



# UT Tyler

THE UNIVERSITY OF TEXAS AT TYLER

## EMERGENCY INFORMATION

Department of Emergency Management and Safety

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CALL UT TYLER POLICE—903.566.7300

# EMERGENCY INFORMATION



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**CALL UT TYLER POLICE—903.566.7300**

Emergency (Police, Fire, EMS)	911	Facilities Mgmt. Admin.	903.565.5658
Police Dispatch	903.566.7300	Marketing	903.566.7170
Police Administration	903.566.7060	Health Clinic	903.566.0278
Emergency Mgmt. Administration	903.566.7299	Residence Life	903.566.7008
Environmental Health and Safety	903.566.7011	Emergency Mgmt.	903.566.7299
Facilities Management	903.566.7291	Residence Life	903.566.7008

## Important Phone Numbers

### In the event of a fire or fire alarm in your area:

- Remain calm and encourage others to do the same.
- Activate the nearest fire alarm (if not already done) and alert those around you.
- Exit the area, turning off lights and shutting doors behind you when possible.
- DO NOT use elevators.
- Evacuate building through nearest exit and move at least 200 feet away from the structure.
- Report injuries by calling 911 and refer to the injury tab in this flipchart.
- Do not return to building unless authorized by fire or police personnel

## FIRE / FIRE ALARM

### If there is a tornado or severe weather in your area:

- Remain calm and encourage others to do the same.
- Listen for city or campus tornado sirens or other warnings and monitor weather conditions on local media.
- Move to designated tornado-safe area in the building (designated by signs in campus buildings).
- If unable to get to shelter, move to an interior room without windows on lowest level and take cover.
- Stay away from doors and windows. Do not go outdoors to get in a shelter.
- Avoid auditoriums, gyms, lecture halls, labs and hazmat storage areas.
- Remain sheltered until you receive an all-clear message from Patriot Alert.
- Report injuries by calling 911 and refer to injury section of flipchart.

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## TORNADO / SEVERE WEATHER

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## If there is a medical emergency or injured person in your area:

- Remain calm and encourage others to do the same. If the injury appears serious or the person requests it call 911.
- Do Not attempt to move a person who has fallen or appears to be in pain.
- Limit your interaction to calming reassurances.
- Ensure proper first aid procedures are followed by those with training.
- For serious injuries, check breathing and begin CPR as needed.
- Control serious bleeding by direct pressure on the wound. Follow “stop the bleed” training when qualified to do so.
- AEDs are available throughout campus if needed.

## MEDICAL EMERGENCY / INJURY

## If there is an Active Shooter on campus: **RUN-HIDE-FIGHT**

If you have a clear path away from the shooter,

**RUN** from the building to safety, warning others along the way.

- Call 911 once you are safe.
- HIDE** if you do not have a safe pathway out of the building.
- Lock doors, close blinds, turn off lights and silence your cell phone.
  - Call 911.
  - Do not try to leave your safe space until an official all clear message is received.

**FIGHT** if you have no other choice and are confronted.

- Improvise weapons from nearby items. (Scissors, letter-open, etc.)
- Attack the shooter as a group and as aggressively as possible.
- Call 911.
- **NEVER ACTIVATE A FIRE ALARM DURING AN ACTIVE SHOOTER EVENT**

## ACTIVE SHOOTER

## If you encounter a suspicious person:

- DO NOT threaten, intimidate, or physically confront the person.
- DO NOT let anyone into a locked building or room.
- DO NOT block the person’s access to the exit or attempt to restrain them.
- If the person asks to speak to a specific university official, ask them to be seated, move outside their hearing range to call 911.
- Call 911 as soon as you can do so safely.
- Make mental notes of descriptive characteristics of the person.

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## SUSPICIOUS PERSON

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## **If you encounter a suspicious item or package:**

- DO NOT touch or move the item. Move yourself away from the area.
- Call 911 from a land-line phone.
- Control access to the area for the safety of others.
- Avoid contact with others if you come in direct contact with any suspicious substance.

## **These indicators may identify a threat:**

- No return address. Odd smell. Leakage. Liquid, powder, or unidentified substance from an unknown source.
- Strange sounds from the item. (Ticking, beeping, etc.)

## **SUSPICIOUS ITEM / PACKAGE**

## **If you receive a bomb threat or observe a package you believe may contain a bomb:**

- Remain calm and encourage others to do the same.
- If you observe a suspicious object or package DO NOT handle it!
- Clear the area and call 911 from a land-line phone.

## **If you receive a phone call bomb threat attempt to ask the caller:**

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb?

## **Talk to the caller as long as possible and document the following:**

1. Time of call.
  2. Age and gender of the caller.
  3. Speech pattern and accent.
  4. Emotional state of the caller.
  5. Background noises.
- Police officers will conduct a cursory bomb search.
  - While evacuating employees may make a visual inspection of their work areas for suspicious objects and report to police.
  - If an emergency exists activate the building fire alarm and follow standard evacuation procedures.

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## **BOMB THREAT**

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## The university will use the following components to issue EMERGENCY WARNINGS:

Outdoor Warning System - The outdoor warning system issues tone and voice messages in the event of an emergency which can be heard campus-wide by anyone outside and most who are inside.

Text Messaging System - students, faculty, and staff who register for the alerts will receive text messages on their mobile phones when the system is activated. Accurate cell numbers must be maintained in the university's student information by each enrolled member.

Voice Message Broadcast—A message will be sent to the voicemail boxes of all campus telephone extensions.

Email— Students, faculty, and staff will receive an emergency notification by email to their UT Tyler e-mail address.

University Web Site— The UT Tyler web site will be updated with the latest emergency information and the homepage will be updated with all developing information.

Desktop Notification—Temporary messages will be displayed on university computers with the specific emergency information.

## If you are instructed to SHELTER IN PLACE:

- Close and lock doors and windows.
- Move to a safe area away from windows.
- Instructors should verify attendance and keep classes together when possible.
- Remain sheltered until authorities give an "all-clear" message.
- Monitor UT Tyler emergency info sources and local media if possible.
- DO NOT call 911 unless you are reporting a life-threatening situation. (many others will have already called)

## If you are instructed to EVACUATE:

- In an orderly manner, leave the room and move to the nearest exit.
- Close the door as you leave, but DO NOT lock it.
- DO NOT operate electrical switches and DO NOT use cell phones, radios, or other electronic devices.
- Turn off and unplug computers and other electrical devices if time permits.
- Once outside, move away from buildings toward parking lots.
- Instructors should verify class attendance and keep students together if possible even outside.
- DO NOT re-enter any buildings until given an all-clear by university officials.

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**EMERGENCY NOTIFICATIONS / PATRIOT ALERT**

# EMERGENCY INFORMATION



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## General Guidelines:

- If you are a person with a disability who may need assistance during a crisis, it is strongly recommended to establish a system now that assures you are able to get the help you need. Work with the Department of Environmental Health and Safety to develop an individual plan for how you will handle various types of emergency situations.
- In any emergency situation, if an individual wants to help a person with a disability, always ASK how you can help BEFORE giving assistance. Ask how he or she can be assisted or moved, and whether there are any special considerations. Check to see if there are any items that need to be moved with the person.
- DO NOT use elevators, unless authorized to do so by police, fire, or EMS personnel. Never use elevators if there is a fire or structural damage to the building.
- While it is best to follow the individual's emergency plan, in the event of an imminent life-threatening situation, no one should hesitate to assist a person with a disability to evacuate the building using whatever means necessary.

## Assisting People With Disabilities:

- **People who are mobility impaired (and use a wheelchair):** When an alarm is activated, people using wheelchairs should either stay in place or move to a safer location and wait for assistance from a staff member or trained emergency personnel.
- **People who are mobility impaired (and do not use a wheelchair):** People with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. In an actual evacuation, these individuals may choose to wait until heavy foot traffic has cleared before attempting stairs. Elevators can be used only if authorized by emergency personnel, but may never be used in the event of fire or structural damage.
- **People who are hearing impaired:** Most areas and rooms in university buildings are equipped with fire horns and strobe lights that simultaneously sound an auditory alarm and a strobe light visual alarm. Although the system is intended to alert hearing impaired individuals, they may not notice emergency strobes and need to be alerted in person of emergency notifications.
- **People who are visually impaired:** Are generally familiar with their immediate surroundings and frequently travelled routes. Because the emergency evacuation route might be different from commonly traveled routes, those who are visually impaired should be assisted when exiting the building.

## ASSISTING PEOPLE WITH DISABILITIES

### In the case of a Hazardous Materials Spill, Leak, or Odor:

- Remove yourself from the area and keep others away.
- Do not walk into, touch, or continue to smell any of the spilled substance.
- Try not to inhale gasses, fumes or smoke.
- If possible cover mouth with a cloth while leaving the area,
- Stay away from any accident victims until the hazardous material has been identified.
- Try to stay uphill and upwind of the accident.
- Call UT Police Dispatch at 903.566.7300 or 911.
- Police will notify Environmental Health and Safety, Facilities Management, and any other emergency services needed.

For more information, contact Environmental Health and Safety at 903.566.7011 or [www.uttyler.edu/safety](http://www.uttyler.edu/safety)

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## HAZARDOUS MATERIALS / CHEMICAL SPILL

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## If an **ELECTRICAL POWER FAILURE** occurs in your building:

- Immediately notify UT Police Dispatch at 903.566.7300.
- If an emergency exists activate the building fire alarm and evacuate the building.
- Unplug all equipment being used in your area (computers, printers, etc.)
- Move cautiously to a lighted area.

## If your area experiences **FLOODING**:

- Stop using all electrical equipment.
- Call UT Police Dispatch at 903.566.7300
- Evacuate the building.

## If your area experiences a **GAS LEAK**:

- Cease all operations. Do not switch lights or any electrical equipment on or off.
- Notify others in your area and evacuate the building.
- Do not smoke.
- Call UT Police Dispatch at 903.566.7300

## If someone is caught in a **STUCK ELEVATOR**:

- Use the emergency phone or your cell phone to call UT Police Dispatch at 903.566.7300
- Stay calm and understand that elevators have a failsafe condition that prevents a freefall.
- Do not try to open the elevator door or climb out.

## UTILITY FAILURES

### If you witness **VIOLENT** or **CRIMINAL BEHAVIOR**:

- Call 911 or UT Police Dispatch at 903.566.7300
- Note details and supply the operator with all helpful information.

### If you witness a **CIVIL DISTURBANCE, DEMONSTRATION, PERSONAL CONFLICT** or **RIOT**:

- Keep a safe distance
- Secure your area.
- Avoid confrontation with participants.
- Call 911 or UT Police Dispatch at 903.566.7300

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## CIVIL OR CRIMINAL DISTURBANCE

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## In case of CONTACT WITH BLOOD, BODILY FLUIDS OR INFECTIOUS AGENTS:

An exposure means a specific eye, mouth, or other mucous membrane, non-intact skin or contact exposure with blood or other potentially infectious materials.

### IF YOU ARE EXPOSED:

- Immediately wash the area with antibacterial soap and running water or eye wash for 15 minutes.
- Flush mouth, nose, or eyes for 15 minutes if blood is splashed on mucous membranes.
- Contact your supervisor immediately.
- Report incident to Department of Environmental Health and Safety.
- Request blood testing.

### UNIVERSAL PRECAUTION:

Minimize your exposure by wearing gloves, splash goggles, CPR mouth-to-mouth pocket mask or other barrier devices.

### RESPONSE TO BLOOD / BODILY FLUID SPILLS:

- Wear appropriate PPE.
- Carefully cover the spill with an absorbent material such as paper towels, to prevent splashing.
- Decontaminate the area of the spill using appropriate disinfectant. Always pour gently and work from the edge of the spill toward the center.
- Wait 10 minutes to ensure adequate decontamination, then carefully wipe up the spilled material.
- Disinfect all cleaning tools after completion.
- Dispose of all contaminated materials properly.
- Wash your hands thoroughly with soap and water immediately.

## BLOOD / BODILY FLUIDS

### If someone near you is experiencing a PSYCHOLOGICAL CRISIS or is THREATENING SUICIDE:

If you come into contact with a person who is having a psychological crisis that appears to be potentially dangerous (individual is overly aggressive, hostile, has a weapon, or otherwise unmanageable), DO NOT attempt to handle the situation alone. Contact police at 911 or **UT POLICE at 903.566.7300**.

- Remain Calm
- Try to provide a safe, quiet, secure place for the individual.
- Maintain a straightforward, supportive attitude.
- Remind them they are not alone.
- Do not moralize or minimize their concerns.
- If the threat is imminent, call 911 right away.
- If the person needs counseling assistance call 7254 from a campus phone.

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## PSYCHOLOGICAL CRISIS