Commencement Safety Workshop

TEXAS STATE UNIVERSITY
SAN MARCOS
The rising STAR of Texas
The goal of this training is to ensure the safety of guests, graduates, faculty, staff and volunteers.
• Graduates will enter the coliseum through the middle set of doors
• on the west side (Sewall Park) and then be seated on the floor.
• This is the Southwest entrance facing the river.
• Graduates will exit into this area. Handicap transfers to and from.
• A big 2 is on the box office by this set of doors.
FIRE

• Activate nearest fire alarm pull station.
• Call UPD at 911.
• Evacuate the building via the nearest exit. Do NOT use elevators.
• Never block an exit pathway.
• Take personal belongings.
• Evacuate to an area AT LEAST 200 FEET away from the building.
EVACUATION

• When alarm sounds or when directed by a UPD Officer or a University employee.
• Evacuate the building via the nearest exit. Do NOT use elevators.
• Never block an exit pathway.
• Take personal belongings.
• Evacuate to an area AT LEAST 200 FEET away from the building.

WEATHER EMERGENCIES

• Two – 15 second blast of horn.
• Seek shelter in the Coliseum away from the glass concourse areas in an interior room or hallway with no windows.
• Stay in protected area until all clear is given.
Emergency Procedures (continued)

- **MEDICAL EMERGENCIES**
- Check the immediate area for hazards.
- Call UPD at 911.
- Check the victim.
- If qualified, provide CPR/First Aid until help arrives. AED located on 1st floor southwest Entrance Door #2.

- **STAY CALM & FOLLOW EMERGENCY RESPONDER’S INSTRUCTIONS!**
AED is located on the 1st floor Southwest entrance.
Open the door and a local alarm will sound indicating it is in use.
Once the graduates are seated, these gates will be closed. If there is an emergency or at the end of the ceremony, the gates need to be opened toward the floor and away from the seats. The graduates will exit the same way they entered and empty into the area outside the building.
In case of an emergency, they will exit the nearest ramp and empty into an area at least 200 feet away from the building.
These areas must be kept clear. No standing or sitting that would impede flow of movement in case of an emergency.
This area (tunnel) is to the right of the stage and used by President Trauth, her staff, speaker, faculty (anyone on stage). It is used for exiting the building in case of an emergency. They will be escorted by UPD to a safe area.
Contact Information

• Russell Clark (512) 245-3616

• I will be at all the graduations if you need assistance.
Questions?
Thank you for attending the Commencement Safety Workshop.