



# TEXAS A&M UNIVERSITY

## EMERGENCY PROTOCOL

### QUICK REFERENCE GUIDE

#### Emergency Telephone Numbers

Brazos County 911 District	9-911 (from campus telephone)
University Police Dispatch	845-2345 (24-hours)
Physical Plant Communications Center	845-4311 (24-hours)
Environmental Health & Safety	845-2132 (8 a.m. - 5 p.m.)
Radiological Emergencies	862-1111 (24-hours)
University Animal Facilities	845-7433 (24-hours)

<http://ehsd.tamu.edu>

# Emergency Protocols

## Area Evacuation/Shelter in Place

---

In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter in place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or university officials via radio and television stations and the Emergency Alert System (EAS), public address systems, loudspeakers, door-to-door notifications, or other appropriate means.

### **Area Evacuation**

An area evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards) - do not pack belongings
- Turn off unnecessary equipment, computers and appliances
- Close the door as you exit your room or office
- Follow the directions provided for safe routes of evacuation
- Listen to radio, if available, to monitor emergency status
- Do not use your personal vehicle for evacuation unless specifically ordered to do so...if cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off
- If you need special assistance, contact your Resident Advisor, Building Proctor, or other appropriate emergency contact. If these persons are not available, call University Police Dispatch, **845-2345** for assistance

### **Shelter in Place**

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there - avoid windows and areas with glass
- If available, take a radio or television to the room to track emergency status
- Keep telephone lines free for emergency responders, do not call 911 for information
- If hazardous materials are involved,
  - Turn off all ventilation systems and close all outside air inlets
  - Select a room(s), which is easy to seal, and, if possible, has a water supply and access to restrooms
  - If you smell gas or vapor, hold a wet cloth, loosely over your nose and mouth and breathe through it in as normal a fashion as possible

# Emergency Protocols

## **Bomb Threat**

---

### **Telephone Call -**

- Immediately after call is terminated, hang-up, obtain dial tone, dial **#91**, then hang-up (trace/trap procedure)
- Call **9-911** (Dispatcher will notify the University Police)
- Document the conversation using the Bomb Threat Checklist
- Notify the department head/building proctor
- Meet with and assist University Police personnel
- As directed by University Police, help locate/identify suspicious items
- Evacuate building, as directed (use of public address system preferred or use building fire alarm system)
- Do not re-enter building until cleared by authorized personnel

Refer to TAMU SAP 34.07.99.M1.01, Bomb Threat Procedures

# Emergency Protocols

## **Building Evacuation**

---

### **When the building fire alarms sound:**

- Immediately evacuate using building emergency plan procedures
- Walk to nearest exit/stairwell (close doors behind you)
- Do not use the elevators
- Proceed to the designated gathering area outside the building
- Report to your Floor Proctor (for a headcount)
- Do not re-enter building until cleared by authorized personnel
- Assist with the evacuation of individuals with special needs (See <http://ehsd.tamu.edu/fireandlifesafety.aspx>)

# Emergency Protocols

## Chemical Emergency

---

### Spill Inside Building

- Isolate and secure the spill area
- Warn others in the immediate area
- Based upon the hazard, attempt clean-up if trained and if you have appropriate personal protective equipment
- If assistance is needed, call **9-911** (give location, type material)
- Evacuate the building, if required (use of public address system preferred or use of building fire alarm system)
- Meet with and assist emergency response personnel

**\*Non-Emergencies**, call Environmental Health & Safety Department, **845-2132** or Physical Plant, **845-4311** (after hours) for assistance

### Spill Outside Building

- Isolate and secure the spill area
- Warn others in the immediate area
- Call **9-911** for assistance (give location, type material)
- Do not wash spilled material into storm personnel

**\*Non-Emergencies**, call Environmental Health & Safety Department, **845-2132** or Physical Plant, **845-4311** (after hours) for assistance

### Personnel Injury Involving Chemical Contamination

- Assist with emergency eyewash/shower use, as appropriate
- Render first aid immediately for serious injuries, as trained
- Call **9-911**
- Notify the Environmental Health & Safety Department, **845-2132**
- As possible, without doing harm to the victim, decontaminate the individual and remove and bag contaminated clothing
- Obtain a Material Safety Data Sheet (MSDS) for the material involved

# Emergency Protocols

## **Fire Emergency**

---

### **Inside a Building**

- Activate a fire alarm or pull station
- Call **9-911** (give caller name, building name, address, floor, location, etc.)
- Evacuate the building using Building Evacuation instructions

### **Outside a Building**

- Call **9-911** (give caller name and address, location of fire, etc.)
- Do NOT activate the building fire alarm system

### **Portable Fire Extinguisher use allowed if:**

- Properly trained (hands-on training)
- Small, contained fire (e.g. wastebasket)
- Can extinguish within 15 seconds (evacuate if it takes longer)

# Emergency Protocols

## Gas Leaks

---

### Gas Odor

- Call Physical Plant, **845-4311** (give caller name, location of odor, etc.)
- Warn others in the immediate area
- Vacate and secure area
- Notify department head/building proctor
- Meet with and assist emergency response personnel

### Major Leak (e.g., pipeline break)

- Call **9-911** (give caller name, location of leak, etc.)
- Initiate evacuation of the building or if outside, isolate the area
- Warn others in the immediate area
- Prevent sources of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- Do not re-enter building or outside area until cleared by authorized personnel

# Emergency Protocols

## Injury Reporting Procedures

---

### When Injured or Witness to an Injury

- Complete the *TAMU First Report of Injury Form* (form available on Employee Services homepage: <http://employees.tamu.edu>)
- If injured is an **employee**, fax the completed form to the TAMU Employee Services Department, **847-8546**
- If injured is a **student or visitor**, fax the completed form to the Environmental Health & Safety Department, **845-1348**

\*TAMUS personnel should send a completed First Report of Injury or Illness Form to their respective Human Resources Department.



# Emergency Protocols

## Severe Weather

---

### General -

- Follow instructions as provided by your Department/University
- Listen to radio and television for weather updates
- Check with media for return to work status

### Tornado -

- Go to basement or lowest floor of building
- Stay away from exterior walls, doors, and windows
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.)
- Get under a piece of furniture if possible (e.g., sturdy table, desk)
- Call **9-911** if emergency help is needed

# Emergency Protocols

## **Lightning Prediction Warning**

---

A Thor Guard Lightning Prediction System has been installed on campus and will sound a warning when lightning is likely to strike on or near the campus.

Horns will sound for approximately 15 seconds and the system lights will continue to flash until the danger is past. When the danger is past, the horns will sound 3 blasts for 5 seconds each and the lights will turn off.

### **When the warning is sounded -**

- Cease outdoor activities
- Seek shelter inside a building or automobile

### **Avoid -**

- Open areas; places near water, trees, metal fences, overhead wires or power lines; or elevated ground or open vehicles
- Use of radios or cellular phones

# Emergency Protocols

## Medical Emergency

---

### **If Ambulance is Needed -**

- Call **9-911**
- Provide Dispatcher with:
  - Location of emergency
  - Type of injury, if known
  - Brief description of injured person (gender, age, etc.)
- Render first aid, as trained
- Make injured as comfortable as possible
- If work related, complete and send a **First Report of Injury Form** to the Employee Services Department (form available on Employee Services homepage: <http://employees.tamu.edu>)

### **If Ambulance is Not Needed-**

- Render first aid, as trained
- Assist with transportation of an employee to their personal physician or a student to the Beutel Health Center, if appropriate
- If work related, complete and send an **First Report of Injury Form** to the Employee Services Department (form available on Employee Services homepage: <http://employees.tamu.edu>)

# Emergency Protocols

## **Radiation Emergency**

---

### **Personnel Injury Involving Radioactive Material Contamination**

- Render first aid immediately for serious injuries, as trained
- Call **9-911**
- Notify the Environmental Health & Safety Department, **862-1111** or Physical Plant, **845-4311** to report the injury
- As possible, without doing harm to the victim, monitor the injured and remove contaminated clothing and gross personal contamination

### **Radioactive Contamination of Personnel -**

- Remove and bag all contaminated clothing
- Call the Environmental Health & Safety Department, **862-1111** or Physical Plant, **845-4311** to report the incident
- Skin contamination should be cleaned using mild soap and tepid water. Use portable survey meter to monitor for remaining contamination. If not free of contamination, re-wash and re-survey
- Survey for contamination elsewhere on the body as well as on clothes, shoes, floor, door handles, telephones, etc.
- Document the entire incident

### **Radiation Spill or Release -**

- Stop work and confine the spill immediately using an absorbent, enclosure, etc.
- Call the Environmental Health & Safety Department, **862-1111** or Physical Plant, **845-4311** to report the incident
- Warn others of the hazard and isolate the area
- Monitor personnel during and after cleanup for contamination
- Collect all used cleanup materials as radioactive waste. Remove and bag all contaminated clothing or cleaning items for removal by EHSD
- Commence wipe surveys and decontamination. Perform surveys of surrounding areas to ensure that all contaminated areas are identified.
- Document the entire incident

# Emergency Protocols

## Suspicious Letter/Package/Substance

---

### **What to Do Upon Letter/Package Receipt -**

- Handle with care
- Don't shake or bump
- Isolate and look for indicators
- Don't open, smell, or taste
- Treat it as suspect!!
- Call **9-911**

### **If Parcel is Open and/or Threat is Identified -**

#### **For a Bomb -**

- Evacuate immediately
- Call **9-911**

#### **For Radiological -**

- Limit exposure - don't handle
- Evacuate area
- Shield yourself from the object
- Call **9-911**

#### **For Biological or Chemical -**

- Isolate - don't handle
- Call **9-911**
- Wash your hands with soap and water

### **Suspicious Substance in Campus Building -**

- Clear and isolate the contaminated area. Do not touch or disturb anything
- Call University Police, **845-2345**
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- Do not leave premises until dismissed by authorities

# Emergency Protocols

## Active Shooter

---

Clearly, response to an active shooter is one of the most dynamic situations that any department will ever face. It will result in immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Prior to the arrival of the police personnel, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself in an active shooter situation, try to *remain as calm as possible* and use these suggested actions to help you plan a strategy for survival.

Keep in mind, the entire area is still a crime scene.

### **Active Shooter Outside Building**

- Go to a room that can be locked or barricaded by using available material.
- Close the window blinds, turn off the lights and get everyone down of the floor so that no one is visible from outside the room.
- Spread out and seek concealment behind walls, desks, file cabinets etc.
- Have someone call 9-1-1 using a cellular telephone or call 9-9-1-1 from any campus telephone. Be aware that the 9-1-1 system will most likely be overwhelmed.
- When you reach the dispatcher, describe the situation and give your name and location; remain in place until the police give the "All Clear."
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

### **Active Shooter Inside Building**

- If possible, secure the room you are in by either locking or barricading the door using available material and follow the same procedures described above.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure or if you can safely exit the building.

### **Active Shooter Inside Room**

- If the active shooter enters your office or classroom, there are no set procedures.
- The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances
- Try to remain calm, it will aid you in decision making
- Call 9-1-1 if possible, and alert police to the shooter's location.
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking.
- If there is absolutely no opportunity of escape or concealment and the shooter is not actively firing on victims it might be possible to negotiate with the shooter.
- If the shooter has fired on victims you are faced with a life or death situation; only you can consider your next course of action.

- After all other options have been exhausted, you may be faced with the decision to overpower the shooter with force by whatever means necessary.

### **Active Shooter Leaves Room**

- If the shooter leaves the area and the environment appears safe, proceed immediately to a safer place.
- Do not touch anything that was in the area of the shooter because of the possibility of explosives being left and the destruction of crucial evidence.

### **What You Should Do**

- Make sure you have an escape route in mind.
- Do not attempt to carry anything in your hands while fleeing; move quickly
- Keep your hands visible, and follow instructions given by any police officers you may encounter.
- If you know where the shooter is located, tell the officers.
- Remain at the designated assembly point until you have been released.
- Do not drive off campus until told it is safe to do so by police.
- Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible.

### **What You Should Expect**

- Responding police officers are trained in active shooter response to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of other officers will follow the first team into secured areas and remove injured persons.
- The first officers on the scene will likely be from the University Police Department.
- Depending on the situation, they may be joined by officers from different agencies and dressed in different uniforms. There may even be some officers in civilian clothes wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. They may be armed with rifles, shotguns or handguns. Do as the officers tell you and do not be afraid of them.