

EAST TEXAS BAPTIST UNIVERSITY EMERGENCY PROCEDURES CHART

TORNADO WATCH

Conditions are favorable for the development of tornadoes. Stay alert to weather conditions issued by the National Weather Service or local media outlets.

TORNADO WARNING

A tornado or funnel cloud has been sighted in the area. Take immediate cover.

How will you know if the watch turns to a warning?

- A text message from ETBU will be sent to those registered for the emergency alert system.
- The City of Marshall Early Weather Warning Siren will sound.

What should you do if a Severe Thunderstorm Warning is issued or you hear the early warning siren?

- Avoid using telephones.
- Keep away from metal objects -- piping, poles, electrical equipment, etc.
- Stay away from open windows and doors.
- Do not go outdoors.

What should you do if a Tornado Warning is issued or you hear the early warning siren?

- Remain calm. Inform your class or work group of the situation and prepare to evacuate.
- Move all people to the designated safe zones, informing others as you go. (See diagram in each building.)

- Close all doors and windows -- close shades/blinds (protection from debris).
- Persons who have mobility limitations should be escorted to ensure their safe arrival.

Areas to avoid:

- Do NOT use elevators during a weather or fire emergency.
- Windows, glass doors, large expanses of unsupported wall, and metal-sided buildings.
- Do NOT go outdoors during a tornado warning.

How do you know if the tornado warning is over?

An "all clear message" will be sent via text message.

MEDICAL EMERGENCY

How to decide if it is an emergency?

Consider the circumstances to be an emergency if the victim claims that he/she has a medical emergency or displays: head trauma, severe bleeding, inability to breathe well, any broken bones, dislocated joint, dazed or confused, extreme temperature, signs of shock, signs of heart attack, signs of stroke, unconsciousness.

What should you do?

- Immediately call 911
- Stay on the line with dispatcher until you are told to hang up.

- Have someone contact an ETBU official.
- Send someone to meet responding emergency personnel.
- Do not move the patient unless they are in immediate danger.

BOMB THREAT

What if you receive a bomb threat?

- Stay calm and listen to everything the caller says. Listen for things like background noise, is the caller male or female, the type of accent of the caller, date, time and location of the threatened detonation, demands or reasons expressed by the caller.
- Do not attempt to interrogate the caller, but engage in conversation. Ask questions: where is the bomb located, how do you know about the bomb, when will the bomb detonate.
- After conversation has concluded, call 911.
- Contact an ETBU official or send someone to make the contact.

FIRE

How will you know?

- By visible flames, a burning odor, or smoke.
- In the event of a fire in your building, you may hear a loud alarm. Upon sounding of this alarm, calmly evacuate the building.

What should you do if you discover a fire?

- Call 911

...continued on reverse
Revised August 2014

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Use the "RACE" formula to respond to a fire event

- | | |
|--------------------------------|---|
| R- Rescue | Rescue all building occupants |
| A- Alarm | Sound the Alarm -- Activate Fire Alarm Pull Station |
| C- Contain | Contain fire and smoke by closing doors/windows as you evacuate |
| E- Extinguish/ Evacuate | Extinguish the fire/evacuate the building. |

Things to remember:

- Evacuate the building
- Do not use elevators -- use the stairs.
- Use back of hand to test doors for heat prior to attempting the nearest exit.
- Close doors during the evacuation to limit the spread of fire and/or smoke.
- Do not re-enter the building until authorized.

LOCKDOWN/EVACUATION PROCEDURES

Why would a Lock-Down/Evacuation occur?

• A lock-down/evacuation would occur as an emergency response to a number of possible events. These might include but are not limited to: Hazardous material spill, event occurring off campus that involves a fleeing felon or other dangerous situation that could affect persons on campus, a gun man on campus, or bomb threats at another area of campus.

How will you know?

- By word of mouth from a law enforcement official or ETBU representative.
- By emergency text message notification.

What should you do?

- Immediately lock your office or classroom door. If there are non-threatening students, faculty, or staff remaining in the corridor, insist that they come into a locked area.
- Direct room occupants away from doors and windows.
- Wait for text message informing you of the exact nature of the emergency.
- Do NOT open your door -- authorities will have keys to come and get you out.
- If you hear what may be gunshots, direct all occupants to lie flat on the floor.
- Remain in lock-down until otherwise instructed by authorities or evacuate as instructed by text.

How will you know it is over?

- "All Clear" text messages will be sent out
- Emergency personnel with keys will unlock and open locked-down areas.

LOCAL EMERGENCY NUMBERS

ETBU Security

-Working Hours (903)923-2098

-After Hours (903)407-8189

Marshall Police

(903)935-4575

Marshall Fire

(903)935-4588

Emergency

Dial 911



EAST TEXAS BAPTIST
UNIVERSITY

EMBRACING ★ FAITH

ENGAGING ★ MINDS

EMPOWERING ★ LEADERS

One Tiger Drive
Marshall, Texas 75670
www.etbu.edu

Sign up for Emergency Text Alerts by texting "gotigers" to 79516.