



SHSU EMERGENCY PROCEDURES QUICK REFERENCE



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.