

Quick... What Do I Do?

Texas A&M University

A handy reference guide for emergencies at almost all Texas A&M facilities.



Fire

- ◆ Dial **911** (office or cell) and report the location and extent of the fire.
- ◆ Set off a fire alarm.
- ◆ Evacuate the building (see *Evacuation Procedures*).

Tornado

If a tornado warning has been issued by the National Weather Service, or you otherwise learn of a tornado in the area, do the following:



- ◆ If advised, take shelter in the nearest designated tornado safe area immediately.
- ◆ If you do not know where your designated area is, take shelter in a centrally located office/closet.
- ◆ **Notify the following:**
 - ⇒ Immediate Supervisor



Medical Emergency

If a person has a medical emergency, *quickly enlist the aid of others nearby*, if possible, so several steps may be completed all at once.

- ◆ Check for safe conditions in the area and then assess the victim.
- ◆ Dial **911** (office or cell) for EMS. Provide essential information and follow Dispatcher's instructions.
- ◆ While waiting, render whatever aid you can to the victim. Send someone to retrieve the AED located in the elevator lobby on each floor and meet emergency personnel.



Violence Threats of Violence

- ◆ If a threat is made by an employee, notify the employee's supervisor.
- ◆ If a threat is made by a visitor, dial **911** (office or cell) to notify emergency personnel.

Violent Behavior

- ◆ Dial **911** (office or cell) to notify law enforcement personnel. Request an ambulance if anyone has been injured.
- ◆ Contact your immediate supervisor.
- ◆ Evacuate and warn others to evacuate the area.

Poor Travel Conditions

When bad weather or other emergencies make travel dangerous, employees may be instructed by their department heads to leave early. The Chancellor or Incident Coordinator may also close the building for one or more days. If you are at work and are instructed to leave, do so as quickly as possible.



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

- ◆ If you are at home and suspect that bad weather or other conditions might cause campus to be closed, listen to local radio and television stations for a list of closures.
- ◆ You may call **458-6169** for a recorded message.
- ◆ Check the public media outlets and visit <https://www.tamus.edu/system/staff/inclement-weather> each day for updated closure information.
- ◆ If you cannot find information from other sources, contact your department head. In many cases, your department head will contact you.

BEFORE an Emergency Happens

- ◆ Familiarize yourself with the information in this reference guide.
- ◆ Review the Emergency Operations documents available at the A&M Emergency Preparedness page at <https://www.tamu.edu/emergency/preparing/emergency-operations-plan.html>
- ◆ Plan and walk through your evacuation routes (e.g., which stairwell to exit).
- ◆ Locate your nearest emergency resources (telephone, exit signs, alarm pull stations, fire extinguishers, AEDs).



Emergency Assistance (Police/Fire/EMS): **911** (office or cell)

Texas A&M University Police: **Non-Emergency** (979) 845-2345

Campus Facilities Emergencies (979) 845-4311

University Operator (979) 845-3211

stairwell and emergency personnel will be sent to assist you. Discuss this plan with the response coordinator on your floor beforehand.

Evacuation Procedures



Evacuation Notices In most cases, you will be notified by fire alarm, building PA, or email; however, the call to evacuate may come directly from a responding agency, another department head or a building response coordinator.

Follow These Steps

- ◆ Leave the door to your office open and unlocked. Follow your planned evacuation route from your office suite.
- ◆ If you are on an upper floor, take the nearest available stairwell to the first floor and exit the building.
- ◆ If the stairwell is blocked between these floors, walk back up to the floor that is open and cross over to another stairwell to continue your descent.
- ◆ Once on the first floor, proceed out the nearest available exit and away from the building to your designated assembly area.

- ◆ If you need assistance to safely evacuate, shelter in the

Bomb Threat or Suspected Biological Agent



Telephoned Bomb Threat

- ◆ Try to keep the caller on the line and collect as much information as possible.
- ◆ Use any alternative means possible (Slack, email, text message, separate phone line, speakerphone, etc.) to notify a coworker or police about the ongoing call.
- ◆ Dial **911** from a separate line or have a coworker call 911 to notify emergency personnel.
- ◆ Follow the instructions of emergency personnel.
- ◆ Contact your immediate supervisor

Suspicious Mail

Follow the procedures listed below if:

- ◆ You receive a suspicious-looking envelope or package (e.g., unfamiliar or no return address).
Do not open it!
- ◆ You open a letter that says it has been contaminated with a biological agent. Leave the letter or package where it is or gently place it on the nearest flat surface. If possible, gently cover the letter (use a trash can, article of clothing, etc.).

In any of the above cases, **immediately:**

- ◆ Dial **911** (office or cell) to notify emergency personnel and follow their instructions.
- ◆ Contact your immediate supervisor



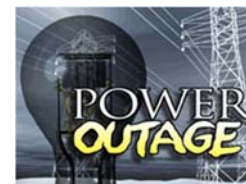
Weapons

◆ The "Campus Carry" law authorizes a license to carry (LTC) holder to carry a **concealed** handgun on campus as per 34.06.02.M1, Carrying Concealed Handguns on Campus.

- ◆ The Texas "Open Carry" law permitting the carrying of handguns openly (in a shoulder or belt holster) is distinct from the "Campus Carry" law, and expressly prohibits a LTC holder from carrying a handgun openly in university buildings.
- ◆ If anyone **openly** carries a weapon into the building, dial **911** (office or cell) to notify emergency personnel.
- ◆ If you hear what you perceive are gun shots in the building, take cover in a lockable office or closet. If it is safe to do so, call **911** (office or cell) and remain hidden until the authorities arrive and the incident is resolved.

Electrical Utilities Failure

- ◆ For temporary 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. The Building Superintendent will notify department heads if the power failure is expected to be long term. Your department head will tell you whether to remain or leave.
- ◆ If electrical failure occurs in conjunction with violent weather, move away from windows and, if advised, follow tornado evacuation procedures.
- ◆ If you are instructed to leave, emergency lights will help you exit the building safely (see *Evacuation Procedures above*).



Up-To-The-Minute Local Information

TELEVISION: KBTX and KAMU

RADIO: WTAW (1620 AM), KSNE (1150 AM), KORA (98.3 FM), KKYS (104.7 FM) and KAMU (90.9 FM)

TAMU EMERGENCY WEBSITE: <https://www.tamu.edu/emergency/index.html>

E-MAIL: Always check your work e-mail inbox for messages

