

Sam Houston State University  
**CAMPUS EMERGENCY  
& PROCEDURES**



TM

**EMERGENCY • 911**  
**EMERGENCY ON-CAMPUS • 4-1000**

(On-campus Prefix #294.  
Dial 8 first on-campus phones  
for off-campus calls)

For more information, please visit

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



## Emergency Preparedness

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Procedure Flip Chart has been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this flip chart available in your office for immediate reference. **DO NOT FILE THIS DOCUMENT!** Once you are familiar with the information enclosed, you will be better prepared to protect yourself and your co-workers.

If you have questions concerning a unique situation not covered in this reference or need additional emergency information, please contact the SHSU police at ext. 4-1000.

## Emergency Communications

Emergency communications maybe received by one or more of the following depending upon the situation:

- Loudspeaker/Siren
- Social Media (President's Twitter Page, SHSU Facebook, SHSU Blog)
- SHSU Web Page – [www.shsu.edu](http://www.shsu.edu)
- KatSafe – Text, e-mail, and recorded voice delivery (Please Keep Your Information Current)

## What Can You Do Now To Prepare

- Keep emergency supplies in your office (medications, flashlights, comfortable shoes, bottled water, batteries and portable radios).
- Post this Emergency Procedure Flip Chart in a visible location in your office.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station.
- Attend any CPR, first-aid or other safety training courses.
- Consider those with temporary or permanent disabilities – you may need to assist them in an emergency.

## Medical Emergencies:

**DON'T SECOND GUESS; ALWAYS CALL 9-1-1!**

## Evacuation/Closure

Whenever the fire alarm system is activated, occupants **MUST** evacuate the building and reassemble at the designated location(s). Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. **DO NOT USE ELEVATORS!**

For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be used. Instead, authorized Emergency Response Officials will move through the building and order the occupants to evacuate.

Emergency Evacuation Maps are posted in the buildings so that their occupants can become familiar with the evacuation routes for their area.

Evacuate to a safe distance from the buildings and stay out of the way of emergency vehicles and personnel. Do not return to the building until instructed to do so by public safety personnel.

### Assisting Disabled Individuals:

Faculty and staff are responsible for identifying any students(s)/employee(s) with a disability that would need consideration and assistance during an evacuation. At least two (2) people should be assigned to each person with a disability to ensure the person will be assisted during the evacuation. If the disabled person cannot use the fire exit stairwells, they must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty or staff member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

### Campus Closure:

The decision to close the campus or discontinue normal campus operations is made by the University President. In their absence, the President’s designee will take appropriate action. Local media are also notified and will be provided with updates on campus reopening.

The University Notification Systems including KatSafe, Web, Social Media as well as local media channels (when appropriate) will be provided with updates on campus reopening.

## Fire

SEE “EVACUATION” SECTION OF THIS GUIDE FOR MORE INFORMATION.

*If you discover fire on your floor:*

1. Manually activate the fire alarm system.
2. In buildings without fire alarm systems, notify as many people as possible on your way out. Tell emergency responders that there may be people still inside the building.
3. If safe to do so, immediately exit the building, closing doors behind you.  
(**DO NOT USE ELEVATOR!**)
4. Call 9-1-1 and SHSU Police (ext. 1794).

*Once fire alarm is activated:*

1. Walk to the nearest exit. (**DO NOT USE ELEVATOR!**)

2. Assist persons with special needs.
3. Notify fire personnel if you know or suspect someone is trapped inside the building.
4. Gather outside at a designated assembly area and do not attempt to re-enter the building until instructed to do so by SHSU Police or the incident commander.

#### If trapped in a room:

1. Wet and place a cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside, but DO NOT BREAK GLASS until absolutely necessary. (Outside smoke may be drawn into room).

#### If caught in smoke:

1. Drop to hands and knees and crawl toward exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose and use a filter such as a shirt or towel.

#### If forced to advance through flames:

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

#### Using a fire extinguisher:

If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher. Pull safety pin from handle. Aim at base of fire. Squeeze the trigger handle. Sweep from side to side at base of fire.

## Hazardous Materials Incident

IN CASE OF A MAJOR, HAZARDOUS SPILL CALL 9-1-1 IMMEDIATELY.

Provide dispatcher with information regarding spill (Injuries, type of chemicals, flammability of substance, etc.)

#### For a Major Spill or Leak:

1. Activate the nearest fire alarm.
2. Immediately evacuate the area, closing doors behind you.
3. Call 9-1-1, and then call SHSU Police at ext. 1794 and Facilities at ext. 1868.
4. Do not attempt to clean up the spill by yourself.
5. Do not return into the building until you are instructed that it is safe to do so by public safety personnel.

#### For a Minor Spill or Leak:

1. Follow spill containment and clean-up instructions found on Material Safety Data Sheets.
2. Wear proper personal protective equipment while cleaning up.
3. Notify the area supervisor and SHSU Police at ext. 4-1000.

## Bomb Threat

1. DO NOT HANG UP!!! Remain calm!
2. If you have a display phone, look and write down the originating number.
3. Take the caller seriously.
4. Ask a lot of questions, using the checklist below as a guide.
5. Have a co-worker call SHSU Police at ext. 4-1000 on another line, or call SHSU Police at ext. 4-1000 yourself.
6. Do not use a cell phone, two-way radio or any wireless communication device, as it can trigger the bomb.

### Bomb Threat Checklist

#### Ask

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb? Why?

What is your name?

What is your address?

#### Caller's Voice

calm       normal       ragged

angry       distinct       clearing throat

excited       slurred       deep breathing

slow       nasal       cracked voice

soft       stutter       disguised

loud       lisp       accent

raspy       familiar       laughter

crying       deep

#### Exact wording of threat

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Background Sounds

animal noises       factory machinery

clear       voices

static       PA system

music       local

house noises       long distance

motor       booth

Name of caller (if known)

Number from which call originated

Male or female \_\_\_\_\_

Race \_\_\_\_\_

Age \_\_\_\_\_

Name of recipient of call  
\_\_\_\_\_

#### Threat Language

well spoken       coherent

foul       taped

static       PA system

irrational       message read by threat maker

Number at which call was received

\_\_\_\_\_

Time \_\_\_\_\_

Date \_\_\_\_\_

## Suspicious Package/Object

If you receive or discover a suspicious package or foreign device, **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!**

**IMMEDIATELY CALL SHSU POLICE ext. 4-1000 TO REPORT IT.**

### Letter and Parcel Bomb Recognition Checklist

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address



### Threatening and Violent Behavior

Threats may be statements of intention or expressions of strong emotion. They can be direct or indirect, verbal or nonverbal. Shaking a fist or pounding the desk, throwing things, and showing a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or officer, or they may be direct statements of intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. Employees should consider any threat or display of aggression as potentially serious.

Most people who commit violent acts exhibit warning signs. Take seriously any behaviors or words that imply threat; consult appropriate people to assess the risk.

#### Steps to follow:

If the threat is immediate, leave the situation, if possible, and call the SHSU Police, ext. 1794. If threats or bizarre behavior indicate possible danger, personal safety is the top priority.

*For an angry or hostile visitor, student or co-worker:*

- Stay calm
- Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient. Be respectful.

*If shouting, swearing and threatening continues:*

- Signal a co-worker or supervisor that you need help. Have a pre-arranged code: "Give Sally the red folder for me please"
- Have someone call the SHSU Police; do not make any calls yourself.

*If someone is threatening you with a weapon:*

- Stay calm. Quietly signal for help using a code system.
- Maintain eye contact.
- Stall for time.
- Keep talking, but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others; never try to grab the weapon.
- Watch for a possible chance to escape.

# Personal Threat, Assault, or Civil Disturbance

## Personal Threat or Evacuation:

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

- Stalking:
  1. Call 4-1000 and seek safety of others.
  2. Do not confront alleged stalker.
  3. Take note of physical characteristics, traits, or identifiers that you can report to SHSU Police.
- Assault:
  1. If victim needs medical assistance Call 9-1-1.
  2. Remain with victim until emergency assistance arrives, provided it is safe to do so.
  3. If victim does not need medical assistance call 4-1000.

## Civil Disturbance:

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

1. Notify your supervisor and SHSU Police.
2. Avoid provoking or obstructing demonstrators.
3. Secure your area (lock doors, safes, files, vital records and expensive equipment).
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible.
6. If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!**
7. Prepare for evacuation or relocation.

## Power outage

The inherent danger during a major power outage is panic; therefore, all university personnel should attempt to remain calm. In the event of a major, campus-wide outage, Sam Houston State University has emergency generators that will immediately provide power to some areas of the campus, as well as emergency exit lighting in buildings to provide safe exit from these buildings. To report a minor, localized power outage, call Physical Plant at ext. 4-1868 or SHSU Police at ext. 4-1000.

Keep flashlights and batteries in key locations throughout your work areas.

### IN CASE OF A MAJOR, CAMPUS-WIDE POWER OUTAGE:

1. Remain calm.
2. Follow directions from SHSU Police for immediate action.
3. If evacuation of a building is required, see “Evacuation” section of this guide.
4. Laboratory personnel should secure all experiments prior to evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
5. Do not light candles or other type of flame for lighting.
6. Unplug all electrical equipment (including computers) and turn off light switches.

### IF PEOPLE ARE TRAPPED IN AN ELEVATOR:

1. Tell passengers to stay calm and that you are getting help. Instruct passengers to pick up emergency phone in elevator so they can provide direct information to the emergency responders.
2. Call SHSU Police at ext. 4-1000 or Physical Plant at ext. 4-1868 and provide information.
3. Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building.

## Shelter-In-Place

A shelter-in-place order occurs when the outside environment is not safe to enter. All people on campus must immediately report inside and be prepared to stay inside until the area is clear.

### The air conditioners will be turned off.

You will be alerted by one or more of these methods:

- Voice mail/ E-mail messages
- Emergency Response Team member
- SHSU Police
- KATSAFE

## Remember!

- If a Shelter-In-Place occurs, it will probably be newsworthy, so your family, friends, etc. will know that you are inside and safe.
- Sam Houston State University's Communications Office will be in contact with news media and will keep campus personnel informed of the situation via e-mail or voice mail.
- No matter how physically or emotionally uncomfortable you may become, you must not open any door or window! To do so may jeopardize the lives of everyone.

## Be prepared:

- Keep food and water in your office or workspace if possible.
- Have additional prescription medications available.
- Have battery-powered radio on hand.
- Keep a fan on hand during the summer months.
- Have a flashlight with fresh batteries.

## Flooding

### Major/Minor Imminent Flooding:

Minor or area flooding of campus is a more likely scenario. This could be the result of major, multiple rainstorms, or water main break. In the case of imminent minor, weather-related flooding, SHSU Police will monitor the National Weather Service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes.

In cases of flooding, affected areas of campus would need to be evacuated immediately. In this case, refer to the "Evacuation" section of this guide.

1. Notify both your supervisor and Physical Plant at ext. 4-1868
2. Secure vital equipment, records and chemicals (move to higher, safer ground). Shut off all electrical equipment. Secure all laboratory experiments. When able, notify Physical Plant at ext. 4-1868.
3. Wait for instructions from SHSU Police for immediate action.
4. Do not return to your building unless you have been instructed to do so by your supervisor or SHSU Police.

## Tornado Warning

In case of tornado activity, you may be alerted by one or more of the following methods:

- Voice mail/ E-mail messages
- Emergency Response Team member
- SHSU Police
- KATSAFE

If you observe tornado activity, please notify those in your area, and contact SHSU Police, ext. 4-1000.

- When alert is given, all classes and campus operations will cease immediately.
- Immediately report to an interior room or hallway.
- Avoid areas with glass or loose items that can become airborne projectiles.
- Remain in a safe location until police give the “all clear.”

If the campus is struck by a tornado, the Sam Houston State University Emergency Response Team will be activated and standard emergency procedures will be put into action.

### Be prepared:

- Identify safe areas before a tornado threat occurs.
- Use Internet to monitor weather conditions.
- In case of power outage, have a battery-powered radio handy to listen for updates and a flashlight available.

# Hurricane Preparedness

**In case of a hurricane, one or more of the following methods may alert you:**

- Voice mail/ E-mail messages
- Emergency Response Team member
- SHSU Police
- KATSAFE

## **CHECKLIST! Before leaving campus:**

- Turn off and unplug electrical equipment.
- Move computers/fax machines/printers from rooms with exterior windows.
- Back up essential data files and documents.
- Secure or remove back-up diskettes, CD, or tapes.
- Secure proprietary information.
- Clear desk surfaces.
- Secure or remove personal items.
- Cover your computer with plastic.
- Close blinds.
- If necessary, assist employees with disabilities.
- Vacate offices, closing and locking all doors.

## **For Campus Updates:**

- Listen to local television and/or radio stations.
- Check your e-mail account from home.
- Log on to university website.
- Check your voicemail from home.

If campus buildings are damaged, be prepared to work from auxiliary location when notified by your supervisor.

Sam Houston State University

# **CAMPUS EMERGENCY PHONE REFERENCE**

**EMERGENCY • 911**

**EMERGENCY ON-CAMPUS • 4-1000**

**ENVIRONMENTAL HEALTH & SAFETY  
COORDINATOR 4-1921**

**EXECUTIVE DIR. OF ENVIRONMENTAL HEALTH,  
SAFETY & RISK MANAGEMENT 4-2342**

**(On-campus Prefix #294.  
Dial 8 first on-campus phones  
for off-campus calls)**

**For more information, please visit**

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