

**Emergency
Desk Reference**



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Introduction

This guidance document is intended to be used by faculty and staff of Hardin-Simmons University. In the event of an emergency or abnormal condition, this guide is intended to be used as a quick reference for recommended action. A printed copy should be kept in a location that is accessible to all department personnel in the event of an emergency.

For any other questions or comments, please contact the **HSU University Police at 325.670.1461.**

Sign up for e2Campus to receive important campus notifications via your cellular device.
<http://www.e2campus.com/my/hsutx/>

Unsafe Conditions

If you observe an unsafe condition that poses a threat of injury or property damage, you should contact the **HSU Police Department at 325.670.1461.**

All unsafe conditions should be reported to avoid injury or property damage.

Injury or Illness

If you become aware of a seriously ill or injured person you should:

1. Call **(9) 911** or the **University Nurse at 325.670.1314.**
2. Give the police or nurse as much information as possible about the injury or illness and the location of the victim.
3. Do not attempt to move a seriously injured person.
4. Remain with the person until the police or emergency medical personnel arrive.

If the injured person is an employee, contact his/her supervisor as soon as possible.

Non-Emergency "On the job" Employee Injuries

1. REPORT the accident/injury to your supervisor immediately.
2. SEEK NECESSARY TREATMENT from the University Nurse during the regular work day, or the Emergency Room at Hendrick Medical Center, if necessary, after regular hours. (If further medical attention is deemed necessary, a list of approved Worker's Comp specialists can be found on the following website:
http://tn-admin.prime-health.net/provider_search.aspx or call Sedgwick CMS at 1.800.526.2305.
3. COMPLETE AND SIGN the State of Texas *Accident Report Form* immediately and return it to your supervisor. Your supervisor will also sign the *Accident Report*, complete a separate *Supervisor's Report* and an *Initial Medical Information Checklist*, and send all forms to the Worker's Comp representative in the Office of Human Services.

For necessary forms and further information, go to:

<http://www.utm.edu/departments/finadmin/personnel/workerscomp.php>

Bomb Threat

Bomb threats usually occur by telephone.

1. Try to keep the caller on the line as long as possible.
2. Try to stay calm and obtain as much information as possible by using the checklist on the next page.
3. Contact the **HSU Police Department at 325.670.1461** immediately and give them any information you were able to obtain from the caller, as well as what time you received the call and where you are calling from.
4. Inform your supervisor or department head.
5. The police and the building manager will be responsible for building evacuation.
6. If you are instructed to evacuate the building, move a safe distance away from the building. Do not re-enter the building until told that it is safe to do so by authorized personnel.
7. If you should see a suspicious object or package, report it to the HSU Police Department. DO NOT TOUCH it or move it in any way.

Hardin-Simmons Bomb Threat Call:

Department: _____ Date/Time: _____

Building: _____ Name: _____

EXACT WORDS OF CALLER

QUESTIONS TO ASK CALLER CONCERNING BOMB

Who are you? _____

What type of device is it? _____

When is it set to explode? _____

Where is it placed? _____

DESCRIPTION OF CALLER

Male _____ Female _____ Young _____ Old _____

Tone of voice _____ Speech Impediment _____

Is Voice Familiar? _____

Who Did It Sound Like? _____

Time Caller Hung Up _____

Background Noises _____

Remarks _____

Fire/Emergency Evacuations

If you smell smoke or other unusual odors suggesting a possible fire, immediately call the **HSU Police Department** at **325.670.1461** or **call (9) 911**. Not all campus buildings are equipped with fire alarm systems.

If you discover an actual fire situation, you should:

1. Alert other building occupants by immediately sounding the building fire alarm. To do this pull a wall-mounted fire alarm pull station.
2. Dial **(9) 911** and provide the location of the fire.
3. Evacuate the building. **DO NOT USE THE ELEVATORS**. Most stairways are protected from smoke and are the safest way out of the building.

If needed, fire extinguishers are located in all public corridors approximately every 75 feet.

Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately.

Do not re-enter the building until told it is safe to do so by either the police or the fire department.

Emergency Evacuation

In the event of an emergency situation it may be necessary to evacuate the building. Causes for evacuation may be fire, hazardous chemical incidents, explosion, severe weather, or other conditions.

Some Hardin-Simmons University campus buildings are equipped with fire alarm systems. If you hear a fire alarm, you should evacuate the building immediately.

Physically impaired individuals should be identified for assistance by fellow building occupants. Mobility impaired individuals on upper floors should proceed to the nearest exit stairwell for assistance by emergency response personnel. Once outside the building, co-workers should immediately notify emergency response personnel of the location of mobility impaired individuals.

Any questions concerning this evacuation procedure should be referred to the **HSU Police Department at 325.670.1461**.

High Winds or Tornado

In the event of high winds or tornado-related weather conditions, the following safety procedures are recommended:

1. Avoid upper floors and especially top floors with a multi-story building whenever possible. The upper floors receive the full force of the winds.
2. Spaces in the basement areas are better than locations on any other floor.
3. Interior spaces –seek out spaces that form a part of a protected interior core, if possible.
4. Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
5. A room that is completely interior protects against flying debris.
6. Avoid interior partitions that contain glass.
7. Avoid rooms containing windows.
8. Avoid rooms with wide roofs that could collapse easily, such as the gym and auditoriums.
9. If you are outside and cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your arms or a piece of clothing.

Chemical Release/Spill

If the identity of a spilled chemical is unknown, treat it as a hazardous/toxic material. Do not attempt to clean it up. Contact the Texas Department of Public Safety at 325.725.4013 immediately.

If the material presents any danger to you or other building occupants, you must follow these steps:

1. Call the Texas Department of Public Safety at 325.725.4013. Give your name, department and location of the spill.
2. Notify **HSU Police Department at 325.670.1461.**
3. IF YOU KNOW IT IS SAFE TO DO SO, try to contain the spill by using any absorbent materials available. Close the door to the area and leave the building.
4. If flammable liquids are spilled, extinguish all sources of ignition (i.e., Bunsen Burners) but DO NOT turn off or on any light switches or electrical equipment. Such an action could cause an ignition.
5. Evacuate to a safe distance away from the building. Do not return to the building until told it is safe to do so by authorized personnel.
6. Do not walk through or stand near any smoke, vapors, or fumes.
7. If you have first-hand knowledge of the spill, notify emergency responders once you are outside of the building.
8. Once you have evacuated, stay with co-workers so it may be determined if all personnel have left the building.

Pets on Campus

For reasons of safety, health and sanitation, pets of any type are not allowed in any University-owned building. **This policy includes University residence halls.**

EXCEPTIONS:

- Service animals as defined by the Americans with Disabilities Act of 1990.
- Animals professionally trained for theatrical purposes and directly supervised by show personnel within a controlled environment.

Any dogs or other domestic animals on University grounds must be in control of their owners. Under no circumstances should animals be allowed to run loose or be tied to buildings, handrails, trees, bicycle racks, or other objects. Any infractions or complaints should be brought to the attention of the **HSU Police Department at 325.670.1461.**

Rationale:

Health Pets allowed in campus buildings pose health-related problems to building occupants. Examples of detrimental health effects associated with animal/human contact include, but are not limited to, allergies associated with pet hair or urine, animal to human disease transmission, the potential for animal bites.

Safety In the event of an emergency building evacuation, animals in campus buildings have the potential to impede occupant egress.

Building Modifications

In accordance with policies and procedures of Hardin-Simmons University, the Director of **Physical Plant Operations must approve any building modification or repair**. This is to prevent individual departments from making building renovations which might be in violation of fire codes, building codes, or disturb asbestos-containing building materials or lead-based paint.

Depending on the nature of the request, the approval of the **Sr. Vice President of Finance/Chief Operating Officer** may also be required, particularly if there is a change in space use or classification.

Building repair or modification requests should be submitted to the **Facilities Service Director** using the following contact information:

Facilities Service Director:
 Phone: 325.670.1434
 Fax: 325.671.7145
 Email: lbutts@hsutx.edu

Rationale:

Safety This policy is necessary to ensure the safety of building occupants as well as prevent any degradation of building systems. Many buildings on campus contain potentially hazardous materials that might require special abatement procedures. High temperature, hot water, and electrical systems can pose a hazard. Life safety code requirements must also be maintained to ensure occupant safety.

Functionality Improper building modifications can be detrimental to the performance or reliability of heating and cooling, power, lighting, and plumbing systems.

Inclement Weather Operations

The University will maintain normal operating hours during inclement weather unless a public notice is made to “close the University.” Notice will be posted on the HSU website and e2campus, given to the appropriate news media early on days of inclement weather or via HSU alert emergency cell phone notification. A **skeleton force** has been charged with coming to the University to perform required functions during inclement weather.

Should the University be “closed,” the operational status of the University will be given clearly regarding: **total closure of the University; opening and closing of morning or evening classes; or classes cancelled, but staff report**. All employees, except those designated in the skeleton force, shall be guided by the **Personnel Policy and Procedure on Emergency Administrative Closings**.

On days of inclement weather when the University is still open, **employees may determine that travel may be too risky for them. If this is the case, they may take annual leave and notify their supervisor of their situation. Non-notification to the employee’s supervisor will result, except in extremely extenuating circumstances, in a day of leave without pay.**

DO NOT try contact the Texas Department of Public Safety as this will tie up necessary emergency communication lines.

Suspicious Mail

For your personal safety, please be aware of the following characteristics that may indicate suspicious letters or packages:

1. Have any powdery substance on the outside.
2. Are unexpected or from someone you are unfamiliar with.
3. Are addressed to someone no longer with Hardin-Simmons University or are otherwise outdated.
4. Have no return address, or have one that can't be verified as legitimate.
5. Are of unusual weight, given their size, or are lopsided or oddly shaped.
6. Have an unusual amount of tape on them.
7. Are marked with restrictive endorsements, such as "Personal" or "Confidential."
8. Have strange odors or stains.
9. Show a city or state in the postmark that does not match the return address.

What should you do if you receive a suspicious letter or parcel?

1. Do not try to open it!
2. Isolate the piece of mail or package.
3. Notify your supervisor.
4. Evacuate the immediate area.
5. Call the Texas Department of Public Safety at 325.795.4013 to report that you've received a parcel in the mail that may contain biological or chemical substances.

Threatening Phone Calls

These may include: threats, harassment, or obscene calls.

HSU Police will respond to threatening calls received by students personal cell phone or phones located in dorms, off-campus housing, offices, buildings, or cell phones belonging to HSU.

Call or contact the Hardin-Simmons Police at 670-1461.

Save phone numbers and voice messages.

Time, date the calls were received.

Location: dorm room, building, office, or off campus housing.

Statements made by caller: _____

Description of caller:

Male____ Female____ Young____ Old____

Speech impediments____ Voice disguised____

Familiar voice____ Background noises_____

If caller identity is known:

Name_____ Phone number_____

Address_____ Student_____

Description_____

Vehicle Make_____ Color_____ License Plate Number_____

Identifiable markings of the vehicle (dents, decals,etc)_____

Additional information concerning caller.

Missing Student Notification Policy and Procedures

If a student at Hardin-Simmons University is determined to be missing for more than 24 hours, and that student is either under the age of 18 or has opted to have his/her “person to notify in an emergency” informed if the student is missing, then within 24 hours, the following procedures are to be followed:

1. Notify the following personnel of the student’s missing status: Chief of HSU Police, Dean of Students, Provost, and Senior Vice President for Administration and Finance.
2. The Dean of Students or designated person will then notify the student’s “person to notify in an emergency” of the student’s missing status.
3. If the “person to notify in an emergency” is not the custodial parent or legal guardian of the student, then the Dean of Students or designated person will notify the parent or guardian.