Emergency Procedures

FIRE - IN CASE OF FIRE OR WHEN THE FIRE ALARM SOUNDS:

DO NOT PANIC. REMAIN CALM.
If there is smoke in the room, keep low to the floor.
Before opening a door, feel the door and knob. If they are hot, do not open the door.
Before opening a door, brace yourself against it and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
If you are trapped in the building, call 911 and give your location.
If you can leave the room, do so and close the doors behind you. Evacuate the building immediately.

DO NOT USE THE ELEVATORS.
Consider people with mobility concerns.
Go to the nearest exit or stairs. If the exit or stairs contain dense smoke, find another escape route.
Contact UPD at 936-294-1000 (4-1000 on TWC phone).
After evacuating the building, meet in the Parking Garage of TWC and report to supervisor. Keep clear of emergency response teams.
Inform your loved ones of your status, but do not leave until you notify supervisor.
Do not re-enter the building until instructed to do so.

***Evacuate the building any time a fire alarm is activated, even if there is no actual proof of a fire.***

EVACUATION FOR PEOPLE WITH DISABILITIES:

If you can exit the building on your own, do so.
If you need assistance exiting the building during an evacuation, convene in the designated “Area of Refuge” for Level 2, Level 3 or Level 4.
Once safely at the “Area of Refuge,” call 911, give your location, and wait for assistance.
After evacuating the building, meet in the Parking Garage of TWC and report to supervisor. Keep clear of emergency response teams.
Inform your loved ones of your status, but do not leave until you notify supervisor.
Do not re-enter the building until instructed to do so.

Monitor the KatSafe website at https://www.shsu.edu/katsafe/ for up-to-date information on the status of SHSU campuses and emergency preparedness tips and training.
MEDICAL EMERGENCIES:
***The AED is located behind the counter of the Service Center on the first floor of TWC. This is the reception desk in Area 116, next to UPD Office.***
Contact 911 for EMS.
Provide your name, location, number of injured, and description of injuries.
Request the 911 Operator to contact UPD at 936-294-1000.
Stay on the phone for instructions on what to do.

DISRUPTIVE BEHAVIOR:
Contact UPD at 936-294-1000 (4-1000 on TWC phone).
In case of an Active Shooter, contact 911.
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 law enforcement arrives. Show your hands and follow commands.

***REMEMBER - AVOID, DENY, DEFEND***

**AVOID - Starts with your state of mind**
- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.

**DENY - When getting away is difficult or maybe even impossible**
- Keep distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off.
- Remain out of sight and quiet by hiding behind large objects and silencing your phone.

**DEFEND - Because you have the right to protect yourself**
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

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SEVERE WEATHER:
Stay away from glass walls and windows.
Take immediate shelter.
Check KatSafe website. Monitor local news and social media outlets.
*Tornado Watch* = Tornadoes are possible in and near the watch area.
*Tornado Warning* = A tornado has been sighted or indicated by weather radar.
Contact UPD at 936-294-1000 (4-1000 from TWC phone).
Stay on the phone for instructions on what to do.

HAZARDOUS MATERIALS:
Contact UPD at **936-294-1000** (4-1000 on TWC phone).
Provide information on type and size of spill, if known.
Evacuate the immediate area and buildings as directed.
Get decontamination instructions from authorities.
DO NOT re-enter area until all clear is given by authorized personnel.

BOMB THREATS/SUSPICIOUS ITEMS:
Contact UPD at **936-294-1000** (4-1000 on TWC phone).
DO NOT touch or handle suspicious items or packages.
Keep others away from the area.

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