

# EMERGENCY PREPAREDNESS INFORMATION – SYLLABUS INSERT

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Building/Room#: \_\_\_\_\_

## EMERGENCY NUMBERS

### All Campus: 911

Denton Campus DPS: 940-898-2911/Campus Phone: 81-2911

Dallas Campus DPS: 214-689-6666/Campus phone: 82-6666

Houston Campus DPS: 713-794-2222/Campus phone: 84-2222

## Emergency Line Info Numbers

Denton: 940-898-3430

Dallas: 214-689-6631

Houston: 713-794-2310

## Fire

- Leave the building immediately using the closest exit, closing doors behind you
- Call DPS or 911 when safe to do so
- Assemble in a pre-designated evacuation assembly area
- Re-enter the building only when cleared by DPS officials
  - Do not assume an alarm is false
  - USE STAIRS, do not use elevators
  - If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call DPS or 911 to report your location



**Nearest emergency exit:** \_\_\_\_\_  
**Pre-designated evacuation assembly area:** \_\_\_\_\_

## Tornadoes

Severe weather, such as tornadoes, can require us to seek immediate shelter. Once a tornado warning is issued, it is imminent to take shelter-in-place actions.

### Shelter-in-place for Tornado Warnings:

- Seek shelter indoors in a severe weather area
- Move to a windowless interior room away from hazardous materials
- Take cover under a sturdy object or against an interior wall
- Wait for the *all clear* from Pioneer Alert before leaving shelter

**Closest severe weather area location:**  
\_\_\_\_\_

## Active Assailant

If an active assailant is in your vicinity, call 911 when it is safe to do so and provide information, including the location and number and description of assailant(s), weapons used, and number of potential victims.

### If in the same building as the assailant:

- **Run:** If it is safe to do so, try to get out of building. Have an escape route and plan in mind; leave your belongings behind; follow instructions of police officers
- **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Hide out of the shooter's view; lock the doors; block entry to your hiding place; silence your phone; wait for law enforcement
- **Fight:** As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by: acting as aggressively as possible against him/her; yelling; throwing items and improvising weapons; and commit to your actions

### If in a different building than assailant:

- Stay in room and lock and/or barricade door upon alert of an active assailant situation
- Turn out lights in room and do not stand near windows
- Be silent and keep others out of room
- Remain in room until *all clear* alert

## Emergency Communications

- **Pioneer Alert** is the university's notification system that sends emergency alerts to phones, email, and university computers. Maintain updated information through Pioneer Portal
- **Emergency Line Information Numbers** will have messages regarding closures or delays caused by weather
- Follow @TWUReady for preparedness tips, weather information, and emergency notification tweets
- Media Outlets, such as WFAA, KDFW, KXAS, KHOU, FOX 26, will be provided campus closure information

For additional information about what to do before, during, and after an emergency, review the TWU Emergency Guidebook in classrooms or online at <http://www.twu.edu/media/emergency-management/documents/TWU-Emergency-Guidebook.pdf>

For help with severe weather areas: <http://twu.edu/emergency/building-maps/>

For more information contact Emergency Management at 940-898-3367 or email [risk@twu.edu](mailto:risk@twu.edu).