BOMB THREATS/SUSPICIOUS ITEMS:
- Pay close attention to the exact words the caller is using; document the call
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Do not touch or handle suspicious items or packages
- Keep others away from area
- Notify your supervisor

DISRUPTIVE BEHAVIOR:
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Give your name, location, what is happening and number of people involved (shooters/victims) if known
- If possible, exit the building or area immediately
- If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by law enforcement officials

FIRE – In case of fire or when the fire alarm sounds:
- Evacuate the building immediately using building emergency plan procedures
- Do not use the elevators
- Assist those with mobility problems
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Report to supervisor at the designated site
- Do not re-enter the building until instructed by authorized personnel

HAZARDOUS MATERIALS:
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Provide information on type and size of spill (if known)
- Evacuate the immediate area and building as directed
- Get decontamination instructions from authorities
- Do not re-enter area until all clear is given by authorized personnel

MEDICAL EMERGENCIES:
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Provide your name, location, number injured and description of injuries
- Stay on the phone for instructions on what to do

SEVERE WEATHER:
- Stay away from windows
- Take immediate shelter
- Monitor local radio and television stations
- Today @ Sam for University closings
- Contact University Police at 936-294-1000 (4-1000 on campus)

*Refer to the SHSU Emergency Response Plan at http://www.shsu.edu/safety for more information.

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