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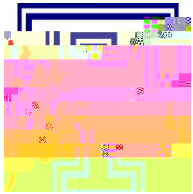
NTCC Office of Emergency Management

NTCC Environmental Health and Safety

Emergency Procedures

The procedures contained in the "Quick Reference Guide" are suggested for emergency situations that may threaten Northeast Texas Community College (NTCC) students, faculty and staff and campus buildings. No plan can provide exact directions for each specific circumstance that could develop. However,

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Emergency Procedures

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Emergency Procedures

Alert Systems

There are a number of ways to receive notification regarding emergency situations on campus. Ways to be alerted are:

- x IRIS Alert
 - ¾ Early notification via phone, email or text message.
 - ¾ Make sure to keep your information up to date

- x Public Address Systems
 - ¾ Located in the majority of buildings across campus
 - ¾ Follow the directions given.

- x Early Warning Sirens
 - ¾ Emits a loud, steady warning signal outside
 - ¾ When sounded seek shelter indoors

- x Radio
 - ¾ Get information regarding inclement weather from Star Country FM 96.9, KALB FM 97.7, KIMPAM 960

Emergency Procedures

Medical Emergencies

If there is a medical emergency follow these guidelines:

- x Designate someone to call 911 and notify the building secretary.
- x The building secretary will notify the switchboard operator.
- x The switchboard operator will notify security of the location of the emergency.
- x Notify EMS, Nursing or Medical personnel to assist patient.
- x Do Not leave patient alone.
- x Campus security will meet with EMS vehicle to direct to location needed.
- x Obtain necessary information for file.

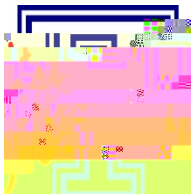
Northeast Texas Community College does not employ a security guard. For more information, please contact the campus security office at (940) 361-1000.

Emergency Procedures

Fire

Emergency Procedures

Severe Weather



Emergency Procedures

Hazardous Material Release

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

If the situation is life threatening, notify Campus Security at 903.563.1417 or ext 8127 and/or call 911.

Give location and description of the hazardous materials. Stay on the line to give additional information while emergency unit is responding.

- x Contact Director of Plant Services (ext 8175).
- x Determine source of leak or spill. If safety permits, stop substance from being released.
- x Close off the affected area.

- x If you are remaining in the building, move away from the affected area and have everyone breathe through wet paper towels.
- x Flush any affected body parts with clean water.
- x If evacuating a building, go to an outside area upwind from the source.
- x Note the names of any victims and their physical symptoms. Assign others to stay with them.
If any exposed person leaves the area to receive medical treatment, give information about the incident to medical Personnel.

Campus Security will ensure that the Texas Natural Resource Conservation Commission (TNRCC) is contacted with proper time constraints.

Emergency Procedures

Suspicious

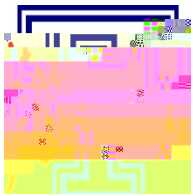
Emergency Procedures

Loss of Utilities

Emergency Procedures

Evacuation

When hearing a fire alarm or being directed to evacuate



Emergency Procedures

Persons with Disabilities

Individuals who need assistance during an evacuation, even temporarily (due to a broken leg, illness, or medication, etc.) should plan in advance. It is important to be aware of your own capabilities and limitations.

What to do during a building evacuation:

- x If unable to evacuate on your own, ask for assistance to the nearest enclosed exit stairs or area of refuge.
- x Ask someone leaving the building to notify emergency responders of your location.
- x Call INTCC Security at 903.563.1417 or 911 to let them know where you are.

What to do during a shelter in place:

- x Seek shelter in a room with no windows on the interior of the building.
- x Call INTCC Security at 903.563.1417 or 911 if you are unable to get to an area of refuge.