Emergency Operations Plan
2018
Annex III - Building Emergency Management & Restricted Access
Approvals

This supersedes and rescinds all previous versions of this document.

Published January 2018
Record of Changes

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1. Purpose, Scope, Situation, and Assumptions

1.1. Purpose
This document is an annex to Lamar University’s (“University”) Emergency Operations Plan. The Evacuation & Restricted Access Annex provides procedures for evacuation of and restricting access to the University. The information in this document serves as a supplement to, and not replacement for, the information in the Emergency Operations Plan. The information in the Emergency Operations Plan continues to apply in the event of an evacuation or restricted access scenario. This document addresses information specific to evacuation and restricting access that is not covered in the Emergency Operations Plan.

1.2. Scope
This annex is limited to evacuation and restricted access procedures for the Lamar University campus (See Emergency management Plan, Section 1.4).

1.3. Situation
Certain emergency conditions may require the University to evacuate or restrict access to all or parts of campus. This plan includes procedures for the following situations:

- Evacuation,
- Shelter-in-Place,
- Lockdown, and
- Restricted Access.

2. Concept of Operations
The University will utilize the Incident Command System and the National Incident Management System to manage evacuations or restricting access, as appropriate.

If an evacuation of or restriction of access to all or part of campus is necessary, the University will use the appropriate communications system to provide instructions to the campus community. See Emergency Operations Plan, Section 4. Communications for a list of the communications methods that the University can use in an emergency.

2.1. Building Emergency Management

2.1.1. Building Emergency Plans
Each University building must have a Building Emergency Plan. The Office of EHS & Risk Management maintains a template for the Building Emergency Plan that includes the following information:

- Building Coordinator Program
  - This section identifies the Building Coordinator for the building and includes contact information.
  - The specific roles and responsibilities for the position is also included.
- Building Evacuation Procedures
  - This section includes the procedures for evacuating the building as well as assembly points specific to that building.
  - Procedures for assisting with the evacuation of persons requiring assistance, as well as a list of current occupants requiring assistance are also included.
• Shelter in Place and Lockdown Procedures
  o Shelter in place and lockdown procedures are common to all buildings. This section includes the actions that the Building Coordinator is expected to take.

The Office of EHS & Risk Management will ensure that each building has an emergency plan and that the plans are updated at least annually. The Office of EHS & Risk Management will maintain the official copy of the building plans, although Building Coordinators are encouraged to have their own copy and distribute the plan appropriately.

See Appendix X for a sample Building Emergency Plan.

2.1.2. Classroom Evacuation
The instructor is the senior representative of the University in the classroom and is therefore responsible for implementing University policy and directives. In the event that an emergency occurs while class is in session, instructors are expected to facilitate the execution of the appropriate procedure, i.e. evacuation, shelter-in-place, or lockdown.

• Instructors are responsible for pointing out their classrooms’ building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

• All University community members should familiarize themselves with all the exit doors of each room and building they occupy at the University, and should remember that the nearest exit routes may not be the same as the way they typically enter buildings.

• Students requiring assistance in evacuation shall inform their instructors in writing during the first week of class. Faculty members must then provide this information to Office of EHS & Risk Management.

• Instructors should be prepared to give appropriate instructions in the event of an evacuation. Students should follow the instructions of faculty members and class instructors during emergency evacuations.

2.1.2.1. Classroom Instruction and Recommended Syllabus Information.
Instructors should include the following information and instructions about evacuation procedures in their class syllabus:

• When a fire alarm sounds, occupants of buildings on Lamar University campus are required to evacuate buildings.

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

• Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.

• In the event of an evacuation, follow the instruction of faculty or class instructors.

• Do not re-enter a building unless given instructions by the following: Beaumont Fire Department, Lamar University Police Department, or University Fire Marshal.
2.1.3. Evacuation Assistance

Certain occupants of University buildings may require additional evacuation assistance. Those occupants are noted on individual Building Emergency Plans, as well as procedures for assisting with their evacuation.

Instructors are responsible for notifying the applicable Building Coordinator of students under their supervision who require evacuation assistance. Instructors are responsible for ensuring that students who require evacuation assistance report to their designated staging area. Instructors should not leave a student at a staging area until the designated escort has arrived and assumed responsibility for the student.

2.1.4. Lockdown for Buildings with Electronic Access Controls

Some campus buildings are equipped with electronic access controls. These controls can be remotely activated to restrict access to a building during a lockdown.

- The following personnel are authorized to initiate an electronic building lockdown:
  - Vice President for Finance and Operations,
  - Chief of Police for the University Police Department or their representative, including command staff, and

- The process for restricting access to a building with electronic access controls follows:
  - An authorized person must inform BACS administration to restrict access to a building or buildings. A log must be maintained and include timestamps of all names, actions and a brief description of all communications and actions taken by all parties involved.
  - BACS Administrators shall ask authorized personnel if they want the card reader to continue to function for authorized entry or restrict perimeter access only.

2.2. Campus-Wide Emergencies

2.2.1. Campus Restricted Access Procedures

A natural or man-made incident may affect all or part of the University campus requiring physical barriers to be placed at key campus entry points in order to restrict vehicular traffic.

The University has predetermined locations on roadways where large vehicles identified by vehicle number, vehicle type and vehicle driver will be dispatched in order to supplement or augment law enforcement efforts. When activated, Facilities Services will dispatch vehicles to block roadways with University service vehicles.

- Large University vehicles shall be placed in designated areas to provide a physical barrier to vehicular traffic (See Appendix VII for a map of designated areas and list of designated vehicles).
- University vehicle barriers may be supplemented or replaced by manned law enforcement units. External agency law enforcement may provide mutual aid to provide perimeter control. Other physical barriers such as concrete or water filled Jersey Barriers may be deployed as required.
- Clearly defined physical barriers, such as barricades, fences, and signs shall be used to define the boundary of a Restricted Area.

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• Barriers shall direct the flow of personnel and vehicles through designated entry control portals.

• Barriers and entry control portals, supplemented by other systems such as patrols or surveillance, shall be used to deter and detect introduction of prohibited articles or removal of safeguards and security interests.

• Barriers shall be used to deter and/or prevent penetration by motorized vehicles where vehicular access could significantly enhance the likelihood of a successful malevolent act.

• Barriers shall be capable of controlling, impeding, or denying access to a Restricted Area.
  o Access control requirements may be layered as appropriate for the situation. At succeeding boundaries, access controls may be increased to preclude pedestrian entry or exit to or from a Restricted Area.
  o A personnel identification system (e.g. University Identification/security badge system) shall be used to control access into Restricted Areas.
  o Automated access control systems may be used as approved by the University authority for safeguards and security.
  o Means shall be provided to deter and detect unauthorized intrusion into Restricted Areas. Means include use of intrusion detection sensors and alarm systems, random patrols, and/or visual observation.

• Circumstances may require that entrance/exit inspection be made by security personnel or with detection equipment designed to detect prohibited articles. LUPD will designate security personnel. Inspections of personnel, hand-carried items, and/or vehicles shall provide reasonable assurance that prohibited articles are not introduced and that safeguards and security interests are not removed from the area without authorization.
  o Inspections. Inspection procedures, requirements, and frequencies shall be developed based on a graduated approach and included in the appropriate security plan. Where random entry or exit inspections are permissible, the inspection shall be conducted on a percentage basis, determined by the University authority for safeguards and security, using techniques that ensure randomness.
  o Prohibited Articles. The following articles are prohibited from Security Areas, unless approved by the University authority for safeguards and security:
    ▪ any dangerous weapon
    ▪ explosive
    ▪ other dangerous instrument or material likely to produce substantial injury or damage to persons or property
  o Signs reflecting information on: the inspection of vehicles, packages, or persons either entering or exiting; notification of video surveillance equipment; and trespassing, if applicable, shall be posted.
  o Visitor logs are required at Restricted Areas.
- A Property Protection Area is a Restricted Area established for the protection of University property. A Property Protection Area may be established to protect against damage, destruction, or theft of University-owned property. Measures taken shall be adequate to give reasonable assurance of protection and may include physical barriers, access control systems, protective personnel, intrusion detection systems, and locks and keys. Protective measures taken shall provide appropriate, graded protection.
  - Access controls, where determined to be necessary by University authority, shall be implemented to protect departmental property and facilities.
  - Signs prohibiting trespassing, where necessary, shall be posted.
  - Vehicles and hand-carried items entering or leaving shall be subject to inspection to deter and detect unauthorized removal of University assets.
  - Physical barriers, where determined to be necessary by local authority, shall be used to protect property and facilities.
  - Personnel and Vehicle Access Control. Validation of the identity and access authorization of persons allowed access shall be administered by security personnel.

2.2.2. Campus Evacuation Procedures
The following planning assumptions apply to campus evacuation procedures:

- Campus evacuation will either be planned with advanced notice of the emergency, or spontaneous with little or no advanced notice of the emergency.

- Campus evacuation with little or no notice of the emergency:
  - The decision to initiate an evacuation will be determined by the University leadership based on a real-time assessment of a threat to the campus community.
  - The campus will be alerted using emergency communication systems.

- Information will be provided to keep evacuees informed during the evacuation. Information will be provided as prescribed in the Emergency Operations Plan, Section 4. Communication.
  - Not all campus occupants may be able to evacuate campus by their vehicle.
  - Depending on conditions, residents and other students may not be able to remain in their quarters.
  - If this evacuation is ordered, the campus may be directed to evacuate campus immediately by foot, or by mass transit available. Conditions may prohibit departure by privately owned vehicles. Campus members may be moved to temporary staging areas as determined in coordination with the City of Beaumont. As conditions improve, transit will be arranged for campus members to retrieve their privately owned vehicles so they may depart to their residence.

- Activation of this plan will require consultation, and notification to the City of Beaumont, Jefferson County and the Texas Department of Public Safety.
• The evacuation of large numbers of people from campus will stress the limited capabilities of roadways available for this purpose, potentially requiring substantial additional time to complete an evacuation. Consequently, an evacuation must be initiated as soon as feasible upon recognition of the threat to campus and must continue to function efficiently until completion.

• The Emergency Operations Center in coordination with the Beaumont - Jefferson County Emergency Operations Center and State Operation Center will facilitate evacuation and shelter activities. Coordination will involve the exchange of information regarding decision-making, protective actions, and resource coordination and deployment.

• The capacity of available public evacuation shelter facilities in and adjacent to the impacted areas will be determined University leadership.

• For certain hazard types, large, vulnerable populations and limited evacuation road networks may necessitate termination of evacuations prior to full completion and evacuees still at risk would need to be directed to a refuge-of-last-resort as quickly as possible.

• Any campus evacuation will require expedited coordination of all University departments to maintain an efficient and safe movement of traffic during an evacuation.

2.2.2.1. Planned or With-Notice Evacuation

Isolated or multiple incidents may initiate an evacuation of certain geographical or densely populated portions of the University campus, or off the University campus in its entirety. For the Planned or With Notice Evacuation, the following actions will be initiated, as applicable:

• Campus leadership will be informed of an upcoming incident that could require campus evacuation.
• Campus leadership will determine the need to evacuate the campus.
• Marketing and Communications will develop a campus wide announcement of the evacuation.
• All actions will be coordinated through the University Emergency Operations Center.
• Those residing on campus and within close proximity to campus will be directed to evacuate by a variety of options including mass transit, foot, bicycle or their vehicles.
• Students residing off campus within a safe area will be directed to return to their residence by mass transit or their own vehicles.
• Staff and faculty will return to their residence by the conveyance that brought them to campus.
• The University community may be directed to evacuate by identified and mapped zones.
• Outbound traffic routes impacted by construction or other impediments will be cleared or made passable to the extent possible.
• Live traffic control at critical intersections will be implemented to the extent possible.
• The City/State will be notified so that they may inform the Beaumont community of the impending traffic congestion and areas to avoid.
• Redirection of one-way traffic lanes will be implemented as needed to improve traffic flow.
• Special needs population and those without transportation will be instructed to utilize available public transportation resources.

Appendix V includes zone and city maps that identifies routes for a geographic-based route selection, in the event of a large scale evacuation. University personnel should familiarize themselves with these evacuation routes. Final route selection will be determined by appropriate Campus Safety and Security operations personnel.
2.2.2.2. Unplanned or No-Notice Evacuation

Management of Evacuation Operations

- **Transportation**
  
  If the University has sufficient notification, every effort will be made to encourage evacuees to leave in their own vehicles if it is safe to do so. All transportation requests should be routed through the Emergency Operations Center if it is activated.

- **Traffic Control**
  
  The Lamar University Police Department will establish traffic control at all entrance/exit points. The University traffic plan for an evacuation zone will include the following elements:
  
  - Specific actions will be implemented to maintain a smooth flow of evacuation routes off campus or to host shelters.
  - Traffic control points will be established and staffed to the extent possible utilizing police department staff.
  - Barricade plans including location and staffing will be coordinated in cooperation with Facility Management and Lamar University Police Department.
  - Direction will be provided for potential one way / reverse lane operations.

  Special consideration will be given to personal protective equipment that may be needed by essential personnel at barricades and traffic control points. In appropriate situations, consideration should be given to the use of non-traditional police department personnel to staff barricades. Garage and control access gate arms will be opened to expedite vehicular egress. This resource request should be coordinated through the Emergency Operation Center when activated.

- **Security**
  
  Perimeter and zone security shall be a central component of any protective action incident management plan. The Lamar University Police Department will establish a plan for perimeter security as required.

- **Evacuations Requiring Shelter Operations**
  
  The University will coordinate with the State Operation Center and the City of Beaumont Office of Emergency Management to request and establish shelter operations. A large number of evacuees will seek shelter with friends or family and will not use a public shelter for accommodations.
• **Initial Actions**

University Incident Command should immediately notify the Beaumont Emergency Operations Center when a shelter may be needed. The City of Beaumont Office of Emergency Management will coordinate shelter selection between the University and agencies supporting shelter efforts.

  - When a shelter is not immediately available, the use of a temporary staging area such as a High School gymnasium or large shopping mall parking lot will be utilized. Climate conditions will be a factor in the determination of the selection of a staging area.

• **Re-Entry**

University leadership makes decisions regarding reentry. Consideration should be given to the following factors before allowing re-entry of the general public into an evacuation zone:

  - Restoration or availability of utility services, (e.g. restoration of gas service, including the re-ignition of pilot lights, can be time-consuming.)
  - Public health and safety issues, (e.g. vermin, standing water, debris, dangerous animals, etc.)
  - Assessment of the structural integrity or potential contamination of structures inside an evacuation zone

Campus notification of the re-entry plan will be made through University Communications. Frequent updates on the status of the incident and re-entry shall be provided throughout the incident.

2.2.2.3. *Protective Actions Notice*

It is the responsibility of the Incident Commander or the person(s) or groups responsible for making protective action decisions to provide the information to be included in any protective actions or public warning statement. Information elements include the following:

• The nature of the problem
• Defined area for notification
• Recommended protective actions (i.e. evacuate or shelter-in-place)
• Recommended evacuation routes
• Recommended shelter in place actions
• Any information for special needs or “at-risk” population groups a sample of a protective actions notice can be found in Appendix IV.

**Sources of Information**

The decision to take protective actions should, if possible, be based on scientific data. This data may include, but is not limited to, one or more of the following sources:

• Measured Data
• Calculated Data
• Predicted Data

In some instances, due to an urgent threat to public safety, it may not be possible to objectively gather and analyze incident information prior to ordering protective actions. In this case, Command must depend on judgment in ordering and determining the scope of the protective actions.
Protective Action Procedures

When ordering protective actions, the following sequence shall be considered:

- Confirm that protective actions are needed.
- Confirm that there is a hazard.
  - When possible, base the decision on scientific data, such as downwind chemical plume readings, projected stream rise, or published technical guidelines.
  - If protective actions are to be needed, IMMEDIATELY notify all involved agencies. Activate the Emergency Operations Center if necessary. These notifications should be done as early as possible due to the lag time of off-site groups reporting to the site and/or EOC.
  - Form the evacuation group or branch.
  - Notify other political jurisdictions if an evacuation is ordered.
- Develop the Protective Actions Notice:
  - Define the area where people should shelter-in-place or evacuate.
  - Define the protective actions will be provided using common terminology. Use commonly known street names and other landmarks to define the area. Do not define boundaries for the public in terms of a radius, (e.g. do not define the area as a half-mile radius around a particular point).
- Determine all other needed components for the evacuation notice such as:
  - Shelter or staging area locations.
  - Transportation arrangements.
  - Traffic control points.
  - Special instructions and/or warning information for schools, medical facilities, and large businesses.
  - Confirm that all needed agencies have been notified.
  - Determine how the protective actions will be announced.
  - Have Command approve the Protective Actions Notice.
  - Disseminate the evacuation notice to the media and all other agencies that may receive calls regarding the evacuation.
  - Implement other warning systems such as door-to-door notification.

2.2.2.4. Campus Evacuation vs. Shelter-in-Place

There may be some situations where it is not possible to safely evacuate persons, and it is safer to shelter them in-place. In general, these are situations where movement of the public would put them at greater risk than leaving them in their current location. The decision for determining protective actions (e.g. evacuation vs. shelter in place) rests with the University leadership.

Shelter-in Place:

For weather:

- Go to the lowest level of the building if possible.
- Stay away from the windows.
- Go to interior hallways and rooms.
- Use arms to protect head and neck in a “drop and tuck” position.
- Monitor emergency communications for specific instructions (www.lamar.edu).
For environmental incidents (chemical, biological, or radiological releases):

- Go inside the nearest building.
- Close all doors, windows, and other inlets from the outside.
- Shut down the fresh air intake or HVAC system if possible.
- Monitor emergency communications for specific instructions (www.lamar.edu).

3. Direction, Control, Organization, and Coordination

3.1. Command and Control

The same command and control structure detailed in the Emergency Operations Plan will be used during an emergency requiring evacuation or restricted access. The depiction below summarizes that command structure.

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During an emergency, as with any emergency, the University is led by two working groups, the Executive Operations Team, working out of the Emergency Command Center, and the Incident Command Staff working out of the Emergency Operations Center.

3.2. Support Components Responsibilities

As discussed in the Emergency Operations Plan Section 3.4, the University relies on Emergency Support Functions (ESFs) and non-emergency support functions to carry out emergency operations. Some of these groups have specific responsibilities related to an evacuation or restricted access response, in addition to general emergency responsibilities. The ESFs that have specific tasks related to this annex are listed below. The specific tasks for which the ESFs are responsible are included in the appropriate ESF Annex.

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<td>Public Works</td>
<td>Facilities Services, Lamar University Planning &amp; Construction, Lamar University</td>
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4. Communications
The University will employ the communications measures detailed in the Emergency Operations Plan Section 4, Communications, during an evacuation or restricted access emergency.

These communications measures include emergency notifications and interoperable radio communications for first responders. Per the incident command structure detailed above, the Public Information Officer will coordinate external communications.

5. Administration, Finance, and Logistics
The University will employ the administration, finance, and logistics procedures detailed in the Emergency Operations Plan Section 5 during an emergency involving this annex.

6. Annex Development and Maintenance
This annex will be developed and maintained in accordance with the procedures detailed in the Emergency Operations Plan Section 6.
Appendices

I. Definitions

Building Coordinator: Staff member responsible for managing, planning, and coordinating activities associated with the physical, environmental, and security conditions of his or her assigned building or facility. Serves as the liaison for coordination and communications to building occupants regarding hours of operation, security, emergency preparedness, maintenance, construction repairs and renovations, and utility delivery (including elevators). For additional information, see Appendix II – Building Coordinator Role.

Evacuation Assistance: Support provided for occupants who require evacuation assistance during an emergency. Evacuation assistance should include designated staging areas, designated escorts, and an evacuation strategy for occupants.

Lockdown: The directive “LOCKDOWN” is used to stop access and/or egress as appropriate, to all or a portion of the buildings on campus. Unless otherwise directed, consider that all buildings will initiate their “LOCKDOWN” procedures.

Primary Assembly Area: An exterior area utilized as an assembly location by occupants who have evacuated their building. An assembly area is designated by the Building Coordinator and should be located outside of the building in a safe and convenient location. This area is utilized as a temporary staging location while an emergency incident is under investigation.

Secondary Assembly Area: An indoor location utilized as an assembly area by occupants who have evacuated their building. Secondary assembly areas are located inside a building, or other protected area, and may be utilized during periods of inclement weather, extreme heat, or during incidents that continue for an extended period of time. (The extent of position assignment is dependent on both physical structure complexity and current staffing.)

Shelter in Place: The action of seeking immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building that offers occupants an elevated level of protection. Sheltering can be related to a variety of situations, including: severe weather emergencies, hazardous condition, chemical release, or criminal activity.

Shelter in Place – Severe Weather: The act of sheltering in an area inside a building that offers occupants an elevated level of protection during a tornado or other severe weather related emergency.
Shelter in Place – Chemical, Biological or Radiological: A place of shelter is an area inside a building that offers occupants an elevated level of protection during an accident or intentional release of a chemical, biological or radiological agent. [NOTE: Many toxic chemicals have a vapor density greater than that of air, and will seek lowest ground. In the case of a Shelter in Place due to a chemical spill, do NOT shelter below grade. Follow instructions provided by emergency personnel.]

II. Building Coordinator Role

A. Building Coordinator Role Description – (Critical Function)

The President of Lamar University designates the highest ranking administrator (i.e. Dean, Director, or Department Head) of a unit or agency having spaces in a building owned and/or operated by the University as being responsible for designating an employee of Lamar University as the Building Coordinator for that building. In a situation where two administrators of equal title share a facility, the department that occupies the predominant portion of the facility (or as agreed by the administrators) will appoint the Building Coordinator. As required or as necessary, the term of a Building Coordinator is determined by the appointing administrator. Ranking administrators should report the Building Coordinator designation and any change in Building Coordinator designation to Facilities Management. Facilities Management is responsible for maintaining the Lamar University Building Coordinator database. Ranking administrators should also ensure that there is at least one individual in the facility who will serve as the alternate in the Building Coordinator’s absence or unavailability. All duties identified in this policy must be performed by a full-time employee (faculty or staff) and can include after hours and weekend calls as necessary.

Each department/agency occupying space in a building shall appoint an individual to serve as a communication manager between the department/agency floor managers and Building Coordinator(s).

B. Building Coordinator Responsibilities:

Coordinate and monitor the physical, environmental, life safety, and security conditions, and general maintenance and repair of the building and building systems, including but not limited to:

- **Renovation and Repair:** Act as the primary contact and liaison for actions related to building renovations; major repairs to the building; its systems (electricity, water, and chilled water) and integral equipment; minor and routine facilities upkeep and maintenance; and maintenance of safety and security equipment. Coordinate priorities related to plans for the enhancement, repair and modification, and preventative maintenance of buildings and equipment.

- **Security:** Assist and coordinate tenant department(s) with developing and implementing security design and systems for the building including security cameras, exterior doors, and exterior lighting. May be issued grand master key access to all building doors and acknowledge they hold a Position of Special Trust.

- **Emergency Planning:** Work with the Office of Emergency preparedness to develop a Building Emergency Plan (see Appendix X – Sample Building Emergency Plan). Develop and maintain a contact database for each department residing in the facilities. Lead and participate in the implementation of emergency plans...
in appropriate situations. Provide a new employee orientation for new building staff to inform them of the 
Building Emergency Plan and procedures and guidelines for safety, security, and fire.

- **Special Projects or Events**: Coordinate with tenant department(s) on any special projects (such as 
  improvements to the network) or special activities (such as special event scheduling, notifications to 
  Lamar University Police Department (LUPD)/ Parking and Transportation Service (PTS), housekeeping, 
  etc.)

- **Other Duties**: Oversee and conduct periodic rounds of inspections, checking for security of facilities, 
  functionality of equipment which may include automatic external defibrillators and first aid kits. 

  Report unusual or suspicious activities. Act as primary contact to report infractions of policy (related to 
  building activities) to University regulations and building operations.

### C. Building Coordinator Qualifications:

A Building Coordinator should have the following qualifications:

- Experience with planning and coordinating services.
- Strong administration skills.
- Excellent time management, punctuality, multi-tasking, and attention to detail with follow through from 
  start to finish and strong organizational skills.
- Knowledge of basic security and fire protection procedures. Strong verbal and written communication 
  skills.
- Experience in working in a collaborative environment.
- Skills in objectively evaluating situations and making timely decisions to resolve problems.
- Experience in exercising independent initiative and judgment in carrying out assigned duties.
- Ability to recognize safety and security hazards and make appropriate contacts for correction.
III. Emergency Operations Center Access

A. Emergency Operations Center Identification

In order to facilitate access to the operations of University Command or Emergency Operations Centers and to Restricted Areas during a crisis, Lamar University has developed the Emergency Operations Access Badge. This badge will be issued by the Senior Director Infrastructure Services to individuals approved by the Vice President for Finance and Operations. All ID cards issued by the University are the property of the University and must be surrendered upon termination of conclusion of affiliation.

- **Process**
  - The Vice President for Finance & Operations will:
    - Issue a letter on departmental letterhead that:
      - Is signed by the VP or his designee
      - Includes the electronic identification of the future badge holder
      - Includes the name of the future badge holder
      - Requests issuance of an Emergency Operations Center Badge
    - Send the requestor to the Senior Director Infrastructure Services
  - The Senior Director Infrastructure Services will:
    - Verify the letter is consistent with departmental letterhead; signature and all components indicated above are included
    - Issue the EOC Badge

- **Badge Access and Holder Responsibilities**
  - Appropriately coded security badges will be used and accepted as evidence of an access authorization (or security clearance). Such security badges shall be accepted for admittance to Restricted Areas without a need for additional badging. Site or facility procedures may be established to require presentation of additional photo-identification media.
  - Badges shall be worn conspicuously, photo side out, in a location above the waist and on the front of the body while in designated areas as determined by University official directives and security directives unless prohibited by health or safety considerations.
  - Personnel shall protect assigned badges and maintain them in good condition. If a significant change in facial appearance takes place, a badge with a new photograph shall be requested by the individual, supervisor, or security official.
  - Security awareness programs shall stress the importance of protecting security badges against loss or misuse. Badges shall not be used as a means of identification for unofficial purposes (e.g., cashing checks).
• Accountability of Badges, and Credentials
  
  o Records shall be maintained by issuing offices showing the disposition of badges, and credentials issued. Such records shall include, as a minimum description and serial number of item issued, date of issuance, name, organization, and date of destruction. Records will be maintained.
  
  o Lost Badges and Credentials. A record of missing badges and credentials shall be maintained. Personnel and/or systems controlling access to Restricted Areas shall be provided current information regarding missing badges in order to prevent their misuse. The loss or recovery of badges or credentials shall be reported immediately to the issuing office.

• Terminating Security Badges, and Credentials.
  
  o Badges and credentials issued to employees, contractors, and other individuals shall be recovered at the final security checkpoint or earlier and the individual(s) shall be escorted from the site if circumstances or conditions indicate such action is needed. Recovered credentials shall be destroyed. Recovered badges may be retained and reissued.
IV. Sample Protective Actions Notice

Evacuation/Protective Actions Notice

Date: ______________________
Time: ______________________

The Vice President for Finance and Operations advises the public to immediately:

1. Evacuate
2. Shelter in Place

In an area of (See Map) due to a (type of incident) located at (location).

The following affected area(s) include:

Zone One:
Zone Two:
Zone Three:

Due to the nature of this situation, you must act (immediately, or within the advised timeframe).

( Evacuation Issues, Check All Applicable)

1. Persons in the evacuation area should use their own transportation to immediately leave the area and seek shelter with friends or family.
2. Persons needing shelter may report to (shelter or staging area name and address)

3. You may need to stay out of the area for as long as (timeframe, if known)

4. If you need special items such as eyeglasses, prescription drugs, special medical equipment, or diapers, take them with you. Do NOT re-enter the evacuation area or delay your evacuation to get these items.

5. Occupants who require some form of assistance in order to safely evacuate will be identified during pre-incident planning. Evacuation Escorts should be assigned to assist occupants who require evacuation assistance during an emergency. Escorts should be assigned by their Building Coordinator. The Floor Manager may serve as an Escort if this will not detract from other evacuation responsibilities.
(Shelter-In-Place Issues, Check if Applicable)

1. Persons who are in the identified affected areas should stay inside, close all windows and doors and shut off all ventilation such as air conditioners and heat if possible.

(Additional Instructions)

______________________________________________________________

______________________________________________________________

Persons in areas surrounding the evacuation zone should monitor the media for details and updates.

**DO NOT CALL 9-1-1 OR x7777 UNLESS YOU HAVE AN EMERGENCY THAT REQUIRES POLICE, FIRE, OR EMS RESPONSE. MONITOR THE RADIO AND TELEVISION FOR UPDATES.**

Evacuation Area Map or Sketch:
V. Evacuation Zones and Evacuation Routes

Campus Evacuation Routes

If a large-scale evacuation is ordered, the information below provides preliminary guidance for directionally based evacuation route selection. The information below represents the best estimates of pre-planned evacuation zones. Due to the evolving nature of evacuation incidents, final route selection will be determined by appropriate University operations personnel.

To the South:

To the West:

To the North:

To the East:
VI. Building Identification by Zone

The buildings located in each zone are on listed on the pages that follow. University community members should know what zone(s) they occupy and the respective evacuation routes.
1. Zone 1 Buildings

34-Otho Plummer Administration Building
35-Lucas Building
36-Family & Consumer Sciences
37-Mary & John Gray Library
43-Thompson Family Tennis Center
44-Ty Terrell Track
47-Sheila Umphrey Recreational Sports Center (McDonald Gym)
48-Communications
51-Carl Parker Building
53-Wimberly Student Services Building
54-Galloway Building
55-Archer Building
56-Barnes & Noble Bookstore
57-Setzer Student Center
58-Geology
59-Social & Behavioral Sciences
60-Science Auditorium
61-Chemistry
62-Health & Human Performance Complex, Bldg. A
63-Art House
64-Health & Human Performance Complex, Bldg. B
65-Tiny House BBQ
66-Hayes Biology Building
67-James M. “Jimmy” Simmons Music Building
68-Theatre Art; Studio Theatre; University Theatre; KVLU Public Radio
69-Art
70-Dishman Art Museum
71-Mamie McFaddin Ward
2. Zone 2 Buildings

1-Wayne A. Reaud Building
15A-Herman Iles Building
15B-Rudy C. Williams Building
15C-Building C
16-Residence
17-Campbell Hall
19-Monroe Hall
20-Science & Technology Building
21-Speech & Hearing
22-Hydraulics Lab
23-Maes Building
24-Education
25-Morris Hall
27-Gentry Hall
28-Texas Academy
29-Cherry Engineering Building
30-Post Office

38-Brooks-Shivers Dining Hall
39-Baptist Student Center
40-Wesley Foundation
41-Combs Hall
3. Zone 3 Buildings
4. Zone 3 Buildings

<table>
<thead>
<tr>
<th>Number</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Center for Innovation, Commercialization &amp; Entrepreneurship</td>
</tr>
<tr>
<td>3</td>
<td>Planning &amp; Construction</td>
</tr>
<tr>
<td>4</td>
<td>Police Department</td>
</tr>
<tr>
<td>5</td>
<td>Digital Learning Center</td>
</tr>
<tr>
<td>6</td>
<td>Custodial Services</td>
</tr>
<tr>
<td>7</td>
<td>Soccer Field</td>
</tr>
<tr>
<td>8</td>
<td>Soccer/Softball Fieldhouse</td>
</tr>
<tr>
<td>9</td>
<td>Softball Field</td>
</tr>
<tr>
<td>10</td>
<td>Vincent-Beck Stadium</td>
</tr>
<tr>
<td>11</td>
<td>H.D. “Tex” &amp; Emma Strait Baseball Training Facility</td>
</tr>
<tr>
<td>12</td>
<td>Spindletop Gladys City Boomtown Museum</td>
</tr>
<tr>
<td>13</td>
<td>Intamural Field</td>
</tr>
<tr>
<td>14</td>
<td>Recreational Sports Annex</td>
</tr>
<tr>
<td>26</td>
<td>Reese Construction Management Laboratory</td>
</tr>
<tr>
<td>31</td>
<td>Newman Catholic Center</td>
</tr>
<tr>
<td>32</td>
<td>Church of Christ Student Center</td>
</tr>
<tr>
<td>33</td>
<td>Human Resources</td>
</tr>
<tr>
<td>42</td>
<td>Music Annex</td>
</tr>
<tr>
<td>45</td>
<td>Latter Day Saints Student Center</td>
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<tr>
<td>46</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>73</td>
<td>Shipping &amp; Receiving</td>
</tr>
<tr>
<td>74</td>
<td>Montagne Center</td>
</tr>
<tr>
<td>75</td>
<td>Provost Umphrey Stadium</td>
</tr>
<tr>
<td>76</td>
<td>Dauphin Athletics Complex</td>
</tr>
<tr>
<td>77</td>
<td>Vernon Glass Field of Champions</td>
</tr>
</tbody>
</table>
Access Map and Vehicle List
<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Type</th>
<th>Location</th>
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</table>

**Backup Vehicles**

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Type</th>
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</table>
### VIII. LUPD Bomb Threat Check List

**Time call received**

**Exact words of caller**

<table>
<thead>
<tr>
<th>Questions to Ask Caller</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. When is the bomb going to explode?</td>
</tr>
<tr>
<td>2. Where is the bomb?</td>
</tr>
<tr>
<td>3. What kind of bomb is it?</td>
</tr>
<tr>
<td>4. What does it look like?</td>
</tr>
<tr>
<td>5. What will cause it to explode?</td>
</tr>
<tr>
<td>6. Did you place the bomb?</td>
</tr>
<tr>
<td>7. Why?</td>
</tr>
<tr>
<td>8. Where are you calling from?</td>
</tr>
<tr>
<td>9. What is your address?</td>
</tr>
<tr>
<td>10. What is your name?</td>
</tr>
</tbody>
</table>

**Caller’s Voice (check all that apply)**

- Male
- Female
- Young
- Middle-aged
- Middle-aged
- Calm
- Disguised
- Nasal
- Angry
- Broken
- Stutter
- Slow
- Sincere
- Lisp
- Rapid
- Giggling
- Deep
- Crying
- Squeaky
- Excited
- Stressed
- Accent
- Loud
- Slurred
- Normal

If the voice is familiar, whom did it sound like?

Were there any background noises?

Person receiving call:

Telephone number call received at:

Date:

Remarks:
IX. Emergency Flyers

EMERGENCY TERMS

SIREN
OUTDOOR WARNING SYSTEM
One of the ways campus will be notified of an emergency is the Outdoor Warning System (siren). If you hear the siren at a time other than the scheduled monthly test (11:50 a.m. on the first Wednesday of each month), you should immediately seek cover in the closest building or facility. Wait for further instructions through other communication systems. The siren is NOT used to signal that all is clear.

LOCKDOWN
The directive “Lockdown” is used to protect occupants in proximity of an immediate threat by limiting access to buildings and rooms. If no specific locations are given, all buildings should initiate lockdown procedures.

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

If YOU ARE OUTSIDE a building in lockdown:
1. DO NOT ENTER THE BUILDING. Move as far away as possible from the building under lockdown.
2. Await further instructions from law enforcement.
3. Check the university’s website and university social media sites for updates and further information as it becomes available.
4. DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN. Phone calls to anyone inside the building that is in lockdown may endanger them.
5. DO NOT LEAVE YOUR SAFE AREA until law enforcement has opened the door.

If the THREAT IS OUTSIDE your building:
1. If the exterior doors are not electronic and it is safe to reach them, lock them.
2. If safe, leave a person at the door to let others (non-threatening) coming from outside into the building.
3. Close interior doors. Lock doors, if possible. Barricade the doors.

If the THREAT IS INSIDE your building:
RUN: If you determine that you can reach an escape path to a safer area, then get out.
1. Be aware of your surroundings
2. Have an exit plan
3. Move away from the threat as quickly as possible
4. Create as much distance between you and the threat as possible

HIDE: If you can’t evacuate, find a secure place to hide out.
1. Create distance between you and the threat
2. Find barriers to prevent or slow down the shooter from getting to you
3. Turn off the lights and silence your phones
4. Remain out of sight by hiding behind large objects
5. Be quiet

FIGHT: As a last resort, if you can’t hide out and if you have absolutely no other option, confront the threat.
1. Be aggressive, yell, and commit to your actions
2. Do not fight fairly – throw items and use improvised weapons
3. Survive by any means necessary

CALL 911 WHEN IT IS SAFE TO DO SO

SHELTER IN PLACE
For weather:
1. Go to the lowest level of the building if possible.
2. Stay away from the windows.
3. Go to interior hallways and rooms.
4. Use arms to protect head and neck in a “drop and tuck” position.
5. Monitor emergency communications for specific instructions at www.csu.edu/emergency

For environmental incidents (chemical, biological, or radiological releases):
1. Go inside the nearest building.
2. Close all doors, windows, and other inlets from the outside.
3. Shut down the fresh air intake or HVAC system if possible.
4. Monitor emergency communications for specific instructions at www.csu.edu/emergency
EVACUATION
All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

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

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

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

For evacuation in your classroom or building:
1. Follow the instructions of faculty and teaching staff
2. Exit in an orderly fashion and assemble outside
3. Do not re-enter a building unless given instructions by emergency personnel

Classroom Evacuation for FACULTY AND TEACHING STAFF
University faculty and teaching staff are responsible for implementing university emergency policies and procedures, and for informing students of their classrooms’ building emergency evacuation routes, exit doors, and emergency procedures at the beginning of each semester.

Each university faculty and teaching staff member should provide the information listed in “Classroom Evacuation for Students” to students at the beginning of each semester through instruction and/or syllabus information. Emergency evacuation route information and emergency procedures may be found at utexas.edu/emergency.

Students requiring assistance in evacuation should inform their instructors in writing during the first week of class. Instructors must provide this information to the Fire Prevention Services Office by email: admin.fireprevention@austin.utexas.edu.

For evacuation in your classroom or building:
1. In the event of a fire or other emergency, it may be necessary to evacuate a building rapidly. Upon
   the activation of a fire alarm or the announcement of an emergency in a university building, all
   occupants must evacuate and assemble outside.
2. If a “Lockdown” is announced, implement lockdown procedures as listed (see reverse side for more info).
3. Once evacuated, no one may re-enter the building without instruction to do so from the Austin
   Fire Department, University of Texas at Austin Police Department (UTPD) or the Fire Prevention
   Services Office.
4. Ensure other occupants of university buildings are aware of emergencies and help anyone requiring
   assistance in evacuation as long as it is safe to do so.

Building Evacuation
Evacuate the facility upon hearing the alarm or official announcement.
1. Close office doors and turn off lights and computers.
2. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner.
   Do not use elevators.
3. Assemble in designated areas per the Building Emergency Plan. Upon reaching the ground level, stay at least
   300 feet (1 block) from the building.
4. Follow instructions of emergency personnel. Report any individuals left in the building to them.
5. Do not re-enter the building until an “All Clear” announcement is given by emergency personnel.
Remember 5
And Stay Alive

Severe Weather

1. GET LOW
   Go to the lowest level of the building, if possible

2. AVOID WINDOWS
   Stay away from the windows

3. GO TO INTERIOR
   Go to interior rooms and hallways

4. PROTECT YOURSELF
   Use arms to protect head and neck in a “drop and tuck” position

5. STAY IN THE KNOW
   Monitor emergency communications for specific instructions: utexas.edu/emergency
**ACTIVE SHOOTER RESPONSE GUIDE**

**RUN**
If you determine that you can reach an escape path to a safer area, then get out.
1. Be aware of your surroundings.
2. Have an exit plan.
3. Move away from the threat as quickly as possible.
4. Create as much distance between you and the threat as possible.

**HIDE**
If you can’t evacuate, find a secure place to hide out.
1. Create distance between you and the threat.
2. Find barriers to prevent or slow down the shooter from getting to you.
3. Turn off the lights and silence your phones.
4. Remain out of sight by hiding behind large objects.
5. Be quiet.

**FIGHT**
As a last resort, if you can’t hide out and if you have absolutely no other option, confront the active shooter.
1. Be aggressive, yell, and commit to your actions.
2. Do not fight fair - throw items and use improvised weapons.
3. Survive by any means necessary.

**CALL 911 WHEN IT IS SAFE TO DO SO**

**WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS**
When officers arrive, be prepared to calmly, quickly, and accurately tell them what they need to know:
1. Location of the shooter
2. Number of the shooters, if there’s more than one
3. Description of the shooter
4. Number and kinds of weapons they have

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

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

**NOTICE CONCERNING BEHAVIOR?**
If the university’s goal to prevent any unsafe situations before they happen, we encourage you to report all suspicious behavior and concerns as soon as you notice them.

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

If you notice concerning behaviors in a friend, roommate, or classmates, call the university’s anonymous Behavior Concerns Advisor Line at 332-282-3060. You can learn more about BLA at bluhsd.edu/anonymous-behavior-concerns