

DRAFT 3/1/06
UNIVERSITY OF HOUSTON
EMERGENCY MANAGEMENT PLAN
(STUDENTS, FACULTY, STAFF)

INTRODUCTION

The University of Houston is committed to supporting the safety and welfare of its students, faculty, staff, and visitors. Knowing what to do in an emergency is crucial in minimizing the risk of personal injury and property loss from critical incidents whether natural or man-made. Visit www.uh.edu/emergency to access the university's entire Emergency Management Plan document (EMP), which describes processes for direction, communication, evacuation, warning and notification, health and medical information, and mass care during an emergency. The EMP offers the campus community a quick and easy, step-by-step guide for responding to various emergencies on campus.

REPORT AN EMERGENCY

If you become aware of an emergency situation, please call the University of Houston Department of Public Safety at 713-743-3333 or use the security phones located throughout the campus.

DEFINITIONS

EMERGENCY: An emergency can cause death or significant injuries to faculty, staff, students, or the public; or can suspend business, disrupt operations, cause significant physical or environmental damage; or can threaten the institution's financial standing or public image.

EMERGENCY MANAGEMENT TEAM (EMT): The EMT is comprised of members of the university administration and selected department representatives. The team will coordinate and implement the EMP.

EMT LEADER (EMTL): The Vice President for Administration and Finance (VPAF) is the EMTL. The EMTL will direct EMT efforts during a university crisis and delegate specific authority to the appropriate university officials when responding to an emergency. The EMTL will report crisis status information to the President and the University of Houston System Board of Regents, as necessary.

EMERGENCY OPERATIONS COMMAND CENTER (EOCC): The EOCC is the location where the EMT develops responses and manages the recovery process.

LEVEL ONE: A Level-One Emergency is a minor, localized incident affecting a department or building and can be quickly resolved with internal resources or limited external assistance.

- ▶ BOMB THREATS
- ▶ CIVIL PROTESTS
- ▶ EXPLOSIONS
- ▶ FIRE
- ▶ HAZARDOUS MATERIALS INCIDENTS
- ▶ MEDICAL EMERGENCIES
- ▶ VIOLENT INCIDENTS

LEVEL TWO: A Level-Two Emergency is a major emergency that disrupts a sizable portion of the campus and may require assistance from external organizations.

- ▶ BIOLOGICAL EXPOSURES (INCLUDES BIRD FLU AND SARS)
- ▶ HAZARDOUS MATERIALS INCIDENTS
- ▶ INFORMATION TECHNOLOGY EMERGENCIES
- ▶ UTILITIES AND INFRASTRUCTURE FAILURE

LEVEL THREE: A Level-Three Emergency is a significant emergency that affects the entire campus; and university operations are suspended. The President or designee is the only authority who can close the campus.

- ▶ WEATHER EMERGENCIES (PRIMARILY HURRICANES)

TROPICAL DEPRESSION: Once a group of thunderstorms has come together under the right atmospheric conditions for a long enough period of time, they may organize into a tropical depression. Winds near the center are constantly between 23 mph and 39 mph.

TROPICAL STORM/HURRICANE ALERT: A tropical storm/hurricane has entered or developed in the Gulf of Mexico.

TROPICAL STORM/HURRICANE WATCH: Tropical storm/hurricane conditions pose a possible threat within 36 hours.

TROPICAL STORM/HURRICANE WARNING: Tropical storm/hurricane force winds are expected within 24 hours.

ACCESSING EMERGENCY INFORMATION LINK

CAMPUS CLOSURES AND CLASS CANCELLATIONS LINK

TYPES OF EMERGENCIES

- ▶ BIOLOGICAL EXPOSURES (INCLUDES BIRD FLU AND SARS) LINK
- ▶ BOMB THREATS LINK
- ▶ CIVIL PROTESTS LINK
- ▶ EXPLOSIONS LINK
- ▶ FIRE LINK
- ▶ HAZARDOUS MATERIALS INCIDENTS LINK
- ▶ MEDICAL EMERGENCIES LINK

- ▶ UTILITIES AND INFRASTRUCTURE FAILURE LINK
- ▶ VIOLENT INCIDENTS LINK
- ▶ WEATHER EMERGENCIES (PRIMARILY HURRICANES) LINK

EVACUATION PLAN LINK

SHELTER-IN-PLACE PLAN LINK

ACCESSING EMERGENCY INFORMATION

- Do not call the office handling the emergency.
 - Contact UH OnCall at 713-743-2255 for the emergency status report. After hours, UH OnCall and the central operator (713-743-1000) will run an updated, recorded message.
 - Key media outlets (particularly KUHT-TV and KUHF-FM radio) will include university information with their coverage of weather or other community emergencies.
 - When the emergency status changes, an update will be sent via phone, the UH Web site, and e-mail.
 - UH OnCall (713-743-2255) will have the latest, most up-to-date information.
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CAMPUS CLOSURES AND CLASS CANCELLATIONS

- The President or his designee is the only person authorized to close the University of Houston campus.
- If the President decides to close the campus, UH faculty, staff, and students will be notified as quickly as possible through e-mail, phone, mail, fax, and/or media announcements.
- Updated information will be available at www.uh.edu, UH OnCall at 713-743-2255, and the UH central operator at 713-743-1000.
- Department heads should share electronic notices with individuals without computers.
- Department heads should maintain lists of faculty and staff home phone numbers to facilitate off-campus notification.
- Individual classes should be cancelled as a last resort **AFTER** consultation with the Dean and Provost.
- Classes in a building that has been closed or evacuated should be moved to other buildings on campus, unless a campuswide emergency exists.

- The Office of the Provost (713-743-9101) maintains a list of available classrooms and will help relocate classes. A faculty member/department head will post a notice of the change on the door of the room(s) affected.
 - Students should check their uh.edu e-mail, call their departments, or call UH OnCALL to verify class status.
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TYPES OF EMERGENCIES

BIOLOGICAL EXPOSURES

Take the following steps in case of a biological exposure incident (includes Bird Flu and SARS):

LABORATORY ACCIDENTS

- Dial 713-743-3333 and report the infectious biological agent spill incident.
- Do not take action unless you have been trained to respond.
- Help persons who may have been contaminated and/or injured if it is safe to reach them.
- Use safety showers and eyewashes, as appropriate.
- Remove contaminated clothing and place them in a properly labeled impervious container.
- Avoid close contact with other people.
- Notify others in the immediate area about the spill.
- Leave the laboratory and close all doors.
- Notify the Environmental Health and Risk Management Biological Safety Manager at 713-743-5858.

BIOTERRORISM INCIDENT

- Quickly get away. Cover your mouth and nose with layers of fabric (i.e., T-shirt, handkerchief, towel), tissue, or paper towels to filter the air.
- Wash exposed areas with soap and water.
- Dial UHDPS at 713-743-3333 to report the suspicious substance and to seek assistance if someone in your area becomes sick.

EMERGING INFECTIOUS DISEASES *(includes Avian Influenza [Bird Flu] and Severe Acute Respiratory Syndrome [SARS])*

If an emerging infectious disease occurs locally or if someone comes to the university from an affected area, local health officials may institute active screening for fever and symptoms to ensure sick people are prevented from coming into the workplace. Take the following measures:

- If you are acutely sick or feverish, do not come to work, especially if you are coughing, sneezing, vomiting, or have diarrhea.
 - Provide written medical clearance before returning to work.
 - Prevent close or physical contact, such as handshaking.
 - Prepare a suitable isolation area in the workplace for the assessment and care of suspected cases.
 - Store personal protective equipment for use if a suspected case comes into the workplace.
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BOMB THREATS

The University of Houston Department of Public Safety (UH DPS) has developed a “*Bomb Threat Checklist*” to be used in the event that someone places a bomb threat against any property owned, leased or otherwise controlled by the University of Houston. Copies of this checklist have been distributed campus wide, and UH DPS recommends that a copy be kept by all office phones. You can obtain a copy by calling extension 3-0610 (Police Patrol Division) and leaving your name and campus address. A copy of the checklist can also be obtained on line at:

www.uh.edu/police/bomb_threats.html

If a bomb threat is received, simply use and complete the checklist when speaking with the caller. After the caller hangs up, immediately report the threat to UH DPS by calling 911. Remain by your desk until the officer(s) arrive. Please give the completed checklist to one of the responding officers. A supervisory officer shall, as soon as possible, notify the person in charge of the threatened building and provide adequate information in order to allow for informed decisions.

Search of Buildings

All searches shall be conducted by UH DPS Officers with the assistance of the senior manager of the threatened building and with the aid of those Faculty / Staff members familiar with the building and its contents.

Evacuation of Buildings

The decision to evacuate a building upon receipt of a bomb threat is made on a situational basis – i.e. how creditable is that particular threat. Buildings may be evacuated immediately at the discretion of the Chief of Police in concert with the senior management official within the threatened building (if available). Additionally, each individual police officer has full authority accorded them by the President's office to cause the evacuation of any University building under exigent circumstances. Once the

decision to evacuate has been made, UH DPS Officers responding to the location will direct you to safe locations away from the building.

Notifications

UH DPS is responsible for all notifications upon receipt of a bomb threat.

Publicity

The University's response to all press inquiries regarding Bomb Threats shall be coordinated through University Media Relations.

Civil Protests

The University of Houston Department of Public Safety (UH DPS) is committed to assisting the University in its goal of fostering a learning environment where free inquiry and expression are encouraged. The University expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for University activities, respect for those who may disagree with their message, and compliance with University policies and applicable local, state and federal laws.

NOTE: See MAPP 13.01.01, Freedom of Expression, for specific details regarding demonstrations on campus,

Preparation for Civil Protests

UH DPS will assign officers as appropriate to monitor scheduled Civil Protest. Additional officers will be called in to assist as necessary. Upon receiving a call regarding an unscheduled civil protest, an officer will be dispatched to the location of the protest to determine the circumstances surrounding the unscheduled event. The officer will advise the on-duty Patrol Sergeant, who in turn will advise a member of the Command Staff of the situation. Additional officers will be assigned as deemed necessary.

Dispersal Order

In all non-riotous civil protest situations, the decision to allow the protest to continue, and under what circumstances, will be made by a member of the University Administration. If the decision is made to allow the protest to continue, an officer will remain to monitor the protest. If the decision is made to not allow the protest to continue, a member of the University Administration will advise the protest leader(s) that they need to disperse in accordance with the provisions of MAPP 13.01.01. If the group refuses to disperse after being informed to do so, UH DPS Officers, either alone or with the assistance of additional, non-UH DPS Police Officers, will take whatever enforcement steps, up to and including making physical arrests, necessary to disperse the crowd.

Notifications

UH DPS is responsible for all notifications upon receipt of a bomb threat.

Publicity

The University's response to all press inquiries regarding Civil Disorders shall be coordinated through University Media Relations.

Explosions

Explosions can be the result of an accident, or the intentional actions of an individual or group of individuals designed to cause damage to buildings/property and injury or death to individuals. All explosions which happen on campus should be immediately reported to the University of Houston Department of Public Safety (UH DPS) by dialing extension 3-3333, and then to the Houston Fire Department by calling 911.

Initial UH DPS Response

The responding UH DPS Officers will be concerned with setting up a perimeter around the blast site to keep non-essential medical and rescue personnel away from the area. UH DPS will also provide traffic control for responding medical / rescue personnel as staffing allows. UH DPS Officers are not trained to evacuate individuals who are injured by the explosion.

Notifications

UH DPS will assume responsibility for making all on-campus notifications. Notification of the family of injured individuals will be handled as follows:

Faculty and Staff – Human Resources

Students – Office of the Dean of Students

Investigation

The investigation of all explosions which happen on campus, either accidental or intentional, will not start until after the injured have been removed and treated, and the blast site deemed safe for public safety personnel to enter. The investigation will be coordinated by UH DPS with the assistance of local (HFD Arson) and Federal (ATF) assistance as needed or requested.

Publicity

The University's response to all press inquiries regarding explosions shall be coordinated through University Media Relations.

FIRE

BEFORE A FIRE OCCURS

- Know at least two exits other than the elevators.
- Know the location and operation of the fire alarm system.
- Post UHDPS' emergency phone numbers in plain view.
- Participate in and take seriously all fire drills.
- Know how to use a fire extinguisher.
- Know the location outside of the building where your department will meet.
- Evacuate at the first sign of smoke or fire alarm.
- Assign one person and a backup to help evacuate each disabled individual.

DURING A FIRE EMERGENCY

- Activate the fire alarms and dial 713-743-3333.
- Only use a fire extinguisher if the fire is very small.
- Spend no more than 30 seconds trying to put the fire out.
- Close all doors and windows.
- Disconnect or throw the circuit breaker of electrical equipment that is on fire.
- Alert everyone to begin evacuation.
- Take personal belongings and exit the building via the nearest stairwell.
- Congregate at the pre-designated location outside of the building.
- Remain outside of the building until an all clear is given by UHDPS.
- Take a department head count.

EVACUATING DISABLED PERSONNEL

- If the fire is not on the same floor as the disabled person, close all doors and wait for assistance.
- One person should stay with the disabled individual while another person reports to UHDPS.
- An assigned person should assist the hearing-impaired and visually impaired individuals during an evacuation.
- After everyone else has evacuated, disabled individuals may be assisted to the stairwell landing to wait for emergency personnel.
- Close all stairwell doors.

ADDITIONAL HELP TO SURVIVING A BUILDING FIRE

- Feel a closed door with the back of your hand before opening.
 - Crawl if there is smoke.
 - Signal for help.
 - Stop, drop, and roll, if your clothes catch fire.
 - Use cool tap water immediately on burns. Don't use ointments.
 - If skin is blistered, dead white, brown, or charred, seek medical attention.
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HAZARDOUS MATERIALS INCIDENTS

- Dial 713-743-3333 to report potential hazardous materials incidents.
 - Remain on the scene only if it is safe to do so.
 - If uninjured, be available as a witness to UHDPS.
 - Do not leave the building if told to shelter-in-place.
 - If instructed to relocate, take only your personal belongings (medications, etc.).
 - Do not use the elevators (unless instructed to do so).
 - Keep campus phone lines open for emergency communications.
 - Stay away from outside windows and doors—keep closed.
 - Help individuals who can't negotiate the stairs.
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MEDICAL EMERGENCIES

- Dial 9-1-1 from a campus phone, if possible. UHDPS will be electronically alerted.
 - Tell the Harris County Emergency Communications Center that you have a **“medical emergency.”** Give the dispatcher detailed campus directions to the patient's location.
 - UHDPS will not automatically be notified if you use a cell phone. You must call 713-743-3333 to notify UHDPS that an EMT unit is en route. UHDPS will dispatch a police unit, if possible, to meet the EMT unit and assist in locating the emergency patient.
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UTILITIES AND INFRASTRUCTURE FAILURE

- If the utility supplier for campus electrical power, water, or natural gas has a service interruption, there is no alternate source of supply, and the campus will be without the interrupted utility service until it is restored by the utility company.
 - These utility outages are very infrequent and when they do occur are not for long duration. The electrical, gas, and water utility companies have extensive back up contingencies for their utility services.
 - The University minimizes the potential and duration of such incidents through the design and management of utility distribution throughout campus.
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VIOLENT INCIDENTS

- Dial 713-743-3333.
 - Give the dispatcher the following information:
 - Your name
 - Location (building and room number)
 - Nature of the incident
 - Description of weapons used or displayed
 - Description of all involved parties (assailant and victim)
 - Description of vehicles used in the incident
 - Remain on the phone as long as your safety permits.
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WEATHER EMERGENCIES (PRIMARILY HURRICANES)

TROPICAL STORM/HURRICANE WATCH

- Place a large garbage bag by each piece of electronic equipment. Avoid covering ventilation vents and/or fan motors.
- Prepare for each staff member a departmental emergency information packet including a take-home copy of the following:
 - Current staff listing
 - Campus map
- Locate and arrange in a designated area all emergency preparedness supplies:
 - Transistor radio
 - Flashlights
 - Emergency electric lantern
 - Batteries
 - Polyethylene sheeting
 - Duct tape
 - Cardboard boxes
 - First aid kit
 - Fresh water
- Monitor the National Weather Service radio and television sources each hour for storm updates. Indicate most current storm position on a wall chart.
- Shelve and secure all glassware, microscopes, chemical containers, etc.
- Contain and seal all hazardous and radioactive wastes.
- Secure all stock radioactive materials and sources.
- Label all laboratory entrances with appropriate hazard warning symbols. Note hazards a third party may encounter but may not fully recognize.
- Post emergency phone numbers for key staff members.
- Discuss re-entry into the area should it be damaged by the storm. (Are special re-entry precautions potentially necessary? If so, what actions should/should not be taken, and by whom?)

- Decide if heat labile materials will require additional or backup cooling/freezing capabilities. If so, consider obtaining dry ice for use in freezers or refrigerators.

TROPICAL STORM/HURRICANE WARNING

- Turn off and unplug all electronic equipment.
 - Cover equipment with a garbage bag or suitable plastic.
 - Verbally relay messages between Technicians/Coordinators and Managers.
 - Distribute departmental emergency information packets to each staff member.
 - Immediately cancel all demonstrations in progress and halt the use of chemical, radiological, or biohazardous agents.
 - Relocate hazardous agents or waste products to areas not subject to flooding.
 - Arrange to protect equipment from hazards associated with broken glass, driven rain, and wind.
 - When possible, leave floors and counter space clear of equipment, papers, chemicals, etc.
 - Radioactive, chemical, and biological hazards should be stored in secured compartments appropriate to the potential hazard.
 - No hazardous materials should be left on countertops, open shelves, or floors. A few small, breakable containers or objects (e.g., test tubes, petri plates, and microscope slides) should be emptied and stored.
 - Large numbers of small, breakable containers or objects can be placed in secondary containers such as plastic restaurant bus trays or 5-gallon utility buckets. The secondary containers or trays can then be securely stored in cabinets located in areas of low flood potential.
 - Lock or tape shut all refrigerators, freezers, incubators, etc.
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EVACUATION PLAN (BEING DEVELOPED)

SHELTER-IN-PLACE PLAN

Sheltering in place is a precaution that is taken when hazardous events make going outdoors dangerous.

WHO SHOULD SHELTER-IN-PLACE

- Key emergency responders (when the university is closed to all students, staff, and faculty)
- Student residents (when the university is closed to all other students, staff, and faculty)
- All students, staff, and faculty (when the emergency is so sudden that the university cannot be closed or evacuated prior to the event)

FAMILY

The decision to allow family members of key emergency responders to shelter-in-place shall be made by supervisors. Family members are expected to bring their own supplies.

ANIMALS

- Research animals should be kept indoors and in cages.
- The care of service animals will be determined on an individual basis.
- Food, water, plastic bags, newspapers, and cleaning supplies should be available for research and service animals.
- Animals, other than research and service animals, will not be allowed to shelter-in-place.

LAST RESORT

When other shelters and places of refuge are not available or accessible, UH may be a **last resort** for students, staff, and faculty who have not been instructed to shelter-in-place on campus. The university shall designate buildings for this purpose. Those individuals who fit into the category of **last resort** shall be responsible for their own supplies.

ACTIONS TO TAKE

- Call your personal emergency contacts to notify them of your location.
- Forward business calls that cannot be monitored to the answering system. Leave a recording on the voice mail system that the office is closed and that individuals are sheltering in place until emergency officials advise that it is safe to leave.
- Make a list of names and affiliations (employee, student, visitor, etc.), of individuals who are sheltering in place. Forward the list to the Emergency Management Plan Leader.
- Assess disaster supplies for long-term shelter-in-place situations. This may include items such as bottled water, nonperishable food items, batteries, first aid supplies, battery-powered radios, televisions, and flashlights.

CONTAMINANTS RELEASED INTO THE AIR

- Turn off all fans and heating and air conditioning systems.
- Close and lock all windows and exterior doors.
- Seal the room by using duct tape and plastic sheeting such as heavy-duty garbage bags to cover cracks and spaces around windows and doors.
- Cover windows with plastic.
- Tape closed all vents, electrical outlets, and other openings.

HEAVY WIND AND FLOODING

- Move individuals above the ground floor to interior rooms with few or no windows.
- Board or tape windows if a room with no windows is unavailable.

ALL CLEAR

When the university and/or emergency officials give the all clear, be careful to avoid potentially dangerous materials and conditions. Follow any special instructions given by emergency authorities.