EMERGENCY QUICK REFERENCE GUIDE

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.

**Chemical Spill**

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.

**Severe Weather**

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 TAMIU’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

<table>
<thead>
<tr>
<th>TAMIU Offices</th>
<th>Phone Numbers</th>
<th>Office of Student Success</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Department</td>
<td>956-326-2911 (emergency)</td>
<td></td>
<td>956-326-2273</td>
</tr>
<tr>
<td></td>
<td>956-326-2100 (non-emergency)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Plant</td>
<td>956-326-2325</td>
<td>Human Resources</td>
<td>956-326-2365</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>956-326-2194</td>
<td>Student Health Services</td>
<td>956-326-2235</td>
</tr>
</tbody>
</table>

EMERGENCY NOTIFICATION METHODS

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

- Mass Notification System
- DustyALRT
- Social Media
- TAMIU 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

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ABB.</th>
<th>EMERGENCY ASSEMBLY AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Innovation Center</td>
<td>AIC</td>
<td>Athletic Fields entrance</td>
</tr>
<tr>
<td>Bob Bullock Hall</td>
<td>BLK</td>
<td>Area by TAMIU fountain</td>
</tr>
<tr>
<td>Dr. F. M. Canseco Hall</td>
<td>CNS</td>
<td>Area by TAMIU fountain</td>
</tr>
<tr>
<td>Dr. Billy F. Cowart Hall</td>
<td>CWT</td>
<td>Area by TAMIU fountain</td>
</tr>
<tr>
<td>Center for the Fine and Performing Arts</td>
<td>FPA</td>
<td>Zaffirini Green</td>
</tr>
<tr>
<td>Sue and Radcliffe Killam Library</td>
<td>KLM</td>
<td>Killam Green (north side)</td>
</tr>
<tr>
<td>Kinesiology – Convocation Building</td>
<td>KCB</td>
<td>Zaffirini Green</td>
</tr>
<tr>
<td>Lamar Bruni Vergara Science Center</td>
<td>LBV</td>
<td>Athletic Fields entrance</td>
</tr>
<tr>
<td>Anthony J. and Georgia A. Pellegrino Hall</td>
<td>PLG</td>
<td>Area by TAMIU fountain</td>
</tr>
<tr>
<td>Kinesiology, Wellness, and Recreation Center</td>
<td>REC</td>
<td>Zaffirini Green</td>
</tr>
</tbody>
</table>
| Residential Learning Community* | RLC | Balboa – SW lawn  
Sanchez – NW lawn  
De Vaca & Champlain - 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)

ASSEMBLY AREAS
1) **KLM**: Killam Green (north side)
2) **BLK, CNS, CWT, PLG**: TAMU fountain
3) **AIC, H, LBV**: Athletic Fields entrance
4) **UPD, WHT**: Area between UPD and WH
5) **FPA, STC, ZSC, REC, KCB**: Zaffrini Green
6) **Residential (RLC, UVIL)**: Parking Lot Perimeter
7) **TNC**: Northwest grass

= Assembly Area Location

- **AIC**: Academic Innovation Center
- **KLM**: Sue and Radcliffe Killam Library
- **CWT**: Dr. Billy F. Cowart Hall
- **BLK**: Bob Bullock Hall
- **WH**: Western Hemispheric Trade Center
- **PLG**: Anthony J. and Georgia A. Pellegro Hall
- **CNS**: Dr. F. M. Canseco Hall
- **LBR**: Lamar Brun Vargena Science Center
- **PLA**: Lamar Brun Vargena Planetarium
- **STC**: Student Center
- **KCB**: Kinesiology - Convocation Building
- **H**: Physical Plant
- **ECP**: Center for the Fine and Performing Arts
- **ECHS**: Early College High School
- **ZSC**: Zaffrini Success Center
- **REC**: Kinesiology, Wellness and Recreation Center
- **RLC**: Residential Learning Community
- **UPD**: University Police Department
- **UVIL**: University Village
- **JHFS**: Jorge Haynes Seawall Field
- **TNC**: City of Laredo Tennis Complex at TAMU

- Parking
- Sidewalks
- Smoking Pavilion