

# Special Event Planning Considerations

THE UNIVERSITY OF TEXAS AT SAN ANTONIO | 2018

**UTSA** Department of Public Safety  
Office of Emergency Management

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# UTSA OFFICE OF EMERGENCY MANAGEMENT

## OVERVIEW

The UTSA Office of Emergency Management (OEM) is committed to promoting disaster resiliency across the university through programs and services that help Roadrunners prepare for, respond to, recover from, and mitigate campus emergencies through an all-hazards approach. Our mission is accomplished by coordinating and sharing essential elements of information with students, faculty, and staff, as well as providing business continuity guidance within the four phases of emergency management.

The principle task of the Office of Emergency Management is to develop all-hazard plans and identify critical and key resources to allow UTSA faculty, staff, and students the opportunity to recover from emergencies and disasters affecting our campuses

## Contact Information

<b>UTSA Police</b>	
Emergency No.	210-458-4911
Non-Emergency No.	210-458-4242
Website	<a href="http://www.utsa.edu/utsapd">www.utsa.edu/utsapd</a>
<b>Emergency Management</b>	
Office No.	210-458-6851
Weather Hotline	210-458-SNOW (7669)
Campus Alerts Website	<a href="http://www.alerts.utsa.edu">www.alerts.utsa.edu</a>

## Social Media

The UTSA Office of Emergency Management and Police Department have social media accounts that are utilized to post emergency information:

<b>UTSA Police</b>	 <a href="https://www.facebook.com/UTSAPoliceDepartment/">https://www.facebook.com/UTSAPoliceDepartment/</a>
	 <a href="https://twitter.com/UTSA_Police">https://twitter.com/UTSA_Police</a>
<b>UTSA Office of Emergency Management</b>	 <a href="https://www.facebook.com/UTSAOEM/">https://www.facebook.com/UTSAOEM/</a>
	 <a href="https://twitter.com/UTSA_OEM">https://twitter.com/UTSA_OEM</a>

## GENERAL EVACUATION PROCEDURES

When a fire alarm sounds, occupants should:

- Proceed immediately to an exit according to the posted evacuation plan and move a safe distance away (150 ft.) from the building to your rally point. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.
- Do not use an elevator.
- Help others around you, but only if safe to do so.
- Call 458-4911 to report all emergencies.
- Stay informed – use good independent judgment regarding your situation and environment around you.

### Guidelines for Evacuating People with Disabilities

- DO NOT use elevators, unless authorized to do so by emergency personnel. Elevators could fail during a fire.
  - Always ask someone with a disability how you can help before giving assistance. Ask how the person can be best assisted or moved and whether there are any special considerations or items that need to come with the person.
  - Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.
- 
- **Visually Impaired** - Do not grab a visually impaired person's arm; ask if he or she would like to hold on to your arm to exit. Warn the person about steps. Be specific in your verbal instructions (i.e. "to the right" rather than "this way"). Keep guide dogs with owners whenever possible.
  - **Hearing Impaired** - Get the attention of a person with a hearing disability by touch and eye contact. Use facial expressions, gestures and body movements to help in communicating your message. Offer visual instructions to advise on the safest route or direction by pointing towards exits or evacuation maps.
  - **Physically Impaired** - If people with mobility impairments cannot exit, assist them in moving into the nearest exit to await rescue personnel and inform first responders immediately of individual's location in the building.

### Additional resources on emergency preparedness for people with disabilities

- [UTSA Student Disability Services](#)
- [FEMA](#)
- [Accessible Emergency Information \(translation provided by Deaf Link Inc.\)](#)
- [Directory of Community Resources in Texas](#)

## GENERAL SHELTER-IN-PLACE PROCEDURES

The UTSA Office of Emergency Management is currently conducting assessments of campus facilities to determine areas that may be utilized as severe weather shelters. If you are on campus when severe weather occurs or tornado warning are issued, it is recommended that you use good independent judgment in regard to your immediate safety and act quickly and appropriately.

As a general rule:

- Seek an interior room with no windows (or glass walls) on the lowest level of a building.
- Rooms without an exterior wall are preferred, and please avoid auditoriums or rooms with high/vaulted ceilings.
- At UTSA, we highly recommend interior restrooms and exit stairwells as places of safe refuge during severe weather, although some classrooms, conference rooms, meeting spaces, or hallways may also work well.
- Heed the weather warnings provided by National Weather Service and/or the UTSA Alerts Emergency Notification System, and listen to local news stations or monitor radars.
- Act quickly, warn other around you, and remain in a safe place until conditions improve.

Look for the red “Severe Weather Shelter” signs on campus. Remember, preparedness is EVERYONE’s responsibility!

Click the following link for the current list of severe weather shelter locations across UTSA: [Storm Shelter Locations](#)

*Note: UTSA continues to evaluate areas that may be designated as a severe weather shelter. Please use good, independent judgment regarding your safety if a severe weather shelter is not located near you, and follow the general rules stated above. Questions: Email us at [BePrepared@utsa.edu](mailto:BePrepared@utsa.edu)*



# EMERGENCY COMMUNICATION

## UTSA Alerts

UTSA has an advanced emergency notification system to send alerts via text or voice and email to students faculty and staff. The system is managed by the UTSA Office of Emergency Management. UTSA visitors can also receive temporary emergency text alerts while on campus. This message will give pertinent emergency information and protective actions to participants. All three UTSA campuses are covered by the UTSA Alerts System.



### FOR UTSA Guests:

To receive temporary UTSA alerts, text "UTSAGuest" to 226787. Guests will receive a confirmation and welcome text. Reply "STOP UTSAGuest" to cancel. Registration for guest alerts expire after one week.

## UTSA Alerts Website

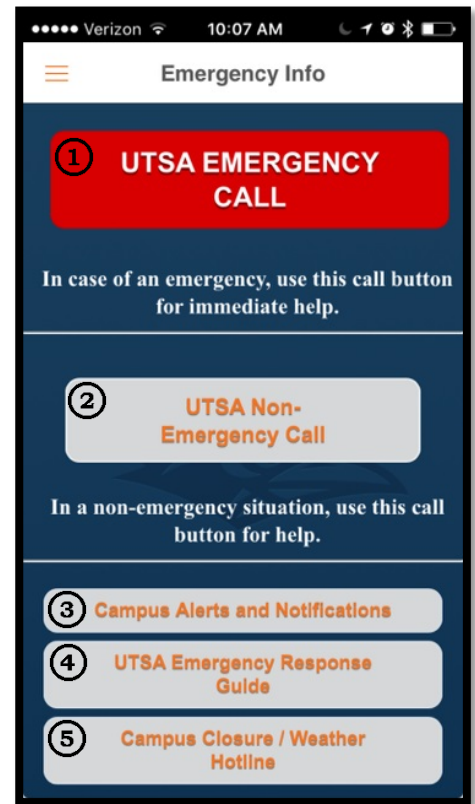
The UTSA Alerts website, [www.alerts.utsa.edu](http://www.alerts.utsa.edu), provides emergency preparedness information tailored for the university community. The UTSA OEM utilizes the website to provide updates and additional information about emergencies as they are occurring. Click on the Preparedness Tab and select Special Event Planning Considerations for more information on the planning for your event.

<a href="#">Home</a> <a href="#">Closures</a> <a href="#">Health</a> <a href="#">Info Tech</a> <a href="#">Safety</a> <a href="#">Weather</a> <a href="#">Emergency Response Guide</a> <a href="#">Preparedness</a> <a href="#">Supporting Offices</a> <span style="float: right;"> </span>	
<b>UTSA Campuses Open on a Regular Schedule</b>	
<b>Current Major Alerts</b>	<b>Report an Incident</b>
<p><i>Posted on June 8, 2017</i></p> <p style="color: #e67e22; text-align: center;"><b><u>UTSA Campuses Open on a Regular Schedule</u></b></p> <div style="text-align: center;">  </div> <p>UTSA Community,</p> <p>All classes, programs and activities at the UTSA Main Campus, Downtown Campus and Institute of Texan Cultures are open and operating on a regular schedule.</p>	<p>Emergency (UTSA Police) 210-458-4911</p> <p>Non-emergency (UTSA Police) 210-458-4242</p> <p><a href="#">Behavioral Concerns</a></p> <p><a href="#">Silent Witness (Anonymous)</a></p>
	<b>Important Contacts</b>
	<p>Campus Closure / Weather 210-458-7669 (SNOW)</p> <p>Ask a Nurse 210-358-3000</p> <p><a href="#">Student Health Services</a> 210-458-4142</p> <p>Student Health Emergencies 210-458-4911</p> <p>Suicide Hotline</p>

## UTSA Mobile App

### Emergency Info Module

1. Call Dispatch directly
2. Call the Non-Emergency line
3. Link to the UTSA Alerts website
4. Link to the UTSA Emergency Response Guide
5. Call the Campus Closure hotline



## LiveSafe App

LiveSafe allows students, faculty, staff and visitors to:

- Report Suspicious Activity
- Access UTSA Safety Resources
- Report Incidents
- Access Emergency Options
- Safewalk

### Download LiveSafe Today!

1. Download "LiveSafe" from Google Play or the App Store. Click [UTSA LiveSafe](#) to receive a link for the app to your phone.
2. Register your profile.
3. Select "The University of Texas at San Antonio" as your school.

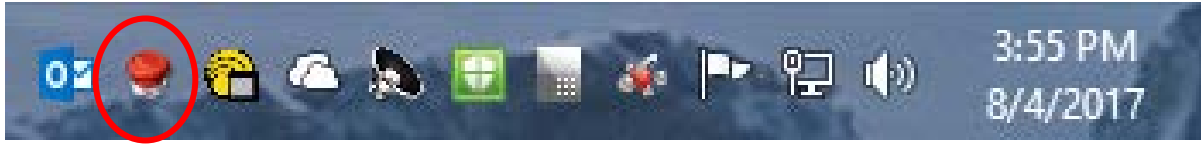


**Safety. In everyone's hands.**

alerts.utsa.edu   
 @UTSAOEM   
 /UTSAOEM

## Alertus E-Panic Button

An electronic panic button on university computers that faculty, staff, students and visitors can utilize to notify UTSA police dispatch of an emergency.



Once the button is clicked on, a window will pop up for additional information. Building, room number and incident type are required for the message to be sent.

Request Emergency Assistance
✕

HELP

Enter information about your emergency

**Building:**  \*

**Room #:**  \*

**Name:**

**Phone Number:**

**Incident Type:** Medical Emergency  
Violent Person \*  
Fire/Smoke  
Other

**Incident Description:**

## Inclement Weather

Faculty, staff, students and visitors can dial 458-SNOW (7669) for information about campus closures and weather impacts to campus operations. During periods of inclement weather, UTSA officials continuously monitor the weather with the safety of the UTSA community in mind. The UTSA Office of Emergency Management coordinates with the National Weather Service, City of San Antonio, and other local, state, and federal agencies to receive the latest forecast information, as well as conditions of streets and highways. The following frequently asked questions will help guide you on what may happen at UTSA:

### When does UTSA determine whether or not to close the campuses due to adverse weather?

When inclement weather conditions are expected, UTSA Administrators, in consultation with the UTSA Office of Emergency Management, will assess the latest forecasts and local conditions to determine whether or not to close UTSA campuses. The time frame for deciding this process is based on anticipated or ongoing conditions, and varies from situation to situation. Generally, UTSA will try to give as much lead-time to the campus community concerning a possible closure, which can occur in the evening (before 10 p.m.) or early morning (before 5 a.m.). Subsequently, University Communications and/or Emergency Management staff members will update the (210) 458-SNOW [7669] message, websites, provide notifications, and contact media outlets.



**At other universities, they continue to have classes regardless of snow or ice. What criteria are used to close UTSA?**

UTSA is committed to making the best decision concerning the safety of students, faculty, and staff. In San Antonio, even a small amount of ice might create an unsafe situation, considering that students and employees travel to the university from various distances. For example, weather in the Hill Country may not be the same as in southern portions of Bexar County. Other universities that are located in the interior of the city may experience very different weather than UTSA on the Northside, which may factor in to operational decisions.

**What if my situation appears dangerous, and I cannot determine whether or not UTSA is closed?**

Everyone is encouraged to make a prudent decision about traveling to campus in consideration of the weather in their area. Use good, independent judgment concerning driving conditions in your area, and be aware of any road closures or inclement conditions. In the event the university is open and your conditions are too dangerous to drive, it is advised to communicate with your professors, coworkers, supervisors, and others about your situation and driving conditions.

**How will I be notified of a campus closure?**

In the event of a campus closure due to inclement weather or other situation, the university will activate the UTSA Alerts emergency notification system. Users who have opted-in to the UTSA Alerts system will receive a text or voice message, and an email, about the status of campus operations and other pertinent information. Information will also be posted on official UTSA social media pages (Facebook, Twitter).

**What are official resources/links for me to use during inclement weather**

- National Weather Service – San Antonio: <https://www.weather.gov/ewx/>
- Drive Texas – Highway Conditions: <http://www.drivetexas.org/>
- City of San Antonio – Street Closures: <https://www.sanantonio.gov/TCI/News-and-Media/Street-Closures/Emergency-Street-Closures>
- CPS Energy – Outage Map: [http://outagemap.cpsenergy.com/CPSStaticMapsEXT/CPSStaticMapV2\\_EXT.html](http://outagemap.cpsenergy.com/CPSStaticMapsEXT/CPSStaticMapV2_EXT.html)



## Emergency Response Guide

This guide has been provided by the UTSA Office of Emergency Management in coordination with several other departments and is designed to provide a quick reference during emergencies for faculty, staff, students and visitors. Everyone involved with your event should become familiar with its contents and be prepared to follow emergency procedures. The Emergency Response Guide can also be found on the UTSA Alerts website, [www.alerts.utsa.edu](http://www.alerts.utsa.edu).

