

Severe Weather

During Weather:

Remain calm. Think through the consequences of any action taken.

If indoors, watch for falling objects such as plaster or light fixtures and for high bookcases, cabinets, shelves, and other furniture which might slide or topple. Stay away from windows.

If in a high-rise buildings get under a desk. Do not dash for exits, since stairways may be damaged. Elevators may fail.

If in a crowded auditorium or dining area, move to the sidewalls away from windows. If you must leave the building, choose the exit as carefully as possible.

If outside, make a calm approach to get inside and avoid high buildings, walls, windows, power poles, downed power lines, and other objects which could fall. If possible, move to an open area away from all hazards.

After Storm:

Check for injuries to personnel in the area. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Render first aid assistance if required.

Check for fires or hazards, spills of flammable or combustible liquids, or leaks of flammable gases.

If you are qualified to do so, check utility lines and equipment for damage; shut off gas and electrical power if possible and appropriate. Do not use matches, lighters, open flame appliances or electrical switches until you are sure there are no gas leaks.

Report injuries, emergencies and damages as appropriate. Use telephone systems only for urgent matters.

Medical

Minor-

Minor medical injuries/illnesses (i.e. falls, cuts) involving employees should be immediately reported to their supervisor. Supervisors should fill out all necessary forms for employee injury/illness.

If medical attention is required, the injured employee or student should report to the University for immediate care.

Major-

If it is not practical to move or injured individual, call the TWU DPS and they will call an ambulance. We encourage you to take a CPR and First Aid Course.

Violence

If you find yourself facing a violent or potentially violent individual, practice these strategies:

Remember not to take the person's anger personally. Remain calm and talk in a low tone. The angry person will actually have to talk lower to hear you.

If you feel as though you cannot resolve the issue, ask them to talk to your supervisor.

If a threat of violence is immediate, walk or run away from the situation as quickly as possible. Close and lock doors between you and the offender if possible. Have someone to call for emergency help.

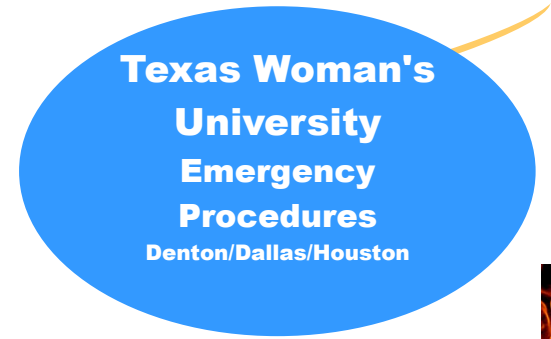
Power Failure

Turn off any electrical equipment you may have been using. Due to the fact that you do not know how long the failure will last, leaving equipment turned on could result in a serious situation of the power returns and you are not present to monitor the equipment.

If the power failure is lengthy, the TWU DPS or Facilities Management will provide further instructions.

Gas Leak

Immediately notify all persons in the area of the suspicious gas. Evacuate the area. Follow instructions given by the TWU DPS.



Fire



Tornado



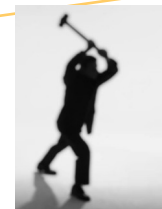
Medical Emergency



Chemical Spill



Gas Leak



Violence



Power Outage



Bomb Threat

Introduction



Use red phones that are located in several buildings for a direct line to TWU DPS

The TWU Safety

Office developed an Emergency Procedures brochure that provides the context and institutional framework for responding to a variety of emergencies at the University.

Trapped in a Building

Inform all employees, including employees with disabilities, of the following actions if they are trapped in a building or unable to go to the Area of Evacuation Assistance:

Call 9-911 if a phone is available, and report the location and situation.

Go to a window, if available, and signal emergency personnel by waving, or hanging or taping a large sign in the window. Employees may open the window for fresh air, but must not break the window as smoke may enter.

If smoke is present, stay low, cover you face with a cloth (damp, if possible) and place fabric (cloth, coat, towels, etc.) around door cracks to keep smoke out.

Fires

1. Call 911 for help by activating a fire alarm manual pull station located at exits.

**Pull stations are located by the exit doors to each floor in most buildings.*

2. Leave the building immediately by the nearest exit route or an alternate route if the nearest exit is blocked.

3. **DO NOT USE ELEVATORS.** Elevators are not available and are not safe for evacuation purposes. When the fire alarm sounds, the elevators will be automatically recalled to a predetermined floor and shut off.



Fires can quickly get out of control. Please leave building when fire alarm sounds.

4. Close doors behind you as you leave. Shut off heat producing equipment (Bunsen burners, etc.) Return hazardous materials to their proper storage units

5. Assist persons with disabilities out of the building or to the Area of Evacuation Assistance designated for the building and inform responding emergency personnel to assist the disabled with evacuation.

6. After evacuation, report to the pre-designated emergency assembly point.

7. Stand clear of Fire Department personnel and equipment and follow the directions of the Fire Department.

8. Do not re-enter the building until the Fire Department has declared the building safe.

Bomb Threats

Persons receiving telephoned bomb threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also attempt to get as much information as possible about the caller. For example; male or female, accent, etc. Listen for any background noise, which may indicate the location of the caller. The checklist below shows the information, which can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the TWU Department of Public Safety at 9911. Bomb threats received through the mail or by other means are also to be reported immediately to the TWU Department of Public Safety.

Bomb Threat Call Checklist

Date:

Call Received by:

Language used:

Time of Call:

Phone No.:

Keep Caller on the phone. Ask:

WHEN is it set to go off?

WHERE is it?

WHY are you doing this?

WHO are you?



Get as much information as you can.

Voice on the phone:

Man	Woman	Child	Age
Intoxicated	Accent	Speech Impediment	

Background Noise:

Music	Children	Airplane	Talk	Traffic
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Chemical Spills

When a chemical spill cannot be cleaned up safely without the assistance of safety and emergency personnel, take the following action:

Call for emergency assistance

Campus Phone System: Dial 2911, 9911

Private or Pay phones: Dial 911 or 898-2911

Provide as much information as possible: exact location chemical (s) involved, if there is a fire hazard, volume spilled, persons, injured, area evacuated, etc. (The Department of Public Safety will summon the City of Denton Fire Department and the Safety Office to assist.)

Attend to injured or contaminated persons and remove them from exposure.

Alert personnel to evacuate the area, as appropriate. Pull the fire alarm pull station to alert building occupants and to summon the Denton Fire Department.

Turn off ignition and heat sources, if it is safe to do so.

Close doors to the affected area.