

UIW EMERGENCY PREPAREDNESS



Do Not File

Introduction

This desktop reference has been provided to assist you during an emergency situation on the University of the Incarnate Word campus.

1. *Post this desktop reference in a visible location in your office, lab, workroom or classroom. **DO NOT FILE THIS DOCUMENT.***
2. *Please read this guide thoroughly. If you have any questions please call UIW Police Department at 210-829-6030 or the Department of Environmental Health, Safety and Risk Management (EHSRM) at 210-829-6035.*
3. *Take time to familiarize yourself with the nearest exit and alternative exit, fire alarm pull station, and fire extinguisher for your area.*

Important numbers

Ambulance, EMS, Fire	911
UIW Police Department	210-829-6030
Poison Control	1-800-222-1222
Health Services	210-829-6017
Environmental Health, Safety and Risk Management	210-829-6035
Human Resources	210-829-6019

Safety Escort

The UIW Police Department is dedicated to the safety of all individuals in our community. If you do not feel safe at any time, you may contact the UIW Police Department at 210-829-6030 and request an Officer to escort you to your destination on campus. The UIW Police Department will respond in a timely manner to your request for an escort.



Medical Emergencies

- *Immediately notify the UIW Police Department at 210-829-6030 or dial 911.*
- *If you are trained in first aid or CPR make sure the scene is safe before you approach the victim. Do not endanger yourself.*
- *Do not move the person unless he or she is in a life threatening situation.*
- *If additional people are available send someone to flag down emergency personnel.*
- *Automatic External Defibrillators (AEDs) are located across campus. Familiarize yourself and staff with locations and operating instructions.*
- *If you are exposed to bodily fluids while administering aid, immediately wash the exposed area and contact your supervisor or Human Resources, or contact your healthcare provider.*



Fire

If you discover a fire on campus use the **R.A.C.E.** acronym to help you remember what to do. You are not required to fight a fire as part of your job unless it is listed on your job description. Only use a fire extinguisher if you can answer yes to all of the following questions:

- *Have I been trained in fire extinguisher use while working for UIW?*
- *Has the fire department been called first?*
- *Is the fire small and contained? (trash can sized)*
- *Do I have the proper fire extinguisher?*
- *Is there a clear escape route?*
- *Do I feel comfortable in the fighting the fire?*



R.A.C.E stands for:

- *R* eact to the situation-find the nearest telephone and call 911. Stay calm and answer all the dispatcher's questions.
- *A* ctivate the nearest fire alarm pull station.
- *C* lose doors behind you as you leave the area.
- *E* xit the building using the nearest, safe exit. **DO NOT USE ELEVATORS.** Inform your immediate supervisor if you know of anyone needing assistance.
- Assemble at a safe distance from the building.
- Try and take a head count to make sure everyone is accounted for.
- Wait for the all clear to be given by either the San Antonio Fire Department or UIW Police Department.

If you hear a fire alarm:

- Immediately inform your supervisor.
- Close the doors behind you as you leave.
- Exit the building using the nearest, safe exit. **DO NOT USE ELEVATORS.**
- Inform your supervisor of anyone who might need assistance.
- Assemble at a safe distance away from the building.
- Try and take a head count to make sure everyone is accounted for.
- Wait for the all clear to be given by San Antonio Fire Department or UIW Police Department.



FIRE

Evacuation of Mobility Impaired

- *Evacuation of disabled people who are otherwise ambulatory, such as vision or hearing impaired, should take place with other building occupants. They can benefit from an escort.*
- *Evacuation of people who are dependent on mechanical equipment for their mobility **should not be evacuated by elevator** unless authorized or directed by fire department personnel.*
- *Call UIW Police Department at 210-829-6030 and request the stairwell evacuation chair to transport someone who cannot walk down the stairs.*
- *If not able to exit the building the individuals should “protect in place.” A fire exit stairway is the preferred location.*
- *Others should advise emergency personnel of the location of the individuals “protecting in place.”*



Active Shooter: Run, Hide, Fight

RUN

If you find yourself involved in an active shooter incident immediately try to move out of the path of danger. Alert people to the situation and try and exit the building immediately. Remember *Run, Hide and Fight*

- *Evacuate to a safe distance from the incident and take protective cover.*
- *Call 911.*
- *Stay under protective cover until the all clear has been given by UIW Police Department or San Antonio Police Department.*

HIDE

- *If you are not immediately impacted by the situation take protective cover. Protective cover is any object that will stop a bullet from hurting you. Stay away from all doors and windows.*

IF YOU CANNOT EXIT SAFELY: Remember the OUTS

- *Hide out-* If unable to leave the immediate area find a place to hide, preferably behind a locked door. Be sure to turn cell phones to vibrate or silent mode
- *Keep out-* make it difficult for an aggressor to reach you, use anything in your surroundings to block the shooter from reaching you. (desks, chairs, cabinets)
- *Spread out-* do not collect in large groups. Spread out to become less of a target
- *Help out-* If possible assist those with injuries around you

FIGHT

- *Take out-* As a last resort and only if you are in imminent danger commit as a group to take out the shooter.

Crime Prevention

Suspicious Person

If you witness someone acting in a manner which you consider suspicious:

1. *Do not confront the individual.*
2. *Contact UIW Police Department immediately at 210-829-6030.*
3. *Give a description of the person.*
4. *Explain what the person was doing that seemed suspicious to you.*
5. *Give your name and a call back number if possible in case more details are needed.*

How to Report a Crime or Incident

The UIW Police Department maintains a 24 hour a day, 7 days per week operation. Sworn police officers are on duty to respond to any crime, suspected crime, or incident requiring police attention. Emergency phones and Help Stations are available throughout campus. The UIW Police Department actively participates in new student orientation programs and other programs to promote crime awareness and reporting. Criminal activity affects every member of the community. If you are the victim of crime, suspect that a crime has been committed, or have witnessed a crime, report this to the UIW Police Department at 210-829-6030 or through the Silent Witness Program at uiw.edu/police

If you witness criminal activity:

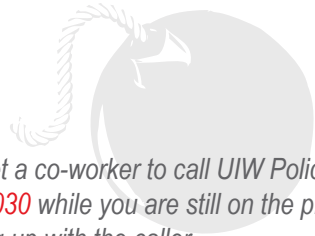
1. *Do not attempt to confront the individual(s).*
2. *Contact UIW Police Department immediately at 210-829-6030 or:*
3. *Contact UIW Police Department via web page www.uiw.edu/police.*

ACTIVE SHOOTER/CRIME PREVENTION

Threats/Bomb

What to do in case you receive a bomb threat.

- *Remain calm, **Do Not Hang Up!***
- *Take caller seriously.*
- *Ask as many questions as you can. Try and get a co-worker to call UIW Police Department as soon as possible at **210-829-6030** while you are still on the phone with the caller or call immediately after hanging up with the caller.*



BOMB THREAT CALL CHECKLIST

When is the bomb going to explode? _____

Where is it right now? _____

What kind of bomb is it? _____

What does it look like? _____

What will cause it to explode? _____

Did you place the bomb? Why? _____

What is your address? _____

What is your name? _____

What was the exact wording of the threats? _____

Male _____ Female _____

Adult _____ Child _____

Estimated age _____ Ethnicity _____

Speech

- | | | |
|---------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Loud | <input type="checkbox"/> Broken |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Sincere |

Background noises: _____

Other Observations: _____



THREATS/BOMB

Hazardous Materials/Spills

ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO RESPOND TO HAZARDOUS MATERIAL INCIDENTS!

If you come across a hazardous material spill or believe it might be a hazardous spill first identify what type of spill it is. Hazardous material spills are divided into two major types:

1. ***Small Spill***- A hazardous material spill of less than 1 liter in volume of an agent that you are properly equipped and trained to safely handle appropriately.
2. ***Major Spill***- A hazardous material spill greater than 1 liter in volume or an agent spill that you are not adequately equipped or trained to safely handle appropriately.

Small Spill:

1. *Inform supervisor and others in the area about the spill.*
2. *Restrict further access to the area.*
3. *Do not enter the spill area alone.*
4. *Use proper personal protective equipment appropriate for the spill agent.*
5. *Neutralize or secure the spill using absorbent material.*
6. *Dispose of the spill-cleanup material as hazardous waste.*
7. *Do not attempt to clean, disinfect, or absorb spill materials without proper emergency response training and equipment.*
8. *If you are injured call 911 and seek medical attention immediately. Call Incarnate Word Police Department at **210-829-6030**.*

Major Spill:

1. *Inform the supervisor and others in the area about the spill.*
2. *Contact UIW Police Department at 210-829-6030 and EHSRM at 210-829-6035.*
3. *Restrict further access to the area and secure the area.*
4. *Do not attempt to clean, neutralize, or disinfect major spills.*
5. *Await emergency response from the UIW Police Department.*
6. *Remain outside the spill area to advise responders on the spill agent, affected employees, and other special precautions pertinent to containing and managing cleanup.*
7. *If you are injured immediately call 911 and seek medical attention.*

For any exposure to a bloodborne pathogen, immediately follow the following steps:

1. *Contact your departmental preceptor, lab manager/principle investigator and EHSRM Director at 210-829-6035 to inform them of the potential exposure.*
2. *Perform initial first aid. Clean the wound, flush the eyes or other mucous membranes.*
3. *A confidential medical evaluation and follow-up is recommended within two hours of a contaminated needlestick or body-fluid exposure. Seek care from the nearest emergency room or health care facility.*
4. *Access the ECP on the EHSRM web page for more information.*



Severe Weather

Always know the location of the nearest emergency exit and shelter for your location.

Severe Thunderstorm Watch

Conditions are conducive to the development of severe thunderstorms in and close to the watch area. Monitor local radio, Rave alert, UIW web page, television, or weather radio for further information.

Severe Thunderstorm Warning

A severe thunderstorm has actually been observed by spotters or indicated on radar, and *is occurring or imminent* in the warning area. Monitor local radio, Rave alert, UIW web page, television, or weather radio for further information.



Tornado Watch

Conditions are *conducive to the development* of tornadoes in and close to the watch area. Monitor local radio, Rave alert, UIW web page, television, or weather radio for further information.

Tornado Warning

A tornado has actually been sighted by spotters or indicated on radar and *is occurring or imminent* in the warning area. Monitor local radio, UIW web page, Rave alert, television, or weather radio for further information.

During a Tornado Warning

- *Seek shelter in the lowest level. If there is no basement, go to an inner hallway, a smaller inner room, or a closet. Keep away from all windows.*
- *Cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass.*
- *Avoid large-span roof areas such as school gymnasiums, arenas, or shopping malls.*
- *If you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your arms or a piece of clothing.*

After a Tornado

- *Stay away from downed power lines; report them to UIW Police Department.*
- *Stay away from damaged buildings until UIW Police Department has given you permission to enter.*
- *If there is flooding, watch for snakes and other animals.*
- *Evacuate if you smell fumes or gas and notify UIW Police Department.*
- *To prevent fires, use flashlights, not candles, when you check for electricity after a tornado.*

Utility Failures

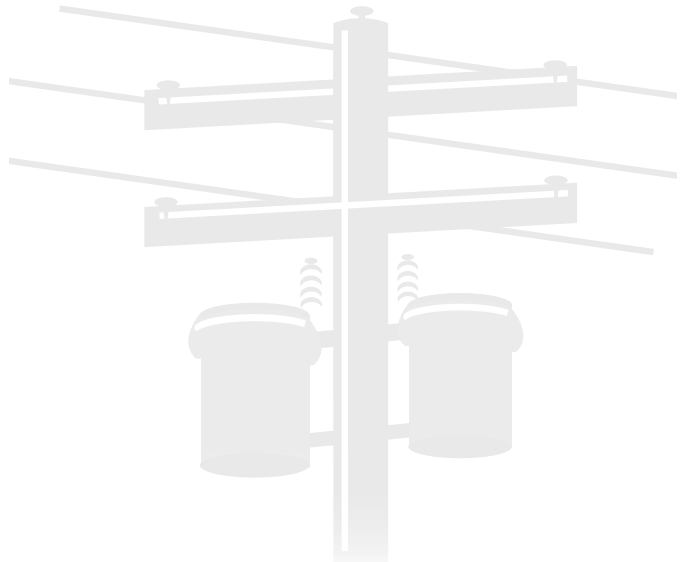
Utility failures

During normal working hours if you experience a utility outage please call Facilities Management at 210-829-6023.

If you experience a utility outage after hours call UIW Police Department at 210-829-6030.

Most buildings are equipped with emergency lighting. If safe to do so follow the emergency exit signs to the nearest exit door and exit the building.

REMEMBER elevators are not to be used in emergency situations and will not function in a power failure.

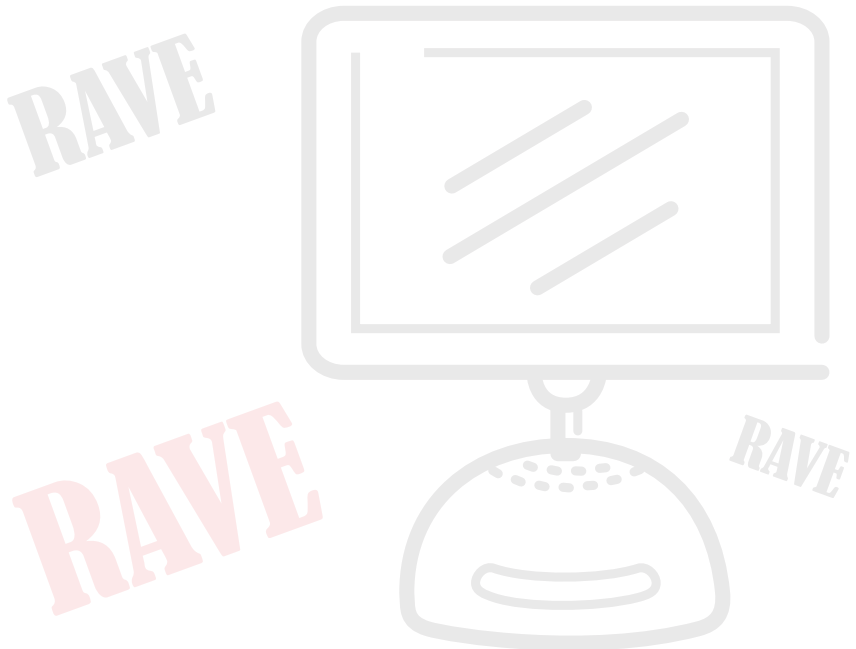


Mass Notification System

The University of the Incarnate Word (UIW) has developed a tiered emergency response and evacuation program to alert you in the event of an emergency on campus. UIW's tiered system incorporates a written Emergency Response and Evacuation Plan, a Mass Notification System (MNS), a text messaging system (RAVE) and web-based alerts via UIW's home page. The MNS system will broadcast voice alerts to students, faculty, staff and visitors in the event of an emergency through high power speaker arrays. The campus warning system broadcasts alerts via a secure network that continues to operate during a disaster. In the event of an emergency on campus the tiered system is capable of informing you of immediate dangers in your areas, both indoors and outdoors, so you will be alerted quickly and accurately.

Please go to the University's main webpage and log into MyWord, or go directly to this link: <https://my.uiwtx.edu/group/mycampus/home>.

Click on the Rave Alert icon in the upper left of the screen. On this screen you can confirm/test, delete, add cell phone numbers and email addresses. If you need assistance please contact the Help Desk at 210-829-2721 or helpdesk@uiwtx.edu.



After the Emergency

After an emergency situation it is important to verify that University procedures have been followed to protect both the campus and its community.

Make sure that:

1. *Victims have received appropriate medical care.*
2. *Notify your immediate supervisor of the incident.*
3. *Make sure that the proper incident reports have been submitted to Human Resources 210-829-6019 or UIW Police Department at 210-829-6030.*

911

911





Lockdown Procedures

An emergency lockdown is a response to an actual emergency situation on campus such as an active shooter, chemical release or weather situation. It means that an emergency situation actually exists on campus and that the potential for harm is imminent for faculty, staff, students, and visitors. This type of lockdown is used to rapidly enhance the level of security on campus. A lockdown further requires that all staff and students immediately seek safety from the potential threat and await instructions from UIW Police Department, San Antonio Fire Department or San Antonio Police Department. If a lockdown is issued immediately:

- *Lock and block the door and windows*
- *Silence your cell phone or pager*
- *Turn off any source of noise*
- *Hide behind large items*
- *Try and spread out and do not gather in groups*
- *Remain quiet*
- *Dial 911, if possible, to alert the police to the emergency situation. Don't assume someone else will call. If you can't speak just leave the line open so dispatch can listen.*

This publication is available in alternate format by request. To request an alternate format, please contact the Department of Environmental Health, Safety and Risk Management (EHSRM) at 210-829-6035.

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