EMERGENCY PROCEDURES
Quick Reference Chart

This chart is intended as a practical outline of what to do in selected emergencies. Employees should:

- READ THIS FLIP CHART AND ALWAYS PRACTICE PREVENTION
- THINK OF EVERYONE’S SAFETY FIRST

**EMERGENCY PHONES** – EMERGENCY PHONES STRATEGICALLY PLACED ON CAMPUS ARE TO BE USED IN EMERGENCY SITUATIONS ONLY. THE EMERGENCY PHONES ARE FOR DIALING “911” OR THE CAMPUS OPERATORS TO REPORT EMERGENCIES. PLEASE FOLLOW ALL INSTRUCTIONS TRANSMITTED VIA THE EMERGENCY PHONE INTERCOM SYSTEM.

**FIRE ALARM** – CONTINUOUS SOUND

**TORNADO ALARM** – COUNTY SIREN SYSTEM

REVISED 02/10
ACCIDENTS

MINOR - Level I

• Administer first aid by utilizing trained allied health personnel.
• Follow emergency procedures as indicated by nature of accident.
• Inform Director of Police, Dean of Student Services and Dean of Instructional Services.
• Fill out accident report form found on Vernon College website.

MINOR – Level II

• If life threatening, call 911. Notify switchboard by dialing “0” to notify Director of Police, Dean of Student Services, Dean of Instructional Services, and Director of Human Resources.
• Apply first aid utilizing trained staff.
• Fill out accident report form found on Vernon College website.

BUS AND AUTO ACCIDENTS

• Call emergency vehicles/services: police, fire, ambulance, or DPS.
• If threat of fire exits, move to a safe place.
• Contact Business Office at the College.
• Verify report with police. Attempt to determine who has been injured; extent of injuries and what hospital was utilized.
• Notify Dean of Student Services.
• Prepare a list of students, parents, and phone numbers.
• Fill out a Vernon College accident report form.
• Check with business office about insurance coverage, etc.
ASSAULT/MANAGING ALLEDGED ASSAILANT

ASSAULT

• If life threatening, call 911. Notify switchboard by dialing “0” to notify campus police; then notify Dean of Student Services, Dean of Instructional Services, and Director of Human Resources.
• Administer first aid utilizing trained staff.
• Unless injuries require immediate attention of a doctor or indicate transfer to hospital, keep victim at the College. If rape, ensure victim stays with counselor/college administrator until police arrive.
• Document all activities and decisions, and provide a fact sheet to Human Resources.
• Dean of Student Services, Dean of Instructional Services, or a counselor will notify victim’s emergency contact person.
• Vernon College counseling staff/student services staff will provide immediate crisis intervention and referrals with victims.
• Vernon College administrators will debrief staff.

MANAGING ALLEDGED ASSAILANT

• If life threatening, call 911. Notify switchboard by dialing “0” to notify campus police, and then notify Dean of Student Services, Dean of Instructional Services, and Director of Human Resources.
• Detain suspect if possible until police arrive, but do no attempt to use force.
FIRE OR EXPLOSION

IN CASE OF FIRE:

• Activate nearest fire alarm.
• Contact emergency service (911) and campus police by dialing “0”
• Attempt to extinguish the fire if small or confined (i.e., trash can).
• Initiate evacuation plan. Instructors keep class list and go to designated areas.
• Confine fire by closing the door to the area involved.
• Call Dean of Student Services and Dean of Instructional Services, who will notify the College President.
• Assist emergency personnel in locating and assisting injured persons.
• Follow instructions of police and fire departments.
• Keep students and staff away from building until area is declared safe.
• Contact maintenance for repairs or barricade.
• Debrief staff.
RIOT/POLITICAL OR COMMUNITY DEMONSTRATION:

- If life threatening, call 911. Notify switchboard by dialing “0” to notify campus police. Then notify Dean of Student Services, Dean of Instructional Services and counselors.
- Provide first aid utilizing trained allied health staff.
- Identify group and purpose.
- Document events and facts.
- Do not allow disruptive persons to enter school property or request they vacate immediately. Assign Staff to all building entrances to prevent further disturbance.
  - Advise instructors to keep classroom doors closed and locked.
  - Keep offices locked, institute lock down security measure for files and records.
  - Once order is restored, remain alert for further disruptions.
  - College administrators will debrief staff.
**Vernon Campus Disorderly Incident**
- Notify Switchboard Operator
  - Dial “0”
- Campus Police
- Dean of Instructional Services
- Dean of Student Services

**Century City Center Disorderly Incident**
- Notify Switchboard Operator
- Campus Police
- Dean of Student Services
- Dean of Instructional Services

**Sheppard Learning Center Disorderly Incident**
- SLC Coordinator
- Notify SAFB Security
- Dean of Student Services
- Dean of Instructional Services

**Skills Training Center Disorderly Incident**
- Site Manager
- Wichita Falls Police Dept.
  - Dial 911
- Dean of Student Service
- Dean of Instructional Service

If disorderly incident occurs after the switchboard is closed, contact the Vernon Police Dept. by dialing 911.

If disorderly incident occurs after the switchboard is closed, contact the Wichita Falls Police Dept. by calling 911.
**BOMB THREATS:**
Do not attempt to touch, move, or investigate any suspicious or unusual objects. Report any suspicious packages, bags or boxes to Vernon College police.

**Phoned in Threats:**

- Notify the switchboard by dialing “0” to notify campus police.
- Start evacuation procedures and notify campus police.
- Campus police will notify local law enforcement.
- Notify Dean of Student Services and Dean of Instructional Services.
- Assemble campus counselors to inform of situation.
- Begin a search of building and grounds by local law enforcement and campus police.
- Re-enter building only after advised to do so by police.
- Prepare fact sheet for administration to issue a media statement.
- College administrators will debrief staff.
Vernon Campus Bomb Threat

- Determine as many details from caller as possible
- Notify Switchboard Operator, Dial "0"
- Campus Police
- Vernon Police Dept, Dial 911
- Dean of Student Services
- Director of Physical Plant
- Dean of Instructional Services

Century City Center Bomb Threat

- Determine as many details from caller as possible
- Notify Switchboard Operator, Dial "0"
- Campus Police
- Wichita Falls Police Dept, Dial 911
- Facilities Manager
- Dean of Student Services
- Dean of Instructional Services

Sheppard Learning Center Bomb Threat

- Determine as many details from caller as possible
- Leave phone off hook & report the call immediately to the SAFB Security Police 676-1100 or Dial 911
- Person receiving bomb threat notifies SLC Coordinator
- Dean of Student Services
- Dean of Instructional Services

Skills Training Center Bomb Threat

- Determine as many details from caller as possible
- Site Manager
- Wichita Falls Police Dept, Dial 911
- Campus Police
- Dean of Student Services
- Dean of Instructional Services
When threatening call is received, attempt to learn the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it? Did you place the bomb?
- Why was it set? Where are you calling from? What is your name?
- What does the voice sound like (man, woman, child, accents, etc.)?
- Were there any identifiable sounds in the background?
- Exact wording of threat.
OPERATIONAL CRISES

WHAT TO DO IN CASE OF OPERATIONAL CRISES:

Hazardous Material Release, Toxic Substance or Gas Leak.

- Contact switchboard operator by dialing “0”, contact campus police, contact facility/site manager.
- Evacuate building if warranted.
- Administer first aid by trained staff.
- If sheltering in place; shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and windows; use portable radios to obtain emergency information.

Electricity, Ruptured Water Line, Climate Control in Extreme Weather

- Gather facts; verify information.
- Contact physical plant/facility/site manager.
- Move staff and students from affected area if necessary.
- Close up and/or secure affected area.
- Post warning signs.
- If a major line is down or sparks are visible: Call switchboard operator by dialing “0”; contact campus police/facility/site manager emergency services (911). Give location and remain on line until information is complete.
- NEVER TOUCH LIVE WIRES!
- DO NOT ATTEMPT TO RESCUE A PERSON experiencing electrical shock until power is shut off.
- Shut power off where applicable.

Document all decisions and activities.
College administrators will debrief with campus crisis team and faculty.
TORNADO/NATURAL DISASTERS

AFTER BEING ALERTED BY THE WEATHER ALERT, CIVIL DEFENSE AND/OR THE TELEPHONE RELAY SYSTEM, DO THE FOLLOWING:

Prepare for emergency action in conjunction with campus police, local police department, local fire department and Vernon College administration.

Initiate retention or evacuation plan, depending on emergency.

- Instructors should take classroom roll and accompany class to designated shelter area if tornado.
- Assist special needs students.
- Once at the shelter area, everyone should sit facing the interior wall with knees and head down, hands covering face and head.
- Group should remain calm, stay together, and listen for instructions.
- Stay at shelter until instructed to move.

Campus police/facility/site coordinator should check restrooms and vacant classrooms.
Use battery powered radio for weather information.
Keep faculty informed.
Assign staff to answer phone inquiries.
Debrief with crisis team and plan student and staff follow-up
EMERGENCY NUMBERS
(FIRE, POLICE, EMS: 911)

VERNON COLLEGE INTERNAL DEPARTMENTS

1. Main number, Vernon campus ................................................................. (940) 552-6291
2. Main number, Century City campus .......................................................... (940) 696-8752
3. Main number, Skills Training Center .......................................................... (940) 766-3369
4. Main Number, Sheppard Learning Center .................................................... (940) 855-2203
5. Vernon campus Police Chief ................................................................. Office ext. 2272; Cell 940-473-9200
6. CCC campus Police Officer ................................................................. Office ext. 3207; Cell 940-357-9639
7. Vernon campus night security officer ......................................................... Office ext. 2272; Cell 940-357-9638
8. President ......................................................... Office ext. 2200; Cell 940-261-0060
9. Dean of Student Services ................................................................. Office ext. 2250; Cell 940-839-6090
10. Dean of Instructional Services ............................................................... Office ext. 2243; Cell 940-839-5309
11. Vernon Director of Physical Plant .......................................................... Office ext. 2228; Cell 940-357-1368
12. CCC/STC Director of Physical Plant ......................................................... Office ext. 3239; Cell 940-636-1412
13. Dean of Administrative Services ............................................................ Office ext. 2273; Cell 940-55-0161
14. Dean of Admissions/Registrar ................................................................. Office ext. 2204; Cell 940-357-0237
15. Associate Dean Student Services ............................................................ Office ext. 2312; Cell 940-782-5537
16. Associate Dean Instruction ................................................................. Office ext. 2314; Cell 940-357-1265
17. Associate Dean Administrative Services ................................................ Office ext. 2214; Cell 405-535-5015
18. Director of Human Resources ................................................................. Office ext. 2328; Cell 940-357-1630
RELATED AGENCIES

VERNON

1. Ambulance (non-emergency) ............................................................... (940) 552-2594
2. Police Department (non-emergency) ....................................................... (940) 553-3311
3. Fire Department (non-emergency) ........................................................ (940) 552-2584
4. Sheriff Department (non-emergency) .................................................... (940) 552-6205
5. Poison Center ..................................................................................... (800) 764-7661
6. American Red Cross ........................................................................... (940) 552-2991

RELATED AGENCIES

WICHITA FALLS

1. Ambulance (non-emergency) ............................................................... (940) 322-1911
2. Police Department (non-emergency) ....................................................... (940) 761-7600
3. Fire Department (non-emergency) ........................................................ (940) 761-7901
4. Sheriff Department (non-emergency) .................................................... (940) 766-8276
5. Poison Control ..................................................................................... (800) 764-7661
6. American Red Cross ........................................................................... (940) 322-8686