



WE MAKE LIVES BETTER

UT HEALTH SCIENCE CENTER™

SAN ANTONIO

EMERGENCY PREPAREDNESS

This desktop reference was prepared as a crime prevention tool
by members of the University Police Department.

If you have any suggestions or comments please contact the Crime Prevention Officer,
Cpl. Karen Tucker at tuckerk@uthscsa.edu or 210-562-9095

Or

Robert K. Bratten
Chief of Police
210-567-2791
bratten@uthscsa.edu

FOR ALL EMERGENCIES REQUIRING POLICE, FIRE, OR MEDICAL DIAL 911
(Dial 99 to get an outside line, if needed. Dial 567-8911 on any cell phone for emergencies.)

University Of Texas HSCSA Police Department.....	210-567-2800
University Of Texas HSCSA Facilities Management.....	210-567-2885
After Hours (Utilities).....	210-567-2947
University Safety Office.....	210-567-2955
University Weather Number (7-SNOW).....	210-567-7669
VA Hospital.....	210-617-5300
University Hospital.....	210-358-2465
University Hospital Non-Emergency.....	210-358-4000
Texas Department of Public Safety.....	210-531-2200
Texas Department of Transportation (Conditions).....	210-452-9292
Texas Department of Transportation (Safety).....	210-531-2240
Texas Poison Control.....	1-800-222-1222

IMPORTANT PHONE NUMBERS

INTRODUCTION — DO NOT FILE THIS DOCUMENT !

Emergencies, disasters, accidents, injuries, and crime can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

The University Police Department developed this guide to assist you in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs. Become acquainted with the contents, and keep it for immediate reference.

Once you are familiar with the information enclosed, you will be better prepared to protect yourself and others of the UTHSCSA. All 911 calls are routed through the University Police Department. Dial 567-8911 on any cell phone for the 911 operator on the campus.

If you have questions concerning a unique situation not covered in this chart or need additional emergency information, please contact the University Police at 210 567-2800, or the Chief of Police at 210-567-2791 or visit the web site below for emergency information.

WHAT YOU CAN DO NOW TO PREPARE

- Keep emergency supplies in your office (medications, flashlights, shoes, packaged snack food, bottled water batteries and portable radios.)
- Post this Emergency Procedure Flip-chart in a visible location in your office or room.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station, and register for a fire extinguisher training course.
- Register for CPR, first aid, crime prevention, or other safety training courses.

Please visit the below site for Campuswide Evacuation and Emergency Response Plan which details various hazards, weather, medical and fire emergencies and hazardous material spills.

<http://www.uthscsa.edu/safety/emergencyresponse.pdf>

PERSONAL THREAT, ASSAULT, OR CIVIL DISTURBANCE

Personal Threat or Assault:

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

Stalking:

1. Call 210-567-2800 and seek the safety of others.
2. Do not confront alleged stalker. Instead take note of physical characteristics and other identifiers that you can report to the Police Department.

Assault:

1. Call 210 567-8911 on any cell or 911 immediately.
2. If you witness an assault, remain calm and stay with the victim until emergency assistance arrives, provided it is safe to do.

Report of Relationship Violence:

1. Call 911 if there is a medical emergency or immediate threat.
2. Support may be found through the Employee Assistance Program, 210 567-5555 during businesses hours. If a student, Student Service Counseling is available at 210 567-2648.

Civil Disturbance:

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

1. Notify the University Police
2. Avoid provoking or obstructing demonstrators.
3. Secure your area (lock doors, safes, files, vital records, and expensive equipment).
4. Avoid disturbance.
5. Continue with normal routine as much as possible.
6. If the disturbance is outside, stay away from doors or windows. **STAY IN-DOORS!!!!**
7. Prepare for evacuation or relocation.

POWER OUTAGES

The inherent danger during a major power outage is panic; therefore, all university personnel should attempt to stay calm. In the event of a major campus wide outage, UTHSCSA has emergency generators that will provide power to some areas of the campus. To report a minor localized power outage, call Utilities 210-567-2885, the Utilities Control Room at 567-2947 or University Police Department at 210-567-2800. Keep flashlights and batteries in key locations throughout your work areas.

IN CASE OF A MAJOR CAMPUS WIDE POWER OUTAGE:

1. Remain calm.
2. Follow directions from the University Police Department for immediate action.
3. If evacuation of a building is required, see “Evacuation” section of this guide.
4. Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and/or doors if outside temperatures are above 45 Degrees. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until power returns.
5. Do not light candles or other types of flame for light
6. Unplug all electrical equipment (including computers) and turn off all light switches.

IF PEOPLE ARE TRAPPED IN AN ELEVATOR:

1. Tell passengers to stay calm and that you are getting help. Instruct passengers to use the emergency phone in elevator so they can provide direct information to the emergency responders.
2. Call 210-567-2800 and provide information
3. Stay near passengers until a police department representative or other assistance arrives, provided it is safe to stay in the building.

MAJOR ACCIDENT

Aircraft

When a private or commercial aircraft is involved in an accident, the Federal Aviation Administration (FAA) is the agency of jurisdiction. Subsequently, no one will be permitted within 500 foot radius of the aircraft.

Smoke from a burning aircraft is very toxic and should be avoided. If an aircraft incident occurs on the campus, evacuation procedures will begin in the surrounding area. See “EVACUATION” section for more information.

If you Witness an Aircraft Accident:

1. Call 911. Notify the operator of the accident location, the number of casualties, and if any campus structures are affected.
2. If the crash scene is close to your building, notify the University Police Department and evacuate if smoke from the crash scene moves in your direction.
3. DO NOT approach a downed aircraft.

MOTOR VEHICLE:

If you Witness a Motor Vehicle Accident Involving Injuries:

1. Call 911 immediately and remain on the scene until released by paramedics and police.
2. Advise the operator of the number injured and their injuries
3. Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
4. DO NOT attempt to move the injured unless it is more dangerous to leave the injured where they are, i.e.: car fire.
5. Attempt to keep the victims calm and reassure them that assistance is on the way.
6. Notify emergency personnel upon their arrival of the number of injured and their locations.

POWER OUTAGES — MAJOR ACCIDENTS

CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police Department at 210-567-8911. Please be prepared to provide as much of the following information as possible:

- What is the person doing?
- How many people are involved?
- Where is it happening?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number, if a vehicle is involved.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person (s) involved. Remain on the phone with University Police until you are advised to hang up.

HAZARDOUS MATERIAL INCIDENT

ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO RESPOND TO HAZARDOUS MATERIAL INCIDENTS!!!!

In case of a major hazardous spill, call 911 or 567-8911 immediately.

Provide dispatcher with information regarding spill.
(Injuries, type of chemicals, flammability of substance, etc.)

For a Major Hazardous Spill or Leak:

- Activate the nearest fire alarm.
- Immediately evacuate the area, closing doors behind you!
- Call 911 or 567-8911 on any cell phone.
- Do not attempt to clean up the spill yourself. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.

For a Minor Hazardous Spill or Leak:

- Attempt to contain the spill- DO NOT ALLOW ANYTHING TO LEAK INTO THE DRAINS!!!!
- Wear proper personal protective equipment while cleaning up.
- Notify University Police Department at 210-576-2800 or University Safety at 210-567-2955. Further instruction may be obtained at these phone numbers.

CRIMINAL ACTIVITY — HAZARDOUS MATERIAL

SUSPICIOUS PACKAGE/OBJECT

If you receive or discover a suspicious package or a foreign device, DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!!!!

**IMMEDIATELY DIAL 911 OR 567-8911 ON ANY CELL PHONE
AND REPORT IT TO UNIVERSITY POLICE DEPARTMENT**

Letter and Parcel Bomb Recognition Checklist

Be CAUTIOUS of:

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “Confidential” or “Personal”.
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspelling of common words
- Oily stains or discoloration on package
- Excessive weight
- Rigid, lopsided, or uneven envelope
- Protruding wires or tinfoil
- Visual distractions
- No return address

Animal Rights Activity

Preventing Animal Rights activity is everyone's responsibility. Action on your part can help prevent these groups from ruining years of your hard work.

Day To Day How You Can Help:

- As you work in research areas, be aware of unidentified/suspicious persons. Report them immediately to the University Police.
- Wear your ID card with your photo facing outward.
- Do not write lock combinations on the wall for everyone's convenience.
- Do not directly answer any questions concerning your work or research.
- Be wary of people that show an unusual interest in your job and the activities of the Health Science Center.
- Be aware of unsolicited e-mails and phone calls from "peers" or other "professionals" soliciting information on activities in the Health Science Center.

The best way to prevent activists from causing problems is for them to encounter alert faculty & staff members who challenge their presence. That challenge needs to include notifying the police while the person is there, so we can talk to them.

There are many ways to make contact with the police while keeping the person with you.

- Look for their UTHSCSA ID. If they do not have one, contact the police while they are there.
- When you call, tell us you have a suspicious person present, and the location.
- Take mental notes on the person's height, weight, clothing, hair color.
- Have pre-arranged signals worked out with your co-workers, and have them call the police while you appear to be helping them or answering questions.
- Hand them off to a co-worker while you call the police.
- Don't lose sight of the person
- If they do walk off, attempt to follow them and keep UT Police advised of where they are.

During a Verified Threat or Actual Activity:

- Reduce movement and exposure of animals to reduce any risk of harm.

SUSPICIOUS PACKAGES — ANIMAL RIGHTS ACTIVITY

BOMB THREAT

By Telephone:

DO NOT HANG UP!!!!!! Remain Calm!

Take caller seriously

Ask a lot of questions, using the check list below.

Have a co-worker call University Police Department at 210-567-2800 on another line, or call yourself immediately after hanging up.

BOMB THREAT CHECK LIST

1. When is the bomb going to explode? _____
 2. Where is it right now? _____
 3. What does it look like? _____
 4. What kind of bomb is it? _____
 5. What will cause it to explode? _____
 6. Did you place the bomb? Why? _____
 7. What is your address? _____
 8. What is your name? _____
- Exact wording of threats: _____

CALLERS VOICE:

Calm Nasal Slow Raspy Loud Angry Stutter Excited Rapid
Deep Soft Clearing throat Laughter Normal Disguised Distinct Breathing
Crying Accent Slurred Lisp Ragged Cracked Familiar

IF KNOWN, NAME OF CALLER: _____

Number from which call originated _____

Male/Female: _____ Race: _____ Approximate Age _____

Number at which call was received: _____ Time: _____ Date: _____

BACKGROUND SOUNDS:

Street noises Factory Machinery animal noises other voices PA system
Static Music Long Distance House Motor Office machinery

Additional comments:

EVACUATION

In the event of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during the evacuation secure your workplace and take personal items. In most emergencies complete evacuation of the campus is not necessary. If however, there are hazardous materials released, flood, or other major incident, it may be necessary to relocate all University personnel to a safer location.

EVACUATING FROM A BUILDING:

1. WALK, DO NOT RUN!
2. Do not use elevators
3. If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact The University Police Department at 210-567-2800, for assistance with location.
4. Gather outside at a designated area. There your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from the University Police Department.

SHELTER “IN PLACE”:

In some instances it is safer to shelter “in place” than to evacuate a building, e.g., smoke or fire is immediately outside your room; live electrical wires bar access to the exit, individuals with mobility disabilities are on upper or lower floors.

1. If the hazard is fire or smoke see “Fire” section of this guide.
2. If the hazard causes elevators to become inoperative (Fire alarm sound),
 - If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify the emergency personnel of your location and that you are unable to evacuate OR
 - Call 911 and tell them your name, your location, and that you are unable to evacuate, and why you are unable to evacuate the building. Follow the directions of the operator.

THINK AHEAD! ALWAYS EVACUATE FROM A PLACE TO A PLACE!!

BOMB THREAT — EVACUATION

FIRE

IF YOU DISCOVER FIRE ON YOUR FLOOR:

1. Manually activate the fire alarm system
2. If safe to do so, immediately exit the building closing doors behind you. (DO NOT USE ELEVATORS)
3. Call University Police Department at 210-567-2800

ONCE FIRE ALARM IS ACTIVATED:

1. Walk to the nearest exit. (**DO NOT USE ELEVATOR!**)
2. Assist persons with special needs.
3. Notify University Police Department or fire personnel if you know of someone who is trapped.
4. Gather outside at designated assembly area, and do not attempt to re-enter the building until instructed to do so by University Police Department or University Safety.

IF TRAPPED IN A ROOM:

1. Place wet cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into the room).

IF CAUGHT IN SMOKE:

1. Drop to hands and knees and crawl toward exit.
2. Stay low as smoke rises to the ceiling level
3. Hold your breath as much as possible
4. Breathe shallow, through your nose and use a filter such as your shirt or towel.

USING FIRE EXTINGUISHER:

When safe to do so, use the nearest extinguisher to fight small fires.

FIRE EXTINGUISHER INSTRUCTIONS:

1. Pull safety pin from handle
2. Aim at base of fire
3. Squeeze the trigger handle
4. Sweep from side to side at the base of fire.

MEDICAL EMERGENCIES— CALL 911 OR 567-8911 FOR CELLPHONES

All University employees are encouraged to learn first aid and CPR and view a blood borne pathogens training film. Consult with Safety Office 210 567-2955.

Before initiating care for a victim where there is a risk of touching blood or body fluids consider using protective equipment to reduce the spread of infection. Generally the risk for infection is low with mouth to mouth resuscitation. If you have exposure to someone else's blood or body fluids please report to the Safety Office immediately.

If you are trained, the following are reminders about how to perform various first aid actions. **ALWAYS CHECK THE SCENE TO BE SURE THAT IT IS SAFE FOR YOU TO APPROACH THE VICTIM. IF IT IS NOT SAFE CALL 911!!! DON'T BECOME A VICTIM YOURSELF.** Do not move the victim unless the scene is becoming unsafe or you need to assess or provide care to the victim.

ASSESS YOUR ADULT VICTIM FIRST

- Tap and shout "Are you okay?"
- If no response, call 911 or ask someone to do so.
- Tilt head back, lift chin.
- LOOK, LISTEN, AND FEEL for breaths every 5 seconds
- If no breaths, pinch nose and give two breaths
- If breaths go in, feel for a pulse no more than 10 seconds

START RESCUE BREATHING

If there is no breathing

- Give one breath every 6-8 seconds
- Continue until help arrives or victim recovers

START CPR if there is NO PULSE and NO BREATHING

- Victim must be on a hard surface
- Remove clothing obstructing middle of breast bone

- Place HEEL OF HAND ON THE MIDDLE BREAST BONE put other hand on top of the first hand. Align your shoulders directly above your hands.

DEPRESS CHEST 1-1/2-2 INCHES HARD AND FAST 30 TIMES A RATE OF 100/MINUTE. GIVE TWO BREATHS, THEN REPEAT CYCLES OF 30 COMPRESSIONS AND TWO BEATHS UNTIL MEDICAL PERSONNEL ARRIVES, AN AED ARRIVES, OR THE VICIM IS BEATHING AND HAS A PULSE.

CHOKING- cannot cough, breathe, or talk

Ask permission to help

- Stand behind person, wrap arms around person and make a fist hand thumb side is against victim abdominal just above the belly button but below the ribcage. Cover fist with other hand.
- Give thrust up and into the abdomen to expel object. Assess for further care. Call 911 if needed or 567-8911 on any cell phone.

●

BLEEDING- if bleeding is visible

- Apply pressure with gloved hand directly over the wound with a sterile or sanitized dressing.
- Wrap firmly but comfortably. If bleeding persists, wrap and apply more pressure. Stay with victim until help arrives. Call 911 or 567-8911 if bleeding persists or is copious or you suspect head, neck, spine, or other internal injuries have taken place.

HEAT RELATED ILLNESS

Get victim to a cool place. Loosen clothing. Apply cool, wet cloth to skin. Fan victim. If victim is conscious have victim drink cool water. Call 911 if victim does not respond to efforts to reduce temperature or becomes more ill or unconscious.

UTILITY FAILURES

Report any utility failures to Utilities by dialing 567-2885 or 210-567-2947. If it is after normal business hours (7:30am to 4:30pm Monday through Friday) or you get no answer; call University Police Department 210-567-2800.

BE PREPARED TO ANSWER THE FOLLOWING QUESTIONS:

Your name

Phone number

Building name

Nature of incident

Floor (s) or area affected

Room number

ELECTRICAL FAILURE

- Utilities will assess the situation and determine the approximate course of action.
- In the event of a significant power failure the building's emergency generators may provide limited electricity to crucial parts of the building, inclusive of emergency lighting.
- Turn off all electrical equipment, including computers. Do not turn on any electrical equipment until approval from Power Plant.
- Some buildings' emergency lighting power is a source provided by a battery and will have limited amount of time the emergency lights stay on. In this instance, you should evacuate the building immediately when the emergency lights come on; this is especially important if there is limited or no natural light available along your exit path. DO NOT re-enter until all power has been restored.
- Be mindful that elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If you are trapped in an elevator, use the emergency phone to notify the University Police Department . If there is no emergency phone on the elevator trigger the emergency alarm button.

STEAM LEAKS

- If steam leaks inside the building, evacuate the area and close door behind you. Steam can cause severe burns, displace oxygen, and moisture can conduct electricity
- A steam leak may cause the building fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

WATER LEAKS/FLOODING

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where the water has accumulated, and wait for help. Water makes an excellent conductor for electricity, thus electrical shock is a possibility.

TORNADO / SEVERE THUNDERSTORM

Know the location of the nearest emergency shelter for your location!

SEVERE THUNDERSTORM WATCH:

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

SEVERE THUNDERSTORM WARNING:

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter immediately.
- Report any injuries and damage by dialing 210-567-2800
- Be prepared to give the following information:
 1. Your name
 2. Building name
 3. Type of injury or damage
 4. The location of any injured person (s) or building damage
 5. Room number you are calling from

TORNADO WATCH:

Conditions are right for a tornado. This is a time to prepare. You should keep alert by listening to the radio, television, or weather radio for the latest weather information. Be prepared to take cover should the weather change or a warning is issued.

TORNADO WARNING:

This means a tornado has been sighted or indicated by radar. People in the path of the storm should take immediate life saving actions. Immediate evacuation may not always be warranted based upon the location of the storm so it is important you monitor the storm via radio or television.

During a tornado warning take the following actions:

- **SEEK IMMEDIATE SHELTER** (Individuals with disabilities follow the same procedure; When warning sirens sound seek shelter, preferably in a basement or below ground evacuation area. A steel– formed or reinforced concrete building provides some protection. In multi-story building, seek shelter in an interior hallway or a lower floor. Check local radio and television stations concerning the tornado warning.
- Stay away from outside walls, exterior doors and glass windows or partitions. Do not open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In a vehicle, get out and seek shelter in a nearby well-built structure. If you cannot find one, seek a ditch or a ravine, which can offer some protection. Lay prone; face down with your hands covering your head.

- After all is clear, leave badly damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator.)
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until you are assisted out.
- DO NOT attempt to return to the building unless directed to do so by University Police Department. DO NOT attempt to turn on or off ANY utilities or other equipment.
- Report all injuries and damage to University Police Department at 210-567-2800.

BE PREPARED TO ANSWER THE FOLLOWING QUESTIONS:

Your name

Building name

Type of injury or damage

The location of any injured person(s) or building damage

The room number you are calling from

ALL CLEAR MESSAGE:

There is NO all clear message sounded through the announcement system. The University Police Department will attempt to notify the community when the threat has expired but this will take several minutes or more to do. It is recommended that community members monitor local media sources or a weather radio during the storm so they will know when the threat has expired.

SNOW OR ICE STORM

In circumstances involving snow or ice. The University Police Department or Utilities will determine the condition of the roads and walkways. Call 7-SNOW or 7-7669

IMMEDIATE ACTION

Facilities Management personnel will respond after a snow or ice storm to remove snow and spread sand and salt if ice is present. Contact number 7-2885; after hours 7-2947.

DECISION

When weather conditions are so extreme that the Administration decides it is necessary to postpone or cancel University activity, the public will be notified as follows:

- The president or designee will make the decision to close the University.
- The UTHSCSA Chief of Staff will contact the local radio stations so they can broadcast the closing announcement.
- Each department or office will be responsible for notifying its members
- An announcement will also be made on the University website.

HURRICANE PREPAREDNESS

Disaster Supplies

- Know where the first aid kit and essential medications are.
- Maintain a supply of at least three gallons of water per person.
- Keep ready a battery-powered radio, flashlight, and extra batteries.
- Turn off unnecessary electricity, gas and water if authorities advise you to do so.

Prepare a Personal Evacuation Plan

- Identify ahead of time where you could go if you are told to evacuate. Choose several places—a friend's home in another town, a motel, or a shelter.
- Keep handy the telephone numbers of these places as well as a road map of your locality. You may need to take alternate or unfamiliar routes if major roads are closed or clogged.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately. The Internet's site is www.noaa.com
- Take only necessary items with you when evacuating:
 - Prescription medications and medical supplies;
 - Bedding and clothing, including sleeping bags and pillows
 - Bottled water, battery-operated radio and extra batteries, first aid kit, flashlight
 - Always keep your car road ready with spare keys and area maps
 - Safeguard important documents.

Know What to Do When a Hurricane WATCH Is Issued

- Listen to NOAA Weather Radio or local radio or TV stations for up-to-date storm information.
- Fill your car's gas tank.

Know What to Do When a Hurricane WARNING Is Issued

- Listen to the advice of local officials, and leave if they tell you to do so.
- Complete preparation activities.
- If you are not advised to evacuate, stay indoors and away from windows.
- Be aware that the calm "eye" is deceptive; the storm is not over. The worst part of the storm will happen once the eye passes over and the winds blow from the opposite direction. Trees, shrubs, buildings, and other objects damaged by the first winds can be broken or destroyed by the second winds.
- Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors in the center of a room, or in a closet or bathroom without windows.

Stay away from flood waters. If you come upon a flooded road, turn around and go another way. If you are caught on a flooded road and waters are rising rapidly around you, get out of the car and climb to higher ground. Call the University Police in case of any emergency and you need help at 567-8911.

HOSTAGE INCIDENT

In the event of hostile action against a faculty or personnel, UTHSCSA Police Department should be notified immediately by dialing 911 or by dialing 567-8911 on any cell phone.

If possible, evacuate the area where the event is taking place. Avoid a panic, but relay as much factual information as possible. This should include information like:

- Location of incident
- Number and identity of hostages or perpetrators
- Type and number of weapons or communication devices you saw
- As much descriptive information as possible concerning the perpetrators

When the police arrive on the scene, they will assume on scene command of the situation and will direct all actions to counter the threat.

ACTIVE SHOOTER INCIDENT

When you become aware of the incident, move away from the immediate path of danger and take the following actions:

- Notify anyone you may encounter to exit the building immediately
- Evacuate to a safe area away from danger and take protective cover
- Stay there until assistance arrives
- Call 911 and provide the following information:
 1. Your name
 2. Location of incident
 3. Number of shooters (If known)
 4. Number of persons that may be involved
 5. Your location
 6. Injuries to any one (If known)

Individuals not immediately impacted by the situation are to take protective cover. Cover is an object that will stop a bullet from hurting you. Stay away from windows and doors until notified otherwise.

IF YOU CANNOT EXIT SAFELY

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

- Go to the nearest office or room
- Close or lock door behind you (if possible)
- Turn off lights
- Seek protective cover
- Keep quiet as if no one is in the room
- Do not answer the door
- Call 911 when it is safe, provide the dispatcher with the following information:
 1. Your name
 2. Location of incident
 3. Number of shooters (If known)
 4. Number of persons that may be involved
 5. Your location
 6. Injuries to any one (If known)
- Wait for the University Police Department to assist you out of the building.

CRIME PREVENTION ON CAMPUS

IF YOU SEE A CRIME, REPORT IT TO UTHSCSA POLICE.

PREVENTING THEFTS

- It is your responsibility to protect state and personal property from theft. Lock your door when you leave the room / lab, even if for a short time.
- Do not loan your state issued keys/access card keys to anyone. Do not leave your access card hanging on a lab coat unattended or leave your keys in pockets.
- Immediately report lost or stolen keys/access cards to UT Police at 567-2800.
- Keep purses, briefcases, and wallets locked inside your desk, cabinet or wall locker. Leave large sums of money at home.
- Secure your computers. Not only secure your computer physically, but also password protect it.
- Watch for suspicious activity or individuals in your area. If you see someone hanging around or acting strangely, call UT Police. Then make contact with those individuals and ask if you can assist them. If you determine your own safety is not at risk, stall them as long as you can until University Police arrive. If they leave, let us know what direction they went and get a good physical description of that individual such as:
 - height and weight
 - style and color of hair
 - description of clothing
- All equipment physically located on the Health Science Center premises is presumed to be State-owned equipment unless it is clearly marked to the contrary. All personal property belonging to personnel of the Health Science Center should be marked "Personal Property of _YOUR NAME_."

PERSONAL SAFETY

- You must wear your ID Card on campus at all times.
- Always be aware of your surroundings.
- Know where the emergency intercoms are located.
- Add the UT Police phone number in your cell phones. 210-567-2800 . Safewalk program - To request an escort call 7-2800. This is available any time you are uncomfortable going to your vehicle or work destination.

If you are unable to call 911 due to a person standing close to your phone, tell them you are going to call a supervisor to assist them. Call 7-2800 and use Form 10-33 in a sentence as you talk to the police, such as "Could you please bring FORM 10-33 to my desk and assist" Give as much information as you can without letting them know you are talking to the police.

If you have safety concerns or questions call the Crime Prevention Officer at 2-9095.

