



UT Tyler Police - Office of Emergency Management

# Campus Emergencies

## Digital Reference Guide

Campus Community Version



**Call UT Tyler Police - 903.566.7300**

Fall 2018 - Spring 2019



**Primary Contact for All Campus Emergencies is UT TYLER POLICE DISPATCH - 903.566.7300**

**POLICE**

Medders, Mike	Chief of Police/Incident Commander		903.360.4189	903.360.4189
Seale, Michael	Lt., University Police		903.767.1215	903.566.7422
Morales, Olimpia	Seargent, Day Shift	USC/124 (PD)		903.566.7060
Kennedy, Beverly	Seargent, Night Shift	USC/124 (PD)		903.566.7060
Duke, Randal	Emergency Management	USC/121 (EOC)	903.363.6430	903.566.7446

**Environmental Emergencies**

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**Computer-Related Systems**

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**Housing-Related Emergencies**

Waters, Jennifer	Director, Res. Life	ELA/CH	936.585.2700	903.566.7380
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**Athletics-Related Emergencies**

Patterson, Howard	Director, Athletics	PHE/226	903.520.1024	903.566.7350
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**Infrastructure-Related Emergencies**

Krouse, Andrew	Director, Facilities	PHY/107	574.386.0463	903.565.5658
Stuff, Jerry	VP Operations			903.566.7431

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# INTRODUCTION

The University of Texas at Tyler is a rapidly growing campus, both in population and physical space. This emergency guide, originally created in 2017, is designed to provide quick-access information to many of the most common campus emergencies.

Emergencies that may threaten the campus community range from severe weather and health-related issues to campus violence, infrastructure failure and everything in between. This guide, while not all-encompassing, will provide community members with basic information to help them respond to almost any situation. The guide is updated constantly, and the digital format, while advancing the university's paperless initiative, also means the latest updates are available immediately. We recommend you keep this guide on your computer desktop, or bookmark the link in your "favorites" section so that you can reference it efficiently. For most people, having smart phone access may prove to be useful as well.

This campus emergency guide is based on the UT Tyler Emergency Operations Plan, maintained by the Office of Emergency Management, a part of the UT Tyler Police Department. All emergency information is reviewed and approved by the Chief of Police prior to publication. The Chief and the Emergency Management Coordinator are responsible for the creation, update and distribution of these plans.

The University follows the National Incident Management System (NIMS) for all emergency planning for campus-wide emergency situations and response. The NIMS system is the standard emergency response protocol used by most municipal agencies including Tyler and Smith County, as well as almost every law enforcement and emergency response unit in the nation.

In the event of an emergency, UT Tyler Emergency Management maintains an Emergency Operations Center (EOC) in cooperation with University Police Department, Police Dispatch, UT Tyler Environmental Health and Safety, UT Tyler Facilities Department, and the UT Campus Clinic as well as state, federal, and local agencies to manage the incident. The Chief of Police is the initial Incident Commander for any emergency event. The EOC is on call 24/7 to monitor severe weather, campus events, or any crisis that may arise and pose a threat to safety.

While campus-wide plans are in place, this guide is designed to help an individual campus community member whether Faculty, Staff, Student or Administrator review guidelines periodically that will lead to a successful response and a safer campus environment for all.



## Active Shooter

### RUN, HIDE, FIGHT

1. Run away from the sound of gunfire and to the nearest possible exit as long as you can do so safely. Call 911 only after you are safely away from the building.
2. If escaping is not possible, find a secure place to hide. Lock the door, pull shades, turn off lights and silence your cell phone.
3. If you come face to face with a shooter, fight for your life. Use any nearby objects as a weapon. Attack as a group when possible. This should only be done as a last resort.
4. If you are in a classroom, lock the door and follow the "hide" part of the protocol. Do not attempt to lock other doors that are not in your immediate area.
5. Do not leave shelter until told to do so by a familiar, identifiable law enforcement officer or university official.
6. Follow directions given by police both inside and outside of the building.
7. Do not attempt to leave campus once you are safely away from the scene.
8. Many of the same concepts used in this active shooter response are identical to our standard evacuation and shelter guides for multiple emergencies.

University Police, and Emergency Management, offer Active Shooter classroom training for campus groups provided by campus police upon request.

**University Police DO NOT recommend activating emergency fire alarms as a response to an active shooter alert.**

A fire alarm asks individuals to leave a place of safety and enter hallways and common areas where a shooter or shooters may be waiting to open fire..

**Remember, if you possess a license to carry** a firearm, and you are armed, you can only use that firearm to protect yourself in the area you are in. Never leave a place of safety to pursue a gunman.



### ACTIVE SHOOTER VIDEO

**English** <https://www.youtube.com/watch?v=VUErkf3XEEs&t=2s>

**Spanish** <https://www.youtube.com/watch?v=JEoQDubWFwg>



## Bomb Threat by Phone

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

- Where is the bomb located?
- When is it going to explode?
- What kind of bomb is it?
- Why did you place it?

Keep the caller on the line as long as possible, have a co-worker call 911 or 903.566.7300 from a desk phone if possible.

Document as much of the following information as possible during the call:

- Time of the call.
- Possible age of the caller.
- Possible gender of the caller.
- Speech pattern or accent.
- Emotional state of the caller.
- Any background noises you can hear. (traffic, music, PA system, etc.)
- Any other statements made by the caller.

Evacuate the building immediately and make note of any suspicious items you see on the way out.

Encourage others to evacuate with you, but do not continue to put yourself at risk if they refuse. Do Not attempt to use your cell phone until you are at least 1000 ft. from the scene. (This includes turning the phone “on” or “off”.) This precaution is to protect occupants and responders from items placed near entrances to buildings.

### Threat by Email

Save email and contact UT Tyler Police right away at 903.566.7300

### Threat by Social Media (against individual or university at large)

Screen Shot message or post and contact UT Tyler Police at 903.566.7300



## Fire Alarm Response

- Remain calm and encourage others to do the same.
- Activate the nearest fire alarm.
- Alert those around you.
- Exit the area, turning off lights and shutting doors.
- Do Not use elevators at all.
- Evacuate building through nearest exit available.
- Move at least 500 feet from the structure.
- Follow first responder directions.
- Do Not return to building until authorized by emergency personnel.



## Tornado / Severe Weather

- Remain calm and encourage others to do the same.
- Follow instructions carefully and quickly.
- Listen for campus sirens and other warnings systems (Patriot Alert)
- Monitor weather conditions if possible (TV, Radio, Phone, etc)
- Move to designated tornado shelter or lowest level of the building, away from glass, follow maps and signs in main hallways and lobbies.
- Avoid areas with large roof expanse such as gyms and auditoriums. (ex: HPC Gym, Cowan, UC Common Area, COB Auditorium, UC Auditorium, Etc.)
- Avoid haz-mat storage areas and chemical labs, utility closets, etc.
- Do not go outside to seek shelter. (ground-floor restrooms are a safe choice.)
- Never seek shelter in a car.
- Remain sheltered until you receive an official all-clear notification from a university official, first responder or by Patriot Alert.
- Report any injuries or missing individuals to first responders as soon as possible.

The Dispatch Center at The University Police Department will serve as the 24 hour warning point and the central monitoring point for severe weather. Dispatch receives information 24/7 from:

- The National Weather Service
- Internet weather-based systems.
- Television
- City of Tyler Police Dispatch
- State Emergency Bulletins via TLETS (Texas Law Enforcement Telecommunication System)

In the event of a possible tornado, university employees should assist moving students to designated shelter areas or first-floor windowless areas as available.

\* NOTE: The University Academies have separate specific plans and assistance from Emergency Management for storm information and updates.





## Evacuation - Activation Levels

When information on an actual or potential emergency situation is received and confirmed by University Police, depending on the nature, severity, and duration of an emergency, combined with the results of the decision criteria set forth in this annex, one of the following actions may be ordered:

### Evacuation

Emergencies requiring evacuation include, but are not limited to: fire, gas leak, hazardous material release, flooding, mass casualty incident, major structural concerns to campus buildings, and communicable disease outbreak.

#### Level I Evacuation (Building)

Total or partial building evacuation because conditions make it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from a building or out and away from a specific area inside a building.

#### Level II Evacuation (Area)

Total or partial area evacuation because conditions make it no longer safe to occupy buildings or areas in a certain sectors of the campus. This level of evacuation requires members of the campus community to move out and away from these unsafe areas of the campus to a designated safe zone.

#### Level III Evacuation (Full Campus/Extended Area)

Evacuation of the UT Tyler campus and/or affected parts of the City of Tyler because of a community-wide disaster. This level of evacuation requires implementing the City of Tyler's Emergency Operations Plan.

### General Evacuation Guidelines – Campus Community

- A. Know where the nearest exits are located.
- B. Know where the phones and pull stations are and know how to turn in an alarm.
- C. Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.
- D. Never block, even temporarily, building evacuation routes and exits.
- E. Never ignore a sounding alarm or official instructions to evacuate a building.
- F. Ensure that those in the general vicinity are aware of the evacuation.
- G. Close, do not lock, doors behind you as you exit your work areas or classrooms.
- H. Leave personal belongs, except those in immediate reach.

If it is necessary to evacuate the campus in a vehicle, exit in the direction given by University Police or other emergency authority.

Do not put your vehicle in a position where it blocks the way for others. Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate. If the road is not usable, leave your vehicle and evacuate on foot.



## Suspicious Person

- Do Not threaten or physically confront the person.
- Do Not let anyone into a locked building, room, office.
- Do Not block the person's access to an exit.
- If the person asks to speak to someone, ask them to have a seat, move outside their hearing range and call 911 or 903-566-7300 as soon as it is safe to do so.
- Make mental notes about the person's clothing and features.

## Suspicious Package

- Do Not touch or move the item.
- Move away from the area.
- Call 911 or 903-566-7300 from a desk phone.
- Calmly encourage others to avoid the area.
- Look for indicators: no return address, odd smell, leakage of liquid, powder or unknown substance, or strange sounds from the item.

## Psychological Crisis / Suicide Threat

If you come into contact with someone experiencing a psychological crisis that appears to be potentially dangerous:

- Do not attempt to handle the situation alone.
- Contact 911 or 903-566-7300 immediately.
- The individual may seem unusually aggressive, hostile, having uncontrollable behavior, or may be completely withdrawn or silent.

If an individual is contemplating suicide:

- Remain calm.
- Try to provide a safe, quiet place for the individual.
- Maintain a supportive attitude.
- Remind them they are not alone.
- Do not minimize their concerns or express opinions or pass judgement.
- Call 911 or 903-566-7300 immediately.
- If the person needs counseling assistance, call 7254.
- Call UT Tyler Police - 903-566-7300 - 24 hours a day



## Hazmat / Chemical Emergencies

### **In case of hazardous material spill, chemical leak or strange odor:**

- Remove yourself from the area and keep others away.
- Do not walk into, touch or smell any spilled substance.
- Try not to inhale gases, fumes, or smoke.
- If possible, cover mouth with cloth while leaving area.
- Stay away from accident victims until the hazardous material has been identified.
- Try to stay upwind of the accident site.
- Call UT Tyler Police immediately at 903-566-7300 and give your name, location and any information about the issue.
- The police will notify other necessary UT Tyler departments.

For information about chemicals you work with, refer to the Safety Data Sheet. Copies are in each laboratory work area and on the UT Tyler web site.

Other questions about potential hazardous situations or chemicals should be referred to UT Tyler Environmental Health and Safety @ 903.566.7401



## Criminal / Civil Disturbance

### If you witness VIOLENT or CRIMINAL behavior :

- If you are a victim or a witness to any on-campus criminal act or suspicious person, call 911 or 903-566-7300 right away.
- Make note of details and provide them to police dispatch
- Information may be reported anonymously.

### If a CIVIL DISTURBANCE or RIOT is in progress:

- Remain a safe distance from crowd activities.
- Lock all windows and doors in your area.
- Avoid confrontation with crowd participants.
- Call 911 or 903-566-7300 right away.
- Provide the dispatcher with all information you can.

## Interpersonal Emergencies

### Relationship Violence / Stalking / Substance Abuse /

1. Call 911 if there is an immediate threat.
2. Support may be found through the at( ) during business hours or after hours at ( ) .
3. For students, counseling services are available at (512) 471-3515 Monday through Friday, 8 a.m. to 5 p.m. or call for 24-hour telephone counseling at (512) 471-2255.
4. For employees,

### See Something, Say Something

If you witness a crime or suspicious activity of ANY TYPE, you can report that directly to UT Tyler Police 24 hours a day:

If it is an emergency, dial **911** immediately.

- **In Person:**
  - at 3410 Varsity Drive, USC 125 or;
  - to any person designated as a **Campus Security Authority**
  - **By Telephone:** 903.566.7300
- **Online:**
  - Use the Silent Witness Form to report a crime anonymously or;
  - Use the Crime Reporting Form [uttyler.edu/police/crime-report-form.php](http://uttyler.edu/police/crime-report-form.php)



## General Evacuation Procedures

### Evacuation:

- Calmly move toward the nearest exit.
- Help others on your way out.
- Meet at a designated spot at least 500 feet from building.
- Try to identify anyone who may still be inside.
- Check for injuries and notify emergency personnel.
- Follow all first responder directions.
- Do not re-enter the building without approval.
- Evacuation may be required in several kinds of emergencies.

Emergencies requiring evacuation include, but are not limited to: fire, gas leak, hazardous material release, flooding, mass casualty incident, major structural concerns to campus buildings, and communicable disease outbreak.

### Level I Evacuation (Building)

Total or partial building evacuation because conditions make it no longer safe to remain inside a building or a specific area

in a building. This level of evacuation requires occupants to move out and away from a building or out and away from a specific area inside a building.

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# Campus Evacuation Map



UT Tyler Police Department - Campus Evacuation Plan

X = Traffic Control Needed





## Assisting Impaired Individuals In An Emergency Evacuation

- **People who are mobility impaired (who use a wheelchair).**

When an alarm is activated, people using wheelchairs should either stay in place, or move to a safer place and wait for assistance from a staff member trained for such assistance or other emergency personnel.

- **People who are mobility impaired (who 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 traffic has cleared before attempting the stairs. Elevators should only be used if authorized by emergency personnel, but may never be used in the event of fire or structural damage.

- **People who are deaf or hearing impaired:**

Most areas and rooms are equipped with fire horns and strobe lights that simultaneously sound an alarm and flash lights when activated. Although this system is intended to alert hearing impaired individuals, they may not notice or hear alarms and may need to be alerted by others.

- **People who are vision impaired:**

People with sight disabilities are generally familiar with their immediate surroundings and frequently traveled routes. Nonetheless, because the emergency evacuation route might be different from commonly traveled ones, people with a vision impairment should be assisted when exiting the building.



## Methods of Emergency Notification used by UT Tyler

- **Indoor/Outdoor Warning System**

The university indoor and outdoor warning systems issue a series of tones and/or voice messages in the event of an emergency. It can be heard clearly across the entire campus and inside most buildings.

- **Text Message via Patriot Alert**

Students, faculty, and staff will receive a text message on their mobile phone when emergency alerts are broadcast 24/7.

- **VOIP Phone Message**

A message to the voice mail of all campus phone numbers.

- **E-Mail**

Students, faculty and staff will receive notifications in their UT Tyler email account.

- **Campus Web Site**

In an emergency situation, the UT Tyler web site can be placed in emergency mode, and broadcast live blogging information and updates on any emergency as it happens.

- **UT Tyler Social Media**

Official information from the marketing office in real time.

- Local News Media - all media interaction will be directed by the Office of Marketing.





## Emergency First Aid Reminders

**Other than measures to comfort a victim or get help, emergency procedures should be administered carefully by individuals with training.**

- First Aid Kits are located near major hallway intersections in every campus building.
  - Never move an injured or unconscious person unless their safety is at risk by staying where they are.
  - All UT Tyler Police Officers are trained in the use of tourniquets and carry them all day every day.
  - Minimize your exposure by using gloves, masks, and CPR barriers whenever possible.
  - Send others for help or call from the emergency scene.
- Never leave a victim alone unless there is absolutely no other choice.
- Provide calm reassurance to the victim and let them know that help is coming.

### Medical Emergency or Injury

- Remain calm and encourage others to do the same.
- If the injury appears to be serious or the individual requests it, call 911 immediately.
- Do not attempt to move a person who has fallen or appears to be in pain.
- Limit your communication with the injured person to calming reassurances.
- If properly trained individuals choose to administer first aid for minor injuries, ensure proper procedures are followed.
- Continue to assist the victim until help arrives.
- After ANY accident, notify UT Tyler Police dispatch at 903-566-7300.



No matter how rapid the arrival of professional emergency responders, bystanders will always be first on the scene. A person who is bleeding can die from blood loss within five minutes, so it's important to quickly stop the blood loss.

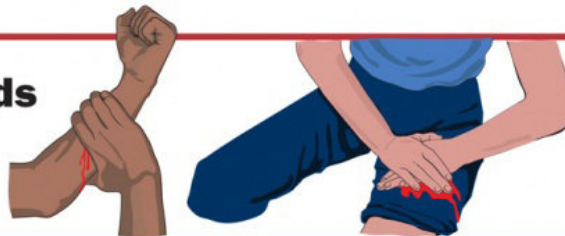
Remember to be aware of your surroundings and move yourself and the injured person to safety, if necessary.

**Call 911.**

Bystanders can take simple steps to keep the injured alive until appropriate medical care is available. Here are three actions that you can take to help save a life:

**1. Apply Pressure with Hands**

**EXPOSE** to find where the bleeding is coming from and apply **FIRM, STEADY PRESSURE** to the bleeding site with both hands if possible.



**2. Apply Dressing and Press**

**EXPOSE** to find where the bleeding is coming from and apply **FIRM, STEADY PRESSURE** to the bleeding site with bandages or clothing.



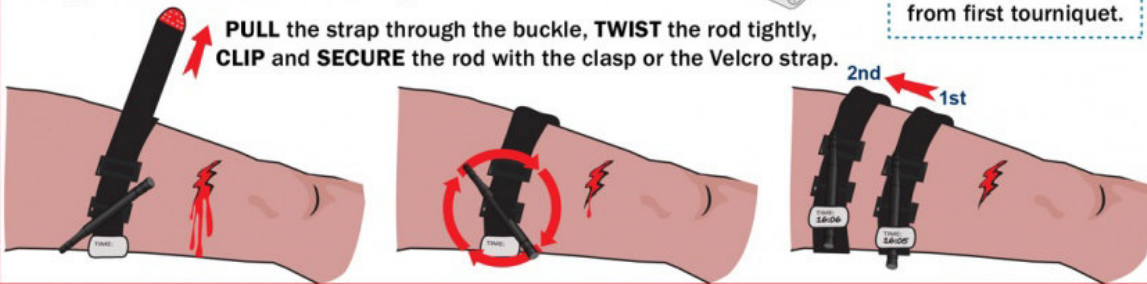
**3. Apply Tourniquet(s)**

If the bleeding doesn't stop, place a tourniquet 2-3 inches closer to the torso from the bleeding. The tourniquet may be applied and secured over clothing.



If the bleeding still doesn't stop, place a second tourniquet closer to the torso from first tourniquet.

**PULL** the strap through the buckle, **TWIST** the rod tightly, **CLIP** and **SECURE** the rod with the clasp or the Velcro strap.



The 'Stop the Bleed' campaign was initiated by a federal interagency workgroup convened by the National Security Council Staff, The White House. The purpose of the campaign is to build national resilience by better preparing the public to save lives by raising awareness of basic actions to stop life threatening bleeding following everyday emergencies and man-made and natural disasters. Advances made by military medicine and research in hemorrhage control during the wars in Afghanistan and Iraq have informed the work of this initiative which exemplifies translation of knowledge back to the homeland to the benefit of the general public. The Department of the Defense owns the 'Stop the Bleed' logo and phrase, trademarked services.



## Building and Utility Failures

### **Electrical Power Failure:**

- Immediately notify UT Tyler Police dispatch @ 903.566.7300
- Unplug all equipment in your area
- Move carefully to a lighted area

### **Gas Leak:**

- Do Not switch lights or electrical equipment on or off
- Do Not use cell phones
- Notify others in the building and evacuate calmly.

### **Ventilation:**

- Cease operations, exit the area
- Contact UT Tyler Police @ 903.566.7300

### **AC / Heat:**

- Contact Physical Plant @ 903.565.5658

### **Flooding / Major Leaks:**

- Stop using all electrical equipment immediately
- Contact Physical Plant @ 903.565.5658
- Carefully exit the building

### **Stuck Elevator:**

- Contact Physical Plant @ 903.565.5658



Emergency Response Process - The University of Texas at Tyler

All Safety and Security Incidents Reported to UT Tyler Police



POLICE DISPATCH

Information Must Reach Chief of Police Without Delay

University President

Chief will communicate incident to President.

Chief of Police ( Incident Commander )

Chief or ranking officer will initiate police response immediately and assume incident command.

Chief will notify EMC to initiate EOC operations as warranted.

Will assemble the Preparedness Group as warranted by type and anticipated complexity of the incident. (ADM)

Police Command Staff

Will coordinate immediate law-enforcement response to initial emergency incident.

Emergency Management Coordinator

Will assemble the Incident Response Team as warranted by type and anticipated complexity of the incident. (EOC)

Preparedness Group

On-Going Incident

Incident Response Team

Complete NIMS activation in joint command with local and state entities as they arrive.

- President
Provost
VP Budget and Finance
VP Marketing
VP Technology
VP Student Success
VP University Advancement
VP Operations
Legal

NIMS Component Areas

Command and Management

Preparedness

Resource Management

Ongoing Management and Maintenance

Communication & Information Mgmt.

- Life Safety
Housing
Liaison
Facilities
Medical
I.T.
Students
Faculty
PD
EM

Report To Administration Building

Report To EOC / USC 121

- > In Person
> Microsoft Teams
> Phone
> Send department representative



# The University of Texas at TYLER CAMPUS MAP





Call UT Tyler Police - 903.566.7300

