

# Sam Houston State University Emergency Response Plan



## **Emergency Telephone Numbers**

University Police Dispatch

**936-294-1000** (24-hours)

Environmental Health & Safety

936-294-1921 (8 am - 5 pm)

Walker County 911 District

**9-911** (from campus telephone)

Physical Plant Work Control

936-294-1868 (8 am - 5 pm)

**SAM HOUSTON STATE UNIVERSITY**  
*A Member of The Texas State University System*

HUNTSVILLE, TEXAS 77341

**2007-2008 EMERGENCY RESPONSE PLAN COMMITTEE**

**FINAL PLAN APPROVAL  
FEBRUARY 2008**

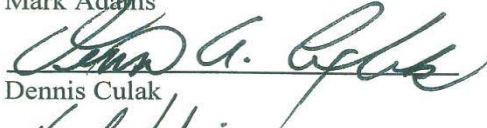
APPROVED:



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# Purpose

To provide guidance to the SHSU community on how to respond to an emergency/crisis.

## Emergency Protocols

### Area Evacuation/Shelter in Place

In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter in place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or University officials via mass notification system (*including e-mails, text messages, voice mail*), radio and television stations, public address systems, loudspeakers, door-to-door notifications, or other appropriate means.

#### ***Area Evacuation:***

An area evacuation is an organized withdrawal from a building or area to reach safe haven.

Upon notification to evacuate, quickly:

- Dress appropriately for the weather;
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards) - do not pack belongings;
- Turn off unnecessary equipment, computers and appliances;
- Close the door as you exit your room or office;
- Follow the directions provided for safe routes of evacuation;
- Listen to radio, if available, to monitor emergency status;
- **Do not** use your personal vehicle for evacuation unless specifically ordered to do so...if cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off;
- If you need special assistance, contact your Building Liaison (*refer to Appendix A*) Resident Advisor, or other appropriate emergency contact. If these persons are not available, call University Police Dispatch, **4-1000** for assistance.
- Assemble in the pre designated area;
- Report to your supervisor to verify your safe evacuation.

#### ***Shelter in Place:***

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building or room and await further instructions. The following are actions that need to take place when necessary:

- Move indoors and remain there until instructed - avoid windows and areas with glass;
- If available, take a radio, television, or electronic monitoring item to the room to track emergency status;
- Keep telephone lines free for emergency responders, **do not** call 911 for information;
- If hazardous materials are involved:
  - Turn off all ventilation systems and close all outside air inlets;
  - Select a room(s), which is easy to seal, and, if possible, has a water supply and access to restrooms;
  - If you smell gas or vapor, move to another area of the building;
  - Call **4-1000** for assistance.

## **Bomb Threat**

### ***Telephone Call:***

- Document the conversation using the Bomb Threat Report (*refer to Appendix B*);
- Call **4-1000** for assistance;
- Notify the department head/**Building Liaison**;
- Meet with and assist University Police personnel;
- As directed by University Police, help locate/identify suspicious items, if needed;
- Evacuate building, if needed and as directed by authorized personnel;
- **Do not** re-enter building until cleared by authorized personnel.

## **Building Evacuation**

### ***When the building fire alarms sound:***

- Immediately evacuate using posted building evacuation routes;
- Walk to nearest exit/stairwell (close doors behind you);
- **Do not** use the elevators;
- Assist with the evacuation of individuals with special needs;
- Proceed to the designated gathering area outside the building;
- Report to your **Building Liaison**, supervisor, resident advisor, or other appropriate emergency contact (for a headcount);
- **Do not** re-enter building until cleared by authorized personnel.

## **Chemical/Gas Leak Emergency**

### ***Inside Building:***

- Isolate and secure the area, as trained;
- Warn others in the immediate area;
- If assistance is needed, call **4-1000** (give location, type material);
- Evacuate building, if needed and as directed by authorized personnel;
- Meet with and assist emergency response personnel, if needed;
- **Do not** re-enter building until cleared by authorized personnel.

### ***Outside Building:***

- Isolate and secure the area, as trained;
- Warn others in the immediate area;
- Call **4-1000** for assistance (give location, type material);
- **Do not** wash spilled material into storm, sewer or other drains;
- Meet with and assist emergency response personnel, if needed.

### ***Injury Involving Chemical Contamination:***

- Render first aid immediately for serious injuries, as trained;
- Assist with emergency eyewash/shower use, as appropriate;
- Call **4-1000** for assistance (give location, type material);
- Refer to building/department/room policies;
- Obtain a Material Safety Data Sheet (MSDS) for the material involved.

## **Disruptive Behavior**

- Call **4-1000** for assistance;
- Give your name, location, what is happening and number of people involved, if known;
- If necessary, exit the building or area immediately;
- **Do not** re-enter building until cleared by authorized personnel;
- If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by authorized personnel.

## **Fire Emergency**

### ***Inside a Building:***

- Activate a fire alarm or pull station;
- Call **4-1000** for assistance (give caller name, building name, address, floor, location, etc.);
- Immediately evacuate using posted building evacuation routes;
- Walk to nearest exit/stairwell (close doors behind you);
- **Do not** use the elevators;
- Assist with the evacuation of individuals with special needs;
- Proceed to the designated gathering area outside the building;
- Report to your building liaison, supervisor, resident advisor, or other appropriate emergency contact (for a headcount);
- **Do not** re-enter building until cleared by authorized personnel.

### ***Outside a Building:***

- Call **4-1000** for assistance (give caller name and address, location of fire, etc.);
- **Do not** activate the building fire alarm system.

### ***Portable Fire Extinguisher use allowed if:***

- An emergency;
- Small, contained fire (e.g. wastebasket);
- Can extinguish within 15 seconds (evacuate if it takes longer).

## **Medical Emergency/Injury Reporting Procedures**

- Call **4-1000** for assistance or follow departmental protocols;
- Provide Dispatcher with:
  - Location of emergency;
  - Type of injury, if known;
  - Brief description of injured person (gender, age, etc.);
- Render first aid, as trained;
- Make injured individual as comfortable as possible and stay with individual until medical assistance or University Police arrives.

## **Radiation Emergency**

- Stop work and confine the spill or release immediately using an absorbent, enclosure, etc.;
- Call **4-1000** for assistance (give caller name, location of leak, etc.);
- Warn others of the hazard and isolate and secure the area;
- Render first aid immediately for serious injuries, as trained;
- Monitor the situation and area until assistance arrives.

### **Severe Weather**

- Stay away from windows;
- Take immediate shelter;
- Monitor local radio and television stations for weather updates;
- Check [Today@Sam](#) for University closings;
- Call **4-1000** for assistance.

### **Suspicious Letter/Package/Substance**

#### *What to Do Upon Letter/Package Receipt:*

- Handle with care;
- **Do not** shake or bump;
- Isolate and secure the area;
- **Do not** open, smell, or taste;
- Treat it as suspect!!;
- Call **4-1000** for assistance (give caller name, location of suspicious item, etc.);

**NON-EMERGENCIES, call Physical Plant Work Control, 936-294-1868 for assistance.**

Reviewed By: Emergency Response Plan Committee  
Next Review: Spring 2010

APPENDIX A

Building Liaison List

<b>BUILDING</b>	<b>BUILDING NUMBER</b>	<b>CONTACT/ DEPT</b>	<b>EXT.</b>
<b>AB1</b>	0039	Peter Cooper	1850
<b>AB2</b>	0018	Janis White	1184
<b>AB3</b>	0008	Jennifer Pontius	1300
<b>AB4</b>	0010	Terri Harvey	1221
<b>ABV</b>	0314	John McCroskey	4970
<b>Adams House</b>	0138	Patricia Allen	3876
<b>Administration Bldg</b>	0005	Jack Parker	1013
<b>Ag Complex</b>		Stanley Kelley	1189
<b>Allen House</b>	0154	Karen Robinson	1481
<b>Alpha Chi Omega House</b>	0116	Karen Robinson	1481
<b>Alpha Delta Pi House</b>	0113	Karen Robinson	1481
<b>Anne Shaver</b>	0117	Karen Robinson	1481
<b>ARA Offices (Kirkley Hall)</b>	0153	Santel Frazier	1964
<b>ARA Offices (Kirkley Hall)</b>	0153	Doug Greening/Santel Frazier	1964
<b>Art Labs A-F</b>		Tony Shipp	1314
<b>Austin Hall</b>	0002	Maggie Collum/Rhonda Curry	1013/3415
<b>Baldwin House</b>	0130	Karen Robinson	1481
<b>Bank of America Building/Criminal Justice</b>	319	Deanna Marek	4042
<b>Barrett House</b>	0148	Karen Robinson	1481
<b>Baseball/Softball Complex</b>		Bobby Williams	
<b>Bearkat Camp</b>	306	Rec Sports	
<b>Bearkat Village</b>	0273-0281	BLDGS A-I Apts 1-203	
<b>Bearkat Village</b>	0282-0285	BLDGS J-M Apts 204-262	
<b>Belvin - Buchanan Hall</b>	0103	Karen Robinson	1481
<b>Bowers Stadium</b>	0057	Bobby Williams	1725
<b>Career Services</b>	0022	Pamela Laughlin	3514
<b>Chemistry and Forensic Science</b>	0300	Rick Norman	1527
<b>CJ 1 N Rent Houses</b>	0190	Daniel Mabrey	4875
<b>CJ 2 N Rent Houses</b>	0191	Daniel Mabrey	4875
<b>CJ 3 N Rent Houses</b>	0192	Daniel Mabrey	4875
<b>CJC</b>	0046	Vincent Webb	1632
<b>Coliseum</b>	0048	Ed Chatal	1740
<b>Computer Services-SamSouth</b>	0235	Doug Greening/Mark Adams	1158
<b>Continuing Education</b>	0287	Carolyn Gaines	3869
<b>Counseling Center</b>	0054	William Metcalfe	1720

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<b>(NANX)</b>			
<b>Counselor Education Center</b>	0303	Beverly Irby	1334
<b>Crawford House</b>	0136	Karen Robinson	1481
<b>Creager House</b>	0131	Karen Robinson	1481
<b>Dan Rather Communications Building</b>	0051	J. D. Ragsdale	1848
<b>Elliott Hall</b>	0104	Karen Robinson	1481
<b>Estill Building</b>	0009	John Hitzeman	1900
<b>Estill Hall</b>	0147	Karen Robinson	1481
<b>Evans Complex</b>	0011	Bill Bridges	1402
<b>Farrington Building</b>	0007	Rex Isham	1607
<b>Fish Hatchery</b>		Matthew Rowe	1538
<b>Gibbs Conference Center</b>	0111	Maggie Collum	3415
<b>Gibbs Ranch</b>		Stanley Kelley	1189
<b>Gibbs Ranch Rodeo Arena</b>	0215	Stanley Kelley	1189
<b>GREENHOUSE</b>	311	TRIES	3715
<b>Grounds Greenhouse #1</b>	0096	Larry Brown/Scott Dolezal	1883
<b>Grounds Greenhouse #2</b>	0097	Larry Brown/Scott Dolezal	1883
<b>Grounds Storage Building</b>	0260	Larry Brown/Scott Dolezal	1883
<b>Grounds Wood Chipper Building</b>	0269	Larry Brown/Scott Dolezal	1883
<b>Hazardous Materials &amp; Storage</b>	0077	Mark Shiflet	1921
<b>Health Center</b>	0043	Keith Lott	1843
<b>HKC</b>	0052	Alice Fisher	1165
<b>Holleman Field</b>		Bobby Williams	4987
<b>Horticulture Complex</b>		Stanley Kelley	1189
<b>Houston House</b>	0112	Karen Robinson	1481
<b>Industrial Technology Metal Lab</b>	0256	Stanley Kelley	1189
<b>Intramural Field No. 1</b>	0060, 0084	Steven Wright	1934
<b>Intramural Restrooms</b>	0063	Steven Wright	1934
<b>Intramural Storage</b>	0081	Steven Wright	1934
<b>Jackson-Shaver</b>	0102	Karen Robinson	1481
<b>Katy &amp; E. Don Walker Education Center</b>	0202	Patrick Nolan	4240
<b>King Hall</b>	0135	Karen Robinson	1481
<b>Kirkley Hall/Smith Hall</b>	0153	Terry Thibodeaux	1356
<b>LadyKat Field</b>		Greg Hinze	1725
<b>Lawrence House</b>	0132	Karen Robinson	1481
<b>Lee Drain Building</b>	0053	Ken Smith	3523
<b>Lemit</b>	0242	Tasha Fry	4600
<b>Lemit Police Officer Training</b>	0312	Rita Watkins	1679
<b>LSC</b>	0019	Dan McDaniel	3515

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<b>Main Sub Station</b>	0076	Doug Greening/Robert Smith	
<b>Mallon House</b>	0137	Karen Robinson	1481
<b>McAdams Tennis Center</b>		Scott Vaculik	3657
<b>Mitchell House</b>	0133	Karen Robinson	1481
<b>Museum</b>	0197	Pat Nolan	4240
<b>Music Building</b>	0056	James Bankhead	1360
<b>Newton Grisham Library</b>	0042	Ann Holder	3678
<b>NORTH SIDE DINING</b>	338	Doug Greening/Santel Frazier	1910/1964
<b>Observatory Classroom Complex</b>		Rex Isham	1601
<b>Parkhill House</b>	0149	Karen Robinson	1481
<b>Peabody Memorial Library</b>	0003	Maggie Collum/Rhonda Curry	1013/3415
<b>Performing Arts Center</b>	315	John McCroskey	4970
<b>Power Plant - East</b>	0050	Doug Greening/Ron Hendershott	3904
<b>Pritchett Field</b>		Frank Harrison	4987
<b>Rachel Jackson</b>	0115	Karen Robinson	1481
<b>Randel House</b>	0152	Karen Robinson	1481
<b>Raven Village</b>	321	Jessica Zuckero	1818
<b>Rec Sports Outdoor Rental</b>	0085	Steve Thompson	3656
<b>Recital Hall</b>	0037	James Bankhead	1360
<b>Recycling/Vending</b>	0080	Marlin Birdwell	1824
<b>Residence Life Office</b>	0083	Joellen Tipton/Residence Life Office	1812
<b>Sigma Sigma Sigma House</b>	0114	Karen Robinson	1481
<b>Smith-Hutson Business Building</b>	0041	R. Dean Lewis	1254
<b>South Paw (Dining Facility)</b>	0270	Doug Greening/Santel Frazier	1964
<b>Spivey House</b>	0151	Karen Robinson	1481
<b>Swimming Pools</b>	0180, 0181	Scott Vaculik	3657
<b>Teacher Education Center</b>	0047	Karen Smith	1103
<b>Telephone Service Office</b>	0127	Assistant Director UCS/Betty Brewer	3777
<b>Temporary Post Office</b>	0599	Carl Hicks	3001
<b>Thomason</b>	0012	Doug Ullrich	1225
<b>TRIES (Sam South)</b>	0235	Doug Greening/Gaven Jones	3975
<b>University Hotel</b>	0286	Kristi Kreier	3579
<b>University Police Department</b>	0236, 0246 (Storage)	Dennis Culak	1794
<b>University Theatre Center</b>	0049	Penelope Hasekoester/Larry Routh	1365
<b>UTC STORAGE BUILDING</b>	339	Larry Routh	1332
<b>Vehicle Maintenance</b>	0233	Doug Greening/Chip Bounds	1897

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<b>Vending</b>	0064	Marlin Birdwell	1824
<b>Vending Storage</b>	0078	Marlin Birdwell	
<b>Vick House</b>	0150	Karen Robinson	1481
<b>Visitors Center</b>	0271	Joey Chandler	3792/1840
<b>Welding Shop</b>	0233	Danny Coker	3810
<b>West Plant</b>	0015	Doug Greening/Ron Hendershott	3904
<b>White Hall</b>	0168	Karen Robinson	1481
<b>Zeta Tau Alpha House</b>	0110	Karen Robinson	1481

**University colleges/departments/units are responsible for keeping their liaison information up-to-date and accurate. Please contact Mary Holland in the Physical Plant at 936-294-1869 or e-mail [ppl\\_mer@shsu.edu](mailto:ppl_mer@shsu.edu) with necessary changes.**

APPENDIX B

**BOMB THREAT REPORT**

**CALL INFORMATION:**

Date of Call \_\_\_\_\_ Time of Call \_\_\_\_\_

Phone number call came on \_\_\_\_\_ Time Call Ended \_\_\_\_\_

Person Receiving Call \_\_\_\_\_  
Position \_\_\_\_\_

**KEEP CALLER ON THE LINE AS LONG AS POSSIBLE AND ASK THE FOLLOWING QUESTIONS:**

1. What is the location of the bomb? \_\_\_\_\_
2. What type of bomb is it? \_\_\_\_\_
3. Why do you want to bomb this location? \_\_\_\_\_
4. How much time before the bomb detonates? \_\_\_\_\_
5. Can you allow more time so we can evacuate the building of innocent people?  
\_\_\_\_\_

**CALLER INFORMATION:**

1. Was the caller: Male \_\_\_\_\_ Female: \_\_\_\_\_
2. Describe the caller's voice:  
Loud \_\_\_\_\_ Soft \_\_\_\_\_ Raspy \_\_\_\_\_ Low \_\_\_\_\_ High \_\_\_\_\_  
Polite \_\_\_\_\_ Rude \_\_\_\_\_ Intoxicated \_\_\_\_\_ Confused \_\_\_\_\_  
Irrational \_\_\_\_\_ Accent \_\_\_\_\_ Stutter \_\_\_\_\_ Ethnic \_\_\_\_\_  
Other (explain) \_\_\_\_\_
3. Describe background noise:  
Traffic \_\_\_\_\_ Planes \_\_\_\_\_ Machinery \_\_\_\_\_ Music \_\_\_\_\_  
People talking \_\_\_\_\_ Other (explain) \_\_\_\_\_