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 Improvise 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


In Case of Fire

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
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

Environmental Health

- Hazardous Waste Management
- Lab Spill Response Procedure and Spill Response Kit
- Indoor Air Quality Management Plan
- Bio Hazardous Material Cleanup Protocol
- Safe Handling of Compressed Gases and Cylinders
- Generic Chemical Hygiene Plan
- Hazard Communication Program
- Mold Remediation Program
- Respiratory Protection Program

Laboratory Safety
- Laboratory Safety Evaluations
- Generic Chemical Hygiene Plan
- Incompatible Chemical Groups
- Chemical Safety Data Sheets
- Recommended Chemical Storage Program

Chemical Hygiene Plans
- Biology
- Geology
- Chemistry
- TRIES

Chemical Safety

Environmental Health Compliance/Procedures

Hazardous Material Incident Response Guidelines

Safety Data Sheets

Report an Injury/Accident

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
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j) Laboratory Safety
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