



EMERGENCY QUICK REFERENCE GUIDE

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EMERGENCY ASSEMBLY
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PROCEDURES



1. Dial **911** or **x2911 (956-326-2911)** for [University Police](#), to report fire location and extent.
2. Activate fire alarm to alert building occupants.
3. Evacuate the building, using nearest available exit.*
4. Head to your building's designated [emergency assembly area](#)
5. Do not re-enter building until given "all clear" by University Police.

If unable to evacuate due to a disability or mobility impairment, assemble in your closest enclosed stairwell with a buddy and call **911 to report your location.*



If anyone brings a weapon into a campus building and begins using it maliciously, dial **911**, or **x2911 (956-326-2911)** for University Police. Stay on the phone with the dispatcher if possible, and remember:

1. RUN

- a. Leave the area immediately.
- b. Run in the opposite direction of the disturbance or gunshots.
- c. DO NOT stop running until you are in a safe area.

2. HIDE

- a. Remain quiet.
- b. Lock your door and barricade the entrance using furniture and other items.
- c. Turn off all lights and call **911** or **x2911 (956-326-2911)** for University Police.

3. FIGHT

- a. Prepare to defend yourself and others.
- b. Fight only as a last resort.
- c. Improvise weapons with the intent of distracting and disrupting the shooter.

4. COMPLY

- a. When law enforcement arrives:
 - i. Remain calm and follow instructions
 - ii. Drop any items in your hands.
 - iii. Raise your hands and keep them visible at all times.
 - iv. Do not yell, scream, or point.



1. Check for safe conditions in area and assess victim.
2. Dial **911** or **x2911 (956-326-2911)** for University Police. Provide essential information and follow Dispatcher's instructions and remain on the line.
3. While waiting, render whatever aid you can to the victim and send someone to meet emergency personnel.



1. Make sure the scene is safe.
2. Dial **911** or **x2911 (956-326-2911)** for University Police and report location of spill. University PD will contact [Physical Plant](#) and [Environmental Health and Safety \(EH&S\)](#).
3. If possible, alert others of spill and stay clear of area.
4. Do NOT attempt to clean spill if dealing with unknown substance.



If severe weather (lightning, tornado, hurricane, windstorm) is reported or seen in area:

1. Seek shelter immediately, preferably away from windows. A middle hallway/corridor is best.
2. Listen for emergency info through TAMU's mass notification system, [DustyALRT](#).
3. Seek shelter until hazard has passed.
4. If trapped, dial **911**, or **x2911 (956-326-2911)** for University PD.



If you believe someone may be missing, dial **911** or **x2911 (956-326-2911)** for University Police. Stay on the line with Dispatchers if possible.



If you encounter wildlife on campus:

1. Stay away (animals are not domesticated)
2. Do not feed animals

If you encounter an injured/abandoned animal, do not approach, or touch it. Please report snakes to Physical Plant by dialing **x2325 (956-326-2325)**.



Report any issues related to water, electricity, natural gas, elevator impairments to TAMIU's Physical Plant by dialing **x2325 (956-326-2325)** or UPD by dialing **x2100** or **956-326-2100**.

DEFINITIONS

- **Emergency Assembly Area** – A safer area outside of and sufficiently away from a nearby building, serving as a centralized location in which occupants should assemble for their safety. These are typically grouped with other buildings such that occupants from multiple locations can assemble in one area as a group.
- **Fire Alarm Pull Stations** – Devices installed near exit doors and the ends of hallway corridors used to activate the building’s fire alarm.

Note: Activation of the fire alarm does not activate a building’s sprinkler system.

IMPORTANT PHONE NUMBERS

Emergency Services: **911**

TAMU Offices			
University Police Department	956-326-2911 (emergency)	Office of Student Success	956-326-2273
	956-326-2100 (non-emergency)		
Physical Plant	956-326-2325	Human Resources	956-326-2365
Environmental Health & Safety	956-326-2194	Student Health Services	956-326-2235

EMERGENCY NOTIFICATION METHODS

TAMU may use one or more of the following methods to deliver emergency notifications:



Mass Notification System



DustyALRT



Social Media



TAMU Website



Local Media and Radio

FIRE & LIFE SAFETY REGULATIONS

The following fire safety regulations are in affect at TAMIU in accordance with local, state, and federal fire safety regulations and applicable A&M System policies.

The following items are prohibited in campus buildings:

- Heat-generating appliances (e.g., space heaters, heating lamps)
 - Exception: Heating plates used in lab settings
- Candles or other open flames
 - Exception: Bunsen burners used in lab settings
- Flammable liquids (e.g., gasoline, diesel fuel, propane, butane)
 - Exception: Related items stored in original container and in appropriate storage cabinet in lab settings
- Extension cords used for permanent applications (i.e., other than temporary use - >8 hours)
- Electrical cord daisy-chaining (includes power strips)
- Indoor charging of electronic recreational scooters, bicycles, or other related items

The following must always remain accessible and/or unobstructed:

- Fire extinguishers
- Fire alarm pull stations
- Electrical panels
- Emergency notification devices
- Smoke detectors
- EXIT signs
- Emergency lights
- Fire hydrants
- Fire suppression sprinklers
 - Minimum of 18" clearance from ceiling to **any** object below
- Hallways
- Stairwells (including under/behind stairwells)
- Self-closing fire doors

Please also keep in mind the following:

- Keep clutter to a minimum (including artificial vegetation).
- Avoid hanging items from sprinkler heads or other fire protection/detection equipment.
- No smoking in any campus building
- No departmental storage in mechanical rooms
- Compressed gas cylinders must be properly secured at all times
- Connect large appliances directly to the wall (i.e., avoid using power strip(s))
- Do not tamper with any fire protection/detection devices (e.g., smoke detectors)

EMERGENCY ASSEMBLY AREAS

TAMIU Address: 5201 University Boulevard, Laredo, TX 78041

BUILDING	ABB.	EMERGENCY ASSEMBLY AREA
Academic Innovation Center	AIC	Athletic Fields entrance
Bob Bullock Hall	BLK	Area by TAMIU fountain
Dr. F. M. Canseco Hall	CNS	Area by TAMIU fountain
Dr. Billy F. Cowart Hall	CWT	Area by TAMIU fountain
Center for the Fine and Performing Arts	FPA	Zaffirini Green
Sue and Radcliffe Killam Library	KLM	Killam Green (north side)
Kinesiology – Convocation Building	KCB	Zaffirini Green
Lamar Bruni Vergara Science Center	LBV	Athletic Fields entrance
Anthony J. and Georgia A. Pellegrino Hall	PLG	Area by TAMIU fountain
Kinesiology, Wellness, and Recreation Center	REC	Zaffirini Green
Residential Learning Community*	RLC	<i>Balboa</i> – SW lawn <i>Sanchez</i> – NW lawn <i>De Vaca & Champlain</i> - Basketball court
Student Center	STC	Zaffirini Green
Western Hemispheric Trade Center	WHT	Area between UPD and WHT
University Police Department	UPD	Area between UPD and WHT
University Village**	UVIL	Grass along perimeter fence
Zaffirini Success Center	ZSC	Zaffirini Green

*5281 University Boulevard, Laredo, TX 78041

**4907 University Boulevard, Laredo, TX 78041

EVACUATION ASSEMBLY AREAS (MAP)

