



# Delta Sigma Theta Emergency Response Plan

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## Austin Alumnae Chapter

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# Delta Sigma Theta Emergency Response Plan

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# Delta Sigma Theta Emergency Response Plan

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## Policy and Organizational Statements

The Austin Alumnae Chapter is taking the necessary steps to be prepared and be Delta ready in the event of an emergency as outlined by the National Emergency Response Team (ERT) under the auspices of the National Program Planning and Development Committee. This plan will be reviewed annually and revised as needed to keep pace with emergency response trends and guidelines set forth by the National Executive Board and or National Program Planning and Development Committee.

When an emergency occurs, the first priority is always **Life Safety**, followed by **Stabilization of the Incident**. This document has been prepared keeping these two factors in sight for the Austin Alumnae Chapter members and visitors at both Delta and Non-Delta functions. Additionally, this chapter emergency response plan (ERP) includes life safety tips that Sorors can incorporate in their respective lives to keep their families safe. Various safety tips for different types of emergencies are outlined throughout the document. These include but are not limited to fires, inclement weather conditions, shelter-in-place incidents which could be related to extreme weather conditions or an active shooter incident.

The best way to protect Sorors and visitors is to prepare for an emergency before it happens by completing a thorough assessment of the meeting facilities or your homes. Austin Alumnae Chapter partners with local organizations such as the Austin Delta Foundation, Austin Community College, Austin Independent School District, and others across the Greater Austin Area for hosting chapter events. For example, Austin Alumnae Chapter executive board, committee meetings, and other special events are often held at the Austin Delta Foundation's (ADF) facility. The ADF emergency guidelines are incorporated within this plan as Appendix A. Likewise, Chapter meetings are typically held at the Austin Community College District (the District), with its Northridge and Eastview Campuses serving as the primary and secondary meeting sites. The District has an extensive Emergency Plan that is outlined as Appendix B. **Please note these meeting locations may be annually adjusted and reviewed as the chapter requirements change.**

**Please refer to the appendices for each organization's specific emergency procedures. As the chapter assesses our needs for other facilities across the Greater Austin Area, additional facility emergency guidelines may be adopted and incorporated during the annual ERP review and updated as appropriate.**

As the Chapter strives to carry out the ERP, the ERT members will work closely with the Chapter President and her executive committee to ensure the safety of Sorors and visitors during meetings, events, and activities. Additionally, the ERP is intended to serve as a guide to aid the Austin Alumnae Chapter collectively as well as individually should members be faced with some type of catastrophic event such as natural or man-made disasters. Likewise, ERT will plan and conduct program activities to educate chapter members and the Austin Area Community at large on preparing, planning and acting when faced with an emergency.



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## Evacuation Plan

Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

<p>Attendees will be warned to evacuate the building using the following system:</p>	<p>Should an emergency occur, attendees must remain calm. Please remain calm and follow instructions provided by the person leading the meeting, event, or activity. For example, chapter meetings – please follow the stated instructions given by Chapter President or her designee, e.g., sergeant-at-arms or ERT representative. The president or designee will announce the need to evacuate; should said announcement occur, key chapter members have been appointed to help evacuate the premises during the emergency.</p> <p>The above instructions are to be followed for events or activities that are being conducted in the name of Austin Alumnae Chapter. The committee that is leading the Delta function must have members in place to address an emergency. The committee chair or her designee will also state the nature of the situation and provide specific instructions accordingly. Committee members must also be prepared to respond to the emergency and carry-out the specified commands.</p> <p>Depending on where the Delta function is held, different types of emergency notifications may occur. For example, at an Austin Community College facility, attendees may be alerted of an emergency by:</p> <ul style="list-style-type: none"><li>• <b>Fire Alarm System.</b> Fire Alarm System is the traditional notification system to alert occupants. The system utilizes manual pull-stations located in hallways to activate audible alarms to alert occupants to an emergency and the need to immediately evacuate the building.</li><li>• <b>Public Announcement System.</b> The building PA System is utilized to inform occupants in areas of the building of an incident. It is also used to disseminate information and updates regarding a Shelter-In-Place or Active Shooter action via audio announcements. Regardless of the notification method being used, all attendees (members and visitors) are advised to stay calm and immediately follow all instructions. Please treat all alarms as real events and not as an exercise. Attendees should wait for the “all-clear” announcement that it is safe to return to the respective area.</li></ul> <p>Any injuries sustained due to an emergency at a Delta function must have a Situation Report completed, which will be submitted through the chain</p>
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	<p>of command of Delta’s ERT Coordinators, State, Regional, and National). The form is included in the ERP as Appendix D.</p> <p><b>FIRE EVACUATION ANNOUNCEMENT</b>  “May I have your attention. May I have your attention please. This is not a drill. I repeat, this is not a drill. All persons shall exit the building.</p> <p><b>DO NOT USE THE ELEVATORS!</b> After you leave the building, please move away from the exits. You will be notified when it is safe to re-enter the building. We will keep you informed of the situation.”</p> <p>(Repeat message twice)</p>
<p>Attendees should assemble at the following location for accounting by the evacuation team:</p>	<p>As previously stated, Austin Alumnae Chapter partners with the local organizations such as Austin Delta Foundation and the Austin Community College District, which have designated procedures that have been incorporated into the ERP.</p> <p>Please refer to the appendices for each organization’s specific emergency procedures. As the chapter assesses our needs for other facilities across the Greater Austin Area, additional facility emergency guidelines may be adopted and incorporated during the annual ERP review and updated, as appropriate.</p>

(Post a map showing the location(s) in a conspicuous location for all attendees to see.)

<p>Person who will bring the attendee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured.</p>	<p>The designated sorors helping to respond to the emergency will help ensure the following occurs:</p> <ul style="list-style-type: none"> <li>• Help disabled individuals evacuate</li> <li>• Designated soror(s) will remain after the evacuation alarm to shut down critical equipment or perform other duties before evacuating</li> <li>• Ensure sorors are accounted for after everyone is evacuated</li> <li>• Ensure the body of participants have safely arrived at the designated assembly area(s)</li> <li>• Identify names and last known location of anyone not accounted for and report to the incident commander (Chapter President, Sargent at Arms, ERT Designee, or Event Committee Chair)</li> </ul> <p>From an evacuation plan accountability perspective, it is recommended that a ratio of 10:1 (evacuees to team or committee member) to help with keeping track of members and visitors.</p>
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Evacuation Team	Name/Location
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Evacuation Team Leader	ERT Chair/Co-Chair
Floor Wardens (one for each floor)	ERT Committee Member
Searchers (one per floor)	ERT Committee Member
Stairwell and Elevator Monitors	ERT Committee Member
Aides for Persons with Disabilities	ERT Committee Member
Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured)	ERT Committee Member



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## Severe Weather/Tornado Sheltering Plan

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

**\*\*\*\*\*PLEASE SEE SITE SPECIFIC APPENDICIES\*\*\*\*\***

Shelter-In-Place Team Assignments	Name/Location
Team Leader	Incident commander (Chapter President, ERT Designee, or Event Committee Chair)
Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services	Austin Delta Foundation House: For tornado warning, the property has Wi-Fi and can broadcast local news using onsite monitor. There are two hallways to use as shelter away from windows.
Persons to direct personnel outside to enter the building	Incident commander (Chapter President, ERT Designee, or Event Committee Chair)
Persons to direct attendees to designated tornado shelter(s)	Incident commander (Chapter President, ERT Designee, or Event Committee Chair)

### Tornado Warning System & Tornado Shelter Locations

Location of tornado warning system controls	<p><b>Please see site-specific appendices.</b></p> <p><b>Austin Delta Foundation House:</b> For tornado warning, the property has Wi-Fi and can broadcast local news using onsite monitor. There are two hallways to use as shelter away from windows.</p>
Location of tornado shelters	"Shelter in place" locations. These areas of greater safety provide protection from severe weather by putting as many walls as possible between you and the weather.

## Shelter-In-Place Plan

If warned to "shelter-in-place" from an outside airborne hazard, a warning should be broadcast and all attendees should move to shelter.

**\*\*\*\*\*PLEASE SEE SITE SPECIFIC APPENDICIES\*\*\*\*\***

Shelter-In-Place Team Assignments	Name/Location
Team Leader	Incident commander (Chapter President, ERT Designee, or Event Committee Chair)
Direct personnel outside to enter the building; then close exterior doors	Incident commander (Chapter President, ERT Designee, or Event Committee Chair)
Shutdown ventilation system and close air intakes	ERT Committee Members





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Move attendees to interior spaces above the first floor (if possible)	ERT Committee Members
Person to monitor news sources for updated emergency instructions	ERT Chair/Co-Chair
Assembly Area Monitors (to account for evacuees at the assembly area)	

### Shelter-In-Place Shutdown of Ventilation System

Location of controls to shutdown ventilation system:	<b>Please see site-specific appendices.</b>
Location of air handling units, fan rooms, or air intakes:	<b>Please see site-specific appendices.</b>



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## Lockdown Plan

Persons trained to use the warning system to warn persons to “lockdown.” Please see site-specific appendices.

**\*\*\*\*\*PLEASE SEE SITE SPECIFIC APPENDICIES\*\*\*\*\***

Name	Location
Austin Delta Foundation House: Secure the property on the inside – anyone on the property can do this function.	Security system, telephone and WIFI router is located in the office – Southwest room.

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Instructions for using the system



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## Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained attendees (members of the medical response team) to respond to the victim’s location and bring a first aid kit or AED.

The chapter’s trained medical personnel in attendance will respond to the victim(s) and provide first aid as applicable until emergency medical services (EMS) arrives.

In the interim to EMS arriving the chapter’s Medical Response Team (MRT) will follow basic procedures, such as:

- Only trained responders should provide first aid assistance
- Do not move the victim unless the victim’s location is unsafe
- Control access to the scene
- Take “universal precautions” to prevent contact with body fluids and exposure to bloodborne pathogens
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s)

### Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillator (AED)

Name	Location / Telephone

Locations of First Aid Kits and Automated External Defibrillator(s)

Locations of First Aid Kits and “Universal Precautions” kit (used to prevent exposure to body fluids)	The chair of each committee is responsible for bringing first aid kits to their respective meeting and/or event.
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Locations of Automated External Defibrillator(s) (AEDs)	See site specific appendices.
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## Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor or)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

Evacuation team to direct evacuation of employees and visitors.

## Procedures

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all attendees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

## Property Conservation

Taking action before a forecast event, such as a severe storm, can prevent damage. Prompt damage assessment and cleanup activities following the storm can minimize further damage and business disruption. These actions are considered “property conservation”—an important part of the emergency response plan.

Property conservation activities for specific forecast events include the following:

**Winter storm** - Keep building entrances and emergency exits clear; ensure there is adequate heating and emergency power supplies; monitor building heat, doors and windows to prevent localized freezing.

**Tropical storms and hurricanes** - Backup electronic data and vital records off-site; relocate valuable inventory to a protected location away from the path of the storm.

**Flooding** - Identify the potential for flooding and plan to relocate goods, materials and equipment to a higher floor or higher ground. Prepare a plan to use sandbags to prevent water entry from doors and secure floor drains.



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## Salvage and Actions to Prevent Further Damage Following an Incident

Separating undamaged goods from water-soaked goods is an example of salvage. Covering holes in a roof or cleaning up water and ventilating a building are also part of property conservation.

Resources for property conservation include the following:

- water vacuums and tools to remove water
- fans to remove smoke and humidity
- tarpaulins or plywood to cover damaged roofs or broken windows
- plastic sheeting to cover sensitive equipment

Compile an inventory of available equipment, tools and supplies and include it with the emergency response plan. Identify precautions for equipment exposed to water or high humidity and procedures for restarting machinery and equipment.

Identify contractors that may be called to assist with clean up and property conservation efforts. Keep in mind that competition for contractors, labor, materials and supplies prior to a forecast storm or following a regional disaster may be intense. Plan ahead and secure contractors and other resources in advance.

### **Winter Safety Tips**

It is important to remember that heavy snows, icy conditions and dangerously cold temperatures can occur at any time. To protect you and your loved ones from the effects of harsh winter weather, follow these safety tips:

#### ***Emergency Supply Kit***

Keep your home equipped with an emergency supply kit with the following: battery-powered radio with extra batteries, canned food and a manual can opener, flashlights and battery-powered lamps for power failures, wood for fireplaces, and rock salt to melt ice and sand to improve traction.

#### ***Vehicle Emergency Supply Kit***

Make sure your car is in proper working condition and equip it with an emergency supply kit with the following: blankets, warm clothing, booster cables and tools, bottled water, dried fruits and nuts, a first aid kit, a fire extinguisher, flashlights and batteries, a shovel and ice scraper.

Additional information is available on page 10 on building a supply kit to meet your individual needs.

Wear layers to protect yourself from the cold. A hat, scarf and mittens are also essential protection against winter weather.

### **Extreme Heat Safety Tips**

As the U.S. continues to deal with abnormally hot weather, there are ways you can stay safe and cool when warmer temperatures arrive. Here are some tips on staying cool and safe during extreme heat:

- Be familiar with your local weather forecast by visiting [www.weather.gov](http://www.weather.gov) or [mobile.weather.gov](http://mobile.weather.gov) on your phone.
- Cover windows that receive morning or afternoon sun with drapes, shades, awnings, or louvers.



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(Outdoor awnings or louvers can reduce the heat that enters a home by up to 80 percent.)

- Eat well-balanced, light, and regular meals. Avoid using salt tablets unless directed to do so by a physician.
  - Drink plenty of water and limit intake of alcoholic beverages. *Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.*
  - Check on family, friends, and neighbors who do not have air conditioning and who spend much of their time alone.
  - Never leave children or pets alone in closed vehicles.
  - Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat and take frequent breaks.
  - Hotter weather also affects pets, so remember to give them plenty of water and keep them inside.
- Infographics for extreme heat safety tips are located in Appendix F.

### **Build An Emergency Kit**

Make sure your emergency kit is stocked with the items on the checklist below. Most of the items are inexpensive and easy to find, and any one of them could save your life. Headed to the store? Download a printable version to take with you. Once you look at the basic items, consider what unique needs your family

might have, such as supplies for pets, or seniors.

After an emergency, you may need to survive on your own for several days. Being prepared means having your own food, water and other supplies to last for at least 72 hours. A disaster supplies kit is a collection of basic items your household may need in the event of an emergency.

### **Basic Disaster Supplies Kit**

To assemble your kit, store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag. A basic emergency supply kit could include the following recommended items:

- \*Water - one gallon of water per person per day for at least three days, for drinking and sanitation
- Food - at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra batteries
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers and a backup battery

### ***\*Determining Water Needs***

Store at least one gallon of water per person per day for three days, for drinking and sanitation. A normally active person needs about three quarters of a gallon of fluid daily, from water and other beverages. However, individual needs vary, depending on age, health, physical condition, activity, diet and climate.



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Please take the following into account for determining your water needs:

- Children, nursing mothers and sick people may need more water.
- A medical emergency might require additional water.
- Austin is a warm weather climate; therefore, more water may be necessary.
- In very hot temperatures, water needs can double.

New Emergency Response Plan – January 2020 11

### **Additional Emergency Supplies**

Consider adding the following items to your emergency supply kit based on your individual needs:

- Prescription medications
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
- Glasses and contact lens solution
- Infant formula, bottles, diapers, wipes, diaper rash cream
- Pet food and extra water for your pet
- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for your climate and sturdy shoes
- Household chlorine bleach and medicine dropper to disinfect water
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

### **Maintaining Your Kit**

After assembling your kit remember to maintain it so it's ready when needed:

- Keep canned food in a cool, dry place
- Store boxed food in tightly closed plastic or metal containers
- Replace expired items as needed
- Re-think your needs every year and update your kit as your family's needs change.

### **Kit Storage Locations**

Since you do not know where you will be when an emergency occurs, prepare supplies for home, work and vehicles.

- **Home:** Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
- **Work:** Be prepared to shelter at work for at least 24 hours. Your work kit should include food, water and other necessities like medicines, as well as comfortable walking shoes, stored in a "grab and go" case.
- **Vehicle:** In case you are stranded, keep a kit of emergency supplies in your car.

Should you require more in-depth information, please visit [www.Ready.gov](http://www.Ready.gov) for more tips on getting prepared, for any emergency.





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## COVID-19 Safety Plan

In response to the coronavirus disease (COVID-19) pandemic, *The Austin Alumnae Chapter of Delta Sigma Theta Sorority Inc.*, has developed a COVID-19 Safety Plan for all in person Chapter Meetings. *Not all Chapter meetings will be in person. We have selected to begin the Sorority year with virtual meetings until the chapter identifies an adequate facility to safely accommodate the membership. As instructed by the National President, all requests for in-person meetings and/or activities will be submitted to the Regional Director or her designee for approval prior to the event.*

This Safety Plan relies on a common understanding of a “multiple barrier approach” to reduce exposure and transmission of the COVID-19 virus. **This Safety Plan will be added to our current Emergency Response Plan.**

### Barriers include:

- **Personal health & hygiene-** Be aware and stay at home if you are sick and avoid touching your face.
- **Hand washing-** effective and frequent- All sorority members will be required to sanitize their hands before entering the meeting area.
- **Masking-** *It is the requirement of the Austin Alumnae Chapter, (AAC) that all sorority members wear masks during in-person meetings.*
- **Social distancing-** Be aware of yourself and others, maintain a 6 feet separation. Depending on the facility, all chairs will be placed at least 6 feet apart in the meeting area or Chapter members will be required to skip adequate seats to ensure 6 feet distancing.
- **Sorority Rituals-** Normal Sorority greetings, ritual where holding of hands or close circles are required will be modified so that all Chapter members are within safe distance.

We are currently notifying all sorority members and others who visit our meetings on the “multiple barrier approach” and the contents of our Safety Plan along with the guidelines issued by the state of Texas (Office of the Governor) and local public health authorities (Austin). We will be actively updating and managing the plan and our responses as we receive new information or updated guidelines.

Our safety Plan Lead (ERT Chair or designees) will be providing the information on the plan and will be posting additional information via the Chapter’s newsletter or other communication methods and member’s portal. The posting will also include information from the *Center for Disease Control and Prevention* (CDC) <https://www.cdc.gov/>, and the *Austin Public Health Department* <http://www.austintexas.gov/department/health>

This Safety Plan follows the guidelines published by the state of Texas Department of Health. <https://dshs.texas.gov/coronavirus/>

### Purpose of the Plan

The purpose of this Plan is to identify and communicate the Austin Alumnae Chapter’s COVID-19 Safety Plan for protecting the health of all sorority members and anyone who visits. This plan is effective immediately in response to the current COVID-19 pandemic.

### Responsibilities of Chapter Members

The Austin Alumnae Chapter will designate a Safety Plan and site specific COVID-19 lead (ERT Chair or designee). If there are multiple meeting locations, the ERT Chair or designee will be designated for each



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sight. The ERT Chair or designee will monitor the health of each Chapter member and enforce the COVID-19 Safety Plan.

Location	Designated COVID-19 Lead
TBD	Emergency Response Co-Chairs

The Chapter President and the COVID-19 Safety Plan Lead (ERT Chair) must be familiar with this plan and be ready to answer questions from Chapter members. Chapter President must set a good example by following this Plan. The COVID-19 Safety Lead (ERT Chair) must practice active managerial control to ensure that all Chapter members are following this Plan, which includes the following action:

- Train all ERT Committee Members on this plan as well as all Chapter members immediately and train new Chapter members before they begin attending Chapter meetings.
- Visually monitor Chapter members safety behaviors throughout the meeting.
- Immediately correct Chapter member behavior when they do not adhere to the safety steps laid out in this plan. Re-train Chapter members who require frequent correction
- Modify the plan or process as needed to increase compliance
- Provide written and graphic materials (handouts) when available to increase visibility of polices for Chapter members.

### Communication

The Safety Plan Lead (ERT Chair or designee) will direct all communications regarding COVID-19 and the Chapter member’s responses, both within the Chapter and externally. Internal communications will be provided via email and posting to the Chapter’s website. Educational resources about COVID-19 illness and preparedness measures to control exposure and spreading of the illness are available via email and will be posted on the Chapter’s website.

The Safety Plan Lead (ERT Chair or designee), will provide notification to Chapter members and other visitors of the meeting of any operational changes and will provide frequently throughout the course of the COVID-19 pandemic. They will monitor for public health updates and issue advisories and alerts as conditions change. The Safety Plan Lead (ERT Chair or designee), will notify all affected parties when the outbreak impacts our ability to perform services, and will provide updates when the Chapter meetings resumes as normal.

### Responsibility of Chapter Members

Please be responsible for your own health and ensure you participate in our “multiple barrier” prevention efforts while at work. To minimize the spread of COVID-19 at our meeting area, everyone must play their part. We are instituting various sanitizing, physical distancing, and other best practices at our meeting site to prevent the spread of COVID-19. All chapter members must follow these practices. Specific questions about this plan or COVID-19, should be directed to the Chapter President or the ERT Chair.

You are expected to report to your Chapter President or site-specific COVID-19 Lead (ERT Chair), if you are experiencing signs or symptoms of COVID-19, as described below.

According to the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:



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- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

If you have any of these symptoms or a combination of these symptoms **you must stay home**. Do not attend any Chapter meetings until you are free of symptoms for at least 72 hours, without the use of medicine, as recommended by the CDC.

Best practices for control and prevention, regardless of exposure risk are:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, cough, or sneeze into your elbow, not your hands. Then wash hands or use sanitizer.
- Avoid close contact (standing within 6 feet), with others always.
- Use a face mask or covering when you must have close contact with others.

Chapter members are encouraged to engage the Chapter President directly to resolve any meeting area safety concerns. Chapter meeting complaints about the coronavirus or other issues can be filtered by calling the Chapter President directly.

### Meeting Site Protective Measures

#### Cleaning and Disinfection

The Chapter has instituted regular housekeeping, including cleaning and disinfection of frequent used equipment and high touch surfaces (doorknobs, railings, etc.) Chapter members should regularly do the same as they enter the restroom and meeting area.

Hand sanitizer will also be provided at the entrance door of meeting area and at the Finance table.

Chemicals capable of disinfection must be used on surfaces to eliminate COVID-19. All disinfectants provided by the Chapter will be approved for use by the EPA and can be found at

<https://www.epa.gov/coronavirus/list-n-advanced-search-page-disinfectants-coronavirus-covid-19>

Shared areas such as breakrooms, restrooms and conference rooms will be cleaned at the following frequencies:

Location	Cleaning/Sanitize Frequency	Assigned to
Meeting- Sign-in Table	After each member signs in	Sargent-At-Arms
Women's Restroom	Hourly Checks	ERT Member



## Delta Sigma Theta Emergency Response Plan

Finance Table	After each member attends	Finance Chair
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- Cleaning supplies are available for Chapter members throughout the above locations.
- High-touch surfaces, such as handrails, doorknobs, shared equipment, pens, iPads, clip boards should be cleaned using disinfectants.
- Each chemical has an associated “contact time” listed on the directions. Surfaces must remain wet for this amount of time to effectively disinfect. Chapter members designated to disinfect will be trained on, and adhere to, listed contact times.

### Exposure Plan

#### Recognizing COVID-19 Symptoms

COVID-19 symptoms include a fever, persistent cough, and shortness of breath, but may also include headache, sore throat, chills, or loss in taste or smell. If you think you have these symptoms, contact the Safety Plan Lead (ERT Chair or designee) and go home, self-isolate, and contact your health provider. If you think someone in the Chapter has these symptoms, contact the Safety Plan Lead (ERT Chair or designee) on follow-up procedures.

NOTE: Work with the Chapter President and ERT Chair to ensure the completion of necessary required follow-up procedure in the event of suspected COVID-19 individual.

#### Response Protocol for a confirmed COVID-19 Case

In the event a Chapter member tests positive for COVID-19, the ERT Chair will immediately notify the appropriate location facility manager and make them aware so that they are able to provide the necessary cleaning methods per the CDC guidelines. The Chapter President will contact others who may have encounter this individual and follow exposure follow up actions as stated above.

Except for circumstances in which the Chapter is legally required to report occurrences with communicable diseases, the confidentiality of all medical conditions will be maintained in accordance with applicable laws and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed Chapter member has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. We reserve the right to inform other Chapter members that an unnamed Chapter member has been diagnosed with COVID-19 if the other Chapter members might have been exposed to the virus so the Chapter members may take measures to protect their own health.

We will reserve the right to inform subcontractors, vendors or visiting sorority members that an unnamed Chapter member has been diagnosed with COVID-19 if they might have been exposed to the virus so those individuals may take measures to protect their own health.



## Delta Sigma Theta Emergency Response Plan

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### COVID-19 Awareness/Acknowledgement Form

**All Austin Alumnae Chapter members will review and sign this document.**

**Potential Exposure:** A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed COVID-19. The timeframe for having contact with an individual include the period of 48 hour before the individual became symptomatic.

**Confirmed COVID:** A person who is confirmed by local authorities as having COVID-19.

**Probable COVID:** A person displaying mild respiratory flu-like symptoms that had a known contact with a confirmed COVID-19 case or has traveled to one of the high-risk areas as defined by the CDC.

**Unrelated illness:** A person displaying illness related to COVID-19.

**COVID Symptoms (may appear 2-14 days after exposure):** Fever 100.4 or higher, cough, shortness of breath or trouble breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

**Self-Quarantine:** Quarantine is used to keep someone who might be, have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others.

**Close Contact:** Being within approximately 6 feet of a COVID-19 case for 10 minutes or more; close contact can occur while caring for, living with, visiting, or sharing a hospital room or other with a COVID-19 case-or-having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

**Self-Monitor:** Individuals monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever (over 100.4 degrees), cough, or difficulty breathing during the self-monitoring period, they should not report to the meeting and contact the President or ERT Chair or designee.

Austin Alumnae Chapter Member

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_



# Delta Sigma Theta Emergency Response Plan

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## Youth Programs

Based on the current state and unpredictability of COVID-19 and its variants and the recommendation from the National Risk Management Subcommittee, all chapters are required to continue conducting virtual only youth programming until further notice.

## Public Events

This document also governs the process for public in-person events. In addition to any PPD/Risk Management national guidelines.



# Delta Sigma Theta Emergency Response Plan

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## Annexes

### Hazard or Threat-specific

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The following list of hazards are foreseeable. Review the links to information provided within the Ready documents to execute specific emergency procedures.

#### **Natural hazards (geological, meteorological, and biological)**

critical infrastructure)

##### **Geological hazards**

- Earthquake
- Tsunami
- Volcano
- Landslide, mudslide, subsidence

##### **Meteorological Hazards**

- Flood, flash flood, tidal surge
- Water control structure/dam/levee failure
- Drought
- Snow, ice, hail, sleet, arctic freeze
- Windstorm, tropical cyclone, hurricane, tornado, dust storm
- Extreme temperatures (heat, cold)
- Lightning strikes (Wildland fire following)

##### **Biological hazards**

- Foodborne illnesses
- Pandemic/Infectious/communicable disease (Avian flu, H1N1, etc.)

##### **Technology caused event**

- Utility interruption or failure (telecommunications, electrical power, water, gas, steam, HVAC, pollution control system, sewerage system, other)



# Delta Sigma Theta Emergency Response Plan

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## Human-caused events (accidental and intentional)

### Accidental

- Hazardous material spill or release
- Nuclear Power Plant Incident (if located in proximity to a Nuclear power plant)
- Explosion/Fire
- Transportation accident
- Building/structure collapse
- Entrapment and or rescue (machinery, confined space, high angle, water)
- Transportation Incidents (Motor Vehicle, Railroad, Watercraft, Aircraft, Pipeline)

### Intentional

- Robbery
- Lost Person, Child Abduction, Kidnap, Extortion, Hostage Incident, Workplace violence
- Demonstrations, Civil disturbance
- Bomb threat, Suspicious package
- Terrorism







# Delta Sigma Theta Emergency Response Plan

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## Appendices



# Delta Sigma Theta Emergency Response Plan

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## Appendix A – Austin Delta Foundation



1190 San Bernard Austin TX 78702

[Austindeltafoundation@gmail.com](mailto:Austindeltafoundation@gmail.com)

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### **Policy and Organization Statement**

- Goal and objective for the emergency plan is to provide a secure shelter (if not impaired), call authorities and/or evacuate the property.
- Exits are clearly defined and marked as well as having two fire extinguishers on the property.
  - o One under the kitchen sink
  - o 2<sup>nd</sup> in the kitchen

### **Evacuation plan**

**Fire:** Attendees will be warned to evacuate the property using instructions to exit calmly. Depending on the location of the fire, attendees can exit the building from either front or back door. If attendees need to exit the property using windows, there are keys next to each window bay.

**Severe Weather/Tornado:** For tornado warning, the property has Wi-Fi and can broadcast local news using onsite monitor. There are two hallways to use as shelter away from windows.

**Shelter In-Plan:** "shelter-in-place" from outside airborne hazard, a warning will be communicated to all attendees on the property to move into shelter locations, primarily the north and south hallways within the property. If members of the foundation are present, they should direct all attendees to the correct locations.

**Lockdown plan:** Secure the property on the inside – anyone on the property can do this function.

- Security system, telephone and WIFI router is located in the office – Southwest room.

### **Chapter Properties**

The Austin Alumnae Chapter is authorized to house chapter properties such as ceremonial robes and accessories at this location.

### **Contact:**

A list of the ADF Board of Directors may be found on the ADF website, [www.austindeltafoundation.org](http://www.austindeltafoundation.org). An email may be sent to the board chair at [austindeltafoundation@gmail.com](mailto:austindeltafoundation@gmail.com).

### **Floor Plan**

The Austin Delta Foundation floor plan follows on the next page and details the exits, meeting rooms kitchen area, bathrooms, emergency supply kit, and fire extinguisher.



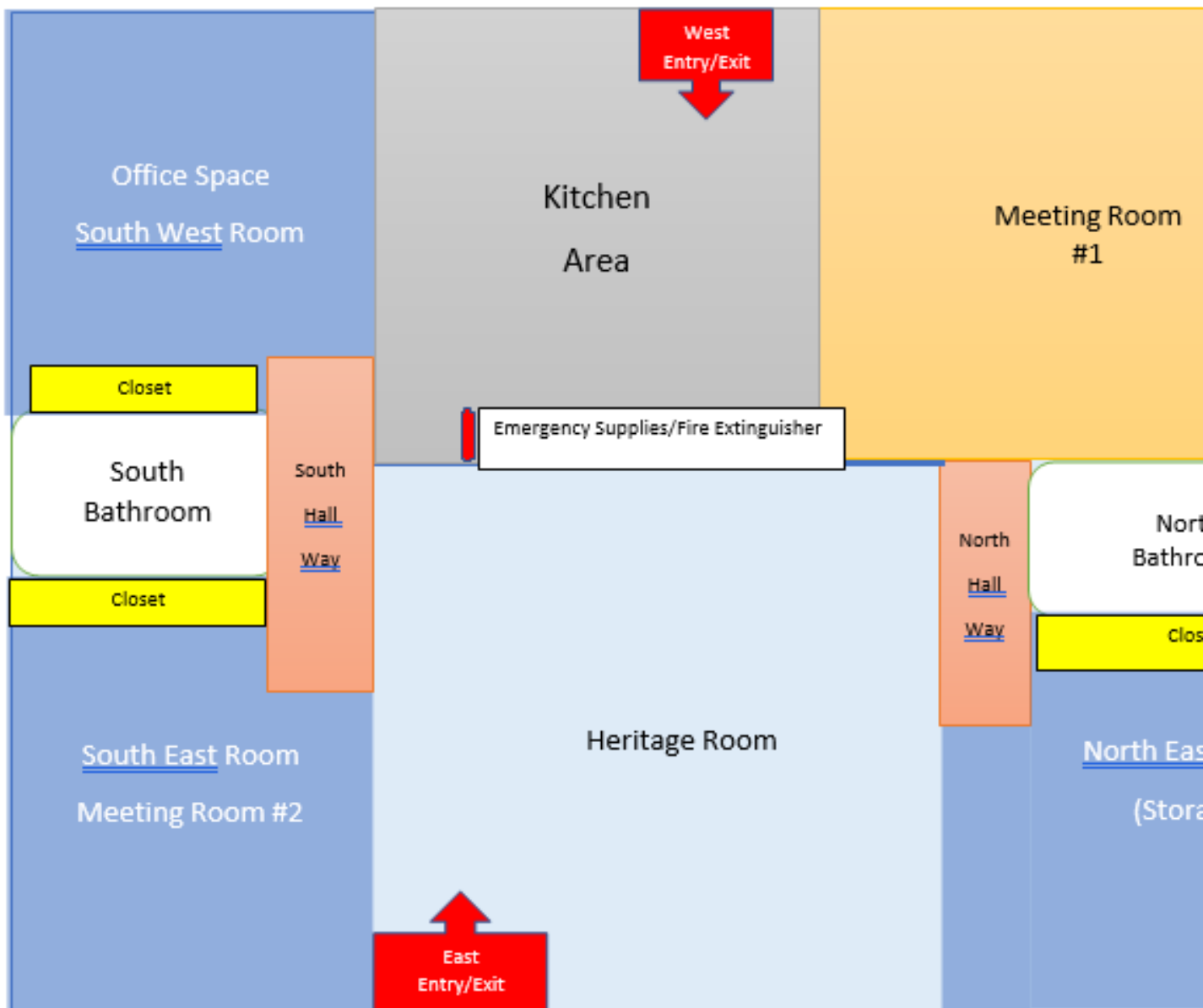
# Delta Sigma Theta Emergency Response Plan

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*Austin Delta Foundation House - floor plan - see next page*



# Delta Sigma Theta Emergency Response Plan





# Delta Sigma Theta Emergency Response Plan

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## Appendix B – Austin Community College District Emergency Plan



Northridge Campus

Eastview Campus

The Austin Alumnae Chapter of Delta Sigma Theta Sorority, Inc. is incorporating the following Austin Community College District procedures into the Chapter Emergency Response Plan. The chapter utilizes two of the District's campuses for monthly chapter meetings and other special events benefitting the Austin Area community. Should an emergency occur during a chapter meeting or event at either campus, the Chapter Executive Committee and the Emergency Response Team will work with the Campus Emergency Management Team to ensure safety of the Austin Alumnae Chapter members and visitors.

### ACC Preparedness Tips

#### Campus Postings

- **Emergency procedures posters:** Posters are located in classrooms and meeting rooms to provide information on different emergency procedures.
- **Campus safety plans:** Plans are located near the emergency procedures posters. They show five important pieces of information: building exits, **areas of rescue assistance**, recommended shelter areas in case of **severe weather**, outdoor rally point(s) for building evacuations, and the location of automated external defibrillators.
- **Rally point signs:** During a **building evacuation** students and employees should gather at the campus rally point to check in and receive information. Rally points are marked by posted signs and indicated on campus safety plans. Do not attempt to leave the campus while people are meeting at the rally point.

### ACC Emergency Communication Systems

There are many components to the ACC Emergency Alert system. Depending on the level of emergency or

threat, some or all of the components will be used to help you stay informed.

#### Email and Text Messaging



## Delta Sigma Theta Emergency Response Plan

ACC Emergency Alert is the system that sends safety and security-related notifications via email

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and text

message. ACC Emergency Alerts advise you of threats on campus, certain crimes that were reported,

impending weather, and campus closures. Verify or update your information today. [See tutorial.](#)

### **Emergency Message Boards and PA Speakers**

Emergency message boards in campus classrooms and hallways provide messages in the event of an

emergency. Many also are equipped with speakers to broadcast the same message.

### **Other PA Speakers**

ACC Police cars and some campus fire system panels also have public-address capabilities.

### **ACC Website and Emergency Webpage**

The college posts emergency information on its homepage and emergency webpage. You can look here for

information on emergency alerts, college closures, or other cancellations.

### **Facebook and Twitter**

ACC uses [Facebook](#) and [Twitter](#) to share emergency alerts and updates.

### **Help Desk Information Line**

The Help Desk can communicate the emergency messages. Call 512-223-4636.

### **Telecom**

Emergency messages can be distributed to the screens of College IP phones.

### **Channel 19**

Emergency messages can be scrolled across the bottom of the screen on Channel 19

### **Campus Monitors**

Emergency messages can be posted on campus monitors.

### **Local Media**

The college works with local media outlets to keep the community informed, particularly in the event of weather-related closures.

## Active Shooter Reporting and Response

Procedures

### **Reporting Procedure**

If you witness an armed attacker on campus (or any person with a weapon) call 911 as soon as possible.

### **Information to provide to the dispatcher or law enforcement official:**

- Location of the active shooter or armed individual
- Number of shooters or suspects
- Physical description of suspect(s)
- Number and type of weapons in their possession
- Number of potential victims at the location

Learn how to Respond...

YouTube videos:

<http://www.austincc.edu/offices/emergency-management/armed-attacker-reporting-and-response-procedures>

If a violent attack is threatening the ACC community, ACC PD will implement their response procedure with



## Delta Sigma Theta Emergency Response Plan

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other law enforcement agencies as needed. Their response is designed to maximize your safety. Information will be provided to you using some or all of the [emergency communication systems](#).

Here are some things you can do...

- **RUN.** Do not hesitate. If it is possible to flee the area safely and avoid danger, do so. Go to the closest, safest exit. If the armed subject is outside the building, move to a core area of the building, away from outside doors and windows. If time permits, call 911.
- **HIDE.** Keep the attacker away from you. Hide behind a large heavy object or lock and barricade doors, turn off, get on the floor and out of the line of fire/create make-shift barricades for those who cannot get on the floor. Remain quiet and hidden. Silence your cell phone including the vibration setting.
- **Prepare to FIGHT.** You have the legal right to defend yourself. Commit to a plan of action should the armed subject or active shooter enter your space. Be aggressive. Improvise weapons, create distractions. You are not helpless. What you do matters.
- Remain in place until an official "ALL CLEAR" instruction is given. Listen and comply with police commands. It will be sent via all available [emergency communication systems](#).

**Your** response depends on the situation. These videos and procedures provide strategies to survive an active shooter event. It is important to recognize that RUN, HIDE, FIGHT is **not** a sequence. Choose your actions based on the circumstances. You can survive.

When Law Enforcement Arrives **Law enforcement's goal is to locate, contain and stop the armed subject or active shooter as soon as possible.**

- Officers, usually in teams of 4, will proceed directly to the area in which the last shots were heard.
- Officers may wear regular patrol uniforms or external bulletproof vests, helmets and other tactical equipment
- Officers may be armed with rifles, shotguns and handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and push individuals to the ground for their safety

**React properly when law enforcement arrives.**

- Remain calm, and follow officers' instructions
- Put down any items in your hands (e.g., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers, such as attempting to hold on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises. The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow. These rescue teams will treat and remove any injured persons. They may also call upon individuals to assist in removing the wounded from the premises. When you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned.

Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

**Remember**

- If the fire alarm is activated, do not evacuate unless you detect smoke or fire or you are instructed to evacuate via [ACC Emergency Alert](#).





## Delta Sigma Theta Emergency Response Plan

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- There may be more than one active shooter.
- You may be under lockdown for a long time. Try to conserve the battery life of your phone and minimize using it so that emergency responders have a strong signal for their communications.
- Be careful not to make changes to the crime scene since law enforcement authorities will investigate the area later.
- You may be held for questioning by law enforcement authorities. You are required to comply.

### Helpful Links

- [DHS Active Shooter Web Site](#) - Department of Homeland Security Active Shooter Preparedness
- [DHS video](#) - Department of Homeland Security "Options for Consideration Active Shooter Training Video" contains information about the Police response.

### Area of Rescue Assistance

- If you cannot use the stairs, go to an Area of Rescue Assistance located near most stairwells. Areas of Rescue Assistance are marked on your [Campus Safety Plans](#).
- If there is an Emergency Coordinator on your floor, he/she will check the Area of Rescue Assistance before leaving the floor. If there is **not** an Emergency Coordinator on your floor, **ask those leaving the building to report your position** to the Emergency Coordinators at the Rally Point or call Campus Police Dispatch by dialing 512-223-7999.
- Emergency Coordinators wear a vest that looks like this:



- The Emergency Coordinator will radio to the Campus Manager and confirm that your location is known.
- If possible, he/she will get a time estimate for the arrival of the Fire Department and share that information with you.
- The Fire Department makes rescue their first priority when they arrive on site.
- The Fire Department will determine if it is safe to use the elevator or they will provide any necessary assistance in descending the stairs.
- The Emergency Coordinator will stay with you if possible and will provide updates as they are available.
- If your position becomes unsafe, or any time that the stairs are substantially clear of traffic, move onto the stairwell landing to wait for rescue assistance from the Fire Department. Make sure the stairwell doors are properly closed. The stairwell is constructed to resist fire for at least one hour.



# Delta Sigma Theta Emergency Response Plan

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## Bomb Threat, Suspicious Package and Chemical/Biological Threat Reporting and Response Procedures

### Reporting Procedures

If you receive a bomb threat, by phone or in written format, or if you discover a suspicious package get as much information as you can and call 911 as soon as possible. Do not touch suspicious packages. Any threat or use of an explosive device, a biological agent or a chemical agent as a weapon is a federal crime and will be investigated by the police and the FBI.

### Recognize Suspicious Letters, Packages and Objects

Biological and chemical threats can be made by phone but typically arrive in the form of letters, some of which contain a powdery substance or an oily substance. Others contain no substances at all. There is little risk of infection resulting from exposure to a dry form of these agents. However, prudent precautionary steps must be taken.

1. If the item meets one or more of the following criteria, it may be dangerous:

- Letter feels rigid, appears uneven/lopsided
  - Package or object feels heavier on one side than the other (avoid handling packages that look suspicious)
  - Unusual odors
  - Makes noise
  - Oil stains or wet spots
  - Excessive amount or no postage, non-canceled postage
  - No return address, sender unknown
  - Unusual restricted endorsements, "Personal," "Private"
  - Addressee normally does not receive personal mail at office
  - Name/title of addressee not accurate/addressed to a title or position
  - Address prepared to ensure anonymity of sender
  - Hand delivered or dropped off for a friend
  - Foreign mail, air mail, special delivery
  - Foreign substance inside, powdery
- Move away from the item as soon as possible.
- Notify [ACC Police](#) Dispatch and provide as much information about the item as possible.

### Response Procedures

If a threat is made or a suspicious package is reported or discovered on campus, [ACC Police](#) will implement

their response procedure with other law enforcement agencies, as needed. Their response is designed to

maximize your safety. Information will be provided to you using some or all of the [emergency communication systems](#).

1. The situation may be dynamic therefore follow the instructions provided to you via [ACC Emergency Alert](#), law

enforcement official or campus emergency coordinator.

2. Stay where you are until specific instructions to evacuate are provided. Take all your belongings with you

unless instructed differently.

### If You Receive a Bomb Threat by Telephone

1. Remain calm and listen closely to remember as much as possible.

2. Take note of the phone number from which the call was received.



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3. Refer to the [Bomb Threat Record Sheet](#).

4. The call will probably be of short duration. Try to obtain as much information as possible and then contact ACC

Police Dispatch.

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Who placed the bomb?
- Why was the bomb placed?
- From where are you calling?
- What is your address?
- What is your name?
- Is there a specific target?
- Why did you pick this facility?

### **If You Receive a Bomb Threat in Writing**

1. Save all materials received.

2. Do not handle unless absolutely necessary. Fingerprints are important to finding the perpetrator.

3. If a suspicious object is included with the written threat, do not touch it. Refer to the section "*If you Receive a*

*Biological/Chemical Threat by Mail*" below.

4. Contact ACC Police Dispatch as soon as possible.

### **If You Receive a Biological/Chemical Threat by Mail**

1. DON'T PANIC. Remember there is little risk of infection if you follow the precautions below.

2. Gently lay the letter/package and contents down. Avoid touching it any further or disrupting the contents.

3. Turn off any portable fans.

4. Ask someone to contact [ACC Police](#) Dispatch as soon as possible.

5. Move to an area that will minimize your exposure to others. Others will want to help, ensure that they do not

come into contact with you or the letter/package/substance.

6. Keep others away from the immediate location, but DO NOT evacuate the building. NO ONE must leave the

area until released by emergency responders or public health officials. Everyone involved must comply with

instructions from emergency responders and public health officials (e.g. providing names and telephone

numbers of all individuals who touched the letter/package.)

7. Emergency responders or public health officials will help decontaminate those who came in contact with the materials.

### **If You Receive a Biological/Chemical Threat by Telephone**

1. Remain calm.

2. Keep the caller on the line as long as possible.

3. Refer to the [Chem-Bio Threat Record Sheet](#).

4. Try to obtain as much information as possible and then contact ACC Police Dispatch:

- o What type of chemical or bio agent was/will be used?



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- o What type of delivery system was/will be used?
- o Has the agent already been released?
- o When is it set to go off?
- o Where is the device located?
- o What does it look like?
- o How will it be activated?
- o Is there a specific target?
- o Why did you pick this facility?
- o Who placed the device?
- o What is your name?
- o Where are you calling from?
- o What is your address?

### **Additional Responsibilities for Faculty and Supervisors/Managers**

In addition to the above, you have specific responsibilities to your group. Spend 5 minutes, at the beginning of the semester or in a staff meeting, to review how you will work together to effectively implement emergency procedures.

- To the extent possible, stay with and encourage your group to follow the instructions provided.
- Account for those in your group and be able to report their status to emergency responders.
- Assist with injury reports and workers compensation claims as appropriate.

### Building Evacuation Procedure and Responsibilities

#### **Building Evacuation Procedure**

1. You are responsible for your own safety, but you also have a responsibility to others. Stay calm.
2. When the fire alarm sounds, or when otherwise directed to leave the building, make sure other people in your immediate area are aware of the need to evacuate. Where possible, stay together and account for those in your group.
3. Close but **DO NOT LOCK** doors as you leave. Take valuables with you (if in the same room) but leave large bags behind. Turn off unnecessary equipment if possible.
4. Know the locations of primary and alternate exits. During an emergency, walk to the nearest safe exit and evacuate the building. Do not use the elevators during a fire- or weather-related emergency. If you are in an unfamiliar area, follow the exit signs to the nearest safe exit.
5. Use an [Area of Rescue Assistance](#) if you cannot use the stairs. Make sure your location is known to a campus emergency coordinator. Specialized assistance and rescue will be performed by Fire Department personnel.
6. Once outside, go to your assigned [rally point](#) as marked on your [campus safety plan](#). Report to your Instructor



## Delta Sigma Theta Emergency Response Plan

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or Supervisor/Manager. Try to account for everyone in your group. Report those missing to an emergency coordinator. Do not leave the area unless you are told to do so.

7. Emergency coordinators (persons in orange vests) are available to provide assistance and respond to unforeseen problems. Follow their instructions.

8. Do not re-enter the building until you have been notified by the administrator-in-charge to do so. First responders often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter!

### **Additional Responsibilities for Faculty and Supervisors/Managers**

In addition to the above, you have specific responsibilities to your group. Spend 5 minutes, at the beginning of the semester or in a staff meeting, to review how you will work together to effectively implement emergency procedures.

1. To the extent possible, stay with and guide your group to the nearest safe exit.

2. If a person cannot use the stairs, it is your responsibility to direct or assist them to an area of rescue assistance

and provide details of their location to an emergency coordinator. Do not use elevators in a fire-, weather- or bomb threat-related emergency.

3. At the rally point account for those in your group and be able to report their status to an emergency coordinator.

4. Encourage your group to stay together at the rally point to avoid traffic chaos and related safety issues.

5. Assist with injury reports and workers compensation claims as appropriate.

### Fire Reporting and Response Procedures

#### **Reporting Procedure**

1. If you discover fire or smoke, activate a manual fire alarm pull station as you exit the floor or building.

2. If you are not in immediate danger,

o call [ACC Police Dispatch](#) at 222 on a campus phone or 512-223-7999 and provide:

your name

the specific location of the fire

the size and type of the fire

any other information requested by the dispatcher

o notify the [Campus Manager's Office](#).

#### **Response Procedure**

**If you are trained in the proper use of portable fire extinguishers** you may attempt to extinguish or

contain a small fire. Do not place yourself or others in unnecessary danger.

If you or someone else needs emergency medical attention, call 911. Follow the instructions provided.

**See [Building Evacuation Procedure](#)**

### Hazardous Spill Reporting and Response Procedures

*Refer to the [ACC Hazardous Materials Flow Chart](#) before taking any action to report or clean up a spill.*



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### Reporting and Large Spills

These procedures are for chemical spills larger than 1 liter, chemicals that have a hazard rating of 2 or above,

and for spills of an unknown chemical:

1. Evacuate the immediate area, closing doors to area where spill has occurred. Restrict access to area.

2. Call 911.

3. Provide the following information.

- Identity of the chemical spilled
- Quantity spilled
- Exact location
- Information on hazard ratings (look for NFPA / HMIS labels on containers or MSDS)
- Any injuries or chemical exposure

☑ ACC Police will immediately contact the [Environmental Health Safety and Insurance Office](#).

☑ The [Environmental Health, Safety, and Insurance Office](#) will make assessment and will contact the local fire department for if required.

☑ Obtain an MSDS and provide a copy to the responding party and the [Environmental Health, Safety, and Insurance](#)

[Office](#). If qualified, initiate recommended spill containment and other procedures that may be safely and reasonable done.

☑ If the [Environmental Health, Safety, and Insurance Office](#) determine the hazardous material can be cleaned up by ACC

personnel, the [Environmental Health Safety and Insurance Office](#) will provide guidance on all aspects of cleanup,

including personal protective equipment and proper disposal of any associated waste.

### Handling Small Scale Chemical Spills

If hazardous material spill is less than one liter and has a hazard rating below 2 in all hazard categories, the

following procedures should be followed.

• Instructional labs that contain any type of chemical should have a chemical spill kit available to deal with small spills.

• Laboratory supervisors must handle small-scale chemical spills in their lab.

• A small-scale spill is generally considered to be 1 liter or less and have a hazard rating of less than 2 in all categories.

When a small-scale chemical spill occurs:

1. Restrict access to area.

2. Immediately notify the lab supervisor and others in the area of the spill.

3. Mark the area to prevent others from encountering the spilled material. Depending on what type of chemical is

spilled, in may be necessary to evacuate the lab until the material is effectively cleaned up.

4. During business hours, always immediately contact the [Office and](#) notify them that a small-scale spill has occurred.

- Name of chemical
- Quantity spilled
- Location of spill



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☑ Obtain an MSDS for material. Refer to the chemical's MSDS for spill cleanup instructions. It is required that an MSDS

be kept available for each chemical used in the lab for this purpose.

☑ Generally, section six or seven of the MSDS will address cleanup procedures, while section eight will indicate

appropriate personal protective equipment (PPE) for dealing with a spill. The MSDS section numbering may differ

slightly depending on the manufacturer or distributor of each particular chemical.

- MSDS Section on Precautions for safe handling and use.

- Use recommended Personal Protective Equipment.

- Follow other precautions listed in MSDS.

☑ After business hours, call 911. ACC Police will contact the [Environmental Health, Safety, and Insurance Office](#).

### Simple Acid and Base Spills

Simple acid and base spills should be neutralized with an appropriate neutralizing agent.

- **For acid spills (hydrochloric or sulfuric acid):** Sodium bicarbonate, sodium sesquicarbonate or other

derivatives are acceptable.

- **For basic spills (sodium or potassium hydroxide):** Citric acid would be a suitable neutralizing agent.

General Procedures:

1. Allow the spill time to neutralize (e.g., wait until the bubbling reaction stops).

2. When using a neutralizing spill kit, these kits are buffered and will not have a bubbling action.

Use care not to

over-neutralize.

3. Test the pH of the spill after the neutralization reaction has stopped with pH paper. Once a pH of between 6

and 9 has been achieved, the material can be transferred into an appropriate secondary container for disposal.

4. The container will then be marked with the "Hazardous Waste" label identifying what material was cleaned

up. Contact the [Environmental Health, Safety, and Insurance Office](#) for assistance with labeling and for chemical

waste pickup.

**Note: Some acids cannot be neutralized and will require special procedures for spill clean-up. Some**

**examples are chromic acid and hydrofluoric acid. Immediately contact the [Environmental Health,](#)**

**[Safety, and Insurance Office](#) when a spill of this type occurs.**

### Solvent Spills (benzene, or methylene chloride etc.)

1. Use an absorbent medium such as sand or vermiculite to absorb the spill and prevent runoff.

2. Transfer the spilled material into an appropriate secondary container.

3. Mark the container with the "Hazardous Waste" label and contact the [Environmental Health, Safety, and](#)

[Insurance Office](#) for a chemical waste pickup.





## Delta Sigma Theta Emergency Response Plan

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### **Solid Material:**

1. Most solid chemical spills can be swept up and transferred directly to a secondary container after the spill occurs.
2. Mark the container with a "Hazardous Waste" label and contact the [Environmental Health, Safety, and Insurance Office](#).

### **Mercury Spills:**

Mercury spills require special cleanup procedures:

1. Use the special Mercury Spill Kit when dealing with mercury spills. Instructions for cleanup are located on the Mercury Spill Kit container.

### **New Emergency Response Plan – January 2020 28**

2. For broken mercury thermometers, clean up spilled mercury as described above and collect mercury and broken thermometer in a sealable plastic bag for disposal. Contact the [Environmental Health, Safety, and Insurance Office](#).
3. For mercury spills greater than 1 thermometer, call [ACC Police](#) at 512-223-7999.

### **Biohazard Spills:**

- Bio-hazard spills have the potential of containing disease carrying organisms that can infect persons exposed to the spilled material, therefore it is critically important to handle biohazard spills appropriately when they happen.
- Spills involving bodily fluids (i.e., blood, plasma, saliva, biological cultures, etc.) should immediately be decontaminated with bleach or other disinfectant solution approved to kill pathogenic disease-causing organisms including HIV and hepatitis viruses.
- If possible, have person generating fluids (their own) clean up any spill of bodily fluids.
- Appropriate personal protective equipment should be worn during any biohazard spill cleanup, including splash goggles, rubber or nitrile gloves and rubber apron or lab coat to protect the responder from self contamination.
- Apply the disinfectant to the spilled material and leave for five to ten minutes to allow the disinfectant to work.
- After the material has had time to be totally disinfected, use an absorbent medium to soak up liquids.
- The material should then be swept up and placed into an approved biohazard waste bag (red or orange with universal biohazard symbol on it).
- Place waste bag in the appropriate biohazard waste container for disposal.
- All bio-hazard waste not containing a cut/puncture hazard is to be considered regular bio-hazard wastes. This would include any type of blood or serum products, tissues, absorbent papers with biological contamination etc. These materials should be wrapped securely and then placed in an approved biohazard bag (orange or red





## Delta Sigma Theta Emergency Response Plan

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with the official biohazard symbol on it). This bag is then placed into the cardboard boxes provided by the current vendor for this type of waste.

**Contact *Environmental Health, Safety, and Insurance Office*/David Watkins 223.1034 with any questions on cleanup or waste labeling/disposal.**

### Medical Emergency Reporting and Response Procedures

#### **Reporting Procedure**

If you or someone else needs emergency medical attention, call [ACC Police](#) Dispatch. Dial 911. Stay on the phone until the Dispatcher hangs up. Follow the instructions provided.

#### **Response Procedure**

The response to a medical emergency will depend on the type of injury and circumstances. You should consider the following and implement appropriate steps in accordance with your level of training. If you

speak to a 911 call taker, their instructions always take priority.

1. Protect yourself and others; look for things that can harm you
2. Avoid contact with blood or bodily fluids
3. Don't move injured people unless they face a greater danger by not moving
4. Clear the area of on-lookers; give the injured person privacy
5. Coordinate getting an ambulance to the right building, floor and location
6. First aid kits can be found at the campus manager's office, campus police office and in most laboratories
7. AEDs (automated external defibrillators) can be found on odd numbered floors (floor 1, 3, etc.) in the elevator lobby

#### **Additional Responsibilities for Faculty and Supervisors/Managers**

In addition to the above, you have specific responsibilities to your group:

1. Spend 5 minutes, at the beginning of the semester or in a staff meeting, to review how you will work together to effectively implement emergency procedures.
2. Fill out the [Injury Analysis and Prevention Report](#) and assist with Workers' Compensation claims as appropriate.

#### **Helpful Links**

- ACC Insurance Information - [Student Accident Insurance](#) and [Workers' Compensation](#) information
- [American Red Cross Mobile Apps](#)
- [The Texas "Good Samaritan" Law](#) (Texas Civil Practice & Remedies Code. Section 74.151) was put in place to encourage bystanders at an accident scene to render assistance to someone in need, and to do so without fear of being "sued" if things don't turn out well for the victim.

### Severe Weather Reporting and Response Procedures

#### **Reporting Procedure**



## Delta Sigma Theta Emergency Response Plan

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The weather is tracked closely by the National Weather Service and alerts are monitored by ACC. Despite

this, severe weather can strike with little or no warning. If you notice severe weather developing, report it

immediately to Campus Police Dispatch. Dial 222 on a campus phone or 512-223-7999.

### **Response Procedure**

When you notice severe weather or are advised of it via [ACC Emergency Alert](#) you must be ready to respond. Refer to your [Campus Safety Plan](#) for "shelter in place" locations. These areas of greater safety

provide protection from severe weather by putting as many walls as possible between you and the weather

(they are not tornado shelters). Only those areas that are accessible/unlocked at all times are marked on the

plan but any space you can access that meets this criterion should be used - even if it is not marked on

the [Campus Safety Plan](#) (e.g. private offices, classrooms/conference rooms in the core of the building that

can be unlocked).

### **Remember**

- A WATCH means conditions are favorable or expected but not occurring or imminent
- A WARNING means conditions are occurring or imminent
- You may be sheltering in place for a long time. Try to conserve the battery life of your phone and minimize

using it so that emergency responders have a strong signal for their communications.

- There may be more than one wave of severe weather.

### **How to respond inside the building:**

1. Immediately select a location to shelter-in-place:

o Move to one of your building's designated shelter-in-place areas (areas marked in green on the [Campus Safety Plans](#)), OR

o Find a location that is interior to the building. Stay away from exterior walls and all windows and doors. The part of the building facing the approaching weather is the least safe.

2. If time permits:

o Go to the lower levels of the building but don't be caught on the move when severe weather strikes.

o Close all doors to rooms with exterior windows.

3. If necessary, use a jacket, cap, backpack, or anything else you may have to protect your head and neck in a

"drop and tuck" position.

### **How to respond if outside (and can't get inside a building):**

1. Lie in a ditch or low-lying area, or crouch near a strong building.

2. Be aware of the potential for flooding.

3. Use your arms to protect your head and neck in a "drop and tuck" position.

4. Use a jacket, cap, backpack, or anything else you may have to protect your head and neck.

### **Additional Responsibilities for Faculty and Supervisors/Managers**

In addition to the above, you have specific responsibilities to your group:



## Delta Sigma Theta Emergency Response Plan

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1. Spend 5 minutes, at the beginning of the semester or in a staff meeting, to review how you will work together to effectively implement emergency procedures.
2. To the extent possible, stay with and guide your group to the nearest shelter-in-place area.
3. Do not use elevators in a severe weather emergency. If a person cannot use the stairs, it is your responsibility to assist them to the safest area of the floor and provide details of their location to an emergency coordinator if possible.
4. Account for those in your group and be able to report their status to an emergency coordinator or Campus Police Dispatch.
5. Encourage your group to stay together and remind people they are less safe in their cars than in a building.
6. Assist with injury reports and workers compensation claims as appropriate.

### Helpful Links

- [ATXfloods](#) - Current flood information and emergency road closures in Austin and partner communities in Central Texas
- [SKYWARN®](#) - SKYWARN® is a volunteer program with nearly 290,000 trained severe weather spotters
- [American Red Cross Mobile Apps](#)

### Drills and Pre-Planning

#### **An important note regarding drills**

Drills are an important component of ACC's readiness plan and they are required by law. By practicing what to do before an emergency, you learn what to do and how to get to safety more quickly next time. Regular building evacuation drills are conducted, for your convenience, during [Emergency Preparedness Week](#).

Any time the fire alarm is activated, leave the building immediately. Don't waste valuable time wondering "if

it's a drill." Know that other types of drills may take place at your campus.

Take time to learn emergency procedures so you don't have to think, you react.

#### **An important note regarding pre-planning**

Thinking through "what if" scenarios may also encourage you to seek out critical information such as:

- Am I properly registered to receive [ACC Emergency Alerts](#)?
- What are [ACC's emergency numbers](#)?
- What are ACC's basic [emergency procedures](#)?
- Where are the fire alarm pull stations?
- Where is the nearest exit and where does it lead? Where is my alternate exit?
- Where is the nearest [area of rescue assistance](#) and how is it used? Where is my alternate?
- Where is the [rally point](#) and what happens when I get there?



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- Where are the safest areas of the building to ride out severe weather?
- Where is the nearest lockable room in case of active shooter?
- Where is the AED in case someone has a heart attack?



# Delta Sigma Theta Emergency Response Plan

## Appendix C-Austin Community College Evacuation Maps



Northridge Campus DIRECTORY & MAP

### Building 1000 Main Building

1st Floor	<ul style="list-style-type: none"> <li>Cashier Office</li> <li>District Police</li> <li>Duplication/Mailroom</li> <li>Male Leadership Program</li> <li>Student Life</li> <li>Student Lounge</li> <li>Student Services</li> <li>Admissions &amp; Records</li> <li>Advising &amp; Counseling</li> </ul>	<ul style="list-style-type: none"> <li>Student Services</li> <li>Assessment Center</li> <li>Career Center</li> <li>Dean of Students</li> <li>Financial Aid/Veterans Affairs</li> <li>Student Accessibility Services</li> <li>Support Center</li> <li>Café</li> </ul>
2nd Floor	<ul style="list-style-type: none"> <li>Campus Administration</li> <li>Computer Center</li> <li>Instructional Development Services</li> </ul>	<ul style="list-style-type: none"> <li>Library</li> <li>Media Services</li> </ul>

### Building 2000

1st Floor	<ul style="list-style-type: none"> <li>Classrooms</li> <li>Deans Office</li> <li>Business Studies</li> <li>Faculty Offices</li> </ul>	<ul style="list-style-type: none"> <li>General Studies</li> <li>Gymnasium</li> <li>Health &amp; Kinesiology</li> <li>Social &amp; Behavioral Sciences</li> </ul>
2nd Floor	<ul style="list-style-type: none"> <li>Classrooms</li> <li>Faculty Offices</li> </ul>	<ul style="list-style-type: none"> <li>Math &amp; Sciences</li> <li>Science Labs</li> </ul>

### Building 3000

1st Floor	<ul style="list-style-type: none"> <li>Classrooms</li> <li>Faculty Offices</li> </ul>	<ul style="list-style-type: none"> <li>Creative Design Technologies</li> <li>Professional Photography</li> </ul>
2nd Floor	<ul style="list-style-type: none"> <li>Architectural &amp; Engineering Computer Aided Design</li> <li>Faculty Offices</li> </ul>	<ul style="list-style-type: none"> <li>Geographic Information Systems</li> <li>Testing Center</li> </ul>

### Building 4000

1st Floor	<ul style="list-style-type: none"> <li>Bookstore</li> <li>Classrooms</li> <li>Faculty Offices</li> </ul>	<ul style="list-style-type: none"> <li>Integrated Reading &amp; Writing</li> <li>Learning Lab</li> <li>Communication Studies</li> </ul>
2nd Floor	<ul style="list-style-type: none"> <li>Accounting</li> <li>Business, Government &amp; Technical Communications</li> <li>Classrooms</li> <li>CIT Lab</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Offices</li> <li>Music Business, Performance and Technology</li> <li>Radio Television Film</li> <li>Visual Communication</li> </ul>

### Building 5000

Wellhouse	
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### Portable Buildings

Portable Buildings 1 & 3	Classrooms
Portable Building 4	Faculty Offices

### MAP LEGEND

<b>i</b> Information	<b>🚶</b> Bookstore
<b>👮</b> District Police	<b>♿</b> Accessible Parking
<b>S</b> Student Services (Admissions, Advising, Financial Aid, etc.)	<b>G</b> Green Car Parking
<b>🍴</b> Food Services	<b>V</b> Visitor Parking
<b>\$</b> ATM	<b>🏍️</b> Motorcycle Parking
<b>EV</b> Electric Vehicle Charging Station	





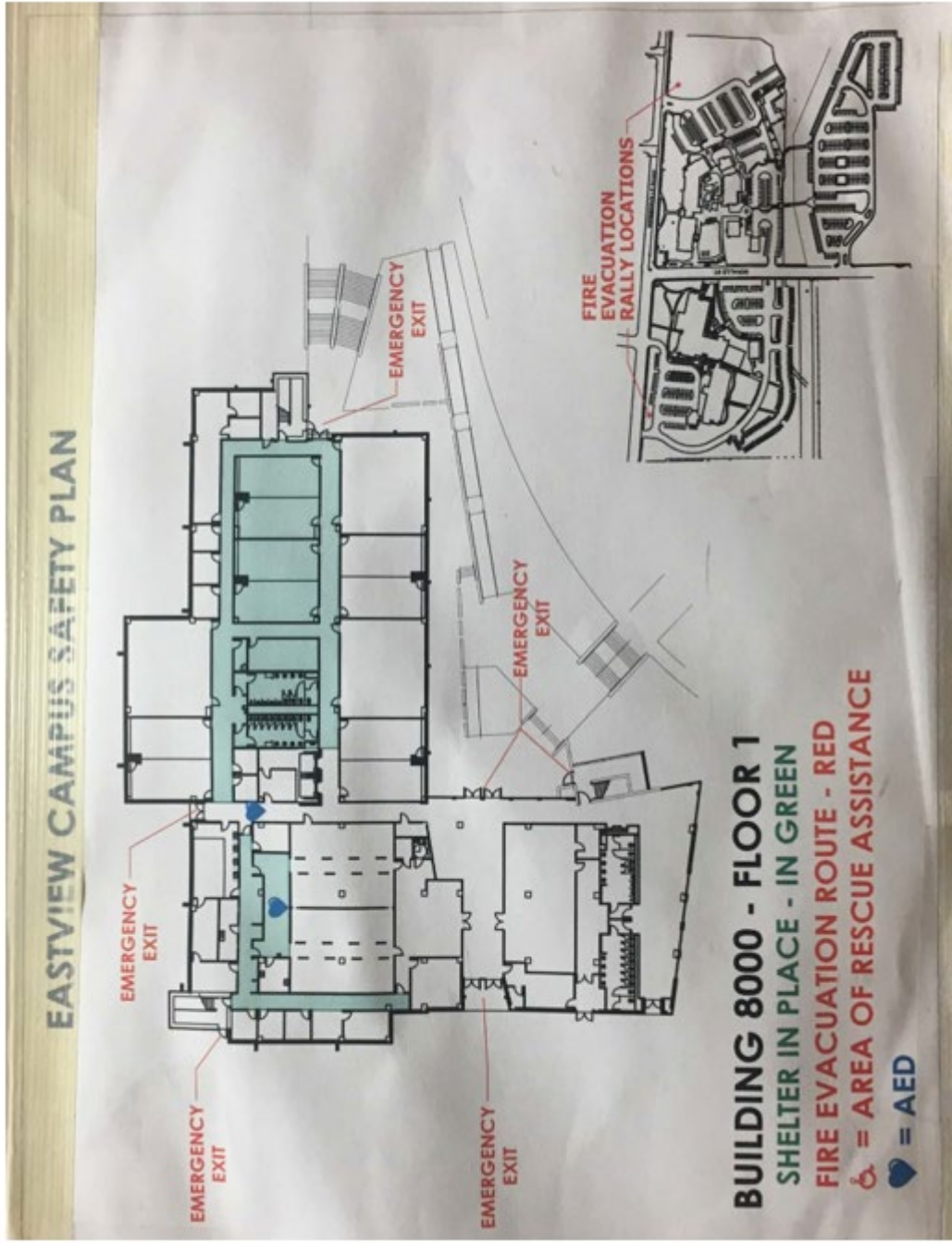
# Delta Sigma Theta Emergency Response Plan

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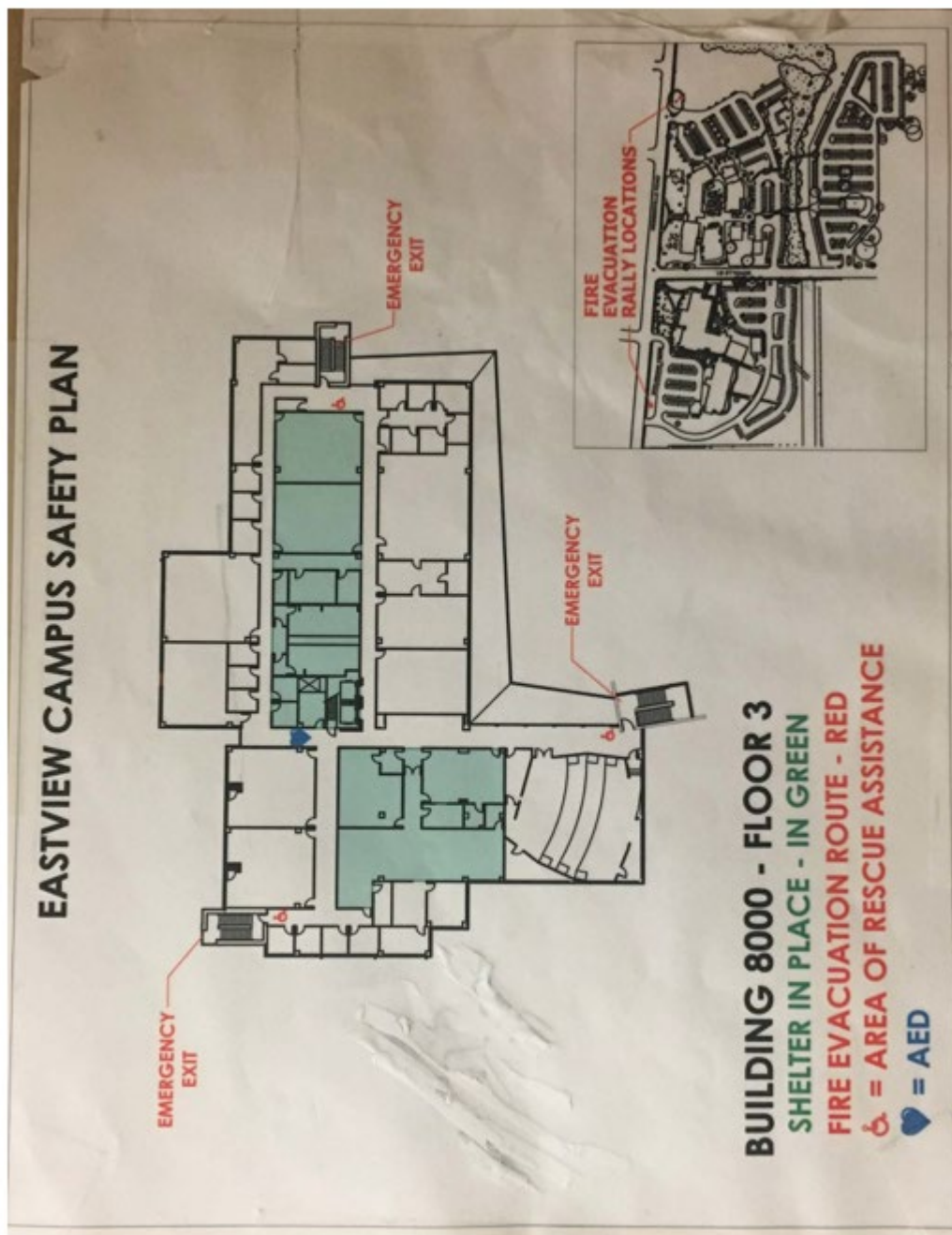








# Delta Sigma Theta Emergency Response Plan





# Delta Sigma Theta Emergency Response Plan

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## Appendix D – DST Situation Report



# Delta Sigma Theta Emergency Response Plan

Delta Sigma Theta Sorority Emergency Response Team Task Force Disaster Situation Report Form (SITREP)

<b>PREPARED BY:</b>	<b>REGION:</b>	<b>DATE OF EVENT:</b>
<b>NAME OF EVENT:</b>	<b>STATE:</b>	<b>REPORT NUMBER:</b>

National Headquarters notified: \_\_\_\_\_

<b>I. The Disaster</b>									
<p><b>A. Type Disaster:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Hurricane</td> <td style="width: 33%;">Earthquake</td> <td style="width: 33%;">Chemical explosion or spill</td> </tr> <tr> <td>Tornado</td> <td>Flood</td> <td>] Other (specify) _____</td> </tr> <tr> <td>Drought</td> <td>Landslide</td> <td>_____</td> </tr> </table>	Hurricane	Earthquake	Chemical explosion or spill	Tornado	Flood	] Other (specify) _____	Drought	Landslide	_____
Hurricane	Earthquake	Chemical explosion or spill							
Tornado	Flood	] Other (specify) _____							
Drought	Landslide	_____							
<b>B. Briefly describe the disaster:</b>									
<b>C. Geographic areas and locations impacted (districts, towns, neighborhoods):</b>									
<b>II. Disaster Impacts/Effects</b>									
<b>A. Approximately how many sorors are affected?</b>									
<b>B. Approximately how many sorors are displaced or evacuated?</b>									
<b>C. Approximately how many households or dwellings have been completely destroyed?</b>									
<b>D. Approximately how many households or dwellings have been partially damaged but not completely destroyed?</b>									
<b>III. Local Financial, Material and Human Resources</b>									
<b>A. What resources does the local population have for responding to this disaster and how might the resources be used?</b>									



## Delta Sigma Theta Emergency Response Plan

LOCAL CAPACITY OR RESOURCE	SUGGESTIONS FOR USE
(I.e. Local neighborhood association volunteer group)	Prepare and serve food for displaced
<p><b>B. What storage facilities are available locally for immediate use?</b></p>	
<p><b>C. What is the availability, location and condition of roads or airports?</b></p>	
<p><b>IV. Immediate Needs</b></p>	
<p><b>A. Has a detailed needs assessment been carried out?</b>  <i>Describe the unmet needs in shelter, water, food, household supplies (clothes, blankets, etc) and health (medical supplies, equipment). Quantify and qualify the targeted needs (i.e., # adults and #children need food and other necessities for next # days.)</i></p> <p><b>B. Who carried out needs assessment?</b> <i>Please state chapter(s) name(s) and point of contact.</i></p> <p><b>C. What is needed immediately and who will supply? Please check boxes as appropriate</b></p>	



# Delta Sigma Theta Emergency Response Plan

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## Appendix E – ERT Emergency Data Form



# Delta Sigma Theta Emergency Response Plan



## Austin Alumnae Chapter Delta Sigma Theta Sorority, Incorporated Emergency Personal Data Form

Print and take a copy of this form with you in your **RED ENVELOPE** for all Delta Events. Also leave a copy at home with a friend or relative.

### Personal Information

Full name	
Nickname	
Home address	
Home phone	
Mobile or cellular phone	
Birthday (MM/DD/YYYY)	
SSN	
Emergency Contact's Name and Phone number <b>{(Soror) Traveling with You}</b>	

### Emergency and Medical Information

In case of emergency, contact (Indicate Relationship to You)	
Emergency contact's address	
Emergency contact's phone	
Doctor's name	
Doctor's phone	
Doctor's address	
Medical insurance carrier and member number	
Known medical conditions	
Known allergies	
Current medications (List both prescribed and over the counter)	
Have you ever had surgery? (List details: type of surgery and date)	

Revised: 10/01/2019



# Delta Sigma Theta Emergency Response Plan

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## Appendix F - Extreme Heat Infographics





# Delta Sigma Theta Emergency Response Plan

## Know the Symptoms of Heat-Related Illnesses

	SYMPTOMS	TREATMENT
HEAT CRAMPS	<ul style="list-style-type: none"><li>• Heavy sweating</li><li>• Painful muscle cramps or spasms</li></ul> 	<ul style="list-style-type: none"><li>• Stop activity for a few hours.</li><li>• Move to a cooler location.</li><li>• Drink water, clear juice, or a sports beverage.</li><li>• Seek medical attention if cramps do not subside within one hour.</li></ul>
HEAT EXHAUSTION	<ul style="list-style-type: none"><li>• Heavy sweating</li><li>• Weakness</li><li>• Fatigue</li><li>• Headache</li><li>• Dizziness</li><li>• Nausea or vomiting</li><li>• Fainting</li><li>• Irritability</li><li>• Thirst</li><li>• Decreased urine output</li></ul> 	<ul style="list-style-type: none"><li>• Move to an air-conditioned environment.</li><li>• Lie down.</li><li>• Loosen clothing or change into lightweight clothing.</li><li>• Sip cool, non-alcoholic beverages.</li><li>• Take a cool shower or bath, or apply cool, wet cloths to as much of the body as possible.</li><li>• Seek medical attention if symptoms worsen or last longer than one hour, or if the victim has heart problems or high blood pressure.</li></ul>
HEAT STROKE	<ul style="list-style-type: none"><li>• Very high body temperature</li><li>• Altered mental state</li><li>• Throbbing headache</li><li>• Confusion</li><li>• Nausea</li><li>• Dizziness</li><li>• Hot, dry skin or profuse sweating</li><li>• Unconsciousness</li></ul> 	<ul style="list-style-type: none"><li>• Call 911 immediately and follow the operator's directions—<b>this is a medical emergency.</b></li><li>• Reduce the person's body temperature with whatever methods you can: wrap the person in cool cloths, immerse them in a cool bath, or spray them with cool hose water.</li><li>• After administering cooling methods, move the person to a cooler place.</li><li>• Do NOT give liquids.</li><li>• If there is uncontrollable muscle twitching, keep the victim safe, but do not place any objects in his or her mouth.</li><li>• If there is vomiting, turn the victim on his or her side to keep the airway open.</li></ul>

Source: CDC, 2012<sup>11</sup>



# Extreme Heat: Who is at Risk? Delta Sigma Theta Emergency Response Plan














# Delta Sigma Theta Emergency Response Plan










## What Should I Do During an Extreme Heat Event?

### Do

-  Use air conditioners or spend time in air-conditioned places, such as cooling centers, malls, or libraries.
-  Use electric fans to provide comfort when the temperature is below 95°F.<sup>10</sup> Fans can make sweat evaporate more quickly from your body. More evaporation means more heat can leave your body.
-  Take a cool shower or bath to help cool off.
-  Minimize direct exposure to the sun.
-  Stay hydrated—drink water or beverages without caffeine, sugar, or alcohol throughout the day.
-  Eat light, cool, and easy-to-digest foods such as fruit or salads.
-  Wear loose-fitting, light-colored clothes.
-  Know the symptoms of heat-related illnesses and the appropriate responses.
-  Check the local news for health and safety updates.<sup>13</sup>

### Don't

-  Leave children, pets, or persons with mobility problems alone in cars for any amount of time.
-  Drink alcohol to try to stay cool.
-  Use the stove or oven to cook—it will make you and your house hotter.<sup>13</sup>
-  Eat heavy, hot, or hard-to-digest foods.
-  Wear heavy, dark clothing, which absorbs heat from the sun.
-  Exercise outdoors during the hottest hours of the day (usually 10 a.m. to 5 p.m.).
-  Use an electric fan when the temperature is over 95°F. When the temperature is in the mid-90s or higher, electric fans will not prevent heat-related illness.

### Help Others Cope with Extreme Heat

- Check on **older, sick, or disabled people**, including neighbors, family members, or friends who may need help responding to the heat. Be sure to check on those who live alone to ensure that they stay hydrated and cool. Some chronic conditions, such as diabetes or kidney disorders, can be made worse by heat exposure, and individuals affected by those conditions should be closely monitored in an extreme heat event.<sup>9</sup>
- Call your local public officials if you see **homeless people** in need of help. In some places, the non-emergency services hotline is 311, but check your local availability. Homeless people can be at great risk during extreme heat events,<sup>11</sup> especially if they are elderly or disabled, struggle with alcohol or drug addiction, or suffer from medical conditions such as diabetes, high blood pressure, or mental illness.
- Limit strenuous outdoor activity for **young children**, and make sure they take regular water breaks when playing outside. If possible, bring outdoor activities inside.
- Schedule workouts for **athletes** earlier or later in the day when the temperature is cooler. If possible, limit outdoor activity or bring outdoor events inside.
- If you are an **athlete or work outside**, monitor your teammates or co-workers, and watch for symptoms of heat-related illnesses.



# Delta Sigma Theta Emergency Response Plan

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## Appendix G – Active Shooter Event Quick Reference Guide



# Delta Sigma Theta Emergency Response Plan

### When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

### Information to provide to 911 operations:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

### For questions or additional assistance contact:

Your local law enforcement authorities or FBI Field [office](#) -



Department of Homeland Security  
3801 Nebraska Ave, NW  
Washington, DC 20528



## ACTIVE SHOOTER EVENT

### QUICK REFERENCE GUIDE

An "active shooter" is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- Victims are selected at random*
- Event is unpredictable and evolves quickly*
- Knowing what to do can save lives*



# Delta Sigma Theta Emergency Response Plan

## ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.



**You have three options:**

### 1 RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

### 2 HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

### 3 FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.



# Delta Sigma Theta Emergency Response Plan

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# Delta Sigma Theta Emergency Response Plan

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## Appendix H - Austin Area Emergency Contacts





# Delta Sigma Theta Emergency Response Plan

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## Police Stations:

- Austin ..... 512-974-2000
- Bastrop..... 512-332-8600
- Buda ..... 512-312-1001
- Cedar Park..... 512-260-4600
- Dale..... 512-398-4401
- Del Valle..... 512-974-8241
- Dripping Springs..... 512-858-4619
- Elgin ..... 512-285-4445
- Georgetown ..... 512-930-3510
- Hutto ..... 512-846-2200
- Kyle..... 512-268-0859
- Lago Vista..... 512-267-7141
- Leander..... 512-528-2800
- Manor ..... 512-272-8177
- Pflugerville ..... 512-990-6700
- Round Rock..... 512-218-5500
- San Marcos ..... 512-753-2108
- Taylor ..... 512-365-2509

## Government Emergency Management Agency:

- **FEMA: Dial 211 Texas "Connecting People and Services"**
- **Texas Division of Emergency Management:**  
Ph: 803-397-2314 Website: <https://tdem.texas.gov>

## By County:

- Hays County Emergency Management:..... 512-393-7301  
or: ..... 512-393-5538
- Travis County Emergency Management: ..... 512-974-0450
- Williamson County Emergency Management:..... 512-864-8282

## Various Cities with specific Emergency Management departments:

- Cedar Park Emergency Management: ..... 512-401-5000
- Georgetown Emergency Management:..... 512-930-6636
- Round Rock Emergency Management: ..... 512-281-6632



# Delta Sigma Theta Emergency Response Plan

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## Resources

The following sites have been instrumental in the development of the Chapter Emergency Response Plan.

### Plan Ahead for

#### Disasters–

[www.ready.gov](http://www.ready.gov)

### Climate Change and Extreme Heat– What You Can Do to Prepare–

<https://www.epa.gov/sites/production/files/2016-10/documents/extreme-heat-guidebook.pdf>

### Austin Community College Emergency

#### Management–

<https://www.austincc.edu/offices/emergency-management>

### Active Shooter Event Quick Reference Guide, Department of Homeland Security–

<https://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-2017-508.pdf>

## Acknowledgements

The Austin Alumnae Emergency Response Plan was made possible by contributing members of the chapter's Emergency Response Team and Executive Leadership. These sorors have worked diligently to create a plan that can be used as a resource for chapter members as each of us is encouraged to **Be Delta Ready** for all types of emergency situations. Simultaneously, the ERP addresses the primary tenant of life safety.



# Delta Sigma Theta Emergency Response Plan

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## Revision History

Revision No.	Date	Description of Changes	Authorization
1	April 2022	Updated to more closely resemble National Headquarters template. COVID-19 Safety plan included in document	

## Plan Distribution & Access

The Plan will be distributed to members of the emergency response team and uploaded to the chapter's website for viewing by all members. A master copy of the document should be maintained by the emergency response team leader.

Print copies of this plan will be held within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this Plan should be stored on a secure and accessible website that would allow teammember access if servers are down.

Electronic copies should also be stored on a secured USB flash drive for printing on demand.