Campus Emergency Response Plan

Standard Operating Procedure

August 2015

Austin Campus
Brownsville Campus
Corpus Christi Campus
Harlingen Campus
Pharr Campus
San Antonio South Campus
San Antonio North Campus

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What's New

Purpose:

This program is to provide guidelines to help ensure the health and safety of the Students of **SOUTHERN CAREERS INSTITUTE** in the event of emergencies such as health-related, fire, explosion, chemical release or other incidents.

Building Emergency Organization:

The **Campus Director** is designated as the Emergency Response Coordinator (ERC). The ERC is responsible for the overall program in its design, implementation, and use. The **Campus Director** is to be the primary contact in any emergency. In his/her absence, two alternates will be designated at each campus and communicated to all campus staff and instructors.

The ERC will designate individual responsibilities and assign alternates in the following areas:

- Person to Notify Authorities: This person is responsible for notifying the local authorities in case of emergency. There will be two designated individuals for this purpose.

- Department Coordinator: The Coordinator and alternate will be responsible for evacuation of their department and alerting Evacuation Coordinator of any missing students or employees. They will be responsible for using fire extinguishers at the early stages of a fire and securing offices during evacuation.

- Spotter: The Spotter and alternate will be responsible for meeting at a prearranged location to direct the fire department or emergency medical services vehicles.

- Evacuation Coordinators: In case of evacuation, Coordinators will proceed to the pre-determined gathering point and determine students and personnel present.

Notification Procedures and Communication Systems:

The ERC is responsible for the establishment of communication systems within the emergency organization, and with local officials and response agencies.

Listed below are the local agencies who will respond in emergencies. All agencies can be contacted by dialing 911.

- Fire Department
- Police Department
- Ambulance

The ERC and alternate in an emergency will designate the following communication responsibilities:

- A designated person for media contacts
- A designated representative to notify families of affected students and employees
- Establishment of a central reporting office utilizing designated portable phones

Emergency Equipment and Facilities:

The Campus Director is responsible for:

- Insuring that all firefighting equipment is inspected on a regular basis to insure that the equipment is serviceable and ready for use.
- Insuring that first aid supplies are well stocked and available.

Training and Review:

The following information must be reviewed with all students and employees.

- Procedures for reporting emergencies
- Location of firefighting equipment
- Use of firefighting equipment
- Evacuation procedures

The ERC is responsible for an annual review of the existing Emergency Response Program to determine areas of needed improvement. This review must be documented and any changes noted in the update of the written program. Plan updates can be made as a result of drills and tests indicating deficiencies in the program.

Emergency Response Procedures:

1. **Communications**

- In the event of an emergency the designated Person to Notify Authorities will call 911.
- The Person to Notify Authorities will insure notification of ERC or alternate.
- The Person to Notify Authorities will remain at the phone until relieved by ERC or notified of evacuation.
- All incoming calls will be referred to the ERC.
- The spotter will proceed to designated area to direct responding emergency vehicles.

2. **Evacuation**

DO NOT USE ELEVATOR - USE STAIRS

- Evacuation of all personnel will begin immediately upon notification by the public address system, alarm system, ERC, any other member of administration or department coordinator.
- Students will leave through designated exits if possible. If designated exit is not accessible, proceed to other exit. After exit from building, proceed to designated gathering point.
- Should you be in any conference/training area or common area, assist visitors and use the nearest exit. Proceed to your designated gathering area with visitors.
- The Evacuation Coordinator will determine personnel present from each Department and report to ERC of any missing individuals.
- **DO NOT LEAVE GATHERING POINT OR RE-ENTER BUILDING UNTIL NOTIFIED BY ERC, SUPERVISOR, OR DEPARTMENT COORDINATOR.**

3. <u>Fire</u>

- Report fire to receptionist and Department Coordinator.
- Immediately attempt to put it out. Use the nearest fire extinguisher, or cover with a wastebasket if possible.
- Evacuate if notified.
- Close all interior and exterior doors. DO NOT LOCK.

4. <u>Medical</u>

- Notify Department Coordinator. The Department Coordinator will contact receptionist who will call ambulance and emergency personnel.
- Provide receptionist with student name, department location, person calling and nature of emergency.

5. <u>Bomb Threat</u>

- Individual receiving call:
  - Signal (quietly) to another employee to get on same line.
  - Obtain as much information as possible.
- Second employee:
  - Quietly get on line, cover mouthpiece of phone and take notes.
  - Signal another employee to notify ERC or other supervisor who will call police.
  - If only two employees are available, the second should take action as above and not monitor call.
  - Stand by for instructions.

6. <u>Office Security</u>

Theft can be a problem in all areas. Offices are normally unlocked during normal business hours, and many delivery people and visitors may be in the building throughout the day. There are several measures you can take to help prevent someone from stealing items from your office:

- Keep all valuables locked in desks when not attended.
- Keep non-essential items off desk tops when not at desks.
- Notify supervisor when loiterers are observed in corridors or washrooms. Report any peddlers and canvassers.
- Should you feel office security is threatened by visitors or other outside individuals, contact your department coordinator or receptionist.
- Should a threat occur, the receptionist will make an appropriate announcement and notify authorities as well as the ERC.
- The ERC will determine the appropriate response.

Should theft occur, report it to your supervisor as soon as it is discovered.

Students who feel they have been a victim of theft should report the incident to their instructor or the nearest staff member, providing as much detail as possible.

G. Lockdown Procedures

There are times when events occur either near the school or within the school that require a lockdown of the facility for the safety of all occupants.

- If the lockdown is the result of activity outside the school, the ERC will explain the situation to all occupants and will utilize staff as needed to ensure that all exterior doors are locked.
    - Anyone who chooses to leave during a lockdown period does so at his/her own risk and will not be allowed to return to the building until the lockdown is lifted.
- If the lockdown is due to an intruder or other situation inside the building, employees and students will be notified as quickly as possible of the situation. All classrooms and offices that can be locked will be locked and all students and staff will go to and remain in a locked environment until the lockdown is lifted.
- Only the ERC or alternate may call a lockdown or lift a lockdown.

H. Incident Report

In the event of a student accident or health incident, the staff members involved must complete the designated Incident Report Form and provide any relevant documentation. Forms for incidents involving students are kept on file by the Campus Director.

Appendix A

INCIDENT REPORT

Date on Incident: _____ Time: _____

Exact Location of Incident: _____

Decription of Incident: _____

Person or Persons Involved:

Name: _____

Address: _____

Telephone #: _____

Name: _____

Address: _____

Telephone #: _____

Police Report Filed: YES _____ No X

Were Police Called: YES _____ No X

If YES, what action was taken by Police: _____

Witness (other than employee):

Name: _____

Address: _____

Telephone #: _____

Name: _____

Address: _____

Telephone #: _____

Employee Witnesses: _____

INCIDENT REPORT

Date on Incident: _____ Time: _____

CONTINUATION

Decription of Incident:

_____

Signature / Witness _____ Date _____

Signature / Witness _____ Date _____