

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 procedures contained in the "Quick Reference Guide" are suggested for emergency situations that may threaten the University of Texas at Arlington (UTA) students, faculty, staff, and campus buildings. No plan can provide exact directions for each specific circumstance that could develop. However, this guide serves as general actions that may be taken.

In the event of an emergency, it is anticipated that adhering to the general steps developed in this guide may maximize the opportunity for the safety of those affected by the incident. Safety of UTA, faculty, staff, and visitors is the primary concern of this emergency plan.

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: 817-272-0119 or 817-272-1830
mohat@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 alert systems to notify students, faculty, staff, and visitors on campus. Ways to receive alerts 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

If there is 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.
- Only use cardiopulmonary resuscitation (CPR) or an automatic external defibrillator (AED) 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, then crawl on the floor to get below the smoke.
- Feel doors before you open them. If they are hot to touch, then do not open the door.
- If you are trapped, then 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, then use a fire extinguisher.
- If you are on 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 situations. In the event of a severe weather situation, follow these guidelines:

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

You believe it is for a tornado:

- Get to 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.

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.

If 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

If there has been a spill or release of an unknown hazardous material, follow these guidelines:

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

If you know what the material is, then follow these guidelines:

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 Aggressor/Shooter

An active shooter situation is very serious. Follow these guidelines in the event of an active shooter on campus:

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, determine and identify a strategy to protect yourself.
- 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.



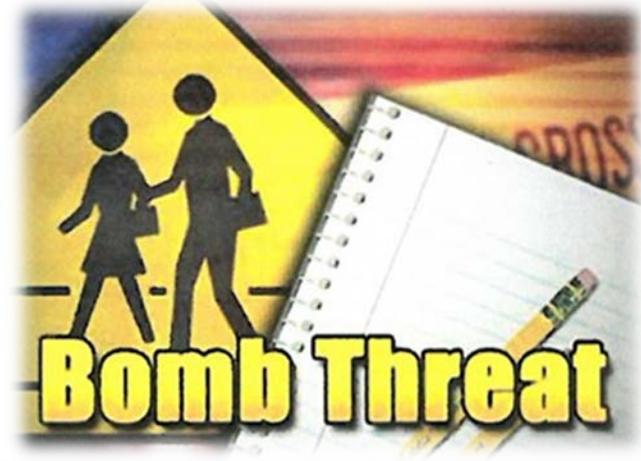
Bomb Threat

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 (background noise and level).
- Is the voice familiar?



Suspicious Packages

Characteristics of suspicious packages are:

- Excessive postage.
- Hand written or poorly typed address. Incorrect titles.
- Titles, 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

It is possible that buildings on campus could lose a utility function. For loss of utilities in a building follow these guidelines:

- Report a service outage 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 UT Arlington 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.
- If possible, check your university inbox for MavWire or TrailBlazer notices via laptops or cell phones.
- Call the campus information phone line (1-866-258-4913) regarding emergency closings.



Evacuation or Shelter-In-Place

Evacuations

When hearing a fire alarm or being 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 these who cannot walk down the stairs.



Shelter-In-Place

In some incidents, 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 put until the all clear is given or you are told to evacuate.
- Turn on a TV or radio for more information. If there is an active shooter situation, 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. It is important to be aware of your own capabilities and limitations.

What to do during a building evacuation:

- If you are unable to evacuate on your own, ask for assistance 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 let them know where you are.

What to do 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.