



## THE UNIVERSITY OF TEXAS AT EL PASO POLICE DEPARTMENT

### EMERGENCY RESPONSE SAFETY TIPS

#### IF YOU WITNESS AN EMERGENCY AND ARE ABLE:

- Call 911 from any telephone

#### THE EMERGENCY CALL TAKER WILL NEED THE FOLLOWING INFORMATION:

- What type of emergency is occurring
- The location of the emergency
- The number of people involved
- You may be asked to stay on the phone until the responding officers arrive at the emergency scene

#### IF YOU ARE AT THE SITE OF AN EMERGENCY:

- If possible, flee the area and stay as far away as possible
- If you're indoors, secure the door; turn off the lights; close, cover and lock the windows
- Get on the floor or under a desk, and remain silent or hold conversation to a minimum.
- Answer the door only if you can identify who is knocking
- Stay in place until the police can get to you, unless the level of danger increases and/or the emergency is getting closer to you

#### BE AWARE OF THE FOLLOWING:

- If you are hidden in an office or classroom, remain there until officers rescue you, even if it takes awhile
- Follow the orders and instructions of the police officers as you are led to a safe area. They may still be looking for a threat and may require you to be detained for a short time