



# QUICK REFERENCE GUIDE TO CAMPUS EMERGENCIES



## ***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](mailto:ehs@tamucc.edu)

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

# **EMERGENCY CONTACT NUMBERS**

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**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

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*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

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## 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 EHS, 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-FM 16 (156.8 MHz) or the USCG Corpus Christi Office 361-888-3162.
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](http://www.tpwd.state.tx.us/fishboat/boat/responsible/accident_reports)

# ACTIVE THREAT

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

Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: **RUN. HIDE. FIGHT.**

## **RUN. When an active shooter is in your vicinity:**

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call UPD at x4444 or 911 when you are safe.



## **HIDE. If an evacuation is not possible, find a place to hide and:**

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

### **Your hiding place should:**

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.



## **FIGHT. As a last resort, and only if your life is in danger:**

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.



### When law enforcement arrives:

- 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 the injured or begin evacuation until the threat is neutralized.
- Remain calm and follow instructions.
- Keep your hands visible at all time.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.



### What to report

- What exactly did you hear (e.g., gunshots, explosions, etc.)
- Specific location of the assailant.
- Number of assailants.
- Gender, race, and age of assailant.
- Language of commands used by the assailant.
- Clothing color and style.
- Physical features (e.g., height, weight, facial hair, glasses).
- Type of weapons (e.g., handguns, rifle, shotgun, explosives).
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know his/her name?

## ***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 rattle snake, 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 seriously 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 9 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.

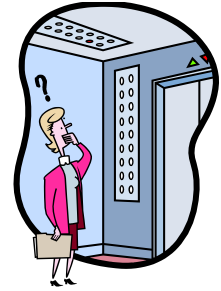
Do not approach or attempt to apprehend the persons involved. Warn others of the danger. Take only actions necessary for self-defense. If you are safe, stay where you are until police arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- 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***

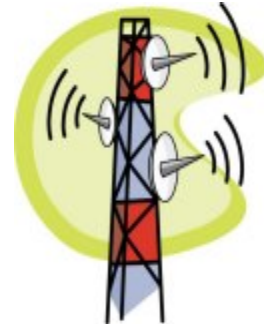
**Contact the University Police Department at:  
x 4444 from any campus phone  
361-825-4444 from cell phone or off campus**



### **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.

## **EMERGENCY NOTIFICATION SYSTEM- CODE BLUE**



Texas A&M University-Corpus Christi uses the Code Blue Emergency Notification System, a comprehensive alert system which can connect with students, faculty and staff during emergency situations. The notifications include emails, text and pre-recorded messages, as appropriate. Emergencies can include severe weather warnings, threats, school closures, delays, evacuations and other incidents which disrupt regular campus activities. It's important to keep emergency contact information up to date.

Students will be prompted to update their phone, email, and emergency contact information when they register. This information can be updated at [codeblue.tamucc.edu](http://codeblue.tamucc.edu).

Faculty and Staff should update their emergency contact information through Workday and will need to submit their Mobile Phone Number at [codeblue.tamucc.edu](http://codeblue.tamucc.edu). In case of an emergency, your emergency notification information may be used. Keep your information current.

Parents, Tenants, Non-TAMUCC Employees, Contractors, and the surrounding Community can sign up to receive Code Blue Emergency Notification messages and/or other university notices Code Blue Public Portal at [codeblue.tamucc.edu](http://codeblue.tamucc.edu). The University may send "test" messages at its discretion reminding users that they are in the system. In addition, users will receive a message when their number is added to the system.

### **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 call will come from:
  - 361-825-7777 emergency
  - 361-825-5700 non-emergency
- A text message will come from:
  - 23177 emergency
  - 53291 non-emergency
- An email alert will come from:
  - TAMU-CC Code Blue ([codeblue@tamucc.edu](mailto:codeblue@tamucc.edu))
  - Texas A&M-Corpus Christi ([notices@tamucc.edu](mailto:notices@tamucc.edu))

The Code Blue Emergency Notification System has the ability reach classroom telephones. For more information, call the Division of Information Technology at 361-825-2692.

### **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 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 at 361-825-4242.

### **University Web Site, Social Media**

Special notices will be posted on the University's Web site home page [www.tamucc.edu](http://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.

The University's official (top tier) social media accounts, such as [Facebook](#) and [Twitter](#), serve to reach the public. In the event of an emergency, notifications similar to the messaging received via the Code Blue Emergency Notification System will be posted to these social platforms.

- In the event of an emergency, the University's website and social media accounts would be updated frequently. For example, a notification would be posted following a hurricane evaluation meeting by the University's Incident Command Team or in the event of an ongoing power outage.

### **Campus 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, the phone will ring, and it will play a pre-recorded message with information and/or instructions. For more information on emergency phone services, call the Division of Information Technology at 361-825-2692.

Classroom phones may also be used call the University Police Department (ext. 4444) or 911 Emergency if there is an emergency in the classroom.

### **Special Campus Announcements**

Special notices are sent to [@islander.tamucc.edu](mailto:@islander.tamucc.edu) and [@tamucc.edu](mailto:@tamucc.edu) email addresses in the event of an emergency. These email blasts are sent at the discretion of the Incident Command Team. Language crafted for these e-blasts are often used for postings to the University's website and top-tier social media accounts.

### **Campus Monitors**

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

### **Area Television Stations, Radio Stations and the Caller-Times**

Corpus Christi media outlets, including television, radio, print and digital, are excellent University partners in the dissemination of information about campus emergencies to the public. The Incident Command Team often sends emergency messaging to local media outlets, so they can then broadcast these messages to their viewership and readership.

### **Information Hotline Telephones**

Texas A&M University-Corpus Christi maintains two information hotlines that may be activated to place information of interest to faculty, staff and students. These hotlines will contain pre-recorded messages that are updated regularly during an emergency.

- 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 (ext. 4444), or dial 911. The University Police Department is available 7 days/week, 24 hours/day.**

**Classroom Emergencies:** In the event of an emergency in the classroom, phones located on the walls of each classroom can be used to call the University Police Department (ext. 4444) or 911 Emergency.

# EVACUATION OF BUILDINGS

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, EHS 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, EHS 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 guidelines:**



- 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 <sup>nd</sup> 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 EMERGENCY***

**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 EHS.

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 emergency contact information 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. If your department has a University Vehicle and/or Boats, park them in the Bayside Parking Garage and give UPD the keys.
6. Take any personal items home/they are not cover by the University's insurance.
7. Before you leave, check out with your supervisor.
8. Close and lock office/classroom/building doors.

## ***MEDICAL EMERGENCY***

**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](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 Emergency Notification 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 EHS.

## ***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.
- EHS personnel are trained to respond to spills.



## ***TRAVEL CONDITIONS***

**Faculty/Staff should call the Campus Information 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 and Twitter pages.

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 Information Hotline each day for information on continued closure or return to work. 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 825-2100 or by

E-mail: [campus.telecomm@tamucc.edu](mailto:campus.telecomm@tamucc.edu)

Internet/Data Loss:

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

[computer.helpline@tamucc.edu](mailto: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.

