

**CAMPUS
DISASTER
PROCEDURE**

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

9.14

COLLEGE	Waco/Marshall	Page 1 of 2
TITLE :	Campus Disaster Procedures	
OFFICE OF RESPONSIBILITY:	Human Resources	
APPROVED BY:	<i>Martha M Ellis, Ph.D.</i>	
TITLE:	President	Date 09/10/01

STATUS Approved 5/18/98
 Revised 09/10/01

PRACTICE

It is the practice of Texas State Technical College to provide maximum safety for its students, faculty, staff, and general public. Procedures will be developed to address the threat of destruction to institutional property, injury to human life on the campus or a threat of willful disruption of the orderly operations.

PERTINENT INFORMATION

- A. Partial list of incidents covered under the policy:
1. Bombs and other explosive devices
 2. Communications and utilities sabotage
 3. Arson
 4. Threats against person(s)
 5. Hostile situations
 6. Natural disasters
 7. Environmental Disasters

PROCEDURES

- A. The determination for immediate action in the event of fire, explosions, or natural disasters is at the discretion of any TSTC employee witnessing the occurrence. Immediate actions are encouraged to minimize risk of injury or death to human life.

- B. Real or threatened incidents should be reported to the TSTC Public Safety Office immediately, who will be in charge of all emergency operations. The Chief of Public Safety will notify the Dean of Student Services, who in turn will notify the Presidents office. The College Relations office will handle all media inquiries.
- C. Threats of disruption or destruction shall be assessed by the Public Safety Office and an immediate course of action determined by the Chief of Public Safety upon consulting with the campus President or his/her designee.
- D. The decision to evacuate a campus building or grounds based on a threat will be made by the campus President or his/her designee after consulting with the Chief of Public Safety.
- E. If a decision is made to vacate a campus building due to a threat, the affected students, staff, or faculty will be directed to a designated area to await further instructions.

FIRES
ON
CAMPUS

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

9.8

COLLEGE	Waco/Marshall	Page 1 of 3
TITLE :	Fires on Campus	
OFFICE OF RESPONSIBILITY:	Human Resources	
APPROVED BY:	<i>Martha M. Ellis, Ph.D.</i>	
TITLE:	President	Date 09/10/01

STATUS Replaces Policy & Procedure 9.8 "Fires on Campus" approved 04/27/93
Revised 9/23/96
Revised 9/10/01

PRACTICE

It is the practice of Texas State Technical College for action to be taken by all employees and students, in the event of a fire, in any building or location on the Texas State Technical College Campus.

In the event of fire on campus the fire should be reported to the City Fire Department by calling 911. The Fire Department will be in charge at the scene of the fire in cooperation with the campus Safety Manager. A building will be evacuated during a fire or upon notification of a fire, either by electronic alarm or word of mouth. A building will be reoccupied only after the Fire Department and the campus Safety Manager grants permission.

PERTINENT INFORMATION

- A. Electronic fire alarm systems are to be installed in all buildings recently constructed on the TSTC campus, as well as in all buildings, which have undergone major modifications renovations. Activation of these systems, either by manual pull boxes or electronic smoke detectors, will be to alert emergency personnel to respond to the fire.
- B. Buildings without electronic fire alarm systems must rely on word-of-mouth alarms by those who first discover a fire. In such an event, the Fire Department should be notified by calling 911.
- C. All buildings are equipped with portable fire extinguishers. These extinguishers are for fire department, employee, and student use. Housing units, equipped with fire extinguishers, will

comply with housing regulations. After attempting to extinguish a fire, housing units will be evacuated.

PROCEDURES

- A. Fires will be reported either by electronic signal, word of mouth, or by telephone.
- B. After a fire alarm is given, employees should attempt to extinguish the fire that is confined to a small area.
- C. The building will be evacuated in accordance with TSTC Waco/Marshall College Operating Procedure 9.6, "Emergency Evacuation of Buildings," ensuring that all personnel have evacuated the building.
- D. The Fire Department will respond to the fire alarm and take necessary action to extinguish the fire.
- E. Public Safety Department personnel will assist the Fire Department personnel at the scene of a fire, as required, for crowd and/or traffic control.
- F. The Safety Manager will be notified of the fire and the fire's status.
- G. When the fire is extinguished, the Fire Department personnel will notify the department heads and/or supervisory personnel when it is safe to reenter a building.
- H. A fire investigation will be conducted by the Fire Department and the Safety Manager, to determine the cause and the extent of the damage. No salvage operation or clean up will be authorized until the investigation is completed.

RESPONSIBILITIES

- A. Safety Office
 - 1. The Safety Office is responsible for training all employees in use of hand-held fire extinguisher.
 - 2. The Safety Office is responsible for instructing all employees relative to the fire alarm system(s) in their buildings.
 - 3. The Safety office is responsible for establishing the evacuation procedures for each building.
- B. Unit Safety Officers are responsible for:
 - 1. Training employees in their designated area on the Emergency Evacuation plan.

2. Ensuring that all personnel are evacuated from the area in case of an emergency.
3. Conducting a head count of employees in his/her designated area.

C. Employees are responsible for:

1. Notifying the Fire Department by calling 911 when a fire is discovered
2. Attempting to extinguish a fire with a portable fire extinguisher that is confined to a small area.
3. Evacuating the building as trained in accordance with Policy and Procedure 9.6
4. Returning to the building only after the Fire Department personnel notify the department head and/or supervisory personnel that it is safe to reenter a building.

**EMERGENCY
EVACUATION
OF
CAMPUS
BUILDINGS**

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

9.6

COLLEGE	Waco/Marshall	Page 1 of 2
TITLE :	Emergency Evacuation of Buildings	
OFFICE OF RESPONSIBILITY:	Human Resources	
APPROVED BY:	<i>Maurna M. Ellis, Ph.D.</i>	
TITLE:	President	Date 09/10/01

STATUS Replaces Policy & Procedure 9.6 "Emergency Evacuation of Buildings" approved 04/27/93
Revised 9/23/96
Revised 9/10/01

PRACTICE

It is the practice of Texas State Technical College to develop emergency evacuation plans for the immediate evacuation of buildings in the event of fires or other emergencies.

PERTINENT INFORMATION

Emergency evacuation of buildings may become necessary to ensure employee/student safety in the event of fire or other emergencies. An emergency action plan for all buildings, or parts thereof, will be developed describing what procedures the employee/student must take to ensure personnel safety during fire or other emergencies.

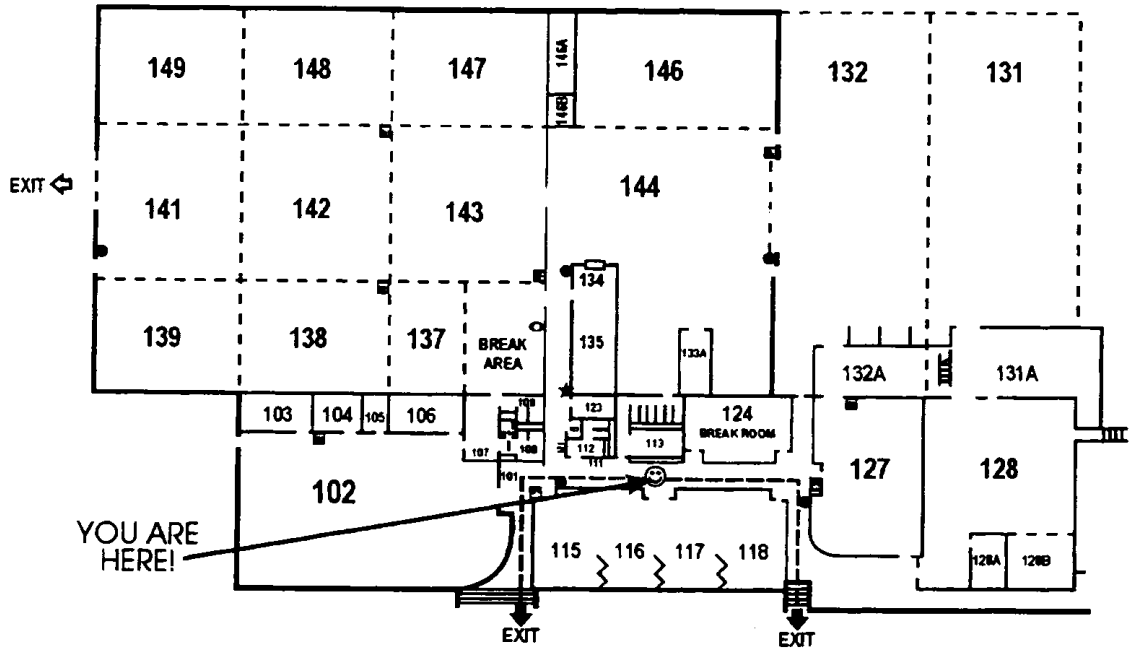
Emergency escape routes will be developed for all buildings, or parts thereof, designating the route that employee/students are directed to follow in the event they are required to evacuate the building or seek a designated refuge area.

Departmental Chairpersons and Unit Safety Officers are responsible for developing emergency evacuation plans for their designated areas and buildings. The Safety Manger will review emergency evacuation plans, and offer assistance as required in the development of such plans.

PROCEDURES

- A. Emergency action plans, as a minimum, shall include the following elements:
1. Emergency escape procedures and emergency escape route assignments.
 2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
 3. Procedures to account for all employees/students after emergency evacuation have been completed.
 4. The preferred procedure for reporting fire or other emergencies.
 5. The names or regular job titles of those who can explain or give additional information of duties under the plan.
 6. Procedures to re-enter a building after an emergency evacuation.
- B. Training
1. A sufficient number of employees shall be trained to assist in the orderly and safe evacuation of personnel.
 2. The emergency action plan shall be reviewed with employees/students covered by the plan at the following time:
 - a. Initially when the plan is developed.
 - b. Whenever employees/students responsibilities or designated actions under the plan change.
 - c. Whenever the plan is changed.
 - d. Once annually.
 3. The written plan shall be kept at the building site and made available for employee/student review.

DIESEL EQUIPMENT TECHNOLOGY



- ★ Fire Alarm Panel
- Fire Extinguisher
- Fire Alarm Pull
- Emergency Eye Wash

- Primary Evacuation Route
- _____ Secondary Evacuation Route

EMERGENCY NUMBERS:
 Ambulance 911, 9-911
 Fire Department 2000
 Health Svcs. (Nurse) ... 3820
 Public Safety 3690



Sample Evacuation Poster

**TEXAS STATE TECHNICAL COLLEGE
WACO**

EMERGENCY OPERATION PLAN

Approved: _____
Martha M. Ellis, Ph.D., President

Date: _____

Drafted: Fall 2001

Revised: Spring 2002

TEXAS STATE TECHNICAL COLLEGE WACO EMERGENCY OPERATION PLAN

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TEXAS STATE TECHNICAL COLLEGE WACO

Emergency Operation Plan

Texas State Technical College Waco (TSTC Waco) has adopted this Emergency Operation Plan (EOP) to provide for the health, safety, and welfare of its students and employees in the event of natural disasters, human-caused incidents, or national emergencies. This plan seeks to mitigate the effects of unexpected emergencies (fire, explosions, tornadoes, hazardous material releases, floods, airport disasters, extended power outages, epidemics, civil disturbances, etc.) by providing a management response framework for responding to and recovering from situations that threaten campus safety or disrupt its normal state of operations. Emergency Operations Team members and on call personnel identified in the EOP are on stand-by twenty-four hours a day, seven days a week.

GENERAL INFORMATION

A. Concept of Operations

The TSTC Waco President, or his/her designee (Dean of Instruction, Administrative and Financial Services, or Student Services), will assume the position of Emergency Operations Director (EOD) and is responsible for directing all emergency activities from the designated Emergency Operations Center (EOC).

B. Emergency Operations Team

The Emergency Operations Team (EOT) assists the EOD in coordinating emergency efforts and will be assembled depending on the severity of an emergency situation. The EOT is comprised of the following campus personnel:

1. Deans of Instruction, Administrative and Financial Services, and Student Services
2. Chief of Public Safety
3. Director of Marketing and Communications
4. Chief of Safety
5. Physical Plant Director
6. Airport Supervisor
7. Director of Network and Telecommunication Services
8. Directors/Manager of Residential Living (family, single student, and Village Oaks)

C. Emergency Operations Center

The location of the Emergency Operations Center could be a fluid site depending on the location of the emergency. With that in mind, the designated order of EOC meeting locations are:

1. Physical Plant Conference Room
2. Campus Administration Conference Room
3. Public Safety Conference Room
4. Off-campus Site (to be determined in the event of total campus evacuation)

II. PERSONNEL RESPONSIBILITIES

A. Emergency Operations Team

1. Ascertain the scope of an emergency situation
2. Establish response strategies and tactics
3. Communications: campus/public/media
4. Make emergency policy/procedural decisions
5. Provide support to field response units
6. Declare campus closure/evacuation
7. Conduct periodic emergency drills

B. Chief of Public Safety

1. Primary emergency responder
2. Assesses and informs EOD or appropriate EOT member of emergency situation and response level required
3. Requests external emergency assistance (law enforcement, EMT transport/hospital personnel, Red Cross, City of Waco or McLennan County Disaster Relief Services).
4. Establish and secure perimeters of effected areas
5. Pedestrian and vehicular traffic and or crowd control
6. Announce emergency warnings to campus public
7. Coordinate evacuation, search, and rescue activities

C. Director of Marketing and Communications

1. Coordinate communications to campus public (email, website, and switchboard)

2. Point of contact for all media inquiries relative to the incident
3. Coordinate communications to parents/employee families
4. Coordinator of off-campus communications site

D. Chief of Safety

1. Assist with the identification and set up of emergency first aid centers
2. Arrange off-campus shelter facilities with city and county officials
3. Arrange transportation services to off-campus sites
4. Facilitate acquisition of supplies (medical, food, water, etc.) for on or off-campus sites
5. Assist emergency medical personnel with injured victims; assist police or other campus personnel with the identity of fatalities

Physical Plant Director

1. Assist with the evacuation and securing of buildings
2. Assist police with the erection of barricades to secure effected areas; assist with traffic control
3. Activation of emergency generators; coordinate provision of emergency power and water service
4. Assist with the clearance of debris and disposal of refuse
5. Coordinate damage assessment and submission of reports

Airport Supervisor

1. Notify EOD of potential or real aircraft crash emergencies
2. Assist medical or law enforcement personnel as needed
3. Assist NTSB or FAA personnel as needed
4. Provide constant communications to the EOD relative to restricted access areas and the resumption of normal Airline Drive/airport activities

Director of Network and Communications Services

See Section II – Detailed Personnel Responsibilities

Directors/Managers of Residential Living

1. Assist police or other emergency personnel with the evacuation of all residents
2. Arrange special services for tenants with disabilities

3. Emergency notifications to residents of impending dangers
4. Provide occupant lists to police or other campus personnel
5. Assist residents with the retrieval of personal property in condemned areas of re-entry are allowed.
6. Assist campus personnel in the re-location of tenants to temporary shelters.
7. Provide emergency information packets to all tenants at move-in

III. EMERGENCY RESPONSE CONDITIONS AND REQUIRED CTIONS

A. Condition 4: General readiness alert - responsible personnel are aware and prepared to respond to the likelihood of increased incidents associated with environmental conditions such as excessively hot or cold temperatures (grassfires, heatstrokes, frostbite, etc.).

B. Condition 3: Responsible personnel receive administrative notice to review and prepare to engage emergency procedures in a Condition 3 alert. Examples of emergency situations warranting a Condition 3 alert might include tornado watches, severe storm/flash flood watches, winter storm advisories, movement of hazardous materials near campus, etc.

C. Condition 2: Administrative notice to campus public, all emergency personnel on standby. A Condition 2 alert is notice of a very hazardous emergency situation where the loss of life and/or property is likely. Examples of emergency situations warranting a Condition 2 alert include tornado warnings, severe storm warnings, major structure fires, hazardous materials incidents, etc.

D. Condition 1: A Condition 1 notice signifies the occurrence of a major emergency situation such as a tornado strike, large explosion, severe flooding, aircraft/transportation accident, etc., where the loss of life and or extensive property damage is very likely. Campus communications are immediate and on-going if possible; Emergency Operations Team assembled.

TEXAS STATE TECHNICAL COLLEGE WACO PUBLIC SAFETY CRISIS COMMUNICATION PLAN

At the onset of a crisis situation the TSTC Public Safety Department (Police) will be the primary responding agency. The Chief of Public Safety, Donny Harland or acting supervisor will be notified. The Chief or acting supervisor will notify the Emergency Operations Director or designee and a decision made as to the response level necessary to contain the situation and or the need to assemble the EOT.

The public safety personnel will assess the nature and level of crisis and keep the Chief informed. The following emergency assistance agencies will be notified by Public Safety Department as warranted as the emergency response assessment continues:

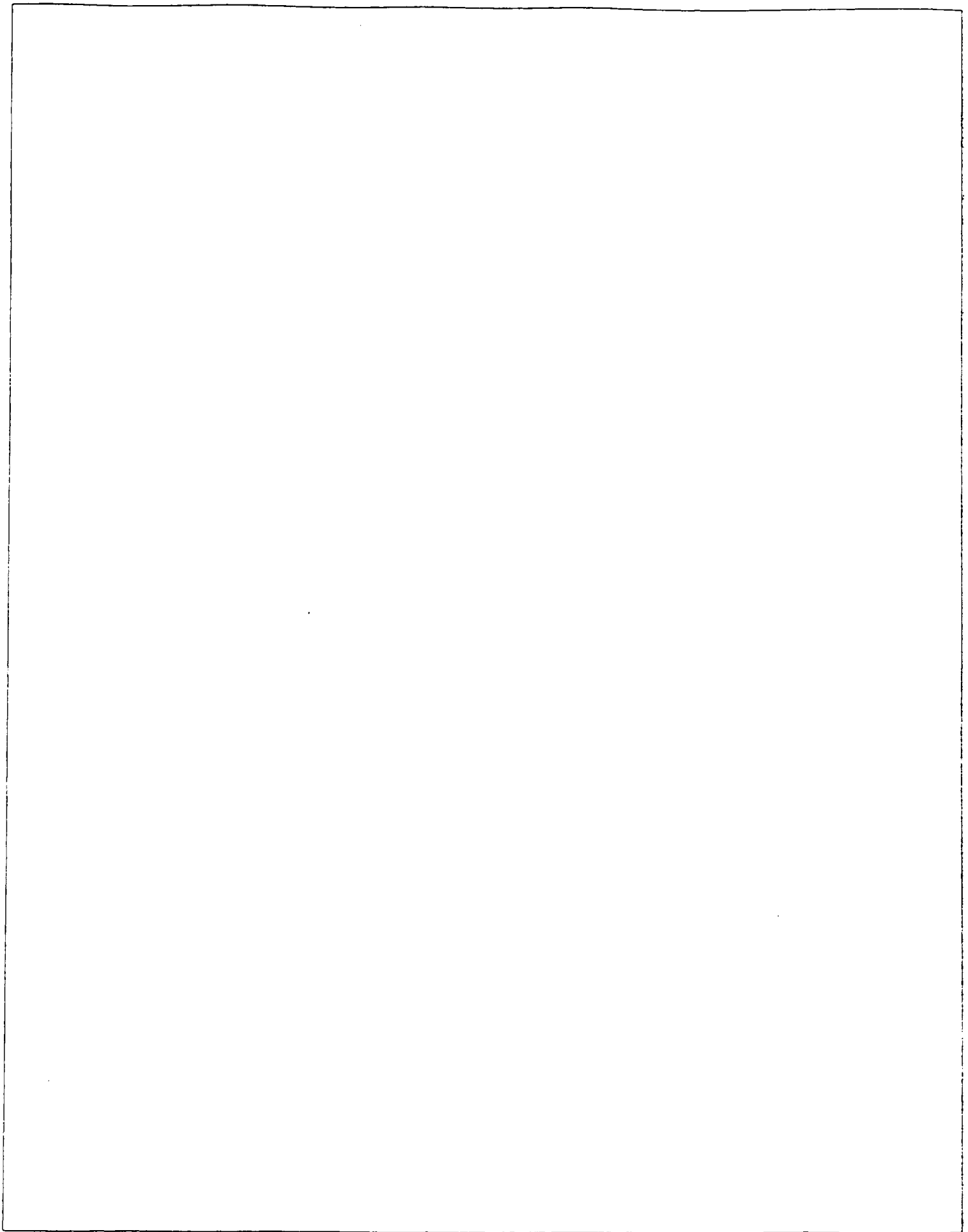
- Ambulance and Medical Assistance
- Special Emergency Response Teams
- TXU-electricity
- Southwestern Bell
- City of Waco
- Fire Department
- And or other affected neighboring police agencies

The immediate securing of safety perimeters and evacuation routes will be determined by Public Safety Department as response assessment and investigation continue. Public Safety may use the assistance TSTC personnel (trained for intersection control) if immediate assistance for evacuation is needed.

Emergency Notification Procedures (Phone, Email, Public Address Systems and/or Door-to-Door Notification) will be activated immediately by TSTC police personnel of any affected and/or involved areas:

- Physical Plant Operations
- Shipping & Receiving Areas
- Dormitories
- Administrative Buildings
- Instructional Buildings
- Airport Tower and Facilities
- TSTC Day Care Areas
- Credit Unions
- Airborne Express
- Raytheon
- Servion

Field assessment information will be provided to the Chief of Public Safety who will continuously update the Emergency Operating Team and the Director of Marketing and Communications.



TEXAS STATE TECHNICAL COLLEGE WACO MARKETING AND COMMUNICATIONS CRISIS COMMUNICATION PLAN

At the onset of a crisis situation, or a situation of potential crisis, the Director of Marketing & Communications or designee should be notified.

The Office of Marketing & Communications will act as the point of contact for all media inquires in accordance with the Campus Operating Procedure and ensure that the college's message is clearly communicated.

In addition to handling media contacts, the Marketing & Communications staff will act as a CALL CENTER, notifying campus personnel about crises and receiving inquiries coming onto the campus.

Advance Crisis Preparation Check List

- Know and make available to staff the Campus Emergency Plan and crisis policies.
- Maintain current Campus Map and make copies available to media if necessary.
- Maintain current media list for use with Marketing & Communications' Crisis Communication Plan.
- Regularly update the Marketing & Communication phone tree and provide copies to key personnel.

Anticipated Questions

- Type of emergency
- Cause of emergency
- Action being taken
- Number of injuries or deaths
- Amount of damage
- Time
- Location
- Any release of student or staff information must follow Buckley Amendment

Communication Plan of Action for Condition 4

- Determine potential threat of disaster or crisis
- Provide information on potential threats to the campus community through campus publications and other media

Communication Plan of Action for Condition 3

- Determine level of threat
- Determine what actions are currently being taken.
- Gather information to disseminate to the campus community (Web and e-mail) and area media as appropriate based on the level of threat.
- Notify the Marketing & Communication staff and activate the call center if necessary.
- Notify the switchboard that the call center has been established and where to direct the calls.

Communication Plan of Action for Condition 2

- Determine what has occurred and nature of crisis.
- Determine what actions are currently being taken.
- Notify the Marketing & Communication staff and activate the call center if necessary.
- Notify the switchboard that the call center has been established and where to direct the calls.
- Contact the Webmaster to add notification of the crisis to the Web site.
- Send a campus-wide e-mail.
- Gather information for dissemination to the media as necessary.
- Determine appropriate person(s) to speak with the media about the crisis.
- Monitor the situation and appropriately inform the media of developments. Hold post

crisis evaluation meeting.

Communication Plan of Action for Condition 1

- Determine what has occurred and nature of crisis.
- Determine what actions are currently being taken.
- Gather information for dissemination to the campus personnel and students as appropriate based on the level of danger.
- Notify the Marketing & Communication staff and activate the call center.
- Notify the switchboard that the call center has been established and where to direct the calls.
- Contact the Webmaster to add notification of the crisis to the Web site.
- Send a campus-wide e-mail.
- Determine appropriate person(s) to speak with the media about the crisis.
- Monitor the situation and appropriately inform the media.
- Hold post-crisis evaluation meeting.

Media Relations

02/11/02

The media have a job to do and they take their work very seriously. Any attempt to mislead or avoid the press can result in negative publicity to the college. We need to tell our story and tell it often!

1. Act quickly. Reporters have deadlines.
2. Keep your cool. Everyone is under pressure in the event of a crisis.
3. If you don't know the answer to a question, let the reporter know that you don't know but you will find out—and do!
4. If you can't answer the question, explain why. Example: We are still gathering information. Never reply "No Comment!"
5. Eliminate obstacles. Most reporters will assume that you are trying to hide something and work hard to find out what.
6. Always clarify what you are saying and make sure that you are understood.
7. Get the right person in front of the camera or in print. The President or Dean speaking out shows that they value the reporter and their time and they are not hiding behind an official statement.
8. Make sure that the same information goes out to all media sources.
9. Get the reporter's name, company name and phone number.
10. Try and have the interview in an area that will look good in a photograph. Be aware of what is in the background.
11. Always emphasize the positive.

