

**TEXAS WOMAN'S UNIVERSITY
EMERGENCY PLANNING GUIDE
AND SAMPLE PLAN**

FRAMEWORK FOR DEPARTMENT EMERGENCY PLANS

The University has in place an Emergency Plan that provides the context and institutional framework for responding to emergencies at the University. It consists of a basic plan for the overall University response, supplemented by “annexes” for specific operating units, such as the Department of Public Safety, Facilities Management, Safety Office, and Information Technology Services. The basic plan establishes an emergency management organization and reporting structure for the University and assigns responsibilities for emergency response functions. Included within this policy and operational groups an identification of the members and responsibilities of each department is noted. The basic plan also includes mechanisms for activation of the plan and establishes priorities for decision making. In addition, it creates a framework for coordination and communications between the policy and operational groups, and between the campus and the larger community.

The annexes to the plan prepared and maintained by operational units, provide detailed procedures for fulfilling the responsibilities assigned to the unit by the basic plan. In addition, each annex identifies personnel and procedures for coordination with the basic plan.

The Plan and annexes are maintained at Risk Management. Copies of the Plan also are available at all Reference Stations. Any emergency (event or series of events that seriously disrupts the operations of the University) will be addressed through the procedures included in this Plan. All University personnel are expected to be familiar with this Plan.

This Department Planning Guide has been prepared to assist University departments and units in developing emergency response procedures for their own personnel and facilities. It includes information developed by the Safety Office and provides an outline of the responsibilities of departments, a format for preparing department plans, and supplementary information to be considered in preparing these plans. Staff of Safety Office, Facilities Management, and the Department of Public Safety is available to provide additional assistance as requested.

Departments are strongly encouraged to complete emergency response plans for their departments and maintain copies of them at the Reference Station most conveniently located for their personnel.

Once completed, these plans should be used on a regular basis to train existing and new personnel about appropriate emergency actions.

DEPARTMENT RESPONSIBILITIES IN EMERGENCIES

Each department or unit shall have in place its own plan to guide its response to an emergency situation. Each department or unit plan shall be consistent with the overall emergency plan and shall provide instructions for dealing with personnel and facilities. Each university unit or department is responsible for:

1. **Identifying an Emergency Plan Coordinator:** Responsibility for coordination and implementation of the department or unit emergency plans should be assigned to an individual who may be the department or unit head, key administrator, additional duty safety officer or building coordinator.

Contact information for this individual should be provided to the University Risk Management.

2. **Reporting Emergencies:** Every emergency situation should be immediately reported to the Department of Public Safety.

3. **Accounting for Unit Personnel:** Each unit is responsible for attempting to account for its faculty, staff, and students by establishing and instructing its personnel about Building Evacuation Plans.

4. **Initiating Emergency Communications:** Each unit or department should have its own plan for contacting its essential personnel who will be needed as part of its emergency response. This plan should include a contingency for emergencies during non-working hours and for situations where telephone communication is not possible. In a major emergency where unit operations cannot continue, any unnecessary personnel should be advised to go home or, if the emergency occurs during non-working hours, advised to remain at home.

5. **Protecting Building Space:** Each unit is responsible for the building space assigned to it. This includes:

- a. Security of spaces and contents
- b. Safe storage of contents including books computers, hazardous materials, etc. This also includes backup procedure for computer systems.
- c. Approved operation and shutdown procedures in emergency situations for units with chemicals or other hazardous materials.
- d. Evacuation plans reviewed by Environmental/Occupational Health and Safety.

6. **Training:** Training should include cpr/first aid for selected individuals, fire extinguisher training, evacuation procedures, shelter-in-place procedures and testing of call-up lists. In addition, personnel should be aware of the location of emergency supplies and first aid kits and the need for personal emergency kits.

DEPARTMENT EMERGENCY PLAN OUTLINE

The emergency plan the department or unit prepares should follow the format included in the outline below. The following pages include specific instructions for completing the plan. Additional assistance from Environmental/Occupational Health and Safety, Facilities Management and the Department of Public Safety is available.

Department Emergency Plan

- I. Title page: Department or unit covered by plan
Buildings occupied by department or unit
Person responsible for emergency plan

- II. Emergency Response
 - A. Department/unit purpose
 - B. Department/unit priorities
 - C. Expectations for employees
 - D. Communications
 - E. Responsibility and Control
 - F. Coordination with University Emergency Plan
 - G. Emergency Procedures
 - 1. Building Evacuation Plans
 - 2. Fires
 - 3. Bomb Threats
 - 4. Chemical Spills
 - 5. Weather
 - 6. Records and Expenses
 - 7. Documentation of Events

- III. Employee Training Drills

- IV. Emergency Supplies
 - A. Departmental
 - B. Personal

- V. Securing Building Contents

- VI. Protecting Building Contents

INSTRUCTIONS FOR COMPLETING DEPARTMENT EMERGENCY PLANS

The following instructions are for completing each section of the departmental emergency plan; explain what should be included in the section, and providing additional information that may be helpful as you prepare the plan.

SAMPLE PLAN

I. Title Page

The first page of the plan shall describe whom the plan covers and who is responsible for maintaining the plan. Designation of an individual responsible for the department's activities in an emergency is also advised. It is strongly recommended that one person be identified for both responsibilities and supported by the department in fulfilling these obligations. The following is a sample title page:

(Department name here) Emergency Plan

For

*Building name here,
(identify which campus here)*

Last Revised: add date here

Responsible Individual(s)

Name, Department work and emergency number here

Emergency Response

In order to facilitate an effective response to an emergency situation, especially a major emergency with widespread and long-term effects such as a major fire, departments should determine in advance their policies, priorities, communications and chain of command, and expectations for employees. The second section of the plan should include this information for the department.

In addition, this section should include specific procedures for all types of emergencies. General procedures developed by Environmental/Occupational Health and Safety are included under “Emergency Procedures” below, and should be incorporated into the department’s plan, with modifications as appropriate to the department’s needs. The following format is recommended:

A. Purpose: State the department’s/unit’s role and function.

The (Department name here) is the designated (what kind of service) service for currently enrolled students. Other duties can only be determined by prior planning with other segments of the university community and with the agreement of the Vice President for (What division.)

This document is written specifically for the (name department and campus) location.

Determine the function the department performs under emergency conditions within the University and the appropriate response to a University emergency. Is the department’s responsibility limited to considering the safety and security of its own personnel and facilities, or does it extend to assisting other portions of the campus? Are employees expected to remain on campus, or return to the campus as soon as possible if the emergency occurs during non-working hours? Who are “essential” personnel, who must be involved? How will they be contacted?

B. Priorities: Briefly identify the priorities for response and recovery.

1. *Emergencies requiring immediate safety of employees.*
 - a. *Staying within the building: safe places for employees in emergencies requiring that they stay within the building are those without windows and include: name locations within building. All other doors along each corridor should be closed.*
2. *Emergencies requiring evacuation: the first person to realize that evacuation of the (name department) is required will be responsible for pulling the nearest fire alarm box. Fire alarm pull stations are located next to entry doors (name locations). If time permits, calling DPS (2911) would be the next step. If a senior staff member is present on either level, that staff member should oversee the evacuation of that floor, including, if possible, knocking on all doors to determine if they are occupied. If a senior staff member is not present, those present should attempt to determine any remaining occupants of the floor before evacuating, if possible. Staff members should attempt, if possible, to lock all filing cabinets containing client files and remove the keys to those filing cabinets to a safe place as they evacuate.*
3. *In the case of evacuation, all staff should gather at a central location for head-counting. Staff should gather at the following location(s): First gathering spot = (name location); if that is not available because of damage, the second meeting spot will be the name location; third spot will be the name location.*

4. *Following a successful head count, the senior member of the staff present will make a determination of any actions appropriate for recovery, if necessary.*

Determine priorities for immediate response to an emergency and for physical preservation and recovery following an emergency. Consideration should be given to hazardous substances; computer/data backup procedures; laboratory operations, cultures, and animals; valuable collections; places of assembly; and visitors and patients. (Additional resource information relating to these considerations is included below under Section VI, "Protecting Building Contents.")

C. Expectations for Employees: Clearly identify the expectations for "essential" and "non-essential" personnel.

1. *The first response in any emergency is to insure the safety of individuals. All staff share in the responsibility for insuring that everyone on a particular floor is evacuated safely or has found their way to the safest place on the floor. Persons who are mobility impaired should have priority for evacuation. If someone cannot be safely or easily evacuated with the staff on hand, DPS should be called immediately to inform them of the need to evacuate a mobility-impaired person.*

2. *The second expectation is the security of client files and client information. Where possible, all files should be placed in filing cabinets in (name location), those cabinets should be locked, and the keys held by one of the staff for safe-keeping. Usually, this would be the person in the front office at the time of the emergency and may normally be a (what position).*

3. *The third expectation is for security of office equipment, particularly expensive electronic equipment. Time permitting, all electronic devices should be turned off.*

Determine the department's policy regarding an emergency response and include appropriate measures in the department's plan. What are the department's expectations for faculty, staff and students, and how can these expectations be incorporated into the plan?

D. Communications:

Indicate how personnel will communicate with each other.

Emergency contact information is kept in three places: The Safety Officer, Department of Public Safety, and (where located). In the case that some staff has left campus but the remaining staff feels that additional staff is required, the most senior staff member on-site should use the contact information to attempt to contact any and all staff deemed necessary.

EMERGENCY CONTACT LIST
 Texas Woman's University
 (department)
 (month and year)

This information is highly sensitive and confidential and is meant for use only by members of the Texas Woman's University Emergency Management Team. Any other use constitutes grounds for liability under "invasion of privacy" legislation.

(Name), Director
 Home Phone:
 Cell Phone:
 Home email:
 Pager:
 Significant Other:
 Significant Other Work Phone
 Significant Other Work Fax:
 Significant Other Pager: (answering service)
 Significant Other cell phone:
 Significant Other email:
 Additional Contact:

Emergency contact information is vital in those situations when key personnel need to be called back to campus or be consulted for crucial decisions and information. All essential personnel should remain at the campus or return to the campus as soon as possible after a major emergency.

However, there may be situations when they are unable to leave home or reach the University, or when their own status is unclear. Therefore, each department should compile and maintain in personnel files standard emergency contact information. This information should be regularly checked and updated as necessary, and should include the following:

1. Name
2. Office location and phone number
3. Home address and phone number
4. Emergency contact information (spouse, children, other relatives/close friends)

A copy of the (department) Emergency Plan is kept (location in the building.)

A copy of this list is also maintained with the (who).

In preparing these plans, remember that in a power outage, electronic multi-button telephones will not be operating. Departments are encouraged to have "single line" telephones located in key areas for emergency communication. Existing lines used with fax machines and computer modems may also be used with a "single line" telephone.

Special "power failure telephones" are available to connect to existing multi-button telephone systems to provide service during a power outage, and voice mail, audio library, pagers, and cellular telephones

may also be used for emergency communication. Departments may consult with ITS at (940) 898-3971 for more information regarding these telephone service options, but should recognize that use of all telephone systems should be limited to urgent matters during emergencies.

In Denton, (departmental number) is available in the front office and (offer different number and location)

Departments should consider use of radios, messengers, out of the area emergency contacts, radio broadcasts, etc. as well as telephone communications.

E. Responsibility and Control: Clearly state who has decision making authority and an order of succession for this responsibility.

1. Once the safety of the staff has been insured, the most senior staff members will responsible to overall control of the situation. The order of seniority is:

(Name certain staff position) should not be put in the position of making decisions about clinical issues, but may be in a position to make decisions about logistics and organization.

Recognize that the department may not have a typical situation where all members of the department are available. The most senior members present will be making decisions, and the positions needed and emergency authority assigned to each should be designated. The chain of command should be hierarchical with good communication. Personnel within the chain of

Command will need to know with whom they must communicate and how that is to occur.

F. Coordination with TWU Business Continuity Plan: Identify how the department plan coordinates with the overall Business Continuity Plan.

The (department) coordinates with the TWU plan by providing specified responsibilities to the (department). The department will contact the Emergency Operations Center at x2911 in the event of an unusual or significant occurrence.

Understand how coordination with the Business Continuity Plan is to occur and clearly identify means of communication within the department and with other campus units.

G. Emergency Procedures: Include emergency procedures for all types of emergencies, as indicated below, and modified as necessary to address the department's needs and priorities.

1. Building Evacuation Plan

a. There are two stairwells on each level that should be used for evacuation. In addition, under certain circumstances, evacuating through the fire doors connecting to (name additional building if possible) may also be a possibility.

Place a copy of the Building Evacuation Plan in this section. If a Building Evacuation Plan has not been developed for the building, now is the time to do so. Contact the Safety Office for a copy of the floor plan(s). Building Evacuation Plans are required by State Safety and Health Standards and The Life Safety/National Fire Code. The following are procedures for developing a Building Evacuation Plan. Facilities Management also is available to assist you.

EMERGENCY PROCEDURES-BUILDING EVACUATION PLANS

- A. Provide name, location, and phone number of the person (or persons) responsible for the Building Evacuation Plan. (The Plan must be updated by the person responsible for the Plan when changes in personnel or evacuation routes occur.) **Fill that information in here.**
- B. Insert floor plans showing evacuation routes (available from Facilities Management).
- C. Include plans for persons with disabilities who inform their supervisors that they need assistance during emergency evacuation. Supervisors are then required to take the following action:

All accessible areas of (name department) offices at all locations are at ground level. Any person with a disability in a (name department) office will be escorted from the building by appointed staff.

1. Instruct or escort new employees who are blind or have vision impairments on evacuation routes to take during an emergency.
2. Provide employees with hearing or vision impairments either with auxiliary aids or assign individuals to alert them in the event of a fire alarm or other emergency situation.

Inform all employees, including employees with disabilities, of the following actions if they are trapped in a building or unable to go to the Area of Evacuation Assistance:

1. Call 9-911 if a phone is available, and report the location and situation.
2. Go to a window, if available, and signal emergency personnel by waving, or hanging or taping a large sign in the window. Employees may open the window for fresh air, but must not break the window as smoke may enter.
3. If smoke is present, stay low, cover you face with a cloth (damp, if possible) and place fabric (cloth, coat, towels, etc.) around door cracks to keep smoke out.

D. Identify Area(s) of Evacuation Assistance

1. The preferred location for an Area of Evacuation Assistance is the building stairwell; these areas are designed to remain free of smoke and fire. However, some stairwell landings may not be sufficiently sized for wheelchairs, and an alternate area must be designated.

*On the ground floor, if exit becomes impossible, offices on the (name location) of the floor should be used for Evacuation Assistance. **Describe the location of the areas of evacuation assistance here.***

2. Indicate the location of Areas of Evacuation Assistance for the building and identify it on the Building Evacuation Plan.

3. Confirm location with Safety Office.

E. Establish Emergency Assembly Point (EAP)

In the case of evacuation, all staff should gather at a central location for head-counting. Staff should gather at the following location(s): First gathering spot = designate location; if that is not available because of damage, the second meeting spot will be name location; third spot will be the name location.

1. The EAP must be designated in the Building Evacuation Plan, and occupants must be informed to go to this area after evacuation.
2. The area should be open, away from buildings, power lines, poles, and trees, which can fall and injure people below. The area should also be large enough to hold most department members.
3. The location should be easily and safely accessible, near normal building exits but a safe distance away from buildings.
4. The area should be accessible to emergency services personnel, but not located so as to block access to fire hydrants, ramps, etc.
5. Large buildings may have more than one EAP. It may be prudent to designate an EAP for each department or section of the building. Coordination with other units may be necessary to avoid conflict.
6. Interior Emergency Assembly Points may also be established within some buildings with horizontal exits, and in high-rise buildings. All interior EAPs should be confirmed with Safety Office.

- F. Include any special information unique to the building or operations in the Building Evacuation Plan (examples include assisting patients, children, and other visitors out of the building or shutting down equipment that cannot be left running unattended.)

A copy of the Building Evacuation Plan and all revisions must be available to all employees, and all employees must be made aware of the Building Evacuation Plan.

2. Fires

This section should include procedures for response in case of fires. In preparing the plans, you should be aware that each University building has a fire alarm system, usually consisting of pull stations, smoke, heat, and duct detectors, water flow alarms, strobe lights, and speakers or horns. When a device is activated, a building and area identification code is sent to the TWU Department of Public Safety. Fire alarm pull stations may also be considered as a life safety system for use during other life threatening situations, particularly if a telephone is not readily available. The University telephone directory contains instructions for reporting emergencies to the University Department of Public Safety by telephone.

The City of Denton, Dallas, Houston Fire Department is the key resource for fire fighting, hazardous material problems and for medical aid.

Emergency response will be provided by the City of Denton; Dallas, Houston Fire Department and University staff as soon as possible after the emergency is reported. Whenever the City of Denton, Dallas, and Houston Fire Department respond to a University emergency, it is in charge of the emergency location until it relinquishes control to the appropriate University unit.

Procedures for responding to fires are included below. The department plan for response to fires may incorporate these steps for action, which refer to the Building Evacuation Plan outlined above.

EMERGENCY PROCEDURES-FIRES

- A. Call 911 for help by activating a fire alarm manual pull station located at exits. If time permits, use a telephone to give more specific information.

Pull stations are located by the exit doors to each floor.

- B. Leave the building immediately by the nearest exit route or an alternate route if the nearest exit is blocked. Keep to the right of the stairwell as you descend. Fire fighters may be coming up on the left as you are going down. If the immediate exit is obstructed, to an alternate exit.

- C. **DO NOT USE ELEVATORS.** Elevators are not available and are not safe for evacuation purposes. When the fire alarm sounds, the elevators will be automatically recalled to a predetermined floor and shut off.

- D. As you leave the area take the following precautions if it is safe to do so **these activities must not significantly delay the departure. Exercise good judgement:**

- Close doors behind you as you leave
 - Shut off heat producing equipment (bunsen burners, etc.)
 - Return hazardous materials to their proper storage units

- E. Assist persons with disabilities out of the building or to the Area of Evacuation Assistance designated for the building and inform responding emergency personnel to assist the disabled with evacuation.

- F. After evacuation, report to the pre-designated emergency assembly point.

- G. Stand clear of Fire Department personnel and equipment and follow the directions of the Fire Department.

- H. Do not re-enter the building until the Fire Department has declared the building safe.

IMPORTANT: If you hear an alarm, you should evacuate immediately using the nearest exit.

3. Bomb Threats

The following procedures for bomb threats should be incorporated into the department plan.

EMERGENCY PROCEDURES – BOMB THREATS

University personnel receiving telephoned bomb threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also attempt to get as much information as possible about the caller. For example; male or female, accent, etc. Listen for any background noise, which may indicate the location of the caller. The checklist below shows the information, which can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the TWU Department of Public Safety at 9911. Bomb threats received through the mail or by other means are also to be reported immediately to the TWU Department of Public Safety.

Bomb Threat Call Checklist

Date

Call Received by

Record the exact language of the threat

Time of Call

Phone No.

Keep Caller on the phone. Ask: WHEN is it set to go off?

WHERE is it?

WHY are you doing this?

WHO are you?

Voice on the phone:

Man	Woman	Child	Age
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Intoxicated	Accent	Speech Impediment
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Other

Background Noise:

Music	Children	Airplane	Talk
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Traffic	Typing	Machines	Other
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4. Chemical Spills

Departments where hazardous chemicals are used and stored are required to plan for chemical spill emergencies. For minor spills, adequate clean up supplies must be on hand and personnel need to be trained in chemical spill clean up procedures. For major spills, call 911 to obtain City of Denton Fire Department HazMat response.

The Safety Office, in accordance with regulations, has established protocols, contained in the University Laboratory Safety Manual for the use, storage, and disposal of all types of hazardous materials. The Safety Office staff also is available to assist departments in the development of operations and shut-down procedures for chemical laboratories and in preparing other plans for dealing with hazardous substances. The department plan should include the following procedures, if appropriate, and include any special procedures that are unique to the building's operations or facilities. Call the Safety Office at (940) 898-2924 for further assistance.

EMERGENCY PROCEDURES-CHEMICAL SPILLS

When a chemical spill cannot be cleaned up safely without the assistance of safety and emergency personnel, take the following action:

- A. Call for emergency assistance
Campus Phone System: Dial 2911, 9911
Private or Pay phones: Dial 911 or 898-2911
- B. Provide as much information as possible: exact location chemical(s) involved, if there is a fire hazard, volume spilled, persons, injured, area evacuated, etc. (The University Department of Public Safety will summon the City of Denton Fire Department and Environmental/Occupational Health and Safety to assist.)
- C. Attend to injured or contaminated persons and remove them from exposure.
- D. Alert personnel to evacuate the area, as appropriate. Pull the fire alarm pull station to alert building occupants and to summon the Denton Fire Department.
- E. Turn off ignition and heat sources, if it is safe to do so.
- F. Close doors to the affected area.
- G. Provide information and assistance to responding emergency personnel.

5. Weather

The weather is seldom the direct cause of death or injury. Most casualties result from falling objects and debris because the results in damage, or demolish buildings and other structures. The following procedures should be incorporated into the department plan.

EMERGENCY PROCEDURES-SEVERE WEATHER

During Weather:

- A. Remain calm. Think through the consequences of any action taken. Try to remain calm and reassure others.
- B. If indoors, watch for falling objects such as plaster or light fixtures and for high bookcases, cabinets, shelves, and other furniture which might slide or topple. Stay away from windows. If in danger, get under a table or desk, in a corner away from windows, or in a strong doorway. Encourage others to follow the example. Do not run outside.
- C. If in a high-rise buildings get under a desk. Do not dash for exits, since stairways may be damaged. Elevators may fail.
- D. If in a crowded auditorium or dining area, move to the sidewalls away from windows. If you must leave the building, choose the exit as carefully as possible.
- E. If outside, make a calm approach to get inside and avoid high buildings, walls, windows, power poles, downed power lines, and other objects which could fall. If possible, move to an open area away from all hazards.

After Storm:

- A. Check for injuries to personnel in the area. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Render first aid assistance if required. Follow Building Evacuation Plans as necessary.
- B. Check for fires or hazards, spills of flammable or combustible liquids, or leaks of flammable gases.
- C. If you are qualified to do so, check utility lines and equipment for damage; shut off gas and electrical power if possible and appropriate. Do not use matches, lighters, open flame appliances or electrical switches until you are sure there are no gas leaks.
- D. Report injuries, emergencies and damages as appropriate. Use telephone systems only for urgent matters.
- E. Verify that spilled chemicals or other potentially harmful materials are cleaned up and properly disposed of.
- F. Organize the results of the above survey and decide how to secure or make safe the above.

G. Arrange with the Facilities Management (940) 898-3137 to repair/install items.

6. Emergency Records and Expenses

Each departmental unit should (not required) assign a unique code for emergency record keeping purposes and designate one individual (or position title) to be its liaison with the University's "Applicant Agent" (most likely this will be the University Controller's Office) in the event the University is able to apply for financial disaster assistance.

The **(name who)** will serve as the liaison to the Controller's Office.

Any departmental unit that incurs damage during an emergency should collect the information listed below and maintain this information in a file separate from regular accounting records. If Federal or State financial disaster assistance is available for a disaster, each unit is responsible for providing to the University's Controller a complete copy of this file.

EMERGENCY PROCEDURES – RECORDS AND EXPENSES

The **(name who)** will be responsible for overseeing the recording of expenses.

- A. Identify the department, college, organization or unit by name and identification code.
- B. Provide a brief description of the damaged facility/grounds or the protective measures taken.
- C. Indicate the date(s) of the emergency.
- D. Compile the following, as appropriate for the expenses incurred.
 1. **Labor:** Employee time sheets; position titles; regular and overtime hourly wages; regular and overtime hours; benefits; benefit percentage of regular and overtime wages.
 2. **Equipment:** Rates; mileage costs; mileage percentages; invoices (if any)
 3. **Materials:** Invoices; purchase orders, central stores, stores issues, material transfers (for materials and/or supplies).
 4. **Contracts:** Invoices, purchase orders or other agreements used to purchase services of outside contractor, vendor, installer, consultant, etc.
- E. Submit the above information when requested to the Controller who will collect the documentation provided by all University units that incur damage, submit the documentation required for the University's request for financial disaster assistance.

7. Documentation of Events

This section shall include procedures for logging per personnel activities. It is important for personnel to contact the response centers if there are any immediate changes to their responsibilities. Assign personnel to monitor documentation of events.

II. Employee Training and Drills

The department plan should be reviewed periodically and revised or updated as necessary. It is the responsibility of each department to provide for regular training of its personnel so that the department's emergency procedures are well known and understood. Department personnel should also be familiar with the TWU Business Continuity Plan and actions to take (e.g., department contact with Emergency Operations Center, sources of information about the status of the University during an emergency, etc.) Incorporating this information into new employee orientation and student orientation, sessions, employee performance evaluations and other regularly scheduled departmental activities will ensure that the emergency expectations and actions are clear.

The (name who) will review this plan each (name month.) A training workshop will be held each (name month) for all personnel in the department..

III. Emergency Supplies

A. Departmental:

Preparation and maintenance of emergency supplies is crucial in the development of an emergency department plan. It is quite possible that the University would be required to function without outside assistance for at least 72 hours following a widespread community emergency, such as a tornado. In addition, there may be quite a few lesser emergency situations that nevertheless result in University staff and/or students being stranded at the University. Departments are encouraged to provide emergency supplies including radios with batteries, flashlights, and first aid kits.

B. Personal:

Department members should be encouraged to prepare personally for emergencies at home, in their cars, and in the office or laboratory. Essentials include the following:

- Portable radio with batteries
- Flashlight with batteries
- First aid kit
- Water
- Small supply of non-perishable food
- Sturdy Shoes
- Extra Clothes

IV. Securing Building Contents

Because most weather-related injuries result from objects hitting/falling on people or windows shattering and causing lacerations, departments should properly secure building contents.

This includes shelves, computers, wall hangings, chemicals, equipment, etc. the Safety Office at (940) 898-2924 is available to assist in recommendations for securing items.

1. Conduct a walk through of each room in the department's building(s) to look for
 - Shelves or cabinets that are not bolted to the wall
 - Computers or electrical equipment on desks
 - Objects on shelves which may fall
 - Free-standing objects which do not have a high enough base/height ratio to be fall proof (e.g., a tall cabinet)
 - Desks or seating areas directly under plate glass windows
 - Heavy hanging pictures, mirrors, or plants
 - Cupboards or cabinets without secure automatic latches

In an emergency requiring staff to seek shelter in the interior hallways of the offices, it is recommended that staff move any hanging pictures in those hallways to the floor, to reduce the possibility of injury from falling debris.

V. Protecting Building Contents

Computer/Data Backup Plans: Damage to computers or utility shutoff after a disaster may cause loss of precious information, research or time. If electrical power is interrupted, computer systems in buildings will be shut down. Departments are responsible for automatic system shutdown procedures and for data backup procedures. Advice about developing these procedures is available from the ITS Services staff at (940) 898-3971.

Data base files are routinely backed up (note when). Other files are not critical or exist in multiple locations.

Laboratory Plans: Research groups should develop Emergency Plans in the same way as office personnel. These plans should incorporate additional concerns since laboratories tend to have expensive equipment and dangerous materials. Many emergencies experienced on campus are due to unattended departmental operations involving cooling water or unattended laboratory processes using gas burners or electrical heating equipment. Department plans should give careful consideration to laboratory operations, especially for periods outside of working hours when University buildings are mostly unoccupied, with the intent of reducing risks of losses when equipment failures occur.

N/A (this may not be applicable.)

Laboratory Cultures or Animals: Backup frozen cell lines and good records should be maintained to minimize loss of research in the event access to the laboratory is not possible after a disaster or if the cultures are contaminated as a result of a disaster. Consideration should be given to periodically sending backup vials and documents to a colleague at another geographical location for safekeeping. Maintaining adequate backup supplies also is important, as regular delivery and distribution of outside orders is uncertain after a widespread emergency. The College of Arts and Sciences can provide advice about laboratory animal protocol and care.

N/A (this may not be applicable)

Valuable Collections: Consideration should be given by departments to the protection of valuable items, which may need to be protected from theft, physical damage and fire. Physical and water damage often is preventable by storage in good cabinets or containers. Consider:

- Objects on wheels that are not locked in one position (e.g., an audiovisual cart)
- Heavy, breakable items not on the lowest possible shelf
- Water heaters that are not strapped to the wall
- Doorways that might be blocked by falling objects

N/A (may not be applicable)

Equipment: Consideration should be given by departments to list all specialty equipment used in each specific program. This list is on file in the (note location or with whom.) Each staff member should be responsible for updating the list annually. The list should include the original cost of the equipment, the manufacturer, and the office to contact for any needed repairs or replacement parts.

NA (may not be applicable)