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**THE UNIVERSITY OF TEXAS AT AUSTIN**



**UTILITIES AND ENERGY  
MANAGEMENT DEPARTMENT  
EMERGENCY MANAGEMENT PLAN**

**Version 20090427**

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- Appendix A: Emergency Supplies
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- Appendix C: Phone Bomb Threat Information
- Appendix D: UEM Incident Planning Checklist
- Appendix E: Record of Changes

## **1.0 OBJECTIVE**

The objective of this Emergency Management Plan is to create a department-specific preparedness and response plan to protect personnel and to mitigate damage to university property. The document allows for identification of individuals responsible for fulfilling actions listed in the plan. The plan gives primary consideration to those actions necessary to protect staff and departmental property as they relate to 42 identified potential incidents.

## **2.0 AUTHORITY**

This plan has been approved by the Juan Ontiveros, Executive Director of UEM, who is designated as the official responsible for directing and coordinating the response of The Department of Utilities and Energy Management (UEM) to an emergency situation. During an emergency situation the judgment of local, state, or federal public health leadership may alter the strategies that have been outlined.

### **3.0 PURPOSE**

This plan describes the critical functions and positions, designated personnel, and mitigation, preparedness, response and recovery actions for UEM during an emergency situation.



## 4.0 SCOPE

This plan is limited to preparedness and response for UEM. This document is an annex of the University of Texas at Austin Emergency Management Plan.

This Emergency Management Plan is supplemented by the Building Emergency Plan, by the Infectious Disease Plan, by the Severe Weather and Hurricane Plan and by the Business Continuity Plan, all of which can be found at <http://www.utexas.edu/safety/plans/>.

## **5.0 REVIEW**

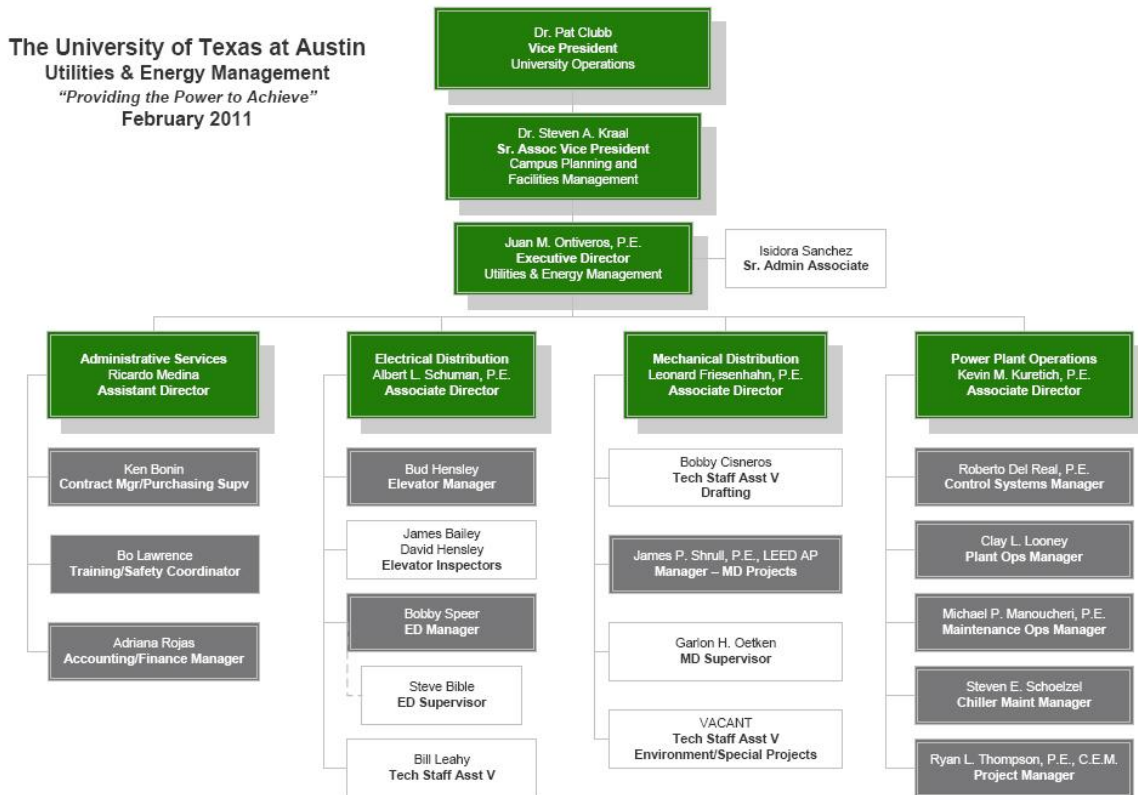
This plan should be reviewed every three years or when significant changes occur to business processes and functions. All changes to the plan will be recorded in Appendix D: Record of Changes.

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## 6.0 ORGANIZATIONAL CHAIN OF COMMAND

The organizational chain of command at UEM is made up of senior leadership staff members. Staffing assignments or changes will be communicated to all other departmental staff. The Director of Emergency Preparedness will be notified of changes as needed.

Juan M. Ontiveros, Executive Director  
 Albert M Schuman, Associate Director  
 Leonard M. Friesenhahn, Associate Director  
 Kevin M. Kuretich, Associate Director  
 Ricardo Medina, Assistant Director



*Reliability – Teamwork – Safety in All Aspects – Foresight – Cost Effectiveness – Delivery of Uninterrupted Services*

## **7.0 EMERGENCY MANAGEMENT TEAM (EMT)**

The Emergency Management Team is responsible for emergency preparedness and for developing and maintaining this Emergency Management Plan and other such plans for UEM. The EMT for UEM includes the following people:

<u>Contact</u>	<u>Work Phone</u>	<u>Email Address</u>
Bo Lawrence	512 475-6777	bo.lawrence@austin.utexas.edu

## 8.0 ACTIVITIES BY PHASES OF EMERGENCY MANAGEMENT

This plan addresses emergency preparedness activities that take place during all four phases of emergency management.

### 8.1 Mitigation

Mitigation activities are intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-emergency activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Many mitigation steps may already be in place such as safely storing flammables or construction to avoid flooding. Mitigation actions to consider:

- Prevention: Activities or actions to reduce hazards.
- Property protection: Actions that involve the modification of existing structures to protect them from a hazard or reduce the impact of a hazard.
- Emergency services: Actions that protect people and/or property during and immediately after a disaster or hazard event.

### 8.2 Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency.

- Emergency planning, including maintaining this plan, its annexes, and appropriate procedures manuals
- Providing emergency equipment and facilities
- Conducting or arranging appropriate training for individuals who assist during emergencies
- Conducting periodic drills and exercises to test emergency plans and training
- Maintenance of supplies and equipment

### 8.3 Response

The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve an incident while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

## 8.4 Recovery

If an incident occurs, The University of Texas at Austin will carry out a recovery program that involves both short-term and long-term efforts. Short-term recovery includes performing post incident investigation and debriefings, and completing appropriate reports. Long-term recovery includes identifying and implementing changes to mitigation, preparedness and response activities and plans based upon lessons learned.

## **9.0 UEM EMERGENCY PROCEDURES AND EMERGENCY CONTACTS**

In an emergency situation, the first action is to implement the Building Emergency Plan for the UEM building involved. Saving lives is the first priority.

If the emergency is a police or fire emergency, dial 911 as soon as you can safely do so. For emergencies in the Director's office area, use your panic alarm for emergency notification, if appropriate.

If the emergency is a building emergency (e.g., burst pipe) during normal working hours, call Zone 2 at 471-0043, and call emergency custodial services at 1-5072.

After hours and on weekends, call UT Facilities Services' after-hours emergency number: 471-2020. Emphasize the urgency of the situation. State your name and the building and room number.

After emergency personnel have been contacted, notify a UT UEM Emergency Contact of the situation. The primary Emergency Contact is the Departmental Supervisor on Duty. The Supervisor on Duty will notify the contact for the affected area, per the table below.

<b>Affected Area</b>	<b>Affected Area Contact</b>	<b>Office Phone</b>	<b>Mobile Phone</b>	<b>Home Phone</b>
Power Plant Extension	Kevin Kuretich	512 471-9680	512 7508592	830 557-6065
Power Plant and Power Plant Annex	Kevin Kuretich	512 471-9680	512 7508592	830 557-6065
Mechanical Distribution	Leonard Friesenhahn	512 471-1600	512 656-2457	512 821-3178
Electrical Distribution	Albert Schuman	512 471-4467	512 656-3169	512 312-9165
Chilling Stations	Kevin Kuretich	512 471-9680	512 7508592	830 557-6065

## SPECIFIC EMERGENCY MANAGEMENT PROCEDURES

### Fire Emergencies

#### 9.1 Minor Fire

Mitigation:

- Regular inspections of buildings by State and UT Fire Marshals and routine work area inspections by UEM Departmental Managers for potential fire hazards

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Train staff in fire safety procedures.
- Perform required fire evacuation drills.
- Post evacuation routes in all buildings.
- Installation of fire sprinkler systems in all newer UEM buildings.
- Testing of fire alarm and smoke detection systems, where available, is performed as requested by UT Environmental, Health and Safety Department.

Responsible Persons:

Response for Fires:

- Perform evacuations as specified in the Building Emergency Plan for each building.
- Call 911 as soon as you have evacuated and/or when you can safely make a phone call. Give your name, building and room number, and describe the extent or source of the fire, if possible.
- Pull the fire alarm if you can safely do that while you evacuate.
- Close interior doors behind you, but do not lock them.
- Do not use elevators; use fire stairwells whenever possible.
- If a closed door feels hot, do not open it; use another evacuation route.
- Assist disabled and injured persons and anyone who appears disoriented, does not know what to do, or does not know to evacuate. If you cannot assist mobility impaired individuals, place them in a protected stairwell out of traffic and be sure fire safety personnel know to rescue that individual.
- Once outside the building, move away to your assigned assembly point.



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- If instructed, evacuate quickly and move away from the building.

Recovery:

- Complete incident reports.
- Contact Campus Facilities Services to assess whether building is inhabitable, to make repairs, to clean-up the area.
- Inventory damaged or lost UT and personal property when it is safe to do so.
- Refer to Business Continuity Plan to provide service to patrons.
- Communicate closures, special access, and other service conditions to users.
- Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement.
- Investigate cause of fire or explosion and take preventive measures for the future.
- If sprinkler system was activated then follow Flood/Water Emergency procedures (see below).
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

## **9.2 Major Fire**

Mitigation:

- Regular inspections of buildings by State and UT Fire Marshals and routine work area inspections by UEM Departmental Managers for potential fire hazards

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Train staff in fire safety procedures.
- Perform required fire evacuation drills.
- Post evacuation routes in all buildings.
- Installation of fire sprinkler systems in all newer UEM buildings.
- Testing of fire alarm and smoke detection systems, where available, is performed as requested by UT Fire Safety Systems Shop at 232-2019.

Response for Fires:

- Perform evacuations as specified in the Building Emergency Plan for each building.
- Call 911 as soon as you have evacuated and/or when you can safely make a

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phone call. Give your name, building and room number, and describe the extent or source of the fire, if possible.

- Pull the fire alarm if you can safely do that while you evacuate.
- Close interior doors behind you, but do not lock them.
- Do not use elevators; use fire stairwells whenever possible.
- If a closed door feels hot, do not open it; use another evacuation route.
- Assist disabled and injured persons and anyone who appears disoriented, does not know what to do, or does not know to evacuate. If you cannot assist mobility impaired individuals, place them in a protected stairwell out of traffic and be sure fire safety personnel know to rescue that individual.
- Once outside the building, move away to your assigned assembly point.

Recovery:

- Complete incident reports.
- Contact Campus Facilities Services to assess whether building is inhabitable, to make repairs, to clean-up the area.
- Inventory damaged or lost UT and personal property when it is safe to do so.
- Refer to Business Continuity Plan to provide service to patrons.
- Communicate closures, special access, and other service conditions to users.
- Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement.
- Investigate cause of fire or explosion and take preventive measures for the future.
- If sprinkler system was activated then follow Flood/Water Emergency procedures (see below).
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

### **9.3 Explosion**

Mitigation:

- Regular inspections of buildings by State and UT Fire Marshals and routinely by UEM staff for potential fire hazards

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Train staff in fire safety procedures.

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- Perform required fire evacuation drills.
- Post evacuation routes in all buildings.
- Installation of fire sprinkler systems in all newer UEM buildings.
- Testing of fire alarm and smoke detection systems, where available, is performed as requested by UT Environmental, Health and Safety Department.

Response for Explosions:

- Call 911 if you can safely make a phone call
- Be prepared for further explosions.
- Seek shelter under your desk or a table.
- Watch for falling objects.
- Keep away from windows, furniture that may fall (file or supply cabinets, for example, areas with shelving, electrical equipment).
- Anticipate fire, smoke, power failure, debris, stuck doors, falling building materials, and/or water leaks as a result of the explosion(s).
- Do not use matches or cigarette lighters.
- Do not use elevators.
- Do not move seriously injured persons unless they are in immediate danger from fire, building collapse, or falling debris.
- Follow all instructions from emergency personnel and the public address system.
- If instructed, evacuate quickly and move away from the building.

Recovery:

- Complete incident reports.
- Contact Campus Facilities Services to assess whether building is inhabitable, to make repairs, to clean-up the area.
- Inventory damaged or lost UT and personal property when it is safe to do so.
- Refer to Business Continuity Plan to provide service to patrons.
- Communicate closures, special access, and other service conditions to users.
- Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement.
- Investigate cause of fire or explosion and take preventive measures for the future.

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- If sprinkler system was activated then follow Flood/Water Emergency procedures (see below).
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

## **Medical Emergencies**

### **9.4 Death or Homicide**

#### Mitigation:

- Access to PPE is prohibited, by locked doors, to non-UEM personnel from 5:00 pm to 7:30 am. Closed circuit video surveillance of the building entries is available during this time.
- Access to PPA, PPL and other UEM buildings is prohibited, by locked doors, to non-UEM personnel at all times.

#### Preparedness:

- Train Staff in medical emergency response procedures.
- Train Staff to recognize and report suspicious persons and behavior, and become familiar with UTPD protocols.

#### Response:

- Call 911 immediately. Give your name, building and room number, and a description of the emergency.
- Ask someone to wait outside to assist emergency personnel in locating the scene.
- Restrict access in the area to emergency personnel only.
- Remain available to provide information to emergency personnel.
- Notify an Emergency Contact.

#### Recovery:

- Complete incident reports and provide witness information to any investigating officials.
- Administration will execute communication plan.
- Investigate situation and take preventive measures for the future.
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

### **9.5 Injuries**

#### Mitigation:

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- Regularly inspect buildings for situations that could potentially cause injuries to patrons or staff.
- Provide work safety information to staff

Preparedness:

- Train staff in medical emergency response procedures.
- Make first aid kits available at every UEM location.
- Work with campus health and safety officials to see that heart defibrillators are available in every building on campus.

Response:

- Call 911 immediately. Give your name, building and room number, and a description of the emergency.
- Ask someone to wait outside to direct emergency personnel to the scene of the injury.
- Do not render involved first aid unless you are trained and certified.
- Do not attempt to move the person except to clear the airway.
- Let the person know that help is on the way.
- Restrict access to the area to emergency personnel.
- Remain available to provide information to emergency personnel.
- Notify an Emergency Contact

Recovery:

- Complete incident reports.
- Administration will execute communication plan.
- Investigate situation and take preventive measures for the future.

## **9.6 Food Processing**

Not applicable to UEM operations.

## **9.7 Mass Casualties**

Mitigation: No actions suitable.

Preparedness:

- Train Staff in medical emergency response procedures.

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Response:

- Call 911 immediately. Give your name, building and room number, and a description of the emergency.
- Ask someone to wait outside to assist emergency personnel in locating the scene.
- Restrict access to area to emergency personnel.
- Remain available to provide information to emergency personnel.
- Notify an Emergency Contact.

Recovery:

- Complete incident reports.
- Administration will execute communication plan.
- Investigate situation and take preventive measures for the future.
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

## **9.8 Communicable Disease Exposure and/or Outbreak:**

Refer to Infectious Disease Plan located at <http://www.utexas.edu/safety/plans/>.

## **Hazardous Materials**

### **9.9 Hazardous Material Release (toxic/cloud)**

Mitigation: No actions suitable.

Preparedness:

- Train Staff on response to toxic release, outside or inside the building.
- Provide suitable supplies of masks, etc. in all buildings.

Response if toxic release is outside:

- Immediately move indoors.
- Close all windows and doors to shelter and seal as best you can, using towels, clothes or paper.
- If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
- Follow the instructions given by the response authorities.

Response if toxic release is inside the building:

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- Evacuate the building quickly according to the Building Emergency Plan.
- Do not use elevators.
- If you notice anyone staying behind, alert them to leave the building as you are evacuating.
- Follow all instructions from emergency personnel and the public address system.
- Once outside the building, move away to a safe place, the primary Assembly Point if possible.
- Watch for emergency vehicles and equipment.
- Do not block exits, entrances, or driveways.

Recovery:

- Complete incident reports.
- Contact Campus Safety and Security or Facilities Services to clean up remaining hazardous materials.
- Administration will execute communication plan.

## **9.10 Chemical/Biological/Radiological Spill or Exposure**

Mitigation: No actions suitable.

Preparedness:

- Train Staff in the appropriate procedures for identifying and responding to a suspicious substance or chemical, biological or radiation exposures or spills.

Response:

- If there is a personnel exposure, follow MSDS First Aid measures. Assist victim with accessing and using safety eyewashes and showers, as appropriate.
- Do not touch or otherwise disturb the substance.
- Alert others in the area and evacuate.
- Keep others from entering the area.
- Call 911.
- Remain on the scene to speak to responding emergency personnel.
- Do not try to clean up the substance.

Recovery:

- Complete incident reports.

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- Contact Environmental Health and Safety to clean the area.
- Refer to Business Continuity Plan to provide service to patrons if appropriate.
- Administration will execute communication plan.

### **9.11 Suspicious Package or Envelope**

Mitigation: No actions suitable.

Preparedness:

- Train staff to recognize a suspicious package:
  - No return address
  - Restrictive markings (e.g., personal, confidential)
  - Excessive postage
  - Possibly mailed from foreign address
  - Misspelled words
  - Addressed to title only, incorrect title or wrong title with name
  - Badly typed or written
  - Protruding wires
  - Lopsided or uneven
  - Rigid or bulky
  - Strange odor
  - Excessive tape or string
  - Oily stains, discolorations or crystallization on wrapper

Information above from FBI Advisory on suspicious packages

Response:

- Handle it with care, don't shake or bump it
- Do not open, smell or taste it and avoid touching it.
- Isolate the package.
- Alert others and evacuate the room, securing the door so that other may not enter the room.
- Wash your hands with soap and water if you do not have to leave the room.
- Call 911.
- Remain on the scene to speak to responding emergency personnel.
- Do not try to clean up any substance on or coming from the package/envelope or to brush it off your hands or clothing.



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- Gently cover the substance with a piece of paper (if possible).
- Make a list with the names of anyone who handled or may have handled the letter or package, as well as anyone who was in the room when the letter or package was opened.

Recovery:

- Complete incident reports.
- Contact Environmental Health and Safety to clean area.
- Administration will execute communication plan

## **9.12 Asbestos Release**

Mitigation:

- Learn where asbestos is found in the buildings, what actions might release asbestos into the air, and learn procedures for dealing with asbestos during renovation and construction projects.

Preparedness:

- Train Staff in the appropriate procedures for identifying and responding to an asbestos release.

Response:

- Do not touch or otherwise disturb the asbestos.
- Alert others in the area and evacuate.
- Keep others from entering the area.
- Call 911.
- Remain on the scene to speak to responding emergency personnel.
- Do not try to clean up the asbestos or to brush it off your hands or clothing.
- Make a list with the names of anyone who handled the asbestos or may have been in the room when the asbestos was released.

Recovery:

- Complete incident reports.
- Contact Environmental Health and Safety to clean the area.
- Administration will execute communication plan.
- Refer to Business Continuity Plan to provide service to patrons if appropriate.

## Transportation Accidents

### 9.13 Automobile Accident (Applicable to all UEM vehicles)

Mitigation:

- Limit the number of UEM staff allowed to drive departmental vehicles.
- UEM drivers must have completed the 2-year certification and be authorized on the \*UTDRIVERS system.
- Carts will be equipped per the cart policy at [http://www.utexas.edu/parking/fleet/regulations/assets/cart\\_policy.pdf](http://www.utexas.edu/parking/fleet/regulations/assets/cart_policy.pdf).

Preparedness:

- Train all drivers about safe operation and traffic laws.
- Train staff to report vehicular accidents promptly and correctly.

Response:

- See that any injured persons receive emergency treatment; call 911.
- Follow post accident procedures included in the UT Vehicle Insurance Program located at <http://www.utexas.edu/business/busmgr/vehicle-insur.html>.
- Report the accident to Risk Management in the Office of the Controller, within 48 hours.

Recovery:

- Complete incident reports and fax or mail to Office of Risk Management.
- Have vehicle repaired.
- Determine if additional training or oversight is needed.

### 9.14 Aircraft Collision with Building

Mitigation: No actions suitable.

Preparedness:

- Staff training in the procedures for fire emergencies (including explosions) and medical emergencies.

Response:

- Call 911 immediately, giving your name, building, and a description of the collision. Be sure you are safe before calling.
- For fires or explosions, respond as for fires and explosions above. Be more careful about locations of exits and exit pathways.

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- Assist disabled and injured persons.
- Follow all instructions from emergency personnel and the public address system.

Recovery:

- Complete incident reports.
- Administration will execute communication plan, communicating closures, special access, and other service conditions to users.
- Investigate situation and take preventive measures for the future.
- Contact Campus Facilities Services to assess whether building is inhabitable, to make repairs, to clean-up the area.
- Inventory damaged or lost UT and personal property when it is safe to do so.
- Refer to Business Continuity Plan to provide service to patrons.
- Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement.
- If sprinkler system was activated then follow Flood/Water Emergency procedures (see below).
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

### **9.15 Pedestrians**

Mitigation:

- Keep sidewalks in good condition

Preparedness:

- Train staff in medical emergency response procedures.
- Install appropriate barriers and signs warning pedestrians of construction activity near sidewalks and of any alternative routes.
- Make first aid kits available at every UEM location.
- Monitor sidewalks and streets for situations that might lead to such accidents.

Response:

- Call 911 immediately. Give your name, building and room number, and a description of the emergency.
- Ask someone to wait outside to direct emergency personnel to the scene of the injury.
- Do not render involved first aid unless you are trained and certified.

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- Do not attempt to move the person except to clear the airway.
- Let the person know that help is on the way.
- Restrict access to the area to emergency personnel.
- Remain available to provide information to emergency personnel.
- Notify an Emergency Contact

Recovery:

- Complete incident reports.
- Investigate situation and take preventive measures for the future.

## **Evacuations**

### **9.16 High Profile Landmarks**

Not applicable to UEM operations.

### **9.17 Planned Events**

Not applicable to UEM operations.

### **9.18 General Evacuations**

Mitigation:

- Make Building Emergency Plan widely available and known.

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Train staff in evacuation procedures.
- Perform UT Emergency Preparedness Office required monthly evacuation drills.
- Post evacuation routes in all buildings.

Response:

- Complete incident reports.
- Communicate closures, special access, and other service conditions to users.
- Respond as appropriate depending on the cause of the evacuation: fire, explosion, chemical/biological/radiological spill inside the building, floods, etc. as described above.

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Recovery:

- Perform recovery activities as appropriate depending on the cause of the evacuation: fire, explosion, chemical/biological/radiological spill inside the building, floods, etc. as described above.

### **9.19 Shelter**

Not applicable to UEM operations.

## **Weather**

### **9.20 University Closure**

Note: Because of the vital importance to the university of utility services continuity, the UT UEM does not cease operations during university closures.

Mitigation: No actions suitable

Preparedness:

- Prepare and disseminate Building Emergency Plan and use it for evacuation.

Response:

- Respond appropriately according to the reason for the University's closure and according to the instructions of University authorities.

Recovery:

- Recovery activities taken depend on the reason for University's closure.

### **9.21 Flooding**

Mitigation:

- Monitor pipes and plumbing for evidence of weaknesses that might result in flooding.
- Monitor rainwater runoff for evidence that a problem is developing.
- Modify buildings as necessary to prevent water from entering building.

Preparedness:

- Provide and maintain emergency equipment and facilities to protect property and personnel. See list below.
- Conduct or arrange appropriate training for individuals who assist during water emergencies, including Facilities Services zone maintenance staff.

Response:

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- Do not enter a building with standing water, "hot" electrical wires, or other dangerous conditions until the building has been approved for entry by the appropriate safety agency (UT Police, Security Services, or the Fire Marshal).
- Wet surfaces are can be slippery and may be electrically charged. Be very careful if you must walk on or near a wet surface.
- If you discover a water leak, toilet overflow, or water coming into a UEM building, follow the notification procedures above. For your convenience the most important numbers are reprinted below:
- UT Facilities Services
  - During operating hours, call Zone 2.
  - After hours, on weekends and holidays: call 471-2020

Recovery:

- Complete incident reports.
- Contact Campus Facilities Services to assess whether building is inhabitable, to make repairs, to clean-up the area.
- Inventory damaged or lost UT and personal property when it is safe to do so.
- Refer to Business Continuity Plan to provide service to patrons.
- Administration will communicate closures, special access, and other service conditions to users.
- Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement.
- Investigate cause of flooding and take preventive measures for the future.

## **9.22 Ice/Snow Storm**

Note: Because of the vital importance to the university of utility services continuity, the UT UEM does not cease operations during ice and storm events.

Mitigation: No actions suitable.

Preparedness:

- Educate staff to look at the UT Emergency Website (<http://www.utexas.edu/emergency/>) for information about closings, emergency conditions, etc.

Response:

- Respond appropriately to UT's emergency information page instructions.

Recovery:

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- If there was any ice damage, see that it is repaired.
- Examine the incident to ensure that staff knew what do; re-educate if not.

### **9.23 Tornadoes/Severe Storms:**

(see Severe Weather and Hurricane Plan)

Mitigation: No actions suitable.

Preparedness:

- Develop, update and disseminate Severe Weather and Hurricane Response Plan.
- Educate staff in severe weather procedures.

Response:

- Follow instructions given by the response authorities.
- If tornado is sighted near the university
  - Dial 911 to report tornado sighting to the emergency services dispatcher.
  - Seek safe shelter inside a building, in a ditch or beside an embankment.
- If a tornado is imminent near you
  - Use interior hallways away from building's exterior windows as a tornado shelter.
  - Close all doors to rooms with exterior windows.
  - Avoid all windows and other glassed areas.
  - Avoid the most dangerous locations of a building, usually along south and west sides and at corners.
  - Protect yourself by going into a "drop and tuck" position.

Recovery

- If there was damage from the tornado or severe weather:
  - Treat injured according to the Injuries section above.
  - Complete incident reports.
  - Administration will execute communication plan, communicating closures, special access, and other service conditions to users.
  - Investigate situation and take preventive measures for the future.
  - Contact Campus Facilities Services to assess whether building is inhabitable,

to make repairs, to clean-up the area.

- Inventory damaged or lost UT and personal property when it is safe to do so.
- Refer to Business Continuity Plan to provide service to patrons.
- Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement.
- Contact Counseling and Mental Health Center to counsel staff, if necessary.
- If there was no damage notify staff and users of “All Clear.”

## **9.24 Earthquake**

Austin is not in an active fault zone, so this is not applicable to UEM operations.

## **Campus or Building System Failures**

### **9.25 Telephone/Telecommunications Failure**

Mitigation: No actions suitable.

Preparedness:

- Discuss actions to be taken in the event of such an emergency in cooperation with campus telephone and telecommunications officials.
- Disseminate information learned from the above to staff.
- Essential personnel are provided handheld radios during telephone (including mobile phone) system outages.

Response:

- Implement Business Continuity Plan.

Recovery:

- Recovery activities taken depend on the length of outage and particular activities that may have been rendered impossible.

### **9.26 Campus-Wide Utility Failure**

Mitigation: No actions suitable.

Preparedness:

- Educate staff in response procedures below.

Response:

- If necessary, evacuate according to the BEP.



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- Open window blinds, shades, and coverings to provide light as possible.
- Turn off electronic equipment to prevent damage from possible power surges when power is restored.
- If you are in an elevator, remain calm and use the emergency intercom or call box to notify outsiders that you are stuck in the elevator. Do not attempt to exit the elevator without the assistance of qualified personnel.
- Implement Business Continuity Plan as necessary and appropriate.
- Modify work behaviors as necessary depending on which utilities are not operating.
- Monitor UT Emergency Website for information and do as UT authorities advise.

Recovery:

- Recovery activities taken depend on the length of outage and particular activities that may have been rendered impossible.

## **9.27 Limited Utility Failure**

Mitigation: No actions suitable.

Preparedness:

- Educate staff in response procedures below.

Response:

- Notify campus Facilities Services of the outage.
- Notify the Emergency Contact.
- If necessary, evacuate according to the Building Emergency Plan.
- Open window blinds, shades, and coverings to provide light as possible.
- Turn off electronic equipment to prevent damage from possible power surges when power is restored.
- If you are in an elevator, remain calm and use the emergency intercom or call box to notify outsiders that you are stuck in the elevator. Do not attempt to exit the elevator without the assistance of qualified personnel.
- Implement Business Continuity Plan as necessary and appropriate.
- Modify work behaviors as necessary depending on which utilities are not operating.
- Monitor UT Emergency Website for information and do as UT authorities advise.

Recovery:

- Recovery activities taken depend on the length of outage and particular activities that may have been rendered impossible.

## **9.28 Campus-Wide IT Failure**

Mitigation: No actions suitable.

Preparedness:

- Discuss actions to be taken in the event of such an emergency in cooperation with campus and UEM officials.
- Devise internal procedures to compensate.
- Disseminate information learned from the above to staff.

Response:

- Implement Business Continuity Plan.

Recovery:

- Recovery activities taken depend on the length of outage and particular activities that may have been rendered impossible.
- Refer to Restart Texas: UT Austin Recovery Planning document located at <http://security.utexas.edu/risk/>.

## **9.29 Limited IT Failure**

Mitigation: No actions suitable.

Preparedness:

- Discuss actions to be taken in the event of such an emergency in cooperation with campus and UEM officials.
- Devise internal procedures to compensate.
- Disseminate information learned from the above to staff.

Response:

- Implement Business Continuity plan.

Recovery:

- Recovery activities taken depend on the length of outage and particular activities that may have been rendered impossible.
- Refer to Restart Texas: UT Austin Recovery Planning document located at <http://security.utexas.edu/risk/>.

### **9.30 Structural Failure**

Mitigation:

- Regular inspections of buildings by State and UT officials and routine inspections by UEM staff for potential structural problems.

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Perform required evacuation drills.
- Post evacuation routes in all buildings.

Response: The level of response action depends in part on the degree of failure

- Call 911 if you can safely make a phone call.
- Notify an Emergency Contact.
- See that emergency healthcare workers are summoned and treat any injured.
- Be prepared for further damages or movement.
- Seek shelter under your desk or a table.
- Watch for falling objects.
- Keep away from windows, furniture that may fall (file or supply cabinets, for example, areas with shelving, electrical equipment).
- Anticipate fire, smoke, power failure, debris, stuck doors, falling building materials, and/or water leaks as a result of the failure.
- Do not use matches or cigarette lighters.
- Do not use elevators.
- Do not move seriously injured persons unless they are in immediate danger from fire, building collapse, or falling debris.
- Follow all instructions from emergency personnel and the public address system.
- If instructed, evacuate quickly and move away from the building.

Recovery:

- Complete incident reports.
- Contact Facilities Services to assess whether building is inhabitable, to make repairs, to clean-up the area.
- Inventory damaged or lost UT and personal property when it is safe to do so.
- Refer to Business Continuity Plan to provide service to patrons.

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- Communicate closures, special access, and other service conditions to users.
- Notify insurance carriers, vendors, and other firms or agencies involved in damage assessment and property replacement.
- Investigate cause of failure and take preventive measures for the future.
- If sprinkler system was activated then follow Flood/Water Emergency procedures.
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

## **Violence or Threats of Violence**

### **9.31 Bomb Threat**

Mitigation: No actions suitable.

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Perform required evacuation drills.
- Post evacuation routes in all buildings.
- Training for employees on how to respond if a bomb threat is received.

Response to a bomb threat called in:

- Do not hang up.
- See Appendix C for information to collect and report.
- Dial 911
- Notify an Emergency Contact.

Response to a written threat:

- Dial 911
- Notify an Emergency Contact.

Recovery:

- Activities depend on directions from UT authorities and whether there was a bomb or not.
- Debrief the situation to determine if there are ways to improve mitigation, preparedness, or responses.

### **9.32 Campus Violence**

Mitigation: No actions suitable.

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Preparedness:

- Ensure that staff monitors emergency broadcasts and/or subscribes to the emergency text messages from Longhorns Mobile Campus see <https://longhorns.mobilecampus.com/>

Response:

- Take flight or protective measures as advised or as the situation dictates.
- Notify an Emergency Contact.

Recovery:

- Debrief the situation to determine if there are ways to improve mitigation, preparedness, or response.

### **9.33 Armed Individual/Gunman/Sniper**

Mitigation: No actions suitable.

Preparedness:

- Staff familiarize themselves with the UTPD Safety Protocol for Armed Subjects, see [http://www.utexas.edu/police/safety/safety\\_protocols\\_en.pdf](http://www.utexas.edu/police/safety/safety_protocols_en.pdf)
- Staff view the Shots Fired video presentation, see <http://www.utexas.edu/police/shotsfired/>
- Have everyone familiarize themselves with their environment.

Response:

- If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact emergency services at 911.
- Remember, there may be more than one active armed subject.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.
- Notify an Emergency Contact.

Response if the armed subject is outside the building:

- Proceed to a room that can be locked or barricaded.
- Lock all doors and windows, turn out the lights and stay away from and lower than the windows. Barricade the door if you cannot lock it.

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- Dial 911 and advise the dispatcher of what is taking place and your location. Remain on the line to give the dispatcher any further information that may be needed.
- Remain in the room until the police or a campus administrator gives the “all clear.” Be sure it is the police or a campus administrator who is giving the “all clear” and not the shooter attempting to gain entry into the room.
- Notify an Emergency Contact.

Response if the armed subject is inside the building:

- Remember, there may be more than one active armed subject.
- If it is possible to flee the area safely and avoid danger, do so.
- Contact emergency services at 911 with your location if possible.
- Notify an Emergency Contact if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get students on the floor and out of the line of fire.
- Wait for the “all clear” instruction.

Response if the armed subject comes into your class or office:

- There is no one procedure the authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible and call 911 if that seems practical. If it is possible to talk, give shooter’s location and description. If it is not safe to speak, just leave the line open so the dispatcher can hear what is taking place.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- If the shooter leaves the area, attempt to lock the door or barricade the door or proceed to a safe location.
- Wait for the “all clear” instruction.

Recovery:

- Activities depend on directions from UT authorities and whether the armed individual was in the area or not.
- Debrief the situation to determine if there are ways to improve mitigation,

preparedness, or response.

### 9.34 Theft or Vandalism

Mitigation: No actions suitable.

Preparedness:

- Educate staff not to leave valuables unattended or in unsecured areas.

Response if you observe an act of theft or vandalism in progress:

- Do not confront the suspect(s).
- Dial 911 immediately to report the incident. Be prepared to give the following:
  - Your name
  - Your building and room number
  - A description of the suspect(s):
    - Height
    - Weight
    - Hair Color
    - Clothing
    - Distinguishing marks or characteristics
    - What suspect was carrying
    - Description of suspect's vehicle
    - Direction of travel when leaving the scene
- Try to keep the suspect(s) in sight and carefully observe their actions and appearance.
- Find another staff member who can act as a support and witness.
- Inform your supervisor of the situation.
- Provide as much information as possible about the incident to responding UTPD officers.
- Notify an Emergency Contact.

Response if theft or vandalism is discovered after-the-fact:

- Report it immediately to your supervisor.
- Report it to UTPD and be willing to complete a police report.

Recovery:

- Debrief the situation to determine if there are ways to improve mitigation, preparedness, or response.

### **9.35 Hostage Situation**

Mitigation: No actions suitable.

Preparedness:

- Familiarize staff with procedures to follow listed below.

Response:

- How one responds in a hostage situation will be determined by the specific circumstances of the encounter.
- If possible, 911 to notify emergency services of situation and provide as many details as possible—number of persons involved, description, type of weapons displayed, etc.
- If possible, notify an Emergency Contact.
- Remain calm, but do what you are told without argument.
- Do not attempt to negotiate or argue with hostage taker.
- Encourage others to remain calm. Tell them to do what they are told.
- Position yourself where you will not interfere with any attempts to remove the hostage taker by force by the authorities.

Recovery:

- Complete incident reports.
- Administration will execute communication plan.
- Investigate situation and take preventive measures for the future.
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

## **Terrorism**

### **9.36 National/State Level Terrorism**

Mitigation: No actions suitable.

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Have everyone familiarize themselves with their environment.
- Perform UT Emergency Preparedness Office required monthly evacuation drills.
- Post evacuation routes in all buildings.



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- Training for employees on how to respond if a bomb threat is received.

Response:

- In large measure, responses depend on the kind of terrorism. For explosions or fires, for armed individuals, for hostage situations, etc., see appropriate procedures in those particular sections.

Recovery:

- In large measure, recovery depends on the kind of terrorism and if there were negative results for UEM buildings. For explosions or fires, for armed individuals, for hostage situations, etc., see appropriate procedures in those particular sections.

### **9.37 Local Level Terrorism**

Mitigation: No actions suitable.

Preparedness:

- Develop, update and disseminate Building Emergency Plans.
- Have everyone familiarize themselves with their environment.
- Perform UT Emergency Preparedness Office required monthly evacuation drills.
- Post evacuation routes in all buildings.
- Training for employees on how to respond if a bomb threat is received.

Response:

- In large measure, responses depend on the kind of terrorism. For explosions or fires, for armed individuals, for hostage situations, etc., see appropriate procedures in those particular sections.

Recovery:

- In large measure, recovery depends on the kind of terrorism and if there were negative results for UEM buildings. For explosions or fires, for armed individuals, for hostage situations, etc., see appropriate procedures in those particular sections.

## **Interpersonal Emergencies**

### **9.38 Sexual Assault, Including Sexual Assault and Relationship Violence**

Mitigation: No actions suitable

Preparedness:

- Familiarize staff with correct procedures for handling assaults.

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- Avoid situations where you are alone in any out-of-the way place.
- Keep your door closed and locked if your office is in an isolated area with no one else around. Before opening an office door in an isolated area, make sure you know who is outside.

Response if you are the victim of an assault:

- Stay as calm as possible; think rationally and evaluate your resources and options. It may be more advisable to submit than to resist and risk severe injury or death. You will have to make a decision based on the circumstances. Be especially careful if your attacker has a weapon. Keep assessing the situation as it is happening. If one strategy doesn't work, try another.
- Possible options in addition to nonresistance are negotiating, stalling for time, distracting the assailant and fleeing to a safe place, verbal assertiveness, screaming to attract attention, and physical resistance.
- Stay alert and observant so that you can better describe your attacker(s) and the assault to the police.
- Go to a safe place and call 911 and report what has happened and where.
- Notify an Emergency Contact.

Response if another is the victim of an assault:

- Dial 911 and report what has happened and where.
- See that medical assistance is provided to an assault victim, but only provide it yourself if you are specially trained. Don't leave the victim alone.
- Do not disturb possible evidence at the scene or on the victim, particularly in cases of sexual assault.
- Notify an Emergency Contact.

Recovery:

- Debrief the situation to determine if there are ways to improve mitigation, preparedness, or response.
- Complete incident reports.
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

### **9.39 Stalking**

Mitigation: No actions suitable.

Preparedness:

- Understand the early signs of a stalker. See for example: <http://www.womensdefensecenter.com/stalking.htm>

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- Protect private information about your home address, phone number, etc.
- Be watchful of what is happening around you. Look for suspicious persons whom you seem to see many times in different locations.

Response:

- Report stalking by calling 911. Consider getting a restraining order.
- Notify your supervisor and a member of the Emergency Management Team.
- Tell your friends, family, co-workers, employer, etc. not to give out information about you.
- Keep a log of every stalking incident.
- Develop a safety plan for any location you frequent.
- Consider carrying pepper spray or other self-defense tools.
- Carry a digital camera to record the stalker.
- Alert the three credit bureaus.
- If you are having a problem with harassing phone calls, put a beep tone on your line so callers think you are taping your calls.
- If you have harassing or threatening messages left on your answering machine, keep them in case you need them as evidence for a restraining order or in filing a police report.
- If you are a victim of cyber-stalking, act promptly and firmly to defuse the situation. Take potential threats seriously. Very clearly inform the harasser to stop, saying something like, "Do not contact me in any way in the future." Sometimes it is helpful to copy your "stop" message to the abuse department of the harasser's internet service provider. Inform MCS and/or ITS of the problem and the harasser's email address or ISP.

Recovery:

- Contact Counseling and Mental Health Center.
- Debrief the situation to determine if there are ways to improve mitigation, preparedness, or response.
- Complete incident reports.

#### **9.40 Relationship Violence**

Mitigation: No actions suitable

Preparedness:

- Familiarize staff with correct procedures for handling assaults.

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- Avoid situations where you are alone in any out-of-the way place.
- Keep your door closed and locked if your office is in an isolated area with no one else around. Before opening an office door in an isolated area, make sure you know who is outside.

Response if you are the victim of an assault:

- Stay as calm as possible; think rationally and evaluate your resources and options. It may be more advisable to submit than to resist and risk severe injury or death. You will have to make a decision based on the circumstances. Be especially careful if your attacker has a weapon. Keep assessing the situation as it is happening. If one strategy doesn't work, try another.
- Possible options in addition to nonresistance are negotiating, stalling for time, distracting the assailant and fleeing to a safe place, verbal assertiveness, screaming to attract attention, and physical resistance.
- Stay alert and observant so that you can better describe your attacker(s) and the assault to the police.
- Go to a safe place and dial 911 and report what has happened and where.
- Notify an Emergency Contact.

Response if another is the victim of an assault:

- Dial 911 and report what has happened and where.
- See that medical assistance is provided to an assault victim, but only provide it yourself if you are specially trained. Don't leave the victim alone.
- Do not disturb possible evidence at the scene or on the victim, particularly in cases of sexual assault.
- Notify an Emergency Contact.

Recovery:

- Debrief the situation to determine if there are ways to improve mitigation, preparedness, or response.
- Complete incident reports.
- Contact Counseling and Mental Health Center to counsel staff, if necessary.

## **9.41 Missing Person**

Mitigation:

- No actions suitable.

Preparedness:

- Familiarize staff with activities that may help find the missing person.

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Response

- Call 911.
- Report when the last time person was seen.
- Report personal and identifying information about the missing person such as height, weight, gender, age, hair color, distinguishing marks, what the person was wearing when last seen, address, phone number, etc.
- Report any possible reason for the person to be missing, if known.
- If you believe someone might be involved with the disappearance, give that person's name.
- In cases of missing co-worker, inform supervisor.

Recovery

- Recovery activities depend on the outcome of the investigation.

#### **9.42 Study Abroad Incident**

Not applicable to UEM operations.

#### **9.43 Hostile/Disruptive Person**

Mitigation:

- A panic alarm has been installed in the Director's office area.

Preparedness:

- Staff training in recognizing a hostile or disruptive individual, directly and via the UTPD Safety Protocol: Disruptive Individuals, see [http://www.utexas.edu/police/safety/safety\\_protocols\\_en.pdf](http://www.utexas.edu/police/safety/safety_protocols_en.pdf).
- Confirm that panic alarms work by testing with UTPD.

Response:

- Contact emergency services by dialing 911.
- Give your name and campus location with a brief explanation of the situation.
- Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.
- If an individual has a weapon, refer to 7.3 above, Armed Individual/Gunman/Sniper.

Responses to the disruptive individual:

- Express your authority with non-verbal cues:
  - Sit or stand erect.

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- Square your shoulders.
- Smile and make eye contact.
- Speak clearly and distinctly.
- Maintain a constant voice volume—not too loud.
- Cues to avoid:
  - Do not touch your face.
  - Observe the individual's personal space—do not stand too close.
  - Do not touch the person.
  - Do not slouch, glare or sigh at the individual.
  - Try not to use the following statements when dealing with difficult people:
    - "If you will just calm down"
    - "If you will just let me talk"
    - "You're being unreasonable"
    - "Exactly what is your problem?"
- Get their attention: Use their name, ask them to sit down.
- Acknowledge their feelings: Paraphrase what they say so they will know you are listening.
- Get them moving: Offer a chair, move them to a private area if possible.
- Offer assistance: Use the word "we" to include them in the solution process.
- Refrain from interrupting them when they are speaking.
- Make empathetic statements.
- Tell them exactly what you can do for them and when.
- Offer an alternative if appropriate.
- Advise co-workers of the potential problem if possible.
- Call for aid immediately if you sense the situation is getting out of hand.

Recovery:

- If an incident involves UTPD, write down the responding officer's name and a case number.
- Report any incident to your supervisor.

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- Complete an incident report
- Contact Counseling and Mental Health Center to counsel staff, if necessary

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**APPENDIX A  
Emergency Supplies**

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## **Appendix A: Emergency Supplies**

### **Emergency Supply Cache Locations:**

<b>Building</b>	<b>Location</b>	<b>Special Notes</b>
PPL	Near the pumping stations for the boilers	Sorbent supplies and sodium bicarbonate spill kits
	Basement (outside of lab)	Sodium bicarbonate spill kits
PPE	Basement of Turbine 8 by RO/ pumping skid	Sorbent supplies
PPL	Basement of PPL near welders area	Sorbent supplies
SER	SER 113	Small oil booms, absorbent and square adsorbent pads
Chilling Station 3	Chemical pump locations	Sodium bicarbonate spill kits
Chilling Station 4	Chemical pump locations	Sodium bicarbonate spill kits
Chilling Station 5	Chemical pump locations	Sodium bicarbonate spill kits
Chilling Station 6	Chemical pump locations	Sodium bicarbonate spill kits

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**APPENDIX B  
Emergency Management Plan Signature Page**

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**Appendix B: Emergency Management Plan Signature Page**

Department: Utilities & Energy Management

Building(s): **PPE, PPL, PPA, SER and Chilling Stations**

Prepared By: Name \_\_\_\_\_ Bo Lawrence \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By: Name \_\_\_\_\_ Juan Ontiveros \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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UTILITIES AND ENERGY MANAGEMENT DEPARTMENT  
EMERGENCY MANAGEMENT PLAN**

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**APPENDIX C  
Phone Bomb Threat Information**

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**Appendix C: Phone Bomb Threat Information**

- Record the following information:
    - Time of threat: \_\_\_\_\_ Time of Day \_\_\_\_\_ Date \_\_\_\_\_
    - Exact words of caller or paraphrase:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - Try to obtain as much additional information as possible by asking the following questions:
    - When is the bomb going to explode? \_\_\_\_\_
    - Where is the bomb? \_\_\_\_\_
    - What kind of bomb is it? \_\_\_\_\_
    - What does it look like? \_\_\_\_\_
    - What will cause it to explode? \_\_\_\_\_
    - Did you place the bomb? \_\_\_\_\_
    - Why? \_\_\_\_\_
    - Where are you calling from? \_\_\_\_\_
    - What is your address? \_\_\_\_\_
    - What is your name? \_\_\_\_\_
  
  - Circle any of the following that describe the caller's voice:

Male	Female	Young	Middle Aged	Old
Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
  
  - Try to note the following:
    - If the voice is familiar, who did it sound like? \_\_\_\_\_
    - Were there any background noises? \_\_\_\_\_
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**APPENDIX D  
Utilities and Energy Management Department  
Incident Planning Checklist**

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		<b>Mitigation</b>	<b>Preparedness</b>	<b>Response</b>	<b>Recovery</b>
	<b>Fire Emergencies</b>				
1.	Minor Fire	Yes	Yes	Yes	Yes
2.	Major Fire	Yes	Yes	Yes	Yes
3.	Explosion	Yes	Yes	Yes	Yes
	<b>Medical Emergencies</b>				
4.	Death or Homicide	Yes	Yes	Yes	Yes
5.	Injury	Yes	Yes	Yes	Yes
6.	Food Poisoning	N/A	N/A	N/A	N/A
7.	Mass Casualties	Yes	Yes	Yes	Yes
8.	Communicable Disease Exposure and/or outbreak	Yes	Yes	Yes	Yes
	<b>Hazardous Materials</b>				
9.	Hazardous Materials Release (Toxic/Cloud)	Yes	Yes	Yes	Yes
10.	White Powder / CHEM / BIO / RAD / Spill or Exposure	Yes	Yes	Yes	Yes
11.	Radiation Exposure	Yes	Yes	Yes	Yes
12.	Asbestos Release	Yes	Yes	Yes	Yes
	<b>Transportation Accidents</b>				
13.	Automobile Accident	Yes	Yes	Yes	Yes
14.	Aircraft Collision with Building	Yes	Yes	Yes	Yes
15.	Pedestrians	Yes	Yes	Yes	Yes
	<b>Evacuation</b>				
16.	High Profile Landmarks	N/A	N/A	N/A	N/A
17.	Planned Events	N/A	N/A	N/A	N/A
18.	Evacuation	Yes	Yes	Yes	Yes
19.	Shelter	N/A	N/A	N/A	N/A
	<b>Weather</b>				
20.	University Closure	Yes	Yes	Yes	Yes
21.	Flooding	Yes	Yes	Yes	Yes
22.	Ice / Snow Storm	Yes	Yes	Yes	Yes
23.	Tornado / Hurricane / Severe or Inclement Weather	Yes	Yes	Yes	Yes

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24.	Earthquake	N/A	N/A	N/A	N/A
	<b>Building System</b>				
25.	Telephone / Telecom Failure	Yes	Yes	Yes	Yes
26.	Campus-wide Utility Failure	Yes	Yes	Yes	Yes
27.	Limited Utility Failure	Yes	Yes	Yes	Yes
28.	Campus-wide IT Failure (attack)	Yes	Yes	Yes	Yes
29.	Limited IT Failure	Yes	Yes	Yes	Yes
30.	Structural Failure	Yes	Yes	Yes	Yes
	<b>Threat of Violence</b>				
31.	Bomb Threat	Yes	Yes	Yes	Yes
32.	Campus Violence	Yes	Yes	Yes	Yes
33.	Weapons	Yes	Yes	Yes	Yes
34.	Vandalism	Yes	Yes	Yes	Yes
35.	Hostage Situation	Yes	Yes	Yes	Yes
	<b>Terrorism</b>				
36.	National / State Level Terrorism	Yes	Yes	Yes	Yes
37.	Local Level Terrorism	Yes	Yes	Yes	Yes
	<b>Interpersonal Emergencies</b>				
38.	Sexual Assault	Yes	Yes	Yes	Yes
39.	Stalking	Yes	Yes	Yes	Yes
40.	Relationship Violence	Yes	Yes	Yes	Yes
41.	Missing Student / Staff	Yes	Yes	Yes	Yes
42.	Study Abroad Incident	N/A	N/A	N/A	N/A
43.	Hostile/Disruptive Person	Yes	Yes	Yes	Yes

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**APPENDIX E  
Record of Changes**

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