

TVCC – Athens Campus Crisis Management Plan

Weather Emergency/Tornado

In the event of a weather emergency:

- Campus Police will monitor the reports from the National Weather Service. In a severe alert, local city officials will sound sirens to indicate the need for safety measures to be implemented. If the sirens are sounded during normal business hours, Campus Police will notify the President's Office, Assistant Vice Presidents and representatives of each building on campus. With the activation of this plan, all persons will need to take cover.
- Take cover in designated "safe areas" (restroom, closet) or under heavy furniture on the ground floor in the center of the building, away from outside walls and windows.
- Sit with back against the wall and with knees drawn into the chest.
- If outside, take cover and lie flat in the nearest drainage ditch, excavation, or ravine.
- Avoid auditoriums, lecture halls, laboratories, studios, and hazardous chemical storage areas.

Fire Alarm Procedures

If you discover a Fire:

- Activate the nearest fire alarm pull station.
- Call Campus Police at (903-675-6235) and/or call (911).
- Locate nearest fire extinguisher and extinguish fire, if possible.
- Notify others in your area.
- CALMLY evacuate to an open area 100 yards away from the affected building.

If you hear a Fire Alarm:

- Turn off electrical equipment.
- Close door against fire.
- DO NOT use elevators; use fire exit stairwell.
- Before attempting to open a closed door, feel door for heat with the back of the hand. If hot, DO NOT OPEN.
- If exposed to smoke, get on hands and knees, stay near floor and crawl to exit.
- CALMLY evacuate to an open area 100 yards away from the affected building.

Assault/Sexual Assault

If a student or faculty/staff member is assaulted on campus:

- Verify incident.
- Administer first aid, if possible.
- Contact Campus Police at (903-675-6235) and/or call (911).

- Campus Police will notify appropriate Assistant Vice Presidents or building representative.
- Unless injuries require immediate attention of a doctor, keep the victim at the college.
- In case of serious injuries, Campus Police will request emergency transportation.
- Log all activities and decisions.
- Assist victim in notifying relatives or another adult, if requested.
- Provide counseling for the victim to regain a sense of security.
- Provide guidance and support for the victim and family.
- Reassure concerned parents and students regarding campus safety procedures.

Hazardous Materials

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

- If the situation is life threatening, notify Campus Police at (903-675-6235) and/or call (911).
- Give location and description of the hazardous materials. Stay on the line to give additional information while unit is responding.
- Contact the appropriate Assistant Vice President or building representative.
- Determine source of leak or spill. If safety permits, stop more of the substance from being released.
- Close off the affected area. Shut off electricity, gas, air conditioning and ventilation.
- 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 you are evacuating, 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 anyone leaves the area to receive medical treatment, give information about the incident to medical personnel.
- Campus Police will ensure that the Texas Natural Resource Conservation Commission or HAZMAT Team is contacted within 24 hours.

Accidents

Minor Accidents on Campus:

- Administer basic first aid by utilizing Campus Police (903-675-6235), college staff and faculty.
- Follow emergency procedures as indicated by nature of accident.

Major Accidents on Campus:

- If life threatening, notify Campus Police at (903-675-6235) and/or call (911).
- Notify the Assistant Vice President, Dean or Director's Office nearest to the accident.
- Administer first aid by utilizing Campus Police (903-675-6235), college staff and faculty.
- Designated TVCC official will contact the appropriate family member.

Vehicular Accident on Trips Away From College:

- Call 911.
- If threat of fire exists, ensure that injured is moved to a safe place.
- Contact Campus Police (903-675-6235).
- Verify that police report has been made.
- If possible, obtain names of those injured and extent of their injuries.
- Take photos, if camera is available.
- If the injured person(s) has to be transported to a medical facility, attempt to obtain the name of the hospital.
- Notify TVCC administration.
- Prepare a list of students, parents, faculty/staff or others involved in the accident. Obtain telephone numbers of relatives, if possible.

Bomb Threat/Explosions

If you receive a bomb threat:

- Obtain as much information as possible from the caller.
- When a threatening call is received, attempt to gather the following information:
 1. When is the bomb set to go off?
 2. Did you place the bomb in its location?
 3. What is the explosive?
 4. What does the bomb look like?
 5. Where in the building is the bomb located?
 6. What does the voice sound like? (man, woman, accent, etc.)?
 7. Were there any identifiable sounds in the background?
 8. What was the exact wording of the threat?
- Calmly notify others in your area.
- Notify appropriate Dean or building representative.
- Immediately after receiving the call:
 1. If life threatening, notify Campus Police (903-675-6235) and/or call (911).
 2. A search of the building and grounds by Campus Police and emergency officials should begin.

If a bomb is found:

- Determine if the building should be evacuated. Evacuate in stages, starting with rooms nearest the device.
- Isolate the area.
- If the fire alarm is used for evacuation, notify the local fire department of the situation.
- DO NOT:
 1. Handle the device
 2. Use two-way radios
 3. Use cell phone, pagers
 4. Attempt to dismantle the device

- Keep all persons at least 300 yards away from the building where the bomb is located and away from glass windows.
- Re-enter the building only after being advised to do so by the police.

Death on Campus

What to do:

- Faculty/staff/administration should take charge of the situation.
- Secure area.
- Encourage all to remain calm.
- Remove unnecessary participants from the area.

Proper Notification According to Who Witnessed Situation:

- Faculty/Staff/Administration:
 1. Campus Police (903-675-6235)
 2. Local Police Department (911)
 3. President's Office (903-675-6211)
 4. Fellow faculty/staff/administrators
 5. Public Information Officer (903-675-6327)
- Student:
 1. Campus Police (903-675-6235)
 2. Local Police Department (911)
 3. President's Office (903-675-6211)
 4. Vice President of Student Services (903-675-6220)
- Visitor:
 1. Campus Police (903-675-6235)
 2. Local Police Department (911)
 3. President's Office (903-675-6211)

Reporting Process:

- Campus Police will interview witnesses to the event
- Vice President of Instruction's Office will notify instructors
- President's Office will notify family members.

Security Breach/Intruder on Campus

Intruder/Loiterer:

- Approach and greet person. Check identification, if possible, and ascertain whether the person has a legitimate reason to be on campus. As a precaution, have backup for support.
- If the person cannot give identification or legitimate reason for being on campus, ask him or her to leave.
- If the situation is life threatening, notify Campus Police at (903-675-6235) and/or call (911). Supply pertinent information on the intruder.
- While awaiting police, and if the intruder cannot be removed from the building, instruct all personnel to avoid contact with the intruder.
- Remove students and staff from pathway of the intruder.

Dangerous or Irate Person on Campus:

- Notify Campus Police (903-675-6235) and/or call (911).
- Check identification, if possible.
- Determine whether the person has a legitimate reason to be on campus.
- As a precaution, have backup for support.
- If the person cannot give identification or a legitimate reason for being on campus, wait for Campus Police (903-675-6235) and/or call (911).
- Ask the person to leave, or if necessary, have the person removed if:
 1. The personal safety of the students, faculty or staff is threatened.
 2. The orderly management of the instructional program is disrupted.
 3. College order and discipline are disturbed.
- If the person is identified as a person with a legitimate reason to be there, utilize a combination of politeness, courtesy and firmness to de-escalate the behavior. If the person is coherent, listen to him or her and try to understand his or her concerns. **DO NOT PERMIT THE CLASSROOM TO BE DISRUPTED.**
- If students or staff witnessed the situation, inform them of the facts once the situation is resolved.
- Have witnesses write down what they observed as soon as possible.

Vandalism

If act of vandalism is observed:

- Notify Campus Police (903-675-6235). Provide Campus Police with information about the incident, including time, location, type and extent of damage incurred.
- Secure area with appropriate means and leave all items within the affected area intact for the investigation.
- Make emergency repairs to items deemed dangerous to persons or property within the building.
- Record the type and extent of damage to the building and file a report with Campus Police.
- Notify the Maintenance and Housekeeping Department for assistance with cleanup operations.