



# Dallas County Community College District Emergency Procedures Guide



Dallas County  
Community College District

BROOKHAVEN • CEDAR VALLEY • DALLAS TELECOLLEGE • EASTFIELD • EL CENTRO • MOUNTAIN VIEW • NORTH LAKE • RICHLAND

SMART STARTS HERE.

## **District Emergency Procedures Guide\***

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### **Guide's Authority**

The Emergency Procedures Guide follows the District level and campus emergency operations plans (EOP) which are promulgated under the authority of District Policy, NIMS Resolution (July 2007 Board), and the signatures of the Chancellor and the Chancellor's Staff.

Failure to follow the lawful instructions of District and/or location personnel and first responders charged with Incident Command System responsibilities during an incident /drill or prevent another employee and/or student/visitor from following instructions are grounds for disciplinary actions (following District Policy) up to and including termination.

See: Dallas County Community College District (057501) TERM CONTRACTS: DISMISSAL DMAA (LOCAL) and Dallas County Community College District (057501) TERMINATION OF EMPLOYMENT: NONCONTRACT EMPLOYMENT DMC (REGULATION)

\* The "District Emergency Procedures Guide" provides guidelines that would be applicable at all District locations. For site specific guidelines see the locations website or contact the location's police department and/or administrative offices

## In All Emergencies

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If it is safe to do so, take your personal belongings (car keys, etc.), and put away sensitive material. You may not be allowed back into the building.

Position all items you will take with you so they are secure but quickly accessible.

## Definitions

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- **Incident Commander (IC):** The one person in charged during an emergency. The Incident Commander will be the most qualified content expert present for the incident.
- **College Emergency Response Team (CERT):** District Employees that have volunteered and received emergency management training. CERT members convey instructions from the IC and operate under the authority of the location's chief executive officer.
- **Intruder Lock-down:** Immediate threat at location. Person(s) at location indent on causing harm to others. If not at location – stay clear
- **Police Activity Lock-down:** potential threat near the location. (example: robbery suspect being chased by police in area) If not at location stay clear
- **Severe Weather Warning:** Immediate threat of severe weather which requires taking immediate cover. (example: tornado spotted in location's area)
- **Shelter –in-Place:** Immediate threat of a “non –criminal” nature (examples: hazardous spill outside; gas leak in area; chemical, biological, and radiological)
- **Emergency Evacuation:** Incident requiring evacuation of the building (example: confirmed or suspected bomb in the building)
- **Campus Closing:** location closing due to weather, power outage, water main break, etc.
- **Inclement Weather:** District and campus closing due to weather.
- **All Clear:** This message is sent when the emergency condition is over. Threat or condition no longer exists.

## Evacuations

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- Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.
- If it is safe to do so, take your personal belongings and put away sensitive material. Position all items you will take with you so they are secure but quickly accessible.
- Assist disabled staff or visitors who may need assistance.
- Keep in mind that you might have to evacuate on foot in certain emergency situations. (example: tanker fire blocking service road)

### Shelter-In-Place

- Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.
- Remain calm. Do not exit the building.
- Notify persons in your area to quickly get away from the perimeter of the building and exterior glass.
- Proceed to one of the marked “Safer Zone” areas (based on NOAA guidelines) in both the main building and the purchasing building.



## Fire

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- Remember – No personal property or location property is worth risking your safety or life
- If it is safe to do so, take your personal belongings and put away sensitive material. Position all items you will take with you so they are secure but quickly accessible.
- Secure sensitive areas. If your work in a sensitive area, such as the cashier office, secure these areas before leaving if possible to help prevent fire damage and/or theft.
- Assist disabled staff or visitors who may need assistance.
- Leave the area by means of the primary evacuation route. If this exit is blocked, use a secondary route.
- Once outside the building, move at least 100 feet from the building. Wait for instructions.
- Do not reenter building until police, CERT members, and/or the fire department advises it is safe to do so.

Remember R.A.C.E. if you discover

- ▶ • 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 persons who may need assistance.
- ▶ • ALARM - Pull the building fire alarm to alert others. Move to a safe location. Call 911 immediately using a cell phone, then contact a CERT member, and report the precise location of the fire.
- ▶ • CONFINE - Close all doors, windows and other openings to confine the fire. Shut off fuel sources such as piped gases and compressed gas cylinders as you evacuate, if this can be done safely.
- ▶ • EVACUATE - Evacuate building.

## Fire Extinguishers



- Use fire extinguishers only on small fires that are just starting to burn.
- Never turn your back to a fire. Keep a clear exit between you and the fire at all times.
- Lift the extinguisher by the bottom handle with one hand. The bottom handle will not activate the extinguisher.
- Most extinguishers will have a plastic tab around the handle. Grasp the tab, pull, and twist to break free. Discard tab.
- Follow the PASS acronym:
  - ▶ PULL - Pull the pin or ring after breaking plastic tie.
  - ▶ AIM - Aim the nozzle at the base of the fire.
  - ▶ SQUEEZE - Squeeze or press the handle together.
  - ▶ SWEEP - Sweep the nozzle slowly from side to side, aiming at the base of the fire.
- Continue until the extinguisher is empty.
- Exit to a safe location.
- Any type of fire must be reported. Call 911 or District Central Dispatch 972-860-4290.

## Unauthorized and/or Suspicious Persons

Any person that is acting in a suspicious manner, is unfamiliar to you, or does not appear to have any official business at the District Service Center should be reported by dialing 911 on a District phone. If District phone is unavailable, use any available phone, and dial District Central Dispatch at: 972-860-4290. As the saying goes “See Something – Say Something”

## Emotional Health and Concerning Behavior

Like most people, you probably know of ways to cope with stress. But if you start feeling overwhelmed or anxious, seeing a college counselor can help you find practical solutions to personal or academic problems. Also, encourage someone you know to check out the services if they sense they are getting stressed.

- On most campuses, counseling faculty or other professional counselors are available by appointment or on a walk-in basis.
- Counselors’ offices are located in either instructional divisions or in Advising and Counseling Centers.
- Employee services are provided through the District’s Employee Assistance Program.

Finally, if you see someone exhibit concerning behavior (examples: outburst of anger, threats of harming self or others, irrational conversation or speech) or know of someone in the campus community who is an immediate threat to their own safety or the safety of others - call “911” from any campus phone or 972-860-4290 on any available phone.

## Weapon at Location

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

Dial 911 on a District phone. If District phone is unavailable use any available phone and dial: District Central Dispatch at 972-860-4290 and give the dispatcher the following information:



sponsibility and duty of District police officers and local law enforcement.

No uniform policy can make determinations for all circumstances which may arise. The need to evacuate may be the best decision in one set of circumstances, while locking-down in place may be more effective in another set of circumstances.

- If immediate harm is not present, leave the area and advise others to leave the location as quickly as possible.
- If conditions present immediate harm, go to interior rooms and spaces, which place as many walls and barriers between you and the event as possible. When you get into the room turn out the lights and close any window blinds. Be sure and silence your cell phones. Even “vibrate mode” is too loud with many cell phones.

- In most situations, if an “Intruder Lockdown” is announced everyone should take get behind locked doors and/or in barricaded rooms.

- As you enter a room, try bringing as many people as can into the room.

- Once you and others are locked or barricaded in a room, do not open the door for anyone, even if they are begging. If you open the door, the suspect simply has more victims.

- When you get into the room turn out the lights and close any window blinds. Be sure and silence your cell phones. Even “vibrate mode” is too loud with many cell phones.

- Remain in safe areas until directed by police and/or fire personnel to evacuate.

During an “Intruder Lock-down” incident the wait could very long. Police will have to go room by room to ensure that there are no further threats to public safety.

- In most cases District police officers will be backed up by city or county police officers whose uniforms you might not recognize.

- Location of the person with the weapon or where they were last seen.

- The name of the person suspected to have the weapon (if known).

- A brief description of the person such as clothing, race, sex, etc.

- The weapon type (pistol, rifle, knife, shotgun, etc.).

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

### **“Intruder Lock-downs” & Violent Criminal Actions**

Dial 911 on a District phone. If District phone is unavailable use any available phone and dial: District Central Dispatch at 972-860-4290.

All intervention with criminal activity is the re-

- Follow police officer(s) instructions. Unless instructed otherwise put your hands on top of your head. Do not make sudden moves – like quickly reaching for your belongings when they enter the room. Even the District police officers who you speak to every day may not recognize you during an emergency.

### Police Activity Lock-down

The following steps will be taken during a “Police Activity Lockdown”:

- The exterior doors will be locked by CERT members and officer on duty.
- Message(s) will be sent out to with information and/or instructions.
- Signs will be posted on exterior doors advising people outside of the Lockdown with a number to call for the public.
- If you are outside the building leave the area and call someone you know in the building to let you know when the “all clear” has been given
- All employees will remain inside the building (no standing in the doorway or going in and out).
- Incident commander has the authority to modify the “Police Activity Lock-down” instructions.



### Reporting a Crime

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The following should be reported by calling 911 on a District phone. If District phone is unavailable use any available phone and dial District Central Dispatch at 972-860-4290:

- An individual has something stolen from them personally or if District property is missing from their work area. The item should be considered stolen if an extensive search and inquiries have been made regarding the item. The value or lack of value of an item should not be a factor in deciding whether it should be reported.
- A person is threatened and/or verbally abused.
- A person is involved in a hit & run vehicle accident.
- A person witnesses or has knowledge of the following:
  - ▶ Suspicious activity
  - ▶ Theft
  - ▶ Vandalism
  - ▶ Threats, arguments, verbal abuse
  - ▶ Assaults
  - ▶ Drugs
  - ▶ Traffic accidents
  - ▶ Traffic violation, speeding

## Severe Weather

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There are two types of severe weather alerts:

**WATCHES:** A watch is a public notification that weather conditions exist that could lead to a warning.

**WARNING:** A warning is an alert by the National Weather Service confirming an actual event that is occurring, giving time, location, speed, and direction of movement.

### If severe weather is imminent:

- Remain calm. Do not exit the building.
- Notify persons in your area to quickly get away from the perimeter of the building and exterior glass.
- Proceed to one of the marked “Safer Zone” areas (areas that most closely meet NOAA guidelines for severe weather) in both the main building and the purchasing building.



## Outdoor Warning System

An Outdoor Warning System (OWS) consists of siren(s) designed to alert citizens of approaching or existing hazardous conditions, which will require immediate protective actions in order to save lives and property. Traditionally, these systems have been mistakenly referred to as “tornado sirens” but the term fails to acknowledge all applications for sounding sirens.

The following are factors to consider as minimum activation guidelines for OWS:

- The National Weather Service issues a Tornado Warning or Severe Thunderstorm
- Warning with the phrase “Destructive winds in excess of 70 mph (or higher) are likely with this storm” for your immediate area. A community existing in multiple counties should pay close attention to the warning area.
- Trained storm spotters have reported a tornado in the jurisdiction, or in a neighboring jurisdiction that has the potential to affect your community (each community should determine satisfactory methods for verifying tornado activity reports).
- Reported hail of 1.25” in diameter or greater (1 inch may be more appropriate for areas or events where large numbers of people are outdoors).
- Other emergency as directed by the community’s elected officials.

## Inclement Weather

In the event there is a question as to whether we will be closed due to inclement weather, the following options are available:

- District websites
- News stations
- Signing up for the District’s notification vendor’s services



## Medical Emergencies

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Call 911 on a District phone

If District phone is unavailable use any available phone and dial District Central Dispatch at:

972-860-4290

- Initiate lifesaving measures if required and you are trained to do so.
- Do not move injured persons unless there is a danger of further harm.
- Keep injured person warm.
- Remain with victim until medical assistance arrives.
- Have designated person meet emergency personnel when they arrive and escort them to the location.
- Report the incident

## Medical Transportation

- The District 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 medical facility will be responsible for their transportation to a medical facility: i.e., friend, family member.

Note: The District is not liable for accidents or injuries involving a privately owned vehicle.

## Power Outage

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In the event of a power outage, emergency lighting will automatically be activated. Have one person in your area contact the location's Facilities Offices. Wait for further instructions from Facilities.



## Reporting Safety Issues

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Safety Hazards including but not limited to the following should be reported to the location's Facilities Office:

- Trip and fall hazards
- Fire hazards
- Unsafe activities
- Lights not working
- Locks or doors not working
- Electrical hazards
- Parking lot hazards
- Unsafe situations

Any injuries or exposure to a hazardous substance or body fluids should be reported to the Health Center and the Human Resources Office if the person involved is a District employee.

## Hazardous Spills

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Do not attempt to remove and/or clean up a hazardous spill.

Hazardous materials can include but are not limited to:

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

Call the location's Facilities Office.

## Hazardous Spills Outside the Building

Follow instructions from authorities and/or College Emergency Response Team (CERT) members as to whether to evacuate or shelter-in-place. If you are instructed to remain in the building proceed to one of the marked designated Tornado Safer Zone areas.

## Bomb Threats

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If you receive a bomb threat by telephone:

- Do not pull a fire alarm.
- Keep the caller on the phone as long as possible.
- Do not interrupt the caller.
- If the telephone has caller ID, note the telephone number.
- Use the ATF Bomb Threat Checklist (see page 14).

CALL 911 on a District phone (if District phone is unavailable use any available phone) dial:

District Central Dispatch 972-860-4290

- Perform a quick search of your area to identify suspicious or unfamiliar packages or items.
- Do not touch the suspect item.
- Leave the immediate area and inform others in your area as you exit.

### Finding a Suspected Bomb

- Do not pull a fire alarm.
- Do not touch the suspected bomb.
- Leave the immediate area and inform others in your area as you exit.
- If it is safe to do so, take your personal belongings. Position the items so they are secure but quickly accessible.
- Do not turn on or use cell phone.
- Call 911 away from suspected bomb.

## “Suspicious” Mail

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If an employee decides that a letter or package is “suspicious” after comparing it to the FBI Advisory Bulletin (posted throughout the building) the following steps will be taken:

- Do not handle the mail piece or package suspected of contamination.
- Isolate the person or persons who have been exposed to any suspicious substance.
- Make sure that the “suspicious letter” or package is isolated and the immediate area is closed off.
- Notify the Incident Commander (IC) for life/safety incidents. This can be done by notifying the CERT member in your area.

If the item meets the characteristics outlined in the FBI Advisory Bulletin on “suspicious” letter or package (see page 15), the Incident Commander will contact the fire department through District Central Dispatch by dialing 911 on a District phone if available. If District phone is unavailable use any available phone and dial: 972-860-4290.



## Chemical, Biological, Radiological Incident

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If you hear reports of an incident from a News Media Outlet:

- Contact a College Emergency Response Team (CERT) member in your area.
- Inform the CERT member of the report's content. The CERT member will inform the Incident Commander.
- If you are instructed by a CERT member or authorities to remain in the building proceed to one of the marked designated "Safer Zone" areas located in both the main building and the purchasing building.

## Earthquakes

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### If you are indoors when shaking starts:

- "DROP, COVER AND HOLD ON." If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- Do not try to run out of the structure during strong shaking.
- If you are in a downtown area, it is safer to remain inside a building after an earthquake unless there is a fire or gas leak. Glass from high-rise buildings does not always fall straight down; it can catch a wind current and travel great distances.
- Do not use elevators.
- If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors when shaking starts:

- Move to a clear area if you can safely walk. Avoid power lines, buildings and trees.
- If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards

### Once the earthquake shaking stops:

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- If you have fire extinguishers and are trained to use them, put out small fires immediately.
- Turn off the gas only if you smell gas.
- Check your phones to be sure they have not shaken off the hook and are tying up a line.



**If you are trapped in debris:**

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.

**DO NOT stand in a doorway:** An enduring earthquake image of California is a collapsed adobe home with the door frame as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. In modern houses, doorways are no stronger than any other part of the house, and the doorway does not protect you from falling or flying objects.

**DO NOT get in the “triangle of life”:** In recent years, an e-mail has been circulating which describes an alternative to the long-established “Drop, Cover, and Hold On” advice. The so-called “triangle of life” and some of the other actions recommended in the e-mail are potentially life threatening, and the credibility of the source of these recommendations has been broadly questioned.

DCCCD - District Emergency Procedures Guide



Department of the Treasury  
Bureau of Alcohol, Tobacco & Firearms  
BOMB THREAT CHECKLIST



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_  
 Age: \_\_\_\_\_ Length of call: \_\_\_\_\_  
 Telephone number at which call is received: \_\_\_\_\_  
 Time call received: \_\_\_\_\_  
 Date call received: \_\_\_\_\_

CALLER'S VOICE

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Angry    |
| <input type="checkbox"/> Stutter  | <input type="checkbox"/> Loud     |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp     |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow     |
| <input type="checkbox"/> Rasp     | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep     |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Distinct |

- |  |  |
|--|--|
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Ragged  | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Disguised   | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ |  |

BACKGROUND SOUNDS:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery            |
| <input type="checkbox"/> Voices                   | <input type="checkbox"/> Crockery                     |
| <input type="checkbox"/> Animal noises            | <input type="checkbox"/> Clear                        |
| <input type="checkbox"/> PA System                | <input type="checkbox"/> Static                       |
| <input type="checkbox"/> Music                    | <input type="checkbox"/> House noises                 |
| <input type="checkbox"/> Long distance            | <input type="checkbox"/> Local                        |
| <input type="checkbox"/> Motor                    | <input type="checkbox"/> Office machinery             |
| <input type="checkbox"/> Booth                    | <input type="checkbox"/> Other (Please specify) _____ |

BOMB THREAT LANGUAGE:

- |  |   |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                    | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped                   | <input type="checkbox"/> Irrational                   |

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_

Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Date checklist completed: \_\_\_\_\_

# FBI *Advisory*

**If you receive a suspicious letter or package**

**What should you do?**

- 1** Handle with care  
Don't shake or bump
- 2** Isolate and look for indicators
- 3** Don't Open, Smell or Taste
- 4** Treat it as Suspect!  
Call 911



- No Return Address
- Restrictive Markings
- Possibly Mailed from a Foreign Country
- Excessive Postage
- Misspelled Words
- Addressed to Title Only or Incorrect Title
- Badly typed or written
- Protruding Wires
- Lopsided or Uneven
- Rigid or Bulky
- Strange Odor
- Wrong Title with Name
- Oily Stains, Discolorations, or Crystalization on Wrapper
- Excessive Tape or String

## If parcel is open and/or a threat is identified...

### For a Bomb

Evacuate Immediately  
Call 911 (Police)  
Contact local FBI

### For Radiological

Limit Exposure - Don't Handle  
Distance (Evacuate area)  
Shield yourself from object  
Call 911 (Police)  
Contact local FBI

### For Biological or Chemical

Isolate - Don't Handle  
Call 911 (Police)  
Wash your hands with soap and warm water  
Contact local FBI



**Police Department** \_\_\_\_\_

**Fire Department** \_\_\_\_\_

**Local FBI Office** \_\_\_\_\_

(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)