



**PRAIRIE VIEW
A&M UNIVERSITY
NORTHWEST HOUSTON
CENTER**

Annex L – NWHC Emergency Management Plan EMP)

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Purpose

The purpose of the NWHC Emergency Management Plan is to provide safety and security for NWHC faculty, staff, students, and visitors. The plan provides guidance on emergency evacuation procedures and the execution of emergency evacuation drills and exercises. It also helps preserve structure order, minimize property damage, and ensure rapid recovery in times of emergency (natural or human-caused).

PVAMU Northwest Houston Center is committed to maintaining a high state of emergency preparedness by educating faculty and staff on their roles and responsibilities, conducting regular vulnerability assessments, regularly reviewing and revising policies and procedures, providing prepositioned emergency response resources, and routinely testing and evaluating emergency responses.

Being Prepared

Every member of the PVAMU Northwest Houston Center community should take steps in advance to be prepared for emergencies on and off campus. In addition to being familiar with campus emergency procedures, taking the following steps and having available the items suggested below can greatly enhance your ability to remain safe and assist others during an emergency.

Steps:

- In case of an emergency, call 936-261-1394 (Northwest Campus Security Office). From an office phone, call 9-1-1 (Police) and/or 936- 261-1375 (University Police non-emergency phone number).
- Ensure your emergency contact information is updated.
- Always know your surroundings and at least two available exits.

Northwest Houston Center Emergency Notification Procedures

The following procedures should be used to notify the campus community of certain critical emergencies or dangerous situations that pose an imminent threat to the Northwest Houston Center community.

The Panther Alert System (PAS), which is Prairie View A&M University's (PVAMU) emergency notification system, gives the university the ability to communicate health and emergency information to the campus community via phone, SMS text messages, and e-mails.

Emergency Communication Systems

Notice of major emergencies on campus or in the immediate vicinity will be communicated by utilizing one or more of the following communication methods to alert the campus of immediate or imminent danger:

- Panther Alert System (PAS)-Emergency notifications via phones, cell phones, websites, text messages, and email. The Panther Alert emergency notification system allows students, faculty, and staff who have a PantherNet username and password (which are the same as

- their email username and password) to register numbers to receive text message and/or phone calls.
- Students, faculty and staff are automatically registered to receive the notifications and can update their contact information as needed. Students, faculty and staff that no longer wish to receive emergency notifications can update their contact information and “opt out” of receiving these notifications by visiting the university’s Emergency website.
- Public Access: Parents, friends, and community members can opt in to receive Panther Alerts via text message by texting “PrairieView” to 67283.
- PVAMU Northwest Campus staff who are trained to assist with safety and security programs.

The University Police Department (UPD) is the focal point for reporting emergency conditions at all times and will in most instances be the unit responsible for issuing initial emergency alerts utilizing the methods referenced above.

Emergency Events that Require Notifications

- Outbreak of meningitis; norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous waste spill

For emergency conditions that may warrant altering or canceling classes and/or normal operations, Risk Management & Safety Department and/or UPD leadership will notify the Provost and Senior Vice President for Academic Affairs and/or the President.

Emergency Notification Content

For both law enforcement-related and non-law enforcement-related incidents, the content of the notification and necessary follow-up messages will provide information that will aid the campus community in response or evacuation measures. Follow-up notification will also be provided upon mitigation of the threat via the Panther Alert System

Emergency Evacuation Plans and Maps

All rooms are required to have evacuation plans. At a minimum, the evacuation plan must include all the following:

- Egress routes, assembly points, and processes for accounting for employees.
- List of evacuation team members and committee representatives.
- Clear outline of how to communicate plan changes and who needs to be contacted.
- Location(s) of areas of rescue assistance.
- Plans must be reviewed annually after initial creation and building structure updates.
- Current plans are available to all occupants upon request and will be available on the main campus website.
- Evacuation maps must be posted in common areas with primary and secondary exits.

Planning and Completing Evacuation Exercises

- Exercise frequencies are determined by requirements by Risk Management and Safety and University Police Department.
- The safety committee will collaborate with Risk Management and Safety and University Police Department to schedule an exercise.
- The safety committee will meet with evacuation teams before the exercise to discuss roles and responsibilities, rally points, etc.

Emergency Evacuation Procedures

- Before an evacuation, educate yourself on NWHC evacuation procedures and how to exit a building safely.
- Identify all available exits and exit routes. This will not always be how you came into the building.
- Know your rally point location. Once you exit the building, you should move away from the building to your rally point to give/receive information essential to everyone's safety.
- Identify areas of rescue assistance for individuals requiring assistance.
- Individuals needing assistance should know what will happen during an evacuation and communicate the plan for assistance to the NWHC's staff.

Post Evacuation Protocol

The NWHC Team, led by the Safety Coordinator, will complete an annual Post-Evacuation Summary for review and/or updates.

Procedures of Fire Evacuation

- When a fire alarm is activated, evacuation is mandatory
- Evacuate the building immediately
- Call emergency 911 from a desk phone or from a cell phone

- Follow instructions from supervisors, fire department, and/or the police
- Help those needing assistance to move from the area
- Do not re-enter the building until authorized to do so by emergency personnel

Procedures for Shelter in Place

Shelter in place means finding a safe location indoors, away from glass, and staying there until you are given an “all clear” or told to evacuate by first responders. You may be asked to shelter in place because of an active shooter, tornado, chemical, or other hazardous situations.

- Monitor local TV stations, radio stations, weather-related internet sites, etc. For local weather conditions, local media outlets will provide updates and information on severe weather. Check the PVAMU Northwest Houston Center Website, which will be updated by the marketing communication department and/or office of information resource management at www.pvamu.edu/northwest (A message will be posted on the home page regarding the operational status of the PVAMU Northwest Houston Center).

Online Resources

- PVAMU Emergency Notifications
- National Weather Service – www.weather.gov
- NBC Channel 2 Local Weather – www.click2houston.com/weather
- CBS Channel 11 Local Weather – www.khou.com/weather
- ABC Channel 13 Local Weather – www.abc13.com/weather

Procedures for Armed Intruder

An armed intruder may be an active shooter - a person actively shooting a weapon and causing harm, or it could be an individual with a knife or other weapon.

- Call 911 from a desk phone or from a cell phone. Give your exact location in the building, and address (9449 Grant Road, Houston, TX 77070).

Organization and Assignment of Responsibilities

Incident Commander -The first person on-scene will typically serve as the Incident Commander (IC), until relieved by a more senior person.

Advising personnel in any potential threat and/or initiate evacuation procedures

- Safety Coordinator
- Coordinates the emergency response planning process and maintains the most up-to-date emergency management plan
- Responsible for training staff on the emergency management plan
- Responsible for monitoring incident operations
- Responsible for implementing strategic activities to lessen the immediate hazard, save lives and property

- Maintains control of the situation, and restoration of normal organization operations
- Responsible for record keeping of all incidents and drills
- Implement annual exercises of the emergency management plan with staff

Security Officer – Public Safety

- Responds to all calls for service and addresses any situation it encounters
- Advising personnel in any potential threat and/or initiate evacuation procedures
- Secures the area and makes necessary notification as required by the current situation
- Responsible for implementing strategic activities to lessen the immediate hazard, save lives and property
- Notifies UPD of an incident

Captain Leader

- Advising personnel in any potential threat and/or initiate evacuation procedures
- Responsible for implementing an emergency management plan
- May serve as Senior Incident Commander
- May serve as backup safety coordinator
- Notifying UPD, Risk Management, Clery Coordinator, and/or Supervisory Personnel of the incident
- Responsible for evaluating and monitoring all situations
- Responsible for sharing accurate information with the Office of Communications

Team Coordinator

- Advising personnel in any potential threat and/or initiate evacuation procedures
- Responsible for implementing the Emergency Management Plan

APPENDIX 1

Emergency Evacuation Plan

This document should be reviewed and updated, if necessary, at least annually. This plan must be communicated, distributed, and stored in the security office. In the event of a fire, hazardous materials release, or other hazardous situation requiring emergency response, please activate the fire alarm by pulling an alarm station and calling 9-1-1 and University Police.

Fire and Evacuation Drill Objectives

- Evaluate the effectiveness of the occupant's abilities to evacuate the building
- Evaluate the effectiveness and adequacy of the written evacuation plan
- Evaluate the occupants' ability to recognize the fire alarm
- Determine whether the occupants take appropriate action upon hearing/seeing the fire alarm
- Determine that the occupants begin the evacuation plan in an appropriate manner and/or per the plan

Emergency Plan Review

PVAMU Northwest Center Emergency Response Plan shall be reviewed annually by the PVAMU Northwest Houston Center Team led by the designated Safety Coordinator.

Training

A formal training program shall be maintained to ensure employees, and students are aware of the PVAMU Northwest Houston Center's emergency procedures. The NWHC Administration ensures that the individuals they supervise participate in the safety training.

Record Keeping

The following information is required to be collected during evacuation drills:

- Identity of the person conducting the drill
- Date and time of the drill
- Notification method used
- Employees on duty and participating
- Number of occupants evacuated
- Problems encountered
- Time required to accomplish complete evacuation

Alarm Activation

Emergency evacuation shall be initiated by activating the fire alarm system.

Drill Times

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of a fire.

Fire and Evacuation Drill Frequency and Participation

Exercise Type	Frequency	Participation
Fire Drill	Annually	Employees
Shelter-in-Place	Annually	All Occupants
Active Shooter	Annually	Employees
Tornado/Hurricane	Annually	All Occupants
Medical Emergency	Annually	Employees

Medical Emergency

- Call 911 (from internal phones) or from cell phones.
- Notify human resources at 1727 to create an incident report.
- Incident reports should be reported to the Leave Team @ leaveteam@pvamu.edu.

When calling to report a medical emergency:

- Provide your name, location, number of people injured, and description of the medical emergency.
- Nature of the emergency (fire, smoke, chemical spill, etc.).
- Any injuries that have occurred as a result of the emergency.
- Hazards present which may affect responding emergency personnel.
- Give a callback number in case of dropped calls and stay on the phone for instructions.
- Administer basic first aid (ONLY IF TRAINED).
- Do not move the injured party.
- Stay with the injured party.
- Stay with the injured until help arrives.

Emergency Telephone Roster

Emergency - General	9-1-1
Houston Police Department	713.884.3131
Harris County Police	281.955.3362
University Police (Emergency)	9-1-1
Main Campus University Police (Non- Emergency)	936.261.1375
NWHC Security	936.261.1934
Cypress Creek Fire Department Station 23	281.894.0151
Main Campus Risk Management	936.261.1747
Main Campus Office of Compliance	936.261.2144

Responsibility	Staff Member
Captain Leader Post #1- Front Parking Lot	Director or Designee
Captain Leader Post #2 - Back Parking Lot	Admin Coord or designee (Employee & Visitor Logs)
Captain Leader Post #3 - East Wing	Admin IV or designee – AED/Med Bag
Captain Leader Post #4 - West Wing	Associate Director or designee – Fire extinguisher
Safety/ Traffic Control	Security Officer
Responsibility	Staff Member
Red Team Coordinator / Back Parking Lot	CITE
Blue Team Coordinator / East Wing	Director's Administrative
Yellow Team Coordinator /Front Parking Lot	Front Desk Administrative Assoc.
Green Team Coordinator/West Wing	Service Manager
Clear area/ Turn off lights/Close door	CITS, Instructional Designer
Clear area/ Turn off lights/Close door	NWHC Director of LIBRARY
Clear area/ Turn off lights/Close door	Librarian Assistant #1
Clear area/ Turn off lights/Close door	Librarian Assistant #2
Clear area/ Turn off lights/Close door	Director of MBA/EMBA
Clear area/ Turn off lights/Close door	Director of Graduate Programs
Clear area/ Turn off lights/Close door	Director of Continuing Education
Clear area/ Turn off lights/Close door	College of Business Administrative Associate
Clear area/ Turn off lights/Close door	Assoc. Director, EMBA
Clear area/ Turn off lights/Close door	Building Maintenance

Prior to Evacuation

- Know all exits so an alternate exit can be used in the event the closest exit is obstructed.
- Know all rally points locations and routes to the rally points.
- Identify occupants who are unable to exit on their own and require assistance.

Upon hearing an announcement or alarm

- Immediately proceed towards the nearest exit.
- Do not use elevators when evacuating the building.
- If you are able, help those who need assistance.
- Move away from the building and proceed to your rally point.
- Check in with the team coordinator and await further instructions from emergency response authorities.
- DO NOT RE-ENTER the building until emergency response authorities and/or staff indicate it is safe to do so.

Occupants/Room Number	Report to / Check-In
104 – 107, 211 – 214, Suite 225, 224, 226, Front lobby, Workroom, Security, and Upstairs Lounge	Yellow Team/ Front Parking Lot
114 – 116, Computer Lab 117, and Library	Red Team/ Back Parking Lot
108 – 113, 202 – 209, Fitness Center, Kitchen, and Dean's Suite	Blue Team/ East Wing
118, 120 – 123, and 215 - 223	Green Team/ West Wing
Custodian(s)	Nearest Exit/ Team
Visitors	Nearest Exit/ Team
Graduate Assistants	Designated area or Nearest Exit/ Team
Undergraduate Assistants	Designated Area or Nearest Exit/ Team

Evacuation Roll Call /Attendance Checklist Date: _____

Team Coordinator: _____

Location: _____

Present	Missing	Not at Work	Injured	Unresponsive

Evacuation Debrief

Facility:	_____
Facility Address:	_____
Facility City:	_____ Zip Code: _____
Date of Drill:	_____
Time Initiated:	_____ Time Occupants Vacated: _____ Elapsed Time: _____
Drill Monitor's Name:	_____ Title/Position: _____

PRE-DRILL ASSESSMENT:

Evacuation routes posted	☐ Yes	☐ No
Exits are clearly marked	☐ Yes	☐ No
Exit doors are operating properly	☐ Yes	☐ No
Egress routes free of obstruction	☐ Yes	☐ No

PLAN:

Evacuation performed according to plan	☐ Yes	☐ No
Occupants met at designated areas	☐ Yes	☐ No
Meeting places are a safe distance from building	☐ Yes	☐ No
Fire Dept. ("mock") notified	☐ Yes	☐ No
Evacuation performed according to plan	☐ Yes	☐ No
Drill/Response Team went according to plan	☐ Yes	☐ No

Method of Drill Activation:

☐ Alarm Activation
☐ By Word of Mouth
☐ Fire alarms heard in all areas

EVACUATION:

Drill Preannounced	☐ Yes	☐ No
Fire Department present	☐ Yes	☐ No
Houston Police Department notified	☐ Yes	☐ No
University PD notified	☐ Yes	☐ No
Restrooms checked for occupants	☐ Yes	☐ No
Special needs persons accommodated	☐ Yes	☐ No
Visitors accounted for	☐ Yes	☐ No
All occupants participated and evacuated	☐ Yes	☐ No

Overall response of occupants ☐ Satisfactory ☐ Unsatisfactory

Number of occupants evacuated:

Visitors: _____ Staff: _____ TOTAL: _____

Strengths**Needs Improvement****Action Plan**

APPENDIX 4

Drill Debrief Emergency Drill Reporting Form

This document must be kept at the Prairie View A & M University Northwest Houston Campus for one year after completion.

Notification/ Alert Method for every drill was:

☐ Phone ☐ Voice Notification ☐ Walkie-talkie ☐ Other: _____

☐ Tornado Drill ☐ Lock-down Drill

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Date												
Time												
Number of students												
Number of Faculty												
Number of Staff												
Length of Drill												