

# Quick... What Do I Do?

## A&M System Office Emergency Management Plan

(A handy reference guide for emergencies)

### BEFORE an Emergency Happens

- ◆ Read the System Office / JBC Building Emergency Management Plan (EMP).
- ◆ Familiarize yourself with the information in this reference guide.
- ◆ Plan and walk through your evacuation routes (which stairwell to exit) and review A&M System Office Emergency Management Plan (this document) on the System Office Website at <http://tamus.edu/home/staff/emergency>.
- ◆ Locate your nearest emergency resources (telephone with emergency numbers, exit signs, alarm pull stations, fire extinguishers, AEDs).



### Fire

- ◆ Dial **9-911** (office phone) or **911** (cell phone) and report the location and extent of the fire.
- ◆ Set off a fire alarm.
- ◆ Evacuate the building (see *Evacuation Procedures*).

### Tornado

If you learn a tornado warning has been issued by the National Weather Service or otherwise learn of a tornado in the area, do the following:



- ◆ Notify
  - ⇒ Henry Judah (458-6234) or (820-2006)
  - ⇒ Edwin Davis, Building Supt. (458-6086) &
  - ⇒ Your department head.
- ◆ If advised, take shelter on the first floor of the building (see *Evacuation Procedures*).



## Bomb Threat or Suspected Biological Agent

### Telephoned Bomb Threat

- ◆ If your telephone displays the caller's phone number, write it down. Even a partial telephone number may be enough to enable the telephone company to identify the caller.
- ◆ Try to keep the caller on the line.
- ◆ Use the checklist on the third page as a guide and to take notes on the call.
- ◆ Call Dial **9-911** (office phone) or **911** (cell phone) to notify emergency personnel.
- ◆ Call **Henry Judah 458-6234 or 820-2006**
- ◆ Notify your department head.
- ◆ Follow the instructions of emergency personnel.

## Evacuation Procedures

Evacuation Notices In most cases, you will be notified by fire alarm or telephone call to your department's main number. You might also be notified by the University Police, College Station Police or Fire Department, your department head or a senior manager.

### Follow These Steps

- ◆ Close the door to your office, leaving it unlocked. Follow your planned evacuation route from your office suite
- ◆ If you are on an upper floor, take the nearest available stairwell to the first floor and exit the building.
- ◆ For building evacuation, proceed out the nearest available exit and away from the building to assigned assembly area.
- ◆ For a tornado, proceed to 1st floor Wellness Center or one of the adjacent training/meeting rooms. If caught upstairs, shelter in the stairwell.
- ◆ Check in with your area proctor so he/she knows you are safe. Remain at your evacuation location until instructed to return to work or to leave the premises.
- ◆ If you need assistance to evacuate, shelter in the stairwell on your floor and emergency personnel will be sent to assist you. Discuss this with your Emergency Proctor beforehand.



### Suspicious mail

If any of these occurs, follow the procedures listed below:



- ◆ You receive a suspicious-looking envelope or package (e.g., unfamiliar or no return address), do not open it.
- ◆ You open a letter that says it has been contaminated with a biological agent, replace the letter in the envelope, close the flap and place it in a desk drawer.
- ◆ You receive a message that a bomb is set to go off.

In any of the above cases:

- ◆ Call Dial **9-911** (office phone) or **911** (cell phone) to notify emergency personnel.
- ◆ Call **Henry Judah at 458-6330 and 820-2006 and Edwin Davis 458-6086 or cell (255-1423)**. Notify your department head as well.
- ◆ Follow the instructions of emergency personnel.

## Violence



### Threats of Violence

- ◆ If a threat is made by an employee, notify the employee's supervisor.
- ◆ If a threat is made by a visitor, dial **9-911** (office phone) or **911** (cell phone) to notify emergency personnel.

### Violent Behavior

- ◆ Call Dial **9-911** (office phone) or **911** (cell phone) to notify law enforcement personnel. Request an ambulance if anyone has been injured.
- ◆ Call **Henry Judah 458-6234 or 820-2006**
- ◆ Evacuate and warn others to evacuate the area.

## Weapons



If anyone brings a weapon into the building, dial **9-911** (office phone) or **911** (cell phone) to notify emergency personnel.

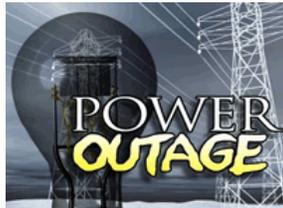
## Telecommunications Failure



If you must communicate with those outside the building when telephones are out of service, try using cellular phones and e-mail.

## Electrical Utilities Failure

- ◆ For temporary electrical failure not related to violent weather, remain at your workstation or, if your workstation is in an inside area, move to an area near windows. The Building Superintendent will notify department heads if the power failure is expected to be long term. Your department head will tell you whether to remain or evacuate.
- ◆ If electrical failure occurs in conjunction with violent weather, move away from windows and, if advised, follow tornado evacuation procedures.
- ◆ If you are instructed to evacuate, emergency lights will help you exit the building safely (see *Evacuation Procedures on page 1*).



## Medical Emergency

If a person has a medical emergency, *quickly enlist the aid of others nearby*, if possible, so several steps may be completed all at once.

- ◆ Check for safe conditions in the area and then assess the victim.
- ◆ **Dial 9-911** (office phone) or **911** (cell phone) for EMS. Provide essential information and follow Dispatcher's instructions and remain on the line.
- ◆ **Dial #222** for the **JBC Medical Assistance Team**, who will render immediate assistance (including 1st aid, CPR and AED, if needed) and will guide EMS to the correct location.
- ◆ While waiting, render whatever aid you can to the victim and send someone to meet emergency personnel.

## Poor Travel Conditions



When bad weather or other emergency makes travel dangerous, employees may be instructed by their department heads to leave early, or the Chancellor or Crisis

Management Team Leader may close the building for one or more days. If you are at work and are instructed to leave, do so as quickly as possible. Follow the procedures below to determine when you should return to work.



- ◆ If you are at home and suspect that bad weather or other conditions might cause the System Offices or the John B. Connally Building to be closed, listen to local radio and television stations for a list of closings.
- ◆ You may call **458-6169** for a recorded message.
- ◆ Check the public media and the recorded message each day for information on continued closing or return to work.
- ◆ If you cannot find information from other sources, contact your department head. In many cases, your department head will contact you.

**Emergency Assistance (Police/Fire/EMS)**

**9-911** (from an office phone) or  
**911** (from a cell phone)

**Building Superintendent (Edwin Davis)**

**Office: 458-6086**  
**Mobile: 255-1423**

**Crisis Management Team Leader**  
**(Henry Judah)**

**Office: 458-6234/458-6330**  
**Mobile: 820-2006**





# Bomb Threat Checklist

Your name \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call received on phone # \_\_\_\_\_ in dept. \_\_\_\_\_ in building \_\_\_\_\_

Caller description: \_\_Male \_\_Female \_\_Adult \_\_Juvenile Approximate age \_\_\_\_\_

Origin of Call: \_\_Local \_\_Long distance \_\_University campus \_\_Cell

<b>Voice</b>	<b>Speech</b>	<b>Language</b>	<b>Accent</b>	<b>Manner</b>	<b>Background Noises</b>
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Commotion
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good	<input type="checkbox"/> Not local	<input type="checkbox"/> Angry	<input type="checkbox"/> Music
<input type="checkbox"/> High pitched	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Unusual
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor	<input type="checkbox"/> Other	<input type="checkbox"/> Irrational	<input type="checkbox"/> Animals
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul		<input type="checkbox"/> Coherent	<input type="checkbox"/> Voices
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	<input type="checkbox"/> Other		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Street traffic
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred			<input type="checkbox"/> Deliberate	<input type="checkbox"/> None
<input type="checkbox"/> Other	<input type="checkbox"/> Lisp			<input type="checkbox"/> Emotional	
				<input type="checkbox"/> Righteous	
				<input type="checkbox"/> Laughing	

## Additional Information

Pretend difficulty with hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

*When will it go off? (Certain hour, time remaining)* \_\_\_\_\_

*Where is it located? (Building, area)* \_\_\_\_\_

*What kind of bomb is it?* \_\_\_\_\_

*Where are you now?* \_\_\_\_\_

*How do you know so much about the bomb?* \_\_\_\_\_

*What is your name and address?* \_\_\_\_\_

If the building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with the place or building by his description of the bomb location? If so, write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.