



Emergency Procedures

Lamar University Police Department
Emergency 911 or LUPD (409) 880-7777

Active Shooter Emergency Response

Contacting Police:

Call 880-7777 or 911

Be aware that the 911 System will likely be overwhelmed.

Members of the Lamar University Police Department (LUPD) are trained and equipped to respond to an emergency incident of this nature. The police will evaluate the situation and determine the best course of action to take for the safety of the Lamar community. LUPD will be responsible for all tactical operations and will call on area law enforcement agencies, fire- rescue, and EMS for assistance, as needed. The Lamar President, or in his/her absence, the next VP in the chain of command will respond to the Lamar University Police Department.

The immediate response of the first officers on scene is to take aggressive action to find and stop the shooter or shooters. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter. Rescue teams will follow shortly to aid you and others.

The following protocol is sound and generally applicable but must be adapted to the specific situation. Bottom line, if you hear shots fired on campus, or if you see or know that an armed person is shooting people, protect yourself first – move to a safe location.

IF THE SHOOTER IS OUTSIDE YOUR BUILDING:

- If you can do so safely, inform building occupants.
- Close and lock your door and all windows. If you cannot lock the door, try to block the door with furniture.
- Turn off all lights.
- Close the blinds and stay away from the windows and doors.
- Seek protective cover or lie on the floor.
- Keep quiet and act as if no one is in the room.
- Have ONE person call 880-8311 and give their name, location, and any other detail that can be provided about the shooter(s), if possible.
- Silence cell phones.
- Do not answer the door or respond to commands until you are certain they are issued by a police officer. Tell the officer to place his ID under the door.
- Wait for police to assist you in getting out of the building.



IF THE SHOOTER IS IN YOUR BUILDING:

- Determine if the room you are in can be locked. If so, follow the directions above.
- If your room cannot be locked, move to a room that can, or exit the building – **ONLY IF IT IS SAFE TO DO SO.**
- Notify anyone you may encounter to exit the building immediately.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movements that may cause the officer to mistake your actions for a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, call 8311 and provide the dispatcher with the following information:
 - Your name
 - Location of the incident
 - Number of shooters, if known
 - Identification or description of shooter(s)
 - Number of persons who may be involved
 - Your exact location
 - Injuries to anyone, if known
- If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door.
- If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and /or under a desk and remain silent.
- Silence cell phones.
- Cover door windows.
- If possible, place signs in exterior windows to identify the location of injured persons.
- Wait for the police to come and find you.

IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:

- If possible call 911 or 8311 and alert the police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen and try to pinpoint your location.
- If you can't escape, attempting to overpower the shooter(s) by force is a **LAST RESORT.**
- If the shooter(s) leaves the area, proceed immediately to a safer place, if possible.
- If you decide to flee, do not carry anything; move quickly and quietly, keep your hands visible, and follow the instructions of the police officers.
- Do not attempt to remove injured people; tell the authorities of their location as soon as possible.
- Do not leave campus until advised to do so by the police. The area will be a crime scene; police usually will not let anyone leave until the area is secure and all witnesses have been identified and questioned. Stay where you are told until the police dismiss you.



Bomb Threat

If you receive a bomb threat from someone:

1. Keep the person talking as long as possible (pretend to have difficulty hearing)
2. 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?
3. Hold the line open. Do not hang up. Use another line for yourself, or another, to call **911**.

If you are notified of a bomb threat involving your building, See “Evacuation” section.

Disruptive Students or Individuals

If at any time, you witness an armed person on campus or a student/individual who is acting in a hostile or belligerent manner, immediately call 911 or the University Police Department at 409-880-7777.

Disruptive behaviors inside or outside of the classroom include:

- Overt actions, omissions to act, or verbal or written statements that would not be consistent with the action or statements of a reasonable, prudent person under similar circumstances.
- Behaviors which may pose a potential harm to the physical or emotional well being of anyone.
- Behaviors directly observable in person or by electronic means (e.g. e-mail, social networking sites, postings to electronic classrooms, etc.).

If confronted by a disruptive student/individual:

1. Call 911 or call the University Police Department (UPD) at 409-880-7777.
2. Give your name and location with a brief explanation of the situation to the 911 operator.
3. Take note of the individual’s age, personal appearance, vehicle, and any other information that would help identify the individual.

During the confrontation:

- Stay calm.
- Sit or stand up straight. Do not slouch.
- Smile and make eye contact.
- Speak clearly and distinctly in a confident, normal tone.
- Do not touch your face.
- Do not touch the individual, sigh or glare at them, or invade their personal space.
- Use their name, if known, and ask them to sit down.
- Paraphrase what they say so that they know you are listening.
- Offer assistance and explain how you can help, using "we" to include them in the solution process.
- If possible, advise others of the potential problem.



Evacuation

If an evacuation order is issued for your building, fully cooperate with Public Safety and:

1. Take keys, briefcases, purses, wallets, coats and other personal belongings.
2. Do not use elevators.
3. Close, but do not lock, doors.
4. Turn off all electronics, including computers.
5. Evacuate in groups to ensure all are able to get out.
6. Provide assistance for those with physical disabilities.
7. Evacuate in a safe, orderly manner.

Only the University Police Department can issue the order to return to your building

INSTRUCTIONS FOR INDIVIDUALS WITH SPECIAL NEEDS

If you have a disability that could impair your ability to perform any of the above, please:

BEFORE AN EMERGENCY:

1. Inform police of your circumstances and request a brief meeting to discuss any special emergency response accommodations needed (remember elevators may not be working).
2. Find “two” or “three” buddies who are willing to help you in the event of an emergency.
3. Develop two escape plans: One assuming help is available and one assuming it is not.

DURING AN EMERGENCY:

1. If needed, call one or two of your buddies to help.
2. If buddies are not available, call 911 or 880-8311 and tell them where you are and what is needed.

Fire

If you discover a fire:

1. Call **911 or 880-8311** and activate the nearest fire alarm.
2. 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.
3. 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 the area. (See “Evacuation” section.)

If you are notified of a fire in your building:

1. See “Evacuation” section.
2. 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 880-7777 or **911** and let them know your situation.



Flood

If you are notified of imminent or actual flooding:

1. 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.
2. Move to a safe area.
3. Do NOT return to the building until instructed to do so by the University Police Department.
4. If safely able to do so, evacuate the area.
5. Never drive a vehicle through a low water crossing.
6. Call Facilities for assistance with flood clean-up.

If you need emergency shelter, contact the University Police Department for information.

Loss of Utilities

If you discover a gas leak:

1. Cease all operations.
2. Call **911** or **880-7777**.
3. Evacuate the area.
4. Do not switch lights or electrical equipment on or off. Electrical arcing can trigger an explosion.

If you are notified of a gas leak or other loss of utilities, see “Evacuation” section.

Medical Emergency

If you discover a medical emergency:

1. Avoid leaving the injured/ill person except to get help.
2. If the injury/illness is severe or life-threatening, Call **911**.
3. Do not move person unless he/she is in danger.
4. Give first-aid or CPR if trained.
5. If you are exposed to another’s bodily fluids, inform the police when they arrive.

Police Emergency

If you discover a police emergency (i.e. crime in progress)

1. Do not attempt to apprehend or interfere with a criminal except in self defense.
2. If it is safe to do so, try to get a detailed description of the criminal noting height, weight, sex, race, age, clothing, any method of travel, and direction of travel.
3. If the criminal enters a vehicle, note its license number, make, model, color, and any other identifiers.
4. Call **911** or **880-7777**.
5. Remain where you are until contacted by a police officer.

If you are notified of a police emergency:

1. Cooperate fully with the police.
2. See “Evacuation” section.



Spills

If you discover a chemical spill:

1. Immediately inform all in the area to leave the area.
2. If the chemical comes in contact with any person:
 - Remove all contaminated clothing
 - If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes.
 - If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.
3. Call 880-7777 or **911**.
4. Inform **911** Operators of the type and amount of chemical spilled so they may inform the Fire Department.
5. Do not clean up any radioactive spill on your own without permission of the Fire Department.

Tornado

If you are notified that a tornado is approaching:

1. Move quickly to an interior hallway on the lowest level.
2. Stay away from windows.
3. Stay out of rooms below large roof sections such as gymnasiums, auditoriums, or cafeterias.
4. Sit/kneel on the floor, facing and against the wall, with your head tucked to your chest, and your hands covering your head.
5. Do not leave your building unless instructed to do so.
6. If outside, seek shelter in a nearby building or find a ditch or sunken place in which to hide and cover your head.

After a tornado:

1. Beware of broken glass, hanging electrical lines (inside and outside), and unstable equipment and debris.
2. Call **911** or **880-7777** if there is significant damage to your building or if anyone is hurt.
3. Check on others.
4. See "Evacuation" section.