

Summary of Request:

The Board has requested that staff present a current plan on dealing with safety issues and building emergencies.

Historical Perspective:

The Texas Board of Nursing is required to have an approved emergency contingency plan as audited and approved by the State Office of Risk Management (SORM). The information attached is part of the most recent plan approved by SORM and used by the staff of the Texas Board of Nursing.

Pros and Cons: None

Staff Recommendation:

Board Action: No action is necessary. This is for training and informational purposes only.

Emergency Contingency Plans

The Board's safety officer is responsible for development and coordination the agency's contingency plan for fire evacuation or other short notice responses involving the safety and health of all employees. It is management's responsibility, with the assistance of the safety officer, to ensure employees are trained on the various plans and in some cases, such as fire evacuation, the plan is regularly practiced. In the absence of the safety officer during an emergency, the following order of responsibility will be followed:

1. Executive Director
2. Department Directors
3. Department Supervisors

A. FIRE

1. Procedures:

- a. Upon hearing an alarm, immediately:
 - (1). Walk, **DO NOT RUN**, to the nearest exit and stairwell.
 - (2). Close all doors behind you.
 - (3). **DO NOT USE THE ELEVATORS.**
 - (4). If you use the same stairwell as the Fire Department, stay to the outside wall and proceed in single file. Traffic must flow in a downward direction at all times.
 - (5). Evacuate according to the assigned evacuation route announced by the safety officer.
 - (6). Proceed to established evacuation point at Republic Park. Immediately report to the safety officer or his/her designee.

2. Evacuation-route Diagram:

The agency's evacuation diagram is attached (appendix H). The diagram is also posted near each exit and on the bulletin board in the break-room(s). Please be sure you are familiar with the route you will take in the event of an emergency. Remember, in an actual fire, you may have to find the exit in conditions of darkness, smoke, noise, confusion, etc.. What may appear easy during normal conditions can be difficult during emergency conditions.

B. BOMB THREAT

1. Initial Action

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. When a bomb threat is called in, try to keep the caller on the line as long as possible and obtain as much information as you can (Appendix F).

2. Bomb Incident Plan

This portion of the plan contains three critical elements: the individual in charge; the search for the bomb in the event of a nonspecific threat; evacuation of the premises.

- a. The agency Executive Director or her designee will be in charge of this agency's bomb incident plan, and anyone receiving a bomb threat call will contact the Executive Director immediately. This is extremely important so that the Executive Director can work with information while it is fresh.
- b. The safety officer will ensure the bomb threat checklist is completed, the appropriate authority notified, and will direct a trained search team. This method does take a little more time, but is preferable for safety, morale and thoroughness.

3. Evacuation

Evacuation is an internal decision and will be made by the Executive Director or her designee delegated the responsibility identified in the bomb incident plan.

- a. Notification to evacuate. The Executive Director or her designee will notify all agency directors and supervisors to have their staff evacuate the office.
- b. Once the decision is made to evacuate, the evacuation route and procedure will be followed as in the case of a fire.

C. HOSTAGE OR TERRORIST SITUATIONS

1. Initial Action

If an armed person enters the building and attempts to take hostages, the following course of action is recommended:

- a. Anyone who cannot be seen by the gunman and who can leave without being seen should do so immediately. Anyone who is seen and is addressed by the gunman should follow his instructions. The first person who is able should call the Department of Public Safety and report the situation to the Police Dispatcher immediately.
- b. Post personnel to guard at all entrances to the building (if this is safely feasible) to prevent people who are not aware of the situation from inadvertently entering the danger area.
- c. Stay clear of any windows which would allow the gunman a direct line of sight.

2. Response Unit

- a. Once a response unit or the police arrive, follow their instructions. They will take control of the situation.
- b. The first arriving response unit should be given the following information:
 - (1) Appearance of gunman
 - (2) Number of hostages (if known)
 - (3) Number of weapons and weapon types (if known)
 - (4) Exact location of gunman
 - (5) Floor plan of area
 - (6) Phone number in area (may be needed for negotiations)

D. MEDICAL EMERGENCIES

In case of a medical emergency, locate a staff nurse for assessment unless more immediate response is needed. Follow the instructions of the staff nurse. If a staff nurse is not available, obtain the assistance of another staff member and call 911.

E. WEATHER

In the event of severe weather, if during working hours, the safety officer and his/her designee will evacuate staff into the hallway or stairwell until the severe weather is cleared. If not during working hours, please do not proceed to the office unless it is safe to do so. If you are unclear if it is safe to proceed to the office, please call the Department of Public Safety for information and call your Department Director's office phone number for an up to date message regarding coming to work.

F. EMERGENCY TELEPHONE NUMBERS

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| 1. POLICE DEPARTMENT | 911 |
| 2. FIRE DEPARTMENT | 911 |
| 3. DESIGNATED STAFF MEMBER(S) | 512-305-6801 |
| 4. AFTER HOURS EMERGENCY | 512-305-6801 |