

Campus Safety and Emergency Procedures

Emergency Phone Numbers

911	Longview Emergency – use ONLY for fire, medical emergency, or crime in progress (there is no need to dial an “8” or a “9” for an outside line)
(903) 237-1199	Longview Police – non-emergency line
(800) 764-7661	East Texas Poison Control Center (have all necessary information before calling)
(903) 233-4444	LeTourneau University Campus Security – Emergency
(903) 233-4441	LeTourneau University Campus Security – Non-Emergency Office Line
(903) 233-4445	LeTourneau University Health Services (9 am – noon and 1 – 4 pm)

In an Emergency...

When calling in an emergency to off- or on-campus emergency response teams,

- State
 - your name,
 - the nature of the emergency,
 - the location, and
 - type of assistance required.
- Stay on the phone until the operator dismisses you, then go to a location from which to direct emergency vehicles or services.
- If 911 is dialed, next call Campus Security at (903) 233-4444, or have someone else call if possible and explain the emergency. Often, trained campus personnel can assist or provide immediate care as well as communicate directly with the emergency responders.

REMEMBER, accuracy is more important than speed in an emergency. The City of Longview EMS ambulance crews do NOT charge fees for responding to an emergency or treating injuries. Charges are only incurred when they transport an individual to another facility.

Fire Safety

Soon after you check into your room, take a few minutes to familiarize yourself with the building. Find the two unlocked exits nearest your room. Exit routes for each floor are displayed on the back of the door in each room. Also, note the location of the nearest wall-mounted alarm and fire extinguisher.

If you see a fire...

If the fire is contained (e.g. in a small trash can) or in a limited space, extinguish if possible. If you put out a fire, no matter how small, immediately call Campus Security at (903) 233-4444 and advise the security officer on duty.

If the fire cannot be quickly contained, or if there is any doubt, do the following:

1. Pull the fire alarm
2. Get out of the building, and yell for everyone else to vacate the building as well
3. Find the nearest phone from which you can safely call Campus Security at (903) 233-4444 or 911 and:
 - a. Identify yourself clearly,
 - b. Report that there is a fire at _____,
 - c. Give the full location of the fire (2100 S Mobberly Ave, Tyler Hall West, 2nd floor, room ____).
 - d. Identify the type and extent of the fire and any known injuries, and
 - e. Stay on the line until the emergency operator asks you to hang up.

If you hear an alarm...

1. Awaken anyone sleeping and get out of the building as quickly as possible; any delay may endanger the life of a friend.
2. Feel your door at eye level or above.
 - a. If it feels HOT, do not open it! Seal the cracks with a wet towel or rug, and exit through or signal from the window.
 - b. If it feels COOL, then make your way to the nearest exit, closing all doors behind you.
 - c. In smoke, stay near the floor. Get away from the building and make your presence known to your resident assistant.

Tornado Safety

The East Texas area is susceptible to tornadoes. If a tornado is sighted, a tornado warning will be indicated by the City of Longview's Early Warning Siren System which will sound a 3-5 minute steady alarm.

If you hear this alarm, or if you are notified by Campus Security of an impending tornado threat:

1. Locate and move quickly to the area in your building designated as a waiting area for severe weather. These areas are noted on the exit routes posted in hallways and lounge areas. If unclear about the location of the waiting areas, then:
 - a. Move to the lowest level of your building, and
 - b. Find a central location away from windows and areas with wide spans, avoiding southwest exposures (in a residence hall, hallways on the first floor are best).
2. Cover yourself with a mattress or other protection; in an apartment, the bathtub is a safe location, using the mattress as a cover.
3. If outside, get away from cars or loose objects and find a ditch, culvert, or other low area; be watchful of rising water.
4. If storm damage is heard or observed, stay indoors for an additional time until the storm has passed. Larger tornadoes may have a storm eye just as a hurricane does and winds may recur after as long as 30 seconds.

NOTE: The City of Longview's Early Warning Siren System is tested the first Wednesday of each month at noon, unless severe storm conditions exist.

During electrical storms, athletic fields will close. If caught on a field or out in the open on campus during a storm, move quickly to a reinforced structure. Avoid taking shelter under trees. Thunderstorms can also produce large hail, so it is imperative to find a structure in which to wait out the storm. If someone has been struck by lightning, check to see if the individual is breathing. If the person is not breathing, begin CPR and notify persons as outlined in medical emergencies. A person struck by lightning holds no electrical charge and can be immediately handled safely.

Discipline in Emergency Situations

Formal discipline will occur for students who:

- tamper with fire alarm/smoke detector equipment,
- intentionally pull fire alarms or create a situation in which an alarm sounds, or
- do not respond to University staff directing them in an emergency.

Crime Prevention and Suspect Identification

LeTourneau University is a private institution and therefore access to the campus, buildings, and grounds is limited to students, faculty, staff, and invited guests. Presence on the campus is not a right but a privilege, and university personnel—including campus security and law enforcement agencies—have the right to remove people from campus upon request.

Campus Security is our first line of protection; however, the University also has a cooperative relationship with the City of Longview Police Department, the Gregg County Sheriff’s Department and Texas Highway Patrol. These law enforcement agencies are sanctioned to add to the safety of our campus. Campus Security is here to provide service to the students, faculty, and staff of LeTourneau University. It cannot function effectively without the concerned assistance of responsible students and employees; the department depends on students to call and report all suspicious persons or activities.

Call Campus Security IMMEDIATELY about suspicious persons or activities. Do not assume that someone else has already called.

(903) 233-4444	LeTourneau University EMERGENCY – 24 hours per day, 7 days per week
(903) 233-4441	Director of Campus Security, Terry Turner (8 am – 5 pm)
(903) 233-4442	Assistant Director of Campus Security, Eric Cooper (4 pm – midnight)

Things to look for...

Anything that seems out of place could be criminal activity. Some things to watch for and report include:

- Any unknown person loitering in the residence halls, rooms or offices unoccupied by the regular residents, or a vehicle moving slowly through the same parking lot several times.
- A person exhibiting unusual mental or physical symptoms.
- Anyone trying to gain entrance to another person’s office or room.
- A stranger leaving an office, classroom, or residence hall with university property or carrying large, expensive items to a car.
- Anyone peering into parked cars or removing accessories, license plates, or gas from a car.
- Anyone cutting a lock or chain from a bicycle and/or loading a bicycle in a vehicle.
- Unknown person screaming or shouting.

Statistics concerning criminal occurrences on campus are maintained by the Office of Student Affairs.

Emergency Communication

From time to time, direct efforts are made by LeTourneau University to keep students informed of campus safety and security issues. This is done in a variety of ways including chapel assembly, residence hall staff training, emergency medical training for appropriate students and staff, campus emails, text messaging and other forms of communication. Students are encouraged to ask questions of university staff about any safety or security issues.

Loss and Theft Liability

The university accepts no responsibility for loss or damage to your personal possessions, whether by theft, fire, or other disasters. You are encouraged to obtain your own insurance for personal belongings. Check with your parents concerning coverage on their Homeowner’s Policy, or consider purchasing your own college student dormitory or renter’s insurance policy.

Operation Identification

Operation ID is a citizen’s burglary prevention program that involves the marking of property with an identifying number for discouraging theft and facilitating recovery.

- Mark each item of your personal property with a portion of your Social Security or Driver’s License number. This number should be in an area that is not easily dismantled and which cannot be easily seen.
- List all the items identified and keep this list in a safe place, away from any valuables.
- Report stolen items immediately to the Office of Campus Security at (903) 233-4441 or 4442 (if no answer, call 4444). If the stolen items are valued at more than \$50, Campus Security will notify the Longview Police Department.