

# EMERGENCY PROCEDURES



1515 Commerce Street

Fort Worth, TX 76102

Facilities – (817) 819-1163 or 2-4125 (campus phone)

Security – (817) 212-3999 or 2-3999 (campus phone)

Please read and understand all instructions thoroughly.

## Introduction

The Emergency Procedures Flipchart contains quick reference information so that during an emergency you know:

- How to report an emergency
- How to respond during an emergency
- Who will assist you:
  - Building Personnel
  - Professional Emergency Response

Important Telephone Numbers: Facilities: (817) 819-1163 or 2-4125 (campus phone)  
Security: (817) 212-3999 or 2-3999

# INTRODUCTION

In the event an elevator stops while you are using it:

1. Push the telephone button in the elevator and it will automatically dial for help.
2. Tell the operator if there are any injuries or medical assistance required.

If you are notified an elevator has stopped with someone inside:

1. Call law school facilities at (817) 819-1163 or 2-4125 (campus phone) or law school security at (817) 212-3999 or 2-3999 (campus phone).
2. Confirm if anyone is injured or in need of medical assistance and, if required, follow medical emergency protocol.
3. DO NOT LEAVE THE TRAPPED INDIVIDUAL(S) ALONE.
4. Continue speaking with the individual(s), keeping them calm and reassuring them help is on the way.

## ELEVATOR EMERGENCY

### In the event of a medical emergency:

1. Call 911 immediately and state the nature of the emergency.
2. Stay on the line until emergency services arrive or the dispatcher ends the call.
3. As soon as time allows, call law school security: (817) 212-3999 or 2-3999 (campus phone)
4. DO NOT attempt to move the victim.
5. Try to make the victim as comfortable as possible both physically and emotionally by covering them and talking to them. If qualified, first aid should be rendered on a "Good Samaritan" basis only.
6. Do not leave the victim alone.
7. If CPR is necessary and you have been trained, start the process. There are 2 Automated External Defibrillators (AED) on each floor and at the Legal Clinics. CPR should be administered on a "Good Samaritan" basis only.
8. First aid equipment is located at the security desk on the first floor.

## MEDICAL EMERGENCY

In the event of a situation that may result in serious injury or death, the following procedures will be followed:

1. Call 911 and provide the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved. **DO NOT ASSUME THAT 911 HAS BEEN CALLED.** The more calls received by 911, the better.
2. Call law school security at (817) 212-3999 or 2-3999 (campus phone).
3. If in a hallway, enter the nearest classroom or office.
4. Close and lock doors (if possible), and barricade door from inside. Stay away from all windows and doors. Turn off all lights and remain totally quiet. If gunshots are heard, lie flat on the floor, preferably under desks.
5. Silence cell phones, including the vibration function, but do not turn the phone off.

No one should leave a secured room until an all-clear message is given by the city's emergency responders or any member of the law school Emergency Management Team.

## **LOCKDOWN PROCEDURES**

**If the need for an evacuation arises, follow these procedures:**

Floor Coordinators have been assigned by the law school to aid in an evacuation. The floor coordinators will assist in directing evacuation of all areas of the building to specified evacuation sites.

All employees will be familiar with the building exits in their work or classroom area. In the event of a fire or other emergency situation, employees will evacuate the building using the nearest exit and in an orderly manner. Elevators will not be used. Each department will meet in a pre-designated area far enough away from the building to ensure safety. No one is to remain in the building requiring evacuation, whether it be an actual event or a drill. The building shall not be reoccupied until an all-clear has been given by first responders and a member of the Emergency Management Team.

After exiting the building, move to a dedicated evacuation site.

**DO NOT BLOCK EXITS**

Pre-designated evacuation sites according to exits from building:

- WEST EXIT – Meet in front of the Convention Center parking garage on Commerce.
- NORTH EXIT – Meet in the Gig 'Em Parking Lot.
- NORTHEAST EXIT – Meet in the Gig 'Em Parking Lot.
- SOUTHEAST EXIT – Meet in the Howdy Parking Lot.

**EVACUATION PROCEDURES**

**Severe weather includes:** violent thunderstorms, high winds, tornadoes, etc.

There are two types of severe weather alerts:

**WATCHES:** A watch is a public notification that weather conditions exist that could lead to a warning.

**WARNING:** A warning is an alert by the National Weather Service confirming an actual event that is occurring, giving time, location, speed and direction of movement.

**In the event of severe weather:**

- If necessary, notify law school security at (817) 212-3999 or 2-3999 (campus phone).
- Evacuate all students and employees to the law library on the lower level.
- Remain in evacuation site until an all-clear has been given by any member of the Emergency Management Team.

## SEVERE WEATHER

### If you observe a suspicious object or potential bomb:

- DO NOT TOUCH THE OBJECT.
- Clear the immediate area.
- Turn OFF cell phone.
- Use a campus phone to call 911. They will advise what additional steps to take. DO NOT CONDUCT AN ADDITIONAL SEARCH.
- If evacuation is deemed necessary, follow the established evacuation procedures.

### If you receive a bomb threat by telephone:

- Do not pull a fire alarm.
- Keep the caller on the phone as long as possible.
- Record every word spoken, if possible.
- Do not interrupt the caller.
- If the telephone has caller ID, note the telephone number.
- Try to get the following information from the caller:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - Why did you place the bomb?
  - Where are you calling?

### Try to determine the following about the caller:

- Male or female?
- Age of caller (young, old?)
- Caller's accent?
- Speech pattern?
- Background noises (trains, planes, highway noises?)
- Does the voice sound familiar? If so, who did it sound like?
- What time did the caller hang up?

Immediately call law security at (817) 212-3999 or 2-3999 (campus phone). Perform a quick search of your area to identify suspicious or unfamiliar packages or items.

## **BOMB THREATS**



### In the event of an active shooter/hostage situation:

1. Do not intervene or call attention to yourself.
2. Call 911 and describe the incident in detail giving the following information to police:
  - Exact location of the disturbance.
  - Number of armed participants.
  - Type or description of weapon(s) being used.
  - Number of victims immediately affected.
  - Demands and instructions hostage taker(s) have given.
  - Report known injuries or medical needs.
3. Remain on the line with the police until they arrive or until the 911 dispatcher ends the call.
4. Notify law security at (817) 212-3999 or 2-3999 (campus phone)
5. Exterior doors controlled by the security system should be unlocked for emergency personnel entry. Contact law school facilities at (817) 819-1163 or 2-4125 (campus phone) to do this.

### Lockdown/Shelter in Place:

- Law school issued office keys will also lock/unlock classroom and hallway doors.
- Lock the door, then barricade the door from the inside if possible. Most law school key-controlled offices and classrooms lock from the outside.
- Turn off the lights.
- Take cover under or behind heavy furniture. Lie flat on the floor. Be quiet.
- Silence cell phones, including the vibration function, but do NOT turn them off.

## **ACTIVE SHOOTER/HOSTAGE SITUATION**

**R** RESCUE people from the immediate fire/smoke vicinity if possible.

**A** ALERT others by activating the fire alarm system.

**C** CONFINE fire/smoke by closing all doors. Check if fire exits are clear.

**E** EXTINGUISH if you have been trained and can safely do so, retrieve the nearest fire extinguisher and attempt to extinguish the fire. Evacuate the building as soon as possible.

- If the fire alarm goes off, follow EVACUATION procedures in this guide.
- All persons on the inside of the building are required to evacuate.
- Do not use the elevators during a fire.

A member of the faculty/staff will be made available to help those with disabilities to evacuate.

## FIRE OR SMOKE (R.A.C.E.)

**Do not attempt to remove and/or clean up a hazardous spill:**

Hazardous materials can include, but are not limited to:

- Cleaners
- Ammonia products
- Solvents
- Paint products
- Chemicals
- Blood/body fluids

For spills with or without noticeable fumes:

- Leave the area, alert others in the area, and direct them to leave as well.
- Confine the affected area by closing doors or blocking access to the spill.

For proper clean up and removal, notify as follows:

Between 8:00am and 5:00pm, call law school facilities at (817) 819-1163 or 2-4125 (campus phone).

After hours, call law security at (817) 212-3999 or 2-3999 (campus phone).

## **HAZARDOUS SPILLS**