



Emergency Procedures

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



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, S

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.



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.