

Emergency Procedures

Texas State University Police Department
If You See Something, Say Something:
Emergency 911 / Dispatch (512) 245-2805

The rising STAR of Texas

LOCKDOWN

Locks, Lights, Out of Sight



- Avoid threat if possible.
- Deny access - lock and barricade doors.
- Move out of sight.
- Turn off light sources.
- Maintain silence.
- Prepare to evade or defend.
- Do not open the door until police clear is given.

LOCKOUT

Secure The Perimeter



- Bring everyone indoors.
- Lock the perimeter.
- Account for occupants.
- Increase awareness of your surroundings.
- Continue business as usual.

EVACUATE

To a Designated Location



- Follow the instructions provided by authorities.
- Notify others to evacuate.
- Take only your phone and essential items.
- Help those needing assistance.
- Notify police of missing or injured.

SHELTER

Safety Strategy



- Move to interior of structure.
- Stay away from windows.
- Shelter in smaller rooms if able.
- Sit or kneel next to walls.
- Do not leave shelter unless instructed to do so.

MEDICAL

EMERGENCY



- If the injury or illness is severe or life-threatening, Call **911**.
- Avoid leaving the injured or ill person, except to get help.
- Follow instructions from 911 dispatcher.
- Do not move person unless in danger.
- Give first-aid or CPR, if trained.
- If you are exposed to another's bodily fluids, inform the police when they arrive.

Fire

If you discover a fire:

- Call **911** and activate the nearest fire alarm.
- If the fire is small and you have the training, use a proper fire extinguisher to combat the fire.
- Do not endanger yourself or others by trying to extinguish a large, well-developed fire.

If you cannot control the fire:

- Help rescue anyone in need of assistance.
- Contain the fire by closing, but not locking, as many doors as possible behind you.
- EVACUATE. 

If you are above the ground floor and fire or smoke has restricted exit routes:

- Remain in your room.
- Place something at the base of your door to prevent the entrance of smoke.
- Call **911** and let them know your

Flood

If you are notified of imminent or actual flooding:

If you are safely able to do so:

- Wait for instructions from the University Police Department.
- Secure vital equipment, records and hazardous materials.
- Shut off non-essential electrical equipment.

Move to a safe area.

- Do NOT return to the building until instructed to do so by the University Police Department.
- Never drive a vehicle through a low water crossing.
- Call Facilities for assistance with flood clean-up.
- If you need emergency shelter, contact the University Police Department for information.

Police Emergency

• Call 911

If you see a crime in progress:

- Do not attempt to apprehend or interfere with a criminal, except in self defense.
- Move to safety and consider a LOCKOUT. 

Gas leak/ Chemical spill:

- Cease all operations.
- Do not switch lights or electrical equipment on or off.
- EVACUATE. 

Tornado:

- SHELTER. 

Active Shooter:

- LOCKDOWN. 
- Attempts to rescue people should only be made if it can be accomplished without endangering those in the secured area.
- 911 may be overwhelmed.
- If locked outside, EVACUATE. 

Bomb Threat

If you receive a bomb threat :

- Keep the person talking as long as possible. (Pretend to have difficulty hearing).
- Obtain as much information as possible, such as:
Where is the bomb?
When is it set to go off?
What type of bomb is it?
- Hold the line open. Do not hang up. Use another line to call **911**.

If the threat is for your location:

- EVACUATE. 

Publications will be available in alternative format upon request.