

EMERGENCY PROCEDURES

The safety and well-being of students, faculty, staff, and guests of McLennan Community College is of primary importance. To assure that you know what to do in the event of an emergency, please become familiar with the following information:

Threats to the college community can take many forms:

- Public Welfare Threats (crimes such as rape, murder, bomb threats, etc.)
- Community Health Threats (food poisoning, bio-terrorism, etc.)
- Campus Infrastructure Threats (power plant failure, computer failure, etc.)
- Natural or Public Disaster Threats (tornadoes, floods, gas leaks, fires, etc.)
- Death or Serious Injury (to student, faculty, or staff member)

If an emergency occurs while you are working, follow these steps:

- Decide if it is safe for you to remain where you are located. If not, leave and call for help from a safer location. Each building has a map near the elevator, stairwell, or entrance to the building showing the safest exit or shelter location in that building.
- Determine the location of the emergency. Be as specific as possible; however, do not waste time getting the exact location. Do not investigate the situation unless asked to by Campus Police or another law enforcement agency.
- Determine the type of emergency and the likelihood of injuries. Again, be as specific as possible but do not waste time getting all the details.
- After determining these facts, call MCC Campus Police at the emergency number 8911, or 299-8911 from an off-campus or cell phone. Wait for their instructions. Do not hang-up without speaking to an officer.

If an emergency occurs during normal business hours, the CERT (Campus Emergency Response Team) and Building Safety Coordinators will be contacted and given instructions. If an emergency occurs during non-business hours (evenings and weekends), Campus Police will notify individuals in the affected buildings.

To learn more about emergency procedures at McLennan Community College, refer to the following policies in the Policies and Procedures Manual on the website:

- Policy E-XXVIII-b Emergency Response Plan <http://www.mclennan.edu/employees/policy-manual/docs/E-XXVIII-B.pdf>
- Policy E-XXVIII-c Response Plan for Campus Electrical Failure <http://www.mclennan.edu/employees/policy-manual/docs/E-XXVIII-C.pdf>
- Policy E-XXVIII-d Closed Circuit Monitoring and Recording of Public Areas for Safety and Security Purposes <http://www.mclennan.edu/employees/policy-manual/docs/E-XXVIII-D.pdf>

- Policy E-XXVIII-e Lockdown Procedures
<http://www.mclennan.edu/employees/policy-manual/docs/E-XXVIII-E.pdf>
- Policy F-I-d, 8 Guidelines for Time off for Inclement Weather
<http://www.mclennan.edu/employees/policy-manual/docs/F-I-D8.pdf>
- Policy E-XXVIII-h Timely Warnings for Campus Safety
<http://www.mclennan.edu/employees/policy-manual/docs/E-XXVIII-H.pdf>

Also refer to the *Emergency Operations Field Guide* located on the McLennan Community College website:

http://www.mclennan.edu/faculty/docs/Emergency_Operation_Field_Guide.pdf

A. General Guidelines

1. All administrative and supervisory personnel are to report emergencies to the President.
2. The President and the Vice Presidents are to be informed **IMMEDIATELY** of existing emergencies. Complete details should be made available to them including: nature of the emergency, how it began, who is involved, what is currently happening, and what help has been requested.
3. The President and any other person involved shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the Director of Marketing & Communications, extension 8640.

B. Emergency Numbers

Campus Police	299-8911
President	299-8601 (office)
Vice President, Finance & Administration	299-8649 (office)
Vice President, Instruction	299-8602 (office)
Vice President, Research, Effectiveness & IT	299-8642 (office)
Vice President, Student Success	299-8645 (office)
Dean, Arts, Sciences & Business	299-8672 (office)
Dean, Health Professions	299-8568(office)

Dean, Workforce & Public Service	299-8644 (office)
Director, Marketing & Communications	299-8640 (office)

C. Media Relations

The college has a basic guideline to observe in crisis or emergency situations:

The President is the primary spokesperson with the media in an emergency. In his/her absence, the Director of Marketing & Communications, Vice President of Finance & Administration, Vice President of Instruction, Vice President of Research, Effectiveness and Information Technology, or Vice President of Student Success will serve as spokesperson.

D. Medical Emergencies

Campus Police, ext. 8911, should be called during a medical emergency. Campus Police will call 911 if necessary.

Examples of Medical Emergencies

FAINTING - The victim should be kept flat and told to breathe slowly and deeply.

UNCONSCIOUSNESS/NOT BREATHING – Determine responsiveness by attempting to communicate in a loud voice. If victim does not respond, place your hand near the victim’s breathing zone to check for a sign of respiration. Do not move the person’s head or neck in the process. If you detect the victim is not breathing and the heart is not beating, and if an AED is available, refer to the steps given with the unit, or if you are properly trained in CPR, establish a clear airway and begin CPR.

SEIZURES - Nothing should be forced into the victim's mouth. The victim should not be restrained, and all hard objects should be moved out of the way. The employee should stay with the victim, and after the seizure, turn the victim onto their side and keep their airway open by tilting their head back. The victim will need to remain lying down in a quiet atmosphere for a few minutes.

FRACTURES - The victim should not be moved, and the injured extremity should be kept immobilized. Ice should be applied, if available.

BLEEDING - A clean cloth should be applied to the wound and then direct pressure. If on an extremity, the extremity should be elevated.

NOSEBLEED - The victim's nostrils should be pinched together for 10 minutes, and the victim kept in a sitting position with head slightly forward. Do not tilt head back.

BURNS-MINOR - The affected area should be covered with a sterile cloth.

POISONING - The employee should call 1-800-222-1222.

CHEMICAL BURNS - The affected area should be flushed with large amounts of water.

E. Fire Prevention

Fire Protection Plan

Employees will maintain free and unobstructed access to fire equipment, fire doors, and exits in the areas in which they work.

Each employee shall be familiar with the fire alarm signal and evacuation procedures and should be adequately prepared should a fire occur. See *Emergency Operations Field Guide* on the college's Website:

http://www.mclennan.edu/faculty/docs/Emergency_Operation_Field_Guide.pdf

All employees shall exercise good judgment and conduct themselves in a manner that will prevent fires while on the job.

The use of tobacco products shall be prohibited in all buildings, within 30 feet of all building entrances, and in all college-owned vehicles as detailed in the college's *Tobacco Products Policy* (E-XXIII) on the college's website:

<http://www.mclennan.edu/employees/policy-manual/docs/E-XXIII.pdf>. The term "tobacco products" includes all ignition-based forms of tobacco, smokeless tobacco, electronic vapor devices, or any other practice that mimics the usage of tobacco products. The use of tobacco products shall be permitted in designated smoking areas. Designated smoking areas shall not be closer than 30 feet to the entrances to buildings and will be identified and clearly marked as smoking areas. Receptacles for extinguishing smoking materials shall be placed at each designated smoking area. Non-smoking signs and notices will be placed at each entrance to campus buildings. The smoking policy applies to all employees, students, independent contractors, and visitors as stated in Policy E-VIII (General Conduct Policy) on the college's website:

<http://www.mclennan.edu/employees/policy-manual/docs/E-VIII.pdf>.

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps shall be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F. All safety cans, for storage of flammable liquids, shall be red in color.

Reporting a Fire

In all cases of fire, CAMPUS POLICE SHOULD BE NOTIFIED IMMEDIATELY AT EXTENSION 8911.

Employees should know the location of fire extinguishers, fire exits, and alarm systems in their area and know how to use them.

If an emergency exists, the building alarm (if any) should be activated.

On large fires that do not appear controllable, the employee should **IMMEDIATELY** call Campus Police, and they will notify the Fire Department and the Physical Plant; then all rooms should be evacuated, closing all doors to confine the fire, and to reduce oxygen. **DOORS SHOULD NOT BE LOCKED!**

If the fire is stopped by an employee, Campus Police should call 911 to cancel the report. When a fire occurs on campus, those affected and/or who are witnesses may be asked to complete a Fire Incident Report.

Evacuation Procedures

1. All building evacuations will occur when an alarm sounds or upon notification that there is an emergency via MCCmyAlert text, email, or in-person notification.
2. When notified to evacuate a building during an emergency, employees should leave by the nearest marked exit and should alert others to do the same. Leave all doors open so that the rooms can easily be cleared. If you can do so quickly, lock your computer, put away any sensitive materials, and only take personal items with you if they are readily accessible. DO NOT return to your office to retrieve them.
3. Employees should assist the disabled (staff, students, or visitors) in exiting the building. Elevators are reserved for disabled persons. In cases where elevators are not to be used, Stryker evacuation chairs are to be used to assist disabled persons down the stairs. The evacuation chairs are mounted in the stairwells of all buildings.
4. Elevators **should not be** used in the case of fire.
5. Once outside, employees should proceed at least 500 feet away from the building. Streets, fire lanes, and hydrant areas should be kept clear for emergency vehicles and personnel. Refer to the “Evacuation Map” (located on the college’s website under Crisis Management section) for rally/evacuation points and medical staging area (http://www.mclennan.edu/crisis-management/docs/Campus_Evacuation_Map.pdf).
6. **Employees should not return to an evacuated building unless told to do so by Campus Police, notification by MCCmyAlert text, or McLennan’s CERT or Building Safety Coordinators.**
7. In dismissing a class, the instructor should indicate that students are to move at least 500 feet away from the building, and classes will reconvene at the next period, unless students receive additional instructions that are contrary.

F. Violent or Criminal Behavior

To report this type of emergency, Campus Police should be called at extension 8911 or 254-299-8911 from an off-campus or cell phone.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. **RISKS SHOULD BE AVOIDED!**

If the employee is a victim or witness to an on-campus offense, which immediately endangers others, he/she should IMMEDIATELY notify Campus Police at extension 8911 or 254-299-8911 from a cell phone.

Employees should assist the officers when they arrive by supplying them with additional information.

G. Serious Weather Conditions

The success of an emergency plan must be the responsibility of all McLennan Community College employees and students. The goal is to eliminate injuries to individuals by a prompt and efficient response during threatening weather conditions.

The following information and instructions are presented as safety guidelines for the college community. They should be reviewed at least annually by all faculty and staff for knowledge if faced with severe weather.

Definitions:

Tornado Watch

Tornadoes are expected to develop along an unstable weather front. This alert is issued after the Weather Bureau has investigated temperature, barometric pressures, and air movement over a large area and determines that conditions are such that tornadoes are likely.

Tornado Warning

This alert means that a tornado has been sighted and poses a definite threat to a given area.

If Severe Weather is imminent:

Notification will be sent via MCCmyAlert, and McLennan's CERT and or Building Safety Coordinators, along with Campus Police will begin notification among the buildings.

Do Not exit the buildings!

Notify people in your immediate area to move quickly away from exterior glass doors and windows.

Classes should cease immediately. Students and faculty should shut off lab equipment for which they are responsible and proceed to the closest safe area.

Proceed to the area designated as a “Tornado Shelter” on maps posted inside buildings (located near stairwells and elevators). **Remain there until the “All Clear” is received by a MCCmyAlert text, notification by McLennan’s CERT, Building Safety Coordinators, or Campus Police.**

McLennan Community College provides equal educational opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf>