

- Shut cell phone down.

- Stay away from windows and remain calm.

- Evacuate the room ONLY when authorities have arrived and instructed you to do so.

- Do not attempt to confront or apprehend the shooter, unless as a last resort.

- If outside, hide in plain sight; “play dead.”

- See UH website for video “Run.Hide.Fight.Surviving an Active Shooter Event” produced and funded by the Mayor’s office of Public Safety & Homeland Security Department.

  www.uh.edu/campus-safety/index.php
OUTDOOR WARNING SIREN SYSTEM ON MAIN CAMPUS

FOR ANY OUTDOOR EMERGENCY EVENT

- Severe weather conditions
  - Tornado or other dangerous conditions
- Major hazardous material incident; explosion
- An armed and hostile individual on campus/criminal violence
- Other conditions that may require an emergency shelter in place/seek shelter indoors

- Activated by Department of Public Safety, Emergency Mgt Bureau

**Monthly Tests** on the first Wednesday of the month at 1 PM are preceded by an email (UH alias) the morning of the test. You will also receive an email announcing the completion. The test lasts approximately 30 seconds. No action is required for a “test” siren but be cognizant of the tone for future reference. To listen to the siren go to http://www.piersystem.com/clients/1093/520115llmp3

**Actual Emergency** - Emergency Alert Notification System (EANS) will be used in concert with the siren system to disseminate further information to UH community. Only those that have current contact information in PeopleSoft (PASS) will be able to receive these messages.

Notification is also available through the Emergency Management Bureau Facebook page [http://www.facebook.com/UHEMB](http://www.facebook.com/UHEMB) or Twitter [http://twitter.com/UHEMB](http://twitter.com/UHEMB)

For more information visit: [http://www.uh.edu/emergency-management/](http://www.uh.edu/emergency-management/)

For updating your cell phone number, email address and other contact information in the my UH system ([https://myuh.uh.edu](https://myuh.uh.edu))
OUTDOOR WARNING SIREN SYSTEM ...CONTINUED

If an emergency event is occurring:

• Seek shelter immediately. Enter the nearest building and move into interior corridors away from windows. Close all doors to rooms with windows, and move to the lowest level of the building possible. Place cell phone on silent/vibrate mode. Turn off ringer.

• Remain inside until the warning has expired or your receive the “all clear” notification via email. Updates available at http://www.uh.edu/emergency

Hearing the siren:

• Sirens can be heard to varying degrees in all exterior spaces on campus

• The degree to which you hear the siren can be affected by weather and ambient noises

• Designed for outdoor notification

• Cannot be heard in most interior buildings and for this reason the siren is used in conjunction with other notification methods (email)
HURRICANE/WEATHER CLOSING

UH COMMUNICATION PROCEDURE

You may call:
• 713.743.1000
• 713.743.2255

• Posted to UH website home page www.uh.edu
• Posted to www.uhemergency.info

• Communication sent via your UH email (your name@uh.edu)
  • Utilized to send emergency communications related to closing. Keep email current.
  • Check it for email alerts!

National Weather Service
www.weather.gov/houston

National Hurricane Center
www.hurricanes.gov
HURRICANE/WEATHER ALERTS

UH CLOSING STATUS

TV STATIONS

• 2  (KPRC)
• 8  (KUHT)
• 11 (KHOU)
• 13 (KTRK)
• 20 (KTXH)
• 26 (KRIV)
• 39 (KHWB)
• 45 (Univision)
• 47 (Telemundo)
HURRICANE/WEATHER ALERTS

UH CLOSING STATUS

RADIO STATIONS

KUHF (FM 88.7)  KTRH (AM 740)
KFNC (FM 97.5)  KPRC (AM950)
KPFT (FM 90.1)  KSEV (AM 700)
KLTN (FM 102.9)
KRBE (FM 104.5)
KODA (FM 99.1)
KMJQ (FM 102.1)
GENERAL PREPAREDNESS

**BEFORE** THE STORM SEASON

Trim the trees and shrubs around your home.

Clear loose and clogged downspouts and rain gutters.

Perform an inventory of home contents (electronics, jewelry, appliances, clothing, etc.)

Take detailed photos/videos(s) of property & content (inside & out) & store in a safe place.

Store all important documents (insurance papers, etc.) in waterproof container.

Prepare evacuation kit.

Keep your vehicle gas tank about ½ full through the season.

Consider the purchase of flood insurance, even if outside of a floodplain.

Have cash on hand in small denominations for year-round preparedness.

Maintain portable battery powered AM radio.

Test run generators monthly with a load to insure proper working order.

Contact 2-1-1 to register if you need transportation assistance to evacuate.
HURRICANE PREPAREDNESS AT HOME - THREAT

Gather in one area the following emergency preparedness supplies:

Bottled Water - enough for 7 days + water for sanitation (one gallon per person per day). OR Until cleared with authorities, all water should be boiled for 1 minute at a rolling boil to disinfect before drinking. Allow water to cool.

Canned/non refrigerated food – for 7 days. NON-electric can opener. Mess kits, paper cups, plates & plastic utensils. Baby/toddler canned food, formula, bottles

Flashlights (one per person) with fresh & extra batteries and emergency lantern. Waterproof matches.

Cardboard boxes/Duct Tape/Plastic Sheeting/Paper Towels/Nose-Mouth Face Masks

First aid kit/Including any prescription medications – enough for 7-10 days

Remember your pets – pet carrier/leash, bed, toys, food– enough for 7-10 days. Pet photo in case you get separated.

Cash/Traveler’s checks, Change. ATM’s will not work without power.

Whistle to signal for help; Fire extinguisher. Shovel & basic tools.

Rain gear. Insect repellant. Sunscreen.

Personal hygiene items(hand sanitizing gel, moist towelettes, toilet paper, dental & vision care products, disinfectant, garbage bags & ties).Diapers. Fill bath tub with water.

Battery-operated/solar power/hand crank NOAA all hazards alert radio or TV with cell charger. Tune to (AM 740 KTRH).

Turn the refrigerator & freezer to its coldest setting and keep its doors closed.

Emergency contact phone numbers – family/friends/classmates
Inform family/friends/classmates in advance if you are sheltering in place.
Know where you are going in advance of the storm.
   e.g. friends in another city, relatives, motel, etc.

Fill vehicle with gasoline prior to the storm.
   If power is out, gas pumps will not work.

Prior to leaving, turn off main home circuit breaker to prevent short circuiting
   and store expensive/sentimental items in the attic or on high shelves.

If an evacuation is mandated, take with you,
   important documents/ papers in water-proof bag. Examples:
       Diploma, any insurance policies, household inventory, credit cards, latest utility bill
       Legal documents – Marriage/birth certificate, divorce decree, car title, auto registration
       Family heirlooms that are readily portable (photos, jewelry)
       Memberships/copy of contracts . Textbooks, class notes.

Plan your evacuation route with several potential routes in case of detours. Have a good map showing
   Emergency Road Safety Triangles. Games, books, puzzles.
RETURNING HOME - RETURN ONLY AFTER THE ALL CLEAR IS GIVEN FOR YOUR AREA.

General & Debris Cleanup:

Carefully inspect your home & perform an exterior assessment for safety issues. Be cautious of structural damage & downed power lines. Avoid if identified. Do not enter if you smell gas, have flood waters, or fire damage.

Do NOT run power generators indoors (carbon monoxide build-up)

Do NOT use open flames indoors. Have a fire extinguished readily available in case of fire.

Restrict driving to emergency use only. Road conditions may not be safe.

Cities/counties will publish a schedule for debris pick-up or removal.

Construction materials, vegetative debris, household hazardous waste and household appliances will need to placed in separate piles & moved curbside.

If any damage is identified to your home, contact your insurance company to start a claim. Photograph and document any damage.

Throw away any spoiled food items or those that might have come in contact with flood waters. When in doubt, throw it out!

Use a stick or other tool to sift through debris. Watch for and avoid loose animals & poisonous snakes.

Water:

Listen for instructions regarding public water supply. Use bottled, boiled, or treated water until you know supply is safe.

You can use household chlorine bleach to treat water for drinking or cleaning. Add 1/8th teaspoonful of bleach PER gallon of CLEAR water or 1/4th teaspoonful if water is cloudy. Allow water to stand for 30 minutes before using. You can also purify water by boiling for one minute then letting it cool before drinking.
Utility Cleanup

Check for gas leaks. If you smell or hear gas leaking, leave immediately. Do NOT use the phone or turn lights on in the house/apartment. Turn off main power breaker.

Do not connect generators to your home’s electrical circuit. When power is restored, this is a major hazard. It is likely that an electric company other than your own will reconnect the lines to your home; however, only your electric company can actually turn on the power.

Sewage Cleanup

If you suspect sewage lines are damaged, do not use plumbing. Contact your water company or plumber for repairs or apartment office for maintenance.

A chemical portable commode can be created by the following:
Use 5 gallon buckets with tight lids, lined with heavy duty plastic garbage bags. Add kitty litter to the bucket as a disinfectant & deodorize. Keep lids on firmly. Keep buckets in cool, dark place. Clean & disinfect buckets immediately.

Your toilet can also be used by flushing until the bowl has no water. Use bathtub water to refill the tank OR line toilet with heavy-duty trash bags & disinfect with chlorine bleach after each use. Remove waste to outside location.
Interior Clean-up

Disinfect & dry interior buildings and items inside. This will prevent growth of some bacteria viruses, mold and mildew that can cause illness.

Clean walls, floors, and counter tops with soap and water. Disinfect them with a solution of 1 cup of bleach to 5 gallons of water.

Wash all clothes and linens in hot water.

Air dry and spray all unwashable items with disinfectant.

Steam clean carpets.

Throw away all times touched by water that cannot be disinfected.
FLOOD ALERTS

www.harriscountyfws.org
www.flood-alert.org for TMC/Brays Bayou Area

To view rainfall and potential flooding possibilities

If you can’t see the roadway, do not drive through the water. There is no way to tell how deep the water is.

Some road underpasses have depth markers. Be aware!
SEVERE WEATHER

Thunderstorms

• Drive with caution.
• May bring heavy rain, hail, lightning, or tornadoes
• Go inside a building
• Listen to traffic/weather reports
SUMMER HEAT

Heat Index – combination of temperature and humidity and is used to describe “how hot it feels”

Check/service your vehicle – hoses and anti-freeze
Check your tires – Heat can over-inflate tires

Sweating (evaporative cooling) is our line-of-defense. High relative humidity inhibits evaporation and as a result, our body cannot maintain proper temperature resulting in heat cramps, heat exhaustion, & heat stroke.

Tips to cope while reducing potential health-related problems:

• Reduce strenuous physical activities to early morning or late afternoon
• Wear loose-fitting and light-colored clothes
• Drink plenty of water
• Spend as much time inside (air conditioning)