**EMERGENCY ACTION PLAN (EAP)**

**[DEPARTMENT / BLDG NAME]**

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO | 2025 | V.2**

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1. INTRODUCTION

The **[Department / Building Name]** Emergency Action Plan (E-EAP) is an all-hazard plan that details the emergency procedures specific to the **[Department / Building Name]**. The purpose of the plan is to ensure the safety of the students, faculty, staff and visitors of the **[Department / Building Name]** in the event of an emergency. This plan has been developed to improve the efficiency of the **[Department / Building Name]** response to an incident in an effort to foster a culture of safety.

1. AUTHORITY

The UTSA President, or an official designee, is responsible for the approval of changes to the operational status of the university and will make appropriate decisions concerning the discontinuation of university functions, cancellation of classes or the cessation of specific operations.

1. DEVELOPMENT, IMPLEMENTATION, & MAINTENANCE

The Office of Business Continuity and Emergency Management (BCEM) has developed this plan template which is to be maintained by the **[Department / Building Name]** responsible for its implementation. This plan is supplemental to UTSA’s Comprehensive Emergency Management plan and should be reviewed annually, contacts should be confirmed, and updates should be made as needed. Changes to this plan should be notated on the Record of Changes table on page 3. Distribution of this plan to appropriate stakeholders is the responsibility of the **[Department / Building Name]**. This plan may be submitted for review to BCEM upon the discretion of **[Position Title]**, the plan owner.

1. EMERGENCY CONTACTS

**Safety Resources**:

* UTSA Police/Fire/Rescue/Hazmat: (210) 458-4911 (from UTSA phone: 4911)
* UTSA Police Non-Emergency: (210) 458-4242
* UTSA Safety & Risk Management: (210) 458-5250
* UTSA Lab Safety: (210) 458-6230
* UTSA Facilities Operations: (210) 458-5277

**Counseling and Health Services**:

* Students - Wellness 360: (210) 458-4140
* Employees – Employee Assistance Program: (888) 993-7650
1. GENERAL SAFETY REMINDERS

**Be aware of your surroundings**. Awareness is your best defense. Know what is happening around you. Be especially careful and alert if you are alone. Watch where you are going and what is going on around you. Look for potential problems and be prepared to react to them. Avoid going to secluded areas.

**Trust your instincts**. If it doesn't feel right, it probably isn't. Whether alone or in a group, if you think something is wrong, remove yourself from the situation. Don't be afraid to report your suspicions.

**When walking, plan the safest and most direct route**. Use well-lit, busy streets, sidewalks and pathways. Walk with friends or a group, especially at night. Always let someone you trust know where you will be going, how you will be getting there and when you plan to return. Avoid areas you are not familiar with, alleys, deserted streets, and secluded and wooded areas.

**If you are being followed or feel threatened, be proactive**. Cross the street, change direction and go to a safe, busy and well-lit area where you can ask for help or call the police. If a car is following you, turn around and walk in the opposite direction if possible. Write down the license plate number and a description of the car and occupants.

**Report suspicious activity**. Criminals do not want to be seen or heard. They rarely commit crime in front of police officers. We rely on the community to report suspicious activity. We would much rather respond to you and not be needed than not be called when a crime could have been prevented or stopped. Trust your instincts; if something does not feel right, it probably isn't – report it!

**Register for *UTSA Alerts* to receive emergency notification text messages**. Login to ASAP and click on *UTSA Alerts* under the *Personal Information* tab. Guest/visitors can Text “*UTSAGuest*” to 59713. Guest registration expires after 120 days, or reply “*STOP UTSAGuest*” to cancel.

**Program the UTSA Police number in to your phone**. On UTSA campuses, our police department can respond to emergencies much faster than local law enforcement. Call (210) 458-4911 for emergencies and (210) 458-4242 for police assistance with non-emergencies.

1. FIRE / EVACUTION

As with any emergency, the best advice is to be prepared by familiarizing yourself with evacuation route plans. *See Appendix 3 for additional information and a map of your Evacuation Assembly Points (EAPs).*

**In the event of a fire:**

1. Pull the nearest fire alarm and leave via the preplanned evacuation route if safe to do so.
2. Dial (210) 458-4911 or 911 (from UTSA phones) and give your name and location of the fire. (If necessary, dial 911 from another building.)

**When a fire alarm sounds, occupants should:**

1. Proceed immediately to an exit and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.
2. Do not use an elevator.

**If there is smoke in the area, remain close to the floor:**

1. Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.
2. If you cannot leave the room:
	* Open the windows.
	* Seal the cracks around doors with clothing or other material, soaked with water if possible.
	* Hang an object (bedsheet, jacket, shirt, etc.) out the window to gain attention.
	* Shout for help.
	* If possible, call (210) 458-4911 or 911 (from UTSA phones) and report that you are trapped.
	* If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and the follow the above procedures.

Persons Requiring Evacuation Assistance

**Assisting Blind/Visually Impaired:**

1. Clearly announce the type of emergency.
2. Offer your arm for guidance.
3. Tell the person where you are going, and alert him/her to obstacles along the way.

**Assisting the Deaf/Hearing Impaired:**

1. Turn lights on and off to gain the person's attention.
2. Indicate directions with gestures or written note.

**Mobility Impaired:**

To assist those requiring evacuation assistance, engage in the following:

1. Call UTSAPD at (210) 458-4911 if someone is immobile and needs additional assistance evacuating.
2. Do not use elevators.
3. Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
4. One individual should remain with the person(s) if it can be done without unreasonable personal risk. If the hazard becomes life-threatening (i.e., fire is getting close or the smoke becomes a choking hazard) move the individual into a room and close the door. Vacate the building.
5. Others should advise emergency personnel of the location so that the evacuation can be completed.

If you are unable to evacuate a building safely because of your inability to use an elevator and you do not have an evacuation plan, look for a university employee (staff, faculty, floor captain with yellow/orange vest) and make your need for assistance known. If a university employee is unable or unavailable to assist, please secure yourself in an enclosed exit stairwell, note the location of the stairwell (i.e. S-1, S-2, etc.), call UTSA Police immediately with your location, and if other people are present when the emergency occurs, ask someone to send help for you.

1. SHELTER IN PLACE

**Guidelines:**

* Seek shelter immediately in any campus building away from windows. If you are in a building, remain there. If not, go inside immediately. Close all doors and windows and turn off the heating and air conditioning systems, if possible.
* If you are in a vehicle at the time of the notification to protect in place, you should close doors and windows, turn off your heating or air conditioning, and then drive out of the at-risk area or to a building you can enter for protection.
* Remain calm, conserve your energy, and wait for notification that all is clear or further instructions regarding evacuation are given.
1. UTILITY FAILURE

**Utility Failure:**

In case of utility failure (electricity, water, gas) call UTSAPD at (210) 458-4911 or 911 (from UTSA phones).

If trapped in an elevator, call UTSAPD with the following information:

* Building name.
* Floor number.
* Room # (if applicable).
* Nature of problem.
* Person or telephone extension to contact.

Remain in place until notified. Individuals in corridors and exit stairs should evacuate while emergency lights are on. Emergency lighting is temporary and is not provided to continue building operations.

**Electrical Outage:**

1. Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
2. In laboratory buildings, fume hoods do not operate during a power outage. Do not use laboratories until the ventilation is properly restored.

**Gas Leak / Unusual Odors:**

1. Cease all operations immediately.
2. Do not use cell phones or other electronic equipment.
3. Do not switch lights on or off.
4. Evacuate as soon as possible.

**Flooding / Plumbing Failure:**

1. Cease using all electrical equipment.
2. Avoid contact with the water.
3. Evacuate the building if necessary.
4. HAZARDOUS MATERIALS

**General Instructions:**

1. Placards are posted outside all rooms containing hazardous materials or equipment.
2. Notify the UTSA Police Department at (210) 458-4911.
3. Isolate the area - do not touch, taste or smell the material.
4. Notify people in the neighboring offices and classrooms, and evacuate.

**Chemical Spills:**

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill:

1. Turn off space heaters and extinguish open flames in the area if it is safe to do so.
2. If there are vapors or noxious fumes, evacuate the affected area or building and do not re-enter the area until authorized emergency personnel give the “all clear signal”.

**Radioactive Materials:**

1. Radioactive materials are utilized in some campus laboratories. Those that might be encountered are considered low-level sources of radiation and pose minimal threat when properly stored and handled.
2. If you believe that you or others have come into contact with radioactivity on your skin, clothes or shoes, remain in the area at a safe distance until checked and cleared of radioactive contamination by safety office personnel.
3. SEVERE WEATHER

**Weather closure information:**

Information regarding weather closures at UTSA is available via a variety of resources:

* [UTSA Today](https://www.utsa.edu/today/)
* The university's official social channels on [Twitter](https://twitter.com/utsa), [Facebook](https://www.facebook.com/utsa) and [Instagram](https://www.instagram.com/utsa/).
* If necessary, information will be sent via UTSA Alerts through text, voice or email. Always ensure your personal contact information on ASAP is up to date.
* Local media: News of university closings are broadcast via radio and television stations throughout the region.

**Tornado or severe thunderstorm watch**: conditions are favorable for development. Continue normal activities but monitor local weather conditions. Use good, independent judgment at all times.

**Tornado or severe thunderstorm warning**: the watch may be elevated to a warning if the severe weather poses an immediate threat to the area. Take the following steps:

1. Notify the building occupants of the weather warning.
2. If it is a thunderstorm warning, you should stay indoors and away from windows until the storm passes.
3. If it is a tornado warning, you should seek shelter immediately.
4. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
5. Basements, interior hallways/rooms, and bathrooms on the lower floors with no windows or exterior walls, offer the best shelter.
6. After danger has passed, immediately report any injuries to the UTSA Police Department at (210) 458-4911.
7. Immediately leave a badly damaged building and do not attempt to return to the building until directed to do so.
8. Do not attempt to turn utilities or equipment on or off.
9. ACTIVE THREAT / PERSON WITH A WEAPON

During an act of violence (e.g. robbery, hostage situation, workplace violence, active shooter): AVOID, DENY, DEFEND.

**AVOID starts with your state of mind.**

* Pay attention to your surroundings.
* Have an exit plan.
* Move away from the source of the threat as quickly as possible.
* The more distance and barriers between you and the threat, the better.

**DENY when getting away is difficult or impossible.**

* Keep distance between you and the source.
* Create barriers to prevent or slow down a threat from getting to you.
* Turn the lights off.
* Remain out of sight and quiet by hiding behind large objects and silence your phone.

**DEFEND because you have the right to protect yourself.**

* If you cannot AVOID or DENY, be prepared to defend yourself.
* Be aggressive and committed to your actions.
* Do not fight fairly. THIS IS ABOUT SURVIVAL.

**COMPLY with first responders.**

When and if it is safe to do so, call UTSA Police Department at (210) 458-4911 (from UTSA phones: 911). Tell the dispatcher:

1. Location of active shooter(s).
2. Number of shooters.
3. Physical description of shooters.
4. Number and type of weapons shooters have.
5. Number of potential victims within the location.

When law enforcement arrives:

* Remain calm and follow instructions.
* Drop items in your hands.
* Raise your hands and keep them visible at all times.
* Do not yell, scream or point.
* Keep calm and provide details to law enforcement when requested.
1. MEDICAL EMERGENCIES

**Guidelines**:

* Immediately notify the UTSA Police Department at (210) 458-4911.
* Do not move a seriously injured person unless they are in a life-threatening situation.
* Render first-aid or CPR only if you have been trained.
* Do not leave the injured person except to summon help.
* When reporting the medical emergency, provide the following information:
	+ Type of emergency.
	+ Location of the victim.
	+ Condition of the victim.
	+ Any dangerous conditions.
* Comfort the victim until emergency medical services arrive.
* Have someone stand outside the building to flag down the ambulance when it reaches the vicinity.
* If you are exposed to another person's body fluids, wash the exposed area and contact a health care professional.
1. AFTER THE EMERGENCY

If an individual is injured or becomes ill due to the workplace environment, follow these procedures:

* Contact UTSA PD at (210) 458-4911 and help to ensure that the individual has received appropriate medical care.
* Notify the individual's immediate supervisor of the injury/illness and the surrounding events.
* Help ensure that an accident report is submitted. Reports for student injuries should be submitted to Wellness 360 at (210) 458-4142. Reports for faculty/staff injuries should be submitted to Safety and Risk Management at (210) 458-5250.

If your building, equipment or UTSA vehicle has received damage during an emergency, you should notify your immediate supervisor of the damage and the need to repair the facility on an emergency basis. If the property damage poses a threat to the surrounding area, notify UTSA Police at (210) 458-4911. Also notify Safety & Risk Management at (210) 458-5250.

1. ORDER OF SUCCESSION

In the event the **[Position Title]**, the Plan Owner, is unable to perform the duties of the office or the duties outlined in this plan, their designee will be assigned in the following order of succession:

1. [Position Title]
2. [Position Title]
3. [Position Title]

APPENDIX 1: PERSONNEL ROSTER / PHONE TREE

[Insert roster and/or phone tree for your department or the building you occupy]

**Administration (example)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Mobile Contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Research Division (example)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Mobile Contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Engineering Division (example)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Mobile Contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

APPENDIX 2: SPECIFIC STAFF ASSIGNMENTS

[Insert any specific staff assignments during emergencies]

|  |  |
| --- | --- |
| **Assignments (examples)** | **Lead / Alternate** |
| Call tree initiator |  |
| Document status of equipment/supplies |  |
| Communicate status and provide updates to employees; establish periodic briefings for information sharing |  |
| Review Business Continuity Plans; identify recovery priorities |  |
| Identify external dependencies and communicate with external stakeholders to facilitate the sharing of information  |  |
| Evaluate immediate staffing needs on-site and remote |  |
| Assess need to pause or relocate services |  |
| Document status of services, equipment, supplies, research materials, etc. and coordinate with vendors to assist in recovery |  |
| Gather documentation of damages and determine remediation costs |  |
| Track costs, expenses, resources and any other items for insurance considerations |  |
| Establish working groups to address cross-divisional impacts as needed |  |
| Maintain communications with team leads |  |

APPENDIX 3: ESSENTIAL FUNCTIONS & RESOURCES

[Insert any essential functions, equipment, virtual programs, supplies, etc. necessary for the continuity of operations.]

**Functions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** | **Function** | **Resource Requirements** | **Allowable Downtime** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Resources (Equipment, Applications, Supplies, Contractors, Vendors, etc.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** | **Resource (examples)** | **Company** | **Contact** |
| 1 | MS Office Suite | UTSA - UTS | (210) 458-5555 |
| 2 | Payroll | UTSA - PE | (210) 458-4250 |
| 3 | HVAC | UTSA - Facilities | (210) 458-5277 |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

APPENDIX 4: EVACUATION ASSEMBLY POINTS (EAPs)

[Insert screenshot/graphic of Evacuation Assembly Points for your area. Predetermined locations can be found on the [Interactive Campus Map](file:///D%3A/ZZZ_OREM/Plans/Templates/map.utsa.edu).]

**Evacuation Assembly Points (EAPs)**

EAPs, in some instances, are not to be viewed as fixed locations due to changing circumstances of the surrounding areas and the environment (construction, obstructions, weather and wind direction, etc.). These are a list of things to keep in mind when selecting a location or locations for occupants to gather when your building is evacuated:
**EAPs should be:**

* Easily accessible; not a confined area.
* At a safe distance from the building (preferably 150 - 200 feet away).
* Away from secondary risk factors, such as dumpsters, gas mains or gas lines, high voltage wires or transfer points, and sewer main access covers.
* Uphill and upwind from building. Be aware that buildings can be evacuated due to hazardous materials release, fire and smoke, or potential incendiary device.

**Try to Avoid:**

* Blocking access routes or staging areas responders will use.
* Hydrants or utility shut-off valves / access points.
* Other risk/danger areas such as gas mains or gas lines, high voltage wires or transfer points.
* Channeling those who are evacuating into confined areas, such as tunnels and dead-ends or terrain that may cause people to trip. Both situations can cause crushing.

**Also Consider:**

* Those who are hearing, mobility and developmentally impaired and who may have special needs.
* Ways to account for those who have evacuated the building.
* Try not to position assembly points in areas where communications are impaired or not accessible.

APPENDIX 5: ADDITIONAL TRAINING RESOURCES

UTSA Classroom Training

***Floor Captain Training***: Click [HERE](https://mytraining.utsa.edu/online/mod/facetoface/view.php?id=873)

***Safety Walk Through and Assessment***: Click [HERE](https://mytraining.utsa.edu/online/enrol/index.php?id=557)

***Responding to Evolving Active Campus Threats***: Click [HERE](https://mytraining.utsa.edu/online/enrol/index.php?id=330)

***HeartSaver First Aid, CPR and AED***: Click [HERE](https://mytraining.utsa.edu/online/mod/facetoface/view.php?id=1309)

Incident Command System Training

**IS -100.HE: *An Introduction to ICS* or IS100.b: *Introduction to Incident Command System***

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.HE>

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>

**IS-700: *NIMS, An Introduction***

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

**IS- 200: *ICS for Single Resources and Initial Action Incidents***

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b>

**IS-800.B: *National Response Framework, An Introduction***

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b>

**ICS-300: *Intermediate ICS for Expanding Incidents***

**ICS-400: *Advanced Incident Command***

Search for these courses here: <https://www.preparingtexas.org/index.aspx>

***Additional course opportunities*:**

<https://www.preparingtexas.org/index.aspx>

[The following are examples of additional attachments you may wish to include in Annexes]

* Business Continuity Plan/Report
* Insurance Information
* Vendor List and Contacts
* Additional Policies