

CRISIS
(EMERGENCY)

San Jacinto College District

5555

FOR ACCESS BY CELL PHONE DIAL 281.476.1852

P R O C E D U R E S

**CAMPUS POLICE DEPARTMENT
TELEPHONE NUMBERS**

	ON-CAMPUS	OFF-CAMPUS	EMERGENCY ON-CAMPUS
NORTH	EXT 7104	281-458-7104	5555
CENTRAL	EXT 1820	281-476-1820	5555
SOUTH	EXT 3430	281-484-3430	5555

NOTE: All pay telephones have been programmed to be dialed without a coin when dialing the Emergency 5555 number.

INTRODUCTION

ACCIDENTS AND THEFTS

All accidents, thefts or offenses that occur on campus must be reported to the campus police office. Keep a record of all serial numbers of valuables. Mark your auto accessories so that they can be identified. **Write your name in all textbooks.** Do not leave valuables in your car. Always keep cars locked.

Motorcycles

Motorcycles should be parked in the designated motorcycle parking areas. **Do not park on the sidewalks or grass.**

Accidents – On-Campus

CONTACT Campus POLICE AT 281-476-1820 and report the accident. The college has no responsibility for personal vehicles, but will assist in the exchange of driver information and in the investigation of the accident.

Accidents – Off-Campus (in college vehicles)

Follow normal vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove box of each vehicle. If the accident is of a serious nature and injuries are involved or the college vehicle is disabled, **CONTACT SAN JACINTO COLLEGE POLICE DEPARTMENT AT 281-476-1820**

Car Trouble & Jumpstarting

Contact x1820 from on campus or 281-476-1820 from off campus. Campus police are available 24 hours a day. As a courtesy, campus police personnel will assist in some ways, but are not available for maintenance on vehicles.

Locked Car Doors

Students/employees must sign a release form prior to attempting to unlock the car door. NOTE: A "slim jim." device mechanism can damage door locks.

NOTE: DURING ELECTRICAL STORMS, WE REQUEST YOU PLEASE WAIT UNTIL NO THREAT OF LIGHTNING EXISTS BEFORE ASKING A POLICE OFFICER FOR ASSISTANCE.

FIRE

KNOW THE LOCATION OF FIRE EXTINGUISHERS, FIRE EXITS, AND PULL ALARM SYSTEMS IN YOUR AREA AND HOW TO USE THEM.

In the event of a fire, follow the steps shown below.

1. If an emergency exists, activate the manual pull station building alarm system.
IMMEDIATELY CONTACT CAMPUS POLICE (DIAL 5555).
 - A. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame.
 - B. On large fires that do not appear controllable, activate the manual pull station building alarm system, then **IMMEDIATELY NOTIFY CAMPUS POLICE (DIAL 5555).** Campus Police will immediately notify the local fire department. Proceed to evacuate all rooms, closing all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS!**
2. When the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same. **NOTE: Your Building Emergency Response Coordinator will help coordinate necessary evacuation procedures.**
3. **ASSIST THE DISABLED IN EXITING THE BUILDING! USE THE STAIRS, DO NOT USE THE ELEVATORS DURING THE FIRE.**
4. Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer.

NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, a coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location, **DO NOT PANIC!**

IMPORTANT: After an evacuation, report to your designated campus area assembly point.

HURRICANE/FLOOD

In the event a hurricane or flood threatens the region, the Chancellor and campus President will monitor the situation and decide whether or not to close the campus. Should the determination be made to close the campus, employees should do the following before leaving.

1. **All electrical equipment should be unplugged.** Unplug computer and computer-related equipment; typewriters, calculators, etc. (Power surges and outages such as those expected will render computer equipment useless and can cause damage to disk drives and memory boards.)
2. Where feasible, move computers and electronic equipment away from windows or outside doors, and away from areas that have leaked in the past. Roof leaks are very possible during storms of this nature. Contact Central Campus Maintenance Department at extension 1854, and they will provide you plastic to cover your equipment.
3. Instructors with items outside should secure them or relocate them inside buildings. Loose items such as lawn furniture and tennis court screens will be put away by the maintenance staff.
4. Make sure windows are locked securely. If you are unable to lock one, **notify the Maintenance Department at EXT. 1854** as soon as possible.
5. Listen to local radio and TV stations. Refer to *Temporary Closings* section of this handbook.

TORNADO

Since tornados give no advance notice, little can be done except for protecting yourself. The campus police and your Building Emergency Response Coordinator should notify you should a tornado endanger the campus. Remember that it is safer to remain in the building. Stay away from windows, stay close to structural supports (beams, columns, etc.) And remain calm. Once in the sheltered area, everyone should sit facing the internal wall with knees and head down, hands covering face and head.

SUMMARY OF EMERGENCY PROCEDURES

PROBLEM AREA	PRIMARY AGENCY/ PERSON RESPONSIBLE	ON-CAMPUS	OFF-CAMPUS
Bomb Threat	Campus Police Department	5555	281-476-1820
Car Trouble	Campus Police Department	5555	281-476-1820
Environmental Spills	Campus Police Department & District Safety Department	5555 6183	281-476-1820 281-998-6183
Fire	Campus Police Department & District Safety Department	5555 6183	281-476-1820 281-998-6183
General Medical	Police Department	5555	281-476-1820
Hurricane/Flood/ Tornados	District Chancellor & College Presidents	5555	281-998-6100
	Central	2000	281-542-2000
	North	7100	281-459-7100
	South	3400	281-922-3400
Life Threatening/ Medical Emergencies Drowning Heat Stroke Heart Attack Rape/Assault	Campus Police Department	5555	281-476-1820
Maintenance-Related Electrical	Campus Police Department Maintenance Department	5555 1854	281-476-1820 281-476-1854
Gas	Campus Police Department	5555	281-476-1820
Sewer/Water	Maintenance Department Campus Police Department Maintenance Department	1854 5555 1854	281-476-1854 281-476-1820 281-476-1854
Student/Non-Student Problems	VP of Student Services Central North South Evening Division Deans Central North South	1863 7103 3407 1801 7103 3407	281-476-1863 281-459-7112 281-922-3402 281-476-1801 281-459-7103 281-922-3407
Vehicle Accident	Campus Police Department	1820	281-476-1820
Locking and Unlocking Doors	Campus Police Department	1820	281-476-1820

NOTE: If you cannot get to an office phone and **DIAL 5555** for emergency purposes, all campus pay phones have become programmed to **DIAL 5555** without a coin. Tell the police officer the nature of the problems and assistance will be rendered.

TRAFFIC REGULATIONS

Authority

San Jacinto College has the authority to enforce **ALL STATE REGULATIONS**.

Parking Permits

It is the responsibility of each student to obtain a vehicle parking permit for use on any vehicle operated on campus. The permit is obtained at the cashier's window or the campus police table during on-campus registration. After registration, parking permits are available in the campus Police Department's windows. Stolen or lost permits would be reported immediately to the campus police. Students are responsible for any tickets accrued until a replacement permit is issued. Replacement permits are \$1.

Temporary handicap parking permits must be obtained from the Texas Department of Public Safety. Handicap parking is regulated by the State of Texas. Please respect designated handicap parking - special permits may be obtained from the campus police dispatcher's office.

Parking

Students must park in designated student parking. Vehicle location is the responsibility of the owner. Violations will be given for the following:

- Illegally parking in faculty or handicap parking
- Exceeding campus speed limits
- Backing into diagonal spaces
- Running stop signs
- Passing where prohibited

- Parking on sidewalks or lawns
- Double parking
- Wreckless driving
- Loud music
- Any other traffic violation

The following violations are also subject to being towed:

- Illegally parking in reserved or handicap spaces
- Blocking a driveway or doorway
- Parking in marked 'NO PARKING' areas

- Vehicles determined to be abandoned
- Parking in fire zones
- Blocking a fire hydrant

Students have 10 days to appeal a violation. Appeals must be submitted in writing to campus Police Department. Appeal forms may be acquired from your campus police office.

BOMB THREATS

IN THE EVENT OF A THREATENING CALL:

- Try to get the caller to agree to having the call transferred to the switchboard then press CALL TRANSFER on your phone, wait for dial tone, dial "O" Operator and stay on the line until the operator answers, inform the operator of the nature of the call, then hang-up the phone.
- If that fails, attempt to gather as much information as possible. Attempt to learn the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- What building is it in? 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 the threat.

- NOTIFY SOMEONE NEARBY THAT YOU ARE TALKING TO A THREATENING INDIVIDUAL. HAVE THE PERSON CALL THE CAMPUS POLICE AT 5555.**

Do not hang up on phone threats; try to keep the caller talking.

If the caller hangs up, immediately call the **Campus POLICE AT 5555** and relay pertinent information. Stay on campus! You will be the first person the police will want to interview.

The Police Department will notify the campus President and a determination will be made by the President concerning the action to be taken.

BUILDING EVACUATION AND RE-ENTRY

- Look around your area (quickly) and take note of anything out of the ordinary. Take nothing with you except personal items such as purse, coat, car keys, umbrella or brief case.
- As you leave the building at the nearest exit, take note of anything unusual in the hallways/stairs.
- Proceed to **EVACUATION AREA** designated for your building. Your Building Emergency Response Coordinator will inform you of the designated area. Remain in the designated area (at least 300 feet from the structure) until you are notified to return.

MAINTENANCE PROBLEMS

Maintenance Related Problems

Power (electrical) outages, electrical problems
Water leaks, ruptured water line
Gas leaks
Sewage problems

1. During business hours, call Maintenance at EXT. 1854.
Evenings, weekends, or when no one else can be reached, call the **Campus POLICE DEPARTMENT AT EXT. 1820**.
2. If you receive no answer at the above numbers and an emergency exists, contact the Police Department at **5555**. The Police Department will contact the appropriate individual at home.

WARNING! NEVER TOUCH LIVE WIRES. DO NOT ATTEMPT TO RESCUE A PERSON EXPERIENCING ELECTRICAL SHOCK. SHUT OFF POWER WHERE APPLICABLE.

STUDENT CONDUCT

The San Jacinto College District's policies regarding student conduct are contained in the college Police Department's Student Handbook which is produced and distributed each year. Questions regarding disciplinary procedures, students' rights, and responsibilities are also included.

On-campus incidents which (a) disrupt the learning environment of the campus, (b) threaten the safety or security of students, staff, or faculty, (c) involve the destruction of private or college property, or (d) include violations of local, state, or federal law should be reported to **Campus POLICE AT EXT. 5555** OR 1820 IMMEDIATELY. Persons who witness violent altercations – or potentially violent altercations – should not place themselves at risk, but should call campus police immediately. Campus police will be pleased to escort persons who feel threatened to their classes or cars.

Obtaining Information About and/or Locating Students

Persons who come to the campus to obtain information about particular students or to locate students who are in class should be directed to the campus Police Department's office or call 281-476-1820. Persons who call the college asking that messages be delivered to students should also call the campus Police Department offices.

CLASSES WILL BE INTERRUPTED ONLY IN EMERGENCIES.

Non-Students on Campus

San Jacinto College District maintains an open campus and welcomes visitors to it. Non-students are subject to the same rules as students, including those designed to ensure the preservation of the college's learning environment. Consequently, visitors who become disruptive may be asked to leave the campus.

Use of Campus Facilities

Campus facilities such as the game room, gym, weight room, tennis courts, library, snack bar, and bookstore are provided for the use of students, faculty, and staff. As a rule, nonstudents are not barred from these facilities; however, they may be asked to leave if classes are in progress or if their presence prevents students and/or college employees from using a facility. Consequently, persons who use college facilities may be asked to produce identification proving that they are affiliated with the college in some manner.

LOST & FOUND/DOOR OPENINGS

Lost and Found

Lost articles may be claimed at the following locations:

- North Campus - Room 113 LRC Building
- Central Campus - Room 100 Newton Student Center
- South Campus - Room 124 Administration Building

Door Openings

The Maintenance Department normally unlock campus buildings Monday through Friday between 6:30 a.m. and 7:00 a.m. Buildings are normally locked Monday through Thursday between 10:00 p.m. and 10:30 p.m. and on Fridays between 5:00 p.m. and 5:30 p.m.

In the event that a teacher needs to occupy a building on weekends or when the building would normally be locked, the department chair is requested to call the Police Department stating the date, building, and time to be opened and closed. At any time, the Police Department should be notified if an employee plans to occupy a building on weekends or when it is not normally opened.

PSYCHOLOGICAL CRISIS INTERVENTION

PROCEDURES FOR INTERVENTION OF **Suicidal Tendencies:**

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:



LEVEL

This level describes an individual who is making an attempt on his or her life at the present time, or is threatening an immediate attempt.

In this situation you should:

- ☞ **CALL THE CAMPUS POLICE EMERGENCY #5555 IMMEDIATELY.**
- ☞ **Take steps to ensure his or her own safety and the safety of others**

PRIMARY

LEVEL

This level describes that an individual who is seriously depressed and who has given thought to ending his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life at the moment, may do so at a later date.

In this situation you should:

- ☞ **Not leave the individual alone.**
- ☞ **Appear confident that you can help the individual.**
- ☞ **Immediately** escort the individual to the Counseling Center or the campus administrator in charge if student requests help;
- ☞ **If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resource Office, EAP or their supervisor.**

SUICIDAL & HOMICIDAL TENDENCIES

PROCEDURES FOR INTERVENTION OF **Homicidal Tendencies:**

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:



LEVEL

This level describes an individual who is making an attempt on some else's life at the present time, or is threatening an immediate attempt.

In this situation you should:

- ☞ **CALL THE CAMPUS POLICE EMERGENCY #5555 FOR ASSISTANCE.**
- ☞ Take steps to ensure your own safety and safety of others.



LEVEL

This level describes that individual who poses imminent danger and who has expressed intent to harm another individual.

He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life at the moment, may do so at a later date.

In this situation you should:

- ☞ Not leave the individual alone.
- ☞ Appear confident that you can help the individual.
- ☞ **Immediately** escort the individual to the Counseling Center or the campus administrator in charge if it is a student requesting help;
 - ☞ If the individual is a college employee and requests help, **IMMEDIATELY** refer the person to the Human Resource Office, EAP or their supervisor.
- ☞ Notify the Campus Police Lieutenant for their information and assistance.

TEMPORARY CLOSINGS

The Chancellor or his/her designee will confer with the campus President, the college Public Information Officer and other appropriate personnel on all closings due to emergency situations.

Inquiries about possible closures or cancellations:

Once authorized, the Associate Chancellor, with Media Relations is responsible for contacting all area radio and TV stations.

Students: Listen to the radio and television stations listed below or on the Internet access www.school-closings.net. Any class day missed as a result of bad weather or emergency conditions will be rescheduled as appropriate.

Employees: *During school session*—You will be notified by your supervisor or a San Jacinto College Police officer regarding temporary cancellations or campus closings. *During non-school hours*—Listen to the radio and television stations listed below, or on the Internet access www.school-closings.net.

Employees and students are encouraged to listen to the following radio and television station:

The following radio and TV stations listed below will be called first.

Radio Stations

KTRH 740 AM; KPRC 950 AM; KWWJ 1360 AM - Baytown; KSHN 99.9 FM - Liberty; WNZH 1610 AM - Baytown's Emergency; KIKK 650 AM/95.7 FM; KILT 100.3 FM; KODA 99.1 FM; KLDE 94.5 FM; KRBE 104.1; FM; KNUZ/KQUE 1230 AM/102.9 FM

Television Stations

KPRC Channel 2; KTRK Channel 13; KHOU Channel 11; KRIV Channel 26; KNWS Channel 51

For all inclement weather emergencies, if a site is going to be closed:

1. Refer to the section of this handbook which describes procedures for the specific emergency.
2. Disconnect all electrical equipment (computer, TV, VCR, typewriter, calculator, science equipment.)
3. Move delicate and electrical equipment away from windows toward interior walls
4. Secure windows and doors.

CAMPUS EVACUATION

- ✓ Evacuations of all or part of the campus grounds will be announced by the President and/or Police Department.
 - ✓ All persons are to immediately vacate the area in question. Instructors and their designees are responsible for aiding disabled persons.
 - ✓ Patrol cars will announce and direct traffic off campus.

TOXIC FUME RELEASE (OFF CAMPUS)

During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on one of the campuses, Shelter-in-Place is recommended.

Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.

It is the responsibility of the local authorities to notify our campus police to issue orders for in-place sheltering during chemical emergencies generated off campus. *NOTE: Your Building Emergency Response Coordinator will be notified immediately and coordinating campus police will notify the campus President, District Maintenance Energy Manager at extension 2736, and the district Safety Director at extension 6183. The Campus Emergency Communications Chart will immediately be activated. All employees, students and visitors outside should be directed to enter the nearest building.*

Shelter-in-Place Procedures:

- ☞ Go inside immediately.
- ☞ Shut all doors and windows.
- ☞ Turn off AC/Heating to stop outside air from getting inside.
- ☞ Turn on the radio and listen for information.
- ☞ Stay off the phone.
- ☞ Do not leave the building until you receive official notification that the danger has passed.

NOTE: STAY IN THE AREA DIRECTED UNTIL NOTIFICATION FROM POLICE.

MEDICAL EMERGENCIES & VIOLENT CRIMES

CALL POLICE EMERGENCY #5555 IF YOU NEED ASSISTANCE

When an injury or illness occurs, evaluate the situation **(USE COMMON SENSE)**.

INITIATE APPROPRIATE ACTION:

(1) Life-Threatening Emergencies:

Unconsciousness, Difficulty Breathing, Choking, Seizers, Chest Pain, Serious Bleeding, Rape/Assault, etc.

A. GET HELP!

1. **IF ALONE**, run to the nearest phone and dial **POLICE EMERGENCY #5555**.
2. **IF NOT ALONE**, send someone to the nearest phone and dial **POLICE EMERGENCY #5555**.
NOTE: ALL PAY PHONES ARE PROGRAMMED TO DIAL WITHOUT A COIN.
3. If the nature of the emergency can be determined, report it
4. If possible, report if the person is **Conscious, Breathing or Bleeding**.

(2) Render aid as appropriate.

- (3) If possible, send someone to meet the District Police and direct them to the incident. The Police will direct the EMS to the scene.

THE SAN JACINTO COLLEGE COUNSELING CENTERS PROVIDE SUPPORT, ENCOURAGE ACTION, AND MAKE REFERRALS TO SEVERAL CRISIS INTERVENTION SERVICE ORGANIZATIONS.

**NORTH CAMPUS – 281-459-7117
CENTRAL CAMPUS – 281-476-1813
SOUTH CAMPUS — 281-922-3455**

(4) General Medical Problems (Injuries/Illness): Conditions with no threat to Life or Limb

- A. Render aid as appropriate.
- B. Direct the person to the nearest First Aid Station.
- C. Ask if they need assistance to home, hospital or doctor.



**FIRST AID: FIRST AID KITS ARE LOCATED IN THE FOLLOWING DESIGNATED OFFICES:
ANY OFFICE WITH A RED CROSS SIGN, PLUS THE NAME "FIRST AID STATION."
ALSO THE SCIENCE AND HEALTH SCIENCE LABS ON EACH CAMPUS.**

If needed, accompany the person or send another person with them.