

	Texas Chiropractic College Policies and Procedures	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07
	Title: EMERGENCY PREPAREDNESS PLAN		Revised: 11/09/07
			Page: 1 of 14 Policy No. ESS.01

1.0 PURPOSE

1.1 To advise the college community on matters pertaining to emergency preparedness, response, and recovery issues.

2.0 SCOPE

2.1 Texas Chiropractic College community.

3.0 POLICY

3.1 An Environmental Safety and Security Committee has been established to advise the Texas Chiropractic College community on matters pertaining to emergency preparedness, response, and recovery issues. The Committee recommends policies for emergency preparedness and response planning; plans, conducts and evaluates required drills; reviews the Emergency Preparedness Plan (EPP) at least annually and revises it as necessary; conducts a review and critique of the college's response to disasters; and recommends improvements to the EPP.

3.2 A floor plan will be displayed in every building indicating that building's emergency exits, fire alarm pull stations, fire extinguishers and outdoor assembly areas. These floor plans will be reviewed by the Environmental Safety and Security Committee on an annual basis and updated as necessary.

3.3 The EPP will be reviewed on an annual basis by all supervisors and employees. New employee orientation will include a review of the new employee's mandated role in the EPP, emergency response policies and procedures. The Environmental Safety and Security Committee may ask employees with specific skills to fulfill certain emergency management roles (i.e., first aid, CPR, search and rescue, and / or fire extinguisher training). The list of trained / certified personnel will be updated as needed.

4.0 RESPONSIBILITIES

4.1 Environmental Safety and Security Committee

4.2 President's Administrative Council

5.0 PROCEDURES

- 5.1 Refer to the Quick Reference Guide, starting on page 3, to find quick emergency information.
- 5.2 Read and be familiar with the following safety related policies which support the EPP and the Quick Reference Guide in more detail.
 - Bloodborne Pathogens Policy
 - Bomb Treat Response Policy
 - Campus Violence Policy
 - Chemical Spill Policy
 - College Closing Policy
 - Medical Emergency Response Policy
 - Extended Power Loss Policy
 - Fire Safety Policy
 - Health and Safety Policy
 - Shelter-In-Place Policy
 - Tornado / Severe Thunderstorms Policy

QUICK REFERENCE GUIDE

REFERENCES	Page Number
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TCC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIALS

Name	Office Location	Phone
Richard Brassard, President	2 nd Flr, Harris Bldg	281-998-6008
Steve Haslund, VP Student Affairs (Incident Commander for all Emergencies/Actions)	1 st Flr, Harris Bldg	281-998-6029
Sue Arnold, Human Resources	1 st Flr, Harris Bldg	281-998-6003

BUILDING EMERGENCY COORDINATORS:

Name	Building	Phone
Sue Arnold	Harris	281-998-6003
Jane Smith	Harris	281-998-6084
Carol Webb	Learning	281-998-6095
Leacy Brown	Resource	281-998-6054
Victor Benavides, D.C.	Ligon	281-998-6045
Adraine Mosely, D.C.		281-998-6081
Kristi Bailey	Moody Health	281-998-6031
Lynn Benton	Center	281-998-6092
Anna Dixon, D.C.		281-998-5707
Michelle Sanders	Russell	
Perry Latiolais		281-998-6047
Eddie Crabb	Smith	281-998-6056
Jeff Thompson, D.C.		281-998-6071
Bill McGimsey, Ph.D.	Turley	281-998-6025
Glynda Boehm	Auditorium Bldg	281-998-6059
John Mrozek, D.C.		281-998-6058
Perry Latiolais	Maintenance	281-998-6047
Gino Garcia		281-998-6047
Robert McKay	Information	281-998-5755
Jeanie Jordan	Technology (IT)/ Purchasing	281-998-5754

DESIGNATED FIRST RESPONDERS (First Aid / CPR / AED):

Name	Building	Phone
All Attending Clinicians	Moody Health Ctr	281-487-1501

CITY AND NATIONAL EMERGENCY CONTACTS

COMPANY / CITY NAME	PHONE
Fire Department:	
Pasadena	713-477-1122
Hospital:	
Bayshore Medical Center	713-359-2000
Bayshore Emergency Services Department	713-359-1440
Ambulance:	
Bay Star Ambulance Services	281-422-7200
ETMC-EMS Pasadena	713-473-7375
Police:	
Pasadena	713-477-1221
Poison Control:	
	1-800-222-1222
Community Awareness Emergency (CAER):	
CAER is an automated message center that carries up-to-date information on area industry chemical spills or releases plus “shelter in place” warnings.	281-476-2237

UTILITY COMPANIES

COMPANY NAME	PHONE
Electric:	
Reliant Energy	713-207-2222
Water:	
City of Pasadena	713-477-1511
Gas:	
CenterPoint Energy	713-659-2111

EMERGENCY AND EVACUATION FLOOR PLANS

Floor plans are posted in each building indicating the following:

1. All Emergency Exits
 2. Fire Extinguishers
 3. Fire Alarm Pull Stations
 4. Assembly Area for each building
-

EMERGENCY REPORTING QUICK REFERENCE

A report of the following types of emergencies must be reported immediately to the Vice President of Student Affairs (Incident Commander) or the Human Resource Director and be reviewed by the Environmental Safety and Security Committee. The reporting form is on the following page.

- Bomb Threat
- Campus Violence
- Chemical Spill
- Extended Power Loss
- Fire
- Medical
- Severe Weather
- Shelter-in-Place



Texas Chiropractic College

ACCIDENT / INCIDENT REPORT FORM

Report Date	Date & Time of Occurrence	Location
Type of Accident / Incident (✓)		
<input type="checkbox"/> Medical	<input type="checkbox"/> Fire	<input type="checkbox"/> Severe Weather
<input type="checkbox"/> Ex Power Loss	<input type="checkbox"/> Spill	<input type="checkbox"/> Shelter in Place
<input type="checkbox"/> Violence		<input type="checkbox"/> Bomb Threat
		<input type="checkbox"/> Other
Injured Party		
<input type="checkbox"/> Faculty Member	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
		<input type="checkbox"/> Visitor
Name:		DOB:
Address:		SS#
City:	State:	Zip:
If staff or faculty, supervisor notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name:
If student, VP Student Affairs notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If visitor, Incident Commander / VP Student Affairs notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Copy of Report Sent to Individuals Checked Below		
College President (mandatory)		<input type="checkbox"/>
VP Financial Affairs (mandatory)		<input type="checkbox"/>
Human Resources Director (mandatory for employees)		<input type="checkbox"/>
VP Student Affairs/Incident Commander (mandatory & for file)		<input type="checkbox"/>
Maintenance Supervisor (as appropriate)		<input type="checkbox"/>
Worker's Compensation Report (To be completed by HR if injured party is an employee)		
Workers Comp Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	File # assigned by Workers Comp	
Description of Accident / Incident		
Describe how the incident happened and what part of the body was injured:		
Medical Care Received? <input type="checkbox"/> Yes <input type="checkbox"/> No		Physician's Name:
Hospital required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hospital Name:
Describe treatment received:		



Texas Chiropractic College

ACCIDENT / INCIDENT REPORT FORM

Investigation of Accident / Incident

Investigation required: Yes No

Name of Investigation Team Members:

Describe the incident. Include tasks or operations being performed at the time of the incident. If a Chemical Spill, list the chemical, physical or biological agents(s) involved.

--

Determine all potential causes of the incident with descriptions.

--

Describe any injuries, illnesses, or exposures which may have occurred.

--

Describe any health and safety policies which may apply to the incident including emergency response and first aid. Determine if policies were followed prior to the incident.

--

Determine when the last training was performed concerning these policies.

--

Was training received by the person(s) involved in the incident. Yes No

--

Determine if the incident could have been prevented.

--

Have similar incidents occurred in the past? Yes No

--

COMMENTS:

Environmental Safety and Security Committee Review

Does investigation require action by Environmental Safety and Security Committee? Yes No

If yes, what action needs to occur?

Review / change of appropriate policy(ies)? Yes No

Further training of faculty and staff? Yes No

Other:

MEDICAL EMERGENCY QUICK REFERENCE

IF AMBULANCE IS NEEDED

1. CALL 911

- Provide Dispatcher with:
 - Location of emergency
 - Type of injury / emergency, if known
 - Any other requested information
- Call **Designated First Responders** (all Attending Clinicians at Moody Health Center), X6042. Request “**IMMEDIATE EMERGENCY HELP, BRING AED**”.
- Do not move patient unless absolutely necessary.
- If Designated First Responders are not available, render first aid (as trained) and / or:
 - Ask another employee to call for a First Aid / CPR trained employee listed on last page of Emergency Preparedness Plan while you stay with the patient. Human Resource Director can also provide the name of a First Aid /CPR trained employee.
 - If a bleeding wound, stop the bleeding with firm pressure (Warning: Avoid contact with blood or other bodily fluids).
 - If choking, clear the air passages using the Heimlich Maneuver.

IF AMBULANCE IS NOT NEEDED

1. Render first aid (as trained).
2. If patient is responsive and can ambulate without assistance, take to the Moody Health Clinic’s onsite physician for assessment / observation. If requested by patient, assist with transportation to patient’s personal physician or nearest emergency center.

REPORTING

1. Complete **Incident Report Form** and give to Human Resource Director. If an employee is the patient, provide Human Resource Director any additional information needed for workers’ compensation report.

REFERENCE

Refer to Medical Emergency Response Policy

FIRE EMERGENCY QUICK REFERENCE

INSIDE A BUILDING

Rescue people nearest the fire.

Alert all people in the immediate area, pull the fire alarm and **CALL 911**.

Contain by closing all doors to contain the fire and smoke.

Extinguish small fires, if trained to do so (hands-on training). Do not attempt to extinguish large fires. **If necessary to evacuate the building**, call and tell the TCC Switchboard Operator to initiate the **Emergency Broadcast System**. State the reason and for which building.

OUTSIDE A BUILDING

- Call 911 - Provide 911 Dispatcher requested information.
- DO NOT activate the fire alarm system unless fire is threatening a building.
- Stand outside and advise fire department of the location and current conditions.

FIRE EXTINGUISHER USE IF

- Properly trained (hands-on training).
- Small, contained fire.
- Can extinguish within 15 seconds (evacuate if it takes longer).

REFERENCE

Fire Safety Policy

EXTENDED POWER LOSS QUICK REFERENCE

In the event of extended power loss to the college, certain precautionary measures will be taken to protect college infrastructure from power surges.

- **TURN OFF:**
 - Essential equipment: Computers and monitors, printers, scanners, copiers, and laboratory equipment. Turn off refrigerators, freezers and vending machines according to the Extended Power Loss Policy.
 - Non-essential electrical appliances: Coffee machines, microwaves, toaster ovens, personal space heaters and fans, etc.

REFERENCE

Extended Power Loss Policy

CHEMICAL SPILL QUICK REFERENCE

1. Evacuate employees / students from the room.
2. Call for assistance:
 - Primary Contact: Class Instructor
 - First Alternate Contact: Lab Coordinator, X5704
 - Second Alternate Contact: Department Chair (day classes only)
3. DO NOT re-enter the room alone.
4. Trained laboratory assistance will determine type of containment equipment and supplies to use based upon the type of hazardous material.
5. Isolate and secure the spill.
6. Clean up spill using personal protective equipment (PPE).

NEED FOR MEDICAL ATTENTION

1. Assist contaminated person(s) to an emergency eye wash / shower station as needed.
2. Call **Designated First Responders** (all Attending Clinicians at Moody Health Center), X6042. Request medical assistance for chemical spill injury and provide the name of the chemical, if known.
3. Wait for Designated First Responder and provide appropriate MSDS.
4. For night classes, if medical attention is needed, take to local urgent care center or hospital emergency center.

CHEMICAL SPILL RESPONSE ITEMS AND LOCATION

Response Items:	Location
Spill containment and security equipment	Appropriate equipment and supplies are located in each lab*.
Personal Protective Equipment (PPE)	Appropriate PPE located in each lab.
MSDS	In each lab and in Vice President of Student Affairs' office.
Eyewash Stations (4)	All three labs and in Moody Health Center next to Blood Lab.
Shower Stations	Two labs - new Chemistry Lab and Physiology Lab.

* Labs: Anatomy Lab, Turley Building; Physiology/Microbiology Lab, Learning Resource Center; new Chemistry Lab, Auditorium Building.

REFERENCE

Chemical Spill Policy

TELEPHONE BOMB THREAT CHECKLIST

Instructions: Be calm. Be Courteous. Listen. Do Not Interrupt the Caller.

Your Name: _____ Time: _____ Date: _____

Caller's Identity: Male Female Adult Juvenile
 Approximate Age: _____ Phone Number on Caller ID _____

Origin of Call: Local Long Distance Telephone Booth

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/>
<input type="checkbox"/> Intoxicated	<input type="checkbox"/>	<input type="checkbox"/> Slurred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local	<input type="checkbox"/> Not local	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Race		<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
		<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Street	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Atmosphere

BOMB FACTS

Pretend difficulty hearing – keep caller talking – if caller seems agreeable to further conversation, ask questions like:

- When will it go off? Certain hour?
- Time remaining?
- Where is it located? Building area?
- What kind of bomb?
- What kind of package?
- How do you know so much about the bomb?
- What is your name and address?
- If building is occupied, inform caller that detonation could cause injury or death.

Immediately Call Police at 713-477-1221 and relay information about call.

Did the caller appear familiar with plant or building (by his / her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

Supervisor will initiate administration notification immediately by calling TCC President or Vice President of Student Affairs and refer to *Bomb Threat Response Policy* for further details.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor.
 - Hallways on the lowest floor away from doors and windows.
 - Rooms constructed with reinforced concrete, brick or block with no windows.
- Stay away from outside walls and windows.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Seek protection in a doorway and / or use arms to protect head and neck.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Building Emergency Coordinator / designee.

Flood:

If indoors:

- Be ready to evacuate as directed by TCC President or Vice President of Student Affairs (Incident Commander).
- Unplug all electrical equipment (personal appliances, computers, monitors, printers, scanners, and copiers).
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. When a hurricane watch is issued by the National Weather Service, the TCC President or Vice President of Student Services (Incident Commander) will monitor weather conditions. Decision to close TCC campus will be communicated via the media (local television / radio), on Blackboard (under Tools / My Announcements), and voice message on TCC's main switchboard.

Reference

Refer to College Closing Policy and Tornado – Severe Thunderstorms Policy

