



TARLETON
STATE UNIVERSITY
Member of The Texas A&M University System

GUIDE FOR EMERGENCIES

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WEATHER – CAMPUS CLOSURE

Office of Risk Management and Compliance
Admin Annex I, Room 106
Box T-0830
968-9415 Fax 968-9658

University Police
895 North Harbin Drive
Box T-0560
968-9002 Fax 968-9494

Control Center
968-9265

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WEATHER –CAMPUS CLOSURE

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

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

Accident/Illness Reporting Procedure

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

Tarleton State University Employees, Students & Visitors

The Report of Accident/Injury must be submitted to the Human Resources Department **no later than two (2) calendar days** after the injury has occurred unless the injury occurs prior to a weekend or holiday. In this situation the accident report should be submitted the next working day.

Complete "**Report of Accident/Illness**" form and send original to the Office of Risk Management & Compliance (RMC) and copies to Human Resources and Student Life (when involving a student).

Report safety hazards within and around campus buildings to the Office of Risk Management & Compliance.

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

Report unsafe conditions or potentially hazardous situations to RMC as quickly as possible.

RMC will then contact other departments and outside agencies as appropriate.

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1. **If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact UPD at 911.**
2. **If the armed subject is outside the building:**
 - Turn off all the lights and close and lock all windows and doors.
 - If you can do so safely, get all students on the floor and out of the line of fire.
 - Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized known voice.
 - If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
 - Unknown or unfamiliar voices may be misleading and designed to give false assurances.
3. **If the armed subject is inside the building:**
 - If it is possible to flee the area safely and avoid danger, do so.
 - Contact UPD at 911 with your location if possible.
 - If flight is impossible, lock all interior doors and secure yourself in your space. Exterior doors should remain unlocked for response personnel.
 - Get down on the floor or under a desk and remain silent.
 - Get students on the floor and out of the line of fire.
 - Wait for the “all clear” instruction.
4. **If the armed subject comes into your class or office:**
 - There is no one procedure the authorities can recommend in this situation.
 - Attempt to get the word out to other staff if possible, and call UPD at 911 if that seems practical.
 - Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
 - Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
 - Remember, there may be more than one active armed subject.
 - Wait for the “all clear” instruction.
 - Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
 - In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

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Bomb Threats

Tarleton State University

Safety Manual Chapter 9

Bomb threats are serious emergencies that require prompt attention. Tarleton regards all bomb threats as potentially serious. Tarleton employees or students *shall not touch any object that is suspected to be a bomb or explosive device*.

If an object is discovered that is suspect or a bomb threat phone call is received, the observer or recipient shall evacuate the area and call the Control Center (9265). The employee/student should provide their name, department, object description, and location. Please follow this link for the complete Bomb Threat Procedure.

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

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

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Bomb Threats – Campus Wide Evacuation

Evacuation Procedures for Campus-Wide Bomb Threats

- Evacuation orders to be disseminated via Code Purple
- **Do not** activate the building fire alarm system to achieve evacuation
- Remain calm but act quickly
- Promptly secure equipment, research, etc. in safe shutdown condition before leaving
- Spread the word of the evacuation order to others as you exit the building
- Remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.)
- Pedestrians should exit campus by the shortest route, walking west towards Harbin Street (West Side of Memorial Stadium) or East towards McIlhaney – use crosswalks, obey police direction – do not impede traffic flow
- Exit campus as directed in the Code Purple message
 - You may use your vehicle to leave campus unless directed otherwise in the Code Purple message
- Police will assist with traffic control off campus
- Do not call 911 unless there is an immediate, life-threatening emergency
- Go to <http://www.tarleton.edu/emergency/> for regular updates on the emergency situation and information on returning to campus

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FIRE

Tarleton State University

Safety Manual Chapter 8

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 & Compliance before reentering 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.

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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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 & Compliance for assistance, extension 9415.

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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HAZARDOUS MATERIALS SPILL/CHEMICAL

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 & Compliance (Ext 9415) 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

SEVERE WEATHER - STEPHENVILLE

- 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 or located in the [Tornado Response Guide](#). 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 Kinesiology Building and the Thompson Student Center is designated as safe areas for the general public during emergencies. 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 buildings click on the [Tornado Response Guide](#).

The City of Stephenville Emergency Siren will be activated if a tornado is verified, on the ground within 10 miles of the Stephenville Campus by one of the following services:

- 1. Stephenville PD or UPD**
- 2. Erath County SO**
- 3. Texas Highway Patrol Personnel**
- 4. Authorized Storm Spotter**

SEVERE WEATHER – FORT WORTH

- I. **TORNADO WATCH** - (Conditions conducive to the formation of tornadoes).
- Be sure all persons know actions to take if the situation changes to a tornado warning or a tornado funnel is sighted.
 - 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.
 - 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 or located in the [Tornado Response Guide](#). 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** –
- 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.

Medical Laboratory Sciences (Shaeffer Bldg) – Restrooms and interior hallway.

Hickman Bldg. – Lower level floor restrooms & interior hallways away from glass.

Additional information may be found in the [Tornado Response Guide](#).

The City of Fort Worth Emergency Siren will be activated for:

- **A tornado warning issued by the National Weather Service**
- **Tornado or funnel cloud reported by a reliable source**
- **Sustained winds in excess of 60 mph**
- **Reports of hail larger than one inch**
- **Other emergencies as appropriate**

Additional information may be found at: <http://fortworthtexas.gov/emo/sirens/>

SEVERE WEATHER - WEATHERFORD

- 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 Blackboard Connect notification sent to registered individuals). Seek shelter immediately. Move to basement or first floor of multistory buildings or to shelter areas in the buildings as noted on Weatherford College's [Severe Weather Procedures](#) webpage. 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** –

- 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.

Additional information on Shelter Areas May be found on the Weatherford College [Severe Weather Procedures](#) webpage.

The City of Weatherford will activate severe weather notification through the Blackboard Connect service. More information on emergency notification procedures and emergency notification registration may be found on the [Urgent Notification](#) page of the City of Weatherford website. Students who are not residents of the City of Weatherford may register for Blackboard Connect using the address for Weatherford College (303 Palo Pinto St., Weatherford, TX).

SEVERE WEATHER - WACO

- 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 or located in the [Tornado Response Guide](#). 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** –

- 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. Maps showing areas designated as a “Tornado Shelter” are posted inside of buildings.

The City of Waco will activate the sirens during a tornado warning if a tornado is imminent. Additional information may be found on the [City of Waco’s Emergency Management webpage](#).

SEVERE WEATHER - MIDLOTHIAN

- 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 CodeRED Weather Warning notification sent to registered individuals). Seek shelter immediately. Move to basement or first floor of multistory buildings or to designated shelter areas in the buildings. 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** –

- 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. People on second floor of a building need to immediately move to the lowest level of the building and remain in a safe location until all clear message is give from college officials or emergency personnel.

The City of Midlothian will activate severe weather notification to registered individuals through their CodeRED Weather warning notification system. More information on emergency notification procedures and emergency notification registration may be found on the [Midlothian Texas CodeRed website](#). Students who are not residents of the City of Midlothian may register for CodeRED Weather Warning using the address for Navarro College – Midlothian Campus (899 Mount Zion Road, Midlothian, Texas).

INCLEMENT WEATHER

Tarleton State University

Executive Order

SAP: 34.07.01.T1.03 Inclement Weather (Effective December 1, 2007; Revised December 15, 2014)

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.