

## TARLETON-CENTRAL TEXAS

### A DESKTOP GUIDE TO CAMPUS EMERGENCIES

#### **Fire: Actual or False Alarm**

Upon an activated alarm, notify the Campus Security and begin evacuation procedures for all classrooms, restrooms, labs and offices remind persons to remove their personal items such as purses, backpacks and keys.

1. Know the location of fire extinguishers and how to use them; NEVER use a water fire extinguisher on an electrical fire.
2. For controllable fire use an extinguisher and spray at the base of the fire.
3. On uncontrollable fires, evacuate, notify 911 and the Campus Security at X5719. DO NOT RE-ENTER THE BUILDING AND DO NOT LOCK DOORS.
4. Once outside move to a safe area at least 500 feet from the building and downwind from smoke and debris.
5. Do not return to the building until the ALL CLEAR signal is given by the CTC Police or other Emergency Personnel.

If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

#### **Explosions:**

Evacuate the building immediately as indicated above, ensure all persons are at least 500 feet away from the blast area. Do not reenter the blast area for fear of secondary explosions.

1. Utilize structural or natural barriers to assist with personal protection.
2. Provide first aid assistance to the injured.
3. Do not reenter the area until the ALL CLEAR signal is given by the Campus Security, CTC Police or other Emergency Personnel.

#### **Natural Disasters:**

Severe weather coordination begins with the Campus Security who coordinates with CTC Police, NWS, and Fort Hood. In the event of severe weather alerts all personnel should remain in their buildings; away from windows and exterior doors.

1. Campus Security will coordinate with building coordinators in the event of severe weather warnings.
2. Building coordinators will alert other personnel of the warning and prepare for additional guidelines to take.
3. Storm shelters are designated in the building. If that location is unknown seek shelter in a doorway, interior hallway, under a desk or on the lowest floor of the building. Stay away from windows and exterior doors.
4. Remain in the safe area until the warning has passed or severe weather conditions improve.

#### **Terrorism Signs and Action:**

Possible signs of terrorist activity on campus can include:

1. Suspicious white powder found on campus property or facilities.
2. Suspicious mail or packages.
3. Threats received demonstrating or voicing hatred for Americans.
4. Students suspiciously tracking packages or mail delivery via college based computers.
5. Persons making suspicious inquiries for privileged information.

Action to take:

1. Notify the Campus Security and report any suspicious activity.
2. Secure the scene and do not touch anything; make note of any personnel who may have come into contact with the suspicious item.
3. Evacuate non-essential personnel.
4. Safeguard witnesses and evidence.
5. Offer first aid to the injured and notify EMS.

#### **Bomb Threats:**

When a bomb threat is received anywhere on campus an attempt should be made to notify the Campus Police while the caller is on the phone. Write down the phone number displayed on your caller ID and fill out a Bomb Threat Assessment form found in the Safety Manual at <http://www.tarleton.edu/~policy/safe0901.htm#4>

1. In the event of a bomb threat on campus the Campus Security will initiate building evacuations as needed. Personnel should remain at least 500 feet from the building and refrain from using cellular phones.
2. Do not use the fire alarm system to evacuate the building, evacuations should be accomplished by office to office, classroom to classroom personal contact.
3. Campus Security, CTC Police, and T-CT personnel will search the bomb threat area.
4. If a suspicious package is located, DO NOT TOUCH. Coordination will be made with Fort Hood EOD (Explosive Ordnance Detachment) in the event a possible device is located.
5. If a detonation time was given by the caller, the search will cease and evacuation will commence thirty minutes before detonation time. Officers will not allow re-entry until a minimum of 30 minutes after the detonation time has expired.

6. No one will be allowed to return to an evacuated building until the ALL CLEAR signal is given by Campus Security, CTC Police, or Emergency Personnel.

#### **Suspicious Package/Parcel or Explosive Device:**

1. Do not touch or move a suspicious package or attempt to disengage a suspected explosive device. Immediately notify the Campus Security.
2. Clear the area around the package and evacuate the building.
3. If the package meets the postal guidelines (see below) for suspicious mail/packages DO NOT open the package, notify the Campus Security immediately.

What constitutes a suspicious package?

1. No return address, incomplete or an unfamiliar or unexpected return address.
2. Mail directed to personnel who no longer work for your department.
3. Mail marked "personal" or "confidential".
4. Postmarks from a foreign country or the use of excessive postage.
5. Misspelled common words or names; improper addressing.
6. Mail addressed to a "Title" or "Office" only.
7. Items which are oversized, lopsided or uneven.
8. Items with a strange odor, stains, discoloration or leaking product such as a powder or liquid.
9. Protruding wires or excessive use of tape.

If you have a question or suspect a package, contact the Campus Security, avoid unnecessary movement of the package or parcel.

If you open an envelope or parcel and encounter an unidentified substance, immediately call the Campus Security:

1. Do not panic, remain calm.
2. Do not touch, smell, taste or try to analyze the substance.
3. Place the item down and step away, do not carry the item to another location.
4. Remain in the immediate area to minimize the spread of the substance.
5. Alert others to keep away from your area.
6. Turn off any circulating fans, air conditioners or heaters.
7. Do not touch, handle or attempt to clean up the substance.
8. Wait for trained emergency personnel to arrive.

#### **Hostage Situation/Workplace or Classroom Violence**

1. Assess the situation, initiate evacuation of the building if possible and safe to do so.
2. Call 911 and notify Campus Security.
3. When the police arrive, be prepared to provide:
  - The number of hostage-takers if known,
  - A physical and clothing description of hostage-takers,
  - The type of weapons the hostage-takers have,
  - The number and names of hostages,
  - The demands and instructions hostage-takers have given,
  - A description of the area under siege.

#### **Response and Reaction:**

Staff members should never try to handle a dangerous situation on their own.

1. Notify Campus Security of the situation clearly stating that you need immediate assistance, remain calm.
2. Always give your name, location and the area involved. Include a description of the person(s) involved and description of property or vehicles involved if known. Cooperate with and assist emergency personnel as directed or needed.
3. Should gunfire or discharged explosives hazard the campus, you should direct students and other staff members to take cover immediately and initiate campus lockdown procedures.

#### **Civil Disturbances, Demonstrations or Riots**

Most campus demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following exists as a result of the demonstration:

1. Interference with the normal operations of the college.
2. Prevents access to an office, building or other college facility.
3. Threat to persons or damage to college property.
4. Disorderly conduct which disrupts or disturbs the campus community, classes or normal operations.

If necessary, Campus Security and/or CTC Police shall attempt to disperse the crowd of demonstrators as peacefully as possible. In the event that a violent demonstration takes place in which injury to persons or property occurs the Campus Security should be notified immediately. The police will take appropriate police action and when the situation is quelled they will make administrative disciplinary notification through the proper channels.

#### **CAMPUS LOCKDOWN PROCEDURES**

In times of catastrophic events, common terminology is extremely important in helping to alleviate confusion. Certain threats may present themselves and in order to protect life and limb, lockdown procedures will be set into place. The T-CT Administration, Campus Security, and each building coordinator will be attuned to situations which require lockdown implementation.

### **Shelter in place: Emergency Situation**

This procedure may be implemented when a situation, other than weather, that may be a hazard to health or is life threatening exists. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave. When an intruder invades the premises or there is an imminent danger to the campus, lockdown procedures may be implemented.

- Remain in classrooms away from windows and doors. If possible windows and doors should be locked.
- If a HAZMAT incident exists, the air conditioning system will be shut down and the building evacuated accordingly.
- No one will be allowed to enter or leave a building.
- Emergency personnel and building coordinators will monitor exits and conduct searches to identify potential threats.

Once the "ALL CLEAR" signal is given by the Campus Security, CTC Police, or local emergency personnel, students, faculty and staff may return to their regular activities. If the campus is ***sheltering in place***, staff, students, visitors and guests entering campus will be turned away until the threat has been identified and the danger removed.

### **Shelter in place: Weather Only**

This procedure may be implemented when weather conditions exist that may place campus buildings or a single building in immediate danger, the following will occur:

- Students and staff will be sheltered inside buildings away from outside windows or doors.
- Buildings will be open for entry only.
- No one may exit until the "ALL CLEAR" signal is given.

Once the "ALL CLEAR" signal is given by emergency personnel, normal activities may resume.

**Campus "Lockdown" and "Shelter in place" procedures will be implemented by Campus Security, CTC Police, T-CT Faculty and Staff and/or their designee via the campus email system and campus emergency broadcast system.**

### **Chemical Spills and Utility Failure:**

Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Security who shall in turn contact the hazardous material member for the campus i.e. CTC Building Maintenance Supervisor if available or the Killeen Fire Departments hazardous material handling unit.

When reporting, be specific about the nature of the involved material and exact location.

The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until arrival of Campus Security personnel.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remaining in the vicinity until a professional arrives.

If an emergency exists in your building which in and of itself places persons in grave danger of injury, activate the building fire alarm for instant building evacuation.

When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit, alert others to do the same.

Assist disabled persons in exiting.

Do Not Panic, once outside move to a safe distance from the affected building, preferably 500 feet away.

Only return to the building when the all clear signal is given by Campus Security or other emergency personnel.

Hazardous or chemical spills should only be cleaned up by a trained professional or under the supervision of a trained professional.

Materials that are generated as a result of spill cleanup are considered to be hazardous waste if the original material when disposed of would be a hazardous waste.

### **Utility Failure**

In the event of a major utility failure occurring during normal business hours, immediately notify the CTC Facilities Management department or the Campus Security.

Have emergency lighting (flashlights) available in your area to assist in building evacuation if needed.

Assist the disabled with evacuation and remember to use the stairs as elevators may only work intermittently during utility failure.

### **Serious Gas Leaks**

Cease all operations! DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Remember, electrical current/arc can trigger an explosion. Immediately notify Campus Security. Wind direction should be monitored and all emergency vehicles and crews should be "up wind" from gas fumes. Proceed with evacuation procedures.

1. Immediately extinguish all open flames and sources of ignition.
  2. Do not operate any electrical light or appliance switches.
  3. Immediately contact the Campus Security and KFD for fire department support and open as many windows and doors as practical.
  4. If the source of the leak cannot be readily identified, or in the event of an explosion or fire, the gas main should be cut off.
  5. Campus Security will be responsible for contacting the appropriate maintenance personnel after normal business hours.
  6. During business hours, if an emergency exists, activate the building fire alarm.
  7. All building evacuations will occur when an alarm sounds or when an emergency exists.
  8. Do not use the elevators, assist disabled persons in exiting the building.
  9. Once outside move to a safe distance away from the affected building, usually 500 feet away.
  10. Keep fire lanes and hydrants clear for emergency crews.
- Only return to the building when the ALL CLEAR signal is given by Campus Security, CTC Police, or other emergency personnel.

### **Medical and First Aid Assistance**

Call the Campus Security or 911 if any injury or illness occurs on campus. In case of minor injury or illness, provide first aid care until arrival of Campus Security or EMS.

1. Keep victim still and comfortable. DO NOT MOVE THE VICTIM.
2. To avoid shock talk to the victim, ask "are you okay?", and "what is wrong?"
3. Check breathing and administer CPR if necessary.
4. Control serious bleeding by applying direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical identification on the victim and report any information to the police and EMS.
7. If CPR is administered, do not stop until arrival of EMS personnel.

**Campus Security should be contacted in ALL emergencies. They are able to secure the proper assistance quicker than most individuals and are trained as first responders in CPR, First Aid and AED.**

### **Media Relations**

Only authorized persons will speak to media concerning T-CT incidents, emergencies or disasters. Authorization will be coordinated through the Office of the Manager of Public Relations and Advertising and the Executive Director. Under no circumstances should an employee of T-CT speak to the media unless directed to do so.

These emergency procedures have been designed to provide a contingency plan for the T-CT Campus in the event of a campus emergency. While these guidelines do not address every conceivable situation, it does supply the basic guidelines necessary to cope with most campus emergencies.

**Reporting Emergencies always call 911 and:  
Campus Security @ 519-5719 or 702-1771  
( 5719 from any on-campus office phone)  
CTC Police 526-1427**

**EVERY INCIDENT IS DIFFERENT. IT IS NOT POSSIBLE TO DEVELOP A JUSTIFIED DOCUMENT OUTLINING A SINGLE CHRONOLOGY OR SEQUENCE OF ACTIONS. THE ORDER OF OPERATIONS DEPICTED IN THIS POLICY MAY HAVE TO BE ALTERED TO MEET THE INDIVIDUAL SITUATION. IN SOME CASES, VARIOUS ISSUES MAY HAVE TO BE ADDRESSED SIMULTANEOUSLY, SUCH AS GAS LEAKS, EXPLOSIONS AND FIRES.**

**Tarleton**  
**STATE UNIVERSITY**  
**Central Texas**