

Custodial Operations Emergency Response Plan

Revised: 2/14

05.03.01

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(E2Y)

Review Date: 2/16

Reference: (Texas State UPPS Closing the Campus Because of Weather or Other Emergencies 05.04.02; Emergency Operations 05.04.03; Governor of State of Texas Executive Order RP57)

I. PURPOSE:

To establish and implement a Custodial Operations Emergency Response Plan in the event of a disaster or weather extremes. Adherence to this policy will further Custodial Operation's ability to provide quality services in a safe and efficient manner.

II. DEFINITIONS:

Emergency - an Emergency is defined as any unexpected situation which affects the safety of persons or property on the buildings and grounds of Texas State University. Examples include, but are not limited to, fire, explosions, disasters occurring in or adjacent to University facilities, an unscheduled or unplanned shutdown of campus facilities, natural disasters such as flood and tornadoes, etc.

III. EMERGENCY DECLARATION:

Access to the site of a declared emergency shall be controlled by the University Police Department who will follow the Governor's Executive Order RP57. In order to ensure only authorized personnel are admitted to the site of an emergency, the University Police Department may issue identification tags to individuals who are authorized by the "**Emergency Command Center**", the President, or the Executive Vice President.

IV. GENERAL INSTRUCTIONS:

A. First Response shall be made by the Custodial Supervisor and/or Director(s).

1. Assess damage and service areas

2. Determine the need to bring in staff, if deemed necessary, the first employee called in shall be the Administrative Assistant III as well as those job positions defined as "Critical to Vital University functions". (**Attachment 1**). If the Administrative Assistant III is unable to come in the Custodial Supervisor and/or Director shall assume these duties.

3. Duties of the Administrative Assistant III are to act as central operations and call in a work crew of employees to assist if deemed necessary as well as keeping Co-Gen and any Command Center established aware of Custodial Operations staff on campus. These duties are performed from the Custodial Office at the Physical Plant.

***All safe and reasonable efforts will be made to get to Texas State in response to the emergency.**

B. Custodial Staff will not work on University Grounds without the knowledge of their immediate Supervisor and/or Director.

C. All Custodial Supervisors shall carry a working mobile telephone and/or "push-to-talk" on their person anytime at all times.

D. If Custodial Staff are at work when an emergency occurs, they should remain in their assigned work areas. If it is determined that evacuation of the building is necessary, see **Section VI of this plan**.

E. Access to the site of a declared emergency shall be controlled by the University Police Department who will follow the Governor's Executive Order RP57 (**attachment II**). In order to ensure that only authorized personnel are admitted to the site of an emergency, the University Police Department may issue identifications tags to individuals who are authorized by the "**emergency command center**", the president, or the Executive Vice President.

F. During working hours, Custodial Staff shall remain in contact with the Custodial Office through telephone or "push-to-talk" radio protocol utilizing their Supervisors. If the office is not open, then, to the established "inquiry answering center" through the University Police Department.

V. NOTIFICATION - WEATHER EXTREMES

A. In the event the decision is made to close the University during a normal working day, information will be disseminated to Custodial Staff through the Director, to the Supervisors. Staff are **NOT** to leave their work stations without express permission from their immediate supervisor.

B. For staff that work other shifts, the Custodial Office is to be contacted for information first, and then the co-generation plant to page the Custodial Supervisor "**on-call**". If the decision to close the University is made during normal working hours, all attempts will be made by the office staff to contact each staff member at home with the necessary information of whether or not to report to work.

C. In the event the announcement is made through the news media that "**The university will be closed to students and all personnel except those designated as key personnel and those who are considered critical to vital University functions during emergency periods**", all

Custodial Operations personnel are considered vital/key personnel/essential and are to make all safe and reasonable efforts to report to work as scheduled.

All Custodial staff are to report to work at their regularly scheduled times or remain at work if already present. The Custodial Office is to be contacted for further instructions.

If the employee determines it is not safe to report to work it is the **employee's** responsibility to contact the Custodial Office in a timely manner per the Attendance Policy to

1. report you will not be in and why,
2. when/if we can expect you to report, and,
3. a good call back phone number to reach you at.

Failure to do so will be considered an unexcused absence according to the departmental Attendance Policy.

VI. EMERGENCY (While at the University) Access to Site/Evacuation/Communications

A. If an Emergency Situation (**i.e. fire**) occurs where the health or safety of you or those within close proximity are immediately compromised, exit the building. **DO NOT** stop to contact your Supervisor or the Police until you are safely out of the building at the designated meeting location for your building (**attachment III**).

B. After you are safe, whenever an emergency occurs, Contact the University Police immediately at 5-2890 or 911. After notification of the Police, contact your immediate Supervisor to report the incident.

C. In the event an emergency is declared in your area (i.e. shooter, bomb threat, etc.) you may be contacted by University Police personnel or your Supervisors.

D. In the event an evacuation of your area is necessary, immediately assume a leadership role and assist all students, staff, faculty and visitors from your area in a safe and orderly fashion.

1. Identify any handicapped persons, or person needing special attention.
2. Identify any special problems within your area that could affect or be affected by emergency conditions such as location or storage of chemicals, etc.
3. If requested, you may be asked to lock down your buildings.

CERTIFICATION STATEMENT

This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedure from the date of this document until superseded.

Director, Custodial Operations

Assistant Director