

# EMERGENCY MANAGEMENT



EMERGENCY 911 | UPD (936) 468-2608

## **EMERGENCY PROCEDURES** *Quick Reference Guide for Building Captains, Faculty, Staff and Students*



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# BUILDING CAPTAIN RESPONSIBILITY/EXPECTATIONS

Emergencies can come without warning – natural disasters and human-caused events can be deliberate or accidental. The information included in this guide is intended to cover most emergency situations but is not all-inclusive. No matter what the incident, think before you act, then act swiftly to minimize your exposure to danger. The procedures outlined in this plan constitute those temporary measures taken to provide the best available protection for all SFA personnel.

## **Building captains are vital members of the comprehensive SFA response and recovery plan; therefore, building captains will:**

- Assume responsibility for emergency actions until the arrival of emergency service personnel.
- Gather and record information necessary to determine appropriate emergency actions in their area of responsibility.
- Be familiar with emergency plans, evacuation routes and assembly areas for their area of responsibility.
- Maintain a copy of this Quick Reference Guide.
- Keep staff, faculty and students in area of responsibility aware of the status of the emergency when able.
- Encourage enrollment in SFA's Notification System (Jack Alert / Rave Guardian App) in area of responsibility.
- Participate in regular drills, quarterly Emergency Management building captain meetings and training.
- Each month, visually spot check automated external defibrillators and fire extinguishers and report damaged, missing equipment to Emergency Management office.

## QUICK REFERENCE LIST

<b>University Police Department (UPD)</b>	<b>911 or 936.468.2608</b> (24 hours/ 7 days /Week)
<b>Emergency Management</b>	<b>936.468.1667</b> (8 a.m. to 5 p.m. / M - F)
<b>Environmental Health Safety &amp; Risk Management</b>	<b>936.468.4514</b> (7:30 a.m. to 4:30 p.m. / M - F)
<b>Physical Plant Dept. Work Control</b>	<b>936.468.3206</b> (7 a.m. to 4 p.m. / M - F)
<b>Office of Information Technology</b>	<b>936.468.4357</b> (7:30 a.m. to 4 p.m. / M - F)
<b>Emergency Management</b>	<b><a href="https://sfasu.edu/upd/emergency-management">sfasu.edu/upd/emergency-management</a></b>
<b>Sign up for Jack Alert</b>	<b><a href="https://sfasu.edu/upd/emergency-management/jack-alert">sfasu.edu/upd/emergency-management/jack-alert</a></b>
<b>UPD Social Media</b>	<b><a href="https://sfasu.edu/upd">sfasu.edu/upd</a> <a href="https://facebook.com/SFAPolice">facebook.com/SFAPolice</a> <a href="https://Instagram.com/sfa_upd">Instagram.com/sfa_upd</a> <a href="https://twitter.com/sfapolicedept">twitter.com sfapolicedept</a></b>

# IN AN EMERGENCY WHEN YOU HEAR IT, DO IT



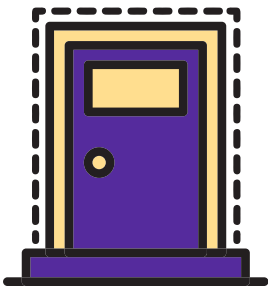
## LOCKDOWN. LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHERS

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT. SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHERS

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE. TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instruction

### TEACHERS

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER. HAZARD AND SAFETY STRATEGY.

### STUDENTS

Tornado	Evacuate to shelter
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHERS

Lead safety strategy  
Take attendance



# EVACUATION

## EVACUATE WHEN

- A fire and/or life safety emergency occurs
- The fire alarm activates (audible and/or visual)
- Notified to do so by emergency response personnel or building captain

## EVACUATION TIPS

- Be aware of all exits from your area and building.
- Know the routes from your work area to designated assembly area.
- When the fire alarm activates or you are told to leave, keep calm, walk quickly to the nearest marked exit, and ask others to do the same. **Do not run.**
- **Do not use elevators** unless directed to do so.
- Assist persons with disabilities, access or functional needs if you are willing and able to.
- Notify the building captain or emergency personnel if you suspect someone may be trapped in the building.
- Follow instruction given by building captains, first responders and emergency personnel.
- Once outside, move to a designated assembly area. Keep streets and walkways clear from emergency vehicles and personnel.
- Do not return to an evacuated building until an all-clear is given and walkways are clear for emergency vehicles and personnel.

## Hazardous materials operations and laboratory evacuations, if safe, perform the following before evacuating:

- Shut down all hazardous operations, including equipment and energy sources connected to hazardous materials.
- Close all supplies of hazardous materials, including compress gas cylinders.
- Make sure operations are left in a stable state.

# VIOLENCE OR CRIME IN PROGRESS

## 1. DO NOT TAKE UNNECESSARY CHANCES

### Do not interfere with:

- persons committing the crime/creating the disturbance
- or law enforcement authorities on the scene.

## 2. IF YOU ARE THE VICTIM OF, ARE INVOLVED IN, OR WITNESS ANY ON-CAMPUS VIOLATION OF THE LAW, SUCH AS AN ASSAULT, ROBBERY, THEFT, DOMESTIC VIOLENCE, ARSON, HATE CRIME, STALKING, ETC., THAT IS IN PROGRESS:

### • Call SFA UPD 911 or use a campus blue-light emergency phone immediately and provide the police dispatcher with the following information:

- Nature of incident
- Location of incident
- Description of person(s) involved
- If the persons(s) left the scene and their direction of travel
- What time the incident occurred
- Your name, location, department and extension number

## 3. GET A GOOD DESCRIPTION OF THE SUSPECT IF PERSONAL SAFETY ALLOWS

Note height, weight, gender, race, approximate age, clothing, method and direction of travel, and name if known. This provides vital information to investigating police officers. Should a suspect attempt to, or get away, note any identifying information of the getaway method, including a vehicle make and model, license number (if possible), color, outstanding characteristics (bumper stickers, dents, scratches, broken windows), etc., if personal safety allows.

## 4. IF PERSONAL SAFETY ALLOWS, REMAIN WHERE YOU ARE UNTIL THE POLICE OFFICER ARRIVES

# UTILITY FAILURE

## MAJOR UTILITY FAILURE

1. Notify a supervisor.

Supervisor will contact Physical Plant Department Work Control at **(936) 468-3206**. This number is in operation at all times.

2. If a supervisor is unavailable, call the Physical Plant Department Work Control number listed above and give a brief, clear description of the problem.

3. If you are responsible for an area with a critical back-up generator and it does not begin to operate, contact **(936) 468-3206**.

4. Remain calm.

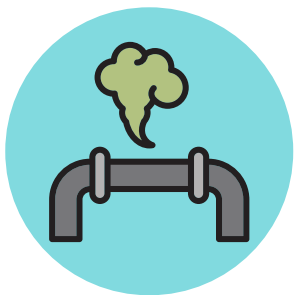
5. Follow the directions of emergency personnel.

6. If evacuation is directed by emergency personnel, follow their directions and provide assistance to others in accordance with your training.

7. Department head may call Physical Plant Department at **(936) 468-3206** for information regarding scope and expected length of outage.

## UTILITY PROBLEMS

Call Physical Plant Department Work Control, **(936) 468-3206**.



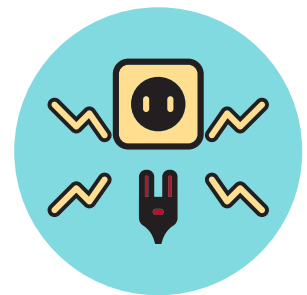
### GAS LEAKS

Vacate area immediately



### VENTILATION

If smoke or strong burning odor occurs, evacuate immediately



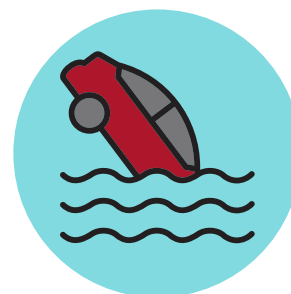
### ELECTRIC FAILURE

Call (936) 468-3206



### ELEVATOR FAILURE

Push button on elevator intercom. Describe the problem. Remain calm until help arrives.



### PLUMBING/FLOODING

If personal safety allows, shut off electrical equipment and evacuate area.

**DO NOT REENTER AN AREA OR BUILDING UNLESS TOLD IT IS SAFE.**

# ACTIVE SHOOTER

Active shooter incidents, where a suspect has started shooting, are highly unpredictable and volatile. They also are very rare. Here's a list of recommended actions. Remember, use common sense and follow the instructions of emergency personnel.

## RUN

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.

## HIDE

- Remain out of the active shooter's view.
- Your hideout should provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Blockade the door with heavy furniture, turn off the lights, close blinds, and silence cell phones.
- Your location shouldn't trap you or restrict your options for movement.
- Remain quiet and do not answer the door until emergency personnel arrive.

## FIGHT

**As a last resort, and only when your life is in imminent danger, you may choose to attempt to take the active shooter down:**

- Act aggressively against them.
- Throw items and improvise weapons.
- Yell and fight.
- Commit to your actions and follow through.



**RUN**



**HIDE**



**FIGHT**

# SUSPICIOUS MAIL AND PACKAGES

## **INDICATORS OF A SUSPICIOUS PACKAGE INCLUDE:**

- no return address
- oily stains, discoloration or crystallization on outside of package
- excessive taping or messy wrapping jobs
- rigid, bulky or uneven package shape, protruding wires or metal
- strange odors
- mailed from or foreign country or contains excessive postage
- handwritten address, poor penmanship
- misspelled words or titles
- and marked “Confidential,” “Personal,” “Open only by,” etc.

## **PROTECT YOURSELF, YOUR WORK AREA AND YOUR MAIL ROOM:**

*If you receive a suspicious letter or package:*

1. Avoid handling package. If you must, handle with care and do not shake or drop.
2. Isolate the item immediately.
3. Don't open, smell, taste or touch the package or its contents.
4. Treat it as suspect and call local law enforcement authorities.

## **IF THE PARCEL IS ALREADY OPEN OR IDENTIFIED AS A THREAT FOR A BOMB:**

1. Evacuate immediately.
2. Call police at 911.
3. Contact Postal Inspectors.
4. Call Local Fire Department or HAZMAT Unit.

## **FOR RADIOLOGICAL:**

1. **DO NOT HANDLE.**
2. Evacuate area.
3. Shield yourself from object and call police.
4. Contact Postal Inspectors.
5. Call Local Fire Department or HAZMAT Unit.

## **FOR BIOLOGICAL OR CHEMICAL:**

1. **DO NOT HANDLE.**
2. Evacuate area immediately.
3. Wash hands with soap and warm water.
4. Call police at 911.
5. Contact Postal Inspectors.
6. Call Local Fire Department or HAZMAT Unit.

# HAZARDOUS MATERIAL INCIDENTS

## PERSONNEL EXPOSURES/CONTAMINATION

1. Remove exposed/contaminated individuals(s) from area, unless it is unsafe due to medical condition of victim(s), or potential hazards to first responders.
2. Notify necessary parties. Call UPD **911** for medical attention after hours. During normal working hours, contact Environmental Health, Safety and Risk Management at **(936) 468-6034**.
3. Use nearest emergency eyewash or shower to flush contamination from eyes and skin.
4. Remove any contaminated clothing and place in a bag.
5. Administer first aid as appropriate.
6. Stand by to provide information or assistance, including the Safety Data Sheet to emergency response personnel in cases where they are dispatched.

## SPILL/CONTAMINATION OF EQUIPMENT/FACILITIES

1. Avoid spreading contamination by restricting access to the equipment or area only to individuals who are properly protected and trained to deal with the type of hazard which exists (i.e., flammable, corrosive, biological or radioactive).
2. Notify appropriate parties. During normal working hours, contact Environmental Health, Safety and Risk Management **(936) 468-6034**. After hours, call UPD **911**.
3. Evacuate all persons from the immediate area of the spill to a nearby location where they can be checked for contamination if deemed appropriate or directed by Environmental Health, Safety and Risk Management.
4. **Do not attempt** any clean up or decontamination of radioactive material without having the radiation monitoring equipment appropriate for the radiation emitted by the radionuclide involved in the spill.
5. Attempt spill clean-up if you feel it is safe, are familiar with the properties of the spilled material and are trained to handle spills.
6. If it is a liquid spill, attempt to contain it by using the appropriate absorbent material.
7. Decontaminate the equipment/area using appropriate methods under Environmental Health, Safety and Risk Management direction.
8. Prepare hazardous waste for proper disposal. Complete the appropriate hazardous waste pick-up form to request pick-up by Environmental Health, Safety and Risk Management. Temporarily store the bag of waste in the fume hood if material is volatile, and attach a label that describes the waste.
9. Stand by to provide information and assistance to emergency response personnel in cases where they are dispatched.

## RELEASE TO THE ENVIRONMENT (AIR, WATER, SOIL)

1. Stop the release, if safe to do so.
2. Follow procedures described above for contamination of equipment/facilities.



**STOP THE SPILL**



**WARN OTHERS**



**ISOLATE AREA**



**NOTIFY PERSONNEL**



# LABORATORY CHEMICAL WASTE GUIDELINES

## ACCIDENT RESPONSE:

### Emergency Response for Accidents Involving Hazardous Materials

- For fires, explosions or life-threatening accidents:
  - Call **911** for emergency assistance.
  - Follow your department emergency procedures.
  - Evacuate the area or building.
  - Activate the fire alarm pull station located at the building's exit as needed.
  - Contact University Police at **(936) 468-2608**.
- If the accident is not life-threatening:
  - Contact University Police at **(936) 468-2608**.
  - Contact the Safety Office at **(936) 468-4514** to report all injuries .

## SPILL RESPONSE:

- Call the Environmental Safety Officer at **(936) 468-6034** for cleanup assistance of spills if:
  - you are not knowledgeable of the material and its hazard
  - the spill is not contained in a hood or on a lab bench
  - and you cannot complete the cleanup with your materials on hand.
- Minor spill cleanup:
  - Alert people in the immediate area of the spill.
  - Put on appropriate Personnel Protective Equipment (gloves, protective eyewear and lab coat).
  - Contain the spill with absorbent spill material .
  - Place the absorbed spill material in secondary containment such as the spill bucket. Label the container and notify EHSRM for pick-up.
  - Dispose of contaminated PPE properly.

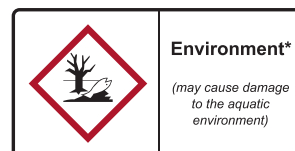
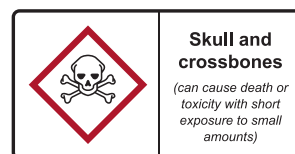
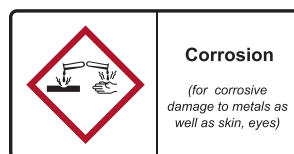
## HANDLING LABORATORY WASTES:

- A laboratory chemical becomes a waste when you decide that you no longer intend to use or re-use it.
  - Laboratory wastes may be accumulated for up to a maximum of 12 months in the lab.
  - Confirm all waste containers are properly closed and labeled.
  - Submit pick-up request to Chematix or by calling the Environmental Safety Officer at **(936) 468-6034**.

## HAZARD AWARENESS:

### Knowing GHS Pictograms

- **NEVER** dispose of hazardous chemical waste by pouring it down sink drain or evaporating in a fume hood.



**THE FIRE EXTINGUISHER FOR THIS ROOM IS LOCATED:**

# SHELTER-IN-PLACE

To shelter in place in simplest terms is to seek immediate shelter inside a building or current location. This action may be taken during a release of toxic chemicals, biological or radioactive materials to the outside air or another emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, shelter-in-place events usually last only a few hours. Emergency supply kits of food, water and other items can be used during shelter-in-place events.

## **IMMEDIATE SHELTER-IN-PLACE:**

- Done when the release is nearby you need to seek shelter immediately.
- Stay inside a building.
- If outside, enter nearest building .
- Remain in place until advised by emergency personnel it is safe to leave.

## **DELAYED SHELTER-IN-PLACE:**

- Done when a release occurs off campus and there is time (30 minutes or more), move people to large, enclosed areas.
- Follow directions of emergency personnel to move quickly to a delayed shelter-in-place location.
- Remain in place until advised by emergency personnel it is safe to leave.

## **INFORMATION SOURCES INCLUDE, BUT ARE NOT LIMITED TO:**

- designated building captains
- Jack Alert and Rave Guardian messages sent campus wide
- and giant voice campus speakers.

## **ADDITIONAL PROCEDURES:**

- Move to floors above ground level. Shelter-in-place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.
- If in laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions of the lab manager or faculty member.
- Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
- Many buildings' ventilation systems are remotely controlled by the Physical Plant Department. If necessary, locally turn off heat, fans, air conditioning or ventilation systems. Close vents as you are able.
- Follow instructions from building captains.
- Make yourself comfortable. Look after fellow occupants.

## **ALL-CLEAR:**

**Building captains will be advised of the all-clear. Once given:**

- Open doors and windows.
- Return ventilation system to normal operations.

# LOCKDOWN

A lockdown or secure-in-place alert may be issued when the University Police Department determines there is a potential threat to the campus. When notified to secure in place, initiate action immediately. Take alerts seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

## HOW DO I SECURE-IN-PLACE?

- Remain calm.
- Find an interior room and lock or barricade the doors.
- If there are other faculty, staff, students and visitors with you or in the vicinity, tell them to go to the closest office, classroom, lab or residence hall.
- To minimize vulnerability, turn off lights, silence phones and draw blinds.
- Follow instructions for UPD, fire, Building Captains and other first responders.
- Do not leave until an all-clear message is received.

## WHAT IF I AM OUTSIDE?

- If you are outside during a secure-in-place emergency, you should seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter, including large trees, walls, cars or parking garage away from the danger area (if known).
- Follow instructions from UPD, fire, Building Captains and other first responders.
- Stay sheltered until an all-clear message is received.

## WHAT IF I AM IN A CLASSROOM OR LECTURE HALL?

- Notify class of secure-in-place order.
  - Students: if the faculty member leading your class does not see the alert, notify them.
- Lock or barricade the doors.
- Turn off lights, silence phones and draw blinds.
- Move away from doors and windows.
- Use furniture to provide added protection.
- Follow instructions from UPD, fire, Building Captains and or other first responders.
- Do not leave until an all-clear message is received.



**REMAIN  
CALM AND  
QUIET**



**BARRICADE  
AND LOCK  
DOORS**



**DIM LIGHTS,  
SILENCE  
PHONES**



**FOLLOW  
ALL  
INSTRUCTIONS**



**STAY PUT  
UNTIL  
CLEAR**

# EVACUATION OF PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS

## **IF YOU ARE A PERSON WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS:**

1. Persons with disabilities, access or functional needs are urged to self-identify and work with their supervisor, colleagues, classmates and the building captain to determine evacuation routes and methods, areas of safe refuge and other emergency planning needs before an emergency occurs.
2. In many cases, evacuation from the building may not be necessary or advisable. Evacuate when the fire alarms are activated, directed by emergency personnel when danger is imminent.
3. Proceed to the nearest safe exit. Implement your individual emergency plan. Request assistance from others in the area if the exit is difficult or obstructed.
4. If unable to evacuate the building:
  - Take safe refuge in a fire-rated stairwell. Close the door to keep smoke out.
  - Evacuate horizontally to a room away from hazards. Close the doors. Signal rescuers by placing a sign in the window. Place wet cloths around and under the door to prevent smoke from entering. Call UPD at **911** or **(936) 468-2608** and provide your location and situation to the dispatcher. Follow their direction.
  - If safe to do so, it is preferred that someone stay with the person with the disability.
  - Designate one person to contact on-scene emergency personnel with location, nature of evacuation needs, etc.

## **IF YOU ARE ASSISTING A PERSON WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS:**

- **Persons with mobility limitations:**
  - Listen to the individual — they are the expert regarding their own disability. **Always ask the individual how you can help before attempting any rescue technique or giving assistance.**
  - Wheelchairs have many movable or weak parts that were not constructed to withstand the stress of lifting. Ask the individual for the safest method for lifting and carrying them.
- **Persons with visual disabilities:**
  - Tell the person the nature of the emergency, how and where to exit.
  - Offer to guide him or her by having them take hold of your elbow.
  - As you walk, say where you are and advise of any obstacle.
- **Persons with hearing loss and/or speech impairments:**
  - Turn the light switch on and off, tap the individual on the shoulder or make eye contact to get the individual's attention.
  - For those who read lips, clearly state the problem. Use gestures and point as visual instructions.
  - Write concise notes. Examples: "Fire" or "Go to exit now."

# FIRE

## WHEN FIRE OR SMOKE IS DISCOVERED, RACE TO RESPOND

**RESCUE OR REMOVE** anyone, including yourself, who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs. Do not use elevators.

**ACTIVATE THE ALARM** the alarm by pulling the nearest fire alarm pull station, and call UPD **911**.

**CONFINE OR CONTAIN** the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment if safe to do so.

**EXTINGUISH** the fire with a portable fire extinguisher, if safe. Evacuate the area. Use fire extinguisher on small fires only, trash cans or smaller. After extinguishing a fire, back away and watch for re-ignition. Attend fire extinguisher training.

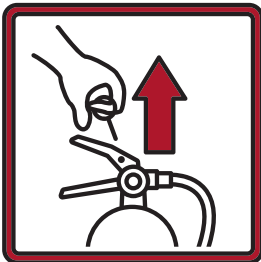
### IF YOU CAN'T EVACUATE:

- Move to a safe location with fire-rated walls, doors and few interior openings.
- Use a phone to call UPD **911** for assistance.
- Place wet towels or other materials around or under doors to keep smoke out.
- Display a sign or signal in the window to alert others to your location.
- Heat and smoke rise, so stay as low as possible. Breathe shallowly through nose, and use clothing as a filter.
- If clothing catches fire: **STOP, DROP AND ROLL**.

## THE FIRE EXTINGUISHER FOR THIS ROOM IS LOCATED:

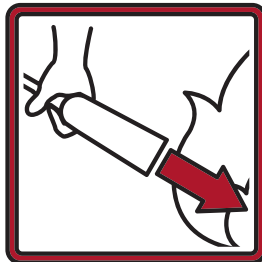


## TO OPERATE A PORTABLE FIRE EXTINGUISHER



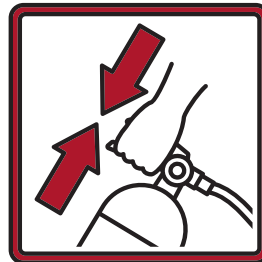
**PULL**

the safety pin



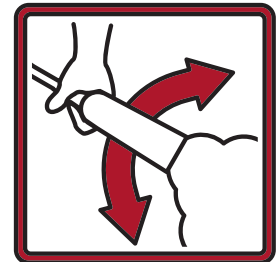
**AIM**

at the fire's base



**SQUEEZE**

the handle



**SWIPE**

side to side

**IF THE FIRE STILL DOES NOT GO OUT, LEAVE THE AREA IMMEDIATELY AND CALL FOR HELP.**



# BLOOD EXPOSURE AND MEDICAL EMERGENCY

An exposure is defined as contact with blood or other potentially infectious materials to the eyes, nose, mouth and other mucous membranes, or nonintact skin.

## IF YOU ARE EXPOSED:

1. Immediately wash exposed area with soap water for 15 minutes, or flush eyes with water for 15 minutes at the nearest eye wash station.
2. Notify your supervisor.
3. Seek medical attention at one of the locations listed below and notify Environmental Health Safety and Risk Management at **(936) 468-4532**.

## MEDICAL EMERGENCY:

### STOP THE BLEED (Open Wounds/Tourniquets)

1. Ensure your own safety.
  - a. Provide care to the injured person if the scene is safe to do so.
  - b. If your safety is threatened at any time, attempt to remove yourself (and the victim, if possible) from danger and find a safe location.
  - c. Protect yourself from blood-borne infections by wearing gloves, if available.
2. Know the **ABCs** of Bleeding.

#### ALERT

- Call **911** or tell someone to call **911**.

#### BLEEDING

- Look for and identify the source of “life-threatening” bleeding.
- Open or remove the clothing over the wound so you can clearly see it.

#### COMPRESS

- Apply pressure to stop the bleeding or use a tourniquet.

#### If you **DON'T** have a trauma first aid kit:

- Apply direct pressure on the wound.
- Cover the wound with a clean cloth.
- Apply pressure by pushing directly on it with both hands.

#### • If you **DO** have a trauma first aid kit:

##### • Life-threatening bleeding from an arm or leg and a tourniquet is available:

- Wrap the tourniquet around the bleeding arm or leg, 2-3 inches above the bleeding site (do not place tourniquet on a joint – go above the joint if necessary).
- Pull the free end of tourniquet to make it as tight as possible and secure the free end.
- Twist or wind the windlass until bleeding stops.
- Secure windlass to keep tourniquet tight.
- Note the time the tourniquet was applied.

##### • Life-threatening bleeding from arm or leg and tourniquet is not available or bleeding is from the neck, shoulder or groin:

- Open the clothing over the bleeding wound.
- Wipe away any pooled blood.
- Pack or stuff the wound with bleeding control gauze (hemostatic gauze), plain gauze or a clean cloth.
- Apply steady pressure with both hands directly on top of the bleeding wound.
- Push down as hard as you can.
- Hold pressure to stop bleeding. Continue pressure until relieved by medical responders.

**CALL UPD 911 IF THE CONDITION IS LIFE THREATENING OR REQUIRES IMMEDIATE MEDICAL ATTENTION BEYOND FIRST AID.**

**If poisoning is suspected, contact the Poison Control Center at 1-800-222-1222 and ask for direction.**

**Notify your supervisor if condition is not life threatening and seek medical attention as follows:**

- Students, if on campus, go to the Tucker Health Services Building, located at 2106 Raguet St., or call **(936) 468-4008**. Hours: 8 a.m. to 5 p.m. Monday through Friday.
- If it's after hours, go to the nearest urgent care center or emergency room. Contact Health Services for follow-up care as soon as possible.

# HOW TO APPLY A TOURNIQUET



## ALERT SOMEONE

Call 911 or UPD



## APPLY PRESSURE

Use hands to apply firm, steady pressure to bleed site



## APPLY DRESSING

Find bleed site and apply pressure to site with bandages



## WRAP

Wrap tourniquet 2-3" above bleeding arm or leg, avoiding joints



## WIND

Put windlass under band and tighten until bleeding stops



## SECURE

Secure windlass to keep tourniquet tight



## TIME

Make note of the time tourniquet was applied

# CPR



## CALL 911

Send someone to call 911 or UPD at ext. 2608 and to get an AED if available



## CHECK VITALS

Ask for permission to help and check for breathing and a pulse



## OPEN AIRWAYS

Give two rescue breathes and give compressions



## REPEAT

Repeat sets of 30 compressions, pushing hard and fast



## USE AED MACHINE

If an AED is available, turn it ON and follow prompts

# BOMB THREAT

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a dangerous situation to the SFA campus population.

## BY TELEPHONE:

1. Take the caller seriously, but remain calm.
2. Ask a lot of questions. Use the checklist below as a guide.
3. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
4. If possible, get a coworker to call UPD while you continue talking to the caller.
5. Call UPD Police 911 immediately after the call.
6. Notify your supervisor/department head.
7. UPD officers will determine if evacuation is necessary. If you do evacuate, take your personal belongings with you and move to an evacuation assembly area. If weather conditions permit, it may be preferable to move to another building.
8. Do not reenter the area until instructed to do so.

## BY MAIL:

1. Do not handle the package.
2. Immediately contact UPD at **ext. 2608 or 911** and provide as much information as possible.
3. Evacuate the area near the package(s) and stay away from the package(s).
  - a. All students, faculty and staff will vacate the affected buildings/area and move to a safe location as designated by officials on site, upwind if possible, staying at least 300 feet from the nearest building. Do not open drawers, cabinets or turn lights on or off. Carry all personal items, books, purses, etc., with you.
  - b. **Assist people who are disabled in exiting the building. Do not use the elevators in cases of fire. Do not panic or cause others to panic.**
  - c. Do not use cellular phones, radios or other airwave transmitting devices in or around the building or area.
  - d. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary.
4. Do not return to an evacuated building/area unless told to do so by an official.

## IDENTIFIERS FOR SUSPICIOUS PACKAGES:

- Grease stains or discoloration
- Odor
- Protruding wires or metal
- Lopsided/uneven
- Excessive weight/postage/securing materials (tape, string, etc.)
- Handwritten address
- No return address
- Misspelled words
- Marked "Confidential," "personal," "open only by \_\_\_\_\_," etc.
- Foreign mail

## IF YOU RECEIVE A SUSPICIOUS PACKAGE:

- Do not use two-way radios or cell phones as they can detonate a bomb.
- Do not activate the fire alarm.
- Do not touch or move the package.

# BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist.

## IF A BOMB THREAT IS RECEIVED BY PHONE:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully, be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the University Police Department.
5. If your phone has a display, copy the number and/or letters displayed.
6. Using the Bomb Threat Checklist, write as many details as you can. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UPD with information and wait for instruction.

## IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE:

- Call **911** from a campus phone or, from a cell phone or off-campus phone, call **(936) 468-2608**.
- Handle the note as little as possible.

## IF A BOMB THREAT IS RECEIVED BY EMAIL:

- Call **911** from a campus phone or, from a cell phone or off-campus phone, call **(936) 468-2608**.
- Do not delete the message.

## SIGNS OF A SUSPICIOUS PACKAGE:

- No return address
- Stains
- Incorrect titles
- Foreign postage
- Excessive postage
- DO NOT use two-way radios or cellular phones; radio signals have the potential to detonate bombs
- DO NOT evacuate the building until police arrive
- DO NOT activate the fire alarm
- DO NOT touch or move the suspicious package
- Poor handwriting
- Misspelled words
- Strange odor/sounds
- Restrictive notes
- Unexpected delivery

## EMERGENCY CONTACT

From a campus phone, call 911  
From a cell phone or off-campus phone,  
call 936.468.2608

# BOMB THREAT CHECKLIST

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

Time caller hung up \_\_\_\_\_

Phone number where call received \_\_\_\_\_

## ASK CALLER

Where is the bomb located?  
(Building, floor, room, etc.) \_\_\_\_\_

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? \_\_\_\_\_

What is your name? \_\_\_\_\_

## EXACT WORDS OF THREAT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INFORMATION ABOUT CALLER

Where is the caller located? \_\_\_\_\_

Estimated age of caller \_\_\_\_\_

Is voice familiar? If so, who does it sound like?  
\_\_\_\_\_

Other notes \_\_\_\_\_

### CALLER'S VOICE

- Female  Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal

### Normal

- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

### BACKGROUND

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation

### Music

- Motor
- Clear
- Static
- Office machines
- Factory machines
- Local
- Long distance

### THREAT LANGUAGE

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken



**STEPHEN F. AUSTIN  
STATE UNIVERSITY**  
NACOGDOCHES, TEXAS

# EMERGENCY PREPAREDNESS

Are you prepared for an emergency situation? Take these simple steps to improve the preparedness of you, your family and your work colleagues.

## GET A KIT:

- Water – one gallon per person per day for at least three days for drinking and sanitation
- Food – at least a three-day supply of nonperishable food
- Battery operated radio and flashlight with extra batteries
- First aid kit
- Whistle to use as a signaling device
- Simple tools, such as wrench, pliers and can opener
- Basic sanitation items, like towelettes, garbage bags and tissues
- Change of clothes, including sturdy shoes

## MAKE AN EMERGENCY PLAN:

- Have an out-of-town contact to which all family members can report.
- ICE your cell phone – identify who to call “in case of emergency.”
- Be prepared to limit phone use to essential calls and text messages only.
- Select a family meeting location in case your house is not safe or accessible.

## BE INFORMED:

- Get to know the building captain members in your area. They are vital members of the comprehensive SFA response and recovery plan.
- Check the SFA emergency page at [sfasu.edu/upd/emergency-management](https://sfasu.edu/upd/emergency-management) for updates and information.
- Know the emergency plan for your department.
- Inquire about the emergency plan for family members’ work and school.
- Go to [ready.gov/](https://ready.gov/) for more preparedness guidance.
- Sign up to receive Jack Alert text messages at [sfasu.edu/upd/emergency-management/jack-alert](https://sfasu.edu/upd/emergency-management/jack-alert).

SFA’s Emergency Management office can be reached at **(936) 468-1667**. After a large-scale emergency, SFA will provide information regarding the status of the campus, employees and students through various mediums to include information channels, social media, Jack Alert and mass notification.

## FOR AREA WIDE EMERGENCY INFORMATION, TUNE TO THE EMERGENCY ALERT SYSTEM:

### University Police Department

📍 [sfasu.edu/upd](https://sfasu.edu/upd)    📘 [facebook.com/SFAPolice](https://facebook.com/SFAPolice)    📷 [Instagram.com/sfa\\_upd](https://Instagram.com/sfa_upd)    🐦 [twitter.com/sfapolicedept](https://twitter.com/sfapolicedept)

### Nacogdoches County EM

[www.nactx.us/652/Emergency-Management](https://www.nactx.us/652/Emergency-Management)

### Region 2 TDEM

<https://www.tdem.texas.gov/>

## GET INVOLVED:

- To become a building captain, contact the Emergency Management office.
- For more information on the Campus Emergency Response Team, contact the Emergency Management office.
- Visit the Emergency Management webpage at [sfasu.edu/upd/emergency-management](https://sfasu.edu/upd/emergency-management).