

UH DEPARTMENT of PUBLIC SAFETY

Community Response Checklist

- All Hazards -

Contacting Authorities:

- Use **Emergency** 911
- 713-743-3333 UHPD Non-Emergency
- police@uh.edu UHPD email
- Be aware that the 911 system will likely be overwhelmed. Program the UHPD non-emergency line 713-743-3333 into you cell phone for emergency use or consider email. Email may be an option when unable to speak. Email is monitored by police personnel.

Fire – MUST evacuate the building immediately, **DO NOT** use elevators, **DO NOT** call Public Safety evacuate the building

Tornado/Severe Weather – Evacuate to designated shelters, weather alert notification made via computer, follow instructions as delivered

Medical Emergency – Contact Public Safety (911) Name, location, describe medical emergency, number of people injured, stay on phone

Active Shooter – You will be notified to either evacuate or shelter in place, If situation does occur use this information as reference:

Secure immediate area:

- Lock and barricade doors
- Turn off lights
- Close blinds, Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets
- If not communicating with authorities silence cell phones

Un-securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
- Consider the safety of masses vs. the safety of few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured

What to Report:

- Your specific location/building name and office/room number
- Number of people at your specific location
- Injuries and the number injured, types of injuries
- Assailant(s) –
 - Location
 - number of suspects
 - race/gender, physical features
 - clothing description, backpack
 - types of weapons (if known)
 - identity of the shooters