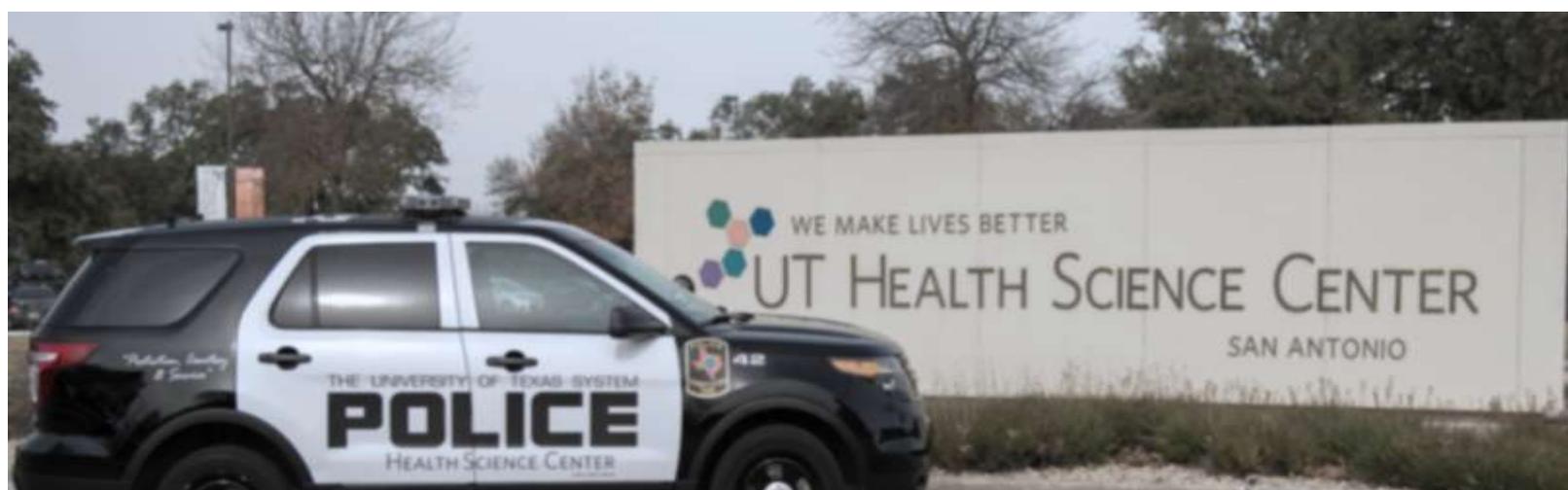




**UT Health**  
San Antonio

## **EMERGENCY PREPAREDNESS GUIDE**

**University Police**





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

If you have any suggestions or comments, please contact Michael Parks, Chief of Police at [parksm@uthscsa.edu](mailto:parksm@uthscsa.edu) or 210-567-2791.

*Rev. August 2014*

## **IMPORTANT PHONE NUMBERS**

**FOR EMERGENCIES CALL 210-567-8911 OR 911 FROM A CAMPUS PHONE**

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

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## INTRODUCTION

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.

University Police 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 enclosed information, you will be better prepared to protect yourself and others at the Health Science Center. All 911 calls are routed through University Police. Dial 210-567-8911 from any cell phone or the 911 operator on the campus phone.

If you have questions concerning a unique situation not covered in this chart or need additional emergency information, please contact University Police at 210-567-2800, opt 3, 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 Preparedness Guide 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 the campus-wide Emergency Response and Evacuation Plan which details various hazards, weather, medical and fire emergencies and hazardous material spills.

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

## **LABOR DISPUTES/CIVIL DISORDERS**

### **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, opt 3 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 University Police.

### **Assault:**

1. Call 210-567-8911 from 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, (800)-346-3549 during businesses hours. If a student, Student Services Counseling is available at 210-567-2648.

### **Civil Disturbance:**

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

1. Notify 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 INDOORS!!!!**
7. Prepare for evacuation or relocation.

## **CRIMINAL ACTIVITY**

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police 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.

## **HOSTAGE**

In the event of hostile action against faculty or personnel, University Police should be notified immediately by dialing 911 or by dialing 210-567-8911 from 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 the 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.

## **SUSPICIOUS LETTER or PACKAGE**

If you receive or discover a suspicious package or a foreign device, DON'T TOUCH, TAMPER, OR MOVE IT!!!!

**IMMEDIATELY DIAL 911 OR 210-567-8911 FROM ANY CELL PHONE AND REPORT IT TO UNIVERSITY POLICE.**

### **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

## **ACTIVE SHOOTER INCIDENT**

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

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

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

A 911 call made from a campus phone goes straight to University Police Dispatch. A mobile phone call to 911 goes to the City of San Antonio Police Dispatch. In order to reach University Police from your mobile phone call 210-567-8911.

Watch the Active Shooter video at:

<https://atsvid.uthscsa.edu/Mediasite/Login?ReturnUrl=%2fMediasite%2fCatalog%2fcatalogs%2fut-police-campus-videos>

## **CRIME PREVENTION ON CAMPUS**

**IF YOU SEE A CRIME, REPORT IT TO  
UT HEALTH SCIENCE CENTER POLICE**

### **PREVENTING THEFTS**

**IT IS YOUR RESPONSIBILITY TO PROTECT STATE AND PERSONAL PROPERTY  
FROM THEFT:**

1. Lock your door when you leave the room/lab, even if for a short time.
2. 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.
3. Immediately report lost or stolen keys/access cards to University Police at 210-567- 2800, opt 3.
4. Keep purses, briefcases, and wallets locked inside your desk, cabinet or wall locker. Leave large sums of money at home.
5. Secure your computers. Not only secure your computer physically, but also password protect it.
6. Watch for suspicious activity or individuals in your area. If you see someone hanging around or acting strangely, call University 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 police know what direction they went and get a good physical description of the individuals 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 badge on campus at all times.
- Always be aware of your surroundings.
- Know where the emergency intercoms are located.
- Add the University Police phone number 210-567-2800 in your cell phones.
- Safewalk Program: To request an escort call 210-567-2800, opt 3. 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 210-567-2800, opt 3 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.

## **WORKPLACE VIOLENCE**

**In any situation where you feel threatened or an actual assault has occurred call 911 immediately!**

The UT Health Science Center at San Antonio strives to provide an environment of safety and security to all faculty, staff, students and patients that they can teach, research, study and receive treatment.

Employees who violate this policy will be subject to disciplinary action up to and including termination. Such actions by students may result in disciplinary action up to and including expulsion. Persons who intentionally bring false charges will also be subject to disciplinary action up to and including termination or expulsion. Non-employee violations of this policy will be handled in accordance with applicable laws. Criminal prosecution may result if federal, state or local laws are violated.

The definitions provided here are intended to assist individuals in identifying disruptive behavior that should be reported so that it can be promptly and effectively addressed.

**Acts of Violence:** Include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual in the workplace.

**A Threat of Violence:** Includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

**Workplace:** Includes all University facilities and off campus locations where faculty, staff, students or patients are engaged in University business.

**Workplace Violence:** Is any act against a member of the faculty, staff, students or patients that creates a hostile work environment and negatively affects them, either physically or psychologically. These acts include all types of physical or verbal assaults, threats, coercion, intimidation and all forms of harassment.

**Weapons:** As an educational institution, it has been against the law to carry a weapon, concealed or not, on the campus since its establishment. The law was not changed by the recently enacted “concealed handgun” legislation. It is against the Texas Penal Code to have a weapon anywhere on campus, even in a vehicle parked on campus.

### **Response to Threatening/Violent Behavior (Threats and/or Weapon)**

1. If an individual makes threats of physical harm toward you, others, or him/herself; has a weapon; or behaves in a manner that causes you to fear for your own or another's safety, immediately call or have someone call University Police at 210-567-8911.
2. Do not attempt to intervene physically or deal with the situation yourself.
3. Get yourself and others to safety as quickly as possible.
4. If possible, keep a line open to police until they arrive. The more information the police receive, the more likely they can bring a potentially violent situation to a safe conclusion.

5. If shots are fired:
  - Remain calm.
  - Put distance between yourself and the offender. Make use of shielding if possible (i.e., desk, filing cabinet, etc.) between you and the suspect.
  - If possible, keep an escape route behind you.
  - If the offender leaves your area, lock your door immediately. Remain in the area (unless your safety is in jeopardy), and await further instructions from authorities.
  - If flight is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed suspect.
  - Wait for the "All Clear" instruction to be issued by University Police.

## **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 at 210-567-2800, opt 3.

### **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 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 or Environmental Health & 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. Prepare 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.

### **FIRE EXTINGUISHER INSTRUCTIONS:**

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

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.

### **Mobility-Impaired Employees or Guests:**

1. If an employee or guest needs assistance in evacuating the building, contact your supervisor or emergency evacuation coordinator immediately upon exiting.

2. No one should enter the building or attempt to return to their workstation during an emergency. University Police or Environmental Health & Safety will give the “All Clear” signal when it is safe to do so.

**Missing Employee(s): (Actions supervisors must take)**

1. First check the evacuation assembly area to ensure the employee(s) are not standing with another workgroup or department.
2. If the employee(s) aren't located, notify the nearest fire fighter and inform them of the employee(s) assigned floor and work area so (if possible) a check can be made.
3. Provide fire department personnel with a description of the missing employee(s) and where they were last seen.

## **BOMB THREATS**

Bomb threats should always be taken seriously. An employee receiving a bomb threat should immediately notify a co-worker (preferably while the caller is still on the phone) to call University Police by calling 210-567-8911. The University's Chief of Police has an established protocol for contacting additional emergency services as needed.

The most common method of transmitting a bomb threat is the telephone. However, if a (bomb) threat is received via mail service (e.g. letter or package), the object should be handled only by the person who receives and opens it. Place bomb threat letters between two sheets of paper to preserve fingerprints. Since a bomb threat will most likely be communicated by telephone to any one of many extensions, it is imperative that all personnel know what to do should they receive a bomb threat communicated by telephone.

### **Follow this procedure if you receiving a telephone bomb threat:**

- Remain calm and solicit as much information as possible.
- If told the building is occupied or the facility cannot be evacuated in time, the caller might be encouraged to provide more specific information regarding the location of the bomb.
- Information elicited from the person making the threat will greatly assist in determining whether or not an evacuation of the entire complex is necessary.
- A University Police staff member will be responsible for notifying the proper emergency response agencies, the proper authorities and organizing searches.

### **Upon receiving information about a bomb threat:**

- Each employee should check for unusual packages, briefcases, or other items that might have been left in their immediate work area.
- If strange or unidentified objects are found, avoid touching them and immediately notify University Police by dialing 210-567-8911 from a local telephone.
- Do not use electronic equipment, including cellular phones, cordless phones, or two-way radios near unusual or unidentified packages. The electronic signal from these equipment could accidentally detonate explosive devices.

If a decision is made to evacuate one or more buildings at the Health Science Center, employees will be moved **at least 300 feet away from the building(s)** for protection from flying or falling debris.

### **SIGNAL TO RETURN:**

Employees who have been evacuated because of the bomb threat will return to their appropriate workstations only upon issuance of an "All Clear" announcement from Environmental Health & Safety, University Police or the Fire Department.

# BOMB THREATS CHECKLIST

## By Telephone

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

Take caller seriously.

Ask a lot of questions, using the checklist below.

Have a co-worker call University Police at 210-567-2800, opt 3 on another line, or call University Police yourself immediately after hanging up.

## BOMB THREAT CHECKLIST

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? \_\_\_\_\_
9. Exact wording of threats: \_\_\_\_\_

## CALLERS VOICE:

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

Animal noises

PA system

Music

House

Office machinery

Factory Machinery

Other voices

Static

Long Distance

Motor

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 person to the nearest stairwell, and contact University Police at 210-567-2800, opt 3, for assistance at 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 University Police.

### **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).
3. 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,
4. 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.

**For more Evacuation and Emergency Response go to:**

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

## MAJOR ACCIDENTS

### 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 a 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:

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

### MOTOR VEHICLE:

#### If you witness a motor vehicle accident involving injuries:

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

## **HAZARDOUS MATERIAL INCIDENTS**

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

**In case of a major hazardous spill, call 911 or 210-567-8911 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 210-567-8911 from 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 at 210-567-2800, opt 3 or Environmental Health & Safety at 210-567-2955. Further instructions may be obtained at these phone numbers.

## **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 University Police.
- Wear your ID badge 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 and 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 Health Science Center 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 University 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.

## **POWER OUTAGES**

### **POWER OUTAGE:**

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, the Health Science Center has emergency generators that will provide power to some areas of the campus. Call Utilities at 210-567-2885, the Utilities Control Room at 210-567-2947 or University Police to report a minor localized power outage. 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 the elevator so they can provide direct information to the emergency responders.
2. Call 210-567-2800, opt 3 and provide information.
3. Stay near passengers until a University Police representative or other assistance arrives, provided it is safe to stay in the building.

## **ELEVATOR FAILURE**

### **IF YOU ARE TRAPPED IN THE ELEVATOR:**

1. If you become trapped in an elevator, use the emergency phone to communicate with University Police. If you have a cell phone, call University Police at 210-567-8911 and give the dispatcher the following information:
  - Name of the building
  - Location within the building
  - Where the car is stopped (if known)
  - If a medical emergency exists
2. If the phone in the elevator does not work, push the “Alarm” button until you hear acknowledgement that help is on the way.
3. Remain calm and try to calm others.
4. Do not attempt to exit the car unless directed to and assisted by emergency personnel.
5. Do not try to force open the elevator door.
6. Do not try to exit the elevator door through the service hatch.
7. Elevators have mechanical safety breaks that will operate in all situations, even during power failure.

## UTILITY FAILURES

Report any utility failures to Utilities by dialing 210-567-2885 or 210-567-2947. If it is after normal business hours (7:30 am to 4:30 pm, Monday through Friday) or you get no answer, call University Police at 210-567-2800, opt 3.

### 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 the Facilities Management.
- Some building's 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 University Police. If there is no emergency phone on the elevator, trigger the emergency alarm button.

### 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.

### NATURAL GAS LEAK:

1. In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless chemical called mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or a skunk.
2. If you suspect a natural gas leak, keep people out of the area and evacuate the area if necessary, especially if there is a chance of an explosion.

3. Do not use the fire alarm. Use room-to-room verbal communication to notify others of a leak.
4. Report any suspected leaks to the Utilities Control Room at 210-567-2947 between 7:00 am to 5:00 pm, or to University Police at 210-567-2800, opt 3 or 911.
5. Never light a match or lighter.
6. Leave electrical devices alone. DO NOT SWITCH ON OR OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT.
7. DO NOT USE ELEVATORS.

**STEAM LEAK:**

Steam can cause severe burns and displace oxygen, and the moisture created by the steam can set off fire alarms. Only professional staff should manage a steam leak.

1. If a steam leak is detected, evacuate and keep people out of the area.
2. To report the problem call University Police at 210-567-2800, opt 3.
3. If it is safe to do so, close the door to isolate the area.
4. Moisture sensitive equipment should be moved or protected only if it can be done safely.

## **TORNADO/SEVERE THUNDERSTORMS**

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

A tornado is a violent rotating column of air extending from the base of a thunderstorm down to the ground. Tornado intensities are classified between the ratings of F0 (weakest) to F5 (strongest). Tornadoes are capable of completely destroying well-made structures, uprooting trees and hurling objects through the air. Although severe tornadoes are more common in the plain states, tornadoes have been reported in every state.

The National Weather Service issues several statements to notify the general public of potential and imminent weather-related hazards. The advisories are typically posted and announced on television, radio, and the Internet and are specific to individual counties. Departments should have a portable radio available and listen to the local station for watches/warnings issued for the area. The following watches/warnings may be issued.

#### **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.

1. Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter immediately.
2. Report any injuries and damage by dialing 210-567-2800, opt 3
3. Be prepared to give the following information:
  - Your name
  - Building name
  - Type of injury or damage
  - The location of any injured person(s) or building damage
  - 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 lifesaving 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. Steel-formed or reinforced concrete buildings provide some protection. In a 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.
- If you have a bike helmet put it on, this may save you from head injuries caused by flying objects.
- 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. DO NOT attempt to turn on or off any utilities or other equipment.
- Report all injuries and damage to University Police at 210-567-8911.

## **SNOW OR ICE STORM**

In circumstances involving snow or ice, University Police or Utilities will determine the condition of the roads and walkways. Call 210-567-SNOW or 210-567-7669 for updates.

### **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 numbers 210-567-2885; after hours 210-567-2947.

### **DECISION**

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

- The President or designee will make the decision to close the University.
- The Health Science Center 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 faculty, staff and students.
- An announcement will also be made on the University's 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, local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately. The Internet's site is [www.noaa.com](http://www.noaa.com)
- Take only necessary items with you when evacuating:
  - A. Prescription medications and medical supplies;
  - B. Bedding and clothing, including sleeping bags and pillows;
  - C. Bottled water, battery-operated radio and extra batteries, first aid kit, flashlight;
  - D. Always keep your car road-ready with spare keys and area maps; and,
  - E. Safeguard important documents.

## Know What to Do When a Hurricane WATCH Is Issued

- Listen to NOAA Weather Radio, 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.

## **FREEZING CONDITIONS**

The Health Science Center will remain open during severe weather unless conditions are such that the majority of students, faculty, and staff are unable to safely travel city streets or other thoroughfares leading to the campus.

During a period of emergency which may prevent some personnel (but not the majority) from traveling to the Health Science Center, faculty, staff, and students are expected to make reasonable effort to meet their assigned responsibilities. Those employees who believe they cannot travel safely are expected to notify their immediate supervisors by telephone at the earliest time that such restrictions are known. Hours missed by employees under these circumstances will be handled as any other absence and will be charged to leave or result in reduction of pay.

When extreme weather or other emergency conditions occur and the Health Science Center cannot conduct business as usual, the President or his/her delegate may declare that the Health Science Center is closed and that classes are canceled. If an emergency occurs or weather conditions worsen during a work day, no one other than the President or his/her designee is authorized to excuse employees from work for such situations unless such absences are charged to leave or reductions of pay.

All individuals designated as having “essential responsibilities” are expected to come to the Health Science Center to carry out those responsibilities at the earliest time that travel may be undertaken. Such employees will earn equivalent time for number of hours worked. The President, the Vice Presidents, and the Deans will determine in advance, through their respective department heads, those individuals who are considered to have “essential responsibilities”.

On a routine basis, the Chief of University Police and the on-duty University Police shift supervisor will monitor general weather and San Antonio area traffic driving conditions. When official severe weather alerts are received or when local weather conditions deteriorate rapidly and dangerously, the Chief of University Police will promptly advise the President’s designee, the Executive Vice President for Facility Planning and Operations, who will contact the President for and executive decision about emergency early closure, complete closure or delayed opening of the University, or some portion of the University. The Chief of University Police will then promptly relay the President’s decision to the Office of Communications who will contact the main San Antonio, based TV and news radio stations to broadcast the President’s decision. In addition, the Office of Communications will promptly ensure that the President’s decision is posted prominently on the University’s web page, and a HSC Alert text is sent to the campus community. Typically, such broadcasting/posting will be no earlier than 9:00 p.m. on the previous evening, and no later than 6:00 a.m. of the morning in question. Notification may indicate that “only essential personnel should report”. Notification might also indicate complete closure, early staggered authorized departure, or late staggered opening of the University for non-essential personnel. If no media announcement or broadcast, and if no emergency closing/delay posting is made on the University’s web page, then employees should report to or remain at work as if it was a normal day.

# FLOODS

Flooding can occur in both rural and urban areas and can be caused by unusual weather events or structural failures. Most flooding occurs in floodplains (or low-lying areas prone to frequent flooding) after prolonged rainfall lasting over several days. However flooding can also occur in a short period of time with intense rainfall. The following watches/warnings may be issued:

**Urban and Small Stream Flood Advisory:** Alerts the public to flooding which is generally only an inconvenience and does not pose a threat to life and/or property. Issued when heavy rain will cause flooding of streets and low-lying places in urban areas, or if small rural or urban streams are expected to reach or exceed banks.

**Flash Flood Watch:** Indicates that flash flooding is possible to the watch area. Those in the affected area are urged to be ready to take quick action if a flash flood warning is issued or flooding is observed.

**Flash Flood Warning:** Signifies a dangerous situation where rapid flooding of small rivers, streams, creeks, or urban areas is imminent or already occurring. Very heavy rain that falls in a short time period can lead to flash flooding, depending on local terrain, ground cover, degree of urbanization, degree of man-made changes to river banks, initial ground or river conditions.

## **During Flood Watch /Advisory:**

1. Listen to the radio or television for information.
2. Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move. Be aware of streams or other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings such as, rain clouds or heavy rain.

## **During Flood:**

### **1. Indoor Flooding/Leaks**

- If time permits, move essential items, valuable papers and personal belongings to higher elevations.
- Notify Facilities Management at 210-567-2880 to report the exact location of the flooding/leak and if any objects are in imminent danger.
- If you know the source of the water and are confident you can stop the flooding safely, do so (i.e., turn off the valve or unclog drain).
- Notify University Police at 210-567-8911. If necessary evacuate the building.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas.
- Notify your department head and/or the building administrator of damage as soon as possible.
- Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried before being returned to service.

- Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

## **2. Outdoor Flooding**

- Avoid flooded areas and do not attempt to cross areas where water is above your knees.
- Move to higher ground.
- Do not use and avoid contact with electrical devices.
- Remain cautious of high water at night, as darkness may hide other hazards.
- Do not walk through or drink floodwater. Floodwater may contain toxic matter from sewage, industrial chemicals, agricultural by-products and others sources. If you must come into contact with floodwater, wash with soap and clean water as soon as possible after the contact.

## **3. In a Vehicle**

- Listen to the radio or watch television weather broadcasts to keep informed of weather watches or warnings.
- Do not park your vehicle along streams and washes, particularly during threatening conditions.
- Do not attempt to drive over a flooded road. You can be stranded and trapped.
- If driving, know the depth of the water in a dip before crossing. The road bed may not be intact under the water.
- If the vehicle stalls, abandon it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- Be especially cautious at night when it is harder to recognize flood dangers.

### **After A Flood Has Occurred**

1. Wait until an area has been declared safe before entering it. Be careful driving, since roads may be damaged and power lines may be down.
2. Do not walk near flooded areas or buildings as unseen dangers, such as submerged electrical lines, may be present.
3. If walking into a building that has water damage, be aware of loose ceiling tiles, unstable door jams and floors, or walls that can cave in.
4. Be aware of broken or leaking gas lines, electrical lines, flammable materials and explosive materials that have been carried down from another area.
5. Do not turn on electrical appliances until an electrician has checked the system and appliances.
6. Do not eat any food, including canned goods, which have come in contact with floodwaters.
7. Be aware of cracked or damaged building foundations prior to entering a building.
8. Be aware of abnormal animal activity. Animals can be disoriented, defensive or carry diseases.
9. Notify University Police at 210-567-8911 of any hazardous situation you observed.

# EARTHQUAKE

While the UT Health Science at Center San Antonio is not at high risk from an earthquake, it is important to be familiar with these procedures in the event you are at a Health Science Center activity, field location, etc., that is in an area susceptible to earthquakes.

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the earth's surface. This shaking can cause buildings and bridges to collapse, disrupt gas, electric, and phone service, and sometimes trigger landslides, flash floods and fires. While not common in Texas, earthquakes can occur at any time of the year. Use the following procedures to assist in responding to an earthquake.

## If Indoors

1. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
4. Stay inside until the shaking stops and it is safe to evacuate the building.
5. After the initial shock, evaluate the situation and if emergency help is necessary, call 911 or University Police at 210-567-8911.
6. Damaged facilities should be reported to Facilities Management by calling 210-567-2880.
7. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
8. DO NOT use the elevators.

## If Outdoors

1. Remain outdoors.
2. Move away from buildings, streetlights and utility wires.
3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and near exterior walls.

## If in a Vehicle

1. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges or ramps that might have been damaged by the earthquake.

**Please Note:**

- Expect aftershocks. These secondary shock waves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire or relief organizations. Return home only when authorities say it is safe.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.

## **MEDICAL EMERGENCIES - CALL 911 OR 210-567-8911 FROM A CELL PHONE**

All University employees are encouraged to learn first aid and CPR and view a bloodborne pathogens training film. Consult with Environmental Health & Safety at 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 Environmental Health & Safety 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 APPROCH 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 to 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 the HEEL OF YOUR 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 to 2 INCHES HARD AND FAST 30 TIMES A RATE OF 100/MINUTE; GIVE TWO BREATHS, THEN REPEAT CYCLES OF 30 COMPRESSIONS AND TWO BREATHS UNTIL MEDICAL PERSONNEL ARRIVE, AN AED ARRIVES, OR THE VICTIM 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 so thumb side is against victim's 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 210-567-8911 from 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 210-567-8911 if bleeding persists, 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.



## **HSC Alert**

HSC Alert is the text and e-mail notification system for emergencies and campus closures at the UT Health Science Center at San Antonio. You automatically receive HSC Alert messages through your uthscsa.edu e-mail account. Follow this link to sign up: <http://care.uthscsa.edu/hscAlert.aspx>

You can designate up to two cell phones with text-messaging service and one alternate e-mail address to receive HSC Alert messages. This will increase your chance of receiving important, and possibly lifesaving, information in a timely manner.

Follow the instructions according to your classification below:

- A faculty/staff member
- A student
- A student who is also an employee (Please make the exact same designations using the student and faculty/staff instructions.)
- Medical resident

**If you need assistance with signing up or changing your designations, please contact the IMS Service Desk at 210-567-7777.**