



# Campus Emergency Response Plan

## Standard Operating Procedure

August 2021



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

| <b><u>Version</u></b> | <b><u>Updated</u></b> | <b><u>Changes Made</u></b>            |
|-----------------------|-----------------------|---------------------------------------|
| 1.0                   | August 2015           | Original                              |
| 1.1                   | April 2021            | Updated content; added active shooter |
|                       |                       |                                       |
|                       |                       |                                       |

## **Purpose:**

This program is to provide guidelines to help ensure the health and safety of the students, staff, and instructors 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 initial 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:

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

### **Training and Review:**

The following information must be reviewed with all employees. The Campus Director must maintain documentation of trainings and reviews.

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

The ERC is responsible for a biannual 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. Communication**

- In the event of an emergency the designated person to notify authorities will call 911.
- The person to notify authorities will ensure 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 the designated exit is not accessible, proceed to another exit. After exit from building, proceed to designated gathering point.
- Should you be in any conference/training area or communal 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. Fire

- 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. Medical

- person's medical information is private and shared on a need-to-know basis only.
- Notify Department Coordinator. The Department Coordinator will contact the Person to Notify Authorities or alternate (as assigned on page 1) who will call ambulance and emergency personnel.
- Provide Person to Notify Authorities or alternate (as assigned on page 1) with student name, department location, person calling and nature of emergency.
- If student is unable to walk on their own, do not leave them alone. Persons who have had a head injury, seizure, or is unconscious during the medical emergency should remain lying down on their side and made comfortable.

### 5. Bomb Threat

- Individual receiving call:
  - Signal (quietly) to another employee to get on same line.
  - Obtain as much information as possible.
- Second employee:
  - Quietly get online, 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 act as above and not monitor call.
  - Stand by for instructions.

### 6. Active Shooter

- The campus or corporate office should go on lockdown immediately. Lockdown:
  - Clear the hallways immediately
  - Close all windows and lock. Lock the door if there is a lock. If not, push a heavy item in front of the door to impede entry.
  - Move everyone inside offices or classrooms away from doors or windows.
  - If possible, students and or employees should get behind a desk or large item.
  - If there are a large number of students or employees, everyone should sit on

- the floor against an interior wall.
  - Account for everyone in the office or classroom.
  - Turn off the lights.
- The ERC will call 911 or notify the appropriate person to do so.
- An appropriate party should be gathering facts, as possible, to deliver to authorities.
- The entire campus should be notified via emergency email that a lockdown is in place. Texting as many employees as possible via cell phone is also appropriate.

If hostages are taken, anyone with access to that information should do their best to communicate this to the ERC or person that is in contact with the authorities. In the event an intruder enters an office or classroom and starts shooting, personnel should make every attempt to get to a safer location. This may mean personnel are no longer required to shelter-in-place.

*Please refer to item #2 for evacuation plans.*

The ERC and team should have previously established safe gathering points outside of the office building or campus for the evacuation plan. In planning for these locations, identify areas that will offer natural protection from unidentified threats remaining inside the building.

## **7. Office Security**

- Keep all valuables locked in desks when not attended.
- Keep non-essential items off desktops when not at desks.
- Notify supervisor when loiterers are observed in corridors or washrooms and 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 Person to Notify Authorities or alternate (as assigned on page 1) 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.

## **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.

## **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.

*\*The most current copy can be found on MySCI:*

<http://sp1/sites/MySCI/Education%20Forms/Student%20Incident%20Report%20form.pdf>