

# *Austin College* *Emergency Response Guide*

The occurrence of an Emergency situation can never be predicted, but with proper information and foresight, can be managed effectively. This publication is intended to be used as a practical outline of what to do in the event of certain anticipated emergency situations. While it would be impossible to provide direction for each and every possible emergency situation, this guide provides general information on what should be done to help resolve anticipated emergencies. Knowing that unforeseen circumstances could still arise, keep in mind that there are times when a person would have to exercise independent judgment, using their best knowledge and training to help resolve the circumstances surrounding them. Anytime an individual is involved in or witnesses an emergency situation, they may be required to provide needed information during the reporting and investigation phases. Please be prepared to provide any first hand knowledge you may have of the incident when an officer requests it. Copies of this guide should be kept readily available in office areas, and on bulletin boards in public areas. Should your office or facility need additional copies, do not hesitate to contact Campus Police to obtain them.

- An emergency is defined as a situation where there is the imminent possibility for the loss of life, serious bodily injury to a person and/or the loss or destruction of property.
- Before an emergency occurs, know the location of telephones in or near your building and how they may be accessed. Become familiar with the location of emergency phones, fire extinguishers and fire alarm pull stations and know how to use them. Campus Police will be glad to provide training for your department, if needed.

**EMERGENCY STATUS INFORMATION** - In the event of an extreme campus emergency, all business operations of the college could possibly be forced to cease and the campus declared either closed or locked down, depending on the type of situation at hand. In the event of an emergency requiring a campus lockdown, key members of the campus community have been trained and provided equipment to lock down their respective areas immediately. As soon as feasible after an event occurs, Alerts will be made via AC Alert, and in the case of a campus lock down, by utilization of 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*

# CONTACT INFORMATION

## Emergency Phone Numbers

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

Whenever an emergency occurs on campus, AC Police will usually be your first line of contact. When time is crucial, certain situations may require that you call 911 to request immediate response from an ambulance or the fire department. Campus Police should still be notified, when 911 is utilized for an on-campus situation.

## Non-Emergency Numbers

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

## Campus Contacts (during business hours 8:30am to 5pm, M-F)

- College Nurse 903-813-2247
- Vice President for 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  
(After Hours, call Sherman Police Dispatch Number)
- 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 903-893-0131  
(Pregnancy, STD Info, AIDS testing & Counseling)
- Grayson County Mental Health Crisis Hotline 903-957-4701
- Grayson Mental Health Center 903-893-0175
- Grayson County Shelter 903-465-6041
- Grayson County Women's Crisis Hotline 903-893-5615  
(24-Hr Domestic Violence & Sexual Assault)
- Poison Control 1-800-746-7661
- Suicide Prevention (National Hotline) 1-800-784-2433
- Texoma Medical Center (Denison) 903-416-4000
- Texoma Medical Center (Mental Health) 903-465-5128
- 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

- The following persons are members of the AC Campus Crisis Committee:
  - Vice President for 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
- Once Campus Police has determined that a Lock Down is required, the Campus Crisis Committee will be contacted to convene and will handle associated requirements and logistics, while Campus Police Officers respond to the reported situation.

## EMERGENCY LOCK DOWN INFORMATION

**What is a campus emergency lockdown?** A campus emergency lockdown is a campus notification to lock all access points into buildings, classrooms, offices, labs, meeting areas, dining areas, athletic areas, theaters, resident halls, etc. All campus members are to immediately lock themselves into the areas they are at and remain there.

**How long will a lockdown take?** Once a campus lockdown is initiated, the lockdown will be in effect as long as necessary for the situation to be resolved. Once the situation is resolved, a campus notification will be sent via the campus notification system.

**How will a campus lockdown warning be shared with the campus community?** A campus emergency lockdown warning will be initiated through two outlets: the campus emergency notification system, AC Alert, which sends out emails, phone messages, text messages, and cell phone messages and the campus emergency outdoor siren.

**What type of event would necessitate the campus to go to a campus lockdown?** Any type of threat or event that threatens the safety of the campus community would be cause for a campus emergency lockdown.

**Who has the authority to initiate the campus emergency lockdown?** The Senior Leadership Team and the Campus Police Office have the authority to activate the campus emergency lockdown.

## MEDIA PROCEDURES/RELEASE OF PUBLIC INFORMATION

- In an emergency or crisis situation, all media releases are channeled through the Office of Institutional Advancement. If you are pressed for a statement, reiterate that all information must come from a representative of one of these this office. Direct the media to the established location for media information. The designated spokesperson will handle the release of names of any victims to the media, at the proper time. The full Policy regarding Media Procedures is found in the *Operational Guide*.

## **WEAPONS/ARMED PERSONS**

- Weapons are defined in the A. C. Environment and the Texas Penal Code, Chapter 46.

### **Armed, Hostile, or Belligerent Individual Found on Campus:**

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

### **Armed Subject is Found Outside Building:**

- Turn off all the 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
- Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized, known voice.
- If the staff or students do not recognize the voice that is giving the instruction, they should not change their status.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

### **If the Armed Subject is Inside the Building:**

- If it is possible to flee the area safely and avoid danger, do so.
- Contact Campus Police if it is possible for you to do so without danger to yourself.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get other occupants on the floor and out of the line of fire.
- Wait for the "all clear" instruction.

### **If the armed subject comes into your class or office:**

- There is no one procedure the authorities can recommend in this situation.
- Call Campus Police and attempt to get the word out to other staff if possible.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember there may be more than one active armed subject.
- Wait for the "all clear" instruction.
- Be careful not to make any changes to the scene of the incident, because law enforcement authorities will investigate the area later.

In case you must flee, get as far away from the shooting scene as possible and then contact authorities.

## **DEATH ON CAMPUS**

- Immediately contact Campus Police.
- Clear any students or employees from the area and protect scene from intrusion by cordoning off the area from public access.
- Maintain security of the area, and start keeping a log of all activities and decisions until officer(s) arrive.
- Provide briefing to the arriving emergency personnel as required.
- Refer those who appear to be affected by the incident to the campus Counselor or Chaplain to address psychological, emotional issues.
- Notification to the family of the deceased will be handled through the President or other designated Official.
- All statements to media sources are made through the Director of Public Affairs or the President.

## **ATTEMPTED SUICIDE**

- Contact Campus Police for investigation.
- If injuries are serious or life threatening, also call 911 to request an ambulance.
- If the individual wants Counseling, refer them to the College Counselor or Chaplain.
- Notify Dean of Student Life and/or Vice President of Student Affairs if the party is a student.
- Secure the area and protect scene.
- Identify and isolate witnesses for Campus Police to interview.
- NEVER place yourself in imminent danger.

## **STUDENT REPORTED AS A MISSING PERSON**

- Please note that upon entry to Austin College, all resident students must provide confidential contact information on who is to be notified in such a scenario. If the student is under 18 years of age, that contact must be a custodial parent or guardian. If such information is not on file at the time a Resident Student is known to be missing, Campus Police must refer the report to any other appropriate Agency/Agencies within a certain time frame.
- Contact Campus Police for investigation.
- Collect known information about the individual and the disappearance that will assist in the investigation.
  - Physical Description, along with a photo, if available
  - Vehicle Description
  - Known Friends and Associates, including those there may have been past problems with.
  - Possible destination or direction of travel.

Certain steps will be followed by Campus Police and Student Affairs to investigate the situation, including notification of emergency contacts provided by the student.

# SEVERE WEATHER

## Ice & Snow

- Austin College, being a predominantly residential campus does not close during periods of bad 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. In turn, they will notify the staff needed in order to make the campus walkways safe for pedestrian traffic. In the event of an unplanned or unexpected occurrence of utility failure notices will be sent to Faculty, Staff and Students via the AC Alert system

## Thunder/Lightning Storms

- The risk of an approaching storm may have an effect on outdoor activities and sporting events. Campus Police monitors weather conditions, as does the Athletics Department prior to sporting events. Should the advance threat of an incoming storm be reported, outdoor events may be cancelled, delayed or moved indoors. If no advance warning is received, but a storm approaches, actions will be taken to halt the activity and alert people of the danger so they may safely move into buildings until the threat has passed.

## TORNADO WARNINGS

- In the event that a tornado is sighted and moving in the general direction of the college, persons will be notified of a tornado alert by the outdoor emergency warning sirens. Once the alert is given, all persons should take cover in a designated shelter area or the lower level interior hallway of the building, away from areas containing large amounts of glass. **Disabled persons** should be assisted to shelter areas. **STAY OUT** of structures with wide, free span roofs, such as auditoriums, cafeterias, and gymnasiums. If a tornadic storm begins to hit, all persons should already be in the shelter areas. Should winds pick up outside the building and a roaring sound is heard, like that of a freight train, with falling hail and the sound of breaking glass, persons should take a protective kneeling position by crouching with the head between the knees and the hands clasped behind the head.
- Person's who are caught outside, with no well constructed building available, should look for a ditch or low lying area, preferably with no water, to shelter, while assuming the protective position noted previously.
- As the storm passes, persons should remain in shelter areas until an "all clear" announcement is made, giving official notice that the alert is terminated.

## TORNADO SHELTER AREAS

### ABELL LIBRARY

- First Floor Restrooms
- Lower Level of the Emergency Stairwells
- First Floor Office Area Hallways behind Circulation Desk

### ADAMS CENTER

- All Restrooms
- East Hallway (Keep all the room doors closed in that hallway)

### ADMINISTRATION BUILDING

- Executive Suite Lobby, Away from the Central Lobby. (**Business Hours Only**)
- Office #125 located between Business Office & Registrar Windows. (**Business Hours Only**)
- North Stairwell (lower level)
- Business Office Vault Room #120 (**Business Hours Only**)
- Registrar's Office File Room #124 (**Business Hours Only**)

**BAKER HALL**

- 1st 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, but away from Toilet area

**BRYAN APARTMENTS, ROO SUITES, THE FLATS & THE VILLAGE**

- Restrooms of each Apartment, preferably First Floor Apartments

**CARUTH HALL**

- Basement Area

**CLYCE HALL**

- 1<sup>st</sup> Floor North and South Hallways, between the Lobby Privacy Door and Emergency North and
- South Exit Doors (STAY AWAY from Lobby and Kitchen areas)
- First Floor Shower Stalls, but away from Toilet area

**CRAIG HALL**

- First Floor Hallways, but 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 West Emergency Exit Door)

**FORSTER ART CENTER**

- First Floor Restrooms of either building
- First Floor Preparation Room by Art Gallery
- Dark Room located inside Photography Studio

**HOPKINS CENTER**

- Basement Area

**IDA GREEN COMMUNICATION CENTER**

- Basement Area

**IDEA CENTER**

- First Floor Interior Hallways, except the True North Hallway
- First Floor Restrooms
- Conference Room 127

**JACKSON TECHNOLOGY CENTER**

- Educational Media Center hallway area
- First Floor Restrooms
- Campus Police Inner Hallway and Restrooms

**JORDAN FAMILY LANGUAGE HOUSE**

- Suite Bathrooms (Keep both doors closed)
- Hallways of each Language Living Area, away from Glass Doors and Walls
- Academic Hallways, but 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

### **PHYSICAL PLANT**

- Hallway of Office Suite
- Restrooms

### **SHERMAN HALL**

- First Floor North and South Hallways by Faculty Offices (**Business Hours Only**) Do not stay in the Center Hall
- First Floor Restrooms
- First Floor Faculty Workroom Room #101 (**Business Hours Only**)

### **TEMPLE CENTER**

- First Floor Hallway, between Kitchen and Front Lobby

### **THE FLATS AT BROCKETT COURT**

- Interior Bathrooms within each structure, preferably on the First Floor, if they are available.

### **THE VILLAGE ON GRAND**

- Interior Bathrooms within each Apartment

### **WORTHAM CENTER**

- Basement Area

### **WRIGHT 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 Serving Line during Meal Times
- Inner Living Room Area

### **WYNNE CHAPEL**

- East and West Hallways between the Main Chapel and Small Chapel
- Restrooms

### **A SIMPLE SEVERE WEATHER ACRONYM TO REMEMBER IS “DUCK”**

- **DOWNSTAIRS** To the Lowest Level of the Building You Are In.
- **UNDER** Something Sturdy
- **CENTER** Portion of the Structure, Preferably in a Small Bathroom or Closet
- **KEEP AWAY FROM GLASS OR OTHER FLYING DEBRIS**



## **FIRE EMERGENCIES**

- In preparation for a fire emergency, learn the locations of all Exit Doors, Alarm Pull Stations and Fire Extinguishers. Moody Science also contains Fire Blankets in the Labs that can be used, if needed.
- For all fires, sound an alarm and call Campus Police immediately. Alarm pull stations are located throughout most campus buildings. Some alarms are “local” and only ring within the affected building.
- Evacuate the building immediately and assist disabled persons on leaving. Be sure a staff member has checked restrooms, vacant classrooms and storage areas to insure everyone is out. Time permitting, close doors and windows and request that College maintenance shut off the HVAC system. Do not lock doors that would keep emergency personnel from getting to the blaze.
- Knock on doors and shout to alert other occupants on your way out of the building. In case of heavy smoke, stay close to the floor, where the air is less toxic. Feel of closed doors before opening them. If hot, do not open. Take an alternate route or stay where you are.
- If you become trapped inside a building during a fire, find a room away from the blaze and smoke, preferably with a window available. Close all doors between the blaze and your location to prevent the spread of flames and smoke to your area. Seal off the door with sheets or towels. Hang a sheet, towel or large article of clothing (shirt, Coat, etc.) out of the window to alert 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 arriving emergency personnel of any persons who may have remained inside the building or who are injured.
- If possible and with due regard for personal safety, access and attempt use of a portable fire extinguisher on small, manageable fires. Pull the Safety Pin, aim the Extinguisher at base of the fire and use a sweeping motion while squeezing the handle to extinguish the fire.
- Report all fires, even if they have been extinguished, to Campus Police for documentation.
- NEVER IGNORE A FIRE ALARM.

## **CLASSROOM DISRUPTION**

- In case of a serious crisis requiring law enforcement intervention, persons/students should be dismissed and requested to leave the room to a safe area. Assist disabled persons on leaving.
- Notify Campus Police. If the crisis is outside the classroom, close and lock the door and stay inside to await Campus Police. A cellular phone may be required to request police assistance. If safety permits, proceed to the nearest telephone, away from any danger area, to 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 safety will permit, obtain names of witnesses and those involved in the disruption prior to Campus Police arrival.
- All statements to media sources are made through the Director of Public Affairs or the President.

For additional information, see *Disruptive Persons* statement.

## **STRANGER/UNAUTHORIZED GUEST**

- Austin College is a private institution whose primary focus is to provide an education for the student body. With the exception of scheduled public events, guests are expected to abide by college policy which stipulates that they are to be with their host student, faculty or staff member at all times.
- Should a suspected unauthorized person be found on college property, the person should be approached and asked for identification, as supported by Texas Education Code 51.209. After determining the person's reason for being on college property, the person should be directed and accompanied to the appropriate office or person for assistance.
- If the person refuses to identify or has no legitimate reason for being on campus, ask them to leave the property. If the person refuses to leave the college, contact Campus Police for assistance. Trespassing on college property is a criminal offense, supported by Texas Education Code 51.204 & Texas Penal Code 30.05.
- If the person becomes irate, try to deescalate the situation by using a calm non-threatening voice and await the arrival of Campus Police. 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 Hall entrance doors, as well as interior doors to rooms, should always be locked for access only by residents, with a key or Access Card provided by the institution.

## **ASSAULT/SEXUAL ASSAULT**

- Contact Campus Police immediately. If there are life threatening or serious injuries to any party, call 911 to request an ambulance, as well.
- If a *sexual assault* has occurred, protect the victim's identity.
- Should any media sources arrive, do not allow media sources to interview the victim. All statements to media sources are made through the Director of Public Affairs.
- Contact the Student Life Representative on duty, and the Director of Student Services or their designee for assistance to the victim.
- Protect the crime scene. Do not allow the victim to shower, bathe, douche, urinate, drink anything, or change or put on clean clothes.
- Encourage the victim to go the hospital immediately for medical examination and treatment.
- Notify the Title IX Coordinator. Only Licensed Counselors and the Chaplain may promise anonymity to a reporting party. All other responsible parties who gain knowledge must report known information to the Title IX Coordinator.

## ANGERED PERSONS/DISRUPTIVE PERSONS

- Be confident during contact with the person and display courtesy at all times.
- Remain calm and do not touch the person. Keep at a reasonable distance and leave yourself an escape route.
- Allow the angered person an opportunity to vent.
- If a meeting is scheduled with a person whom you feel may display anger, meet in a neutral, protected location. Have another staff member join you for the meeting. Notify Campus Police to standby in case the meeting deteriorates. Use the word “we” and not “you” when speaking with the person (i.e. “How can we work together to come to a solution?”).
- If danger is sensed during the meeting, get to a secure area, such as a locked office or classroom and contact Campus Police for assistance.

### Who is a disruptive individual?

- An individual who makes threats of physical harm to you, others, or themselves.
- An individual who has a weapon. (**Refer to Armed Subjects Protocol.**)
- An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- An individual who appears to be intoxicated or under the influence of a controlled substance.

### What action should I take?

- Contact Campus Police.
- Give your name and campus location with a brief explanation of the situation.
- Take note of the individual’s age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

### Express your authority with non-verbal cues:

- Sit or stand erect.
- Square your shoulders.
- Smile and make eye contact.
- Speak clearly and distinctly.
- Maintain a constant voice volume – not too loud.

### Cues to avoid:

- Do not touch your face.
- Observe the individual’s personal space – do not stand too close.
- Do not touch the person.
- Do not slouch, glare or sigh at the individual.

### Anger management tactics:

- Get their attention: use their name, ask them to sit down.
- Acknowledge their feelings: paraphrase what they say so they will know you are listening.
- Get them moving: offer a chair, move them to a private area if possible.
- Offer assistance: use the word “we” to include them in the solution process.
- Tell them exactly what you can do for them and when.
- Offer an alternative if appropriate.
- Advise co-workers of the potential problem if possible.
- Call for aid immediately if you sense the situation is getting out of hand.

# BOMB THREATS

- Bomb threats may be received in writing, in person, by phone or relayed through a second source. Persons receiving a bomb threat should immediately notify Campus Police. A course of action (response) will be determined by the College.
- If a threat is received by phone, the person receiving the threat should try to keep the caller talking to obtain as much information as possible from the person. Don't hang up on a telephoned threat. If the caller hangs up, don't 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.
- Complete a bomb-threat checklist to include the exact date and time the threat was received, the exact wording of the threat, the estimated age, race, sex and cultural background of the person making the threat. Include your name on the checklist as the person taking the threat. Document any background noises heard on the caller's end of the line. Provide all information to the Campus Police.
- A search of the affected premises may be ordered by the College President or designee. If a suspicious device is located, the building shall be evacuated to a point not less than 500 feet from the suspected device and a perimeter secured around the area. Do not attempt to move or disturb the suspected device. Campus Police will make required contacts for disposal of the device.
- Time permitting; the Campus Crisis Committee will be assembled to determine a proper course of action.
- All statements to media sources are made through 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

- Notify Campus Police. Suspicious packages and mail may appear as poorly handwritten with incorrect or missing address information, with incorrect titles, misspelling on common words, or addressed to a title only with no name. Suspicions are heightened when there are oily stains, discolorations, excessive weight, lopsided contents, protruding wires, aluminum foil, masking tape, string or other visual distractions to the package. The package or envelope may have a return address that does not match the postmark. Certainly a package with a ticking sound or a leaking powder would be considered threatening as well as any message on the outside of the package with a word such as “anthrax”.
- If the mail or package is not considered threatening, although appearing possibly suspicious, and the person does not want the item, Campus Police will take possession of the item and discard it properly, with no further action needed.
- A person receiving a threatening envelope or package should not open, shake or empty the package, but should place the package in a plastic bag or similar container to prevent any possible leakage of contents. If no bag or container is readily available, the package should be covered with a trashcan, a paper towel, newspaper or other cover and remain covered. Any spilled material should be immediately covered. The person should then leave the room and lock the door to prevent others from entering. Notify Campus Police and College maintenance. Ask maintenance to shut down the HVAC system to the affected room or area. Remain in a safe area nearby to submit information to Campus Police and to protect scene from others who may attempt to enter.
- Persons who have handled the package should immediately wash their hands with soap and water to prevent spreading any infection to their face. If clothing is contaminated, the clothing should be removed as soon as possible and sealed in a plastic bag or similar container. Persons who have worn contaminated clothing should shower with soap and water.
- All statements to media sources are made through the Director of Public Affairs, or the President.

## CHILD ABUSE

Any person who believes that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect, **MUST** immediately report their suspicions to a law enforcement agency or the Texas Department of Human Services, Child Protective Services (Texas Family Code 261.101). Failure to report suspected child abuse or neglect, or making a false or malicious report of child abuse or neglect, are criminal offenses that may be punished by fine, imprisonment or both. A person who makes a report of child abuse or neglect in good faith, without malice, or who collaborates in the investigation of child abuse or neglect 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.

## **TRAFFIC ACCIDENT INVOLVING COLLEGE OWNED VEHICLES ON CAMPUS**

- Check for injuries and call 911 for an ambulance if needed. Life and health are more important than damage to vehicles.
- If vehicles are obstructing the roadway and may be safely moved from traffic, move them to a nearby safe location to clear the roadway and to help prevent an additional accident 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 and drivers license numbers of persons involved as well as the license plate numbers of vehicles.
- Take note of the names of persons being transported in a college-owned vehicle, as well as their vehicle seating location at the time of the accident.
- Obtain any witness information to include their names, addresses and phone numbers.
- Remain at the accident location until investigation is complete (if uninjured).

## **COLLEGE OWNED VEHICLES IN AN OFF CAMPUS ACCIDENT**

- Check for injuries and call 911 if anyone is injured.
- Contact the local law enforcement agency that has jurisdiction for the area (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 vehicle from roadway to a nearby safe location (Texas Transportation code 550.022).
- Make notes of specific damage to vehicles, names and addresses of persons involved, witnesses and license plate numbers of vehicles.
- Take note of the names of persons being transported in a college-owned vehicle, as well as their seating location at the time of the accident.
- Remain at location until the investigation is complete (if uninjured).

## **TRAFFIC ACCIDENT INVOLVING PRIVATE VEHICLES**

- 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

- Immediately contact Campus Police. If the situation is life threatening, also call 911 to request an ambulance.
- If safe conditions exist, return to the incident location, stabilize scene and await the arrival of emergency personnel.

## FLUS/VIRUSES

- Severe respiratory illnesses and viruses are spread through unprotected coughing, and touching contaminated objects. Always cover your mouth and nose with a tissue when you cough or sneeze. If you don't 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 office to replenish products.
- When washing your hands with soap and water, rub hands together to make a good lather and scrub all surfaces, continuing for a period of approximately 20 seconds. After washing for 20 seconds, 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 using 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 hands are dry.
- Hands should be washed before preparing or eating food, after going to the restroom, blowing your nose, coughing, sneezing or handling garbage and before/after treating a cut or wound.
- For your work area, clean surfaces daily that are normally touched with the hands. The areas include telephones, keyboards, chairs, doorknobs, etc., and should be cleaned with an alcohol based disinfecting wipe. Contact Aramark Housekeeping for assistance with facility cleaning issues if needed.

The flu usually has a sudden onset and includes the following symptoms: a fever that is usually  $>100^{\circ}$ ; headache, extreme tiredness; cough and sore throat and body aches. If you become infected with the flu, contact your physician for assistance and stay at home and away from work or school to help prevent the spread of the virus.

# Basic First Aid

## 1<sup>st</sup> 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), most serious first.

## 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. No breaths.
- 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, guard airway

## 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
- After Seizure, DO NOT try to awaken patient

- Note time of onset and behavior during seizure, as well as time that seizure ends if emergency personnel have not arrived.

## 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.



## **HAZARDOUS SPILLS/MATERIALS**

- If situation is considered life threatening, call Campus Police immediately. Provide the following information to Campus Police: spill location; product, contents and manufacturer information; volume of spill and exposure information; and, possible contamination with other materials. Determine course of action to evacuate or shelter in place.
- If advised to evacuate, immediately move to a safe area, upwind and away from the site of the spill. Assist disabled persons on leaving.
- If advised to shelter in place, move all persons from the affected area and close and secure the area from public access. Have all persons 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.
- If a person has had direct contact with a hazardous substance or material, have them remove any contaminated clothing and flush the affected area with cold running water for 15 minutes. If flushing the eye, position the flow of water into the eye while holding the eye open.

## **NATURAL GAS EMERGENCIES**

- Contact Campus Police, College Maintenance and the fire department for direction.
- Evacuate to a safe area if advised to do so by the emergency responders.
- If the odor of gas is faint, open windows and doors and evacuate.
- If the odor of gas is significant, evacuate the building to a safe area and call Campus Police.
- Move upwind from any smell of gas.
- If person(s) are unconscious, do not enter the area, but wait for emergency personnel.

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