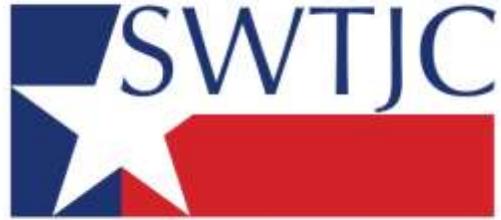


Uvalde | Del Rio | Eagle Pass | Crystal City | Pearsall



Southwest Texas Junior College



RIO GRANDE
COLLEGE

MULTI-HAZARD EMERGENCY RESPONSE PLAN

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

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II. INTRODUCTION

A. What is an Emergency?

A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder, or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or district and require the combined efforts of the State or other political subdivisions. College personnel and facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.

College emergencies can be small and easily managed, or they can be large and difficult to manage. Every college district emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

B. Purpose:

- To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed and an Emergency Response Team must be organized before an emergency occurs. Our College's Multi-Hazard Emergency Response Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
- The Incident Command System (ICS) will be used to manage all emergencies that occur within the Campus. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All campuses and site personnel complete mandatory training.
- Students must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being.
- Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. Staff will receive annual training in the emergency response plan.
- A committee will be established consisting of local law enforcement, and site personnel to develop the Emergency Operations Plan. The committee should consist of site staff from the following disciplines at a minimum:

Administrator	Food Service staff	Campus Police
Office staff	Students	
Maintenance	Instructors	

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

- Procedures will be developed to provide for disabled and non-English speaking students and staff.
- This plan shall be reviewed annually by the above committee and updated to maintain current procedures.
- Drills will be conducted periodically to test the effectiveness of the plan. An after action review shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan.
- An NOAA capable radio with battery power back-up will be placed in administration offices where it can be monitored for emergency messages during school hours.
- Provisions for off campus emergencies will be addresses in this plan (e.g. bus accidents, field trips, off campus activities...).
- A copy of this plan will be filed with each Campus administration office for Southwest Texas Junior College (SWTJC) and Sul Ross - Rio Grande College (SR - RGC).

During a Disaster: Step by step is right here

The most important strategy for administrators, instructors, and staff is to know what steps to take when an emergency occurs. Planning, training, and practices (for example, drills) help all personnel be prepared and knowledgeable to address the various risks related to the different campuses.

In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take. These steps are guidelines to inform you of the most likely steps to take. It is critical to evaluate the circumstances of the actual event and determine the most appropriate course of action. Some common incidents have been addressed to help you in an emergency. Each site must conduct a hazard assessment to identify all hazards that pose a risk to the College campus.

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III. BASIC PLAN

1. Situation

- a. The College maintains campuses in Uvalde, Del Rio, Eagle Pass, Crystal City, and Hondo.
- b. The SWTJC Emergency Response Coordinator has the primary responsibility for developing and implementing the site Emergency Operations Plan. The SWTJC President has the authority of executing the policies developed by the campus.
- c. Site personnel and/or local fire and law enforcement agencies handle most emergencies on site.
- d. Rio Grande College campuses are adjacent and susceptible to the same potential incidents

2. Assumptions

- a. During an emergency, centralized direction and control (i.e., activation of the Command Post) is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

3. Emergency Communications

When an emergency condition exists, the Incident Commander will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used (a being the primary mode of communication followed by alternative modes). Notifications will be given in plain language. Code words shall not be used.

- a. Two-way radios
- b. Campus telephones
- c. Cell phones
- d. Runners

4. Media Relations

The site Public Information Officer will be prepared to deal with the media. A separate staging location will be pre-identified for media briefings.

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Public Information Release

Check () as appropriate: College/ campus-wide _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

The (students/employees) [(are being) or (have been)] accounted for.

No further information is available at this time.

Emergency medical services [(are here) or (are on the way) or (are not available to us)].

Police [(are here) or (are on the way) or (are not available to us)].

Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available to us)].

Communication center(s) for parents (is/are) being set up at _____
to answer questions about individual students.

Communication center(s) for families (is/are) being set up at _____
to answer questions about individual employees.

Injuries have been reported at _____ and are being treated at the site by
(staff/professional medical responders). (#) _____ reported injured.

Students have been taken to a safe area, _____, and are with [(classroom
Instructors/staff) or (_____)].

(#) Students have been taken to the local emergency room for treatment of serious injury.
Parents of injured students should go to the emergency room at _____

(#) Confirmed deaths have been reported at _____
Names cannot be released until families have been notified.

Structural damage has been reported at the following sites: _____ .

Release restrictions No Yes
If yes, what?

Released to the public as Public Information Release # _____

Date/Time: _____

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MEDIA

All staff must refer media to College President.

The Campus, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- President serves as spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

College spokesperson _____
Name Telephone Numbers (home, work, mobile)

Alternate spokesperson _____
Name Telephone Numbers (home, work, mobile)

- College Public Information person acts as contact for emergency responders and assists district spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

College Public Information person _____
Name #

Alternate Public Information person _____
Name #

During an emergency, adhere to the following procedures:

- Incident Commander or designee relays all factual information to President.
- President notifies other Campuses in district and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from Campus.
- Update media regularly. **Do not say "No comment"**.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe College's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- Refrain from exaggerating or sensationalizing crisis.**

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Emergency Contact Numbers Uvalde Campus

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire/Ambulance	911
Poison Control	1-800-222-1222
Uvalde Memorial Hospital	830-278-6251
Uvalde Campus Contacts	Number
Campus Police	830-591-7333
SWTJC President	830-591-7281
SWTJC Dean of Instruction	830-591-7286
Transportation	830-591-7207
Physical Plant	830-591-7203
Food Services	830-591-7243
Health Services	830-591-7221
SWTJC Main Switchboard	830-278-4401
SR - RGC Associate Provost	830-279-3012
SR - RGC Uvalde Liaison	830-279-3001

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Emergency Contact Numbers Del Rio Campus

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire/Ambulance	911
Poison Control	1-800-222-1222
Val Verde Regional Medical Center	830-775-8356
Uvalde Campus Contacts for Del Rio	Number
Uvalde Campus Police	830-591-7333
SWTJC President	830-591-7281
Associate Dean / Del Rio	830-591-1555
Del Rio Office of SWTJC	830-775-1612
SWTJC Uvalde Main Switchboard	830-278-4401
SR - RGC Associate Provost	830-279-3012
SR - RGC Del Rio Liaison	830-703-4801
SR - RGC Del Rio Liaison Secondary	830-703-4821

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Emergency Contact Numbers Eagle Pass Campus

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire/Ambulance	911
Poison Control	800-222-1222
Fort Duncan Regional Medical Center	830-773-5321
Uvalde Campus Contacts for Eagle Pass	Number
Uvalde Campus Police	830-591-7333
SWTJC President	830-591-7281
Associate Dean / Eagle Pass	830-591-4111
Eagle Pass Office of SWTJC	830-758-0020
SWTJC Uvalde Main Switchboard	830-278-4401
SR - RGC Associate Provost	830-279-3012
SR - RGC Eagle Pass Liaison	830-758-5006
SR - RGC Eagle Pass Liaison Secondary	830-758-5004

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

SITE ASSIGNMENTS AND STAGING AREAS

Uvalde Campus On Site Locations and Staging Areas			
	Primary	Alternate	Alternate
On Site Command Post	Ballroom	GYM	Boardroom
Student Care	Health Clinic	Nursing - Witt	
First Aid	Health Clinic	Nursing - Witt	
Student Request	Health Clinic	Nursing - Witt	
Student Release	Health Clinic	Nursing - Witt	
Media Staging	Bluebonnet	Kincaid 3	
Law Enforcement Staging	Parking Lot 4	Parking Lot 2	Parking Lot 1
Fire Staging	Parking Lot 4	Parking Lot 2	Parking Lot 1
Public Works Staging	Parking Lot 4	Parking Lot 2	Parking Lot 1
Utilities Staging	Parking Lot 4	Parking Lot 2	Parking Lot 1

	Primary	Alternate	Alternate
Off Site Command Post	Uvalde EOC	Uvalde P D	
Student Care	N/A	N/A	
First Aid	N/A	N/A	
Student Request	N/A	N/A	
Student Release	N/A	N/A	
Media Staging	N/A	N/A	
Law Enforcement Staging	N/A	N/A	
Fire Staging	N/A	N/A	
Public Works Staging	N/A	N/A	
Utilities Staging	N/A	N/A	
Student Relocation Center	N/A	N/A	

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

SITE ASSIGNMENTS AND STAGING AREAS

Del Rio Campus On Site Locations and Staging Areas			
	Primary	Alternate	Alternate
On Site Command Post	DROC 1	DROC 301	
Student Care	Nursing Bldg.	Library	
First Aid	Nursing Bldg.	Library	
Student Request	Nursing Bldg.	Library	
Student Release	Nursing Bldg.	Library	
Media Staging	DROC 2		
Law Enforcement Staging	Parking Lot	Parking Lot	
Fire Staging	Parking Lot	Parking Lot	
Public Works Staging	Parking Lot	Parking Lot	
Utilities Staging	Parking Lot	Parking Lot	

	Primary	Alternate	Alternate
Off Site Command Post	HS ADMIN.	High School	
Student Care	N/A	N/A	
First Aid	N/A	N/A	
Student Request	N/A	N/A	
Student Release	N/A	N/A	
Media Staging	N/A	N/A	
Law Enforcement Staging	N/A	N/A	
Fire Staging	N/A	N/A	
Public Works Staging	N/A	N/A	
Utilities Staging	N/A	N/A	
Student Relocation Center	N/A	N/A	

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

SITE ASSIGNMENTS AND STAGING AREAS

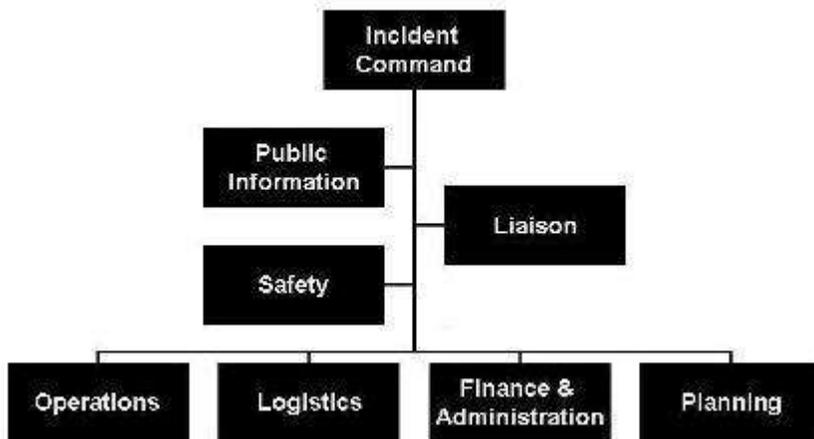
Eagle Pass Campus On Site Locations and Staging Areas			
	Primary	Alternate	Alternate
On Site Command Post	ADMIN	Bldg. E	
Student Care	TECH Bldg. E	Bldg. D	
First Aid	TECH Bldg. E		
Student Request	TECH Bldg. E		
Student Release	TECH Bldg. E		
Media Staging	A111 Bldg. C	C128 Bldg. C	
Law Enforcement Staging	Parking Lot	Parking Lot	
Fire Staging	Parking Lot	Parking Lot	
Public Works Staging	Parking Lot	Parking Lot	
Utilities Staging	Parking Lot	Parking Lot	
Student Relocation Center	TBA	TBA	

	Primary	Alternate	Alternate
Off Site Command Post	Trade Center	DPS	
Student Care	N/A	N/A	
First Aid	N/A	N/A	
Student Request	N/A	N/A	
Student Release	N/A	N/A	
Media Staging	N/A	N/A	
Law Enforcement Staging	N/A	N/A	
Fire Staging	N/A	N/A	
Public Works Staging	N/A	N/A	
Utilities Staging	N/A	N/A	
Student Relocation Center	N/A	N/A	

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

ICS ASSIGNMENTS Uvalde Campus

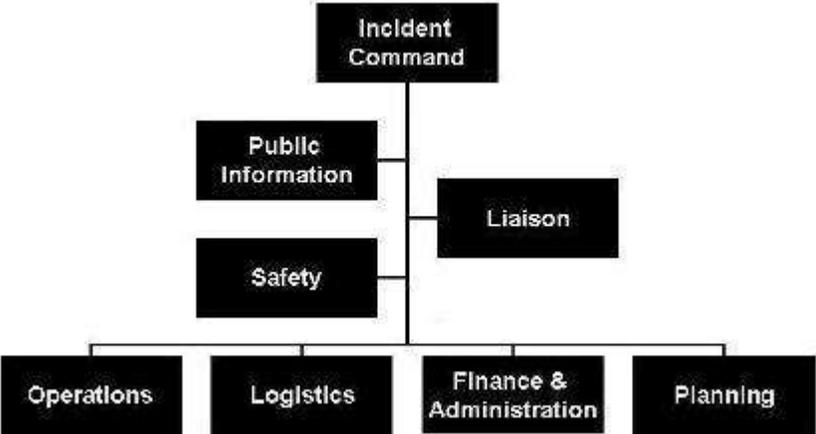
POSITION	1 ST (Primary)	2 ND (Alt)	3 rd (Alt)
Incident Commander	President	Dean of Instruction	Dean of Students
Safety			
Liaison			
Information Officer			
Operations	Campus Police		
Communications			
Recorder			
Security			
Search & Rescue			
Safety/Damage			
Medical/First Aid			
Student Supervision			
Student Request			
Student Release			
Runners			



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ICS ASSIGNMENTS Del Rio Campus

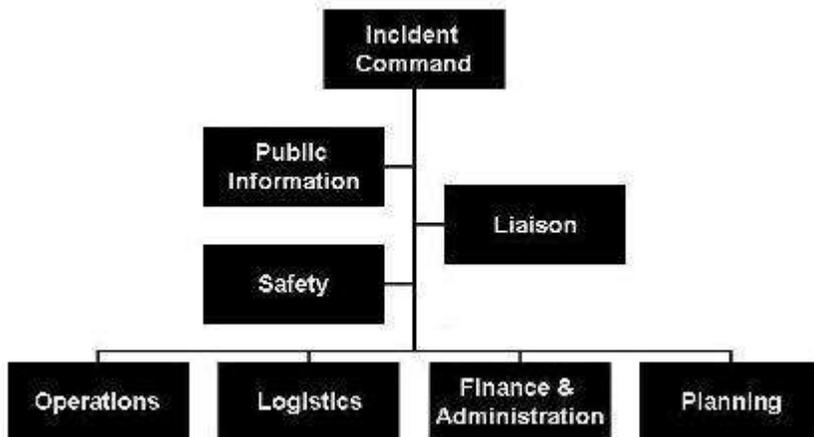
POSITION	1 ST (Primary)	2 ND (Alt)	3 rd (Alt)
Incident Commander	Associate Dean	Office manager	Senior faculty
Safety			
Liaison			
Information Officer			
Operations	Local 1 st responders		
Communications			
Recorder			
Security			
Search & Rescue			
Safety/Damage			
Medical/First Aid			
Student Supervision			
Student Request			
Student Release			
Runners			



SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

ICS ASSIGNMENTS Eagle Pass Campus

POSITION	1 ST (Primary)	2 ND (Alt)	3 rd (Alt)
Incident Commander	Associate Dean	Office manager	Senior faculty
Safety			
Liaison			
Information Officer			
Operations	Local 1 st responders		
Communications			
Recorder			
Security			
Search & Rescue			
Safety/Damage			
Medical/First Aid			
Student Supervision			
Student Request			
Student Release			
Runners			



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EVACUATION CHECKLIST

Evacuation

- Incident Commander (IC) initiates evacuation procedures.
- IC determines if students and staff should be evacuated outside of building or to _____ relocation center. _____ (Incident Commander) contacts _____ (Transportation Coordinator) and informs them that the evacuation is taking place.
- Incident Commander notifies relocation center.
- Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Describe how disabled and non-English speaking students and staff will be provided for.
- Lock doors.

Instructors:

Direct students to follow normal evacuation drill procedures unless IC alters route.

- Take classroom roster and emergency kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform Incident Commander immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

Relocation Centers

List primary and secondary student relocation centers:

Primary Relocation Center

Secondary Relocation Center

Address/Phone No.:

Address/Phone No.:

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

LOCKDOWN/SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside campus building.

- Incident Commander (IC) will issue lock-down order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the Incident Commander gives the all-clear signal.

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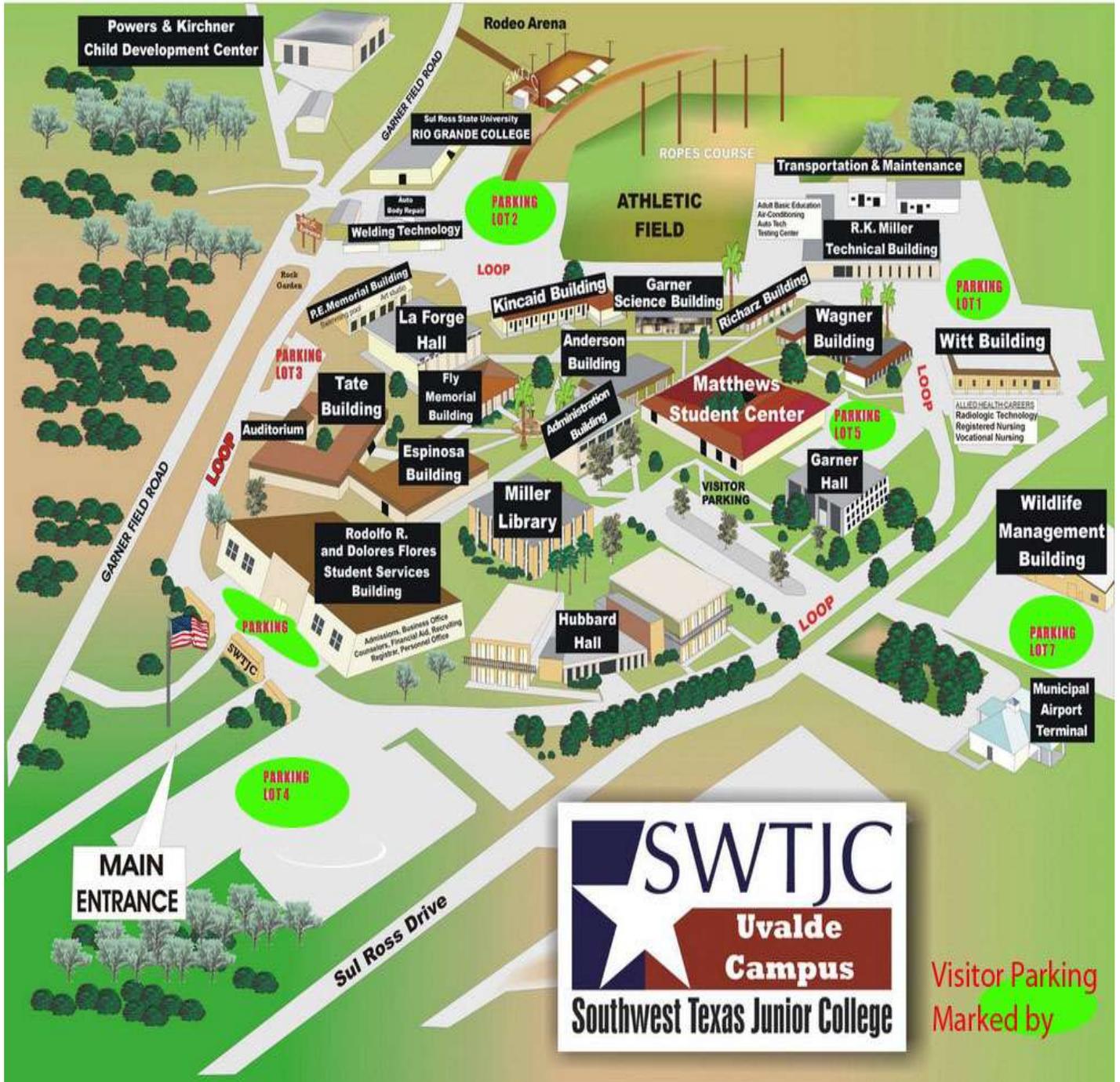
REVERSE EVACUATION

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within college buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

- Identify safe areas in each campus building.
- Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Instructors take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Instructors should account for all students after arriving in the safe area.
- Office personnel must contact each classroom for a headcount.
- All persons must remain in safe areas until notified by Incident Commander or emergency responders.

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Campus Area Map- UVALDE



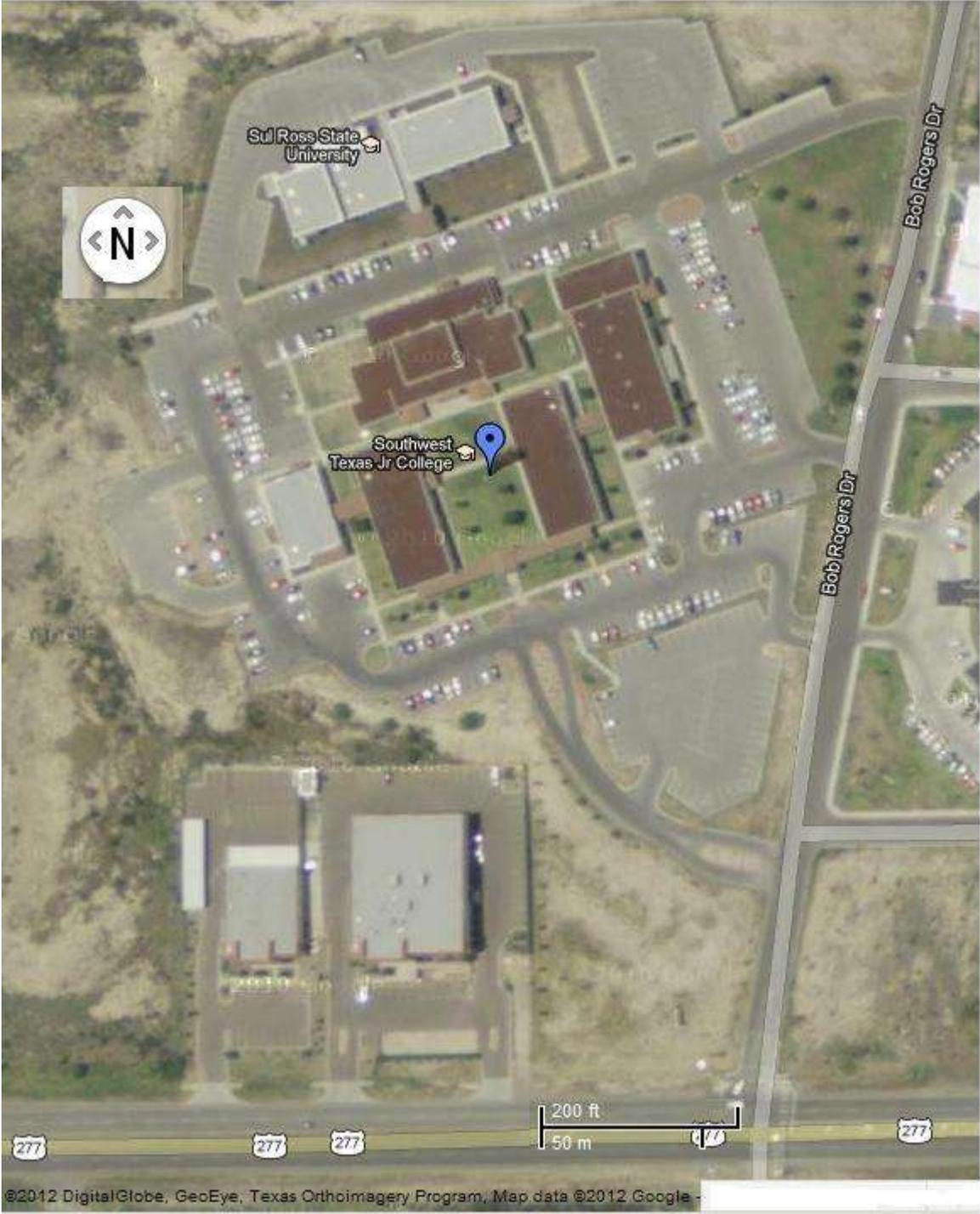
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Campus Area Map – DEL RIO



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Campus Area Map – EAGLE PASS



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RESOURCE INVENTORY

- RESOURCE INVENTORY OF EMERGENCY EQUIPMENT-

INCLUDE:

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE NEEDED IN THE EVENT OF AN EMERGENCY

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ANIMALS

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify Incident Commander. Incident Commander assembles Disaster Team Members.
- Seal off area if animal(s) still present.
- Incident Commander notifies President and students involved.
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

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ASSAULT/FIGHTS

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify CPR/first aid certified persons in Campus building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Notify Incident Commander. Incident Commander assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Incident Commander notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Incident Commander notifies President or Dean of students involved in assault.
- Document all activities. Ask victim(s)/ witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

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BOMB THREAT

Upon receiving a message that a bomb has been planted in school:

- Use bomb threat checklist. (page 27 of this plan)
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- Listen closely to caller's voice and speech patterns and to noises in background
- Notify Incident Commander or designee.
- Incident Commander orders evacuation of all persons inside school building(s).
- Incident Commander notifies police (call 911) and President. Incident Commander or Dean of Instruction must report incident to police.

Evacuation procedures:

- Incident Commander warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- Direct students to take their belongings.
- Students and staff must be evacuated to a safe distance (minimum of 1000 feet) outside of building(s). After consulting with the I.C., the Dean of Students may move students to _____ if weather is inclement or building is damaged.
Primary relocation center
- Instructors take roll after being evacuated.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

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BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other _____ | |

Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: _____

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BUS INCIDENT

Bus Driver/Monitor

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify the transportation office or emergency numbers listed on card in vehicle.
- Notify Incident Commander. Incident Commander assembles Crisis Team Members.

Site Personnel

- Notify CPR/first aid certified persons in building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.
- Incident Commander notifies College Administration.
- Identify location(s) where injured are taken.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

HEALTH CARE TELEPHONE NUMBERS

SWTJC Uvalde Campus Nurse	(830) 591-7204 or 7221
Uvalde Ambulance.....	911 or (830) 278-6583
Uvalde Fire-Rescue	911 or (830) 278-3334
Uvalde Police	911 or (830) 278-9147
Poison Control	1-800-222-1222

Hospitals:

Crystal City:

Dimmit Regional Hospital
704 Hospital Drive
Carrizo Springs, TX 78834
(830) 876-2424

Del Rio:

Val Verde Regional Medical Center
801 Bedell Ave.
Del Rio, TX 78840
(830)775-8566

Eagle Pass:

Fort Duncan Regional Medical Center
3333 N. Foster Maldonado Blvd.
Eagle Pass, TX 78852
(830)-773-5321

Uvalde:

Uvalde Memorial Hospital
1024 Garner Field Road
Uvalde, Texas 78801
(830) 278-6251

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FIRE

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm if building has an alarm
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Instructors take class roster.
- Incident Commander notifies police and College President. Incident Commander or College President must report incident to the Fire Marshal.
- Instructors take roll after being evacuated.
- After consulting with College President, the Dean of Students may move students to _____ if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

ABOUT THE FIRST AID GUIDE

The first aid guide is produced and adapted from multiple resources. The first aid guide is meant to serve as basic “what to do in an emergency” information for college staff without medical/nursing training. It is recommended that staff in positions to provide first aid to students complete an approved first aid and CPR course. In order to perform CPR safely and effectively, skills should be practiced in the presence of a trained instructor. This guide has been created as a recommended procedure. It is not the intent for these guidelines to supersede or make invalid any laws or rules established by SWTJC Board of Education, or the State of Texas. Please take some time to familiarize yourself with the format and review the “How to Use the Guidelines” section prior to an emergency situation.

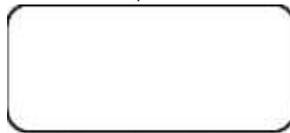
HOW TO USE THE GUIDE

- It is important to identify key emergency numbers in your local area as you will need to have this information ready in an emergency situation.
- The guidelines are arranged in alphabetical order for quick access.
- Review the **Key to Shapes**.
- Take some time to familiarize yourself with the “*Emergency Procedures for Injury or Illness*” section. These procedures give a general overview of the recommended steps in an emergency situation and the safeguards that should be taken.

KEY TO SHAPES



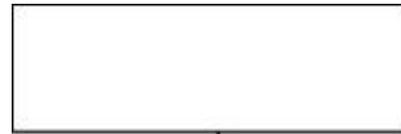
Start here.



Provides first-aid instructions.



Stop here.
This is the final instruction.



A question is being asked. You will have a choice based on the student's condition.



A note to provide background information. This type of box should be read before emergencies occur.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EMERGENCY PROCEDURES FOR INJURY OR ILLNESS

- Assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic, and/or violence.
- Call 911 immediately. A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives.
- Send word to the person designated to handle emergencies. This person will take charge of the emergency, render any further first aid needed and call for additional resources as required.
- DO NOT give medications unless there has been prior approval by the parent or guardian. Follow college district medication policy.
- DO NOT move a severely injured or ill student or staff unless absolutely necessary for immediate safety. If moving is necessary, follow guidelines for "NECK AND BACK INJURIES."
- In the presence of a life threatening emergency, call 911 or local emergency number.
- If necessary arrange for transportation of the injured student by Emergency Medical Services (EMS).
- A responsible individual should stay with the injured student.
- Fill out a report for all incidents requiring above procedures as required by college policy.
- Document as required by SWTJC and notify appropriate office supervisor(s).

Texas Civil Practice & Remedies Code - Section 74.151. Liability for Emergency Care

§ 74.151. LIABILITY FOR EMERGENCY CARE. (a) A person who in good faith administers emergency care, including using an automated external defibrillator, is not liable in civil damages for an act performed during the emergency unless the act is willfully or wantonly negligent.

(b) This section does not apply to care administered:

(1) for or in expectation of remuneration, provided that being legally entitled to receive remuneration for the emergency care rendered shall not determine whether or not the care was administered for or in anticipation of remuneration; or

(2) by a person who was at the scene of the emergency because he or a person he represents as an agent was soliciting business or seeking to perform a service for remuneration.

(c), (d) Deleted by Acts 2003, 78th Leg., ch. 204, § 10.01.

(e) This section does not apply to a person whose negligent act or omission was a producing cause of the emergency for which care is being administered.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

PREVENTING DISEASE TRANSMISSION

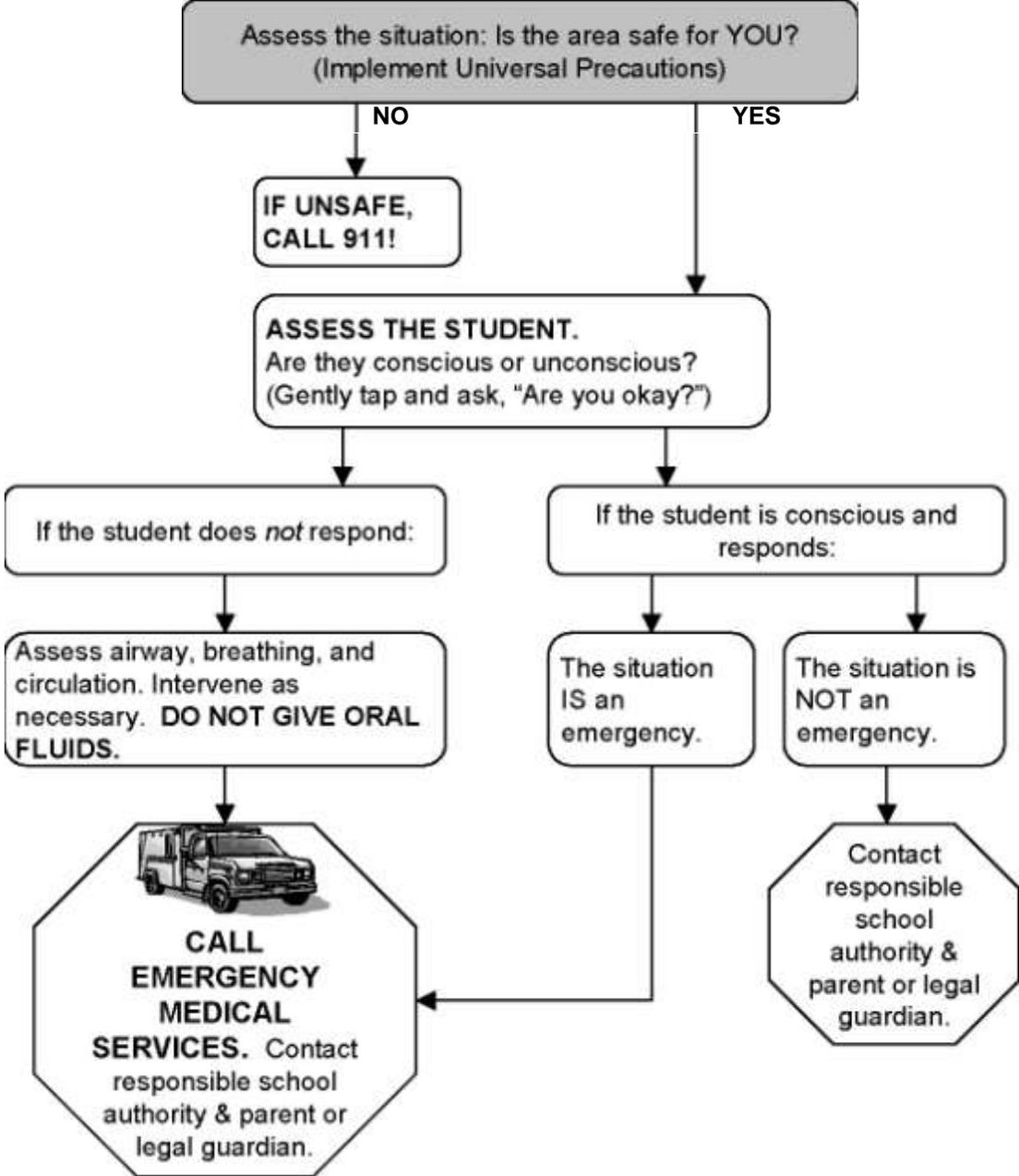
By following some basic guidelines, you can help to reduce disease transmission when providing first aid:

- Avoid contact with body fluids, such as blood, when possible
- Place barriers, such as disposable gloves or a clean dry cloth, between the victim's body fluids and yourself
- Cover any cuts, scrapes, and openings in your skin by wearing protective clothing, such as disposable gloves
- Use breathing barriers, if available, when breathing for a person
- Wash your hands with soap and water immediately before and after giving care, even if you wear gloves
- Do not eat, drink, or touch your mouth, nose, or eyes when giving first aid
- Do not touch objects that may be soiled with blood, mucus, or other body substances

Following these guidelines decreases your risk of getting or transmitting diseases. Remember always to give first aid in ways that protect you and the victim from disease transmission. The American Red Cross recommends the use of a breathing barrier when performing CPR or rescue breaths if you have concerned about making direct contact with a victim.

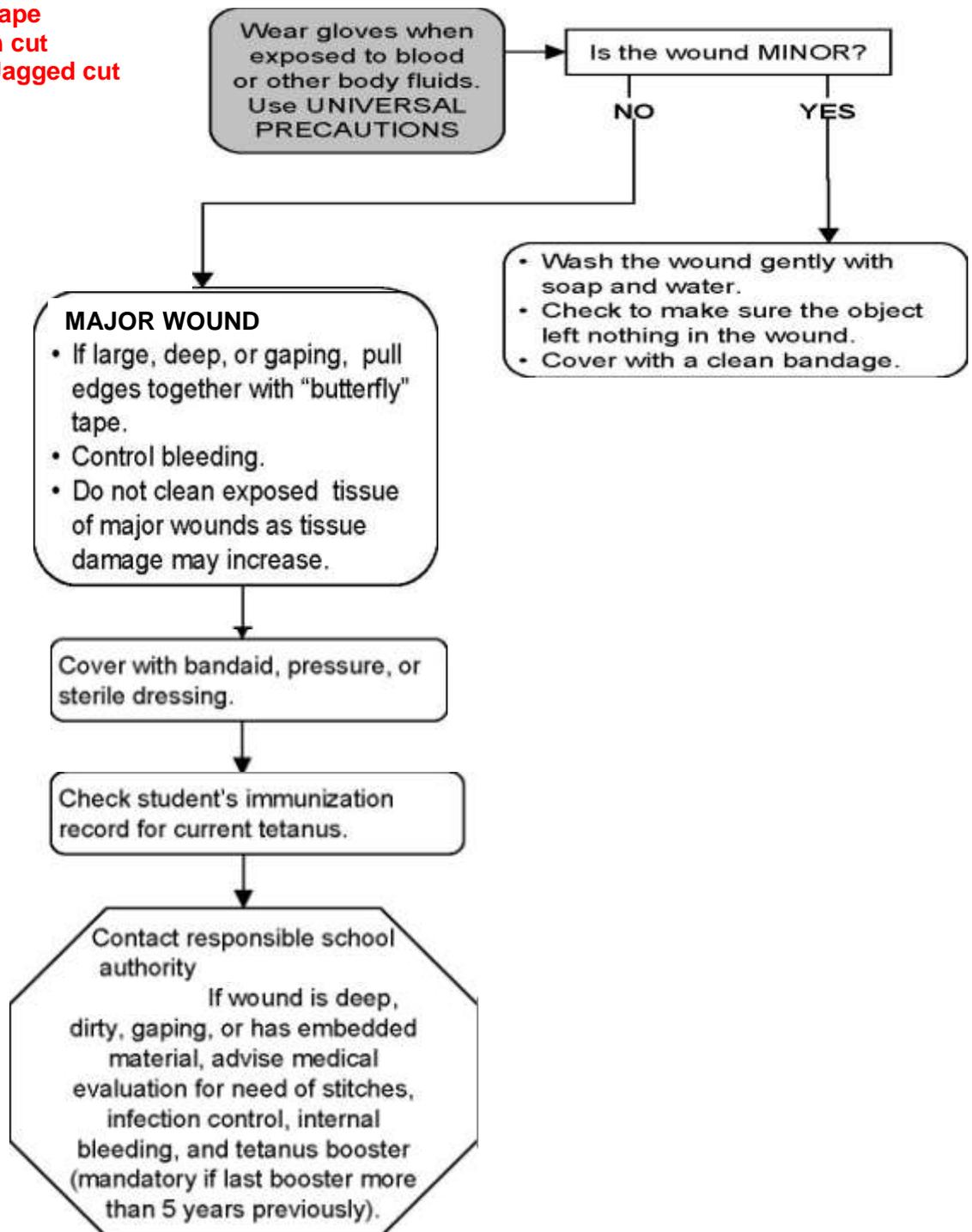
SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EMERGENCY GUIDE TO PROVIDING EMERGENCY CARE



ABRASION / INCISION / LACERATION

ABRASION: Scrape
INCISION: Clean cut
LACERATION: Jagged cut



SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

ALLERGIC REACTION

Students with life-threatening allergies should be known to all staff. An Allergy Emergency Care Plan should be developed for these students.

Children may experience a delayed allergic reaction up to 2 hours following food ingestion, bee sting, etc.

Does the student have symptoms of allergic reaction?

YES, MILD

YES, SEVERE

Symptoms of mild allergic reaction include:

- Red itchy eyes.
- Itchy, sneezing, runny nose.
- Several hives, or rash on one part of the body.

Symptoms of severe allergic reaction include:

- Hives all over body
- Weakness
- Seizures
- Dizziness
- Loss of Consciousness
- Difficulty breathing
- Flushed face
- Paleness
- Confusion
- Blueness around eyes, mouth
- Drooling

• Refer to student's Allergy Emergency Care Plan, if available.
• Administer approved medication, which may include epinephrine.

MILD

SEVERE

Adult(s) supervising student during normal activities should be aware of the student's exposure and watch for any delayed reaction for up to 2 hours.

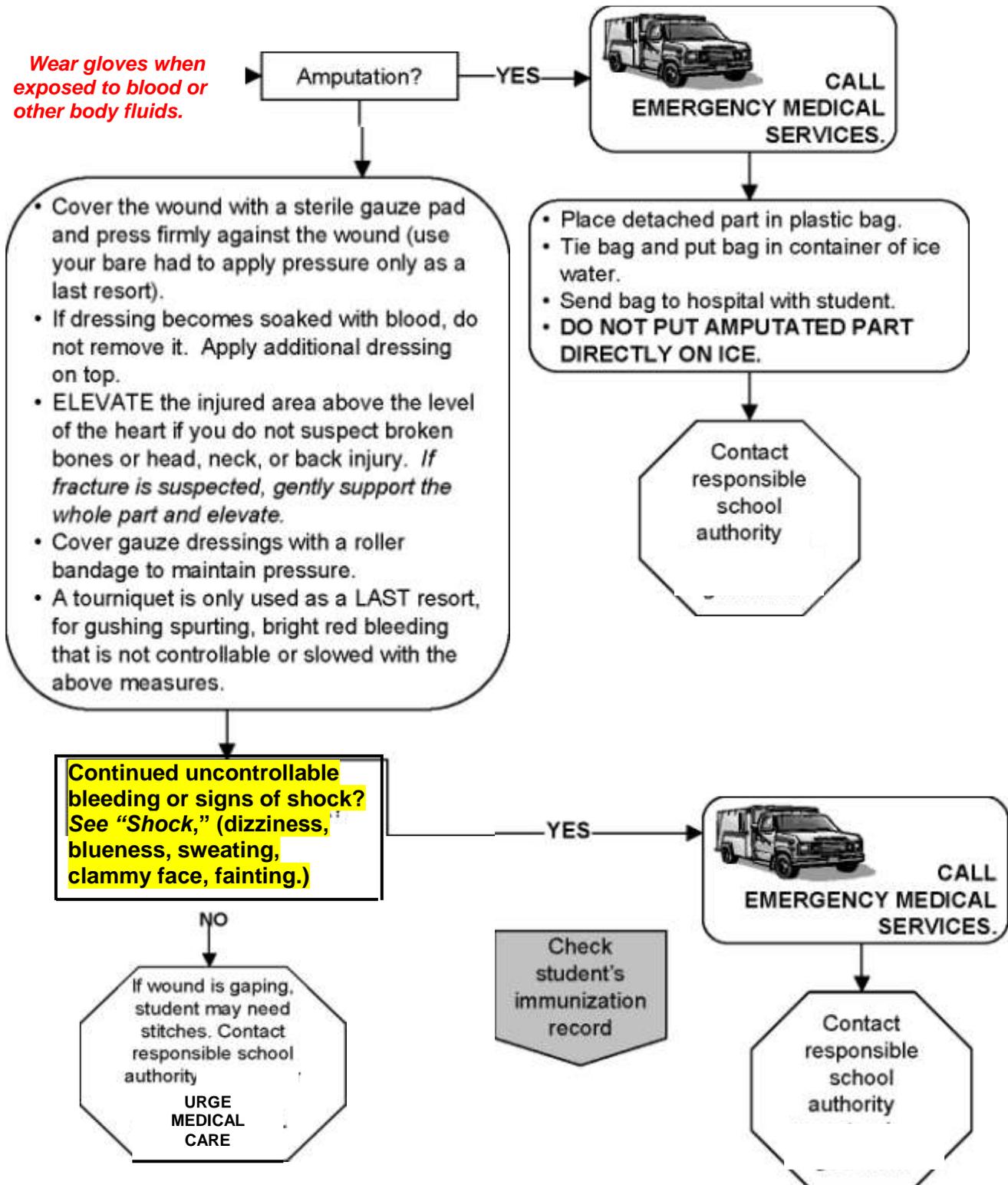
 **CALL EMERGENCY MEDICAL SERVICES.**
Contact responsible school authority

If person is unable to participate in school activities, contact appropriate school authority.

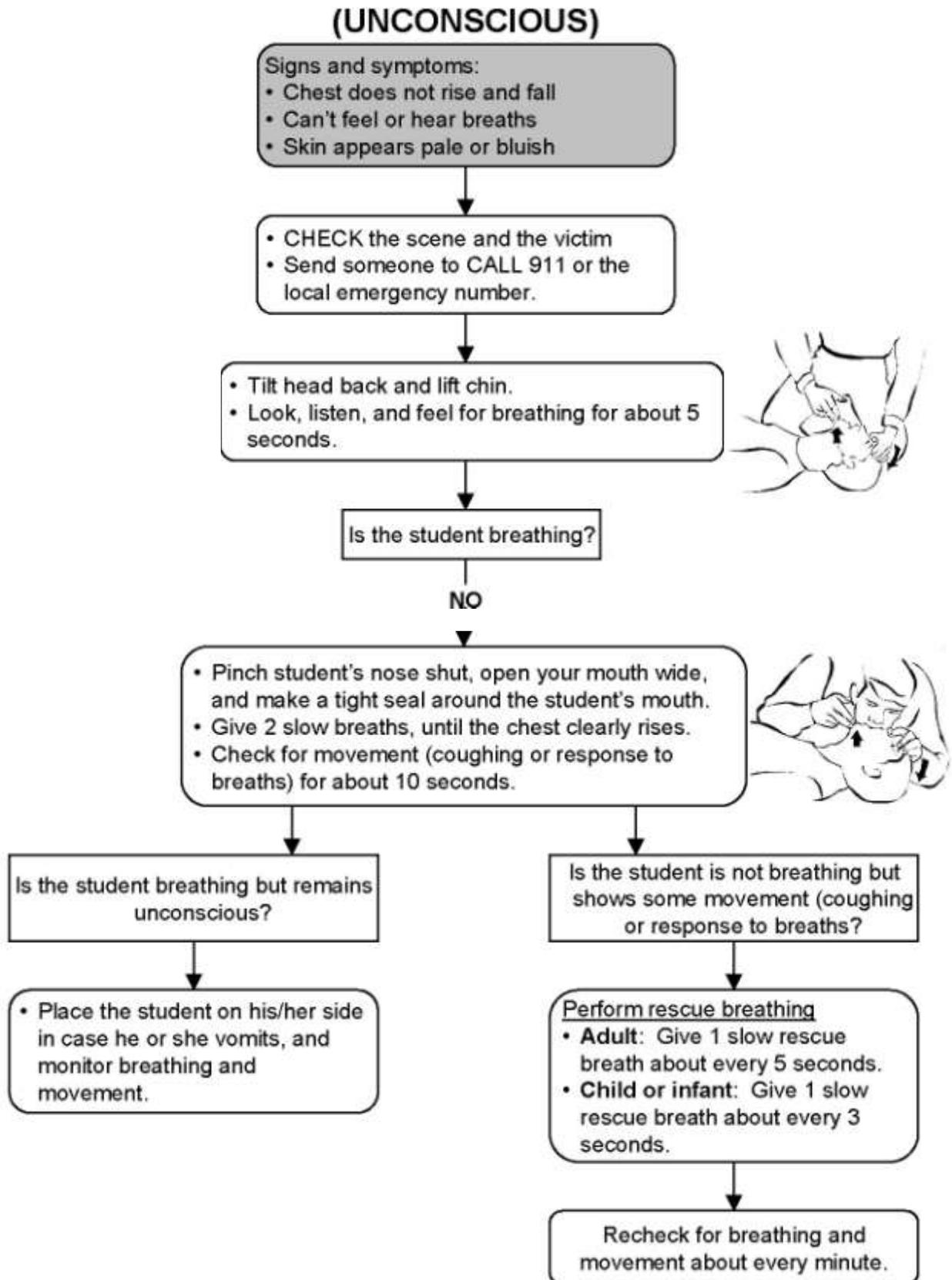
If person stops breathing, then give rescue breaths.

BLEEDING

Wear gloves when exposed to blood or other body fluids.



Breathing Emergencies – Not Breathing



SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

BURNS

PARTIAL THICKNESS: This burn involves the outermost layer and lower layers of skin. The symptoms include redness, mild swelling, pain, mottling, and blisters. They are frequently caused by sunburn, brief contact with hot objects, steam, chemicals, or hot liquids. It may be wet and oozing. This is often the most painful burn due to intact nerve endings.

FULL THICKNESS: Most serious. This burn extends through all skin layers, possibly into underlying muscles and bones. It may look white or charred. The nerve endings may be destroyed; therefore, little pain may occur.

Always make sure that the situation is safe for you before helping the student.

ELECTRICAL **What type of burn is it?** **CHEMICAL**

All electrical burns need medical attention. See "Electric Shock".

HEAT

Flush burn with large amounts of cool running water or cover it with a clean, wet cloth. **DO NOT USE ICE.**

Wear gloves and if possible, goggles. Remove student's clothing & jewelry if exposed to chemical. Rinse chemicals off skin, eyes **IMMEDIATELY** with large amounts of water.

- Is burn large or deep?
- Is burn on face, eye or genitalia?
- Is student having difficulty breathing?
- Is student unconscious?

CALL POISON CONTROL CENTER & ask for instructions.
Phone # 1-800- 222-1222

 **CALL EMERGENCY MEDICAL SERVICES.**

NO

Bandage loosely.

Check student's immunization record.

Contact responsible school authority

CHOKING—CONSCIOUS VICTIM

If student is breathing and can talk, **DO NOT** interfere with his/her attempt to displace foreign object.

If not breathing:

- Unable to talk.
- Turning blue or dusky.
- Clutching throat.
- Crowing sound, high pitched when breathing in.

ACT to relieve obstruction.

Perform manual thrusts (Heimlich Maneuver):

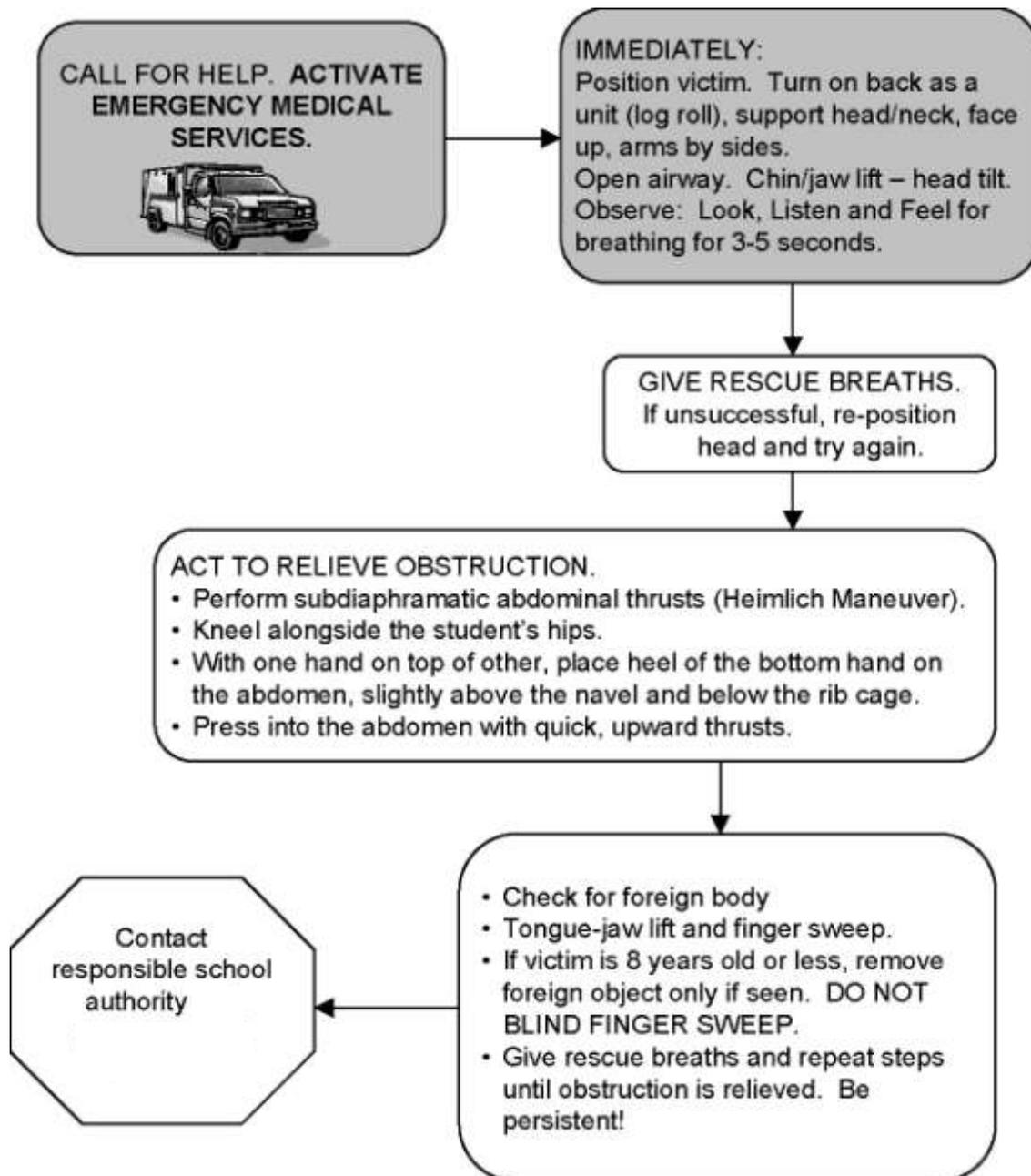
- Stand behind student.
- Put your arms around in front.
- Make a fist and place thumb side up into area just below breast bone and above navel.
- Grab fist with other hand.
- Give 5 quick inward, upward thrusts until obstruction relieved, help arrives, or victim becomes unconscious. (See unconscious victim)

(See unconscious victim)



Contact
responsible
school
authority

Choking – Unconscious Victim



CARDIOPULMINARY RESUSCITATION (CPR)

Cardiopulmonary Resuscitation (CPR) consists of mouth-to-mouth respiration and chest compression. CPR allows oxygenated blood to circulate to vital organs such as the brain and heart. CPR can keep a person alive until more advanced procedures (such as defibrillation - an electric shock to the chest) can treat the cardiac arrest. CPR started by a bystander doubles the likelihood of survival for victims of cardiac arrest.

CALL



CALL 911

BLOW



**TILT HEAD,
LIFT CHIN,
CHECK
BREATHING**

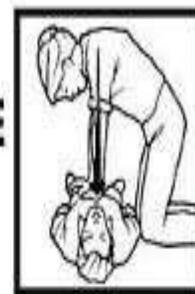


**GIVE TWO
BREATHS**

PUMP



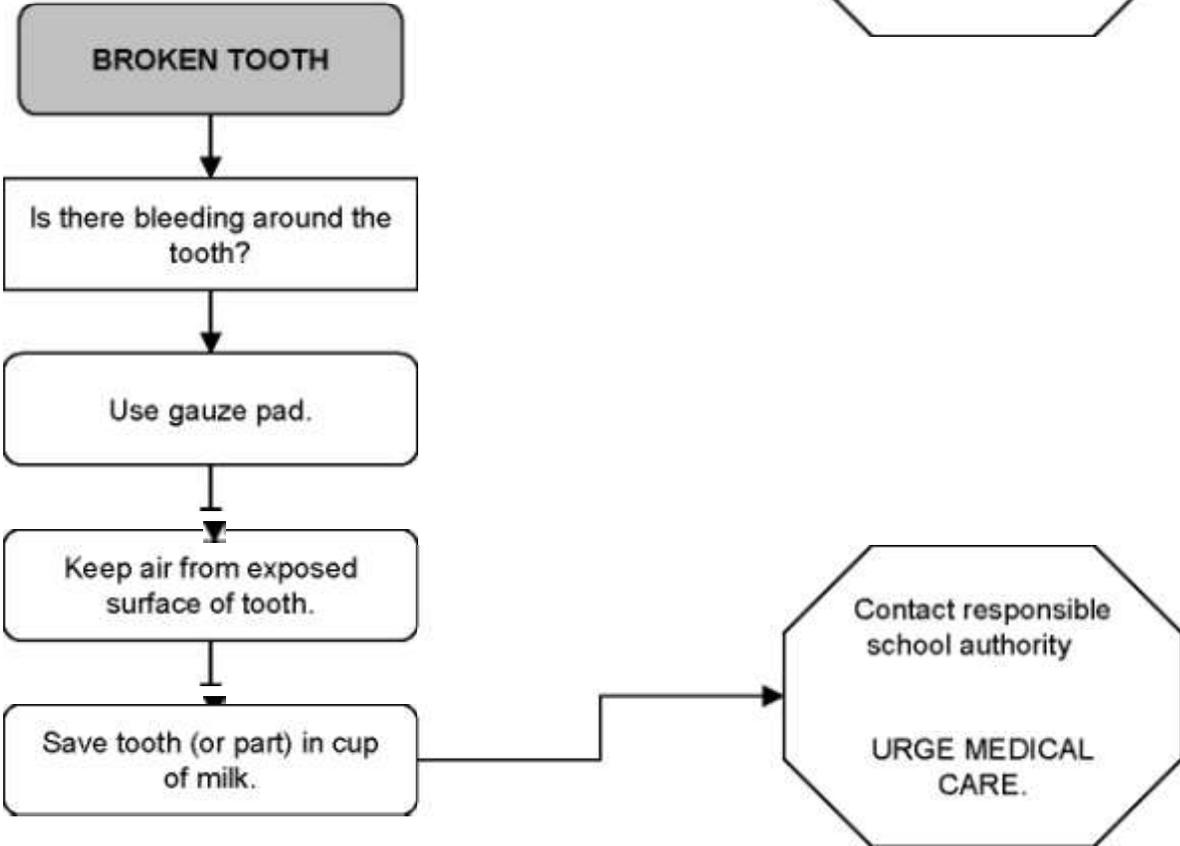
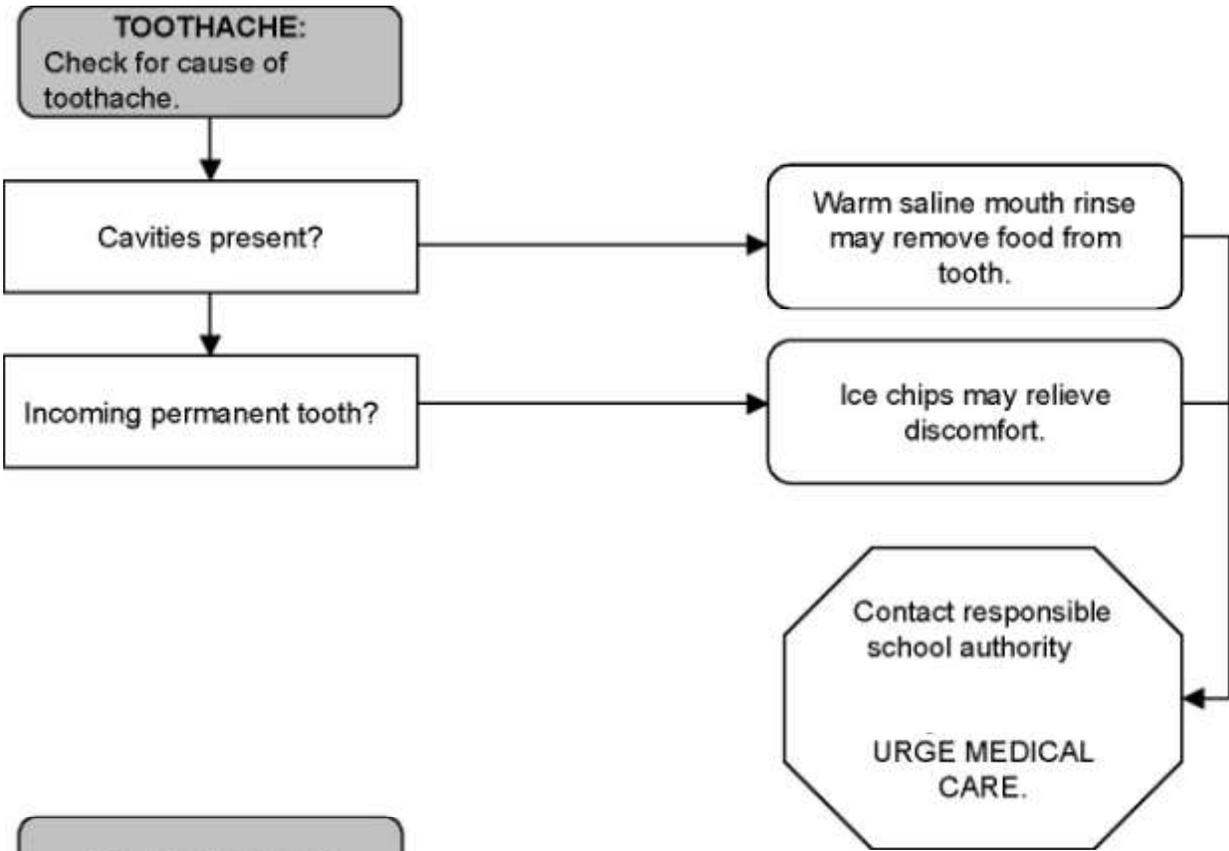
**POSITION
HANDS IN THE
CENTER OF
THE CHEST**



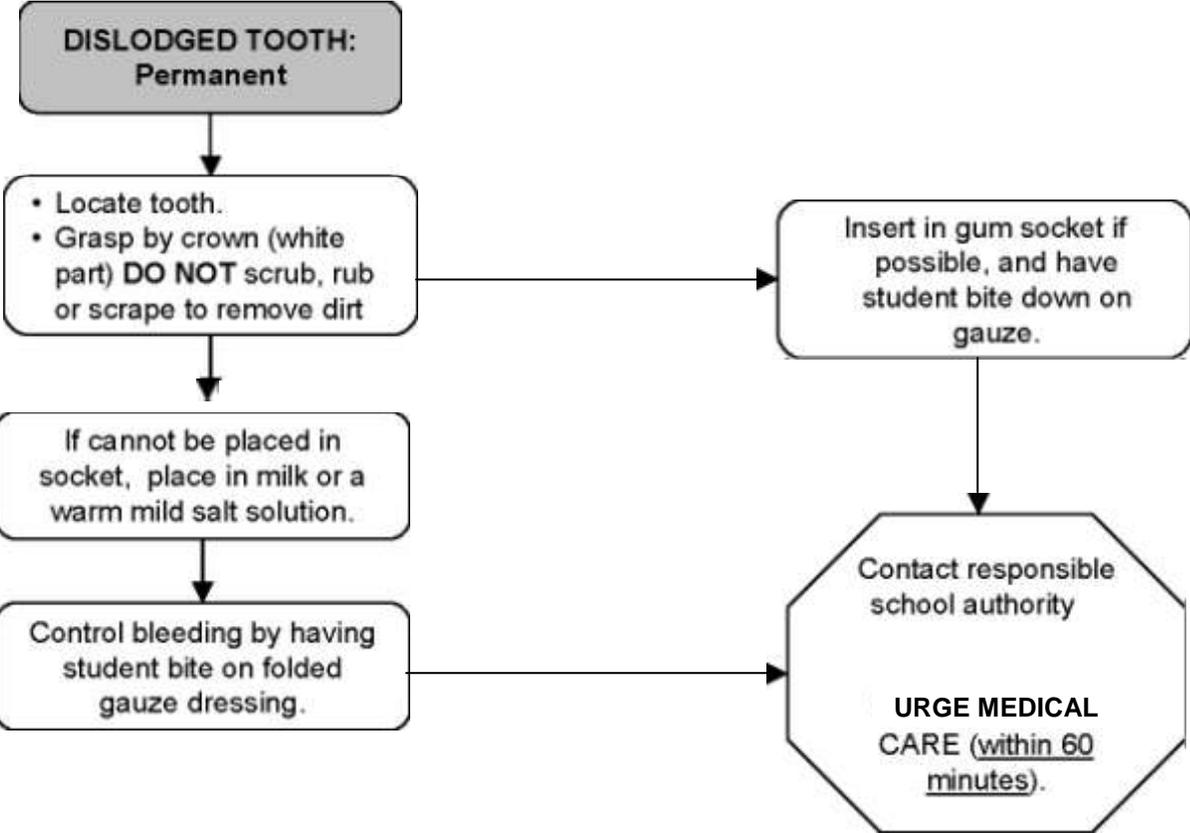
**FIRMLY
PUSH DOWN
TWO INCHES
ON THE CHEST
15 TIMES**

**CONTINUE WITH TWO BREATHS
AND 15 PUMPS UNTIL HELP ARRIVES**

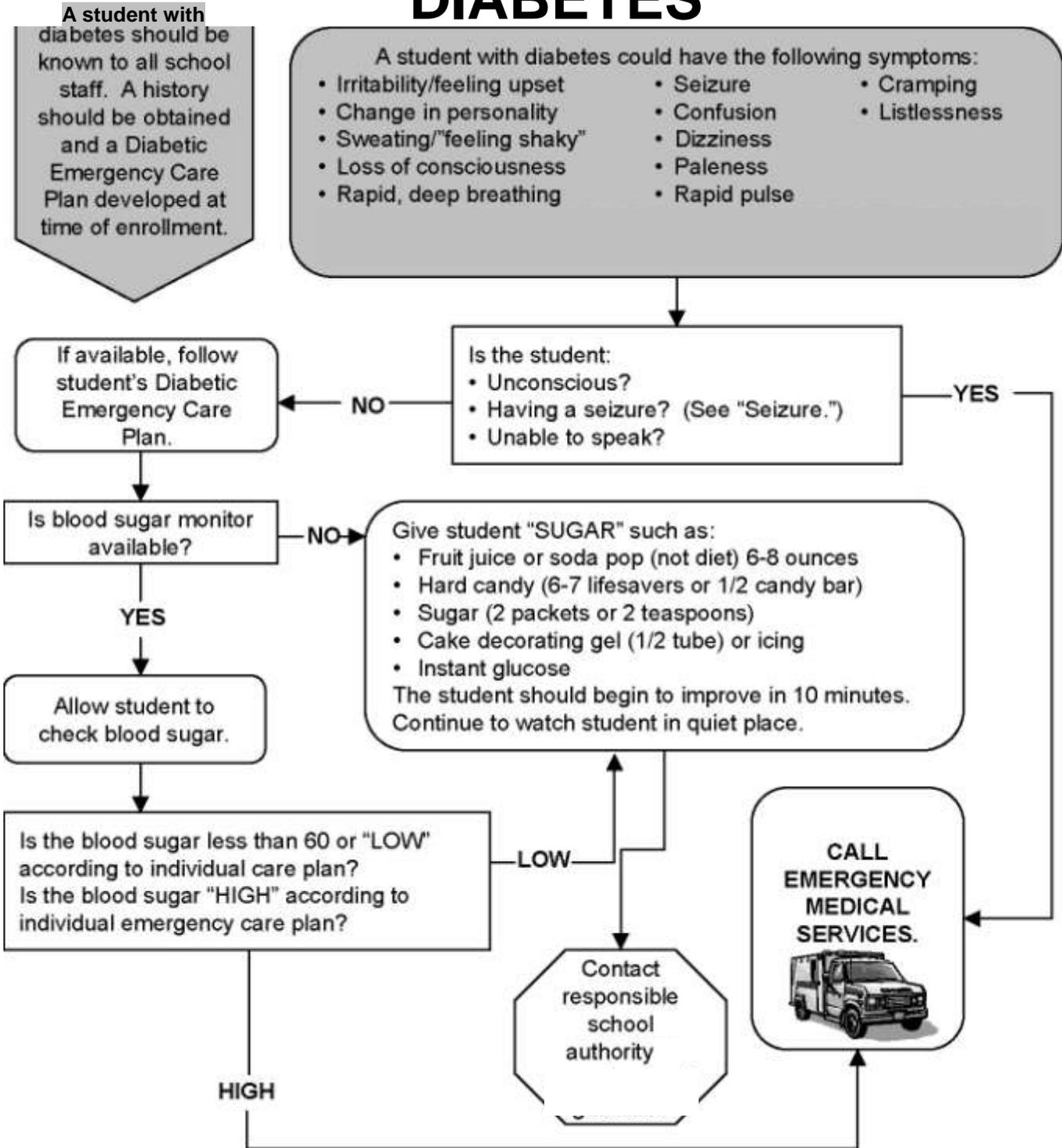
DENTAL INJURIES



DENTAL INJURIES



DIABETES



EARS

An earache is most commonly caused by an infection behind the middle ear. A student may be irritable and experience pain, dizziness, hearing loss, ringing or fullness in the ears, fever, headache, runny nose, and drainage from ears.

DRAINAGE FROM EAR

Do NOT try to clean out ear.

Contact responsible school authority
URGE MEDICAL CARE.

EARACHE

A warm water bottle or heating pad (NOT HOT) against the ear will give comfort

Contact responsible school authority
URGE MEDICAL CARE.

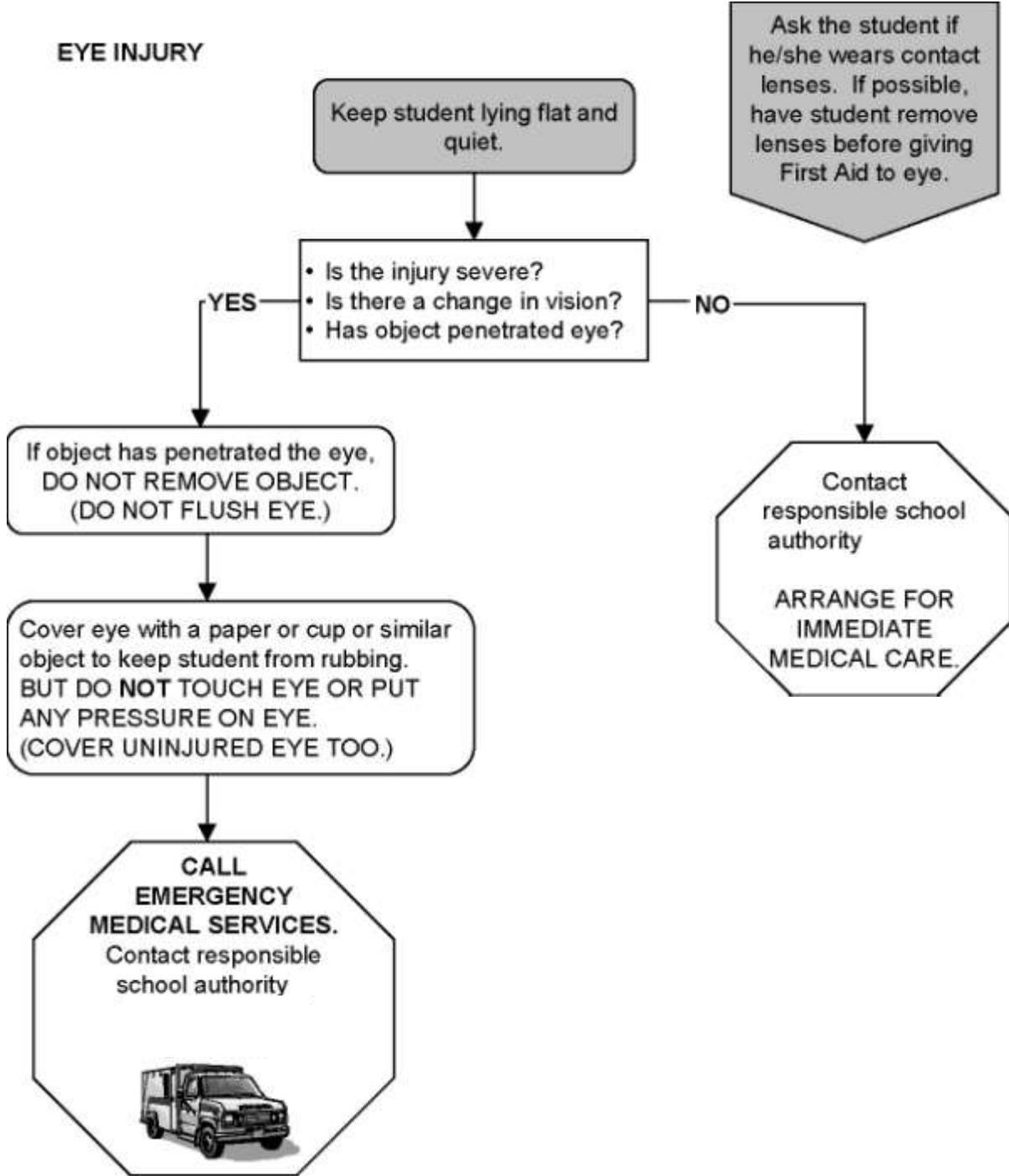
OBJECT IN EAR CANAL

DO NOT ATTEMPT TO REMOVE OBJECT.

Contact responsible school authority
URGE MEDICAL CARE.

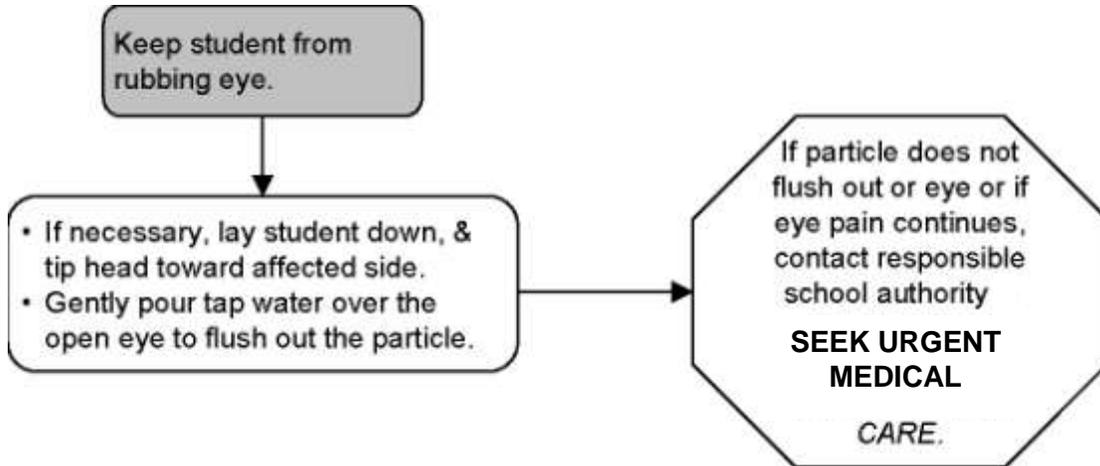
SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EYES

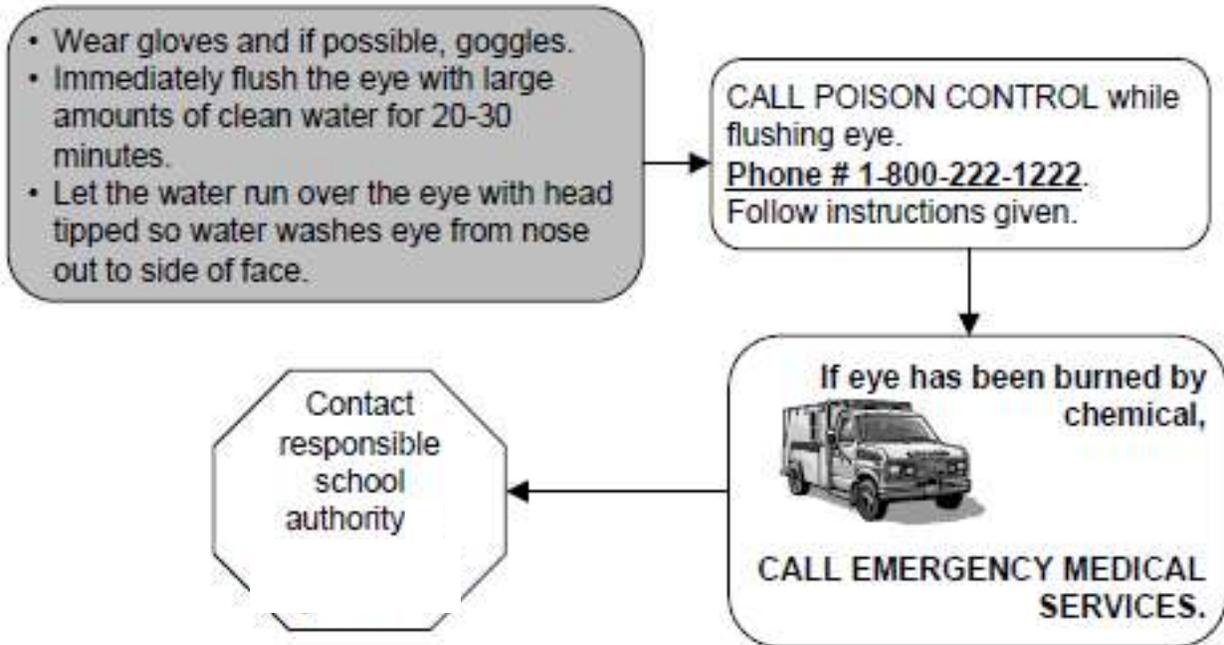


EYES

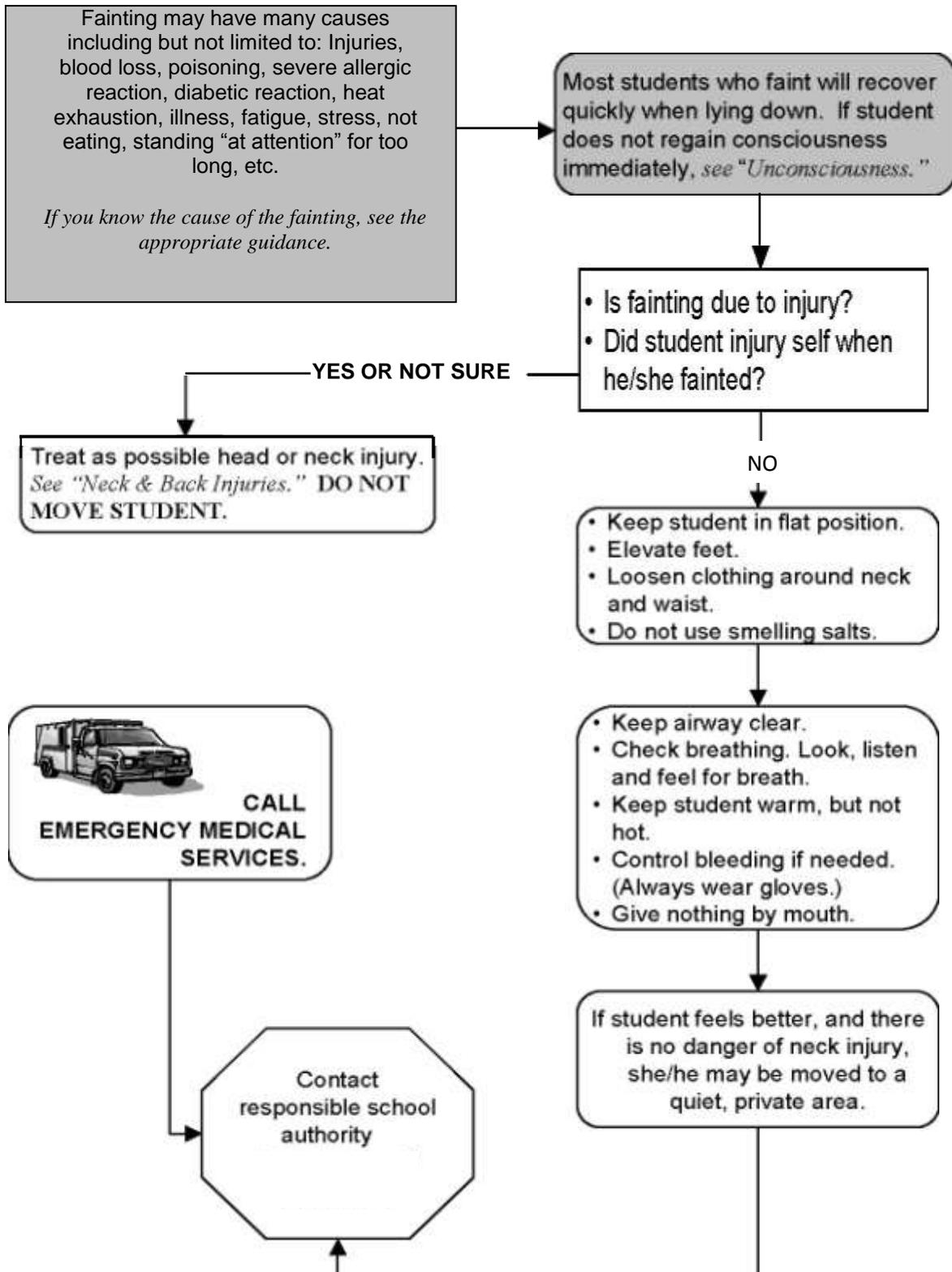
PARTICLE IN EYE: Foreign body (sand, dirt, pollen, etc.)



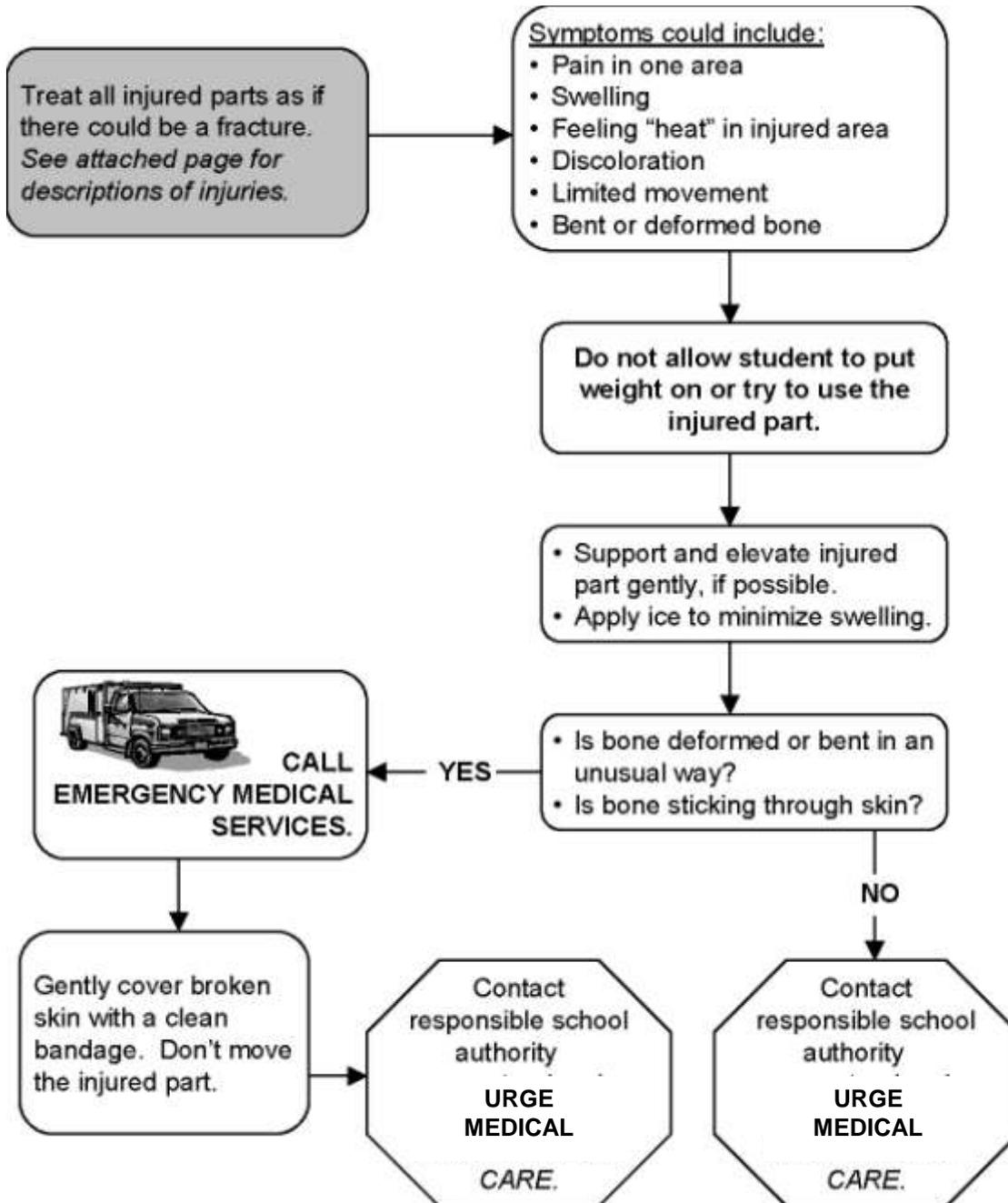
CHEMICALS IN EYE:



FAINTING



FRACTURES, DISLOCATIONS, STRAINS OR SPRAINS



(Continue on next page)

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

FRACTURES, DISLOCATIONS, STRAINS OR SPRAINS

(Continue from previous page)

FRACTURES

Fractures are broken or cracked bones. Closed fractures have no visible open wound. In open fractures the bone may be visible and may protrude through the skin. Symptoms may include an audible “snap” at the time of injury, a grating sensation, a “crooked” bone, pain, tenderness, swelling and bruising, and an inability to move the injured part.

DISLOCATIONS

Dislocation occurs when the bones at a joint are out of normal alignment due to an injury to the ligaments that hold them in place. Symptoms include difficulty and pain when moving the joint, swelling, deformity, and discoloration at the affected joint.

SPRAINS OR STRAINS

Sprains occur when ligaments and tendons around a joint are stretched or partially torn. Sprains are usually caused by a twisting injury. Symptoms include tenderness to touch, swelling and discoloration.

HEAD INJURIES

Head wounds may bleed easily and form large bumps. Head injuries from falls, sports & violence may be serious.

With a head injury always suspect neck injury as well. Do **NOT** move or twist the spine or neck. See "Neck & Back Injuries" for more information.

- Have student rest, lying flat.
- Keep student quiet & warm.

Is student vomiting?

Turn the head and body together to one side, keeping head and neck in a straight line with the trunk.

Watch student closely. **DO NOT LEAVE STUDENT ALONE.**

 **CALL EMERGENCY MEDICAL SERVICES.**

Are any of the following symptoms present:

- Unconscious? Seizure? Neck Pain?
- Student is unable to respond to simple commands?
- Blood or watery fluid in the ears?
- Student is unable to move or feel arms or legs?
- Blood is flowing freely from the head?
- Student is sleepy or confused?

Check breathing. Look, listen & feel for breathe. If student stops breathing, give rescue breaths.

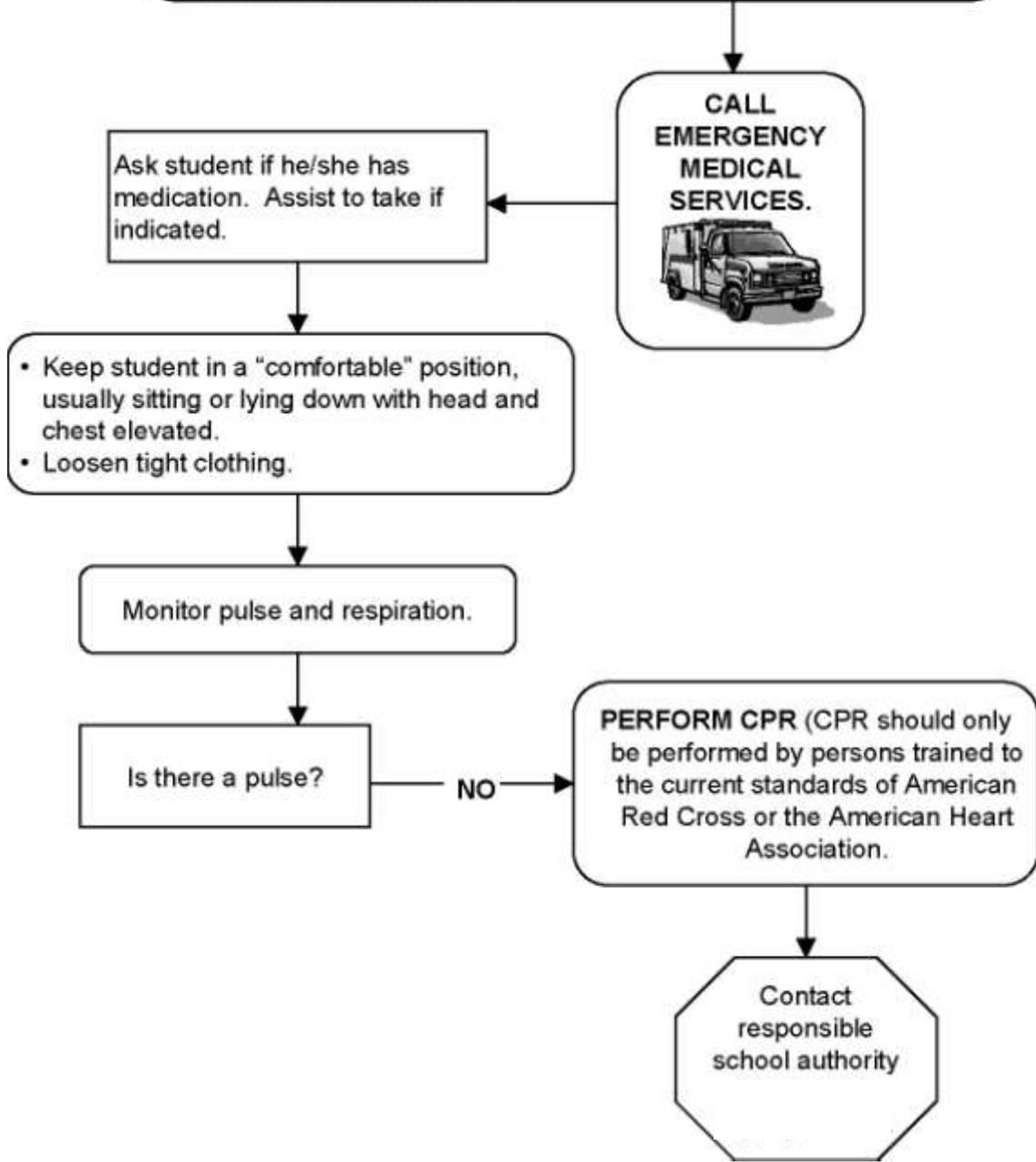
Give nothing by mouth. Contact responsible school authority

Even if student was only briefly confused and seems fully recovered, contact responsible school authority **URGE MEDICAL CARE.** Watch for delayed symptoms.

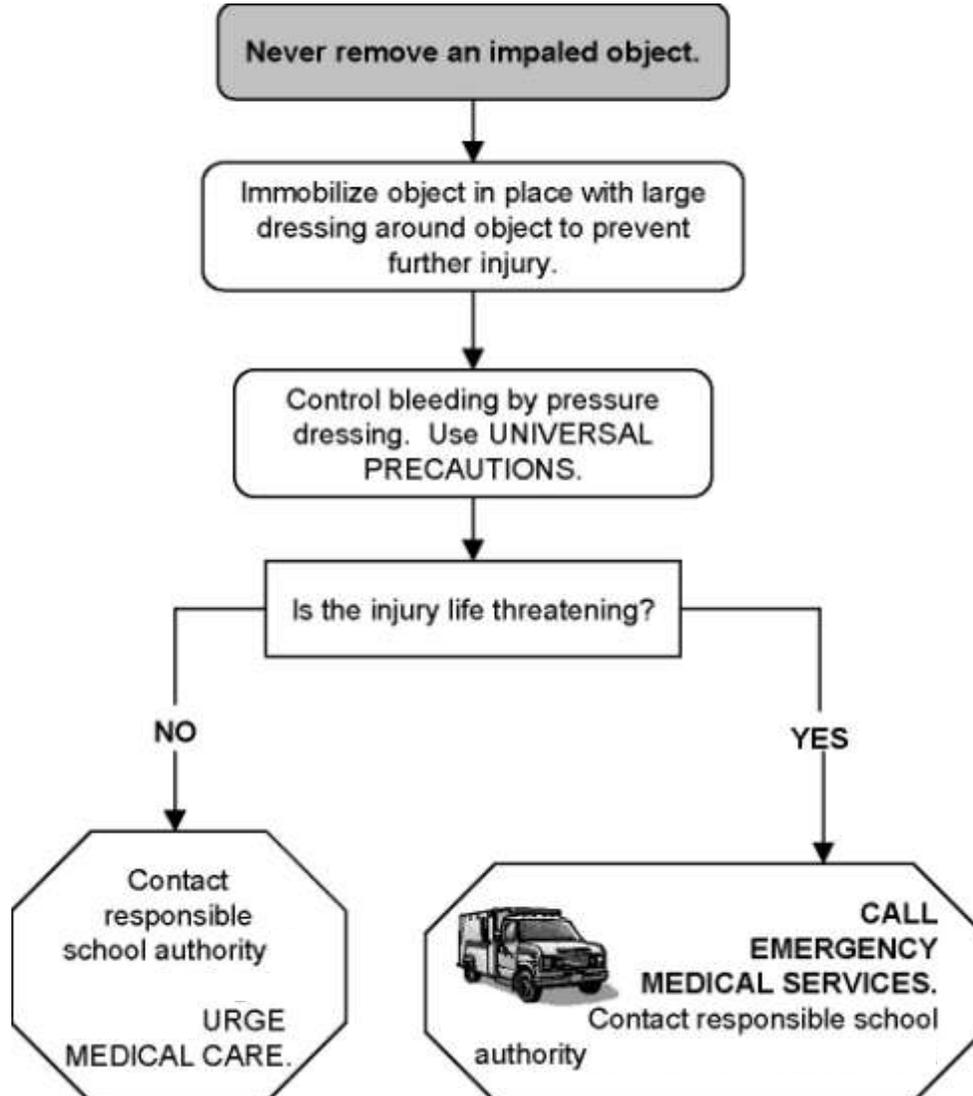
HEART ATTACK / CARDIAC ARREST

A student with heart attack could have one or all of the following symptoms:

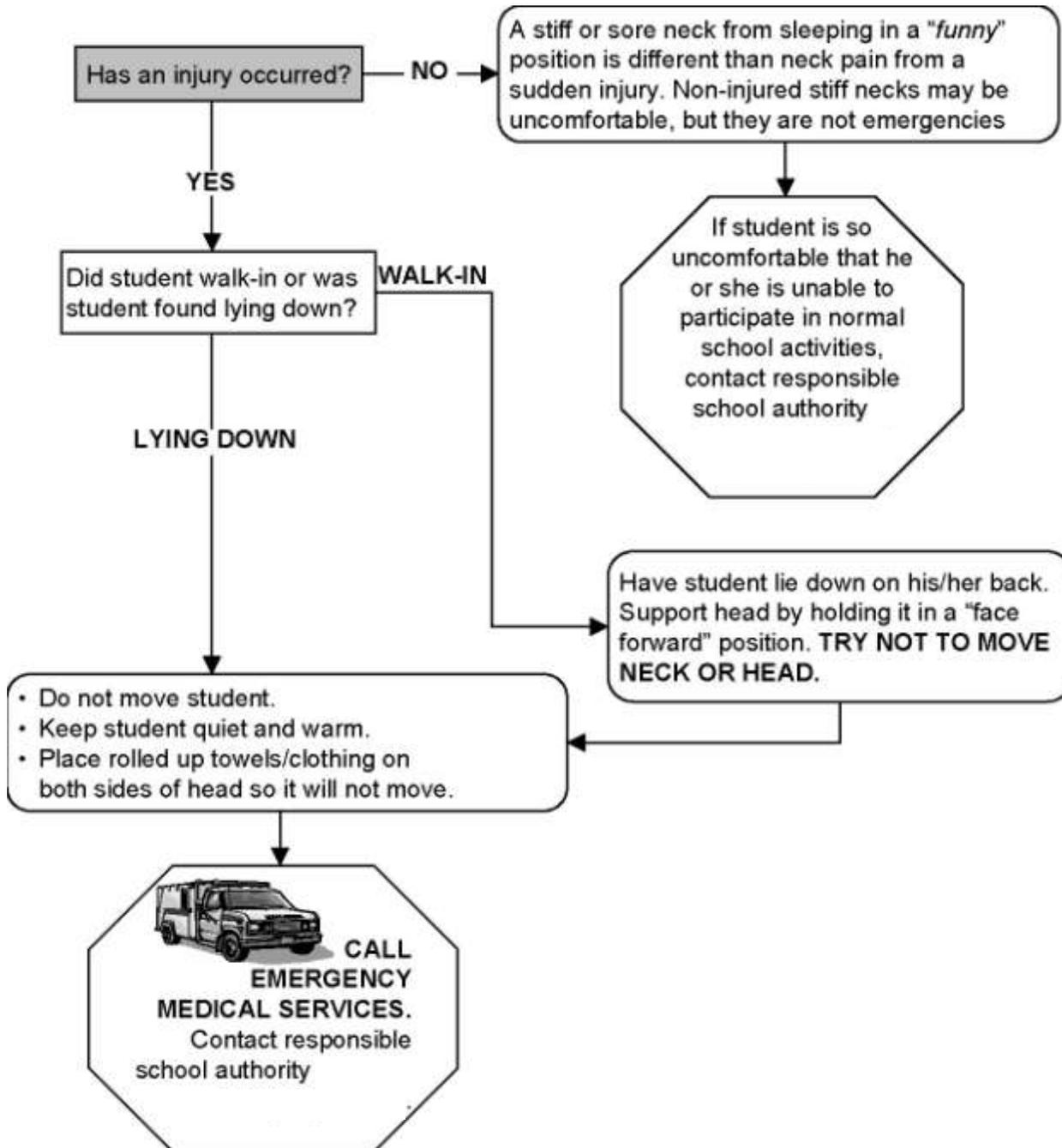
- Chest pain or discomfort lasting more than 3-5 minutes or that goes away and comes back. Pain is not relieved by rest, changing position, or medication. May spread to shoulder, arm, back, neck, or jaw
- Dizziness or unconsciousness
- Ache, heartburn, or indigestion
- Trouble breathing. Breathing is often faster than normal. Extreme shortness of breath
- Nausea
- Sweating or changes in skin appearance



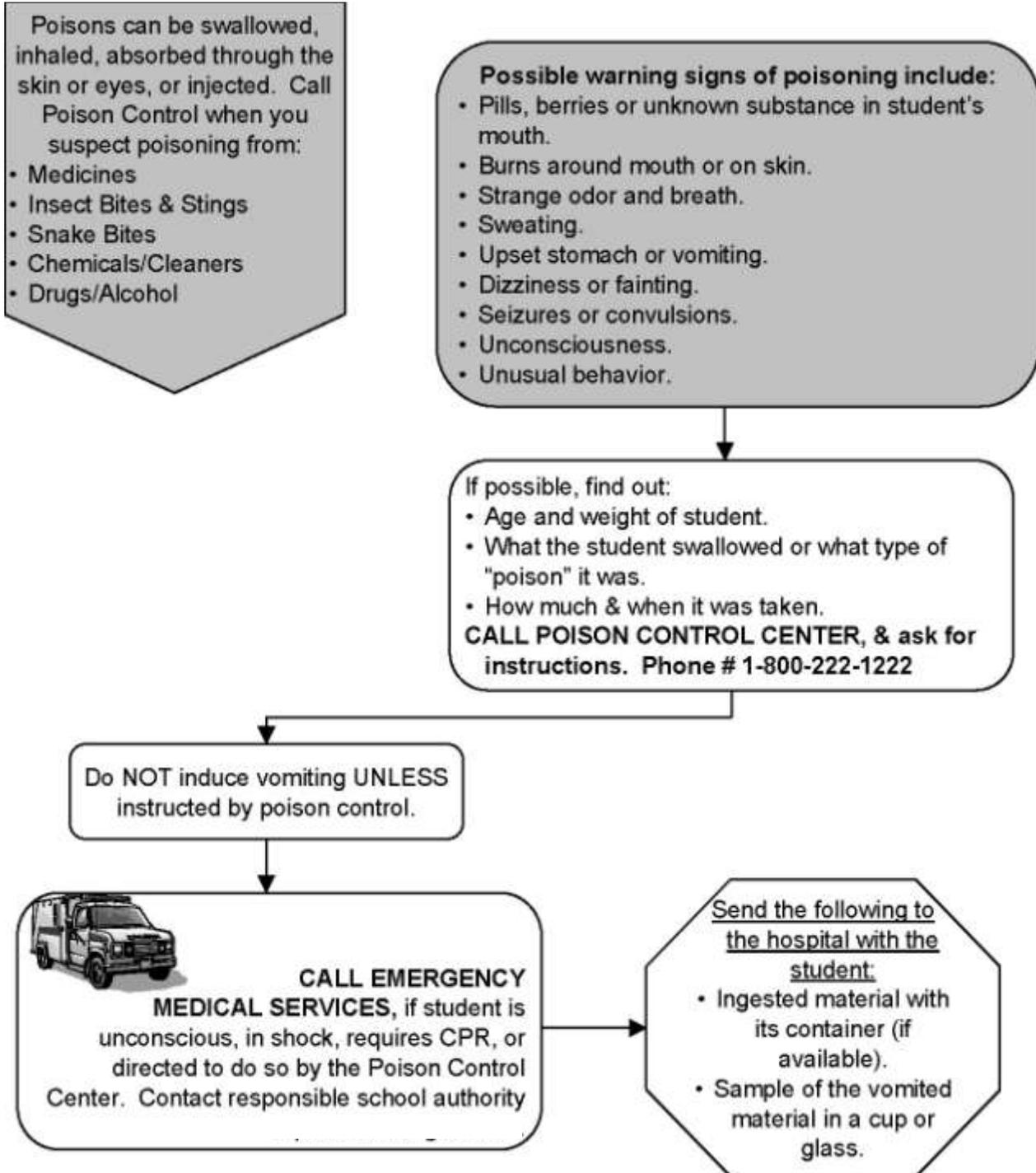
IMPALED OBJECT



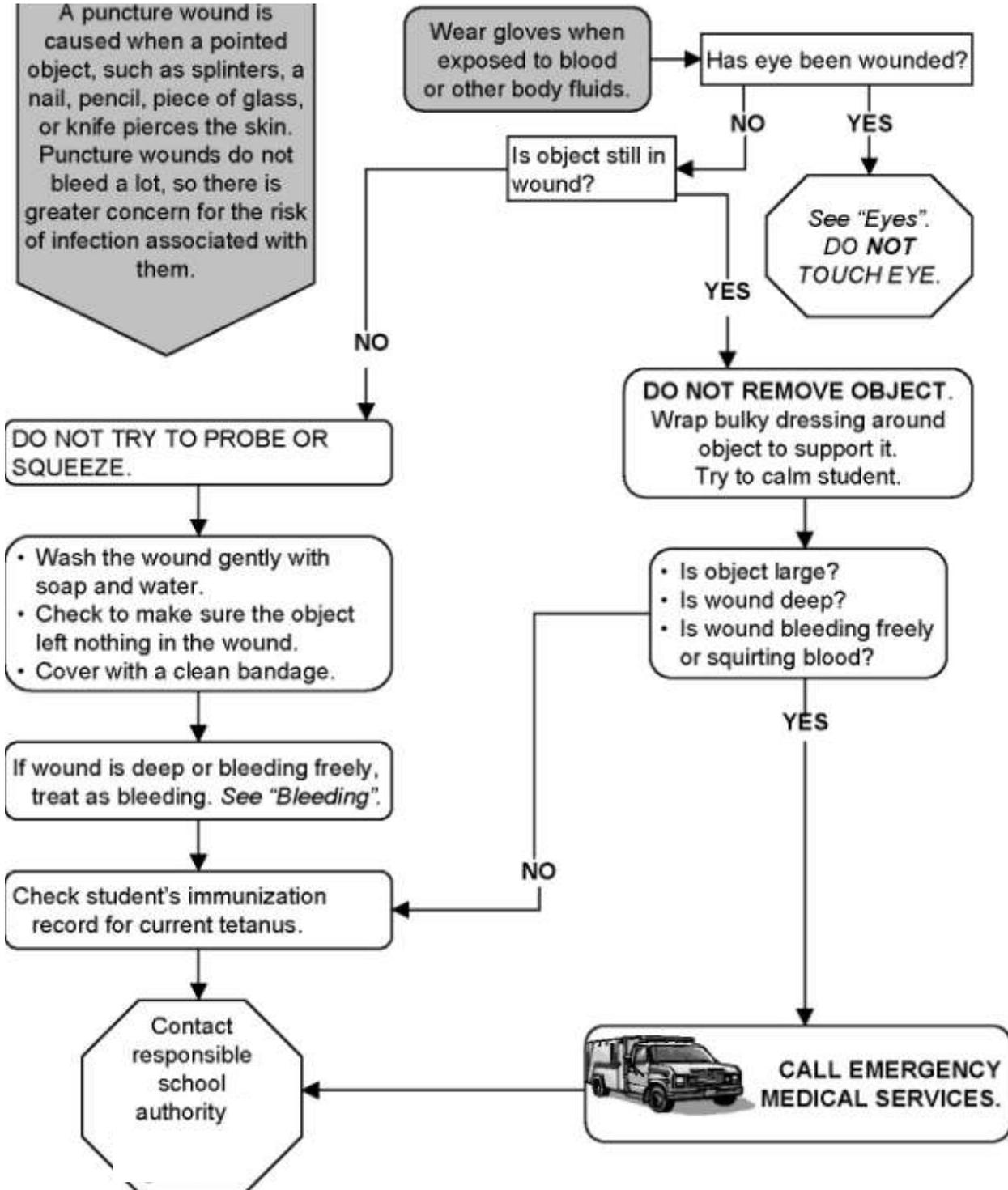
NECK AND BACK INJURIES



POISONING AND OVERDOSE



PUNCTURE WOUNDS



NOTE FOR PENCIL WOUND: Pencil lead is actually **graphite (harmless)**, not poisonous lead. Even colored leads are not toxic.

SEIZURES

Seizures (or convulsions) can be caused by many things. These include epilepsy, febrile seizures, overdose of poisons, street drugs or alcohol, and head injury. During a convulsive seizure, the student becomes unconscious and may fall. The student may lose bowel/bladder control. (Note that seizures occur in less dramatic forms such as staring spells or partial seizures in which the person seems confused or one extremity jerks. These are usually not medical emergencies.)

Students with a history of seizures should be known to all staff. A Seizure Emergency Care Plan should be developed for these students.

If available, refer to student's Seizure Emergency Care Plan.

Observe details of the seizure for parent or legal guardian, emergency personnel or physician. Note:

- Duration
- Kind of movement or behavior
- Body parts involved
- Loss of consciousness, etc.

- If student seems off balance, place him/her on the floor (on a mat) for observation & safety.
- **DO NOT RESTRAIN MOVEMENTS.**
- Move surrounding objects to avoid injury.
- **DO NOT PLACE ANYTHING BETWEEN THE TEETH** or give anything by mouth.

Is student:

- Having a seizure lasting longer than 5 minutes?
- Having seizures following one another at short intervals?
- *Without a know history of seizures, having a seizures?*

After seizure, keep airway clear by placing student on his/her side. A pillow should not be used.

NO

YES

Seizures are often followed by sleep. The student may also be confused. This may last from 15 minutes to an hour or more. After the sleeping period, the student should be encouraged to participate in normal class activities. Contact responsible school authority



**CALL
EMERGENCY
MEDICAL SERVICES.**

Contact responsible school authority

SHOCK

Shock occurs when vital tissues of the body do not receive enough blood. Shock can occur because of severe injuries resulting in blood loss, burns, or fractures. When shock occurs, the blood pressure drops below what is needed to push blood to the brain and other organs. Shock can also occur from minor injuries, in which case the body is so stunned by the injury that it goes into shock. This condition can also occur when someone experiences an emotional trauma. This condition is called emotional shock. It is important to know that fainting is very similar to shock; however, one recovers from fainting.

Wear gloves when exposed to blood or other body fluids.

Symptoms of shock can include any of the following:

- cold and clammy skin
- pale skin color
- nausea
- dizziness
- weakness
- sweating
- fast, but weak, pulse
- fast breathing

Are these associated with obvious injury, bleeding or trauma?

NO

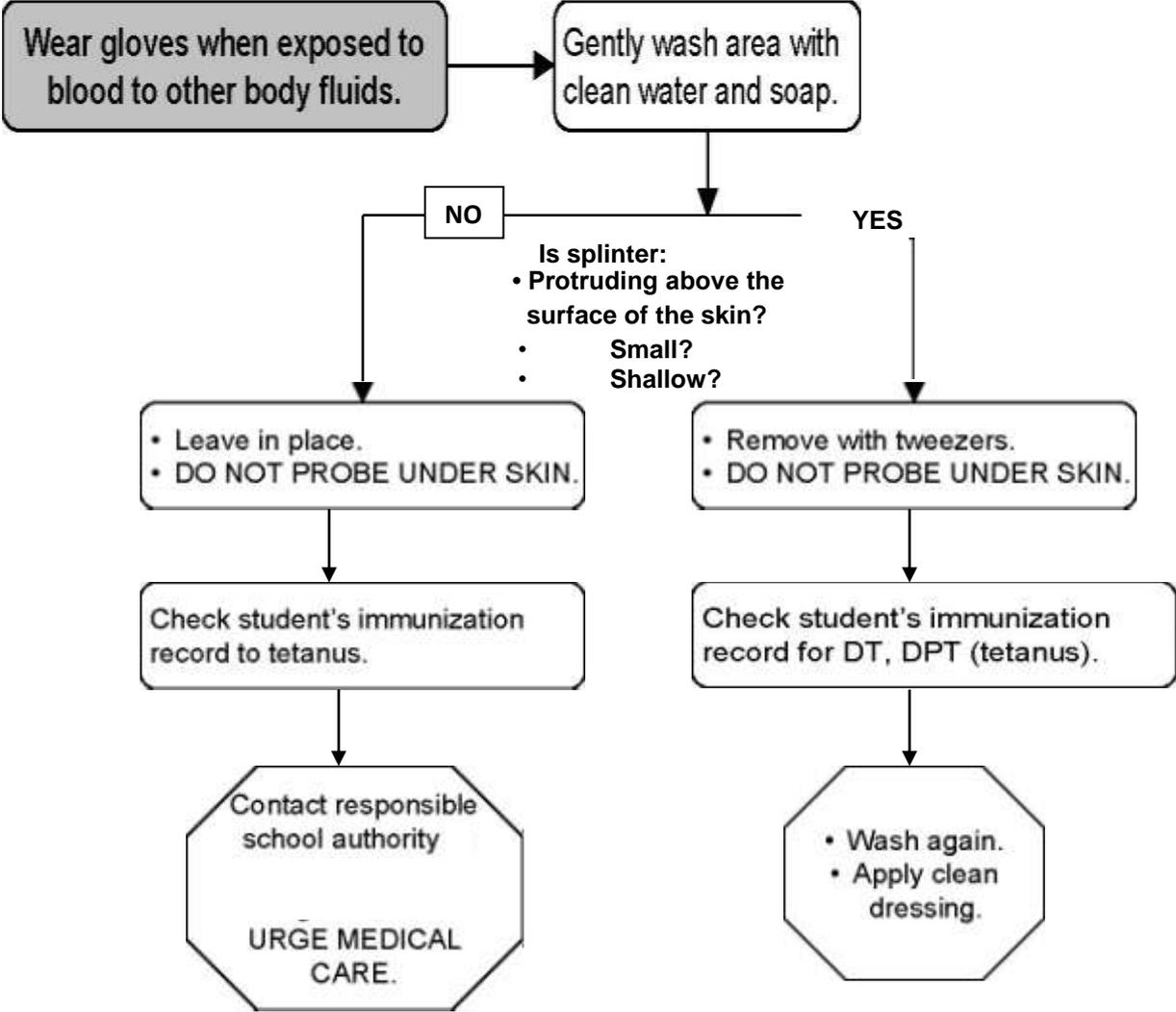
YES

- Refer to the student's health care plan to determine if the student has severe, life threatening allergies.
- Have the student lie down quickly and raise their legs 8-10 inches above the level of the heart. However, if injury to neck, spine or leg/hip bones is suspected, student must remain lying flat.
- Determine if other injuries have occurred and treat accordingly.
- Cover the student with a sheet or blanket.
- Do not give the student anything to eat or drink.
- Remain with, and reassure, the student.

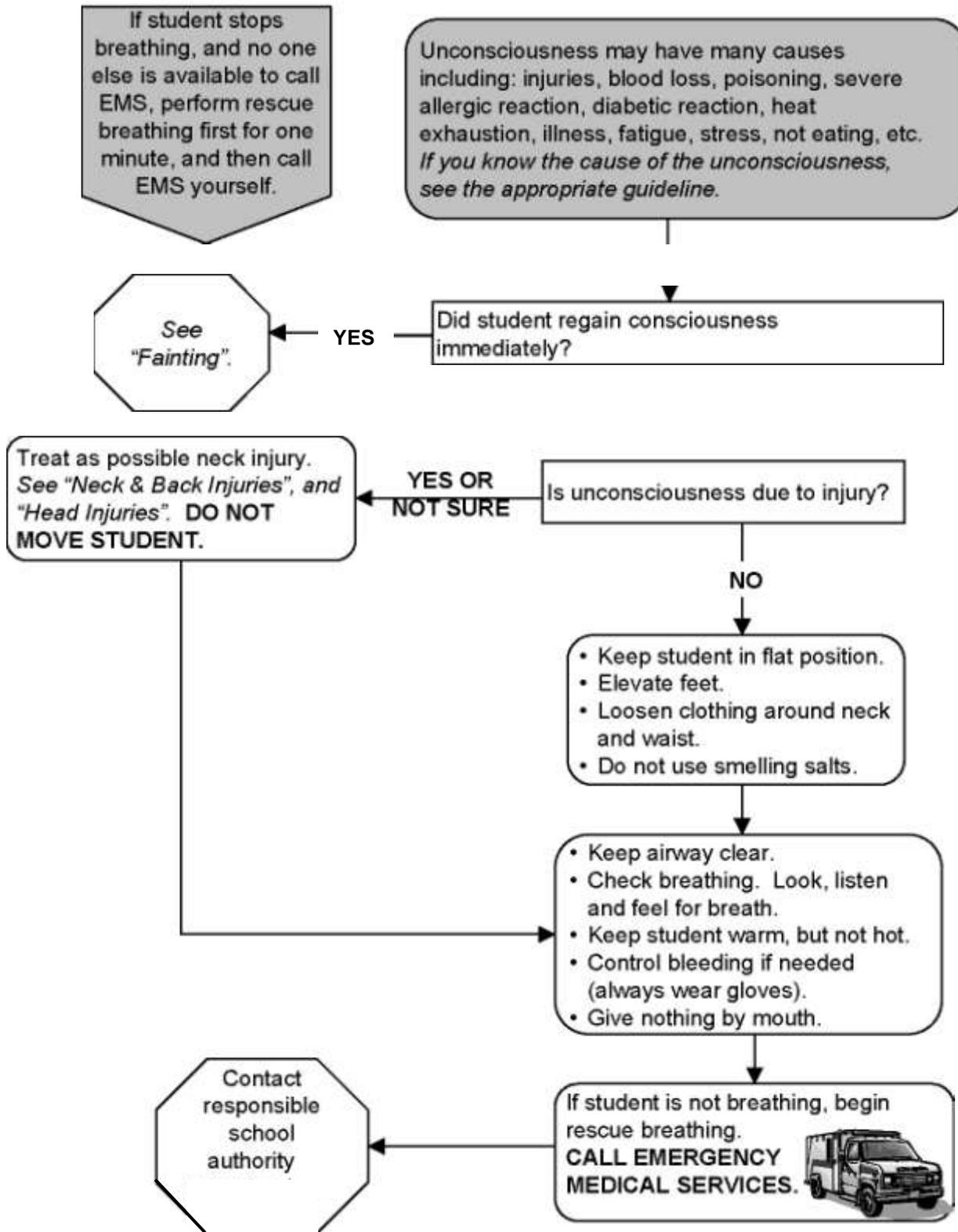


Contact responsible school authority

SPLINTERS



SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN UNCONSCIOUSNESS



SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

GAS LEAK

If gas odor has been detected in the building:

- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Instructors take class roster.
- Incident Commander notifies police and fire (call 911) and President.

- Instructors take roll after being evacuated.
- After consulting with President, the Dean of Students may move students to _____, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

- Incident Commander notifies police and fire department (call 911) and President. Incident Commander or President must report incident to Fire Marshal.
- Incident Commander determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- After consulting with President, Dean of Students may move students to _____, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

GENERAL EMERGENCY

- Notify 911 (if necessary) and the Incident Commander. Incident Commander notifies President.
- Notify CPR/first aid certified persons in Campus building of medical emergencies, if necessary. Names of CPR/first aid certified persons are listed in Crisis Team Members section.
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved.
- Assemble Crisis Team.
- Preserve evidence. Keep detailed notes of incident.
- Refer media to _____
College President Telephone Numbers (home, work, mobile)

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

HAZARDOUS MATERIALS EVENT

Incident occurred on Campus:

- Call 911.
- Notify Incident Commander.
- Incident Commander notifies President.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

Incident occurred near Campus property:

- Fire or police will notify College President.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

INTRUDER/HOSTAGE

Intruder- An unauthorized person who enters college property:

- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on College property.
- Notify Campus police and Incident Commander if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in Campus, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- Incident Commander notifies President and may issue lock-down procedures (see Lock-Down Procedures section).

Hostage:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Incident Commander.
- Incident Commander notifies President.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

SERIOUS INJURY/DEATH

If incident occurred on campus:

- Call 911.
- Notify CPR/first aid certified persons in Campus building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- If possible, isolate affected student/staff member.
- Notify Incident Commander.
- Incident Commander notifies President.
- Designate staff person to accompany injured/ill person to hospital.
- Direct witness(es) to school psychologist/counselor. Determine method of notifying students, staff and parents.
- Refer media to _____
College Spokesperson Telephone Numbers (home, work, mobile)

If incident occurred outside of campus:

- Notify staff before normal operating hours.
- Announce availability of counseling services for those who need assistance.
- Refer media to _____
College Spokesperson Telephone Numbers (home, work, mobile)

Post-crisis intervention:

- Meet with College counseling staff and _____
Community Mental Health workers
- Determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected students, siblings, close friends, and other “highly stressed” students to counselors.
- Debrief all students and staff.
- Assess stress level of all students and staff.
- Recommend counseling to overly stressed students and staff.
- Follow-up with students and staff who received counseling.
- Allow for changes in normal routines or test schedules to address injury or death.

SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within campus building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each campus building.
- Incident Commander warns Instructors and staff to assemble in safe areas. Bring all persons inside building(s).
- Instructors take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Seal doors, windows, and vents with plastic sheets and duct tape.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Instructors should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Incident Commander or emergency responders.

STAFF RESPONSIBILITIES

Incident Commander or designee:

- Verify information.
- Identify Command Post.
- Call 911 (if necessary).
- Seal off high-risk area.
- Convene crisis team and implement crisis response procedures.
- Notify President.
- Notify Instructors and staff (depending on emergency; students may be notified).
- Evacuate students and staff if necessary.
- Refer media to Campus spokesperson (or designee).
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.

Instructors:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster.
- Refer media to campus spokesperson (or designee).
- Keep detailed notes of crisis event.

STUDENT UNREST

- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Notify Incident Commander.
- Incident Commander notifies President.
- Warn staff. Incident Commander may issue lock-down (see Lock-Down Procedures section).
- Move students involved in disturbance to an isolated area.
- Meet with student representatives to address issues.
- Document incidents with cassette recorder or take detailed notes.

Instructors:

- Keep students calm.
- Lock classroom doors.
- Do not allow students to leave the classroom until you receive an all-clear signal from Incident Commander.
- Make a list of students that are absent from classroom. Document all incidents.

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SUICIDE

Suicide Attempt in School:

- Verify information.
- Call 911.
- Notify, Incident Commander and _____
Child Mental Health Services (students under 18)
or _____.
Other suicide intervention service
- Incident Commander notifies President and parent(s) or guardian(s) if suicidal person is student. Incident Commander may schedule meeting with parents and school psychologist/counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Ask suicidal person to sign a “no suicide contract”.
- Stay with person until counselor/suicide intervention arrives. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- Activate school crisis team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death/Serious Injury:

- Verify information.
- Incident Commander notifies President.
- Notify staff in advance of next school day following suicide or attempted suicide.
- Determine method of notifying students. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- Implement post-crisis intervention.

Post-crisis Intervention:

- Meet with school counseling staff and _____
Div. Child Mental Health or other mental health workers
to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort close friends, and other “highly stressed” students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to President.
- Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

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TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the **duck, cover and hold** position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow students to leave at their own discretion once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the College should:

- Reverse-evacuate all people into College buildings.
- Shelter in place.
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow students to leave at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- Reverse-evacuate all people into school buildings.
- Shelter in place. Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow Student to leave at their own discretion once cleared to do so by public safety, emergency management or military authorities

If the College is the target:

- Evacuate to pre designated off site location(s)

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WEAPONS

- Call police if a weapon is suspected to be in school.
- Ask administrator to join you in detaining suspected student or staff member if possible, if not, be able to provide as much identifying information as possible for the police.
- Accompany suspect to private office to wait for the Police.
- Police will conduct search of suspect.
- Police will inform suspect of his/her rights.
- Keep detailed notes of all events and why search was conducted.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your hands visible to a safe distance. Remain calm.

SEVERE WEATHER

***Severe Weather Watch* has been issued in an area near school**

- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. In severe weather, safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

***Severe Weather Warning* has been issued in an area near school or severe weather has been spotted near school**

- Shut off gas.
- Move students and staff to safe areas.
- Remind instructors to take class rosters.
- Ensure that students are in “drop, cover and hold” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

Pandemic Preparedness

I. SITUATION

A pandemic is a global disease outbreak that occurs when a new virus emerges for which there is little or no immunity in the human population. During the 20th century, there were three influenza pandemics:

- The 1918 pandemic caused at least 500,000 deaths in the U.S. and up to 40 million deaths worldwide.
- The 1957 pandemic caused at least 70,000 deaths in the U.S. and 1 to 2 million deaths worldwide.
- The 1968 pandemic caused about 34,000 deaths in the U.S. and 700,000 deaths worldwide.

When a pandemic influenza virus emerges, its global spread is considered inevitable. Its spread can be delayed through measures such as border closures and travel restrictions, but it cannot be stopped. Because the strain of the virus emerges so rapidly, it is highly unlikely that a vaccine will be available for a pandemic flu outbreak.

Any Town College district will be severely affected by a pandemic. It is estimated that 20% to 30% of the staff and students is likely to be directly affected by the disease, and additional staff are likely to need to stay home to care for sick family members. At the height of the pandemic, up to 40% of the workforce may be unavailable. In addition, the delivery of such basic commodities as fuel, groceries, etc. is likely to be severely disrupted.

The World Health Organization has developed a Global Influenza Preparedness Plan that breaks the pandemic threat down into several phases:

- Inter-pandemic period (phases 1 and 2). No new influenza strains have been detected in humans, but virus strains in animals pose a risk to humans that may be low (phase 1) or substantial (phase 2).
- Pandemic alert period (phases 3, 4, and 5). New influenza strains have caused humans infections. Human-to-human spread is non-existent or limited to rare instances of close contact (phase 3), highly localized in small clusters (phase 4), or localized in larger clusters (phase 5). At phase 5, the virus is becoming increasingly adapted to humans, and there is a substantial pandemic risk.
- Pandemic period (phase 6). Increased and sustained human-to-human transmission in the general population.
- Post-pandemic period. Return to the inter-pandemic period (phase 1).

Several governmental organizations conduct pandemic surveillance on a routine basis and provide information about how to recognize, prepare for, and deal with a pandemic.

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Federal level - Centers for Disease Control and Prevention (CDC) and its parent organization, the Department of Health and Human Services (DHHS).

State level – Texas Department of Health Services.

County level – Local County Public Health Department.

In the United States, the pandemic phases are based on the global phases. The Secretary of the U.S. Department of Health and Human Services will determine that the nation is in the pandemic period (phase 6) when sustained human-to-human transmission is observed anywhere in the world.

II. MISSION

To establish a program that will educate the district workforce and the student population and their families about how to cope with a pandemic and enable district operations to continue to provide essential services to our students, staff and community.

III. EXECUTION

Concept of Operations

1. When a phase 3 pandemic alert has been declared by the World Health Organization, the Public Information Office will issue news releases to inform both the district work force students and their families about how to deal with its effects. These efforts will be intensified and more specifically targeted when a pandemic appears likely to develop (phase 5 or 6 as defined above). These news releases will be coordinated with local emergency management and the public health department releases.
2. All district departments will implement actions to deal with the pandemic and its effects. These actions will focus on two primary areas:
 - a. Protecting the health of employees, students and their families.
 - b. Ensuring their ability to provide essential services when faced with a severely reduced workforce and the disruption of services and supplies essential to their operations.
3. There are four essential steps that employees, students and their families can take to reduce the spread of the disease:
 - a. Cover your mouth and nose with a tissue or handkerchief when coughing or sneezing.
 - b. Wash your hands frequently with warm water. Use alcohol-based hand sanitizers when soap and warm water are unavailable
 - c. Stay home when you are sick.
 - d. Increase your social distance (avoid crowds and mass gatherings).

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Tasks.

Governing Board – At phase 5 of the pandemic alert period, make policy decisions regarding the following areas:

- a. Increased used of telecommuting and/or paid administrative leave by departments.
- b. Liberalized use of Family and Medical Leave Act (FMLA) time by employees to encourage them to stay away from the workplace when feeling sick.

All departments

- a. Determine which functions of the department are critical, and conduct adequate cross-training of employees in these functions to ensure that critical tasks can be accomplished when a large percentage of the workforce is unavailable.
- b. Identify supplies and services essential to continued operations and, when necessary, identify backup means of ensuring them.
- c. Encourage employees and their families to develop a family emergency plan and emergency kit capable of sustaining them for a minimum of 72 hours without outside assistance. www.ready.gov is a good source of information for the plan and kit.
- d. Consider the procurement of supplies to prevent the spread of disease in the workplace – surgical masks, hand sanitizer bottles, etc.
- e. At phase 5 of the pandemic alert period:
 1. Mandate or encourage increased use of telecommuting.
 2. Encourage employees to stay home when they feel sick. Send employees home if they appear to be sick.
 3. Consider implementing policies that limit face-to-face contact among students and staff as well as between staff and the public.
- f. During the pandemic period (phase 6):
 1. Curtail less essential services as required when the workforce and students are reduced by the effects of the pandemic.
 2. Implement backup means of maintaining the educational process and ensuring essential supplies and services.
 3. In coordination with the county health department, determine if Campus should be closed.

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Public Information Office

- a. At phase 3 of the pandemic alert period, Initiate an education campaign for the districts staff, students and families, emphasizing (1) steps they can take to prevent the spread of disease, and (2) the need to develop family disaster plans and kits that will enable them to sustain themselves if essential public services (food, water, sanitation, etc.) are lost for several days at a time. The education campaign will be coordinated with the education campaigns of cities and towns within the district boundaries and will emphasize reaching out to the Spanish-speaking component of the community.
- b. At phase 5 of the pandemic alert period and during the pandemic period (phase 6):
 1. Intensify the education campaign for the public, emphasizing the same items as during phase 3. In addition, alert the public to potential changes in services provided by the district as a result of personnel shortages caused by the pandemic.
 2. Assist the governing board and the President's office in the dissemination of policy guidance regarding special steps to be taken by personnel in response to the pandemic.

Support.

1. The U.S. Department of Health and Human Services has a pandemic influenza plan and planning guidelines for state and local governments, individuals, businesses, and Colleges and schools. This information can be accessed at www.PandemicFlu.gov.
2. The Texas Department of Health Services has a pandemic plan.

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Search and Rescue Teams

SEARCH AND RESCUE (S & R) TEAM LEADER _____

Note: Number of teams will vary depending on size of campus.

		NAMES	Radio	Keys	Hard Hat	Goggles	Bucket	Vest	Clipboard	Backpack
S & R TEAM #1 NOTES:	1									
	2									
S & R TEAM #2 NOTES:	1									
	2									
S & R TEAM #3 NOTES:	1									
	2									
S & R TEAM #4 NOTES:	1									
	2									
S & R TEAM #5 NOTES:	1									
	2									

- Assign teams based on available manpower; minimum 2 persons. Attempt to place one experienced person on each team.
- Perform visual check of outfitted team leaving Command Post (CP); include radio check. Advise teams of known injuries.
- Remain at Command Post table.
- Be attentive to all S&R related communications.
- Utilize boxes above to record location of injured students. Example: report of 2 injured students in Room 20 would be recorded as "S/2 = RM 20" in box under team #3.
- Utilize manpower pool to aid S&R (i.e., request for backboard and carryout or request for rescue equipment).

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Site Status Report

TO: _____ FROM: (name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Telephone _____ Messenger _____

EMPLOYEE/STUDENT STATUS

	Absent	Injured	# Sent to Hosp./med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage/problem and indicate location(s).

Check ✓	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/cooling	
	Other (list):	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance/how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

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Incident Response Job Descriptions

The job aids in this appendix are listed below.

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Command Section: Incident Commander

Responsibilities:	The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations.
Start-up Actions	Ensure the safety of students, staff, and others on campus. Lead by example: your behavior sets tone for staff and students.
Ongoing Operational Duties	<ul style="list-style-type: none">▪ Obtain your personal safety equipment (i.e., hard hat, vest, clipboard with job description sheet).▪ Assess the type and scope of emergency.▪ Determine the threat to human life and structures.▪ Implement the emergency plan and hazard-specific procedures.▪ Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.▪ Activate functions and assign positions as needed.▪ Fill in the Incident Assignments form.▪ Appoint a backup or alternate Incident Commander (as described in the emergency plan). ▪ Continue to monitor and assess the total campus situation:<ul style="list-style-type: none">▫ View the site map periodically for search and rescue progress and damage assessment information.▫ Check with chiefs for periodic updates.▫ Reassign personnel as needed.▪ Report (through Communications) to the college on the status of students, staff, and facility, as needed (Site Status Report).▪ Develop and communicate revised incident action plans as needed.▪ Begin student release when appropriate. + NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the President. ▪ Authorize the release of information.▪ Utilize your backup; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.▪ Plan regular breaks for all staff and volunteers. Take care of your caregivers!▪ Release Instructors as appropriate and per guidelines. (By law, during a disaster, Instructors become disaster workers.)▪ Remain on and in charge of your campus until redirected or released by the President.

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Command Section: Incident Commander (Continued)

Closing Down:

- Authorize deactivation of sections, branches, or units when they are no longer required.
- At the direction of the Superintendent, deactivate the entire emergency response. If the fire department or other outside agency calls an “all clear,” contact the district before taking any further action.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- Announce the termination of the emergency and proceed with recovery operations if necessary.

Command Post Equipment/ Supplies

- Campus map
- Master keys
- Staff and student rosters
- Disaster response forms
- Emergency plan
- Duplicate rosters (two sets)
- Tables and chairs (if Command Post is outdoors)
- Vests (if available)
- Job description clipboards
- Command Post tray (pens, etc.)
- Campus two-way radios
- AM/FM radio (battery)
- Bullhorn

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Command Section: Safety Officer

Responsibilities:	The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.
Start-Up Actions:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Obtain necessary equipment and supplies from Logistics.▪ Put on a position identifier, such as a vest, if available.▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:<ul style="list-style-type: none">▫ Messages received.▫ Action taken.▫ Decision justification and documentation.▫ Requests filled.
Operational Duties:	<ul style="list-style-type: none">▪ Monitor drills, exercises, and emergency response activities for safety.▪ Identify and mitigate safety hazards and situations.▪ Stop or modify all unsafe operations.▪ Ensure that responders use appropriate safety equipment.▪ Think ahead and anticipate situations and problems before they occur.▪ Anticipate situation changes, such as cascading events, in all planning.▪ Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.
Closing Down:	<ul style="list-style-type: none">▪ When authorized by the Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
Equipment/ Supplies	Return equipment and reusable supplies to Logistics. <ul style="list-style-type: none">▪ Vest or position identifier, if available▪ Hard hat, if available▪ Clipboard, paper, pens▪ Two-way radio, if available

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Command Section: Public Information Officer (PIO)

Personnel:	Available staff with assistance from available volunteers
Policy:	<p>The public has the right and need to know important information related to an emergency/disaster at the school site as soon as it is available.</p> <p>The PIO acts as the official spokesperson for the school site in an emergency situation. If a college district PIO is available, he/she will be the official spokesperson. A school site-based PIO should be used only if the media is on campus and the district PIO is not available.</p> <p>News media can play a key role in assisting the school in getting emergency/disaster-related information to the public (parents).</p>
Start-Up Actions:	<p>Information released must be consistent, accurate, and timely.</p> <ul style="list-style-type: none">▪ Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander.▪ Identify yourself as the PIO (by vest, visor, sign, etc.)▪ Consult with the district PIO to coordinate information release.▪ Assess the situation and obtain a statement from the Incident Commander. Tape record it if possible.▪ Advise arriving media that the site is preparing a press release and the approximate time of its issue.▪ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.
Operational Duties:	<ul style="list-style-type: none">▪ Keep up to date on the situation.▪ Statements must be approved by the Incident Commander and should reflect:<ul style="list-style-type: none">▫ Reassurance (EGBOK— “Everything’s going to be OK.”)▫ Incident or disaster cause and time of origin.▫ Size and scope of the incident.▫ Current situation—condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.▫ Resources in use.▫ Best routes to the school, if known and if appropriate. <p>Any information the school wishes to be released to the public.</p>

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Section: Command Public Information Officer (PIO) (Continued)

- **Read** statements if possible.
 - When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid using the phrase “no comment.”
 - Remind school staff and volunteers to refer *all* questions from the media or waiting parents to the PIO.
 - Update information periodically with the Incident Commander.
 - Ensure that announcements and other information are translated into other languages as needed.
 - Monitor news broadcasts about the incident. Correct any misinformation heard.
- Closing Down:**
- At the Incident Commander’s direction, release PIO staff when they are no longer needed. Direct staff members to sign out through Timekeeping.
 - Return equipment and reusable supplies to Logistics.
 - Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/
Supplies**
- Public information kit consists of:
 - ID vest
 - Battery-operated AM/FM radio
 - Paper/pencils/marketing pens
 - Scotch tape/masking tape
 - Scissors
 - School site map(s) and area maps
 - 8-1/2 x 11 handouts
 - Laminated poster board size for display
 - Forms:
 - Disaster Public Information Release Work Sheet
 - Sample Public Information Release
 - School Profile or School Accountability Report Card (SARC)

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Command Section: Liaison Officer

Responsibilities:	The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the college district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.
Start-Up Actions:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Determine your personal operating location and set it up as necessary.▪ Obtain the necessary equipment and supplies from Logistics.▪ Put on a position identifier, such as a vest, if available.▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
Operational Duties:	<ul style="list-style-type: none">▪ Brief agency representatives on the current situation, priorities, and incident action plan.▪ Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plans. <p>Provide periodic update briefings to agency representatives as necessary.</p>
Closing Down:	<ul style="list-style-type: none">▪ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.▪ Return equipment and reusable supplies to Logistics.▪ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
Equipment/Supplies	<ul style="list-style-type: none">▪ Vest or position identifier, if available▪ Two-way radio, if available▪ Clipboard, paper, pens

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Operations Section: Operations Section Chief

Responsibilities:

The Operations Chief manages the direct response to the disaster, which can include:

- Site Facility Check/Security
- Search and Rescue
- Medical
- Student Care
- Student Release

Start-Up Actions:

- Check in with the Incident Commander for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.

Operational Duties:

- Assume the duties of all operations positions until staff are available and assigned.
- As staff members are assigned, brief them on the situation, and supervise their activities, using the position checklists.
- If additional supplies or staff are needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.
- Coordinate search and rescue operations if it is safe to do so. Appoint an S&R Team Leader to direct operations, if necessary.
- As information is received from operations staff, pass it on to situation analysis and/or the Incident Commander.
- Inform the Planning Section Chief of operations tasks and priorities.
- Make sure that operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign staff within the section as needed.

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Operations Section: Operations Section Chief (Continued)

Closing Down:

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies

- Vest or position identifier, if available
- S&R equipment
- Two-way radio
- Job description clipboard, paper, pens
- Maps:
 - Search and rescue maps
 - Large campus map

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Operations Section: Search and Rescue Team Leader

Safety Rules:

Use the buddy system: Assign a minimum of 2 persons to each team.

Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. **Follow all operational and safety procedures.**

Start-Up Actions:

- Obtain all necessary equipment from container. (See list below.)
- Obtain a briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.

Assign teams based on available manpower, minimum 2 persons per team.

Operational Duties:

- Perform a visual and radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment.
 - Record names and assignments before deploying teams.
 - Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
 - Remain at the Command Post in radio contact with S&R Teams.
 - Record all teams' progress and reports on the site map, keeping others at the Command Post informed of problems. When a room is reported clear, mark a "C" on the map.
 - If injured students are located, consult the Operations Section Chief for response. Utilize Transport teams, or send a First Aid Team.
 - Record the exact location of damage and a triage tally (I=immediate, D=delayed, DEAD=dead) on the map.
 - Keep radio communication brief and simple. No codes.
- + **Remember:** if you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Closing Down:

- Record the return of each S&R team. Direct them to return equipment and report to Logistics for additional assignment.
- Provide maps and logs to the Documentation Unit.

Equipment/Supplies

- Vest, hard hat, work and latex gloves, and whistle with master keys on lanyard. One team member should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Search and Rescue Teams

Safety:

Use the buddy system: Ensure that each team has been assigned a minimum of 2 persons.

Take no action that might endanger you. Do not work beyond your expertise.

Use appropriate safety gear. Size up the situation first.

Follow all operational and safety procedures.

Start-Up Actions:

- Obtain all necessary equipment from the container. (See list below.) **You must wear sturdy shoes and long sleeves.** Put batteries in the flashlight.

Check in at the Command Post for assignment.

Operational Duties:

- Report gas leaks, fires, or structural damage to the Command Post immediately upon discovery. Shut off gas or extinguish fires if possible.
- Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings. **If you are in doubt about your safety, DO NOT ENTER!**
- If the building is safe to enter, search the assigned area (following the map) using an orderly pattern. Check all rooms. Use chalk or grease pencil to mark a slash on the door when entering a room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, complete the slash to form an "X" on the door. Report by radio to the Command Post that room has been cleared (e.g. "Room A-123 is clear.").
- + **Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.
- When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names of students or staff. Follow directions from the Command Post.
- Record the exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on the map and report the information to the Command Post.
- Keep radio communication brief and simple. Do not use codes.

Closing Down:

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Equipment/Supplies

- Vest, hard hat, work and latex gloves, and whistle with master keys on a neck lanyard. One member of the team should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Medical Team Leader

Responsibilities:

The Medical Team Leader is responsible for providing emergency medical response, first aid, and counseling. He or she informs the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.

Start-Up Actions:

- Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate treatment, two to delayed treatment, and two to psychological treatment.
- Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles. Obtain equipment and supplies from the storage area.
- Assess available inventory of supplies and equipment.
- Review safety procedures and assignments with personnel.
- Establish a point of entry (“triage”) into the treatment area.
- Establish “immediate” and “delayed” treatment areas.
- Set up a separate psychological first aid area if staff levels are sufficient.

Operational Duties:

- Oversee the assessment, care, and treatment of patients.
- Ensure caregiver and rescuer safety: Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to the Operations Section Chief.
- Keep the Operations Section Chief informed of the overall status.
- Set up a morgue, if necessary, in a cool, isolated, secure area; follow the guidelines established in the plan.
- Stay alert for communicable diseases and isolate appropriately.

Consult with the Student Care Director regarding health care, medications, and meals for students with known medical conditions (e.g., diabetes, asthma, etc.).

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Medical Team Leader (Continued)

Closing Down:

- At the Incident Commander's direction, release medical staff who are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies

- First aid supplies. (See the list on the following page.)
- Job description clipboards
- Stretchers
- Vests, if available
- Tables and chairs
- Staff and student medication from the Health Office
- Forms:
 - Notice of First Aid Care
 - Medical Treatment Victim Log
- Masking tape
- Marking pens
- Blankets
- Quick reference medical guides
- Ground cover/tarps

Recommended First Aid Supplies:

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus
4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each of sm, med, lg.
- Steri-strips or butterfly bandages: 50/campus
- Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Neosporin: 144 squeeze packs/campus
- Hydrogen peroxide: 10 pints/campus
- Bleach: 1 small bottle

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Medical Team Leader (Continued)

- Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls/campus
2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First Aid Books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pair

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Medical Team

Personnel:	First-aid trained staff and volunteers
Responsibilities:	Use approved safety equipment and techniques.
Start-Up Actions:	<ul style="list-style-type: none">▪ Obtain and wear personal safety equipment including latex gloves.▪ Check with the Medical Team Leader for assignment.
Operational Duties:	<ul style="list-style-type: none">▪ Administer appropriate first aid.▪ Keep accurate records of care given.▪ Continue to assess victims at regular intervals.▪ Report deaths immediately to the Medical Team Leader.▪ If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference—do not send any records with the victim.▪ A student's emergency card must accompany each student removed from campus to receive advanced medical attention. Send an emergency out-of-area phone number, if available. <p>Triage Entry Area: The triage area should be staffed with a minimum of two trained team members, if possible.</p> <ul style="list-style-type: none">▪ One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess—no treatment takes place here. Assess if not tagged.▪ Second team member logs victims' names on form and sends the forms to the Command Post as completed. <p>Treatment Areas (“Immediate and Delayed”) Treatment areas should be staffed with a minimum of two team members per area, if possible.</p> <ul style="list-style-type: none">▪ One member completes secondary head-to-toe assessment.▪ Second member records information on the triage tag and on-site treatment records.▪ Follow categories: Immediate, Delayed, Dead <p>When using the two-way radio, do not use the names of the injured or dead.</p>

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Medical Team (Continued)

Closing Down:

- Return equipment and unused supplies to Logistics.
- Clean up first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn it in to the Documentation Unit.

Equipment/ Supplies

- First-aid supplies (See the list on the following page.)
- Job description clipboards
- Stretchers
- Vests, if available
- Tables and chairs
- Staff and student medication from health office
- Forms:
 - Notice of First Aid Care
 - Medical Treatment Victim Log
- Marking pens
- Blankets
- Quick reference medical guides
- Ground cover/tarps

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Student Care

Personnel:	Classroom Instructors and staff as assigned.
Responsibilities:	Ensure the care and safety of all students on campus except those who are in the medical treatment area.
Start-Up Actions:	<ul style="list-style-type: none">▪ Wear an identification vest, if available.▪ Take a job description clipboard and radio.▪ Check in with the Operations Section Chief for a situation briefing.▪ Make personnel assignments as needed.▪ If evacuating:<ul style="list-style-type: none">▫ Verify that the assembly area and routes to it are safe.▫ Count or observe the classrooms as they exit, to make sure that all classes evacuate.▫ Initiate the set-up of portable toilet facilities and hand-washing stations.
Operational Duties:	<ul style="list-style-type: none">▪ Monitor the safety and well-being of the students and staff in the assembly area.▪ Administer minor first aid as needed.▪ Support the Student Release process by releasing students with the appropriate paperwork.▪ When necessary, provide water and food to students and staff.▪ Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.▪ Make arrangements to provide shelter for students and staff.▪ Arrange activities and keep students reassured.▪ Update records of the number of students and staff in the assembly area (or in the buildings).▪ Direct all requests for information to the PIO.

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Operations Section: Student Care (Continued)

Closing Down:

- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies

- Vest
- Clipboard with job description
- Ground cover, tarps
- First aid kit
- Student activities: books, games, etc.
- Forms:
 - Student Accounting
 - Notice of First Aid Care
- Campus two-way radio
- Water, food, sanitation supplies

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Student Accounting Form

Room No: _____ Date: _____
Enrolled per register: _____ Reported by: _____
Not in Campus today: _____ Received by: _____
Present now: _____

Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem

Students needing more first aid than you can handle:

Name	Location	Problem

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.)

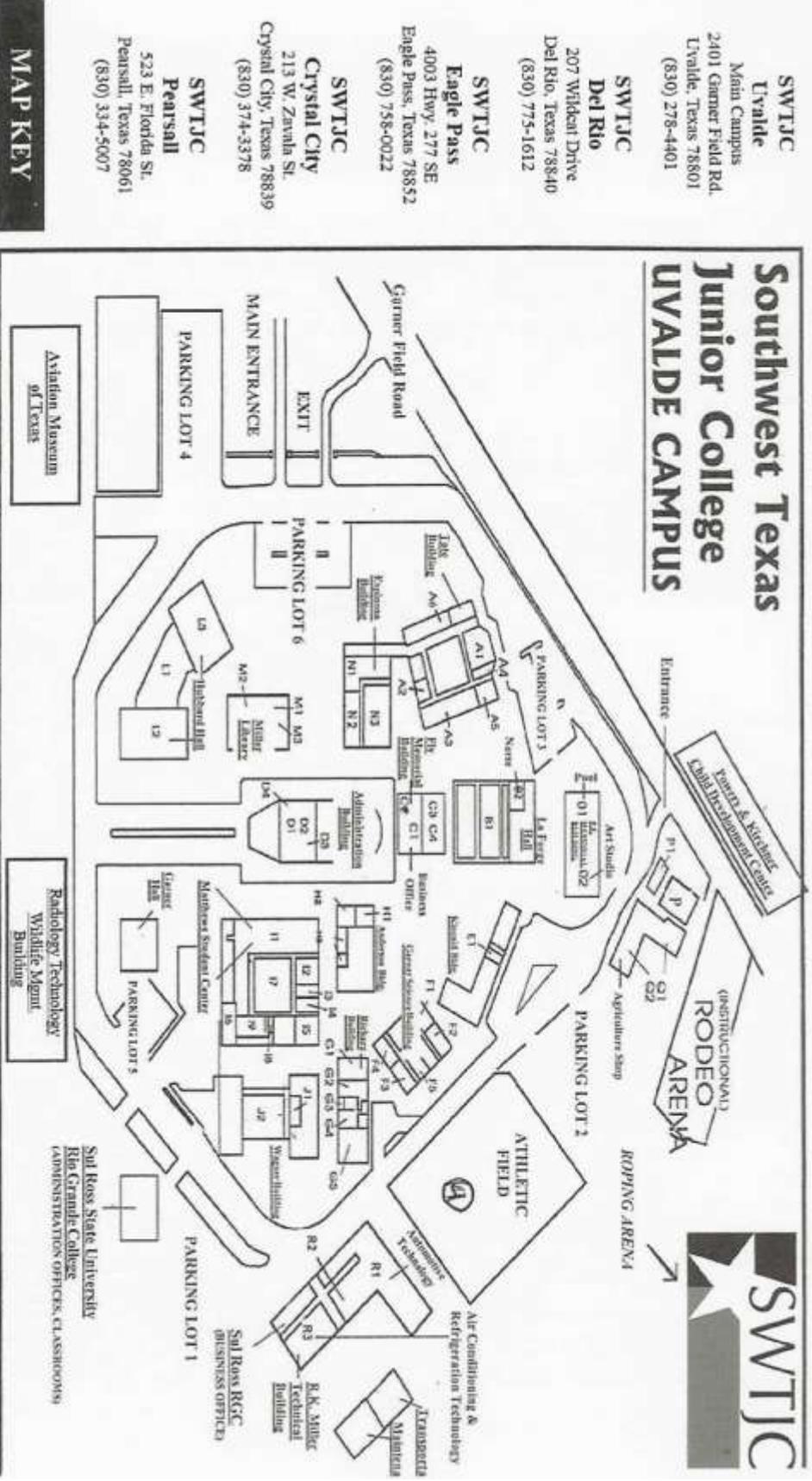
Uvalde Campus

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

- A. Inogen Tate Building**
 A1 Tate Auditorium, A2 Humanities and Fine Arts Division
 A3 Writing Labs, A4 Drama/Music Offices
 A5 Music Lab, A6 Spanish Office/Lab
- B. La Forge Hall**
 B1 Gym and Fitness Center
 B2 Student Health Center (Nurse's Office)
- C. Sterling H. Piy Memorial Building**
 C1 Business Office, C2 Campus Police, C3 Adult Basic Education
 C4 Student Support Services/Upward Bound
- D. Joe Richarz Memorial Administration Building**
 D1 General Administration (1st Floor)
 D2 Admissions/Registrar's Office (2nd Floor)
 D3 Student Financial Aid
 D4 Counseling Center (2nd Floor)
- E. Edgar Kincaid Building (E1 Agricultural Studies Offices)**

- F. Garner Science Building**
 F1 Physics Lab, F2 Chemistry Lab, F3 Botany Lab
 F4 Zoology Lab, F5 Anatomy Lab
- G. Esste Pearl Richarz Building**
 G1 Math Classrooms, G2 Math & Science Offices
 G3 Public Information, G4 Communications, G5 Career Nursing
- H. W.C. Anderson Building**
 H1 Social Sciences Office, H2 Tech Prep
 H3 Printing Center
- I. Wayne and Evelyn Matthews Student Center**
 I1 Ballroom and Cafeteria, I2 Conference Rooms
 I3 Career Recruitment/Placement Center
 I4 Student Activities Office, I5 Student Game Room
 I6 Bluebonnet Room, I7 Courtyard, I8 Mail Room, I9 Bookstore
- J. Leander Wagner Building**
 J1 Business Administration Offices, J2 Computer Center

- K. Ette R. Garner Hall (Women's Dormitory)**
 K1 Hubbard Hall
 K2 Lobby, K3 Rooms 101-201, 120-220
 K4 Rooms 121-221, 140-224
- L. Miller Memorial Library**
 L1 Media Center, L2 Photography, L3 Library
- M. Rodolfo Espinosa, Jr. Educational Building**
 M1 Cosmetology, M2 Distance Learning Classrooms
 M3 Middle Rio Grande Law Enforcement Academy
- N. Physical Education Memorial Building (O1 Pool, O2 Art Stud**
- O. Warehouse (P1 Storage)**
 O1 Warehouse, O2 Welding, O3 Industrial Arts
- P. R.K. Miller Technical-Vocational Building**
 P1 Automotive Technology, P2 Testing Center
 P3 Air Conditioning and Refrigeration Technology



MAP KEY

- SWTJC Uvalde**
 Main Campus
 2401 Garner Field Rd.
 Uvalde, Texas 78801
 (830) 278-4401
- SWTJC Del Rio**
 207 Wildcat Drive
 Del Rio, Texas 78840
 (830) 775-1612
- SWTJC Eagle Pass**
 4003 Hwy. 277 SE
 Eagle Pass, Texas 78852
 (830) 758-0022
- SWTJC Crystal City**
 213 W. Zavala St.
 Crystal City, Texas 78839
 (830) 374-3378
- SWTJC Pearsall**
 523 E. Florida St.
 Pearsall, Texas 78061
 (830) 334-5007

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

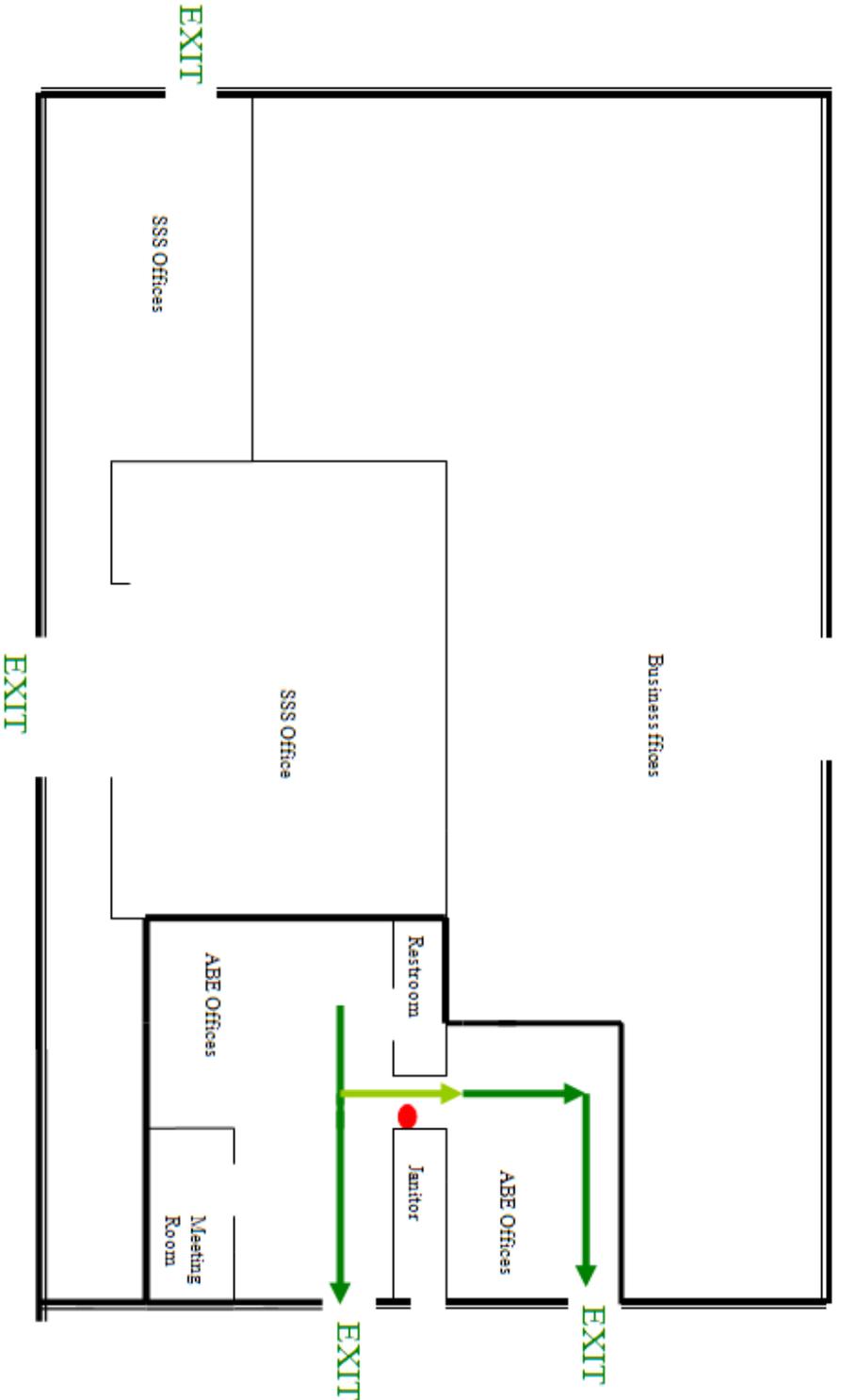
SWTJC Adult Basic Education (ABE) Office

MAIN EXIT

To the outside

Secondary Exit

To another building



1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** kind of help is needed
6. Send someone outside to direct emergency crew

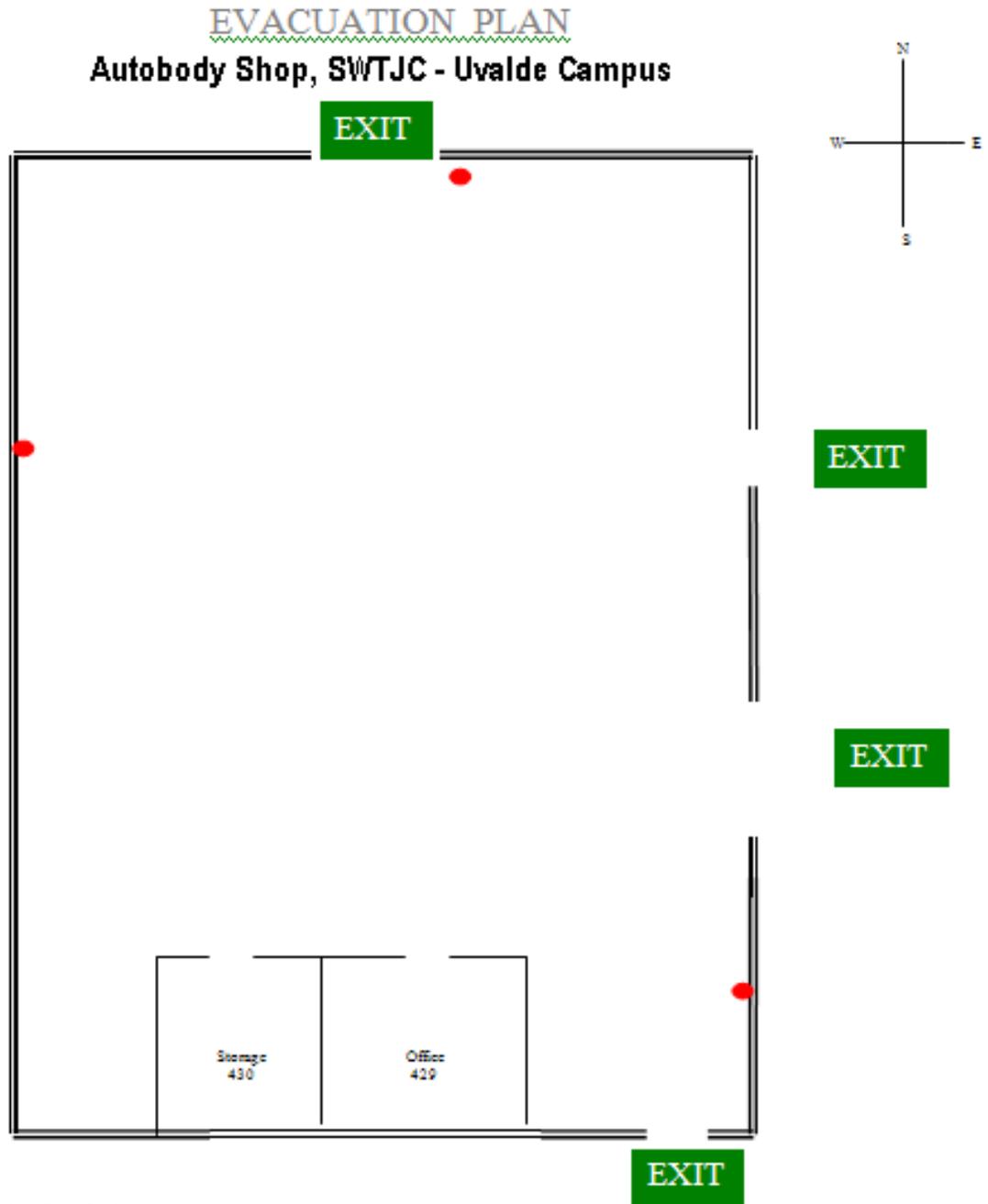
Southwest Texas Junior College

2401 Garner Field Road, Uvalde, Texas 78801, 830-278-4401

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

● Fire Extinguisher

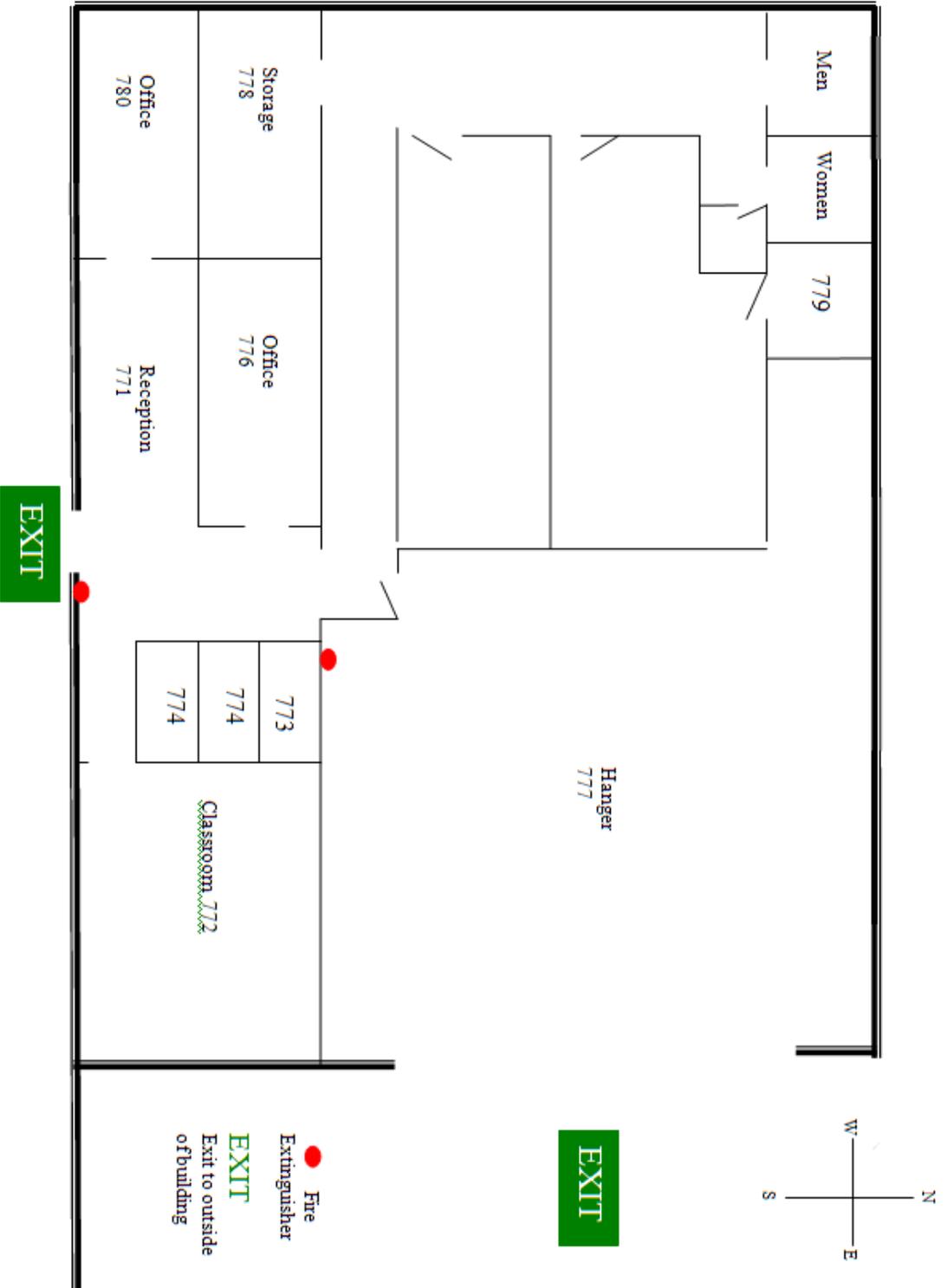
EXIT
Exits to the outside of building



1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, Texas 7801 78840

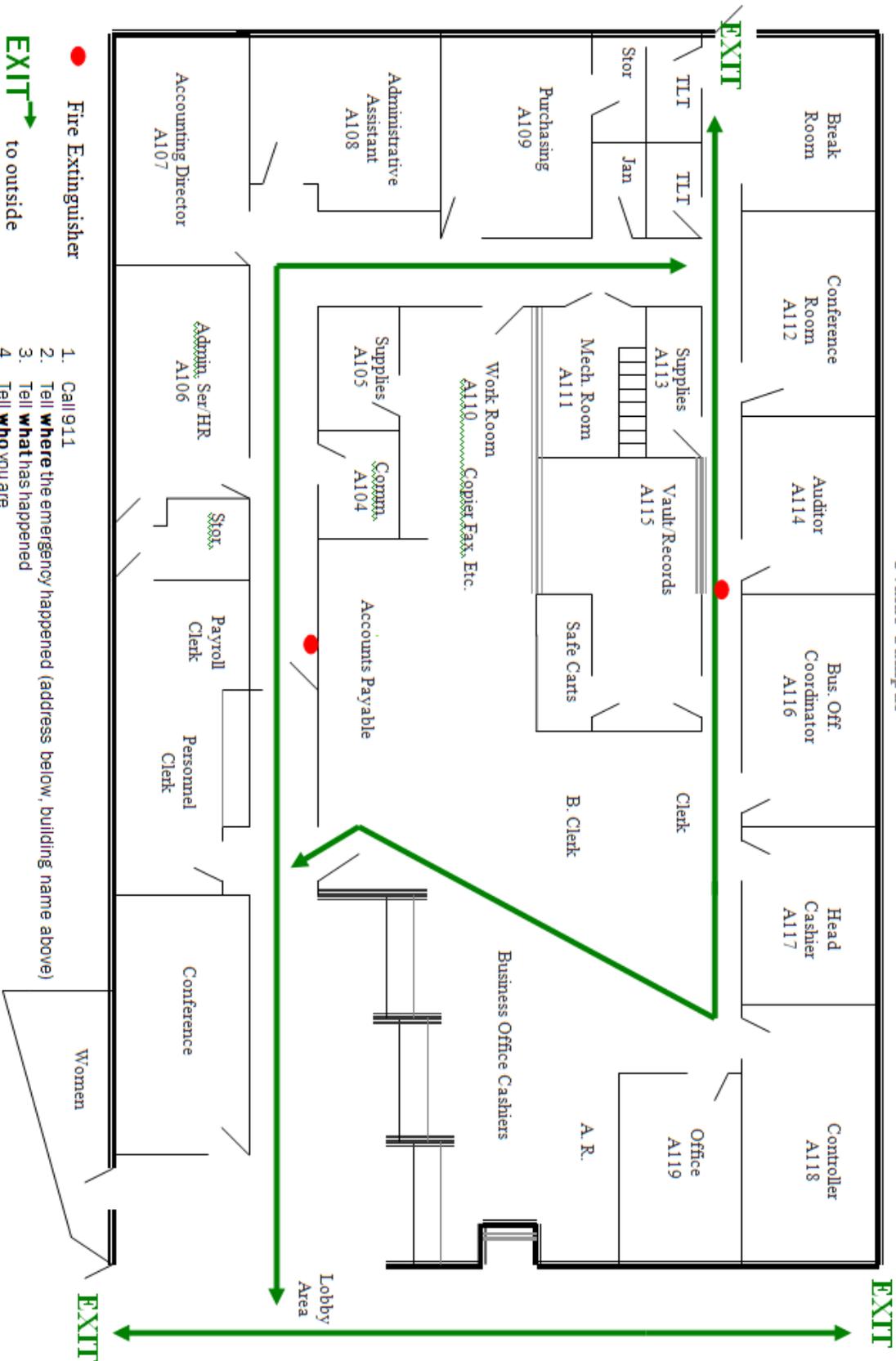
EVACUATION PLAN
 SWTJC Aviation Building, Uvalde Campus



1. Call 911, tell **where** the emergency is (address below, building name above), tell **what** happened, tell **who** you are, tell **what** kind of help is needed.
2. Send someone outside to direct emergency crew to the location of the emergency.

Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, Texas 78801

EVACUATION PLAN
 SWTJC Flores Building (Left section of building)
 Uvalde Campus



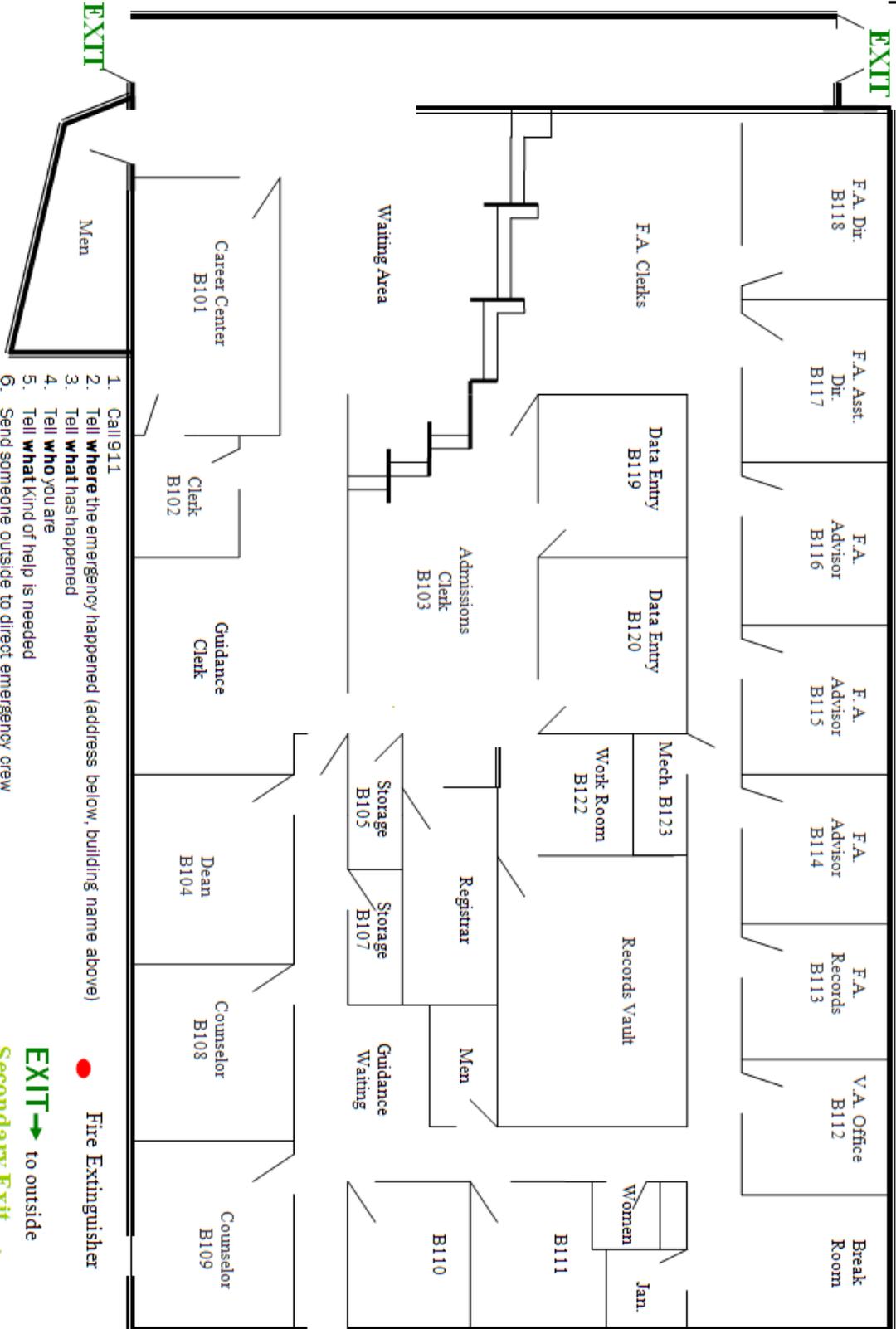
- Fire Extinguisher
- EXIT → to outside
- Secondary Exit → to another building

1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** kind of help is needed
6. Send someone outside to direct emergency crew

Southwest Texas Junior College
 2401 Garner Field Road, Uvalde, Texas 78801, 830-278-4401

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN
SWTJC Flores Building (right section of building)
 Uvalde Campus



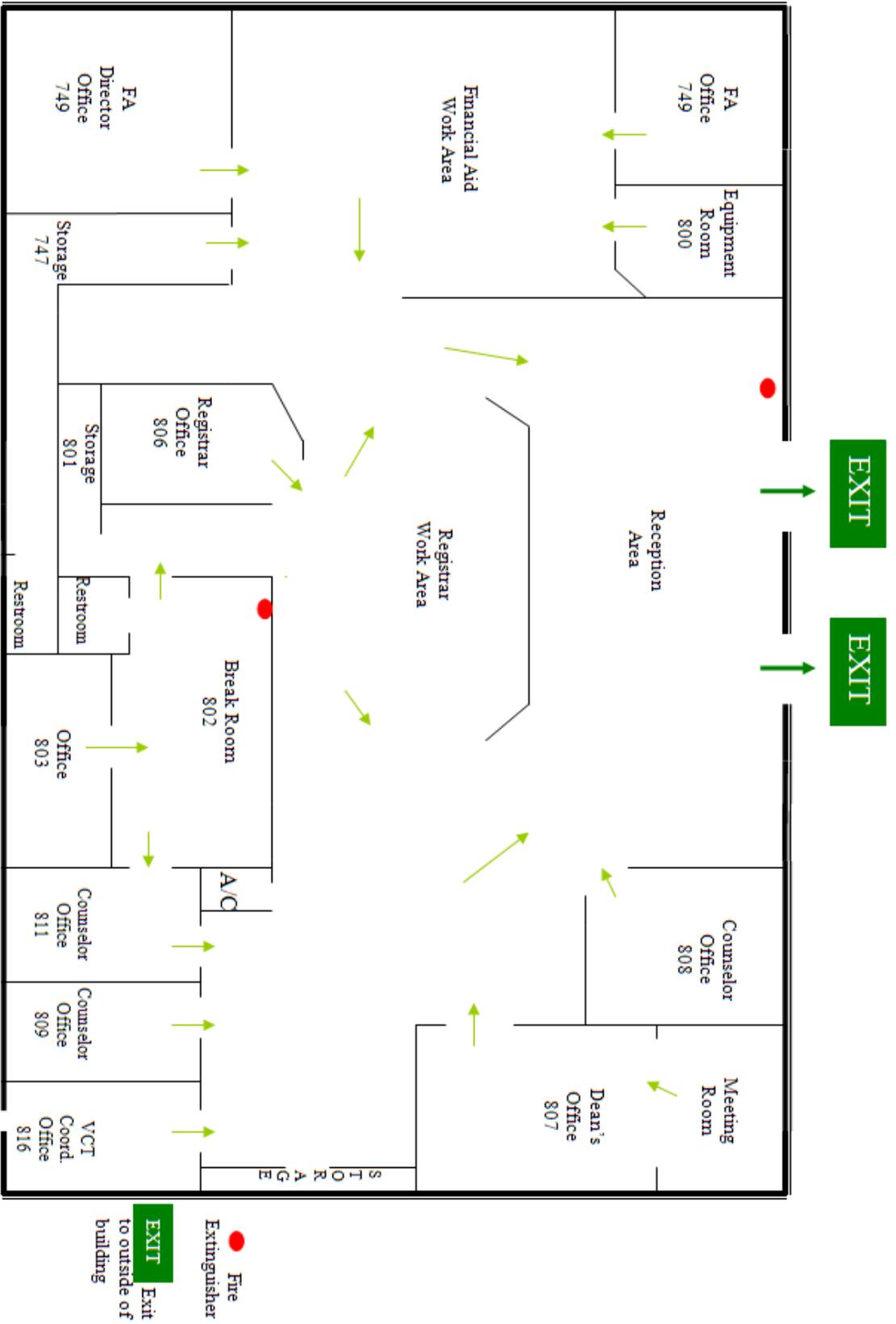
1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** kind of help is needed
6. Send someone outside to direct emergency crew

2401 Garner Field Road, Uvalde, Texas 78801, 830-278-4401

Southwest Texas Junior College

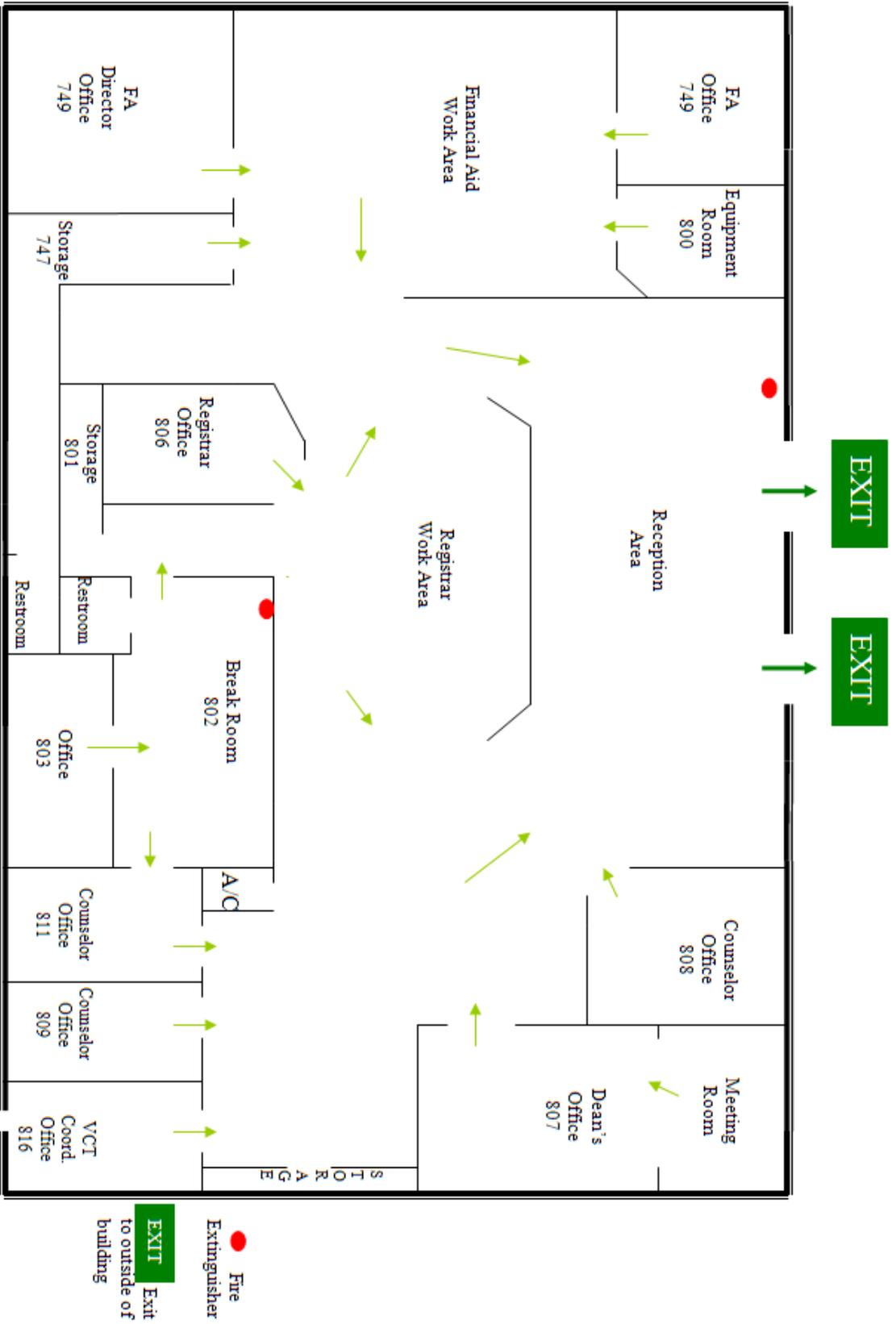
● Fire Extinguisher
 EXIT → to outside
 Secondary Exit → to another building

EVACUATION PLAN
Joe Richarz Building, Second Floor, Uvalde Campus



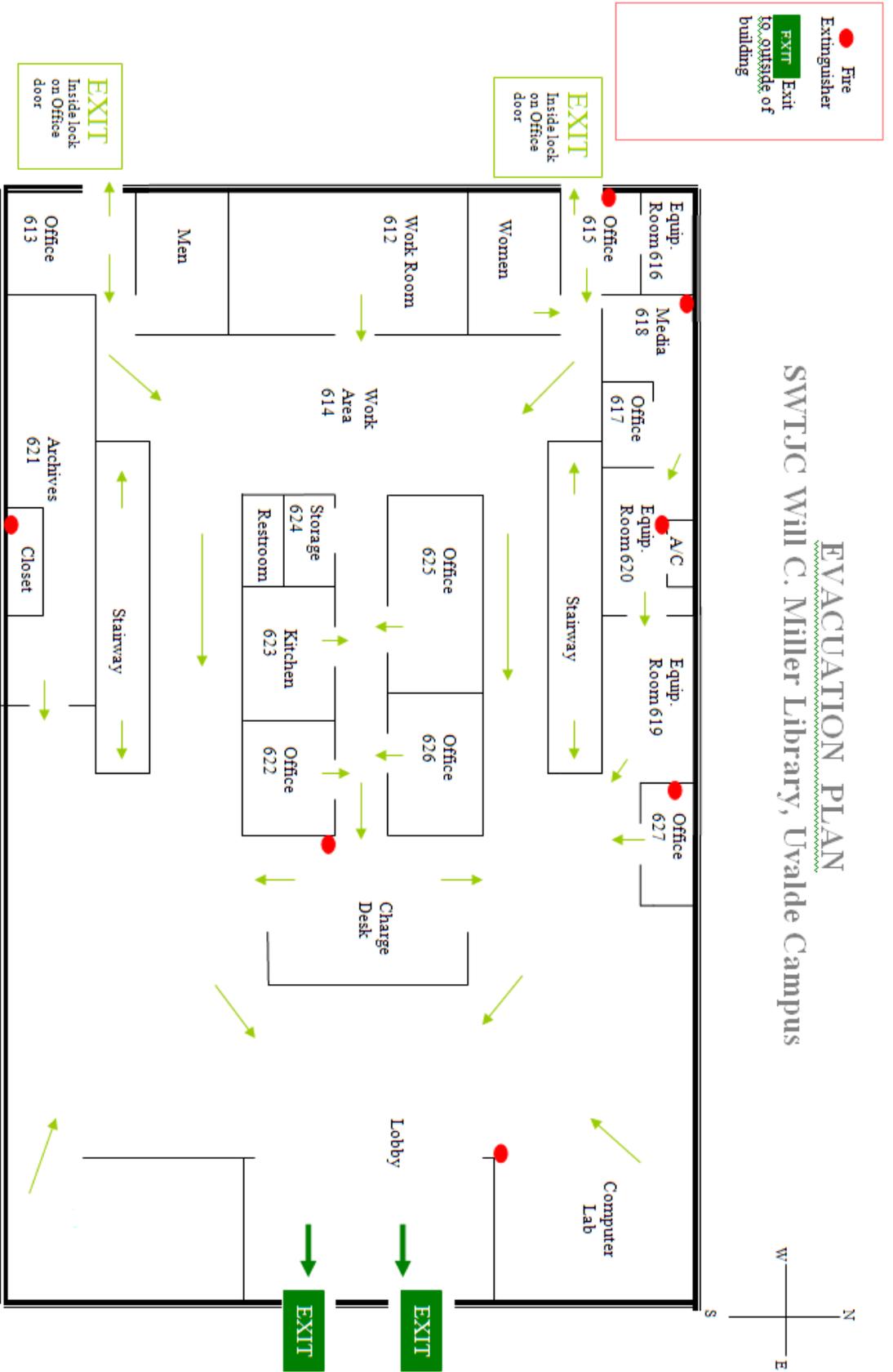
1. Call 911, tell where the emergency is (address below; building name above); tell what happened; tell who you are; tell what kind of help is needed.
 2. Send someone outside to direct emergency crew to the location of the emergency.
- Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, Texas 78801

EVACUATION PLAN
Joe Richarz Building, Second Floor, Uvalde Campus



1. Call 911, tell where the emergency is (address below; building name above), tell what happened, tell who you are, tell what kind of help is needed.
 2. Send someone outside to direct emergency crew to the location of the emergency.
- Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, Texas 78801

EVACUATION PLAN
 SWTJC Will C. Miller Library, Uvalde Campus



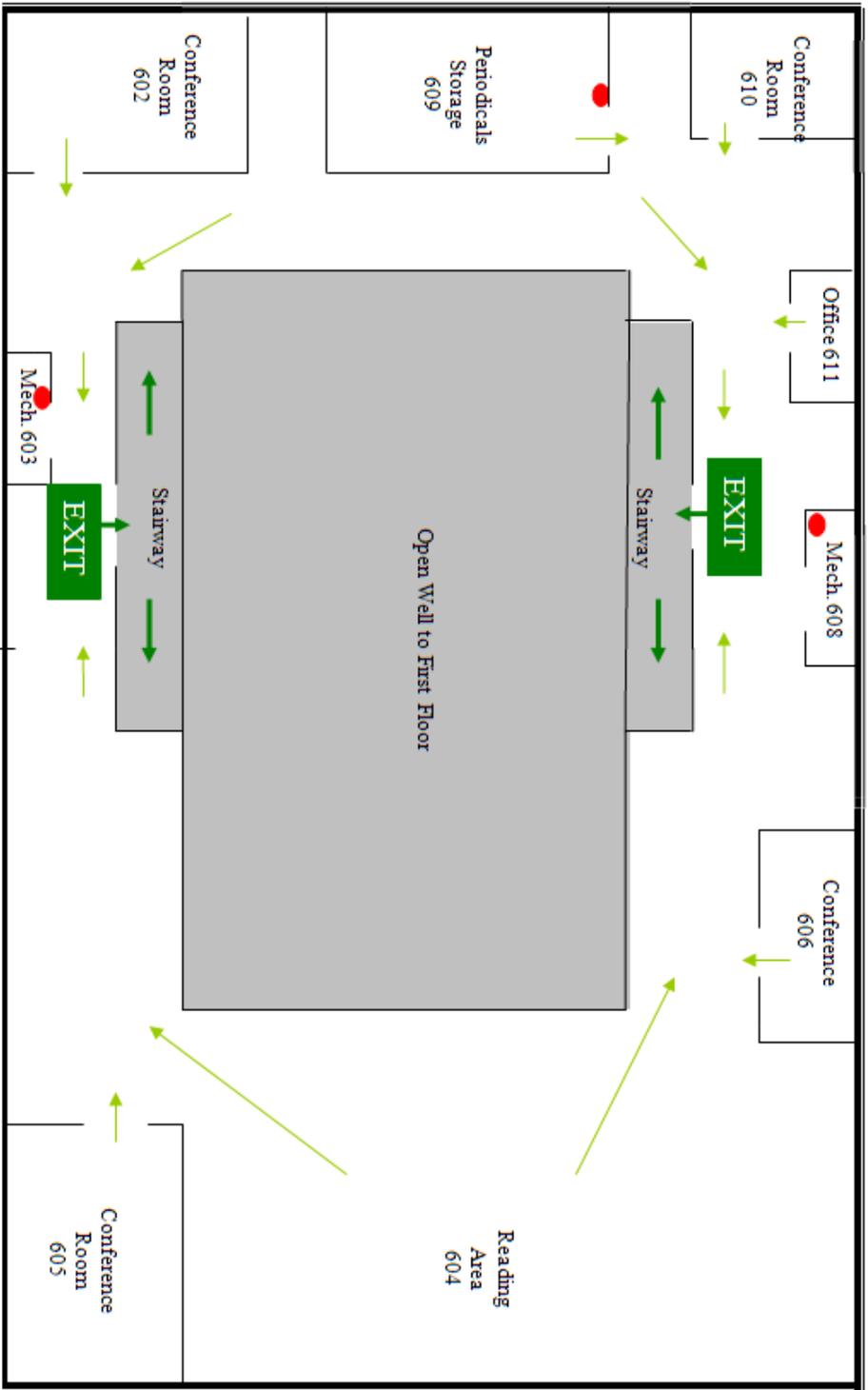
1. Call 911, tell where the emergency is (address below, building name above), tell what happened, tell who you are, tell what kind of help is needed
2. Send someone outside to direct emergency crew to the location of the emergency.

Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, Texas 78801

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

- Fire Extinguisher
- EXIT Exit to outside of building

EVACUATION PLAN SWTJC Will C. Miller Library, Second Floor Uvalde Campus

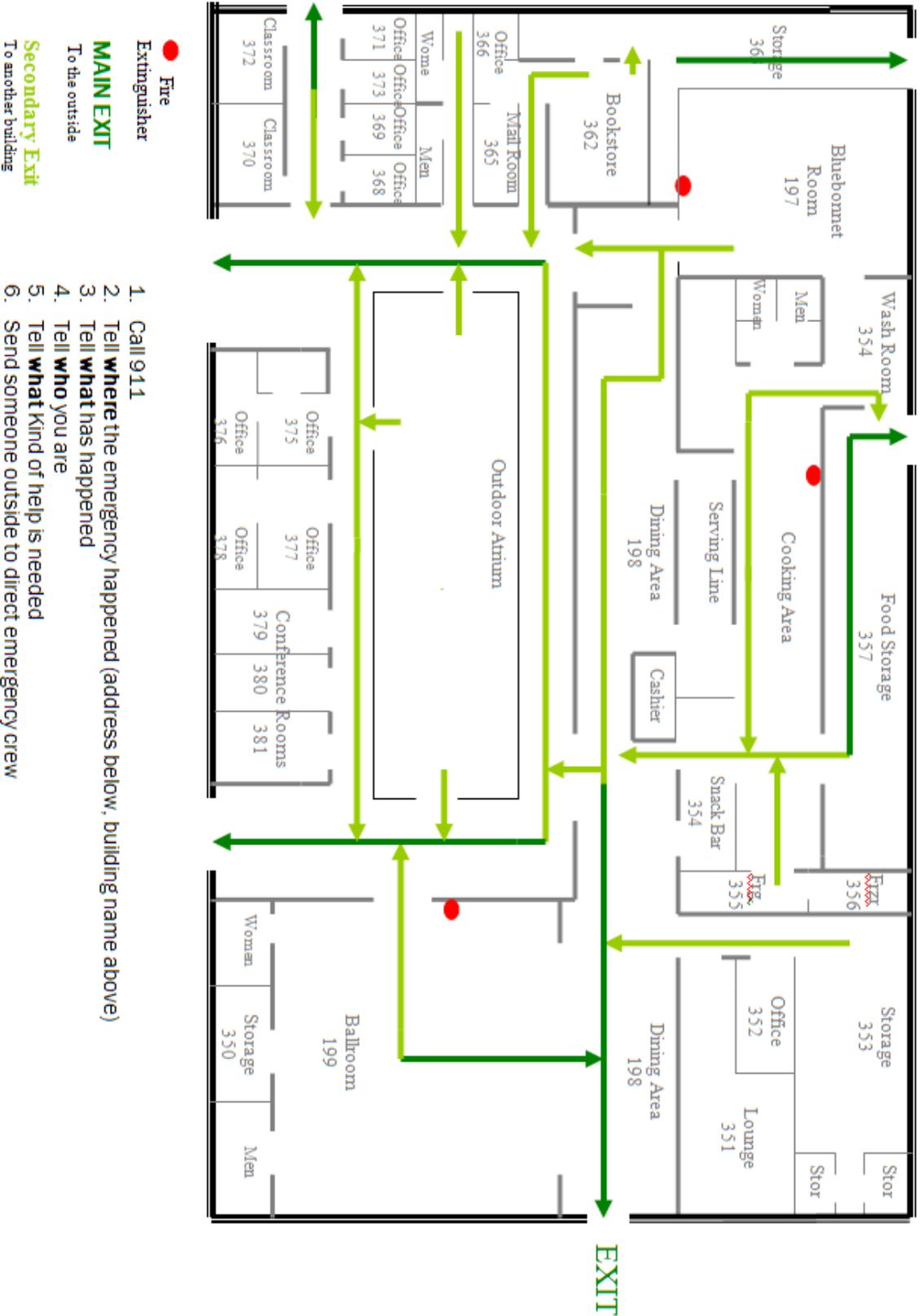


1. Call 911, tell **where** the emergency is (address below, building name above), tell **what** happened, tell **who** you are, tell **what kind** of help is needed.
2. Send someone outside to direct emergency crew to the location of the emergency.

Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, Texas 78801

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN SWTJC Mathews Student Center, Uvalde Campus

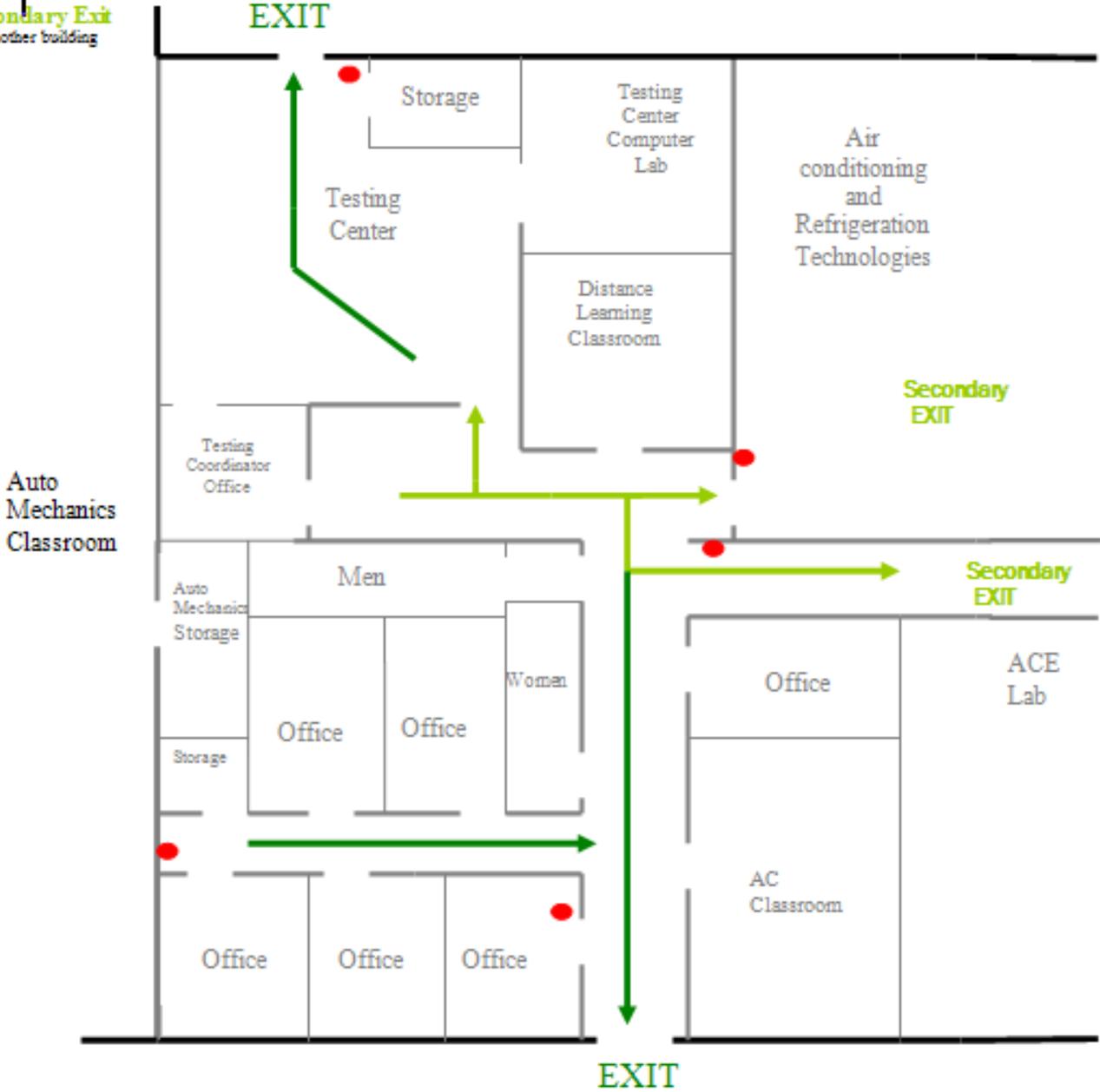


Southwest Texas Junior College
2401 Garner Field Road, Uvalde, Texas 78801, 830-278-4401

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

- Fire Extinguisher
- MAIN EXIT**
To the outside
- Secondary Exit**
To another building

EVACUATION PLAN
Miller Building, Uvalde Campus



1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** kind of help is needed
6. Send someone outside to direct emergency crew

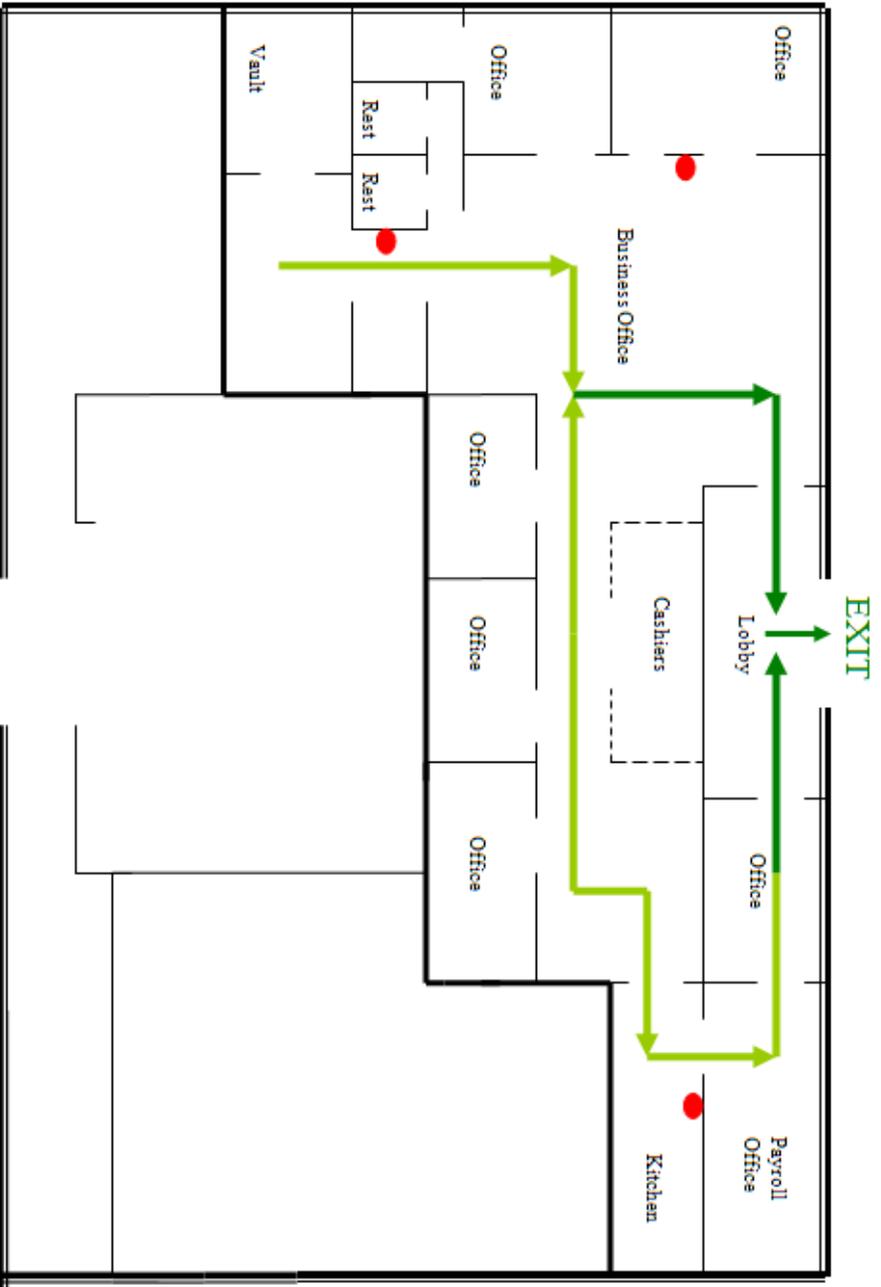
Southwest Texas Junior College
2401 Gamer Field Road, Uvalde, Texas 78801, 830-278-4401

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

● Fire Extinguisher
MAIN EXIT
 To the outside

Secondary Exit
 To another building

Evacuation Plan SWTJC Sterling H. Fly Business Office

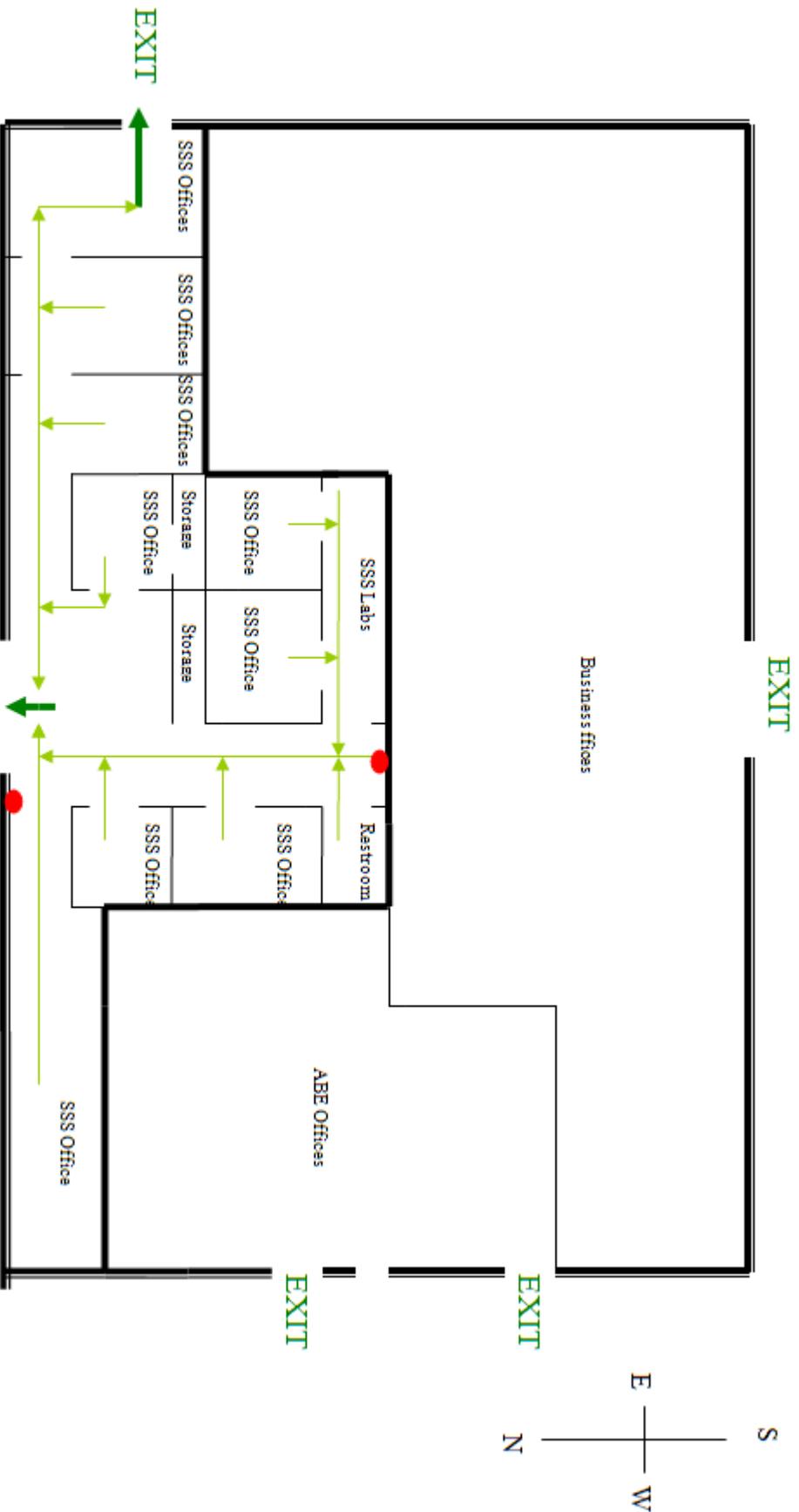


1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** kind of help is needed
6. Send someone outside to direct emergency crew

Southwest Texas Junior College
 2401 Garner Field Road, Uvalde, Texas, 78801, 830-278-4401

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Evacuation Plan SWTJC Student Support Services Office



1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

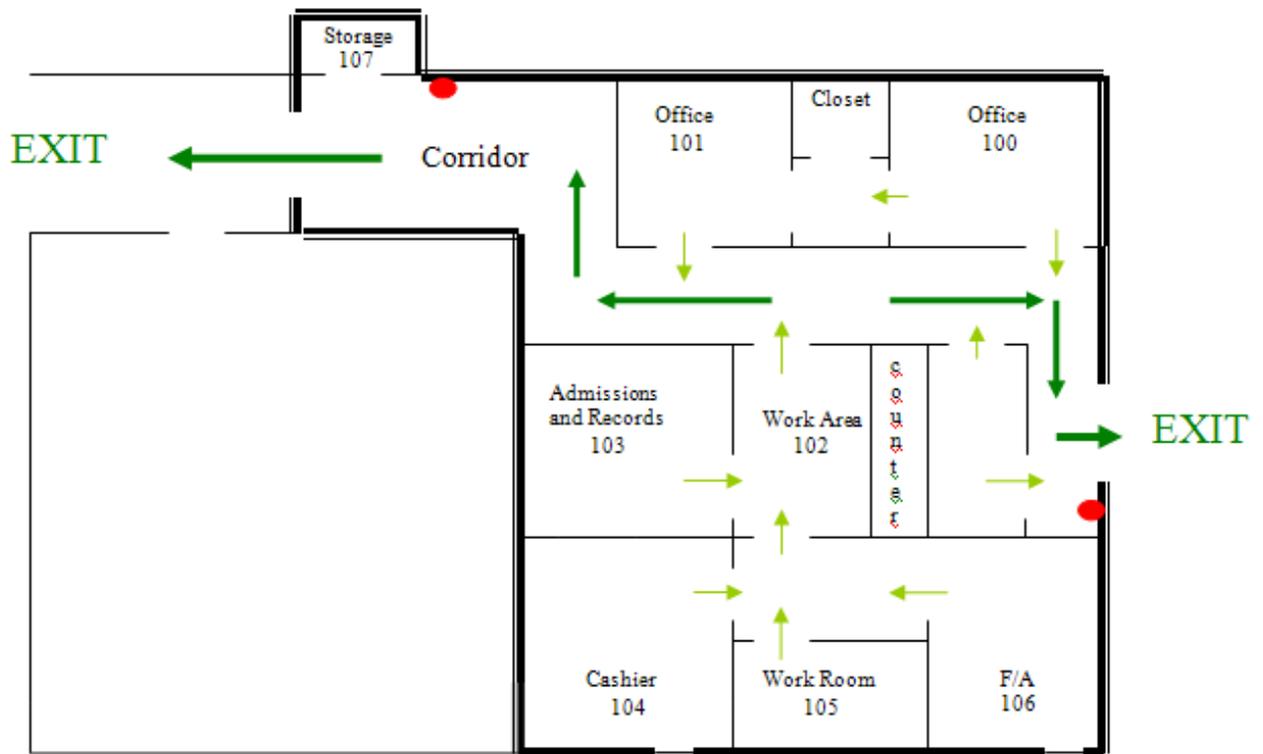
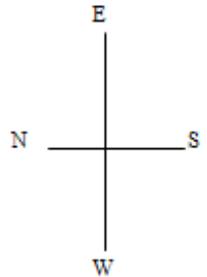
● Fire Extinguisher
EXIT Exits to outside of buildings

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN Sul Ross Area, Miller Building, Uvalde Campus

● Fire
Extinguisher

EXIT
Exits to the outside
of building

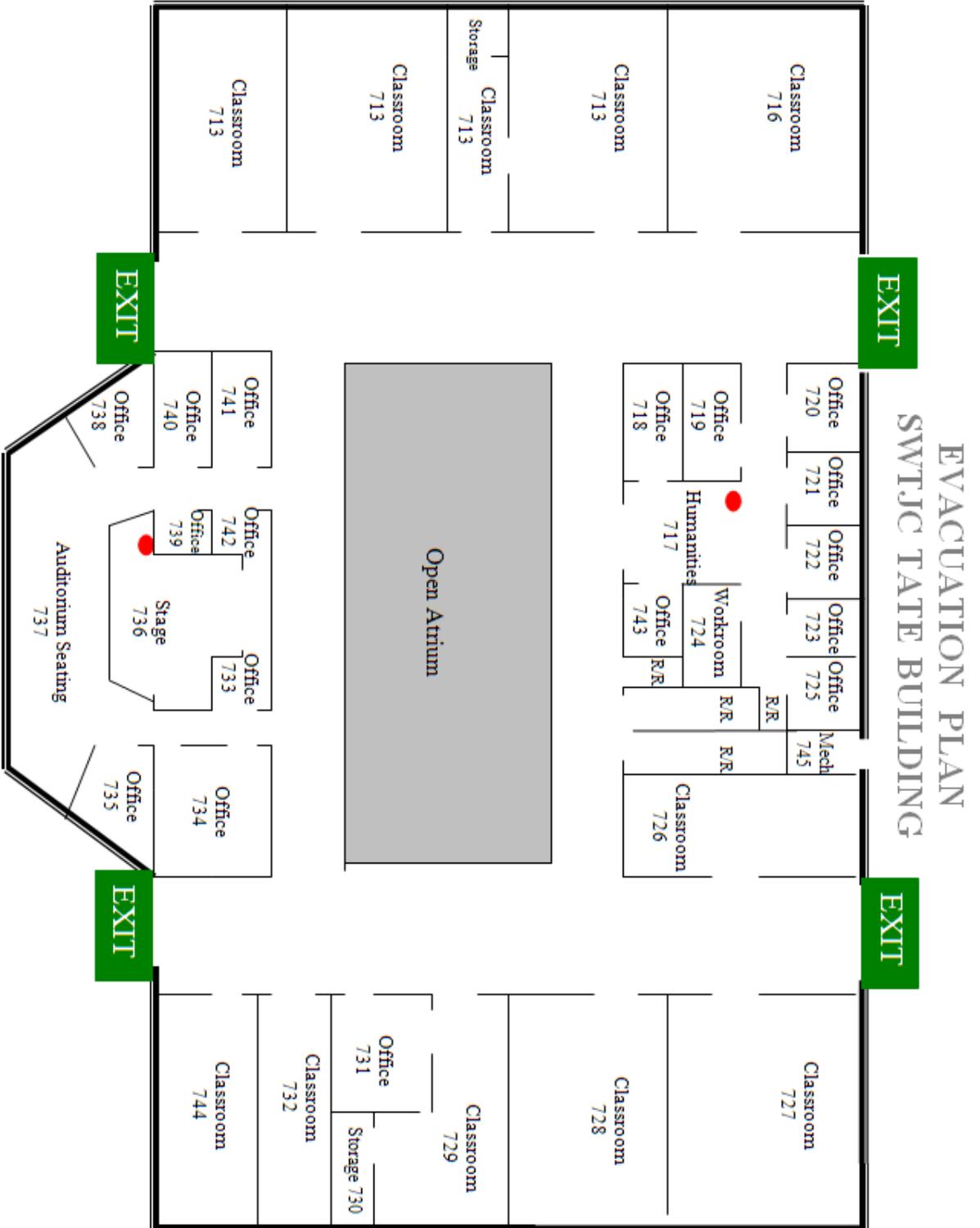


1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Sul Ross Rio Grande College * 400 Sul Ross Drive * Uvalde, TX 78801

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

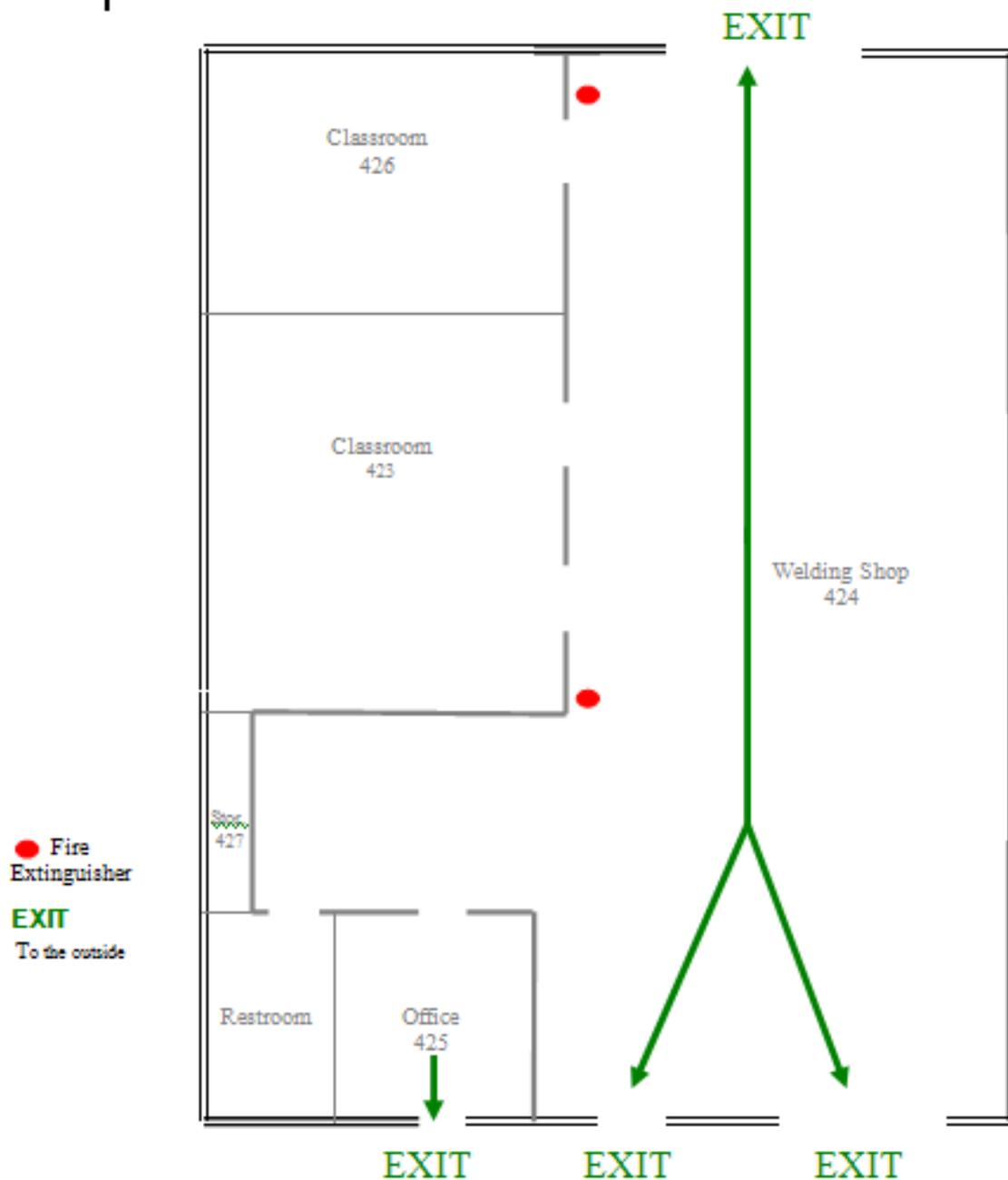
- Fire Extinguisher
- EXIT Exit to outside of building



1. Call 911, tell where the emergency is (address below, building name above), tell what happened, tell who you are, tell what kind of help is needed.
 2. Send someone outside to direct emergency crew to the location of the emergency.
- Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, Texas 78801

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN SWTJC Welding Shop, Uvalde Campus

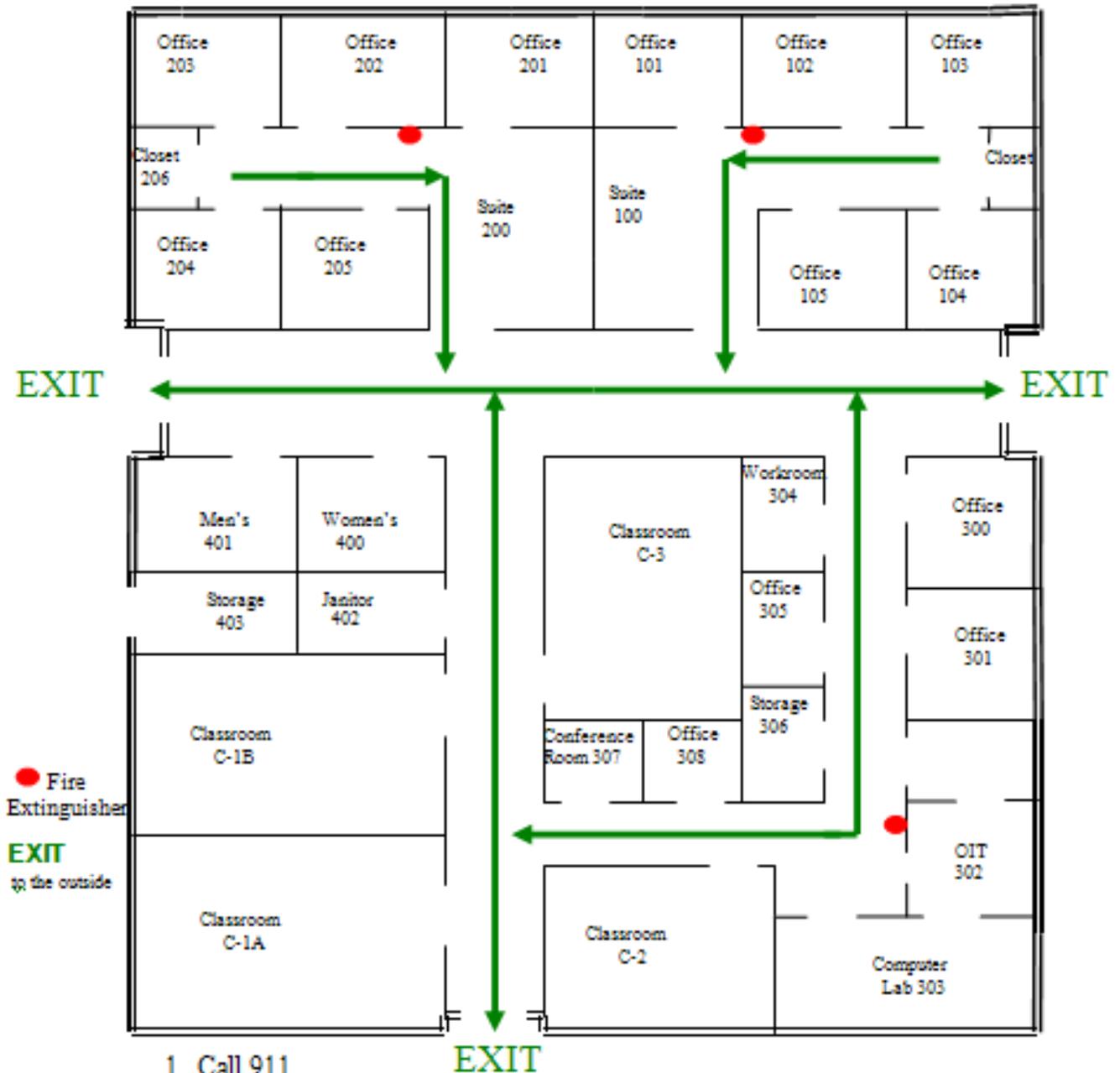


1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Southwest Texas Junior College * 2401 Garner Field Road * Uvalde, TX 78840

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN Sul Ross – Witt Building, Uvalde Campus



1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Sul Ross Rio Grande College * 400 Sul Ross Drive * Uvalde, TX 78801

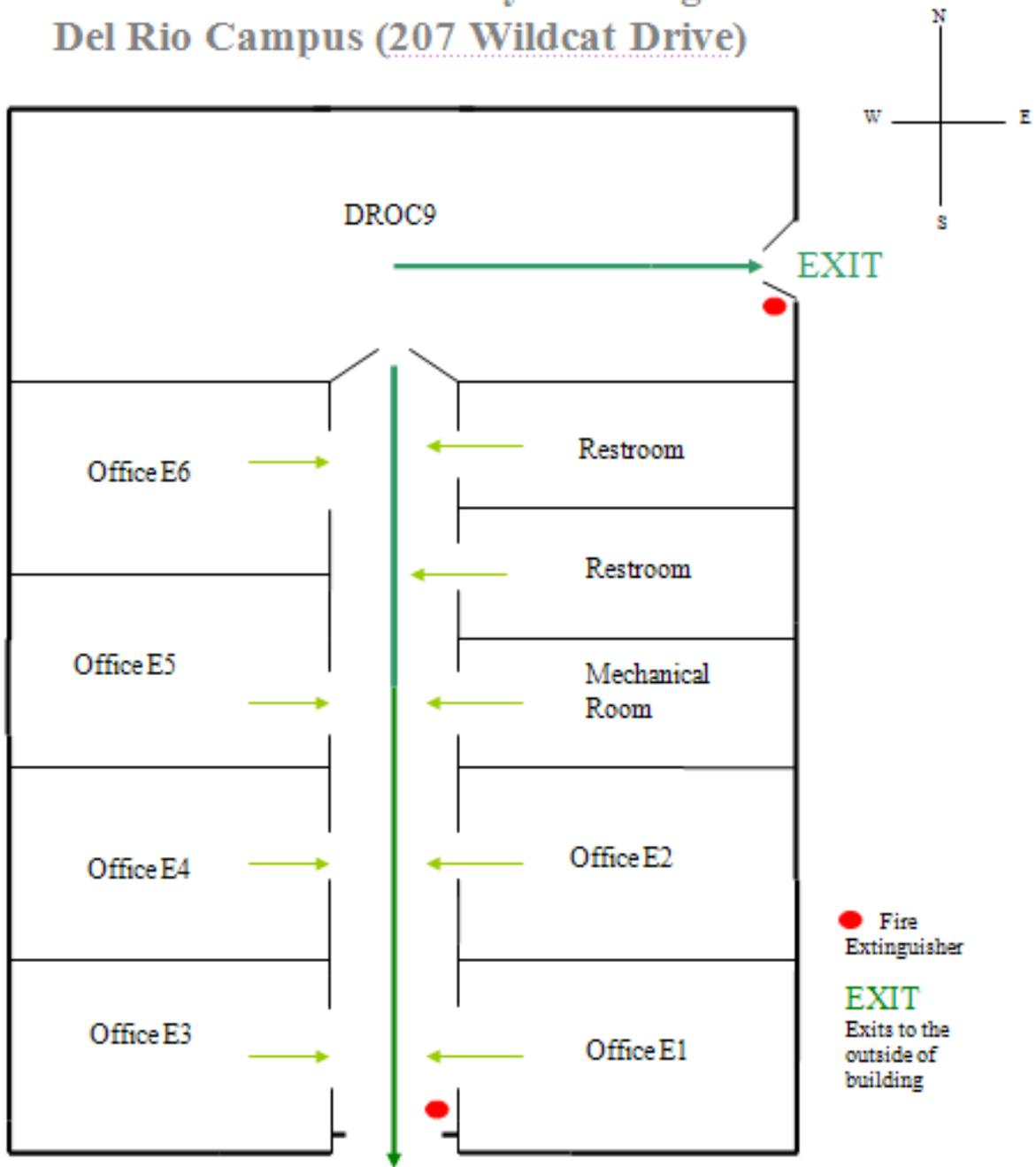
Del Rio Campus

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

To Be Added

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN SWTJC Portable Faculty Building E Del Rio Campus (207 Wildcat Drive)

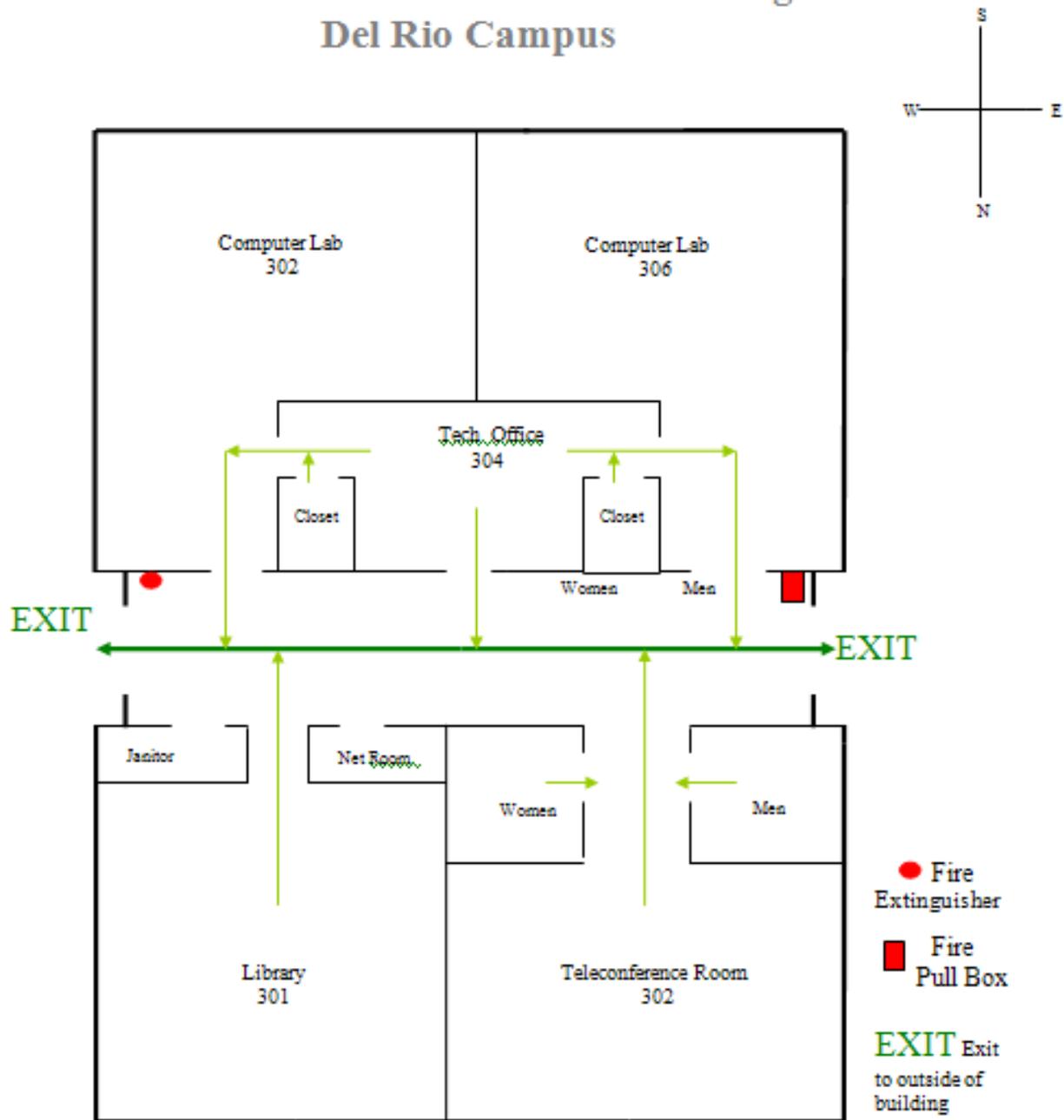


1. Call 911
2. Tell **where** the emergency happened (building name and address above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Sul Ross Rio Grande College * 207 Wildcat Drive * Del Rio, TX 78840

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN Sul Ross Technical Services Building Del Rio Campus



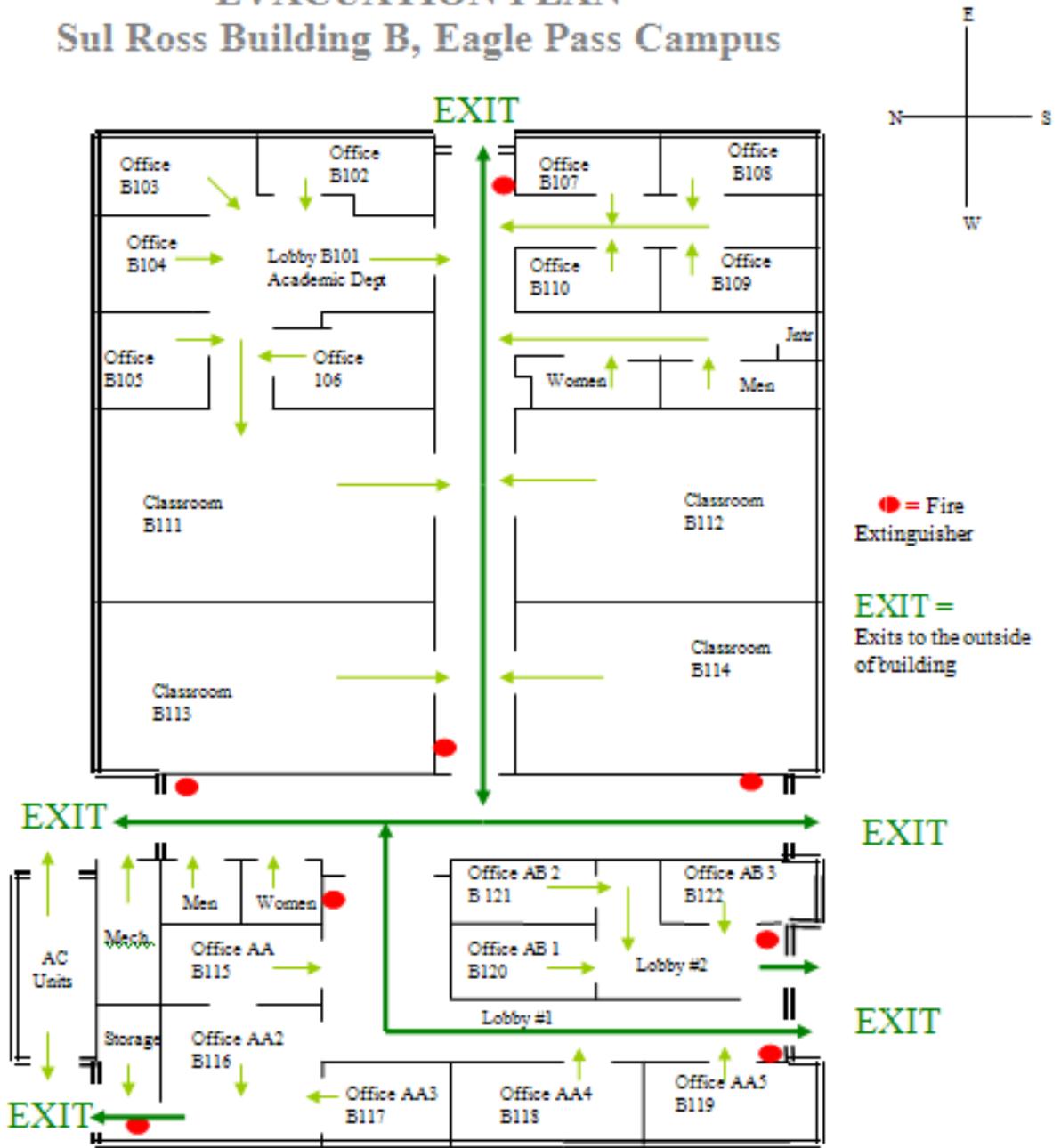
1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Sul Ross Rio Grande College * 207 Wildcat Drive * Del Rio, TX 78840

Eagle Pass Campus

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN
Sul Ross Building B, Eagle Pass Campus

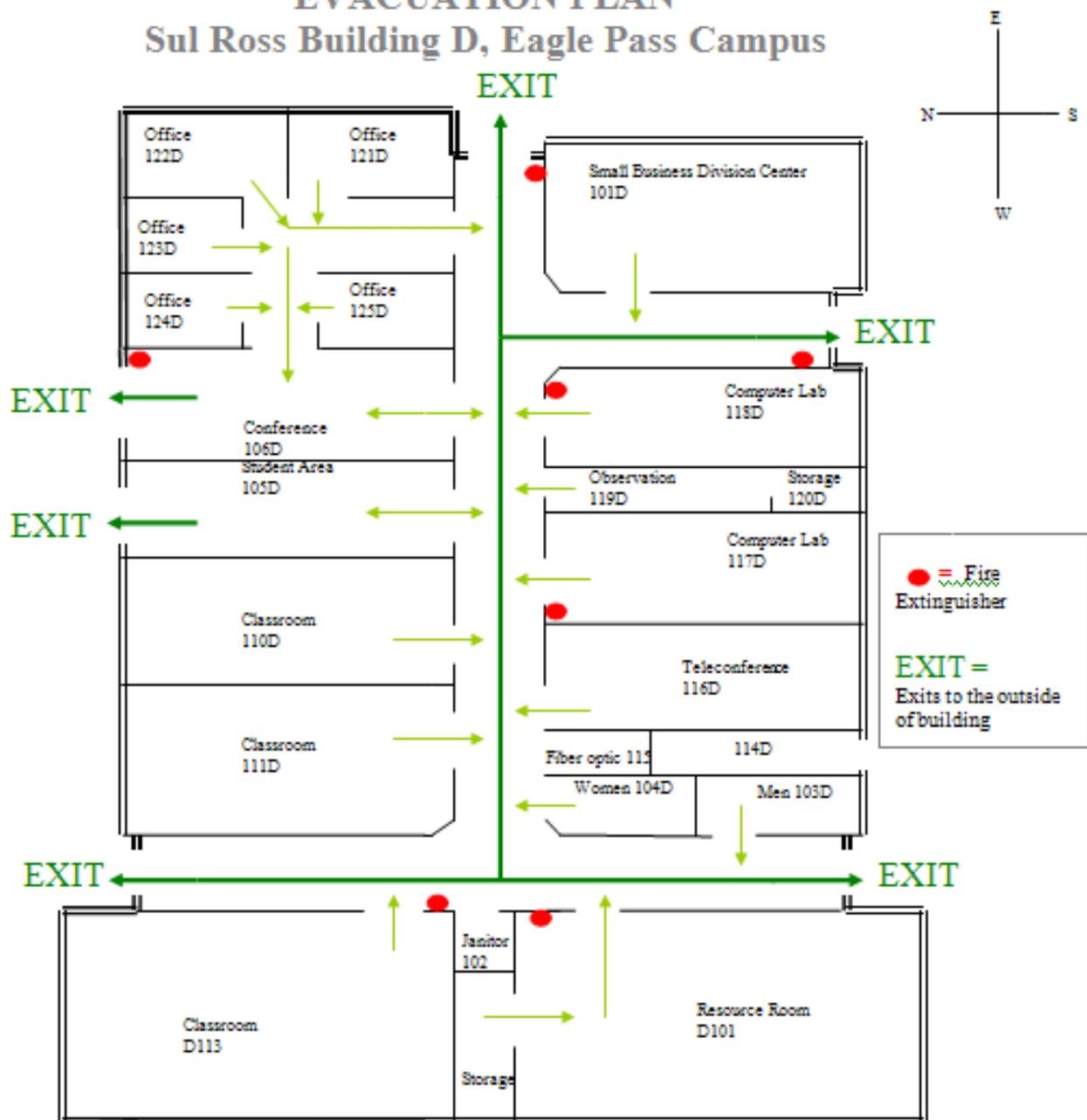


1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Sul Ross Rio Grande College * 4003 Highway 277 SE * Eagle Pass, TX 78852

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN Sul Ross Building D, Eagle Pass Campus

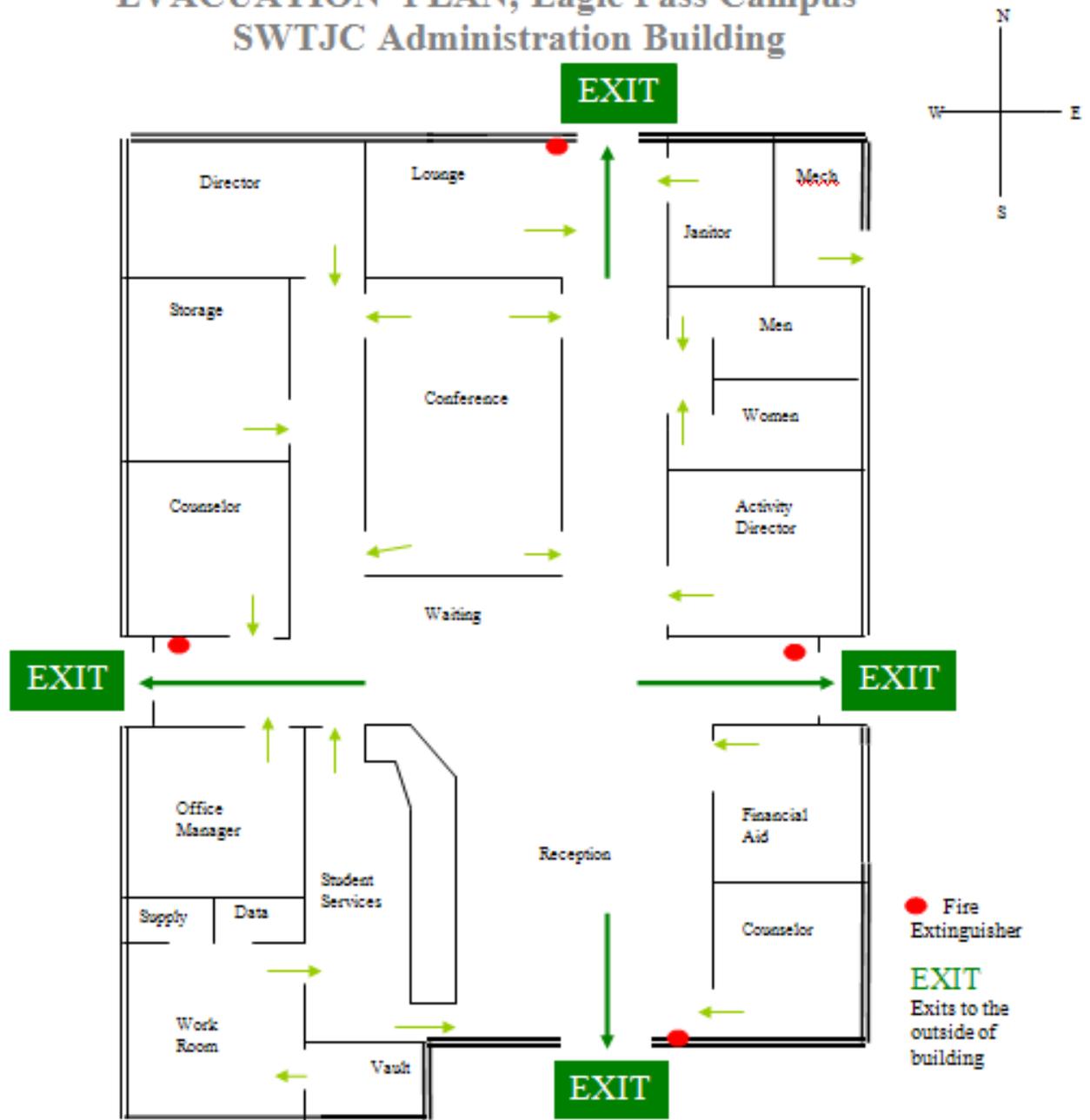


1. Call 911
2. Tell **where** the emergency happened (address below, building name above)
3. Tell **what** has happened
4. Tell **who** you are
5. Tell **what** Kind of help is needed
6. Send someone outside to direct emergency crew

Sul Ross Rio Grande College * 4003 Highway 277 SE * Eagle Pass, TX 78852

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

EVACUATION PLAN, Eagle Pass Campus SWTJC Administration Building



1. Call 911, tell **where** the emergency happened (address below, building name above), tell **what** has happened, tell **who** you are, tell **what** Kind of help is needed.
2. Send someone outside to direct emergency crew to the emergency.

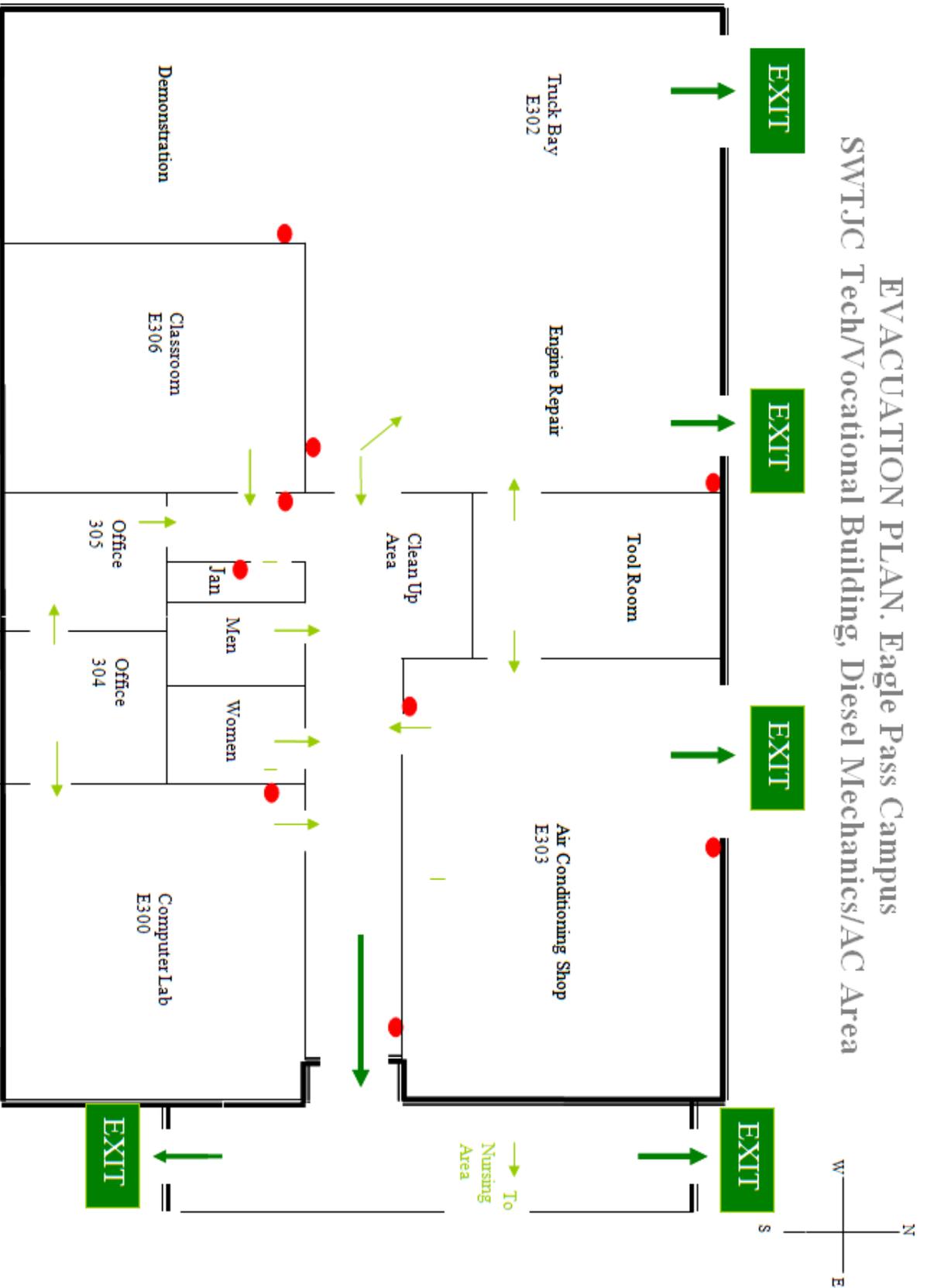
Southwest Texas Jr. College * 4003 Highway 277 S.E. * Eagle Pass, TX 78852

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

● Fire Extinguisher
 EXIT Exit to outside of building

**EVACUATION PLAN, Eagle Pass Campus
 SWTJC Tech/Vocational Building, Diesel Mechanics/AC Area**



1. Call 911, tell **where** the emergency is (address below; building name above), tell **what** happened, tell **who** you are, tell **what kind** of help is needed.
2. Send someone outside to direct emergency crew to the location of the emergency.

Southwest Texas Junior College * 4003 Highway 277 South East * Eagle Pass, Texas 78852

Crystal City Campus

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

To Be Added

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Staff Skills Survey

Name & College _____ / _____ Room _____
Name Campus

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any disaster incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING. CIRCLE YES OR NO, WHERE APPROPRIATE.

- _____ First Aid (current card yes/no) _____ CPR (current yes/no) _____ Triage _____ Firefighting
- _____ Construction (electrical, plumbing, carpentry, etc.) _____ Running/Jogging
- _____ Emergency Planning _____ Emergency Management _____ Search & Rescue
- _____ Law Enforcement Bi/Multi-lingual (what language (s)) _____
- _____ Mechanical Ability _____ Structural Engineering _____ Bus/Truck Driver
(Class 1 or 2 license yes/no)
- _____ Shelter Management _____ Survival Training & Techniques _____ Food Preparation
- _____ Ham Radio Operator _____ CB Radio _____ Journalism
- _____ Camping _____ Waste Disposal _____ Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ in your car? _____ in your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?
(i.e., athletic bibs, traffic cones, carpet squares) _____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR campus SITE THAT COULD BE USED AN IN EMERGENCY? _____ YES _____ NO
PLEASE LIST EQUIPMENT AND MATERIALS.

COMMENTS _____

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

Use this checklist to determine if your emergency response plan complies with Texas requirements. The elements of the minimum requirements are listed below. Your plan must contain each listed element to be in compliance. This checklist can assist you in conducting your annual review.

Compliance with the National Incident Management System (NIMS) has been added to the requirements.

Y	N	UNK	NIMS COMPLIANCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The College site have adopted the Incident Command System (ICS) as the management system to be used to manage emergencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All personnel assigned responsibilities within the ICS structure have completed the FEMA Independent study courses, IS 100, IS 200 and IS 700
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The site emergency response plan conforms to the formatting of the Texas Emergency Response Plan.
Y	N	UNK	INTRODUCTION:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table of contents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval statement and dated signatures of President, appropriate official and emergency response organizations
Y	N	UNK	PURPOSE:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State the purpose of the emergency response plan
Y	N	UNK	SITUATION:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State the size and location of your facility in acres and the number, general size, and use of each of the buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State the number of students and employees normally on hand, and any scheduled daily differences in population
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a hazard analysis of the Campus grounds, buildings and surrounding community to identify any natural or human related hazards
Y	N	UNK	DIRECTION AND CONTROL:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create an Incident Command System (ICS) for your site which will include a chain of command and alternates to implement and carry out the plan. At a minimum include the following: 1. Incident Commander, 2. Public Information Officer, 3. Safety Officer, 4. Liaison Officer and 5. Operations Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designate primary and alternate on-site and off-site Command Post locations

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify persons, by title and agency, who will be notified during an emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe the warning signals or commands that alert staff and students to emergency responses; 1. Evacuation 2. Reverse evacuation 3. Lockdown/Shelter in place No Code Words
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designate primary and alternate evacuation routes and assembly areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designate primary and alternate on and off-site relocation sites and other necessary sites (and how students/staff would be moved or transported)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe how disabled and/or non-English-speaking students will be provided for
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a resource inventory of emergency items available - communication equipment, first aid, medical, fire fighting equipment, lighting, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post a Classroom Emergency Response Guide in each room or assembly area for student and staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each school should have a battery powered radio in case of power failure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop procedures for off campus emergencies (field trip, bus, etc...)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop student/parent reunification procedures
Y	N	UNK	PLAN DEVELOPMENT AND MAINTENANCE:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide an annual review of plan, attachments, responses, and needs. Update whenever necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invite community, outside agencies (<i>fire, law enforcement, emergency management and county health department are required</i>) to assist in plan development, training, exercises, and revision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct annual training of all staff regarding warning/response signals, evacuation routes, assembly areas, emergency procedures, and chain of command (ICS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annually review your Incident Command System with staff and train those who have assigned responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twice annually practice each of the listed emergency response drills with students and staff 1. Reverse evacuation 2. Lockdown or Shelter in place 3. Evacuation (one fire drill per year can count towards this requirement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One College employee will participate in multi-hazard crisis training annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overview of plan explained and distributed to faculty and staff

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	College will send a copy of their plan to be on file in each campus
Y	N	UNK	APPENDICES AND ATTACHMENTS:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICS structure and responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student roster with home phone numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty/staff roster with emergency phone numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community emergency numbers, e.g. 1. General emergency number - 911 2. Ambulance 3. Poison Control Center 4. Local hospital 5. Police Dept/Sheriff/State Police 6. Fire Dept
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Map of evacuation route(s) and assembly areas, student release gate, command post(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of water and gas shut off points, heat plants, boilers, generators, flammable liquid storage, other hazard materials storage, fire fighting equipment placement, first aid facilities, exits, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample statements/letters for use in notifying faculty, students, parents, and media about emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student accountability/release forms

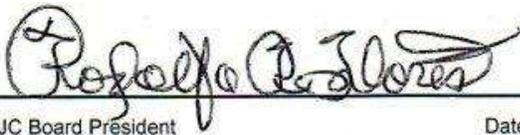
Area	Comments

Site name/County:

Site Review		County Public Health Review	
Date:	Name/Title/Signature:	Date:	Name/Title/Signature:
District Review		Law Enforcement Review	
Date:	Name/Title/Signature:	Date:	Name/Title/Signature:
County Emergency Management Review		Governing Board	
Date:	Name/Title/Signature:	Date:	Name/Title/Signature:
State Review			
Date:	Name/Title/Signature:	Date:	Name/Title/Signature:

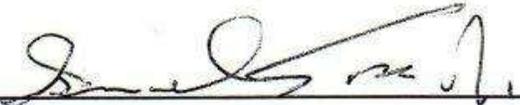
Approval Statement

The College Emergency Plan for Southwest Texas Junior College/Rio Grande College has been reviewed and found to comply with the Texas Education Code, Chapter 37, minimum and/or recommended requirements.



SWTJC Board President

Date



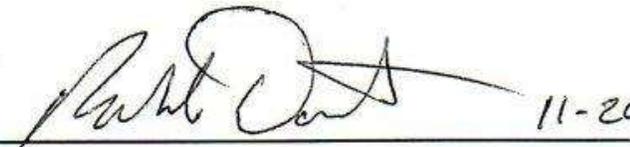
SWTJC College President

Date



Sul Ross - Rio Grande College, ^{PRESIDENT} ~~Associate Provost~~

Date



11-20-2012

SWTJC Chief of Police

Date



11-20-2012

SWTJC Emergency Management Coordinator,

Date

For auditing and accountability purposes this plan is adopted by SR-RGC with the provision that the institution is exempt from aspects of the plan that do not pertain to Sul Ross - Rio Grande College, for example escape plans for SWTJC buildings over which SR-RGC has no control.