

Timely Warnings, Emergency Notifications and Evacuations

Timely Warnings

When a reported offense occurs on the UTMB campus, and is subject to disclosure in the Annual Security Report, the Chief of Police, or his designee, will conduct a timely review of the circumstances surrounding the offense.

This review will determine if the offense poses a continuing threat to UTMB students, staff, or faculty. If the offense presents a continuing threat, then the UTMB Office of University Advancement (OUA) will prepare a timely warning bulletin. After the bulletin is prepared, it is posted on UTMB's main webpage, <http://intranet.utmb.edu/iutmb/> and the UTMB Police Department's website, <http://www.utmb.edu/police/>.

Timely warning bulletins are then distributed to Auxiliary Enterprises, Vice President for Business and Campus Services, Provost, Vice President for University Advancement, Legal and the Office of the President for posting throughout campus.

UTMB will not necessarily issue timely warnings for every criminal incident that is reported since that specific incident may not pose a continuing threat to the community. Individuals should always exercise due care and caution to avoid being victimized. In particular familiarize yourself with the crime prevention tips offered by UTMB Police Department which may be found online at <http://www.utmb.edu/police/>.

Emergency Notifications

If an Emergency occurs and evacuation procedures are enacted it is posted on the UTMB main webpage <http://intranet.utmb.edu/iutmb/> and to the UTMB Police website <http://www.utmb.edu/police/>, or UTMB Police "Alert" website <http://www.utmb.edu/police/alert.htm>. In the event of a campus wide critical incident, The University may also utilize the UTMB "**FIRSTCALL**" notification system. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, UTMB will immediately notify the campus community unless issuing a notification will compromise efforts to contain the emergency.

UTMB First Call Emergency Alert Notification System

In 2007, UTMB launched **FIRSTCALL**, a new emergency communication tool for the university community. Called a "reverse 911" system, the application augments existing emergency communication resources such as email and web- and phone-based alerts. The site was developed to keep students, faculty, staff and the general public informed on the status of the university during emergency situations. The site is a single source for information on UTMB closures prompted by inclement weather, health and other emergencies.

Page 8 of 11

The service is only activated in an emergency situation when there is a risk of significant harm or an urgent threat. When such a threat occurs, a brief message will be sent to those subscribed to the system, updating them or instructing them to seek additional information from other existing university information sources.

Although registration for employees in the **FIRSTCALL** system is voluntary, it is strongly recommended. It allows faculty, staff and students to use the campus directory to designate an email address or telephone number where an email, voice or text message can be quickly sent in an emergency. The emergency contact information stored in the system is not displayed in the directory or used for any other purpose. UTMB First Call Emergency Alert Notification System on-line: http://www.utmb.edu/emergency_plan/FirstCall.asp, or "**FIRSTCALL**".

Who operates the system/how does it work?

A **FirstCall** emergency broadcast can be triggered by UTMB Police Department or UTMB Public Affairs working on behalf of the institutional emergency preparedness officers. The system is supported by UTMB Information Services and hosted outside the region by a contracted service provider that specializes in this service.

UTMB Police Department (409) 772-1511 or on-line <http://www.utmb.edu/police/>

UTMB Public Affairs at (409) 772-2618 or contact the UTMB Help Desk at ishelp@utmb.edu.

UTMB Information Services (System Support) (409) 772-9122 or on-line vmgraham@utmb.edu

Emergency Responses & Evacuations

The University of Texas Medical Branch Police Department (UTMB PD) is the primary first responder to any emergency situation on campus. Campus and community emergency responders such as UTMB's Environmental Health & Safety (EHS) and/or the Galveston Fire Department may also respond to the emergency scene depending on the scope of the emergency. As a state agency, UTMB will coordinate its local efforts with advice and guidance from the University of Texas System, and the Texas Division of Emergency Management (TDEM).

The University Emergency Management Plan will be activated and an Emergency Operations Center (EOC)/ Incident Command Post (ICP) established to facilitate decision-making and accomplish the evacuation of patients. The EOC/ICP will act as the central point for communications and implementation of the evacuation plan.

In events where evacuation is anticipated a UTMB Liaison Officer will be assigned to the City of Galveston EOC. When the City of Galveston orders a general public evacuation, medical support will be furnished by UTMB volunteer resident physicians, nurses, nursing students and medical students under the direction of a senior faculty physician.

If mandatory evacuation order is issued by city or county officials, UTMB will implement staff, student and patient evacuations pursuant to the order. Each year, UTMB tests its emergency response and evacuation procedures.

UTMB gathers information and evaluates each emergency. UTMB uses the information it gathers when making decisions to determine if staff, student and patient evacuations are appropriate.

In the event of a weather related emergency, such as a tornado or other severe thunderstorm, students, faculty, and staff are encouraged to heed the following precautions:

- If a tornado warning is issued, seek shelter immediately inside an interior room within the building in which you are located or nearest to your location at the time of the warning. Stay away from windows, doors, and outside walls.
- Do not drive to shelter, unless you are already in a vehicle when the warning is issued, then drive to the nearest building or seek shelter in a ditch or ravine.
- Never try to outrun a tornado in your vehicle
- If you are in a building, go to the designated shelter area. Interior halls on the lowest floors are usually best. Go to an interior room on the lowest level (e.g., bathroom, closet, hall, etc.). Get under a piece of sturdy furniture if possible. Stay away from all windows.