

Emergency Action Plan and Emergency Guidelines

Please populate the following information with details specific the facility in use and your group. Send the completed plan to leighannm@smu.edu, jsfleming@smu.edu, and starzwell@smu.edu 12 hours prior to the start of the event or use of the facility.

IN THE EVENT OF AN EMERGENCY, CONTACT SMU POLICE AT 214-768-3333.

EVENT/GROUP INFORMATION

1. Event/Group Name:
2. Facility Name & Address:
3. Date(s) & Time(s) of Use:
4. Number of Minors in Attendance:

POINTS OF CONTACT

1. Group Contact 1 (Name, Mobile, Email):
2. Group Contact 2 (Name, Mobile, Email):
3. SMU Point of Contact (Name, Mobile, Email):

COMMUNICATIONS

1. List methods to communicate with participants during emergencies (e.g., text, email, phone calls, app, etc.):

SMU Aware is the official SMU emergency notification system. Emergency notifications may be sent by text, push notification, indoor/outdoor sirens, social media, or the SMU Aware website.

Required: Opt-in to receive emergency notifications for 14 days by texting "SMUAware" to 226787.

EVACUATION

1. Identify the evacuation assembly point for the facility you are using:
2. Repeat for each facility in use:

[Click here for the Evacuation Assembly Point Map](#). Then, click on Evacuation Assembly Point on the left side of the screen.

REUNIFICATION

1. Identify how any minor children under your care will be reunified with their chaperone should they become separated during an emergency:
2. What is the location for group reunification following an evacuation:

SHELTER/SHELTER-IN-PLACE

1. Identify the nearest location in which the group would seek shelter during inclement weather:
2. Repeat for each facility in use:

[Click here for the SMU interactive campus map.](#)

AED/BLEED CONTROL

1. Identify the nearest AED:
2. Identify the nearest Bleed Control Kit:
3. Repeat for each facility in use:

[Click here for a map of the AEDs and Bleed Control Kits.](#)

RESOURCES & SUPPORT

1. SMU Police Department (Emergency): 214-768-3333
2. SMU Police Department (Non-Emergency): 214-768-3388
3. Office of Conference Services: 214-768-2617 | ocs@smu.edu
4. Office of Risk Management: 214-768-2163 | riskmanagement@smu.edu

SEE NEXT PAGE FOR EMERGENCY GUIDELINES

Emergency Guidelines

It is vital that everyone knows what to do in the event of a campus emergency. Whether the threat is fire, a weather emergency, or another, preparation for an evacuation, shelter, or active threat response will be applicable in most emergency situations.

REPORTING AN EMERGENCY

To report an emergency, dial 214-768-3333 to contact the SMU Police Department. The SMU PD dispatcher will notify and coordinate with any required outside resources, such as fire and emergency medical services. The SMU Aware app may also be used to report information to the SMU PD from an iPhone or Android device by scanning the following QR Code to download the app:



Calling 9-1-1 from a cell phone may delay the emergency response, as you may be connected to the City of Dallas, Dallas County, Highland Park, or University Park Police Department. The receiving dispatcher will then transfer you to the SMU Police Dispatcher.

ACTIVE THREAT

The following protective actions should be implemented in the event of an active threat:

Follow AVOID | DENY | DEFEND:

- **AVOID - the threat**
 - 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.
- **DENY - if you can't get away**
 - Keep a 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 - yourself against the threat**
 - If you cannot avoid or deny, be prepared to defend yourself.
 - Be aggressive and committed to your actions.
 - Do not fight fair, fight for your life.
 - Call SMU PD at 214-768-3333 if safe to do so.

When Law Enforcement arrives, their priority is to stop the threat.

- Remain calm and follow police instructions.
- Show your hands and follow commands.
- When asked, provide any facts that will help police.

CRISIS SITUATION

If a camp or conference participant exhibits behaviors that you feel indicate IMMEDIATE DANGER TO SELF OR SOMEONE ELSE, immediately call SMU PD 214 768 at 3333.

ELEVATOR ENTRAPMENT

If you become trapped inside an elevator, take the following actions:

- Utilize the emergency telephone inside the elevator to call for assistance which will connect you with the SMU PD Communications Center.
- If the emergency phone does not work, press the elevator alarm inside the elevator to signal for help.
- If you still have a problem contacting SMU PD, use the SMU Aware app to chat with the SMU PD Communications Center.

EVACUATION

SMU requires immediate evacuation when a fire alarm sounds within a building, a special evacuation announcement is made, or authorized personnel direct you to do so. All individuals within the building must promptly evacuate using the nearest, safest exit routes.

Always evacuate if:

- The fire alarm sounds
- Special evacuation announcements are made
- Authorized staff/safety coordinators direct you

Before evacuating:

- Secure/cap hazardous materials, switch off machinery
- Close office/classroom doors

While evacuating:

- Alert others not following protocol
- Do not use elevators
- Use designated corridors and fire exit stairs to ground level
- Assist anyone with an access or functional need to the nearest area of refuge (e.g., an enclosed stairwell) and immediately notify SMU PD (214-768-3333) and provide the following information:
 - Name
 - Specific location
 - Individual details
 - Gender
 - Approximate age/weight (important for determining lifting/carrying support)
 - Mobility aids (wheelchair, crutches, walker, cane, scooter, etc.)
 - Medical considerations (oxygen tank, service animal, other health-related needs)
 - Level of mobility/assistance required (e.g., can walk short distances with help, cannot self-evacuate, non-verbal)
 - Clothing description (to aid responders in locating them quickly)

After exiting:

- Move in an orderly manner to the building's pre-identified Evacuation Assembly Point; instruct students/visitors to do the same.
- Follow emergency personnel instructions.
- Account for all individuals (bring rosters or other records).
- Do not leave the assembly area until accounted for, unless relocation is required.
- Once safe, notify university representatives (e.g., department heads, instructors) of your well-being and location.

EXPLOSION

If any type of explosion occurs in your area, take the following actions:

- Pull the fire alarm
- Evacuate the building or area you are in
- Report the explosion to SMU PD at 214-768-3333

FIRE

In the event of a fire, the following actions should be taken:

- Shut down equipment that could cause fire spread if possible.
- Activate the nearest fire alarm and evacuate.
- Exit immediately when alarms sound. Close doors/windows behind you if safe to contain fire.
- Use designated exit routes; never use elevators. Be ready to use alternate routes. If trapped, go to a stairwell, window, or point of refuge and signal responders.
- Stay low or crawl in smoke.
- Assist mobility-impaired persons to a stairwell or area of refuge if safe; report their location to responders or notify SMU PD at 768-3333.
- In public areas, announce the evacuation and direct people out. All must evacuate unless mobility-impaired.
- Assemble at designated Evacuation Assembly Points. Keep driveways clear and help account for staff and attendees.
- Inform responders of injuries or trapped individuals.
- Do not re-enter until it is cleared by the Fire Department or SMU PD.

FLOOD

During a Flood:

- Evacuate as instructed by emergency response personnel or if you receive an SMU Aware Alert.
 - If outdoors,
 - Get to higher ground and stay there.
 - Avoid walking through any floodwaters.
 - If moving swiftly, even water 6 inches deep can sweep you off your feet.

MEDICAL EMERGENCY

Take the following actions if a medical emergency occurs:

- Contact SMU PD at 214-768-3333 and tell the dispatcher that you require medical assistance.
- Be prepared to provide the following information:
 - Location
 - Type of injury
 - Number injured
 - Age and gender of the involved parties
 - Is the injured individual conscious?
 - Is the injured individual breathing?
 - Is the injured individual bleeding?
- Do not move the victim unless it is necessary to remove them from a dangerous location or situation
- Do not approach people who have been injured by electrocution or toxic exposure unless they are clearly away from the hazard
- Stay with the injured person
- If trained, use pressure to stop bleeding
- Use CPR/AED if there is no pulse and the victim is not breathing

HAZARDOUS MATERIAL SPILL/RELEASE

If a hazardous material spill or release occurs within your area, take the following actions:

- Evacuate and notify SMU PD at 214-768-3333

MISSING PERSON (MINOR & ADULT)

If a minor or adult attending a camp or conference cannot be found, contact SMU PD immediately at 214-768-3333.

POWER OUTAGE

If a power outage occurs, take the following actions:

- Report the power outage to SMU Facilities at 214-768-7000.
- Secure any equipment being used.
- Use flashlights (do not use candles or anything with a flame).

TORNADO

If a tornado warning is issued or a tornado occurs, take the following actions:

- If outdoors, move indoors to your severe weather assembly area.
- Immediately move to your pre-identified severe weather assembly area.
 - Go to interior rooms/areas on the lowest level of the building
 - Avoid rooms/areas with windows if possible.
 - Put as many walls between yourself and the outside as possible
 - Get under something sturdy (e.g., tables, furniture, etc.) if possible
- Continue to monitor weather reports/conditions via mobile device, weather radio, etc.
- Remain in your severe weather assembly area until the University issues an All Clear notification.