

EMERGENCY PROCEDURES



TEXAS A&M
FORT WORTH

300 E. 15th Street

Fort Worth, TX 76102

Please read and understand all instructions thoroughly.

INTRODUCTION

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The Emergency Procedures plan contains quick reference information so that during an emergency you know:

- How to report an emergency
- How to respond during an emergency
- Who will assist you:
 - Building Personnel
 - Professional Emergency Response

Important Telephone Numbers: TAM-FW Police – (817) 392-4780

TAM-FW Security: (817) 212-3999 or 3999 (campus phone)

TAM-FW Facilities: (817) 212-4125 or 4125 (campus phone)

ELEVATOR EMERGENCY

In the event an elevator stops while you are using it:

1. Push the telephone button in the elevator and it will automatically dial for help.
2. Tell the operator if there are any injuries or medical assistance required.

If you are notified an elevator has stopped with someone inside:

1. Call TAM-FW Facilities at (817) 212-4125 or 4125 (campus phone) or TAM-FW Security at (817) 212-3999 or 3999 (campus phone).
2. Confirm if anyone is injured or in need of medical assistance and, if required, follow medical emergency protocol.
3. DO NOT LEAVE THE TRAPPED INDIVIDUAL(S) ALONE.
4. Continue speaking with the individual(s), keeping them calm and reassuring them help is on the way.

MEDICAL EMERGENCY

In the event of a medical emergency:

1. Call 911 immediately and state the nature of the emergency.
2. Stay on the line until emergency services arrive or the dispatcher ends the call.
3. As soon as time allows, call TAM-FW Security: (817) 212-3999 or 3999 (campus phone).
4. DO NOT attempt to move the victim.
5. Try to make the victim as comfortable as possible both physically and emotionally by covering them and talking to them.
6. Do not leave the victim alone.
7. If CPR is necessary and you have been trained, start the process. There are 2 Automated External Defibrillators (AED) on each floor and at the Legal Clinics. If trained, CPR should be administered.
8. First aid equipment is located at the security desk on the first floor.

EVACUATION PROCEDURES

If the need for an evacuation arises, follow these procedures:

Floor Coordinators have been assigned by TAM-FW to aid in an evacuation. The floor coordinators will assist in directing evacuation of all areas of the building to specified evacuation sites.

All employees will be familiar with the building exits in their work or classroom area. In the event of a fire or other emergency situation, employees will evacuate the building using the nearest exit and in an orderly manner. Elevators will not be used. Each department will meet in a pre-designated area far enough away from the building to ensure safety. No one is to remain in the building requiring evacuation, whether it be an actual event or a drill. The building shall not be reoccupied until an all-clear has been given by first responders and a member of the Local Emergency Coordination Team.

After exiting the building, move to a dedicated evacuation site per Building Emergency Action Plans.

SEVERE WEATHER

Severe weather includes violent thunderstorms, high winds, tornadoes, etc. There are two types of severe weather alerts:

WATCHES: A watch is a public notification that weather conditions exist that could lead to a warning

WARNING: A warning is an alert by the National Weather Service confirming an actual event that is occurring, giving time, location, speed and direction of movement.

In the event of severe weather:

- If necessary, notify TAM-FW Security at (817) 212-3999 or 3999 (campus phone).
- Evacuate all students and employees to the 1st floor safe zones.
- Remain in evacuation site until an all-clear has been given by any member of the Local Emergency Coordination Team.

BOMB THREAT

If you observe a suspicious object or potential bomb:

- DO NOT TOUCH THE OBJECT.
- Clear the immediate area.
- Turn OFF cell phone.
- Use a campus phone to call 911. They will advise what additional steps to take. DO NOT CONDUCT AN ADDITIONAL SEARCH.
- If evacuation is deemed necessary, follow the established evacuation procedures.

If you receive a bomb threat by telephone:

- Do not pull a fire alarm.
- Keep the caller on the phone as long as possible.
- Record every word spoken, if possible.
- Do not interrupt the caller.
- If the telephone has caller ID, note the telephone number.
- Try to get the following information from the caller:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - Why did you place the bomb?
 - Where are you calling?

Try to determine the following about the caller:

- Male or female?
- Age of caller (young, old?)
- Caller's accent?
- Speech pattern?
- Background noises (trains, planes, highway noises?)
- Does the voice sound familiar? If so, who did it sound like?
- What time did the caller hang up?

Immediately call TAM-FW Security at (817) 212-3999 or 3999 (campus phone). Perform a quick search of your area to identify suspicious or unfamiliar packages or items.

ACTIVE THREAT

In the event of an active threat, it is vital to remain as calm as possible and remember: RUN. HIDE. FIGHT./AVOID. DENY. DEFEND

1. Run/Avoid

- Evacuate immediately if there is a clear escape path. Do this regardless of whether others around you choose to evacuate.
- If possible, assist others in escaping.
- If it is safe to do so, assist others in escaping.
- Leave all personal belongings behind and warn those in the area.
- Once you are safe, contact 9-1-1 and provide them with the necessary information.

2. Hide/Deny

- If evacuation or running is NOT feasible, seek a location to hide that is out of the threat's line of sight.
- Find a place that offers physical protection and avoid trapping yourself or restricting your movement.
- Lock and/or barricade the door, turn off the lights, silence your cell phone, and remain as quiet as possible.
- If it is feasible, hide behind large objects.
- Do NOT open the door for anyone except the police and other law enforcement personnel.

3. Fight/Defend

In life-threatening situations, resort to fighting only as a last resort.

- Attempt to incapacitate the threat.
- Act aggressively and decisively, using available resources to improvise weapons if necessary.
- Commit fully to your actions to increase your chances of survival.

These scenarios are inherently dynamic, often evolving rapidly and concluding before law enforcement arrives at the scene. Given that each situation is unique, your response should be guided by the specific circumstances you encounter.

What to expect from Responders

Law enforcement's top priority is to engage and neutralize the threat swiftly. Officers

will typically form teams and proceed immediately to the source of the distress. Their primary focus will be on neutralizing the threat, which may result in them exhibiting a lack of familiarity or acknowledgment towards bystanders. To facilitate their efforts, keep your hands visible and follow all instructions carefully.

Lockdown:

- TAM-FW issued office keys will also lock/unlock classroom and hallway doors.
- Lock the door, then barricade the door from the inside if possible. Most TAM-FW key-controlled offices and classrooms lock from the outside.
- Turn off the lights.
- Take cover under or behind heavy furniture. Lie flat on the floor. Be quiet.
- Silence cell phones, including the vibration function, but do NOT turn them off.

FIRE OR SMOKE (R.A.C.E.)

R

RESCUE people from the immediate fire/smoke vicinity if possible.

A

ALERT others by activating the fire alarm system.

C

CONFINE fire/smoke by closing all doors. Check if fire exits are clear.

E

EXTINGUISH if you have been trained and can safely do so, retrieve the nearest fire extinguisher and attempt to extinguish the fire. Evacuate the building as soon as possible.

- If the fire alarm goes off, follow EVACUATION procedures in this guide.
- All persons on the inside of the building are required to evacuate.
- Do not use the elevators during a fire.

A member of the faculty/staff will be made available to help those with disabilities to evacuate.

HAZARDOUS SPILLS

Do not attempt to remove and/or clean up a hazardous spill:

Hazardous materials can include, but are not limited to:

- Cleaners
- Ammonia products
- Solvents
- Paint products
- Chemicals
- Blood/body fluids

For spills with or without noticeable fumes:

- Leave the area, alert others in the area, and direct them to leave as well.
- Confine the affected area by closing doors or blocking access to the spill.

For proper clean up and removal, notify as follows:

Between 8:00am and 5:00pm, call TAM-FW Facilities at (817) 212-4125 or 4125 (campus phone). After hours, call TAM-FW Security at (817) 212-3999 or 3999 (campus phone).