

EMERGENCY ACTION PLAN

ENVIRONMENTAL HEALTH, SAFETY & RISK
MANAGEMENT

MISSION STATEMENT

To serve the university community, by providing exceptional customer service and technical support for Risk Management, Occupational Health & Safety, Fire-Life Safety and Environmental Protection, that assures the safety of our students, employees, visitors, community, and the general public, and to protect the assets of the university.

EMERGENCY ACTION PLAN

- Emergency Action Plan includes:
 - How to report emergencies
 - Escape procedures and evacuation routes
 - Designated assembly points
 - Notification system
- In case of an emergency call 911, report to supervisor immediately.



NOTIFICATION OF EMERGENCY

- Emergency Notifications methods may include:
 - Visible and audible alarms
 - Beacons or flashing lights
 - Sirens or bells
- RAVE texting System
- Texas State Weather Emergency Siren
- Voicemail on all campus phones
- Personal notification by supervisor
- Emergency Sign Board Notification System
- Texas State Home Web Page



TYPES OF EMERGENCIES

- Medical emergency



- Fire or explosions



- Hazardous Material release or spill



- Severe weather



MEDICAL EMERGENCY

- Survey the scene for hazards
- Check victim
- Call **911**
 - Know your location
 - Your name and phone number
 - Nature of emergency
 - Number of people needing help
 - Victim's condition
 - Stay with victim
 - Stay on line with EMS Dispatcher

EMERGENCY ALERT HORN

- Emergency Notification Alarms
 - Two 15 second
 - Stay indoors
 - Go to safe zone (stairwells, restrooms, rooms with no windows)
 - Three 5 second blasts means “all clear”
- Routine testing to be conducted at a designated time.



SEVERE WEATHER

- Report to a Safe Zone within the building
 - Safe Zone is a room in the center of the building, free of windows, on a lower floor
 - e.g.
 - Stairwell
 - Restrooms
 - Rooms with no windows
 - Interior hallways



EVACUATION

- Exit doors are marked by lighted signs
- NEVER block an exit or an exit path with material
- Go to designated assembly point (at least **200** feet from building)



CAUSES OF FIRE

- Improper storage and use of flammable materials
- Inadequate maintenance
- Poor housekeeping
- Poor ventilation
- Carelessness



PORTABLE FIRE EXTINGUISHERS

- Only trained personnel should use portable fire extinguishers on SMALL controllable fires after calling for HELP - **911**

REMEMBER

Pull

Aim

Squeeze

Sweep

