



STUDENT  
AFFAIRS

Public Safety



## **Texas Christian University Emergency Response Notification Plan**

***“L.E.S.S. is More”***  
***“Lockdown”, “Evacuate”, “Seek Shelter”***

# TCU Alert Messages

## “L.E.S.S. is More”

There are literally hundreds of emergency situations that could happen on a college campus... daily. Thankfully, only three emergency responses are needed to mitigate damages and more importantly, save lives.

Those three response are “**Lockdown**”, “**Evacuate**” and “**Seek Shelter**”.

### “**Lockdown**”

When emergency conditions involve an active shooter or a violent situation involving the police, the safest method to protect individuals may be to “**Lockdown**” the building, hide in a safe space and await further instructions.

### “**Evacuation**”

When the emergency conditions involve a fire or gas leak that would require building occupants to exit the building, the safest method to protect individuals may be to “**Evacuate**” the building and meet at the predetermined Rally Point.

### “**Seek Shelter**”

When the emergency conditions involve a severe weather event, the safest method to protect individuals may be to “**Seek Shelter**” by relocating to the lowest level of the building, away from exterior windows.

## Purpose

The Texas Christian University “L.E.S.S. is More” Emergency Response Notification Plan requires the TCU Department of Public Safety to conduct emergency response drills for every building on campus. The drills are conducted once a year for non-residence hall buildings and twice a year for residence hall buildings. During each drill, all three emergency response alerts are activated and responded to by the building’s occupants.

The purpose of these drills is to familiarize our students, faculty and staff of how they should respond after receiving the notification that a life-threatening situation has happened on our campus.

# TCU Alert “Lockdown” Plan

## EMERGENCY ACTIONS

*Follow these procedures as closely as possible, **without putting yourself in extreme danger.***

When emergency conditions involve an active shooter or a violent situation involving the police, the safest method to protect individuals may be to “Lockdown” the building, hide in a safe space and await further instructions. When in a “Lockdown” situation, one must do the following:

### Run, Hide, Fight

- **RUN!**
  - If you know where the shooter is and you know you can get away, do so.
  - If you hear gun fire, run tactically (run from cover to cover).
  - Help others escape.
  - Warn others to keep away from the danger area.
  
- **HIDE!**
  - Stay hidden from the shooter’s view.
  - Find somewhere that will provide protection, such as in a locked room behind furniture.
  - Turn off lights, cell phone ringers, and all noises – remain silent.
  - Avoid places that will trap or restrict movement (in case escape is possible later).
  - Do not huddle together – spread out.
  
- **FIGHT!**
  - As a last resort, prepare to fight the shooter if you are confronted.
  - Throw things.
  - Use furniture to rush the shooter.
  - Create a plan to seriously disable the shooter.

### Once the police arrive

- Drop any items in your hands.
- Raise your hands and spread your fingers.
- Remain calm and **follow their instructions.**
- Avoid sudden movements toward the officers.
- Avoid pointing, screaming, or yelling.
- Do not ask questions when evacuating.

### TCU Alert “Lockdown” Procedures

The TCU Alert notification system will provide warning of a “Lockdown” emergency. The system will automatically contact the proper authorities. The TCU Alert notification system can be supplemented by a live voice from the campus Police Department giving vital instructions for the campus. Listen carefully and respond accordingly.

### At the End of the TCU Alert “Lockdown” Procedure:

The “All Clear” Message will be delivered by the TCU Alert notification system by outdoor and indoor speakers, followed by text messages, emails and phone calls.

An “All Clear” message will always follow a TCU Alert Message. Even if you have not heard the TCU Alert in a significant amount of time, it does not mean the emergency has ended; **TCU is still on “Lockdown”**.

## **PERSONNEL RESPONSIBILITIES**

### **Building Emergency Coordinator**

Remind your team safety is everyone's responsibility, and it does not happen by chance—pre-planning is essential.

#### **Before a “Lockdown”**

- Review and update building Emergency Response Notification Plans.
- Educate building personnel on emergency procedures, updates, and changes.
- Ask personnel in each suite, on each floor, to work on devising a “Lockdown” plan.
  - Who is responsible for various assignments?
  - Where can building occupants safely hide?
- Inspect and restock emergency response supplies annually or after each use.
- Assist the TCU Department of Public Safety in conducting annual “L.E.S.S. is More” emergency response drills.

#### **During a “Lockdown”**

- After securing a safe location in your office, account for all working staff members.
- Use some form of communications to alert your working staff that the TCU Alert is real, not a test and they need to follow the “Lockdown” procedures.
- Use TCU Alert issued emails or texts to assist in fielding questions from staff during a “Lockdown”.

#### **After a “Lockdown”**

- Complete a post “Lockdown” assessment to turn in to the Director of Emergency Management to implement improvements.

#### **Possible “L.E.S.S. is More” test questions:**

- *If you are driving into work and get a text message that TCU is on “Lockdown” because of an active shooter situation, what is your best option?*
- *If you are in your office or classroom and the TCU Alert informs that, there is a “Lockdown” situation, what is the best thing for you to do?*
- *What does the L in the acronym “L.E.S.S. is More” stand for?*

#### **Suggested Viewing:**

**“L.E.S.S. is More” Video:**     <https://publicsafety.tcu.edu/less-is-more/>

# **TCU Alert “Evacuation” Plan**

## **EMERGENCY ACTIONS**

*Follow these procedures as closely as possible, **without putting yourself in extreme danger.***

An “Evacuation” is an organized departure from a building. Upon hearing the TCU Alert notification system to “Evacuate”, the following steps should be followed:

- Leave the building by the nearest and safest exit.
- Avoid using the elevator.
- Meet at designated Rally Point.
- If you need special assistance evacuating the building, contact **Campus Police** at extension 7777 or **817-257-7777**.
- Take only essentials with you (eyeglasses, ID, medications, wallet, phone) – do not pack belongings.
- If time allows, dress appropriately for the weather.
- If time allows, close the door to your room as you exit.
- If time allows, turn off potentially hazardous equipment and appliances.
- If able, ask and provide help for those who need assistance in evacuating the facility.

## **TCU Alert “Evacuation” Procedures**

The TCU Alert notification system will provide notification of a fire in the facility.

The system will automatically contact the proper authorities. In the event of any emergency, always call **Campus Police** at extension 7777 or **817-257-7777**. The Building Emergency Coordinator should begin evacuation procedures upon the sounding of the alarm.

## **PERSONNEL RESPONSIBILITIES**

### **Building Emergency Coordinator**

Remind your team safety is everyone's responsibility, and it does not happen by chance—pre-planning is essential.

#### **Before an “Evacuation”**

- Familiarize yourself with:
  - Fire extinguisher locations.
  - Stairwell exits for all floors.
  - Faculty, staff or students who work in your area and may need assistance in evacuating the building.
- Review and update Building Emergency Response Notification Plans.
- Inform and train building personnel on emergency procedures, updates, and changes.
- Ask all personnel to work on devising an evacuation plan.
  - Who will do what assignments?
  - Which stairwell is the nearest and will be used to exit the building?
  - Where is the building Rally Point?

- Assist the TCU Department of Public Safety in conducting “*L.E.S.S. is More*” emergency response drills annually.

### **During an “Evacuation”**

- Use an authoritative tone and calm demeanor to direct building occupants to use the nearest exits to leave the building in a safe manner and report to the Rally Point.
- Assist building occupants who need assistance in exiting the building, making sure you ask the person first if you can assist them and how you can help.
- At the Rally Point, take attendance of staff to ensure everyone is out of the building. If anyone is missing or their whereabouts are unknown, please notify the first responders and the Incident Commander on the scene.
- Take notice of any staff needing special attention during an emergency.
- Do not move injured individuals unless an emergency threatens their well-being.
- Select or accept assistance from occupants where needed.

### **After an “Evacuation”**

- Inspect and restock emergency response supplies semi-annually or after each use.
- Complete a post Evacuation assessment to turn in to the Director of Emergency Management to implement improvements.

### **Possible “*L.E.S.S. is More*” test questions:**

- *If there is a dangerous chemical spill in your building and the TCU Alert is activated telling you to “Evacuate” the building, what should you do?*
- *Once at the designated “Rally Point”, what should the Building Emergency Coordinator do?*
- *What does the E in the acronym in “*L.E.S.S. is More*” stand for?*

### **Suggested Viewing:**

#### **“*L.E.S.S. is More*” Rally Point Map:**

<https://publicsafety.tcu.edu/wp-content/uploads/2020/01/TCU-Rally-Point-Map.pdf>

# **TCU Alert “Seek Shelter” Plan**

## **EMERGENCY ACTIONS**

*Follow these procedures as closely as possible, **without putting yourself in extreme danger.***

When emergency conditions do not warrant or allow evacuation (i.e. severe weather), the safest method to protect individuals may be to take shelter inside the building or in designated safe areas and await further instructions.

When taking shelter:

- Get to the lowest, most interior location in the building.
- Put as many walls between you and the weather emergency as possible.
- Avoid exterior windows.
- Always seek out the closest, safe path when securing a safe space within the facility.
- Take a cell phone with you.
- If available, take a flashlight and a weather radio or designated emergency kit to the “Seek Shelter” area to track emergency status.
- Avoid using the elevator.
- Keep telephone lines free for emergency responders, **DO NOT** call 911 for information.
- If able, provide assistance to people needing help reporting to the “Seek Shelter” safe area.

## **“Seek Shelter” Safety Areas**

In the event of a weather-related emergency, students, staff, faculty and guests must be relocated to one of the following “Seek Shelter” safety areas:

- The designated “Seek Shelter” safety areas for that building.
  - Lowest floor interior stairwells or hallways.
  - Lowest floor restrooms.
  - Lowest floor rooms without exterior windows.
- ***No one should remain on the second or higher floors.***

## **TCU Alert “Seek Shelter” Procedures**

The TCU Alert notification system will provide notification of a weather-related emergency. The system will automatically contact the proper authorities. The TCU Alert notification system may be supplemented by a live voice from the campus Police Department giving vital instructions for the campus. Listen carefully and respond accordingly.

## **PERSONNEL RESPONSIBILITIES**

### **Building Emergency Coordinator**

Remind your team safety is everyone's responsibility, and it does not happen by chance—pre-planning is essential.

## Before a “Seek Shelter” Emergency

- The Building Emergency Coordinator (BEC) will review and update the building emergency response notification plan annually or as needed.
- Will train and inform appropriate personnel and building occupants of emergency procedures, updates, and changes.
- Will ask personnel in each suite, on each floor to work on devising a “Seek Shelter” plan.
  - Who will do what assignments?
  - Which stairwell is the nearest and will be used to access the “Seek Shelter” safe area in the building?
  - Where are the various “Seek Shelter” safe areas in the building?
- Assist the TCU Department of Public Safety in conducting “*L.E.S.S. is More*” emergency response drills annually.

## During a “Seek Shelter” Emergency

- Use an authoritative tone and calm demeanor to direct occupants to a safe relocation place during a “Seek Shelter” situation.
- Assist building occupants who need assistance in reporting to the “Seek Shelter” safe area in the building. Make sure you ask the person first if you can assist them and how you can help.
- Notify first responders of any staff or students needing special attention during an emergency situation.
- Do not move injured individuals, unless an emergency threatens their well-being.
- May designate assistants from available personnel in their area, if needed.

## After a “Seek Shelter” Emergency

- At the designated Seek Shelter area, take attendance of staff to ensure everyone is present. Anyone missing or whereabouts unknown should be reported to the Incident Commander on the scene
- Will inspect and restock emergency response supplies semi-annually or after each use.
- Complete a post “Seek Shelter” assessment to turn in to the Director of Emergency Management to implement improvements.

**All “Seek Shelter” safety areas are on the lowest level of the building, away from exterior windows.**

### Possible test questions:

- *What is your best “Seek Shelter” option if your building has no basement?*
- *Which specific TCU Alert announcement will save lives and mitigate damages during a severe weather situation?*
- *What does the SS in the acronym in “L.E.S.S. is More” stand for?*

### Suggested Viewing:

**“L.E.S.S. is More” Building Safety Maps:**

<https://publicsafety.tcu.edu/less-is-more/>