



**The University of Texas at Arlington**



**EMERGENCY PROCEDURES  
QUICK REFERENCE GUIDE**

**Provided By:  
UTA Police Department  
UTA Environmental Health and Safety Office**

**IN AN EMERGENCY DIAL UTA POLICE 2-3003**

The procedures contained in this “Quick Reference Guide” are suggested for general emergency situations that may threaten UTA occupants and buildings. No plan can provide direction for each specific circumstance which may develop. However, these guidelines serve as a general framework which should be evaluated as a course of action as similar situation arise.

In the event of an emergency, it is anticipated that adhering to the general steps developed in this guide will maximize the opportunity for the safe protection and, if necessary, orderly evacuation or relocation of all occupants. Safety of building occupants is the primary concern of any emergency plan. The preservation of the building and contents in secondary. The success of the university community to prevent or respond to accidents requires a team effort by administration, faculty, staff and students.

The material contained in this “Quick Reference Guide” is condensed from the UTA Emergency Response Plan Manual. The manual contains additional information concerning response to certain unplanned events which may threaten the university community. The manual also contains procedures developed to assist the university community in complying with safety and environmental requirements of federal, state and local regulatory authority.

The safety manual and this “Quick Reference Guide” are standard to the university, as a general guideline. Certain procedures must be developed to be specific to the particular environment in which they are applied. These specific procedures should be developed within work groups and included in the safety manual notebooks maintained at work sites. These procedures must then be made available in the workplace or classroom.

Copies of the safety manual notebook are distributed to department chairs, department heads and supervisors; and are available in work areas for review in its entirety.

## CONTENTS OF THIS GUIDE

<b>EMERGENCY PLAN FOR FIRE .....</b>	<b>3</b>
<b>EVACUATION PROCEDURES.....</b>	<b>5</b>
<b>ACCIDENTAL SPILL OF HAZARDOUS SUBSTANCE.....</b>	<b>8</b>
<b>MEDICAL EMERGENCIES .....</b>	<b>10</b>
<b>DISRUPTIVE OR DISORDERLY CONDUCT .....</b>	<b>12</b>
<b>WEAPONS ON CAMPUS .....</b>	<b>13</b>
<b>BOMB THREAT PROCEDURES.....</b>	<b>15</b>
<b>SUSPICIOUS MAIL / MAIL BOMBS .....</b>	<b>17</b>
<b>INCLEMENT WEATHER.....</b>	<b>19</b>
<b>SPECIAL PROCEDURES/INFORMATION FOR THIS LOCATION.....</b>	<b>21</b>

## EMERGENCY PLAN FOR FIRE

- **NOTIFICATION IN THE EVENT OF FIRE:**

1. Call 9-1-1 and be prepared to relay the exact physical street address:

Example: “There is a fire at the UTA campus in the main library at 702 S. College.”

2. Also, give specific location within a building;

Example: “The fire in on the second floor in room 234.”

3. Call UTA Police Department at 817-272-3003 and sound local fire alarm if available

- **IF YOU SEE OR SMELL SMOKE OR GAS:**

1. Call UTA Police Department **817-272-3003**
2. Sound local fire alarm in available
3. Initiate voice notification if no alarm available



▪ **IF YOU ENCOUNTER SMOKE OR FLAMES:**

1. Crawl low under smoke to get to clean air.
2. Test doors before you open them by kneeling or crouching at the door.
  - Reach up as high as you can and touch the door and knob with the back of your hand.
  - Door is hot, use another escape route.
3. Isolate FIRE by closing off doors if possible.
  - Evacuate using stairwells not elevators.
  - Follow directions from those in authority.
  - STAY CALM
  - Authorized Employees:
    - \* Use fire extinguisher only if you have been trained and the fire is small.
4. Once you are safe and immediate emergency procedures have been followed, notify the UTA Police Department.  
**817-272-3003**

▪ **ADDITIONAL FIRE SAFETY INFORMATION IS AVAILABLE IN THE UTA CAMPUS SAFETY PLAN.**

- Section: Fire Safety
- Section: Emergency Involving Fire
- Section: Flammable and Combustible Materials
- Section: Evacuation Procedures
- Section: Notifications and Contacts

# EVACUATION PROCEDURES

The following procedures are presented as general guidelines. Each building and work area should establish procedures specific to the facility to ensure safe evacuation of employees, students, and visitors.

## ▪ WHEN TO EVACUATE

- In the event of a fire alarm, complete evacuation of the building will be IMMEDIATE AND MANDATORY.
- For other emergencies that may require partial or total evacuation, Police or other responsible authority will notify you.
- The method of NOTIFICATION of an evacuation will be identified and included in the evacuation plan.

**Evacuation alarms or notification methods for this location should be listed on page 21 of this guide.**

## ▪ EVACUATION ROUTES

- Primary evacuation routes for each floor of each building will be the nearest safe stairwell.
- Elevators should not be used for evacuation. They may become inoperative or a smoke hazard may develop.
- All occupants should be familiar with the evacuation routes, which are posted on each floor.
- Evacuees should meet at designated areas for accounting reasons.
- “Assembly points” to be used during an evacuation will be identified and included in the facility evacuation plan.

**“Assembly points” and other instructions for this location should be listed on page 21 of this guide.**

▪ **TOTAL EVACUATION**

- If a condition exists that requires total evacuation of the building, the fire alarm should be used for notification.
- In buildings without a standard fire alarm system, a voice alert will be used to alert occupants.

▪ **METHOD OF EVACUATION**

- Evacuation should begin with those persons not requiring assistance. This avoids the possibility of the disabled being injured.
- Position persons with disabilities near a safe stairwell farthest from danger.
- If possible, designate one person to stay with disabled and another to notify emergency responders of their location.
- Elevators will not be used during an emergency evacuation.
- Flashlights or emergency lights will be useful in case of electrical power failure.
- Occupants will proceed to the nearest stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on the ground floor.
- Close office doors and windows as you leave.
- Occupants should be informed to take personal items only if there is time.
- Occupants should remain quiet in the evacuation process in order to hear directions.

▪ **BOMB THREAT EVACUATION**

- If the evacuation is due to a bomb threat, be alert to make note of any unusual packages that may be in or near your office area.
- Do not touch the package but report it to authorities immediately.

▪ **CONDUCT FOLLOWING EVACUATION**

- **DO NOT PANIC.**
- Once in the safe area, stay visible.
- Occupants not accounted for will be submitted to the fire fighters as missing.
- Occupants will proceed to the area outside identified as the assembly area. This will allow for an accounting of personnel that have been evacuated from the building.
- All personnel should follow instructions given by those in charge.
- Do not return to an evacuated building unless authorities give the “**ALL CLEAR**” designation.
- Instructors and supervisors should make an accounting of occupants from their respective area.

▪ **EVACUATION PLANS FOR PERSONS WITH DISABILITIES**

- See UTA Campus Safety Plan.
- Develop an evacuation plan for each building to meet specific conditions and existing needs, and place it on page 22 of this guide. “Areas of Refuge” should also be identified.
- Instructors and staff are responsible for aiding disabled persons.

**Special instructions for this location should be listed on page 21 of this guide.**

# ACCIDENTAL SPILL OF HAZARDOUS SUBSTANCE

## 1. ACTION – RESTRICT ACCESS TO AREA OF SPILL

- One gallon or less.
  1. Do not take any action unless you have been trained to respond.
  2. Refer to the chemical's MSDS for spill clean-up instructions.
    - a. MSDS Section 7, "Precautions for safe handling and use."
    - b. Use recommended Personal Protection Equipment.
    - c. Follow other precautions listed in MSDS.
  3. Use appropriate neutralizer and absorbent medium (acid vs. base).
  4. Most solids can be swept up.
  5. Transfer material into appropriate container.
  6. Contact EH&S office for disposal. (817-272-2185)
- Mercury.
  1. Contact EH&S office for assistance and disposal. (817-272-2185)
- Over one gallon.
  1. Evacuate immediate area. Contact EH&S office (817-272-2185).
  2. Contact UTA Police (817-272-3003).
  3. Obtain MSDS and provide copy to responders.
  4. IF QUALIFIED, initiate recommended spill containment and other procedures which may be safely and reasonably enacted.

**2. NOTIFICATIONS**

- Notify instructor or workplace supervisor.
- Contact EH&S office. (817-272-2185)
  1. Non-business hours, contact UTA Police (817-272-3003).

**3. REFER TO LABORATORY SAFETY MANUAL FOR MORE INFORMATION ON CHEMICAL / BIOLOGICAL RESPONSE PROCEDURES.** (Campus Safety Plan 9-13)

# MEDICAL EMERGENCIES

## 1. MAJOR MEDICAL EMERGENCIES

- Action should be taken in cases of life threatening situations such as:
  - A person being unconscious;
  - Having cardiac arrest;
  - Severe bleeding or choking.
  
- Attempts should be made to assist the victim. Upon observation of the medical emergency, take the following actions:
  - If you are able, render first aid / CPR or obtain assistance of someone who is accessible and willing to manage the situation.
  - Call or have someone call (9) 9-1-1 or EMS.
  - State the nature or type of emergency.
  - Give the location of building (including address), floor, and room.
  
- Identify the person and any other pertinent information, which may help prepare the responders:
  - Age
  - Sex
  - Symptoms victim is exhibiting
  - Pre-existing health condition(s)
  - Medication(s) the victim may be taking
  - Stay with victims until emergency personnel arrive
  
- Contact the UTA Police (817-272-3003) who may assist responding emergency agencies. UTA Police will prepare a report of the incident and forward to EH&S.

- Have another individual in the area to meet the emergency personnel upon their arrival to expedite their locating the victim inside a building.

## **2. MEDICAL EMERGENCIES AND INJURIES (GENERAL)**

- Injuries that are not life threatening, but have occurred on University property
  - First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
  - Contact the UTA Police (817-272-3003).
  - If necessary, UTA Police will assist the injured person and contact EMS if transport to a hospital is required.
- University personnel will not provide personal transportation for the injured or ill persons, Call EMS (9) 9-1-1, and UTA Police (817-272-3003).
- A written report will be made by the UTA Police for any injury that occurs on University property.
  - Instructors shall submit a report to their department chair concerning circumstances of student injuries occurring in class activities.
  - Initial reports should be forwarded to the administrator immediately responsible for instructional or operational programs for appropriate distribution.

## DISRUPTIVE OR DISORDERLY CONDUCT

- Incidents involving complaints of minor misconduct by students, visitors, or other non-employee individuals should be initially resolved by faculty / staff personnel when possible.
- The college dean or other supervisor on duty should be responsible for assisting faculty / staff personnel if they are unable to immediately resolve the incident / complaint.
  - UTA Police will respond to complaints / incidents if the situation or conduct warrants police intervention.
  - Factors which might indicate police involvement may include violations of the law and another's conduct which has escalated beyond the capabilities of the faculty or staff.
  - UTA Police should be called by any student, faculty, or staff member immediately when conduct may endanger personal safety or property.
- Report incidents or obtain police service by calling:
  - UTA Police Department (817-272-3003)
- Conduct may be governed by one or more of the following:
  - U.T. System Regents Rules
  - Texas Penal Code
  - Texas Education Code

## WEAPONS ON CAMPUS

1. Anyone having knowledge that an armed person is present on campus should immediately alert the UTA Police of the situation. (817-272-3003)
2. Be prepared to provide the following information:
  - Location of the armed person and a description of the person (hair color, clothing description)
  - How is the person armed (e.g. rifle, pistol, knife)?
  - Actions of the armed individual, or if known, their purpose.
  - Whether or not any shots have been fired.
  - Your name and where you can be located if needed.

TEXAS HANDGUN LICENSING LAWS DO NOT PERMIT THE CARRYING OF HANDGUNS IN UNIVERSITY BUILDINGS. (TEXAS PENAL CODE: SECTION 46.03 F. Places Weapons Prohibited.)

3. After notifying the police of the situation:
  - Unless otherwise directed, persons on campus should remain in their office or classroom with doors and windows closed and locked, if possible.
  - If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor as far from the doors and windows as possible, using large furniture (e.g. desks or filing cabinets) for protection.
  - Individuals should remain in a place of safety until notified by Police or Fire personnel that the danger has passed. The fire alarm system may be used to make such an announcement.
4. UTA Police should be contacted by any student, faculty, or staff member immediately when conduct may endanger personal safety or property.

5. Conduct may be governed by one or more of the following:
  - U.T. System Regents Rules
  - Texas Penal Code; Section 42.1, Disorderly Conduct
  - Texas Penal Code; Chapter 46, Weapons
  - Texas Education Code; Section 4.31, Exhibition of Firearms

## **BOMB THREAT PROCEDURES**

In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

1. Remain calm, listen and take notes.
2. Remember what you hear.
3. Keep the caller talking while you notify someone near you that you are on a bomb threat call and to call the UTA Police. (817-272-3003)
4. If the call is received on a telephone instrument with Caller ID display – RECORD THE DISPLAYED NUMBER.
5. Try to get as much information as possible – questions should include:
  - a. When is bomb going to explode?
  - b. Where is the bomb?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. What will cause it to explode?
  - f. Did you place the bomb?
  - g. Why?
  - h. Where are you calling from?
  - i. What is your address?
  - j. What is your name?

6. Record a description of the caller's voice:
  - a. Male / Female
  - b. Juvenile / Adult
  - c. Impediment / Slurred
  - d. Excited / Quiet / Calm
  - e. Education Level
  - f. Accent
7. Listen for background noises, such as railroad, streets, and/or aircraft.
8. Immediately contact the UTA Police (817-272-3003).
9. Do not discuss the call with anyone but appropriate authority in charge to prevent alarming others.
10. The UTA Police will contact all other agencies and University personnel who may assist with the incident, regardless of the validity of the threat.
11. Procedures to be implemented will be based on the content of the bomb threat and course of action selected by the authorities.
  - Do not sound any alarm
  - Decision for the type of response procedures will be made by the UTA Police and University authorities.
  - If evacuation plan is implemented, procedures outlined in the section "Evacuation Procedures" will be followed.
    - If the evacuation is due to a bomb threat, be alert to make note of any unusual packages that may be in or near your office area.
    - Do not touch the package, but report it to authorities immediately.

## SUSPICIOUS MAIL / MAIL BOMBS

The employee discovering the suspicious letter or package will notify the UTA Police (817-272-3003).

- Mail bombs may have excessive postage. Normally a bomber does not want to mail a parcel over the counter and have to deal face-to-face with a window clerk.
- The return address may be fictitious or non-existent.
- The postmark may show a different location than the return address.
- Mail bombs may bear restricted endorsements, such as “Personal” or “Private.” This is particularly important when the addressee does not usually receive personal mail.
- Mail bombs may display distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed “Fragile – Handle with Care” or “Rush – Do not Delay.”
- Letter bombs may feel rigid or appear uneven or lopsided.
- Package bombs may have irregular shapes, soft spots, or bulges.
- Mail bombs may have protruding wires, aluminum foil or oil stains and may emit a peculiar odor.
- Be suspicious of any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
- Packages wrapped in string are automatically suspicious, since modern packaging materials have virtually eliminated the need for twine or string.
- If your organization does not normally receive mail from foreign sources, be cautious of packages containing foreign writing, addresses or postage.

Note: To utilize these guidelines, it is important to know the types of mail your organization receives.

**If you become suspicious of a mailing and are unable to verify the contents, observe the following safety precautions:**

1. DO NOT open the article.
2. Isolate the suspect parcel and evacuate the immediate area.
3. Do not put the article in water or in a confined space, such as a desk drawer or cabinet.
4. If possible, open windows in the immediate area to assist in venting potentially explosive gases.

**If it is a letter that is un-opened:**

1. Do not shake or empty the contents.
2. Gently cover the envelope with a trash can or article of clothing.
3. Wash your hands with soap and water to prevent spreading any powder.
4. Call the UTA Police Department (817-272-3003) and EH&S (817-272-2185).
5. Leave the room and close the door. Do not allow others to enter the room and list all personnel that may have come in contact with the package.

**If it is a letter that is open with powder or powder spilling out of the package:**

1. Do not try to clean up powder.
2. Cover the envelope or package with anything. Gently lay clothing or paper or even a trash can over the package.
3. Wash hands with soap and water to prevent spreading of any powder.
4. Call the UTA Police Department (817-272-3003) and EH&S (817-272-2185).
5. List all personnel who were in the room or area, especially those who had actual contact with the powder. Give this information to the UTA Police Department.
6. If you have had direct contact with the powder, you will be given a change of clothing and a safe place to change. Your clothing will be taken for proper handling by EH&S.
7. Once released, shower as soon as possible with soap and water only.

If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the UTA Police (817-272-3003) immediately. They would rather respond to a false alarm than respond to a blast or contamination scene.

# INCLEMENT WEATHER

## 1. DURING NON-BUSINESS HOURS

In the event that weather or other conditions are such that normal campus operations could be impeded, the Vice President for Student Affairs / Dean of Students will be responsible for determining whether classes will be cancelled or delayed and if University offices will be closed or opened late. Such information will be provided to the local broadcast media by the Office of Public Affairs, normally no later than 6:30 a.m. Information may also be obtained by calling 866-258-4913, or by watching TCI Arlington's Channel 98.

The news media will normally only make announcements concerning closings. In the absence of a specific announcement curtailing activities, the faculty, staff, and students should assume normal operation of the University.

If a decision is made to close the University, certain critical areas shall be required to continue operations. The areas are:

- University Police – All employees report to regular shifts.
- Physical Plant – Employees designated by the Director will report for work.
- Housing and University Center – Employees designated by the Director will report for work.
- Any other area deemed critical by an appropriate administrative officer.

## 2. DURING BUSINESS HOURS

- If classes are in session and offices occupied, the notification will be made through the Office of Public Affairs via email or other forms of notification.
- Notification will be made to the UTA Police Department Communication Center at 817-272-3381.

- Should the decision be made to close the University, employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event. Such as:
  - Disconnect all electrical equipment, computers, TV, VCR, science equipment.
  - Move delicate or electrical equipment away from windows toward the interior walls to the extent possible.
  - Secure, close, and lock windows and doors when leaving and turn off all lights.

### 3. TORNADO

Tornados give little or no advance warning. Extreme and sudden winds can present similar hazards. Take precautions upon notification of tornadic-like weather.

- Seek shelter inside buildings or other secure locations. **Avoid glass and exposure to flying debris.**
- Occupants should move to the main or lower floor as quickly as possible.
- If time does not allow for movement, shelter in place away from windows and under protective items such as tables or desks.
- Hallways and stairwells away from glass are also acceptable shelter areas.
- Once individuals have reached shelter, they should sit on the floor with their hands on their heads and their heads in a down position. Try to stay as low as possible.
- Once the hazard has stabilized, exit from the building to the evacuation assembly point, as in the evacuation plan.

# SPECIAL PROCEDURES/INFORMATION FOR THIS LOCATION

Evacuation Alarms or Notification Methods
“Assembly Points” and other instructions for this location

“Areas for Refuge”

Emergency Personnel for this Site	Telephone	Emergency Personnel for this Site	Telephone