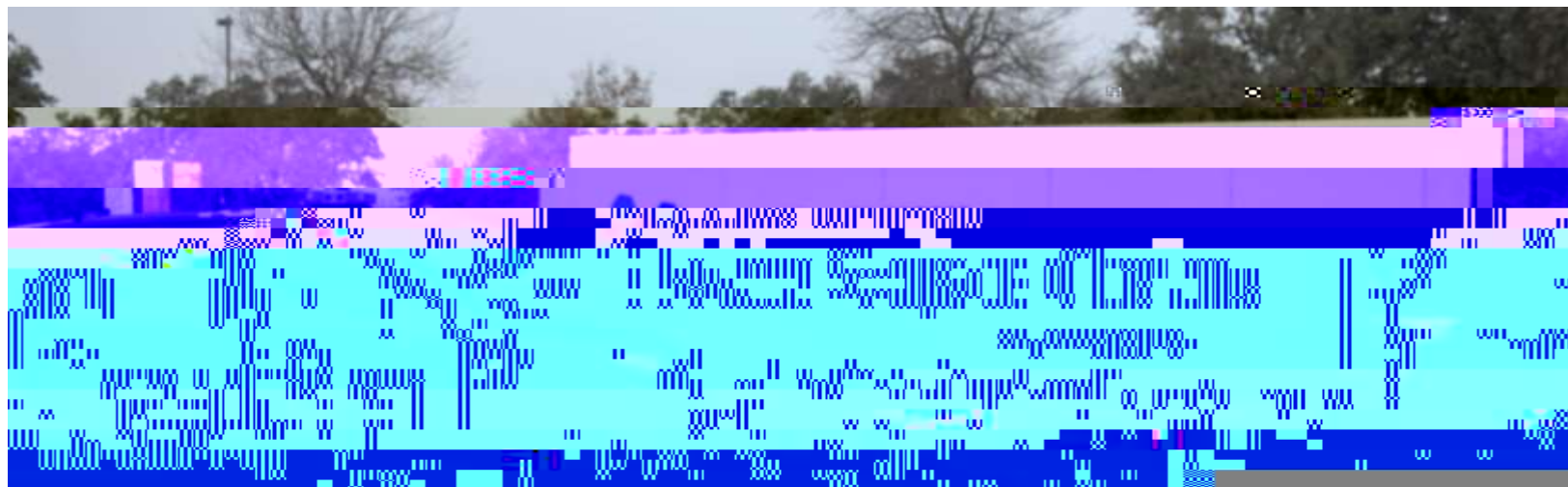


# EMERGENCY PREPAREDNESS GUIDE

University Police





This reference was prepared as a crime prevention tool by members of University Police.

If you have any suggestions or comments, please contact Michael Parks, Chief of Police at [parksm@uthscsa.edu](mailto:parksm@uthscsa.edu) or 210-567-2791.

## IMPORTANT PHONE NUMBERS

FOR EMERGENCIES CALL 210-567-8911 OR 911 FROM A CAMPUS PHONE

University of Texas HSCSA Police Department .....	210-567-2800
University of Texas HSCSA Facilities Management .....	210-567-2885
After Hours (Utilities) .....	210-567-2947
University Safety Office.....	210-567-2955
University Weather Number (7-SNOW) .....	210-567-7669
VA Hospital .....	210-617-5300
University Hospital .....	210-358-2465
University Hospital Non-Emergency .....	210-358-4000
Texas Department of Public Safety .....	210-531-2200
Texas Department of Transportation (Conditions) .....	210-452-9292
Texas Department of Transportation (Safety) .....	210-531-2240
Texas Poison Control .....	1-800-222-1222

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## INTRODUCTION

Emergencies, disasters, accidents, injuries, and crime can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual, as well as an organizational responsibility.

University Police developed this guide to assist you in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs. Become acquainted with the contents, and keep it for immediate reference.

Once you are familiar with the enclosed information, you will be better prepared to protect yourself and others at the Health Science Center. All 911 calls are routed through University Police. Dial 210-567-8911 from any cell phone or the 911 operator on the campus phone.

If you have questions concerning a unique situation not covered in this chart or need additional emergency information, please contact University Police at 210-567-2800, opt 3, or the Chief of Police at 210-567-2791 or visit the web site below for emergency information.

### WHAT YOU CAN DO NOW TO PREPARE

- Keep emergency supplies in your office (medications, flashlights, shoes, packaged snack food, bottled water, batteries and portable radios).

- Post this Emergency Preparedness Guide in a visible location in your office or room.

- Become familiar with the quickest exit routes from your building.

- Locate the nearest fire extinguisher and pull station, and register for a fire extinguisher training course.

- Register for CPR, first aid, crime prevention, or other safety training courses.

Please visit the below site for the campus-wide Emergency Response and Evacuation Plan which details various hazards, weather, medical and fire emergencies and hazardous material spills.

<http://research.uthscsa.edu/safety/emergencyresponse.pdf>

## LABOR DISPUTES/CIVIL DISORDERS

Personal Threat or Assault:

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

Stalking:

1. Call 210-567-2800, opt 3 and seek the safety of others.
2. Do not confront alleged stalker. Instead take note of physical characteristics and other identifiers that you can report to University Police.

Assault:

1. Call 210-567-8911 from any cell or 911 immediately.
2. If you witness an



## CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police at 210-567-8911. Please be prepared to provide as much of the following information as possible:

- What is the person doing?
- How many people are involved?
- Where is it happening?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number, if a vehicle is involved.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Remain on the phone with University Police until you are advised to hang up.

## HOSTAGE

In the event of hostile action against faculty or personnel, University Police should be notified immediately by dialing 911 or by dialing 210-567-8911 from any cell phone.

If possible, evacuate the area where the event is taking place. Avoid a panic, but relay as much factual information as possible. This should include information like:

- Location of incident
- Number and identity of the hostages or perpetrators
- Type and number of weapons or communication devices you saw
- As much descriptive information as possible concerning the perpetrators

When the police arrive

SUSPICIOUS LETTER or PACKAGE



A 911 call made from a campus phone goes straight to University Police Dispatch. A mobile phone call to 911 goes to the City of San Antonio Police Dispatch. In order to reach University Police from your mobile phone call 210-567-8911.

Watch the Active Shooter video at:





such as "Could you please bring Form 10-33 to



5. If shots are fired:

Remain calm.

Put distance between yourself and the offender. Make use of shielding if possible (i.e., desk, filing cabinet, etc.) between you and the suspect.

If possible, keep an escape route behind you.

If the offender leaves your area, lock your door immediately. Remain in the area (unless your safety is in jeopardy), and await further instructions from authorities.

If flight is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed suspect.

Wait for the "All Clear" instruction



# FIRE

## IF YOU DISCOVER FIRE ON YOUR FLOOR:

1. Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building closing doors behind you. (DO NOT USE ELEVATORS).
3. Call University Police at 210-567-2800, opt 3.

## ONCE FIRE ALARM IS ACTIVATED:

1. Walk to the nearest exit. (DO NOT USE ELEVATOR!)
2. Assist persons with special needs.
3. Notify University Police or fire personnel if you know of someone who is trapped.
4. Gather outside at designated assembly area, and do not attempt to re-enter the building until instructed to do so by University Police or Environmental Health & Safety.

## IF TRAPPED IN A ROOM:

1. Place wet cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Prepare to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may be drawn into the room).

## IF CAUGHT IN SMOKE:

- 1.

2. No one should enter the building or attempt to return to their workstation during an emergency. University Police or Environmental Health & Safety will give the "All Clear" signal when it is safe to do so.

Missing Employee(s): (Actions supervisors must take)

1. First check the evacuation assembly area to ensure the employee(s) are not standing with another workgroup or department.
2. If the employee(s) aren't located, notify the nearest fire fighter and inform them of the employee(s) assigned floor and work area so (if possible) a check can be made.
3. Provide fire department personnel with a description of the missing employee(s) and where they were last seen.

## BOMB THREATS

Bomb threats should always be taken seriously. An employee receiving a bomb threat should immediately notify a co-worker (preferably while the caller is still on the phone) to call University Police by calling 210-567-8911. The University's Chief of Police has an established protocol for contacting additional emergency services as needed.

The most common method of transmitting a bomb threat is the telephone. However, if a (bomb) threat is received via mail service (e.g. letter or package), the object should be handled only by the

# BOMB THREATS CHECKLIST

By Telephone

DO NOT HANG UP!!!!!! Remain Calm!

Take caller seriously.

Ask a lot of questions, using the checklist below.

Have a co-worker call University Police at 210-567-2800, opt 3 on another line, or call University Police yourself immediately after hanging up.

## BOMB THREAT CHECKLIST

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? Why? \_\_\_\_\_
7. What is your address? \_\_\_\_\_
8. What is your name? \_\_\_\_\_
9. Exact wording of threats: \_\_\_\_\_

## CALLERS VOICE:

Calm	Breathing	Lisp
Laughter	Loud	Rapid
Normal	Crying	Deep
Nasal	Angry	Ragged
Disguised	Accent	Soft
Slow	Stutter	Clearing Throat
Distinct	Slurred	Cracked
Raspy	Excited	Familiar

IF KNOWN, NAME OF CALLER: \_\_\_\_\_

Number from which call originated: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Race: \_\_\_\_\_ Approximate Age: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

BACKGROUND SOUNDS:

Street noises

Animal noises

PA system

Music

House

Office machinery

Factory Machinery

Other voices

Static

Long Distance

Motor

Additional Comments:

## EVACUATION

In the event of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during the evacuation, secure your workplace and take personal items. In most emergencies complete evacuation of the campus is not necessary. If however, there are hazardous materials released, flood, or other major incident, it may be necessary to relocate all University personnel to a safer location.

### EVACUATING FROM A BUILDING:

1. WALK, DO NOT RUN!
2. Do not use elevators.
3. If safe to do so, assist people with special needs as indicated by that person, or direct person to the nearest stairwell, and contact University Police at 210-567-2800, opt 3, for assistance at location.
4. Gather outside at a designated area. There, your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from University Police.

### SHELTER "IN PLACE":

In some instances it is safer to shelter "in place" than to evacuate a building (e.g., smoke or fire is immediately outside your room; live electrical wires bar access to the exit, individuals with mobility disabilities are on upper or lower floors).

1. If the hazard is fire or smoke, see "[Fire](#)" section of this guide.
2. If the hazard causes elevators to become inoperative (fire alarm sound).
3. If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify the emergency personnel of your location and that you are unable to evacuate; OR,
4. Call 911 and tell them your name, your location, and that you are unable to evacuate, and why you are unable to evacuate the building. Follow the directions of the operator.

For more Evacuation and Emergency Response go to:  
<http://research.uthscsa.edu/safety/emergencyresponse.pdf>

## MAJOR ACCIDENTS

### AIRCRAFT:

When a private or commercial aircraft is involved in an accident, the Federal Aviation Administration (FAA) is the agency of jurisdiction. Subsequently, no one will be permitted within a 500 foot radius of the aircraft.

Smoke from a burning aircraft is very toxic and should be avoided. If an aircraft incident occurs on the

## HAZARDOUS MATERIAL INCIDENTS

ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO RESPOND TO  
HAZARDOUS MATERIAL INCIDENTS!!!!

In case of a major hazardous spill, call 911 or 210-567-8911 immediately.

Provide dispatcher with information regarding spill.  
(Injuries, type of



## ANIMAL RIGHTS ACTIVITY

Preventing Animal Rights activity is everyone's responsibility. Action on your part can help prevent these groups from ruining years of your hard work.

### Day-To-Day How You Can Help:

As you work in research areas, be aware of unidentified/suspicious persons.

Report them immediately to University Police.

Wear your ID badge with your photo facing outward.

Do not write lock combinations on the wall for everyone's convenience.

Do not directly answer any questions concerning your work or research.

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## ELEVATOR FAILURE

### IF YOU ARE TRAPPED IN THE ELEVATOR:

1. If you become trapped in an elevator, use the emergency phone to communicate with University Police. If you have a cell phone, call University Police at 210-567-8911 and give the dispatcher the following information:
  - Name of the building
  - Location within the building
  - Where the car is stopped (if known)
  - If a medical emergency exists
2. If the phone in the elevator does not work, push the "Alarm" button until you hear acknowledgement that help is on the way.
3. Remain calm

## UTILITY FAILURES

Report any utility failures to Utilities by dialing 210-567-2885 or 210-567-2947. If it is after normal business hours (7:30 am to 4:30 pm, Monday through Friday) or you get no answer, call University Police at 210-567-2800, opt 3.

BE PREPARED TO ANSWER THE FOLLOWING QUESTIONS:

Your name  
Phone number  
Building name  
Nature of incident  
Floor(s) or area affected  
Room number

ELECTRICAL FAILURE:

Utilities will assess the situation and determine the approximate course of action.  
In the event of an electrical failure, you should:

3. Do not use the fire alarm. Use room-to-room verbal communication to notify others of a leak.
4. Report any suspected leaks to the Utilities Control Room at 210-567-2947 between 7:00 am to 5:00 pm, or to University Police at 210-567-2800, opt 3 or 911.
5. Never light a match or lighter.
6. Leave electrical devices alone. DO NOT SWITCH ON OR OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT.
7. DO NOT USE ELEVATORS.

#### STEAM LEAK:

Steam can cause severe burns and displace oxygen, and the moisture created by the steam can set off fire alarms. Only professional staff should manage a steam leak.

1. If a steam leak is detected, evacuate and keep people out of the area.
2. To report the problem call University Police at 210-567-2800, opt 3.
3. If it is safe to do so, close the door to isolate the area.
4. Moisture sensitive equipment should be moved or protected only if it can be done safely.

## TORNADO/SEVERE THUNDERSTORMS

Know the location of the nearest emergency shelter for your location!

A tornado is a violent rotating column of air extending from the base of a thunderstorm down to the ground. Tornado intensities are classified between the ratings of F0 (weakest) to F5 (strongest). Tornadoes are capable of completely destroying well-made structures, uprooting trees and hurling objects through the air. Although severe tornadoes are more common in the plain states, tornadoes have been reported in every state.

The National Weather Service issues several statements to notify the general public of potential and imminent weather-related hazards. The advisories are typically posted and announced on television, radio, and the Internet and are specific to individual counties. Departments should have a portable radio available and listen to the local station for watches/warnings issued for the area. The following watches/warnings may be issued.

### SEVERE THUNDERSTORM WATCH:

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

### SEVERE THUNDERSTORM WARNING:

Severe thunderstorms are occurring. Be prepared to move to a 'place of shelter' if threatening weather approaches.

1. Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter immediately.
2. Report any injuries and damage by dialing 210-567-2800, opt 3
3. Be prepared to give the following information:

Your name

Building name

Type of injury or damage

The location of any injured person(s) or building damage

Room number you are calling from

TORNhe



## SNOW OR ICE STORM

In circumstances involving snow or ice, University Police or Utilities will determine the condition of the roads and walkways. Call 210-567-SNOW or 210-567-7669 for updates.

### IMMEDIATE ACTION

Facilities Management personnel will respond after a snow or ice storm to remove snow and spread sand and salt, if ice is present.



# HURRICANE PREPAREDNESS

Disaster Supplies

## FREEZING CONDITIONS

The Health Science Center will remain open during severe weather unless conditions are such that the majority of students, faculty, and staff are unable to safely travel city streets or other thoroughfares leading to the campus.

During a period of emergency which may prevent some personnel (but not the majority) from traveling to the Health Science Center, faculty, staff, and students are expected to make reasonable effort to meet their assigned responsibilities. Those employees who believe they cannot travel safely are expected to notify their immediate supervisors by telephone at the earliest time that such restrictions are known. Hours missed by employees under these circumstances will be handled as any other absence and will be charged to leave or result in reduction of pay.

When extreme weather or other emergency conditions occur and the Health Science Center cannot conduct business as usual, the President or his/her delegate may declare that the Health Science Center is closed and that classes are canceled. If an emergency occurs or weather conditions worsen during a work day, no one other than the President or his/her designee is authorized to excuse employees from work for such situations unless such absences are charged to leave or reductions of pay.

All individuals designated as having "essential responsibilities" are expected to come to the Health Science Center to carry out those responsibilities at the earliest time that travel may be

## FLOODS

Flooding can occur in both rural and urban areas and can be caused by unusual weather events or structural failures. Most flooding occurs in floodplains (or low-lying areas prone to frequent flooding) after prolonged rainfall lasting over several days. However flooding can also occurs in

Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

## 2. Outdoor Flooding

Avoid flooded areas and do not attempt to cross areas where water is above your knees.

Move to higher ground.

Do not use and avoid contact with electrical devices.

Remain cautious of high water at night, as darkness may hide other hazards.

Do not walk through or drink floodwater. Floodwater may contain toxic matter from sewage, industrial chemicals, agricultural by-products and others sources. If you must come into contact with floodwater, wash with soap and clean water as soon as possible after the contact.

## 3. In a Vehicle

Listen to the radio or watch television weather broadcasts to keep informed of weather watches or warnings.

Do not park your vehicle along streams and washes, particularly during threatening conditions.

Do not attempt to drive over a flooded road. You can be stranded and trapped.

If driving, know the depth of the water in a dip before crossing. The road bed may not be intact under the water.

If the vehicle stalls, abandon it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.

Be especially cautious at night when it is harder to recognize flood dangers.

## After A Flood Has Occurred

1. Wait until an area has been declared safe before entering it. Be careful driving, since roads may be damaged and power lines may be down.
2. Do not walk near flooded areas or buildings as unseen dangers, such as submerged electrical lines, may be present.
3. If walking into a building that has water damage, be aware of loose ceiling tiles, unstable door jams and floors, or walls that can cave in.
4. Be aware of broken or leaking gas lines, electrical lines, flammable materials and explosive materials that have been carried down from another area.
5. Do not turn on electrical appliances until an electrician has checked the system and appliances.
6. Do not eat any food, including canned goods, which have come in contact with floodwaters.

# EARTHQUAKE

While the UT Health Science at Center San Antonio is not at high risk from an earthquake, it is important to be familiar with these procedures in the event you are at a Health Science Center activity, field location, etc., that is in an area susceptible to earthquakes.

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the earth's surface. This shaking can cause buildings and bridges to collapse, disrupt gas, electric, and phone service, and some( )TJETBT1 0 0 1 232.73 593.02 Tm(c)4(4o{ )I )TJETBT1 0 0 1 21,)46BT1 0 0 1 358.15 607.18 Tm 0 Tc( )

Please Note:

Expect aftershocks. These secondary shock waves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks or even months after the quake.

Listen to a battery-operated radio or television. Listen for the latest emergency information.

Open cabinets cautiously. Beware of objects that can fall off shelves.

Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire or relief organizations. Return home only when authorities say it is safe.

Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly and people with disabilities. Give first aid where appropriate.

Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.

## MEDICAL EMERGENCIES - CALL 911 OR 210-567-8911 FROM A CELL PHONE

All University employees are encouraged to learn first aid and CPR and view a bloodborne pathogens training film. Consult

CHOKING cannot cough, breathe, or talk

Ask permission to help.

Stand behind person, wrap arms around person and make a fist hand so thumb side is against victim's abdominal just above the belly button, but below the ribcage. Cover fist with other hand.

Give thrust up and into the abdomen to expel object. Assess for further care. Call 911 if needed or 210-567-8911 from any cell phone.

BLEEDING - if bleeding is visible

Apply pressure with gloved hand directly over the wound with a sterile or sanitized dressing.



## HSC Alert

HSC Alert is the text and e-mail notification system for emergencies and campus closures at the UT Health Science Center at San Antonio. You automatically receive HSC Alert messages through your uthscsa.edu e-mail account. Follow this link to sign up: <http://care.uthscsa.edu/hscAlert.aspx>

You can designate up to two cell phones with text-messaging service and one alternate e-mail address to receive HSC Alert messages. This will increase your chance of receiving important, and possibly lifesaving, information in a timely manner.

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