



QUICK REFERENCE GUIDE TO CAMPUS EMERGENCIES

Revised 5.23.16



What to do in the event of an emergency?

If you are involved in an emergency, call the University Police Department at 361-825-4444 (on campus at ext. 4444) or dial 911 if there is an imminent threat to life and health.

The University Police Department is on-duty 7 days/week, 24 hours/day.

Prepared by the Environmental, Health and Safety Department

6300 Ocean Drive, Unit 5876

Corpus Christi, TX 78412-5876

<http://safety.tamucc.edu>

ehs@tamucc.edu

361-825-5555 (o) | 361-825-5556 (f)

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EMERGENCY CONTACT NUMBERS

Life-Threatening Emergency	911
University Police Department (UPD)	361-825-4444
UPD from an on campus telephone	extension 4444
Environmental, Health & Safety Department.....	361-825-5555
University Health Center.....	361-825-2601
Facilities Services	361-825-2324
Poison Control	1-800-222-1222
Poison Non-Life-Threatening	361-886-2600

Christus Spohn Hospital Emergency Rooms

Memorial—2606 Hospital Blvd.....	361-902-4000
Shoreline—600 Elizabeth St at Ocean Drive	361-881-3000
South—5950 Saratoga at Staples.....	361-985-5000

Corpus Christi Medical Centers Emergency Rooms

Bay Area Medical Center—	
7101 SPID at Rodd Field Rd	361-761-1200
Doctors Regional Medical Center—	
3315 S Alameda	361-761-1400

The following Emergency Management information numbers will be activated for a declared campus emergency.

Public/Student Information Hotline

361-825-0000 or Toll Free 1-888-234-4887

Faculty/Staff Information Hotline

361-825-9999 or Toll Free 1-888-234-4005

Last Revised – February 2016

ACCIDENT REPORTING

**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**



For safety reasons all accidents involving students, visitors, tenants, and employees should be reported regardless of severity to the University Police Department (UPD). Medical emergency matters will be handled by the UPD.

Employees must report accidents to their supervisor who will complete the Employer's First Report of Injury or Illness Form-1. To access the form: <http://safety.tamucc.edu/Forms.html>

Visitors, Students, Tenants and/or non TAMU-CC Employees should complete the Incident/Injury Report Form for Non-TAMU-CC Employees. Submit this form to E, H&S, NRC Building, Suite 1100, Unit 5876. To access the form: <http://safety.tamucc.edu/Forms.html>

University owned vehicle or utility cart accidents, single or multiple, require an employee to complete Motor Vehicle Accident Report (System Form 9) when a university owned vehicle or cart is used. Employee injury, report to supervisor and complete the Employer's First Report of Injury or Illness Form 1. An injury to a non-TAMU-CC employee, complete the Incident/Injury Report Form for Non-TAMU-CC Employees.

<http://safety.tamucc.edu/Forms.html>

Boating Accident:

1. Contact the U.S. Coast Guard on VHS 16 or the USCG Marine Safety Marine emergency 361-937-1898.
2. Report the accident to UPD.
3. Notify your supervisor.
4. Complete the appropriate accident form for either a TAMU-CC or Non-TAMU-CC employee.



Operator of a University vessel involved in any collision, accident or other casualty that results in death or injury to any person or property damage exceeding \$500 must file a complete report of the accident within 30 days with the Texas Parks and Wildlife Department. Texas Parks and Wildlife accident form link:

http://www.tpwd.state.tx.us/fishboat/boat/responsible/accident_reports

EMERGENCY NOTIFICATION SYSTEM- CODE BLUE



Texas A&M University-Corpus Christi uses a comprehensive alert system to send students, faculty and staff messages during emergency situations. The notifications include emails and text as appropriate. These emergencies can include hurricane warnings, school closures, delays and evacuations.

Students must submit a form requesting their phone and email for such notifications when they register. Updates can also be made through SAIL.

Faculty and Staff can update their Code Blue contact information through HR Connect. In case of an emergency, your emergency notification information may be used. Keep your information current.

Code Blue Emergency Notification System

The University uses a third-party emergency notification system that has the ability to contact students and employees by work phone, cell phone, text message and/or email. The severity of the emergency will determine how many forms of contacts are used.

- A phone or text message will come from:
 - 361-825-7777 emergency
 - 361-825-5700 non-emergency
- An email alert will come from:
 - TAMU-CC Code Blue (codeblue@tamucc.edu)
 - Texas A&M-Corpus Christi (notices@tamucc.edu)

The Code Blue Emergency Notification system can also reach classroom telephones and each of the residences at Camden Miramar. For more information call Institutional Advancement at 361-825-2420.

Outdoor Voice & Sound Alarm

The University has an outdoor broadcast sound system that can be heard throughout the campus similar to emergency sirens and stadium speakers. The system will be utilized for warning the campus community regarding active emergencies where there is concern for the safety of students, employees and visitors. Such incidents include, but are not limited to, sudden, severe weather emergencies; threats to human life; and fires or other physical incidents where campus evacuation may be necessary. The system provides both audible signals and public address, where spoken notifications can be easily heard by those who are outdoors. The System is routinely tested (two blasts) the first Tuesday of every month between the hours of 2:00 p.m. and 4:00 p.m. No action is required on your part. For more information, call the University Police Department.

University Web Site, Social Media

Special notices will be posted on the University's Web site home page www.tamucc.edu. When the University undergoes an evacuation, a mirrored Web site that has fundamental operations is activated. The site is located at the Texas A&M-International campus in Laredo.

Social Media, such as Facebook and Twitter, serve to reach the public. Notifications are posted on these platforms that have language similar to what has been crafted on email blasts to the campus and through the Code Blue Emergency Notification System.

- Web and Social Media notices are updated periodically with frequency increasing as the storm approaches. As an example, a notification would be posted following a hurricane evaluation meeting by the Incident Command team and the University President. Within that posting will be a notice of when the public would receive an updated notification. For more information contact Institutional Advancement at 361-825-2420.

Campus Work Phones

A voicemail message may be sent to all campus telephones. A voicemail message may be deployed in the event of an emergency with a pre-recorded message. For more information call Information Technology Department at 361-825-2100.

Classroom Telephones

Telephones with red lights have been placed in all classrooms. If an emergency occurs and it is necessary to communicate with people in classrooms, the red light will blink and the phone will ring. The phones may be used to dial 4444 if there is an emergency in the classroom. For more information call the Information Technology Department at 361-825-2100.

Special Campus Announcements

Special notices are sent using emails assigned by the university to employees and students. These email blasts are sent with frequency that aligns with meetings undertaken by the Incident Command and President when storms are being monitored. Language crafted for these e-blasts is used for postings on the Web and Social Media. All emergency notices will receive a point of reference. For more information contact Institutional Advancement.

Campus Monitors

A message may be displayed on the campus monitor system. For more information call the Information Technology Department at 361-825-2692.

Area Television Stations, Radio Stations and the Caller-Times

Corpus Christi radio and television stations and the Caller-Times daily newspaper are very supportive in helping the University inform its people regarding weather notifications and emergencies. Notifications and updates are sent with frequency to all media resources so that they can broadcast these messages to their viewership and readership. The media communicates using their radio or television outlet, as well as their Web sites. For more information contact Institutional Advancement at 361-825-2420.

Information Hotline Telephones

The University maintains two information hotlines that may be activated to place information of interest to faculty, staff and students. These hotlines are recorded messages that are updated regularly during an emergency. For up to date information go to the University's Web site home page TAMU-CC.edu or call Institutional Advancement at 361-825-2420.

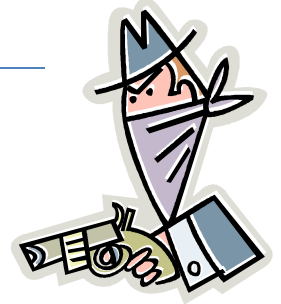
- Faculty/Staff Information Hotline: (local) 361-825-9999 or toll free 1-888-234-4005
- Student Information Hotline: (local) 361-825-0000 or toll free 1-888-234-4887

What to do in the event of an emergency:

If you are involved in an emergency, call the University Police Department at 361-825-4444.

ACTIVE SHOOTER

**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**



Protocol

If you witness an individual with a weapon on campus at any time contact the University Police Department. Follow the response procedures below in responding to an Active Shooter in your building. If you can evacuate the area, do so.

Preparing for an Emergency:

- Be aware of your surroundings.
- Have a personal safety plan (know your capabilities and limits).
- Program UPD's phone number in to your cell phone.
- Review law enforcement role, notification, and procedures securing your safety.
- "Shots Fired": When Lightning Strikes, training video on TrainTraq

Notifying Law Enforcement of an Incident (What to Report):

- Your specific location – building name and office/room number.
- Assailant(s) identity, if known. Assailant(s) location, physical description (sex, race, hair, clothing, etc.).
- Description of weapon(s) (long barrel gun, hand gun, explosives).
- Number of injured, types of injuries, if known.
- Number of people at your location.

Securing Your Safety:

- Lock and/or barricade doors with any available object(s) (chairs, desks, etc.).
- Turn off lights and close window blinds.
- Remain calm, quiet, and keep others calm.
- Take adequate coverage.
- Silence cell phones and pagers.
- Remain in place until instructed by law enforcement.
- Do not approach or make any gestures towards responding law enforcement.
- Comply with law enforcement's directions or demands and show open hands clearly.

Law Enforcement Response:

- University Police will immediately respond to the area.
- Local law enforcement agencies will respond to assist UPD.
- Law Enforcement's goal is to locate, contain, and stop the assailant.
- First responding officers will not treat injured or begin evacuation until the threat is neutralized. Once safe to do so, treat injured and evacuate.

ANIMAL INCIDENTS



**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Contact the University Police Department for immediate medical assistance.

The University promotes a feral cat program by providing food, initial health inspection, spaying and neutering by a Veterinarian before an animal is returned to campus. Do not attempt to pet or feed any animals.

Bitten or Injured by an Animal

In case of a bite caused by a venomous animal (e.g. a rattlesnake, black widow or brown recluse spider) or an allergic reaction to an insect or injury by another animal, (e.g. raccoon, skunk, opossum) contact the University Police Department for immediate medical assistance.

Be prepared to give your name, location, and if possible, the type of species or animal involved.

Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.

Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

BOMB THREATS, EXPLOSIVE DEVICES & SUSPICIOUS PACKAGES



**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**

BOMB THREAT

Bomb threats are always taken serious until proven otherwise. Act quickly, but remain calm.

- Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call UPD.
- If your phone has a display, copy the number and/or letters on the window display. In some cases, the telephone will display a partial number rather than a full number but the telephone company may be able to use this information to determine the full number.
- Complete the Bomb Threat Checklist (next page) immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, **contact UPD immediately** with information and await instructions.

Then follow the procedures below.

1. Notify your Supervisor.
2. Be prepared to receive emergency instructions via a Code Blue announcement or from UPD.

Use the checklist on the page 11 to take notes on the call.

EXPLOSIVE DEVICES DO NOT HANDLE OR TOUCH THE OBJECT

Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If you suspect an object to be a bomb or explosive, do not handle it.

The building or area where the object is found will be evacuated immediately according to evacuation procedure (see Building Evacuation) or other existing evacuation procedures.

All bomb threats and suspected explosive devices will be reported through to the University Police at 4444. Information will include:

- Description of object and exact location
- Name and unit/department of person supplying information

Radio communication or fire alarm system WILL NOT be used in the vicinity of suspected bombs or explosive devices. It is essential that the object **NOT BE TOUCHED OR MOVED**. It is critical that deans and directors make their staff aware of bomb and explosive device procedures.

University Police Department

Upon notification, UPD will dispatch a sufficient number of officers and supervisors to the scene in accordance with University Police procedures.

- Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.
- Unauthorized personnel **WILL NOT** handle any object suspected of being a bomb or explosive device.
- UPD may request off-campus emergency response depending on the seriousness of the circumstance.
- UPD will act in accordance with University Police bomb/explosive procedures.
- An After Action Report will be supplied according to established internal reporting procedures.

Suspicious Mail/Package

If you receive a suspicious-looking envelope or package (no return address or from an unconventional source), do not open it.

If you do open a letter you suspect that it has been contaminated with a biological agent, place the letter and the envelope into an empty plastic trash can bag. Carefully close the bag.

1. Notify the University Police Department
2. Notify your Supervisor

BOMB THREAT CHECKLIST

Your Name _____ Time _____ Date _____

Call received on phone # _____ in dept. _____ in building _____

Caller description: Male Female Adult Juvenile Approximate age _____

Origin of Call: Local Long distance Booth University campus Cell _____

<u>Voice</u>	<u>Speech</u>	<u>Language</u>	<u>Accent</u>	<u>Manner</u>	<u>Background Noises</u>
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Commotion
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good	<input type="checkbox"/> Not local	<input type="checkbox"/> Angry	<input type="checkbox"/> Music
<input type="checkbox"/> High pitched	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Voices
<input type="checkbox"/> Unusual	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor	<input type="checkbox"/> Other	<input type="checkbox"/> Irrational	<input type="checkbox"/> Animals
<input type="checkbox"/> Deep	<input type="checkbox"/> Lisp	<input type="checkbox"/> Foul		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Street traffic
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Other		<input type="checkbox"/> Emotional	<input type="checkbox"/> None
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal			<input type="checkbox"/> Coherent	<input type="checkbox"/> Other
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred			<input type="checkbox"/> Incoherent	
<input type="checkbox"/> Other				<input type="checkbox"/> Laughing	
				<input type="checkbox"/> Righteous	

Additional Information (for bomb threats)

Pretend difficulty with hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

When will it go off? (Certain hour, time remaining) _____

Where is it located? (Building, area) _____

What kind of bomb is it? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If the building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with the place or building by his or her description of the bomb location?

If so, write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

CRIME REPORTING

**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**



To report a crime, criminal behavior, or violence in progress, call the University Police Department.

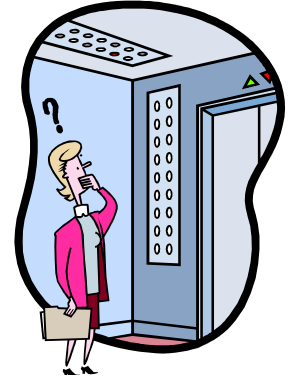
Do not approach or attempt to apprehend the persons involved. Warn others of the danger. Take only actions necessary for self-defense. If you are safe, stay where you are until police arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior.
- Location of crime or criminal behavior.
- Description of persons (height, weight, sex, and clothing) and of any weapons involved.
- Direction of anyone's traveling away from the scene.
- Vehicle description (color, year, make, model, license plate number).
- If you observe anyone bringing a weapon into a building, or any area on campus call the University Police Department.
 - Please refer to 34.06.02.C1 Carrying Concealed Handgun on Campus, which will take effect on August 1, 2016.

To report non-emergency police related activities, including crimes that are no longer in progress, missing property, disabled vehicles, and keys locked in your vehicle, call the University Police Department at 361-825-4242.

ELEVATOR ENTRAPMENT

Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus



If you are entrapped:

- **REMAIN CALM**
- **PRESS THE ALARM BELL** – This rings a local bell within the building indicating that the specific elevator is in alarm mode.
- **PRESS THE CALL BUTTON** – This establishes two-way communication with the University Police Department Dispatcher. Speak in a calm, clear voice. The dispatcher is trained to ask questions that will assist the mechanic responding to the entrapment, expedite the removal of individuals from the elevator, and make repair in the shortest time possible.
- **WAIT** – If the door is partly open and you are between floors or the doors are not fully open **DO NOT** force the doors open or attempt to climb through. Stand away from the doors and wait until an authorized mechanic or the University Police arrive.

EVACUATION OF BUILDING PROCEDURES

Contact the University Police Department at:
x 4444 from any on campus phone
361-825-4444 from cell phone or off campus



(No Fire or Earthquake)

1. Issuing an Evacuation:

- Every building has an evacuation route/map posted.
- An evacuation of a building is used to move persons out of a building by a usable route, to avoid a potentially threatening situation and deems the entire building as unusable until further notice.
- Building Evacuation Orders will be issued via the Code Blue Notification System, building annunciator associated with the fire alarm system, University Police, E, H&S or a University Official.

2. During an Evacuation:

- Persons with special needs may use the building elevator
If there is neither a fire nor an earthquake
- Close the door to your office, making sure that it is unlocked.
- Remain Calm. Do not run or panic.
- Follow the posted building evacuation map to the nearest exit.
- Proceed down the stairs to the first floor.
- For building evacuation, proceed outside and away from the building a minimum of 100 feet.
- Keep streets, fire hydrants, walkways, entry ways clear for emergency vehicles and personnel.
- Do not attempt to re-enter the building until the “All Clear” has been given by UPD, E, H&S or a University Official.

State Fire Marshal: ***“Have an Exit Strategy; the best route into the building may not be the best way out”.***

Persons with physical disabilities should observe the following procedures:

- All persons shall move towards the nearest marked EXIT. Persons with special needs may use the building elevator - **but NEVER in a Fire or an Earthquake.**
- Assist with the evacuation of individuals with special needs if you can do so safely.
- If assistance is not immediately available, persons with special needs should stay near the wall in the exit corridor, or on the stairwell landing. They should continue to call for help until rescued. People who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Persons with physical disabilities should prepare for an emergency ahead of time by instructing faculty and classmates on how to assist them in an emergency. They should know the location of the designated evacuation stairway.
- Persons with hearing or visual impairments working alone in isolated areas such as study rooms and labs should notify nearby building staff or University Police of their location.
- TAMU-CC Office of Disability Services: 361-825-5816



Locations of Evac-u-Trac Rescue devices

BUILDING	LOCATION
Bay Hall	Hallway next to room 363 Hallway next to room 210
Center for the Arts	Lounge area, in front of CA-201
Center for Instruction	Hallway, across from CI-347
Center for Sciences	Hallway, next to CS-226
Classroom East	Hallway, next to room 202
Classroom West	Hallway, outside 212
Coastal Bend Business Innovation Center	East stairwell, third floor
Corpus Christi Hall	Sliding door, across from CCH-241
Dugan Soccer and Track Stadium	Custodial Closet 2 nd floor
Dugan Wellness Center	Stair #2 (top of stair) Stair #4 (top of stair) Stairway near room 206
Early Childhood Development	In front of ECDC-211
Engineering	Hallway, next to room 301
Faculty Center	East stairway in front of room 253
Harte Research Institute	Stairway, in front of HRI-303
Island Hall	Stair #2, next to IH-317
Library	Stairway near room 204
Natural Resource Center	Stairway in front of NRC-3230
O'Connor College of Business	Hallway, in front of OCN-344
PAC	Stairway near room M300 Stairway near room M201
Student Service Center	Mezzanine, in front of SSC-215
University Center	Hallway next to room 215 Hallway next to room 315
University Service Center	Break room area, USC-216, near elevator

FIRE EMERGENCIES



**Contact the University Police Department at:
x 4444 from any on campus phone
361-825-4444 from cell phone or off campus**

If you discover Fire or Smoke Remember:

R.A.C.E.

- **R**escue: Remove anyone from immediate danger.
- **A**larm: Activate the nearest fire alarm and notify UPD.
- **C**ontain: Close all doors to confine smoke and fire.
- **E**vacuate: Follow your evacuation plan and proceed to the nearest exit and designated area outside the building.

Response to a Fire Alarm or Explosion:

- Persons with physical disabilities should be accompanied to an “Area of Rescue Assistance” located at the stairwell landing. Alert UPD to their exact location.
- Remain calm, evacuate a minimum of 100 feet from the building and stay with your group.
- Do not open any door that feels hot.
- If smoke is present, stay low.
- Never allow the fire to come between you and the exit.
- Use stairway or horizontal exit to evacuate-Do Not Use the Elevators.
- Do not return to your area for personal belongings.
- Even if the alarm has ceased do not attempt to re-enter the building until the all clear has been given by UPD, or E, H&S.

Each building has an evacuation route/map posted. Study your evacuation path as well as an alternate exit route.

State Fire Marshal: *“Have An Exit Strategy; the best route into the building may not be the best way out”.*

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

When there is credible information about a threat, a National Terrorism Advisory System (NTAS) Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is Elevated, if we have no specific information about the timing or location, or Imminent, if we believe the threat is impending or very soon.

The NTAS Alert informs the American public about credible terrorism threats, and encourages citizens to report suspicious activity. Where possible and applicable, NTAS Alerts will include steps that individuals and communities can take to protect themselves to help prevent, mitigate or respond to the threat. Individuals should review the information contained in the alert, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Information and instructions will be disseminated to the campus community through emergency management channels to include our campus Notification Systems.

HURRICANE/TROPICAL STORM

Update your contact information in HR Connect prior to June 1, the beginning of Hurricane/Tropical Storm season.



What to do if we evacuate the campus:

1. Back-up your computer files.
2. Unplug your computer/electronics, move them to higher ground, and cover with plastic bag.
3. Contact your custodial staff for plastic/trash bags.
4. Unplug and empty your refrigerator.
5. Contact your custodial staff for plastic/trash bags.
6. If your department has a University Vehicle and/or Boats, park them in the Bayside Parking Garage and give UPD the keys.
7. Take any personal items home/they are not cover by the University's insurance.
8. Before you leave, check out with your supervisor.
9. Close and lock office/classroom/building doors.

MEDICAL EMERGENCIES



**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**

Imminent threat to life: Dial 911

- Then call University Police and they will contact the ambulance and escort paramedics to the scene.
- Do not transport an injured person in your private vehicle or a University vehicle.

First Responders

- On our campus, the University Police are identified as first responders for any type of emergency (medical emergencies, mental health crisis, suspicious activities or any type of potential crisis).
- University Police are available 24 hours a day/7 days a week.
- As first responders they are trained in emergency first aid, and when needed will contact ambulance services and escort paramedics to the scene.

Use of AED (Automated External Defibrillator)

- Locations of AEDs on campus: http://safety.tamucc.edu/H/AED_Locations.pdf
- For information on AED training, contact Environmental, Health and Safety Department.

Waiting for Help in an Emergency

- Attempt to keep the individual calm and immobile until University Police arrive to provide medical assistance and ambulance direction.
- Stay where you are unless it is physically unsafe to do so.
- Inform police if you move to another location.

Students

- In the event of a medical emergency call University Police.
- The University Health Center is **not** an emergency facility. The focus of the University Health Center is to provide preventative treatment and treatment of minor illness/injury.
- Students are advised to carry their own medical insurance or be insured under their parent's medical plan.

Employees

- An employee who is injured while performing his/her job duties is entitled to medical and hospital services as covered by Worker's Compensation.
- FIRST REPORT OF INCIDENT/INJURY REPORT FORM should be completed and submitted to Human Resources by employee's supervisor.

SHELTER-IN-PLACE

**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**



"Shelter-in-place" means to take immediate shelter where you are.

Upon receipt of information concerning a possible major interruption of University Operations an immediate notification will go out via the University's Code Blue Notification System, classroom telephones, building security systems or outdoor sirens.

A shelter-in-place procedure may be implemented for severe weather, hazardous material spill, or other dangerous situations that may be or are affecting the building(s).

The formal order to shelter-in-place will be given by either/or:

- Campus Code Blue System
- Outdoor Voice and Sound Alarm System
- Building annunciator associated with the Fire Alarm System
- University Police Department
- Environmental, Health & Safety
- University Official

Go to the nearest building if you are outside when the Shelter-In-Place order is given.

Facilities Services will shut down the building HVAC system to minimize contamination of the building environment, if appropriate. Close all doors and windows.

Occupants will remain in the building until the "All Clear" is given via the Notification System, UPD and/or E, H&S.

SPILL - CHEMICAL/OIL

**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**



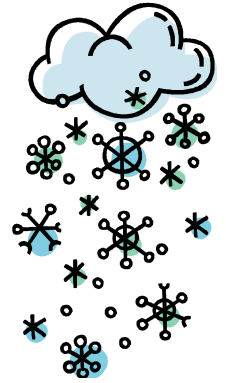
Immediately upon becoming aware of a chemical or oil spill on campus grounds, or within a building, follow the procedures below.

- Evacuate personnel from the scene and maintain a safe distance up wind to avoid exposure.
- Chemical Spill Kits are located in the laboratories.
- E, H&S personnel are trained to respond to spills.

TRAVEL CONDITIONS

**Faculty/Staff should call the Campus Conditions Hotline
(361) 825-9999 or Toll Free 1-888-234-4005.**

Students should call (361) 825-0000 or Toll Free 1-888-234-4887



When bad weather or another emergency makes travel dangerous, employees may be instructed by their Department supervisors to leave early.

If you are at home and suspect that bad weather or other conditions might cause the campus to be closed, you should contact your supervisor, check for a Code Blue message, and check the TAMU-CC website or the University Facebook page.

Follow the procedures below to determine when you should return to work.

- Listen daily to local radio and local television stations for current information.
- Check the public media and the Campus Conditions Hotline each day for information on continued closing or return to work, or contact your department supervisor.

UTILITY INTERRUPTION



**Contact the University Police Department at:
x 4444 from any campus phone
361-825-4444 from cell phone or off campus**

Communication Outage

Telephone Outages:

Notify Telecommunications via cell phone at 825-6006 or by

E-mail: campus.telecomm@tamucc.edu

Internet/Data Loss:

Notify Information Technology (IT) at 825-2692 or by email:

computer.helpline@tamucc.edu

Power Outage

- For momentary electrical failure not related to violent weather, remain at your workstation or, if your workstation is in an inside area, move to an area near windows.
- If an electrical failure continues beyond a reasonable time, (longer than 5 minutes) and is **relevant to only your building**, evacuate the building.
- Emergency lighting may be good for one (1) hour only.
- If electrical failure occurs in conjunction with violent weather, move away from windows and follow tornado evacuation procedures.
- Turn off all equipment that could be damaged by a power surge when electricity is restored.
- Ensure your department has emergency flashlights available.

Water Failure

- Discontinue any activities producing heat. Discontinue use of hazardous materials in areas where the emergency shower/eye wash stations are disabled due to the failure.
- Notify UPD.

Gas Leak

- Evacuate the area immediately.
- DO NOT Turn on or off an electrical switch and DO NOT plug or unplug any device, as this may create a spark. From a safe location, notify UPD.

Sewage/Drainage Failure

If there is a threat to life, safety/health or property, evacuate the area. Notify UPD.

WEATHER



Lightning

Outdoor activities should be halted.

Move to a safe shelter, a substantial building away from doors or windows or metal-topped vehicle.

Avoid baseball dugouts, bleachers or picnic shelters.

Stay in a safe shelter at least 30 minutes after you hear the last clap of thunder.

- **If on a bicycle** and lightning is within 5 miles, STOP riding, get off of your bicycle, find a ditch or other low spot and sit down.
- **Never lie flat** on the ground during a lightning storm.
- **As a last resort, assume the lightning-safe position**

If you are caught in a lightning storm and if you feel your hairs stand on end, your skin tingle, or you hear crackling noises, crouch on the ground with your weight on the balls of your feet, your feet together, your head lowered and ears covered. Some experts recommend placing your hands on your forehead and your elbows on your knees to create a path for lightning to travel to the ground through your extremities rather than through your core (heart).



Lightning Safety on the Water

If storms are threatening, return to shelter on land.

Retreat to the cabin.

Stay low in an open boat.

Do not use electronic equipment during the storm.

Tornado or Water Spout

- Immediately seek shelter inside a substantial building.
- Move to the lowest floor or basement, away from windows and doors.
- A water spout is a tornado that forms over water.
- If a water spout is near land, evacuate to a substantial building and to the lowest floor.
- If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head.

In a house with no basement, a dorm, or an apartment:

- Avoid windows.
- Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows.
- Crouch as low as possible to the floor, facing down; and cover your head with your hands.
- A bath tub may offer a shell of partial protection.
- Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, etc.), to protect against falling debris in case the roof and ceiling fail.

