



TEXAS A&M

FOREST SERVICE

Employee Emergency Reference Guide

What Should You Do In An Emergency?

Protect yourself both before and during an incident or emergency: Be familiar with the guidelines contained in this document **before** you need to use them. Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others during an incident or emergency.

Be aware of your surroundings: Being aware of where you are and what is happening around you can help you to understand how information, events, and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.

Call for help: Any emergency service can be summoned by calling **911**.

Help others: Once you are safely away from the danger, warn others of the hazard and help if you can without putting yourself in danger.

Fire, Police, Medical, and Other Emergencies: Dial 911

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Active Shooter

If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival:

Run When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape, if possible
- Prevent others from entering the area
- **Call 911** when you are safe

Hide If evacuation is not possible, find a place and:

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet
- Your hiding place should:
 - Be out of the shooter's view
 - Provide protection if shots are fired in your direction (cover)
 - Not trap or restrict your options for movement or escape

Fight AS A LAST RESORT, and only if your life is in immediate danger:

- Attempt to incapacitate the shooter
- Act with physical aggression / yell
- Use firearms or improvised weapons
- Commit to your actions

If able, provide the following information to the 911 operator and/or law enforcement officers:

- Location of the active shooter(s)
- The number of active shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapons held by the shooter(s); pistol, rifle, shotgun, etc.
- Number of potential victims in your area

How to react when law enforcement officers arrive:

- Remain calm, and follow the officers' instructions
- Put down any items in your hands (i.e., improvised weapons, firearms, bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers or holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

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Bomb Threat

Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain as much information as possible about the type and location of the bomb.

Bomb Threat by Phone

If you receive a bomb threat phone call:

- Keep the caller on the line for as long as possible - **DO NOT HANG UP**, even if the caller does
- Listen carefully - Be polite and show interest
- Try to keep the caller talking to learn more information
- If possible, write a note to a colleague to call 911
- If your phone has a display, copy the number and/or letters displayed
- Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 with information and await instructions

Bomb Threat in Writing

If a bomb threat is by handwritten note or email:

- **Call 911** and the dispatcher will notify police
- Handle note as little as possible, or if email, do not delete
- Evacuate building
- Search your immediate work area before evacuation in order to assist police by identifying unknown objects for investigation
- Do not re-enter the building until cleared by authorized personnel

Suspicious Letter or Package

Characteristics of mailed packages as “suspicious” includes: missing return address; poorly written or typed with misspelled words; rigid, misshapen, or protruding wires; strange order; oily stains; and excessive use of tape.

If you receive a suspicious letter or package:

- **Do NOT handle the letter or package**
- Isolate the area immediately
- **Call 911**
- Initiate an emergency evacuation

Emergency Evacuation

Use the following guidance to prepare for an evacuation:

- The most senior employee on site will be responsible for the evacuation of that facility
- Instruct personnel regarding their role in an evacuation
- Involve all occupants in evacuation drills
- Prepare building evacuation instructions for each enclosed building (excluding buildings with only one exit). The following is the minimum information to be included:
 - Building floor plan with exits marked and route directions to nearest exit
 - Location to meet for accountability
 - Instructions for evacuating person with special needs

Use the following guidance during an evacuation:

- Activate the alarm, or notify occupants, and call 911
- Shut down powered machinery
- Take immediate personal effects only and leave doors open
- Account for all personnel

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Workplace Violence

Violence in the workplace may culminate in the death of an employee at the hands of another employee. The first stage is simple assault. The next three stages are aggravated assault, sexual assault, and finally homicide. The following outlines actions to take if an assault occurs to you or a co-worker and prevention and response measures.

Actions to take if assault occurs to you or a co-worker:

- Find safety
 - Remove yourself from the area where the assault has taken place
 - Ensure that your attacker cannot cause you any further injury
- Seek medical attention
 - Do a full body audit of any wounds that you may have
 - If other people can help you, get them to check you over
 - Obtain/use the office first aid kit
 - Follow the TFS Accident and Injury Guidelines for personal injuries
- Report the attack to the police
- Report the assault to your supervisor
 - Tell them orally, then follow up with a letter or email
- Maintain evidence of the assault (once you are safe and have tended to you injuries)

Prevention measures:

- AgriLife HR conducts back ground checks on all new employees
- Hiring supervisors perform reference checks prior to hiring new employees
- Supervisors should strive to maintain a workplace that is fair and impartial
- Supervisors should not tolerate threats from any employee and immediately contact HR
- Supervisors should, in consultation with HR, address any of the following warning signs an employee may exhibit:
 - Increasing belligerence directed at others
 - Threats of violence
 - Hypersensitivity to criticism
 - Obsession with a supervisor or coworker grievance
 - Preoccupation with violent themes
 - Outbursts of anger
 - Continued unsolicited advances after rejection
 - Reports of stalking or other forms of sexual harassment

Violence response measures:

- All allegations of assault **will be** referred to the local authorities immediately
- AgriLife HR will be consulted regarding the immediate separation of the alleged assailant from the workplace

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Severe Weather

Tornado Watch: Means that tornadoes are possible.

- Remain alert for approaching storms and watch the sky
- Monitor NOAA Weather Radio, commercial radio, or the local news for more information.

Tornado Warning: Means that a tornado has touched, down, been sighted, or indicated by weather radar.

For a tornado warning, you should take shelter immediately:

- Go to a designated "tornado shelter" or move to interior hallways or small interior rooms (e.g., bathroom, closet, etc.) on the lowest floor of the building.
- Stay away from exterior walls, doors, and windows and get under a piece of furniture if possible (e.g. sturdy table, desk)
- **Call 911** if emergency help is needed

Once the storm has passed, you should:

- Report to your supervisor so that he/she can determine accountability of all employees
- If you smell gas or hear a hissing sound indoors, open windows and leave the building.
- Monitor your portable or weather radio for instructions or, wait for an official "all clear" notice from your chain of command or appropriate authority
- Evacuate damaged buildings. Do not re-enter until declared safe by authorities
- **Call 911 only to report a life-threatening emergency.**

Hurricanes, Severe Thunderstorms or Severe Winter Weather:

- Listen to radio and television for weather updates and information concerning TFS delays and cancellations
- Stay indoors and minimize travel
- Watch for downed trees and power lines, flooded roads, icy roads or other hazards

Remember: "Turn around / don't drown!" if you encounter flooded roads while driving.

Lightning:

- Cease outdoor activities
- Seek shelter inside a building or automobile
- Avoid open areas, places near water, trees, metal fences, overhead wires or power lines, as well as elevated ground or open vehicles
- Avoid use of two-way radios or cellular phones

Remember: The best source of information during a thunderstorm is your local news, radio stations, and any NOAA Weather Radio. Also follow the directions provided by your division or department supervisors.

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Fire / Hazardous Materials

Fire

If there is a fire inside a building:

- Activate a fire alarm or pull station (if so equipped).
- **Call 911**
- Evacuate the building using Building Evacuation instructions
- Do not re-enter the building until cleared by authorized personnel
- Assist with the evacuation of individuals with special needs

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in floors and seal up vents to protect against smoke
- Do not break windows, except as a last resort for escape
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only
- **Call 911** or hang something in the window to signal for rescue

Hazardous Materials

If hazardous materials (HazMat) or natural gas are involved:

- Turn off air conditioners and ventilation systems, or set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel
- Avoid eating or drinking any food or water that may be contaminated
- Listen to local radio or television stations for the latest emergency information
- Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.

After a Hazardous Materials Incident

- Follow decontamination instructions from local authorities
- Seek medical treatment for unusual symptoms as soon as possible
- Place exposed clothing and shoes in tightly sealed containers
- Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance
- Open windows and vents and turn on fans to provide ventilation
- Report any lingering vapors or other hazards to your local emergency services office

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Medical Emergencies

INFECTIOUS DISEASE RESPONSE PLAN

This Infectious Disease Response Plan may be used in situations that include naturally occurring outbreaks (e.g., measles, mumps, meningococcal disease), emerging infectious diseases (e.g., SARS, pandemic influenza), and bioterrorism.

Actions to take in **readiness level 4**. The term “Level 4” will be used to denote a situation that causes a higher degree of readiness than is normally present.

- Employees should review emergency plans
- Verify local public health organization contact for your office per attached list of local health authorities: <https://www.dshs.texas.gov/regions/lhds.shtm>

Actions to take in **readiness level 3**. The term “Level 3” will be used to refer to a situation, which presents a greater potential threat than “Level 4,” but poses no immediate threat to life and/or property.

- TFS Environmental Health and Safety Officer (EHSO) will issue sanitation guidelines and links to updated information
- TFS sponsored events require approval from an Associate Director
- TFS EHSO will coordinate for the acquisition and distribution of prophylaxis to TFS offices, if needed
- Affected TFS offices will implement daily sanitization procedures of all surfaces

Actions to be taken in **readiness level 2**. The term “Level 2” will be used to signify hazardous conditions in which there is the potential and probability of causing loss of life.

- AgriLife HR will issue “stay at home” leave guidance for affected employees
- Offices will report employees who are absent due to influenza symptoms to AgriLife HR
- TFS sponsored events require approval from the Director
- Department heads will review and brief their department on their business continuity plans
- The TFS EHSO will coordinate immunizations to sustain continuity of essential services, if needed

Actions to be taken in **readiness level 1**. The term “Level 1” will be used to signify that hazardous conditions are imminent.

- A TFS representative will attend daily update briefings with Texas Department of State Health Services
- The TFS Director must approve:
 - attendance at any large scale event by a TFS employee
 - sponsorship of any large scale event by a TFS department
- Implement “work from home” contingencies, where feasible
- Close non-critical facilities when attendance at work poses a significant health risk

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TFS Office	Name of Public Health Organization	Address	Phone	FAX
Alpine	Public Health Region 9/10 – El Paso	401 East Franklin Suite 210 El Paso, TX 79901	915-834-7675	915-834-7799
Amarillo	Amarillo Area Public Health District	1000 Martin Rd. Amarillo, TX 79107	806-378-6300	806-378-6306
Austin	Austin Public Health	7201 Levander Loop Austin, TX 78702	512-972-5010	512-972-5082
Bastrop	Bastrop County Environmental & Sanitation Services	211 Jackson Bastrop, TX 78602	512-581-7176	512-581-7178
Beeville	Beeville Development Services Department	400 N Washington Beeville, TX 78102	361-358-4641, Ext. 22	361-358-7355
Brownwood	Brown County-City of Brownwood Health Department	510 East Lee Brownwood, TX 76801	325-646-6559	
Burkburnett	Public Health Region 2/3 - Arlington	1301 South Bowen Road Suite 200 Arlington, TX 76013	817-264-4500	817-264-4506
Carthage	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Childress	Public Health Region 1 - Lubbock	6302 Iola Ave Lubbock, TX 79424	806-744-3577	806-783-6435
Clarksville	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
College Station	Public Health Region 7 - Temple	2408 South 37th Street Temple, TX 76504	254-778-6744	254-778-4066
Conroe	Public Health Region 6/5 - Houston	5425 Polk, Suite J Houston, TX 77023	713-767-3000	713-767-3049
Corpus Christi	Corpus Christi-Nueces County Public Health District	1702 Horne Road Corpus Christi, TX 78416	361-826-7200	361-826-1343
Crockett	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Dallas	Dallas County Health and Human Services	2377 N Stemmons Freeway LB12 Dallas, TX 75207	214-819-2000	214-819-2835
Decatur	Public Health Region 2/3 - Arlington	1301 South Bowen Road Suite 200	817-264-4500	817-264-4506
Edinburg	Hidalgo County Health Department	1304 South 25th Ave. Edinburg, TX 78539	956-383-6221	956-383-3229
Fort Stockton	Public Health Region 9/10 – El Paso	401 East Franklin Suite 210 El Paso, TX 79901	915-834-7675	915-834-7799
Fort Worth	Tarrant County Public Health Department	1101 S. Main Street Rm. 2412 Fort Worth, TX 76104	817-321-5300	817-321-5302
Fredericksburg	Gillespie County Health Department	126 W Main St. Fredericksburg, TX 78624	830-997-7521	830-997-1861
Gilmer	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Granbury	Granbury Health Department	PO Box 969 Granbury, TX 76048	817-573-1114	817-573-7678
Greenville	Greenville-Hunt County Health Department - Medical Services/ES	4815 King Street, Suite B Greenville, TX 75401	903-455-4433	903-454-3721

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Hamilton	Public Health Region 7 - Temple	2408 South 37th Street Temple, TX 76504	254-778-6744	254-778-4066
Henderson	Rusk County Local Health Unit	115 N. Main Street Ste. 500A Henderson, TX 75652	903-657-3832	903-657-0324
Houston	Harris County Public Health and Environmental Services	2223 West Loop South Houston, TX 77027	713-439-6000	713-439-6080
Huntsville	Public Health Region 6/5 - Houston	5425 Polk, Suite J Houston, TX 77023	713-767-3000	713-767-3049
Hudson	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Idalou	Public Health Region 1 - Lubbock	6302 Iola Ave Lubbock, TX 79424	806-744-3577	806-783-6435
Jacksonville	Cherokee County Public Health	803 College Avenue Jacksonville, TX 75766	903-586-6191	903-586-3572
Jasper	Jasper-Newton County Public Health District	139 West Lamar Street Jasper, TX 75951	409-384-6829	409-384-4770
Johnson City	Blanco County Environmental Services	101 East Pecan Johnson City, TX 78636	830-868-2117	830-868-9018
Junction	Public Health Region 9/10 – El Paso	401 East Franklin Suite 210 El Paso, TX 79901	915-834-7675	915-834-7799
Kerrville	Kerrville Compliance Center	200 Sidney Baker St. N Kerrville, TX 78028	830-258-1173	830-896-0517
Killeen	Public Health Region 7 - Temple	2408 South 37th Street Temple, TX 76504	254-778-6744	254-778-4066
Kingsville	Kingsville-Kleberg Health Department	3421 North FM 1355 Kingsville, TX 78364	361-592-3324	361-592-7621
Kirbyville	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Kountze	Hardin County Health Department	440 W Monroe Street Kountze, TX 77625	409-209-5360	409-209-5360
La Grange	Fayette County Department of Sanitation	151 N Washington St. Rm 301 La Grange, TX 78945	979-968-6469	979-968-8621
Liberty	Public Health Region 6/5 - Houston	5425 Polk, Suite J Houston, TX 77023	713-767-3000	713-767-3049
Linden	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Livingston	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Longview	Gregg County Health Department	405 East Marshall Ave Longview, TX 75601	903-237-2620	903-237-2608
Marshall	Marshall-Harrison County Health District	805 Lindsey Dr. Marshall, TX 75670	903-938-8338	903-938-8330
McGregor	Public Health Region 7 - Temple	2408 South 37th Street Temple, TX 76504	254-778-6744	254-778-4066
Merkel	Public Health Region 2/3 - Arlington	1301 South Bowen Road Suite 200 Arlington, TX 76013	817-264-4500	817-264-4506
Mineral Wells	Mineral Wells Health Department	211 SW 1st St. Mineral Wells, TX 76067	940-328-7715	940-328-7734

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Nacogdoches	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
New Boston	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Overton	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Palestine	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Pittsburg	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
San Angelo	San Angelo-Tom Green County Health Department	72 W. College San Angelo, TX 76903	325-657-4214	325-657-4493
San Antonio	San Antonio Metropolitan Health District	Riverview Towers, 111 Soledad, Suite 1000 San Antonio, TX 78205	210-207-8780	210-207-8780
San Augustine	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187
Smithville	Public Health Region 7 - Temple	2408 South 37th Street Temple, TX 76504	254-778-6744	254-778-4066
Temple	Bell County Health Department	201 North 8th Street Temple, TX 76501	254-773-4457	254-773-7535
Uvalde	Uvalde County Health Department	202 S. Evans Uvalde, TX 78801	830-278-3216	830-278-8703
Victoria	Victoria County Public Health Department	2805 North Navarro Victoria, TX 77901	361-578-6281	361-578-7046
Wolfforth	Public Health Region 1 - Lubbock	6302 Iola Ave Lubbock, TX 79424	806-744-3577	806-783-6435
Woodville	Public Health Region 4/5 - Tyler	2521 West Front Street Tyler, TX 75702	903-595-3585	903-593-4187