

# TARLETON STATE UNIVERSITY

## GUIDE FOR EMERGENCIES

**ALL EMERGENCY SERVICES DIAL 911**



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**Office of Risk Management and Safety  
PE Annex  
Box T-0830  
968-9898 Fax 968-9658**

**University Police  
Wisdom Gym (Northside Entrance)  
Box T-0560  
968-9002 Fax 968-9494**

**Control Center  
968-9265**

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**Tarleton State University** is committed to providing a safe and healthy environment for our students, faculty, staff and visitors. Safety is the business and responsibility of every campus citizen and can be better achieved through proper engineering, education, training, protective equipment, and enforcement of safety rules. The responsibility begins at the working level and extends upward through Supervisors, Managers, Directors, Department Heads, and Deans to the highest level of administration. It is essential that each of you take an active part in initiating preventative measures to control and eliminate hazards associated with activities under your direction. This booklet has been designed as a ready reference for your use in dealing with many types of campus emergencies.

## Emergencies

Emergencies are unpredictable and normally, unexpected.

Preparation for all emergencies is impossible but certain considerations are applicable to all.

- ❖ **Use common sense.**
- ❖ **Think of everyone's safety.**
- ❖ **Remember your training.**
- ❖ **Act quickly and under control.**

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# ACCIDENTS

*Tarleton State University*

*Safety Manual Chapter 2*

1. If immediate medical care is necessary **call 911**

**Important:**

Report all accidents to your supervisor, the Office of Risk Management & Safety, or the University Police Department as appropriate.

- Accident/Illness Reporting Procedure

- A. Tarleton State University Employees, Students & Visitors

Complete "Report of Accident/Illness" form and send original to the Office of Risk Management & Safety and a copy to Human Resources.

- B. Tarleton State University Students

Complete the Tarleton State University "Accident Report". Send the original to Student Services and a copy to the Office of Risk Management & Safety.

**Example:**

Report hazards such as missing manhole covers or chemical spills to the Office of Risk Management & Safety.

Report accidents such as vehicle collisions to the University Police Department (UPD).

Report unsafe conditions or potentially hazardous situations to the Office of Risk Management & Safety as quickly as possible.

The office will then contact other departments and outside agencies as appropriate.

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# Bomb Threats

*Tarleton State University*

*Safety Manual Chapter 9*

Bomb threats and other threats of violence are serious emergencies that require prompt attention and Tarleton regards all bomb threats as serious. Although bomb threats are rare, they are most likely to occur during final exams. If you receive a bomb threat over the phone, remain calm and act courteous.

If feasible, notify another person to listen on another extension. Take notes on the caller's threat, tone, voice characteristics, and background noise. If the caller seems talkative, ask questions such as the following:

- \* When will the bomb go off? \* Where is the bomb located? \* How much time remains?
- \* What kind of bomb is it? \* What is your name?
- \* Do you know there are people in the building who could be hurt or killed?

**Important:**

Immediately after the call is terminated, obtain a dial tone and call the Control Center at extension 9265.

If you locate a suspicious-looking item, do not handle the item. Clear the area of personnel and call the control center at extension 9265.

For most bomb threats, the caller announces that a bomb is set to go off at a certain time and then hangs up. Because routine bomb threat evacuations may spawn numerous hoax calls, consider the following:

- \* Most intended explosions have no warning. Usually, after the bomb is detonated, a party claims credit and then explains why the bomb was set.
- \* In cases where an actual device is located, the caller usually provides specific information for finding the device before the detonation time.

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# Bomb Threat Phone Call

The following form is an example of sounds to note while the caller is on the phone. Circle all applicable attributes.

Caller's Identity	Male	Female	Approximate Age
Voice Characteristics	Loud voice High Pitched Voice Intoxicated	Soft Voice Low Pitched Voice	
Accent	Local Accent	Foreign Accent	
Speech	Fast Speech Distinct Speech Nasal Speech Normal Speech	Slow Speech Slurred Speech Lisp Speech	
Behavior	Calm Rational Coherent Emotional	Angry Irrational Incoherent Laughing	
Language/Grammar	Excellent Grammar Fair Grammar Foul Grammar	Good Grammar Poor Grammar	
Background Notes	Voices in Background Animals in Background	Music in Background Street Traffic in Background	

## **BOMB THREAT PHONE CALL**

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# FIRE

Tarleton State University

Safety Manual Chapter 8

## I. Fire Response

*If you see fire complete the following steps:*

1. Pull the fire pull station to begin evacuating the building.
2. If you are not in immediate danger, call 911 to report the fire.

Provide the operator with the following information:

- \* Building or area name
- \* Approximate location of the fire
- \* Size and type of fire
- \* Your name

3. Exit the building by following posted evacuation routes. Do not use elevators during an emergency.

*During actual emergencies, building occupants must receive permission from the UPD, the Fire Department, or the Office of Risk Management & Safety before re-entering the building.*

**Note:** Evacuation plans and fire drills are essential for building occupants to respond correctly to a fire alarm.

Refer to the Emergency Preparedness chapter for more information.

## II. Smoke Effects

Most fires produce an immense amount of smoke that is highly toxic. In fact, smoke is responsible for more fire fatalities than flames. A smoky fire can have the following effect on humans:

**Within 30 seconds-Disorientation**

**Within 2 minutes-Unconsciousness**

**Within 3 minutes-Death**

*Timing is critical during a fire. To ensure your safety, you must know how to prevent and respond to any fire emergency.*

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# HAZARDOUS MATERIALS SPILL/RELEASE

*Tarleton State University*

*Safety Manual Chapter 13*

## Spill Response

Most spills should be handled by trained personnel within their work area. If a spill is too large to be handled by department personnel and assistance or advice is needed, contact the Control Center at (Ext. 9265).

Tarleton has a working relationship with the local fire department to assist in spill containments and to use whatever resources are necessary.

## Chemical Spills

1. Notify others in the immediate area that a spill has occurred. Evacuate the area if necessary.
2. Attend to injured and exposed people.
3. Identify the spilled chemical's.
4. Based on the hazards and the personal protective equipment needed (e.g., respiratory protection), determine if you can safely clean the spill or if assistance is necessary. (Most spills can be cleaned safely by the people who were using the chemical.)

*If you determine that you can safely clean the spill without emergency assistance, follow these guidelines:*

- \* Wear appropriate protective clothing and equipment.
- \* Have another person stand by during the cleanup.
- \* Clean up the spill and collect all wastes for proper disposal.
- \* Ventilate the area as necessary before it is reoccupied.
- \* Decontaminate reusable cleanup supplies such as scoops, rubber boots, etc.
- \* Restock the chemical spill kit and return it to the normal storage location.

*Do not take unnecessary risks with chemical spills.*

Call the Office of Risk Management & Safety whenever a spill involves the following:

- \* Large volume of spilled material.
- \* Very hazardous material.
- \* Very hazardous conditions (e.g., fire, explosion, toxicity, etc.).
- \* Personnel injury or exposure.

For additional Spill Plan Information [click here](#)

**HAZARDOUS MATERIALS SPILLS - CHEMICALS**

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# BIOLOGICAL SPILLS

Tarleton State University

Safety Manual Chapter 12

## Spill Response

If the nature and cause of the spill is unknown and there is reason to believe the spill was intentional, and malicious, call the Control Center at extension 9265. The exact procedure for responding to a biological spill depends on the material, amount, and location of the spill.

## Biological Spills

1. Notify others in the immediate area that a spill has occurred.
2. Leave the room; close the door.
3. Remove contaminated garments.
4. Wash your hands.
5. Notify your supervisor.

### **Follow these steps to clean up a biological spill:**

1. Wait for any aerosols to settle.
2. Put on protective clothing, as appropriate.
3. Apply disinfectant to the contaminated area.
4. Cover the area with paper towels to absorb the disinfectant.
5. Wipe up the towels and mop the floor.
6. Autoclave all contaminated wastes.

### **NOTE:**

Spill cleanup must be appropriate for the hazards involved.

Call the Office of Risk Management and Safety for assistance, extension 9898.

### **If a spill occurs inside a biological safety cabinet, follow these steps:**

1. Decontaminate materials while the cabinet is operating to prevent contaminants from escaping.
2. Spray or wipe all affected equipment with an appropriate disinfectant.  
(Wear gloves while doing this.)
3. If the spill is large, flood the work surface with disinfectant and allow it to stand for 10 to 15 minutes before removing it.

## HAZARDOUS MATERIALS SPILLS - BIOLOGICAL

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## **TORNADOES or INCLEMENT WEATHER**

*Tarleton State University*

*Safety Manual Attach. 4*

- I. **TORNADO WATCH** - (Conditions conducive to the formation of tornadoes).
  - A. Be sure all persons know actions to take if the situation changes to a tornado warning or a tornado funnel is sighted.
  - B. Be sure that no physical restrictions exist that would prevent movement to the nearest safe area. (Locked doors, blocked aisles, etc.) If in a frame or sheet metal building and conditions permit, move to a brick or stone building for added protection.
  - C. Department personnel should monitor the radio or watch the sky/weather for deteriorating conditions.
- II. **TORNADO WARNING** - (Tornado sighted in area: City Emergency Siren will sound). Seek shelter immediately. Move to basement or first floor of multistory buildings or to the shelter areas in the buildings listed below. Because of possible power failures, avoid using elevators. Avoid glassed-in areas. Inner hallways are normally safe. If unable to move to a building shelter, move to the lowest or most depressed ground area available. Remain sheltered until radio stations announce that severe weather conditions no longer exist or the all clear emergency siren signal sounds.
- III. **PUBLIC SHELTER DESIGNATIONS** – The Health & Physical Education Building and the Thompson Student Center is designated as safe areas for the general public during emergencies. Renovation activities are planned for the TSC Basement Area beginning in June 2008. Alternative Safe Areas include the Ballrooms and Hallway on the Southside of the Ballrooms.
- IV. **SHELTER AREAS IN BUILDINGS** - (Shelter areas will not be marked). Department supervisors will brief each employee in the work place regarding where they should go.

***For additional information on Shelter Areas in each University Bldg click on the Safety Manual Attachment 4 link above.***

**TORNADOES**

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# **CAMPUS CLOSURE**

*Tarleton State University*

*Executive Order*

**SAP:** 34.07.02 (Effective December 1, 2007; Revised January 12, 2009)

## **Inclement Weather**

### **1. General**

**A. Should weather or other conditions occur such that normal campus operations could be impeded, information will be provided to the appropriate local broadcast media, no later than 6:45 a.m. Inclement weather announcements will be broadcast on the following:**

- 1. Radio and Television**
- 2. Posted on Tarleton's Website**
- 3. Via email to Faculty, Staff and Students and via Code Purple**
- 4. Via the Tarleton Control Center 254-968-9265**
- 5. Code Purple via text message**

**For inclement weather conditions during normal working hours, the decision will be announced through regular administrative channels in addition to the five media noted above.**

Faculty, staff, and students should assume normal operation of the University if media outlets make no announcements of campus closings or delays. **Employees and students should use good judgment about driving to and from the campus when traveling conditions are hazardous.**

***For additional information please click on the Executive Order link above.***