Building Emergency Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Lauren Porter</td>
<td>CDO, Alumni, Study Rooms, 2nd Floor Library</td>
</tr>
<tr>
<td>Barbara Lindsay</td>
<td>CDO, Alumni, Study Rooms 2nd Floor Library</td>
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<tr>
<td>Lela Lam</td>
<td>1st Floor Library</td>
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<tr>
<td>Brandon Quarles</td>
<td>1st Floor Library</td>
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<tr>
<td>Stephen Rispoli</td>
<td>Faculty Wing and 2nd Floor Classrooms</td>
</tr>
<tr>
<td>Patricia Wilson</td>
<td>Floater</td>
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<tr>
<td>Angela Cruseturner</td>
<td>Floater</td>
</tr>
<tr>
<td>Meredith Meyer</td>
<td>Dean's Suite, 2nd Floor Classrooms and Court Rooms</td>
</tr>
<tr>
<td>Suzy Daniel</td>
<td>Dean's Suite, 2nd Floor Classrooms and Courtrooms</td>
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<tr>
<td>Ricky Lovecky</td>
<td>3rd Floor Library Wing</td>
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<tr>
<td>Karen Ehgotz</td>
<td>3rd Floor Faculty Wing</td>
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<tr>
<td>Terri Kroll</td>
<td>3rd Floor Faculty Wing</td>
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<tr>
<td>Rick Sowell</td>
<td>3rd Floor Library Wing and 1st Floor Classroom Wing</td>
</tr>
<tr>
<td>Ed Nelson</td>
<td>Floater</td>
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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
- 1st Floor – In Library, behind counter
- 2nd Floor – Across from Room 234
- 2nd Floor – Library by stairwell near study carrels
- 3rd Floor – Near office 314D
- 3rd 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:**
- 1st 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
- 3rd Floor Faculty Wing (as a Last Resort when at full capacity)

**AFTER HOURS:**
- Interior Restrooms on all floors.

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.

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.

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.