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.

Campus Safety and Security 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 at The University of Texas at Austin. On campus, all landline 911 and (512) 471-4441 calls are routed through the University of Texas Police Department. Dial 911 on any cell phone for a City of Austin emergency dispatch.

If you have questions concerning a unique situation not covered in this Emergency Preparedness Desk Reference Guide or need additional emergency information, please contact the University of Texas Police Department at (512) 471-4441 or Emergency Preparedness at (512) 232-2757. You can also visit www.utexas.edu/emergency or call (512) 232-9999 for emergency information.

You are encouraged to visit www.utexas.edu/safety/plans for campus-wide evacuation and emergency response plans, which detail various hazards, weather, medical, and fire emergencies as well as hazardous material spills.

This guide was prepared as a reference resource by members of the university’s Campus Safety & Security Committee. If you have any suggestions or comments, please contact:

David Cronk | Director, Emergency Preparedness
dcronk@austin.utexas.edu | (512) 232-2757
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>24-Hour Emergency (police, fire, EMS)</td>
<td>911</td>
</tr>
<tr>
<td>University of Texas Police Department (UTPD)</td>
<td>(512) 471-4441</td>
</tr>
<tr>
<td>University Emergency Information</td>
<td>(512) 232-9999</td>
</tr>
<tr>
<td>Austin Police Department (non-emergency)</td>
<td>9-311</td>
</tr>
<tr>
<td>Counseling and Mental Health Center</td>
<td>(512) 471-3515</td>
</tr>
<tr>
<td>University Health Services (UHS)</td>
<td>(512) 471-4955</td>
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<tr>
<td>Telephone Counseling</td>
<td>(512) 471-2255</td>
</tr>
<tr>
<td>Behavior Concerns Advice Line (BCAL)</td>
<td>(512) 232-5050</td>
</tr>
<tr>
<td>Work/Life &amp; Employee Assistance Program (EAP)</td>
<td>(512) 471-3366</td>
</tr>
<tr>
<td>Hazardous Material Response (Environmental Health &amp; Safety)</td>
<td>(512) 471-3511</td>
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<tr>
<td>Trouble Calls for Facilities Maintenance</td>
<td>(512) 471-6188</td>
</tr>
<tr>
<td>After-Hours Trouble Calls for Facilities Maintenance</td>
<td>(512) 471-2020</td>
</tr>
<tr>
<td>Trouble Calls Involving Campus Telephones</td>
<td>(512) 471-5711</td>
</tr>
</tbody>
</table>
Immediately contact the University of Texas Police Department by calling 911 or (512) 471-4441.

Remember, it is important to stay on the line until the dispatcher interviews the caller in a systematic way regarding the victim’s location, consciousness, breathing, and chief complaint to determine appropriate response.

When reporting the medical emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Those trained to perform CPR and first aid can act within their expertise while those who are not trained should remain calm and stay with the person. Crowding is generally not helpful unless the presence of others is required.

Have someone stand outside the building to flag down UTPD and EMS when they reach the vicinity of the building. Once the victim has been cared for and is transported, normal worker injury procedures should be followed if applicable.
ONLY trained and authorized personnel are permitted to respond to hazardous material incidents!

Provide dispatcher with information regarding any spills including: injuries, type of chemicals, hazards of substance, etc.

For a Major Hazardous Spill or Leak:

- Immediately evacuate the area, closing doors behind you!
- Call 911 or (512) 471-4441 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:

- Follow departmental safety protocol.
- Notify the university’s Environmental Health and Safety office at (512) 471-3511.
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 the doors behind you. (Do not utilize elevators during an evacuation)
3. Call the University of Texas Police Department at 911 or (512) 471-4441 from any cell phone.

Once Fire Alarm Is Activated:

1. Check the door for heat to ensure it is safe to exit the room you are in.
2. Walk to nearest exit. (Do Not Use Elevator).
3. Those that are unable to rapidly evacuate the building should move to a stairwell landing and wait for assistance from trained first responders. Elevators should not be used in the case of fire. Inform first responders and the University of Texas Police Department (UTPD) of persons who have not been evacuated.
4. Notify UTPD or fire personnel if you know that someone is trapped.
5. Gather outside at a designated assembly area and do not attempt to re-enter the building until instructed to do so by UTPD or an authorized university representative.
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** unless absolutely necessary as 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 to the floor, 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 a Fire Extinguisher:

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

**Fire Extinguisher Instructions:**

A. **Pull** safety pin from handle.
B. **Aim** at base of fire.
C. **Squeeze** the trigger handle.
D. **Sweep** from side to side at the base of the fire.
What to Do at the Scene of an Automobile Accident Involving a University Vehicle

A. Check for injuries and render aid as appropriate. Call 911 for assistance.

B. Remain calm and be cooperative and not argumentative. Remember that you are representing The University of Texas at Austin.

C. Be prepared to report the accident. Gather as much information as possible at the scene including the following:

   1. The other driver’s name, phone number, and insurance information.
   2. Information about other vehicles involved—year, make, license plate.
   3. The names and phone numbers of any potential witnesses.

D. Do not admit fault and do not make any claims regarding the university’s insurance coverage to anyone else involved in the accident.
E. If a university-owned vehicle is involved, please follow the Automobile Insurance Program procedures provided by The University of Texas at Austin’s Risk Management Office. You should inform the parties involved that the accident will be reported to the university’s insurance provider and that a claims adjuster will contact them. Be sure to get their names, phone numbers, and insurance information.

F. Make every attempt to contact the police and file a report. If the accident occurred on campus, contact the University of Texas Police Department (UTPD) at (512) 471-4441. If it occurred off campus, contact the local police department.
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 is a hazardous materials release, flooding, or other major incident, it may be necessary to relocate all university students, faculty, and staff to a safer location.

**Evacuating from a Building**

1. Begin evacuation immediately upon hearing the alarm or official announcement (many forms of communication are used for official announcements including: pagers, text alerts, AtHoc computer pop-up warnings, and others)

2. Close office doors and turn off lights and computers.

3. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner. Do not use elevators.
4. Assemble in designated areas per the Building Emergency Plan. Upon reaching the ground level, stay at least 300 feet (1 block) from the building.

5. Follow instructions of emergency personnel. Report any individuals left in the building to them.

6. Do not re-enter the building until an "all clear" announcement is given by emergency personnel.

THINK AHEAD! Always evacuate from a place to a pre-designated place!
Shelter-in-Place

“Shelter-in-Place” is a directive to seek immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building offers occupants an elevated level of protection. Sheltering can be related to a variety of situations: severe weather emergencies, hazardous condition, chemical release, or criminal activity.

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 the Fire Emergencies section of this guide.

2. If the hazard causes elevators to become inoperative, the fire alarm will 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.
Shelter-in-Place - Severe Weather

To shelter in place in the event of severe weather is the act of sheltering in an area inside a building that offers occupants an elevated level of protection during a tornado or other severe weather related emergency. See the *Weather Emergencies* section of this guide for more detailed information.

Shelter-in-Place - Chemical, Biological, or Radiological

A place of shelter is an area inside a building that offers occupants an elevated level of protection during an accident or intentional release of a chemical, biological, or radiological agent.  

[Note: Many toxic chemicals have a vapor density greater than that of air and will seek lowest ground. In the case of a shelter-in-place due to a chemical spill, do NOT shelter below grade. Follow instructions provided by emergency personnel.]
Weather Emergencies

Lightning

• If you hear thunder, you are close enough to the thunderstorm to be struck by lightning. Go to safe shelter immediately.

• Go to a sturdy building or to an automobile. Do not take shelter in small sheds, under isolated trees, or in convertible automobiles. Stay out of boats and away from water.

• If shelter is not available, find a low spot away from trees, fences, and poles. In wooded areas, take shelter under shorter trees.

• Telephone lines and metal pipes can conduct electricity. Unplug appliances not necessary for obtaining weather information. Avoid using the telephone or any electrical appliances. Use the telephone ONLY in emergencies. Avoid bathing, showers or being in contact or close to plumbing fixtures.

• If you feel your skin begin to tingle or your hair starts to stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between your knees and hands. Make yourself the smallest target possible; minimize your contact with the ground.
It is easy to remain safe during lightning episodes when thunderstorms are overhead or in the vicinity of the campus by simply staying or remaining inside of buildings or in your vehicle. When thunderstorms develop or move onto campus, you may wish to wait out the thunderstorm before moving between buildings (even during class changes). Remember that lightning can strike even from storms as far as 10 to 15 miles away from the campus.

Flash Flooding

- When heavy rain threatens, get out of areas subject to flooding. This includes creeks, streams, dips, washes, low spots, canyons, and low water crossings.

- Do not camp or park vehicles along streams and creeks, particularly during threatening weather.

- Avoid already flooded and high-velocity flow areas. Do not cross, on foot or in your vehicle, quickly flowing creeks, streams, or low water crossings, especially if you do not know the water depth.

- Road beds may not be intact in low-water crossings during flash flood episodes. Be especially cautious at night when it is harder to recognize flood dangers.

- If your vehicle stalls in high water, LEAVE IT IMMEDIATELY AND SEEK HIGH GROUND.

The threat of flash flooding on our campus is real. During periods of heavy rain, avoid low-lying areas. Listen to the advice of campus officials regarding areas where flooding is occurring and avoid these areas.
Tornadoes

- When tornadoes threaten, you should leave automobiles and portable structures for more substantial shelter.

- In substantial shelter, you should put as many walls between you and the tornado as you can. This means that interior bathrooms, hallways, and closets on the lowest floor are the best place to be. If it is available, move to a belowground shelter, such as a basement.

- Stay away from windows.

- Do not try to outrun a tornado in your automobile.

- If caught outside or in a vehicle with an approaching tornado, lie flat in a ditch or depression well away from any objects (including your vehicle) that could blow or roll over you causing injury or death.

Tornado safety is based upon avoiding windblown debris when tornadoes are near. The common thread in safety rules is putting as many walls as you can between you and the tornado and always on the lowest floor of the building as you can safely get to before the tornado strikes. All building safety plans for tornadoes are centered on these guidelines. On our campus, always move to interior hallways on the lowest floor possible in all buildings.
Outdoor Warning System

The University of Texas at Austin installed an outdoor warning system on its main campus in February 2007. The system consists of strategically placed sirens that warn the university community to take shelter in the event of an emergency, such as a severe weather event.

The warning system is audible throughout the main campus on both the west and east sides of IH-35. Whenever an emergency poses a direct threat to the university community requiring individuals to take shelter, the system will warn the campus by activating the outdoor warning siren. When you hear the warnings, you should seek shelter immediately in the nearest building. Move into interior corridors away from exterior windows, close all doors to rooms with exterior windows, and move to the lowest level of the building. When the threat has passed, a verbal “all clear” announcement will broadcast using the warning system’s voice feature.

The university will perform a monthly siren system test. System tests will last approximately one minute and are scheduled to take place at 11:50 a.m. on the first Wednesday of every month. No action is expected during the monthly test. To avoid confusion, monthly tests will be cancelled whenever there is a chance of severe weather on the scheduled test day.
Shelter-in-Place

Shelter-in-Place Defined: Shelter-in-place is the use of any classroom, office, or building for the purpose of providing temporary shelter.

Shelter-in-Place: Tornado

- If inside a building:
  1. Go to the lowest level of the building, if possible.
  2. Stay away from windows.
  3. Go to an interior hallway.
  4. Use arms to protect head and neck in a “drop and tuck” position.

- If there is no time to get inside:
  1. Lie in a ditch or low-lying area or crouch near a strong building.
  2. Be aware of potential for flooding.
  3. Use arms to protect head and neck in a “drop and tuck” position.
  4. Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

- If you need to report a tornado or severe weather event:
  1. Dial 911 from a campus phone or (512) 471-4441 to report a tornado sighting to the University of Texas Police Department dispatcher.
  2. Seek a safe shelter inside a building, in a ditch, or beside an embankment.

KNOW THE LOCATION of the nearest emergency shelter for your location!
Severe Thunderstorms and Tornadoes and Associated National Weather Service Watches and Warnings

What is a severe thunderstorm?

The National Weather Service defines a severe thunderstorm as a thunderstorm that has the potential to produce 1” or larger diameter hailstones and/or 58 mph or higher straight line thunderstorm wind gusts and/or a tornado.

What is a tornado?

A tornado is a violently rotating column of air in contact with the ground in association with the updraft region of a severe thunderstorm. This column of air is made up of cloud particles as well as ground based flying debris. Tornado width can range from 10 to 20 years wide to as wide as a mile or more in diameter. Tornado wind speeds can range from 50 to 60 mph to as high as over 300 mph.

Severe Thunderstorm/Tornado WATCH

A severe thunderstorm/tornado watch means that atmospheric conditions are favorable for the development of severe thunderstorms/tornadoes. You should continue with your normal activity but closely monitor the latest weather information.

Severe Thunderstorm/Tornado WARNING

A severe thunderstorm/tornado warning means that a severe thunderstorm/tornado is occurring (indicated by radar or reported by law enforcement and/or weather spotters) or is imminent. If the warning is for your location or the weather is moving into your area, you should act quickly to protect your life by moving to a place of safety.
- When severe thunderstorm/tornado warnings are issued, you should seek immediate shelter away from windows preferably in interior hallways on the lowest floor possible until the severe storm passes. If caught outdoors, move immediately to the nearest building and seek shelter there.

- Report any injuries and damage by dialing (512) 471-4441.

- 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

Weather data sources:

NOAA All Hazards Weather Radio (162.40 mHz in Austin)

National Weather Service – Austin/San Antonio (http://www.srh.noaa.gov/ewx/)
Power Outages

The inherent danger during a major power outage is panic; therefore, all university personnel should stay calm. In the event of a major campus-wide outage, the university has emergency generators that will provide power to some areas of the campus. To report a minor localized power outage, call the University of Texas Police Department at (512) 471-4441.

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 of Texas Police Department for immediate action.
3. Do not light candles or other types of flame for light.
4. If evacuation of a building is required, see “Evacuation” section of this guide.
5. Laboratory personnel should follow laboratory specific procedures prior to evacuating.
If People Are Trapped in an Elevator:

1. Should you ever become stuck in an elevator, don’t panic. Remain calm and use the in-car emergency phone to call for help. Under no circumstances should you attempt to exit the elevator by yourself. You may be inconvenienced by the delay, but you are much safer in the cab as opposed to exposing yourself to the dangers of moving equipment in open hoistways. A technician will be dispatched as quickly as possible to assist you and correct the problem.

2. Call (512) 471-4441 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.
Threat of Violence

Threats over the phone (including bomb threats)

See *Tracing a Threatening or Harrassing Phone Call* at the end of this section.

Personal Threats or Assaults

**Personal Threat or Assault**

Personal threat or assault includes threatening behaviors or statements that are deemed threatening or harmful by another individual.

**Assault**

1. Call *(512) 471-4441* 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.

Civil Disturbance

**Civil Disturbance**

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

1. Notify the University of Texas Police Department at *(512) 471-4441*.

2. Avoid disturbance.
3. Avoid provoking or obstructing demonstrators.

4. Secure your area (lock doors, safes, files, vital records and expensive equipment).

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.

Armed Subjects Information

Remember The Five Outs:

Get Out
Get out of the immediate area and to a place of safety. Put as much distance as you can between yourself and the armed subject.

Call Out
Once you are safe, call 911 or (512) 471-4441. Run, hide, barricade first, and then call 911 or (512) 471-4441. Be prepared to give the dispatcher as many details as you can. Don’t assume someone else has already called.

Keep Out
If you can’t get out, if at all possible, lock and barricade the door keeping the armed subject out.

Hide Out
If you can’t get out, crawl under a desk, duck into a closet, hide behind a door. If you are still hiding when the police arrive, identify yourself and follow the instructions given by police.

Take Out
If none of the above options are available, you need to be prepared to put up a fight.
If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact the University of Texas Police Department at (512) 471-4441.

If an armed subject is outside the building:

- Turn off all the lights and close and lock all windows and doors.
- If you can do so safely, get all students on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized known voice.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

If an armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact the University of Texas Police Department at (512) 471-4441 with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get students on the floor and out of the line of fire.
- Wait for the “all clear” instruction.
If an armed subject comes into your class or office:

- There is no one procedure the authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible, and call the University of Texas Police Department at (512) 471-4441 if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- Wait for the “all clear” instruction.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

**Hostage Incident**

In the event that a hostile action against another person results in a hostage situation, the University of Texas Police Department should be notified immediately by dialing 911 or by dialing (512) 471-4441.

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

For additional information and related videos, please visit www.utexas.edu/police/videos.

**Lockdown Defined**

The directive “LOCKDOWN” is used to stop access and/or egress as appropriate, to all or a portion of the buildings on campus. Unless otherwise directed, consider that all buildings will initiate their “Lockdown” procedures.

**Lockdown - Potential Violence In Your Area**

Should you discover that there is a violent or potentially violent person in your building or area, take the following steps:

1. **Only confront the person as a last resort effort to save your life**

2. Call the University of Texas Police Department (UTPD) at *(512) 471-4441* or **911** first and as soon as possible and provide as much information as possible to the police including:
   - request an ambulance for anyone who is injured
   - the location of the suspect
   - description of suspect, including name (if known), gender, race, height, hair color, clothing description, weapons seen or indicated, what they said, did they indicate a specific target, direction of travel if they have left, and other information the operator requests
   - building name and location
- floor and room if possible
- nature of business of the building (i.e. science labs, research labs, fine arts, registrar’s office, etc.)
- any hazardous materials that may be present in the building – if known

3. Notify your co-workers and others in the area of the situation using any means possible. (i.e., tell them directly, Public Address System (if available), telephone, runners, etc.)

4. Take shelter in the nearest secured place, i.e. classroom or office.

5. Exterior doors should be locked when the alert is given. Operation of the doors has no clear cut answer. Judgment by building occupants and leadership is needed.

Lockdown - Threat Outside Your Building

If the threat is outside your building:

1. If the doors are not electronic and it is safe to move to the exterior doors and lock them.

2. If safe, leave a person at the door to let others (non-threatening) outside in. Law enforcement will announce their identity prior to unlocking any door.


4. If the lights in the room can be turned off - turn them off; turn off computers, cell phones, radios, or any device that may indicate the room is occupied.

5. Use cell phones only to notify law enforcement of critical information.

6. If on the first floor, close any blinds or curtains on windows.

7. Stay away from doors and try to keep out of the line of sight of windows.

8. Sit or lie on the floor or crouch behind or under desks.
9. Be as invisible as possible.

10. Be quiet.

11. Do not respond to anyone at the door while you are in lockdown mode. Law enforcement will announce themselves. Verify if possible prior to unlocking any door. Confirm if possible. They will release anyone in that room. Updated information may be delivered over the PA system, when appropriate, if available in the building.

12. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.

13. Should the fire alarm be activated during a lockdown, wait for direction on the PA system or from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.

14. **Use cell phones only to notify law enforcement of emergency information.**

They may interfere with emergency communications. Police, fire and ambulance radio systems can be negatively impacted by high cell phone volume. The only exception to the above is in the event of a medical emergency in your immediate area, or if you have information specific to the current threat.

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**Lockdown - Threat Inside Your Building**

If the threat is INSIDE your building:

1. Do not lock exterior doors.
2. Close interior doors. Lock doors if possible.
3. Barricade the doors.
4. If the lights in the room can be turned off - turn them off; turn...
off computers, mobile devices, radios, or any device that may indicate the room is occupied. Use cell phones only to contact law enforcement personnel with emergency information.

5. If you are on the first floor, close any blinds or curtains on windows.

6. Stay away from doors and try to keep out of the line of sight of windows.

7. Sit or lie on the floor or crouch behind or under desks.

8. Be as invisible as possible.


10. Do not respond to anyone at the door while you are in lockdown mode. Law enforcement will announce themselves. Verify if possible. They will release anyone in that room.

11. Updated information may be delivered over the Public Address System, when appropriate, if available in the building.

12. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.

13. Should the fire alarm be activated during a lockdown, wait for direction on the Public Address System or from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.

14. **Use cell phones only to notify law enforcement of emergency information.**

They may interfere with emergency communications. Police, fire and ambulance radio systems can be negatively impacted by high mobile device volume. The only exception to the above is in the event of a medical emergency in your immediate area, or if you have information specific to the current threat.
Lockdown - Outside

If you are OUTSIDE the building when a LOCKDOWN is initiated:

1. Do not enter the building.

2. Move as far away as possible from the building under lockdown.

3. Await further direction from law enforcement personnel.

4. Otherwise, go to a safe area of campus away from the scene.

5. Check the university’s website and university social media sites for updates and further information as it becomes available.

6. Do not call the location that is in lockdown.

7. Do not call anyone inside the building that is in lockdown as it may endanger them.

8. Information updates will be provided by police and university officials as soon as possible and safe to do so.

9. If you are advised by another person in your area, or by Security Services, that there is violent or a potentially violent person in your area or building, follow the above steps.

10. Do not leave your safe area until the police have identified themselves and release you from your safe area.

Bomb Threat

By Telephone:

- Do Not Hang Up! Remain Calm.
- Have a co-worker call the University of Texas Police Department at (512) 471-4441 from another phone.
- Take caller seriously.
- Ask a lot of questions, using the checklist below.
- Use *57 to trace the phone immediately after hanging up (see instructions below checklist).

**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 the bomb to explode?

6. Did you place the bomb? ☐ Yes ☐ No Why?

7. What is your address?

8. What is your name?

Exact wording of threats:
Caller’s Voice (check all that applies):

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

If known, Name of Caller:

Number from which call originated:       Date:

- Male
- Female
- Approximate Age:

Number at which call was received:       Time:

Background Sounds (check all that apply):

- Street
- Noises
- Animal
- Noises
- Other Voices
- PA System
- Factory
- Machinery
- Static
- Music
- Long Distance
- House Motor
Tracing a Threatening or Harassing Phone Call

A security feature has been installed on most UT phone lines that will capture Caller ID information even if a caller has blocked that information. The feature increases the security of all UT faculty, staff and dormitory residents by helping law enforcement officials locate the origin of threatening or harassing phone calls. This feature should only be used to identify a phone number if the call is threatening or harassing. Using Call Trace should be considered the same as filing a complaint with UTPD.

Instructions for Customer Originated Trace (COT)

To activate the feature from most UT phones:

- Hang up the receiver, pick receiver back up and press *57 (star-five-seven) immediately following a threatening or harassing phone call, and before making another call.

To activate the feature on a multi-line phone (more than one phone number):

- Hang up the receiver, pick receiver back up and press the phone number key that received the call and press *57 immediately following a threatening or harassing phone call, and before making another call.

You will hear the recorded message “You have successfully traced your last incoming call.” This automatically records the calling number in an electronic log at UTPD even if it is blocked from Caller ID. After activating Call Trace, contact UTPD at 471-4441 and give them detailed information about the call.
Suspicous Packages

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 (512) 471-4441 AND REPORT IT TO THE UNIVERSITY OF TEXAS 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
- Oily stains or discoloration on package
- Excessive weight
- Rigid, lopsided, or uneven envelope
- Protruding wires or tinfoil
- Visual distractions
- No return address
Anti-Research Extremism

Certain areas of research (e.g. laboratory animal use, biotechnology, nuclear energy, etc.) may be targeted for acts of vandalism, harassment, theft, or violence. Preventing research disruptions, property damage, and personal injury is everyone’s responsibility.

Day to Day How You Can Help

- As you work in research areas, be aware of unidentified and/or suspicious persons. Report them immediately to the University of Texas Police Department.
- Wear your ID card with your photo facing outward.
- Do not write lock combinations on the wall for everyone’s convenience.
- In areas secured by card or code access, do not allow non-authorized individuals to follow you into the area, and never share your card or code with others.
- Do not directly answer any questions concerning your work or research.
- Be wary of people that show an unusual interest in your job.
- Be aware of unsolicited e-mails and phone calls from “peers” or other “professionals” soliciting information on activities.
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 University of Texas Police Department while the person is there, so the police can talk to them.

There Are Many Ways to Make Contact with the Police While Keeping the Person with You

- Look for their UT ID. If they do not have one, contact the police while they are there.
- When you call, tell the police you have a suspicious person present and the location.
- Take mental notes on the person’s height, weight, clothing, and 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 their 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 police advised of where they are.

During a Verified Threat of Actual Activity

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

Crime Prevention On Campus

If you see a crime, REPORT IT to the University of Texas Police Department.

Preventing Thefts

- It is your responsibility to protect state and personal property from theft. Lock your door when you leave the room or lab, even if for a short time.
- Do not loan your state-issued keys or access cards 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 University of Texas Police Department at 911 or (512) 471-4441.
- Keep purses, briefcases, and wallets locked inside your desk, cabinet, or wall locker. Do not bring large sums of money to work.
- 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 the University of Texas Police Department. 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 university police 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 campus is presumed to be state-owned equipment unless it is clearly marked to the contrary. All personal property belonging to personnel of the university should be marked “Personal Property of Your Name”.

Behavior Concerns Advice Line (BCAL)

(512) 232-5050

BCAL is a service for students, faculty, and staff of the university to discuss their concerns about another individual’s behavior. Trained staff members will assist the caller in exploring available options and strategies. They will also provide appropriate guidance and resource referrals to address the particular situation. Depending on the situation, callers may be referred to resources including but not limited to the Office of the Dean of Students / Student Emergency Services.
Counseling and Mental Health Center, and the Employee Assistance Program.

**How do I contact the Behavior Concerns Advice Line?**

Dialing **(512) 232-5050** will connect you to trained staff members 24 hours a day, 7 days a week, and 365 days a year. Cases that present an IMMEDIATE threat to self, others, or property should be considered an emergency and should be directed to the University of Texas Police Department by calling **911**.

**Stalking**

1. Call **(512) 471-4441** or **911** 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 University of Texas Police Department.

**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 at **(512) 471-3366** during business hours or after hours at **(512) 471-3399**.

3. If a student, counseling services are available at **(512) 471-3515** Monday through Friday, 8 a.m. to 5 p.m. or call for 24-hour telephone counseling at **(512) 471-2255**.