

**Dallas County Community College District
Emergency Operations Plan (EOP)
Public Emergency Guidelines**

Consult each location's EOP for site specific plans

(1.1) March 1, 2009 EDITION

Plan Authority

This Plan is promulgated under the authority of District Policy, NIMS Resolution (July 2007 Board), the Chancellor and Executive Vice Chancellor of Business Affairs.

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)

Dallas County Community College District's District Emergency Operations Plan (July 2007)

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Remember, knowing what action to take before an emergency occurs increases your odds of staying safe and may save your life.

Review this plan and/or your location's Emergency Operations Plan posted in classrooms and on the campus websites.

During any emergency look for anyone needing assistance and always ask permission before providing assistance.

You can contact the Disabilities Services office to review instructions for safely planning or assisting students with disabilities in case of an emergency. For planning or assisting staff or faculty with disabilities, you can contact your Human Resources office.

EVACUATIONS

- 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.*
- Once outside the building, move to at least 100 feet away from the building. Remember, you are trying to stay clear of falling objects and explosions. If the building is several stories high or there is a chance for an explosion you must move more than 100 feet away from the building.

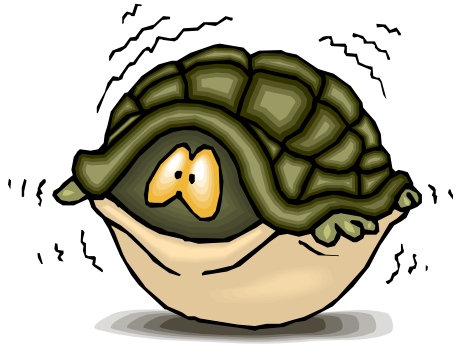
UNIVERSITY OF CALIFORNIA



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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. Close doors to all rooms with perimeter walls and exterior glass.
- The nature of the incident will determine whether individuals will be instructed to remain in the interior space on their floor or move to another location.



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FIRE

IF A FIRE ALARM HORN SOUNDS

- 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.
- Leave the area by means of your primary evacuation route. If this exit is blocked, use an alternate route. **Do not use elevators.**
Use the stairs
- Once outside the building, move to at least 100 feet away from the building. Remember, you are trying to stay clear of falling objects and explosions. If the building is several stories high or there is a chance for an explosion you must move more than 100 feet away from the building.
- Do not reenter building until CERT members and/or the fire department advises it is safe to do so.



FIRE

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**IF YOU DISCOVER
SMOKE OR A FIRE
REMEMBER - R.A.C.E.**

- **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.

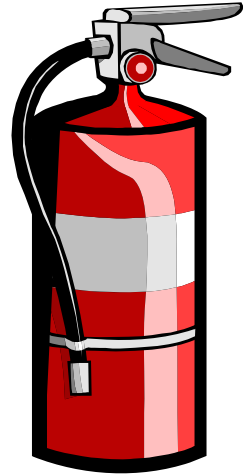


CERT

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USING 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.
 - **AIM** - Aim the nozzle at the base of the fire. Approach the fire and stop about 8 feet away.
 - **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)



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VIOLENT CRIMINAL ACTIONS

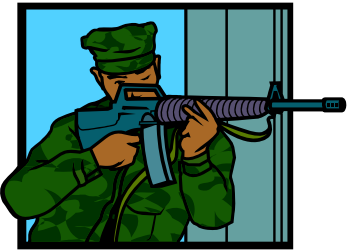
CALL 911

On a District phone, if possible (*if District phone is unavailable use any available phone*) dial :

District Central Dispatch (972-860-4290)

- The essential need during this type of incident is to maintain calm and prevent harm to our selves and others.
- All intervention with criminal activity is the responsibility and duty of District police officers and local law enforcement.

Circumstances will dictate the decisions made by all personnel who respond to the event. 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 shelter-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.

If an “Intruder Lockdown” is announced:

In most situations everyone should take shelter behind locked doors and/or in barricaded rooms.

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

LOCKDOWN PROCEDURES

Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.

There are two types of lockdowns:

- Police Activity Lockdown: The District Office has been notified of a potential threat outside of the building.
- Intruder Lockdown: A threat and/or intruder is inside the building.

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

Since most campus locations are too large to completely lockdown all outside doors in a timely manner, individuals will take the same steps in both types of lockdown scenarios.

- The exterior doors will be locked by CERT members and/or officer on duty.
- Message(s) will be sent out to employees with information and/or instructions.
- Signs will be posted on exterior doors advising people outside of the *Lockdown* with a number to call.
- All employees will remain inside the building (no standing in the doorway or going in and out).

The following steps will be taken during an *Intruder Lockdown* if possible and safe to do so:

- Electronic message(s) and CERT members will provide information and instructions if the situation permits.
- Follow the steps in *Violent Criminal Action* found on previous page.

In most situations everyone should take shelter behind locked doors and/or in barricaded rooms.



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UNAUTHORIZED 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 location should be reported to an Officer and/or by dialing **911** on a District phone (*if District phone is unavailable use any available phone*) dial:

District Central Dispatch (972-860-4290)

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*) dial:

District Central Dispatch (972-860-4290)

and give the dispatcher the following information:



- 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.*

SEVERE WEATHER

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.

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 emergencies as directed by the community's elected officials.

IF SEVERE WEATHER IS IMMINENT:

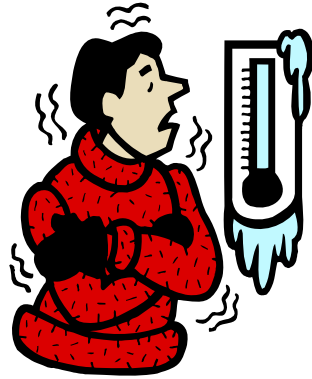
- Remain calm. Do not exit the building.
- Notify persons in your area to quickly get away from the perimeter of the building and exterior glass.
- Proceed to the lowest level available using the stair wells **(not the elevators)**. Enter a room with interior walls and no glass if available. These types of rooms should be marked with signs stating “**Tornado Safer Zone**”.



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INCLEMENT WEATHER

During inclement weather, always check the news or the campus website on days in which the weather might be a factor – like in freezing rain.



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MEDICAL EMERGENCIES

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

**District Central Dispatch
(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 incident to supervisor and/or instructor.

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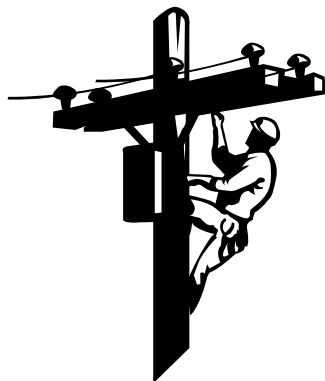
MEDICAL TRANSPORTATION

- 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

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



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REPORTING A CRIME

The following should be reported by calling **911** on a District phone if possible (*District phone is unavailable use any available phone*) dial:

District Central Dispatch (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



CRIME

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REPORTING SAFETY ISSUES

Safety Hazards including but not limited to the following should be reported to Facilities:

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

Any injuries or exposure to a hazardous substance or body fluids should be reported to the campus health center and /or front office. If the injury involves an employee it also needs to be reported to Human Resources.



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HAZARDOUS SPILLS

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

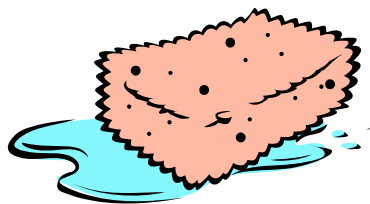
Hazardous materials can include but are not limited to:

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

Call the Facilities department for proper clean-up and removal.

HAZARDOUS SPILLS OUTSIDE THE BUILDING

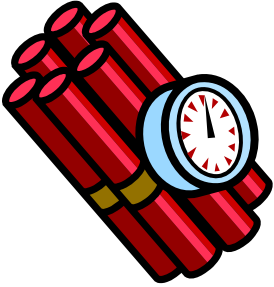
Follow instructions from authorities and/or College Emergency Response Team (CERT) members as to whether to evacuate or shelter-in-place.



BOMB THREATS

IF YOU RECEIVE A BOMB THREAT BY TELEPHONE

- Do not pull a fire alarm.
- Keep the caller on the phone as long as possible.
- Record every word spoken, if possible.
- Do not interrupt the caller.
- If the telephone has caller ID, note the telephone number.
- Try to get the following information from the caller:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
 - Where are you calling from?
 - Who are you?



CALL 911 on a District phone (*if District phone is unavailable use any available phone and 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 suspected item.**

IF YOU FIND 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.**

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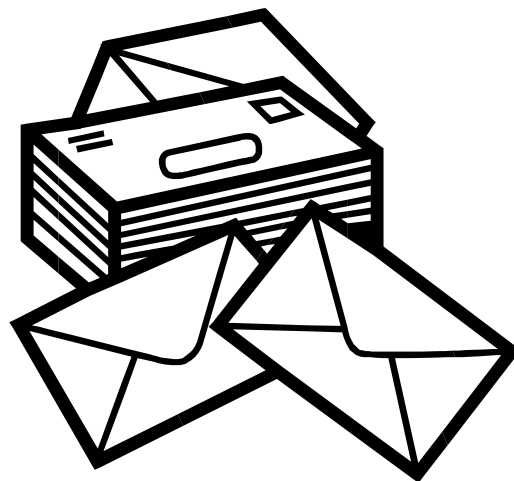
“SUSPICIOUS” MAIL

If an employee decides that a letter or package is “suspicious” 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 of a “suspicious” letter or package, the Incident Commander will contact the Dallas Fire Department through District Central Dispatch by dialing **911** on a District phone if available (*if District phone is unavailable use any available phone*) dial:

District Central Dispatch (972-860-4290)

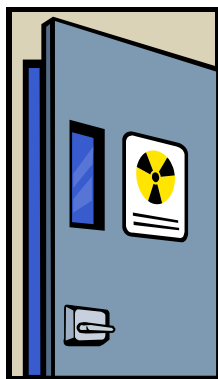


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CHEMICAL, BIOLOGICAL, RADIOLOGICAL INCIDENT

If you hear reports of an incident:

- 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.
- Follow instructions by CERT member or authorities to remain in the building. In a chemical or biological incident you may be instructed to proceed to an interior room on the highest floor available. In a radiological incident you may be instructed to proceed to the lowest floor available.



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EARTHQUAKES

Inside Building

- Get under desk or table or other sturdy furniture with back to windows.
- If not near any furniture, sit in a corner or facing a wall with back to windows.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Stay away from windows, bookcases, or other heavy objects.
- Maintain position until shaking stops.

Outside Building

- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Maintain position until shaking stops.
- Move away from buildings, trees, overhead wires, and poles.
- Do not enter building until it is determined to be safe.

Follow CERT member and/or first responder instructions.





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Incident Commander Assignments

Life/Safety Incidents

The Campus Police Chief or his/her designee will be the Incident Commander in the following incidents, but not limited to:

- Active Violent Criminal Action
- Evacuations
- Sheltering In Place
- Bomb Threats
- Fire, Medical Emergencies, Chemical, Biological, and Radiological Incidents (until arrival of Fire Department supervisor)

Locations with no District police presence will have individuals pre-selected by the location administrator to be the Incident Commander.

The Incident Commander will have full authority during the incident. The Incident Commander will keep the location administration informed of events as the incident's situation permits.

Non-Life/Safety Incidents

The location administrator or his/her designee will be the Incident Commander in the following incidents, but not limited to:

- Power Outage / Utility Failure
- Inclement Weather & Class Cancellations
- Damage to Location Property (after Life/Safety issues are resolved) and Business Continuity Issues
- Information Security Breaches
- Incidents that create a large media response (after Life/Safety issues are resolved – if any)

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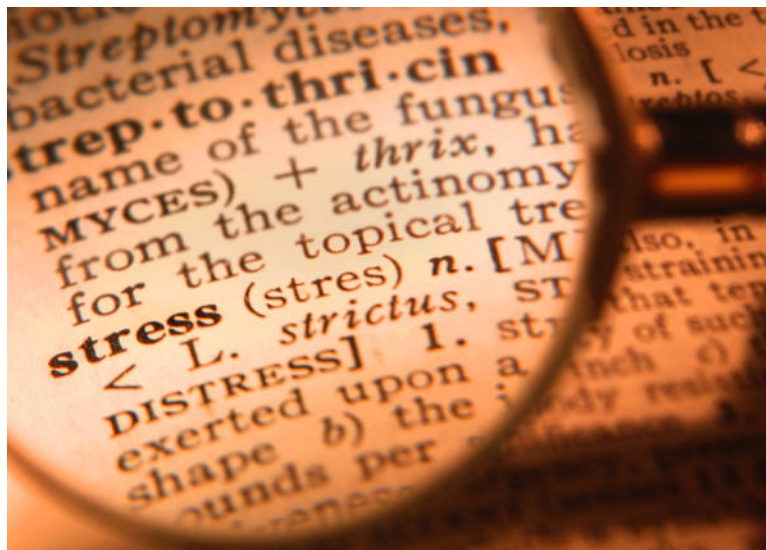
Emotional Health

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 are getting stressed out.

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.

Finally, if you 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.



| College, Area Code and Prefix | Brookhaven 972- 860 | Cedar Valley 972- 860 | Eastfield 972- 860 | El Centro 214- 860 | Mountain View 214- 860 | North Lake 972- 273 | Richland 972- 238 |
|---|------------------------------------|--|-----------------------------------|---------------------------------------|---|--|----------------------------------|
| Main Phone Number | 4700 | 8201 | 7100 | 2037 | 8680 | 3000 | 6106 |
| President's Office | 4809 | 8250 | 7001 | 2011 | 8700 | 3010 | 6364 |
| Assistant to the President | 4848 | 8250 | | 2010 | 8696 | 3010 | 6384 |
| Public Information Marketing/Communications | 4827 | 8258 | 7002 | 2036 | 8837 | 3004 | 6194 or 6224 |
| Vice President Business | 4634 | 8102 | 7603 | 2014 | 8705 | 3391 | 6277 |
| Vice President, Instruction | 4802 | 8261 | 7196 | 2018 | 3673 | 3590 | 6193 |
| Vice President, Student Development Dean, Student Enrollment, Development and Services | 4832 | 8261 | 7610 | 2119 | 8588 | 3135 | 6202 |
| College, Area Code and Prefix | Brookhaven 972- 860 | Cedar Valley 972- 860 | Eastfield 972- 860 | El Centro 214- 860 | Mountain View 214- 860 | North Lake 972- 273 | Richland 972- 238 |
| Director, Institutional Advancement; Director, Institutional Effectiveness and Research; VP Planning and Development | 4607 | 8128 | 8325 | 2016 | 8735 | 3015 | 761-6919 |
| Evening and Weekend Division | | 8230 | | 2157 | 214- 364-4782 | 3020 | 6140 |
| Career & Technical Education | | 8160 | 7198 | | 8656 | 3590 | 6391 |
| Director, Business Operations | 4817 | 8290 | 7612 | 2014 | 8587 | 3391 | 6277 |
| Educational Resources | 4854 | 8140 | 7169 | | 8525 | 3430 | |
| Educational Computing | 4822 | 8232 | 7169 | 2688 | 8647 | 3334 | 6381 |
| Continuing Education | 4600 | 8210 | 7113 | 2147 | 8835 | 3360 | 6144 |
| Library | 4862 | 8140 | 7174 | 2175 | 8669 | 3400 | 6082 |

| College, Area Code and Prefix | Brook-haven 972- 860 | Cedar Valley 972- 860 | East- field 972- 860 | El Centro 214- 860 | Mountain View 214- 860 | North Lake 972- 273 | Rich- land 972- 238 |
|--|-------------------------------------|--|--|---------------------------------------|---|--|--|
| Registrar | 4883 | 8203 | 7105 | 2311 | 8600 | 3109 | 6101 |
| Business/Cashier Office | 4819 | 8290 | 8381 | 2044 | 8709 | 3310 | 6206 |
| Counseling | 4830 | 8262 | 7106 | 2084 | 8859 | 3120 | 6111 |
| Testing Center | 4865 | 8118 | 7011 | 2178 | 8571 | 3160 | 6160 |
| Financial Aid | 4110 | 8280 | 8385 | 2097 | 8826 | 3220 | 6188 |
| Placement | 4894 | 8146 | 8310 | 2066 | 8677 | 3140 | 761- 6921 |
| Veterans Affairs | 4706 | 8206 | 8346 | 2122 | 8622 | 3220 | 6127 |
| Health Center | 4195 | 8277 | 7190 | 2113 | 8699 | 3170 | 6135 |
| Human Resources | 4813 | 8224 | 7630 | 2064 | 8703 | 3307 | 6240 |
| Facilities Services | 4798 | 8186 | 7688 | 2057 | 8670 | 3340 | 6170 |
| Student Programs and Resources (SPAR) | 4115 | 8236 | 7185 | 2137 | 8685 | 3020 | 6130 |
| College, Area Code & Prefix | Brook-haven 972- 860 | Cedar Valley 972- 860 | East- fiel d 972- 860 | El Centro 214- 860 | Mountain View 214- 860 | North Lake 972- 273 | Rich- land 972- 238 |
| Automotive Division | 4189 | 8160 | 7143 | | | | |
| Business Division | 4160 | 8160 | 7119 | 2202 | 8848 | 3450 | 6210 |
| Communications Human and Academic Development | 4555 | 8120 | 7132 | 2247 | 8830 | 3481 | 6220 or 6230 |
| Humanities Division | 4730 | 8120 | 7119 | 2392 | 8760 | 3460 | 6250 |
| Visual and Performing Arts | 4730 | 8120 | 7119 | 2337 | 8760 | 3560 | |
| Mathematics/ Technology Division | 4750 | 5212 | 7108 | 2247 | 8848 | 3500 | 6191 |
| Physical Education Division | 4120 | 5212 | 7140 | | 8649 | 3500 | 6260 |
| Science/ Technology Division | 4750 | 5212 | 7140 | 2392 | 8649 | 3500 | 6248 |
| Social Science Division | 4130 | 8120 | 7156 | 2391 | 8671 | 3480 | |
| Technology Division | 4160 | | 7143 | | 8852 | 3450 | 6210 |

Dallas County Community College District

IN ALL EMERGENCIES

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.

