

Emergency Procedures

Texas State University-San Marcos
Police Department
Emergency 911 / Dispatch (512) 245-2805

Fire

If you discover a fire:

1. Call **911** before doing anything else.
2. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. Do not endanger yourself or others by trying to extinguish a large, well developed fire.
3. If the fire is beyond your means:
 - Help rescue anyone in need of assistance.
 - Contain the fire by closing, but not locking, as many doors as possible.
 - Evacuate the area.

If you are notified of a fire in your building:

1. See "Evacuation."
2. If you are above the ground floor and fire or smoke has restricted exit routes:
 - Remain in your room.
 - Place something at the base of your door to prevent the entrance of smoke.
 - Call **911** and let them know your situation.
 - Open your windows and signal your need for help.

Medical Emergency

If you discover a medical emergency:

1. Avoid leaving the injured/ill person except to summon help.
2. If injury / illness is severe or life-threatening, Dial **911**.
3. Do not move person unless he/she is in danger.
4. Render first-aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious bodily fluids.
5. If you are exposed to another's bodily fluids, inform Public Safety when they arrive.

Tornado

If you are notified a tornado is approaching:

1. Move quickly to an interior hallway on the lowest level.
2. Stay away from windows.
3. Stay out of rooms below large roof sections such as gymnasiums, auditoriums, or cafeterias.
4. Sit down or kneel on the floor against the wall with hands on your head.
5. Do not leave your building unless instructed to do so.
6. If outside, seek shelter in a nearby building or find a ditch or depression in which to hide and cover your head.

After a tornado:

1. Beware of:
 - Broken glass.
 - Hanging electrical lines (inside and outside).
 - Unstable equipment and debris.
2. Call **911** if there is significant damage to your building or if anyone is hurt.
3. Check on fellow employees and students.
4. See "Evacuation."

Bomb Threat

If you receive a bomb threat:

1. Keep the person talking as long as possible (pretend to have difficulty hearing).
2. Secure as much information as possible, such as:
 - Where is the bomb?
 - When is it set to go off?
 - What type of bomb is it?
3. Hold the line open. Do not hang up. Use another line for yourself, or another, to call **911**.

If you are notified of a bomb threat involving your building.

See "Evacuation."

Identifying Mail Bombs

Be suspicious of packaging with the following:

- Marked "Personal" or "Private."
 - Lopsided.
 - Postmark different from return address.
 - Missing return address.
 - Oil stains or odors.
 - Marked "Fragile" or "Rush."
 - Marked with title/no name.
 - Protruding wires or foil.
 - Unusually heavy.
 - Excessive tape or string.
- If you have any doubts, call **911**.

Police Emergency

If you discover a police emergency (i.e. crime in progress)

1. Do not attempt to apprehend or interfere with a criminal except in self defense.
2. If it is safe to do so, try to get a detailed description of the criminal noting:
 - Height.
 - Weight.
 - Sex.
 - Race.
 - Age.
 - Clothing.
 - Weapon, if any.
 - Method of travel.
 - Direction of travel.
3. If the criminal enters a vehicle, note its:
 - License number.
 - Make, model, color.
 - Any other identifiers.
4. Call **911**.
5. Remain where you are until contacted by a Public Safety officer.

If you are notified of a police emergency:

1. Cooperate fully with Public Safety.
2. See "Evacuation."

Loss of Utilities

If you discover a gas leak:

1. Cease all operations.
2. Call **911**.
3. Evacuate the area.
4. Do not switch lights or electrical equipment on or off. Electrical arcing can trigger an explosion.

If you are notified of a gas leak in your area:

See "Evacuation."

If you discover a loss of utilities other than a gas leak:

Notifying Public Safety is all that is necessary.

If you are notified of a loss of utilities other than a gas leak:

See "Evacuation."

Spills

If you discover a chemical spill:

1. Immediately inform all in the area to leave the area.
2. If the chemical comes in contact with any person:
 - Remove all contaminated clothing
 - If there is contact with a persons eyes, rinse eyes with water for at least 15 minutes
 - If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.
3. Call **911**.
4. Inform **911** Operators of the type and amount of chemical spilled so they may inform the Fire Department.

Follow the departments

established procedures remembering especially:

- Do not leave the area and limit movement until those affected can be determined, evacuating those not affected.
- Call **911** giving them all details.
- Do not clean up any radioactive spill on your own without permission of the Fire Department.

Flood

If you are notified of a flood or flooding conditions:

Flooding can occur due to major rain storms, water main breaks, or loss of power to sump pumps.

In case of imminent or actual flooding:

Secure vital equipment, records and hazardous materials.
Shut off non-essential electrical equipment.
Evacuate the affected areas.
Wait for instructions from UPD.
Move all personnel to a safe area, away from the building in danger.
Do NOT return to the building until instructed to do so by UPD.
Call Facilities for assistance with flood clean-up.
Never drive your vehicle through a low water crossing.

If you need emergency shelter contact the University Police Department to get up to date shelter information.

EVACUATION

If an evacuation order is issued for your building, fully cooperate with Public Safety and:

1. Take keys, briefcases, purses, wallets, coats and other personal belongings.
2. Do not use elevators.
3. Close, but do not lock, doors.
4. Turn off all electronics, including computers.
5. Evacuate in groups to ensure all are able to get out.
6. Provide assistance for those with physical disabilities.
7. Evacuate in a safe, orderly manner.

Only the University Police Department can issue the order to return to your building

Active Shooter

Emergency Response

Contacting Authorities:

- Use Emergency 911
Be aware that 911 System will likely be overwhelmed.

Secure immediate area:

- Lock, if able, and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets).
- Silence cell phones (do not turn off)
- Place signs in exterior windows to identify the location of injured persons.

Un-Securing an area:

- Consider risks before un-securing rooms; the shooter may be trying to enter the room.
- The shooter will not stop until he/she is engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of those secured in the room v. those outside the room.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

What to Report:

- Your specific location: building name and office/room number.
- Number of people at your specific location.
- Injuries: number injured, types of injuries.
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, are there separate explosions from gunfire?

Instructions for individuals with physical disabilities

If you have a disability that could impair your ability to perform any of the above, please:

BEFORE AN EMERGENCY:

1. Inform Public Safety of your circumstances and request a brief meeting to discuss any special emergency response accommodations needed (remember elevators may not be working).
2. Find "two" or "three" buddies who are willing to help you in the event of an emergency.
3. Develop two escape plans: One assuming help is available and one assuming it is not.

DURING AN EMERGENCY

1. If needed, call one or two of your buddies to help.
2. If buddies are not available, call 911 and tell them where you are and what is needed.