

**HUSTON-TILLOTSON
UNIVERSITY**

EMERGENCY & DISASTER HANDBOOK

**A Comprehensive Emergency
Response and Disaster Recovery Plan**

Office of Campus Safety



2026–2027

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Introduction

Emergencies can occur at any time without warning and may threaten the safety of students, faculty, staff, and visitors, as well as disrupt campus operations. Events such as fires, natural disasters, hazardous materials incidents, technological failures, and acts of violence can result in injury, property damage, and interruptions to University activities.

Huston-Tillotson University maintains a coordinated emergency response framework to address such incidents. This plan establishes the administrative structure and operational guidelines used to respond to emergencies and disasters affecting the campus community.

The University's primary concern during any emergency is the **safety of all individuals on campus**, followed by the protection of property and the restoration of normal operations as quickly as possible.

Purpose



The Campus Emergency Response and Disaster Recovery Framework establishes the structure, authority, and general procedures used to prepare for, respond to, and recover from emergencies affecting the University.

The plan follows an **all-hazards approach**, addressing incidents such as:

- Fires
- Severe weather
- Hazardous materials incidents
- Technological Disruptions
- Medical emergencies
- Utility failures
- Acts of violence or terrorism
- Public health emergencies

Individual departments may develop additional emergency procedures tailored to their specific operational needs. During a major emergency, the University should be capable of sustaining operations for approximately **72 hours**, allowing time for emergency response, delivery of additional resources, or safe closure of campus facilities if necessary.

Authority & Policy

The authority to declare a **campus state of emergency** rests with the **President of the University** or, in the President's absence, the **Vice President for Administration and Finance**. The primary responsibility for executing the Campus Emergency Response and Disaster Recovery Plan and coordinating University resources rests with the Vice President for Administration and Finance in collaboration with the Office of Campus Safety. The Vice President for Administration and Finance, or their designee, serves as the Emergency Coordinator for the plan.

During a declared state of emergency, Campus Safety, with authorization from the President or Vice President for Administration and Finance, will implement procedures necessary to address the emergency and safeguard persons and property. The Director of Campus Safety or their designee will immediately consult with senior administration regarding the nature of the emergency and the potential need for a formal declaration of a campus state of emergency.

The **Office of Communications and Marketing** is responsible for coordinating official information released outside the University.

During a declared campus emergency, access to campus may be restricted. Only registered students, faculty, staff, and individuals with legitimate University business may remain on campus. Persons unable to present proper University identification may be asked to leave campus and may be subject to law enforcement action if they fail to comply. Only authorized personnel assigned emergency response duties may enter designated emergency areas.

LEVELS

OF EMERGENCY RESPONSE

Emergency situations are categorized according to severity and scope.

I. Level 1 – Minor Incident

A localized incident that can be resolved by a single department or service unit.

Example: broken water pipe or minor facility issue.

II. Level 2 – Limited Emergency

An incident affecting a building or department that requires campus resources and limited outside assistance but has minimal impact on the broader campus community.

Examples may include:

- minor chemical spills
- building power outages
- small contained fires

III. Level 3 – Significant Emergency

An incident requiring coordination among multiple University departments and possibly outside agencies.

Examples may include:

- assaults or violent incidents
- civil disturbances
- bomb threats

The Campus Emergency Response Team may be activated.

IV. Level 4 – Major Emergency

A major incident affecting a large portion of the campus and requiring extensive coordination between University departments and external agencies.

Examples include:

- severe storms
- extended power outages
- large fires
- disease outbreaks

The CERDRT will be activated.

V. Level 5 – Catastrophic Emergency

A disaster affecting the entire campus and surrounding community that exceeds the response capabilities of local resources.

Examples include:

- bio-terrorism events
- nuclear incidents
- aircraft crash on campus

State and federal assistance may be required.

NATIONAL TERRORISM ADVISORY SYSTEM

Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public Safety, and recommended steps that individuals, communities, businesses, and governments can take to help prevent, mitigate, or respond to the threat.

The NTAS Alerts will be based on the Nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

a. Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts include a sunset provision specifying a specific date when the alert expires; there will not be a constant NTAS Alert or a blanket warning of an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

b. Imminent Threat Alert

Imminent Threat Alert warns of a credible, specific, and impending terrorist threat against the United States.

c. Elevated Threat Alert

Elevated Threat Alert warns of a credible terrorist threat against the United States.

CAMPUS

EMERGENCY RESPONSE AND DISASTER RECOVERY
TEAM (CERDRT)

The Campus Emergency Response and Disaster Recovery Team (CERDRT) is activated during Level 4 or Level 5 emergencies and may also be activated for Level 3 incidents when additional coordination is required.

The team monitors emergency situations and directs the University's response by assessing information, coordinating actions, allocating resources, communicating guidance, and liaising with external agencies such as the City of Austin Office of Emergency Management. The CERDRT remains active until the situation stabilizes and normal operations can resume, after which a debrief is conducted to improve future response efforts.

The CERDRT may include:

- President
- Executive Assistant to the President
- Vice President for Academic and Student Affairs
- Vice President for Administration and Finance
- Director of Campus Safety
- Deans of academic schools
- Dean of Student Affairs
- Director of Information Technology
- Director of Facilities Management
- Director of Communications and Marketing
- Director of Human Resources
- Business Manager
- Vice President for Institutional Advancement

Additional personnel may be called upon depending on the nature of the emergency.

The CERDRT:

- gathers and evaluates information
- determines response actions
- allocates resources
- coordinates with city emergency management authorities
- communicates with the campus community

During emergency operations, the team may establish an **Emergency Operations Center (EOC)** in the **University Conference Room (Agard-Lovinggood Building)** for short-term incidents or in the **School of Business lower offices (A-L 101)** for extended emergencies, with **Campus Safety offices** serving as an alternate location if necessary.

University administrators and departments support coordinated response efforts, and personnel without specific emergency roles may be assigned to assist as part of a reserve support pool based on operational needs.

ADMIN

AND UNIT RESPONSIBILITIES

University departments support emergency response through coordinated responsibilities.

I. Vice President for Academic and Student Affairs, Deans, and Department Chairs

Identify and resolve instructional and research issues. Coordinate necessary faculty resources. Reschedule or cancel classes as necessary.

II. Director of Intercollegiate Athletics

Coordinate the use of the gym as a staging area or temporary shelter.

III. Director of Information Technology

Ensure computer security. Coordinate temporary telephone, fax, and computer hookups. Provide "broadcast" capability for e-mail.

IV. Campus Nurse

Provide medical support and backup. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide onsite medical triage.

V. Campus Support Services

Assist employees and students in coping with trauma.

VI. Dean of Student Affairs

Coordinate student notification and response—liaison with parents. Coordinate housing operations, including any temporary shelters.

VII. Dining Services

Coordinate dining services for students, dislocated personnel, and emergency workers.

VIII. Facilities Management

Mitigate facility and grounds damages and restore them to a functional level. Assist Campus Safety with creating a safety perimeter at the site of the emergency. Arrange for temporary quarters for displaced units. Provide structural evaluations and repair estimates. Post signs and notices. Provide transportation services as required.

IX. Human Resources

Provide access to employee information and staffing procedures.

X. Business Office

Obtain emergency goods and services, including pick-up and delivery to the site of an emergency. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.).

XI. Risk Management

Identify the cause and scope of loss, oversee the implementation of specific risk management plans, and coordinate the insurance link with State environmental authorities.

XII. Campus Safety

Carry out law enforcement, crowd control, evacuation, site security, and mobile communications—liaison with public safety agencies. Provide transportation services as required.

XIII. Director of Communications and Marketing

Provide media coordination. Act as a spokesperson.

ACTIVATION

OF THE PLAN

*A state of emergency may be declared by the **President** or, in their absence, the **Vice President for Administration and Finance** when an incident threatens campus safety or operations beyond normal procedures, typically during **Level 3, 4, or 5** emergencies or **heightened national security alerts**.*

Once declared, the Emergency Coordinator initiates notifications and activates the campus emergency response procedures:

An **Emergency Operations Center (EOC)** will be established to coordinate response activities—typically in the **University Conference Room (Agard-Lovinggood Building)** for short-term incidents or the **School of Business lower offices (A-L 101)** for extended emergencies.

The Coordinator will notify emergency response personnel, who will then guide faculty, staff, and students on appropriate actions.

The **Director of Public Relations (or designee)** manages media communication and coordinates official information releases.

Activation procedures depend on the timing and severity of the emergency: designated personnel report to the EOC during business hours, are called back to campus after hours if needed, and in large-scale disasters, all key faculty and staff may be instructed to return to campus to assist with the response.

EMERGENCY

PREPAREDNESS AND HAZARD PLANNING

The University maintains preparedness plans for several potential hazards to protect life, property, and campus operations.

I. National Threat or Terrorism Plan

Since the events of September 11, 2001, institutions across the United States have recognized the importance of preparedness for potential terrorist threats. Effective planning and coordination can help reduce loss of life, minimize property damage, and ensure continuity of operations.

To maintain preparedness, the University will:

- Ensure that the **Campus Emergency Response and Disaster Recovery Plan (CERDRP)** is kept current and distributed to faculty, staff, and students.
- Provide training for security personnel on appropriate response procedures in the event of a terrorism-related incident.
- Develop and implement heightened security measures when national threat levels increase.
- Monitor national security alerts and advisories to remain informed of potential threats.

II. Fire Plan

Fire is one of the most common hazards affecting institutions and facilities. Each year, fires cause significant injuries, fatalities, and property damage. Prevention, preparedness, and training are essential to reducing these risks.

To promote fire safety, the University will:

- Coordinate with the **local fire department** to review operations and identify processes or materials that may increase fire risk or environmental hazards.
- Conduct regular **facility inspections** to identify fire hazards and ensure compliance with applicable fire codes and safety regulations.
- Maintain fire alarm or notification systems in all buildings to warn occupants of potential fire danger.
- Maintain a current copy of the **University insurance policy** related to fire protection and recovery.
- Provide **fire safety education** to faculty, staff, and students, including guidance on:
 - fire prevention in workplaces and residence halls
 - containment of small fires when safe
 - evacuation procedures
 - reporting fires and emergencies
- Instruct building occupants to **use stairways rather than elevators** during fires and to stay low when moving through smoke-filled areas.
- Conduct **evacuation drills** and post evacuation route maps in visible locations throughout campus facilities.
- Assign a **Building Emergency Coordinator** for each building to oversee evacuation procedures and safety compliance.
- Install fire extinguishers in appropriate locations and ensure personnel are trained in their proper use.
- Install smoke detectors and regularly inspect them to confirm proper operation.
- Ensure key personnel are familiar with building safety systems and emergency procedures.
- Clearly identify and label **utility shutoffs** (electrical, gas, and water) so responding personnel can quickly secure utilities during an emergency.

III. Flood and Flash Flood Plan

Flooding is one of the most widespread natural hazards and may result from prolonged rainfall, severe storms, or rapid snowmelt. Flash floods can occur with little warning and may develop rapidly.

Although the University is located on relatively high ground, preparedness measures are maintained to reduce risk.

The University will:

- Review and coordinate with the **community emergency management plan** related to flood response.
- Establish warning and evacuation procedures for campus facilities and plan for assisting individuals who may require transportation.
- Inspect areas vulnerable to flooding during heavy or prolonged rainfall and identify equipment that may need relocation to higher ground.
- Maintain a **NOAA Weather Radio** with a warning alarm and battery backup to monitor weather alerts, including:
 - **Flood Watch**: flooding is possible.
 - **Flood Warning**: flooding is occurring or imminent, and protective action may be required.

IV. Tornado Plan

Tornadoes are violent storms capable of producing extremely destructive winds and debris hazards. Because tornadoes may occur with little warning, early detection and shelter procedures are essential.

The University will:

- Review local tornado warning systems and maintain a **campus notification process** to alert faculty, staff, and students when shelter is required.
- Maintain NOAA weather radios to monitor alerts such as:
 - **Tornado Watch**: conditions are favorable for tornado development.
 - **Tornado Warning**: a tornado has been sighted or detected by radar and immediate shelter is required.
- Identify and designate appropriate **tornado shelter areas** on campus. When underground shelters are unavailable, suitable locations may include:
 - interior rooms on the lowest floor without windows
 - interior hallways away from windows and doors
 - reinforced rooms constructed with concrete, brick, or block materials.

V. Severe Winter Storm Plan

Severe winter storms may bring ice accumulation, heavy snow, strong winds, and freezing rain. Such conditions can disrupt travel, damage facilities, and cause power outages.

To prepare for winter weather emergencies, the University will:

- Monitor weather alerts through NOAA weather radio and local media for advisories such as:
 - **Winter Storm Watch**: severe winter weather is possible.
 - **Winter Storm Warning**: severe winter weather is expected.
 - **Traveler's Advisory**: hazardous travel conditions are likely.
- Establish procedures for **facility closure, class cancellation, or early release of employees** during severe weather conditions.
- Maintain **backup power sources** for critical operations when possible.
- Arrange for **snow and ice removal** from parking areas, walkways, and building entrances.

VI. Technological Emergency Plan

Technological emergencies involve interruptions or failures of systems necessary for campus operations, including utilities, power, communications networks, and information systems.

To reduce operational disruption, the University will:

- Identify and protect critical operational systems, including:
 - electrical, water, gas, and other utilities
 - building systems such as elevators, lighting, HVAC, and alarm systems
 - communications infrastructure and computer networks.
- Develop plans for backup power systems supporting essential services.
- Establish a Cold Site, an alternate location where computing and networking capabilities can temporarily operate until the primary site is restored.
- Maintain off-site backup storage to support data recovery in the event of system failure.
- Implement preventive maintenance programs to ensure the reliability of critical equipment and infrastructure.

VII. Hazardous Material Emergency Plan

Hazardous materials include substances that are flammable, explosive, toxic, corrosive, radioactive, or otherwise dangerous to health or the environment.

To manage these risks, the University will:

- Identify and label hazardous materials stored, handled, or used on campus and comply with all applicable regulatory requirements.
- Maintain **Material Safety Data Sheets (MSDS)** for hazardous substances and ensure accessibility for personnel.
- Coordinate with the **local fire department** to develop appropriate hazardous material response procedures.
- Train employees to recognize hazardous material hazards and respond appropriately to spills or releases.
- Establish response procedures that include:
 - notifying appropriate authorities and emergency responders
 - warning employees and building occupants
 - implementing evacuation procedures when necessary.
- Maintain trained personnel capable of assisting with containment and control of hazardous material incidents when appropriate.
- Assess potential risks from nearby facilities or transportation routes involving hazardous materials and evaluate possible impacts on campus operations.

EMERGENCY

NOTIFICATION PROCEDURES

Emergency notifications may be issued through:

- Fire alarms and visual alerts
- Campus email and campus tv broadcasts during work hours.
 - Supervisors will ensure employees are informed.
 - Faculty will notify students in their classes.
 - The Dean of Student Affairs will notify students in residence halls.
 - Messaging will be coordinated by Campus Safety, Communications and Marketing, and Information Technology.
- Campus email and local media after work hours, coordinated by Campus Safety, Communications and Marketing, and Human Resources.
 - Supervisors will notify employees.
 - The Dean of Student Affairs will notify the residence hall students.
- University website updates

Supervisors and faculty members are responsible for ensuring that employees and students are informed of emergency notifications and instructions.

EMERGENCY

EVACUATION FOR INDIVIDUALS WITH DISABILITIES

I. Mobility Impaired (Wheelchair Users)

If an individual is in a multi-story building where an accessible exit is unavailable or blocked, they should proceed to a **designated wait area** (such as a stairwell landing near an accessible exit) and wait for assistance. If assistance is not available, someone leaving the building should notify the **Building Emergency Coordinator** of the individual's location and need for assistance.

II. Lifting Assistance

If evacuation requires carrying a person up or down stairs, ask the individual how they prefer to be assisted.

- Electric wheelchairs may be too heavy to move and may need to be left behind.
- Ensure there is a planned destination before lifting the individual (e.g., another wheelchair, chair, or safe seating area).
- If the wheelchair is left behind, transportation to a safe area may be arranged once outside the building.

III. Mobility Impaired (Non-Wheelchair)

Individuals who can walk with assistance may be able to use stairs once heavy traffic has passed. If waiting for assistance, someone should notify the **Building Emergency Coordinator** of their location.

IV. Hearing Impaired

Campus buildings are equipped with **visual fire alarm strobe lights**. If additional communication is needed, written instructions or clear gestures can be used to notify individuals of the need to evacuate.

V. Visually Impaired

Offer an elbow and guide the individual along the evacuation route while communicating directions and obstacles. Once outside, orient the person to the safe location.

VI. Note

Students with disabilities who have evacuation concerns are encouraged to:

1. Meet with the **Coordinator of the Office of Disability Services**.
2. Become familiar with campus accessibility routes and resources.
3. Communicate any assistance needs in advance.

CRITICAL FUNCTIONS AND RESPONSIBLE UNITS

Certain University departments maintain essential services during emergencies.

Examples include:

- communications systems
- information technology services
- facility inspections and repairs
- housing and food services
- health and counseling services

These units coordinate their response through the **Emergency Operations Center**.

EMERGENCY

OR DISASTER PROCEDURES

The University maintains procedures for responding to emergencies such as:

- medical emergencies
- fires or explosions
- severe weather
- hazardous materials incidents
- power outages
- criminal activity or violence
- active shooter incidents
- bomb threats
- suspicious packages

Individuals should immediately contact Campus Safety or emergency services when such incidents occur and follow instructions provided by emergency personnel.

I. Medical Emergency Procedure

- Protect the victim from further injury by removing any immediate danger. Do not move the victim unnecessarily.
- Contact Campus Safety (ext. 3010) and provide the location, nature, and extent of the injury. Campus Safety will notify 911 and the Campus Nurse.
- Provide first aid if trained and it is safe to do so.
- If possible, send someone outside to guide emergency responders to the location.

II. Fire or Explosion Emergency Procedure

- Alert individuals in the immediate area and **evacuate the room**.
- Close doors and windows to help contain the fire. Do not lock them.
- Activate the **building fire alarm system**.
- Evacuate the building following established evacuation procedures.

During a fire:

- Exit the building immediately and **do not use elevators**.
- Stay low if there is smoke and cover your nose and mouth if possible.
- Check doors for heat before opening them.
- If clothing catches fire, **Stop, Drop, and Roll**.
- Proceed to the **designated evacuation assembly area**.
- Account for faculty, staff, and students.
- **Do not re-enter the building.**
 - Notify **Campus Safety (ext. 3010)** so emergency services can be contacted.
 - Only attempt to extinguish a fire with a **fire extinguisher** if you are trained and it is safe to do so.

If an explosion occurs:

- Take shelter under a sturdy desk or table.
- Exit the building as soon as possible.
- Check for fire and other hazards.

If trapped in debris:

- Signal rescuers with a flashlight, whistle, or tapping sound.
- Avoid unnecessary movement and cover your nose and mouth to reduce dust inhalation.

III. Tornado or Severe Weather Procedure

- Move to the **lowest level of the building**.
- Shelter in interior hallways or rooms away from windows and glass.
- Protect your head and remain in place until an **all-clear** is announced.
- Provide assistance to individuals with disabilities when necessary.

IV. Hazardous Materials, Biological, or Chemical Threat Procedure

A hazardous materials emergency may involve spills, toxic releases, or biological threats.

- Alert individuals in the area and **evacuate if necessary**.
- Close doors and windows to contain the hazard.
- Use eyewash or safety showers if exposure occurs.
- Evacuate affected areas or the entire building if required.
- Contact **Campus Safety (ext. 3010)** and report the location and type of spill.
- Isolate contaminated individuals and avoid further exposure.
- Remove contaminated clothing and wash exposed areas if possible.
- Follow instructions from emergency responders.

V. Power Outage Procedure

- Assess the extent of the outage and notify **Facilities Management (ext. 3016)**.
- Assist occupants in moving to safe areas if necessary.
- Turn off or unplug nonessential electrical equipment.
- Keep refrigerators and freezers closed.
- Follow departmental power outage procedures and secure hazardous materials.
- Decisions regarding campus closure or release of personnel will be made by the **President**.

VI. Criminal Activity, Civil Disturbance, or Violence

- Remove yourself from immediate danger if possible.
- Notify **Campus Safety (ext. 3010)** from a safe location.
- Provide information such as location, nature of the incident, injuries, suspect descriptions, and direction of travel.
- **Do not pursue or attempt to detain suspects.**

VII. Hostile Intruder / Active Shooter

If safe to do so, **evacuate the area immediately**. If evacuation is not possible:

- Secure yourself in a room by locking or barricading doors.
- Turn off lights and remain quiet.
- Cover windows and stay out of sight.
- Identify alternate escape routes if available.
- Be prepared to take protective action if the intruder enters.

VIII. Lockdown Procedure

A lockdown may be ordered when a violent threat is occurring or imminent.

- Campus Safety will initiate the lockdown and notify the campus community.
- Move to the nearest secure room and lock doors and windows.
- Turn off lights and remain quiet.
- Stay in place until Campus Safety announces the all-clear.
- Report any suspicious activity immediately to Campus Safety.

Record the **time of the call** and any identifying details.

Immediately notify **Campus Safety (ext. 3010)** and provide all information received. Follow instructions from emergency personnel.

IX. Suspicious Package Procedure

A suspicious package may include excessive postage, unusual weight, strange odors, or a missing return address.

If a suspicious package is identified:

- Notify **Campus Safety (ext. 3010)** immediately.
- Move people away from the area.
- **Do not open, move, or handle the package.**
- Do not attempt to inspect or isolate the package.

X. Nuclear Blast or Radiation Threat

If a nuclear or radiological threat occurs:

- Limit exposure to radiation.
- Seek immediate shelter, preferably underground or in a heavily shielded area.
- Assess whether evacuation or shelter-in-place is the safest option.

XI. Shelter-in-Place Procedure

Shelter-in-place may be required when outside conditions are unsafe.

- Move indoors to an interior room with few windows.
- Close and seal windows and doors as much as possible.
- Turn off ventilation systems if instructed.
- Cover nose and mouth if air contamination is suspected.
- Follow instructions from emergency authorities until the situation is resolved.

PLAN

SUMMARY

An organization's strength is reflected in its ability to respond effectively during emergencies. Because not all situations can be predicted, emergency plans must be adaptable. This plan establishes the University's framework and areas of responsibility for responding to emergencies.

As this document provides general guidance, each unit must develop its own emergency response procedures consistent with these guidelines. The following units must maintain **response plans**:

1. Information Technology
2. Student Affairs (Residence Life, Health Services)
3. Business Office
4. Campus Safety
5. Communications and Marketing
6. Department of Natural Sciences
7. Food Services

For the plan to be effective, faculty, staff, and students must be familiar with emergency procedures. Unit heads are responsible for ensuring employees understand their roles, and the **Dean of Student Affairs and the Student Affairs staff** are responsible for informing students.

ASSISTING INDIVIDUALS WITH DISABILITIES

i. Visually Impaired Persons

Explain the nature of the emergency and offer your arm to guide the individual out of the building. As you walk, communicate directions and identify obstacles. Once outside, orient the person to the location and ask if additional assistance is needed.

II. Hearing Impaired Persons

Because audible alarms may not be heard, use alternative communication methods such as written notes, gestures, or flashing lights to alert the person and indicate evacuation routes and meeting locations. Do not use light switches if a gas leak or explosive condition is suspected.

III. Persons Using Crutches, Canes, or Walkers

Treat these individuals as if they are injured and provide assistance as needed. Evacuation may involve a two-person support technique or transporting the individual using a sturdy chair.

IV. People Who Use Wheelchairs (Non-ambulatory)

Many individuals using wheelchairs can evacuate independently if they are on the ground floor. If assistance is required, consult with the individual about the safest method of assistance. Be aware that some individuals may have limited mobility or respiratory conditions and may require priority assistance.

Always consider the individual's preferences regarding movement, the number of people needed to assist, and whether additional equipment or cushions should accompany them. Ensure evacuation routes are clear and, if the wheelchair must be left behind, remove it from stairwells to avoid blocking exits and reunite the individual with it when safe to do so.

Campus Emergency Contacts

Fire/Medical	9-911
Campus Safety Director	512-505-3251
Main Gate	512-505-3254
West Gate (Chalmers)	512-505-3253
North Gate (11 th Street)	512-505-3252

Links

Links to Local, State, and Federal Homeland Security Agencies and Organizations.

City of Austin Office of Emergency Management	www.ci.austin.tx.us/oem/
Texas Homeland Security	www.texashomelandsecurity.com/
Office of Homeland Security, White House	www.whitehouse.gov/deptofhomeland/ or www.ready.gov/
American Red Cross	www.redcross.org/
Centers for Disease Control and Prevention	www.cdc.org/
Environmental Protection Agency	www.epa.gov/
Federal Emergency Management Agency	www.fema.gov/
Health and Human Services, Office of Emergency Prep	www.ndms.dhhs.gov/
Federal Aviation Administration	www.faa.gov/
Transportation Security Administration	www.tsa.gov/

BOMB THREAT CHECKLIST

Date Reported:

Time Reported:

(am/pm)

Name of Person Receiving Threat:

Phone # of Person Receiving Threat:

Exact Words of Caller:

Questions to Ask:

1. When is the Bomb going to explode?
2. Where is the Bomb?
3. What kind of Bomb is it?
4. What does the Bomb look like?
5. What will cause the Bomb to explode?
6. Did you place the Bomb?
7. Why was the Bomb Placed?
8. What is your name?
9. Where are you calling from?

Description of Caller's Voice:

☐ Male ☐ Female ☐ Young ☐ Middle-aged ☐ Old

Accent?

Attitude?

Background Noise?

Did the voice sound familiar?

If so, who did it sound like?

Did the caller sound familiar with the Faculty?

In what way?

Other voice characteristics:

Time Caller Hung Up:

(am/pm)

Other remarks:

HUSTON-TILLOTSON UNIVERSITY