EVERYONE ON CAMPUS NEEDS TO KNOW WHAT TO DO IN THE EVENT OF:

SAFETY & EMERGENCY PREPAREDNESS INFORMATION
Central Texas College District – Department of Risk Management (254) 526-1347

SEE IT...SAY IT!
The Campus “See it, Say it” program is geared toward personal awareness and safety. Suspicious people, suspicious activities, if something seems strange and out of the ordinary, it probably is...report it IMMEDIATELY!

CAMPUS POLICE: (254) 526-1427
FROM A CAMPUS PHONE: EXTENSION 1427
OR DIAL 777 FOR QUICK POLICE RESPONSE

Don’t panic! Have a plan...save lives!

AN ACTUAL ACTIVE SHOOTER INCIDENT

- Lock doors, barricade doors, close window blinds and keep quiet!
- Turn lights off.
- Put door window panels in place.
- Turn cell phone ringers off.
- Hide and spread out! People in a huddle are sitting ducks for the shooter.
- Quietly call 911 if able.
- Create a plan to fight back as necessary.

GO TO CTCD.EDU TO VIEW “SHOTS FIRED—WHAT TO DO IF THERE’S A SHOOTER ON CAMPUS” VIDEO.

AN ACTUAL SEVERE WEATHER EVENT/TOXIC SPILL

SHELTER-IN-PLACE WEATHER/TOXIC FUMES

DO
- Remain in classrooms away from windows and doors.
- Lock all windows and doors if possible.

DO NOT
- Exit until the “ALL CLEAR” signal is given.

EMERGENCY EVACUATION

DO
- Immediately evacuate through the nearest exit, assisting individuals with mobility issues.
- Go to the designated meeting place for your class or department. Stay at least 300 feet from the affected building(s).

DO NOT
- Stop to pack up and collect belongings.
- Use elevators.

BOMB THREAT

DO
- Try to have someone call the Campus Police at (254) 526-1427 while the caller is on the phone. Campus Police will initiate building search and evacuations as needed.
- Write down the phone number displayed on your caller ID.
- Fill out a Bomb Threat Assessment form located in the EMICS (Emergency Management Incident Command System) pink pamphlet located at every campus phone.
- If evacuated, remain at least 300 feet from the building.

DO NOT
- Use the fire alarm system to evacuate the building.
- Touch a suspicious package or bag. Get away from the area!
- Return to an evacuated building until the “ALL CLEAR” is given by Campus Police or emergency personnel.

COMUNICATION

Campus emergency procedures will be implemented by Campus Police. CTC faculty/staff and/or their designee via campus emergency broadcast systems.