



## **Emergency Procedures Reference**

# **Longview Campus**

**2100 Mobberly Avenue  
Longview, TX 75602  
903-233-3000**



# *LeTourneau University*

## **Longview, TX Campus**

### **Main Campus**

## **Emergency Procedures Reference**

This reference guide is designed to provide direction to LeTourneau University faculty and staff in the event of an emergency. Faculty and staff members should direct students and visitors in an emergency by following these basic guidelines for the following situations. Remember to know what to do, and do what you know.

**TORNADO \* MEDICAL EMERGENCY \* FIRE  
BOMB THREAT \* ON-SITE SHOOTING**

**For All Emergencies (Police, Fire, EMS) call:**

**9-1-1**

**On-campus Emergencies and 24 Hr Response  
903-233-4444**

(If using a campus telephone you may dial 4444 to reach the University Police Department)

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### **Other Important Telephone Numbers:**

<b>University Police Dept</b>	<b>24-Hr Calls for Service</b>	<b>903-233-4444</b>
<b>Chief of Police</b>		<b>903-233-4440</b>
<b>Longview Police Department</b>		<b>903-237-1170</b>
<b>Gregg County Sheriff's Office – Airport Division</b>		<b>903-738-7606</b>
<b>Gregg County Sheriff's Office – Dispatcher</b>		<b>903-237-2506</b>
<b>Gregg County Public Safety Director ET Regional Airport</b>		<b>903-234-3198</b>
<b>Poison Control</b>		<b>800-222-1222</b>

## Tornado Watch

**What is a Tornado Watch?** This means that conditions are favorable for a tornado to develop. This is usually accompanied by high winds and thunderstorm activity. A watch may be upgraded at any time by the National Weather Service and Sky Warn.

### **How will you know?**

- UPD receives automated notifications from Code Red, a warning system from the City of Longview Police Emergency Communications Department.
- A Tornado Watch email is sent out to departments, schools, and work areas by email. Watches are also posted on the LETU Home Page on the Internet
- Persons contacted in this manner then notify faculty, staff and students in their area.
- The City of Longview Early Weather Warning Siren (**EWWS**) will also sound. It is audible at most locations on the main campus.

### **What should you do?**

- Be watchful of conditions during this time
- Remember where the emergency weather shelter for your area is. Remind students
- Check (or have someone check) shelter areas to make sure they are clear and accessible
- Persons who have mobility limitations should move to sheltered areas during this time
- Keep the doors and windows in your building/area closed during the watch.
  - Do not delay in taking this precaution
- Remain alert for further messages, e-mails or siren activations

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### **How do you know if it's over?**

- Tornado Watches are announced for a specific time period. If that time passes and you have heard no update, the watch has passed without incident

***Interesting note:** Sky Warn, in connection with the National Weather Service monitors weather conditions. When conditions are right for tornado activity, a Sky Warn representative responds to the City of Longview's Emergency Operations Center to continue monitoring weather. That representative also notifies the Longview Fire Department and a decision is made to broadcast an alert.*

## Tornado Warning

**What is a Tornado Warning?** A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud has been sighted in the area. This is usually accompanied by strong thunderstorm activity, heavy lightning and possible damaging winds. While much progress has been made in the science of early warning, there is still very little time to seek shelter once the funnel cloud has been sighted in your area.

### How will you know?

- LeTourneau University Police Department (UPD) receives an automated telephone notification and then initiates notification of the campus at large by use of the Electronic Campus Communication System (ECCS) *See page 11 of this publication for subscriber information for ECCS notifications*
  - Persons enrolled in the ECCS will receive a text message via cellular telephone, email and voice message with emergency notification information.
- The City of Longview Early Weather Warning Siren (EWWS) will also sound. This siren is audible at most locations on the main campus. *(The enunciator is less than a ½ mile away)*
  - The EWWS will sound as a loud siren to notify all persons in the area of an emergency situation.

### What should you do?

- Remain calm and inform your class or work-group of the situation and prepare to evacuate.
- Relay the warning to other near-by classes and work-groups
- Proceed without delay to your designated shelter area
  - Persons who have mobility limitations should be escorted to ensure their safe arrival at shelter areas
- Keep the doors and windows in your building/area closed
- Take a “cover” position near the base of the walls and remain calm
- Remain alert for further messages, e-mails or siren activations

### Where is the shelter area?

- Rooms and corridors on the inner-most part of the building, basements, ground level floors.

### Areas to avoid:

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

### How do you know if it's over?

- Tornado Warnings are announced for a specific time period. If that time passes and you have heard no update, the warning has passed without incident

The City of Longview **EWWS** system also has the ability to interrupt Cable TV signal and broadcast a voice message concerning any emergency instructing people where to tune for up-to-date information. The warning is also scrolled across the bottom of the screen for hearing impaired persons.

## Medical Emergency

How do you decide if it is an “emergency”? Consider the circumstance 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 bone
- Dislocated joint
- Dazed or confused
- Extreme temperature
- Signs of shock
- Signs of heart attack
- Signs of stroke
- Unconsciousness

### In the event of a medical emergency:

- Immediately call **911** for EMS response of Para-medics.
- Stay on the line with dispatchers until you are told to hang up
- Contact UPD at **4444** or from a cell phone **(903) 233-4444 \*\*\*\*\***
- Send someone to meet responding emergency care providers
- Provide care according to your training and experience
  - Do what you **KNOW** and **KNOW** what you’re doing
- Check to make sure the scene is safe. Electrical hazards or other dangerous circumstances **COULD** still exist which would create a greater hazard than the one that is apparent in the patient.
- Do not move the patient unless they are in immediate danger

### If the person appears to be unconscious:

- Establish unresponsiveness by gently shaking their shoulder and saying “Are you O.K.?”
- If they are unresponsive, it is considered an emergency.
- If they do not respond and they are not breathing or moving or groaning or coughing;
  - **DO:** loosen tight clothing (particularly around the neck)
  - Verify breathing and pulse - communicate this to emergency responders
  - Provide **CPR or Rescue Breathing** as appropriate if you are able and trained.

### If the person is conscious and responsive:

- Check for or ask about:
  - Type of injury/illness
  - Symptoms
  - History of conditions (onset, duration, recurrent?)
  - Current medications
  - Coherent speech
  - Slurring of words
  - Symmetry of facial featuresand pupils of the eyes
- Reassure person that help is on the way

If a person has a seizure, **DO NOT** restrain him/her. Move any objects or desks away to prevent the person from becoming injured. Remain calm and talk to the person calmly.

## Fire

### How will you know?

- A fire may be characterized by visible flames, a burning odor or smoke. These may be the first sign of a fire.
- LeTourneau University has a fire alarm system in most of the buildings on campus. In the event of a fire in your building, you may hear a loud claxon-type alarm. Upon sounding of this alarm, calmly evacuate your building.
- For those buildings not equipped with fire alarm systems, word-of-mouth is likely to be the fastest means of notifying others in the building.
- To notify persons in adjacent buildings or buildings reasonably expected to be directly affected by a fire, the Emergency Campus Communication (**ECC**) system along with e-mail and telephone calling tree notifications will be made.

### What should you do?

- Look for and smell for the presence of smoke or fire
- If no alarm has sounded yet - pull the nearest Fire Alarm Pull-station
- Evacuate your area calmly and assemble at a pre-designated rally-point
- Be prepared to take roll of those in your area
- Close windows and doors behind you as you evacuate
- Stay below the smoke if smoke is present in your building
- As you evacuate your building, be sure to feel interior doors before opening them.
  - If they are **HOT** to the touch, do not open them. Choose another way out.
  - If your building is not under an alarm system, contact **911** and **4444** as soon as possible
  - If you are in an alarmed building, do not call **4444**. **LUCS** will be notified by the SimplexGrinnell alarm monitoring company who will also notify **LFD**.

What if someone is on fire? Burns are a unique type injury that affect all aspects of the injured person - physical wound, intense fear & anxiety and even organ function (in larger burns). Do not under-estimate severity of a burn-wound if a person has had direct contact with flames.

- Have the person **STOP, DROP** to the floor or ground and **ROLL** to extinguish the flames. If possible cover the person with a blanket or coat to smother flames.
- Only move the person if they are in immediate danger of further injury
- Treat the injured person for shock and notify **911** and **4444** immediately of the injury
- Do **NOT** attempt to remove clothing stuck to the skin
- Do **NOT** apply any first-aid ointments or creams

### How do you know if it's over?

- Fires are very high-profile incidents. Most likely it will be very evident when the threat has passed. None the less, a message will be sent via the ECC system informing community members of the status of the fire, classes and events scheduled for the affected building(s) and where to get further information.

## Bomb Threat

**Bomb threats** are usually communicated by telephone call but they may be received via letter, e-mail or text message.

### What if you receive a bomb threat?

Stay calm and listen to everything the caller says. Listen specifically for;

- Gender of the caller
- Peculiar, regional or professional terminology used
- Date, time and location of the threatened detonation
- What does the device look like
- What type of explosive is it made of
- Demands or reasons expressed by the caller
- Do NOT attempt to interrogate the caller but rather engage him/her in conversation

### How will you know if a threat has been received?

- The Electronic Campus Communication System (ECCS) will notify faculty and staff to evacuate buildings to specific “rally points” where everyone will be accounted for.
- A series of telephone calls will be implemented as well as e-mail
- Telephone call and e-mail recipients will initiate word-of-mouth notifications in all areas of campus

### What should you do? No one is more familiar with your area than you are -

- Once all students and non-essential personnel have been evacuated
  - UPD will create search teams which include faculty and staff to initiate a visual search of the area in question.
  - If you or your team find a suspicious article do NOT touch it or disturb it in any way
  - Notify the UPD Officer in charge and exit the building immediately

### How will you know when the threat is past?

- An ECCS message will be sent out notifying all community members that the threat is past and normal activities may be resumed. ECCS messages are distributed to subscribed members via text, email and voice message.



## Active Shooter

The “Active Shooter” scenario has played out repeatedly across the nation over the past many years. LeTourneau University is dedicated to the prospect of ensuring that our faculty, staff and students are educated to the possibilities that exist and how we, as a community, can respond in the event that a person should seek to bring harm to our campus. Responding to such an emergency as this is not intuitive, nor is it easy. **IT MUST BE REHEARSED** both mentally and physically. Think about it. Pray about it. Talk about it and rehearse it with your work-group and/or class. See the LeTourneau University Police Department web page for video and a message from the Chief of Police

If you should become aware, by any means, that an armed person is on the campus and appears to be threatening in any way, **CALL 911** immediately.

Once you have notified authorities you must assess your circumstance, collect those around you and lead them to do whatever needs to be done to stay safe. You can best remember your options in three words:

**RUN:** If you see that there is an opportunity to **RUN** away from the building and out of the area where the gunman is going, gather those around you and run to safety. Do all you can to avoid being seen or heard by the gunman. Do **NOT** delay your evacuation to argue with someone who declines to leave with you and your group. Report you’re your location to **UPD** as soon as possible. Be prepared to tell police what you saw or heard as you moved to safety.

**HIDE:** If you are unable to safely evacuate the building, **HIDE**. Lock yourself and your group in an office or classroom. Barricade the door with desks, tables and chairs or whatever heavy items you can find and hide out of sight of the gunman if he should look into the slot-window of a door. Turn cell phones to **SILENT** and have everyone be as quiet as possible. **QUIETLY** telephone 911 and inform the operator of your name, where you are located and how many are with you. Await police contact. **DO NOT** unlock or barricade the door without being confident that the person outside your safe area is a police officer.

**FIGHT:** If you had no option to run and the gunman has been able to enter your safe area, you have one option - **FIGHT**. As you do all you can to make your room a safe-haven against the gunman, you should also look for objects that can be used as weapons just in case. Books, metal objects, pocket knives, OC Pepper Spray, etc. may well be in backpacks and purses around the room. If the gunman enters your room, everyone in the room should attack immediately and without stopping until he has been subdued and disarmed. Kick the weapon away from the gunman. **DO NOT** pick it up as police officers could mistake you for the gunman. **NOTIFY 911** immediately.

## Lock-Down Procedure

Why would a Lock-Down occur? The Lock-Down procedure is an emergency response of all faculty, staff and building managers in response to a number of possible events. These might include but are not limited to:

- Hazardous material spill
- Event occurring off campus
- A gunman on campus
- Bomb threat

### How will you know?

Lock-down notifications will be very “reactionary” and will be transmitted:

- By word of mouth in the affected area first and radiating outwardly from there.
- Emergency Campus Communication System (ECCS)
  - ECCS messages are transmitted by text, email and voice messages
- By individual telephone calls

### What should you do?

- Immediately lock your office or classroom door. If there are non-threatening persons remaining in the corridor, insist that they come into the locked area immediately
- Direct room occupants away from the doors and windows
- Barricade doors with some type of prop or heavy object (heaviest object in the room first)
- If possible, cover slot-windows in doors and windows
- Silence all cellular electronic devices and wait for a text message, e-mail or telephone 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
- **Call 911** and give all needed information
  - If you have a life-threatening emergency or can provide pertinent information about the emergency itself be prepared to **QUIETLY** tell the operator what he or she needs to know.
  - Take roll of students, faculty and staff present - be prepared to provide it to authorities as needed
- If you hear what may be gunshots, direct all occupants to lie flat on the floor and remain very quiet
- Remain in lock-down until otherwise instructed by authorities

**\*\* Remember -** If it is your classroom, you are in charge.  
If it is your office, you are in charge.  
If you do not believe you are capable of maintaining a command presence, appoint another faculty or staff member to this responsibility

Do you have other options? Every emergency circumstance requires active thinking. If you **KNOW** what the emergency is and you can remove students and fellow faculty/staff away from it, **YOU** must make the decision to initiate an action or remain in lock-down.

How will you know it's over? Because of the volatile nature of an incident that would cause a lock-down response, several means of ending the situation would be employed.

- Emergency Campus text message will be sent out
- Emergency responders with keys will unlock and open locked-down areas
- E-mail messages will be transmitted
- Telephone calling-tree notifications will be made

## How do you enroll in the ECCS?

- All students, faculty and staff are strongly encouraged to enroll in the Emergency Campus Communication System (ECCS). Don't put it off until after the emergency is happening!
- Faculty and Staff personnel who have cellular telephones owned by the University are automatically enrolled in ECCS and may not opt out.
- Employees (faculty/staff/contract vendors) wishing to provide their personal cellular telephone for enrollment on the system may enroll by going to <http://www.letu.edu/administrative/infotech/LETUECCSFacultyStaff.html>, fill out the form and click on Submit.
- Students who wish to enroll may do so at the time of registration or by clicking on <https://my.letu.edu>. From this point, log in and go to "Contact Information Form" on the left side of the screen and click on "Update Contact Info". ECCS text messages require a cellular telephone number to be entered.