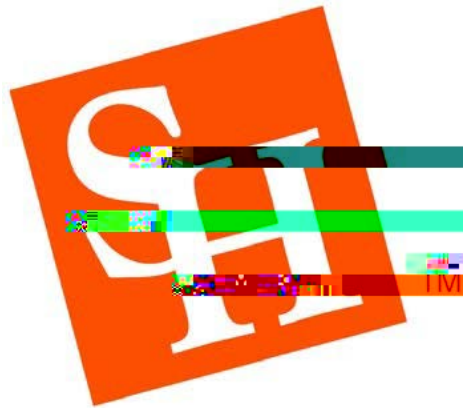
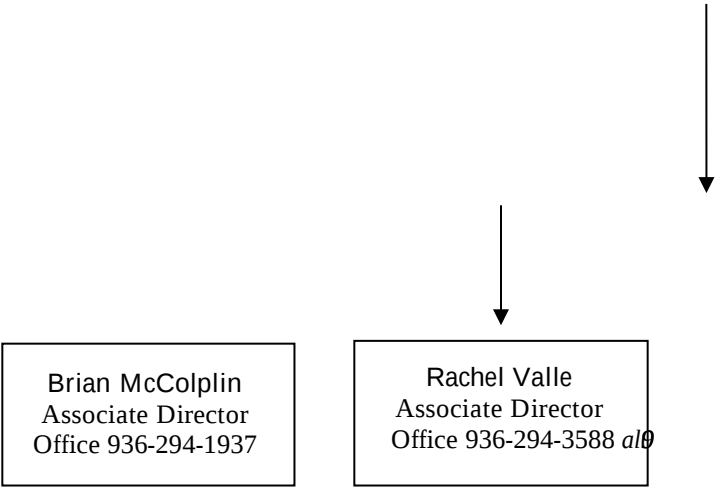




Department of Student Activities Emergency Action Plan

EMERGENCY ACTION PLAN



- Lock all exterior doors to office suite (LSC 215)
- All professional and student staff should retreat to LSC 215H (hallway next to department kitchen)
- Wait for further instructions from emergency call tree

- *Fire extinguishers* – located in _____ of LSC _____ and service hallway
- *AED Defibrillator* – located in LSC Ballroom lobby, LSC Paw Print and LSC _____
- Information desk
- *Medical First A*

Sam Houston State

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General Information for any Emergency Procedure in the LSC

1. The LSC Director or Associate Director will be called in the event of any emergency in

4. If the situation warrants the Director, Associate Director or Student Supervisor on Duty will contact University Police Department by calling 4-1000/1794.

5. In all cases complete the Incident Report. An example is found in the Form Section of this document and at the Information Desk.

Detection of a Fire

1. If a fire is detected before the fire alarm system activates, pull the nearest fire alarm. All employees should know the location of at least two fire pull stations nearest their work area or office.

2. Dial 911 or 4-1000/1794 and report the fire, giving the location as the Lowman Student Center and the location of the fire in the building. Be as specific as possible when reporting the location by giving the floor and room number if possible.

3. Evacuate the areas that have been assigned to your office or the area where you are in the building. If possible and if time permits, take your keys with you. Be extremely careful to keep yourself between the fire and an exit. If smoke or fire becomes intense, leave the area immediately. Do not be a hero, protect yourself so you can communicate the situation to the emergency response personnel.

4. If a fire is reported by a patron to any staff member in the LSC and a pull station has not been pulled nor has the alarm sounded, the staff member to whom the fire is reported should go immediately to the location of the reported fire and verify its existence. If fire or smoke is detected, proceed as indicate above.

5. When verifying the existence of a fire, do not open a closed door. Check the door for heat

c. The LSC Director or Associate Director will man the Command Post and coordinate the evacuation, receive evacuation reports and meet the fire department/university police personnel upon their arrival. Addendum C is an Evacuation Checklist to assist the Command Post during the evacuation process.

d. During the evening hours and on weekends, the LSC Student Supervisor will coordinate the evacuation process from the Command Post.

9. Lowman Student Center departments and offices are responsible for evacuation of the facility as follows:

<u>Area to be Evacuated</u>	<u>Regular Operating Hours</u>	<u>Evenings and Weekends</u>
3rd Floor West of Rm 320	Student Activities Staff	Operations Crew

2. If the power failure is expected to be extended in length (more than 30 minutes), the LSC Director or Associate Director will decide if the building should be evacuated. If evacuation is determined to be the safest option, the LSC staff and custodians will assist all patrons in evacuating the building.
3. During a power outage emergency lights are activated and remain on in the stairwells and in various locations throughout the building to allow patrons to move to the exits.
4. Flashlights are located in the LSC main office (Room 311), LSC operations office (Room 104), and at the Information Center in the 2nd Floor lobby.

Elevator Emergency

1. The elevators are equipped with emergency call buttons that allow passengers to communicate with the University Police Department.
2. The LSC Assistant Director or Student Supervisor will contact Physical Plant work control at 4-1868 and report the elevator failure and ask for immediate assistance in freeing people trapped in the elevator.
3. If life safety is an issue, call for immediate assistance by dialing 4-1000/1794 or 911 and state the life safety issue and location.

Medical Emergency

1. When a life threatening medical emergency occurs in your area, call 4-1000/1794 or 911 and indicate that you are reporting a medical emergency. Be sure and identify the location as Sam Houston State University, Lowman Student Center, 1802 Avenue I, and the location of the medical emergency in the building. Be as specific as possible when giving the location.

4. If the injured/ill individual is a staff member (student, state or professional employee) and it is not a life threatening injury, the immediate supervisor of the injured person must be contacted.

5. After the needs of the injured person have been addressed by professional personnel or a staff member, an Incident Report and Report of First Injury must be completed with the assistance of the Student Supervisor or LSC Assistant Director. The Incident Report can be found in the Forms Section and the Report of First Injury is Addendum A.

6. There are three Automatic Emergency Defibrillators located in the LSC. One of the AED's is kept at the Information Desk. The other two AED's are wall mounted in cabinets

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4. The LSC Staff or Student Supervisor will call Physical Plant Work Control Desk at 4

