

# TEXILA AMERICAN UNIVERSITY

College of Medicine

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## EMERGENCY ACTION PLAN

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Providence Campus, East Bank Demerara, Guyana

[www.tau.edu.gy](http://www.tau.edu.gy)

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## 1. Incident Management Committee

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

| Role   | Title                   |
|--------|-------------------------|
| Chair  | Chief Executive Officer |
| Member | Provost                 |
| Member | Chief Operating Officer |
| Member | Dean(s)                 |
| Member | Head Security           |
| Member | Operations Manager      |

The Incident Management Committee (IMC) will coordinate all aspects of the University's Emergency Operation Plan and respond to a range of emerging threats, including dangerous weather. The IMC operates on proven emergency management best practices and includes key management staff spanning the University's stakeholders.

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. Local Emergency Services respond to emergencies. The assembly area is located at the Northeast Corner of the campus.

## 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 and notify others 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 Assembly Area can cause unnecessary effort locating personnel believed to be missing.
- Immediately notify your Floor 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.

### **Student Notification**

In the event of an emergency, students on campus will be notified through available institutional communication channels, which may include direct verbal notification by Floor Marshals, PA announcements, SMS alerts, and notifications via the Learning Management System (LMS) or Campus Management System (CMS), as appropriate to the nature of the emergency.

## **3. Roles and Responsibilities**

### **3a. Authority**

Emergency Coordinators, Floor Marshals, and Aides for Persons with Disabilities are responsible for evacuating personnel out of the building and assisting personnel to the Assembly Area. Administrative Managers assume responsibility once 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 optimise emergency response.
- Conduct and document an After-Action Review following an emergency event and provide a copy to the Building and Estates Committee.
- Maintain emergency escape procedures, route assignments, and accountability procedures.

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

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

### **3b. Floor Marshals**

A minimum of two Floor Marshals will be assigned to each wing.

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

- Understand the building's emergency procedures and be prepared to assume responsibilities promptly and calmly.
- Attend a minimum of 10 hours of training per year.
- Maintain an accurate roster of all members assigned to their zone, updated at least four times a year.

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

- Put on a vest, take your cellphone, and copy of the EAP Position and Personnel Roster and ensure accountability for all personnel in your zone.
- During an evacuation, direct people out of your zone and exit via the stairwells; remind personnel NOT to run as the floor is smooth.
- Upon arrival at the Assembly Area, confirm all personnel are present or otherwise accounted for.
- Immediately notify the Emergency Coordinator of unaccounted for or missing personnel.

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

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

- Understand the building's emergency procedures and be prepared to assume responsibilities promptly and calmly.
- Attend a minimum of 5 hours of training per year.

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

- Put on the vest, take your cellphone, and copy of the EAP Position and Personnel Roster.
- Locate the mobility-impaired person(s) and assist them in getting to the designated stairwell landing.
- Contact the Emergency Coordinator and report your stairwell location.
- Continue to wait on the stairwell landing until alarms have been silenced, then assist the person back to their workstation.

### **3d. All Other Personnel**

- Attend a minimum of 2 hours of training per year.
- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact information for personnel serving as Emergency Coordinator, Floor Marshal, and APD; know where to find the AED, evacuation routes, and the Assembly Area location.

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

- Summon emergency assistance by CALLING 911.
- Be prepared to provide: your name and location; the phone number from which the call is being made; location of the emergency including facility name, building, block, and full address; and type of emergency.
- Types of emergency include: Medical, Fire, Confined Space Rescue, Hazardous Material, Criminal Act, and Bomb Threat.
- Provide the number and condition of victims, location and extent of the situation, and any involvement of hazardous materials.
- After the call, station someone to direct Emergency Response personnel to the scene.

## 5. Medical Emergencies

- Survey the scene and evaluate personal safety.
- Request assistance (shout for help) and CALL 911.
- Provide: number and location of victim(s), nature of injury or illness, hazards involved, and nearest entrance.
- Alert trained employees to respond and bring a first aid kit or Automated External Defibrillator (AED).
- First Aid Kits are located at: Entrance, Exit, Clinic, Library, and Multimedia room.
- Automated External Defibrillator (AED) is located at the Clinic.
- 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 and direct them to the victim(s).

## 6. Fire Emergency Plan

Deaths and damage caused by fires can be mitigated if proper preparation and response procedures are followed. It is the responsibility of supervisors and faculty to ensure that employees and students are familiar with evacuation signals, routes, designated assembly areas, and other fire safety procedures.

### Planning and Preparation

- Participate in fire drills: whenever a fire alarm is activated, it is mandatory that all persons evacuate the building.
- Identify primary and alternate exits: exit route signs are posted throughout university buildings.
- Learn to use a fire extinguisher: the Fire and Safety Department of Guyana offers periodic training. TAU faculty, staff, and students are not required to attempt to extinguish a fire — only to warn others and evacuate.

## Evacuation Procedures

- Activate the building fire alarm using a manual pull station located near an exit door.
- Dial 911 and be prepared to give the exact location of the fire, including campus, building address, and cause if known.
- If trained and it is safe to do so, attempt to extinguish the fire with a portable extinguisher.
- Never allow a fire to come between you and an exit. Assist individuals with disabilities.
- Evacuate the building using primary or alternate exit routes and proceed to the designated assembly area.
- If unable to exit, notify police by dialling 911, shout for assistance, or hang a visible object from a window.
- Do not re-enter the building until informed it is safe by security officials or the fire department.
- Do not use elevators. Knock on closed doors and yell "FIRE!" on your way out.

## Fire Drills

- Emergency evacuation and fire drills are conducted by the Fire Department of Guyana. Employees are required to familiarise themselves with evacuation procedures.
- If a fire is reported, pull the fire alarm (if not already activated) to warn others.

## 7. Active Shooter and Workplace Violence

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. |

CALL 911 WHEN IT IS SAFE TO DO SO.

### How to Respond When Law Enforcement Arrives:

- Remain calm and follow officers' instructions.

- Immediately raise hands and spread fingers.
- Avoid making quick movements towards officers.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or directions when evacuating. Proceed in the direction from which the officers entered.

#### **Information to Provide to Law Enforcement:**

- Location of the 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, make the call yourself.
- The decision to evacuate the building will be made by law enforcement personnel.

### **Written Bomb Threats**

- 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.
- Do not give information to anyone except the supervisor and law enforcement personnel.

## **9. Severe Weather and Natural Disasters**

### **Tornado**

- When a warning is issued, seek shelter inside in small interior rooms on the lowest floor without windows, or hallways on the lowest floor away from doors and windows.
- 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.

## 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 designated official.

## 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.

## 10. Extended Power Loss

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge and cause damage to electronics.
- Fire sprinkler systems, standpipes, potable water lines, and toilets should be turned off and drained in the event of long-term power loss in freezing conditions.
- Equipment containing fluids that may freeze should be moved to heated areas, drained, or provided with auxiliary heat sources.

### Upon Restoration of Heat and Power:

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

## 11. Persons with Disabilities

If you are an employee with a disability, inform your supervisor if you require assistance in the event of an evacuation. Work with your supervisor to develop a plan for your safe evacuation. If you do not wish to share your needs with your supervisor, familiarise yourself with evacuation routes and the Assembly Area.

Supervisors are responsible for reviewing the EAP with all employees under their supervision, including those with disabilities. Be proactive in developing emergency plans for employees with disabilities and ensure the Aide for Persons with Disabilities is notified of anyone requiring special assistance.

### Evacuation Options for Persons with Disabilities:

- Shelter in Place: take immediate shelter at the designated location.

- Evacuation Chair or Other Assistive Device: a lightweight chair designed to allow an attendant to transfer a person with mobility impairment downstairs safely.
- Two-person Carry: two assistants link arms to form a backrest and grip wrists from a seat to carry a person to safety.

## 12. Disease Outbreaks

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

### **Actions:**

- Inform the Emergency Medical Response Team (trained Doctor, Nurses, and Admin Staff) and the parent or carer where a student is believed to have a vaccine-preventable disease or has been in contact with an infected person.
- Inform the Human Resource Manager if a staff member has a vaccine-preventable disease.
- Provide information requested by the 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.
- Notify students and, if required, close the university.
- Inform parents, caretakers, volunteers, and visitors of outbreaks.
- Take reasonable precautions if staff or students know or suspect they have a transmissible notifiable condition.

## 13. Clinical Training Sites

Students undertaking clinical rotations at TAUCOM's affiliated clinical sites are covered under the emergency action plans and safety protocols of the respective affiliated institutions. Each affiliated site maintains its own emergency response framework in accordance with applicable regulatory and institutional standards. TAUCOM students are oriented to site-specific emergency procedures at the commencement of each clinical placement.

## 14. Monitoring and Review

The Incident Management Committee monitors this policy annually and conducts a full review of operations and procedures. The EAP is updated as required and all updates are communicated to students and staff through the LMS, CMS, and direct communication from the Department of Student Affairs.

## Appendix 1: Staff Responsibilities

| Admin Manager                                                                                                                                                          | IT Manager                                                                                                                    | HR & Student Affairs Manager                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Notifies the head of the emergency team of any serious situation. Arranges for necessary services, equipment, and supplies. Reports to the head of the emergency team. | Monitors the number of people inside the campus. Monitors activities through CCTV. Reports to the head of the emergency team. | Organises frequent training for students and staff. Circulates awareness emails and posters periodically. Communicates to parents and relatives as appropriate. |

#### Response Action Team:

- Salvages as much as possible.
- Stabilises the condition.
- Reports to the head of the emergency team.

## Appendix 2: Contact Details for Emergency Response Team

#### Emergency Response Team:

| Function        | Name                | Phone    |
|-----------------|---------------------|----------|
| Operations      | Mr. Aajay Alwa      | 679-8225 |
| Admin Manager   | Mr. Dillon Bandhan  | 683-1754 |
| Nurse           | Dr. Dave Paguntalan | 676-9729 |
| Student Affairs | Mr. Chakkravarthy   | 676-2334 |
| Security        | Mr. Mukesh Chetri   | 694-9601 |

#### Senior Management Team:

| Name & Designation           | Home Phone      | Office Phone |
|------------------------------|-----------------|--------------|
| CEO — Syamkumar Gopinathan   | +1 817 291 3616 | 265-7650     |
| Provost — Dr. Hugh Duckworth | +1 662 910 8589 | 265-7650     |
| CAO — Dr. Dheeraj Bansal     | +592-680-3068   | 265-7650     |
| COO — Mr. Aajay Alwa         | +592-679-8225   | 265-7650     |

## Appendix 3: Emergency Equipment and Supplies

The following is a list of ideal emergency equipment and supplies that should be maintained on campus:

- First aid kits and medical supplies; Automated External Defibrillator (AED)
- Fire extinguishers; fire hoses; flashlights and batteries; portable lighting systems
- Generator; extension cables; battery-operated radio
- Personal protective equipment: hard hats, protective boots, protective clothing, latex gloves, surgical gloves, dust masks, fume masks, eye protectors
- Tools: axes, hammers, crowbar, sledgehammer, drills, saws, wire cutters, wrenches, screwdrivers, pipe cutters, utility knives
- Cleaning and sanitation supplies: mops, brooms, dustpans, detergents, disinfectants, sponges, water hoses, wet/dry vacuums
- Water and food supplies for emergency use; drinkable water
- Rope, lumber, plywood, plastic bags, crates, plastic sheets
- Sleeping bags or blankets; kitchen towels
- Labels (self-adhesive, waterproof), permanent markers, note pads, pencils, tape, staple gun
- Dollies or handcarts; pumps (hand and electric); dehumidifiers; fans

## Appendix 4: Calendar of Events

| Month     | Activity                          | Participants                    | Remarks                                                        |
|-----------|-----------------------------------|---------------------------------|----------------------------------------------------------------|
| January   | Training and Appointments         | Students and staff              | LMS Self-Learning and Classroom Learning                       |
| March     | Campus inspection for fire safety | External Agency                 | Fire extinguisher, fire alarm, and smoke detector check        |
| April     | Evacuation Drill 1                | Students, staff, and neighbours | Conducted in the presence of the fire officer and police force |
| September | Training and Appointments         | Students and staff              | LMS Self-Learning and Classroom Learning                       |
| October   | Evacuation Drill 2                | Students, staff, and neighbours | Conducted in the presence of the fire officer and police force |