



Emergency Desk Reference

UT Tyler Police - Office of Emergency Management



Important Phone Numbers

Medical Emergencies

Hazardous Materials

Fire Emergencies

Building/Utility Failure

Active Shooter

Psychological Crisis

Bomb Threat

Weather Emergency

People With Disabilities

Suspicious Person

General Procedures



Call UT Tyler Police - 903-566-7300 - 24 hours a day



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Emergency Numbers

| | |
|---------------------------------|--------------|
| Police Dispatch | 903-566-7300 |
| Police Administration | 903-566-7060 |
| Facilities | 903-566-7291 |
| Environmental Health and Safety | 903-566-7011 |
| Power Plant / Utilities | 903-566-7030 |
| Counseling Services | 903-566-7254 |
| Residence Life | 903-566-7008 |
| Marketing / Communications | 903-566-7170 |
| Student Health Clinic | 903-939-7870 |
| Emergency Management | 903-566-7446 |
| Tyler Police / Fire / Medical | 911 |



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Fire or Fire Alarm

- ▶ Remain calm and encourage others to do the same.
- ▶ Activate the nearest fire alarm.
- ▶ Alert those around you.
- ▶ Exit the area, turning off lights and shutting doors.
- ▶ Do Not use elevators at all.
- ▶ Evacuate building through nearest exit available.
- ▶ Move at least 100 feet from the structure.
- ▶ Follow first responder directions.
- ▶ Do Not return to building until authorized by emergency personnel.



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Tornado / Severe Weather

- ▶ Remain calm and encourage others to do the same.
- ▶ Listen for campus sirens or other warnings. Monitor weather conditions if possible.
- ▶ Move to designated tornado shelter or lowest level of the building, away from glass.
- ▶ Avoid area with large roof areas such as gyms and auditoriums.
- ▶ Avoid hazmat storage areas and labs.
- ▶ Do not go outside to seek shelter.
- ▶ Do not seek shelter in a car.
- ▶ Remain sheltered until you receive an official all-clear notification.
- ▶ Report any injuries to first responders.



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Medical Emergency or Injury

- ▶ Remain calm and encourage others to do the same.
- ▶ If the injury appears to be serious or the individual requests it, call 911 immediately.
- ▶ Do not attempt to move a person who has fallen or appears to be in pain.
- ▶ Limit your communication with the injured person to calming reassurances.
- ▶ If properly trained individuals chose to administer first aid for minor injuries, ensure proper procedures are followed.
- ▶ Continue to assist the victim until help arrives.
- ▶ After ANY accident, notify UT Tyler Police dispatch at 903-566-7300.



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Active Shooter



- ▶ **Run away from the sound of shots or armed person. If you can't escape, hide and stay out of sight.**
- ▶ **Lock doors, close blinds, turn off lights, silence phone.**
- ▶ **Have one person call 911 or 903-566-7300.**
- ▶ **Remain hidden and quiet until official notification.**
- ▶ **If you are cornered and have no choice, improvise a weapon and fight as a group if possible.**

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Suspicious Person / Suspicious Package



Suspicious Person

Do Not threaten or physically confront the person.

Do Not let anyone into a locked building, room, office.

Do Not block the person's access to an exit.

If the person asks to speak to someone, ask them to have a seat and move outside their hearing range.

Call 911 or 903-566-7300 as soon as it is safe to do so.

Make mental notes about the person's clothing and features.



Suspicious Package

Do Not touch or move the item.

Move away from the area.

Call 911 or 903-566-7300 from a desk phone

Calmly encourage others to avoid the area.

Look for indicators: no return address, odd smell, leakage of liquid, powder or unknown substance, strange sounds from the item.



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Psychological Crisis / Suicide Threat

- If you come into contact with someone experiencing a psychological crisis that appears to be potentially dangerous, do not attempt to handle the situation alone.

Contact 911 or 903-566-7300 immediately.

The individual may seem unusually aggressive, hostile, having uncontrollable behavior, or may be completely withdrawn or silent.

- **If an individual is contemplating suicide:**



- Remain calm.
- Try to provide a safe, quiet place for the individual.
- Maintain a supportive attitude.
- Remind them they are not alone.
- Do not minimize their concerns or express opinions or pass judgement.
- Call 911 or 903-566-7300 immediately.
- If the person needs counseling assistance, call 7254.

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Bomb Threat

- ▶ If you receive a phone-call bomb threat, attempt to ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - Why did you place it?

- ▶ Keep the caller on the line as long as possible, have a co-worker call 911 or 903-566-7300 from a desk phone.

- ▶ Document the following information during the call:
 - Time of call.
 - Age and gender of the caller.
 - Speech pattern or accent.
 - Emotional state of the caller.
 - Background noises.

- ▶ Evacuate the building, making note of any suspicious items you see on the way out.

Do Not handle or go near suspicious items.

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Hazmat / Chemical Release

- ▶ **In case of hazardous material spill, chemical leak or strange odor:**
 - Remove yourself from the area and keep others away.
 - Do not walk into, touch or smell any spilled substance.
 - Try not to inhale gasses, fumes, or smoke.
 - If possible, cover mouth with cloth while leaving area.
 - Stay away from accident victims until the hazardous material has been identified.
 - Try to stay upwind of the accident site.

- ▶ Call UT Tyler Police immediately at 903-566-7300 and give your name, location and any information about the issue. The police will notify other necessary UT Tyler departments.

- ▶ For information about chemicals you work with, refer to the Safety Data Sheet. Copies are in each laboratory work area and on the UT Tyler web site.

- ▶ Other questions about potential hazardous situations or chemicals should be referred to Environmental Health and Safety.

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Criminal / Civil Disturbance

If you witness a VIOLENT or CRIMINAL Behavior:

- If you are a victim or a witness to any on-campus criminal act or suspicious person, call 911 or 903-566-7300 right away.
- Make note of details and provide them to police dispatch
- Information may be reported anonymously.

If a CIVIL DISTURANCE or RIOT is in progress:

- Remain a safe distance from crowd activities.
- Lock all windows and doors in your area.
- Avoid confrontation with crowd participants.
- Call 911 or 903-566-7300 right away.
- Provide the dispatcher with what information you can.

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Building / Utility Failures

Electrical Power Failure:

- Immediately notify police dispatch at 903-566-7300
- Unplug all equipment in your area.
- Move carefully to a lighted area.

Gas Leak:

- Do not switch lights or other electrical equipment on or off.
- Notify others in the building to evacuate calmly.

Ventilation:

- Cease operations immediately, exit the area.
- Contact U.T. Tyler Police at 903-566-7300

A.C. / Heat:

Contact Physical Plant - 903-565-5658

Flooding:

- Stop using all electrical equipment immediately.
- Call U.T. Police at 903-566-7300
- Carefully exit the building.

Stuck Elevator:

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General Procedures

Evacuation:

- Calmly move toward the nearest exit.
- Help others on your way out.
- Meet at a designated spot at least 200 feet from building.
- Try to identify anyone who may still be inside.
- Check for injuries and notify emergency personnel.
- Follow all first responder directions.
- Do not re-enter the building without approval.
- Evacuation may be required in several kinds of emergencies.

Shelter-In-Place:

- Close and lock doors in your immediate area.
- Monitor emergency communication for updates.
- Do not call 911 if others already have.
- Remain in shelter until you are given an official all-clear.
- Follow all first responder directions.
- Evacuation may be required in several kinds of emergencies.



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Assisting People With Disability

People who are mobility impaired (who use a wheelchair).

When an alarm is activated, people using wheelchairs should either stay in place, or move to a safer place and wait for assistance from a staff member trained for such assistance or other emergency personnel.

People who are mobility impaired (who do not use a wheelchair).

People with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. In an actual evacuation, these individuals may choose to wait until heavy traffic has cleared before attempting the stairs. Elevators should only be used if authorized by emergency personnel, but may never be used in the event of fire or structural damage.

People who are deaf or hearing impaired:

Most areas and rooms are equipped with fire horns and strobe lights that simultaneously sound an alarm and flash lights when activated. Although this system is intended to alert hearing impaired individuals, they may not notice or hear alarms and may need to be alerted by others.

People who are vision impaired:

People with sight disabilities are generally familiar with their immediate surroundings and frequently travelled routes. Nonetheless, because the emergency evacuation route might be different from commonly traveled ones, people with a vision impaired should be assisted when exiting the building.



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Methods of Emergency Notification

- **Indoor/Outdoor Warning System**

The university indoor and outdoor warning systems issue a series of tones and/or voice messages in the event of an emergency. It can be heard clearly across the entire campus and inside most buildings.

- **Text Message via Patriot Alert**

Students, faculty, and staff who register for alerts will receive a text message on their mobile phone when emergency alerts are broadcast 24/7.

- **VOIP Phone Message**

A message to the voicemail of all campus extensions.

- **E-Mail**

Students, faculty and staff will receive notifications in their UT Tyler email account.

- **Campus Web Site**

In an emergency situation, the UT Tyler web site can be placed in emergency mode, and broadcast live blogging information and updates on any emergency as it happens.

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Emergency First Aid Reminders

Other than measures to comfort a victim or get help, emergency procedures should be administered carefully by individuals with training.

- First Aid Kits are located near major hallway intersections in every campus building.
- Never move an injured or unconscious person unless their safety is at risk by staying where they are.
- All UT Tyler Police Officers are trained in the use of tourniquets and carry them all day every day.
- Minimize your exposure by using gloves, masks, and CPR barriers whenever possible.
- Send others for help or call from the emergency scene. Never leave a victim alone unless there is absolutely no other choice.
- Provide calm reassurance to the victim and let them know that help is coming.

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