

## Emergency Protocols

### KATSAFE

Sam Houston State University utilizes the KatSafe system to alert the campus community should there be an emergency. Depending on user preference, this notification could be sent via text message, phone call, or e-mail.

To update your KatSafe contact information:

1. Go to SamWeb, at [samweb.shsu.edu](http://samweb.shsu.edu)
2. Click on the Miscellaneous Tab
3. Click on KatSafe Emergency Contact Information
4. Update your information

Emergency notifications will be made through "KatSafe" when there is an immediate or impending threat (that is confirmed) to the health and safety to the Sam Houston State University community. Examples include outbreaks of serious illness, approaching extreme weather, earth quake, gas leak, terrorist incident, an armed intruder, bomb threat, civil unrest and/or explosion.

### Campus Emergency Procedures

Sam Houston State University has provided a quick reference flyer to students, staff, faculty and visitors to provide information on response to emergency events, such as: Bomb Threats, Active Shooter, Disruptive Behavior, Fire, Hazardous Material, Medical Emergencies and Severe Weather.

### SHSU Emergency Response Plan

#### Sirens

An outdoor warning system was installed on the Sam Houston State University main campus. The system uses siren sounds to alert the campus community to take shelter in the event of an emergency, and the university tests the system twice a month. The University Police Department is dedicated to ensuring everyone knows what to do when they hear the sirens, so we have provided the below answers to frequently asked siren questions

#### When are the sirens tested?

The system test take place oat 10:55 AM on the first Monday and Tuesday of every month. The tests last approximately 30 seconds and you do not need to take any action during the test. If a severe weather warning is issued for the area on a scheduled test day, the test will be cancelled for that month.

### University Police Department

- Department of Public Safety
- About Us
- Alerts, Records, and Reports
- Crime Statistics
- Crime Prevention and Safety
- Forms

### Related Links

- Find Us On Facebook
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- Campus Events

### **What should I do during a system test?**

You should continue your regular activities during a system test. You do not need to take any special actions during a test.

### **How can I tell the difference between a monthly test and an emergency?**

Monthly test will have the announcement, "This is a test." If you hear the sirens, and do not hear, "This is a test," this means there is an emergency.

A system test will only take place around 10:55 AM on the first Monday and Tuesday of the month, and will never last longer than a minute. In the event of an emergency the sirens will sound until the emergency is over, at which point you will hear an "all clear" announcement.

### **What should I do when I hear the sirens?**

When you hear the sirens you should seek shelter immediately. Enter the nearest building and move into interior corridors away from windows. Close all doors to rooms with windows, and move to the lowest level of the building. Remain inside until the sirens stop and you hear the "all clear" notification. If you hear a siren test, do not take any action.

### **What types of emergencies do the sirens indicate?**

The sirens indicate emergencies that make it unsafe to be outdoors and require you to seek immediate shelter. The most likely cause of these outdoor conditions is severe weather, but other causes may include the unlikely occurrences of an environmental hazard or an armed individual on campus. The sirens are only used for emergencies that impact or present a danger to the main campus. For example, the sirens will not be sounded for a tornado watch in Travis County, but they will be sounded if there is a tornado on the ground that has the main campus in its forecast path.



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