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Crisis Management Plan - August 2002

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Prairie View A&M University

Crisis Management Plan

August 2002

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1.0

Introduction

- 1.1 The President, Prairie View A&M University (PVAMU), has primary responsibility for effectively managing any crisis which might occur on or affect the Prairie View A&M University campus*.
- 1.2 Emergency Management is normally divided into four phases or parts: mitigation, preparedness, response, and recovery. Mitigation might be best described as those measures taken to avert crises or prevent small emergencies from becoming large crises. Examples include designing and constructing buildings in accordance with applicable fire and life safety codes, installing fire alarm and sprinkler systems, designing adequate storm water drainage systems, and designing and maintaining adequate and reliable water supplies. Preparedness is the development of plans and procedures necessary to enable the effective and efficient use of resources in the event of a crisis. Response and recovery are self explanatory. This Crisis Management Plan (CMP) will focus on the latter three phases as mitigation efforts have been and are already being implemented campus-wide.
- 1.3 This plan is designed to provide a flexible framework for crisis management rather than step-by-step directions for handling any and every conceivable crisis. University departments involved in crisis management on this campus are responsible for developing internal procedures and training personnel as necessary to support this plan. The Environmental Health & Safety Department (EHSD) will provide the necessary assistance with training.

* For the purposes of this plan, “campus” refers to the main campus. It does not include the Nursing or Graduate Schools in Houston.

2.0

Purpose

- 2.1 The Prairie View A&M University Crisis Management Plan (CMP) formally establishes and documents a coordinated plan for responding to crises, whether large or small, which may arise in spite of all mitigation efforts. The goal of this plan is to provide a flexible framework of procedures which will be periodically reviewed and regularly exercised so that if a crisis does occur, the University's response will be effective and efficient in protecting human life and health and in preserving System property and resources.
- 2.2 All affected members of Prairie View A&M University and the Texas A&M University System must coordinate efforts in all phases of crisis management.

3.0

Objectives

- 3.1 Protect and preserve human life and health.
- 3.2 Minimize loss or damage to the University's facilities and resources.
- 3.3 Ensure appropriate communication within the University and the community.
- 3.4 Elicit a response which is appropriate to the magnitude of the crisis.
- 3.5 Establish a core group of well trained individuals capable of committing resources as necessary and appropriate to ensure that Objectives 1 and 2 are achieved.
- 3.6 Establish an Emergency Operations Center (EOC) and guidance for operating an emergency command post site.
- 3.7 Describe EOC operations to include staffing and responsibilities.

4.0

Scope

- 4.1 The scope of this plan is limited to:
 - 4.1.1 Crises that may occur on any part of the Prairie View A&M University campus.
 - 4.1.2 Those crises that require the assistance of an internal department(s) and/or emergency responders outside Prairie View A&M University.
 - 4.1.3 Activities that commence from the first indication of a crisis condition and continue until the end of the incident. The end of the incident is defined as the time when normal operations are resumed.

5.0

Definitions

- 5.1.1 **Crisis** - an incident posing risk to human life or health, to property and efficacy of resources of PVAMU, requiring an immediate action by PVAMU and/or outside responders.
- 5.1.2 **Emergency Resource Group (ERG)** - a support group made up of representatives of key departments which may be called upon to provide emergency support in times of crises.
- 5.1.3 **Emergency Operations Center (EOC)** - the central location from which major crisis management operations are directed.
- 5.1.4 **On-site Command Post** - an on-site location from which a primary responding unit directs on-site emergency response.
- 5.1.5 **Emergency Operations Center Staff** - designated personnel, or their representative, that will man the EOC during a major crisis to make emergency management decisions, utilizing available resources, to minimize injuries/fatalities, property damage, and loss of University operations.
- 5.1.6 **Crisis Management Planning Committee** - personnel designated to assist the Vice President for Operations in developing and periodically reviewing a Crisis Management Plan for PVAMU.

6.0

Levels of Crisis

- 6.1 **Limited Crisis** - An incident contained within a single building or area. In some cases, a limited crisis may be small enough that it can be effectively handled by the affected department(s). In other cases, it may require assistance from members of the Emergency Resources Group (ERG) and/or from off-campus emergency response groups (e.g., Praire View Fire Department). It may require evacuation of one or more buildings. University response under a limited crisis is normally directed by the University DPS from the on-site command post but may be directed by representatives of the local fire department, the Physical Plant, or the Environmental Health and Safety Department, as the situation warrants.
- 6.2 **Major Crisis** - An incident posing major risk to University personnel, students, visitors, or resources and has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is expected to require assistance from the ERG, off-campus emergency response, and activation of the EOC. Authority for declaring a major crisis rests with the President or the President's designee.

7.0 Organization

- 7.1 **Planning and management function**
- 7.1.1 Prairie View A&M University's Crisis Management Plan shall support the Waller County Emergency Management Plan.
- 7.2 **Crisis Management Plan (CMP)**
- 7.2.1 The CMP shall be reviewed annually and modified as necessary. Results of the reviews and any changes to the CMP shall be reported to the President for approval before being submitted to the Chancellor of the Texas A&M System.
- 7.2.2 Biannual exercises shall be held to train response personnel and evaluate the adequacy of the CMP. Reports of exercises shall be prepared and submitted to the President or designee.
- 7.2.3 A CMP Coordinator shall be appointed by the Vice President for University Operations.
- 7.2.4 The Coordinator shall chair the CMP Committee, schedule the annual review of the CMP, document approved changes to the CMP, and plan and coordinate biannual emergency exercises.
- 7.2.5 Each unit or department identified as having a role in this CMP is responsible for communicating the content of the CMP to its staff.
- 7.2.6 The Director, Environmental Health and Safety shall serve as the PVAMU Emergency Management Coordinator and shall coordinate the CMP with the Waller County Emergency Management Planning Office.
- 7.3 **Crisis Management Planning Committee**
- 7.3.1 Acts under the authority of and reports directly to the Vice President for University Operations.
- 7.3.2 Assists with the annual review of the CMP.
- 7.3.3 Assists with the planning and execution of biannual emergency drills.
- 7.4 **On-site Command Post** Section 9.0
- 7.5 **Emergency Operations Center** Section 10.0
- 7.5 **Emergency Resource Group (ERG)**
- 7.5.1 Provide technical assistance and resources as required during limited or major crises.
- 7.5.2 Monitor the response activities of their individual units.
- 7.5.3 Recommend procedures and equipment to maintain readiness to implement the CMP.

8.0

Crisis Communications

- 8.1 The two key PVAMU communications hubs are the DPS dispatcher and the Physical Plant Communications Center. Only the UPD dispatcher is a communication link with the Brazos County 911 District. UPD and the Communications Center shall ensure that any notification of a crisis is shared.
- 8.2 The Communications Center shall be responsible for contacting EHSD and Physical Plant Administration per internal procedures.
- 8.3 The Vice President for University Operations or designee shall be responsible for contacting the President, and others, as appropriate.
- 8.4 **Communications Equipment**
- 8.5.1 Telephone - primary means of communications for contacting key crisis responders or departments.
- 8.5.2 800 MHz Radios - used by UPD, Physical Plant, EHSD, and the Prairie View Fire Department. 800 MHz radios are also available to key members of University Administration including the Vice President for Administration and the Vice President for Finance.
- 8.5.3 Nextel Phones - used by most department heads on campus. The Communications Center maintains lists of emergency responders and their pager numbers and is available to assist in reaching responders upon request.

9.0

On-Site Command Post

- 9.1 The On-site Command Post shall be established at a location near the crisis which provides the best available location for observation and logistical support but which ensures an adequate level of safety.
- 9.2 The On-site Command Post is the location from which on-site response is staged and managed.
- 9.3 The University Department of Public Safety (DPS) normally acts as the primary responder to campus emergencies and is normally responsible for establishing and controlling the On-site Command Post.
- 9.4 Depending upon the nature of the crisis, command of the On-site Command Post may be turned over to Physical Plant or EHSD.
- 9.5 Communication facilities at the command post will be made available for use by participating units.
- 9.6 All responding PVAMU units and participating agencies must be immediately notified of the location of on-site command post by the primary responding unit.
- 9.7 Representatives of all responding PVAMU units and participating agencies will identify themselves to the on-site commander. The unit or agency representative must remain in proximity to the command post so the on-site commander can communicate orally at all times.
- 9.8 During the emergency, each unit representative will periodically update his/her unit director of conditions and, when possible, give estimate of when condition will be corrected.

10.0

Emergency Operations Center and Staffing

- 10.1 The PVAMU Emergency Operations Center (EOC) is located at: University Department of Public Safety headquarters. Should this location be destroyed or be inaccessible, the alternate location of the EOC will be _____.
- 10.2 The EOC Staff coordinate the activities of all PVAMU units during a major crisis.
- 10.3 During a major crisis, the EOC Staff will coordinate with the 911 District Dispatcher, University DPS, Fire and Emergency Medical Services, and Waller County Emergency Management.
- 10.4 Specific functions performed in the EOC during a major crisis include:
- 10.4.1 Taking charge of disruptions in University operations until normal operations are restored.
- 10.4.2 Notifying all PVAMU units and administration of the emergency condition, delays, adjustments and response.
- 10.4.3 Dispatching DPS and other appropriate emergency response personnel to the scene.
- 10.4.4 Maintaining communication with deans, directors and building supervisors of affected facilities to provide information and instruction to students and staff.
- 10.4.5 Directing appropriate personnel to investigate cause of emergency and to conduct damage assessment.
- 10.4.6 Maintaining liaison with the 911 Dispatcher/University DPS/Waller County EOC via direct line telephone for emergencies requiring assistance.
- 10.4.7 Disseminate information concerning emergencies to media, parents, and others, as necessary .
- 10.5 **EOC Staffing:**
- 10.5.1 **President or Designee** - The President or President's designee will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required.
- 10.5.2 **Chief, University Department of Public Safety** - The Chief of the University Department of Public Safety will have the responsibility of furnishing and directing manpower and equipment to cordon and maintain security in the affected area; conduct search and rescue operations; maintain crowd control; and direct large-scale evacuations.
- 10.5.3 **Director of Physical Plant** - The Director of Physical Plant will have the responsibility of furnishing and directing manpower and equipment for restoring buildings to functional use; performing damage assessment and determining if buildings are structurally sound before being occupied. The Assistant VP will also have the responsibility of furnishing and directing manpower and equipment in setting up cleanup operations.

- 10.5.4 **Vice President for University Operations** - The Vice President for University Operations will have the responsibility for coordinating the needs of the outside media and for providing news releases to the Public.
- 10.5.5 **Manager of Parking** - The Manager of Parking will have the responsibility of furnishing equipment and directing manpower in setting up barricades and in supporting evacuation efforts. The Director will also be responsible for establishing traffic flow routes and assisting with traffic control.
- 10.5.6 **Provost and Vice President for Academic Affairs** - The Provost and Vice President for Academic Affairs, or designee, will have the responsibility of informing and assigning responsibility to the faculty.
- 10.5.7 **Vice President for Student Affairs** - The Vice President for Student Affairs, or designee, will have the responsibility of serving as the liaison with student officers; evacuation and relocation of students; and establishment of an emergency telephone information center to handle calls from parents.
- 10.5.8 **Director, Environmental Health and Safety** - The Director of Environmental Health and Safety, or designee, will serve as liaison to the Prairie View and/or Waller County Emergency Management Organization(s) and will coordinate needed outside resources. The Director also has responsibility for ensuring that the PVAMU Crisis Management Plan is consistent and compatible with applicable plans and regulations of state and local governments and other outside agencies.
- 10.5.9 **Waller County Emergency Management Coordinator** - The Waller County Emergency Coordinator will be responsible for assisting the PVAMU EOC in acquiring local resources and resources which may be required from state and federal agencies. The Coordinator may be headquartered at the Waller County Emergency Operations Center.

Weather Emergency

A.1 **PVAMU President or designee**

A.1.1 Issues sheltering recommendations, evacuation orders, and authorization to vary routine campus work schedules.

A.2 **Vice President for University Operations**

A.2.1 Advises PVAMU President based upon best available information submitted by University Department of Public Safety, Physical Plant, Environmental Health and Safety, and/or local or national weather services.

A.2.2 Approves content of official news releases, announcements and taped phone Messages, and interfaces with news media..

A.2.3 Announces condition to all internal units including all Vice Presidents.

A.2.4 Announces actions of PVAMU President to all Vice Presidents for dissemination to respective departments/offices.

A.2.5 In the absence of VP for University Operations, the VP for Finance is designated to serve this function.

A.3 **PVAMU Department of Public Safety**

A.3.1 Implements sheltering or evacuation orders.

A.3.2 Summons support resources necessary to accomplish those tasks.

Toxic Chemical Spill or Release

- B.1 Whenever toxic solids, liquids or vapors are unintentionally released on PVAMU property every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.
- B.2 **Limited Crisis - Chemical Release**
- B.2.1 Each department or unit that works with chemicals will employ its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic.
- B.2.2 At the onset of release, the department will notify Environmental Health and Safety (EHSD) of chemical type and approximate quantity.
- B.2.3 Environmental Health and Safety may dispatch the EHSD Spill Response Team to provide additional support in containment and cleanup if assistance is required.
- B.2.4 If release cannot be abated with on-site containment procedures, laboratory personnel will notify Environmental Health and Safety of chemical type, approximate quantity and need for additional assistance.
- B.2.5 Environmental Health and Safety will dispatch the EHSD Spill Response Team to implement containment and cleanup procedures.
- B.2.6 The EHSD representative will determine whether to evacuate and/or request off-campus emergency response, as necessary.
- B.3 **Major Crisis - Chemical Release**
- B.3.1 If chemical release is extremely toxic or in an amount larger than can be contained locally, the University Police/EHSD will notify the Prairie View Fire Department by direct line telephone and will supply the following information:
- Nature of emergency and exact location
 - Name and unit/department of person supplying information
 - Name of Laboratory Emergency Contact Person
 - Identity and quantity of chemical released, if known
- B.3.2 Building occupants will be evacuated from the building and kept at a safe distance, upwind, until:
- Chemical release containment and cleanup have been resolved
 - Persons who have been exposed or injured have been removed
 - The EHSD and Prairie View Fire Department declares the building safe to re-enter
- B.3.3 Environmental Health and Safety will dispatch the EHSD Spill Response Team to assist with containment and cleanup procedures.
- B.3.4 A report of the incident will be supplied to PVAMU administration.

Fire/Smoke

- C.1 All fire/smoke conditions will be reported through the University DPS Dispatcher (9-911) to the Prairie View Fire Department. The Dispatcher will also notify the Environmental Health & Safety Department.
 - Nature of fire/smoke and exact location
 - Name and unit of person supplying information to the Dispatcher.
- C.2 PVAMU personnel will evacuate the building and remain at a sufficient distance to ensure:
 - Personal safety
 - Safe performance of firefighting and rescue operations
 - Treatment and removal of the injured.
- C.3 **University Department of Public Safety**
- C.3.1 Upon notification from the Dispatcher, assigned University Department of Public Safety personnel will respond to the scene.
- C.3.2 Secure the fire area and provide crowd control.
- C.3.3 Assist the fire department in establishing a command post, as necessary.
- C.4 **Environmental Health and Safety**
- C.4.1 Upon being notified of the incident, EHSD will immediately dispatch a representative to the scene.
- C.4.2 The EHSD representative will gather information to assess the following:
 - Probable cause of incident
 - Extent of property damage
 - Number and extent of casualties
- C.4.3 The Director, EHSD will notify the State Fire Marshal's Office of any fire that impacts state property.
- C.4.4 A report of the incident will be supplied to PVAMU administration, as necessary.
- C.5 **Physical Plant**
- C.5.1 Upon notification, Physical Plant will dispatch personnel to the On-site Command Post.
- C.5.2 Physical Plant personnel will assist emergency responders with building information, building access, building utilities control, and availability of other resources.
- C.5.3 Physical Plant personnel shall coordinate facility recovery efforts after the facility is cleared for re-entry.
- C.5.4 Physical Plant will conduct damage assessment.

Loss of Building Utilities

- D.1 The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal or other building utility may severely affect student residents, classroom activities, and research or staff activity.
- D.2 **Physical Plant**
 - D.2.1 Upon notification, Physical Plant responds to loss of utility(s).
 - D.2.2 Upon arrival at the scene, a determination is made whether to notify the University Department of Public Safety if crowd, traffic control or other assistance is required.
 - D.2.3 Will restore utility(s).
- D.3 **University Department of Public Safety**
 - D.3.1 Receives direct notification of building utility loss.
 - D.3.2 Will notify Physical Plant, who will notify appropriate personnel.
 - D.3.3 Will respond to scene upon request of Physical Plant.
 - D.3.4 Upon arrival at the scene, may establish an on-site command post if necessary.
 - D.3.5 Physical Plant shall provide a report of the incident to PVAMU Administration.

Bomb Threat or Explosive Device

- E.1 Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If a PVAMU employee or student suspects an object to be a bomb or explosive, she/he will **IN NO WAY HANDLE OR TOUCH THE OBJECT. The protocol established by the EHSD shall be used in conjunction with this plan.**
- E.2 The building or area where the object is found will be evacuated immediately according to evacuation procedure or other existing evacuation procedures.
- E.3 All bomb threats and suspected explosive devices will be reported through the Dispatcher (9-911) to the University Department of Public Safety. Information will include:
 - Description of object and exact location.
 - Name and unit/department of person supplying information.
- E.4 Radio communication **WILL NOT** be used in the vicinity of suspected bombs or explosive devices. It is essential that the object **NOT BE TOUCHED OR MOVED** by PVAMU staff or students. It is critical that deans and directors make their staffs aware of bomb and explosive device procedures.
- E.5 **University Department of Public Safety**
- E.5.1 Upon notification from the Dispatcher, DPS will dispatch a sufficient number of officers and supervisors to the scene in accordance with University Police procedures.
- E.5.2 Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.
- E.5.3 Staff and students will not handle any object suspected of being a bomb or explosive device.
- E.5.4 Will request off-campus emergency response depending on the seriousness of the circumstance.
- E.5.5 Will act in accordance with University Police bomb/explosive procedures.
- E.5.6 A report of the incident will be supplied to PVAMU administration.

Building Evacuation

- F.1 The University Department of Public Safety, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent building managers (building proctor, dormitory resident director or area hall director), deans, department heads, and/or directors.
- F.2 University DPS, after analyzing the situation, may establish an on-site command post.
- F.3 Formal order to evacuate will be given by one of the following:
 - University DPS
 - Environmental Health & Safety
 - Senior Building Occupant, Dean or Director
 - Physical Plant
 - Prairie View Fire Department
- F.4 Senior Building Occupant, dean, department head, or director will begin immediate evacuation IF DANGER IS IMMINENT.
- F.5 Nothing within this instruction shall be construed to interfere with individual building or unit evacuation procedures.
- F.6 A report of the incident will be supplied to PVAMU administration.
- F.7 A pre-planning guide for developing a building evacuation/closure plan is provided as Appendix 2. All PVAMU campus buildings are required to have a written Emergency Evacuation Plan.

Demonstration/Civil Disturbance

- G.1 In the event that riots, looting, political violence and/or similar civil disturbance should occur, PVAMU has capabilities which, if used promptly and properly, can minimize loss and damage to its resources resulting from such disturbances.
- G.2 In the event of civil disturbance, University Department of Public Safety will dispatch a sufficient number of officers and supervisors to the scene, implementing civil disturbance control in accordance with University Police procedures.
- G.3 Upon arrival at the scene, an on-site command post may be established depending on the seriousness of the circumstance.
- G.4 University Police will make determination to request off-campus emergency response based on the seriousness of the circumstance.
- G.5 A report of the incident will be supplied to PVAMU administration.

Airborne or Foodborne Illness

- H.1 Upon receipt of information concerning a possible airborne or foodborne illness, the Senior Building Occupant, dean or director of the affected facility will notify the Environmental Health and Safety Department.
- H.2 EHSD will begin immediate investigation to determine nature of illness and simultaneously contact appropriate medical personnel for assistance. EHSD will notify Student Health Center medical personnel and will coordinate actions and activities as necessary.
- H.3 Medical staff will authorize treatment on-site or transport of affected personnel to available medical facilities for treatment.
- H.4 In the event of a suspected airborne or foodborne illness, Student Health Center personnel will immediately contact EHSD and will coordinate activities as necessary.
- H.5 A report of the incident will be supplied to PVAMU administration.

Crime in Progress

- I.1 Observed criminal activity, including theft and crimes of violence, will be reported through the Dispatcher to the University Department of Public Safety. Information will include:
 - Your name
 - Type of crime
 - Exact location of crime
 - Answers to any questions which you may be asked
 - Phone number at the scene
- I.2 A person reporting a crime should not get involved in trying to prevent it unless it involves self-defense.
- I.3 Gather as much information as possible about the criminal. If at all possible, take the time to note height, weight, sex, race, age, clothing, vehicles involved, and if the individual is armed or not.
- I.4 **University Department of Public Safety**
- I.4.1 Upon notification by Dispatcher, University DPS personnel will respond to the scene.
- I.4.2 Appropriate action will be taken and support summoned, if necessary.

Evacuation of Persons with Disabilities

J.1 The responsibilities listed below are important to follow:

RESPONSIBLE PARTY	EMERGENCY SITUATION	NON-EMERGENCY SITUATION
Supervisor/s (i.e., Deans/Directors, Instructors, President, Vice Presidents)	Administrative Procedures- <ul style="list-style-type: none"> . Supervisors must confer with physically impaired employee(s) under their authority. . Develop with physically impaired person(s) best method(s) for evacuation. 	Administrative Procedures- <ul style="list-style-type: none"> . Confer with physically impaired person(s) under their authority . Develop with physically impaired person(s) best method(s) for evacuation.
	Instructional Procedure- <ul style="list-style-type: none"> . Be prepared to explain how and where person(s) should provide support . Practice instructions beforehand . Call 9-911 . Supply 911 District Dispatcher with appropriate information <ul style="list-style-type: none"> . Name and title of caller . Building location and address . Explain emergency situation 	Instructional Procedures- <ul style="list-style-type: none"> . Be prepared to explain how and where person(s) should provide support . Practice instructions beforehand . Call <ul style="list-style-type: none"> . College Station Fire Department (CSFD) at 764-3700 and request evacuation assistance . Supply CSFD appropriate information <ul style="list-style-type: none"> . Name and title of caller . Building location and address . Explain non-emergency situation
Physically impaired Person(s)	<ul style="list-style-type: none"> . Seek out persons who would be able to assist in an emergency. . Carry a loud whistle, horn, or similar device. It may be used to alert people of location if trapped. 	<ul style="list-style-type: none"> . Convey to supervisor or instructor the need for evacuation assistance. . College Station Fire Department can be contacted by person(s) with whom a prearrangement has been reached and the following information conveyed: <ul style="list-style-type: none"> . Name and title of caller . Building location and address . Explain non-emergency situation

Appendix 1

Emergency Resource Group

EMERGENCY RESOURCE GROUP

Environmental Health and Safety Department

Office

Chemical Spill Response Team

Fire/Environmental Emergency

University Police Department

Dispatcher

Physical Plant Department

Office

Parking, Transportation, Traffic Services

Office

Vice President for University Operations

Office

Human Resources Department

Office

Owens-Franklin Health Center

Office

Department of Student Life

Office

Vice President for Finance and Controller

Office

Vice President for Academic Affairs and Provost

Office

Vice President for Student Affairs

Office

Office of General Counsel (TAMUS)

Office

Marriott Food Services

Office

Purchasing Department

Office

Athletic Department
Office

TAMUS Office of Risk Management
Office

Waller County Emergency Management
Office

Department of Public Safety
Office

CHEMTREC
Emergency Center

800 424-9300

On-Campus Emergency

**Dial From
On-Campus Telephones**

Emergency Assistance	9-911
Ambulance, University	9-911
Fire	9-911
Police Emergency, University	9-911
Police Dispatcher	
Chemical Spill Response Team	
Owens-Franklin Health Center	
Environmental Health & Safety Department	
Radiological Emergency	
Maintenance Emergency	

Off-Campus Emergency

Dial 911 - from off-campus telephones
- from non-campus telephone exchanges

Appendix 2

Emergency Evacuation Planning

Emergency Evacuation Planning

1. Written evacuation plan been developed, distributed to all building occupants, and on file with the Environmental Health and Safety Department. If not, contact EHSD for an evacuation plan guideline.....
2. Senior Building Occupants have been identified and informed of their duties.....
3. Floor proctors have been identified and informed of their duties.....
4. Building occupants been informed of the need to evacuate during an emergency and their role during an evacuation.....
5. Emergency floor plans have been developed and posted in visible locations within the building.....
6. Building occupants with special needs have been identified.....
7. Responsible personnel have been identified to assist in the evacuation of occupants with special needs.....
8. An emergency phone number list has been created for the building.....
9. Areas of assembly have been identified.....
10. Fire drills have been scheduled.....
11. Emergency responder information sheets have been completed for each room and on file with EHSD. If not, contact EHSD for information regarding this program.....

ATTACHMENT



Department	Name	Phone	Extension
University Operations	Larry Cook, VP	2087	
University Operations	John Anderson, Director	2016	
Finance & Administration	Willie Taylor, VP	2022	
Finance & Administration	James Taylor, VP	2023	
Academic Affairs	L.L. Thomas, VP	2044	
Academic Affairs	John Taylor, VP	2014	
Student Services	James Taylor, VP	2024	
Student Services	John Taylor, VP	2015	
Business & Development	Willie Taylor, VP	2025	
Business & Development	John Taylor, VP	2016	
Public Safety	H.W. Stephens, Chief	4002	
Public Safety	John Taylor, VP	2017	
Environmental Health & Safety	Michael Stephens, Director	4131	
Environmental Health & Safety	John White, Coordinator	4132	
Physical Plant	Kelly Kibbler, Director	3333	
Physical Plant	Charles Moore, Chief Engineer	3334	
Human Resources	Thomas Payne, Director	3335	
Human Resources	John Taylor, VP	3336	
Governmental Affairs	Frank Taylor, Special Assistant	4003	
Governmental Affairs	John Taylor, VP	4004	
Communication	John Taylor, VP	4133	
Communication	John Taylor, VP	4134	
Public Affairs	Charles Taylor, Director	4135	
Public Affairs	John Taylor, VP	4136	
Community Life	Al Taylor, Director	3337	
Community Life	John Taylor, VP	3338	

PVAMU CRISIS MANAGEMENT NETWORK

To activate the Crisis Management Network, all or specified (by the Team Leader) member(s) of the Crisis Management Team or their designee (listed below) must be contacted by the Chief, UDPS.

Department	Name & Title	Extension	Home Phone
University Operations	Larry Raab, VP	4895	(281) 304-0217
	Shah Ardalan, Assistant VP	2216	(281) 859-2906
Finance & Administration	Willie Tempton, VP	2952	(281) 580-1860
	Robby DeWitt, Associate VP	2953	(979) 696-6921
	ROB MIRFLES		
Academic Affairs	E.J. Thomas-Smith, VP	2314	(281) 859-1923
	Henri Bailey, Associate VP	2318	(713) 444-0805
Student & Enrollment Services	Ronald Jones, VP	2693	(281) 894-2398
	Doris Price, Associate VP	2694 2693	(713) 723-2828
	Sanderson Woods	2693	(281) 373-4035
Research & Development	Willie Trotty, VP	2056	(281) 445-161
	Anil Kumar, Research Director	2591	(281) 890-084
Public Safety	R.V. Stephens, Chief	4823	(713) 660-8809
	Ralph Knapp, Lt.	4922	(936) 836-4025
Environmental Health & Safety	Richard McLeroy, Director	4121	(281) 347-0384
	Daren White, Coordinator	4123	(281) 304-0599
Physical Plant	Kolly Kilpatrick, Director	2522	(936) 857-5310
	Charles Muse, Chief Engineer	2324	(936) 857-3220
Health Center	Thelma Pierre, Director	2511	(713) 587-9628
	Glenn Barry, M.D.	2511	(936) 857-5244
Governmental Affairs	Franck Jackson, Special Assistant	4298	(936) 857-5550
	Alvertice Bowdre	(979) 826-7691	(936) 857-3243
Telecommunications	CARL MOORE Moore		
	John Rafferty, Director	4320	(979) 826-6906
	Stephanie Haynes	2006	(979) 826-3710
Public Affairs	Carolyn Oliver, Director	2245	(713) 729-3159
	Bryan Barrows, Director	3805	(713) 856-9379
Community Life	Al Aldridge, Director	2923	(281) 894-4621
	Charles Crockett, Program Coord.	2926	(936) 857-2242

Human Resources

Albert Gee, Director

3828

(281) 894-6611

Becky Standlee, Coordinator

4076

(936) 826-4516

ATTACHMENT

B

Department	Position	Phone	Extension
Administration	Director	252	252-333-2525
Administration	Assistant Director	253	252-333-2535
Administration	Assistant Director	254	252-333-2545
Administration	Assistant Director	255	252-333-2555
Administration	Assistant Director	256	252-333-2565
Administration	Assistant Director	257	252-333-2575
Administration	Assistant Director	258	252-333-2585
Administration	Assistant Director	259	252-333-2595
Administration	Assistant Director	260	252-333-2605
Administration	Assistant Director	261	252-333-2615
Administration	Assistant Director	262	252-333-2625
Administration	Assistant Director	263	252-333-2635
Administration	Assistant Director	264	252-333-2645
Administration	Assistant Director	265	252-333-2655
Administration	Assistant Director	266	252-333-2665
Administration	Assistant Director	267	252-333-2675
Administration	Assistant Director	268	252-333-2685
Administration	Assistant Director	269	252-333-2695
Administration	Assistant Director	270	252-333-2705
Administration	Assistant Director	271	252-333-2715
Administration	Assistant Director	272	252-333-2725
Administration	Assistant Director	273	252-333-2735
Administration	Assistant Director	274	252-333-2745
Administration	Assistant Director	275	252-333-2755
Administration	Assistant Director	276	252-333-2765
Administration	Assistant Director	277	252-333-2775
Administration	Assistant Director	278	252-333-2785
Administration	Assistant Director	279	252-333-2795
Administration	Assistant Director	280	252-333-2805
Administration	Assistant Director	281	252-333-2815
Administration	Assistant Director	282	252-333-2825
Administration	Assistant Director	283	252-333-2835
Administration	Assistant Director	284	252-333-2845
Administration	Assistant Director	285	252-333-2855
Administration	Assistant Director	286	252-333-2865
Administration	Assistant Director	287	252-333-2875
Administration	Assistant Director	288	252-333-2885
Administration	Assistant Director	289	252-333-2895
Administration	Assistant Director	290	252-333-2905
Administration	Assistant Director	291	252-333-2915
Administration	Assistant Director	292	252-333-2925
Administration	Assistant Director	293	252-333-2935
Administration	Assistant Director	294	252-333-2945
Administration	Assistant Director	295	252-333-2955
Administration	Assistant Director	296	252-333-2965
Administration	Assistant Director	297	252-333-2975
Administration	Assistant Director	298	252-333-2985
Administration	Assistant Director	299	252-333-2995
Administration	Assistant Director	300	252-333-3005

SENIOR BUILDING OCCUPANTS

BUILDING / HALL	SENIOR OCCUPANT	PHONE NUMBER
Administration	Mr. Willie Tempton	2952
Harrington Science	Dr. John Williams DR. TROTTY	3910 4494
Hobart Taylor	Dr. Danny Kelley	3390
Billy Nicks Complex	Dr. Mary White MR. GILLARD	4210
L.O. Evans	Dr. Willie Trotty DR. RUDOLPH	4494 DR F. WILLIAMS
Evans	Mr. Ron Jones DR. PRICE	2693
Delco	Dr. Paul Mehta	2918
Coleman Library	Ms. Helen Yeh	3192
Woolfolk	Dr. L. E. Anunobi ENGEDAYEHU	2192 4024
Hilliard	Dr. Sharon Honore LIU	2229
Central Receiving	Chief Rayford Stephens	4313
AROTC (Burleson-Ware)	Maj. Mark Pearson LTC HENSON	3335 2445
NROTC (Brewer)	Ltc. Vincent Panella WALLACE	2310
Animal Industry	Dr. Elizabeth Noel	2996
May	Dr. Troy Daniels	4417
S. R. Collins	Dr. David Kirkpatrick HUSSEIN	4122 4717
Chemical Engineering (Greux)	Dr. Milton Bryant	2211
Goat Center	Dr. Barbara Johnson	3926
Ag. Research	Dr. Alfred Parks	2031
Intramural Gym	Dr. Mary White MR. GILLARD	2410 4210
Anderson	Mr. Jay Pennywell	2032
Alumni	Mr. Fred Washington	4558
All Faiths Chapel	Rev. Charles Lewter	4940
Veterinary Hospital	Dr. A. N. Poindexter	4525
Farrell	Ms. Priscilla Spitter MR. COLLINS	4721 3822
Central Receiving Warehouse	Mr. Ernest Adams	4806
Physical Plant	Mr. Kollye Kilpatrick	2522
Power Plant	Mr. Charles Muse	4297
Wastewater Plant	Mr. Willie Gooden	4724
Bookstore	Mr. Silas Collins	4221
W. R. Banks	Mr. Rod Mireles	3009
Health Center	Ms. Thelma Pierre	2511
Farm Shop	Dr. Alfred Parks	2031
New Science Building	Dr. Gerard Rambally	
Residence Halls	Col. A.D. Aldridge	2926
Juvenile Crime Prevention Center	Dr. Elaine Rodney	4938
Cooperative Extension	Dr. Linda Willis	2023
Transportation Center	Mr. Timothy McWashington GOODEN	2130
Engineering	Dr. Milton Bryant	2211

3835

ATTACHMENT

C

DRILL CHECKLIST

1. Date of Drill: _____ 1.1. Start Time: _____ 1.2. End Time: _____
2. Crisis Type/Classification: _____
3. Person Initiating the Drill: _____
4. Notification Used: _____
5. Departments/Offices Involved: _____
6. Number of People Involved 6.1. Employees: _____ 6.2. Students: _____

Place a number from 1 (strongly disagree) to 10 (strongly agree) for the following statements:

- ___ The drill was initiated in an effective manner.
- ___ The Crisis Management Network names and telephone numbers were current.
- ___ The Crisis Management Team members were informed of their duties.
- ___ Deans, Department Heads, and faculty were informed of their duties.
- ___ Administrative directors, managers, and employees were informed of their duties.
- ___ Students were informed of emergency procedures.
- ___ The Crisis Operations Center was ready and properly equipped.
- ___ Evacuation procedures were followed in a timely manner.
- ___ Line of command was clearly defined and followed.
- ___ Communications among the Team members was effective.
- ___ Communications between the Team members and the community was effective.
- ___ The drill was accomplished according to the Plan in an orderly manner.

COMMENTS & RECOMMENDATIONS:

ATTACHMENT

D

HOUSING AND RESIDENTIAL SERVICES CRISIS MANAGEMENT PLAN

CRISIS/EMERGENCY MANAGEMENT PLAN

**DEPARTMENT OF HOUSING AND RESIDENTIAL
SERVICES**

AND

UNIVERSITY VILLAGE

Prairie View A&M University
Department of Housing and Residential Services
(Including University Village)
Crisis/Emergency Management Plan
(Revised May 24, 1999)

I. BASIC PROCEDURES

Described herein are basic procedures to follow in the event of major disasters occurring within a residence hall or University Village, e.g., fire, explosion, bomb threat, tornado, case of multiple injury, or danger to life or limb, etc.

Specific procedures for fire control, police assistance, bomb threat, etc. are described in the University Crisis/Emergency Management Action Plan on pages 11-22. Procedures in the Student Housing Office Plan are for use in the event of an actual disaster in on-campus residence halls, and University Village student housing.

All procedures should be followed by Housing and University Village staff in coordination with other University Departments and/or outside agencies such as the local Emergency Manager, Physical Plant Manager, University Department of Public Safety, Prairie View Volunteer Fire Department, etc. Primary responsibility within each residence hall is delegated to the Hall Director and/or his/her designee. Primary responsibility within University Village Apartments is delegated to the General Manager or his/her designee.

II. EMERGENCY PROCEDURES

In order to ensure timely evacuation of buildings, all interior and exterior doors and exits must be kept clear of obstructions and in proper working order at all times. Exterior exits must be so designated with proper illumination when the building is in use. Hallways and aisles leading to exits must also be clear at all times.

The first order of business in the event of disaster, after notifying the PVAMU Crisis Management Operations Officer, is always to evacuate the building of all persons therein, if necessary. Normal procedure will be utilization of the building alarm system and staff notification via phone, pagers, voice, chain procedure, etc. Exact procedures should be established in hall staff meetings and reviewed frequently throughout the year. A predesignated assembly area must be established by the Area Coordinator and each Hall Director or Apartment Manager. These assembly locations must be specified by building, wing and floor when appropriate, and must be briefed to all occupants. Rehearsals must be conducted during fire drill evacuations. Please refer to and review the attached Fire Safety and Fire Exit Drill Standard Operating Procedures (Please

See ANNEX C).

Key rules:

1. Avert panic.
2. Alert residents to report anything deemed worthy to authorities, e.g., injured persons, mechanical liabilities, etc.
3. See reporting emergencies on page 5 of the University Crisis Management Plan.

Notify or have a reliable person notify the housing office during regular hours, or the Director of Housing and Residential Services if after hours, as soon as possible upon responding to immediate concerns. The directors/assistant directors will advise other housing administrators, etc.

Perform any first aid treatment that you are qualified to do while awaiting arrival of Emergency Medical Services (EMS), doctors and/or other medical personnel.

III. COMMUNICATIONS CENTER

After being notified of an emergency, it will be the responsibility of the Assistant Director of Housing to establish and coordinate a communications center in the respective housing offices or a nearby residence hall office area (the housing office is preferable, due to a number of phones and the availability of keys). Backup personnel to coordinate communications center with the Assistant Director of Housing, Area Coordinator for Housing and Residential Services, and Residence Hall Directors.

The function of this area is to operate as a communications and rumor control center, and to coordinate operations and procedures pertinent to the declared crisis/emergency. In the event of a campus-wide crisis/emergency affecting both housing units and other persons or facilities, the coordinator of the Housing Communications Center will establish communications and report as directed to the over all University Crisis/Emergency Operations Center.

The following things must be done immediately upon arrival at the Housing Office by persons in charge:

1. Open the official Telephone/Radio Communications Log (please see ANNEX D).
2. Log all calls and contacts, both incoming and outgoing, with names, agencies, times, and nature of calls.
3. Be prepared to complete first report of injury forms as necessary and or

required (please see ANNEX B).

4. Notify the Director of Housing and Residential Services.
5. Notify the PVAMU Crisis/Emergency Operations Center that the Housing Office is open; who is on duty?; what services are available?
6. Get additional staff into the Communication Center if deemed necessary to assist with phones and reports.
7. Open key depositories.
8. Advise all residence hall directors and/or duty persons of the nature of the crisis/emergency and ask them to stand by to assist. If the hall director is not available, the duty person will attempt to locate the graduate assistant or senior resident assistant and advise as appropriate.
9. Call Physical Plant to notify them of our readiness to provide assistance.
10. Notify the Vice President of Student and Enrollment Services.
11. If temporary housing is needed, locate possible beds on campus and refer to the University Crisis/Emergency Management Plan, Shelter Section. Notify Maintenance Coordinator for transportation of beds cots, etc., and for emergency maintenance/custodial needs.
12. Perform other related tasks as judged necessary or as directed by the Director of Housing and Residential Services and /or other appropriate university officials.

Lateral communication is to be encouraged during a crisis/emergency, i.e., formal communication channels may not be followed if expediency dictates. All information that may have significance should be forwarded to the appropriate party.

IV. ON SITE COORDINATION – HOUSING PERSONNEL

The Director of Housing and Residential Services and the General Manager for University Village, assisted by the Assistant Director and Area Coordinator of Housing and Residential Services and the Assistant General Managers of University Village, will coordinate efforts of Housing and University Village staff in conjunction with other on-scene agencies to perform crowd control functions, communications, identification of victims, establishing need for temporary housing, cleanup operations, etc.

If need is established for temporary housing, this will be coordinated through

the PVAMU Operations Facilities Manager, and University Housing Offices' Communications Centers.

V. TEMPORARY HOUSING FACILITIES

Arrangements will be made by Communications Center through Residence Hall Directors and University Village General Manager in unaffected areas. Attempts will be made to procure spaces in men's and women's housing as space needs dictate, in the following order: (1) student rooms, (2) floor lounges, (3) hall lounges, and (4) university shelters.

Once procured, cots, linens, towels, blankets, soap, etc., will be placed on the scene by the Maintenance Coordinator and his staff. If on-campus housing is not sufficient or available, arrangements for off-campus housing at local motels will be arranged, (if available), through the purchasing agent by the Director of Housing and Residential Services after receiving approval from the Vice President for Finance and Administration and the Vice President for Student and Enrollment Services.

Inventory of supplies will be made when taken to each site and signed over to the staff member in charge of the building where temporary housing is located. Staff in charge will issue temporary housing, keeping a roster of who is in the building and location (for contact by parents, etc.). Phones in temporary housing building must be maintained throughout the first 24 hours – by volunteers, if possible, and by housing and university village staff, if necessary. The official telephone/communications log will be kept of all incoming and outgoing calls and messages.

VI. FOLLOW-UP PROCEDURES

All aforementioned individuals actively involved in the procedure will write a full and complete statement of their activity during the crisis/emergency. Particular emphasis should be centered on problems encountered during the process, areas deserving of special commendations, and recommendations for improvement.

Supplies issued will be collected from staff members to whom they were issued, and will be taken to be cleaned and processed as deemed appropriate by the Maintenance Coordinator and his/her staff.

The Director of Housing and Residential Services, General Manager of University Village, Area Coordinator, and Assistant Directors will coordinate reconstruction process through Physical Plant, Finance and Administration, Insurance Adjusters, and other outside agencies as needed. Determination of any claim that may be registered will also be expedited by these persons.

EMERGENCY CALL LIST

Each Residence Hall Director and Apartment Manager will furnish to their staff an emergency call list. This list will consist of the names, phone numbers, and pager numbers of all directors, managers, and assistant directors and managers. If you need to contact your residence hall director and he or she is not available, contact your graduate, community, or residence hall assistant. If he or she is out, contact the first person on the Emergency Call List. Continue calling down the list until you reach a staff member. If everyone is out, call 857-2920 or 857- 2923. If after the normal work hours, call 857-4823.

PRIOR TO CRISIS/EMERGENCY

Prior to the announcement of a crisis or major emergency, the following preparatory measures will be taken, and require frequent inspections and monitoring:

1. Fire Extinguishers, always ensure they are properly charged.
2. First Aid Kits, always ensure complete and ready for use.
3. Flashlight and batteries.
4. Two way radios and batteries.
5. Emergency generators and lighting.
6. Identification of a building evacuation assembly area. (See Attached)
7. Identification of designated university shelters other than housing.
8. Briefing of all staff and on-campus housing occupants.
9. An up-to-date emergency call/notification roster.
10. Telephone/radio communications log.
11. Tape for large plate glass windows.
12. Review Tornado and Severe Weather Procedures outlined at ANNEX A.

**DEPARTMENT OF HOUSING AND RESIDENTIAL SERVICES
PRAIRIE VIEW, TEXAS**

**TORNADO AND SEVERE WEATHER
SAFETY PROCEDURES**

13. GO TO BASEMENT OR LOWER FLOOR OF BUILDING (If your building, residence hall, or apartment has a pre-designated area, go to that area).
14. STAND CLEAR OF WINDOWS, EXTERIOR WALLS, AND DOORS.
15. MOVE TO INTERIOR HALLWAYS AND SMALL INTERIOR ROOMS (i.e., bathrooms, closets, etc.)
16. AVOID STANDING NEAR EXTERIOR WALLS AND AREAS WHICH MAY BE GLASS ENCLOSED.
17. GET UNDER SOMETHING STURDY IF POSSIBLE (i.e., sturdy tables, desks, etc.).
18. Call 9-911 IF EMERGENCY HELP IS NEEDED.

NOTE: IT THE NOTIFICATION OR SEVERE WEATHER SUCH AS A HURRICANE IS RECEIVED EARLY ENOUGH, THE MAINTENANCE STAFF WILL TAPE ALL LARGE GLASS WINDOWS AND DOORS.

(ANNEX A)

PRAIRIE VIEW A&M UNIVERSITY
 Department of Housing and Residential Services/
 University Village
 P. O. Box 127
 Prairie View, Texas 77446
 Telephone (409) 857-2923 · FAX (409) 857-4100

DATE OF REPORT _____

REPORT # _____ Facility _____

ADMINISTRATOR'S FIRST REPORT OF INJURY OR ILLNESS OF STUDENTS

1. Name (Last, First, MI)		2. Sex F <input type="checkbox"/> M <input type="checkbox"/>
3. Social Security Number	4. Home Phone ()	5. Date of Birth (m-d-y)
6. Does the Student Speak English? If No, Specify Language Yes <input type="checkbox"/> No <input type="checkbox"/>		
7. Race White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Other <input type="checkbox"/>	8. Ethnicity Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/>	
9. Mailing Address Street or P. O. Box		
City	State	ZIP Code
10. Marital Status Married <input type="checkbox"/> Widow <input type="checkbox"/> Separate <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/>		
11: Parent or Guardian	12. Spouse's Name	
13. Doctor's Name (seen for this injury)		
14. Doctor's Mailing Address (Street or P. O. Box)		
City	State	ZIP Code

15. Date of Injury (m-d-y)	16. Time of Injury A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	17. Location, Hall, Etc.
18. Name of Injury		19. Part of Body Injured or Exposed
20. How and why Injury/Illness Occurred		
21. Was Student awake and alert? Yes <input type="checkbox"/> No <input type="checkbox"/>	22. Location of injury (stairs, room, etc.)	
23. Address Where Injury or Exposure Occurred		
Street or P. O. Box		County
City	State	ZIP Code
24. Cause of Injury (fall, tool, machine, etc.)		
25. List Witnesses		
26. Return to Class Yes <input type="checkbox"/> No <input type="checkbox"/>	27. Did Student Die? Yes <input type="checkbox"/> No <input type="checkbox"/>	28. Date Reported (m-d-y)

29. Date of Enrollment (m-d-y)	30. Admitted or Recruited in Texas? Yes <input type="checkbox"/> No <input type="checkbox"/>	31. Length of Enrollment to Date Years _____ Months _____	32. Was Student Transported to Hospital Yes _____ No _____ Other _____
33. Parent or Guardian		34. Classification of Student	
35. Address of Parent or Guardian	36. Telephone Number of Parent or Guardian ()	37. Expected Graduation Date (m-d-y)	38. Is Student Employed by Univ. Yes <input type="checkbox"/> No <input type="checkbox"/>

39. Name and Title of Person Completing Form	40. System Part and ADLOC #
41. Campus Mailing Address and Telephone Number Mail Telephone ()	42. Campus Location (If different from mailing address) Building and Street
City State ZIP Code	43. Did you request accident prevention service in past 12 months? N/A Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, did yo receive them? Yes <input type="checkbox"/> No <input type="checkbox"/>
44. The student is a legal resident of: _____ Hall	45. The student is living illegal in _____ Hall
46. The Student Lives Off Campus. Yes <input type="checkbox"/> No <input type="checkbox"/>	47. The student lives in University Village. Yes <input type="checkbox"/> No <input type="checkbox"/>
48. Did the student request service prior to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	49. Did the student report any unsafe condition prior to incident? Yes <input type="checkbox"/> No <input type="checkbox"/>
50. List the number of photos taken, complete the investigation summary, and corrective action on the reverse side of this form.	
51. Signature and Title	
X _____ / _____ / _____ Authorized Signature of Supervisor Print Name Title Date	

5. Corrective Actions:

3. Photo of Primary Scene

4. Sketch of Primary Scene

