



## Emergency Response Guide

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# Emergency Management Information

The following is a field guide to help administration, faculty and staff when in the middle of an emergency situation. When using this guide, please do the following to effectively communicate the emergency and notify others of the emergency:

**Call 9-1-1 or 512-365-2733**

Have the following information ready:

- Reason for the call
- Your name
- School name and location in the building
- Call back number
- Information about the emergency

Never hang up on the 9-1-1 dispatcher. If you cannot talk, leave the line open where they can hear and relay necessary information.

# Emergency Contact Information

**If 9-1-1 is unavailable or down, please call the following numbers:**

- Temple College Police Department  
254-298-8911 or 254-298-8291
- Taylor Police Department  
512-365-2733
- Taylor Fire Department  
512-352-6992
- Williamson County Sheriff's Office  
512-352-4123
- Texas Department of Public Safety  
(iWATCH – where you can report suspicious criminal activities or behaviors that indicate criminal or terrorist activities.)  
1-866-786-5972

## Other emergency numbers

Williamson County and Cities Health District  
512-352-4121

Poison Control  
1-800-222-1212

# Power Outage

## Steps to take during a power outage

- Turn off lights and electrical equipment.  
*Leave one light switch in the “on” position so you know when power is restored.*
- If needed, move to areas of the building that have natural or emergency lighting.
- It may be necessary to evacuate the building.
- Stay away from downed power lines and trees with broken or sagging limbs.
- Keep doors to refrigerators or freezers closed.

# Fire

## R.A.C.E

**R**elocate if it is safe to do so and meet at the designated assembly point.

**A**larm – Pull the emergency alarm by the exit door if there is one present. Call 9-1-1 or 254-298-8911 and tell the person the exact location of the fire.

**C**onfine – Close doors, windows and other openings to confine the fire but only do so if it is safe.

**E**vacuate all buildings that are in danger.

## P.A.S.S

Only use fire extinguishers on small fires.

Never turn your back on the fire.

**P**ull the pin or ring.

**A**im the nozzle at the base of the fire, but stay about 8 feet away.

**S**queeze or pull the handle levers together.

**S**weep the nozzle from side to side at the base of the fire.

# Fire / Fire Alarm

## When the fire alarm sounds in your building:

- Gather immediately accessible personal belongings but do not delay.
- Leave the building immediately. Always assume the alarm is real until you are told otherwise by an authorized individual.
- As you leave, close the doors and windows.
- If there is smoke or heat, stay low. Crawl to the nearest exit if needed.
- If your nearest exit is blocked or unsafe, go to an alternate exit.
- Do not run.
- Help those who may need assistance.
- Report to the designated assembly point and wait for further instructions.
- Use the stairs. Do not use elevators unless you are told by emergency personnel that it is permissible.
- If heavy smoke or fire is present and you are unable to exit, close the door and stay in the room.

*Maps with building evacuation routes and assembly points are posted in hallways throughout the building.*

**DO NOT ENTER FOR ANY REASON UNTIL THE ALL CLEAR HAS BEEN GIVEN.**

# Severe Weather

## Definitions of Severe Weather

- **Severe Thunderstorm Watch** – Conditions are possible that a severe thunderstorm may develop.
- **Severe Thunderstorm Warning** – A storm has developed and is occurring that can include lightning, hail, high winds, and/or potential for tornado development. Take shelter.
- **Tornado Watch** – Tornadoes are possible.
- **Tornado Warning** - A tornado has been spotted. Take shelter.

## If Instructed to Proceed to a Designated Shelter Area:

- Move to the nearest building and proceed to the “Designated Shelter Area” (Temple College has signs that indicate the “Designated Shelter Area”).
- Close all exterior doors and windows.
- Stay away from exterior doors.
- Stay inside until you are directed by college officials or the Temple College emergency notification systems that conditions are safe.



# Flash Flooding

**FEMA provides the following guidelines for floods:**

- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground.
- Be aware of stream, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings such as rain clouds or heavy rain.
- Do not walk through moving water. Six inches of moving water can make you fall.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

# Hazardous Materials Incidents

## External Leak or Spill

- Shut off all air conditioning, vents, and fans.
- Remain inside unless otherwise instructed.
- Shelter in place.

Stay in your current inside location or if outside move to the nearest building and proceed to the "Designated Shelter Area."

(Temple College has signs that indicate the "Designated Shelter Area.")

- Close all exterior doors and windows.
- Stay away from exterior doors.
- Stay inside until you are directed by college officials or the Temple College emergency notification systems that conditions are safe.

# **On-Campus Leak or Spill**

**Call 9-1-1**

## **Building Evacuation**

- Stay upwind unless otherwise instructed and do not return to the building prior to being declared safe.
- Proceed to the nearest SAFE exit or proceed to the indicated exit.
- Do not run.
- Help those who may need assistance.
- Report to the designated assembly point and wait for further instructions.
- Use the stairs.

(Do not use elevators unless you are told by emergency personnel that it is permissible.)

## **Campus Evacuation**

- Stay upwind unless otherwise instructed and do not return unless the campus has been declared safe.
- Temple College anticipates that the primary means of evacuation from this campus for most faculty, staff, and students will be by their personal vehicle. There are some individuals who do not own vehicles, do not have access to a vehicle while on campus, or have been given a ride to campus. Those individuals, or others who might have special needs, may need assistance in evacuating.
- Have students proceed to their vehicles if safe and exit the campus.
- Do not run.
- Help those who may need assistance.

# Active Shooter or Gunman on Campus

## Evacuation Steps

- Evacuate the area where you are and seek immediate safe location outside and away from the active shooter or gunman.
- Notify those you encounter.
- Contact 9-1-1 or 512-365-2733 and provide:
  - what is happening
  - where it is happening
  - how many people are involved
  - your name
  - your location
  - your phone number

## Lockdown Steps

- Immediately seek a safe location.  
(classroom, office, or area where you can lock or barricade yourself)
- Block entry to your location and lock doors and/or windows, if possible.
- Cover or conceal any windows and/or other points of visibility into your area.
- Turn off lights.
- Silence electronic devices.
- **Do not** leave your area unless instructed to do so by college emergency notification systems, college emergency personnel, or law enforcement officers.

# Bomb Threat

Bomb threats are usually received by telephone, but they may also be received by note, letter, or e-mail. All bomb threats should be taken seriously and handled as though an explosive were in the building.

## **If you receive a bomb threat:**

- Get as much information about the threat as possible.  
(Pay attention to background noises, voice characteristics, music, etc.)
- Call 9-1-1 or 512-365-2733 immediately to report the threat.
- Do not touch anything suspicious.

An evacuation may be applicable to the entire campus, a specific portion of the campus and/or a specific building or buildings.

## **Building Evacuation**

- Proceed to the nearest SAFE exit or proceed to the indicated exit.
- Do not run.
- Help those who may need assistance.
- Report to the designated assembly point and wait for further instructions.
- Use the stairs.

(Do not use elevators unless you are told by emergency personnel that it is permissible.)

***Maps with building evacuation routes and assembly points are posted in hallways throughout the building.***