EMERGENCY PREPAREDNESS MANUAL
Updated September 2010
Policy Statement Concerning Campus Safety and Emergency Preparedness

Safety

Schreiner views the safety and welfare of students, employees, and visitors as integral to carrying out the educational mission of the institution. The institution will comply with federal, state and local safety regulations and will develop documented comprehensive plans, guidelines, procedures and programs to ensure the continuing safety of the campus community.

Administrative and supervisory personnel shall be responsible for the incorporation of safety principles and procedures in their employee orientation program and in their daily operating function. They shall coordinate with and report their safety activities to the Director of Safety and Security.

To insure the prevention of accidents and injuries or to effectively respond in case of an emergency, each member of the campus community must understand their responsibilities and roles.

Emergency Preparedness

Schreiner University provides a learning environment that may be subject to major disruptions as a result of occurrences beyond the control of the institution. All members of the campus community should exercise good judgment in responding to these events as the situation necessitates. The institution will try to provide emergency and limited services during periods of disruption. The President or his/her designees shall make the determination to close the entire institution, suspend or postpone classes, curtail activities, or make the institution available for community support.

In the event of potential or actual disruptions, which may be weather-related or a result of a catastrophic event such as fire or explosion, contact Campus Safety & Security at extension 7243 or 739-1111.
DEFINITIONS OF ROLES AND AUTHORITY

Campus Safety & Security:
- Director of Campus Safety & Security will typically:
  - Be the chairman of the Campus Safety Committee
- Specific Incident
  - Notify the VPAF regarding the issue or incident.
    - May notify others directly regarding the issue or incident if urgency of the situation warrants.
    - May notify University Relations as appropriate.
  - Secure the area and evaluate the potential for escalation of risk to persons or property.
  - Initiate appropriate emergency alert information; coordinate distribution of same.
  - Identify areas that may be hazardous and take appropriate measures to ensure safety (e.g., elevators, road conditions).
  - Provide such emergency service as is feasible during the issue or incident.
  - Contact city police, fire services, or other authorities/ agencies as necessary.
  - Implement emergency staffing procedures.
  - After facilities have been cleared by fire and police, in conjunction with the Vice President for Administration and Finance, emergency personnel, and the Chemical Hygiene Officer (if needed), shall determine when an evacuated facility has been cleared for normal use.

- Planning / Prevention - Annual
  - Assist departments in the development of emergency procedures and plans.
  - Conduct annual review with ____ (VP / Dept Director?) to assure department plans are updated at least yearly or more frequently as changes occur.
  - The Safety & Security Office will provide an annually updated directory of emergency numbers including home, work, and cell numbers of Schreiner President, Provost, Vice President for Administration and Finance, Vice President of Advancement and Public Affairs, Vice President of Enrollment and Student Affairs, Directors of Environment Management, Campus Safety & Security, and Human Resources.

Vice President for Administration and Finance (VPAF) will typically
- Receive information from the Director of Security regarding the issue or incident
- Notify the President regarding the issue or incident
• Designated as first back-up to President
• Notify University Relations immediately regarding any facility closures.
• Collect information for notification to the insurance carrier.
• Coordinate claims for recovery of damages by individuals and the institution.
• Once cleared by local officials, VPAF, Campus Safety & Security, and the Chemical Hygiene Officer (if needed) will determine when an evacuated facility is cleared for normal use.
• In situations where a facility is heavily damaged and a portion of the facility will be closed the VPAF through Campus Safety & Security shall notify the campus community of alternate plans.

President
• Authority to completely close the institution or particular facility or area rests with the President or his/her designee.
• In the absence of the President, authority is delegated in the following order to (1) the Vice President for Administration and Finance, or (2) the Vice President of Enrollment and Student Affairs or (3) the Provost will make that decision.
• In cases where an emergency may be of such magnitude that it requires a timely decision, and the President and Vice Presidents are not available, the Director of Campus Safety & Security will coordinate with those administrators or staff immediately involved with the issue or incident to determine a course of action to preserve life and property until such time as an officer of the institution can be contacted.

Vice President for Enrollment and Student Affairs (VPESA):
• Designated as second back-up to President

Vice President for Academic Affairs and Provost (VPAA)
• Designated as third back-up to President

Vice President for Advancement and Public Affairs (VPAPA):
  Designated as fourth back-up to President

Assistant Vice President of University Relations:
• Act as the media liaison for the University.
• Provide a representative on-site to work with news media.
• Collect information and prepare an initial statement for the media as directed by the President.
• Initiate a plan for ongoing announcements in local media if the situation warrants.
• The VPAF should notify this office of any closing immediately.
University Relations will keep abreast of changing facilities and technology on campus in order to quickly accommodate reporters who need access to telephones and Internet connections. Currently, the preferred courtesy press room would be set up in the Alumni House Bruno Room. Other possibilities include the Office of Technology and/or Scarle Philips Room of Logan Library with the Cailloux Campus Activity Center Ballroom and Fishbowl, and the Tom Murray Conference Room as alternates. The University Relations Office will work with the Tech Team, Environment Management Department, and Safety & Security to coordinate set-up.

Crisis Team
- Generally the Executive Administrative Council, the Safety Committee and others as designated under each incident described elsewhere in the document.

Human Resources
- Director of HR will serve on the Safety Committee
- Planning - Annual
  - Develop policy guidelines for compensation of employees during times when the entire university is closed.
  - Develop policy guidelines for compensation of employees during times when individual facilities or activities are closed as a result of emergency conditions.

Department Leadership (Director and VP):
- Specific Incident
  - Serve as Department’s contact with the Crisis Team
  - Notify employees of situation as directed by the VPAF.
- Planning / Prevention - Annual
  - Each department shall orient new employees within the first week of employment.
  - Each department shall be responsible for the distribution of emergency information and developing emergency procedures consistent with the responsibilities in its areas.
  - Conduct annual review with Director of Security to assure department plans are updated at least yearly or more frequently as changes occur.
  - When departments move locations, conduct a safety briefing within 1 week of relocation with all employees.

Environment Management Department:
- Coordinate activities with Campus Safety & Security.
- Provide damage assessment to VPAF.
- Have emergency crews standing by to provide necessary support.
• Ensure that utilities are checked and that an appropriate level of service continues or have personnel available to turn off all utilities in the event a building is evacuated.
• Ensure that utilities are reconnected in a building when it is cleared for normal use, and to coordinate with Campus Safety.

Student Affairs Office
• Will be available on campus during emergency alerts to provide assistance to Residential Life operations and to students stranded on campus due to the emergency.

Sodexo
• Develop procedures to ensure that there are adequate supplies and staffing to support Residential Life operations and individuals stranded during the emergency.
• Review annually with VPAF and Director of Safety and Security.

Safety Committee
• Director of Safety and Security, Director of Technology, Director of Environment Management, Director of Human Resources, and Administrative Assistant to VPAF.
• Role – Serve on Crisis Team

Schreiner University Safety Committee
Mission Statement & Responsibilities

Mission Statement
It is the intent of the Schreiner University’s Safety Committee to advise and assist the University Administration in promoting an environment that is safe from recognized hazards for faculty, staff, students, and visitors.

The Safety Committee will provide a forum for implementing, maintaining and enhancing the safety culture, and reviewing policies and procedures within Schreiner University.

Schreiner University is committed to efforts to prevent injury and illness and promote a safe and healthy work environment. Responsibility for this is shared by the administration, faculty, staff, students, and the Safety Committee.

Meetings
Schreiner University Safety Committee will convene as determined by Committee members, to discuss safety and health management concerns and programs.

Responsibilities

In addition to attending Schreiner University Safety Committee meetings, responsibilities associated with the Committee will include, but are not limited to:

- Serve as role model for safe attitudes and work practices;
- Identify and be receptive to safety concerns and issues;
- Propose and assist with implementation of solutions and corrective actions;
- Serve as an interface for safety issues within the University by reporting concerns and issues to the Administration;
- Assist with development, review, and implementation of safety and health procedures, policies and tools;
- Review accident reports and corrective actions, and consider accident trends;
- Respect confidentiality.
INCIDENT PROTOCOL - GENERAL

Closing the Institution

- If the President determines that the institution is to be closed, employees are to be notified in the following manner:
  - Each Vice President shall initiate a telephone procedure for each unit and department in their division to notify personnel that the institution is closed, delayed in opening, or closing early.
  - The Vice President for Administration and Finance shall notify the Director of Safety & Security so that the campus switchboard message may be changed for employees to phone in and know of the closing.
  - In situations where the emergency is of such a nature as to affect only one facility or activity, the Director of Safety and Security or the Director of Environment Management will oversee emergency evacuation procedures if necessary. The Director of Safety & Security will notify the Vice President for Administration and Finance who will implement the business resumption policy.

1) Procedures for Weather-Related Emergencies ...

a) Communication of Information
   
   - Campus Safety & Security is responsible for notifying the Vice President for Administration and Finance of weather alerts, or notifying a department directly if the seriousness of the alert warrants it.
   - (1) If the President is notified and deems that the institution is to be closed, refer to “Closing the Institution”.

b) Department Responsibilities During Weather-Related Emergencies
   
   - Campus Safety & Security
     - (1) Initiate weather emergency alert information.
     - (2) Identify areas that are hazardous due to weather conditions and take appropriate measures (e.g., elevators, road conditions).
     - (3) See Roles and Responsibilities

c) Environment Management Department
   
   - See Roles and Responsibilities

d) Office of Human Resources
   
   - See Roles and Responsibilities

e) Sodexo
   
   - See Roles and Responsibilities

f) Student Affairs
   
   - See Roles and Responsibilities
g) Law Enforcement Agencies (Fire, Police, etc.)
   i) If law enforcement agencies are involved, reporters will be getting
      information from them.

2) Procedures for Bomb Threats Or External Threats

a) Bomb Checklist
   i) When a bomb threat is called in, employees should
      (1) Keep the caller on the line as long as possible
      (2) Pay attention to background noises that could give a clue to the
           caller’s location
      (3) Ask the caller to repeat the message and record every word
      (4) Have one or more persons listen in, if possible
      (5) Ask where the bomb is located and when it will be detonated
      (6) Tell the caller the building is occupied and the detonating the bomb
           could kill or seriously hurt many innocent people
      (7) Listen closely to the voice (male or female), voice quality (calm or
           excited), accent, and speech impediments
   ii) When the caller hangs up, report this information to Safety & Security,
       who will then contact local officials for assistance. When assistance
       arrives be prepared to give the details.

b) Communication of Information
   i) The person receiving a bomb threat telephone call is responsible for
      notifying Campus Safety & Security immediately (extension 450 or
      739-1111). Campus Safety & Security will contact the police
      department and whatever other emergency departments deemed
      necessary.
   ii) Campus Safety & Security is responsible for initiating the notification
       process to the Vice President for Administration and Finance or directly
       to those areas that are in jeopardy due to the timeliness of the threat.
       In the event that one or more buildings are evacuated, the
       Environment Management Department and the Office of Advancement
       and Public Affairs will be notified. The Vice President for
       Administration and Finance will notify the President of impending
       action.
   iii) Upon deciding to evacuate or search a facility, the appropriate Vice
       President shall initiate procedures consistent with their areas of
       responsibility to postpone classes, reschedule exams or events, and
       provide temporary shelter for resident students.

c) Department Responsibilities During a Bomb Threat
   i) Campus Safety & Security
      (1) To make a timely decision to determine if evacuation is necessary.
      (2) To coordinate the distribution of information to affected areas.
(3) To investigate the bomb threat and contact city police and fire services as necessary.
(4) To organize a search of the facility in conjunction with local authorities.
(5) To carry out emergency procedures as required.
(6) In conjunction with the Vice President for Administration and Finance, Campus Safety & Security, and the Chemical Hygiene Officer (if needed), shall determine when an evacuated facility is cleared for re-entry.

d) Environment Management Department
   i) See Roles and Responsibilities

3) Procedures for Major Civil Disturbances that Disrupt the Orderly Functioning of the Institution

a) Communication of Information
   i) Individuals who observe such activities, or who receive information that such activities will occur, are required to notify Campus Safety & Security immediately. Individuals and departments shall continue with normal business unless threatened with personal physical harm.
   ii) The responding security officer shall determine whether outside law enforcement agencies will be contacted for major assistance.

b) Department Responsibilities During a major Civil Disturbance
   i) Office of Student Affairs
      (1) If students are involved, coordinate with Campus Safety & Security and the President’s Office in determining a course of action.
   
   ii) All Other Departments
      (1) To continue to operate their units in a normal manner unless threatened with imminent bodily injury.
      (2) To develop and carry out emergency procedures consistent with responsibilities in their area.

4) Procedures for Catastrophic Events such as Fire and Explosions

a) Communication of Information
   i) Individuals who observe a fire or an explosion shall evacuate the facility immediately and shall notify Campus Safety & Security and Environment Management.
   ii) See Roles and Responsibilities
5) Procedures for Hazardous Conditions such as Chemical Spills

a) Communication of Information
   i) Individuals who observe or discover a hazardous condition such as a chemical spill, an accident involving radioactive materials, a gas leak, or an accident involving biological hazards or explosive materials shall evacuate the area immediately and notify Campus Safety & Security.

b) Department Responsibilities During Hazardous Conditions
   i) Campus Safety & Security
      (1) In the case of an explosive, the Kerrville Police Department is to be notified immediately.
      (2) In the case of a major hazardous chemical spill involving a regulated substance, the Kerrville Police Department and the State Emergency Response Commission are to be notified in accordance with the U. S. Environmental Protection Agency’s Superfund Amendments and Re-authorization Act (SARA), Section 304, Emergency Notification.
University Relations Crisis Communication

1) Policy Statement Concerning Media Inquiries

Employees shall refer media inquiries to the Office of University Relations where they will be handled in accordance with procedures established by the Vice President for Advancement of Public Affairs.

During the workday, the campus switchboard will direct off-campus crisis inquiries to University Relations. University faculty, staff, and students will be directed to contact Safety and Security Office.

2) Steps for Crisis Communication

   a) Determine the constituents who will want information on the crisis and the administration’s response to it.
   b) Develop a response and methods for its delivery, adhering to the following guidelines:
      i) Frankness – no attempt to cover up
      ii) Timeliness – quick response is essential
      iii) Availability – information/response must be available to people both inside and outside the institution.
   c) Appoint a spokesperson.
   d) Follow up with individuals/groups affected by the crisis.

3) The Eye Witness Account

Employees are free to give an interview, if they choose to do so, about an event they witnessed. The Office of University Relations requests:
   i) That it be notified of the interview,
   ii) That the privacy rules that Schreiner has established are strictly adhered to,
   iii) That the interviewee not speculate about causes, motives, potential impact, etc.; and
   iv) Most important, that the crisis team determines how and when names of persons affected by the crisis are released.

4) Weather-related Emergencies

Upon notification of a weather-related campus closure or opening delay, the University Relations Office will inform local radio, cable television stations, and newspapers. Those media outlets will be provided with a University Relations’ staff telephone number to call for additional information if the situation develops further. Campus Safety & Security will keep University Relations informed of developments and of weather-related casualties on campus.
5) Ongoing emergency preparedness procedures

The Safety & Security Office will provide a frequently updated directory of emergency numbers including home, work, and cell numbers of Schreiner President, Provost, Vice President for Administration and Finance, Vice President of Advancement and Public Affairs, Dean of Students and Directors of Environment Management, and Campus Safety & Security.

University Relations will keep abreast of changing facilities and technology on campus in order to quickly accommodate reporters who need access to telephones and Internet connections. Currently, the preferred courtesy press room would be set up in the Alumni House Bruno Room. Other possibilities include the Office of Technology and/or Scarle Philips Room of Logan Library with the Cailloux Campus Activity Center Ballroom and Fishbowl, and the Tom Murray Conference Room as alternates. The University Relations Office will work with the Tech Team, Environment Management Department, and Safety & Security to coordinate set-up.

Medical Emergencies

Campus Safety & Security should be contacted for assistance when medical emergencies occur that require ambulance or transportation assistance.

i) Employee accidents or injuries –
   • that occur on the job must be reported immediately to the supervisor and to Human Resources. The injured employee should file an injury/illness report with Human Resources.

ii) Student accidents or injuries
   • occurring in residence halls must be reported to Residence Life staff.
   • Classroom-related accidents or injuries must be reported to the Provost’s Office.
   • The Provost or Residence Life staff member shall file an injury/illness report with Campus Safety & Security and the University Nurse.

iii) Visitor accidents should be reported to the Campus Safety & Security. Campus Safety & Security shall file an illness/injury report and send a copy to the Vice President for Administration and Finance.
Safety Program

1) Safe Working and Educational Areas

a) Purchasing Procedures

When purchasing certain equipment, it is the responsibility of the department, in consultation with the Vice President of Administration and Finance, to review those items for safety consideration and to notify Campus Safety & Security of potential hazards. If you are unsure whether or not the equipment needs to be reviewed for safety consideration you must check with the Vice President of Administration and Finance before ordering. The Department Head will follow these steps.

i) Review the equipment before purchase regarding special maintenance problems, guarding, training needs and the need for protective equipment.

ii) Review the equipment for human factor engineering such as, but not limited to, ventilation, heat and space.

iii) Review the purchase of hazardous chemicals and toxic materials for:
   (1) possible substitution
   (2) potential storage problems
   (3) potential handling problems and procedures for use
   (4) disposal methods

iv) Equipment requiring an electrical outlet other than an existing outlet or standard 110 electrical outlet must be reviewed by Environment Management Department before purchase.

v) A Material Safety Data Sheet (MSDS) is to be requested for each chemical ordered. A copy of the PO as well as a copy of any new MSDS is to be forwarded to Campus Safety & Security.

b) Inspection Procedure

i) Campus Safety & Security, in consultation with the Safety Committee, shall develop a system of general inspection practices and procedures appropriate to all institution areas.

ii) Department heads shall develop an inspection system that included practices and procedures.

iii) Periodic audit inspections will be conducted under the direction of Campus Safety & Security.

iv) Inspection discrepancies will be corrected on a timely basis and reviewed by the Safety Committee.

c) Hazardous Waste Storage, Removal and Disposal

i) Departments purchasing hazardous materials are responsible for the safe storage of these materials.
ii) The removal and disposal of hazardous materials are the responsibility of the department that purchased the item in coordination with the Chemical Safety Officer.

iii) The Chemical Safety Officer will establish procedures and inventory guidelines to be followed in monitoring the storage, removal and disposal of hazardous materials.

iv) Volatile materials are to be reported immediately to Campus Safety & Security.

v) See also the institution’s Hazardous Materials Management Program.

d) Office Safety

i) All office areas and workspaces shall be designed with ergonomic factors taken into consideration.

ii) Safe procedures and practices shall be followed at all times.

iii) Unsafe office conditions including ergonomically risky conditions shall be reported to the area Vice President.

2) Training

a) Each department shall incorporate safety principles in their employee orientation program.

i) The Office of Human Resources shall orient new employees concerning working conditions and general safety policies in effect on the campus.

ii) Human Resources will orient new employees during their first six-months on procedures for reporting emergencies, accidents and injuries.

iii) Department supervisors will orient new employees regarding specific safety practices in their respective areas.

(1) Supervisors are to advise those employees exposed to hazardous materials of their rights under the Texas and OSHA Hazardous Communication Standards.

(2) The department supervisor will provide written guidelines that the employee is to follow.

(3) The department supervisor will advise employees of the location of Material Safety Data Sheets relevant to an employee’s work area.

(4) The department supervisor will complete a New Employee Orientation Checklist.

b) Student Orientation

As an educational institution, Schreiner places a special emphasis on safety education as a component of the student’s overall learning experience.
i) At the start of each term, Residence Life staff shall:

(1) Advise residents about safety policies;
(2) Advise residents of specific Residence Life safety rules;
(3) Advise on occupancy safety policies and rules;
(4) Advise on procedures for reporting emergencies, accidents and injuries.

ii) Classroom and Laboratory Safety

Departments with classes and laboratories using specialized equipment or hazardous materials shall advise students of safety policies including:

(1) Safety practices and procedures to be followed in classroom areas;
(2) Course requirements in respect to compliance with safety policies and rules; and
(3) Procedures for reporting emergencies, accidents and injuries.

iii) Student Activity

The Dean of Students shall promulgate a system of supervision to ensure safe practices in the student activity area.

iv) Student Employees

They shall receive a brief orientation in the Student Employment Office regarding general University safety practices and procedures prior to reporting to their work unit.

v) Department Supervisors

They will orient employees as well as student employees regarding specific safety practices in their respective units.

c) Faculty/Supervisory In-Service Training Awareness

i) Each department, as appropriate, shall provide specialized safety training awareness for its employees.

ii) Office of Human Resources will provide a general safety orientation

iii) Departments are to train employees each time a new hazard is introduced into a work area. This training is to be documented.

d) Off-Campus Groups Utilizing Schreiner Facilities

The director of Event Services will orient any off-campus group utilizing our facilities concerning safe practices and procedures that are to be followed.
3) Safety Records System

In order to comply with federal, state and local requirements, and to identify and correct hazardous conditions and practices, the following reports and records are to be maintained.

a) Records Maintained by Department
   i) Health and Wellness/Student Affairs
      (1) Health Form required for admission to the institution
      (2) Student Injury and illness records if treated
      (3) Employee injury and illness records, if treated or advised of the incident
   ii) Office of Human Resources
      (1) Employee injury, illness & health history
      (2) Worker's Compensation records
      (3) OSHA records – Log and Summary of Occupational Illnesses and Injuries
      (4) ADA compliance (accommodations) records
      (5) Employee training records
   iii) Environment Management Department
      (1) Inspection records
      (2) Department safety records
      (3) Records of completed safety-related work orders
      (4) PCB records
      (5) Asbestos records
      (6) Pesticide records
   iv) Campus Safety & Security
      (1) Accident investigation records
      (2) Safety procedures and practices from departments
      (3) Records concerning safety procedures and regulations developed by Campus Safety & Security
   v) Individual Departments (where applicable)
      (1) Department safety records (inspections, accidents)
      (2) Department training records
      (3) Records of safe practices and procedures
   vi) Vice President for Administration and Finance
      (1) Insurance records
      (2) Incident and accident claim records
      (3) Identification of a Chemical Hygiene Officer
      (4) Development of a Chemical hygienic Plan
b) Records maintained by the Safety and Security Office
   i) Recommendations
   ii) Audit records

c) Safety-Related Licenses and Registrations

   i) Environment Management Department
      (1) Certified Pool Operators Registration # 78-103924

   ii) Food Service
      (1) Health Department Certificates
      (2) City of Kerrville Food Establishment License
      (3) TABC License

d) Central Injury Reports by Category

   i) Injury/Illness Reports
      Campus Safety & Security sends student information to Health and
      Wellness/Student Affairs, employee information to the Office of Human
      Resources, visitor injuries to the Vice President for Administration and
      Finance, and the department head involved in any of these
      occurrences.

   ii) Analysis of Central Injury Reporting Records
      Completed by Campus Safety & Security to the Office of Human
      Resources.

4) Emergency Procedures

   Campus Safety & Security shall develop and coordinate with each
   department emergency procedures regarding weather-related emergencies,
   bomb threats, major civil disturbances, catastrophic events such as fires or
   explosions, and hazardous conditions such as chemical spills.

5) Safety Awareness Program

   Campus Safety & Security will coordinate the publicity of the institutions
   safety programs and objectives.

   a) Activities – Promotion of Safety Information
      i) Safety literature
      ii) Safety seminars

   b) Maintaining Interest – Provide for Special Training to Staff
      i) CPR, first aid, and AED
      ii) Fire safety
iii) Accident prevention
iv) Bio Hazard waste
c) Participation in the Employee Orientation Program
d) Newsletter
Security Procedures

1) Security Policy Statement

The Campus Safety & Security program is an ongoing process that includes the development of regulations, procedures, and practices to provide a reasonable level of security for property and for the personal security of employees, students, and visitors. Administrative and supervisory personnel shall be responsible for the incorporation of security principles and procedures in their respective areas of operations. Each member of the faculty, staff, and student body is responsible for carrying out campus regulations, procedures, and practices.

2) Authority

a) The Director of Campus Safety & Security is responsible for coordinating campus enforcement, campus parking, traffic control, loss prevention and campus safety.
   i) The Director or his/her designee shall develop and enforce regulations relating to security, establish procedures, and coordinate programs and services in accordance with these regulations and procedures.
   ii) When necessary, the Director or his/her designee shall request police assistance for the reporting and investigating of crimes, suspicious activities, and property accidents.
   iii) The Director or his/her designee may order the removal of any person from the campus who is in violation of institution regulations and who refuses immediately to refrain from such violation.

b) Deans, Directors, and department chairs shall be responsible for coordinating security practices and procedures in their areas in conjunction with Campus Safety & Security.
   i) Deans, Directors and department chairs or their designees shall develop institution regulations relating to security in accordance with these regulations and procedures.
   ii) Deans, Directors and department chairs or their designees may identify those persons who may have access to restricted areas or certain public areas under their control in consultation with Campus Safety & Security or his/her designee.
3) Loss Prevention

a) Institutional Losses
   i) All employees shall report thefts, suspicious activities, serious property accidents or other crimes relating to institutional property or personnel to Campus Safety & Security upon discovery.
   ii) Campus Safety & Security shall investigate all complaints and reports and shall act as a liaison with the local police and other departments.
   iii) Campus Safety & Security shall work closely with the Office of Human Resources, the Vice President of Administration and Finance, the Dean of Student Affairs and affected institutional areas to develop loss-reporting procedures.
   iv) Campus Safety & Security shall make regular security surveys to identify security problems, and shall make recommendations to correct deficiencies.

b) Personal Losses
   i) All victims of crimes occurring on campus or persons observing crimes to private property, suspicious activities or property accidents should report these incidents to Campus Safety & Security.
   ii) Campus Safety & Security shall provide to all victims of crimes occurring on campus, or persons involved in accidents, the opportunity to report the incident to the local police.
   iii) Campus Safety & Security will investigate personal losses and assist the local police when appropriate. If a victim declines to report the matter to the local police, the incident will be handled as an institutional matter.

c) Property Security
   i) Campus Safety & Security shall patrol the buildings and grounds of the institution.
   ii) Campus Safety & Security shall enforce institutional regulations to include the use of athletic facilities, building access, fire codes, parking areas, traffic regulations and grounds.
   iii) Departments scheduling programs on campus that will require special parking arrangements are to coordinate with Campus Safety & Security.

d) Building Access Control
   i) The Office of the Registrar is responsible for coordinating the scheduling and use of all academic areas.
   ii) The Director of Cailloux Campus Activity Center and Event Services is responsible for coordinating the scheduling and use of campus facilities by all organizations.
iii) The Environment Management Department is responsible for managing the key control system on campus.

iv) Campus Safety & Security shall be responsible for locking academic buildings, for unlocking academic areas on evenings and weekends, for special access requests and for enforcing the key control regulations as appropriate. Campus Safety & Security may require identification from any individual on campus.

v) All other departments shall be responsible for coordinating and scheduling activities in their areas as appropriate and for controlling access to their respective areas in conjunction with Campus Safety & Security.

4) **Campus Crime Reporting**

Provide federal reporting to the US Department of Education. This information is gathered by the Safety and Security and Residence Life and is reported through the Institutional Research Office annually.

5) **Vehicle Parking**

To provide safe control of traffic and parking on campus, regulations have been promulgated that apply to students, employees and visitors.

Parking on campus throughout the year, including recess periods requires a valid permit between the hours of 7:30 a.m. and 4:30 p.m. Monday through Thursday and 7:30 a.m. to 12 noon on Friday.

Overnight parking is not permitted on the campus except with permission from Campus Safety & Security.

The registration of a vehicle on campus does not guarantee a parking place, but affords the registrant an opportunity to park in authorized parking areas when parking space is available.

The institution is not responsible for losses due to theft or damage to vehicles while on institutional or leased property.

Campus Safety & Security is responsible for the administration and enforcement of these regulations, and may impose traffic control and restrictions as required.

Conference parking, special event parking, and all other temporary parking requirements of the institution are to be scheduled and approved through Campus Safety & Security by the institutional sponsor or host.
Infractions of the parking regulations are the responsibility of the person who registered the vehicle on campus.

Schreiner is primarily a pedestrian campus. Vehicles should yield to individuals crossing streets and parking areas at all times.

For specific traffic and parking regulations, please refer to the pamphlet distributed by Campus Safety & Security or view it online at www.schreiner.edu/security.

6) Mountaineer Alert System

a) Emergency Audio System

i) Schreiner University Campus is equipped with an audio system that is only activated in emergent situations such as: Weather, Fire, Active Hostile situations and other serious situations such as these. The decision to activate the system is made through the Vice President for Administration and Finance, the President of the University and the Director of Safety and Security.

b) E2Campus Mass Messaging System

i) As part of a campus plan to provide communication to the Schreiner community during times of emergency, Schreiner has purchased the services of e2campus. This universal notification system allows designated "senders" to issue time-sensitive text messages to the mobile phones, e-mail, and/or personal web pages (via RSS) of subscribers. In an emergency, subscribers are notified immediately of the situation.
Important information about the building:
There are two floors in this building. The ground floor will be referred as 1<sup>st</sup> and the second floor will be referred to as the 2<sup>nd</sup>. There is no fire alarm in the building.

Quick reference **Emergency Management Guide** is located on the first floor on the wall near the water fountain.

Designated meeting area:
Quad near Hoon Hall

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

**Fire Extinguishers:** On the 1<sup>st</sup> floor there are 3 fire extinguishers. One is outside room 111, one is outside room 102, and one is outside room 108. There are also 3 fire extinguishers located on the 2<sup>nd</sup> floor. There is one by each fire escape. Review the following two pages for a visual.

**Emergency Evacuation:**
On the 1<sup>st</sup> floor there is one exit leading onto the quad. On the 2<sup>nd</sup> floor people will need to exit through the stairwell or one of the fire escapes. The fire escapes are located at the end of each corridor.
Important information about the building:
There are two (2) floors in this building. The second floor is used for storage. There is no fire alarm system in the building.

Quick reference **Emergency Management Guide** is located on the first floor and is centrally located in the copier room.

Designated meeting area:
Front entrance of Dietert Auditorium

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
• If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

**Fire Extinguishers:**
There are a total of four fire extinguishers located in this building. Three are in the building and one in the attic. The ones in the building are one at the front door, one outside the restrooms and one in the back hallway. The one in the attic is located at the top of the stairs. Review the following page for a visual.

**Emergency Evacuation:**
There are three exits. The exits are at the front of the building, on the back of the building and one on the north side leading into the patio area.
Cailloux Campus Activity Center

Important information about the building:
There are two floors 1st and 2nd. Occasionally there are classes held in this building. There is a fire alarm system in this building.

Quick reference Emergency Management Guide is located on the first floor on the wall next to the mens restroom. The second Guide is located on the second floor near ball room # 3.

Designated meeting area:
In the field area behind Cailloux Campus Activity Center towards the main entrance.

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you are the first person to see a fire, activate the fire alarm at any of the pull stations located at each of the exits on the bottom floor.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- If there is a class in progress the professor needs to instruct the students to meet at the designated area. If time allows the professor must get the roll call sheet to determine if everyone in class made it out of the building. After the professor accounts for all students in their class they must pass on that information to one of the Building Coordinators.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are three fire extinguishers on the 1st floor. One is on the left hand side of the wall by the main entrance and one is in the Corner Pocket serving area and one is outside the Theatre. There are three on the 2nd floor, one outside the
elevators, one outside the catering area, and one in the hallway outside the office area. Review the following two pages for a visual.

**Emergency Evacuation:**
On the 1st floor there are exits at the front of the building, in the corner pocket area, and on the sides of the building. On the 2nd floor there are stairwells in each corner to use as exits.
Appendix: 4

Delaney Residence Hall

Important information about the building:
There are two floors in this building. The ground floor will be referred as 1\textsuperscript{st} and the second floor will be referred to as the 2\textsuperscript{nd}. This building houses students living on campus. There is a fire alarm system in this building.

Designated meeting area:
In the field by Cailloux Campus Activity Center

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

\textbf{Special Procedures in event of Fire or Evacuation}

- If you see a fire, activate the pull station alarm located at the exits of the building.
- If you smell smoke notify the RD on call.
- Whenever the fire alarm sounds call Campus Security (739-1111) and the RD on call.
- RD on call goes to the building in distress.
- RD on call contacts Director of Residence Life
- Immediately evacuate the building—calling out “Fire” and if time allows knocking on doors as you leave the building.
- Everyone in the building must leave by nearest door/stairs to the exterior of the building and meet in the designated area. If needed break any windows and exit through them. If you need assistance or are unable to evacuate go to the nearest phone and contact the Security Officer at 739-1111.
- RAs of each wing/floor meet their residents at the designated location. At that time, the RA takes a “census” of the residents and determines the whereabouts of those residents not present.
- RAs report to the RD/Security any missing/unaccounted for residents.
- RD will let students know if/when it is safe to re-enter the building. The RD gets that authorization from the Fire Department via Campus Security.
- Director of Residence Life contacts the Dean of Students.
- Document incident via Incident Report.

\textbf{Fire Extinguishers:} On the first floor there are two fire extinguishers. One is located in the lobby and the other one between rooms 120 and 121. There are three fire extinguishers located on the 2\textsuperscript{nd} floor. Once is outside room 201, one is
in the stairwell outside the R. D. apartment and one between the bathroom and room 213. Review the following page for a visual.

**Emergency Evacuation:** On the 1st floor there is one exit leading onto the quad and one exit at the end of each hall. On the 2nd floor people will need to exit through the stairwell or one of the fire escapes. They are both located at the end of each hall and there is a set of stairs located outside the RD apartment across from room 216.
Dickey Hall

Important information about the building:  
There are two floors in this building. The ground floor will be referred as 1st and the second floor will be referred to as the 2nd. There is a fire alarm system in the building.

Quick reference **Emergency Management Guide** is located on the first floor in the hallway.

Designated meeting area:  
On the quad by the picnic table

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you are the first person to see a fire, activate the fire alarm.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- If there is a class in progress the professor needs to instruct the students to meet at the designated area. If time allows the professor must get the roll call sheet to determine if everyone in class made it out of the building. After the professor accounts for all students in their class they must pass on that information to one of the Building Coordinators.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.
Fire Extinguishers:
On the 1st floor there are 3 fire extinguishers. They are located at both ends of the hallway, plus inside the Computer Lab beside the fire door. There are 2 on the 2nd floor. There is one just inside the LSS office, plus the far-east end of the hallway. Review the following two pages for a visual.

Emergency Evacuation:
On the 1st floor there are 3 emergency exits, one in the computer lab, the front doors, and one at the end of the hall leading to AC Schreiner. On the 2nd floor people will need to exit through the stairwell or the door leading to the outside fire escape stairs.
Appendix: 6

Dietert Auditorium

Important information about the building:
There are two floors to this building, the ground floor and the basement. There is no fire
alarm system in the building.

Quick reference Emergency Management Guide is located on the first floor affixed to
the wall near the bathroom hallway.

Designated meeting area:
Area in between Logan Library and Weir

Except for the following, all University Crisis and Emergency Preparedness Policies
apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, leave the building and while leaving yell fire
  so others may evacuate.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs
  that leads to the exterior of the building and meet in the designated area. If
  someone is unable to exit through a door then the windows may be used as exits. If
  anyone needs assistance exiting the building they must go to the nearest phone and
  contact the Security Officer at 739-1111.
• If there is a class in progress the professor needs to instruct the students to meet at
  the designated area. If time allows the professor must get the roll call sheet to
  determine if everyone in class made it out of the building. After the professor
  accounts for all students in their class they must pass on that information to one of
  the Building Coordinators.
• Building Coordinators reports to the Safety & Security Officer any missing or
  unaccounted for people.

Fire Extinguishers: There are a total of two fire extinguishers in the ground
floor. One is located right inside the auditorium on the right and one is located
outside the classroom on the right. In the basement there is one fire extinguisher
located in the hallway. Review the following two pages for a visual.

Emergency Evacuation:
There are exits along both sides of the auditorium, one on each side of the
building in the back and the main exit at the front of the building. Review the
following two pages for a visual.
Appendix: 7

Edington Gym

Important information about the building:
There is one floor in this building. There will be times when athletic games will be held and there will be a large number of people. There is a fire alarm system in the building.

Quick reference Emergency Management Guide is located on the wall towards the rear entrance near the Trainers Office.

Designated meeting area:
Across the street in Central parking lot

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you are the first person to see a fire, activate the fire alarm.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- Building Coordinators report to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are a total of three fire extinguishers, one is inside the gym on the left by a storage room, one is in the mechanical room, and one is outside the rest rooms. Review the following page for a visual.

Emergency Evacuation: Everyone in the building must leave by the nearest door to the exterior of the building and meet in the designated area. If you need assistance or are unable to evacuate get to the nearest phone and contact the Security Officer at 739-1111. There are exits on all sides of the building. Review the following page for a visual.
Important information about the building:
There is one floor in this building. There is a fire alarm system in the building.

Quick reference **Emergency Management Guide** is located in the mechanical room in the hallway of the office area.

Designated meeting area:
In the quad near the front entrance of Weir.

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you are the first person to see a fire, activate the fire alarm.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- Building Coordinators report to the Safety & Security Officer any missing or unaccounted for people.

**Fire Extinguishers:**
There are two fire extinguishers, one across from the meeting room and one by the back door. Review the following page for a visual.

**Emergency Evacuation:**
There are three exits, two on each side of the building off from the lobby and one by the back door.
Appendix: 9

Environment Management Complex Building I

Important information about the building:
There is one floor in this building. There is no fire alarm system in the building.

Designated meeting area:
The parking lot at Environment Management Complex Building I

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are 5 fire extinguishers. They are outside rooms 101 and 106, inside rooms 106, 117, 118, and 124.

Emergency Evacuation:
Everyone in the building must leave by nearest exit to the exterior of the building and meet in the designated area. There are a total of seven exits and they are located on all sides of the building.
Environment Management Complex Building II

Important information about the building:
There is one floor in this building. There is not a fire alarm system in the building.

Designated meeting area:
The parking lot at Environment Management Complex Building I

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
• If you smell smoke, investigate and activate the fire alarm if necessary.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are 6 fire extinguishers. They are inside rooms 125, 126, 127, 133, 132 and 138.

Emergency Evacuation:
Everyone in the building must leave by nearest exit to the exterior of the building and meet in the designated area. There are a total of eleven exits in this building located on all sides.
Appendix: 11

Faculty Club House

Important information about the building:
The building is not used frequently. There is no fire alarm system in this building.

Designated meeting area:
Across the street, on the side of Dietert

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There is a fire extinguisher located on the wall just outside the kitchen.

Emergency Evacuation:
There is an exit on each side of this house.
Important information about the building:
There are two floors in this building. The ground floor will be referred as 1st and the second floor will be referred to as the 2nd. This building is used to house students. There is not a central fire alarm system in the building. Each room is equipped with an individual fire detector.

Designated meeting area:
In the field behind Flato

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special Procedures in event of Fire or Evacuation
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- If you smell smoke notify the RD on call.
- Whenever the fire alarm sounds call Campus Security (739-1111) and the RD on call.
- RD on call goes to the building in distress.
- RD on call contacts Director of Residence Life
- Immediately evacuate the building—calling out “Fire” and if time allows knocking on doors as you leave the building.
- Everyone in the building must leave by nearest door/stairs to the exterior of the building and meet in the designated area. If needed break any windows and exit through them. If you need assistance or are unable to evacuate go to the nearest phone and contact the Security Officer at 739-1111.
- RAs of each wing/floor meet their residents at the designated location. At that time, the RA takes a “census” of the residents and determines the whereabouts of those residents not present.
- RAs report to the RD/Security any missing/unaccounted for residents.
- RD will let students know if/when it is safe to re-enter the building. The RD gets that authorization from the Fire Department via Campus Security.
- Director of Residence Life contacts the Dean of Students.

Fire Extinguishers:
On the 1st floor there are three fire extinguishers. They are located in the lobby, in the front of the building between rooms 503 and 502 and on the back of the building between rooms 506 and 507. On the 2nd floor there are two
Appendix: 12
Continued

extinguishers, one between rooms 606 and 607 and the other one between rooms 603 and 602. Review the following page for a visual.

**Emergency Evacuation:** Everyone in the building must leave by the nearest door/stairs to the exterior of the building and meet in the designated area. Every room has a door for an exit. If upstairs there are stairs in each corner of the building. Review the following page for a visual.
Appendix: 13

Gus Schreiner Dining Hall

Important information about the building:
This is a cafeteria and also where food is prepared. There is an emergency gas shut off valve near the main meter that goes into the building on the backside. There is not a fire alarm system in the building.

Designated meeting area:
On the quad near the front entrance of Weir

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are three fire extinguishers, one by the main entrance door, one in the office area, and one in the kitchen.

Emergency Evacuation:
Those in the kitchen should evacuate through the back kitchen exit. Those in the diner area should exit by either the main entrance (located on the side) or the entrance at the front of the building.
Guy Griggs

Important information about the building:
There is only one floor in this building. There is not a fire alarm system in the building.

Quick reference Emergency Management Guide is located in the copy room.

Designated meeting area:
The front of L. A. Schreiner Hall

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are a total of four fire extinguishers located in this building. There is one in the kitchen, one in the lobby area next to the door leading to the rear of the building, one in the storage room at the back of the building next to the roll up door, and one in the office in the back, right side of the building across from the exit. Review the following page for a visual.

Emergency Evacuation:
There are four exits. One is located at the front of the building, one on the right side of the building past the kitchen area, one on the right side of the building in the back office, and one at the back of the building.
Appendix: 15

Hanszen Fine Arts

Important information about the building:
There is one floor to this building. This is an academic building in which classes are held. There is not a fire alarm system in the building.

Quick reference Emergency Management Guide is located just inside the main entrance in the hallway.

Designated meeting area:
Across the street in the field

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• If there is a class in progress the professor needs to instruct the students to meet at the designated area. If time allows the professor must get the roll call sheet to determine if everyone in class made it out of the building. After the professor accounts for all students in their class they must pass on that information to one of the Building Coordinators.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are two fire extinguishers, one outside the restrooms on the opposite wall, and one outside the darkroom. Review the following two pages for a visual.

Emergency Evacuation:
There are four exits on the front side of the building
Hoon Hall

Important information about the building:
There are two floors in this building. The ground floor will be referred as 1st and the
second floor will be referred to as the 2nd. Room 15 is considered a storage area and is
locked at all times. There is not a fire alarm system in the building.

Designated meeting area:
On the quad by the picnic table

Except for the following, all University Crisis and Emergency Preparedness Policies
apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
• If you smell smoke, investigate and activate the fire alarm if necessary.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• Building Coordinators report to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
On the 1st floor there are 2 fire extinguishers. One is outside room 11 and the other is located in the lobby. There are 3 fire extinguishers located on the 2nd floor. There is an extinguisher at each end of the hall and one by the restroom outside room 26. Review the following page for a visual.

Emergency Evacuation:
On the 1st floor there are three exits. On the 2nd floor people will need to exit through one of the stairways or one of the fire escapes. The fire escapes are located at each end of the hall and the stairways are located mid-hall.
Appendix:  17

Kathleen Cailloux Hall

Important information about the building:
There are three floors in this building. The first two floors are used for offices and classrooms. They will be referred to as 1st and 2nd. The third floor is used for storage and will be referred to as 3rd. There is a fire alarm system in the building.

Quick reference Emergency Management Guide is located in Office 102 (Admin. office)

Designated meeting area:
At the fountain behind Tom Murray

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, activate the fire alarm located at each of the exits of the building.
• If you smell smoke, investigate and activate the fire alarm if necessary.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• If there is a class in progress the professor needs to instruct the students to meet at the designated area. If time allows the professor must get the roll call sheet to determine if everyone in class made it out of the building. After the professor accounts for all students in their class they must pass on that information to one of the Building Coordinators.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There are a total of three fire extinguishers located in this building. On the 1st and 2nd floor the fire extinguisher is located by the bathrooms. On the 3rd floor
there is one located by the southeast stairs.

**Emergency Evacuation:**
On the 1\textsuperscript{st} floor there are three exits, one at each end and in the middle of the hallway. On the 2\textsuperscript{nd} floor there two exits. There are stairs in the middle of the hallway and on the southwest side of the building. On the 3\textsuperscript{rd} floor there are two exits, one at each end of the room.
L. A. Schreiner Residence Hall

Important information about the building:
There are two floors in this building. The ground floor will be referred as 1st and the second floor will be referred to as the 2nd. There is not a central fire alarm system in the building. Each room is equipped with a fire detector.

Designated meeting area:
In the field behind Flato Hall

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special Procedures in event of Fire or Evacuation
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- If you smell smoke notify the RD on call.
- Whenever the fire alarm sounds call Campus Security (739-1111) and the RD on call.
- RD on call goes to the building in distress.
- RD on call contacts Director of Residence Life
- Immediately evacuate the building—calling out “Fire” and if time allows knocking on doors as you leave the building.
- Everyone in the building must leave by nearest door/stairs to the exterior of the building and meet in the designated area. If needed break any windows and exit through them. If you need assistance or are unable to evacuate go to the nearest phone and contact the Security Officer at 739-1111.
- RAs of each wing/floor meet their residents at the designated location. At that time, the RA takes a “census” of the residents and determines the whereabouts of those residents not present.
- RAs report to the RD/Security any missing/unaccounted for residents.
- RD will let students know if/when it is safe to re-enter the building. The RD gets that authorization from the Fire Department via Campus Security.
- Director of Residence Life contacts the Dean of Students.
- Document incident via Incident Report.

Fire Extinguishers:
On the 1st floor there are three fire extinguishers. There is one on the front side of the building by room 302, one on the back side of the building by room 305,
and one by the mechanical room. In the 2nd floor there are two fire extinguishers. There is one on the front side of the building by room 402 and one on the back side of the building by room 405.

Emergency Evacuation:
Each room has a door in which to exit through. When exiting rooms on the 2nd floor you will need to go down the stairs located on each end of the building.
Appendix: 19

Laundry Mat

Important information about the building:
This is a Laundry Mat on campus and only has one floor. There is not a fire alarm system in the building.

Designated meeting area:
Not needed

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- If you smell smoke, investigate and leave if necessary.
- Contact Campus Security 739-1111.

**Fire Extinguishers:**
There is a fire extinguisher located by the exit.

**Emergency Evacuation:**
There is one exit in the building, the front door. If necessary, use the windows as exits.
Important information about the building:
There are two floors to this building, the ground floor and the basement. This building is
attached to the Technology Office. There is a fire alarm system in the building.

Designated meeting area:
On the quad by the front entrance of Dickey

Except for the following, all University Crisis and Emergency Preparedness Policies
apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you are the first person to see a fire, activate the fire alarm.
• If you smell smoke, investigate and activate the fire alarm if necessary.
• Whenever the fire alarm sounds contact Campus Security 739-1111.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs
  that leads to the exterior of the building and meet in the designated area. If
  someone is unable to exit through a door then the windows may be used as exits. If
  anyone needs assistance exiting the building they must go to the nearest phone and
  contact the Security Officer at 739-1111.
• Building Coordinators reports to the Safety & Security Officer any missing or
  unaccounted for people.

Fire Extinguishers:
There are nine fire extinguishers on the ground floor. They are by the circulation
desk, one in the corner by the public rest rooms, one by the store room on the
right hand side of the building, four in the hallway by the book shelves and two by
the emergency exits leading to the loading dock. In the basement there is one at
the top of the steps. Review the following two pages for a visual.

Emergency Evacuation:
Everyone in the building must leave by nearest door that leads to the exterior of
the building and meet in the designated area. If someone is unable to exit
through a door then the windows may be used as exits. If you need assistance
or are unable to evacuate get to the nearest phone and contact the Security
Officer at 739-1111. There are emergency located on all sides of the building.
Moody & Trull Science

Important information about the building:
This is an academic building where instructional classes are held. The two buildings have a courtyard between them. There are two floors in both buildings. These buildings have biology labs therefore chemicals are stored in each building. There is a fire alarm system in Trull Science.

Quick reference Emergency Management Guide is located in the hallway next to the Mechanical room.

Designated meeting area:
By the front entrance of Dietert

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you are the first person to see a fire, activate the fire alarm.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- If there is a class in progress the professor needs to instruct the students to meet at the designated area. If time allows the professor must get the roll call sheet to determine if everyone in class made it out of the building. After the professor accounts for all students in their class they must pass on that information to one of the Building Coordinators.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
On the first floor there are four fire extinguishers. In Moody there is one outside room 104 and one outside the bathrooms between rooms 103 and 107. In Trull there is one in each biology lab. On the second floor there are five fire extinguishers. In Moody there is one outside room 203A. In Trull there is one in
the chemical storage area, one in the instrument room, and one in each chemistry lab.

**Emergency Evacuation:**

In Moody on the first floor there are three exits at the front of the building and two exits at the back of the building. In Trull on the first floor there are two exits each at the end of the hallway. In Moody on the second floor there are three exits, one on the front of the building and two on the back of the building. In Trull on the second floor there are two exits, one on each end of the hallway.
Appendix: 22

Pecan Grove Apartments

Important information about the building:
This is an apartment complex with six separate buildings. Each building has two floors. The ground floor will be referred as 1st and the second floor will be referred to as the 2nd. Each apartment has a smoke alarm.

Designated meeting area:
The Robbins Lewis Pavilion

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special Procedures in event of Fire or Evacuation

- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- If you smell smoke notify the RD on call.
- Whenever the fire alarm sounds call Campus Security (739-1111) and the RD on call.
- RD on call goes to the building in distress.
- RD on call contacts Director of Residence Life
- Immediately evacuate the building—calling out “Fire”.
- Everyone in the building must leave by nearest door/stairs to the exterior of the building and meet in the designated area. If needed break any windows and exit through them. If you need assistance or are unable to evacuate go to the nearest phone and contact the Security Officer at 739-1111.
- RAs must meet their residents at the designated location. At that time, the RA takes a “census” of the residents and determines the whereabouts of those residents not present.
- RAs report to the RD/Security any missing/unaccounted for residents.
- RD will let students know if/when it is safe to re-enter the apartments. The RD gets that authorization from the Fire Department via Campus Security.
- Director of Residence Life contacts the Dean of Students.

Fire Extinguishers:
There is a fire extinguisher in each apartment. They are located just outside the kitchen area. Review the following three pages for a visual.

Emergency Evacuation: Most apartments have only one exit and people must exit through that door.
Appendix: 23

Mountaineer Center

Any Schreiner Official in the building at the time of a crisis.

Important information about the building:
This is a one story building and its primary use is for fitness and fitness class room instruction. This building is used by the majority of the student body as well as Faculty, Staff and there guests. All patrons must sign in at front desk upon entering the facility. This building does contain Coach’s offices as well as a conference room.

Designated meeting area:
On field between the soccer field and the baseball field.

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you smell smoke, investigate and evacuate if necessary.
• Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
1 on the wall in the lobby area
1 in the phone room located in the mech. Room
2 in the hallway leading to offices and weight room
1 in the hallway corridor of the coach’s offices
1 in the weight room
1 in the training room
1 in the hallway leading to laundry room

Emergency Evacuation:
1-@ front entrance East side
1-@South side entrance
2-@ West side of building (entrance glass doors, and metal exit door leading corridor to coach offices)
2-@ North side of building (glass doors to weight room and glass doors to trainer room)
3-on the East side ( Rec. storage, Maint. Room, and Electrical room)
Important information about the building:
This building is used for campus activities and is not used on a regular basis. There is not a fire alarm system in the building.

Designated meeting area:
In Tom Murray parking lot

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you are the first person to see a fire, call out fire and evacuate.
- If you smell smoke, investigate and have everyone leave if necessary.
- Contact Campus Security 739-1111.

Fire Extinguishers:
There is a fire extinguisher located by the door.

Emergency Evacuation:
There is one door and eight garage doors that may be used for exits.
Important information about the building:
This building is used to house the server and is attached to Logan Library. There is not a fire alarm system in this building.

Designated meeting area:
On the quad by the front entrance of Dickey

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate. Sound the fire alarm in Logan Library.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

**Fire Extinguishers:**
There is a fire extinguisher located in the hallway by the bathroom and one in the storage room.

**Emergency Evacuation:**
There are three exits in this building, two are on the front side of the building and one on the backside goes onto the loading dock.
Appendix: 26

Texas Heritage Music Foundation

Important information about the building:
This is one story and is not occupied on a constant basis. There is not a fire alarm system in the building.

Designated meeting area:
In the field across the street

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you smell smoke, investigate and leave if necessary.
• Contact Campus Security 739-1111.
• Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
• Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
There is one fire extinguisher located outside the restroom.

Emergency Evacuation:
There are three exits, one on the front of the building and two on the back of the building.
Important information about the building:
This building is two floors. The 1st floor is the one known as the basement and the 2nd floor is the top floor. There is not a fire alarm system in this building.

First floor: Quick reference Emergency Management Guide is located in the wall across from the Business Office.

Second floor: Quick reference Emergency Management Guide is located in the wall near the copier.

Designated meeting area:
Area in front of Moody Trull Science Building

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you are the first person to see a fire, leave the building and while leaving yell fire so others may evacuate.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

Fire Extinguishers:
On the 1st floor there are five fire extinguishers. They are in the mechanical room, by the front door, by the back door and one on ether side of the vault. Review the following two pages for a visual.

Emergency Evacuation:
On the 1st floor there are two exits, one on the front side of the building and one on the backside of the building. On the 2nd floor there is one exit leading outside and that is on the front side of the building.
Important information about the building:
This is a one story building. This building is a mechanical building so there should not be people in there unless they are checking on something. There is an emergency gas shut off valve located outside by the double doors. There is not a fire alarm system in the building.

Designated meeting area:
In Moody parking lot

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you smell smoke, investigate and evacuate if necessary.
- Contact Campus Security 739-1111.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

**Fire Extinguishers:**
There is a fire extinguisher in the building. There is an emergency gas shut-off valve located outside by the double doors.

**Emergency Evacuation:**
There is one exit on the front side of the building. There are also garage doors that may be opened and there are three of those.
Trull Residence Hall

Important information about the building:
There are two floors in this building. The ground floor will be referred as 1st and the second floor will be referred to as the 2nd. There is a fire alarm system in the building.

Quick reference Emergency Management Guide is located in the RA office next to the alarm box.

Designated meeting area:
In parking lot front of the Tennis Courts

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special Procedures in event of Fire or Evacuation

- If you see a fire, activate the alarm.
- If you smell smoke notify the RD on call.
- Whenever the fire alarm sounds call Campus Security (739-1111) and the RD on call.
- RD on call goes to the building in distress.
- RD on call contacts Director of Residence Life
- Immediately evacuate the building—calling out “Fire” and if time allows knocking on doors as you leave the building.
- Everyone in the building must leave by nearest door/stairs to the exterior of the building and meet in the designated area. If needed break any windows and exit through them. If you need assistance or are unable to evacuate go to the nearest phone and contact the Security Officer at 739-1111.
- RAs of each wing/floor meet their residents at the designated location. At that time, the RA takes a "census" of the residents and determines the whereabouts of those residents not present.
- RAs report to the RD/Security any missing/unaccounted for residents.
- RD will let students know if/when it is safe to re-enter the building. The RD gets that authorization from the Fire Department via Campus Security.
- Director of Residence Life contacts the Dean of Students.
- Document incident via Incident Report.
Fire Extinguishers:
On the 1st floor there is a fire extinguisher in the east wing outside room 130, and in the south wing outside room 113. On the 2nd floor there is a fire extinguisher in the east wing outside room 230 and in the south wing outside room 213.

Emergency Evacuation:
On the 1st floor there are exits in the front and in the back of the building. On the 2nd floor there are stairs in each wing.
Appendix: 30

University Residence
Environment Management Personnel

Important information about the building:
This facility is used as a home for one adult.

Designated meeting area:
In the front yard

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
• If you smell smoke, investigate and immediately evacuate if there is a fire.
• Contact Campus Security 739-1111
• Everyone in the residence must leave by nearest door that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits.

Fire Extinguishers:
There is a fire extinguisher located in the kitchen area.

Emergency Evacuation:
There are two exits in this house, one in the front and one in the back.
University Residence  
University Director of Safety & Security

Important information about the building:  
This facility is used as a home for a family of five, three children and two adults.

Designated meeting area:  
Moody Science parking lot

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you smell smoke, investigate and immediately evacuate if there is a fire.
- Everyone in the residence must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits.
- Contact Security 739-1111.

**Fire Extinguishers:**
There is a fire extinguisher in the kitchen area.

**Emergency Evacuation:**
There are two exits in this house there is one in the front and one in the back of the house.
Appendix: 32

Campus Ministry Center

Important information about the building:
This is used as a student religious meeting area.

Designated meeting area:
In Flato parking lot

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

Special procedures in event of fire or any emergency evacuation:
- If you see a fire, notify those in the house and evacuate.
- If you smell smoke, investigate and evacuate if necessary.
- Contact Security 739-1111.
- Everyone in the residence must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits.

Fire Extinguishers:
There is a fire extinguisher located in the kitchen area.

Emergency Evacuation:
There are three exits in this house. They are located at the front, back, and side of the house.
Appendix: 33

Weight Room Building

Important information about the building:
This building is one story and used as a weight room. There is no fire alarm system in the building.

Designated meeting area:
In the soccer field behind the building

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you smell smoke, investigate and evacuate if necessary.
- Contact Campus Security 739-1111.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

**Fire Extinguishers:**
There is one fire extinguisher located by the door.

**Emergency Evacuation:**
There is one door in which to exit.
Important information about the building:
There are three floors in this building. The ground floor will be referred as 1st, the middle floor the 2nd, and the top floor the 3rd. There is a fire alarm system in the building.

Quick reference **Emergency Management Guide** is located on the first floor above the water fountain next to the telephone.

Designated meeting area:
The quad by the picnic table

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special procedures in event of fire or any emergency evacuation:**
- If you are the first person to see a fire, activate the fire alarm.
- If you smell smoke, investigate and activate the fire alarm if necessary.
- Whenever the fire alarm sounds contact Campus Security 739-1111.
- Immediately evacuate. Everyone in the building must leave by nearest door/stairs that leads to the exterior of the building and meet in the designated area. If someone is unable to exit through a door then the windows may be used as exits. If anyone needs assistance exiting the building they must go to the nearest phone and contact the Security Officer at 739-1111.
- If there is a class in progress the professor needs to instruct the students to meet at the designated area. If time allows the professor must get the roll call sheet to determine if everyone in class made it out of the building. After the professor accounts for all students in their class they must pass on that information to one of the Building Coordinators.
- Building Coordinators reports to the Safety & Security Officer any missing or unaccounted for people.

**Fire Extinguishers:**
On the 1st floor there is 1 fire extinguisher. It is located by the restrooms across from room 003. On the 2nd floor there is one fire extinguisher located by the restrooms across from room 105. On the 3rd floor there is 1 fire extinguisher
located by the restrooms across from room 205.

**Emergency Evacuation:**
On the 1st floor there are 5 exits. There are two leading out of room 005, one leading out of room 017, the main entrance leading onto the quad, and one exit leading out towards the Logan Library. If needed break any windows and exit through them. On the 2nd and 3rd floor people will need to exit through the stairwells.
Important information about the buildings:
There are four (4) buildings to this complex two (2) of which are made up of two (2) floors, one that is made up of three (3) floors and a community center that is a single floor. The entire complex is equipped with a fire alarm system, smoke detectors in each resident living area, as well as a fire sprinkler system.

Resident Building # 67

There are two (2) floors in this building. The ground floor will be referred as 1st and the second floor will be referred to as the 2nd. There is a fire extinguisher located in the breezeways of both the 1st floor and of the 2nd floor as well as a fire alarm pull station on each floor.

Resident Building # 69

There are three (3) floors in this building. The ground floor will be referred as 1st the second floor will be referred to as the 2nd and the third floor as 3rd. There is a fire extinguisher located in each of the breezeways of all three floors as well as a fire alarm pull station on each floor.

Resident Building # 77

There are two (2) floors in this building. The ground floor will be referred as 1st and the second floor will be referred to as the 2nd. There is a fire extinguisher located in the breezeways of both the 1st floor and of the 2nd floor as well as a fire alarm pull station on each floor.
The Oaks Community Center

The community center is a single story building. The building is equipped with a fire alarm system and pull stations at each of the three (3) exits. Fire extinguishers are located in the Kitchen area, the laundry room and the hallway.

**Designated meeting area:**
In the field that is directly behind the Hanzen Fine Arts Building.

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.

**Special Procedures in event of Fire or Evacuation**
- If you see a fire, activate the alarm.
- If you smell smoke notify the RD on call.
- Whenever the fire alarm sounds call Campus Security (739-1111) and the RD on call.
- RD on call goes to the building in distress.
- RD on call contacts Director of Residence Life
- Immediately evacuate the building—calling out “Fire” and if time allows knocking on doors as you leave the building.
- Everyone in the building must leave by nearest door/stairs to the exterior of the building and meet in the designated area. If needed break any windows and exit through them. If you need assistance or are unable to evacuate go to the nearest phone and contact the Security Officer at 739-1111.
- RAs of each building meet their residents at the designated location. At that time, the RA takes a “census” of the residents and determines the whereabouts of those residents not present.
- RAs report to the RD/Security any missing/unaccounted for residents.
- RD will let students know if/when it is safe to re-enter the building. The RD gets that authorization from the Fire Department via Campus Security.
- Director of Residence Life contacts the Dean of Students.
- Document incident via Incident Report.
Appendix 36

Faulkner Hall

Important information about the buildings:

Faulkner Hall is a three (3) story building
Total number of Fire Exits is 5
  1-front entrance (east)
  2-back entrance (west)
  1-north side stairwell
  1-south side stairwell

1ST FLOOR OF BUILDING:
  13-fire extinguishers- 2 at both entrances, 1 at stairwell located on east side of building,
  3 on south side hallway, 1 on stairwell on south side, 1 in mech. Room on south side.
  On the north side you have 3 in the hallways, 1 in the stairwell, 1 in the mech. Room.

  4-fire pull stations/alarms- 2 in the lobby, 1 at south side stairwell, 1 at north side of stairwell

  4- Handicap rooms- 2 on north side and 2 on south side

2ND FLOOR OF BUILDING:
  11-fire ext.-1 in central lobby, 3 on the south side hallway, 1 on the south side mech. Room and 1 on the south side stairwell.
  On the north side there are 3 in hallway, 1 in the mech. Room, and 1 in the stairwell.

  3-pull station/alarms- 1 in the central lobby, 1 on the south side exit stairwell, 1 on the north side stairwell

  3-Handicap rooms- 2 on the south side #229 and #230, only counted 1 handicap cell on the north side #226

Appendix 36
Continued
3rd Floor of Building:
11-fire ext.- 1 in central lobby, 3 in south side hallway, 1 in south side stairwell, 1 in mech. Room. On the north side there are 3 in the hallway, 1 in the mech. Room, and 1 in the stairwell.

3-pull stations- 1 in central, 1 in south side, 1 in north side

2- Handicap rooms- 1 on south side, and 1 on north side #329 and #330

The entire building is equipped with fire sprinkler system and smoke detectors in all the rooms. The stairwells on both sides of the building also have water pipe with valves (emergency hose hook ups) on every floor.

Emergency “call boxes” are located on the north and south side stairwells of the 3rd floor.

All three floors are equipped with AC/Closet room and they are all located in the central area of every floor.

An elevator access door is located on each floor of the building.

Designated meeting area:
In the field that is directly behind Flato Hall.

Except for the following, all University Crisis and Emergency Preparedness Policies apply to the day-to-day operations for this building.
Special Procedures in event of Fire or Evacuation

- If you see a fire, activate the alarm.
- If you smell smoke notify the RD on call.
- Whenever the fire alarm sounds call Campus Security (739-1111) and the RD on call.
- RD on call goes to the building in distress.
- RD on call contacts Director of Residence Life
- Immediately evacuate the building—calling out “Fire” and if time allows knocking on doors as you leave the building.
- Everyone in the building must leave by nearest door/stairs to the exterior of the building and meet in the designated area. If needed break any windows and exit through them. If you need assistance or are unable to evacuate go to the nearest phone and contact the Security Officer at 739-1111.
- RAs of the building meet their residents at the designated location. At that time, the RA takes a “census” of the residents and determines the whereabouts of those residents not present.
- RAs report to the RD/Security any missing/unaccounted for residents.
- RD will let students know if/when it is safe to re-enter the building. The RD gets that authorization from the Fire Department via Campus Security.
- Director of Residence Life contacts the Dean of Students.
- Document incident via Incident Report.