



# Texila American University



Emergency Action Plan



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## 1. Incident Management Committee

Any emergency incident at the Texila American University is managed and monitored by the Incident management committee which comprises of the following members. Depending on the nature of the incident, the incident management Committee will take the form of a task force and additional members will be added from time to time.

CHAIR – Chief Executive Officer

MEMBER – Provost

MEMBER – Chief Operating Officer

MEMBER- Dean(s)

MEMBER – Head Security

MEMBER – Operation Manager

The IMT will coordinate all aspects of the University’s Emergency Operation Plan, and respond to a range of emerging threats, including dangerous weather. The IMT operates on proven emergency management best practices. Members of the IMT span the University’s stakeholders and include key management staff.

This Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency involves unique circumstances, the guidelines for each situation have been laid out carefully. Thoughtful actions based on situation assessment are always required when responding to an emergency.

Emergencies can be identified as Medical, Fire, Severe Weather, Bomb Threats, Chemical Spills, Terrorist Attacks, Criminal Acts, and Extended Power Loss. Personnel should identify these emergencies report them to the Emergency Coordinator and alert the Police. The local Emergency Services respond to emergencies. Assembly Area (Northeast Corner)





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## 2. Alerting Personnel

- The following apply during fires and other workplace emergencies requiring evacuation:
- The fire alarm (emergency alarm) will be activated, and personnel will calmly evacuate using designated escape routes giving vocal alarms of “FIRE”, etc.
- Personnel will investigate rooms as they leave the suite and notify personnel to exit; do not delay your evacuation for this purpose.
- Personnel will assemble and remain in the Evacuation Assembly Area. Leaving the group or failing to report to the Evacuation Assembly Area can cause unnecessary effort locating personnel believed to be missing.
- Immediately notify your Fire Marshal or the Emergency Coordinator of missing or unaccounted for personnel.
- Stay alert and listen for instructions.
- Await guidance to disperse, return to the building or take additional measures.
- In the event of a Medical or other emergency that does NOT require evacuation, alert Police, and notify the Emergency Coordinator.

## 3. Roles And Responsibilities

### 3a. Authority:

Emergency Coordinator, Fire Marshals, and Aides for Persons with Disabilities are responsible only for evacuating personnel out of the suite and assisting personnel to the Assembly Area. Administrative Managers assume responsibility once our personnel exit. Upon their arrival, Emergency Services will assume command.

### Non-Emergency Responsibilities:

- Ensure the dissemination, implementation and updating of the EAP.
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After-Action Review following an emergency event and provide a copy to the Building and Estates Committee.
- The EAP will be maintained following guidelines and shall include:
- Emergency escape procedures and emergency escape route assignments.
- Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
- Procedures to account for all personnel following evacuation.

### Duties/Responsibility during an Emergency:

- Ensure Fire Marshals initiate and complete accountability and/or evacuation.
- Coordinate the orderly evacuation of personnel when needed.
- Obtain accountability for our personnel following the incident and/or evacuation.
- Provide Emergency Response personnel with necessary facility information.
- Notify Building Management & Emergency Response of unaccounted-for personnel.



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## **3b. Floor Marshals**

A minimum of two Floor Marshals will be assigned to each wing (Floor Plan attached).

### **Non-Emergency Responsibilities:**

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.
- Attend a minimum of 10 hours of training in a year.
- Maintain an accurate roster of all members assigned to his/her zone, which will be updated at least four times a year upon the arrival of any new personnel.

### **Duties/Responsibilities during an Emergency:**

- Put on a vest, take your cellphone, and copy of the EAP Position and Personnel Roster and ensure accountabilities for all personnel in your zone.
- During an evacuation, direct people out of your zone and exit via the stairwells; remind employees NOT to run as the floor is smooth.
- Upon arrival at the Assembly Area, confirm all personnel are present or are otherwise accounted for (e.g., illness, travel, vacation, meetings).
- Immediately notify Emergency Coordinator – Head Security of unaccounted for/missing personnel.

## **3c. Aide for Persons with Disabilities (APD)**

### **Non-Emergency Responsibilities:**

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.
- Attending a minimum of 5 hours of training in a year.

### **Duties/Responsibilities during an Emergency:**

- Put on the vest, take your cellphone, and copy the EAP Position and Personnel Roster.
- Locate the Mobility Impaired Person(s) and assist them in getting to the designated mobility-impaired location—the stairwell landing.
- Contact the Emergency Coordinator via the contact information located on your recall roster and let them know what stairwell you are in and that you have arrived there safely with the person needing assistance.
- Continue to wait on stairwell landing until flashing strobes/alarms have been silenced. Once the alarm has been shut off, assist the person back to their workstation.

## **3d. All other Personnel**

- Attending a minimum of 2 hours of training in a year.
- Understand all information in EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for personnel serving as EC/FC/APD, where to find the AED, evacuation routes and procedures, and Assembly Area location.

## **4. General Instruction for Reporting Emergencies**

- Summon emergency assistance by **\*\*CALLING 911\*\***
- Be prepared to provide the following information:
- Your name and location.
- The phone number from where the call is being made.
- Location of the emergency, including facility name, Building (Campus, Hostel, or Residence), block, and full address.

Type of Emergency:



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- Medical
- Fire
- Confined Space Rescue
- Hazardous Material
- Criminal Act
- Bomb Threat

## **Other Important Information:**

- Number and condition of victims.
- Location and extent of the situation, hazard, fire, etc.
- Involvement of Hazardous Materials (as available, give product name and/or describe any markings, labels, or placards).
- After the call the station had someone to direct Emergency Response personnel to the scene of the emergency.

## **5. Medical Emergencies**

- Survey The Scene; Evaluate Personal Safety Issues.
- REQUEST ASSISTANCE (SHOUT FOR HELP) \*\*CALL 911\*\*
- Provide the following information:
  - Number and location of victim(s)
  - Nature of injury or illness
  - Hazards involved.
  - Nearest entrance (emergency access point)
  - Alert trained employees to respond to the victim's location and bring a first aid kit or Automated External Defibrillator (AED).
  - Location of First Aid Kits and Automated External Defibrillator(s)
  - First Aid Kit (Entrance, Exit, Clinic, Library, Multimedia)
  - Automated External Defibrillator (Clinic) procedures
  - Only trained responders should provide first aid assistance.
  - Do not move the victim unless the victim's location is unsafe.
  - 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 the victim(s).
  - Refer to Appendix 5 for the Medical Emergency Response flow chart.

## **6. Fire Emergency Plan**

Deaths and damage caused by fires can be mitigated if proper preparation and response procedures are taken by individuals during a fire. This Plan provides information to help individuals plan, prepare, and respond to a fire. This Plan should be used in conjunction with the Emergency Evacuation Guide. It is the responsibility of supervisors and faculty to ensure that employees and students are familiar with evacuation signals, evacuation routes, exterior designated assembly areas, and other procedures related to fire safety and evacuation.



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## Planning And Preparation

To plan and prepare for possible fire emergencies on campus, the following planning and preparation measures should be done by students, faculty, and staff:

**Participate in fire drills:** Whenever a fire alarm is activated, it is mandatory that all persons evacuate the building. Practicing evacuation procedures during drills and alarms is the best way to prepare for a real fire emergency.

**Identify primary and alternate exits from the building:** Exit route signs are posted in conspicuous locations throughout university buildings that identify primary and alternate exit routes. All individuals should familiarize themselves with exit routes for the building(s) they occupy.

**Learn to use a fire extinguisher:** The fire and safety department of Guyana offers periodic training in the use of portable fire extinguishers. TAU faculty, staff, and students are not required to attempt to extinguish a fire, only to warn others and evacuate the building.

## Evacuation Procedures

Immediately reporting a fire, suspected fire, or fire alarm is the most important action necessary to mitigate fire damage, prevent injury or death, warn others, and avoid property damage. If you discover or become aware of a fire in your building or work area:

- Activate the building fire alarm using a manual pull station located near an exit door.
- Dial 911 from any university landline or your cell phone and be prepared to give the exact location of the fire, including campus, building address, building name, and cause of the fire if the cause is known.
- If you are confident, you can control the fire with a portable fire extinguisher and have been properly trained in the use of portable fire extinguishers, attempt to extinguish the fire if it is safe to do so.
- Never allow a fire to come between you and an exit. Assist individuals with disabilities and those who appear to need direction.
- Evacuate the building as quickly as possible, using the primary or alternate exit routes. Exit route signs are posted in conspicuous locations throughout university buildings. Alternate exit routes have been identified in case the primary evacuation route is obstructed by a hazard, is occupied by emergency response personnel, or cannot otherwise be used.
- Proceed to the designated assembly area and verbally warn others to evacuate the building as you exit the building. Designated assembly areas should be identified in the evacuation signs.
- If you are unable to exit the building due to fire, mobility challenge, or other hazard, notify a person who is exiting the building or notify the police by dialing 911 from any university landline or your cell phone, shouting for assistance, dropping an object to the ground from an exterior window, or hang a highly visible object from a window to get the attention of first responders.
- Do not re-enter the building until informed it is safe to do so by the University security officials or the fire department.
- Keep in mind these tips as you follow the steps listed above:
- Feel door handles with the back of your hand before opening a door(s).
- If the door handle is hot, don't open it. Go to a phone or window and call for help.
- If the handle is not hot, open it cautiously.
- Check for smoke, heat or fire before going out.
- If smoke is present, stay as low as possible and crawl to an exit door. Keep one shoulder against the wall as you exit the building to avoid becoming lost.



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- Do not use elevators.
- Knock on closed doors as you leave and yell “FIRE!” on your way out.
- Make note of the location of anyone who may have been unable or refused to evacuate.
- Additional information regarding emergency evacuation for fire or other emergencies is available in the Emergency Action Plan.

## Fire Drills

- Emergency evacuation and fire drills are conducted frequently by the fire department of Guyana. Employees are required to always familiarize themselves with the evaluation procedures.
- If a fire is reported, pull the fire alarm, (if available and not already activated) to warn.

## 7. Active Shooter and Workplace Violence

Profile of an Active Shooter:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

How to respond when an Active Shooter is in your vicinity:

1. Evacuate	2. Hide Out	3. Act
Have an escape route and plan in mind. Leave your belongings behind. Keep your hands visible.	Hide in an area out of the active shooter's view. Block entry to your hiding place and lock doors.	As a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter.

\*\*\*\*\*CALL 911 WHEN IT IS SAFE TO DO \*\*\*\*\*

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### How You Should React When Law Enforcement Arrives

- Remain calm and follow officers’ instructions.
- Immediately raise hands and spread fingers.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do Not Stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises.

### Information You Should Provide to Law Enforcement

- Location of an active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapon(s)
- Number of potential victims at the location





## 8. Bomb Threats

### Phone Bomb Threats

- Stay calm – Do Not Alarm Others.
- Notify your supervisor who will report the threat to law enforcement by
- **\*\*CALLING 911\*\***. If a supervisor is not present, you make the call.
- The decision to evacuate the building will be made by law enforcement personnel.

### Written Bomb Threat

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do Not Alarm Others.
- Notify your supervisor who will report the threat to law enforcement by
- **CALLING 911**. If a supervisor is not present, you make the call.
- Do not give information to anyone except the supervisor and law enforcement personnel.

## 9. Severe Weather and Natural Disasters

### 10a. Tornado:

- When a warning is issued by sirens or other means, seek shelter inside. The following are recommended locations for shelter:
- Small interior rooms on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick, or block with no windows.
- When a warning is issued by sirens or other means, seek shelter inside.
- Stay away from outside walls and windows.
- Use your arms to protect the head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### 10b. Earthquake:

- Stay calm and await instructions from the Emergency Coordinator.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator or the designated official.
- 10c. Flood:
- Be ready to evacuate as directed by the Emergency Coordinator.
- Follow the recommended primary or secondary evacuation routes.
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If the car stalls, abandon it immediately and climb to higher ground.

## 10. Extended Power Loss

- In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:
- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and affecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
- Fire sprinkler system.
- Standpipes



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- Potable water lines
- Toilets
- Equipment that contains fluids that may freeze due to long-term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

## **Upon Restoration of Heat and Power:**

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water is turned back on.

## **11. Persons With Disabilities**

### Employee and Supervisor Responsibilities

If you are an employee with a disability, there are critical steps you should take to help ensure that you will be safe during an emergency. First, inform your supervisor if you require assistance in the event of an evacuation. Second, work with your supervisor to develop a plan to ensure your safe evacuation in the event of an emergency. If you do not wish to share your needs with your supervisor, you should review the procedures to be followed in an emergency affecting your assigned facility and familiarize yourself with your evacuation route and assembly area.

If you are a supervisor, you are responsible for reviewing your facility's EAP with all employees under your supervision, including those with disabilities, to ensure that each employee clearly understands the procedures that must be followed during an emergency event. Be proactive in developing emergency plans to meet the needs of employees with a disability. You should also include your employees with disabilities in the decision-making process when selecting special equipment and developing evacuation procedures in collaboration with your building managers. Ensure the "Aide for Persons with Disabilities is notified of any employee that may require special assistance in the event of evacuation or emergency.

### Procedures

- Options for disability evacuation include:
- Shelter in Place — Take immediate shelter at the designated location.
- Evacuation Chair or Other Assistive Device — An evacuation chair or escape chair is a lightweight wheelchair used to evacuate a physically disabled person from an area of danger, such as a burning building. The chair is designed to allow an attendant to transfer the person downstairs more safely than could be done with a normal wheelchair. Such chairs may be folded to a small size and stowed in much the same manner as other firefighting equipment such as fire hoses and fire extinguishers.
- Two-person Carry — This is a way to carry a person to safety with the assistance of a partner. The two assistants link arms to form a backrest and grip wrists from a seat.
- Please remember, when making decisions regarding the best way to evacuate individuals with disabilities from your building, you should work closely with your local emergency response personnel and their safety specialists.

## **12. Disease Outbreaks**

### Responsibilities:

Owners: Registrar, Dean, and Operations are responsible for the development, monitoring, and review of the situation.

### Action:

- Inform the Emergency Medical Response Team (Trained Doctor, Nurses, and Admin Staff) and the parent or carer where they believe, on reasonable grounds, that a student has a vaccine-



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preventable disease, or has been in contact with a person with the disease or a non-immunized child has been in contact with a person with the disease.

- Inform the Human Resource Manager on reasonable grounds, that a staff member has a vaccine-preventable disease.
- Provide the information requested by a Response team, to control the spread of the disease.
- Follow procedures for that disease and comply with directions by the Chief Medical Officer, Ministry of Public Health.
- Principals of the University to notify students and require a university to close.
- Inform parents, caretakers, volunteers, and visitors of outbreaks of the disease.
- Must take reasonable precautions if the staff/students know or suspect that they have a transmissible notifiable condition or have had contact with such a person. Reasonable precautions include precautions taken on the advice of a doctor, Nurse, or authorized response team.
- Student Affairs:
  - Will provide information to Registration on immunization records and exclusion requirements annually for schools as a part of the enrolment process.
  - May issue School Health Directions including directives and/or specified actions if the Response Team believes, on reasonable grounds, that there is an outbreak of a vaccine-preventable disease at a school, or in the local community.
- Parents and Careers:
  - Must exclude their child from university and, as soon as possible, notify the university if they have reasonable grounds for believing their child has one of the diseases listed as an outbreak or has been in contact with a person with one of those diseases.
  - Parents must comply with any directions by the university concerning vaccine-preventable diseases.
  - Parents and carers must take reasonable precautions to prevent the spread of disease.

## 13. Monitoring And Review

The Owners monitor the policy annually scan of operation and review.

### 14a. COVID-19

Responsibilities:

Owners: Dean College of Medicine, Head Operations & HOD College of Medicine are responsible for the development, monitoring, and review of the situation.

Action:

- All students and staff will be assured (Regular Campus Monitoring and Patrol by trained security officers) that they observe all COVID-19 protocols. (Social Distancing [6 Feet], Wearing Mask, Hand Sanitizing).
- Temperature check before entering the campus by trained professionals.
- Sanitizing the campus and medical daily before the start of the day.
- Negative PCR test collection from the students before the start of the semester.
- Students/Staff with a body temperature of more than 38 C will be asked to go back without entering campus and before returning they will need to have a medical examination certificate (Records will be sorted in the registered office).
- If the student/staff working on campus are found positive for COVID, the campus will be Sanitized, and the campus shall resume normal work after 24 hours. All the contacts who were with the positive patient will be asked to do a self-quarantine and return with a Negative test report after 7 days of quarantine.
- The University COVID task force team will be created under the supervision of the Dean's office, to ensure all plans and measures are always followed.
- A separate room will be prepared along with the required medicines, to allow the systemic patient to get themselves rested and take the required dose of Medicine.



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- All the classrooms and working spaces will be set up with adequate social distancing.
- Sanitizing points shall be kept for regular sanitizing.
- All the international students/staff will need to get self-isolated for 14 days before coming to the university.
- Every 45 days once, the COVID testing scheme will be run on the campus, with the support of the Ministry of Health – Guyana.
- Fortnightly orientation and implementation of COVID precautions will be given to students/ staff.

## 14b. Sexually Transmitted Diseases

Responsibilities:

Owners: Dean College of Medicine, Head Operations & HOD College of Medicine are responsible for the development, monitoring, and review of the situation.

Action:

- Coordination: Determine coordination structure and establish a network of resource persons.
- Assessment and monitoring: Conduct situation analysis and involve local institutions.
- Protection: Ensure humanitarian activities to minimize the risk of sexual violence, exploitation, and HIV-related discrimination.
- Water and Sanitation: organize an awareness campaign on hygiene and sanitation.
- Food and nutrition: Promote appropriate care and feeding practices.
- Health: Train health professionals, peer educators, and staff

## 14. Appendix 1- Staff Responsibilities

Admin Manager	IT Manager	HR & Student Affairs Manager
Notifies the head of the emergency team of any serious situation requiring action. Arrange for any necessary services, equipment, and supplies. Reports to the head of the emergency team.	Monitor the number of people inside the campus. Monitor the activities through CCTV. Reports to the head of the emergency team.	Frequent training to be organized for students and staff. Awareness emails and posters are to be circulated periodically. Communicates to parents and relatives respectively.

Response Action Team

Salvages as much as possible

Stabilizes the condition.

Reports to the head of the emergency team

## 15. Appendix 2- Contact Details for Emergency Response Team

FUNCTION	NAME	HOME PHONE #	OFFICE PHONE #
Operations	Mr. Ravi Shankar	6798225	2657650
Admin Manager	Mr. Dillon	6831754	2657650
Nurse	Dr. Dave Pagunthalan	6769729	2657650
Student Affairs	Mr. Chakkravarthy	6762334	2657650
Security	Mr. Krishna Raj Lekhraj	6949601	2657650



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## Outside office hours:

<b>FUNCTION</b>	<b>NAME</b>	<b>HOME PHONE #</b>
Operations	Mr. Ravi Shankar	6798225
Admin Manager	Mr. Dillon	6831754
Student Affairs	Mr. Chakkravarthy	6762334
Security	Mr. Krishna Raj Lekhraj	6949601

## Contact Details of Senior Management Team

<b>NAME &amp; Designation</b>	<b>HOME PHONE #</b>	<b>OFFICE PHONE #</b>
CEO – Syamkumar Gopinathan	+18172913616	2657650
Provost – Dr Hugh Duckworth	+16629108589	2657650
CAO – Dr Dheeraj Bansal	6803068	2657650
COO & Registrar– Dr Ajay Kumar Singh Rajput	6779009	2657650



## 16. Appendix 3- Ideal Emergency Equipment and Supplies

- Aprons axes
- batteries for lights or flashlights bolt cutter
- brooms
- clean unprinted newsprint coveralls
- crowbar dehumidifiers.
- detergents and cleaning solutions disinfectants
- dollies or handcarts drills
- drinkable water dust masks dustpan extension cables eye protector fans, electric
- first aid kits and medical supplies flashlights
- food supplies for emergency use fume masks
- generator glue hammers hard hats jack.
- kitchen towels
- labels (self-adhesive, waterproof) latex gloves
- lumber
- mops and buckets nails, screws, fasteners note pads.
- pencils
- permanent markers pipe cutters
- plastic bags, crates, sheets pliers
- plywood (for replacing or covering windows)
- portable lighting systems protective boots protective clothing
- pumps, hand, and electric for water radio, battery-operated
- rope
- rubber boots saws scissors screwdrivers
- shovels or scoops of silicone paper sledgehammer
- sleeping bags or blankets sponges
- staple gun and staple string
- surgical gloves
- tape (masking or duct tape) tape measure.
- utility knives vacuums, wet/dry water hoses
- water spray bottles waterproof clothing wire
- wire cutters wrenches



## 17. Appendix 4 Incident Report

SECTION A		Report No.	
To		Type of Incident	
Date of Incident	Time	Location	
Name of Person Reporting			
Description of Incident			
SECTION B			
Assessment of Collection Damages		Name of Assessor	
Action Taken			
Assessment of Structural Damages		Name of Building Manager	
Action Taken			
Name(s) of Other Individuals Responding to the Emergency or Disaster	Designation	Telephone Number	
Reviewed by	Date	Signature	



## 18. Appendix 5. Drill report.

SECTION A		Report No.	
To		Type of Drill	
Date of Drill	Time	Location	
Name of Person Conducting Drill			
Description of Drill			
SECTION B			
Assessment of Drill		Name of Assessor	
Action Taken			
Assessment of Drill		Name of Building Manager	
Photos			
Action taken			
Name(s) of Other Individuals Responding to the Emergency or Disaster		Designation	Telephone Number
Reviewed by	Date	Signature	





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## 19. Appendix 6: Calander Of Events

Month	Details	Participants	Remarks
Jan	Training and Appointments	Students and staff	LMS – Self -Learning Classroom Learning
March	Campus inspection for fire safety	By External Agency	Fire Extinguisher, Fire Alarm, and Smoke Detector
April	Evacuation Drill - 1	Students, staff, and neighbors	In the presence of the fire officer and police force
Sep	Training and Appointments	Students and staff	LMS – Self -Learning Classroom Learning
Oct	Evacuation Drill - 2	Student, staff, and neighbors	In the presence of the fire officer and police force