

# UH John M. O'Quinn Law Building

4710 Martin Luther King, Houston, Texas 77204

## **EMERGENCY PROCEDURES REFERENCE GUIDE**

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# PLANNING – PRELIMINARY PROCEDURES

- Plan Ahead! Know the areas where you work and study.
- Save UHPD number on your cell phone (713-743-3333).
- Fire alarms and extinguishers are located in the building hallways, usually near stairwells or exits.
- Know two evacuation routes for your area. Look for EXIT signs to determine primary and secondary exits.
- Find a friend/co-worker who is willing to assist during an emergency.
- Be familiar with and follow the guidance of, UH [Be Prepared](#) page for the appropriate response to various types of emergencies.

# Active Shooter



- AVOID – DENY – DEFEND
  - Once notified, Law Enforcement will respond to an Active Shooter as quickly as possible.
  - Response time averages about three minutes. Your immediate actions should be focused on maximizing your personal safety until Law Enforcement is able to stop the threat.
  - **Avoid:** Pay attention to your surroundings. Have an exit plan. Move away from the source of the threat as quickly as possible. The more distance and barriers between you and the threat, the better. Call **713-743-3333** to reach UH Police directly, or dial **911**
  - **Deny:** Keep distance between you and the source. Create barriers to prevent or slow down a threat from getting to you. Turn the lights off. Remain out of sight and quiet by hiding behind large objects and silencing your phone.
  - **Defend:** If you cannot Avoid or Deny be prepared to Defend yourself. Be aggressive and committed to your actions. Do not fight fairly; this is about survival.
  - UHPD Resources: <https://uh.edu/police/safety-security/active-shooter/resources/>
  - UH Active Shooter Guidelines: <https://www.uh.edu/emergency-management/be-prepared/active-shooter/>

# FIRE ALARMS AND EVACUATIONS

- If you see fire or smoke, pull the nearest fire alarm and immediately evacuate the building.
- Remain calm and never allow the fire to come between you and the nearest exit.
- Call the University of Houston Police Department (x3-3333) and report location of fire or smoke.
- The UHPD will notify the fire department.
- Upon hearing the alarm, always evacuate using the nearest exit. Evacuate in a calm manner and assist persons with disabilities and others that need help exiting the building.
- Safety Warden Coordinators check restrooms and classrooms on your floor to make sure everyone has evacuated the building. If you need assistance to evacuate a handicapped person, please radio fire wardens and give your location.
- After exiting the building, stay at least 100 feet from the building/danger area. UHLC designated emergency assembly area is parking lot 18a.
- Any un-accounted for staff or guests should be reported to Robert Gonzalez/UHPD.
- Do not return to the building until the “all clear” has been given. This will be announced over the radio, a bullhorn or through the emergency speaker system.
- **Never assume that because an alarm stops sounding, the building/danger area is safe.**
- **UH Fire Guidelines:** <https://www.uh.edu/emergency-management/be-prepared/fire/>



# MEDICAL EMERGENCIES

- Any employee seeing an ill or injured person shall immediately notify UHPD at extension 3-3333.
- In life threatening situations, an ambulance should be immediately called by dialing 911.
- **DO NOT** attempt to move the person or give first aid that you may not be qualified to give.
- Call an ambulance immediately if parent/guardian/spouse/companion requests it.
- First Aid can be administered by UHLC Safety Warden, or other personnel trained in First Aid, CPR.
- UHPD will fill out a University of Houston incident report.
- All employees' related injuries must be reported to Kim Nguyen x30917 immediately.



# FLOOD



- In the event of a flooding emergency, the decision to evacuate will be made by the University of Houston President.
- If evacuation is decided, it will be communicated via e-mail system. It may also come in the form of an announcement over the speaker system.
- If you see any flooding, please report it to LawBuildingHelp@central.uh.edu immediately. Also report it to Robert Gonzalez on his cell phone # 713-829-7795.
- If any water is coming into the building, law facilities will report it to customer service so they can send in custodial to wet-vac the floor. The plumbers will be contacted if the source of the flooding is from a pipe.
- UH Flood Guideline: <https://www.uh.edu/emergency-management/be-prepared/flood/>

# SEVERE WEATHER AND TORNADO

## (Shelter-in-place)

In case of a severe weather or a **Tornado Warning**:

- Instruct everyone to move calmly to a secure permanent structure. Move away from the perimeter and exterior glass or buildings.
- Enclosed stairwells may also be used.
- In the event of a tornado, sit and cover your head or kneel and cover your head and neck.
- Do not go outside. If you are unable to get into an interior space, get under a desk, table or some kind of substantial protection, keeping your face turned away from glass, windows and objects that could possibly produce flying debris.
- Do not get into a vehicle or remain in one if there is other protection nearby.
- Do not allow anyone to leave buildings until the all clear is given by UHPD.
- UHPD Shelter In Place Information: <https://uh.edu/police/safety-security/shelter-in-place/>
- UH Severe Weather Info: <https://www.uh.edu/emergency-management/be-prepared/severe-weather/>



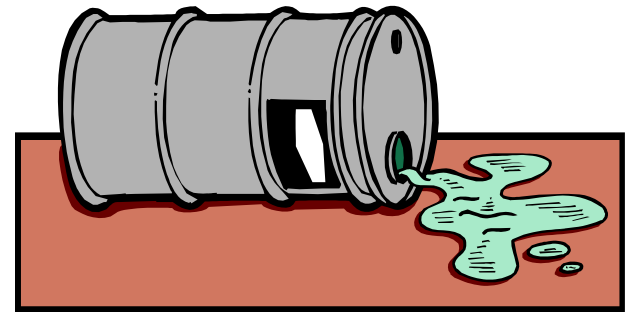
# ROBBERY/THEFT

- **COOPERATE COMPLETELY:** Do everything the robber asks of you.
- **REMAIN CALM – DO NOT PANIC:** Listen carefully to the robber and take note of his/her **PHYSICAL DESCRIPTION**. Anything that can help identify this person later is **VITALLY** important. Description of any weapons involved.
- **STAY SAFE:** Do not put yourself in danger for any reason.
- **CALL UHPD:** After the robber leaves, call UHPD immediately at extension 3-3333.
- **UHPD will respond** to the scene and call the Houston Police Department.
- **Protect the Crime Scene:** *Do not move or touch anything.* Be prepared to provide a brief synopsis of what occurred with your exact location at the time of the call.
- UHPD Violent Incidents info: <https://www.uh.edu/police/safety-security/sensitive-crimes/violent-incidents/>



# HAZARDOUS MATERIALS SPILL, CONTAINMENT & REPORTING

- We have a major railroad line running southeast of campus.
- If there is a chemical spill, contact UHPD or Robert Gonzalez.
- Do not pull the Fire Alarm.
- An associate Dean and/or Robert Gonzalez will get on the speaker system and instruct everyone to shelter in place. Information will also be display on T.V. monitors throughout the Law Center.
- It is more hazardous to go outside than to stay indoors. Once the announcement has been made, to shelter in place, the fire alarm will be pulled to shut off the air handlers, therefore preventing the chemicals to be spread throughout the building.
- Remain indoors until an “all clear” is given.
- UH Hazardous Material Guidelines:  
<https://www.uh.edu/emergency-management/be-prepared/hazardous-material/>



# BOMB THREAT PROCEDURES

- If you receive a telephoned bomb threat, take a deep breath, remain as calm as possible and ask the caller the questions listed below.
- **DO NOT HANG UP ON THE CALLER.** If the caller stays on the line, motion nearby personnel to contact security **by telephone**. Should no one be nearby, notify Security immediately upon termination of the call, **by telephone**. The caller should be kept on the telephone as long as possible. Get as much information as possible and let the caller terminate the call.
- Call UHPD x3-3333. Do not call 911.
- **UHPD will notify the Dean and Robert Gonzalez.** They will determine when/if emergency personnel should be contacted.
- Should a suspected device/package be found in your area, **do not handle** the device, **do not broadcast on any radios, leave the area**, call UHPD **by telephone**.
- **BOMB THREAT PROTOCOL**  
Attempt to get the following information from the caller:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What does it look like?
  - How is it concealed or is it out in the open?
  - What kind of bomb is it?
  - What will cause it to explode?
  - What is your name?
  - Is there a number where we can reach you?
  - Did you place the bomb?
  - Why?
  - What is your address?
- Immediately jot down where the caller is male or female and any distinctive voice characteristics the caller may have (i.e., accent, slurring, key words used, etc.) note any background noises that you hear.
- Do not create a panic situation by discussing the call with anyone other than UHPD & Robert Gonzalez. **Do not broadcast any information about the threat on the radio.**
- UHPD will coordinate Police and Fire for further instructions regarding whether an evacuation order should be issued.
- UHPD Bomb Threats information: <https://uh.edu/police/safety-security/bomb-threats/>



# EVACUATION – PERSONS WITH DISABILITIES

- If you are unable to evacuate, shelter-in-place in an area with no immediate hazards and call UHPD x3-3333 or 911. Advise the police dispatcher of your location. Call Robert Gonzalez at 713-829-7795 for C\_Law Building Help.
- If you are unable to call UHPD, advise others around you of your location and have them inform UHLC emergency safety warden of your location. Each department has a safety warden volunteer.
- If you are in no immediate danger, wait for assistance at the enclosed stairwell located directly behind the elevators on the left side or to a nearest enclosed stairwell and wait for emergency personnel to arrive.
- If you are in immediate danger, move to an area where you can shelter-in-place (recommended areas would be a room with an outside window or a room with a sprinkler system, if available.)
- DO NOT USE ELEVATORS during an emergency evacuation unless requested by UHPD or Fire personnel.
- You are encouraged to carry a sounding device like a small whistle, flashlight, and cell phone to alert emergency personnel of your location.
- Accessibility Resources: <https://uh.edu/emergency-management/planning-and-response/accessibility-resources/>
- UH Be Prepared: <https://www.uh.edu/emergency-management/be-prepared/>

# Assisting Individuals with Disabilities

In an emergency, community members should assist individuals with disabilities in the following ways:

- Ensure that the individual is aware of the emergency and that they know what to do.
- Inform deaf/hard-of-hearing persons of the emergency individually; do not assume that they know what is happening by watching others.
- Before attempting to offer assistance, always ask an individual with disabilities how you can best assist them, and whether there are any items that they require. The best location for a disabled person to wait for assistance is at the enclosed stairwell located directly behind the elevators on the left side or at an enclosed stairwell nearest to them. Once in a safe place, ask them if there is anyone they would like contacted.
- You may assist in evacuating disabled individuals if it does not place you in personal danger. **Note: non-emergency personnel should never attempt to move anyone.**
- Assist blind/visually impaired individuals by assisting them to safety. Ask the individual needing assistance to hold your arm as you guide them.
- Assist individuals who are unable to use the stairs by guiding them to an enclosed stairwell (one that is separated from the main building area by doors). Close the doors to the stairwell tightly and notify emergency personnel of the individual's location (UHPD 713-743-3333).

# UHLC Safety Warden Volunteers

- Robert Gonzalez
- Nguyen Ngo
- Jennifer Aaron
- Grace Rosanes
- Angela Ambers-Henderson
- Chad Kitko
- Nicole Dellario
- Krystle Emerson
- Luana Gearing
- Nazanin Salehi
- Paul Klinger
- Rosie Martinez
- Mel Miranda
- Lanna Morris
- Margaret Solomon-Bird
- Katy Stein
- Kristan Withers
- Gabriela Campos
- Christopher Herrin

# UH Emergency Resources

- UH Police Department: 713-743-3333
- Security Escorts: UHPD x3-3333, based on availability will assign a security officer or police officer to escort students, faculty, and staff to any location on campus.
- UH Be Prepared Guide: <https://www.uh.edu/emergency-management/be-prepared/>
- UHPD Safety & Security Information: <https://uh.edu/police/safety-security/>