

#### SHELTER-IN-PLACE

#### Violence/Active Shooter

- Call 9-1-1, then
- University Police Department: 713-525-3888.

   Run: Escape the building, if safe to do so.
- Hide: If evacuation is not possible, hide in a concealed and out of view space
  - o Lock and/or barricade the door
  - o Turn off lights
  - o Stay quiet and silence your cell phone
  - o Wait for law enforcement or all-clear
- Fight: If aggressor enters room and there's no other choice, fight to save lives

#### Severe Weather

- Move to a windowless, interior room:
   o In a low part of the building
  - o Away from hazardous materials
- Take cover under a sturdy object or against an interior wall
- · Wait for the all-clear



#### EVACUATE

#### Fire

- Pull the fire alarm
- Leave the building; close doors behind you
- Call 9-1-1, then University Police Department: 713-525-3888
- Gather in a safe assembly area, at least 300 feet away, and stay with class or group
- Do not reenter the building unless instructed by officials

## Suspicious Packages

- · Do not handle object
- · Leave the area
- Call University Police Department: 713-525-3888
- Stay far away from the building, at least 300 ft.

#### **During an Evacuation**

- · Do not use elevators
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge. Call 9-1-1, then University Police Department at 713-525-3888, to report your location.



## PHONE NUMBERS

UST Operator: 713-522-7911

### Emergency

Call 9-1-1 for all Police, Fire & Ambulance Emergencies University Police Department: 713-525-3888

Crisis and Suicide Hotline: 713-228-1505

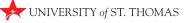
Non-Emergency (during business hours)

Facilities Operations: 713-525-3135 University Police Department: 713-525-3888 Human Resources: 713-525-3142

Counseling & Disability Services: 713-525-2169 Health Promotions & Wellness: 713-525-3513 Student Affairs: 713-525-3570

#### Resources

www.weather.gov (weather)
www.ready.gov (emergency preparedness)
www.cdc.gov (health)
http://traffic.houstontranstar.org/ (traffic)



# Get Ready, Already!

EMERGENCY PREPAREDNESS POCKET GUIDE

www.stthom.edu/READY





#### **MAKE A PLAN**

#### Get Away/Evacuate

- Know alternate exit routes
- Identify assembly areas, or move at least 300 feet away

#### Shelter-in-Place

- · Identify a safe location to shelter
- Know how to protect and isolate yourself from the threat

#### Communication

 Consider a variety of ways to keep in contact with family, friends, roommates and co-workers

#### People Requiring Special Assistance

- Include family, friends, roommates and co-workers in your plan. Help them understand your needs during an emergency
  - Students register with Counseling and Disability Services
  - o Faculty/Staff register with Human Resources
  - Language barriers, register with Office of International Student & Scholar Services



#### BUILD A KIT

# Have at least 3 days of supplies

## Recommended Items:

- Water (one gallon per person, per day)
- Non-perishable food
- Flashlight & extra batteries
- First Aid kit
- Radio & extra batteries
- . Medications & items for unique needs
- · Cash and some change
- · Clothes & comfortable shoes
- Important documents
- Filter mask or cotton T-shirt
- Moist towelettes, garbage bags & plastic ties
- Plastic sheeting & duct tape
- Whistle
- · Cell phone charger



#### STAY INFORME

**UST Alerts** are the primary way UST communicates emergency information. Visit stthom.edu/ens to sign up for UST Alerts or update email. phone & text information.

#### **During an Emergency**

- Visit: stthom.edu/alerts
- Call 713-522-7911 to hear a recorded message
- Tune in to local radio & TV:
  - o KTRH 740 AM & KUHF 88.7 FM
  - o Channels 2, 11, 13, 26 and 45

#### Tips

- Always carry your UST ID card
- Program personal ICE (in case of emergency) numbers in cell phone
- Know the location of two exits, first aid kits, AEDs and fire extinguishers in home, office and classroom buildings
- Program University Police Department number into your cell phone: 713-525-3888.
- · Report unusual/suspicious activities or items
- Know your location

## **UST Dining Services**

Proudly supports emergency preparedness

# **STUDENTS**

Present this card and save

15% OFF

your beverage or food purchase with UST Student ID.

# FACULTY & STAFF

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## REE SMALL COFFEE

with LIST Faculty/Staff ID

ARAMARK Campus Services Crooker Café 3909 Graustark St.

VALID THRU JUNE 30, 2015



