



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!

- People roaming hallways or campus aimlessly.
- People acting in a suspicious manner.
- Unattended back packs or boxes left in a public place or hallway.
- Any type of activity or person that seems frightening or unusual in your area.
- People loitering in the parking lots during odd hours.
- People taking unusual pictures or videos on campus.
- People who talk/brag about weapons, violence, or harming people/animals.
- Unusual odors associated with drug use or manufacturing.
- Persons loitering around office areas or security sensitive areas.

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

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.



COMMUNICATION

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

EVACUATION – AN **ACTUAL** FIRE OR BOMB THREAT

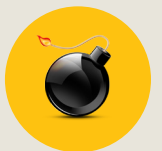
EMERGENCY EVACUATION

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.