

McLennan  
Community  
College



# Emergency Operations Field Guide



[www.mclennan.edu](http://www.mclennan.edu)

MCC is an Equal Opportunity institution.

# TABLE OF CONTENTS

## General Emergency Information

Evacuate/Shelter-in-Place	4
MCC CERT Members	5
Reporting a Crime	6

## Fires on Campus

If You Discover Smoke or Fire	7
Using Fire Extinguishers	8
When the Fire Alarm Sounds	9

## Intruders & Weapons Incidents

Active Shooter Incidents	10
Lockdowns	12
Unauthorized Persons	13
Weapons on Campus	13

## Weather & Natural Disasters

Severe Weather	14
Inclement Weather	16
Flood/Flash Flooding	18
Earthquakes	19

## Medical Emergencies

Automated External Defibrillator	20
Medical Transportation	20
Heat Disorders & Advisories	21
Pandemic	22

## Chemical & Airborne Incidents

Chemical, Biological or Radiological Incident	24
Hazardous Spills	25

## Potential Threats

Bomb Threats	26
Suspicious Mail	27

## Safety Issues

Reporting Safety Issues	28
Power Outage	28

## Glossary/Definitions 29

## Bomb Threat Call Report 32

# MCC's Emergency Operations Field Guide is your resource.

Know **WHAT** to do in an **EMERGENCY**.

Know **WHEN** to respond to an **EMERGENCY**.

Know **HOW** to respond.

Know **WHO** to call.

## IN ALL EMERGENCIES ...

If it is **safe** to do so, **put away sensitive material** and **take your personal belongings** (car keys, purse, coats, briefcases, etc.) with you. You may not be allowed back into the building for some time. In your daily routine, consider positioning all items you may take with you so they are secure but quickly accessible.

If you are on campus at night during an emergency, contact Campus Police at **8911** from a campus phone or **299-8911** from a cell phone.



**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

**THROUGHOUT THIS GUIDE,**  
you may be directed to **Evacuate**  
or **Shelter-in-Place**, depending  
on the situation. Below are guide-  
lines for what to do in either case.



- **Follow instructions** from **MCC's CERT members**.
- **If it is safe** to do so, **take your personal belongings and secure sensitive materials**.
- **Be aware of disabled staff, students or visitors** who may need assistance. **Stryker-Evacuation chairs are available** in stairwells of multi-level buildings. Instructions are attached to the chair.



- **Follow instructions** from **MCC's CERT members**.
- **Remain CALM.**
- **Do not exit the building.**
- **Notify persons in your area** to quickly and orderly **get away from the perimeter** of the building **and exterior glass**.

# MCC CERT MEMBERS

**Members** of McLennan Community College's CERT (Campus Emergency Response Team) are faculty and staff who volunteer their time to **receive special training to assist the Campus Police and MCC administration during an emergency.**

Each team member may be called upon to give instructions and pass along important information during an emergency. Additionally, these team members act as extra eyes and ears to report back to Campus Police once an emergency has been declared.



**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

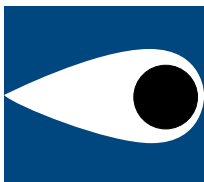
# REPORTING A CRIME



## The following should be reported

by calling Campus Police at **8911**  
from a campus phone or **299-8911**  
from a cell phone:

- If you have **personal property taken** from you or your vehicle while parked on campus.
- If you are **an employee and notice that equipment is missing** from your work area (after you have searched and asked fellow employees of equipment relocation). The value, or lack of value, should not be a factor in making a report.
- If **you are threatened and/or verbally abused**.
- If **you are involved** in a **“hit-and-run” accident**.
- If you witness or **have knowledge of** the following:
  - **Suspicious activity**
  - **Theft**
  - **Vandalism**
  - **Threats, arguments, verbal abuse**
  - **Family/domestic violence**
  - **Assaults**
  - **Drug and alcohol violations**
  - **Traffic accidents**



**When making a report**, be prepared to provide as much information as possible. Use the 5 W's & H as a guideline: **WHO** – is committing the crime?

**WHAT** – is occurring?

**WHERE** – is the crime being committed?

**WHEN** – did the crime occur?

**WHY** – did the crime occur?

**HOW** – was the crime committed?

If You Discover  
**SMOKE** or **FIRE ...**  
remember to **R.A.C.E.**



**R** **RELOCATE** — If it is **safe** to do so, **relocate or rescue people** in immediate danger. **Instruct others to report to** one of the **gathering areas as you leave** the building. **Be aware of disabled persons** who may need assistance.

**A** **ALARM** — **Pull the building fire alarm** to alert others. Move to a safe location. **Call 8911 for help.** If you know there is an MCC CERT member close by, report the precise location of the fire to that person.

**C** **CONFINE** — **Close all doors, windows and other openings** to confine the fire. **Shut off fuel sources** such as piped gases and compressed gas cylinders **if this can be done safely.**

**E** **EVACUATE** — **Evacuate all buildings.** **Notify MCC's CERT members and Campus Police** as soon as possible.

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# USING FIRE EXTINGUISHERS

- **Use fire extinguishers ONLY on small fires** that are just starting to burn.

**NEVER turn your back to a fire.**

- **Lift the extinguisher by the handle at the top.** This will not activate the extinguisher.
- **Most extinguishers have a plastic tab** around the handle. **Grasp the tab, pull and twist to remove.** Discard tab.
- **Follow the P.A.S.S. procedure:**



**P** **PULL** – Pull the pin or ring.

**A** **AIM** – Aim the nozzle at the base of the fire and stop about 8 feet away.

**S** **SQUEEZE** – Squeeze or pull the handle levers together.

**S** **SWEEP** – Sweep the nozzle from side to side at the base of the fire.

- Continue until the extinguisher is empty.
- Exit to a safe location.
- All fires must be reported. Call 8911.





# WHEN THE FIRE ALARM SOUNDS



- **Be aware of disabled staff, students or visitors** who may need assistance. **Stryker-Evacuation chairs are available** in stairwells of multi-level buildings. Instructions are attached to the chair.
- **If it is safe** to do so, **take your personal belongings and secure sensitive materials.**
- **Leave the area** by means of the **primary evacuation route**. Maps are posted in hallways near stairwells and elevators. **If this exit is blocked, use the secondary or alternate route** or exit. Become familiar with routes for all classrooms and work areas you frequently use.
- **Once outside** the building, **move at least 500 feet away from the building** and **await instructions** from Campus Police or MCC's CERT members.
- **Do not re-enter the building** for any reason **until** Campus Police, MCC's CERT members or Fire Department **officials give the "ALL CLEAR."**

**Keep all fire lanes, streets and service roads clear** for Fire Department vehicles.



**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**



# ACTIVE SHOOTER INCIDENTS

The following guidelines are emergency actions that can be taken in the event an armed individual enters the area and starts shooting.

## IF POSSIBLE:

**EXIT** the building  
or area immediately.

**Evacuate**  
Leave the Building

**NOTIFY** others  
you encounter of the danger.

**CALL** 8911 for help.

**INFORM** the dispatcher of the following:

- That **there is an EMERGENCY**
- The **LOCATION of the incident**
- **WHAT** is happening
- **HOW MANY people are involved** (victims and shooters)
- **YOUR NAME, LOCATION & PHONE NUMBER**

The dispatcher may ask you to remain on the line until officers arrive on the scene. **BE SURE YOU ARE IN A SAFE LOCATION.**

**IF YOU CANNOT SAFELY EXIT  
THE BUILDING, THE FOLLOWING IS RECOMMENDED:**

## **SHELTER-IN-PLACE**

**NOTIFY** others you encounter of the danger.

**KEEP QUIET &  
DO NOT ANSWER  
THE DOOR.**

**CALL 8911.**

**INFORM** the dispatcher of the following:

- That there is an **EMERGENCY**
- The **LOCATION** of the incident
- **WHAT** is happening
- **HOW MANY people are involved** (victims and shooters)
- **YOUR NAME, LOCATION & PHONE NUMBER**

**STAY PUT** until the police can get to you,  
unless the level of danger is increasing.

**STAY OFF THE PHONE** so that the dispatcher can  
contact you with information

**Please be aware that if you are safely locked in an office or classroom, police officers may take some time to get to you.** This is because the officers will be actively deployed to stop the threat. The fact that you may not hear or see officers right away may mean you are away from the immediate danger.

**Once rescued, follow the instructions of the police** as they guide you to safety.

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**



# LOCKDOWNS



There are two types of lockdowns that you may encounter at McLennan Community College.

## Police Activity Lockdown

**MCC has been notified of a potential threat outside of a building.**

- **ALL exterior doors will be closed**, locked or barricaded, if possible by Campus Police or Campus Police personnel.
- **An electronic message(s) will be sent out** to employees with information and/or instructions.
- **MCC's CERT members will walk their immediate areas** and make announcements.
- **Signs will be posted on exterior doors** advising of the lockdown and a telephone number to call. All employees and students will remain inside the building. (DO NOT stand near windows or go in/out the doors.)

**REMAIN**

**Shelter in Place**

## Intruder Lockdown

**A threat and/or intruder is inside the building.**

- **MCC myAlert message(s) and MCC's CERT members will provide information** and instructions if the situation permits.

## DURING A LOCKDOWN INCIDENT

Follow the instructions from MCC's CERT members and/or Campus Police.

# UNAUTHORIZED PERSONS

**Any person** who is **acting in a suspicious manner** or **does not appear to have official business**

at McLennan Community College should be reported to Campus Police.



**CALL** Campus Police at 8911 from a campus phone or 299-8911 from a cell phone.

# WEAPONS ON CAMPUS

If you see someone with a weapon on college property or you are told someone has a weapon:

**CALL** Campus Police at 8911 from a campus phone or 299-8911 from a cell phone.



**INFORM** the **dispatcher** of the following:

- The **LOCATION** of the person with the weapon and where they were last seen
- The **NAME** of the person (if known)
- A brief **DESCRIPTION** of the person, such as clothing, race, gender, etc.
- **WEAPON TYPE** (pistol, rifle, shotgun, knife, etc.)

Evacuate the area and advise others to do the same. Under no circumstance should you approach the person and inquire about the weapon.

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# SEVERE WEATHER



**There are 2 types of Severe Weather Alerts:**

## **WATCH:**

**Public notification** that weather conditions exist that could lead to a warning.



## **WARNING:**

**An alert from the National Weather Service** confirming the occurrence of a severe weather event and the time, location, speed and direction of movement.

**The most common watches and warnings are:**

## **SEVERE THUNDERSTORM**

**WATCH** – **conditions are developing** that could lead to a severe thunderstorm.

## **SEVERE THUNDERSTORM**

**WARNING** – **a storm is occurring** that meets the severe storm criteria: torrential rain, high winds, frequent lighting, hail and the possibility of an isolated tornado.

## **TORNADO WATCH**

– an area of the state is forecasted to have **all the elements necessary to spawn tornadic thunderstorms.**

## **TORNADO WARNING**

– a notification that either a radar signature or “spotter” **verification of a developing tornado or that a confirmed tornado is on the ground** and causing damage. This warning is an immediate notification to **“TAKE COVER.”**

**MCC's CERT members will be kept apprised** of developing weather conditions. As watches and warnings are issued, **MCC's CERT members and Campus Police will make appropriate announcements.**

## **IF SEVERE WEATHER IS IMMINENT:**

- **MCC myAlert will be activated** by the Crisis Committee, and **MCC's CERT members and Campus Police will begin notification** among the buildings.
- **REMAIN CALM.** Do not exit the buildings!
- **Notify people in your immediate area** to quickly **move away from exterior glass** doors and windows.
- **Proceed to** an area designated as a **"Tornado Shelter"** on maps posted inside buildings. **Remain there until** the **"All Clear"** is given **by MCC's CERT members, Campus Police** or the **Crisis Committee.**

**Tornado Shelters are indicated in blue on maps located near stairwells and elevators in all campus buildings.**



**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# INCLEMENT WEATHER



**Inclement weather events occur when ice and snow impact the operations of the college.** The college may take the following actions in response to inclement weather:

## Early Dismissal

**If Winter Weather Advisories, Watches or Warnings have been issued** by the National Weather Service, the college may suspend operations and dismiss students and staff.

## Delayed Openings

**If ice and snow has occurred during the overnight hours,** a determination will be made on the current conditions of roads and campus sidewalks/steps. If conditions are marginal but will improve in the morning hours, the college may open later in the morning hours to allow improvement of the roadways and college crews time to treat the campus sidewalks and steps.

## Cancellation of Classes

**Current weather conditions that may not improve** and permit students and employees to arrive in a safe and timely manner may result in the cancellation of classes and college operations.



# Notification process will occur as follows:

## Early Dismissal

MCC's CERT members will assist Campus Police in making the appropriate announcements and posting signs on all building entrance doors advising of the closure.

## College Closing

If you suspect a college closing due to inclement weather, check the McLennan Community College home page (**[www.mclennan.edu](http://www.mclennan.edu)**), which will display a notification of any closings or delays. If there is no notice posted, then classes are in session and offices are open as usual.

In order to receive information instantaneously, **sign up for MCC myAlert at <https://www.mclennan.edu/myalert>**. By enrolling in MCC myAlert, MCC can quickly pass on safety-related information regardless of your location.

You also may refer to announcements on local television stations' Web sites, such as **[www.kwtx.com](http://www.kwtx.com)**, **[www.kcentv.com](http://www.kcentv.com)** or **[www.kxxv.com](http://www.kxxv.com)**, or on **local radio stations in the event that the MCC Web site is not operational**.

**DO NOT CALL  
CAMPUS POLICE  
FOR COLLEGE CLOSING INFORMATION**

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# FLOOD/FLASH FLOODING

According to **the National Weather Service** ...

- **Flash flooding kills** about 130 people annually.
- **6-12 inches** of water can knock a person off his/her feet.
- **2-3 feet** of water can float most vehicles.



## FEMA offers the following guidelines on how to stay safe during a flash flood:

- **Evacuate** any area that will be subject to flooding, including dips, low spots, canyons and washes.
- If you come across a flooded area, **do not attempt to cross flowing streams.**
- **Never drive through flooded roadways** because the road bed may not be fully intact due to the heavy amount of water.
- **Be cautious if driving at night** since it will be harder to recognize flood areas.
- **Do not park your vehicle near streams** and washes, especially if there is a possibility of flooding.

## While at McLennan Community College, these guidelines are recommended:

- **Watch for rushing water** over sidewalks and streets.
- **Watch your speed** while driving on campus roadways. Pooling water near storm drains may cause your vehicle to lose control.
- **Use caution on wet streets**, reduce your speed, and allow additional braking distance.
- **During heavy rains**, use your headlights to increase your visibility to other vehicles.

# EARTHQUAKES



No area in the United States is immune from earthquakes. They strike without warning, and the major or “initial shock” is usually followed by numerous “after-shocks,” which may last for weeks or months. An earthquake’s effect on buildings will vary from structure to structure. Sprinkler systems or fire alarms may activate due to the shaking. Building structure, stairways, and elevators will require inspection for damage following an earthquake.

## INSIDE A BUILDING:

- **Get under your desk**, table or other sturdy furniture with your back to the windows.
- If you are not near any furniture, **sit in a corner or with your back against a wall** and face away from windows.
- **Drop to your knees**, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with your forearms.
- **Maintain that position** until shaking stops.

## OUTSIDE A BUILDING:

- **Move away from buildings**, trees, overhead wires and poles.
- **Drop to your knees**, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with your forearms.
- **Maintain that position** until shaking stops.
- **Do not enter any building** until it is determined to be safe.

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# AUTOMATED EXTERNAL DEFIBRILLATOR (AED)



## **AEDs can be found in the following locations:**

AEDs are located in all buildings on campus, as well as several in Campus Police vehicles, Highlander Ranch and the Emergency Services Education Center.

**MCC's CERT members are trained in the use of AEDs.** If an MCC CERT member is not available, **many other employees across campus are trained** in the use of AEDs.

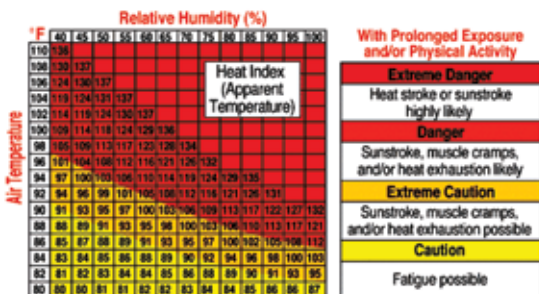
**If a suspected heart attack is occurring, call 8911.**

# MEDICAL TRANSPORTATION



- McLennan Community College **WILL NOT assume payment** for ambulance transportation.
- **Individuals refusing transportation** by ambulance **are solely responsible for the decision.** An individual **cannot be forced to accept medical assistance.**
- **Individuals refusing ambulance transportation** to a medical facility **will be responsible for their own transportation** to a medical facility (i.e., friend, family member, etc.).
- **Should an employee or student decide to transport an individual**, that employee or student does so under personal liability. **MCC WILL NOT assume responsibility for consequences** resulting from such transportation.

# HEAT DISORDERS & ADVISORIES



In Texas, the summers pose a special danger to persons who work or exercise outdoors. The National Weather Service issues heat advisories based on the above scale when forecasted temperature and humidity values may pose a danger.

**Heat Disorders** can occur from any of the following conditions:

- **Prolonged exposure** to the sun
- **Dehydration**
- **High temperature-humidity** indices
- **Overexertion**

**The range of heat disorders are:**

- **SUNBURN** – Redness and pain to exposed skin area.
- **HEAT CRAMPS** – Painful spasms, usually in the legs and abdomen.
- **HEAT EXHAUSTION** – Heavy sweating, weakness, skin that is cold to the touch, nausea and possible fainting.
- **HEAT STROKE/SUNSTROKE** – High body temperature, hot and dry skin, rapid pulse, and possible unconsciousness.

**Persons experiencing heat exhaustion** or heat stroke require immediate medical assistance. Call 8911.

**MCC Campus Police**

from a campus phone **8911**  
or by cell phone **299-8911**

# PANDEMIC



**In the event of a pandemic,** McLennan Community College has partnered with the Waco-McLennan County Public Health District to establish plans and procedures to respond.

**A pandemic is a widespread illness caused by a specific organism** identified through epidemiology and surveillance and the results reported to the Centers for Disease Control (CDC) and the World Health Organization (WHO).

**During a pandemic event,** MCC will operate its response in accordance with the National Incident Management System (NIMS) so that coordination with local, state and federal agencies can occur in a timely manner.

**The initial response may include,** but is not limited to:

- **Classroom announcements and door posters** advising students and employees of the symptoms and precautions to guard against transmission of the illness
- **Availability of special items** to guard against illness transmission (i.e., hand sanitizer, face masks, etc.)

**If the illness has become more widespread** in the city or county, the next level of response may include, but is not limited to, the provisions above plus:

- **Aggressive cleaning** of all surface areas of the college
- **Following Waco-McLennan County Public Health's advisories,** which may include: identification, isolation and transportation of suspected cases
- **Communicating with family** and parents of students with suspected cases and offering appropriate advisories.

**In the event** that McLennan County has been **placed under a "special" or an "emergency" order** from the Public Health District, the following actions may include, but are not limited to, the initial and secondary provi-

sions listed above, plus **cancellation of group activities, suspension of classes and closure of college facilities** for an indeterminate amount of time.

It is important to realize that while a personal illness of influenza may last up to two weeks, **a pandemic event may last up to two months or may come in waves.**

It may be necessary to increase or decrease the levels of response based upon the number of cases being reported to Public Health. Public Health may change the response profile several times over a period of weeks or months during a pandemic.

**The general guidelines** during any period of time in which colds and other illnesses are being spread are:

- **Wash your hands frequently.**
- **Use alcohol-based hand sanitizer** containing at least 60% alcohol if hand-washing facilities are not available.
- **Cover your cough.**
- **Avoid people who are coughing and sneezing.**
- If advised by your physician, **get the annual flu shot.**
- **If you are ill,** avoid exposing other members of the public.
- **Avoid travel** if possible.
- **Avoid** areas where **large groups of people** congregate. Practice “social distancing” of at least 6 feet or more.
- **If you exhibit symptoms** of illness, visit your physician. The effects of some illnesses can be lessened if treated early.
- **If you fall into a high-risk group,** please consult your physician about any special measures you should take.

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# CHEMICAL, BIOLOGICAL OR RADIOLOGICAL INCIDENT

If a **chemical, biological or radiological incident** has been reported in the area, the following guidelines will be initiated:

**MCC's CERT members will be advised** of the developing situation and what immediate measures need to be taken. These may include, but are not limited to, shelter-in-place or immediate suspension of operations with student and employee dismissal.

**Additional measures**, as issued by local and state authorities, will be passed to MCC's CERT members and appropriate announcements/advisories will be made regarding short- and long-term precautions that should be taken and the plan for the continuation of college operations.



The **United States Department of Homeland Security** on the **ready.gov** Web site **recommends** that everyone should **follow these basic guidelines** for chemical, biological and radiological incidents:

- **GET A KIT** (food, water, medications, and a change of clothes)
- **MAKE A PLAN** (phone numbers, alternate locations to meet)
- **BE INFORMED** (watch/listen to radio and television news)

These basic preparations can better prepare you to act during these times of heightened awareness.



# HAZARDOUS SPILLS

**DO NOT attempt to remove and/or clean up a hazardous spill. Call Campus Police at 8911 or 299-8911.**

**Hazardous materials can include**  
but are not limited to:

- **Cleaners**
- **Ammonia products**
- **Solvents**
- **Paint products**
- **Chemicals**
- **Blood/body fluids**



## HAZARDOUS SPILLS OFF CAMPUS OR OUTSIDE THE BUILDING

If an off-campus or near-campus spill occurs, use these guidelines:

- **Follow instructions from authorities** and/or MCC's CERT members.
- **You may be instructed to shelter-in-place** until the danger passes.
- **You may be instructed to leave campus** via restricted or dedicated routes.

**The authorities** that may be issuing instructions are, but not limited to:

**Waco Police and Fire Department**  
**McLennan County Sheriff's Department**  
**Waco-McLennan County Public Health District**  
**Texas Department of Public Safety**  
**MCC Campus Police**  
**MCC CERT members**

**MCC Campus Police**

from a campus phone **8911**  
or by cell phone **299-8911**

# BOMB THREATS



**Keep calm** and **keep the caller on the line** as long as possible.

**IMPORTANT:** Write down the name and number that appears **on the caller ID** display.

## Questions to ask the caller:

1. When is the bomb going to explode?
2. Is the bomb in a building or elsewhere?
3. Exactly where is the bomb?
4. What does the bomb look like?
5. What kind of bomb is it?
6. What will cause it to explode?
7. Did you place the bomb? If not you, then who?
8. What is the reason for the bomb?
9. What is your name?
10. What is your address?

## The following is also very important:

1. Time of the call
2. Gender and age of the caller
3. Emotional behavior of the caller (nervous, laughing, crying, breathing hard, accent, etc.)
4. All or part of the exact words used by the caller

## CALL 8911 TO NOTIFY CAMPUS POLICE.

If you are an employee, perform a quick search of your area to identify suspicious or unfamiliar packages or items.

## If you find a suspicious item:

**DO NOT pull the fire alarm.**

**DO NOT touch the suspicious item.**

**LEAVE the immediate area.** If it is safe to do so, take your personal belongings.

**Call 8911 to notify Campus Police.**

# SUSPICIOUS MAIL



<http://www.fbi.gov/pressrel/pressrel01/mail3.pdf>

If an MCC employee decides that a letter or package is “suspicious” after comparing it to the FBI Advisory Bulletin (above), the following steps should be taken:

- **DO NOT handle the item** suspected of contamination.
- **Isolate anyone who has been exposed** to a suspicious substance.
- **Make sure the suspicious letter/package is isolated** and the immediate area is closed off.
- **Call 8911 or 299-8911** to notify Campus Police.
- **If the item meets the criteria of the FBI Advisory Bulletin** (above), the Crisis Committee or the Chief of Police will activate the appropriate Emergency Operations Plan and contact the Waco Fire and Police departments and the FBI.

**MCC Campus Police**

from a campus phone **8911**  
or by cell phone **299-8911**

# REPORTING SAFETY ISSUES

The following **safety items should be reported** to Campus Police at 8911 from a campus phone or 299-8911 from a cell phone:

- **Trip and fall hazards**
- **Fire hazards**
- **Unsafe activities**
- **Lights not working**
- **Locks or door not working**
- **Electrical hazards**
- **Parking lot hazards**
- **Unsafe situations**
- **Injury or exposure to hazardous substances or blood**



## POWER OUTAGE



In the **event of a power outage**, McLennan Community College **has emergency generators** that will provide **power for emergency lighting, elevators and essential equipment**. All **MCC CERT members** have **flashlights** and can assist in providing additional light in areas not covered by the emergency lighting.

- Have **one person** in your area **call Campus Police** at 299-8911 by cell phone.
- **Remain in your classrooms and offices** until **you receive instructions** from the Campus Police, MCC's CERT members or Campus Police, or until the power returns.
- **Use caution going up and down stairways** in reduced lighting.

# GLOSSARY / DEFINITIONS

**AED** – Automated External Defibrillator. An electronic device that, when used by trained personnel, can evaluate and advise the proper course of action, including electroshock of the heart, as part of a lifesaving process for a victim of sudden cardiac arrest.

**Biological Incident** – A criminal and intentional release of viral or bacterial agents in the air or water with the intent to cause illness or death in the general public. It may also be the intentional exposure to the general public by a host individual already carrying an infectious illness or disease with the intent to spread the illness or disease to additional victims.

**Campus Police** – McLennan Community College operates a police department that serves the campus. Campus police may be reached by calling 8911 from any campus phone or 299-8911 by cell phone.

**CDC** – Center for Disease Control and Prevention, a division of the U.S. Department of Health and Human Services. This agency serves as the federal clearing-house for the investigation, detection, reporting and treatment criteria for diseases that may require a coordinated national response.

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# GLOSSARY / DEFINITIONS – con't

**Chemical Incident** – An accidental or intentional release of chemicals that may result in toxic air conditions, fire or explosion.

**FBI** – Federal Bureau of Investigations, a section of the U.S. Department of Justice responsible for the investigation and enforcement of federal criminal statutes.

**FEMA** – Federal Emergency Management Agency, a division of the U.S. Department of Homeland Security charged with the federal response to emergencies and coordination with emergency planning before emergencies.

**Flash Flood/Flooding** – The rapid and unexpected rise of water due to heavy rains in areas that are not able to carry off the water, which causes low areas to temporarily be covered by excess run-off. The rise and crest of these events can come with little advance warning.

**MCC's CERT Members** – Campus Emergency Response Team, trained personnel who assist with the implementation of emergency plans and procedures at MCC.

# GLOSSARY / DEFINITIONS – con't

**NIMS** – National Incident Management System, a set procedure developed under the U.S. Department of Homeland Security that establishes a uniform response and identifies key personnel in the management of an emergency incident. The plan provides for the coordination of services and equipment between local, state and federal agencies responding to any emergency. NIMS is mandated as the single response model nationwide.

**NWS** – National Weather Service, a division of the National Oceanic and Atmospheric Administration responsible for domestic weather forecasting and the issuance of weather watches, warnings and advisories.

**Radiological Incident** – A criminal and intentional release of radioactive materials into either the air or water with the intent to cause illness or death in the general public.

**Tornado Shelter** – Specific areas within the college that are designated on maps posted inside all campus buildings. Tornado Shelters are indicated in blue on the maps, which are located near stairwells and elevators.

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# BOMB THREAT CALL REPORT



NAME AND NUMBER ON CALLER ID

---

WHEN IS THE BOMB GOING TO EXPLODE?

---

IS THE BOMB IN THE BLDG. OR ELSEWHERE?

---

EXACTLY WHERE IS THE BOMB?

---

WHAT DOES THE BOMB LOOK LIKE?

---

WHAT KIND OF BOMB IS IT?

---

WHAT WILL CAUSE THE BOMB TO EXPLODE?

---

DID YOU PLACE THE BOMB? IF NOT, THEN WHO?

---



WHAT IS THE REASON FOR THE BOMB?

---

WHAT IS YOUR ADDRESS?

---

WHAT IS YOUR NAME?

---

TIME OF THE CALL

---

GENDER AND AGE OF THE CALLER

---

EMOTIONAL BEHAVIOR OF THE CALLER

---

ALL OR PART OF THE EXACT WORDS  
USED BY THE CALLER

---

**MCC Campus Police**

from a campus phone **8911**

or by cell phone **299-8911**

# EMERGENCY PHONE NUMBERS

## **MCC Campus Police**

from a campus phone **8911**

or by cell phone **254-299-8911**

## **McLennan Community College**

**Crisis Management Committee Chairperson**

**Dr. Ronald Epps**

**254-299-8647**

**repps@mclennan.edu**

McLennan  
Community  
College



1400 College Drive • Waco, Texas 76708

**[www.mclennan.edu](http://www.mclennan.edu)**