



AUSTIN
COLLEGE

CAMPUS POLICE & PUBLIC SAFETY

Emergency Response Guide

Austin College

Emergency Response Guide

Emergencies are unpredictable, however, you can manage them effectively with proper preparation and foresight. The Emergency Response Guide provides guidance and useful procedures to help resolve various anticipated emergencies. Unfortunately, it is impossible to prepare for every emergency scenario. If an unanticipated emergency arises—one that is not mentioned in this guide—you should exercise cautious, independent judgment to resolve the situation.

Officials may require individuals who witnessed or were involved in an emergency to disclose information during the reporting and investigation processes. If an officer requests information, please provide any firsthand knowledge you have of an incident. Keep copies of the Emergency Response Guide in accessible office areas and bulletin boards in public spaces. Please contact campus police if you need additional copies of this guide.

Prepare for emergencies by locating and understanding how to use emergency phones, fire extinguishers, and fire alarm stations near you. Please contact Campus Police if you or your department need training on the use of any emergency equipment.

Definition

Emergency - a dangerous situation in which the potential for serious bodily injury, death, and/or the loss or destruction of property is imminent.

Emergency Status Information

Depending on the severity of an emergency situation, campus officials may cease the business operations of the college and lockdown the campus. If a situation warrants a campus lockdown, trained and equipped faculty and staff members would lockdown their respective areas immediately. If an emergency occurs, the college will send alerts via text, phone, or email (when appropriate) to stakeholders as soon as possible. In some instances (e.g. lockdown, emergency weather, etc.), the college will use the campus alert siren.

Austin College | Campus Police
900 N. Grand Ave, Suite 61554
Sherman, Texas 75090
Jackson Technology Center Room 100
Phone (903) 813-2555

Emergency Response Guide: Revised 10-18-2016

Contact Information

Emergency Phone Numbers

If an emergency occurs on campus, Campus Police is usually your first contact. Certain severe situations may require you to call 911—particularly if you need immediate response from an ambulance or the fire department. If you notify 911 for an emergency on campus, you should also notify Campus Police.

Austin College Campus Police	903-813-2555 (On-Campus Ext. 2555)
Sherman Police/Fire/EMS	911

Non-Emergency Numbers

Sherman Police Dispatch (For non-emergency incidents off-campus – in Sherman)	903-892-7290
Grayson County Dispatch (For non-emergency incidents outside the City of Sherman, but within the county)	903-893-4388

Campus Contacts (During Business Hours 8:30am to 5pm, M-F)

College Nurse	903-813-2246
Vice President of Student Affairs and Athletics	903-813-2228
Student Life Office	903-813-2306
Campus Psychologist	903-813-2247
Director of Public Affairs	214-450-3317

Community Resource Numbers

Alcoholics Anonymous	903-868-2734
Animal Control	903-892-7255
Behavioral Health Center (Mental Health)	903-416-3000
Child Abuse Hotline	1-800-252-5400
Family & Protective Services	903-892-0580
Grayson County Environmental Protection	903-893-4388
Grayson County Health Department (Pregnancy, STD Info, AIDS testing & Counseling)	903-893-0131
Grayson County Mental Health Crisis Hotline	903-957-4701
Grayson Mental Health Center	903-957-4701
Grayson County Shelter	903-465-6041
Grayson County Women’s Crisis Hotline (24-Hr Domestic Violence & Sexual Assault)	903-893-5615
Poison Control	1-800-222-1222
Suicide Prevention - National Hotline	1-800-273-8255
Texoma Medical Center – Denison	903-416-4000
Texoma Medical Center – Mental Health	903-416-3000
Texoma Council on Alcohol & Drug Abuse	903-892-9911
Texas Dept. of Human Services	903-892-0581
United Way of Grayson County	903-893-1920
Wilson N. Jones Hospital	903-870-4611

Campus Crisis Committee

If Campus Police determines that a lockdown is required, the Campus Crisis Committee will convene to handle the procedural logistics of the lockdown. Meanwhile, Campus Police Officers will respond directly to the situation.

The following people are members of the Austin College Campus Crisis Committee:

- Vice President of Student Affairs
- Chief of Campus Police
- Dean of Student Life
- Director of Physical Plant
- Director of Human Resources
- Chaplain
- Dean of Student Services
- Director of Information Technology
- Director of Public Affairs

Emergency Lockdowns

Definition

Emergency Lockdown - a notification to lock the access points of all pertinent campus buildings (e.g. classrooms, offices, labs, meeting areas, dining halls, athletic areas, theaters, resident halls, etc.). All campus members are to immediately lock themselves into appropriate designated areas until notified of an “All-Clear”.

How long are lockdowns?

Lockdowns will remain in effect until the emergency situation is resolved. After the situation is resolved, the college will notify campus community members that the lockdown is over with an “All-Clear”.

How will the college notify the campus community of a lockdown?

An emergency lockdown warning will come from two outlets: an emergency notification system that sends emails, texts, and phone messages—and the campus emergency siren.

What situations require the campus to lockdown?

Any emergency situation that threatens the safety of the campus community warrants an emergency lockdown, such as an active-shooter.

Media Procedures & Release of Public Information

The Office of Public Affairs is responsible for communicating information pertaining to emergency situations to the public through official statements and media releases. If the media presses you for a statement, direct them to the Office of Public Affairs.

Weapons/Armed Subjects

Weapons on Campus

All firearms are prohibited on Austin College property. The possession, storage, or use of any firearm, (openly carried or in a concealed manner) or weapon is strictly forbidden. In accordance with Section 411.2031, Texas Government Code, and after consultation with the campus community, Austin College determined to prohibit handgun license holders from carrying concealed handguns on campus. 18 All students, employees, outside contractors, and visitors holding a valid license issued by the State of Texas to carry a handgun are forbidden from entering in or on the Austin College premises with a concealed handgun and are given the following statutory notice with which they must comply:

CONCEALED HANDGUNS PROHIBITED Pursuant to SECTION 30.06 PENAL CODE (trespass by license holder with a concealed handgun), a person licensed under subchapter H, Chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun OPENLY CARRIED HANDGUNS PROHIBITED Pursuant to SECTION 30.07 PENAL CODE (trespass by license holder with openly carried handgun), a person licensed under subchapter H, Chapter 411, government code (handgun licensing law) may not enter this property with a handgun that is carried openly. The only exceptions are: a. A regular employee of Austin College (whose primary purpose at Austin College is employment related) who holds a valid handgun license issued by the state may store or transport a lawfully possessed firearm or ammunition in a locked, privately owned or leased motor vehicle on the Austin College premises, per Section 411.2032(b), Texas Government Code. b. A regular employee of Austin College (whose primary purpose at Austin College is employment related) or a currently enrolled student of Austin College may bring unloaded hunting rifles, shotguns, or other approved firearms and ammunition directly to the Austin College Campus Police & Public Safety Department to be checked in and stored in the secure, locked facility. c. Law enforcement officers and other officials authorized by state law. Fireworks, ammunition and explosives of any kind are not permitted on campus at any time. You may have a shotgun or rifle if it has been registered with Campus Police. Registered guns must be kept in the designated gun closet in the Campus Police Office. Handguns of any type are not permitted. Weapons cannot be kept in rooms or vehicles. For additional information, contact Campus Police, 903-813-2555

Scenarios – Armed Subject(s)

This section provides general guidelines to address emergency situations that involve an armed subject. It is impossible to prepare for every emergency scenario. If an emergency arises that is not described in the guide, you should exercise cautious, independent judgment to resolve the situation. If you flee during any of these scenarios, get as far away from the scene as possible before you contact authorities. Remember, these scenarios can include more than one armed subject.

Armed, Hostile, or Belligerent Individual on Campus:

- Seek cover in a campus building (preferably a locked building that you have card or key access to) and alert occupants inside the building.
- Immediately call Campus Police and provide any pertinent information, including:
 - a full physical description of the individual
 - the individual's direction and mode of travel
 - the individual's activity (making threats, confronting another individual, etc.)
 - **Note - Do not put yourself in danger by attempting to intervene.**

Armed Subject is Found Outside Building:

- Turn off all lights and close and lock all windows and doors.
- If you can do so safely, get all occupants on the floor and out of the line of fire.
- If it is safe to do so, move to a core area of the building and remain there until an “all clear” instruction is given by an authorized and recognized voice.
- If you do not recognize the voice that is giving an “all clear” instruction, remain in shelter (subjects could give “all clear” instructions to mislead victims).

Armed Subject is Inside the Building:

- If it is possible to flee the building safely, do so.
- Contact Campus Police if it is safe for you to do so.
- If flight would potentially put you in danger, lock all doors and secure yourself within your space and get down on the floor or under a desk and remain silent.
- Encourage other occupants to get on the floor and out of the line of fire.
- Wait for the “all clear” instruction from an authorized and recognized voice.

Armed Subject Comes into Your Class or Office:

- Call Campus Police and try to notify other staff if you can do so safely.
- If hiding or fleeing is impossible, you may have no other recourse than to defend yourself.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances. Look for objects within reach as a means of defense (example: a fire extinguisher or a heavy solid object).
- Wait for the “all clear” instruction from an authorized and recognized voice.
- Do not change the scene of the incident—it is subject to law enforcement investigations.
- **Note** – while there is no single recommendation for a course of action in this scenario, you should exercise cautious, independent judgment to protect yourself.

Death on Campus

Below are the proper procedures if you witness a death on campus:

- Contact Campus Police Immediately.
- Clear any students and/or employees from the area and protect the scene from intrusion by cordoning off the area from public access.
- Maintain security of the area and record all activities until officers arrive.
- Brief all authorities and emergency personnel who arrive to the scene.
- Refer those who were affected and/or traumatized by the incident to the campus Counseling Services or Chaplain to address emotional and psychological matters.
- The President or another designated representative will notify the family of the deceased.
- The Director of Public Affairs or the President will make statements to media sources.

Attempted Suicide

Below are the proper procedures if you witness or are aware of an attempted suicide on campus:

- If you are witnessing or have knowledge of someone attempting suicide, contact Campus Police.
- If injuries are serious or life threatening, call 911 to request an ambulance.
- If the individual wants counseling, refer them to the campus Counseling services or Chaplain.
- Notify the Dean of Student Life and the Vice President of Student Affairs if the individual is a student.
- Secure the area and protect the scene.
- Identify and isolate witnesses for Campus Police to interview.
- **Never place yourself in imminent danger.**

Student Reported as a Missing Person

Upon admission at Austin College, all students must provide emergency contact information in the case that they were reported as missing. If the student is younger than eighteen, the student must list a custodial parent or guardian as their emergency contact. Campus Police and Student Affairs will investigate the situation and notify the individual's emergency contacts. Campus Police is required to report this information to a public agency after 24 hours.

Below are the procedures for reporting a missing person:

- Contact Campus Police for an investigation.
- Assist officials with the investigation by disclosing any known information about the individual and her/his disappearance. This information includes but is not limited to:
 - physical descriptions and/or photos
 - a description of vehicles
 - known friends, acquaintances, or colleagues—including those who the individual have a history of altercations with
 - leads on potential destinations or directions of travel.

Severe Weather

Ice & Snow

Because Austin College is predominantly a residential campus, it typically does not close during severe weather. In the case of ice and snow, Campus Police will alert the Physical Plant's On-Call Manager of the condition of walkways and exterior steps. The Manager will direct staff to make campus walkways safe for pedestrians. If an unanticipated utility failure occurs, the AC Alert system will notify faculty, staff, and students.

Thunder/Lightning Storms

Severe storms may have an effect on outdoor activities and sporting events. Campus Police and the Athletic Department monitor weather conditions prior to events. These departments have the power to cancel, delay, or relocate outdoor events. If an incoming storm poses a severe threat, Campus Police will cease the activity, alert people of the danger, and direct people to safe shelter until the storm passes.

Tornado Warnings

If a tornado is spotted in the area and moves toward campus, the emergency warning sirens will notify the campus to take cover in a safe shelter. Please help disabled individuals to shelter areas. **Do not take shelter in areas with large amounts of glass (e.g. windows) or structures with wide, free span roofs (e.g. auditoriums, cafeterias, gymnasiums, etc.).** If winds intensify outside the building and you hear a roaring sound, falling hail, or the sound of glass breaking, take a **protective position** by crouching with your head between your knees and clasp your hands behind your head. Remain in shelter areas until the alert is terminated and an official "all clear" message notifies you that the storm passed.

If you are outside when a tornadic storm occurs and cannot safely reach a well-constructed building, look for a ditch or low lying area, take shelter, and assume the aforementioned **protective position**.

Tornado Shelter Areas

Below is a list recommended tornado shelter areas on campus:

Abell Library

- First floor restrooms
- Lower level of the emergency stairwells
- First floor office area hallways (behind the circulation desk)

Adams Center

- All restrooms
- East hallway (keep all the room doors closed in that hallway)

Administrative Building

- Executive suite lobby—away from the central lobby (**Business Hours Only**)
- Office #125—located between the Business Office & Registrar Windows. (**Business Hours Only**)
- Lower level of the north stairwell
- Business Office's vault room #120 (**Business Hours Only**)
- Registrar's Office file room #124 (**Business Hours Only**)

Tornado Shelter Areas (Cont.)

Baker Hall

- First floor north and south hallways—between the lobby privacy doors and emergency north and south exit doors (**stay away** from lobby and kitchen areas)
- First floor shower stalls (**stay away** from toilet areas)

Bryan Apartments

- Bathrooms of each apartment (preferably apartments on the first floor)

Caruth Hall

- Basement area (TV room, kitchen, and hallway)

Clyce Hall

- First floor north and south hallways—between the lobby privacy doors and emergency north and south exit doors (**stay away** from lobby and kitchen areas)
- First floor shower stalls (**stay away** from toilet areas)

Craig Hall

- First floor hallways (**stay away** from east, south, and west entrance doors)
- Lower level of the east stairwell
- Recital hall, keeping all hallway doors closed
- First floor women's restroom

Dean Hall

- Basement area (**stay away** from basement and west emergency exit door)

Flats at Brockett Court

- Bathrooms of each suite (preferably first floor suites)

Forster Art Center

- First floor restrooms of either building
- First floor preparation room by the gallery
- Dark room inside the photography studio

Hopkins Center

- Basement area

Ida Green Communications Center

- Basement area

Idea Center

- First floor restrooms
- First floor west hallway—between physics labs and the instrumentation shop)
- First floor office suite hallways
- First floor, room 127 (the lecture hall)

Jackson Technology Center

- Educational media center hallway
- First floor restrooms
- Campus Police inner hallway and restrooms

Tornado Shelter Areas (Cont.)

Johnson “ROO” Suites

- Restrooms of each suite (preferably first floor suites)
- First floor laundry rooms

Jordan Family Language House

- Suite bathrooms (keep both doors closed)
- Hallways of each language living area (**stay away** from glass doors and walls)
- Academic hallways (**stay away** from all areas with glass)
- Lobby restrooms

Mason Athletic Complex

- Hallways on east and west sides of Hughey Gym
- Dressing rooms, especially those at the natatorium
- First floor elevator lobby and ramp Area
- All first floor restrooms

Moody Science

- Basement area (classrooms and hallway)

Physical Plant

- Restrooms and the hallway of the office suite

Sherman Hall

- First floor, north and south hallways by faculty offices (Business Hours Only) – stay away from the center hall
- First floor restrooms
- First floor, Room #101, the faculty workroom faculty workroom (Business Hours Only)

Temple Center

- First floor hallway—between the kitchen and front lobby

Tennis Complex

- Interior restrooms and locker rooms

Village on Grand

- First floor hallway, laundry room and bathrooms of each cottage

Wortham Center

- Basement area

Wright Campus Center

- All first floor restrooms
- First floor main hall—between living room and south lobby
- Lower level of the emergency stairwell from Mabee Banquet Hall
- First floor, main kitchen and dining serving line
- Inner living room area

Wynne Chapel

- East and west hallways—between the main chapel and small chapel
- Restrooms

Fire Emergencies

Preparing for a fire emergency is important. You should learn the locations of all exit doors, alarm pull stations, and fire extinguishers (also, Moody Science contains fire blankets in the labs). Alarm pull stations are located throughout most campus buildings. Some alarms are “local” and only ring within the affected building.

Below is a list of proper procedures if you encounter a fire emergency:

- For all fires, sound an alarm and call Campus Police immediately.
- Evacuate the building immediately in a calm orderly fashion.
- If aware of a disabled person, provide assistance if possible or relay information to a staff member on the need for assistance.
- Make sure a staff member insures that everyone has evacuated the building by checking restrooms, vacant classrooms, and storage areas.
- If time permits, close doors and windows and tell maintenance to shut off the HVAC system.
- Do not lock doors that could obstruct emergency personnel from handling the fire.
- Knock on doors and shout to make other occupants aware of the fire emergency.
- If the air is filled with heavy smoke, stay close to the floor where the air is less toxic.
- Touch closed doors before opening them. If the door is hot, do not open it. If possible, take an alternate route.
- If you are trapped inside a building during a fire, try to find a room away from the smoke near a window. Close all doors between your location and the flames to prevent the spread of flames and smoke. Also, seal off the door with sheets or towels. Hang a sheet, towel, or large article of clothing (e.g. shirt, coat, etc.) out of the window to alert others of your presence.
- If there are no windows, stay near the floor, where the air is less toxic.
- Shout at regular intervals to alert emergency crews of your location.
- If water is accessible, wet a towel or garment and breathe through it to filter out smoke.
- Provide information to emergency personnel if anyone remains in the building or are injured.
- If possible, use portable fire extinguisher on small, manageable fires. Pull the safety pin of the extinguisher, aim at base of the fire, squeeze the handle, and use a sweeping motion.
- Report all fires to Campus Police—even if they were extinguished.
- **Never ignore a fire alarm.**

Classroom Disruption

Some emergencies may require faculty and student to evacuate a classroom. However, in other cases it may not be safe to evacuate. In either case, you should contact Campus Police.

Below are the proper procedures if you encounter a classroom disruption in which you cannot evacuate:

- Notify Campus Police, close and lock the door, and stay inside to await Campus Police.
- If you can do so safely, find the nearest phone, move away from the danger and make the call
- If you are not able to make the call, ask another person to call for you.
- Return to the scene, out of any danger area, to await the arrival of Campus Police.
- If you can do so safely, obtain names of witnesses and those involved in the disruption before to Campus Police arrive.
- The Director of Public Affairs or the President will make all statements to media sources.

Angered Persons/Disruptive Person

If you encounter an angered or disruptive person, remain confident and display courtesy towards the individual at all times. If you find yourself meeting with a person whom you feel may display anger, meet in a neutral, protected location and have another staff member join you for the meeting. Notify Campus Police to standby in case the meeting results in an emergency. Remain calm, do not touch the person, and allow them an opportunity to vent. Keep a reasonable distance and leave yourself an escape route.

If you sense danger during the meeting, get to a secure area (e.g. locked office or classroom) and contact Campus Police for assistance. Provide officials with your name, campus location, and a brief description of the situation. Also, provide officials with the individual's approximate age, appearance, clothing, vehicle, or other information that could help them identify the suspect.

Who is a Disruptive Individual and How to Interact with Them?

Disruptive individual is an individual who:

- Makes threats of physical harm to you, others, or themselves.
- Has a weapon – refer back to Weapons on Campus.
- Behaves in a bizarre manner or exhibits unstable behavior patterns.
- Appears to be intoxicated or under the influence of a controlled substance.

Helpful Tips for Staff Who Encounter an Angered/Disruptive individual

- Express your authority with non-verbal cues:
 - Sit or stand erect.
 - Square your shoulders.
 - Smile and make eye contact.
 - Speak clearly and maintain a gentle, yet firm tone.
 - Do not speak too loudly.
- Use anger management tactics:
 - Gain their attention by using their name and asking them to sit down.
 - Acknowledge their feelings and paraphrase what they say so they know you are listening.
 - Offer them a chair or politely asking them to move into a private area.
 - Offer assistance and use the word “we” to include them in the solution process.
 - Tell them exactly what you can to help them.
 - If possible, advise co-workers of the potential problem.
 - Call for aid immediately if you sense the situation is getting out of hand.
- Cues to avoid – do not:
 - stand too close and observe the individual's personal space.
 - touch the individual.
 - slouch or touch your face.
 - glare or sigh at the individual.

Stranger/Unauthorized Guest

Austin College is a private institution. Its primary focus is to provide an education for the student body. With the exception of scheduled public events, guests are expected to abide by the college's policy which stipulates that they are to be with their host student, faculty, or staff member at all times.

If someone reports a suspected unauthorized guest on college property, personnel should approach the individual and ask for his/her identification—as supported by [Texas Education Code 51.209](#). After personnel determines the person's reason for being on college property, they should direct and accompany the person to the appropriate office or person for assistance. If the person refuses to provide identification or does not have a legitimate reason for being on campus, personnel will ask them to leave the property. If the person refuses to leave the college, personnel will contact Campus Police for assistance. Trespassing on college property is a criminal offense – as supported by [Texas Education Code 51.204](#) and [Texas Penal Code 30.05](#).

If the person becomes irate, personnel should try to deescalate the situation by using a calm, non-threatening voice and await the arrival of Campus Police. Personnel should pay particular attention to the person's features and any vehicle involved while waiting for Campus Police arrival. This situation would become an emergency if the personal safety of any person was threatened or the orderly management of the instructional program or institution was disrupted.

Residence halls' entrance doors, as well as interior doors to rooms, should remain locked for access only by residents, with a key or access card provided by the institution.

Assault, Sexual Misconduct, and Sexual Assault

If assault, sexual misconduct, or sexual assault occur, protect the victim's identity and contact Campus Police immediately. If there are life threatening or serious injuries to any party, call 911 to request an ambulance. In the case that media sources arrive, do not allow them to interview the victim. All statements to the media are made through the Director of Public Affairs or the President.

Contact the Student Life Representative and the Director of Student Services (or their designees) to assist the victim. Protect the crime scene and do not allow the victim to shower, bathe, douche, urinate, drink anything, change, or put on clean clothes. Encourage the victim to go the hospital immediately for medical examination and treatment.

For more information, see the college's [Sexual Misconduct Policy](#) and the [Sexual Assault Victims' Bill of Rights](#).

If you need to report Sexual Misconduct, please submit the [Sexual Misconduct Form](#).

Child Abuse

If you believe that an individual violated child's physical health, mental health, or welfare or through abuse or neglect, **you must immediately report your suspicions** to a law enforcement agency, the Texas Department of Human Services, or the Child Protective Services – [Texas Family Code 261.101](#). You must also contact these agencies if you suspect that a child's death was caused by abuse or neglect.

Failure to immediately report suspected child abuse or neglect—or making a false or malicious report of child abuse or neglect—are criminal offenses that are punishable by fine, imprisonment or both. A person who reports child abuse or neglect in good faith, without malice, and cooperates in the investigation process is immune from civil or criminal liability – [Texas Family Code 261.106](#). Reports of child abuse or neglect are confidential and may be used only for purposes consistent with the investigation.

If you suspect child abuse or neglect, contact Campus Police, Child Protective Services, or other appropriate agency to provide your statement and information.

Bomb Threats

A person may receive a bomb threat in writing, in person, by phone, or relayed through a second source. If you receive a bomb threat, you should immediately notify Campus Police and the college will determine the proper course of action. After you contact Campus Police, fill out the **Threat Checklist** that is featured below. Include the exact date and time you received the threat, the exact wording of the threat, and the estimated age, race, sex and cultural background of the person who made the threat. Include your name on the checklist as the person taking the threat.

If you receive a threat by phone, try to keep the caller on the phone and obtain as much information as possible from the person. Do not hang up on the person who made the threat. Even if the caller hangs up, do not hang up your phone. If the phone has a digital screen displaying the number of the caller, write down the phone number exactly as it is shown. Document any background noises heard on the caller's end of the line. Provide all information to the Campus Police.

The President of the college or a designee may order a search of the threatened premises. If personnel locate a suspicious device, they will order everyone to evacuate the building. After all evacuees flee the building, they must remain at least 500 feet from the suspected device. Do not attempt to move or disturb the suspected device. Campus Police will make required contacts for disposal of the device.

If time permits, the Campus Crisis Committee will assemble to determine a proper course of action. Again, all statements to media sources are made through the President or the Director of Public Affairs.

Threat Call Checklist

DON'T HANG UP PHONE! (Use another phone to call campus police).

Time of call: _____ Phone number shown on caller ID: _____

Record the exact words used by caller:

Ask: What time is it set for? _____

Where is it? _____

What does it look like? _____

Why are you doing this? _____

Who are you? _____

Voice on Phone: (check all the apply) Man Woman Child Intoxicated

Speech impediment Accent Disguised/unknown

Other _____

Background Noise:

Music Children Talking Airplane Traffic Typing/computer Machinery

Other _____

Don't hang up the phone. Use another phone to call police.

Suspicious Packages/Mail

Immediately notify Campus Police. Suspicious packages and mail are frequently handwritten with incorrect or missing address information, incorrect titles, or addressed to a title only with no name. Take caution if a package has oily stains, discolorations, excessive weight, lopsided contents, protruding wires, aluminum foil, string, or other visual distractions on the package. The package or envelope may have a return address that does not match the postmark. A package with a ticking sound, leaking powder, or have alarming words posted on the package (e.g. “anthrax”) is considered threatening.

If the mail or package is not considered threatening—but appears suspicious—you can give the package to Campus Police. They will take possession of the item and discard it properly.

If you receive a threatening envelope or package do not open, shake, or empty it. Instead, place the package in a plastic bag or similar container to prevent any possible leakage of contents. If a bag or container is not readily available cover the package with an object that is (trash can, paper towel, newspaper, etc.). Immediately cover any spilled materials, leave the room, lock the door to prevent others from entering, and notify Campus Police and College maintenance. Ask maintenance to shut down the HVAC system of the affected areas. Find a safe area nearby, protect scene from others who may attempt to enter, and disclose information to Campus Police.

Anyone who handles a suspicious package should immediately wash their hands with soap and water to prevent spreading any harmful substances to themselves or others. If anyone’s clothes become contaminated, the clothing should be removed as soon as possible and sealed in a bag or container. If your clothes become contaminated, you should shower with soap and water as soon as possible.

All statements to media sources are made through the Director of Public Affairs or the President.

Hazardous Spills/Materials

If a life threatening hazardous spill occurs, call Campus Police immediately. Provide the following information to Campus Police: spill location, product, contents, manufacturer information, volume of spill, contamination of other materials, and list any individuals who were exposed to the material. If you or another person comes in direct contact with a hazardous substance or material, remove any contaminated clothing and flush the affected area with cold running water for 15 minutes. If the substance comes in contact with your eye, hold your eye open and flush it with water.

Determine a course of action to evacuate or shelter in place—depending on the situation. If advised to evacuate, immediately move to a safe area that is upwind and away from the site of the spill. Assist disabled people evacuate. If advised to shelter in place, move away from the area and close it from public access. Tell everyone to breathe through a wet paper towel. Contact Maintenance to request that they shut down utilities and HVAC system to await further instruction from emergency personnel.

Natural Gas Emergencies

If you encounter a natural gas emergency, contact Campus Police, College Maintenance, and the fire department. If you are advised by emergency responders to evacuate to a safe area, do so. If the odor of gas is faint, open windows and doors before evacuating. If the odor of gas is strong, evacuate immediately and call Campus Police. In either case, move upwind from any smell. If people become unconscious, do not enter the area and wait for emergency personnel.

All statements to media sources are made through the Director of Public Affairs or the President.

Traffic Accidents

Below are the proper procedures if you are involved in an accident on or off campus:

Involving College Owned Vehicles on Campus

Call 911 if anyone is seriously injured—life and health are the biggest concerns. If vehicles are obstructing the roadway and you can safely maneuver them away from traffic, move the vehicle to a safe location to prevent additional accidents from occurring ([Texas Transportation Code 550.022](#)).

Contact Campus Police to investigate, even if the accident is minor. Take note of specific damages to all vehicles involved in the accident. Obtain the names, addresses, drivers' license numbers, and the license plate numbers of the vehicles. Take note of the names of people who traveled in a college-owned vehicle and their vehicle seating location at the time of the accident. Obtain any witness information and take note of their names, addresses, and phone numbers. If you are not injured, remain at the accident location until investigation is complete.

College Owned Vehicles in an Off Campus Accident

Check for injuries and call 911 if anyone is seriously injured. Contact the local law enforcement agency that has jurisdiction in the area (the Department of Public Safety, municipal police or Sheriff's Office) to investigate, even if the accident is minor. Departments that are issued college vehicles are given insurance cards to carry in the glove compartment. If vehicles are drivable and the roadway is obstructed, move vehicles from to a nearby safe location ([Texas Transportation Code 550.022](#)).

Record specific damage to vehicles, names of people involved, witnesses, and license plate numbers of vehicles. Take note of the names of people who traveled in a college-owned vehicle, as well as their seating location at the time of the accident. If you are not injured, remain at the accident location until the investigation is complete.

Traffic Accident Involving Private Vehicles on Campus

Campus Police investigates vehicle accidents if:

- There is an injury to or death of an individual.
- There is damage to college property.
- The driver of a vehicle involved left the scene without leaving required information.

For minor accidents, drivers can give each other all needed information or request "Blue Forms" from Campus Police that can be filled out by the drivers.

Medical Emergencies

If you have or witness any medical emergencies, contact Campus Police immediately. If the situation is life threatening, call 911 to request an ambulance. If you are a witness to a medical emergency, remain at the location of the incident (if it is safe to do so), stabilize the scene, and await the arrival of emergency personnel.

Flus and Viruses

Severe respiratory illnesses and viruses are spread through unprotected coughing and contaminating objects by touching them. Always cover your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands. Put used tissue paper in the wastebasket and empty the basket regularly. After coughing or sneezing, clean your hands by washing with soap and warm water. If soap and water are not available, wash with an alcohol based hand cleaner. Hand washing is one of the single most important things you can do to protect yourself and others from the flu and viruses. If you find a college restroom area that does not have sufficient resources for hand cleaning, contact Aramark Housekeeping services to replenish products.

When washing your hands, lather your hands with soap, scrub all surfaces for approximately 20 seconds, and rinse your hands thoroughly under running water. Turn off the faucet with a dry paper towel and discard the towel in the wastebasket. Dry your hands with a paper towel or air dryer.

If you use an alcohol based hand sanitizer, apply the product to the palm of one hand and rub hands together. Be sure to rub the product over all hand surfaces and fingers until your hands are dry.

You should wash your hands before preparing or eating food, after going to the restroom, blowing your nose, coughing, sneezing or handling garbage. Also, wash your hands before and after treating a wound.

Clean the surfaces of your work area that are touched by your hands daily (e.g. telephones, keyboards, chairs, doorknobs, etc.) with an alcohol based disinfectant wipe. Contact Aramark Housekeeping for assistance with facility cleaning issues if needed.

Flu infections occur suddenly and include the following symptoms: a fever that is usually above 100° F, headaches, exhaustion, cough, sore throat, and aches. **If you become infected with the flu, contact your physician for assistance and stay at home and away from work or school to prevent spreading the virus.**

Basic First Aid

1st Responder - Check/Call/Care Info

- Check the immediate scene for Hazards
- Check on the Victim's condition
- Call or send another person for help
- Care for the victim(s)

Heart Attack or Stroke

Signs and Symptoms

- Chest pain, middle of chest and possibly in left arm & neck
- Shortness of breath
- Sweating
- Loss of Consciousness
- Weakness on one side of body

First Aid

- Call Campus Police and 911, if necessary
- Check to see if patient is breathing
- Check Pulse
- If no pulse or breath, start CPR. Red Cross now recommends constant heart massage.
- Automatic Emergency Defibrillators (AED's) are available in Mason Complex, Moody Science, Wright Center and at AC Police. Follow voice prompts given by Defibrillator
- If Stroke (weakness on one side, slurred speech) is suspected, lay victim on unaffected side

Seizure

Signs & Symptoms

- Uncontrolled muscle contractions caused by possible head injury, drug overdose, epilepsy, fever, acute infection

First Aid

- Call Campus Police and 911, if necessary
- Place patient on floor, make sure the immediate area around patient is free of objects/obstacles,
- **DO NOT** restrain
- Try to help maintain open airway by supporting person in side-lying position
- **DO NOT** put anything in patient's mouth, including your fingers
- **DO NOT** try to awaken patient after seizure

Choking

Signs & Symptoms

- Unable to talk or cry out
- Victim clutches at throat

First Aid

- Call Campus Police and 911, if necessary
- If patient is coughing, do nothing but assist
- If patient is unable to cough and airway is completely obstructed, use five (5) abdominal thrusts, pause and ask if patient is still choking. Repeat until airway is clear. Wait for emergency personnel to arrive

Bleeding

Signs and Symptoms

- External – uncontrolled bleeding
- Internal – patient complaining of pain in stomach or chest. Patient is dizzy when standing, pulse rate fast, above 100

First Aid

- Call Campus Police and 911, if necessary
- External – Place direct pressure over the wound, keep wound as clean as possible. Elevate a bleeding extremity above the level of the heart. **DO NOT** apply a tourniquet.
- Internal – Lay patient down with feet raised, protect airway, keep patient calm

Fractures

Signs and Symptoms

- Swelling
- Deformity
- Tenderness
- Exposed bone ends

First Aid

- Call Campus Police and 911, if necessary
- Immobilize the extremity
- Never straighten the fracture or nearby joints
- Splint if you have to move patient. If not, wait for emergency personnel