



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Emergency Response Plan	CGC - I	3	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C - Business and Support Services	Safety Program: Emergency Plans and Alerts	CGC	08/26/2025

PURPOSE

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 or other emergencies which have the potential to become a threat to the college community.

The following information and instructions are presented as safety guidelines for the college community. Faculty and staff should review this information at least annually.

McLennan has first responders, a certified Emergency Response Team, Building Safety Coordinators, and an Emergency Operations Team. The Director of Emergency & Risk Management will determine whether notification should be given to any one or all of the aforementioned personnel before the notification of the campus community. Fire alarms will sound in the case of a fire emergency to alert the campus community to evacuate. The Director of Emergency & Risk Management and the President (or designee) will determine what information to provide in notifications. The Director of Marketing & Communications or Director of Emergency & Risk Management (or designee) will send a McLennan MyAlert with: (a) an all student and employee email, (b) notification to local media outlets, and (c) an audio message via Informacast (a phone intercom messaging system), as time permits.

PROCEDURE

College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

- I. Should an emergency or serious situation occur, the person or witness should call Campus Police at 8911 from a campus phone or 254-299-8911 from a cell phone.



- II. McLennan dispatch or the officer on duty will take the call and will send Campus Police officers to verify the hazard or danger and notify the Director of Public Safety/Chief of Police as well as Waco Police Department and/or our local EMS if needed.
- III. The officer on scene will offer assistance or direct evacuation of the building(s), if needed.
- IV. The Director of Public Safety/Chief of Police will notify and inform the President of the situation.
- V. As soon as the Director of Public Safety/Chief of Police or President has confirmed that a significant emergency or dangerous situation exists, the President (or designee), upon consultation with the Director of Emergency & Risk Management, will determine a course of action and authorize any messages or warnings that should be released and determine to whom these warnings should be distributed.
- VI. The entire campus community will be notified if a large segment of the campus community may be affected by or have the potential to be affected by the threat.
- VII. The President (or designee) will then notify the Director of Marketing & Communications and, Vice Presidents.
- VIII. The Director of Marketing & Communications or Director of Emergency & Risk Management will initiate the process by sending warnings or notifications campus wide or to select groups as appropriate to the situation. Information will be sent over MCC MyAlert, audio messaging, by phone via InformaCast, and broadcast emails to students and employees. The message may also be posted on the McLennan homepage and Facebook, and media outlets will be notified if it is appropriate to the situation.
- IX. The Emergency Manager will inform the Campus-CERT team members of the warning and coordinate assistance in notification and/or evacuation.

A warning may not be issued for a confirmed emergency or dangerous situation if doing so will compromise any effort to mitigate the emergency. The decision to withhold issuing a warning will be determined through consultation with the Director of Emergency & Risk Management, Vice Presidents, and the President (or designee).

Action to Take in Inclement Weather

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 Building Coordinators will receive the alert and take appropriate steps for the safety of the occupants in the building. In the event of a tornado watch, the Building Coordinator will monitor weather conditions. In the event of a tornado warning, the following plan will be implemented:



Daytime (Week days):

- I. The Emergency Management Committee will assemble in the Command Center at the discretion of the President (or designee).
- II. Campus Police will notify the Director of Marketing & Communications to alert Building Safety Coordinators to notify other employees and students to proceed immediately to pre-identified secure locations in each building. Maps 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, the following activities should be interrupted and the indicated safeguards initiated immediately.
 - a. Classes should cease immediately. Students and employees should shut off lab equipment for which they are responsible and proceed to the closest safe area.
 - b. All college business and activities except for emergency services will terminate. Students, employees, and visitors should proceed to the designated safe area.
 - c. All groups should remain in place until the warning expires.
- III. After determination is made that all danger has passed, the Emergency Management Committee will advise the Director of Marketing & Communications to notify Building Safety Coordinators and Campus Police to announce “all clear” and resume normal activities.

Evening:

- I. Campus Police will alert employees and students of impending threatening weather conditions. Employees will assist the police in alerting campus visitors, employees, and students to proceed to safe areas.
- II. All other procedures will remain the same.

Weekend:

- I. The Weekend Security Officer (supported by other Emergency Management Committee members if available) will alert campus visitors, employees, and students to proceed to safe areas.
- II. All other procedures will remain the same.