

Emergency Procedures

Quick List

FACILITIES MANAGEMENT DEPARTMENT—SECURITY DIVISION

EVACUATION

(Violence Fire, Internal Hazardous Materials Release)

- If it is possible to flee the area safely and avoid danger, do so.
- Always evacuate if the fire alarm sounds.
- In the event of an evacuation, leave your personal belongings behind—they may slow you down—and proceed to the nearest exit.
- Do not use an elevator.
- Move away from the problem—sounds, heat, smoke, commotion.
- Be ready to use alternative routes and exits.
- Help those who need assistance moving.
- Be ready to be guided by additional instructions.

THREAT ASSESSMENT

- Harassing or stalking behavior.
- Hostile, negative or disruptive behavior that elicits fear or discomfort.
- The sighting of a weapon.
- Any disturbed or unusual behavior raising safety concerns.
- Any communications of harm to one's self—suicide threats.
- Any threatening or intimidating contacts in person, written or electronic.

DO

- Be aware of your surroundings
- Act Quickly

DON'T

- "Tunnel vision"
- Create confusion
- Allow denial to slow your response

SHELTER-IN-PLACE

(Violence, External Hazardous Materials Release, Tornado)

- Shelter when it is not possible to flee the area safely.
- Call 9-1-1 with your location if possible.
- If flight is impossible, secure yourself in your space. Barricade doors and block windows. Turn off all the lights, close blinds and close and lock all windows and lock and barricade all doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets may protect you from bullets).
- Keep calm, quiet and out of sight.
- Silence cell phones (mute or turn off cell phone ringer). Consider turning off radios and computer monitors.
- Do not answer the door. If you do not recognize the voice that is giving instructions, do not change your status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.
- Place signs in exterior windows to identify the location of injured persons.
- **Do Not Approach Emergency Responders**—let them come to you.
- Remain where you are until you receive further instruction by a first responder or authorized known voice.

WEATHER EXTREMES

- Listen to the latest National Weather Service warnings and bulletins on radio and television.

During a Tornado

- Move to the lowest, interior area of building or designated tornado shelter.
- Stay away from windows.
- Stay near inside wall when possible.
- Keep calm. Even though a warning is issued, the chance of a tornado striking your building or location is slight.

Emergencies

Dial 9-1-1

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POLICE

- Identify yourself by giving name, address, location and the phone number from where you are calling and can be contacted.
- Briefly describe the problem or emergency.
- Unless directed to do otherwise, remain on the line at or near the location of the incident.
- If you are not sure whom to call, dial 9-1-1.

FIRE

- If you notice fire, smoke, or any evidence of fire, activate the building fire alarm.
- Call 9-1-1 to give the location and description of the fire.
- Attempt rescue efforts only if there is no immediate danger to you.
- Close all doors and windows in the vicinity of the fire.
- Go to the nearest exit and leave the building.
- **DO NOT USE THE ELEVATORS.**
- Once outside, proceed to the designated assembly area.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

AMBULANCE

- Give exact location where ambulance is needed.
- Give a brief description of emergency, including number of victim(s), unconscious/conscious and breathing on their own, CPR in progress.
- If a heart condition is suspected, be sure to advise operator.

IMPORTANT PHONE NUMBERS

Police/Fire/EMS	9-1-1
Travis County Security	512-854-5555
Facilities Work Order Desk	512-854-9500
ITS Help Desk	512-854-9175

BOMB THREATS

- Listen carefully to the details of the threat and try to keep the caller talking until you are able to get the answers to the following questions:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - What is your name?
- Jot down whether the caller is male or female; any distinctive voice characteristics the caller may have (i.e., accent, slurring, key words used) and any background noise you may hear.
- When the caller hangs up, dial *57 to activate a trace and follow the prompts.
- After activating the trace, call 9-1-1 and advise dispatcher of all the information you learned from the caller concerning the bomb and its location. Be sure to give the dispatcher your name, office location, and telephone extension. **Do not hang up until the dispatcher releases you.**
- After you contact police, remain quiet about the threat and stay where you are until contacted by law enforcement.
- Law Enforcement in cooperation with Fire Department will give the order to evacuate the building if necessary.

DO NOT HANDLE SUSPICIOUS OBJECTS OR PACKAGES

Emergencies

Dial 9-1-1

Emergencies