

# Emergency Procedures

## Lamar Institute of Technology

Police Department: **Emergency 911** or (409) 880-8311  
**Non-Emergency (409) 880-8307**

### Fire

#### If you discover a fire:

1. Call **911** or **880-8311** and activate the nearest fire alarm.
2. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. Do not endanger yourself or others by trying to extinguish a large, well-developed fire.
3. If you cannot control the fire:
  - a. If safe to do so, help rescue anyone in need of assistance.
  - b. Contain the fire by closing, but not locking, as many doors as possible behind you.
  - c. Evacuate the area (See "Evacuation" section).

#### If you are notified of a fire in your building:

1. See "Evacuation" section.
2. If you are above the ground floor and fire or smoke has restricted exit routes:
  - a. Remain in your room.
  - b. Place something at the base of your door to prevent the entrance of smoke.
  - c. Call **911** or **880-8311** and let them know your situation.

### Medical Emergency (Any time an employee, student, or guest is injured during an official LIT event, an Incident/Accident Form must be completed.)

#### If you discover a medical emergency:

1. Avoid leaving the injured/ill person except to get help.
2. If the injury/illness is severe or life threatening, call **911**.
3. Do not move person unless he/she is in danger.
4. Give first aid or CPR if trained.
5. As soon as permissible complete and submit the Incident/Accident Investigation Form to immediate supervisor.
6. If an employee is injured, follow-up with Human Resources Specialist – Carolina Bryan (409-880-7373).

### Non-Emergency Incident (Any time an employee, student, or guest is injured during an official LIT event, a Medical/Injury Report Form must be completed.)

1. As soon as permissible, please take photos of incident to submit with the Medical/Injury Report Form.
2. If possible, obtain information from other involved parties and witnesses:
  - a. Names
  - b. Addresses
  - c. Telephone numbers
3. Complete and submit the Incident/Accident Investigation Form to immediate supervisor.
4. If an employee is injured, follow-up with Human Resources Specialist – Carolina Bryan (409-880-7373).

### Bomb Threat

#### If you receive a bomb threat from someone:

1. Keep the person talking as long as possible (pretend to have difficulty hearing)
2. Obtain as much information as possible, such as:
  - a. Where is the bomb?
  - b. When is it set to go off?
  - c. What type of bomb is it?
3. Hold the line open. Do not hang up. Use another line for yourself, or another, to call **911**.

**If you are notified of a bomb threat involving your building** see "Evacuation" section of this document.

## Spills

### If you discover a chemical spill:

1. Immediately inform all persons to leave spill area.
2. If the chemical comes in contact with any person (REFER TO MSDS SHEET):
  - a. Remove all contaminated clothing
  - b. If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes (REFER TO MSDS SHEET).
  - c. If there is contact with a person's skin, thoroughly rinse under water.
3. Call **911** or **880-8311**.
4. Inform **911** operator of the type and amount of chemical spilled so they may inform the Fire Department.
5. Do not clean up any radioactive spill on your own without permission of the Fire Department.

## Active Shooter Emergency Response

**Contacting Police: 911 or 880-8311.** Be aware that the 911 System will likely be overwhelmed.

### Secure immediate area:

1. Lock, if able, and barricade doors.
2. Turn off lights.
3. Close blinds.
4. Block windows.
5. Turn off radios, computer monitors, and speakers.
6. Keep occupants calm, quiet, and out of sight.
7. Keep yourself out of sight and take adequate cover/protection (i.e. behind walls, under desks, behind filing cabinets).
8. Silence cell phones (do not turn off).
9. Place signs in exterior windows to identify the location of injured persons.

### Un-Securing an area:

1. Consider risks before un-securing rooms; the shooter may be trying to enter the room.
2. The shooter may not stop until he/she is engaged by an outside force.
3. Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
4. Consider the safety of those secured in the room versus those outside the room.
5. If doubt exists for the safety of the individuals inside the room, the area should remain secured.

### What to Report:

1. Your specific location: building name and office/room number.
2. Number of people at your location.
3. Number injured and types of injuries.
4. Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, and number of instances of gunfire.

## Disruptive Students or Individuals

**If at any time, you witness an armed person on campus or a student/individual who is acting in a hostile or belligerent manner, immediately call 911 or the University Police Department at 409-880-8311.**

### Disruptive behaviors inside or outside of the classroom include:

1. Overt actions or verbal or written statements that would not be consistent with the action or statements of a reasonable, prudent person under similar circumstances.
2. Behaviors which may pose a potential harm to the physical or emotional well-being of anyone.
3. Behaviors directly observable in person or by electronic means (e.g. e-mail, social networking sites, postings to electronic classrooms, etc.).

### If confronted by a disruptive student/individual:

1. Call **911** or Lamar University Police Department (LUPD) at **409-880-8311**.
2. Give your name and location with a brief explanation of the situation.
3. Take note of the individual's age, personal appearance, vehicle, and any other information that would help identify the individual.

### **During the confrontation:**

1. Stay calm.
2. Sit or stand up straight. Do not slouch.
3. Make eye contact.
4. Speak clearly and distinctly in a confident, normal tone.
5. Do not touch your face or make abrupt movements.
6. Do not touch the individual, sigh or glare at them, or invade their personal space.
7. Use their name, if known, and ask them to sit down.
8. Paraphrase what they say so that they know you are listening.
9. Offer assistance and explain how you can help, using "we" to include them in the solution process.
10. If possible, advise others of the potential problem.

## **Flood**

### **If you are notified of imminent or actual flooding:**

1. If you are safely able to do so:
  - a. Wait for instructions from the University Police Department.
  - b. Secure vital equipment, records and hazardous materials.
  - c. Shut off non-essential electrical equipment.
2. Move to a safe area.
3. If safely able to do so, evacuate the area.
4. If you need emergency shelter, contact the University Police Department for information.
5. Never drive a vehicle through flooded areas.
6. Call facilities at **409-960-9304** for assistance with flood clean-up.
7. Do NOT return to the building until instructed to do so.

**Only LIT's Facilities Director or designee can issue the order to return to your building.**

## **Tornado**

### **If you are notified that a tornado is approaching:**

1. Move quickly to an interior hallway on the lowest level.
2. Stay away from windows.
3. Stay out of rooms below large roof sections such as gymnasiums, auditoriums, or cafeterias.
4. Sit/kneel on the floor, facing and against the wall, with your head tucked to your chest, and your hands covering your head.
5. Do not leave your building unless instructed to do so.
6. If outside, seek shelter in a nearby building or find a ditch or sunken place in which to hide and cover your head.

### **After a tornado:**

1. Beware of broken glass, hanging electrical lines (inside and outside), and unstable equipment and debris.
2. Call **911 or 880-8311** if there is significant damage to your building or if anyone is hurt.
3. Check on others.
4. See "Evacuation" section of this document.

## **Loss of Utilities**

### **If you discover a gas leak:**

1. Cease all operations.
2. Do not switch lights or electrical equipment on or off. Electrical arcing can trigger an explosion.
3. Do not use radios (PTT or walkies).
4. Evacuate the area.
5. Call **911 or 880-8311** and facilities at **409-960-9304**

**If you are notified of a gas leak or other loss of utilities, see "Evacuation" section of this document.**

## **Police Emergency**

### **If you discover a police emergency (i.e. crime in progress)**

1. Do not attempt to apprehend or interfere with a criminal except in self-defense.
2. If it is safe to do so, try to get a detailed description of the criminal noting height, weight, sex, gender, race, age, clothing, any method of travel, and direction of travel.
3. If the criminal enters a vehicle, note its license number, make, model, color, and any other identifiers.
4. Call **911** or **880-8311**
5. Remain where you are until contacted by a police officer.

### **If you are notified of a police emergency:**

1. Cooperate fully with the police.
2. See "Evacuation" section of this document.

## **Evacuation**

### **If an evacuation order is issued for your building, fully cooperate with Public Safety and:**

1. Take keys, briefcases, purses, wallets, coats and other personal belongings.
2. Do not use elevators.
3. Close, but do not lock, doors.
4. Turn off all electronics, including computers.
5. Evacuate in groups to ensure all are able to get out.
6. Provide assistance for those with physical disabilities.
7. Evacuate in a safe, orderly manner.

**Only LIT's Facilities Director or designee can issue the order to return to your building.**

### **Instructions for individuals with physical disabilities:**

If you have a disability that could impair your ability to perform any of the above, please:

#### **BEFORE AN EMERGENCY:**

1. Inform direct supervisor of your circumstances and request a brief meeting to discuss any special emergency response accommodations (remember elevators may not be working).
2. Find two or three people who are willing to help you in the event of an emergency.
3. Develop two escape plans: One assuming help is available and one assuming it is not.

#### **DURING AN EMERGENCY**

1. If needed, call one or two of your people to help.
2. If no one is available, call **911** or **880-8311** and give location and state what services are needed.