

## II. 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 showing the safe way to exit or take shelter 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.
- 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 call and hang-up without speaking to an officer.

If an emergency situation occurs during normal business hours, campus police and MCC's First Response Team will be contacted and given instructions. If an emergency situation occurs during non-business hours (evenings and weekends), Campus Police will notify individuals in the affected buildings.

To learn more about emergency procedures at MCC, refer to the following policies on the website:

<http://www.mclennan.edu/publications/policies/E-XXVIII-B.pdf>

<http://www.mclennan.edu/publications/policies/E-XXVIII-C.pdf>

<http://www.mclennan.edu/publications/policies/F-I-D8.pdf>

### 1. General Guidelines

- a. All administrative and supervisory personnel are to report emergencies to the President.
- b. 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 happening now, and what help has been requested.
- c. The President and any other person involved shall confer and decide on the appropriate action.
- d. All calls from the media are referred directly to the Director of Community Relations, extension 8640.

### 2. Emergency Numbers

Fire or Ambulance	"O" or 911 (dial 9 for outside line)
Campus Police	8911
President	299-8601 (office)
Vice President, Finance & Administration	299-8649 (office)
Vice President, Instruction	299-8602 (office)
Vice President, Program Development	299-8669 (office)
Vice President, Research, Planning & IT	299-8642 (office)
Vice President, Student Services	299-8645 (office)
Dean, Arts and Sciences	299-8672 (office)
Dean, Continuing Education	299-8159 (office)
Dean, Education and Learning Services	299-8994 (office)
Dean, Workforce Education	299-8644 (office)
Director, Community Relations	299-8640 (office)

### **3. 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 her absence, the Director, Community Relations, Vice President of Finance & Administration, Vice President of Instruction, Vice President of Program Development, Vice President of Research, Planning and Information Technology, or Vice President of Student Services will serve as spokesperson.

### **4. 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** - The victim should be kept flat, head turned to the side, airway open, and warm.

**IF BREATHING STOPS** - The victim's head should be tilted back, nose pinched and mouth-to-mouth resuscitation administered.

**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 airway open by tilting 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 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.

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

POISONING - The employee should call 1-800-764-7661 (1-800-POISON-1).

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

## **5. 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.

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. The use of tobacco products shall be permitted at 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.

### **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 fire is stopped by an employee, Campus Police should call 911 to cancel report. When a fire occurs on campus, those affected and/or 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.
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.
3. Employees should assist the handicapped in exiting the building! Elevators are reserved for handicapped persons. In cases where elevators are not to be used, Evacuation Chairs are to be used to assist handicapped persons down the stairs. The Evacuation Chairs are mounted in the stairwells of all buildings.
4. Elevators **should not be** used in case of fire.
5. Once outside, employees should proceed to the nearest parking lot. Streets, fire lanes, and hydrant areas should be kept clear for emergency vehicles and personnel.
6. **Employees should not return to an evacuated building unless told to do so by a college official.**
7. In dismissing a class, the instructor should indicate that students are to go to the nearest parking lot, 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, the Campus Police should be called at extension 8911.

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.

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 tornado activity.

## **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.

## ***Emergency Response Team***

### **Daytime (Weekdays)**

1. Campus Police Officers
2. MCC Fire Responders

### **Evening**

1. Evening Police Officers
2. Supervisor of Custodians

### **Weekend**

1. Weekend Security Officer
2. Central Utility Technician (if on duty)

## **Action to Take:**

When the National Weather Service transmits a signal to the weather alert radios (deployed in strategic locations on the campus) designating a severe weather condition, the Crisis Management Team will be activated. In the event of a tornado watch, the Crisis Management Team will monitor weather conditions. In the event of a tornado warning, the following plan will be implemented.

### **Daytime (Weekdays)**

1. The Crisis Management Team will assemble in the Command Center at the discretion of the Executive Vice President.
2. Campus Police will notify the switchboard operator to alert Building Emergency Coordinators to notify other staff and students to proceed immediately to identified secure locations in each building. Maps are located in hallways of buildings to indicate safe locations. Safe areas are generally interior hallways on the lowest floor. Auditoriums, gymnasiums, large rooms, or window areas should be avoided. When a severe weather alert has been declared by the Crisis Management Team, the following activities should be interrupted and the indicated safeguards initiated immediately.
3. Classes should cease immediately. Students and faculty should shut off lab equipment for which they are responsible and proceed to the closest safe area.
4. All college business and activities except for emergency services will terminate. Students, staff, and faculty should proceed to the designated area until the warning expires.
5. Campus Police will broadcast "take cover" instructions to staff and students between buildings and in parking areas.
6. After determination is made that all danger has passed, the Crisis Management Team will advise the switchboard operator to notify MCC First Response Teams and Campus Police to announce "all clear" and resume normal activities.

Evening

1. The Campus Police will alert staff in the Learning Technology Center of impending threatening weather conditions. They will assist the Police in alerting campus visitors, staff, and students to proceed to safe areas.
2. All other procedures will remain the same.

Weekend

1. The Weekend Security Officer (supported by other Crisis Management Team members if available) will alert campus visitors, staff, and students to proceed to safe areas.
2. All other procedures will remain the same.