

# EMERGENCY INFORMATION



*These safety tips and guidelines are presented for information only and are not all inclusive. They are intended to minimize the potential danger, damage and disruption for students, faculty, staff, and guests of the University during an emergency. Individuals should make their own judgments and assessments as the circumstances warrant.*

THE UNIVERSITY OF TEXAS AT TYLER POLICE DEPARTMENT  
OFFICE OF EMERGENCY MANAGEMENT



**POLICE-FIRE-MEDICAL**

<u>Department</u>	<u>Campus</u>	<u>Off-Campus</u>
Emergency (Police-Fire-EMS)	911	911
Police Dispatch (24-hours)	7300	(903) 566-7300
Police Administration	7060	(903) 566-7060
Health & Safety	7011	(903) 566-7011
Physical Plant	7291	(903) 566-7291
Power Plant/Utilities	7030	(903) 566-7030
Counseling Services	7254	(903) 566-7254
Residence Life	7008	(903) 566-7008
News & Information	7170	(903) 566-7170
Student Health Clinic	(903) 566-0278	(903) 566-0278

## **IMPORTANT PHONE NUMBERS**

In the event of a **FIRE** or **FIRE ALARM** in or near your area:

- Remain calm and encourage others to do the same.
- Activate the nearest fire alarm (if not done) and alert those around you.
- Exit the area, turning off lights and shutting doors behind you.
- Do not use elevators.
- Evacuate building through nearest exit and move at least 200 feet away from structure.
- Report injuries by calling 911 and refer to the INJURY tab in this flipchart.
- Do not return to building unless authorized by fire or police personnel.

## **FIRE or FIRE ALARM**

If there is a **TORNADO** or **SEVERE WEATHER** in the area:

- Remain calm and encourage others do the same.
- Listen for city or campus tornado sirens or other warnings, monitor weather conditions.
- Move to designated tornado safe area in building (indicated on signs in campus buildings).
- If unable to get to shelter, move to an interior room on lowest level of building without windows and take cover.
- Stay away from doors and windows.
- Avoid auditoriums, gyms, lecture halls, labs and hazmat storage areas.
- Do not go outdoors to get to a shelter.
- Remain sheltered until given the all-clear.
- Report injuries by calling 911 and refer to the INJURY tab in the flipchart.

## **TORNADO / SEVERE WEATHER**

If there is a **MEDICAL EMERGENCY** or **INJURED PERSON** in your area:

- Remain calm and encourage others to do the same.
- If the injury appears to be serious or if the injured person 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 ill or injured person to quiet reassurances.
- If properly trained persons choose to administer first-aid for minor injuries, ensure proper procedures are followed.
- For serious injuries, check breathing and give artificial respiration if necessary.\*
- Control serious bleeding by direct pressure on the wound.\*
- Continue to assist the victim until help arrives. \*
- AEDs are located on campus if needed. \*
- After any incident, notify UT Tyler Environmental Health & Safety at 7011.

*\*Note: Only qualified trained personnel should provide first aid treatment (e.g.: first aid, CPR/AED).*

**MEDICAL EMERGENCY or INJURED PERSONS**

If there is an **ACTIVE SHOOTER** on campus:

- Remain calm and encourage others to do the same.
- If possible, move away from the person as quickly and quietly as possible using the nearest exit. Warn others.
- Move with hands open and elevated to show law enforcement you are not a threat.
- If you cannot safely evacuate the area you are in, lock doors and windows, lower blinds, turn off lights. Stay out of sight and away from doors and windows.
- Do not let anyone into a locked building or room.
- Remain quiet and turn off cell phone ringers.
- Have ONE person from the room call 911 to give details and information.
- Remain in place until verified authorities give an all-clear notification.
- If caught outside, stay alert and take cover behind vehicles, thick walls and trees.
- FOLLOW POLICE INSTRUCTIONS

These safety tips and guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, it can increase your chances of surviving an active shooter incident.

## **ACTIVE SHOOTER**

If you encounter a **DANGEROUS** or **SUSPICIOUS PERSON**:

- Do not threaten, intimidate, or physically confront the person.
- Do not let anyone into a locked building or room.
- Do not block the person's access to an exit.
- If person asks to speak to a specific University official, ask them to be seated and move outside the person's hearing range to call 911.
- Call 911 as soon as you can do so safely.
- Make mental notes of descriptive characteristics of person.

If you encounter a **SUSPICIOUS ITEM** or **PACKAGE**:

- Do not touch or move the item and move away from the area.
- Call 911 from a land-line telephone.
- Control access to the area for the safety of others.
- Avoid contact with others if you come in direct contact with a suspicious substance.
- The following indicators may identify a threat: No return address; Odd smell; Leakage or seepage; Liquid, powder, or unidentified substance from an unknown source; Strange sounds (ticking, beeping).

## **SUSPICIOUS PERSON or ITEM**

If someone around you is experiencing a **PSYCHOLOGICAL CRISIS** or is **THREATENING SUICIDE**:

- A psychological crisis exists when someone is threatening harm to themselves or others, or is out of touch with reality. The crisis may be manifested as paranoia, hallucinations, delusions, uncontrollable behavior, and/or complete withdrawal.
- If you come into contact with someone experiencing a psychological crisis that appears to be potentially dangerous (individual is unduly aggressive, hostile, has a weapon, or otherwise unmanageable) do NOT attempt to handle the situation alone—contact police by calling 911. The safety of the person in crisis, yourself, and individuals in the surrounding area are of utmost importance.
- If a student is contemplating suicide:
  - Remain calm and encourage others do the same.
  - Try to provide a safe, quiet, secure place for the individual.
  - Maintain a straightforward, supportive attitude.
  - Remind them they are not alone.
  - Do not moralize or minimize concerns.
  - If the threat is immediate or imminent, call 911.
  - If the person needs counseling assistance, call 7254.

## **PSYCHOLOGICAL CRISIS/SUICIDE THREAT**

If you receive a **BOMB THREAT** or observe a package you believe may contain a BOMB.

- Remain calm and encourage others do the same.
- If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE OBJECT!**
- Clear the area and call 911 from a land-line telephone. Do not use cell phones or radios.
- If you receive a phone call bomb threat attempt to ask the caller:
  1. When is the bomb going to explode?
  2. Where is the bomb located?
  3. What kind of bomb is it?
  4. What does it look like?
  5. Why did you place the bomb?
- Talk to the caller as long as possible and document the following:
  1. Time of call.
  2. Age and sex of caller.
  3. Speech pattern, accent.
  4. Emotional state of caller.
  5. Background noise.
- Police Officers will conduct a cursory bomb search.
- While evacuating, employees may make a visual inspection of their area for suspicious objects and report the location to Police . **DO NOT HANDLE OBJECT!**
- If an emergency exists activate the building fire alarm and follow evacuation procedures.

## **BOMB THREAT**

In case of **HAZARDOUS MATERIAL** spill, leak or strange odors:

- Remove yourself from the area, and keep others away.
- Do not walk into, touch, or smell any of the spilled substance.
- Try not to inhale gases, fumes or smoke.
- If possible, cover mouth with a cloth while leaving the area.
- Stay away from any accident victims until the hazardous material has been identified.
- Try to stay uphill and upwind of the accident.
- Call Emergency Communications at 7300 and state your name, location and information about the spill (area involved, injuries, type of chemicals, amount).
- Police will notify Environmental Health and Safety, Facilities Management, and any other needed resources.

**ALWAYS BE FAMILIAR WITH ANY CHEMICALS YOU ARE WORKING WITH.**

If you have been exposed to a chemical, refer to the Material Safety Data Sheet (MSDS) for that chemical or chemical compound. Go to the Health Hazard Data Section, usually on the first page. This should include First Aid Information.

MSDS copies are maintained in each laboratory and work area, in the Lab Manager's Office, and with the Environmental Health and Safety Office and on the EHS web site at:

**<http://www.uttyler.edu/safety/>**

## **HAZMAT/CHEMICAL RELEASE**

In case of contact with **BLOOD, BODILY FLUIDS, or INFECTIOUS AGENTS:**

An exposure means a specific eye, mouth, or other mucous membrane, non-intact skin or contact exposure with blood or other potentially infectious materials.

**IF YOU ARE EXPOSED:**

- Immediately WASH area with antibacterial soap and running water or eye wash for 15 minutes.
- Flush mouth, nose, or eyes for 15 minutes if blood is splashed on mucous membranes.
- NOTIFY your supervisor.
- REPORT the incident to the Office of Environmental Health and Safety (7011).
- REQUEST blood testing and Hepatitis B vaccination.

**UNIVERSAL PRECAUTIONS**

Minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks (for CPR), or other barrier devices.

**RESPONSE TO BLOOD/BODILY FLUID SPILLS (Trained Personnel Only)**

- Wear appropriate Personal Protective Equipment (PPE).
- Carefully cover the spill with an absorbent material, such as paper towels, to prevent splashing.
- Decontaminate the area of the spill using an appropriate disinfectant. When pouring disinfectant over the area always pour gently and work from the edge of the spill towards the center to prevent the contamination from spreading out.
- Wait 10 minutes to ensure adequate decontamination, and then carefully wipe up the spilled material.
- Disinfect all mops and cleaning tools after the job is done.
- Dispose of all contaminated materials appropriately.
- Wash your hands thoroughly with soap and water immediately after the clean up is complete.

**BLOOD, BODY FLUID, INFECTIOUS AGENTS**

If a **ELECTRICAL POWER FAILURE** occurs in your building:

- In the event of a major utility failure, immediately notify the Emergency Communications at 7300.
- If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.
- Unplug all equipment being used in your area—computers, printers, etc. This will assist in
- ensuring circuit breakers will not fail when power is restored and will protect vital equipment.
- Move cautiously to a lighted area.

If your area experiences **FLOODING**:

- Stop using all electrical equipment.
- Call Emergency Communications at 7300.

If your area experiences a **GAS LEAK**:

- Cease all operations. Do not switch lights or any electrical equipment on or off. Remember,
- electrical arcing can trigger an explosion!
- Notify others in your area and evacuate the building.
- Do not smoke.
- Call Emergency Communications at 7300.

If your area experiences a **VENTILATION** problem:

- If smoke or noxious odors come from the ventilation system, immediately notify Emergency Communications at 7300. If necessary, cease all operations and vacate the area.

If someone is caught in a **STUCK ELEVATOR**:

- Use the emergency phone that rings directly to Police Dispatch. Stay calm and understand that elevators have a failsafe condition - the elevator cannot go into free fall.
- Do not try to open elevator doors or climb out.

## **UTILITY FAILURES**

If you witness or experience **VIOLENT** or **CRIMINAL BEHAVIOR**:

- If you are a victim or a witness to any on-campus offense or observe a criminal act or suspicious person on campus, call 911.
- Note details and supply the dispatcher with any helpful information.
- Everyone can help make the campus a safe place by promptly reporting suspicious or criminal activity.

If a **CIVIL DISTURBANCE** or **RIOT** is in progress:

- Keep a safe distance from any crowd activities that appear unsafe.
- Secure your area—lock doors, windows.
- Avoid confrontation with crowd participants.
- If police are not already present, call 911 and report details of the event.

If you are involved in a **HOSTAGE SITUATION**:

- Remain calm and be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't make mistakes that could hazard your well-being.
- Don't speak unless spoken to and only when necessary. Don't talk down to the captor, who may be in agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions the best you can. Avoid arguments. Expect the unexpected.
- Displaying a certain amount of fear can possibly work to your advantage. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor.
- If medications, first aid or restroom privileges are needed by anyone, tell the captor.

**CRIMINAL / CIVIL DISTURBANCE / HOSTAGE**

The University will use the following components to issue **WARNINGS** for emergencies:

Outdoor Warning System...*The University's outdoor warning system issues tone and voice messages in the event of an emergency which will be heard campus-wide by persons outside.*

Text Message...*Students, faculty, and staff who register for the alerts will receive SMS messages on their mobile phones when this system is activated.*

Voice Message Broadcast...*A message will be sent to the voicemail boxes of all campus telephone extensions.*

E-mail...*Students, faculty, and staff will receive an e-mail message sent to their official UT Tyler e-mail address.*

University Web Site...*The University Web site will be updated with information and instructions during an emergency situation.*

Person-to-Person Communication (DSLs)...*The University's Departmental Safety Liaisons will deliver instructions to persons in their designated buildings/departments.*

If you are instructed to **SHELTER-IN-PLACE**:

- Close and lock doors and windows.
- Move to safe area.
- Instructors should verify class attendance and keep classes together.
- Remain sheltered until authorities give an all-clear notification.
- Monitor UT Tyler Web site, text messages, etc. if possible.
- Do NOT call 911 unless you are reporting a life-threatening situation.

If you are instructed to **EVACUATE**:

- In an orderly manner, leave room and move toward the nearest exit. Close door as you leave (do NOT lock).
- Do not operate electrical switches and do not use cell phones, radios, electronic devices, etc.
- Turn off and unplug computers and other electrical devices IF time permits.
- When outside, move away from building toward parking lots.
- Instructors should verify class attendance and keep classes together.
- Remain outside buildings until authorities give an all-clear notification.

## **NOTIFICATIONS & GENERAL PROCEDURES**

## GENERAL GUIDELINES

- If you are a person (employee or student) with a disability who may need assistance during an crisis, it is strongly recommended to establish a system now that assures you get the help you need. Work with the Office of Disability Support Services to develop an individual plan for how you will handle various types of emergency situations.
- In any emergency situation, if an individual wants to help a person with a disability, always ASK how you can help BEFORE giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Never use elevators if there is fire or structural damage to the building.
- While it is best to follow the individual's emergency plan, in the event of an imminent life-threatening situation, no one should hesitate to assist a person with a disability to evacuate a building, using whatever means possible.

## ASSISTING PEOPLE WITH DISABILITIES

- **People who are Mobility Impaired (those who use a wheelchair).** When the alarm is activated, people using wheelchairs should either Stay in Place or move to a safe place and wait for assistance from a member of the University staff or other trained emergency personnel.
- **People who are Mobility Impaired (those 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 can be used only if authorized by emergency personnel, but may never be used in the event of fire or structural damage.
- **People who are Deaf or Hard of Hearing.** Most areas and rooms in University buildings are equipped with fire horns and strobe lights that simultaneously sound an alarm (auditory) and flash strobe lights (visual). Although this system is intended to alert deaf and hard of hearing individuals, they may not notice or hear emergency alarms and may need to be alerted to emergency situations.
- **People with a Sight Disability.** People with sight disabilities are generally familiar with their immediate surroundings and frequently traveled routes. Nonetheless, because the emergency evacuation route might be different from commonly traveled routes, people who have a sight disability should be assisted to exit the building.

# ASSISTING PEOPLE WITH DISABILITIES