

Emergency Procedures Quick Reference Guide

IN AN EMERGENCY ON CAMPUS DIAL 817-272-3003

**Environmental Health & Safety
Office of Emergency Management**

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Emergency Procedures “Quick Reference Guide”

The safety of faculty, staff, students, and visitors of The University of Texas at Arlington is the primary concern of this emergency plan.

The procedures contained in this "Quick Reference Guide" are suggested for use in emergency situations that may pose threats to the physical safety and well-being of UTA students, faculty, staff, or to the condition and operation of campus buildings and facilities. No plan can provide comprehensive directions for each specific circumstance that could develop. However, this guide presents general actions that may be taken to minimize impacts during emergency situations.

The material contained in the guide is condensed from a UTA "Your Guide to Emergency Preparedness" Z-Card. This card contains additional information concerning response for events that may threaten the UTA community. For a copy of a Z-Card, please contact the UTA Office of Emergency Management or Environmental Health & Safety Office.

UTA Office of Emergency Management
Office: 817-272-0198
morales@uta.edu

UTA Environmental Health & Safety
Office: 817-272-2185
www.uta.edu/ehsafety

UTA Police Department
Emergency: 817-272-3003
Non-Emergency: 817-272-3381
www.uta.edu/police

Alert Systems

UTA utilizes a variety of communications systems to notify students, faculty, staff, and visitors to potential danger or threats. They are:

MavAlert (<http://www.uta.edu/uta/emergency.php>)

- Early notification via phone, e-mail or text message.
- Keep your MavAlert information up to date.

Public Address Systems

- Located in the majority of buildings across campus.
- Follow the directions given.

Early Warning Sirens

- Emits a loud, steady “civil defense” warning signal outside.
- When sounded seek shelter indoors and turn on the television or radio for further information.

Radio

- Turn to WBAP 820 AM for information about inclement weather



Medical Emergencies

In a medical emergency, follow these guidelines:

- Call 9-1-1 for Emergency Medical Services.
- If you are unable to call 9-1-1, call UTA Police at 817-272-3003 or activate one of the blue light emergency phones on campus.
- Provide as much information about the emergency as you can.
- If possible, perform first-aid.
- Use cardiopulmonary resuscitation (CPR) or an automatic external defibrillator (AED) **ONLY** if you have been trained.
- Stay with the injured person until emergency responders arrive.



Fire

In the event of a fire, or if you see or smell smoke, follow these guidelines:

- Activate the nearest fire alarm.
- Evacuate the building.
- If there is smoke, crawl on the floor to get below the smoke.
- Touch doors before you open them. If hot to the touch, do not open.
- If you are trapped, place cloth material around the door to prevent smoke from entering. If possible, signal for help by hanging an object out of the window.
- Call 9-1-1 once you are out of the building.
- If you are unable to call 9-1-1, call UTA Police at 817-272-3003 or activate one of the blue light emergency phones on campus.
- Give details about the location of the fire.
- If you are trained to use a fire extinguisher, locate and use the nearest one.
- If your clothing catches fire, STOP, DROP, and ROLL to smother the flames.



Severe Weather

UTA and the North Texas area can be affected by severe and inclement weather. In the event of severe weather, follow these guidelines:

The outdoor warning siren system is activated and you are **indoors**:

If you believe it is for a tornado:

- Take shelter in an interior room on the lowest level. This can be a basement, ground floor or hallway. Stay away from windows and glass doors.
- Get down low and cover your head. Get under a table or desk if available.
- Remain in the protected area until the danger has passed.

If you believe it is for hail, strong winds or lightning:

- Stay away from windows and glass doors.
- Do not use land line phones.
- Turn on a radio, weather alert radio, or television.

The outdoor warning system is activated and you are **outdoors**:

- If possible, get indoors to a solid brick structure.
- Stay away from building windows and glass doors.
- Get to a low lying area such as a ditch or depression.
- Lay face down and cover your head and face.
- Remain in the protected area until the danger has passed.



Hazardous Material Release

There has been a spill or release of an unknown hazardous material:

- Pull the nearest fire alarm.
- Evacuate the building.
- Call 9-1-1 or UTA Police at 817-272-3003.

You know what the material is and the amount spilled or released is:

Under one gallon:

- Unless you have been trained to do so, do not attempt to clean up.
- Refer to the chemicals Material Safety Data Sheet (MSDS) for spill clean up instructions.
- Transfer material into an appropriate container.
- Notify your instructor or supervisor of the spill.
- Notify EH&S of the spill at 817-272-2185.
- After business hours, contact UTA Police at 817-272-3003.

Over one gallon:

- Pull the nearest fire alarm.
- Evacuate the building.
- Call 9-1-1 or UTA Police at 817-272-3003.

If the spilled material is mercury, then:

- Contact EH&S for assistance and disposal at 817-272-2185.
- After business hours, call UTA Police at 817-272-3003.



Active Shooter

In the event of an active shooter on campus, follow these guidelines:

If you believe it is safe, then evacuate the area.

If you cannot leave the building, then:

- Lock and barricade the door.
- Turn off lights.
- Close blinds.
- Silence cell phones.
- Block windows.
- Turn off radios and computer monitors.
- If others are in the room with you, keep occupants calm, quiet, and out of sight. Do not huddle together.
- Take adequate cover behind (concrete walls, desks, filing cabinets, etc.).

If the shooter enters your room:

- If you cannot escape, attempt to reason with the shooter.
- Only as a last resort should you attempt to overpower the shooter.
- When the shooter leaves, get to a safe place and call 9-1-1 or UTA Police at 817-272-3003.



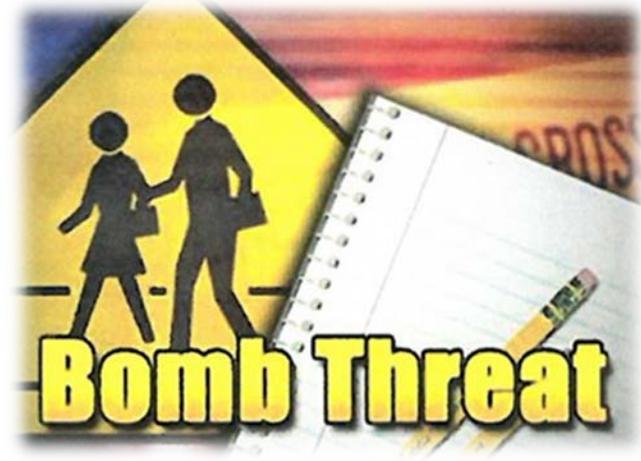
Bomb Threat

In the event you are contacted by phone regarding a bomb threat, follow these steps:

- Remain calm. Keep the caller on the line for as long as possible. **Do not hang up**, even if the caller does. After the call, immediately contact UTA Police at 817-272-3003.
- Listen carefully. Be polite and show interest.
- If possible, write a note to a colleague to call the authorities.
- If your phone displays phone numbers, copy the number or letters on the window display.
- Write down as many details as you can remember. Try to get exact words. Ask the Caller:
 - Where is the bomb located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will make it explode?
 - Did you place the bomb? (Yes) (No) Why?

Note information about the caller:

- Estimated age, sex, location (based on background noise and level).
- Is the voice familiar?



Suspicious Packages

Features of suspicious packages are:

- Excessive postage.
- Hand written or poorly typed address, incorrect title.
- Title, but no name.
- Misspellings of common words or excessive weight.
- Lopsided or uneven envelope or visual distractions.
- Oil stains, discolorations or odor.
- Ticking sound.
- Protruding wires, foil or excessive tape or string.
- Marked with restrictive endorsements.
- City, state, and zip code do not match.



If you believe you have received or encountered a suspicious package, follow these guidelines:

- Stay calm.
- Do not move or handle the package.
- Evacuate the area and call UTA Police at 817-272-3003.

Loss of Utilities

In the event that buildings on campus lose power or utilities, follow these guidelines:

- Report service outages to Facilities Management Call Center at 817-272-2000.
- Provide the following information:
 - Your name.
 - Your location.
 - A number where you can be reached.
 - Building name and area(s) of the building affected.
- If it is safe, stay in the building, unless directed to evacuate by UTA Police, the public address system, or other notification methods.
- Do not use elevators to evacuate.
- If there is a steam leak, evacuate the area and close door(s) behind you.
- Check your university inbox for electronic notices via laptops or cell phones.
- Call the campus information phone line (1-866-258-4913) for emergency closings information.



Evacuation or Shelter-In-Place

Evacuations

When a fire alarm sounds and you are directed to evacuate, follow these guidelines:

- Leave belongings behind.
- Close doors and windows as you leave.
- Walk, do not run, to the nearest stairwell or emergency door.
- Do not use the elevators.
- Evacuation chairs are provided in many stairwells for those who cannot walk down the stairs.



Shelter-In-Place

In some cases, sheltering in place is the best possible action. If a shelter-in-place is directed, follow these guidelines:

- Stop class or work.
- If possible, move to an interior room.
- Lock doors and windows.
- Close shades, blinds or curtains. Stay in place until “all clear” or “evacuate” is directed.
- Turn on a TV or radio for more information. If there is an active shooter, see page 9 for directions.



Individuals with Access and Functional Needs

Individuals who need assistance during an evacuation, even temporarily (due to a broken leg, illness, or medications, etc.), should plan in advance. Be aware of your own capabilities and limitations. If you need assistance:

During a building evacuation:

- Ask for help getting to the nearest enclosed exit stairs or area of refuge.
- Ask someone leaving the building to notify emergency responders of your location.
- Call UTA Police at 817-272-3003 or 9-1-1 and tell them where you are.

During a shelter-in-place:

- Seek shelter in an interior room with no windows.
- Call UTA Police at 817-272-3003 or 9-1-1 if you are unable to get to an area of refuge.