



EMERGENCY PREPAREDNESS



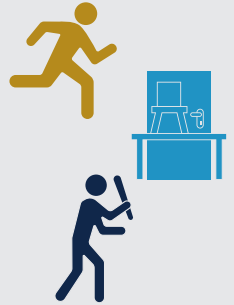
SEVERE WEATHER



- Go to enclosed, windowless area
- Stay away from glass
- Take cover under heavy tables or sturdy furniture
- Crouch down and cover head
- Do **NOT** use elevators



ACTIVE SHOOTER



- Call **911**
- **AVOID**
- If possible, run and exit building
- **DENY**
- If you cannot run, hide in a sheltered place, lock and barricade door with heavy furniture, turn off the lights, and silence your cellphone
- **DEFEND**
- If confronted, fight aggressively

UTILITY FAILURE



- Call Facilities Operations and Maintenance or STC Campus Police
- Identify location and failure type
- Building may be evacuated due to utility failure



HAZARDOUS MATERIALS



Report all chemical spills to the Environmental, Health and Safety Department at **ext. 3718**.

- For High Hazard Chemical Spills
 - Control the source
 - Dike the spill
 - Notify all personnel and the supervisor in the vicinity of the spill
 - Evacuate
 - Activate the fire alarm
 - Call **911** or **ext. 4444** for Campus Police
 - Review Safety Data Sheet (SDS) to help identify hazard and PPE requirements
 - Follow Incident Reporting Procedures

BUILDING LOCK DOWN

- Emergency notification will be issued through STC RAVE Alert
- Remaining in building and enter a room
 - Lock/barricade door
 - Turn off lights
 - Pull shades shut
 - Separate from others
 - Lay on the floor
 - Place cellphone on vibrate
- Call **911**
- Do **NOT** leave building until authorized by emergency personnel



MEDICAL

ILLNESS AND INJURY

- Call STC Campus Police and provide
- Report employee illness and injury to the Office of Human Resources
- Report non-employee illness and injury to Campus Police



- Your name
- Location of the victim
- Describe the victim's condition and other requested information

MEDICAL EMERGENCY

- Call **911** and provide
- Obtain Automated External Defibrillator (AED)
- Ask if any bystanders are trained. If nobody is trained, follow instructions from 911 operator.



FIRE

- Activate the fire alarm
- Evacuate building following the emergency evacuation plan
- Do **NOT** use elevators
- Call STC Police and provide location of fire
- Do **NOT** re-enter building until authorized by emergency personnel



BOMB THREAT



- If you receive a bomb threat call,
 - Signal a co-worker to call **911**
 - Take as much information possible, location of device, gender, accents, and background noise.
 - Ask when the bomb is set to explode and what kind of bomb is it.
- Report suspicious packages to 911 or STC Campus Police

- 📞 STC CAMPUS POLICE
956-872-4444
- 📞 HUMAN RESOURCES
956-872-4448
- 📞 FACILITIES OPERATIONS AND MAINTENANCE
956-872-2107

