



NORTHEAST TEXAS COMMUNITY COLLEGE
EMERGENCY PROCEDURES

PROVIDED BY:

NTCC Office of Emergency Management

NTCC Environmental Health and Safety

In Case Of Emergency Call These Numbers:

- Campus Operator/Switchboard.....903.434.8100**
Campus Security.....903.563.1417 or 903.434.8127
Police/Fire/Ambulance.....9-911.....or
Titus County Sheriff's Department.....903.572.6641
Fire.....903.575.4144

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Emergency Procedures

The procedures contained in the “Quick Reference Guide” are suggested for emergency situations that may threaten Northeast Texas Community College (NTCC) students, faculty and staff and campus buildings. No plan can provide exact directions for each specific circumstance that could develop. However, this guide serves as general actions that may be taken.

In the event of an emergency, it is anticipated that adhering to the general steps developed in this guide may maximize the opportunity for the safety of those affected by the incident. Safety of NTCC, faculty, staff and visitors is the primary concern of this emergency plan.

You may contact NTCC Plant Services for further information regarding hazards that affect NTCC and how to be better prepared for those hazards.

Contact Information:

NTCC Plant Services

T: 903 434-8175 or 903 434-8173

F: 903 434-4410

tjohnston@ntcc.edu

dandersen@ntcc.edu

NTCC Security

Emergency: 903 563-1417 OR EXTENSION 8127

Non Emergency: 903 434-8173

kochs@ntcc.edu



Emergency Procedures

Contents of This Guide

Alert Systems

IRIS	4
Public Address System	4
Early Warning Siren System	4
Radio	4

Hazards

Medical Emergencies	5
Fire	6
Severe Weather	7
Hazardous Material Release	8
Active Shooter	9
Bomb Threat	10
Suspicious Packages	11
Loss of Utilities	12

Evacuation/Shelter in Place

Evacuation Guideline	13
Shelter in Place Guideline	13
Persons with Disabilities	14



Emergency Procedures

Alert Systems

There are a number of ways to receive notification regarding emergency situations on campus. Ways to be alerted are:

- IRIS Alert
 - Early notification via phone, email or test message.
 - Make sure to keep your information up to date

- Public Address Systems
 - Located in the majority of buildings across campus
 - Follow the directions given.

- Early Warning Sirens
 - Emits a loud, steady warning signal outside
 - When sounded seek shelter indoors

- Radio
 - Get information regarding inclement weather from Star Country FM 96.9, KALK FM 97.7, KIMP AM 960



Emergency Procedures

Medical Emergencies

If there is a medical emergency, follow these guidelines:

- Designate someone to call 9-911 and notify the building secretary.
- The building secretary will notify the switchboard operator.
- The switchboard operator will notify security of the location of the emergency.
- Notify EMS, Nursing or Medical personnel to assist patient.
- Do Not leave patient alone.
- Campus security will meet with EMS vehicle to direct to location needed.
- Obtain necessary information for file.

Northeast Texas Community College **does not** employ a full-time employee to administer health services.



Emergency Procedures

Fire

In the event of a fire or major hazardous emergency materials emergency within a campus building, it is in the best interest of the occupants to evacuate the building as safely and orderly as possible. The conditions are easily recognized-fire typically accompanied by light, heat and smoke. Explosions are typified by loud noises and possible shock waves. Plant Services (ext 8175) and / or campus security 903.563.1417 (cell) or ext 8127 will be notified. They in-turn will activate the audible warning system. The local fire will be notified 9-911.

A fire or hazardous materials emergency exists whenever a building fire evacuation alert is sounding.

Uncontrolled fire or imminent fire hazard occurs in any building on campus.

There is a presence of smoke or the odor of burning.

There is an uncontrolled release of combustible or toxic gas or other hazardous material, or flammable liquid spill.

Do not use any elevator during a fire emergency.

Do not re-enter a building until officials say it is safe to do so.

The Director of Plant Services will proceed to the scene and decide the best course of action to minimize property damage and personal injury.





Emergency Procedures

Severe Weather

The campus emergency notification system will keep students, faculty and staff informed in the event of a campus emergency. It is designed to send to all current students, faculty and staff early warning text and voice messages to phones, e-mail accounts and to registered users. The Director of Plant Services will contact the college president to evaluate the weather conditions prior to 6:00 a.m. (In the President's absence, the Director will contact the Vice President for Instruction and Student Development)

If the president deems it necessary to either cancel or adjust classes, the Director of Plant Services will contact the Public Information Officer.

The Public Information Officer will contact the following area radio stations who will report the schedule change:

Jodi Weber-extension•8114 cell 903-434-9382

Nita May-extension 8113 • cell 903-563-6019

1. STAR Country FM- 96.9

2. KALK FM- 97.7

3. KIMP AM- 960

Decisions involving evening classes will be made by 3:00 p.m. by the college president. Students, faculty and staff should listen to one of the stations listed for the appropriate announcements.





Emergency Procedures

Hazardous Material Release

If a student or faculty/staff member is exposed to hazardous materials:

If the situation is life threatening, notify Campus Security at 903.563.1417 or ext 8127 and/or call 911.

Give location and description of the hazardous materials. Stay on the line to give additional information while emergency unit is responding.

- Contact Director of Plant Services (ext 8175).
- Determine source of leak or spill. If safety permits, stop substance from being released.
- Close off the affected area.

- If you are remaining in the building, move away from the affected area and have everyone breathe through wet paper towels.
- Flush any affected body parts with clean water.
- If evacuating a building, go to an outside area upwind from the source.
- Note the names of any victims and their physical symptoms. Assign others to stay with them.
If any exposed person leaves the area to receive medical treatment, give information about the incident to medical Personnel.

Campus Security will ensure that the Texas Natural Resource Conservation Commission (TNRCC) is contacted with proper time constraints.



Emergency Procedures

Active Shooter

If an active shooter is outside your building:

Proceed to a room that can be locked. Turn off lights, silence cell phones, stay away from windows and stay out of sight. Call 911 to notify the Titus County Sheriff's Office of the situation. Call Campus Security 903.563.1417 or ext 8127 to notify of the situation.

If an active shooter is in the same building as you:

Proceed to a room that can be locked, if safe to do so. Turn off lights, silence cell phones and stay out of sight. If your room cannot be locked, determine if there is a nearby location that can be reached safely, or if you can safely exit the building then do so.

If an active shooter enters your office or classroom:

Dial 911 from your cell phone, if possible, and give your location. If you cannot speak, leave the line open so the police can listen to what is taking place.

If you cannot escape, attempt to negotiate with the shooter. Speak normally, do not complain, listen to shooter's instructions and cooperate. Only as a last resort should you attempt to overpower the shooter with force.

If the shooter leaves the area, proceed immediately to safe location and call 911 or campus security 903.563.1417 or ext from your cell phone and provide as much information as possible.

General Response Guide-

- a. Lock and barricade doors.
- b. Turn off lights.
- c. Close blinds.
- d. Silence cell phones.
- e. Turn off computer monitors.
- f. Keep occupants calm, quiet and out of sight
- g. Keep yourself out of sight and take cover (desks, filing cabinets, etc.)



Emergency Procedures

Bomb Threat

If you receive a bomb threat:

Follow lock down procedures!
Note the time of call!

Ask the caller these questions and take notes:

When is the bomb going to explode?
Did you place the bomb in its location?
What is the explosive?
What does the bomb look like?
Where in the building is the bomb located?
What will cause it to explode?
What is your name?
Where are you calling from?
Why?

Calmly notify others in your area.

Keep talking to the caller, immediately direct someone to call 9-911 and alert campus security at 903.563.1417 or ext 8127
Be sure to note unique characteristics of caller's voice, exact words of threat and any background noises.
Turn off all hand-held radios. Their signal may trigger a detonation device.

The Director of Plant Services will make the decision to evacuate the area and/or building



Emergency Procedures

Suspicious Packages

Characteristics of suspicious packages are:

- Excessive postage.
- Hand written or poorly typed address.
- Incorrect titles.
- Title, but no name.
- Misspellings of common words.
- Excessive weight.
- Lopsided or uneven envelope.
- Visual distractions.
- Oil stains, discolorations or odor.
- Ticking sound.
- Protruding wires or foil.
- Excessive tape, string.
- Marked with restrictive endorsements.
- City, State and Zip Code don't match.

If you believe you have received or encountered a suspicious package follow these guidelines:

- Stay calm.
- Do not move or handle package
- Evacuate the area and call NTCC Security 903-563-1417



Emergency Procedures

Loss of Utilities

If loss of electrical service occurs, Plant Services (ext 8175) is to be notified. Plant Services personnel will search the power loss and effect repairs.

If loss or low water pressure occurs, Plant Services (ext 8175) is to be notified. Plant Services personnel will research the issue and effect repairs.

When a natural gas leak is detected, Plant Services (ext 8175) is to be notified. Plant Services will determine the location of the gas leak and effect repairs. The evacuation of the building will be determined by the Director of Plant Services.

The Director of Plant Services will communicate the findings to the President, Vice-Presidents and Deans. An estimate of the time frame before full restoration of utilities will be given by the Director of



Emergency Procedures

Evacuation

When hearing a fire alarm or being directed to evacuate follow these guidelines:

- Leave behind belongings.
- Close doors and windows as you leave.
- Walk **Do Not Run** to the nearest stair well or emergency door.
- Do not use the elevators.
- Evacuation chairs are provided in many stairwells for those who cannot walk down the stairs.



Shelter in Place

In some incidents sheltering in place is the best possible action. If a shelter in place is directed follow these guidelines:

- Stop class or work operations.
- If possible move to an interior room.
- Lock doors and windows.
- Close shades, blinds or curtains.
- Stay put until the all clear is given or you are told to evacuate.
- Listen to the TV or radio for information.
- If there is an active shooter situation see page 9 for direction.



Emergency Procedures

Persons with Disabilities

Individuals who need assistance during an evacuation, even temporarily (due to a broken leg, illness, or medication, etc.) should plan in advance. It is important to be aware of your own capabilities and limitations.

What to do during a building evacuation:

- If unable to evacuate on your own, ask for assistance to the nearest enclosed exit stairs or area of refuge.
- Ask someone leaving the building to notify emergency responders of your location.
- Call NTCC Security at 903 563-1417 or 911 to let them know where you are.

What to do during a shelter in place:

- Seek shelter in a room with no windows on the interior of the building.
- Call NTCC Security at 903 563-1417 or 911 if you are unable to get to an area or refuge.