Angelo State University, like any other institution, is potentially subject to man-made or natural events that could threaten its core academic mission. The university has developed plans and procedures as a proactive approach to emergency preparedness. University police are trained and equipped to respond to and neutralize emergency incidents. The ASU community also plays a role in ensuring the safety of our campus by being familiar with individual responsibilities with regards to notifications and implementing emergency actions.

This Emergency Response Guide is designed to help faculty, staff, and students understand how to respond during an emergency. For more information regarding campus emergency preparedness, please contact the Emergency Management Coordinator at 325-942-2180.
The University Police Department (UPD) relies on the campus community to assist in crime prevention by reporting suspicious persons and activities. Please follow the steps below as applies to your situation.

**YOU ARE THE VICTIM OF A CRIME:**

- Immediately contact UPD at 325-942-2071.
- Remain calm and relay the facts:
  1. Exact location, time, and what occurred
  2. Description of the suspect(s)
  3. Description of weapon(s)
  4. Suspect direction of travel (on foot/vehicle)
  5. Description and license plate number of vehicle

**YOU HAVE WITNESSED A CRIME:**

- If possible, obtain the following information (as applicable) and report to University Police:
  1. Location of the crime scene
  2. Name of the victim(s)
  3. Description of the injury(s) sustained
  4. Description of the weapon(s) involved
  5. Names of witnesses
- Do NOT disturb anything in the area/room that may be considered evidence.
- Assist officers when they arrive by supplying updated information regarding the incident.
Emergency Action Plan (EAP) contains procedural guidance designed to preserve life and minimize property damage during emergencies. EAPs are uniquely developed for each facility and implemented by Building Emergency Response Team (BERT) members and Residential Programs staff e.g., area coordinators and hall directors. The following is a summary of the EAPs that are utilized to manage incidents affecting the university.

- **EVACUATION** is directed in the event of a fire or similar threat emanating from within a facility. Larger areas or campus zones may be affected based on the nature and severity of the hazard.
- **SHELTER-IN-PLACE** is directed in the event of severe weather or similar threat emanating from outside the facility.
- **LOCKDOWN** is a temporary sheltering technique that is utilized to limit exposure to an “Active Shooter” or similar threat. When alerted to lockdown, occupants of any facility within the affected area will lock all doors and windows converting the facility into a large “safe room.”

Evacuation, Shelter-in-Place, and Lockdown can affect the entire campus or a single facility, depending on the nature and scope of the threat.
Emergency Communications
ASUAlert is the primary method used to rapidly communicate incidents that pose a safety or security threat to the university. An “All Clear” will be issued once the incident has been resolved.

Emergency Notifications may be issued for a specific facility or the entire campus, based on the scope of the incident. Notifications will be brief and normally include required actions.

- **CODE BLUE** is the terminology used to indicate an emergency exists that poses a **significant** threat to the campus and that **immediate** action is required.
- **Emergency Website** is used to provide additional notifications, information updates and/or emergency guidance to the campus as the situation develops.

Campus Warnings
There are several types of incidents that may necessitate issuing a campus warning.

- **Severe Weather** includes tornados, snow/ice storms, flash floods, or similar events and may direct seeking shelter or other actions.
- **Evacuations** are normally implemented due to a gas leak or similar threat and may impact a facility or large area of the campus.
- **Campus Closures** are implemented due to inclement weather or other unforeseeable event that disrupts campus operations.
- **Special Alerts** are issued for special circumstances or events that impact the campus community such as street detours or parking lot closures.
# Emergency Contact Numbers

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>AFTER HOURS PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td>1702 W. Ave N</td>
<td>325-942-2071</td>
<td>325-942-2071</td>
</tr>
<tr>
<td>Fire Department</td>
<td>9-1-1 or 9-9-1-1</td>
<td>9-1-1 or 9-9-1-1</td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>9-1-1 or 9-9-1-1</td>
<td>9-1-1 or 9-9-1-1</td>
<td></td>
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<tr>
<td>University Clinic</td>
<td>1901 S. Johnson St.</td>
<td>325-942-2171</td>
<td>NA</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>1901 S. Johnson St.</td>
<td>325-942-2171</td>
<td>325-942-2071</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>1635 Vanderventer St.</td>
<td>325-942-2180</td>
<td>325-942-2071</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>1635 Vanderventer St.</td>
<td>325-942-2180</td>
<td>325-942-2071</td>
</tr>
<tr>
<td>Residential Programs</td>
<td>2675 W. Ave N</td>
<td>325-942-2035</td>
<td>325-942-2071</td>
</tr>
<tr>
<td>Student Life</td>
<td>1910 Rosemont Drive</td>
<td>325-942-2191</td>
<td>NA</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>1635 Vanderventer St.</td>
<td>325-942-2355</td>
<td>325-942-2071</td>
</tr>
<tr>
<td>Communications and Marketing</td>
<td>2501 W. Ave. N</td>
<td>325-942-2248</td>
<td>NA</td>
</tr>
</tbody>
</table>

### EMERGENCY NOTIFICATION PROCEDURES

- Callers that do not have local phone service will need to **dial the area code 325** prior to the number.
- Call 9-1-1 for Fire Department or Emergency Medical Services and **dial 9 first when using campus phones**.
- University Police Department should be notified for most incidents occurring on campus.
- 16 Emergency Call Boxes are strategically located across the campus, see map on back.
Hazardous Material Spill: Chemical hygiene and lab safety plans are developed to provide guidance for how to safely handle and respond to hazardous material spills.

**SPILL RESPONSE PROCEDURES**

- Alert individuals in close proximity of the spill.
- Evacuate the area/facility if the substance poses an inhalation or other exposure hazard.
- Notify Environmental Health & Safety at 325-942-2180 and University Police at 325-942-2071.
- Provide the following information:
  1. Type of spill (chemical/biological)
  2. Specific location of the spill
  3. The substance involved and quantity
  4. Hazards associated with the substance
  5. Any injuries/medical treatment requirements

**REMEDIATION PROCEDURES**

- Attempt to contain the spill to the extent at which you have been trained and/or are comfortable.
  1. Use appropriate PPE; gloves, eye protection, mask, etc.
  2. Use appropriate absorbent/containment materials and procedures
- If you do not feel comfortable containing the spill, keep the area secure and wait for appropriate personnel to arrive.

For questions or concerns regarding chemical handling and storage, chemical spill response, and/or laboratory safety standards, contact Environmental Health & Safety at 325-942-2180.
Utility Failure  

Maintenance should be immediately notified of incidents that affect the facility infrastructure.

Campus facility occupants ............................. 325-942-2355

Residence Hall occupants ............................ 325-942-2733

After hours for major maintenance issues ..................... 325-942-2071

FLOOD

- Do NOT turn off electricity in standing water.
- Immediately STOP using electrical devices.
- If a sink or toilet is the source, attempt to shut off water supply valve.
- Notify the appropriate department.
- If you are notified to evacuate the building:
  1. Exit using the nearest stairwell.
  2. Avoid areas of standing or rushing water.
  3. Do not use elevators.

GAS/CHEMICAL LEAK

- Cease all operations immediately and evacuate the area/facility, alerting others as you leave.
  1. Extinguish open flame sources.
  2. Do NOT switch electrical devices on/off.
  3. Do NOT close drawers, windows, or doors.
- Report the leak to University Police.
- After evacuating, move upwind, at least 300 feet away from the affected area/facility.
- Do NOT re-enter the area/facility until cleared to do so by University Police or Fire Department.

POWER FAILURE

- Notify the appropriate department.
- If you are notified to evacuate the facility:
  1. Leave using the nearest stairwell/exit.
  2. Do not use elevators.
- Laboratory personnel should secure chemicals to prevent vapors from reaching hazardous concentration levels.
Evacuations are normally directed by University Police or a BERT member due to a perceived hazard such as a fire or bomb threat in a facility or area that threatens the welfare of those in close proximity. Evacuees should move at least 300 feet upwind from the hazard and not reenter the facility or area until the “all clear” is issued. University Police may direct the mode (on-foot or by vehicle) and the direction of travel.

**FACILITY EVACUATION**

BERT and Residential Programs staff members are responsible for directing evacuations of their assigned facilities when there is a perceived hazard or when directed by University Police.

- Direct occupants to use the nearest safe stairwell/exit to evacuate.
- Ensure occupants move to the assembly area and are accounted for.
- Report the status of the evacuation to UPD via emergency call box.
- Help keep parking lots and streets clear for emergency responders.
- Ensure people do not enter the facility until the “all clear” is received.

**ZONE EVACUATION**

The campus is divided into three (3) zones and evacuation may be directed for one or all of the zones based on the nature and severity of the incident. If a zone evacuation is directed, personnel may seek shelter in facilities in one of the unaffected zones. If the entire campus is directed to evacuate, University Police will direct the mode and the direction in which the campus should evacuate.
Abnormal Behavior may be displayed by someone threatening physical harm to themselves or others, appears to be out of touch with reality, or is acting irrational. The person could be having a psychological crisis or be under the influence of alcohol or drugs. Approach the situation by focusing on their behavior and its consequences and follow the guidance below.

**ILLOGICAL OR IRRATIONAL BEHAVIOR**

- Have someone notify a supervisor of situation.
- Stay calm and stay with the person.
- Have someone notify University Police and provide the following information:
  1. Description of the situation and location
  2. Description of the disruptive individual and observed symptoms/behaviors
  3. Names of individuals involved
- Be supportive/compassionate until help arrives.
- Maintain a safe distance and do NOT confront or try to detain the individual.
- Do NOT argue with or aggravate the individual.
- Have someone meet University Police when they arrive to provide updated information.

**ATTEMPTING TO HARM THEMSELVES OR OTHERS**

- Have someone notify a supervisor of situation.
- Stay calm and try to assist the injured.
- Call 9-1-1 if victims require medical treatment.
- Have someone notify University Police and provide the following information:
  1. Description of the situation and location
  2. Description of the disruptive individual and observed symptoms/behaviors
  3. Names of individuals involved
  4. Names of injured and description of injuries
- Provide first-aid and/or CPR if you have been trained and/or feel comfortable.
- Have someone meet University Police and other emergency personnel upon arrival to scene.
Severe Weather

**ADVISORY/WATCH** is issued when conditions are favorable for a specific weather event.

- Notify appropriate faculty/staff of developing weather and begin monitoring the event.

**WARNING** is issued when there is an indication of an imminent life threatening weather event.

- Notify faculty, staff, students, and visitors of situation and implement emergency action plan.

**TORNADO/SEVERE THUNDERSTORM** An ASUAlert Severe Weather Warning will be issued for tornadoes and thunderstorms containing lightening, hail, and excess winds and the campus populace should:

- Implement SHELTER-IN-PLACE and alert others.
- Shut off equipment not surge protected.
- Move to a designated shelter within the facility.
- Avoid areas with windows and close doors to protect shelter areas from flying debris.
- Report facility damage and/or injuries to UPD.

**STORM SHELTERS** Storm Shelter signs are posted in campus facilities indicating established shelter areas. If you cannot get to a designated shelter, move to the lowest floor of the facility, away from windows, and close all the doors.

**FLASH FLOOD** Significant rain events occurring over a short period of time may result in roadways/low-lying areas flooding.

- Do NOT drive through standing water as the vehicle may stall trapping you.
- Do NOT drive through streams as the vehicle may be swept away by floodwaters.
- Do NOT attempt to cross a stream where water is above your knees to avoid being swept away.
- Floodwaters may contain hazards such as chemicals, large debris, sewage or downed power lines.

**LIGHTNING STRIKE**

- Immediately call 9-1-1 to request medical response.
- Request someone bring the nearest AED unit to the scene.
- Administer first aid/emergency treatment to the extent at which you have been trained and/or are comfortable.
  1. If the victim stops or has stopped breathing, administer CPR and begin with rescue breathing
  2. If the heart has stopped beating, turn on the AED unit and following audio instructions
- People struck by lightning carry no electrical charge and cannot shock other people.
**Fire**

**FIRE PREVENTION**

- Report broken fire equipment to Emergency Management Coordinator at 325-942-2180.
- Never prop stairwell or hallway fire doors open.
- Never block emergency egress routes or exits.
- Report smoke/fire and gas or chemical leaks.

**SMALL FIRE (wastebasket size) PROCEDURES**

- Notify University Police at 325-942-2071.
- Employ a fire extinguisher if trained and/or are comfortable.
  1. Discharge extinguisher **8–10 feet** away.
  2. **PASS**—Pull pin, **Aim** at base of fire, **Squeeze** handle, **Sweep** side to side.
  3. Most extinguishers last 30 seconds.
- If uncomfortable using an extinguisher or unable to extinguish the flames:
  1. Evacuate via **nearest exit** and alert others
  2. Activate the fire alarm **pull station** as you exit if the building is not in alarm
  3. Call **9-1-1** to report **facility and fire location**
  4. Inform emergency responders of the nature and location of fire

**REMEMBER:** If clothes catch fire, **drop** to the floor and **roll** back and forth. If assisting someone else, smother the fire with a blanket or rug and notify an emergency responder for assistance.

**FIRE PROCEDURES**

- Activate the nearest fire alarm **pull station**.
- Call **9-1-1** to report facility and location of fire.
- Evacuate facility via **nearest exit**, notifying occupants as you leave.

**FIRE EVACUATION PROCEDURES**

- Before opening door, place palm against it to see if it's hot. **IF COOL TO THE TOUCH:**
  1. Open door slowly and check for smoke
  2. Stay low and **avoid smoke-filled areas**
  3. Use the nearest accessible stairwell or exit
  4. Do **NOT** use elevators
  5. Close all doors as you exit
- **IF THE DOOR IS HOT,** remain in room:
  1. If on ground floor, carefully exit via a window
  2. If on upper floor, call **9-1-1** to report your location and status
  3. Place a towel under door to block smoke
  4. Open a window if possible
  5. Hang a towel from window to mark location
  6. Stay low to avoid smoke and heat
- Meet at **assembly point** after exiting and remain at least **300 feet upwind** from facility.
- Keep all parking lots, walkways and roadways clear for emergency responders and vehicles.
- Prevent people from entering the facility.
- Do **NOT** re-enter facility until University Police or Fire Department personnel issue “all-clear.”
Medical Emergency

SEVERE INJURIES

- Call 9-1-1 to report the incident and request medical assistance.
- Notify University Police at 325-942-2071.
- Stay with the victim until help arrives, if there is no immediate danger to you or the victim.

SLIPS, TRIPS, AND FALLS

- Notify University Police and Environmental Health & Safety at 325-942-2180.
- Refer individuals requiring medical treatment to:
  1. **Students** to the University Clinic
  2. **Employees** to an approved HCN provider (see Human Resources web page)
  3. **Visitors** to nearest Minor Emergency Clinic

VICTIM ASSISTANCE

- Request assistance from others to make notifications and/or help treat the injured.
- Administer first aid/emergency treatment to the extent at which you have been trained and/or are comfortable.
- If you suspect a back or neck injury, do not move the person unless the situation is life threatening i.e., building collapse. Symptoms of head, neck, or back injury are:
  1. Complaints of severe pain in neck or back
  2. Complainant of weakness, numbness, or paralysis or lack of control of limbs
  3. Ongoing changes to levels of consciousness
- Report ALL accidents/incidents to EH&S.

ELECTRICAL SHOCK

- Immediately call 9-1-1 to request medical response.
- Request someone bring the nearest AED unit to the scene.
- Do NOT touch the person until they have been separated from the electrical source.
  1. Turn off power via circuit breaker, fuse box, or switch
  2. If unsafe/unable to turn off power, separate the person from current using a non-conductive item.
- Do NOT attempt to turn off or separate the person from a high voltage source.
- Administer first aid/emergency treatment to the extent at which you have been trained and/or are comfortable.
  1. If the victim stops or has stopped breathing, administer CPR and begin with rescue breathing
  2. If the heart has stopped beating, turn on the AED unit and following audio instructions
- People struck by lightning carry no electrical charge and cannot shock other people.
Active Shooter  Campus shooting incidents are highly unpredictable. A CODE BLUE emergency notification will be issued instructing the affected facilities/area or entire campus to implement LOCKDOWN procedures. Proper reaction is dependent upon the situation and a number of circumstances but the general concept is; 1) run, 2) hide, or 3) fight. The following depicts these concepts and what to expect when encountering an active shooter situation.

RUN CONCEPT  The best option for survival is to escape. Exit the facility/area immediately if safe to do so and try to accomplish the following actions:

- Quickly and quietly move away from the danger.
- Notify anyone you encounter to exit the area.
- Call University Police to report the incident and provide the following information:
  1. Exact location and nature of incident
  2. Description of shooter (race, sex, clothing)
  3. Description of weapons (rifle, pistol)
  4. Number of casualties/fatalities involved
  5. Exact location, name, and call back number
- Leave campus or wait in a safe place to be evacuated by police.

HIDE CONCEPT  If exiting the facility/area is not possible, implement Lockdown procedures:

- Move to nearest room that can be secured.
- Lock doors/windows and close blinds/curtains.
- Turn off devices that emit light or sound.
- Seek protective cover behind large furniture.
- Do not answer the door or verbal inquiries.
- Call University Police to provide information.
- Reassure others and assist the injured.
- Wait for police to respond or “all clear” to be issued before exiting room.

FIGHT CONCEPT  If the shooter is encountered and you cannot escape, consider taking the following actions:

- Do not make sudden movements or do anything to provoke the shooter.
- Respond to the shooter when questioned.
- Physical attack should be a last resort to preserve your life or the lives of others.
  1. Work together or alone to disable shooter.
  2. Use aggression or improvised weapons.

POLICE RESPONSE CONCEPT

- Primary objective is locate/neutralize shooter.
  1. Need number and description of shooters
  2. Need number and types of weapons
- Will not treat injured or evacuate occupants.
- Officers will engage suspects if threatened.
- Everyone is treated as a suspect.
- Search and clear operation protocols:
  1. If near suspect(s) when officers arrive, drop to floor, empty your hands, and remain quiet.
  2. Do not run toward officers or scream or yell
  3. Keep hands visible and obey commands
  4. Expect to be put on ground and searched

POST-INCIDENT ACTIONS

- EMS will respond and treat the injured.
- Evacuation will be coordinated.
- Personnel will be escorted to secure areas.
Bomb Threat  Bomb threats are usually received via telephone:

- Stay calm and pay attention to details.
- Write down information as the caller says it and take accurate notes:
  1. Exact time of the call
  2. Exact words the caller used
- Have another person call University Police to relay the caller information as it is recorded. Note: The person should be far enough away to not be overheard by the caller.
- Follow University Police instructions.
- Ask the caller the following questions and attempt to get the information passively:
  1. When is the bomb going to explode?
  2. What does the bomb look like?
  3. Where is the bomb located?
  4. What kind of bomb is it?
  5. What will cause the bomb to explode?
  6. Did you place the bomb? Why?
  7. Where are you calling from?
  8. Where do you live?
  9. What is your name?
- Try to keep the caller on the phone as long as possible and listen for and record the following:
  1. Age and sex of caller
  2. Speech pattern, accent, or nationality
  3. Emotional state of the caller
  4. Background noises
  5. Anything to help determine origin of the call

Suspicious Package
(Box/Container/Letter)

- Characteristics
  - Bulky, lopsided, rigid or uneven
  - Missing postage or return address
  - Incorrect titles or misspelled labels
  - Leaks, stains, powders or protruding items
  - Ticking, vibration or other sound
- Do NOT handle/disturb and slowly move away.
- Record the location, description, and mailer's and addressee's name and address.
- Clear immediate area/room of all persons.
- Notify University Police at 325-942-2071.
- If the package has emitted a powder or substance:
  1. Instruct people in immediate area to wash exposed skin with soap and water.
  2. Record names of these people and direct to a designated safe area to await instructions.
  3. Turn off HVAC system and cordon off area.

Evacuation Procedures

- Follow these guidelines if instructed to evacuate:
  - Do NOT operate any power/electrical switches.
  - Do NOT open/close doors, drawers, or cabinets.
  - Do NOT activate the fire alarm or use elevators.
  - Move to assembly area and notify UPD of evacuation status via emergency call box.
  - Move at least 300 feet upwind if there is the potential of an explosion or inhalation hazard.
  - Do NOT allow re-entry into the area/facility.
**Campus Evacuation Zones:** The campus is divided into three (3) evacuation zones. Based on the nature and severity of the hazard, evacuations may affect a single facility or the entire campus.

**Emergency Call Boxes** with a direct line to University Police are located across the campus. The boxes are identified by a blue emergency light and red emergency labels. Follow instructions on the call box.