

## Building Emergency Coordinators

Lauren Porter	CDO, Alumni, Study Rooms, 2 <sup>nd</sup> Floor Library
Barbara Lindsay	CDO, Alumni, Study Rooms 2 <sup>nd</sup> Floor library
Lela Lam	1 <sup>st</sup> Floor Library
Brandon Quarles	1 <sup>st</sup> Floor Library
Stephen Rispoli	Faculty Wing and 2 <sup>nd</sup> Floor Classrooms
Patricia Wilson	Floater
Angela Cruseturner	Floater

Meredith Meyer	Dean's Suite, 2 <sup>nd</sup> Floor Classrooms and Court Rooms
Suzy Daniel	Dean's Suite, 2 <sup>nd</sup> Floor Classrooms and Courtrooms
Ricky Lovecky	3 <sup>rd</sup> Floor Library Wing
Karen Ehgotz	3 <sup>rd</sup> Floor Faculty Wing
Terri Kroll	3 <sup>rd</sup> Floor Faculty Wing
Rick Sowell	3 <sup>rd</sup> Floor Library Wing and 1 <sup>st</sup> Floor Classroom Wing
Ed Nelson	Floater

## Active Shooter



**Avoid | Deny | Defend**

During an act of violence.

**AVOID** starts with your state of mind:

- 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** when getting away is difficult or maybe even impossible:

- Keep 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 silence your phone.

**DEFEND** because you have the right to protect yourself:

- If you cannot Avoid or Deny, be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

## CPR / AED Information



### AED LOCATIONS

- 1<sup>st</sup> Floor – In Library, behind counter
- 2<sup>nd</sup> Floor – Across from Room 234
- 2<sup>nd</sup> Floor – Library by stairwell near study carrels
- 3<sup>rd</sup> Floor – Near office 314D
- 3<sup>rd</sup> Floor – Near 302B

### STEPS

- Check for response. Call 911 & get AED. If breathing abnormal, **begin CPR**
- Place heel of one hand in **center of chest**, place secondhand on top, interlocking fingers. Press down with straight arms at **100-120 times / minute**
- Open airway (**head tilt, chin lift**), pinch nose, give **2 steady breaths**.
- **Continue CPR** until AED arrives
- **Attach AED pads** to patient's bare chest, **follow AED** voice prompts
- **Continue CPR** and **follow AED** prompts until EMS arrives or victim becomes unconscious.

**NOTE:** You do NOT have to be CPR/AED Trained to use an AED.

**CALL 254-710-2222 or 911**

**WHEN FIRST RESPONDERS ARRIVE, SHOW YOUR HANDS AND FOLLOW COMMANDS.**

## Severe Weather Assembly Areas



### DURING BUSINESS HOURS:

- 1<sup>st</sup> Floor interior restrooms
- Law Library locker room
- Stairwell to the right of the Law Library main entrance
- Stairwell by 127
- Cafeteria serving area
- Law Review offices
- 3<sup>rd</sup> Floor Faculty Wing (**as a Last Resort when at full capacity**)

### AFTER HOURS:

- **Interior Restrooms** on all floors.

## Securing Rooms



All classrooms, locker rooms, and Faculty/Staff Offices are equipped with manual locks inside the rooms to prevent intruders.

## Fire



- Pull the nearest fire alarm to evacuate the building. Leave the building immediately after you hear the alarm.
- **Do NOT use elevators.** If you are trapped in the building, try to reach a point of refuge, like enclosed stairwell.
- Close doors and windows behind you to confine fire.
- Keep low to the ground if there is smoke.
- On your way out, assist any **MOBILITY-IMPAIRED PERSONS** to an enclosed stairwell or other point of refuge if possible. Report their location to a Building Emergency Coordinator.
- Assemble at Evacuation Assembly Point.

## Evacuation Assembly Point



**Move to walkway located between Umphrey Law Center and the Mayborn Museum**

- Always evacuate if the fire alarm sounds.
- Do not use elevators.
- Do not re-enter the building until an “All Clear” announcement is given by First Responders or Building Emergency Coordinators.

## Baylor ALERT!



**Emergency Alert System**  
Campus Wide

The following systems may be utilized to communicate emergency information and procedures to campus constituents (this also includes Timely Warnings and Safety Notifications):

- Outdoor Mass Notification System
- Indoor Voice Evacuation System
- Email notification to Baylor email account
- Text message to cell phone
- Audio message to cell phone / other telephone
- Designated Baylor University websites
- Baylor Information Line (254) 710-4411

## Internal Notification System

Umphrey Law Center

Building Emergency Coordinators may make an announcement in case of an emergency:

- Engage the “All Call” toggle switch.
- Key the microphone.
- Make the announcement.
- Once complete return the “All Call” switch to its previous position and close the panel.