 University of the Virgin Islands

Emergency Response Plan



# Appendix E – Information for Campus Community Regarding Specific Emergency Incidents

1. The information in this appendix is intended for non-emergency personnel. Faculty, staff, and students should review these suggested responses to become familiar with what emergency responders expect of them in an emergency. This information will also be useful to outline the responses by emergency personnel.
2. Communications-
	1. For incidents that are observed at the individual level, that person(s) should contact the UVI Security Department (UVISD) as soon as possible after ensuring that they are safe. UVISD will investigate the report and make the necessary notifications and requests for additional resources, as needed. UVISD and those resources will communicate with the specific campus leadership, who will report to the President’s Office and the Cabinet as needed.
	2. For incidents or potential incidents that the university receives communication about from outside resources such as UVIPD, VITEMA, etc., the department receiving that information should contact UVISD if it is an immediate concern or their campus leadership if there is not an immediate response required. Campus leadership will notify the appropriate resources to prepare and respond to the incident as well as notify the President’s Office and Cabinet as necessary.

## Medical Emergency

For serious medical illnesses or injuries, call 911. Indicators of serious medical issues include chest pain; shortness of breath; sudden and severe abdominal pain or headaches; a loss of consciousness (even if they have regained consciousness); uncontrolled bleeding, obvious broken bones, an allergic reaction; or an altered mental status (confusion, dizziness, inability to answer questions, or combativeness).

What to do when you call 911:

1. State that medical care is needed.
2. State that you are at UVI and provide your campus location, including the building and room number if known.
3. Provide the location of the injured or sick person (if different from your location).
4. Provide the person’s present condition (e.g. bleeding, breathing erratically, unconscious).
5. Recount the nature of the injury or medical problem if the person has been able to tell you what is wrong.
6. Follow the directions of the dispatcher, including providing aid or performing CPR.
7. Remain calm as the emergency responder will arrive at the scene as soon as possible.
8. Only trained individuals should perform first aid and CPR without guidance; individuals who have been trained in CPR can follow the audible instructions from an AED even if they have not been trained with that specific type of AED.

If the medical condition is not serious or life threatening, call UVISD:

1. State that medical care is needed.
2. State that you are at UVI and provide your campus location, including the building and room number if known.
3. Provide the location of the injured or sick person (if different from your location).
4. Provide the person’s present condition (e.g. bleeding, breathing erratically, unconscious).
5. Recount the nature of the injury or medical problem if the person has been able to tell you what is wrong.
6. UVISD will notify Health Services, who respond to provide assistance. If the Health Services staff determines that EMS is required, they will coordinate with UVISD for that notification and response.
7. A Health Services staff member will accompanied any individual who is transported to the Emergency Room.

What to do while waiting for medical help to arrive on the scene:

1. Return to the injured person; do not leave the scene or leave the injured person alone again.
2. Do not move the injured person.
3. Give first aid if you are qualified to do so.

It is important for Health Services to be able to monitor the overall health of the UVI Community. As such, it is a part of the responsibility of members of the community to alert Health Services to increased incidences of illnesses either collocated in a location or affecting a specific section of the community (class, student group, team, etc.). Health Services will communicate with state and federal public health authorities in instances where outbreaks of disease may progress to the pandemic level. Health Services will advise the administration of the university and will promulgate information and instructions to the community.

General instructions to avoid the spread of germs for Influenza like Illnesses (ILI):

* Cover your mouth and nose with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
* Wash your hands often with soap and water. If soap and water and not available, use hand sanitizer.
* Avoid touching your eyes, nose, and mouth.
* Avoid contact with sick people. If you are sick, stay home at least 24 hours after your fever is gone.
* While sick, limit contact with others as much as possible.

## Fire, Explosion or Smoke Emergencies

The effects of fire, explosions, and smoke are very similar and require the same type of response from the university and outside agencies. If the cause of these hazards appear to part of a criminal action, it is important to notify UVISD or VIPD of this information so an appropriate investigation can be initiated.

1. Upon discovering a fire, explosion, or smoke in a building, activate the fire alarm system.
2. After sounding the alarm, call UVISD or 911, depending on the size of fire.

Give:

* Your location on UVI’s campus and the building name
* Your name and phone number
* Type of incident
* Floor
* Room number
1. If you are trained to do so, after sounding the alarm you may attempt to contain a small fire (smaller than 6 feet) by using available fire extinguishers. If the fire is beyond control or involves potentially explosive materials, evacuate the building.
2. When a fire alarm sounds, complete evacuation is required. Follow the direction of UVISD and Disaster Team personnel and staff who are directing the evacuation. It is important to evacuate away from the entrances to the building that responders will need to use to gain access.
3. While evacuating, remain as close to the floor as possible if there is smoke in the area.
4. If there is a disabled or injured person in your area, assist the individual to the nearest stairwell. Immediately contact 911 with the person's location.
5. Do not use the elevators during a fire, explosion or smoke emergency.
6. Someone familiar with the situation and who knows the area involved should meet the Fire and Security Departments, and give specifics. Notify Security and/or firefighters on the scene if you suspect someone may be trapped inside the building.
7. Once the fire department has determined that it is appropriate to reoccupy the building, VIFD will coordinate with UVISD for a smooth reoccupation.

If there is an explosion outside of the building you are occupying, it is important to shelter in place unless the building is damaged or may be rapidly affected by the explosion or the effects of the explosion. While sheltering in place it is important to protect your head and neck from falling debris by sheltering under a sturdy table or desk.

**Operating Fire Extinguishers:**

1. Never enter a room that is smoke filled.
2. Before opening doors check to ensure it is not hot to the touch. If hot do not open. If warm open slowly to check room/hallway conditions.
3. Portable fire extinguishers can be used for small fires. However, this is at the employee’s discretion and an immediate readiness to evacuate is essential.
4. Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
5. When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire
6. Start at the leading edge of the fire and use a side to side sweeping motion to extinguish the fire

P.A.S.S.

1. Pull the pin
2. Aim at the base of the fire
3. Squeeze the discharge handle
4. Sweep from side to side

## Severe Weather (Thunderstorm, Hurricane)

1. Students, Faculty, and Staff members will receive instructions via the campus alert system of any impending severe weather events. It is important to closely monitor weather reports during the hurricane season (June 1 – November 30).
2. In the case of impending weather events, the President or Provost may decide to cancel classes. This information will be promulgated by Public Relations to students, staff and faculty. The information will also be posted on the UVI website ([www.uvi.edu](http://www.uvi.edu)) and the Emergency Hotline (340) 692-4168 AAS Campus or (340) 693-1016 OEK Campus.
3. In the case of impending weather events, any scheduled events on campus will be cancelled. The President of the University must grant permission for events to be allowed to continue. In the case of an event continuing, the responsible component head will be responsible for notifying Physical Plant, Security, Public Relations, and a member of the department that will most likely be called by the public to see if the event has been canceled. The departmental voice mail should be changed ot indicate the status of the event.
4. Essential personnel may be required to remain on campus overnight during severe weather events.
5. As a general rule, classes will be held whenever possible.
	1. If necessary, classes may be moved to alternate classrooms.
	2. If a faculty member is unable to meet for class, the faculty member must notify their academic dean as soon as possible.
	3. The Provost’s designee will post a list of cancelled classes and relocated classes on the UVI Web site as well as send an e‐mail students enrolled in affected classes. Faculty members should also attempt to send an e‐mail to students notifying them of the change. However, students may not receive this as the faculty member may be without power or otherwise have access to e‐mail.
6. No building at UVI is designated as an emergency shelter. The buildings will be locked in preparation for an emergency. They will not be opened to the general public because they are not certified to serve as a shelter safely.

**Watches**

This means that conditions are right for severe weather.

1. If you are in the watch area, seek shelter immediately and take precautions before leaving shelter.
2. If you are in a vehicle, get to your destination and seek shelter in a sturdy building expediently.
3. Monitor news sources for updates on weather conditions and effects on the UVI area.

**Warnings**

This means spotters and/or radar have identified the weather emergency in the area.

1. If you are in the warning area, seek shelter immediately.
2. If you are in a vehicle, get out and seek shelter in a sturdy building.
3. If the severe weather involves high winds and a building is not available, a depression such as a ditch or ravine may offer some protection.
4. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
5. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
6. Do not attempt to turn utilities on or off. Do not use landline phones.
7. Report injuries and damage to 911. Notify your departmental office.
8. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by the UVI Security Department or Facilities Management.

**With certain types of severe weather, evacuations prior to the arrival of the weather may be declared by state or local authorities. All UVI community members will abide by these types of evacuations and follow the directions of the declaring authorities.**

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| **Evacuation/ Closure Checklist** |
| * Protect vital records. Clear desktops, table tops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
* Back-up computer hard drives. Place flash drives and CDs in zip-lock bags or other protective containers and take/send duplicate copies off site.
* Shut down and unplug computers, printers and other electrical appliances. Assure that equipment that must remain energized is connected to “surge protectors”.
* Relocate equipment, books, papers and other items away from windows to interior areas of the building. (Assure that equipment and items that are relocated are tagged for easy identification and retrieval.)
* Ground floor occupants of buildings that are likely to flood should, if necessary:
	+ Relocate equipment and other items to a higher floor.
	+ Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water.
	+ Assure that equipment and items that are relocated are tagged for easy identification and retrieval.
* Assure back-up availability for critical utility-dependent processes.
* Check contents of refrigerators and set to coldest temperature setting.
* Cover equipment and other valuables with plastic, and tape or wrap in thick garbage bags.
* Close and latch all filing cabinets.
* To the extent possible, turn bookcases and shelving units in exterior rooms to face the wall.
* Empty trash receptacles of items likely to decompose.
* Remove all personal items of value from University premises.
* Close and latch all windows. Close and lock all doors behind you as you leave.
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## **Flooding**

**Flooding may be caused by a number of hazards, from severe weather and its impact to a building leak or sprinkler activation. The effects of flooding on a building will be similar; it is the scope of the incident that will vary from localized to building wide.**

1. For localized flooding, evacuate the area. If the flooding is caused by a small leak, covers multiple rooms, is caused by a major leak, or a sprinkler flow call the Physical Plant (340) 692-4171 AAS Campus; (340) 693-1500 OEK Campus.

Give:

* Your location on UVI’s campus and the building name
* Your name and phone number
* Type of incident
* Floor
* Room number
1. Leave badly damaged buildings and do not attempt to return unless directed to do so by the UVISD or Physical Plant.
2. UVISD or Physical Plant staff will inform occupants if the building will need to be evacuated and will provide information about where to evacuate to.
3. Do not attempt to turn utilities on or off.
4. Report injuries and damage to UVISD. Notify your departmental office.
5. UVISD and Physical Plant staff will control access to the area and will inform occupants when it is safe to reoccupy the building.

## Earthquake

1. Shelter in Place; do not run outside where debris may be falling.
	1. Take cover underneath a desk or table and protect your head and neck.
	2. After shaking stops, evacuate the building. Do not use elevators.
2. If outside, stay in an open area; do not attempt to enter a building.
	1. Move at least 150 feet from buildings, utility poles and other structures.
	2. When the earth is shaking, **DROP** to your knees, clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close eyes and cover ears with forearms.
3. After shaking stops:
4. Help injured or trapped people. Give first aid where appropriate. **Do not move the seriously injured unless they are in immediate danger of further injury.**
5. Alert Campus Security 692-4155 (AAS) or 693-1530 (OEK) to anything needing their attention.
6. Replace telephone handsets, but DO NOT USE THE PHONE except to report fires or medical emergencies. Evacuate the campus if instructed to do so from Campus Security, VIPD, or Physical Plant staff.

Evacuate the campus if instructed to do so from Campus Security. The decision to evacuate campus will be based on the severity of the earthquake and the damage to the buildings. **Do not return to an evacuated building unless directed by the campus executive administrator and/or designee.**

Building Damage/ Infrastructure Failure

1. During regular business hours, 8:30 a.m. – 4:30 p.m., call Physical Plant at (340) 692-4171 AAS Campus or (340) 693-1500 OEK Campus; after business hours, weekends or holidays, call Security at (340) 692-4155 AAS Campus; (340) 693-1530 OEK Campus. Note the type of damage, the location of said damage, how far the damage has spread, and the effect that it having on the building and staff and property within the building.
2. If the building is damaged, evacuate once it is practicable to do so; the impact of the hazard has subsided; and there is a safe route of extrication.
3. The first responders, either Physical Plant, Security or Information and Technology Services, will determine whether a critical incident exists and will report to the appropriate department heads. If evacuation is ordered by Campus Security, follow a non-fire emergency evacuation procedure for a normal power outage. In the event of an emergency situation, an evacuation will follow the procedures for a fire emergency.

## Crime in Progress

If you witness a crime in progress, do not attempt to intervene. A situation that might appear safe may escalate beyond your control very quickly. You should take the following actions:

1. Call UVISD immediately indicating your location on UVI University’s campus.
2. Be observant and try to make the following mental notes:
	* Type of event taking place
	* Number of individuals present
	* Physical characteristics such as race, gender, height, weight, clothing worn, hair, or other distinguishing characteristics
	* Description of any weapons used
	* Mode of transportation of the individuals

## Active Shooter

**Definition of an Active Shooter:** An Active Shooter is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.
Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

If you are alerted to an Active Shooter on Campus, but not in the building that you are in, SHELTER IN PLACE. Do not leave until notified that it is safe to do so by campus authorities. Evacuating may place you in the range of the shooter, especially if they are moving. If you are not in a building, seek cover in the closest one to you that is not being affected by the incident.

Good preparatory practices for coping with an active shooter situation:

* Be aware of your environment and any possible dangers
* Take note of the two nearest exits in any facility you visit

**If you see an active shooter:**

1. CALL VIPD (911) WHEN IT IS SAFE TO DO SO!
2. CALL UVISD (340) 692-4155 AAS Campus and (340) 693-1530 OEK Campus
	1. Information to provide to law enforcement or 911 operators:
	* Your location on UVI campus
	* Location of the active shooter
	* Number of shooters, if more than one
	* Physical description of shooter/s
	* Number and type of weapons held by the shooter/s
	* Number of potential victims at the location
	* Whether you saw them use explosive devices or plant any explosive devices

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR BUILDING: Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of faculty and staff during an active shooter situation.

* If you are in a room or office, stay there and secure the door
* If you are in a hallway, get into a room and secure the door
* If the door does not lock, barricade the door using furniture

1. Evacuate -- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

* Have an escape route and plan in mind
* Leave your belongings behind
* Help others escape, if possible
* Prevent individuals from entering an area where the active shooter may be
* Keep your hands visible
* Follow the instructions of any Security Officers or Police Officers
* Do not attempt to move wounded people
* Call 911 when you are safe

2. Hide out – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

* Be out of the active shooter’s view
* Provide protection if shots are fired in your direction
* Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

* Lock the door
* Blockade the door with heavy furniture if the active shooter is nearby:
* Silence your cell phone
* Turn off any source of noise (i.e., radios, televisions)
* Hide behind large items (i.e., cabinets, desks)
* Remain quiet

If evacuation and hiding out are not possible:

* Remain calm
* Dial 911, if possible, to alert VIPD to the active shooter’s location. If you cannot speak, leave the line open and allow the dispatcher to listen.

3. Take action against the active shooter – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

* Committing to your actions
* Throwing items and improvising weapons
* Acting as aggressively as possible against him/her
* Yelling

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES: Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

* Officers usually arrive in teams of two to four
* Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
* Officers may be armed with rifles, shotguns and/or handguns
* Officers may use pepper spray or tear gas to control the situation
* Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

* Remain calm, and follow the officers’ instructions
* Put down any items in your hands (i.e., bags, jackets)
* Immediately raise hands and spread fingers
* Keep hands visible at all times
* Avoid making quick movements toward officers such as attempting to hold on to them for safety
* Avoid pointing, screaming and/or yelling
* Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Information from DHS Pamphlet, “Active Shooter, How to Respond,” October 2008

## Behavioral Concerns or Potential Violence

There is any number of reasons that a person may instill concern in those around them. If someone is in acute crisis, notify UVISD and describe the behaviors and actions of that person so the appropriate resources may be dispatched. The following observable behaviors have been indicators of individuals who have engaged in self harm, workplace violence, sexual violence, and criminal violence towards others. It is important when reporting behaviors to relate them in context of the situation and as a total picture of the individual’s actions, not as a single factor.

Potentially violent behaviors by a student, staff member of faculty member may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

* Increased use of alcohol and/or illegal drugs
* Unexplained increase in absenteeism; vague physical complaints
* Noticeable decrease in attention to appearance and hygiene
* Depression / withdrawal
* Resistance and overreaction to changes in policy and procedures
* Repeated violations of company policies
* Increased severe mood swings
* Noticeably unstable, emotional responses
* Explosive outbursts of anger or rage without provocation
* Suicidal; comments about “putting things in order”
* Behavior which is suspect of paranoia, (“everybody is against me”)
* Increasingly talks of problems at home or school
* Escalation of domestic problems into the workplace; talk of severe financial problems
* Talk of previous incidents of violence
* Empathy with individuals committing violence
* Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

If you observe an individual who appears to be experiencing a psychological crisis, especially those behaviors above that may cause a safety risk to themselves or others, contact UVISD as described. If the individual is experiencing any mental health related issues with the acute safety risk, contact the Counseling & Placement office at (340) 692-4187 AAS Campus or (340) 693-1136 OEK Campus.

## Suspicious Packages

Two factors to consider if you observe or receive a suspicious package:

* The size of the package
* The type of threat contained within the package.

**What constitutes a "suspicious package**?"
No one characteristic makes a package suspicious; include all known factors when evaluating the suspiciousness of any mail or package. Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

* Are unexpected or from someone unfamiliar to you (especially a package) that is not consistent with your normal activities, i.e. the admissions office receives letters from people that are not known to the office, but there is a standard size, envelope, etc.
* Are addressed to someone no longer with your organization or are otherwise outdated.
* Have misspellings of standard words.
* Are addressed to a position or title, not a person, i.e “Dean, or President”.
* Have no return address, or have one that can't be verified as legitimate.
* Are of unusual weight, given their size, or are lopsided or oddly shaped.
* Are marked with restrictive endorsements, such as "Personal" or "Confidential."
* Packages may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay".
* Have protruding wires, strange odors or stains.
* Show a city or state in the postmark that doesn't match the return address.

Should you receive or come upon a suspicious package, do not touch the package. Do not open; isolate the package and evacuate yourself and others from the area. Do not put the package in water or make any attempt to render it harmless. Use a telephone in another area (not a mobile phone) and report it immediately to UVISD.

**Information for the UVISD or 911 Operators**:

* Your name
* Your location and the fact that you are on the UVI campus
* Your telephone number
* A description of the package and why it is suspicious:
* Explosive devices tend to have oily stains, protruding wires, excessive tape or wrapping, excessive postage, or a very lopsided.
* Chemical or Biological agents may have powder on the outside or when opened, or may cause symptomatic responses to people in the area.
* Whether the package contains threats or hate based writings that may be criminal violations.
* A description of how the package arrived, if known.

When reporting the release to the UVISD or 911 operators assess the surrounding area to assist in determining the scope of the incident and communicate this information to the operator:

* Are there people displaying signs of illness or exposure to the substance? (Unconsciousness, trouble breathing, vomiting, clammy skin, coughing and gasping, etc.)
* Are there any odors or gasses in the air that are inconsistent with the area? (gasoline/ petroleum products, natural gas, sulfur, dead fish, juicy fruit, acetone [fingernail polish], almonds, chlorine [pool cleaner])
* Are there any immediate hazards that preclude the investigation of the package? (fire, smoke, active violence, etc.)

## Bomb Threats

Motivation and goals for making a bomb threat usually comes from one of two goals:

* The Hoax Caller: The most frequent goal is to create an atmosphere of panic and anxiety, the idea being to disrupt normal activities or operations at the location where the explosive device is alleged to be placed or for the entire university.
* The Credible Caller: The caller has a definite knowledge or believes that an explosive device has been or will be placed, and he or she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

Bomb Threats may also be transmitted by letter or email. Regardless of the medium the threat; the receiver of that message should immediately call UVISD and provide all the information possible. Do not reply to the email, forward or delete it; directions will be provided to you by UVISD and VIPD. If the threat is a letter, as few people as possible should handle the letter until it can be reviewed by VIPD.

The following is the information on the ATF's Call Checklist for phone call bomb threats. If a phone threat is received, do not disconnect the call. Keep the caller on the line as long as possible and try to ascertain as much of the following information. If it is possible to transfer the call to 911, do so.

**You should note:**

1. The time and date you received the call.
2. The telephone number at which the call was received.
3. The caller's exact wording of the threat?

**Questions to Ask the Caller:**

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?

**Description of the Caller's Voice**

Calm; nasal; angry; stutter
Raspy; lisp; excited; slow
rapid; soft; ragged; loud
laughing; crying; clearing throat; normal
disguised; deep breathing; distinct; accent
cracking; slurred; whispered; female
male; other; familiar\*

\*If familiar, who did the caller sound like?

**Background Sounds**
street noises; factory machinery; aircraft noise
animal noises; public address system; music;
clear static; house noises;
television; office typewriters; other language heard

Do not use two-way radios or cellular phones; radio signals have the potential to detonate a bomb. Do not evacuate the building until police arrive and evaluate the threat. Do not activate the fire alarm. Do not touch or move a suspicious package.

## **Mass Gatherings**

**Mass Gathering may consist of a number of elements that require planning, appropriate staffing, and monitoring by UVI University officials. Pre-planned Mass Gathering of significance may warrant the activation of the EOC in support of the operational management of the event itself. Gathering may be athletic events, concerts, commencement ceremonies, or 1st amendment demonstrations.**

UVISD needs to be notified of large gathering of individuals in order to properly monitor those crowds and provide the appropriate support. This support may include medical attention to attendees, traffic control, or protection of university facilities and property. Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could become violent, causing the destruction of property and injury or even death to themselves or observers.

1. Avoid area of disturbance
2. Avoid provoking or obstructing demonstrators.
3. If disturbance is outside, stay inside, stay away from doors or windows.
4. Secure your areas (lock all doors) continue with your normal routines as much as possible.
5. If the demonstration escalates prepare for evacuation or relocation and follow instructions by DCPD or University officials.

## Hazardous Materials Release

There are many types of substances that can be categorized as Hazardous Materials; including gasoline and diesel fuel, natural gas, cleaning and industrial chemicals, agents and precursors and biological material used for science experiments, and substances, analogues, and precursors used for criminal endeavors. Substances may fall into a myriad of these categories; the focus will be on the size of the release and effect it has on those in the area of the release.

**Major Spill**

* Spreads rapidly
* Endangers people
* Endangers environment

**Simple Spill**

* Generally under 100 ml
* Does not spread rapidly
* Does not endanger people
* Does not endanger environment

Chemical Spills

1. Laboratory staff should be aware of the volume of material that could be released, its chemical, physical and hazardous properties, and any recommended unusual spill cleanup procedures.
2. Spills of toxic substances or hazardous chemicals should be resolved immediately. All but very small simple spills (about 50‐100 ml) will be handled by trained cleanup personnel.
3. If a spill is flammable, turn off ignition and heat sources where possible.
4. For Major Spills:
	1. Clear the area immediately.
	2. Evacuate the lab.
	3. From a safe location, call UVISD. UVISD will coordinate with trained personnel or outside fire department and HAZMAT resources.
	4. If the release if causing immediate health problems, call 911 to request assistance and notify UVISD afterwards.
	5. All cleanup material should be labeled and assessed for disposal as hazardous waste by the campus Environmental Health and Safety Specialist.

In the event of a broken gas line, these procedures are to be followed:

* + - 1. Alert others and leave the area immediately.
			2. Call UVISD immediately indicating your location on UVI University’s campus.
			3. Describe the magnitude of the leak, buildings affected and source if possible.

When reporting the release to the UVISD or 911 operators assess the surrounding area to assist in determining the scope of the incident and communicate this information to the operator:

* Are there people displaying signs of illness or exposure to the hazardous material? (Unconsciousness, trouble breathing, vomiting, clammy skin, coughing and gasping, etc.)
* Are there any odors or gasses in the air that are inconsistent with the area? (gasoline/ petroleum products, natural gas, sulfur, dead fish, juicy fruit, acetone [fingernail polish], almonds, chlorine [pool cleaner])
* Are there any immediate hazards that preclude the response to the release? (fire, smoke, active violence, etc.)

**Post Incident Response**

After any type of incident, UVISD will coordinate with other responding agencies to review the safety of the campus and any affected area or buildings. Once the area has been cleared, Physical Plant staff will assess the individual buildings and implement any mitigation processes required. Once these assessments have been completed; any closure decisions will be reviewed and the campus will return to normal operations as expediently as possible.