

Sam Houston State University

INCIDENT RESPONSE ANNEX (shooter, bomb, fire, chemical hazard)



TABLE OF CONTENTS

- I. SITUATION
- II. CONCEPT OF OPERATIONS
 - a. Active Shooter
 - b. Bomb Threat
 - c. Fire
 - d. Chemical and Gas
- III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

I. SITUATION

- A. The campus may experience an active attack that can in several forms from a shooter, bomb threat, fire, to a chemical/gas leak threat.
- B. All should review instructions and videos posted to the KatSafe website for additional information: <http://www.shsu.edu/katsafe/>
- C. Trends affecting campus will also be posted to KatSafe information along with specific threat information via KatSafe notification if the threat is active.

II. CONCEPT OF OPERATIONS

- A. Active Shooter (English and Spanish instructions):
<http://www.shsu.edu/katsafe/active-shooter.html>



1. RUN:

- a) When an active shooter is in your vicinity.
- b) If there is an escape path, attempt to evacuate
- c) Evacuate whether others agree to or not
- d) Leave your belongings behind
- e) Help others escape if possible
- f) Prevent others from entering the area
- g) Call to 911 when you are safe

2. HIDE:

- a) If an evacuation is not possible, find a place to hide without restricting your escape options
- b) Lock and/or barricade the door
- c) Silence your cell phone
- d) Hide behind large objects to provide protection and remain out of the shooter's view
- e) Remain very quiet

3. FIGHT:

- a) As a last resort, and only if your life is in danger.
- b) Attempt to incapacitate the shooter
- c) Act with physical aggression
- d) Find and use Improvised weapons
- e) Commit to your actions

B. Bomb Threat: <http://www.shsu.edu/katsafe/bomb-threat.html>

1. What to be cautious of:

- a) Foreign mail, air mail, and special deliveries
- b) Restrictive markings such as "confidential" or "personal"
- c) Excessive postage
- d) Handwritten or poorly typed address
- e) Incorrect titles
- f) Misspellings of common words
- g) Oily stains or discolorations on package
- h) Excessive weight
- i) Rigid, lopsided, or uneven envelopes
- j) Protruding wires or tinfoil
- k) Excessive tape or string
- l) Visual distractions
- m) No return address

2. Questions to ask the caller:

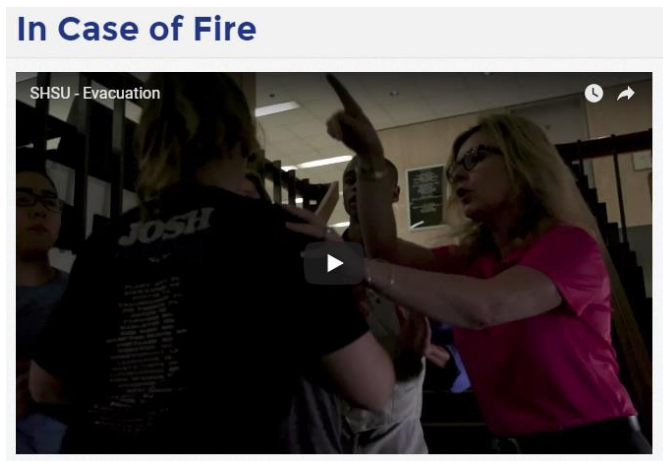
- a) When is the bomb going to explode?

- b) Where is it right now?
- c) What does it look like?
- d) What kind of bomb is it?
- e) What will cause it to explode?
- f) Did you place the bomb?
- g) What is your name?
- h) What is your address?

3. What to do:

- a) DO NOT HANG UP!! Remain Calm
- b) Write down caller phone number if on display
- c) Pay close attention to the exact words the caller is using; document the call
- d) Contact University Police at 936-294-1000 (4-1000 on campus)
- e) Do not touch or handle suspicious items or packages
- f) Keep others away from area
- g) Notify your supervisor

C. Fire. <http://www.shsu.edu/katsafe/in-case-of-fire.html>



1. In case of fire or when the fire alarm sounds:

- a) Evacuate the building immediately using building emergency plan procedures
- b) Do not use the elevators
- c) Assist those with mobility problems
- d) Contact University Police at 936-294-1000 (4-1000 on campus)
- e) Report to supervisor of your status

f) Do not re-enter the building until instructed by authorized personnel

2. Watch fire safety video and evacuation instructions on KatSafe Fire site.

D. Chemical/Gas Leak Emergency: <http://www.shsu.edu/katsafe/hazardous-material.html>

1. Inside Building:

- a) Isolate and secure the area, as trained
- b) Warn others in the immediate area
- c) If assistance is needed, call 4-1000 (give location, type material)
- d) Evacuate building, if needed and as directed by authorized personnel
- e) Meet with and assist emergency response personnel, if needed
- f) Do not re-enter building until cleared by authorized personnel

2. Outside Building:

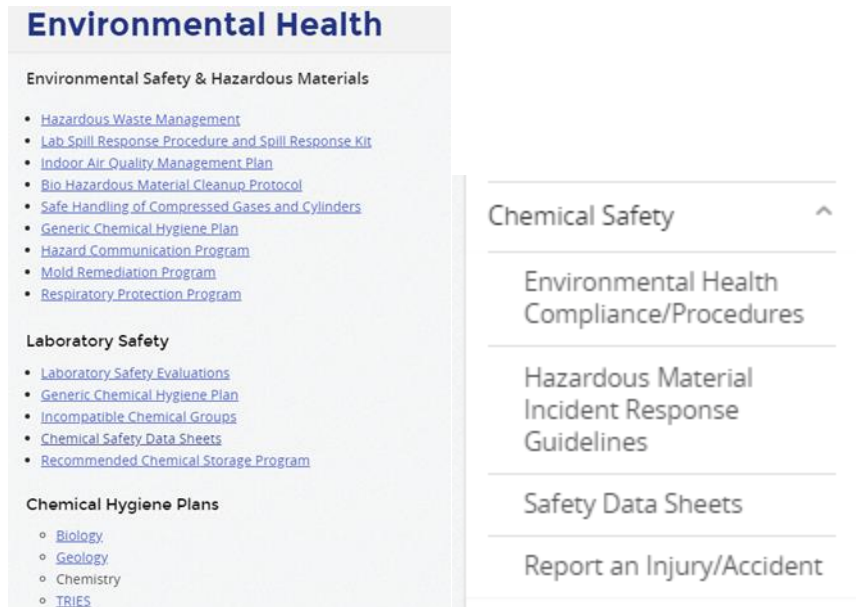
- a) Isolate and secure the area, as trained
- b) Warn others in the immediate area
- c) Call 4-1000 for assistance (give location, type material)
- d) Do not wash spilled material into storm, sewer, or other drains
- e) Meet with and assist emergency response personnel

3. Injury Involving Chemical Contamination:

- a) Render first aid immediately for serious injuries, as trained
- b) Assist with emergency eyewash/shower use, as appropriate
- c) Call 4-1000 for assistance (give location, type material)
- d) Refer to building/department/room policies
- e) Obtain a Material Safety Data Sheet (MSDS) for the material involved

4. Environmental Safety and Hazardous Materials information online.

<http://www.shsu.edu/dept/human-resources/risk-management/environmental-health.html>



- a) [Hazardous Waste Management](#)
- b) [Lab Spill Response Procedure and Spill Response Kit](#)
- c) [Indoor Air Quality Management Plan](#)
- d) [Bio Hazardous Material Cleanup Protocol](#)
- e) [Safe Handling of Compressed Gases and Cylinders](#)
- f) [Generic Chemical Hygiene Plan](#)
- g) [Hazard Communication Program](#)
- h) [Mold Remediation Program](#)
- i) [Respiratory Protection Program](#)
- j) [Laboratory Safety](#)
- k) [Laboratory Safety Evaluations](#)
- l) [Generic Chemical Hygiene Plan](#)
- m) [Incompatible Chemical Groups](#)
- n) [Chemical Safety Data Sheets](#)
- o) [Recommended Chemical Storage Program](#)
- p) [Chemical Hygiene Plans](#)
- q) [Biology](#)
- r) [Geology](#)
- s) [TRIES](#)