

Hill College

Critical Incident Response Plan 2010 - 2011

OBJECTIVES

1. To coordinate the College's response to critical incidents while paying special attention to the safety and security needs of members of the college community.
2. To maintain the safety and security of faculty, staff, and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves college student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal college operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: This plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

PROCEDURES FOR HILL COUNTY CAMPUS

Step 1 HCC - The Associate Dean of Students is notified of a critical incident involving a Hill College student or employee at (254) 659-7793 during the day, (903)780-2748 after hours or holidays.

The Associate Dean of Students will immediately notify campus security on their cell phones.

Security phone (254) 659-7777
Clyde Dawson (254) 205-5432
Roderick Williams (254) 205-4057

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed. In addition, the campus operator should be notified of the location of the emergency.

Step 2 HCC - The Associate Dean of Students gathers information concerning the critical incident and responds accordingly. The Associate Dean of Students (ADA) assesses the situation and notifies the Vice President of Student Services (VPSS) who will notify the President.

In the event that scheduled classes need to be cancelled or altered in some manner, approval must come from the Vice President of Instruction or President.

Any media contact or press releases must be coordinated through the Director of Marketing & Public Relations (office # 254-659-7771 or cell # 254-717-4559).

Any email or website assistance must be coordinated through the Associate Vice President of Information Technology (office # 254-659-7841 or cell # 254-205-9805).

Step 3 HCC - Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Associate Dean of Students assigns an On-Site Coordinator and reports back to the VPSS.

Step 3B – Associate Dean of Students goes to scene of the incident to assess the need for back-up personnel/meeting of emergency Critical Incident Response Plan (CIRP) and reports back to the VPSS.

Based on the initial findings and upon agreement with either the VPSS or the ADS, the response may include: dealing with the situation alone, contacting campus security, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Vice President of Student Services and/or the Associate Dean of Students. Current contact information for the CIRT can be found in the Secure Area.

Step 3C - Associate Dean of Students initiates family contacts as directed by VPSS.

Step 3D - CIRT Command Headquarters is activated in Vice President of Student Services' Office.

The Crisis Center (if activated) will be located in the Cafeteria. The CIRT Command HQ will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the Associate Dean of Students in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.

Step 4 HCC - Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to the critical incident at the closure/evaluation meeting.

Step 5 HCC - The CIRT will recommend to the VPSS and the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Vice President of Student Services and given to the President for review.

Student Assistance Services - Hill County Campus

Personal Counseling Referrals

The Director of Counseling will act as the referral agent for students seeking assistance for emotional or personal counseling services. (Director of Counseling is responsible for development and update of written supporting referral policy). In the case that groups and/or families are affected by the emergency situation, the Director of Counseling will determine the appropriate steps to take for referral for counseling services.

Counseling services are not provided except on an emergency basis by a licensed professional counselor. Hill College faculty and staff may refer students to the Director of Counseling by completing the Counseling Referral Form located in the secure area at the HC website. See Counseling Referral Form, page 7.

HCC Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the cafeteria. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The VPSS will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Members of Hill County Campus CIRT:

	<u>Work</u>	<u>Cell</u>	<u>Home</u>
Associate Dean of Students, Scott Nalley	(254) 659-7793	(903) 780-2748	
VP of Student Services, Robert Riza	(254) 659-7791	(254) 205-5153	
Director of Counseling, Salley Schmid	(254) 659-7651	(254)-644-3226	
Emergency Counselor, Dr. Pam Boehm	(254) 659-7909 HCC (817) 760-5790 JCC	(254) 205-0391	(254) 634-2736
Student Support Serv. Director, Traci Brown	(254) 659-7655	(254) 479-0360	(254) 582-9134
Hill College Security: Clyde Dawson	(254) 659-7777	(254) 205-5432	
Hill College Security: Roderick Williams	(254) 659-7777	(254) 205-4057	
Maintenance Supervisor, Jeanette Lee	(254) 659-7833	(254) 266-0282	
Athletic Director, Paul Brown	(254) 659-7860	(254) 205-4055	
Marketing/P.R. Director, Nikki Wilmoth	(254) 659-7771	(254) 717-4559	
Assoc. VP, I.T., Jessie White	(254) 659-7841	(254) 205-9805	

Others as needed: Coaches, International Student Coordinator, Faculty

Residence Hall Managers:

Nicole Roberts (Dudley)	(254) 205-3608
Linda Kennemore (Frazier)	(254) 205-5122
Joe Hinojoza (Bailey)	(254) 205-4059

Local Community Emergency Services

Critical Incident Emergencies

911

<u>Police Department, City of Hillsboro</u> (non-emergency)	(254) 582-2381
<u>Fire Department, City of Hillsboro</u>	(254) 582-2401
<u>Hillsboro Regional Hospital</u> 1321 E. Franklin, Hillsboro, Texas 76645	(254) 580-8500
<u>Poison Control Center</u>	1-800-222-1222
<u>Suicide Hotline</u>	1-800-784-2433

Emergency Communication Guidelines

In the event of an emergency that directly affects Hill College, we will notify you via Rebel Alert.

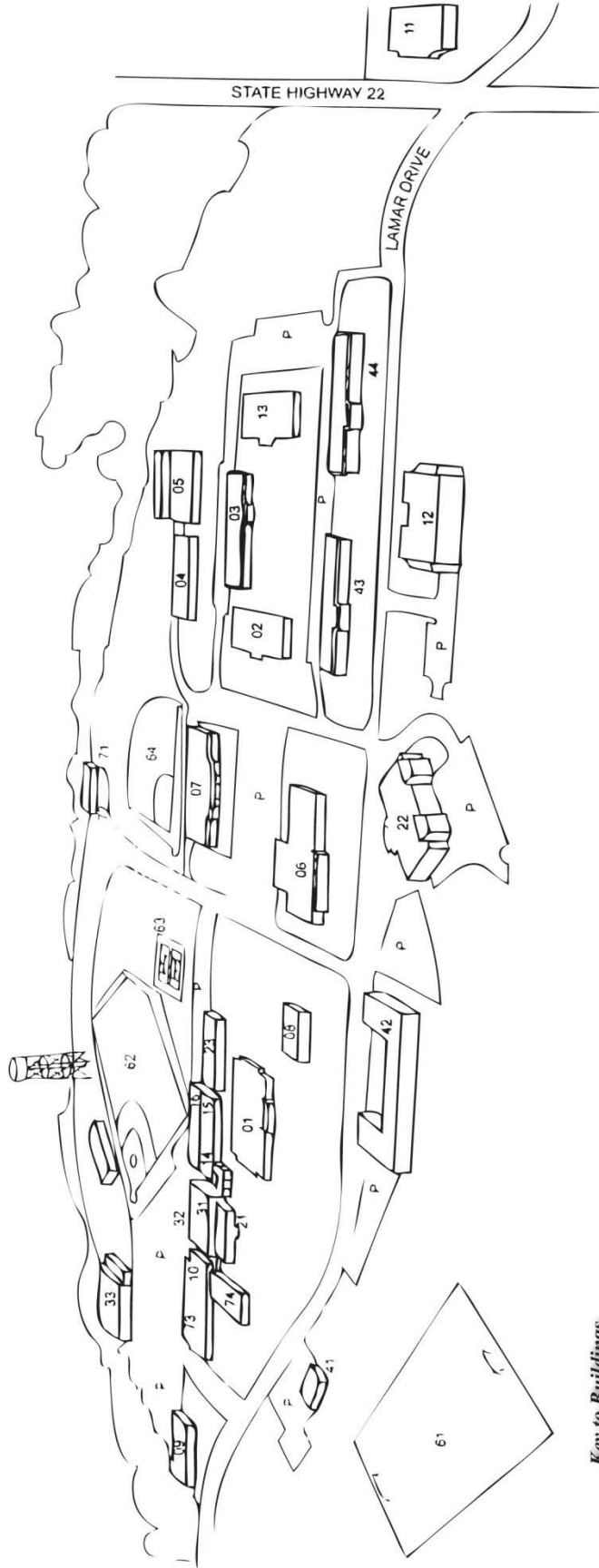
Rebel Alert is the College's branding of a third-party fully hosted Emergency Mass Notification Communication system operated by Blackboard-Connect formerly Connect-Ed. Rebel Alert, an opt-out solution, features the capability of calling or sending emergency notices to an individual, group(s) or a specific geographical location via landline and cell phones, PDAs, social media, email, TTY and SMS/Text messaging.

<http://www.hillcollege.edu/info/rebelalert/>

Hill College

Hill County Campus
Hillsboro, Texas

Campus Map



Key to Buildings

Instruction

- 01 Administration
- 02 Instruction (Classrooms)
- 03 Science & Laboratory
- 04 Criminal Justice/Welding
- 05 Auto Technology Complex
- 06 History Complex
- 07 Vara Martin Daniel Performing Arts Center (PAC)
- 08 Welcome Center/School Relations
- 09 Art & Continuing Education
- 10 Agriculture/Geology Lab
- 11 Nursing & Cosmetology
- 12 Library
- 13 Office & Classroom

14 Conference Center/Testing Center

- 15 Developmental Labs
- 16 Learning Center (TRIO)

Student Center/Services

- 21 Student Center
- 22 Cafeteria/Bookstore
- 23 Counseling Center

Gyms

- 31 Activity Center
- 32 Weight Room/Dressing Room
- 33 Bob Bullock Sports Center

Playing Fields

- 61 Soccer Field
- 62 Baseball Field
- 63 Tennis Court
- 64 Softball Field

Maintenance

- 71 Building Maintenance
- 72 Yard Maintenance
- 73 Vehicle Maintenance
- 74 Shipping & Receiving/Housekeeping/Information Technology

Dormitories

- 41 Lofland Hall
- 42 Bailey Hall
- 43 Dudley Hall
- 44 Frazier Hall
- P Parking

Procedures for Johnson County Campus

Step 1 JCC - The Dean of Students will be notified of a critical incident involving a Hill College student or employee, (during normal working hours 817-760-5504, or after hours 817-487-0196) The campus security may be notified on their cell phones who will immediately notify the Dean of Students.

Security cell number: (817) 240-7008 – Jon Forsythe (day 6:00 AM – 3:00 PM)
(817) 659- 9974 – Joe Benedict (night 3:00pm – 11:00pm)

The Dean of Students, after being notified of a critical incident will notify the Vice President of Student Services about the incident who will notify the President.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed. In addition, the campus operator should be notified of the location of the emergency.

Step 2 JCC - The Dean of Students will gather information concerning the incident, and respond accordingly. The Dean of Students assesses the situation and notifies the Vice President of Student Services (VPSS) who will notify the President.

In the event that scheduled classes need to be cancelled or altered in some manner, approval must come from the Vice President of Instruction or College President.

Any media contact must be coordinated through the Director of Marketing & Public Relations, (office # 254-659-7771 or cell # 254-717-4559).

Any email or website assistance must be coordinated through the Associate Vice President of Information Technology, office # 254-659-7841 or cell # 254-205-9805.

Step 3 JCC - Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Dean of Students assigns an On-Site Coordinator and reports back to the VPSS.

Step 3B – Dean of Students goes to scene of the incident to assess the need for back-up personnel/meeting of Emergency Critical Incident Response Team (CIRT) and reports back to the VPSS .

Based on the initial findings and upon agreement with either the VPSS, the response by the Dean of Students may include: dealing with the situation alone, contacting campus security, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Vice President of Student Services, and/or the Dean of Students.

Step 3C – Dean of Students initiates family contacts as directed by VPSS.

Step 3D - CIRT Command Headquarters is activated in the JCC Counseling Center in the Administration Building. The Crisis Center (if activated) will be located in the Student Center. The CIRT Command HQ will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the Dean of Students in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.

Step 4 JCC - Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to the critical incident at the closure/evaluation meeting.

Step 5 JCC - The CIRT will recommend to the VPSS and the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Vice President of Student Services and given to the President for review.

Members of Johnson County Campus CIRT:

	<u>Work</u>	<u>Cell</u>
Dean of Students/Campus Manager, Bill Gilker	(817) 760-5504	(817) 645-9617
Director of Counseling, Salley Schmid	(817) 760-5654 JCC (254) 659-7651 HCC	(254) 644-9886
Emergency Counselor, Dr. Pam Boehm	(817) 760-5790 JCC (254) 659-7909 HCC (254) 694-2736 [Home]	(254) 205-0391
Academic Advisor/JCC, Judy Tompkins	(817) 760-5652	(903) 824-1171
Campus Security: Jon Forsythe	(817) 240-7008	
Campus Security: Joe Benedict	(817) 659-9974	
Marketing/P.R. Director, Nikki Wilmoth	(254) 659-7771	(254) 717-4559
Dean of Tech. Ed., Lizza Trenkle	(254) 659-7823 HCC (817) 760-5792 JCC	(254) 205-4051
Chief Information Officer, Jessie White	(254) 659-7841	(254) 205-9805

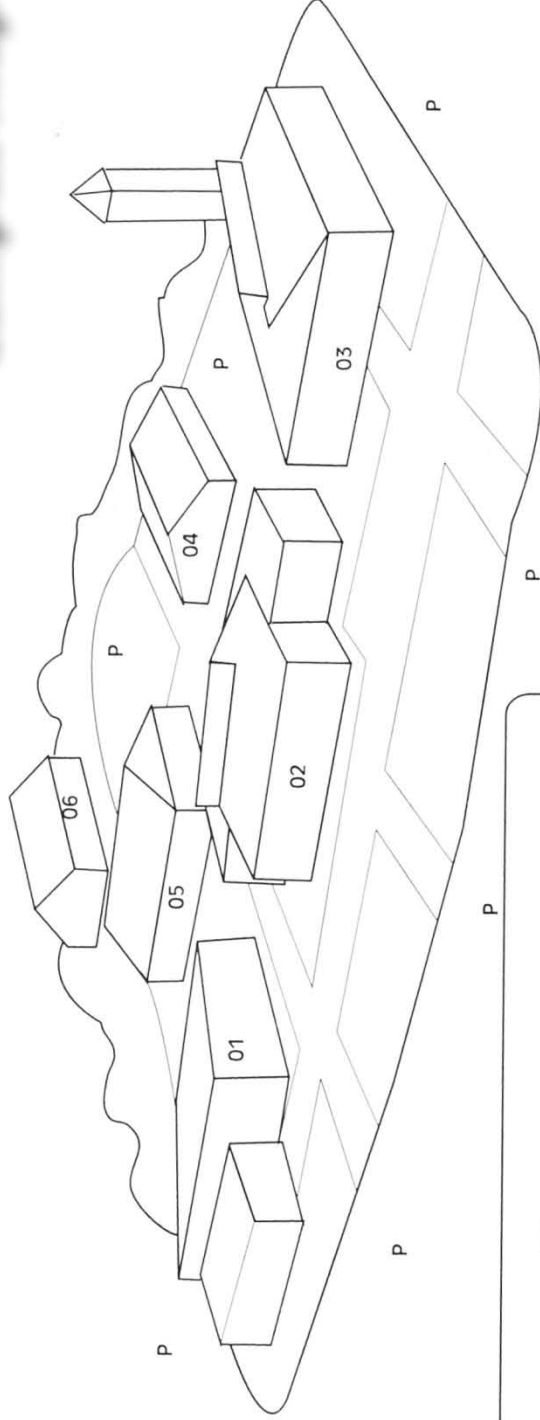
Local Community Emergency Services

Critical Incident Emergencies	911
<u>Police Department, City of Cleburne (non-emergency)</u>	817-645-0972
<u>Fire Department, City of Cleburne</u>	817-645-0964
<u>Hospital</u> Texas Health Harris Methodist Hospital Cleburne 201 Walls Drive Cleburne, TX 76033	817-641-2551
<u>Poison Control Center</u>	1-800-222-1222
<u>Suicide Hotline</u>	1-800-784-2433
<u>Comanche Peak Nuclear Power Plant</u> www.comanchepeak.com	682-498-8010

Hill College

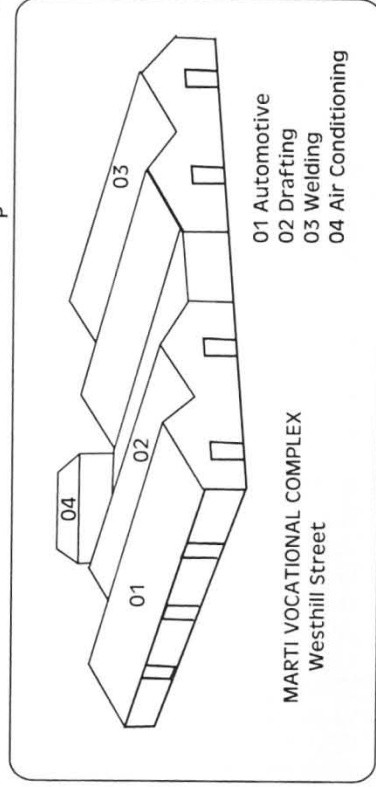
*Johnson County Campus
Cleburne, Texas*

Campus Map



KEY TO BUILDINGS

- 01 Mayfield Administration Building
- 02 Library
- 03 Instruction
- 04 Student Center / Bookstore
- 05 Wheat Nursing
- 06 Technology
- P Parking



- 01 Automotive
- 02 Drafting
- 03 Welding
- 04 Air Conditioning

Procedures for Hill College @ Burleson

Note: This is for general information only. During a critical incident, variations might be made depending on the nature of the event and the situation.

Step 1 HC@B - The Associate Dean of Hill College @ Burleson (HC @ B) is notified of a critical incident involving a Hill College student or employee. Contact information: 817-295-7392 (HC @ B), in person, by phone: 817-517-1462 or 817-556-2405.

Step 2 HC@B - The Associate Dean of HC @ B gathers information concerning the critical incident and responds accordingly. The Associate Dean of HC @ B contacts the Vice President of Student Services, and the Vice President of Student Services will notify the President.

In event that scheduled classes need to be canceled or altered in some manner, approval must come from the Vice President of Instruction 254-659-7821 or the President.

Any media contact or press releases must be coordinated through the Director of Marketing & Public Relations. The President will review all media and press releases.

Any email or website assistance must be coordinated through the Associate Vice President of Information Technology.

Step 3 HC@B - Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Associate Dean will be the On-Site Coordinator or if the Associate Dean is not on-site, an On-Site Coordinator will be assigned. If the Associate Dean makes the assignment, the Associate Dean will report back to the Vice President of Student Services.

Step 3B – Associate Dean goes to the scene of the incident to assess the need for back-up personnel/meeting of Emergency Critical Incident Response Team (CIRT) and reports back to the Vice President of Student Services.

Based on the initial findings and upon agreement with the Associate Dean of HC @ B and the Vice President of Student Services, the response by the Associate Dean may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), and/or contacting the Director of Counseling.

If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Vice President of Student Services and/or the Associate Dean of HC @ B.

Step 3C – Associate Dean initiates family contacts as directed by the Vice President of Student Services.

Step 3D – CIRT Command Headquarters is activated in the HC @ B Conference Room. The Crisis Center (if activated) will be located in the Student Center. The CIRT Command Headquarters will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the Associate Dean in dealing with the critical incident. This may include: assisting affected student’s or employee’s family members, counseling with students or college employees, gathering information, etc.

Step 4 – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to the critical incident at the closure/evaluation meeting.

Step 5 – The CIRT will recommend to the Vice President of Student Services and the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Vice President of Student Services and given to the President for review.

Crisis Center

When a critical incident involves responses from a variety of personnel, a center will be established in the HC@B Student Center. The CIRT Command Headquarters will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident.

Members of Hill College @ Burleson CIRT:

	<u>Work</u>	<u>Cell</u>
Executive Director, Nancy Holland (817) 556-2405 (Home)	(817) 295-7392	(817) 517-1462
Director of Counseling, Salley Schmid	(254) 659-7651 HCC (817) 760-5654 JCC	(254) 644-9886
Emergency Counselor, Dr. Pam Boehm (254) 694-2736 [Home]	(254) 659-7909 HCC (817) 760-5790 JCC	(254) 205-0391
Administrative Assistant, Jean Bauer	(817) 295-7392	(817) 426-6682 (504) 952-0655
Facilities Assistant, Jimmy Burkes	(817) 295-7392	(817) 373-2926 (817) 301-5413

Others as needed: Deans, Security and/or additional Counselors

Local Community Emergency Services

Critical Incident Emergencies	911
<u>Police Department, City of Burleson</u> (non-emergency)	(817) 447-5300
<u>Fire Department, City of Burleson - Station One</u>	(817) 295-5498
<u>Emergency Medical Services, City of Burleson</u>	(817) 295-5498
<u>Huguley Memorial Medical Center (Hospital)</u> 11801 South Freeway (I-35W)	(817) 293-9110

Burleson, Texas

Poison Control Center

1-800-222-1222

Suicide Hotline

1-800-784-2433

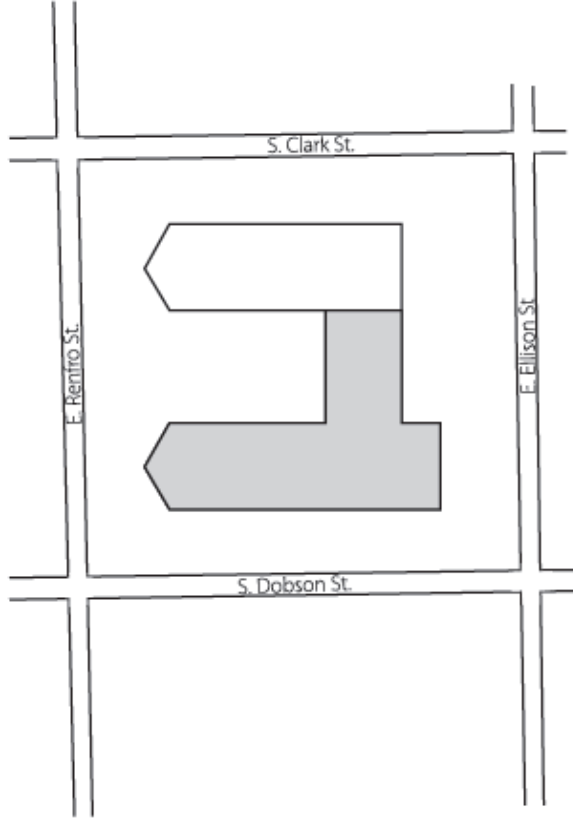
Comanche Peak Nuclear Power Plant
www.comanchepeak.com

682-498-8010

Hill College

@ Burleson
Burleson, Texas

Campus Map



Gray area indicates:

Hill College admin. offices and classrooms

Members of Hill College @ Glen Rose CIRT:

	<u>Work</u>	<u>Cell</u>	<u>Home</u>
Executive Director, John Bailey	(254) 897-411	(254) 396-1733	(254) 898-1100
Sharlin Sifford	(254) 897-4111		(254) 897-4076
Nursing Instructor, Raina Lively	(254) 897-2801	(817) 240-2015	(817) 556-0093
Cosmetology Instructor, Shelley Key	(254) 898-1406		
Cosmetology Instructor, Laurie McPherson	(254) 898-1406	(254) 396-019	(254) 897-7171
Support Staff, Cosmetology	(254) 898-1406		

Local Community Emergency Services

Critical Incident Emergencies

911

County of Somervell

Sheriff Department (non-emergency)

(254) 897-2242 or (254) 897-4068

County of Somervell

Fire Department

(254) 897-2242

Hospital

Glen Rose Medical Center

1021 Holden St.

Glen Rose, Texas

(254) 897-2215

Poison Control Center

1-800-222-1222

Suicide Hotline

1-800-784-2433

Comanche Peak Nuclear Power Plant

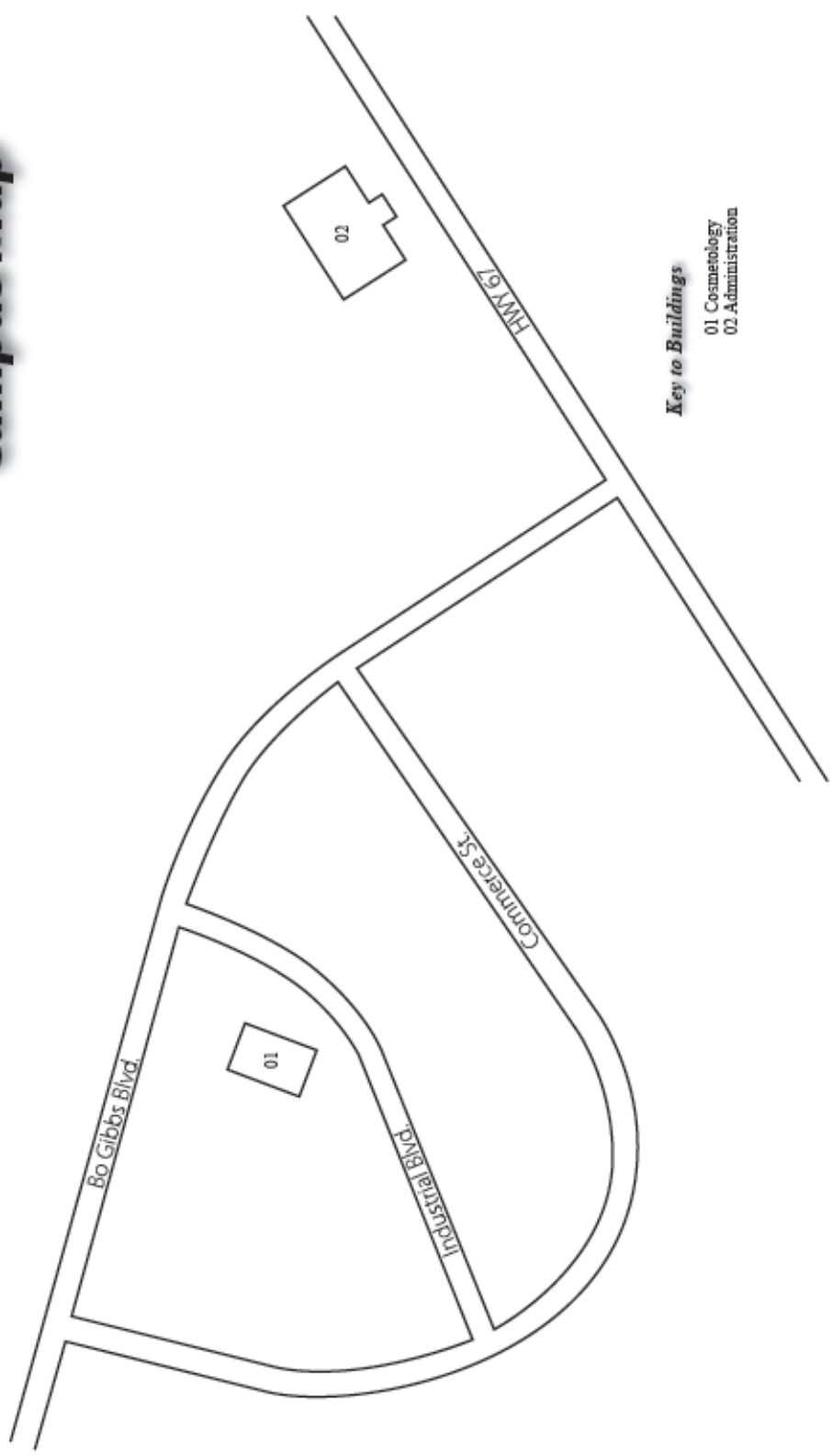
682-498-8010

www.comanchepeak.com

Hill College

@ Glen Rose
Glen Rose, Texas

Campus Map



Key to Buildings

- 01 Cosmetology
- 02 Administration

Members of Hill College @ Meridian CIRT:

	<u>Work</u>	<u>Cell</u>
Dean of Technical Education, Lizza Trenkle	(254) 659-7823	(254) 205-4051
Welding Instructor, John Edwards		(817) 517-3804
VP of Student Services, Dr. Robert Riza	(254) 659-7791	(254) 205-5153

Local Community Emergency Services

Critical Incident Emergencies

911

Sheriff Department, County of Bosque (non-emergency) (254) 435-2362 or (254) 435-2363

Fire Department, County of Bosque/Meridian (254) 435-2381

Hospital (254) 435-2525

Goodall-Witcher Hospital
9295 Highway 6
Meridian, TX 76665

Poison Control Center 1-800-222-1222

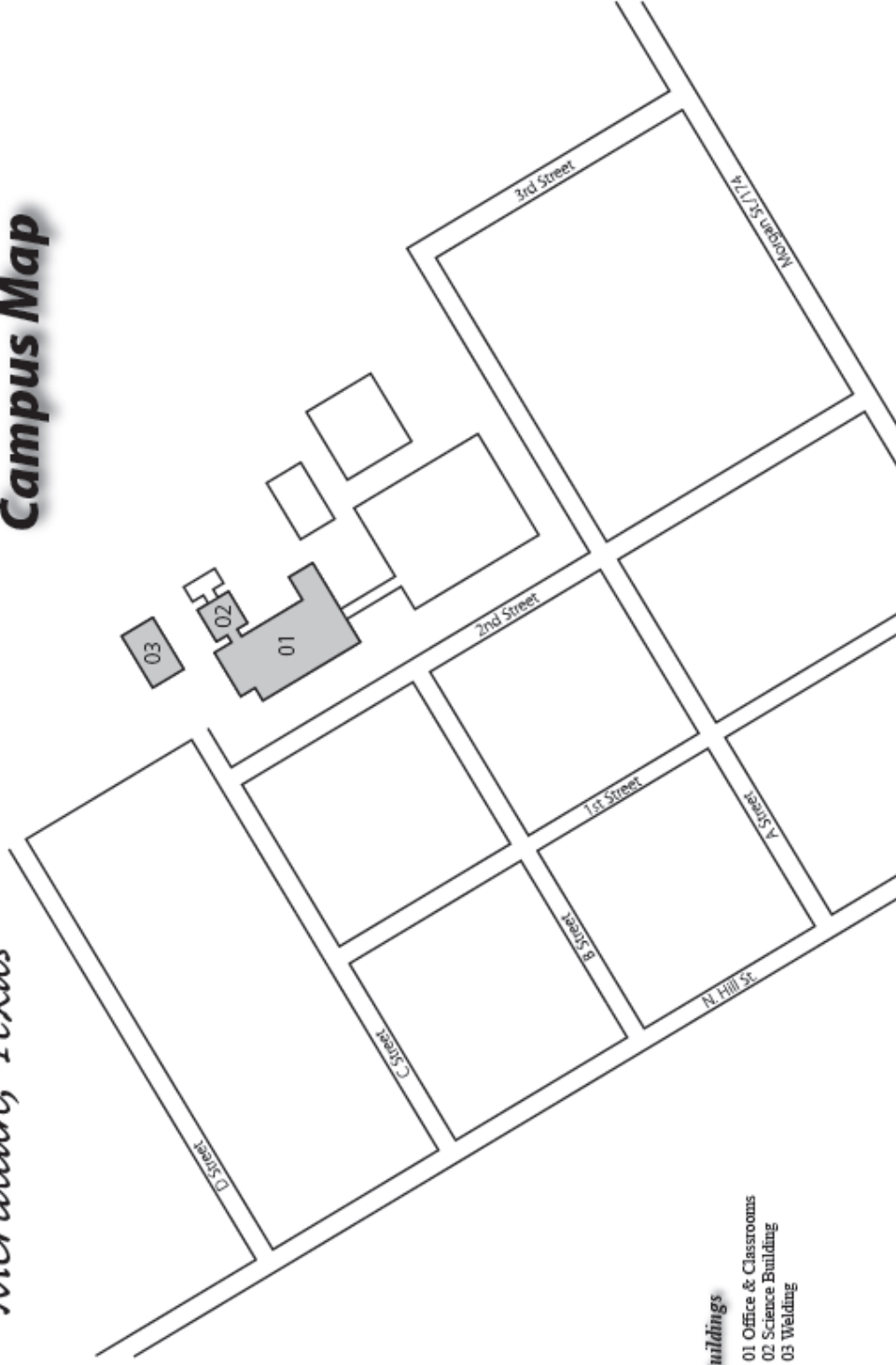
Mental Health Crisis Line 1-866-752-3451

Suicide Hotline 1-800-784-2433

Hill College

@ Meridian
Meridian, Texas

Campus Map



Key to Buildings

- 01 Office & Classrooms
- 02 Science Building
- 03 Welding

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- Examples: Buildings, Grounds, Automobiles
 1. Call the appropriate college official at the specific campus.
 2. Clearly identify the location of the incident.
 - * Building name
 - * Physical location on campus
 - * Room or area where fire is located
 3. Evacuate the area.
 - * Check the evacuation signs posted in hallway.
 4. Fight fires **ONLY IF TRAINED** and NOT a life threatening situation.
 5. Follow instructions on fire extinguisher.

SEVERE WEATHER: (i.e., tornados)

- Tornado Watch – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- Tornado Warning – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
- When a tornado **WARNING** is received by way of siren, public broadcast, campus police or security or designated representative:
 1. HC faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 2. If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 3. Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
 1. Open doors and window coverings to take advantage of natural lighting.
 2. Help those in need of assistance.
 3. Carry flashlights if available.

HAZARDOUS MATERIALS:

- Report all incidents involving chemical exposure, spills, or disposal to the Dean of Students.
 1. Do not attempt to clean any spill or dispose of any waste until proper authorities have been contacted.
 2. Be aware of the Material Safety Data Sheet (MSDS) locations [See Appendix]

CRIMINAL DISTURBANCE:

- Examples:
 - Robbery
 - Assault (verbal or physical)
 - Theft in progress
 - Hostage situation
 - Gang activity
 - Weapons on campus

 1. Do not resist or attempt to retaliate unless your life depends on self-defense.
 2. Call local law enforcement.
 3. Report any criminal disturbance to the appropriate college official and security officer on duty.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the appropriate college official.
5. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the appropriate college official and security officer on duty.
- Examples of disruptive behavior:
 - Throwing rocks at windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing college property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately call the appropriate college official and security officer on duty.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the appropriate college official and security officer on duty and Director of Counseling
 2. Do not argue with the person, no matter how unusual the conversation may seem.
 3. Make no threatening movements or comments to the person.
 4. Designate one student to contact additional staff.
 5. Remain calm during your conversation with the person.
 6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.
- Additional information regarding the identification of early warning signs can be found at each Hill College Counseling Center.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
 - Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the campus operator should be notified of the location of the emergency.
 2. Report all medical emergencies to the appropriate college official or security officer.
 3. ALWAYS document the incident.

MINOR FIRST AID:

Treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside, assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the Vice President of Instruction or Dean of Students.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through Rebel Alert.

APPENDIX

Material Safety Data Sheet (MSDS) locations

Department	Campus/Center	Contact Person	Location of MSDS
Cosmetology	Hill County	Gina Padgett	Cosmetology Lab Cosmetology Lab
Cosmetology	Johnson County	Kerri Morris	612-613
Cosmetology	Glen Rose	Shellee Key	Cosmetology Lab
Welding	Hill County	Joe Price	Welding Lab
Welding	Johnson County	Brian Bennett	Welding Lab
Automotive	Johnson County	Jerry Hampton	Auto Lab
Science	Hill County	Don Nelson	Science Lab's 214, 215, 218, & 221
Science	Johnson County	Don Nelson	Science Lab's 201, 202, 203, & 205
Custodial	Hill County	Jeanette Lee	Custodial Supply Area Custodial Supply
Custodial	Johnson County	Jeanette Lee	Closet
Maintenance	Hill County	Mark Cox	Mark Cox's Office
Maintenance	Johnson County	Rob Robertson	Maintenance Shed
Nursing	Hill County	Paula Hutchings	Skills Lab 502
Nursing	Johnson County	Kelly Echels	Skills Lab 604
Nursing	Glen Rose	Raina Lively	Skills Lab

MSDS are maintained in Notebooks on a rack in appropriate Labs.