

EMERGENCY QUICK REFERENCE GUIDE

FIRES

- Activate the nearest fire alarm pull station
- Call 911 to report the fire
- Notify and assist people in the immediate area
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATIONS

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) that you can quickly and easily access.
- Close doors as you exit.
- Move to a safe area as designated by emergency responders, well away from the building.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call UH police at 713-743-3333 or dial 911.
- Notify your building administrator, residence hall director or RA.

BOMB THREATS

- Remain calm. Get as much information as possible from the threatening caller.
- Call UH police at 713-743-3333 or dial 911.
- Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN

- Do not physically confront the person.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call UH Police at 713-743-3333.

ACTIVE SHOOTERS

- If possible, exit the building immediately and call 713-743-3333 to reach UH Police, or dial 911.
- If you cannot exit, clear the hallway quickly and remain behind closed doors in a locked or barricaded room if possible. Stay away from windows.
- Remain calm and call at 713-743-3333 or dial 911. Do not assume someone else has called police or emergency personnel.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see what is going on outside the room.
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Visit <http://www.uh.edu/police/shots-fired> for more information.

SEVERE WEATHER

- Seek shelter indoors.
- Check www.uh.edu/emergency for shelter-in-place directives for the UH campus.
- If a Tornado WARNING or shelter-in-place is issued, seek shelter indoors in an interior room away from windows, and on the lowest floor possible.

EMERGENCY QUICK PREFERENCE GUIDE

UH Police - 713-743-3333 or dial 911 Emergency Information - www.uh.edu/emergency

FLOODING

- Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:
- If you can do so safely:
 - Secure vital equipment, records and hazardous materials.
 - Shut off non-essential electrical equipment.
 - Wait for instructions from emergency responders or Physical Plant.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by emergency responders or Physical Plant.
- Call Physical Plant for assistance with flood clean-up at 713-74-FIXIT.
- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area call UH Police at 713-743-3333.
- Be prepared to provide the following information:
 - Name of the material
 - Quantity of material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosive is involved
 - Your name, phone number and location
- Follow instructions provided by the emergency responders.
- Evacuate, if necessary.

GAS LEAKS, FUMES, VAPORS

- If you detect natural gas, fumes or vapors:
- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call UH Police at 713-743-3333.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

HAZARDOUS MATERIALS SPILLS

Hazardous material spill, incident or release for which assistance is needed:

- Cardiac Arrest/Heart Attack
 - Assess the scene for danger.
 - Check the victim.
 - Call or instruct someone to call 911.
 - Locate an Automated External Defibrillator (AED), if one is available.
 - Perform CPR of fine someone who can.
- Burns
 - Remove the cause of the burn.
 - Flush the area with water.
 - Do not apply a dressing or creams or lotions.
 - Call Public Safety/EMS at 911.
- Bleeding
 - Apply firm but gentle pressure to the wound with a clean cloth or tissue.
 - Immobilize the body part.
 - Keep person lying down.
 - Call Public Safety/EMS at 911.