If there is an evacuation or threat of an evacuation, please take this booklet home for your personal use.
Emergency ................................................................. 911
University Police ............................................................ 825-4444
Environmental Health & Safety Office .............................. 825-5555
University Health Center .................................................. 825-2601
Physical Plant ................................................................. 825-2324
Poison Control .................................................................. 1-800-764-7661
Poison Non-Emergency .................................................... 886-2600
Medi-Express (Non Life Threatening Medical Transport) .... 857-8626

Christus Spohn Hospital Emergency Rooms
Memorial—Medical Center 2606 Hospital Blvd .................... 902-4151
Shoreline—600 Elizabeth St at Ocean Dr ......................... 881-3811
South—5950 Saratoga at Staples .................................... 985-5811

Corpus Christi Medical Centers Emergency Rooms
Bay Area Medical Center—7101 SPID at Rodd Field Rd ........ 985-3406
Doctors Regional Medical Center—3315 S Alameda ............ 857-1468

The following Crisis Management information numbers will be
activated for a declared campus emergency.

Public/Student Information Hotline 361-825-0000 or Toll Free 1-888-234-4887
Faculty/Staff Information Hotline 361-825-9999 or Toll Free 1-888-234-4005

Emergency Personnel
University Police Department (UPD)
Physical Plant (PP)
Environmental, Health & Safety (EHS)
Accident Reporting on Campus

All accidents should be reported to University Police, Ext. 4444. This includes accidents involving students, visitors and employees.

Employees must report accidents to their Supervisor to complete Employer’s First Report of Injury or Illness form (System Form TWCC-1).

For safety reasons, all accidents should be reported regardless of severity to Ext. 4444 and University Police will coordinate with the Environmental, Health and Safety Office.

Medical emergency matters will be handled by University Police.

Automobile or cart accidents on campus require accident report (System Form 9). If another vehicle is involved, the employee of the University must complete an accident report form (System Form 9). Copy can be found in glove compartments of all University vehicles and submit to University Police for processing. Employee injury should be reported to Supervisor. Supervisor must complete Employer’s First Report of Injury (Form TWCC-1) and submit to Human Resources for processing. Contact Human Resources Ext. 2627 for copy of form.

Visitor Safety

Campus visitors should be escorted; worksite visitors should be escorted, supervised and monitored. After attending to the visitor, any accident should be reported to University Police at Ext. 4444.
Evacuation Procedures
For emergencies listed in this booklet

Notification will be by fire alarm, fire alarm/intercom.

As you leave:

Close the door to your office, making sure that it is unlocked.

Follow your assigned evacuation route to the nearest stairwell.

Proceed down the stairs to the first floor.

For building evacuation, proceed outside and away from the building, overhangs, a minimum of 100 feet.

Physically impaired persons should be accompanied to an Area of Rescue Assistance located at the stairwell landing.

Remain at your evacuation location for instructions from University Police Department or Environmental, Health & Safety office personnel.
Shelter in Place

Upon receipt of information concerning a possible major interruption of University Operations an immediate notification to the pertinent building contacts, deans, department heads and/or directors will out.

The formal order to shelter-in-place will be given by either/or:

University Police
Environmental, Health and Safety Office
Building Contact, Dean or Director
Physical Plant
Corpus Christi Emergency Operations Center

Building contacts, deans, departmental head, or director will begin immediate notification to building occupants not to leave the building.

Physical Plant will shut down the building HVAC system to minimize contamination of the building environment. Close all doors and windows.

Go to the nearest building if you are outside when the Shelter-In-Place order is given.

Occupants will remain in the building until the All Clear is given.
Threat Advisory Guidelines

THREAT CONDITION GREEN - LOW
This condition is declared when there is a low risk of terrorist attack. Enhanced protections and a heightened state of readiness and increased vigilance characterize this condition.

THREAT CONDITION BLUE - GUARDED
This condition is declared when there is a general risk of terrorist attack. This condition is declared when there is an increased or more predictable threat of terrorist activity. In addition to the previous protective measures, these measures should be implemented:

THREAT CONDITION YELLOW - ELEVATED
An elevated condition is declared when there is a significant risk of terrorist attack. In addition to the previous protection measures these protective measures will be implemented:

Measure 6. Notify all faculty, staff, and students of heightened alert. Review and update University emergency response procedures, continuity of operations plans, shelter-in-place, and emergency evacuation plans.

Measure 7. Review and update emergency contact lists. Verify that key personnel, or their designee, can be contacted at all times.

Measure 8. Send letter to parents of students living on campus outlining steps that will be taken in the event of higher levels of threat conditions.

Measure 9. Verify emergency contact lists for parents of all students housed on campus.

THREAT CONDITION ORANGE - HIGH
This condition is declared when there is a high risk of terrorist attack. In addition to the previous protection measures, these protective measures will be implemented:

Measure 10. Review field trips, co-curricular events, and athletic competitions to determine whether the circumstances of each warrant cancellation.

Measure 11. Prepare to handle inquiries from anxious parents and the media.

Measure 12. Instruct Building Contacts to be alert to suspicious activity and to report it to proper authorities.

Measure 13. Check status of emergency supplies.

THREAT CONDITION RED - SEVERE
This condition is declared when there is a severe risk of terrorist attack or when intelligence indicates terrorist action against a specific target is imminent. Under most circumstances, the protective measures for a severe condition are not intended to be sustained for substantial periods of time. In addition to the previous protection measures, these protective measures will be implemented:

Measure 14. Use emergency warning system to notify entire campus about severe security threat.

Measure 15. Cancel all field trips, and ensure that all in-progress field trips are notified. Make decision on safest course of action for in-progress, off-campus trip participants.

Measure 16. Cancel all extra-curricular and athletic events, both on campus and off campus.

Measure 17. Contact family of on-campus boarding students and notify them of measures being taken to protect their children.

Measure 18. Require 100 percent identification checks of all persons entering the campus. Step up campus security patrols.

Measure 19. Require all package and mail deliveries to be rerouted to a secure point on campus for inspection prior to offloading.

Measure 20. Activate 1-800 Information update call-in number.

Measure 21. If circumstances warrant, close campus.

Measure 22. Notify media of campus status.
Bomb and Biological Agent Threat

Suspicious Mail/Package

If you receive a suspicious-looking envelope or package (no return address or from an unconventional source), do not open it. Follow the procedures below.

If you do open a letter that says it has been contaminated with a biological agent, place the letter and the envelope into an empty plastic trashcan bag. Carefully close the bag.

Telephone Call

If your telephone displays your caller’s telephone number, write the number down. In some cases, the telephone will display a partial number rather than a full number, but the telephone company may be able to use this information to determine the full number.

Use the checklist on the next page to take notes on the call. Then follow the procedures below.

1. Notify your Department Head,

2. Notify University Police x 4444 and/or

3. Notify Environmental, Health & Safety Office x 5555.

Follow the instructions issued by appropriate department(s).

**IMPORTANT:** If you suspect a biological agent, activate the fire alarm and evacuate the building.

For more information: http://safety.tamuscc.edu
Telephone 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 ___Phone Booth ___ University campus ___ Cell

Voice
___Loud
___Soft
___High pitched
___Unusual
___Deep
___Raspy
___Pleasant
___Intoxicated
___Other

Speech
___Fast
___Slow
___Distinct
___Distorted
___Stutter
___Nasal
___Slurred
___Lisp

Language
___Excellent
___Good
___Fair
___Poor
___Foul
___Other

Accent
___Local
___Not local
___Foreign
___Other

Manner
___Calm
___Angry
___Rational
___Irrational
___Deliberate
___Emotional
___Coherent
___Incoherent
___Laughing
___Righteous

Background Noises
___Commotion
___Music
___Voices
___Animals
___Street traffic
___None
___Other

Describe:_________________
_____________________

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? _________________________________________________________________
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 or her 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.
Fire

Set off a fire alarm.

Notify University Police x 4444 or activate a Code Blue Station located outside the building to report the location and extent of the fire.

Evacuate a minimum distance of 100 feet away from the building.
Medical Emergency

If an individual has a medical emergency or mental health crisis, quickly enlist the aid of others nearby, if possible, so several steps may be completed at once. In the event of any medical incident, contact University Police at x4444.

Notify University Police x 4444 to request an ambulance.

In non-life threatening circumstances, do not transport any injured individual in personal automobile.

University Police at x 4444 may be contacted to obtain transportation through Medi-Express, a service for non life threatening situations.

Attempt to keep the individual calm and immobile until University Police arrive to provide medical assistance and ambulance direction.

Job related medical emergencies and ambulance transport are covered by Workers Compensation.
Spill - Chemical/Oil

Immediately upon becoming aware of a chemical or oil spill on campus, follow the procedures below.

Evacuate personnel from the scene and maintain a safe distance to avoid fumes and exposure.

Notify University Police x 4444.
Notify Environmental, Health & Safety x 5555
Systems Failure

Telecommunications Failure

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

Electrical Utilities Failure

For momentary 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.

If an electrical failure continues beyond a reasonable time, (longer than 5 minutes) evacuate the building. In some cases, emergency lighting is only good for one (1) hour.

If electrical failure occurs in conjunction with violent weather, move away from windows and follow tornado evacuation procedures.
Violence on Campus

Threats of Violence

If you observe a threat to an employee, notify the employee’s supervisor or University Police at x 4444.

If a threat is made by a visitor, notify University Police x 4444.

Violent Behavior

Notify x 4444 University Police.

Evacuate and warn others to evacuate the area.

Notify University Police x 4444 for an ambulance if anyone has been injured.

Weapons

If you observe anyone bringing a weapon into a building, or any area on campus notify University Police x 4444.
Weather

Hurricane/Tropical Storm - Before

**Generally within 72 Hours or 1250 mile range:**
Administrative/Decision Team monitoring storm track.

**Generally within 48 Hours or 1000 mile range:**
Texas Coast is the projected storm path.
Administrative/Decision Team on alert status.
Campus Units instructed to activate the Hurricane/Tropical Storm Defense Plan.

[www.tamucc.edu](http://www.tamucc.edu), click on Hurricane/Tropical Storm Defense Plan

**Generally within 36 Hours or 750 mile range:**
President instructs campus units to begin preparations to evacuate the campus.
Resident students begin to make preparations to evacuate the campus.
Secure critical office inventory, back-up computers.

**Generally within 24 Hours or 500 mile range:**
President orders campus evacuation, all non-essential personnel should be released by your supervisor to leave the campus 8 hours after the evacuation order.

Timeline decisions are subject to change based on the storms track and speed.
Hurricane/Tropical Storm - After

If you are not listed as an Assessment Team member, do not return to the campus until contacted by an Assessment Team member or your supervisor.

Faculty/Staff Campus Information Hotline: 825-9999 or Toll Free: 1-888-234-4887.

Public/Student Campus Information Hotline: 825-0000 or Toll Free: 1-888-234-4887.

In the event that telecommunications are disrupted, listen daily to local radio KEYS (AM 1440) and local television stations for current information.

If there is an evacuation or threat of an evacuation, please take this booklet home for your personal use.
Tornado or Water Spout

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

Notify University Police x 4444 and the Building Coordinator.

Evacuate to the first floor of the building and stay away from all windows and doors.

If a water spout nears land, evacuate to the first floor of the building and stay away from all windows and doors.
Travel Conditions

When bad weather or other emergencies make travel dangerous, employees may be instructed by their Department Heads to leave early.

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 campus to be closed you should contact your supervisor.

Listen daily to local radio KEYS (AM 1440) and local television stations for current information.

Campus Conditions Hotline (361) 825-9999 or Toll Free 1-888-234-4005.

Students should call (361) 825-0000 or Toll Free 1-888-234-4887.

Check public media sources and the Campus Conditions Hotline each day for information on continued closing or return to work, or contact your Department Head.