



RELLIS
ACADEMIC ALLIANCE

RELLIS STUDENT EMERGENCY RESPONSE

rellis.tamus.edu/academicalliance/student-life/safety-and-rights/

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Lucky's What's and Why's of an emergency

RELLIS Emergency Student Response

This document is meant to guide students like you through potential emergency scenarios that could happen on the RELLIS campus. Emergencies can be incredibly stressful, but if you follow this guide, you can weather them as safely as possible.

What is an emergency?

An emergency is an unexpected serious situation demanding immediate action. These can range from a minor medical emergency to a large-scale natural disaster. Emergency preparedness is the process by which individuals, organizations and governments consider possible emergencies and take precautions, in advance, to avoid and/or effectively respond to such emergent circumstances. The RELLIS Academic Alliance is dedicated to providing exceptional educational opportunities while ensuring the safety of students, faculty, staff and visitors. Given that emergencies cannot always be avoided, our common first line of defense is our own initial actions (i.e., those things that we do before emergency responders arrive).

In an emergency, you should:

Be Aware of Your Surroundings.

Being aware of where you are and what is happening around you can help you to understand how information, events and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.

Protect Yourself.

Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others.

Call for Help.

Any emergency service can be summoned by calling 911.

Help Others.

Once you are safely away from the danger, warn others of the hazard and help if you can without putting yourself in danger.

How do I know there's an emergency?

For you to stay safe, it is essential that you can be notified about emergency conditions in and around campus. Communication during emergency situations can occur through various channels, including:

- RELLIS Alert
- Blinn Alert
- Social media
- Email
- Building emergency notification system
- News agency websites
- Verbally from responsible officials

When receiving a notification, consider where you are located and what the appropriate action is based on the nature of the event.

RELLIS Alert

RELLIS Alert is Texas A&M RELLIS' emergency notification system that provides the ability to communicate health and safety information in an emergency. RELLIS will use the system only to provide official notification of critical emergencies (i.e. situations that pose an imminent, physical threat to the community). RELLIS Alert offers many notification options, including:

- Text alerts
- RELLIS Alert App
- Student email (automatically enrolled)
- Twitter
- Computer Alerts
- RSS

To receive text message alerts, you must be enrolled in RELLIS Alert. Anyone can register one number to receive SMS text message alerts, but you must sign up to receive the alerts as text messages.

**Sign up for
RELLIS Alerts:**



SECTION 1: Personal Safety

While The RELLIS Academic Alliance has done much to make this a safe campus, safety ultimately becomes a personal matter. How safe you are depends on your preparation and how much attention you pay to your surroundings. This next section describes ways that you can protect yourself in situations involving:

- Active Shooter
- Concerning Behavior
- Bomb Threat
- Suspicious Letter/Package
- Suspicious Substance

Active Shooter

An active shooter is defined as one or more subjects who actively engage in killing or causing life-threatening injuries to multiple people in a confined and populated area. Active shooter situations are dynamic, evolve quickly, and often end before law enforcement arrives at the scene. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.

For links to safety videos on how to survive an active shooter situation, please visit: <https://upd.tamu.edu/Pages/Safety-Videos.aspx>.

RUN. HIDE. FIGHT. (© 2012 City of Houston)

Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: Run. Hide. Fight.

RUN. If an active shooter is nearby:

- Look for an escape path and attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

**REMEMBER, PERSONAL SAFETY
STARTS WITH YOU.**

HIDE. If an Evacuation is not possible, find a place to hide.

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

FIGHT. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire. They will be assessing everyone to determine whether you are a victim or a threat. They may bypass injured individuals in order to move toward the source of danger.

When law enforcement arrives:

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

Armed Citizen Intervention

Individuals with a license to carry a handgun should follow the "Run, Hide, Fight" principles. Remember, your weapon is for your defense. You should not go on the offensive and seek out the shooter. You could be mistaken as the shooter by a civilian or law enforcement.

Remember law enforcement officers will be responding to the scene. Should you have to engage the shooter, call 911 when safe to do so. Provide your location, your description, and what has taken place for first responders.

Be aware, responding officers could potentially see you as a threat. Secure or distance yourself from your weapon as soon as possible and make your hands visible to arriving officers.



Concerning Behavior

Oftentimes after a tragedy, people come forward with information and observations that, in retrospect, may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. The RELLIS Academic Alliance is committed to a proactive approach and needs your help.

As a member of this academic community, if you observe any behavior that is concerning, please report it to one of the people below.

In reference to student behavior:

Christopher Nguyen

Associate Director of Student Affairs and Student Success

Office: ACB1-117N

Telephone: (979) 845-3111

In reference to faculty and staff behavior:

Nancy Shankle

Provost of the RELLIS Academic Alliance

Office: ACB1-106D

Telephone: (979) 317-3452

Mobile: (325) 320-6342

Leigh Chipps

Executive Administrative Assistant

Office: ACB1-106E

Telephone: (979) 317-3468

Mobile: (979) 224-8858

Bomb Threat

A bomb threat is generally defined as a verbal or written threat to detonate an explosive or incendiary device to cause property damage, injuries or loss of life whether or not such a device actually exists.

There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place and wants to minimize injuries
- The person wants to create an environment of panic/ confusion or to interrupt normal office/building functions

Unfortunately, there is often no way to tell which is the motivation of the caller until after a thorough investigation is conducted. This means that there will always be a response to the threat by emergency services personnel (police, fire and medical).

If you receive a call on a campus phone:

- Call 911 and the dispatcher will notify University Police
- Notify the department head/building proctor
- Meet with and assist University Police personnel
- As directed by University Police, help locate/identify suspicious items
- Evacuate the building, as directed
- Do not reenter the building until cleared by authorized personnel

Campus-wide Bomb Threat Evacuation Procedures

In the event that you are asked to evacuate campus due to a campus-wide bomb threat:

- Evacuation orders will be disseminated via RELLIS Alert
- Do not activate the building fire alarm system to achieve evacuation
- Remain calm but act quickly
- Promptly secure equipment, research, etc. in safe shutdown condition before leaving
- Spread the word of the evacuation order to others as you exit the building
- Remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.)
- Pedestrians should exit campus by the shortest route
- Exit campus as directed in the RELLIS Alert message
 - You may use your vehicle to leave campus unless directed otherwise in the RELLIS Alert message
 - If possible, Transportation Services will continue to operate off-campus routes, outbound only. Bus pickup locations may be altered and changes will be announced and posted at emergency.tamu.edu
 - Transportation Services Paratransit can be reached by calling (979) 845-1637
- Do not call 911 unless there is an immediate, life-threatening emergency
- Go to <https://rellis.tamus.edu/emergency/> for regular updates on the emergency situation and information on returning to campus

Suspicious Letter or Package

If you receive a suspicious letter or package:

- Do NOT Handle
- Do NOT shake or bump
- Isolate immediately
- Do NOT open, smell or taste
- Treat it as suspect!! Call 911

Common Features of Suspicious Packages:

- Are unexpected or from someone unfamiliar to you
- Have no return address or a return address that can't be verified as legitimate
- Are marked with restrictive endorsements such as "Personal," "Confidential," or "Do not X-ray"
- Have protruding wires or aluminum foil, strange odors or stains
- Show a city or state in the postmark that doesn't match the return address
- Are of unusual weight given their size or are lopsided or oddly shaped
- Are marked with threatening language
- Have inappropriate or unusual labeling
- Have excessive postage or packaging material, such as masking tape and string
- Have misspellings of common words
- Are addressed to someone no longer with your organization or are otherwise outdated
- Have incorrect titles or titles without a name
- Are not addressed to a specific person
- Have handwritten or poorly typed addresses

If a package or letter is open and/or a threat is identified:

For a bomb

- Evacuate immediately
- Call 911

For radiological

- Shield yourself from the object
- Limit exposure—Do NOT handle
- Evacuate area
- Call 911

For biological or chemical

- Isolate—don't handle
- Call 911
- Wash your hands thoroughly with soap and water

Suspicious Substance in a Campus Building

- Clear and isolate the contaminated area. Do not touch or disturb anything
- Call University Police at (979) 845-2345 or 911
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- Do not leave premises until dismissed by authorities

Call 911 in an emergency!

SECTION 2: Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. This next section describes ways that you can protect yourself in situations involving:

- First Aid
- Poison
- Radiation

When Dialing 911:

- Stay calm.
- Tell the dispatcher your location.
- Answer the questions.
- Do not hang up until told.
- Follow all directions given.

RELLIS Safety: General's Medical Emergency Tips



Medical Emergency Quick Hitters

If an ambulance is needed:

- Call 911
- Provide dispatcher with:
 - Location of emergency
 - Type of injury, if known
 - Brief description of injured person (gender, age, etc.)
- Render first aid, if trained
- Make injured as comfortable as possible
- Please contact Leigh Chipps 979-317-3468 to file an injury report

If an ambulance is not needed:

- Render first aid, if trained
- Please contact Leigh Chipps 979-317-3468 to file an injury report

Hands-Only CPR Instructions

1. Call 911
2. Push hard and straight down at least two inches. Push fast, giving between 100–120 compressions per minute until help arrives. Limit pauses between compressions to only a few seconds. Allow the chest to come back to its normal position.

Use an AED if available. When an AED arrives, turn it ON and follow the prompts.

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First Aid

First Aid is any emergency care or treatment given to an ill or injured person before regular medical aid can be administered. Although some aspects of first aid require training, such as CPR, most first aid can be administered by a lay person using common sense and minimal equipment for minor injuries.

There are three main aims of first aid:

- Preserve life
- Prevent further injury
- Promote recovery

People who provide first aid must remember the following:

- Avoid panic
- Inspire confidence
- Do only what is necessary until professional help is obtained

Remember, the first step in any serious emergency is to dial 911. Emergency medical dispatchers will give basic first aid instructions over the phone while the ambulance is on its way.

Poison

Poison is a substance that through its chemical action can kill, injure or impair an organism. Acute poisoning is exposure to a poison on one occasion or during a short period of time. Symptoms develop as a result of exposure or in close proximity of a substance. Poisonous materials can be found in a variety of household items as well as in laboratory reagents and chemicals.

Many poisons react differently to various treatments, so if you suspect a victim has been poisoned through ingestion, inhalation or skin exposure:

- Try to determine what the poisoning agent is
- Call 911
- Or call Poison Control Center at (800) 222-1222 for specific first aid instructions

Call Poison Control Center at (800) 222-1222 for Special First Aid Instructions. Avoid Panic and Inspire Confidence until Help Arrives.

Radiation

Radiation is energy in the form of waves or moving subatomic particles. It can be classified in two categories: ionizing or non-ionizing. The most common use of the word "radiation" refers to ionizing radiation. Radioactive material is a physical material that emits ionizing radiation.

Ionizing radiation has many practical uses in medicine, research, construction and other areas. However, it also presents an external and internal health hazard to humans if used improperly.

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For Personnel Injury Involving Radioactive Material Contamination:

- Provide First Aid immediately for serious injuries
- Call 911
- Notify Environmental Health and Safety at (979) 317-1008
- Monitor the injury. If it is possible to remove the contaminated clothing without harming the victim, do so.

For Radioactive Contamination of Personnel:

- Remove and bag all contaminated clothing
- Call Environmental Health and Safety at (979) 317-1008 to report the incident
- Skin contamination should be cleaned using mild soap and tepid water. Use a portable survey meter to monitor for remaining contamination. If not free of contamination, rewash and resurvey
- Survey for contamination elsewhere on the body as well as on clothes, shoes, floor, door handles, telephones, etc.
- Document the entire incident with either a signed memo/ letter or an e-mail from an official university e-mail account to EHS

For Radiation Spill or Release:

- Stop work and confine the spill immediately using an absorbent, enclosure, etc.
- Call Environmental Health and Safety at (979) 317-1008 to report the incident
- Warn others of the hazard and isolate the area
- Monitor personnel during and after cleanup for contamination
- Collect all used cleanup materials as radioactive waste and bag all contaminated clothing or cleaning items for removal by EHS
- Commence wipe surveys and decontamination. Perform surveys of surrounding areas to ensure that all contaminated areas are identified
- Document the entire incident with either a signed memo/ letter or an e-mail from an official university e-mail account to EHS
- Report the incident to Josie Wytaske or Leigh Chipps

For Radiation Contamination or Spills, call EHS at (979) 317-1008 to report the incident



RELLIS Safety: Buc's Fire Emergency Tips

Individuals needing assistance during an evacuation are encouraged to develop personal action plans and contacts in the building.

Area of refuge is a designated safe waiting area often near stairwells where people with mobility challenges can await rescue

SECTION 3: Fire / HazMat

This next section describes ways that you can protect yourself in situations involving:

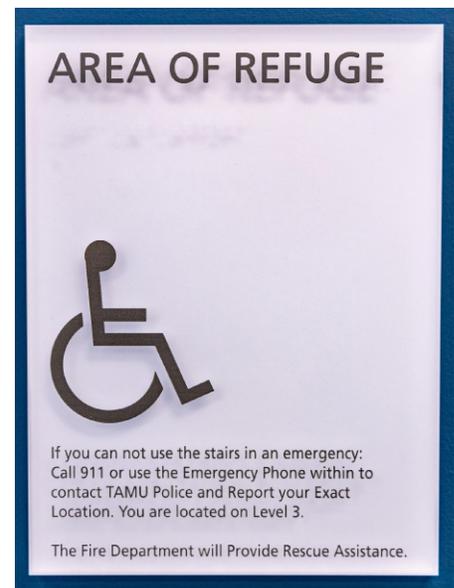
- Evacuation or Shelter-in-Place
- Fire
- Chemical Spills
- Gas Leaks

In case of a fire threat:

- Call 911
- If fire is in the building, activate nearest fire alarm pull station and evacuate building
- Do not enter building until authorized by emergency personnel
- Follow instructions from emergency personnel

In case of a HazMat threat:

- Call 911 if assistance is required
- Move away from site of the hazard to a safe location
- Warn others in immediate area
- Follow instructions from emergency personnel



Evacuation or Shelter-in-Place

In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter-in-place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or RELLIS officials via the RELLIS Alert System, public address systems, loudspeakers, door-to-door notifications or other appropriate means.

Area Evacuation

An evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards)—do not pack belongings
- Turn off unnecessary equipment, computers and appliances
- Close the door as you exit your room or office
- Follow the directions provided for safe routes of evacuation
- Listen to radio, if available, to monitor emergency status
- Do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off

If you need special assistance, contact Leigh Chipps 979-317-3468 or. If this person is not available, call University Police Dispatch at (979) 845-2345 for assistance. For detailed information on a campus-wide evacuation, please see page X: Campus-wide Bomb Threat Evacuation Procedures.

Shelter-in-Place

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there—avoid windows and areas with glass
- If available, take a radio or television to the room to track emergency status
- Keep telephone lines free for emergency responders. Do not call 911 for information.

If hazardous materials are involved:

- Turn off all ventilation systems and close all inlets from the outside
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible

Individuals needing assistance during an evacuation are encouraged to develop personal action plans and contacts in the building.

Fire

A major fire occurring on the Texas A&M RELLIS campus could involve areas where multiple-occupancy residences and/or facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. Thus, it is very important for the campus community to recognize fire hazards, practice building evacuations and know what to do when the fire alarm sounds.

In preparation for a fire:

- Plan and practice an escape route
- Post emergency numbers near telephones
- Get training from Environmental Health and Safety on using fire extinguishers
- Do not store combustible materials in closed areas or near a heat source
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day
- Pay attention to housekeeping issues. Do not clutter exits, stairways and storage areas with waste paper, empty boxes and other fire hazards
- Do not use candle or other open flames except in lab facilities with appropriate safety procedures.

If there is a fire inside a building:

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Activate a fire alarm or pull station
- Call 911 and give your name, building name, address, floor, location and related information
- Evacuate the building using Building Evacuation instructions

Building Evacuation— When the building fire alarms sound:

- Immediately evacuate using building emergency plan procedures
- Walk to nearest exit/stairwell (close doors behind you)
- Do not use the elevators
- Proceed to the designated gathering area outside the building and report to your Floor Proctor (for a headcount)
- For ACB1 and ACB2, our master location is the northeast corner of parking lot 1000.
- Do not re-enter the building until cleared by authorized personnel
- Assist with the evacuation of individuals with special needs

If the fire is outside a building:

- Call 911 and give your name, building name, address, floor, location and related information
- Do NOT activate the building fire alarm system

HAVE AN EXIT STRATEGY!

You can use a portable fire extinguisher if:

- You are properly trained (you have had hands-on training)
- It is a small, contained fire (e.g., wastebasket)
- You can extinguish it within 12 seconds (evacuate if it takes longer)

If you are unable to leave the building, you should create a temporary refuge space:

- Seal the room. Use wet cloth to stuff around cracks in floors and seal up vents to protect against smoke
- Do not break windows, unless as a last resort for escape
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only
- Signal for help. Call 911 or hang something in the window

After a fire:

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately
- Stay out of damaged buildings. Return to buildings when local fire authorities say it is safe
- Look for structural damage
- Discard food that has been exposed to heat, smoke or soot
- Do not discard damaged goods until after an inventory has been taken

**Do not return until building is
cleared by the fire department!**



RELLIS Safety: Javelina's Chemical Emergency Tips

Chemical Spills

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Many products containing hazardous chemicals are used and stored in homes routinely, and in the university research setting, these materials are handled daily.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects and damage to buildings, homes and other property.

If there is a hazardous material release/chemical spill inside a building:

- Contact Josie Wytaske, the building proctor, to report the spill
- Isolate and secure the spill area
- Warn others in the immediate area
- Based upon the hazard, attempt cleanup if trained and if you have appropriate personal protective equipment
- If assistance is needed, call 911 and give the location and type of material spilled
- Evacuate the building if required (use of public address system preferred or use of building fire alarm system)
- Meet with and assist emergency response personnel

If there is a hazardous material release/chemical spill outside the building:

- Isolate and secure the spill area
- Warn others in the immediate area
- Contact Josie Wytaske, the building proctor, to report the spill and assist with clean up
- If unable to cleanup but conditions do not require evacuation, contact Environmental Health and Safety at (979) 317-1008
- If assistance is needed, call 911 from a safe distance, and give the location and type of material spilled
- Do not wash spilled material into storm drain
- Meet with and assist emergency response personnel

If there is a personnel injury involving chemical contamination:

- Assist with emergency eyewash/shower use, as appropriate
- Provide first aid immediately for serious injuries
- Call 911 and give the location, type of material involved and extent of injuries
- Notify Environmental Health and Safety at: (979) 317-1008
- If it is possible to remove contaminated clothing without harming the victim, do so
- Contact the building proctor to report the injury and must file an incident report with Leigh Chipps.

When required to contact one of the above persons:

- Call the Facilities Services: (Leigh Chipps): (979) 317-3468 and give your name and the location
- Notify department head/Building Proctor/Resident Advisor. (Josie Wytaske): (979) 317-1017

Gas Leaks

A gas leak refers to a leak of natural gas, from a pipe or other containment, into any other area where gas should not be. Although natural gas is colorless and odorless by nature, scents in the form of traces of mercaptans are usually added to assist in identifying leaks.

As natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks immediately.

If you smell a gas odor, or if a gas monitor alarm sounds and reads "GAS":

- Evacuate and secure area
- Warn others in the immediate area
- Call the Facilities Services: (Leigh Chipps): (979) 317-3468 and give your name and the location of odor
- Notify department head/Building Proctor/Resident Advisor. (Josie Wytaske): (979) 317-1017
- Meet with and assist emergency response personnel

If there is a major leak such as a pipeline break:

- Call 911 and give the dispatcher your name, location of odor and related information
- Initiate an evacuation of the building or if outside, isolate the area
- Warn others in the immediate area
- Prevent sources of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- Do not reenter building or the evacuation zone until cleared by authorized personnel

**It is Important to Report any Suspected Gas Leaks Immediately
Natural Gas can Explode when Exposed to Flame or Sparks.**



SECTION 4: Severe Weather

Severe weather is defined as any aspect of the weather that can pose a threat to life and property. This next section describes ways that you can protect yourself in situations involving:

- Severe Thunderstorms
- Lightning
- Tornado
- Severe Winter Weather

Severe Weather Quick Hitters:

If severe weather threatens, you should:

- Follow instructions as provided by your Department/University
- Listen to radio and television for weather updates
- Check with media for return-to-work status
- Code Maroon may be used to issue information on delays

RELLIS Safety: Texan Rider's Severe Weather Tips

Where to get local weather conditions:

Local media outlets will provide updates and information on severe weather. TAMUS or RELLIS officials will notify local outlets regarding closings or return-to-work situations. (Below are suggested local channels and radio stations.)

Television (cable/satellite channels may vary)

- KBTX
- KAMU
- KRHD

Television (cable/satellite channels may vary)

- WTAW, 1620 AM
- KZNE, 1150 AM
- KAMU, 90.9 FM
- KORA 98.3 FM
- KKYS, 104.7 FM

Online

- National Weather Service: www.weather.gov

Tornado

Tornados are considered to be one of nature's most violent storms. With winds that can reach 300 miles per hour and damage paths in excess of one mile, these deadly phenomena can form in a matter of seconds.

- Tornado Watch—This means that tornados are possible. You should remain alert for approaching storms, watch the sky and stay tuned to NOAA Weather Radios, commercial radio or the local news for more information.
- Tornado Warning—This means that a tornado has been sighted or indicated by weather radar. You should take shelter immediately.

Watch: Conditions Favorable for Development of Severe Weather.

Warning: Severe Weather Sighted in the Area.

Severe Thunderstorms

The typical thunderstorm is relatively small in size and affects a limited geographic area. Every thunderstorm produces lightning and severe thunderstorms can produce high winds, hail and/or tornadoes. Heavy rains associated with these storms can also cause flooding. All thunderstorms are potentially dangerous.

Lightning

An average of 300 people are injured and 80 people are killed each year by lightning in the United States alone

When the warning is sounded:

- Cease outdoor activities
- Seek shelter inside a building or automobile

Avoid:

- Open areas; places near water, trees, metal fences, overhead wires or power lines; elevated ground or open vehicles
- Using radios or cellular phones outdoors

Remember:

- The best source of information during a thunderstorm is your local news, radio stations and any NOAA weather radio
- The 30/30 lightning safety rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder

Tornado

Tornados are considered to be one of nature's most violent storms. With winds that can reach 300 miles per hour and damage paths in excess of one mile, these deadly phenomena can form in a matter of seconds.

TACO WATCH vs. TACO WARNING	
BE PREPARED! <ul style="list-style-type: none">• Taco ingredients on hand• Tacos may be possible 	TACOS ARE HERE! <ul style="list-style-type: none">• Tacos now being served!• Get ready to dig in! 
Stay Alert! Be Ready! <p>A Taco WATCH means conditions are favorable for tacos to happen</p>	Take Action! Eat Now! <p>A Taco WARNING means delicious tacos are imminent or already here!</p>

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If a tornado warning has been issued, you should:

- Go to the basement or lowest floor of the building
- Stay away from exterior walls, doors and windows
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.) Get under a piece of furniture if possible (e.g., sturdy table, desk)
- Call 911 if emergency help is needed

Once the storm has passed, you should:

- Check yourself and those around you for injuries
- If you smell gas or hear a hissing sound indoors— open windows and leave the building. Refer to Gas Leak Procedures for more information on page 18.
- Monitor your portable or weather radio for instructions or an official “all clear” notice. Radio stations will broadcast what to do, the location of emergency shelters, medical aid stations and the extent of damage
- Evacuate damaged buildings. Do not reenter until declared safe by authorities
- Call 911 only to report a life-threatening emergency

Severe Winter Weather

Winter storms are known as deceptive killers because most deaths are indirectly related to the storm, such as vehicle accidents caused by winter road conditions, improper use of heaters, and exposure/hypothermia. Severe winter weather includes freezing temperatures, freezing rain, ice, heavy snow and blizzards. Accumulation of ice or snow can knock down trees, power lines, and structures causing power outages, utility disruptions, and communication interruptions.

What to do during a Winter Storm:

- Monitor local weather broadcasts and weather conditions
- Stay indoors and minimize travel
- If you must travel, drive slowly and increase distance required for stopping
- Watch for downed trees and power lines
- Keep a full fuel tank to prevent ice in the tank and fuel lines
- Never use a portable generator or operate unvented fuel-burning appliances in an enclosed space.

RELLIS Alert may be used to issue information concerning RELLIS delays and cancellations.

Listen to Local Radio and Television for Weather Conditions and Emergency Instructions.

Visit: <https://rellis.tamus.edu/emergency/>



SECTION 5: Evacuations and Emergency Contacts

If you discover a need for an evacuation:

- Locate and activate the nearest fire alarm pull station (pull stations should be located near building exits) to initiate a building evacuation
- Call 911 from any phone to report the emergency and provide any information such as:
 - Your Name, the emergency location (Building, Floor and Room Number)
 - ABC1 address: 1425 Bryan Rd.
 - ACB2 address: 1429 Bryan Rd.
 - Size and Type of Emergency (Fire, smell of smoke, injured person, etc.)
 - Any additional information requested by the emergency operator
 - Stay on the phone until told to disconnect by the emergency operator
 - If you are not in immediate danger, also notify the Building Proctor

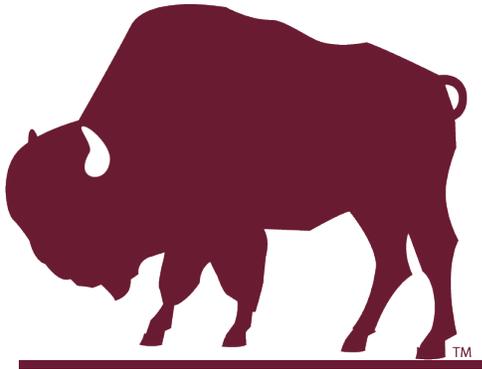
RELLIS Safety: Eagles' Evacuations Tips

Evacuation Procedures

During an evacuation, whether during a drill or during an emergency, follow these:

- Close but DO NOT LOCK doors as you leave
- Items requiring security may be placed in a locking file cabinet/desk drawer on the way out
- If possible, turn off any equipment which may create additional hazards
- Know the locations of primary and alternate exits
- During an emergency, walk to the nearest exit and evacuate the building
- Stairwells are the primary means for evacuation
- **Do not use the elevators during a fire related emergency!** Elevators are to be used only when authorized by Fire or Police Department Personnel
- Go to your assigned area of assembly outside the building and wait
- Do not leave the area unless you are told to do so
- Persons needing special assistance (not able to exit directly from the building) are to proceed to and remain in an indicated Area of Refuge at the elevator lobby.
- Inform evacuating occupants to notify Josie Wytaske or of your location
- Fire Department personnel will evacuate occupants needing special assistance from the building
- Employees should not re-enter the building until advised by the Fire Department, UPD, or RELLIS EHS

**Use nearest exit or alternate safe route.
Do NOT use elevators.**



RELLIS Safety: Buffalos' Evacuation Plan Tips

The Buddy System

If you or another student, faculty, or staff member has special needs, consider the "Buddy System." The "Buddy System" is where you tell a classmate, professor, or staff member about any special help you might need if an emergency or evacuation happens (i.e., hearing the alarm, guidance during the alarm, etc.). It is completely up to you if you want to use this system and how much you tell others about whatever you might need.

When you and your "Buddy" have been notified of an emergency situation, your "Buddy" will find your location, and then they will go outside and inform emergency personnel that you need assistance in evacuating the building. You will wait in the designated "Area of Refuge" next to the nearest elevator (ideally on the ground floor). Emergency personnel will then enter the building and evacuate you.

If you don't want to use the "Buddy System," you can move to an enclosed stairwell and away from the area of imminent danger and "shelter-in-place." If danger is imminent, stay in a room with an exterior window and a telephone. Dial 911 (if this hasn't been done) from any phone. The operator will give emergency personnel your location so that they can evacuate you. If the phone lines fail, you can signal from the window by waving a cloth or other visible object.

Elevator Usage

Using an elevator during an emergency depends on the type of emergency. For instance, elevators shouldn't be used during a fire emergency or a hazardous material emergency. Certain smoke and heat detectors are programmed to lock out the elevators to prevent use in a fire emergency. However, other emergencies such as a severe weather threat allow for elevator use if you need to move to a lower level within the building.

Shelter-in-Place

When an emergency condition does not call for or allow an evacuation, the safest thing to protect yourself and others is to shelter inside a campus building and await further instructions. If you shelter-in-place, shelter in an enclosed area away from windows at the lowest level of the building possible.

**Shelter-in-Place: Lowest Level,
Away from Windows**

ACB2 Floor Evacuation Routes

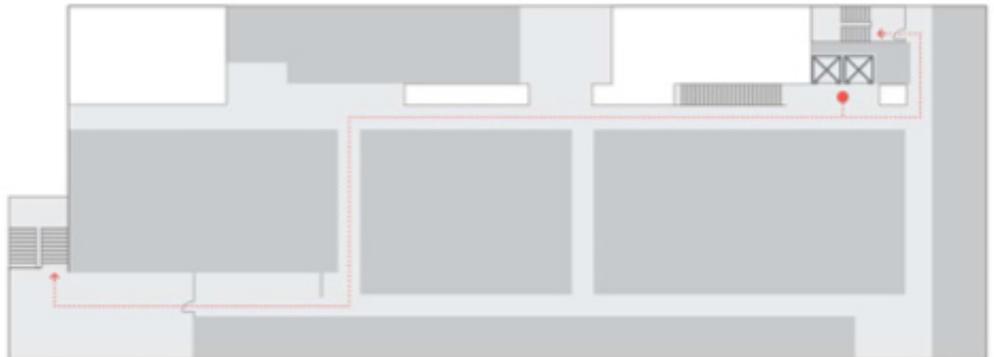
ACB1-Level 1



ACB1-Level 2

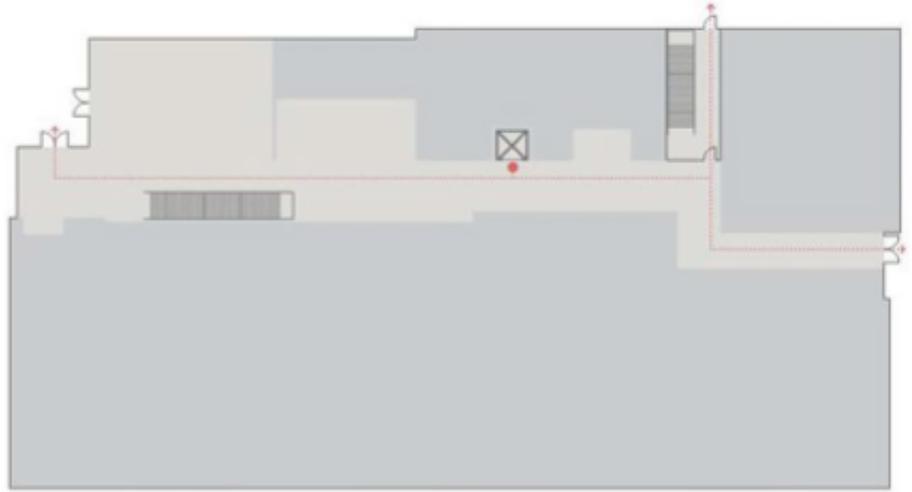


ACB1-Level 3



ACB2 Floor Evacuation Routes

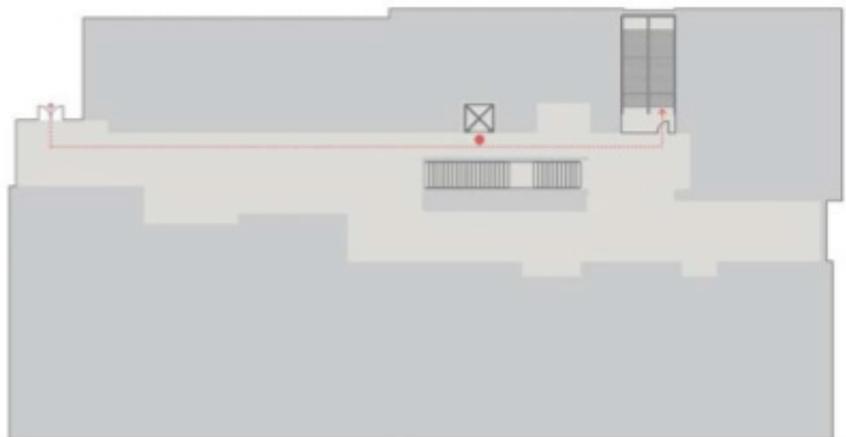
ACB2-Level 1



ACB2-Level 2



ACB2-Level 3





The Primary emergency contacts are:

Nancy Shankle

Provost of the RELIS Academic Alliance
Office: ACB1-106D
Telephone: (979) 317-3452
Mobile: (325) 320-6342

Leigh Chipps

Executive Administrative Assistant
Office: ACB1-106E
Telephone: (979) 317-3468
Mobile: (979) 224-8858

Josie Wytaske

Associate Director, RELIS Campus
Office: ACB1-106F
Telephone: (979) 317-1017

RELLIS Safety: Dusty's Emergency Contacts Tips

The RELIS Campus EHS contact is:

Juan Huerta

Assistant Director, Environmental Health and Safety
Telephone: (979) 317-1008
Email: jhuerta@rellis.tamus.edu

For Routine Campus Safety Questions and Concerns, please contact your supervising faculty member or administrative staff. For further assistance call (979) 317-1008 or email us at RELLISEHSD@rellis.tamus.edu.

For After-Hours Utility Concerns, call (979)-845-3411

Report an Incident or Injury:

All incidents should be reported to Leigh Chipps or Lindsey Garza as soon as possible. They will assist with the formal reporting process.

Leigh Chipps

Executive Administrative Assistant
Office: ACB1-106E
Telephone: (979) 317-3468
Mobile: (979) 224-8858

Lindsey Garza

Assistant Provost
Office: ACB1 117H
Telephone: (979) 317-3404

For emergencies, call 911!

Location of Lifesaving Equipment

The following are the locations of life-saving equipment in the Academic Complex:

Academic Complex Building 1: ACBI

- **AED** is located on Level 2 near the restrooms
- **Stop the Bleed Kit** is located near the elevator on Level 1
- **First-Aid Kits** are located in the following areas:
 - Work area near Room 117
 - Near the restrooms on Level 2
 - Physical Therapy Laboratory, Room 219
 - Nursing Laboratory, Room 221 near the "nursing station"
 - Nursing Laboratory, Room 224 near the "nursing station"
 - Nursing Laboratory, Room 227 near the "nursing station"
 - Hi-Fidelity Nursing Laboratory, Room 229 near the "nursing station"
- Biology Preparation, Room 315B
- EMT Laboratory, Room 341
- Break areas on Level 3
- **Emergency Fire Alarm Pulls** are located at the exit doors
- **Fire Extinguishers** are located along the central corridor on each level

Academic Complex Building 1: ACBI

- **AED** is located on Level 1 at the Welcome Center
- **Stop the Bleed Kit** is located on Level 1 near the main entrance
- **First-Aid Kits** are available in the following areas:
 - At the Welcome Center
 - Thermo Fluid Systems Laboratory, Room 106
 - Materials Laboratory, Room 107
 - Mechatronics and Robotics Laboratory, Room 215
 - Capstone Design and Prototyping Laboratory, Room 216
 - Computer Engineering and Network Laboratory, Room 217
 - SCADA Laboratory, Room 218
 - Electronics and Circuits Laboratory, Room 313
- Breakroom on Level 2
- Outside the break room on Level 3
- **Emergency Fire Alarm Pulls** are located at the exit doors
- **Fire Extinguishers** are located along the central corridor on each level

Critical Operations Procedures and Shutdown

Critical Operation	Shutdown Procedure	Responsible Person	Job Position	Work Area
Wind Tunnel and/or Flume	Turn off the power	Laboratory instructor	Laboratory instructor	ACB2-106
Furnace	Turn off the power	Laboratory Instructor	Laboratory instructor	ACB2-107
Universal Testing Machine or the Impact Tester	Stop the test and turn off the power	Laboratory Instructor	Laboratory instructor	ACB2-107
Biology Laboratories and Preparation Room	Turn off all bench-top gas	Laboratory Instructor and Students	Laboratory Instructor and Students	ACB1-315 all Areas