

Williamson County Building Safety



A Senior Project by: Jack Combs
Cal Poly Class of 2021

Acknowledgements

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Thank you to Trent Jacobs and Dale Butler from the Williamson County Facilities Department for allowing me the opportunity to pursue this project.

And most importantly thank you to my parents for all their love and support.

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Introduction

My senior year at Cal Poly offered me a vast array of opportunities for enriching my knowledge of the field of city and regional planning. The most impactful of my experiences was the time I spent working for the facilities department of Williamson County, Texas. This department is responsible for constructing and maintaining all of the buildings owned and occupied by Williamson County; this includes more than 60 buildings and more than 2,000,000 square feet. Additionally, as the fastest growing county north of Austin with roughly 600,000 residents, this department had many pertinent development projects to attend to.

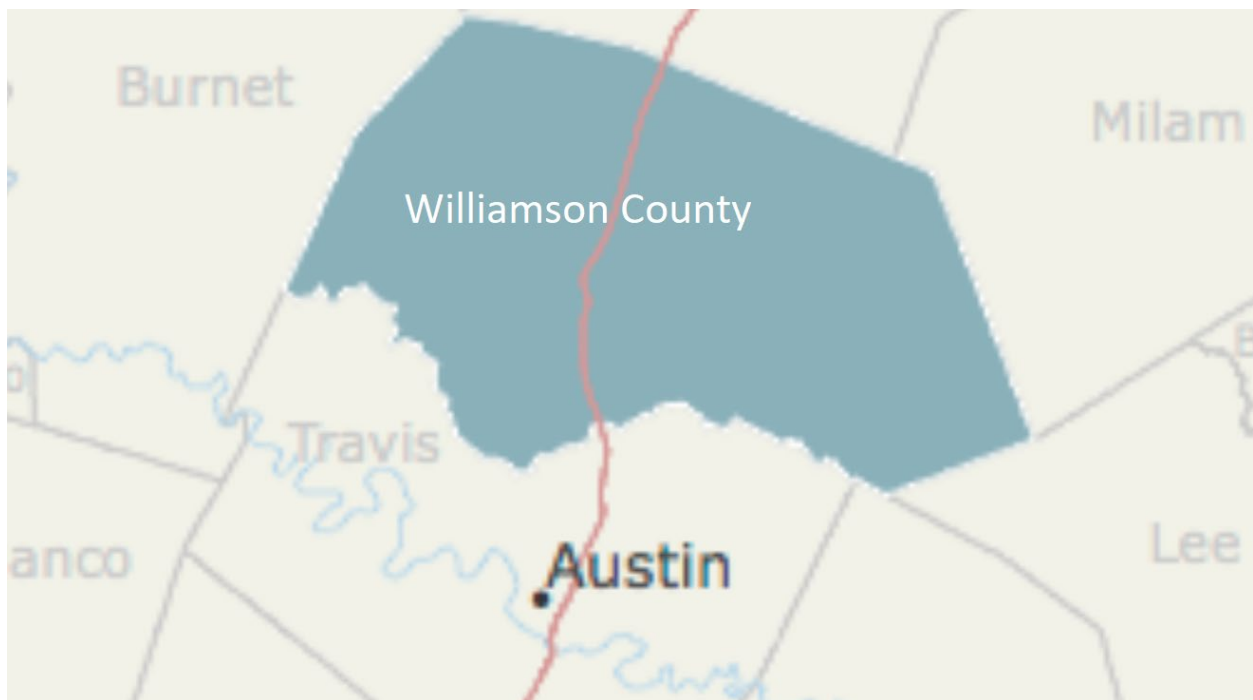


Image 1: A Map of Williamson County in relation to Austin, TX

As an intern, I was assigned the task of assisting with the development of specific safety standards and procedures for emergency situations. The intent of this project was to create a clear, documented plan that would direct building occupants on what actions to take in case of various emergencies in order to ensure their safety. Additionally, these plans would provide occupants with vital information regarding emergency prevention.

This project was initiated prior to the COVID-19 pandemic and subsequently put on hold. Then as COVID relief efforts were calming down in February, Texas was hit with a massive winter storm which left the entire state with catastrophic damage to attend to. So, once again,

constructing the emergency procedures project was delayed. However, the building safety committee eventually began working on the project with my assistance. This provided me the opportunity to develop my senior project for my spring quarter of 2021.

Project Description

Developing a comprehensive emergency response plan for any building is of the utmost importance in order to ensure the safety of all occupants. My safety plan is clearly outlined in order to direct residents, faculty, and designated emergency responders as to exactly what actions they should take. These actions are specific for various emergencies that may occur and they are formatted into chronological steps that may be easily followed in times of emergency.

Similar to most emergency plans, there are general guidelines I was able to include in my template. These can be standardized throughout the county in all buildings and are often most applicable for prevention of disasters like fire. These directions are drawn from nationally recognized disaster procedures that have been proven effective. While these procedures are useful, it was also important to tailor procedures to the specific building requirements.

Due to the heterogeneity in both the physical and functional aspects of the buildings in Williamson County, the collection of buildings being managed present a repertoire of different classifications and safety concerns. The goal of my project is to create a template for emergency plans that can be implemented to different buildings and filled in with building specific information and maps.

In order to curate appropriate protocols I first identified specific categories of buildings to assign levels of priority for each category of buildings. The safety priority of buildings takes into account factors such as building size and total occupancy. The emergency plan template has fields to be filled out with various building parameters as well as its local address. Additionally, I had to determine what type of emergencies were most common as well as most pertinent to configure deescalation plans.

Lastly, I identify which buildings require a specific building emergency manager. Amid the implementation of the emergency plans, I would first decide which department these personnel should come from in addition to collecting the building emergency manager's contact information to be further distributed.

Project Objectives

The final product of this project is intended to be a template for building safety plans that can be slightly adjusted for each building within Williamson County. There are multiple factors that must be addressed in formulating this plan in order to make it as seamless and effective as possible. There are a variety of emergency situations that need to be taken into account. When evaluating a threat, I had to think in terms of preparedness, and response.

It was imperative to my department that they would be ready for any emergency that could arise, including natural disasters which are often difficult to predict, especially in Texas as evident by the recent and catastrophic winter storm. These types of disasters can be mitigated by having appropriate resources allocated in case of emergency in addition to having a specific plan in order to mobilize emergency responders. Efficient recovery following damages is vital in keeping the county facilities running in the long term.

Many of the emergencies that may arise in these county buildings involve evacuation of the occupants. One of the main objectives in creating an evacuation plan is determining the safest and most efficient route for occupants to take in their evacuation. This requires an evaluation of the building's layout. As part of my work I created an example of an evacuation map for one building. Additionally, establishing at least one point of contact is necessary for each building in order to ensure a prompt response in terms of mobilization.



Image 2: Evacuation map I created for the Georgetown Tax office

Collaborating with various specialists in my department provided me with insight as to the approaches for tackling these challenges. I wanted to draw on my colleagues previous experiences in order to determine what was most effective in previous emergencies as well as determining what elements of the response could be improved. By engaging in this cooperative effort, I was able to apply the knowledge I have developed throughout my undergraduate career and refine my skills for real world situations.

Background and Relevance to Planning

The location of Williamson County just north of Austin has made it a hotspot for people moving to central Texas. It is currently the twelfth fastest growing county in the entire nation, and that rapid growth creates a demanding list of tasks in the realm of city and regional planning. Especially when these tasks regard public safety, perfecting these plans is important. Not only to create a proper senior project, but to make my community an organized and safer place.

One of the main goals for this project was to enact a plan that would result in the county being prepared for emergencies before they happen. Especially after some of the disasters Texas has experienced over the past few years, my supervisors made it clear that they never wanted to be left scrambling in the days following a disaster. This goal was achieved by performing different kinds of risk analysis and determining what resources needed to be allocated to ensure preparedness.

Having little experience in Emergency Planning, I heavily relied on referencing work done by other professionals and conversations with members of the Emergency Planning Committee. Having studied city and regional planning gave me a sense of how to go about developing an emergency plan but refining these skills for the county's specifications solidified my prior knowledge. However, despite the wisdom of my colleagues I knew that Williamson County had a history of investing little priority in planning. Contrary to what I have learned in my college courses, Williamson County Commissioners have stated in the past that they see planning more than three years out to be a waste of resources. I wanted to bring a fresh perspective to this situation in an attempt to demonstrate the benefits of diligent planning.

Methodology

In conducting research for this project I relied on both previous experience from colleagues in my field as well as investigating relevant case studies from different counties. I wanted to make sure my plan was comprehensive and realistically applicable to the needs of Williamson County. I started by independently devising a basic plan and then using the advice from different specialists to refine that plan to address the various emergencies that may occur.

One of my most valuable resources throughout this project was Kyle McKnight from the emergency operations department of Williamson County. We would have one on one meetings in which we discussed my goals for this emergency plan template. He was able to provide me with a framework for developing my plan. As I would have him consult me in regards to my work he advised me on some of the specifics regards to analyzing building specifics and tailoring my plans to those parameters. Additionally he gave me some direction as to which case studies would be the most valuable for me to review.

One of the case studies Kyle recommended I look at was the University of Texas at Austin's emergency plan. Although most of the buildings in Williamson County are smaller in size than that of the university, I was able to get a sense of what methods were the most useful in mobilizing a large quantity of occupants. Additionally, since the university is geographically close to Williamson County, I was able to use that as a guide as to what natural disasters were the most important to prepare for.

Lastly, I attended a monthly meeting with the emergency planning committee to touch base on the progress of my plan. The committee members were able to give me valuable feedback on the drafts I provided throughout my planning process. I was able to use their recommendations to make my plan feasible for implementation in the county rather than just a theoretical plan.

Outcome and Findings

Through my research and collaboration with colleagues I was able to compose a list of likely emergency situations and develop a comprehensive plan that would address any of these possible threats to public safety. This involved determining the appropriate resources to allocate

according to the building's needs as well as mapping out evacuation routes and determining the safest shelter locations within the building.

In developing this emergency plan template, I decided that it would be beneficial to build an emergency team for each building that would be able to directly respond if an emergency were to occur. Each building requires a building emergency manager in addition to a communications coordinator and deputy managers if needed (according to the criteria outlined in Appendix 1). The phone numbers and emails of these team members will be listed in the emergency plan and provided to potential occupants. Including these resources will both provide occupants with some peace of mind in addition to providing the emergency team with a means of direct communication in regards to the state of the buildings.

One of the main considerations when creating procedures for evacuation and shelter in place, is the design of the building. There needs to be a primary assembly area and a secondary area which will be used in cases of inclement weather or if the secondary area is otherwise unsafe or unavailable. The emergency plan will contain a map of assembly points, a map showing evacuation routes, and a map indicating locations of storm shelter areas.

While much of these procedures can be standardized to a degree, I had to think about the procedure for persons requiring assistance and any other special considerations for the specific buildings. I implemented a separate section of instruction for disabled occupants as well as for emergency team members in regard to assisting persons with disabilities.

Recommendation for Implementation

After developing a comprehensive template for building emergency plans, there are a few more actionary measures that need to be taken to successfully implement these plans. The facilities department would be responsible for creating maps of the buildings. Additionally, they would be in charge of filling in fields of the template regarding aspects of the building itself.

The point of contact for each building would be the person in direct contact for users of the buildings. They would need to fill out the template with their contact information and provide any special considerations that they are aware of in order to tailor the plan for the needs of their specific occupants.

When the emergency plan is in place, the department of emergency management should conduct emergency drills to prepare occupants and evaluate the effectiveness of the outlined

procedures. Conducting drills is important to ensure that people are prepared before an emergency strikes. Ideally, occupants would already know what to do if an emergency occurred and wouldn't even need to read the procedures, since they have already practiced them. If this emergency plan proved to be effective, it could be adopted by other counties and building management groups. Especially with the growing nature of counties around Williamson County, implementing a similar plan could establish a precedent of public safety for central Texas.

Appendix

IMAGE OF BUILDING

Williamson County, Texas
building name (building acronym)
Building Emergency Plan 2021



Police / Fire / EMS	9-1-1
Wilco Emergency Management	512-943-1911
Wilco Facilities Maintenance	512-943-1599

Plan Adoption and Record of Changes

Building Emergency Manager: JOHN DOE - DEPARTMENT

Date of Adoption: MONTH DAY, YEAR

Description of Changes	Entered By	Date Entered

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1. Introduction

The **Sample (SMP)** Building Emergency Response Plan is an all-hazards plan that details the emergency procedures specific to the building. This document provides all occupants with instructions, policies, and principals to be employed during emergencies. The purpose of this plan is to ensure the safety of the staff and visitors of the building during an emergency.

All employees of Williamson County should be trained and have a fundamental knowledge of emergency procedures for their assigned buildings. Knowledge of the emergency processes will ensure the safety of staff, visitors, and emergency responders.

This document, in conjunction with The Williamson County Office of Emergency Management *Emergency Operations Plan*, provides the structure and guidance necessary for buildings to assign, assemble, and train a Building Emergency Management Team. Assistance in team development, training, and drills will be available through the offices of Emergency Management and Fire Marshal/Special Operations.

Building Description

SMP consists of a **10 story rectangular-shaped** structure located in **City** on the **Campus (if applicable)**. This building is located at **123 Sample Street**. The building has approximately **10,000** square feet of space.

SMP houses the following primary occupants:

- ⦿ Department A
- ⦿ Department B (if necessary)
- ⦿

SMP has the following safety equipment:

Fire Alarm System: **Yes/No**

Fire Sprinkler System: **Yes/No**

Exit Strategy Signage: **Yes/No**

Indoor EAS: **Yes/No**

Other:

2. Building Emergency Team

Each building has a designated team that is responsible for facilitating emergency response procedures within their building. The Building Emergency Team consists of the Building Emergency Manager, Communications Coordinator, and Deputy Emergency Managers.

The responsibilities of these positions are outline in Appendix I: Building Emergency Team Responsibilities

Building Emergency Manager

Name	Phone	Email

Communications Coordinator (Required for building with multiple Department or Public Interaction)

Name	Phone	Email

Deputy Managers (Recommend for buildings in group 1, 2, or 3)

Name	Assignment Area	Phone	Email

3. Emergency Procedures and Responsibilities

3.1. Reporting an Emergency

All occupants shall report any emergency by calling 911. An emergency is any situation that requires immediate assistance. Examples may include, but are not limited to, fires, suspicious persons, hazardous material accidents, or medical emergencies.

When calling 911, keep in mind the following instructions:

- Tell the dispatcher exactly where you are, including the street address, building name and room number. Refer to this Building Emergency Plan if available.
- Answer all questions of the dispatcher clearly and calmly.
- Describe the nature of the emergency clearly and accurately.
- Do not hang up unless your safety is threatened or you are told to do so.
- If possible, have someone watch for the arrival of emergency personnel and direct them to your location.
- Follow all instructions of the dispatcher and/or emergency personnel at your location.

3.2. Special Considerations

Staff are responsible for implementing emergency policies and procedures, and for informing visitors of their buildings emergency evacuation routes, exit doors, and emergency procedures. For additional information, including emergency procedures and recommended information, staff should review the Building Emergency Plan.

BUILDING SPECIFIC COMMENTS ADDED BY BUILDING MANAGER

3.3. Evacuation

All occupants of buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

All occupants should familiarize themselves with all exit doors of each room, office, and building that they occupy.

3.3.1. Evacuation Procedure for All Occupants

- Notification: An alarm or official announcement will notify occupants that they must evacuate the building.
- Close office doors if possible.
- Proceed in an orderly manner out of the building, following illuminated exit signs and/or designated exit routes. Follow directions of the Building Emergency Team and emergency personnel.
- Do not use elevators.
- Proceed to the designated assembly area(s).
 - The primary assembly area for this building is **PRIMARY AREA.**

- The secondary assembly area for this building is **SECONDARY AREA**. The secondary area will be used in cases of inclement weather or if the primary area is otherwise unsafe or unavailable.
- Follow instructions of the Building Emergency Team and emergency personnel. Report any individuals known to be remaining in the building.
- Emergency personnel (law enforcement, fire department, etc.) will determine when it is safe to re-enter the building. Do not re-enter the building until an “All Clear” announcement is given by emergency personnel.

3.3.2. Evacuation Procedures for Persons Requiring Assistance

Certain occupants of buildings may require additional evacuation assistance. Staff who may require additional evacuation assistance should notify the Building Emergency Manager to ensure that they are properly documented in Appendix II: Accountability List.

Staff are responsible for notifying the Building Emergency Manager of visitors under their supervision who require evacuation assistance. Staff are responsible for ensuring that visitors who require evacuation assistance report to their designated staging area. Staff should not leave a visitor at a staging area until the designated escort has arrived and assumed responsibility for the visitor.

- Persons who need evacuation assistance should shelter-in-place in an area with no immediate hazards. Stairwells with exterior walls are generally the best area of refuge.
- The person needing assistance should notify the building manager of their location.
- Alternatively, call 911 and notify the dispatcher of the situation.

3.3.3. Evacuation Procedures for the Building Emergency Team

- The Building Emergency Manager will exit the building and establish a “command post” at the designated assembly area. The Building Emergency Manager will attempt to communicate with emergency personnel, initiate access control to the building, and coordinate the activities of the rest of the Building Emergency Team.
- Deputy Building Managers will help ensure that all occupants of their designated area are aware of their alarm condition and direct them to the exits.
 - a. The Deputy Building Manager will take note of any occupants who remain behind.
 - b. The Deputy Building Manager will notify the building manager and/or emergency personnel of anyone who remained in the building.
 - c. Provide support to evacuees needing assistance pursuant to the Accountability List. Support may include waiting with the individual until help arrives to their area of refuge and/or ensuring that the Building Manager or emergency personnel are notified of the location of a person needing assistance.
- The Communications Coordinator will respond to the designated assembly area and establish a communications medium with the Building Emergency Manager.
- The Communications Coordinator will coordinate building re-entry procedures at the direction of the Building Emergency Manager once emergency personnel confirm that re-entry may occur.

- All members of the Building Emergency Team are responsible for assisting with access control during an evacuation:
 - a. Building entrances will be secured during an evacuation. Building Emergency Management Team (BEMT) members and law enforcement will deny unauthorized personnel entry. BEMT members may need to stage near building entrances, when safe to do so, to inform patrons that the building is currently not safe for entry.
 - b. Signage indicating an alarm or emergency status should be posted on all entrances as a means of notification for non-entry. See Appendix VI for example signage.
 - c. Once emergency personnel have determined the building may be entered, the Building Emergency Manager or Communications Coordinator will notify occupants or the that they may re-enter the building.
 - d. All restricted entry signage will be removed.

3.4. Shelter-in-Place

There may be some situations where it is not possible to safely evacuate persons, and it is safer to shelter them in-place. In general, these are situations where movement of the public would put them at greater risk than leaving them in their current location such as severe weather or hazardous material incidents. Emergency personnel or local public safety officials will determine when shelter-in-place is advisable.

3.4.1. Shelter-In-Place Procedure for All Occupants

- Notification: In the event of a severe weather emergency or hazardous material incidents, the county may activate its mass notification system. This system uses the Regional Notification System (RNS) to notify County personnel to seek shelter. Additionally, the county may send a notification via the county's RNS which includes text messages to all registered persons.
- Upon notification of a severe weather shelter-in-place, all occupants will proceed in an orderly manner to the Storm Shelter Areas identified in Appendix V: Storm Shelter Areas Map
- Local emergency personnel will determine when it is safe to leave the shelter-in-place location. The county will send an "all clear" notification via the RNS system or other emergency communication systems.

3.4.2. Shelter-in-Place Procedures for the Building Emergency Team

- Deputy Building Managers will direct building occupants to shelter areas and remain with occupants until an "all clear" status is announced
- The Building Emergency Manager will use internal communication methods, if applicable, to notify building occupants when "all clear" has been given.

3.5. Lockdown

Violent threats outside a building may require that the building enter a state of "lockdown"

where doors are locked and occupants stay inside the building until the threat is clear. The directive “LOCKDOWN” is utilized to stop access to a building. Local public safety officials will determine when lockdown is advisable and notify the county building staff directly or through the County Emergency Management Office.

3.5.1. Lockdown Procedure for All Occupants

- Notification: In the event a lockdown is needed, the county may send a notification via the county’s regional notification system which includes text messages to all registered persons.
- Upon notification, all occupants should close and lock doors or proceed to an area where doors can be closed, if applicable.
- Turn out the lights in the room and silence cell phones.
- Close blinds or curtains.
- The local public safety emergency personnel will determine when it is safe to leave the lockdown location. The county will send an “all clear” notification via the mass notification system.
- In the event a violent threat is in the building, use Run, Hide, Fight (Appendix VIII: Active Shooter Response Guide).

3.5.2. Lockdown Procedures for the Building Emergency Team

- The Building Emergency Manager will follow lockdown procedures. Once “all clear” is given, the Building Emergency Manager will relay the information to building occupants using internal communication methods.
- Deputy Building Managers will follow lockdown instructions and provide information to building occupants as available from the Building Emergency Manager.
- Communications Coordinator will follow lockdown instructions and provide information to building occupants as available from the Building Emergency Manager.

4. Plan Development, Maintenance and Distribution

This plan was developed in collaboration with the Office of Emergency Management and the Facilities Management Department. **Information about authorization from commissioners court and Courthouse Security Committee to be added at a later date.**

This plan shall be reviewed annually and updated as necessary. The Office of Emergency Management will retain the official copy of the plan and contact the Building Emergency Manager for updates as needed.

The Building Manager shall distribute the plan to all building department heads and elected officials at least annually.



5. Training and Drills

All occupants must be able to follow the emergency procedures detailed herein. The Office of Emergency Management may coordinate training for the Building Emergency Team on an annual basis or as needed at the request of the building emergency manager, department head, or senior elected official.

The Office of Emergency Management will conduct evacuation and shelter-in-place drills and brief safety seminars on an annual basis. These drills will help building occupants be aware of where to go in a shelter-in-place or evacuation emergency. The safety seminar will cover evacuation, shelter-in-place, and lockdown emergencies.

Other drills and trainings may be provided upon request.

IN CASE OF A STRUCTURAL FIRE

There are **four** essential steps to take if you discover a fire:

R



Rescue

**anyone in
immediate danger
of the fire.**

A



Alarm

**Pull the nearest
fire alarm and call
fire response.**

C



Contain

**fire by closing
all doors in the
fire area.**

E



Extinguish

**small fires. If not,
leave the area and
close the door.**

Appendix I: Building Emergency Team Responsibilities

Building Manager Responsibilities

- a. Develop and Maintain the Building Emergency Plan
- b. Appoint, equip, and coordinates training of the Building Emergency Management Team and the Communications Coordinator
- c. Educates and trains building occupants on emergency procedures
- d. Coordinates annual evacuation drill(s) of building occupants in conjunction with the Williamson County Office of Emergency Management.
- e. During an evacuation, proceeds to assembly area and communicates with Deputy Building Managers, emergency personnel and other key personnel. Responds to the Incident Command Post once Deputy Building Managers have reported building occupant status and relays pertinent information regarding the progress and status of the building evacuation to emergency personnel
- f. During an evacuation, communicates with the Communications Coordinator to keep the Building Emergency Management Team apprised on situational awareness and information from emergency services personnel
- g. Assists with access control measures
- h. Relays an “all clear” status when authorized by emergency services personnel

Deputy Building Manager Responsibilities

- a. Ensure all occupants of the floor are notified and are aware of the alarm condition
- b. Initiate an evacuation of the designated floor or space and direct occupants to the designated primary assembly point
- c. Assign personnel to monitor elevator lobby(s) as applicable to safeguard against elevator use and to direct occupants to egress routes
- d. Provide necessary support to all identified occupants who require evacuation assistance
- e. Conduct a primary floor inspection to ensure that all occupants of the floor or space have safely evacuated
- f. Account for occupants at the primary assembly area
- g. Provide a floor status report to the Building Emergency Manager or designee once safely outside of the structure
- h. In the event of a shelter in place condition relating to weather, direct building occupants to centralized areas of the structure, away from windows and doors and remain with occupants until an “all clear” status is announced

Communications Coordinator Responsibilities

- a. Communicates directly with the Building Emergency Manager and relays essential information to the Building Emergency Management Team to ensure situational awareness during an event
- b. Ensures building occupants and visitors are notified in the event of an emergency
- c. Provides update information to building occupants regarding the nature and the status of the event

Appendix II: Access and Functional Needs

Accountability List

Name	Location (where they are normally located while in the building, i.e. office number)	Area of Refuge (where will they be waiting for assistance in rescuing)	Type of Assistance needed (mobility, visual, etc.)

Appendix III: Evacuation Map

DRAFT

Appendix IV: Assembly Points Map

DRAFT

Appendix V: Storm Shelter Areas Map

DRAFT

**DO NOT
ENTER**

This Building is in
Evacuation

Appendix VII: Emergency Preparedness Pocket

Make an Emergency Kit

You should have at least three days of supplies to sustain yourself.
Recommended items include:

- 3 gallons of water per person
- Non-perishable food (cans + opener, ready-to-eat meals, protein bars)
- AM/FM/NOAA Radio & extra batteries
- Reliable flashlight & extra batteries
- First Aid kit
- Loud, pea-less signal whistle
- Filter mask: N95, bandana, or cotton shirt
- Baby wipes, hand sanitizer, garbage bags, plastic ties (for personal sanitation)
- Mobile phone & charger/external power source
- Medications & unique personal items
- Lighter or matches in waterproof container
- Extra stash of cash & some spare change
- If evacuating, you'll need to bring extra clothes/shoes, important documents and a bag/pack to carry the above items.
- Add comfort items, like books or games.



Safety Hubs

The safety hubs across campus are designed to provide emergency and lifesaving resources within every celebrated entrance in academic and general-purpose classroom buildings.

SAFETY HUB COMPONENTS

- The safety hub contains the following components:
- Automatic External Defibrillator (AED)
 - Emergency Call Box
 - Bleeding Control Kit
 - Building Name, Address, and Acronym Signage



Emergency Numbers

Police/Fire/Medical Emergency	911
SureWalk	512-232-9255
University Health Services	512-471-4955
After Hours Nurseline	512-475-6877
Behavioral Concerns Advice Line	512-232-5050
University Emergency Information	512-232-9999
	emergency.utexas.edu



The University of Texas at Austin
Emergency Preparedness



Emergency Preparedness
Pocket Guide

Active Shooter

If the threat is near you or in your building:

RUN
If you determine that you can reach an escape path to a safer area, then get out.

1. Be aware of your surroundings. Have an exit plan.
2. Move away from the threat as quickly as possible.
3. Create as much distance between you and the threat as possible.

HIDE
If you can't evacuate, find a secure place to hide out.

1. Create distance between you and the threat.
2. Find barriers to prevent or slow down the shooter from getting to you.
3. Turn off the lights and silence your phones
4. Remain out of sight by hiding behind large objects.
5. Be quiet.

FIGHT
As a last resort, if you can't hide out and if you have absolutely no other option, confront the active shooter.

1. Be aggressive, yell, and commit to your actions.
2. Do not fight fairly—throw items and use improvised weapons.
3. Survive by any means necessary.

CALL 911 WHEN IT IS SAFE TO DO SO!

Lockdown

Lockdown is used when there's an immediate threat outside your building or area. When you receive the instruction to lockdown, go inside immediately.

If you discover that there is a violent—or potentially violent—person in your building or area, **DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE.**

If the threat is OUTSIDE your building:

- Lock the exterior doors if they are not electronic and it is safe to reach them.
- If safe, leave a person at the door to let others (non-threatening) into the building.
- Close interior doors. Lock doors, if possible. Barricade the doors, if possible.
- **DO NOT LEAVE YOUR SAFE AREA** until law enforcement has opened the door or you receive the all-clear notice via text message.

Evacuation

Everyone must evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

HAVE AN EXIT STRATEGY



Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

If you require assistance in evacuation, inform your instructor in writing during the first week of class.

For evacuation in your classroom or building:

- Follow the instructions of faculty and teaching staff or floor managers.
- Exit in an orderly fashion and assemble outside in the designated area(s).
- Follow instructions of emergency personnel. Report any individuals left in the building to them.
- Do not re-enter the building until an "All Clear" announcement is given by emergency personnel.

Sheltering in Place

DURING SEVERE WEATHER:

- Go to the lowest level of the building if possible.
- Stay away from the windows.
- Go to interior hallways and rooms.
- Use arms to protect head and neck in a "drop and tuck" position.
- Monitor emergency communications for specific instructions at emergency.utexas.edu.



OUTDOOR WARNING SIREN

One of the ways campus will be notified of an emergency is the Outdoor Warning System (siren). If you hear the siren at a time other than the scheduled monthly test (11:50 a.m. on the first Wednesday of each month), you should immediately seek cover in the closest building or facility.

Wait for further instructions through other communication systems. The siren is NOT used to signal that all is clear.

General Tips

• CALL 911 IF YOU NEED HELP RIGHT AWAY

- Always carry your University ID card.
- Keep your emergency contact info up to date in your phone/wallet/purse.
- Know the locations of:
 - Nearest exits
 - First-aid kits
 - AEDs
 - Bleeding control kits
 - Emergency call boxes.
- Have smoke and carbon monoxide alarms wherever you sleep.
- If you see something, say something – report suspicious activities or items by calling 911.



Be aware of your surroundings.

Appendix VIII: Active Shooter Response Guide

ACTIVE SHOOTER RESPONSE GUIDE

RUN

If you determine that you can reach an escape path to a safer area, then get out.

1. Be aware of your surroundings.
2. Have an exit plan.
3. Move away from the threat as quickly as possible.
4. Create as much distance between you and the threat as possible.



HIDE

If you can't evacuate, find a secure place to hide out.

1. Create distance between you and the threat.
2. Find barriers to prevent or slow down the shooter from getting to you.
3. Turn off the lights and silence your phones.
4. Remain out of sight by hiding behind large objects.
5. Be quiet.



FIGHT

As a last resort, if you can't hide out and if you have absolutely no other option, confront the active shooter.

1. Be aggressive, yell, and commit to your actions.
2. Do not fight fairly - Throw items and use improvised weapons.
3. Survive by any means necessary.



CALL 911 WHEN IT IS SAFE TO DO SO



The University of Texas at Austin
Emergency Preparedness



The University of Texas at Austin
Police Department

Encountering an active shooter in your place of work or study is unlikely, but it never hurts to prepare for the unthinkable.

An active shooter is an individual, or multiple individuals, actively engaged in killing or attempting to kill people in a confined space or highly populated area.

In most cases, active shooters use firearms and choose their victims at random with the objective of killing as many people as possible.

Active shooter situations can change quickly and unfold rapidly. In order to stop a shooter and minimize harm to a community, an immediate response by members of that community and deployment of law enforcement resources is critical.

In the instance of an active shooter, every second counts. So, remember these three key steps: RUN, HIDE, and FIGHT.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

When officers arrive, be prepared to calmly, quickly, and accurately tell them what they need to know:

1. Location of the shooter
2. Number of the shooters, if there is more than one
3. Description of the shooter
4. Number and kinds of weapons they have

Follow the officers' instructions. Officers will take command of the situation by shouting orders and/or physically directing individuals to a safe place or the ground.

The first responding officers' main objective is to stop the active shooter and create a safe environment for medical help for the injured. Officers who arrive later will help identify victims that need medical care and conduct interviews and counseling.

NOTICE CONCERNING BEHAVIOR?

It is the university's goal to prevent any unsafe situations before they happen, so we encourage you to report all suspicious behavior and concerns as soon as you notice them.

If you experience any immediate threats to your safety or the safety of others, call 911.

If you notice concerning behaviors in a friend, coworker, or classmate, call the university's anonymous Behavior Concerns Advice Line at 512-232-5050. You can learn more online about BCAL at besafe.utexas.edu/behavior-concerns-advice-line.

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