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

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

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

If disorderly incident occurs after the switchboard is closed, contact the Wichita Falls Police Dept. by calling 911.

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

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