APPENDIX - A

RESPONSE PLAN GUIDE

A Multi-Hazard Approach to a Safe Campus

THE UNIVERSITY OF TEXAS AT EL PASO
UNIVERSITY POLICE DEPARTMENT

OFFICE OF EMERGENCY MANAGEMENT

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# Table of Contents

**SECTION I – Response Guide** ................................................................. 3  
  **Introduction** .......................................................................................... 3  
  **Department Level and Staff Responsibilities** .......................................... 3  

**SECTION II – Emergency Response Guidelines** ....................................... 7  
  **Lockdown Procedures** ............................................................................ 7  
  **Shelter in Place Procedures** ................................................................. 8  
  **Evacuation Procedures** .......................................................................... 11  
  **Fire Evacuation General Procedures** ..................................................... 14  
  **Emergency Evacuation of Special Needs** .............................................. 15  
  **Transportation Emergency Evacuation** ............................................... 16  
  **Bomb Threat Response Procedures** ..................................................... 16  
  **Loss of Power or Water** ......................................................................... 17  
  **Hazardous Material Release** ............................................................... 18  
  **Fallen Aircraft (Including Hot Air Balloons)** ......................................... 20  
  **Natural Hazard Tornado, Earthquake, Wind, Sandstorms, Floods** ....... 20  
  **Acts of Violence** ................................................................................... 23  
  **Campus Closing Checklist** .................................................................... 27  
  **Emergency Evacuation Drills** ............................................................... 28  

**SECTION III – Emergency Response Forms** .......................................... 30  

**SECTION IV – Maps** ............................................................................... 38  
  **Campus Maps** ...................................................................................... 38
SECTION I – RESPONSE GUIDE

INTRODUCTION

PURPOSE

The purpose of The University of Texas at El Paso (UTEP) Response Guide is to provide the campus community with general information regarding emergency preparedness and response procedures. The Response Guide defines certain incidents, categorizes types of incidents, and provides current information on formulating an emergency response. This Response Guide supports the University’s Emergency Management Plan (EMP). This Guide focuses on the basic tasks necessary to develop a department/office level emergency response plan.

OBJECTIVES

1. The Response Guide is designed for use by faculty, staff and students to facilitate in developing the framework for emergency response planning.

2. Copies of this Response Guide may be obtained from the University Police Department, Office of Emergency Management Operations website: www.utep.edu/emergency.

DEPARTMENT LEVEL AND STAFF RESPONSIBILITIES

DEPARTMENT LEVEL RESPONSIBILITIES

1. In the event of an incident, there is no guarantee that emergency, medical or fire personnel will be able to immediately respond to campus and building sites. Therefore, department faculty, staff and students must be prepared to ensure their safety during the first several minutes or hours after an incident without some form of assistance.

2. It is critical to determine who does what, when, where, and how before and during an incident.
3. In the event of a campus declaration of an emergency, as designated by the Office of the President, authorizes the department head of a business unit or department to designate and assign essential staff to the support emergency operations of the University.

NOTE: For purposes of Policy: Administrative and Professional, Classified Staff, and Faculty are defined in the University’s Handbook of Operating Procedures; Section V, Chapter 1.

DEPARTMENT HEAD/DESIGNEE

1. The department head/designee will serve as the initial Incident Commander and may be responsible for the overall direction of the emergency response procedures at the building, office or department.

2. The on-scene Incident Commander may take the following steps:
   - Action deemed necessary to ensure the safety of students, staff, and other individuals during the implementation of an emergency response protocol
   - Determine which situation is appropriate (Evacuation; Shelter-In-Place; Lockdown etc...)
   - Plan for the transfer of students, staff, and other individuals when safety is threatened by an incident
   - Maintain communication with first responders
   - Act in the capacity of team leader or on scene incident commander - until such time that a transfer of command with a more qualified and trained individual may occur

COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)

1. CERT volunteer member’s role is to support the campus departments and units as support personnel to assist in when the resources of the University may not adequate for the incident.

2. During a declared campus wide declaration of an emergency, CERT staff designated as essential personnel may also be re-deployed as needed to support functions.
3. CERT Staff may be asked to perform support duties differing from those in their normal duties.

4. CERT members may:
   - Provide guidance regarding questions that may arise
   - Monitor the incident situation and facilitate assistance on decisions that need to be made, regarding evacuations, shelter in place, alarms, and fire routes etc...
   - Take steps deemed necessary to ensure the safety of students, staff, and faculty
   - Direct students, faculty and staff to safe locations or staging areas
   - Report missing students and staff to Incident Commander(s)/or first responders

______________________________________________________________

STUDENTS

______________________________________________________________

1. Should familiarize themselves with emergency response procedures and evacuation routes in their common buildings or where they live in or use frequently.

2. Be prepared to assess situations quickly but thoroughly and use common sense in determining a course of response actions.

3. Evacuate to assembly or staging areas in an orderly manner when directed to do so by emergency personnel.

______________________________________________________________

FACULTY

______________________________________________________________

1. Members of the faculty should become familiar and understand both their building level response plans and become familiar with the University Emergency Management Plan.

2. Be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action.

3. Report fire or other incidents that require immediate attention, assist disabled or injured individuals and be prepared to assist with the evacuation of students, staff and faculty to pre-designated areas in an orderly manner.
INCIDENT COMMAND POST (ICP)

If the incident requires the need for an Incident Command Post (ICP) near the scene or the incident meets the criteria to establish an ICP, the following procedures may be initiated:

1. The on-scene ICP is the location, where emergency response activities and support operations may be directed, and coordinated.
2. Trained personnel or first responders may become the active on scene Incident Commander (This individual may be a first responder, department head, or trained CERT member).
3. May be located in a safe area adjacent to or near the physical location of the incident (this will be determined by the severity of the incident).
4. In the event an ICP is activated, an Incident Command System will be utilized while designating positions, resources, and support activities.
SECTION II – EMERGENCY RESPONSE GUIDELINES

LOCKDOWN PROCEDURES

1. A lockdown procedure is used when there is an immediate and imminent threat to the building and its population from the outside environment.

2. There are a number of incidents when an evacuation of a building or classroom is not advisable - hostile intruder, hazardous release outside or near the building, a possible terrorist attack, etc...

3. Faculty, staff, and students will be sheltered in place in the rooms they are currently in and will not be allowed to leave until the incident has been cleared.
   - Procedures require faculty, staff, and students to be kept in a sheltered building or classroom environment until an “all clear” notice has been announced
   - Locking down the buildings or offices has been determined to minimize risk to students/staff, and to help account for students, faculty and staff when police, fire and first responders can safely move through the buildings
   - Ensure disabled individuals are assisted in getting to the staging or secured areas

PRIOR TO LOCKDOWN

It is important to:

- Know if a lockdown procedure is in place
- Lock the doors of classrooms, offices and buildings if and when possible
- Ask faculty and staff to arrange classrooms in advance, by using "line of sight" as guidance
- Establish procedures for ensuring that faculty, staff and students are accounted for during a lockdown
- Eliminate confusion by initiating a lock down by calling for a “Lockdown”. Do not use codes, colors, symbols or trick names that could be misunderstood
- Practice implementing lockdown procedures for classrooms, office and building wide when possible
WHEN THE ANNOUNCEMENT IS MADE

- Faculty, staff, and students should move to the nearest classroom or building
- Stay away from doors, windows, move to interior walls, and stay alert
- Account for students, staff and keep track of any missing students when possible
- Shut off lights, BE QUIET, LISTEN and be ALERT; place cell phones on silent/vibrant mode
- Do not allow people to leave the secured areas until the all clear announcement is given by the first responders

WHEN THE ANNOUNCEMENT IS MADE: ROLE OF INCIDENT COMMANDER (IC)

The IC will:

- Instruct students/staff to lockdown verbally through the Miner Alert Notification System (text messaging, e-mail, audible alerts) that inform University personnel to either move outside or to go indoors
- Maintain communication with emergency response personnel to receive periodic updates, by monitoring e-mail, internet or cell phones
- Communicate an all clear signal - once the first responders and the police deem appropriate

SHELTER IN PLACE PROCEDURES

Shelter-in-place can be used when there is little time to react to an incident and it would be more dangerous to be outside the building environment by trying to evacuate than it would be to stay where you are.

1. In the event of an incident that requires shelter in place, faculty, students, staff, any IRT member or building leader will prepare to shelter in-place at designated location(s) or move to a staging area within the campus when directed.

2. Shelter in Place will be utilized during incidents involving hazardous materials which produce toxic vapors or smoke from fires outside of the buildings or facility.
SHELTER IN PLACE GUIDE

1. Students/staff/faculty will remain in the buildings with windows/doors sealed.
   (Ventilation systems may be shut off)

2. Generally, the following applications should be followed:
   - Close windows and doors
   - Seal cracks with wet towels, blankets or tape
   - Turn off ventilation, including furnaces, air conditioners, vents and fans
   - Keep a radio, cell phone or communication device with you to receive updated information
   - Get close to the ground and lowest parts of the floor in the interior halls and rooms
   - Stay away from windows, obstacles, and exterior doors
   - Evacuate open areas such as cafeterias, auditoriums and gymnasiums
   - REMAIN SHELTERED IN PLACE UNTIL THE ALL CLEAR SIGNAL ARE GIVEN by the First Responders
   - Extreme situations may require to shelter in place for lengthy periods of time

WHEN THE ANNOUNCEMENT IS MADE: FACULTY AND STAFF RESPONSIBILITIES

1. Faculty and staff are to clear people from hallways immediately and direct them to classrooms or secured offices.

2. Close windows and doors to the shelter area (consider taping doors and windows when possible).

3. Turn off ventilation that may come from outside.

4. Radios, PC’s, cell phones, and TV may be used to get information during the incident.

5. Do not allow anyone to leave the classroom or building.

6. Ensure disabled individuals are assisted in getting to shelters.

7. Stay away from doors and windows.

8. Do not allow anyone to leave the shelter until the all clear signal is given by the first responder.
9. Wait for further instructions from first responders or the Miner Alert Notification System.

WHEN THE ANNOUNCEMENT IS MADE: INCIDENT COMMANDER

1. Instruct staff to Shelter-In-Place via clear announcements (Miner Alert Notification System) that may require persons outdoors to go indoors.
2. Update emergency responders and communicate with the EOC members
3. Makes sure persons with special needs are given assistance in getting to shelter.
4. Ensures that support staff/maintenance shuts down-off all ventilation systems.
5. Make sure that students/staff stay in shelters (Use extreme caution in allowing visitors into a lockdown shelter).
6. Once in the assigned assembly area, a roll call may be conducted.
   - If a student/staff member is unaccounted for, the faculty or essential personnel and staff will report to the on-scene Incident Commander at the earliest possible time
   - When able, a search may be initiated by the IC, to locate missing students/staff or faculty
7. The IC will establish the level of the incident response and request resources as needed.

Develop an “EMERGENCY GO-KIT”

Emergency planning includes having an Emergency Go-kit. Department heads should consider creating a GO-KIT for their areas.

1. At a minimum plan for quantities required for a three (3) day period of confinement.
   - The following suggested supplies and emergency items may be included in the Go-Kit:
     - Duct Tape - 2 -4 rolls
     - Toilet supplies
     - Scissors
     - 2 – Portable battery powered radios
     - Battery powered - television
     - Batteries
     - Towels
- Flashlights
- Water bottles
- First aid kits - medications as may be needed
- Granola Bars and Candy Bars

**EVACUATION PROCEDURES**

The purpose of an evacuation annex is to provide for the orderly and coordinated evacuation of all or part of the campus population. Such actions are the most effective means available for protecting the campus population from the effects of an incident.

**EVACUATION PLANNING**

1. Before an evacuation of a building is ordered, faculty, staff and students need to become familiar with evacuation plans, egress routes and EXITS of all rooms, floors and buildings.
2. With this, faculty, staff and students should also familiarize themselves with the assembly areas or designated safe locations when possible.
3. In the event the designated emergency routes are blocked, all persons should become familiar with the *secondary or alternate* exits and routes.

**EVACUATION PROCEDURES**

Evacuation procedures are designed to expeditiously and safely move all persons from a potentially hazardous area, and to allow response personnel access to the incident.

**WHEN THE ANNOUNCEMENT IS MADE: FACULTY, STAFF AND STUDENTS RESPONSIBILITIES**

1. When possible:
   - Close class room doors and windows after everyone has been evacuated
   - Take the safest way out as posted or directed by the person in charge
   - Leave the building quickly and in an orderly manner
2. Go to designated staging areas and wait for further instructions from the Incident Response Team members.
   - Check for student or staff injuries
   - Report injuries immediately or missing students to Incident Commander/Incident Command Post or any team leader
   - If you have any other questions or problems, let your CERT Leaders or designated essential staff members know immediately
3. Faculty and staff should remain with students until they have been released by the first responders and/or an all-clear notification has been given to return to a facility.
4. No persons are to re-enter evacuated campus buildings until the all-clear notification is given.

WHEN THE ANNOUNCEMENT IS MADE: INCIDENT COMMANDER
1. Instruct staff to evacuate by a clear announcement (Miner Alert Notification System) that requires all persons indoors to go outside.
2. Evacuate students and staff to pre-designated areas.
3. Make sure persons with special needs are given assistance in getting to the secured areas.

UNIVERSITY DAY CARE CENTER EVACUATION

If an evacuation of the Campus Day Care Center is required, children will be transported on buses to other campus locations or off campus sites away from the risk area to a staging area where re-unification can occur.
1. It is essential that the public be provided timely information on these arrangements, with a timely notification to all parents.
2. In the case of short-notice emergency situations, Day Care facilities may be unable to make the required arrangements for transportation and may need assistance from the University Police, Parking and Transportation Services, Facilities Services personnel or from any other local government with transportation support.
DEPARTMENT/UNIT/INCIDENT RESPONSE TEAM MEMBERS

1. The following individuals MAY BE designated to be Department/Unit/Facility Incident Response Team members:
   - Trained faculty and staff members who are knowledgeable of the building and facility
   - Trained individuals who are CERT members
   - Essential UTEP personnel

2. Incident Response Team tasks may include:
   - Conducting sweeps of their designated building areas
   - Closing office and classroom doors once everyone has evacuated the areas
   - Initiating evacuation procedures, as necessary
   - Assisting with any disabled individual support. If necessary, record the location of any individual who require emergency personnel to assist with any extraction
   - Maintaining an orderly evacuation
   - Assist with moving person to a designated safe location
   - Recording any missing personnel and their last known locations
   - Documenting evacuation times

In the most minor of incidents, only faculty and staff, with training in the use of fire extinguishers, are permitted to actually fight a fire.

CAMPUS WIDE EVACUATION

1. The procedures for a campus-wide evacuation will vary, depending on the nature of the incident.

2. In cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the incident. Other areas may then be evacuated, depending on the nature of the incident.
3. This graduated evacuation is preferable to a total, immediate evacuation, as it identifies the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for egress of emergency vehicles and first responder personnel.

4. In all cases, evacuees will be directed away from the vicinity of the threat.

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**FIRE EVACUATION GENERAL PROCEDURES**

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**GENERAL FIRE EVACUATION GUIDE**

1. The complete evacuation in case of a major fire emergency must be conducted by all persons in a building. The following steps must be followed:
   - **DO NOT USE THE ELEVATORS.** Power may be cut, and you could be stranded between floors
   - Know where the fire-extinguishers and fire alarms are located
   - Know primary and secondary evacuation routes as well as meet-up sites or staging areas
   - If the alarm sounds or you are ordered to evacuate, GET OUT OF THE BUILDING and WALK, DO NOT RUN
   - In multi-story buildings, evacuate downward to ground level. DO NOT GO UP
   - Do not under any circumstances re-enter the building until the “all clear” has been announced by the first responders
   - Faculty and staff may automatically become responsible to direct all of their students to safety by following their building evacuation procedures
   - Faculty/staff in labs, technical staff, etc., shall verify that motors, torches, gas and water outlets, appliances, etc., are turned off
   - If there is smoke present, stay low to the ground and cover your mouth
   - If there is a fire external to the building an evaluation will need to be made; SHELTER IN PLACE may need to occur. (e.g. grass fire, brush fire, clouds of smoke etc...)
EMERGENCY EVACUATION OF DISABLED INDIVIDUALS

PREPARING FOR DISABLED INDIVIDUALS

1. The key to preparation for safe, orderly and prompt evacuation of disabled students is awareness of their location and physical restrictions.

2. During any emergency, the responsibility for a safe evacuation of disabled students lies with the staff, supervisors and the actual disabled individual.

3. Deans, directors and department chairs will ensure that emergency response plans for their areas include evacuation procedures for disabled individuals and are designed and posted in accordance with the Americans with Disabilities Act (ADA).

4. The building level emergency response plan shall include a system of accountability for personnel, students and staff with disabilities.
   - Occupants with disabilities should know proper evacuation procedures by referring to the posted procedures
   - Occupants with temporary or permanent disabilities are requested to inform their instructors and/or supervisors of any physical restrictions they have so that appropriate actions can be taken to help ensure their safety in the event of any incident

5. Faculty and staff should be knowledgeable of proper procedures for emergency evacuation of disabled students on a general and site-specific basis.

6. At no time during a scheduled or unscheduled evacuation shall students, staff or faculty requiring assistance be left unattended.

PRACTICE YOUR PLAN

- While drills and exercises may disrupt the teaching and educational process, it is a critical aspect of emergency management planning
- Practicing evacuations is important for all students, staff and faculty
TRANSPORTATION FOR EMERGENCIES

1. On occasion, evacuation may include utilizing buses for the event:
   a. Large scale bus evacuations will follow the Incident Commanders directions for establishing transportation and evacuation routes.
   b. If evacuated by bus, follow the instructions of first responders, bus personnel or CERT members.

BOMB THREAT RESPONSE PROCEDURES

RECORD AND DOCUMENT

1. Report bomb threats to a responsible staff member, faculty and the University police.
2. Responsible persons receiving the information need to become familiar with the Use the Bomb Threat Checklist (See p. 30-31) and document accurate information.
3. Use the Bomb Checklist to assess the caller.

PLAN YOUR EVACUATIONS

1. Evacuate as per your building level response plan, when ordered to evacuate.
2. Faculty and staff may look for unusual or suspicious items in their own room or areas.
3. If a suspicious item is found, DO NOT TOUCH ANY PART OF THE ITEM, CALL 9-1-1!

KNOW YOUR EVACUATION ROUTES

1. Know your EXITS and evacuation building routes and assemble at safe area.
3. Notify staff and faculty to prepare for an evacuation.
4. Essential personnel, staff in charge may GIVE THE EVACUATION ORDER.
5. CERT members – may report to the Incident Commander and or assist in supporting evacuation procedures.
AFTER ACTIONS
1. Coordinate further with first responders and the Incident Commander.
2. Know who is with you and document information as needed.
3. RE-OCCUPY the building – when the All-Clear Signal is announced by the first responder or MINER ALERT.

IF A SUSPICIOUS ITEM IS FOUND
1. Do NOT touch any suspicious ITEM, terminate the search and contact the team leader(s).
2. Secure the areas where the suspicious item was found (DO NOT GUARD THE ITEM).
3. Police will assume command of the scene and set-up an Incident Command Post if needed.

LOSS OF POWER, ELECTRICITY OR WATER

UTILITY FAILURE OR EMERGENCY

1. Call Facilities Services 747-7187 (800am-500pm - Monday through Friday) or the University Police 747-5611 in the event of a utility failure or if there is potential danger to building occupants.
2. Follow the standard evacuation procedures for the building emergency exits. Always observe the following procedures if utility emergencies arise.

ELECTRICAL/LIGHT FAILURE
1. Campus buildings may not provide sufficient lighting in corridors and stairs for safe exiting
2. Have a flashlight or use your cell phone for emergency lighting if possible

ELEVATOR FAILURE
1. If you are trapped in an elevator, use the emergency phone to notify campus police or use your cell phone and call 9-1-1.
2. If the elevator does not have an emergency phone, turn on the emergency alarm located on the front panel, which will signal for help.
NATURAL GAS LEAK

1. Cease all operations.
2. Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion.
3. Call 9-1-1 and Facilities Emergencies at 747-7187 (during normal hours).

PLUMBING FAILURE/FLOODING

1. Notify Facilities Services at 747-7187.
2. Cease using all electrical equipment (during normal hours).
3. If necessary, vacate the area.
4. If the incident occurs after 5:00 pm, call the University Police at 747-5611.

VENTILATION PROBLEM

1. If smoke or other noxious odors come from the ventilation system, immediately notify campus police at 747-5611 or Facilities Services at 747-7187. (8:00 am – 5:00 pm Monday through Friday only).
2. If necessary, cease operations and vacate the area.

HAZARDOUS MATERIAL RELEASE

HAZARDOUS MATERIAL SPILL AND SAFETY NOTIFICATION

Observe the following procedures in the event of a chemical, radiation spill or hazardous material release:

- Report immediately spillage of a hazardous chemical or radioactive material to the Office of Environmental Health and Safety at 747-7124 (8:00 am – 5:00 pm Monday – Friday only) and after hours call the University Police at 747-5611
- When reporting a hazardous or chemical spill, be specific about the nature of the material involved and the exact location of the spill
- EH&S or the University Police will contact the necessary specialized authorities and medical personnel if needed
- Move away from the spill and help keep others away
- Do not walk into or touch any of the spilled substance
- Those who may be contaminated by the spill should avoid contact with others, remain in the vicinity, and give their names to first responders
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination until the arrival of first responders and/or personnel from Environmental Health and Safety
- If a building emergency exists, activate the building alarm. Caution: In some buildings, the alarm rings only inside the building. In that case, report the emergency by phone to the University Police or 9-1-1
- When a building evacuation alarm is sounded, an emergency exists. Move quickly to the nearest marked exit, exit the building, and alert others
- Once outside, move to a clear area at least 500 feet away from the affected building(s) (remember a football field is 300 feet). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
- An Incident Command Post (ICP) may be set up near the incident site. Stay clear of this area unless you have official business
- Do not return to an evacuated building unless told to do so by an authorized first responder

ADDITIONAL INSTRUCTIONS
- Notify the Office of Environmental, Health & Safety of any hazardous material release at 747-7124 (08:00 am - 5:00 pm Monday – Friday only) or call the University Police at 747-5611 or 9-1-1
- Do not clean up or touch any chemical spill
- It may not be necessary to evacuate the entire building or just a classroom
- Hazardous containers must be labeled as to their contents
- No hazardous materials should be brought onto University property without prior authorization from the Office of Environmental, Health & Safety, and the Material Safety Data Sheet (MSDS) for the chemical and forwarded to EH&S Director
In the event of inclement weather, students, staff and faculty may be moved to an unaffected part of the building or alternate location designated safe for temporary staging area if requested or needed.

- After any evacuation, report to your designated campus area assembly location.
- Stay there until an accurate headcount is taken if the building has a coordinator who will take attendance and assist in accounting for all building occupants.

**FALLEN AIRCRAFT (INCLUDING HOT AIR BALLOONS)**

**FALLEN AIRCRAFT**

1. A fallen aircraft is an airplane, hang glider, hot air balloon, helicopter, etc. that has fallen out of the sky and has crashed on or near school property.
2. All types of aircraft that use aviation fuel to power its motor or engine have a high risk of fire or explosion after a crash.
3. If a University building is involved in a crash all students/staff need to be EVACUATED.

**ADDITIONAL INSTRUCTIONS**

- Call 9-1-1
- Evaluate the crash site for evacuation planning and adjustments
- The primary responsibility is for the safety of faculty, staff and students

**NATURAL HAZARD - TORNADO, EARTHQUAKE, WIND, SANDSTORMS, FLOODS**

**TORNADO**

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm, and sometimes a hurricane. Tornado season is generally March through August; however they can occur at any time of year.

1. If a tornado is approaching, seek shelter in an interior room on the lowest level of a building, preferably a basement.
2. Know the location of safe areas, such as basements or internal rooms without windows; pay attention to weather announcements.

3. Wind speeds may approach 60-90 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds.

4. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas.

**TORNADO WATCH**
- WATCH – is issued when conditions are favorable for a tornado. Continue to monitor your Radio Weather Channels or media source

**TORNADO WARNING**
- WARNING – imminent danger. A tornado or funnel cloud has been indicated by radar or sighted by a storm spotter

**HIGH WINDS**

1. Move students away from windows (glass areas) and exterior doors.
2. Move to lowest floor areas.
3. Evacuate from portable rooms to a main building, *if time allows*.
4. Avoid auditoriums, gymnasiums and structures with large roof spans and large windows.

**EARTHQUAKE**

1. Inside, building: all students and staff should immediately turn away from glass in the area and place themselves under tables and desks.
2. If structural damage or window breakage, etc. has been sustained, faculty is to follow normal evacuation drill procedures after the quake.
3. If you are safe where you are, then stay there. More injuries occur trying to move.
4. Stay away from all chemicals or liquids to include water and loose electrical wires.
Outside Building:
- Move to an open area away from trees, portable backstops, power lines, school buildings, etc.
- Remain in a cleared area free from any potential falling objects.
- Under no circumstances should students or staff attempt to return to university buildings during or after an earthquake.

FLOODS

1. Floods are the most common and widespread of all natural hazards.
2. A flash flood warning indicates that flooding or flash flooding has been reported or is imminent, so take necessary precautions at once.
3. A flood may require a building evacuation.
4. Do not evacuate through water or through severe snow storms.
5. Monitor NOAA radios, weather channels, and MINER ALERT notification updates.
6. Never attempt to cross flood waters: six inches of fast moving water can knock people off their feet, and two feet of water will float a car.

TRAIN ACCIDENT/DERAILMENT NEAR CAMPUS

A number of train tracks are located in close proximity to the campus; therefore, the potential for a train accident or derailment is of concern.
1. Take the following actions in the event of a train accident or derailment near the campus:
   - Report the accident or derailment by calling 9-1-1
   - Stay away from the accident.
   - Trains often carry hazardous materials that could leak or be released into the atmosphere during a derailment
If evacuation of a housing dormitory, classroom, or administrative building is ordered, follow the specific instructions from University responders and campus officials about where to gather after the evacuation.

Depending on the substance that may have been spilled or released, low lying areas may not be safe.

2. University Police will coordinate emergency response with other responder agencies.

VANDALISM

Contact UTEP PD dispatch at 747-5611 and report the incident.

ACTS OF VIOLENCE

ACTIVE SHOOTER

1. An individual must use his/her own discretion during an active shooter event as to whether you choose to run to safety or remain in place. However, best practices for surviving an active shooter event are listed below.

2. If a Hostile Intruder is reported on the campus, CALL 9-1-1 immediately.

SURVIVAL

Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if?” questions and develop a plan.

ACTIVE SHOOTER EMERGENCY

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- Get away: Can you safely escape?
- Hide: Is there a good place to hide?
- Confront: Will you take out the shooter?
GET OUT - GET AWAY

- If you can and you deem it safe, get out and get to a safe place
- You will have to rely partially on instinct
- Leave belongings behind, take your cell phone with you

PROTECTING YOURSELF

- Find a room that locks if you can
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening
- Make a plan with others in the room about what you will do if the shooter enters
- Make a total commitment to action and act as a team with others
- Do whatever is necessary to survive the situation
- Find a hidden location
- Find protection behind furniture if possible
- If possible and safe to do so, report the location of the assailant

IF INSIDE WHEN SHOOTING OCCURS

- Drop to the ground immediately, as flat as possible. If within a safe place or cover, duck and run for cover
- Move or crawl away from gunfire, use any obstructions between you and the gunfire
- When you reach a place of relative safety, stay down and do not move
- Do not peek or raise your head in an effort to see what may be happening
- Wait and listen for directions from the police

IF SUSPECT IS CLOSE

- An individual must use his/her own discretion about when he or she must engage a shooter for survival
- Make a plan as to how you will survive the situation
- Make a total commitment to action and act as a team with others if possible
- Do whatever is necessary to survive the situation

BE PREPARED - SURVIVE

- Warn others
- Help others escape
- Help the injured
- Help others stay calm

CALLING FOR HELP

- If safe to do so, call the police. Do not assume that someone else has reported the incident
- Be persistent; phones may be jammed
- Calmly identify yourself and give your location
- Remain calm and answer the police dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response
- If safe to do so, stop and take time to get a good description of the intruder/suspect. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known
- If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers

STUDENTS, FACULTY & STAFF

- If gunshots are heard within a campus building, close and lock or barricade the room doors and turn off the lights
- Faculty stay calm and calm student fears and keep them in a safe area
- Faculty stay in the locked/barricaded room until informed by the Police that it is safe to come out of the area
Faculty should use any means of communication available to include; cell phone, computers, and texting to update the Police through 9-1-1

WHEN POLICE ARRIVE

- When Police arrive, do not run at them or make sudden movements
- The priority of the first responders will be to identify the shooter. The Police will need to ensure that you are not the shooter
- Do not scream, yell, point, or wave your arms
- Do not hold anything in your hands that could be mistaken for a weapon
- Be calm and follow directions
- Show the police offices your empty hands and follow their instructions
- Give the number of shooters
- Give the location and physical description of the shooter
- Give the number and types of weapons
- When it is safe to do so, you will be given instructions as to how to safely exit your location

DRIVE BY SHOOTING

- Shooting from an occupied/moving vehicle into a target area
- Shots Fired from an undetermined source
- Do not approach the attacker, move to the opposite direction of the attack.
- Escape alertly while moving away from the intruder

ACTIONS AFTER REPORTS SHOTS FIRED

- Initiate LOCKDOWN procedures
- Call 9-1-1
- If outside on the campus grounds, find cover to protect yourself
- Move quickly to the nearest shelter (building)
- Do not stop, RUN and keep in motion and away from the “Hot Zone” find cover when you are away from the danger area
CAMPUS CLOSING CHECKLIST

FLOOD THREAT

In the event that the University suspends normal operations in response to the threat of a severe electrical storm or other rain/flood event, the following activities should be carried out in each unit prior to faculty and staff being released:

- Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site
- Unplug computers, printers and other electrical appliances
- Move equipment, books, papers and other valuables off the floor to locations safe from flooding
- If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval)
- If relocation to a higher floor is difficult or impossible, cover and seal equipment and other valuables with plastic

IN LAB AREAS

- In lab areas subject to flooding, store sensitive apparatus and glassware
- Attend to critical utility-dependent processes and make arrangements for back-up supply
- Assure all hazardous and biohazards materials and wastes are properly protected
- Check contents of refrigerators and set to coldest setting
- Empty trash receptacles of items likely to rot
- Take home all personal items of value
- Close and latch all windows. Close and lock all doors
- Stay tuned to the radio/television for additional information or MINER ALERT
CAMPUS CLOSING CHECKLIST – OTHER WEATHER EVENTS

In the event that the University suspends normal operations in response to the threat of a high winds, sand storms or other weather events, the following activities may be carried out in each department/unit prior to faculty & staff being released

- Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site
- Unplug computers, printers and other electrical appliances

ALL OCCUPANTS
- Move all equipment, books, papers and other valuables away from windows and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval)
- For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure equipment and other valuables are moved outside your office and tagged for easy identification and retrieval)
- Cover and secure, encase or seal equipment and other valuables with plastic
- Clear desktops, tables and exposed horizontal surfaces of materials subject to damage
- Close and latch (or secure with tape) all filing cabinets
- To the extent possible, turn bookcases, shelving units, etc. around to face walls
- Place telephones in desk drawers.

EMERGENCY EVACUATION DRILLS

HOW OFTEN SHOULD I PERFORM EVACUATION/FIRE DRILLS?

- Evacuation/Fire Drills should be performed of each threat that you envision occurring at your location. Most sites should perform a fire drill monthly
- Recommend bi-annual drills, work with E.H& S. for these drills
- The more that you prepare, the better your IRT/TEAMS will perform in a real disaster
EVACUATION SITES/ POINTS OF ASSEMBLY PREPLANNING

1. Staging areas
   - Select alternate locations on opposite sides of the facility
     - Identify a primary and secondary site in each direction as it is impossible to determine which direction you may have to evacuate from a facility
     - Fire evacuation plan should be included in this preplan

2. Disabled Students, Faculty and Staff
   - Practice procedures for evacuating disabled individuals
   - Prepare for individuals that might need medication

3. Hazardous Materials Information
   - Document the locations of all Hazardous Materials on site
   - Material Safety Data Sheets (MSDS) for all chemicals should be in a centralized location

4. Language Needs
   - With the cultural diversity today, trained personnel with language capability should be available to respond to designated locations

5. Maps, Diagrams
   - Obtain maps of the facility with evacuations routes
   - Site map should have locations for points of assembly or areas of rescue assistance already designated

6. Securing of Facility
   - The ability to physically secure your site and deny access to unauthorized individuals is extremely important and should be part of your pre-plan

7. Locate Utility Shut offs and other important items
   - Gas/Water
   - Electrical
   - HVAC (Air conditioning)
   - Identify telephone emergency box locations
SECTION III – EMERGENCY RESPONSE FORMS

BOMB THREAT CHECKLIST

Questions to Ask:
1. When is the bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What does the bomb look like?
5. What kind of bomb is it?
6. What will make the bomb explode?
7. Did you place the bomb?
8. Why did you place the bomb?
9. What is your name?
10. Where are you?
11. What is your address?

Exact wording of the Threat:

Caller’s Voice:
Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow):
Diction (clear, muffled):
Manner (calm, emotional, etc):
Did you recognise the voice?
If so, who do you think it was?
Was the caller familiar with the area?

Threat Language:
Well Spoken:
Incoherent:
Taped:
Message read by caller:
Abusive:
Other:

Background Noises:
Street Noises:
House Noises:
Aircraft:
Voices: Local call:
Music: Long distance:
Machinery: STD:
Other:

Other:
Sex of caller:
Estimated age:
Number:

Call Taken:
Date: / / Time:
Duration of call:
Number called:

Recipient:
Name (print):
Telephone Number:
Signature:

REMEMBER
Keep Calm
Don’t hang up
# BOMB INCIDENT PLAN CHECK LIST

## Threat Received

- Record details of threat utilizing a pre-developed check off list
- Preserve all information gathered i.e., check off list, tape recordings, handwritten notes, etc.
- Notify the Police
- Assemble All-Hazard Team (AHT)

### Responsible Staff - Consider Actions To Be Taken

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## Determine Actions To Be Taken

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## Initiate Preliminary Search

- Decide on Search Method
  - Open
  - Covert
  - Incident Response Team- All-Hazard Teams

- Assemble Incident Response Team
  - Give instructions as per Search Method chosen
  - Assign areas of responsibility

- If No Package Discovered
  - AHT will report their findings to the IC
  - IC will determine further actions 1) return to class or turn over to Police
  - If suspicious item discovered initiate Suspicious Package protocol

## Suspicious Package Discovered

**DO NOT TOUCH THE SUSPICIOUS PACKAGE**

- Secure the area or room entrance or appropriate location
- Report to information to IC immediately
- Evacuate immediate area where package is located
- Keep safe distance with cover (Time, Distance, Shielding)
- Principal (IC) notify Police (other emergency personnel) for assistance
<table>
<thead>
<tr>
<th>Name of Person Requiring Assistance</th>
<th>Location Of Individual:</th>
<th>Type of Need</th>
<th>Person(s) Designated To Assist</th>
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**Designated Representative(s) At Staging: (if necessary)**

1.  
2.  

**Designated Representative(s) At Press Area: (if necessary)**


**Designated Representative(s) At Command Post: (if necessary)**

1.  
2.  
3.  
## TRANSPORTATION

- **Identify all Transportation Options Within Your Area And your Community**

### District/ Company Information:

<table>
<thead>
<tr>
<th>Number of Buses</th>
<th>Special Considerations</th>
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<th>Designated On Site Pick-Up</th>
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<th>Designated Off Site Pick-Up</th>
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### Public Transportation Or Charter Buses:

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<tr>
<th>Capabilities</th>
<th>1.</th>
<th>2.</th>
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### Surrounding School District Buses:

<table>
<thead>
<tr>
<th>District</th>
<th>Phone Number</th>
<th>Number Available</th>
<th>Capabilities</th>
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### Miscellaneous Transportation Information:

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</table>
### EVACUATION SITE

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<th>Name Of Evacuation Site:</th>
<th>Map Page:</th>
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<th>Phone Number:</th>
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<th>Pager Number:</th>
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<th>Alternate Contact Person:</th>
<th>Phone Number:</th>
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| Location Of Keys: | |
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| Front Entrance of Location: | |
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| Location For Busses: | |
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| Parking Limitations: | |
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### Staging:

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<th>Staging Area:</th>
<th>Location:</th>
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| Command Post: | |
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| Accountability Staging: | |
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| Media: | |
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| Medical Team: | |
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| Law Enforcement: | |
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| Fire: | |
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### Directions To Evacuation Site:

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<tr>
<td>Notifications:</td>
<td>Name:</td>
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<tr>
<td>☐ University Police 9-1-1 or non-emergency 747-5611</td>
<td>☐</td>
</tr>
<tr>
<td>☐ E.H.&amp; S.</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Department Chair</td>
<td>☐</td>
</tr>
<tr>
<td>☐ (List Names and numbers you think is important here)</td>
<td>☐</td>
</tr>
<tr>
<td>☐ (Check off when contacted)</td>
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</table>
### CONTACT PHONE LOG

**Page 2**

#### Additional Notifications:

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<thead>
<tr>
<th>Notifications</th>
<th>Name:</th>
<th>Primary Phone:</th>
<th>Cell Phone:</th>
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#### Media Contacts:

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#### Utilities:

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#### Comments:

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### LANGUAGE NEEDS

- Identify special language needs of individuals during an emergency.
- Identify and designate interpreters for on site and possibly for your staging and public media area.

<table>
<thead>
<tr>
<th>Alternate Language</th>
<th>Location Of Individual</th>
<th>No. of Individuals</th>
<th>Person(s) Designated As Interpreter(s):</th>
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**Designated Representative(s) At Staging:**

1. 

2. 

**Designated Representative(s) At Press Area:**

1. 

2. 

**Designated Representative(s) At Command Post:**

1. 

2.
BULIDING OR FACILITY MAPS

Place a map of your facility here