



***EMERGENCY  
MANAGEMENT  
PLAN***

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## **INTRODUCTION**

Our College has a commitment to ensure the safety and general welfare of those on our campuses, and to provide appropriate policies, procedures, and strategies to maintain a safe campus. Because of certain crimes, natural disasters, and other emergencies or crisis that may arise, we are convening committees and task forces to reexamine or conduct a comprehensive review of policies, procedures, and systems related to campus safety and security. As with many critical areas on the agendas of administrators, campus safety and security requires building support and conducting a thorough and systematic process to produce a quality plan to prepare for and manage emergencies on campus.

### **PURPOSE**

The purpose of this Emergency Management Plan (EMP) is to outline procedures that will assist staff and students in dealing with any hazard or threat to that may arise while located on a Western Technical College Campus. It is designed to protect employees, students, the community, the environment and property. It is recognized that unique situations may require variations in the described plan.

This plan is intended to provide response protocols to be followed in the event of an emergency. The objective of this plan is to minimize the threat to employee and student safety during a crisis through familiarization of emergency response procedures.

### **RESPONSIBILITY AND ACCOUNTABILITY**

Top level management, supervisors, and employees share responsibility and accountability in the implementation of a successful EMP. Each group must do its part to ensure a safe and healthy workplace.

- **Top Level Management**

Management's commitment to safety and security will instill confidence and cooperation of employees and students. Management supports a safe environment in which all members of the college can learn, teach, and work. The staff responds immediately to potential criminal incidents, suspicious activity, requests for assistance, and emergency situations.

- **Supervisors**

Supervisory personnel are directly responsible for the safety training, and safe practices of all employees and students under their supervision. Supervisors will ensure proper procedures and safe methods are utilized in performing work duties. Supervisors will also take corrective action to eliminate hazardous conditions and/or practices to prevent accidents, injuries, or property damage.

- **Employees /Students**

Management requires each student and employee, regardless of his/her position within the organization, to cooperate in every aspect of the College's EMP. The EMP requires the following of each employee and student:

- ✓ Think Safety and Security FIRST. WTC places a high priority on safety. Although many procedures and much equipment is in place to ensure the safety of employees and students, the ultimate responsibility for their well-being rests with them. It is important to develop habits and instincts that eliminate or minimize risk for themselves and others while being supported by safety and security programs and services.
- ✓ All on the job injuries and accidents are to be reported immediately to the immediate supervisor and the Human Resources Department.
- ✓ Personal protection equipment, where required, must be worn by all employees and students. There will be no exceptions to this requirement.
- ✓ Hazardous conditions and other safety concerns must be reported immediately to the Emergency Coordinator.

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- **Security Guards**

Security guards regularly patrol buildings, and grounds. They will work closely with the police and fire departments to carry out their responsibilities in a diligent and courteous manner. The campuses video-cameras are also monitored during business hours.

**Levels of Emergencies and Responses**

<b>Emergency</b>	<b>Description</b>	<b>Level Of Response</b>
<b>LEVEL 1</b> Minor Incident	A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the College.	Examples would be a contained hazardous material incident, or a limited power outage. The initial responders and/or Police typically control the situation with College resources. The Emergency Coordinator may be notified, but the Emergency Management Plan is <b>not</b> activated (neither the Emergency Management Team nor the Emergency Response Team).
<b>LEVEL 2</b> Emergency	An Emergency is defined as a serious event that completely disrupts one or more operations of the College. Multiple resources are involved.	Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Police will contact outside resources. The Emergency Coordinator is notified and the Emergency Management Plan <b>is</b> activated and outside support services may be required. A major emergency requires activation or partial activation of the Emergency Management Plan (the Emergency Response Team is assembled). Several Unit Plans respond and outside emergency services may also be involved.
<b>LEVEL 3</b> Disaster	A Disaster is defined as a very serious event that seriously impairs or halts the operations of our College. This Emergency Management Plan is fully activated.	Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable College operations for at least 24 hours and outside emergency services would not always be available. In some cases, large numbers of student, staff and faculty casualties and severe property damage may be sustained. A Disaster requires activation of the Emergency Management Plan (the Emergency Response Team is assembled). Most if not all Unit Plans respond and outside emergency services will likely be involved.

Our Emergency Management Plan will cover the following four phases to effectively prepare and respond to emergencies:

**Phase I- Prevention-Mitigation**

The first phase in the emergency management cycle is Prevention-Mitigation.

- **Prevention** is the action to decrease the likelihood that an event or crisis will occur.
- **Mitigation** is the action to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that cannot be prevented.

The hazards the College is seeking to prevent, diminish, or mitigate will be defined specifically through a process of hazards identification and risk assessment. During the assessment, the campus representatives and community partners identified the most likely hazards and risks that could occur at the college. Having identified the hazards and risks,

prevention and mitigation efforts have become more structured and purposeful. Key steps in Prevention-Mitigation include:

1. **Reviewing existing campus and community data.** The first step in the Prevention-Mitigation phase is to obtain such data as: previous community vulnerability assessments (i.e., vulnerability assessments conducted in the past by the institution or surrounding community), facility assessments (i.e., vulnerability assessments conducted on a particular structure or operation), recent community and campus specific crime data (e.g., Clery data), and weather- or natural hazard-related data, such as flood, tornado, hurricane, or earthquake probabilities.
2. **Assessing facilities and grounds.** An assessment of facilities and grounds involves the selection and use of a contractor to assess campus vulnerabilities, as well as the application of Crime Prevention assessments. Improving surveillance capabilities and access controls may mitigate some emergencies. In considering natural disasters that are common in the geographic locality of the campus, structural modifications and enhancements will help minimize damage.
3. **Assessing culture and climate.** Prevention of violence, accidents, and harm is enhanced by nurturing a healthy campus community. The challenge is to foster healthy societal relationships among employees and students and to help them feel connected to the College and the community. In addition to supporting the learning environment, healthy relationships and connectedness are key hazard-prevention factors in that they make it less likely for violence to occur. High rates of alcohol or other drug use, for example, can bring a host of problems to a campus environment, allows the College to identify areas which need improvement and focus on solutions to bring about a healthy campus atmosphere and a sense of community including the increased likelihood of violence or accidents. An assessment of the culture and climate at the institution is often a major aspect of an initiative for making improvements in this area and preventing such incidents from occurring.

### **Phase II- Preparedness**

The **Preparedness** phase designs strategies, processes, and protocols to prepare the college for potential emergencies. Preparedness activities may include:

- Assigning personnel to manage specific functions during an emergency and defining lines of succession in case those individuals are not available at the time of crisis.
- Developing all-hazard policies, procedures, and protocols with input from such key community partners as law enforcement, medical services, public health, fire services, and mental health.
- Developing a Business Continuity Plan (BCP) for campuses operations. The BCP identifies systems needed to conduct all operation and administrative functions (i.e. payroll, communication, classes, etc.) so that operations can be continued after an emergency.
- Developing plans to reunite students, staff, and faculty with their families.
- Defining protocols and procedures for each type of response strategy, e.g., shelter-in-place, lockdown (if and where appropriate), or evacuation.
- Establishing an emergency notification system to alert persons on campus that an emergency is approaching or occurred.
- Working with the media in the community and campus public relations office to develop a campus emergency communication plan that may include drafting template messages for communicating with the media, students, faculty, staff, community, and families prior to, during, and after an emergency. The campus public information officer (PIO) will coordinate these tasks.
- Coordinating campus emergency management plans with those of state and local agencies to avoid unnecessary duplication.
- Outlining schedules for training staff, faculty and students about emergency plans and procedures.

### **Phase III- Response**

Response is taking action to effectively contain and resolve an emergency. Responses to emergencies are enhanced by thorough and effective collaboration and planning during the Prevention-Mitigation and Preparedness phases. During the response phase, campus officials activate the emergency management plan. Responses to emergencies vary greatly depending upon the severity, magnitude, and duration of the event. This is the phase of emergency management covered most intensely by the press and media, as well. Effective response requires informed decision-making and identification of clear lines of decision authority. Selected Response activities include:

- Activating the Emergency Management Plan;
- Dialoguing with first responders and other community partners to make informed decisions and deploy resources; and
- Establishing an Emergency Management Center (EMC).

### **Emergency Management Center (EMC)**

The EMC serves as a centralized management center for emergency operations. Here, decisions are made by the Executive Management Team based upon information provided by the Emergency Coordinator and other personnel. The EMC will be located at the following places:

- a) Plaza Campus:
  - First Option: First floor Conference Room
  - Second Option: Campus Director Office
  - Third Option: Diana Campus
- b) Diana Campus:
  - First Option: Conference Room
  - Second Option: Campus Director Office
  - Third Option: Plaza Campus

Ideally, the EMC is a dedicated area equipped with communications equipment, reference materials, activity logs, and all the tools necessary to respond quickly and appropriately to an emergency, including:

- Communications equipment;
- A copy of the emergency management plan and procedures;
- Blueprints, maps, and status boards;
- A list of the Emergency Management Response Team (EMRT) personnel and descriptions of their duties;
- Building security system information;
- Information and data management capabilities;
- Telephone directories;
- Backup power, communications, and lighting; and
- Emergency supplies.
- Activating communication plans using multiple modalities (e.g., e-mail, text message, phone).
- Determining and executing the appropriate response strategy.
- Rosters for accounting for students, faculty, and staff.
- Conducting an after-action report as a tool for modifying and improving the emergency management plan.

### **Phase IV- Recovery**

The Recovery phase establishes procedures, resources, and policies to assist the College and its “members” return to functioning after an emergency. Recovery is an ongoing process. The type and breadth of recovery activities will vary based on the nature and scope of the emergency. However, the goal of the recovery phase is to restore the learning environment. Planning for Recovery begins in the Preparedness phase, and requires support from campus leaders to ensure that decisions contribute to implementation and resolution of all four components of recovery. All decisions should be made in conjunction with local and perhaps state officials and partners.

Recovery includes:

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- **Physical and Structural Recovery.** This assessment will evaluate physical and structural damage, assess the availability of housing, transportation, and food services, and determine the degree to which equipment (e.g., computers, lab equipment) is functional. The major goal of the assessment is to determine the extent of the effects of the incident on campus and community physical assets and newly created vulnerabilities. Data from the assessment will facilitate decision-making about repairs and timelines to resume learning activities.
- **Business Recovery.** The plans should identify who has the responsibility to cancel or postpone classes or to use alternative locations. Additionally, there should be a succession plan in place for each function identified in the plans, as well as strategies for accepting donations for goods and services following the emergency.
- **Restoration of the Academic-Learning Environment.** Restoring the learning environment involve conducting classes in offsite locations, implementing online learning, and implementing temporary procedures about assignments, grading, attendance, and tuition and housing payments. Campus administrators must make swift decisions about changes to class schedules and academic calendars and graduation requirements. Moreover, it is important to communicate decisions to faculty, staff, students, and families in an expedient fashion. Establishing such communication venues as a Web site or call center to manage inquiries will facilitate the communication process.
- **Psychological and Emotional Recovery.** It is critical to identify mental health resources to promote psychological and emotional recovery. Through this collaboration students, faculty, and staff will have the opportunity to receive short- and long-term mental health services on and off campus, or obtain referrals for more long-term counseling. In addition to providing mental health services for students, it is important to offer such services to workers who may be cleaning and restoring the physical and structural facilities; faculty; and staff involved in the recovery effort; as well as public safety, medical, and mental health professionals.  
The College will not be responsible for counseling charges, only for referrals.

**SECTION 1 – PLAN ORGANIZATION**

**1.1 Emergency Management Response Team**

The following table lists names and telephone numbers of the Emergency Management Response Team. These individuals are responsible for managing emergencies. Descriptions of their roles are included in Section 1.2. It is critical that this list be kept up to date at all times.

Emergency Response Team Role	Name & Title	Work Phone Number	Cell Phone Number
Primary Emergency Coordinator	Martha Molinar	(915) 760-8164	(915) 497-2433
Alternate Emergency Coordinator	Jose Perez	(915) 760-8154	(915) 433-3716
2 <sup>nd</sup> Alternate Emergency Coordinator	Robert Hinojos Evenings: Bernardo Rodriguez Victor Molinar	(915) 231-4915 (915) 760-8100 (915) 231-4900	(915) 780-3659 (915) 246-2001 (915)342-2208
Utilities Coordinators	Marco Garcia Frank Felix	(915) 422-9369	(915) 217-3989
Public Information Officer (PIO)	Lynda Cervantes	(915)760-8104	(915) 730-8924
Executive Management Team	Allan Sharpe Mary Cano Margie Aguilar Brad Kuykendall	(915) 760-8156 (915) 231-4906 (915) 231-4911 (915) 760-8106	(915) 227-4265 (915) 727-9437 (915) 227-4268 (915) 487-8086
Control Center Operator	Robert Hinojos-Plaza Ernesto Torres-Diana	(915) 231-4915 (915) 231-4903	(915) 780-3659 (915) 238-7042



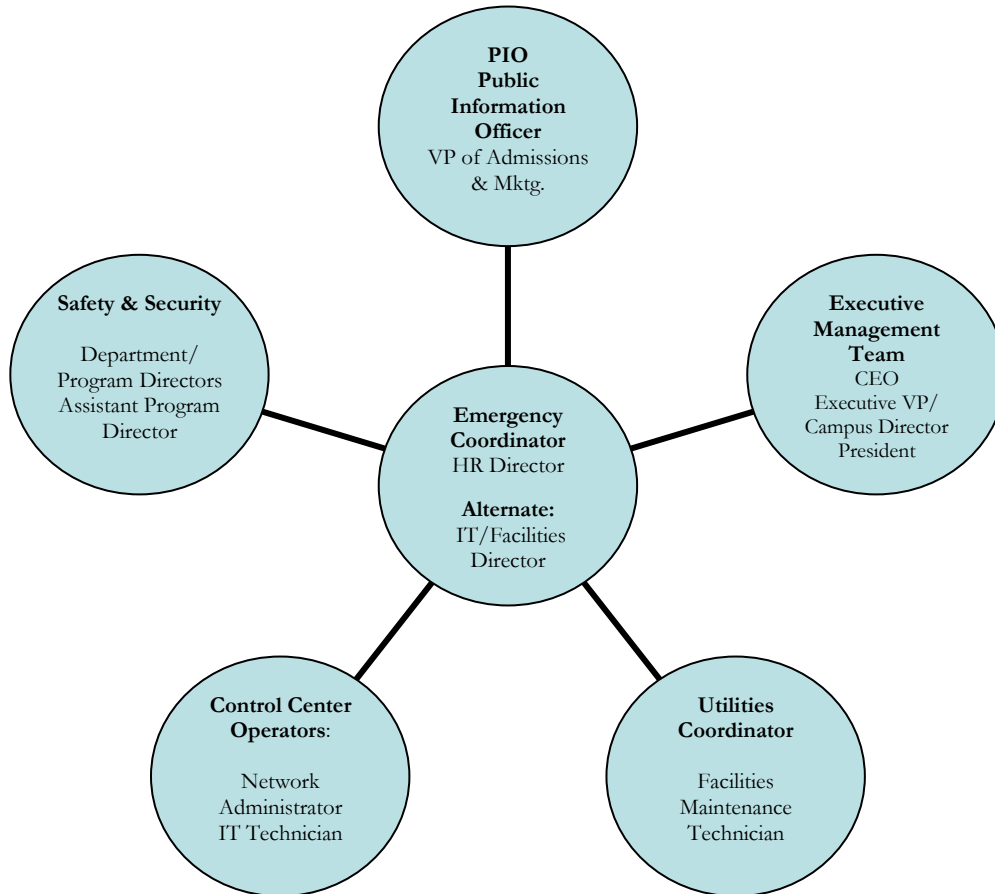
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**1.2 Emergency Management Response Team Responsibilities**

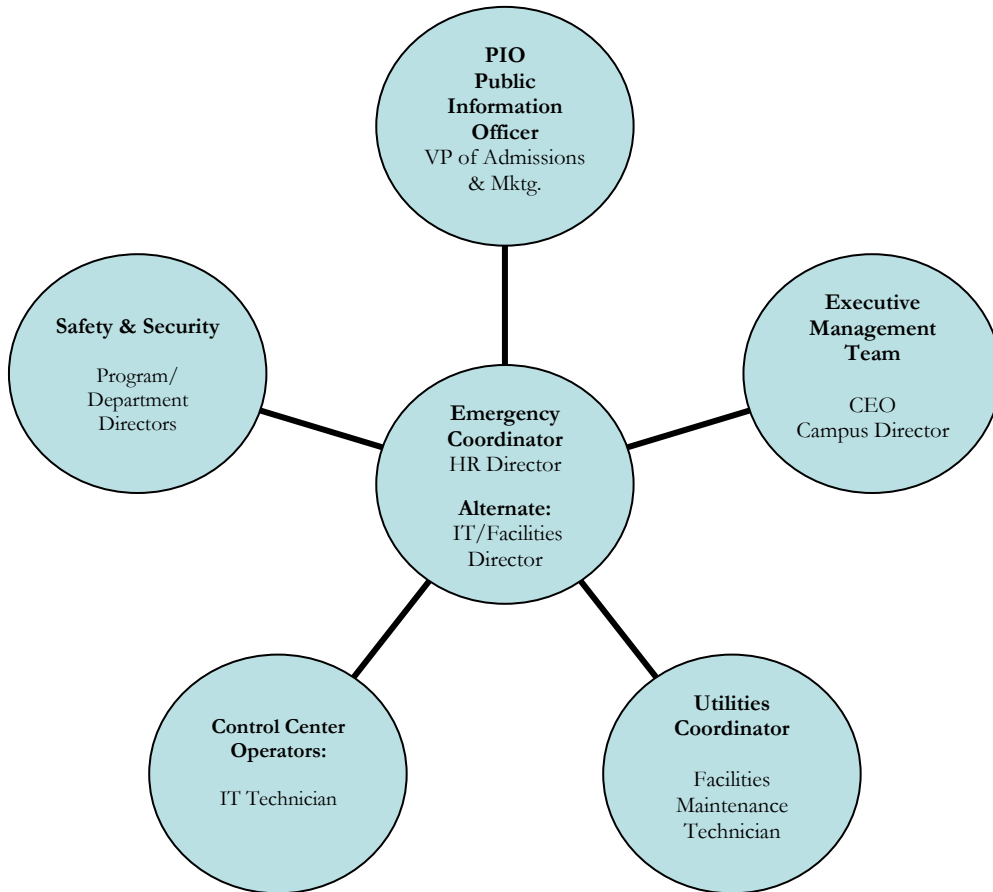
Role:	Functions:
Emergency Coordinator	<ul style="list-style-type: none"> <li>• Handle all emergencies at these locations through the support of the Emergency Management Response Team, according to shift and building.</li> <li>• Responsible for maintaining, updating and testing of the Emergency Management Plan, and associated training</li> <li>• Coordinate the EMRT.</li> <li>• Assure all appropriate authorities are contacted (Police, Fire, etc.)</li> <li>• Assure all fuel sources, which could contribute to the severity of the emergency, are shut off. These sources include natural gas supply lines, fuel oil supply lines, electrical power supply, etc.</li> </ul>
Alternate Emergency Coordinator	<ul style="list-style-type: none"> <li>• Manage all emergency procedures in the absence of the Emergency Coordinator.</li> <li>• Support Emergency Coordinator</li> </ul>
CEO	<ul style="list-style-type: none"> <li>• With input from law enforcement agency and Campus Director will decide whether or not to evacuate after a bomb threat and which pre-designated assembly area to send the people who are evacuated.</li> </ul>
Campus Director	<ul style="list-style-type: none"> <li>• Contact employee family in the event of an emergency at Western Technical College.</li> <li>• Coordinate with all investigating authorities.</li> </ul>
Control Center	<ul style="list-style-type: none"> <li>• Make all necessary notifications to proper authorities</li> <li>• Ensure that all employees and students have been counted.</li> <li>• Directly notify the fire department promptly in the event of an emergency.</li> <li>• Sound the alarm for evacuation.</li> </ul>
Utilities Coordinator	<ul style="list-style-type: none"> <li>• Verify that power supply to fire pump remains intact. Shut down all electrical equipment in fire area to remove this ignition source and health hazard.</li> <li>• Shut off all hazardous lines (gas, steam, etc.) in fire area</li> <li>• Verify (through physically trying valve) sprinkler control valve(s) for affected area is open (when accessible).</li> <li>• Remain by valve (when outside) to ensure it remains open until ordered closed by person in charge of fire department chief.</li> <li>• Stand-by the closed valve (while sprinkler heads are being replaced) ready to promptly reopen if needs warrants.</li> <li>• Verify valve is fully open and locked and a 2-inch drain test is performed after protection is restored.</li> </ul>
Department/ Program Directors	<ul style="list-style-type: none"> <li>• Perform any necessary incipient stage fire-fighting. Operate fire doors; ventilate building, etc., as warranted by local needs. Remove any flammables and high value equipment from the fire area and building.</li> <li>• It will be the responsibility of the Department/Area Manager (or his/her designee) to account for all employees and/or students.</li> </ul>
PIO	<ul style="list-style-type: none"> <li>• Spokesperson. Will make a public statement as soon as facts are known.</li> </ul>

1.3 Org Chart

Emergency Management Team Org Chart  
Plaza Campus



Emergency Management Team Org Chart  
Diana Campus



## SECTION 2 – EMERGENCY PROCEDURES

### 2.1 Emergency Management Communication Plan

#### 2.1.1 Communication with the Media

**IMPORTANT NOTE:** In General, for both campuses, **NO** comment or statement by any personnel is to be made to the media. All media sources are to be told to contact the Public Information Officer (PIO).

Until the PIO arrives, the Campus Director will tell the media that the College spokesperson is en route to the site and will make a public statement as soon as facts are known. Directors/Managers are to instruct all employees that only designated spokespersons are authorized to speak to media representatives, and that they are not to volunteer information to media representatives during or after an emergency situation. This is particularly important if injuries or deaths have occurred, since this information should not be released to the media until after the families of those involved have been notified. Whenever possible, WTC employees will be provided with information before or concurrently with the media.

#### 2.1.2 Communication with Management/Employees/Students:

In the event of an emergency, the employees and students will be notified as follows:

- Alarm System
- The Text-Alert System
- Radios

#### 2.1.3 Radios:

WTC has implemented the use of Walkie-Talkie Radios (WTR). The purpose is to provide a better and prompt mean of communication between Instructors and Management, and amongst the Leadership Council in case of a **SAFETY and/or SECURITY EMERGENCY.**

Each instructor and Department/Program Director will be provided with a WTR.

In general terms:

1. WTR's are to be used, solely, for **EMERGENCY** issues. No other business or personal information shall be discussed.
2. If Instructors encounter a Safety or Security emergency, the announcement should be made through the WTR, as follows:

Code Type:	Emergency Type:	Area/Location
Code Black	Intrusion/Active Shooter	i.e. Diesel 4, Welding Shop, Restaurant, Lobby, etc.
Code Red	Fire	i.e. Diesel 4, Welding Shop, Restaurant, Lobby, etc.
Code Yellow	Medical Emergency	i.e. Diesel 4, Welding Shop, Restaurant, Lobby, etc.

3. The announcement of an EMERGENCY should say: i.e. "Code Red-HVAC shop", "Code Yellow-Restaurant", "Code Black-Business 3", etc.
4. WTR's are to be carried and turned **ON** at all times while on-site, in classroom and in shop areas.
5. WTR's are to be charged during the whole working schedule.
6. WTR's are to be put away and locked at the end of the working schedule.
7. For those that travel between campuses, radios must be carried with.

### 2.2 Evacuation

There will be various reasons why we may have to evacuate the building. Usually, we will evacuate the building during a fire, fire drill, explosion or bomb threat. When we evacuate the building, we will follow the Fire Evacuation Plan.

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During any evacuation, employees are responsible to ensure their area equipment has been shut down, fire doors cleared, that the office/classroom door is locked, and that all employees/students have evacuated the area.

In case of an emergency situation it will be the responsibility for each Department/Program Director (or Alternate) to ensure that each employee and/or student has evacuated the area as appropriate. They are also responsible for accounting all employees and notifying the Control Center of any unaccounted employees or students.

Employees and Students will be made aware of evacuating the building and gather in the assembly area.

**2.2.1 Evacuation Procedure:**

- a. Treat every alarm as an emergency.
- b. Walk - do not run to nearest exit towards the assembly area.
- c. Do not use elevators.
- d. Turn off lights, electrical equipment, gas, water faucets, air / heating system.
- e. Lock doors behind you.
- f. Take only important personal items with you, purse, keys, jackets, backpacks, medications, etc.
- g. Follow instructions from emergency personnel.
- h. Assist people with special needs
- i. Keep noise to a minimum so you can hear emergency instructions.
- j. Feel all doors before opening. If the door is hot, don't open it. Go to another exit.
- k. If the hall between you and the fire exit is filled with smoke, crawl along the floor to the exit.
- l. Missing persons should be reported immediately to the Emergency Coordinator or Police.
- m. Avoid inhaling and going through thick smoke as it can be fatal.

***IF YOU ARE UNABLE TO EVACUATE,***

- Go to a distant office or room that has a window
- Close the door and stuff cloth or paper (preferably wet) tightly into the cracks around the door to keep the smoke out.
- Open the window and hang out some visible object (white shirt, slip, etc.) and close the window down on it. Raise or open any shades or drapes. This will signal firemen that someone is in the room.
- Wait for rescue.
- Re-enter the building only when told to do so by the Emergency Coordinator and/or police or fire personnel

**2.2.2 Evacuation of People with Physical Disabilities**

The person with a physical disability(s) may be an employee, student or visitor. Individuals may be mobility, visually or hearing impaired or any combination of these physical challenges. Evacuating a person with a disability or an injury by yourself is the last resort. Consider your options and the risk of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse! DO NOT attempt a rescue evacuation unless you have had rescue training or the person is in immediate danger and cannot wait for professional help.

**2.2.3 Guidelines for Emergency Classroom Evacuation**

- a. At the beginning of each new class, the person responsible for teaching the class will discuss the evacuation plan concerning various types of emergencies during class orientation.
- b. The instructor will inform the students of the location of all fire exits, fire pull stations, and fire extinguishers in the immediate area of their assigned classroom.
- c. During an evacuation, the Instructor will assist students in safely evacuating the classroom by directing and leading the students to the nearest safe exit. Upon exiting the building, the Instructor will direct/lead the students to the assembly area. The Instructor should take a student roster to be sure no students have been left behind. No one should be allowed to leave this area until told to do so by the Emergency Coordinator or Police Department.

- d. The Instructor will assist all ADA students to a safe area in case they cannot be evacuated from the building. Immediate notification will be made to the Emergency Coordinator or Police Department if an ADA student is stranded and needs further assistance to complete evacuation. Do not re-enter the building to attempt a rescue unless you have been trained in this type of rescue.
- e. The Police Department will then aid in the evacuation of ADA students. It is the responsibility of **all** College employees to help in the evacuation of students and visitors.
- f. Students will adhere to the evacuation process by following the instructions provided by their Instructor, Program Director, Campus Director and/or Emergency Coordinator.

#### **2.2.4 Evacuation Drills**

Evacuation Drills will be conducted at least once a year. When a Fire Drill is going to be performed it can be previously announced or unannounced. Sometimes certain doors are blocked on purpose to observe people's interaction on how to evacuate appropriately when the alarm is activated by a designated person.

During an evacuation, all employees and students must report to an assembly area.

Time will be taken to review and record the results of the evacuation drill. After sharing the results with all personnel, everyone will be instructed to return to work.

#### **2.2.5 Evacuation Training**

The Safety & Security Committee members will receive, on a yearly basis, First Aid and Fire Emergency training. Meetings/training will be held twice a year with the EMRT.

#### **2.2.6 Evacuation Routes**

*See appendix A, A-2 (Plaza Campus) and H (Diana Campus)*

#### **2.2.7 Assembly Area**

*See appendix B (Plaza Campus) and I (Diana Campus)*

### **2.3 Fire**

#### **2.3.1 Fire Procedures**

When the alarm is activated, the Control Center will immediately make all necessary notifications to the proper authorities. All employees and students will evacuate and report to the assigned Assembly Area.

**a. If you discover fire on your floor:**

- Manually activate the fire alarm system.
- Immediately exit the building, closing doors behind you (DO NOT USE ELEVATORS).
- Call 911.

**b. Once fire alarm is activated:**

- Walk to the nearest exit (DO NOT USE ELEVATORS).
- Assist persons with special needs.
- Notify fire personnel if you suspect someone is trapped inside the building.
- Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by the Emergency Coordinator or authorities.

**c. If trapped in a room:**

- Wet and place cloth material around and under the door to prevent smoke from entering the room.

- Close as many doors as possible between you and the fire.
  - Be prepared to signal someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into the room).
- d. **If caught in smoke:**
- Drop to hands and knees and crawl toward exit.
  - Stay low, as smoke will rise to ceiling level.
  - Breathe shallowly through nose and use a filter such as a shirt or towel.
- e. **If forced to advance through flames (which should be a last resort):**
- Hold your breath. Move quickly.
  - Cover your head and hair with a blanket or large coat.
  - Keep your head down and your eyes closed as much as possible.
- f. **Using a fire extinguisher:** If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.
- Pull safety pin from handle.
  - Aim at base of fire.
  - Squeeze the trigger handle.
  - Sweep from side to side to side at base.
- g. **If there is an explosion:**
- Take shelter against your desk or a sturdy table.
  - Turn off or stabilize any laboratory process/experiment if it is safe to do so.
  - Check for fire and other hazards
  - Do not light matches.
  - Exit the building as quickly as possible if it appears safe to do so, or if directed by the Emergency Coordinator or the Fire Department. (**DO NOT USE ELEVATORS.**)
- h. **If you are trapped in debris:**
- Use a flashlight to signal your location if possible.
  - Avoid unnecessary movement so that you don't kick up dust.
  - Cover your mouth and nose with anything you have on hand. Dense-weave cotton material can create a good filter. Try to breathe through the material.
  - Tap on a pipe or wall so that rescuers can hear where you are.
  - Use a whistle if one is available. Shout only as a last resort – shouting can cause a person to inhale dangerous amount of dust.

### **2.3.2 Fire Emergency Drills**

Evacuation Drills will be conducted at least once a year. When a Fire Drill is going to be performed it can be previously announced or without communication. Sometimes certain doors are blocked on purpose to observe people's interaction on how to evacuate appropriately when the alarm is activated by a designated person.

All personnel and students start to evacuate, and upon evacuation all employees and students must report to an Assembly Area.

Time will be taken to review and record the results of the fire drill. After sharing the results with all personnel, everyone will be instructed to return to work.

### **2.3.3 Fire Emergency Training**

A member, who has the proper training, will respond to and attempt to control any fire at the facility. If the fire is beyond control of a single fire extinguisher, and the risk of injury exists, the employees and students will evacuate to one of the assigned assembly areas. When the alarm sounds all employees and students must evacuate through the nearest and safest evacuation exit and walk to the assigned assembly area.

## **2.4 Take Shelter**

### **2.4.1 Communication with Employees/Students:**

1. Emergency requiring individuals to **remain** in the building: The means through which the employees and students will be notified are:
  - Lockdown alarm
  - The Text-Alert System
  - Radios

After the emergency has been resolved the Emergency Coordinator will communicate to all personnel the status for continuing the activities or any other action that should be taken for reinstate activities in the facility.

### **2.4.2 Take Shelter Procedure:**

Depending on the emergency employees and students will be directed to take shelter in the safest area in or outside the building. [See Appendix C&C-2 \(Plaza Campus\) and J \(Diana Campus\).](#)

### **2.4.3 Take Shelter Drills**

These are performed as described on the lockdown drills.

### **2.4.4 Take Shelter Training**

This is given during the lockdown training

## **2.5 Severe Weather/Natural Disasters**

### **2.5.1 Severe Thunderstorms**

In the case of a severe thunderstorm, Executive Management Team will closely monitor weather conditions and the Civil Protection advice. Based on this, Executive Management will decide the immediate action to take care of the safety of the employees and students, whether it means to notify employees and students not to show up to work, to delay entrance or to provide shelter to the employees and students in the facility while the weather conditions improve.

### **2.5.2 Winter Storm**

Winter storms vary in size and intensity. Freezing rain or sleet, ice, heavy snow or blizzards can be serious hazards. We can lessen the impact of hazardous winter storms if we observe storm warnings and make adequate preparations to protect operations and ourselves.

Each fall, cold weather safety rules, and College policy for operations and closing under adverse weather conditions will be reviewed with employees and students. The Executive Management Team will closely monitor weather conditions and decide what operations should be compromised and which employees and students are excused to leave for home. Employees and students will be notified by the Alert System when any of the above conditions exist and the decision is made to dismiss employees and students.



### **2.5.3 Flood**

In the case of a flood, Civil Protection is the first to announce the restricted areas within the city. The Executive Management Team will closely monitor weather conditions and the Civil Protection advice. Based on this, the Executive Management Team will decide the immediate actions to take care of the safety of the employees and students, whether it means to notify by the Alert System to employees and students not to show up to work, and/or to provide shelter to the employees and students in the facility while the weather conditions improve.

#### **Flood Procedure**

In case of imminent or actual flooding:

- a. If you safely can do so:
  - Secure vital equipment, records and hazardous materials (chemical, biological and/or radioactive) – and move items to a higher level, if feasible.
  - Shut off all electrical equipment. Secure all laboratory experiments.
  - Wait for instructions from DPS.
- b. Do not return to your site until you have been instructed to do so by someone from Emergency Coordinator or authority
- c. Report any oil, chemical, biological, radioactive materials or food preparation areas suspected of mixing with the flood waters to the Emergency Coordinator.
- d. Do not dump flood water down any drain (storm or sanitary) unless approved by the proper authorities.

#### **Flooded Area - General Safety**

- a. Be aware of the potential for electrical shock! Wear rubber boots in wet areas.
- b. Call to turn off all main electrical switches and gas supplies.
- c. Electrical equipment used in flooded areas must be protected with Ground Fault Circuit Interrupters (GFCI).
- d. After the main power is off, unplug electrical appliances and do not turn on any appliances which have become wet until they are checked for proper operation.
- e. Do not use any open flame until the area has been ventilated for the potential presence of natural gas.
- f. Precautions should be taken to prevent contact with any sewage and to isolate the area to prevent contaminants from being tracked to other parts of the building. Occupants not involved in the cleanup must be evacuated from these areas when sewage is present.

## **2.6 Bomb Threat**

Experience shows that a high percentage of all written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. Appropriate action should be taken in each case to provide for the safety of employees, students, the public, and property and to locate the suspected explosive or incendiary device so it can be neutralized.

### **2.6.1 Handling the Call**

The information gathered on the attached questionnaire may be sufficient to discount the threat or may direct those actions other than evacuation to be taken. For instance, it is not as unlikely that the caller will give his/her address as you may think. According to the FBI, many of these callers are really looking for someone to talk to, a simple response such as suggesting; "We'll have the manager get back to you on that. Could I have your name and address so he/she can do so," may be all it takes to get such information. Our questionnaire (see appendix C) may be the single most important resource in dealing with bomb threats.

### **2.6.2 Bomb Threat Call Checklist -*See appendix N***

Bomb Threat- If you receive or discover a bomb threat, **IMMEDIATELY DIAL 911** and notify the Campus Director and Emergency Coordinator.

DPS in general does not recommend that buildings be evacuated as a result of bomb threats. This, however, does not preclude evacuation under certain circumstances. Factors to be considered in a decision to evacuate include, but are not limited to, the message received (urgency, exactness, plea, specific location within the building and any specific description of the device), current conditions globally and nationally, and if it is a personal vendetta.

### **2.6.3 Notifying Management**

The person receiving the call must notify immediately the Emergency Coordinator as well as the Campus Director, they will then communicate the rest to the Executive Management Team for action to be taken.

### **2.6.4 Bomb Search**

If a suspicious object is located and thought to be a bomb, immediately call 911 and contact the Emergency Coordinator and Campus Director, whom with the approval of the CEO will contact the local law enforcement agency.

### **2.6.5 Evacuation Determination**

While the responsibility for action rests primarily with law enforcement, the Emergency Coordinator is prepared to warn employees. The CEO, with input from law enforcement and the Executive management Team, will decide whether or not to evacuate and to which pre-designated assembly point to evacuate to. Evacuation should be carried out as if there was a fire. Do not mention "Bomb Threat".

## **2.7 Chemical Spill/Release**

Our objectives are protection of employees and students, the environment and the facility in that order. The Emergency Coordinator is responsible for coordinating the response to on-site hazardous materials accidents to the Fire Department. The Emergency Coordinator will be responsible for reporting the incident and ensuring any written reports are filed with the proper authorities.

In the event of a hazardous material spill, notify the Fire Department. Stay clear of the area until the hazardous components of the material can be determined. Employees and students will be evacuated from the danger area of a hazardous material release. Employees and students are not permitted to assist in response operations unless properly trained and a written Emergency Response Plan has been developed. Do not allow qualified personnel into the area without the recommended personal protective equipment (from MSDS). Do not allow emergency response personnel into the area until they are informed of the nature of the product, if known. If Western Technical College personnel cannot safely clean up the material, outside help must be obtained. Disposal of the material must follow the applicable federal, state, or local requirements. If any person has been exposed to the material, recommendations found on the label or in the Material Safety Data Sheet should be followed. In the event that evacuation is necessary, all personnel will evacuate to the pre-designated assembly area. Any questions regarding material clean up and disposal can be directed to the Civil Protection Agency.

#### **1. Chemical Spill**

##### **a. Minor chemical spill**

- Alert people in immediate area of spill.
- Open outside windows, if possible.
- Wear protective equipment, including safety goggles, gloves and long-sleeve lab coat.
- Avoid breathing vapors from spill.
- Confine spill to as small an area as possible.

- Do not wash spill down the drain.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.
- Clean spill area with water.

**b. Major chemical spill**

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- If spilled material is flammable, turn off ignition and heat sources. Don't light bunsen burners or turn on other switches.
- Call **911** immediately for assistance.
- Close doors to affected area.
- Post warnings to keep people from entering the area.
- Have person available that has knowledge of incident and laboratory to assist emergency personnel.

**Notes and Precautions:** The range and quantity of hazardous substances used in laboratories require pre-planning to respond safely to chemical spills. The cleanup of a chemical spill only should be done by knowledgeable and experienced personnel who have received appropriate training. Spill kits with instructions, absorbents, reactants and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. A major chemical spill requires active assistance from emergency personnel.

## **2. Biological Spill**

### **Spill involving a microorganism requiring B1 containment**

- a. Wear disposable gloves.
- b. Soak paper towels in disinfectant and place over spill area.
- c. Place towels in plastic bag for disposal.
- d. Clean spill area with fresh towels soaked in disinfectant.

### **Spill involving a microorganism requiring containment**

- a. Alert people in immediate area of spill.
- b. Put on protective equipment.
- c. Cover spill with paper towels or other absorbent materials.
- d. Carefully pour a freshly prepared 1 in 10 dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
- e. Allow a 20-minute contact period.
- f. Use paper towels to wipe up the spill, working from the edges to the center.
- g. Clean spill area with fresh towels soaked in disinfectant.
- h. Place towels in a plastic bag and decontaminate in an autoclave.

### **Spill involving a microorganism requiring containment**

- a. Attend to injured or contaminated persons and remove them from exposure.
- b. Alert people in the laboratory to evacuate.
- c. Close doors to affected area.
- d. Call immediately **911**.
- e. Have person available that has knowledge of the incident and laboratory to assist emergency personnel.

**Notes and Precautions:** Biological spills outside biological safety cabinets could generate aerosols that can be dispersed in the air throughout the laboratory. These spills are to be taken seriously if they involve microorganisms that spread naturally via aerosol route and require Biosafety Level (BL) 2 or higher containment. These agents have the potential for producing exposure and infection by infectious aerosols. To reduce the risk of inhalation exposure in such an incident, occupants should leave the laboratory/area **immediately**. The laboratory/area **should not** be re-entered to decontaminate and clean up the spill for at least 30 minutes. During this time, the aerosol will be removed from the laboratory/area by the exhaust air ventilation system. Appropriate protective equipment is particularly important in cleaning up large spills involving microorganisms that require either BL2 or higher containment. This equipment includes a lab coat, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, safety goggles and mask or face shield. Use of this equipment will prevent contact with contaminated surfaces, and protect eyes and mucous membranes from exposure to splattered materials.

### **3. Spills to Environment**

**Promptly report any suspected spills or illicit discharges to 911**

**If a spill occurs and it is safe to respond:**

- Secure the area with tape, rope or warning signs.
- Inform your supervisor as well as others of the spill.
- Block any drains that could be impacted by the spill with a spill mat, drain plug, berm or any material on hand.

**When cleaning up a spill:**

- Be sure to protect yourself with necessary personal protective equipment.
- Familiarize yourself with the material safety data sheet for the spilled material.
- Be aware of any potential hazards associated with the cleanup.
- Place any contaminated materials in a sealed container and contact OSEH at (734) 763-4568. **DO NOT dispose spill debris or contaminated protective equipment into the general trash, down a drain, or into the ground.**
- Never wash spilled materials down a storm drain or sanitary sewer, or allow them to evaporate. If any spilled material enters a storm drain or sanitary sewer, contact OSEH at (734) 763-4568.

*Note:* Rubber mats, temporary drain plugs, or berms should be kept in the area so drains can be blocked immediately. For small spills, use chemical spill pillows or adsorbent materials. Other adsorbents that can be utilized to clean up a chemical spill are sawdust, vermiculite, oil-dry, or activated charcoal. Avoid the use of cat litter -- it is relatively non-absorbent and increases waste volume.

## **2.8 Explosion/Collapse**

In the event of an explosion, report the explosion immediately to the Emergency Coordinator. If possible, shut-off machinery and power. If a small fire has resulted, an attempt may be made to extinguish it with a fire extinguisher from the nearest location **if the person properly trained in its use**.

If the fire is large, **DO NOT ATTEMPT TO EXTINGUISH IT**. Evacuate the building immediately. Follow the evacuation procedure.

## **2.9 Civil Disturbance: Terrorism / Acts of Violence**

### **On site**

If any kind of violence or terrorism occurs on site the first step is to notify the Campus Director and the Emergency Coordinator who will immediately notify the Police and proceed to guard the safety of the employees and students depending on the act.

### **2.9.1 Civil Disturbance**

Civil disturbances include riots, demonstrations, protests, threatening individuals, or assemblies that have become significantly disruptive.

#### **In case of a civil disturbance:**

1. Call 911 immediately
2. Avoid provoking or obstructing demonstrators.
3. Secure your area (lock doors, safes, files, vital records and expensive equipment).
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible.
6. If the disturbance is outside, stay away from the doors or windows. **STAY INSIDE.**

### **2.9.2 Lock-Down Procedures**

1. Direct all employees, students and visitors into an office/classroom.
2. Lock office/classroom doors.
3. Turn off the lights.
4. Cover windows if possible.
5. Move people away from windows and doors.
6. Allow no one outside of offices/classrooms until all-clear signal is given by the Emergency Coordinator or Campus Director.

### **2.9.3 Workplace Violence/Terrorism**

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation or other threatening, disruptive behavior that occurs at the work site. It can affect or involve employees, students, visitors and/or others. A number of different actions in the work environment can trigger or cause workplace violence. It even may be the result of a non-work-related situation such as domestic violence or "road rage." Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

#### **What to do:**

1. If you hear sounds of an explosion, gunfire, scuffling or observe intentional acts of violence, call the Campus Director and/or Emergency Coordinator who will immediately call **911**.
2. Campus Director and Emergency Coordinator will attempt to communicate to other building occupants that a workplace violence incident is occurring.
3. Don't return to the area until a police officer or the Emergency Coordinator tells you it is safe to do so.

### **2.9.4 Intruder / Hostage**

#### **1. Intruder:**

- a. Ask another staff person to accompany you before approaching the intruder.
- b. Politely greet the intruder and identify yourself.
- c. Ask intruder the purpose of his/her visit.
- d. Inform intruder that all visitors must register at the front desk.
- e. If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- e. Notify the Police and the Emergency Coordinator and Campus Director that the intruder refuses to leave. Give police a full description of the intruder.
- f. Walk away from the intruder if he/she indicates a potential for violence.
- g. Campus Director may issue a lock down procedure.

## **2. Hostage:**

- a. If hostage taker is unaware of your presence, do not intervene.
- b. Notify the Emergency Coordinator who will immediately notify the Campus Director and call 911.
- c. Seal off area near hostage scene.
- d. Let authorities take over the situation.

If taken hostage:

- e. Follow instructions of hostage taker.
- f. Try not to panic. Calm any employees or students if they are present.
- g. Treat the hostage taker as normally as possible.
- h. Be respectful to hostage taker.
- i. Ask permission to speak and DO NOT argue or make suggestions.

### **Identifying a potentially violent situation:**

If you ever have concerns about a situation that may turn violent, alert the Emergency Coordinator immediately. It is better to err on the side of safety than to risk having a situation escalate.

The following are warning indicators of potential workplace violence. Call 911 immediately if you observe any of these behaviors in a co-worker, student or visitor.

1. Intimidating, harassing, bullying, belligerent or other inappropriate and aggressive behavior.
2. Numerous conflicts with customers, co-workers or supervisors.
3. Possession of a weapon on campus, making inappropriate references to guns, or making threats about using a weapon to harm someone.
4. Statements showing fascination with incidents of workplace violence, indicating approval of the use of violence to resolve a problem, or indicating identification with perpetrators of workplace violence.
5. Statements indicating desperation (over family, financial or other personal problems) to the area of contemplating suicide.
6. Direct or veiled threats of harm.
7. Substance abuse.
8. Extreme changes in normal behaviors.

### **2.9.5 Suspicious Package**

If you are suspicious of a package or object and are unable to verify the contents with the addressee or sender, follow these steps:

1. Do not touch or move the package/object.
2. Call 911 immediately.
3. Do not open the package/object.
4. Isolate the package/object and evacuate the immediate area.
5. Do not put it in water or a confined space such as a desk drawer or a filing cabinet.

6. If possible, open windows in the immediate area to assist in venting potential explosive gases.
7. If you have any reason to believe a letter or a parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent.

**Letter and parcel bomb recognition checklist. Be cautious of:**

1. Foreign mail, air mail and special deliveries
2. Restrictive marking such as "confidential" or "personal"
3. Excessive postage
4. Handwritten or poorly typed address
5. Incorrect titles or addressed to title only
6. Misspellings of common words
7. Oily stains, crystallization or discolorations on package
8. Excessive weight
9. Rigid, lopsided or uneven envelopes
10. Protruding wires or tinfoil
11. Excessive tape or string
12. Visual distractions
13. No return address
14. Strange odor

### **2.9.6 Active Shooter**

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

#### **Guidelines**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and call **911** as soon as possible.

#### **If an active shooter is outside or inside your building, you should:**

1. Try to remain CALM.
2. Try to warn other employees, students and visitors to take immediate shelter.
3. Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
4. Turn off lights. Close blinds. Block windows.
5. Turn off radios or other devices that emit sound. Silence cell phones.
6. Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
7. Have one person CALL 911 and provide:
  - Your name and location and state that "we have an active shooter on campus, gunshots fired."
  - If you were able to see the offender(s), give a description and location of the person(s).
  - If you observed any victims, give a description of the location and number of victims.
  - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
8. If you heard any explosions, provide a description and location.
9. Wait patiently until a uniformed police officer, or a College official known to you, provides an "all clear."
10. Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or College official.



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11. Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area.
12. Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

**If an active shooter enters your office or classroom, you should:**

1. Try to remain calm. Try not to do anything that will provoke the active shooter.
2. Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
3. Call 911, if possible, and provide the information listed above.
4. Barricade the room or proceed to a safer location if the active shooter(s) leave the area.

**If you are outside and encounter an active shooter, you should:**

1. Try to remain calm.
2. Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
3. Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
4. Try to warn other faculty, staff, students and visitors to take immediate shelter.
5. Call 911 and provide the information listed above.

**Keeping updated**

If an active shooter situation develops, the College will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. The College will provide the most accurate and timely information available to employees, students and the community through emails, text messages and the WTC website.

**2.10 Utility Outages**

Electricity outage - The fire system is protected with batteries in this case of emergencies, we also have emergency lights to direct employees and students for the nearest exit. The Emergency Coordinator is responsible to coordinate the electricity outage then the Maintenance Department is responsible and/or the local Electricity Co. to restore the service.

Water outage – In the case of a water shortage from the general line the El Paso Water Utilities Co. will be contacted.

**Power Outage**

In the event of a major, campus-wide outage, the College has emergency generators that will restore power to some areas of campus. Keep a flashlight and batteries in key locations throughout your work areas.

**In case of a major, campus-wide power outage:**

1. Remain calm.
2. Follow directions from the Emergency Coordinator for immediate action.
3. If evacuation of a building is required, seek out persons with special needs and provide assistance.
4. Laboratory personnel should secure all experiments, unplug electrical equipment (including computers) and shut off research gases prior to evacuating. All chemicals should be stored in their original locations. Fully *CLOSE* fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is restored.
5. Do not use candles, lighters or other types of open flames for illumination purposes.



6. Unplug all electrical equipment (including computers) and turn off the light switches.

**If people are trapped in an elevator:**

1. Tell passengers to stay calm and that you are getting help.
2. Call 911 and provide information.
3. Stay near the passengers until police or other assistance arrives provided it is safe to stay in the building.
4. Do not try to pry open the elevator or extract people from a trapped elevator car.

## **2.11 Medical Emergency**

Any medical emergency should be treated by a trained employee that received First Aid and CPR training, or the proper authorities. If you suspect a head or spinal injury, DO NOT MOVE the victim unless there is an immediate life threatening emergency.

1. Check the scene for safety, to find out what happened, and to determine how many victims there are.
2. Check the victim for consciousness; if no response, call 911.
3. Tilt the head, lift chin to open airway.
4. If victim is not breathing, give 2 rescue breaths (normal breath given over 1 second until chest rises).
5. Check for signs of circulation (normal breathing, coughing, or movement and pulse).
6. If there are signs of circulation, but victim is not breathing, continue giving rescue breaths.
  - a. Re-check for signs of circulation and breathing every minute.
  - b. Continue cycle as long as victim is not breathing or until medical assistance arrives.
  - c. If victim begins breathing, place in recovery position until medical assistance arrives.
7. If there are no signs of circulation:
  - a. Find the center of the chest for adults/child or just below nipple line at center of chest for infant. Place the heel of your hand at that area and place your other hand on top of the first.
  - b. Position your shoulders over your hands.
  - c. Give 30 chest compressions pressing hard and fast. Rate of about 100 per minute.
  - d. Give 2 rescue breaths.
  - e. Continue cycle for approximately 1 minute and recheck for signs of circulation.
  - f. Continue CPR until the scene becomes unsafe, you can see or feel signs of circulation, an AED is ready to use, you are too exhausted to continue, or medical assistance arrives.
8. Automated External Defibrillator (AED) precautions:
  - a. Do not touch the victim while the AED is analyzing or defibrillating.
  - b. Do not use alcohol to wipe the victim's chest dry or use an AED around other flammable materials.
  - c. Do not use an AED in a moving vehicle.
  - d. Do not use an AED on a victim lying on a conductive surface or in water.
  - e. Do not use an AED on a child under age 8 or 55 pounds.
  - f. Do not use an AED on a victim wearing a nitroglycerin patch or other patch on the chest. With a gloved hand, remove any patches from the chest before attaching the device.
  - g. Do not use a cellular phone or radio transmitter within 6 feet of the AED.

**To stop bleeding:**

1. Apply pressure directly onto the wound with a sterile gauze, clean handkerchief or gloved.
2. Maintain a steady pressure for five or ten minutes.
3. If victim is bleeding from an arm or a leg, elevate it.
4. Stay with victim until help arrives.

**Burns and chemical burns:**

1. Remove the victim from the source of the burn only if it is safe for you to do so. If a chemical is involved, wear gloves or other protective gear.
2. Depending on the chemical, a burn may be cooled by flushing with large amounts of water. Use water close to room temperature. For chemical burns, also remove any contaminated clothing.
3. Loosely cover the burn with a dry, clean or sterile dressing.
4. For electrical burns, make sure the power source is off before making contact with the victim. If victim is unconscious, do not move unless there is an immediate danger. Loosely cover the burns with a dry, clean or sterile dressing.

**Abdominal thrusts for choking victim:**

1. Get behind the victim. Wrap your arms around the person's waist, just above their navel.
2. Clasp your hands together in a double fist. PRESS IN AND UP IN QUICK THRUSTS.
3. Be careful not to exert pressure against the victim's rib cage.
4. Repeat procedure until choking stops.

All College personnel are encouraged to learn first aid and CPR.

**Accident/Injury Reporting**

When an employee is injured in the workplace, the following procedure should be followed. If the employee is in need of emergency medical attention, call 911 immediately.

**Employee:**

- Report incident to your supervisor immediately.

**Supervisor:**

- Complete the Incident/Injury Report Form
- If the employee requires medical treatment, the supervisor will refer the employee to the Emergency Coordinator.

**SECTION 3 – PLAN DISTRIBUTION AND REVIEW**

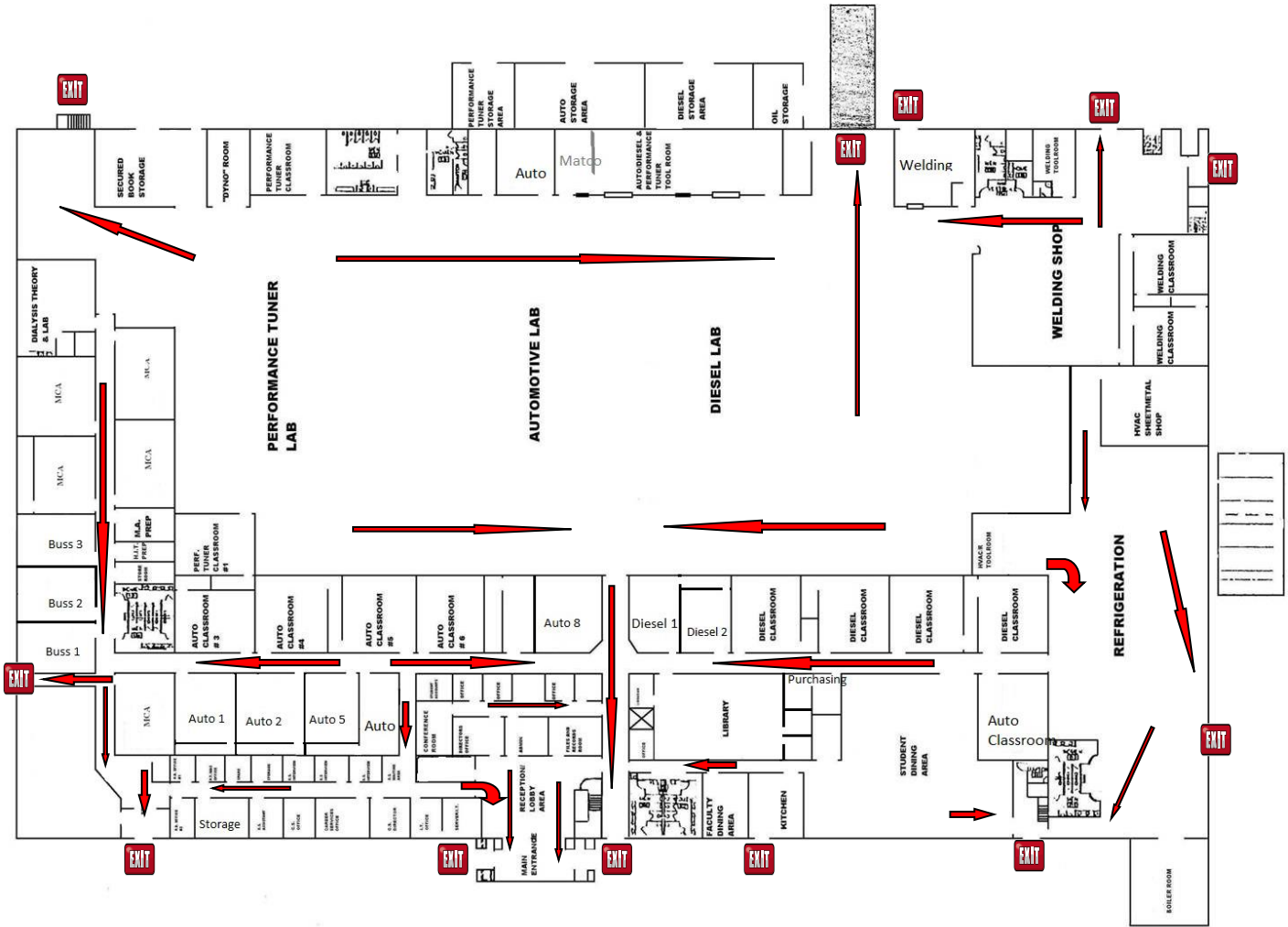
**3.1 Plan Distribution** - This plan will be distributed to managers in all departments and all members of the Emergency Management Response Team.

**3.2 Plan Review and Update** - This plan will be reviewed and updated at least annually by the Emergency Coordinator. If changes are made to this document, electronic copies of the updated procedure will be sent to all individuals to whom the plan was distributed.

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APPENDIX A  
EVACUATION ROUTES

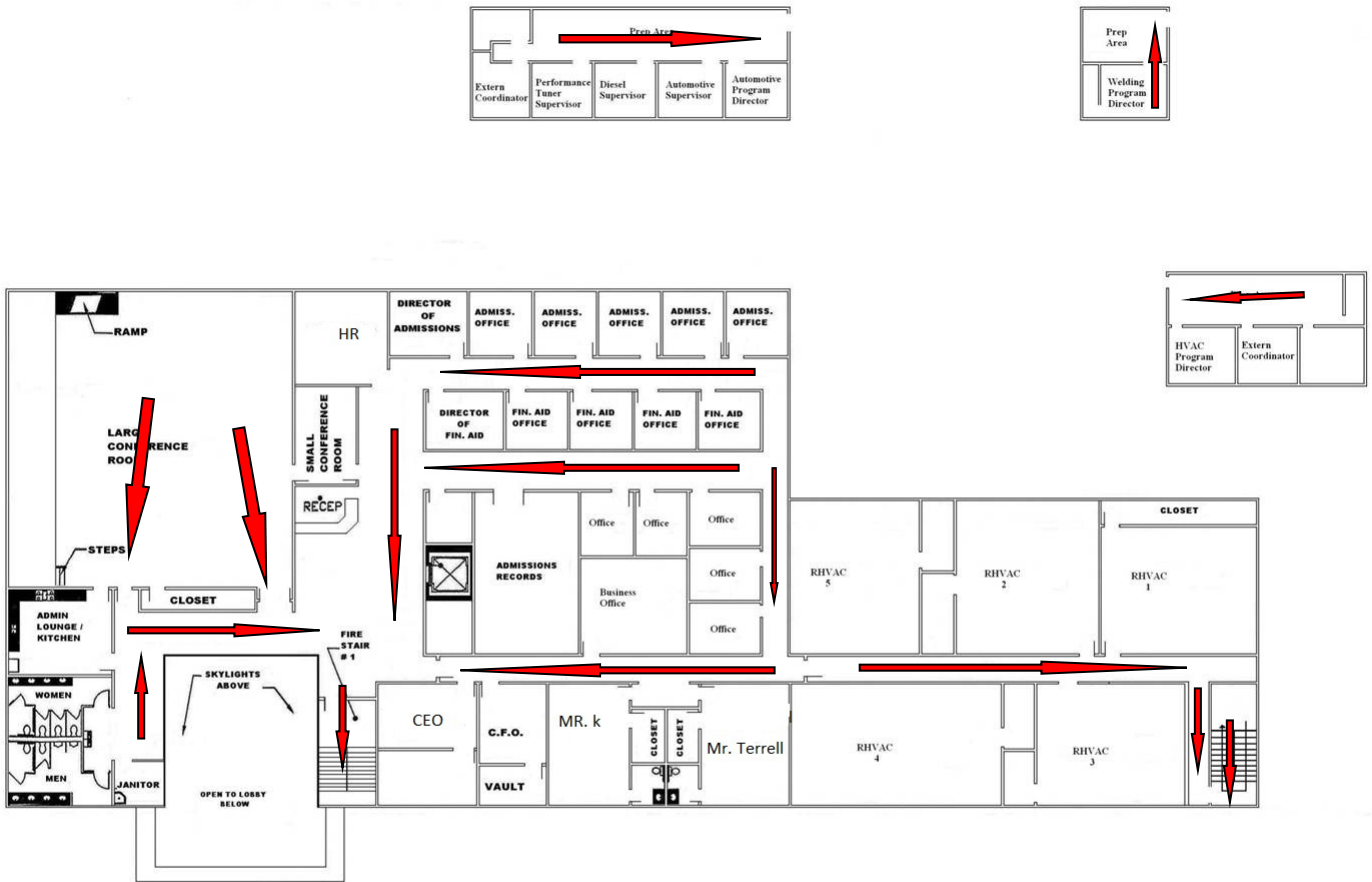
Fire Evacuation Plan  
Plaza Campus



WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX A-2

Fire Evacuation Plan  
Plaza Campus  
2nd Floor



NOTE: DO NOT USE THE ELEVATOR

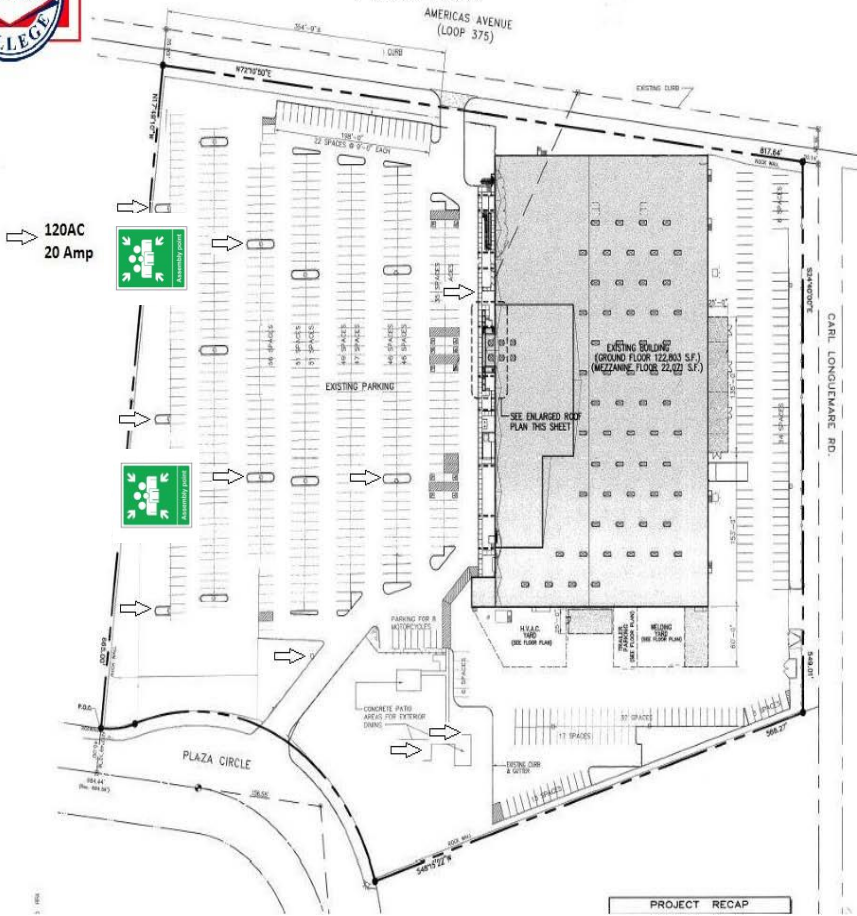
WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX B

Assembly Area  
Plaza Campus




Western Technical College  
Plaza Circle

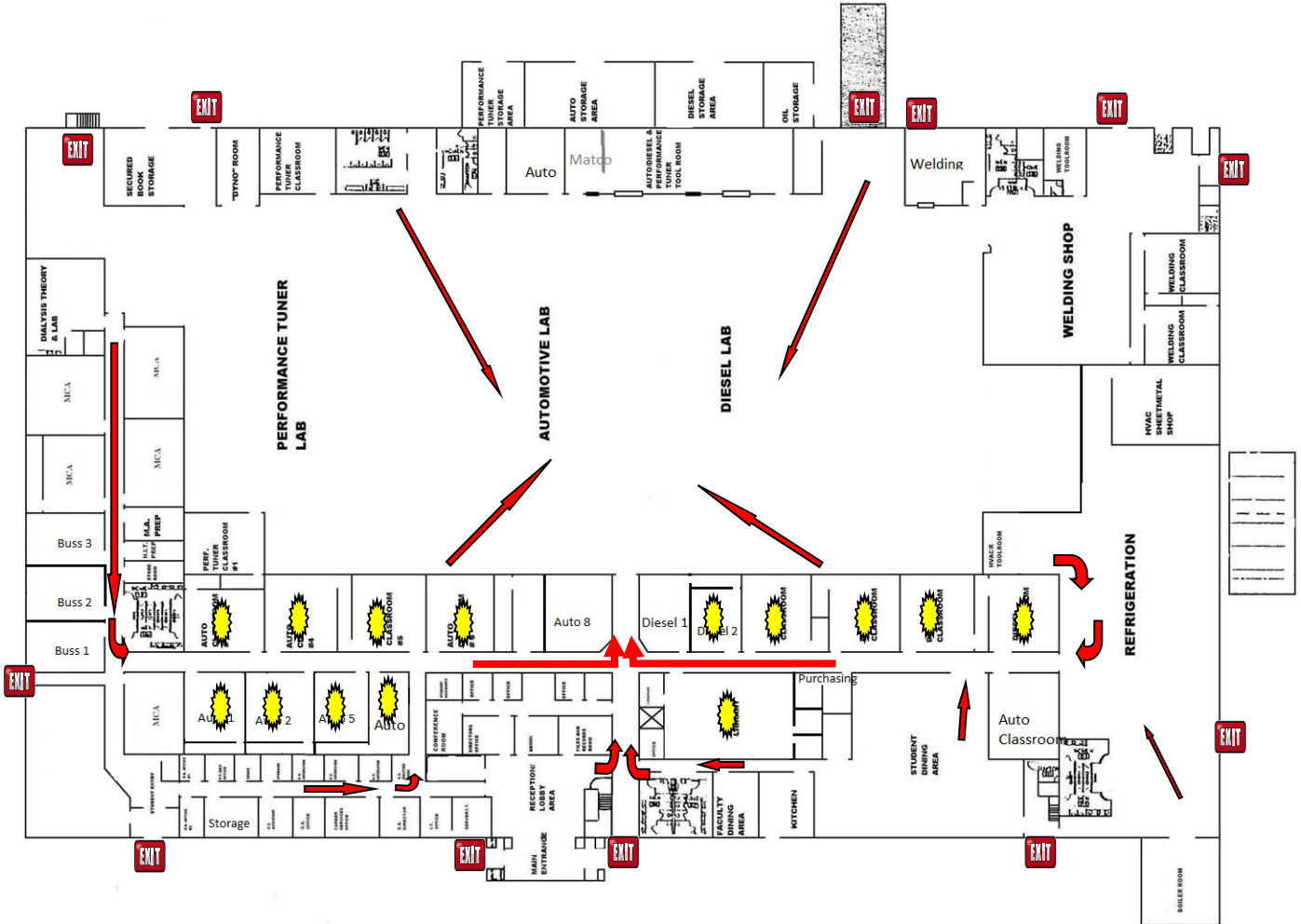


WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX C

Take Shelter  
Plaza Campus

 Shelter

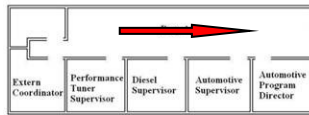


WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX C-2

Take Shelter  
Plaza Campus  
2<sup>nd</sup> Floor

Staff will  
consolidate in  
the Library,  
everyone else  
will consolidate  
in the 1<sup>st</sup> floor  
classrooms.

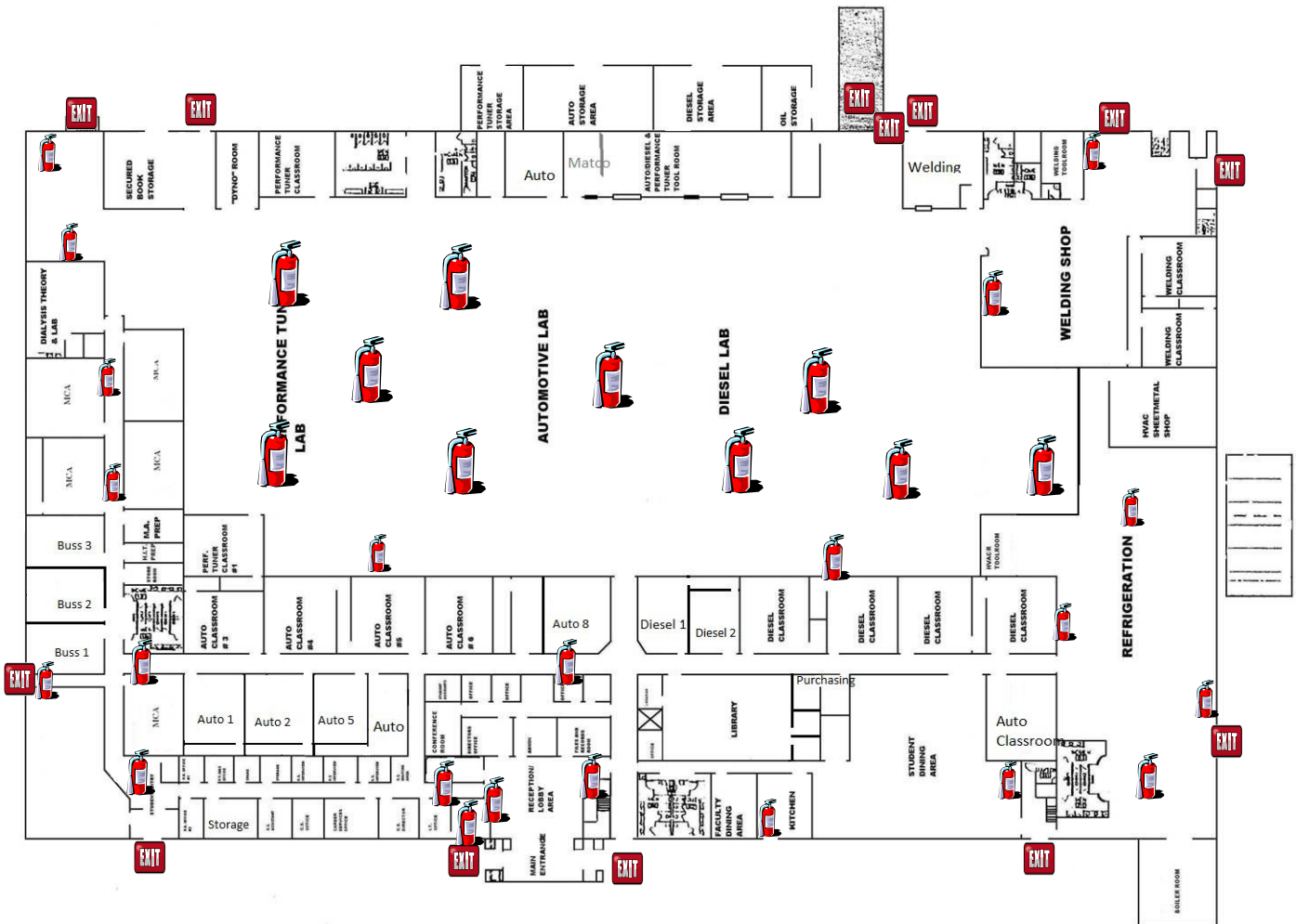


WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

NOTE: DO NOT USE THE ELEVATOR

APPENDIX D

Fire Extinguisher Location  
Plaza Campus

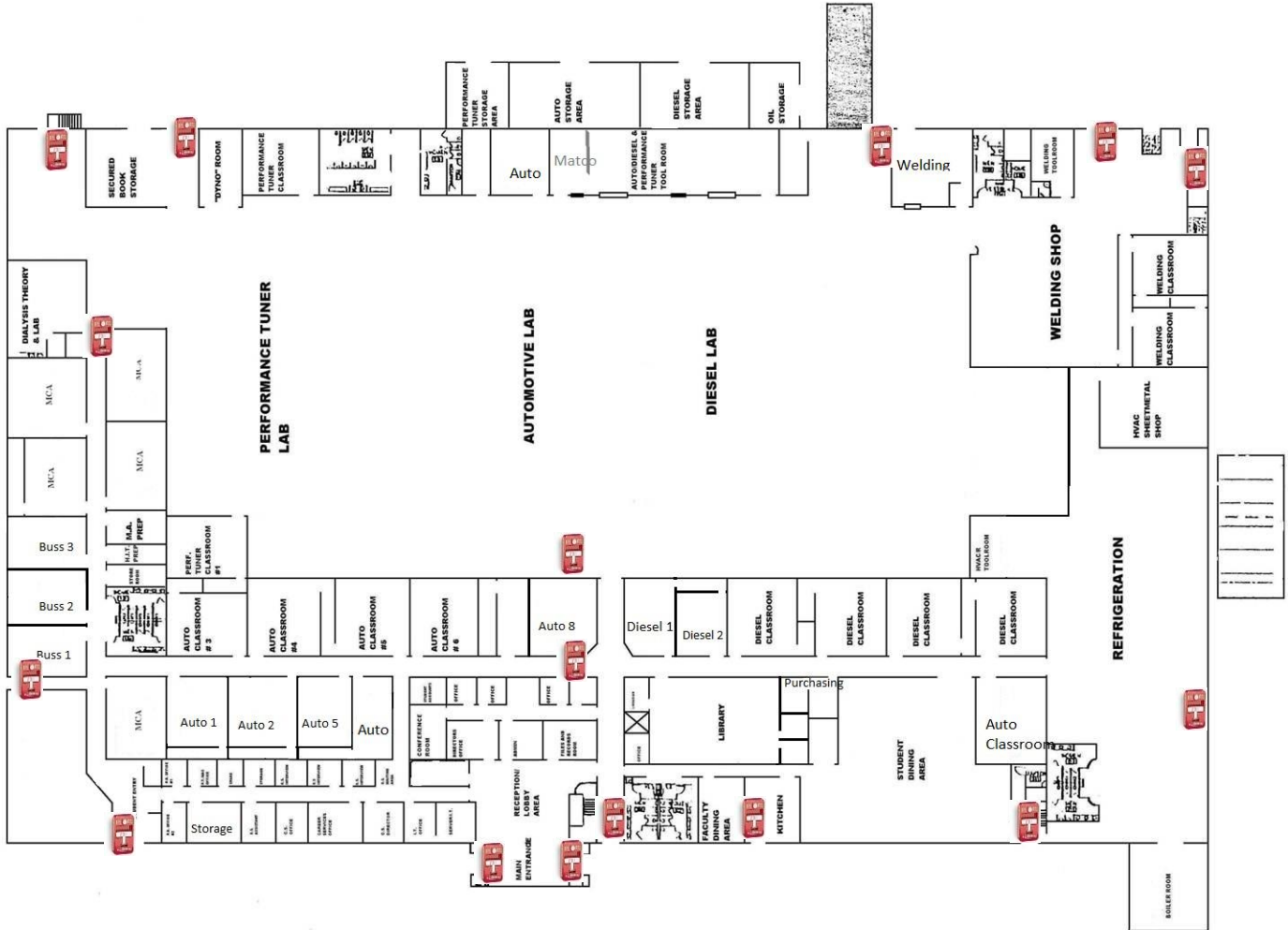




WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX E

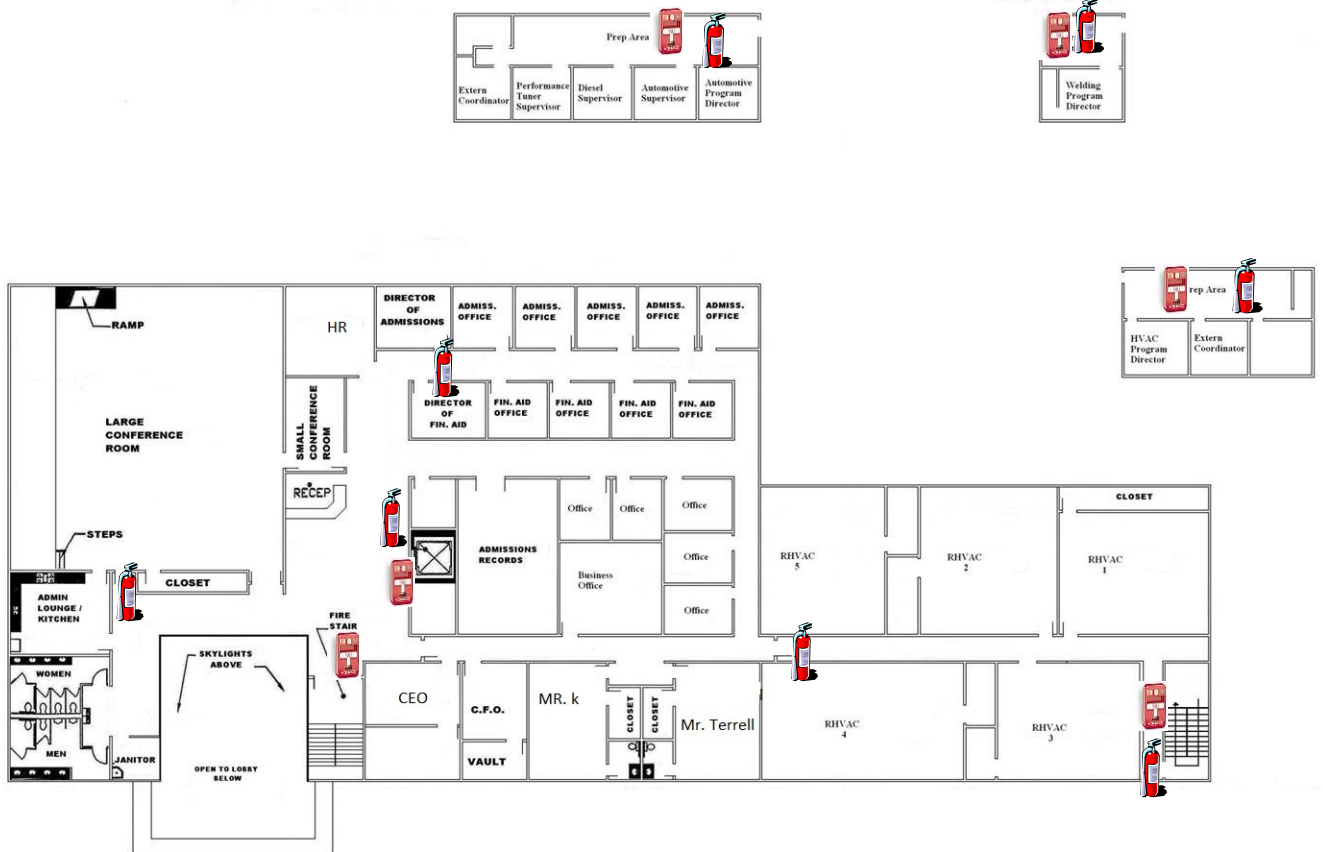
Pull station Location  
Plaza Campus  
1st Floor



WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX E-2

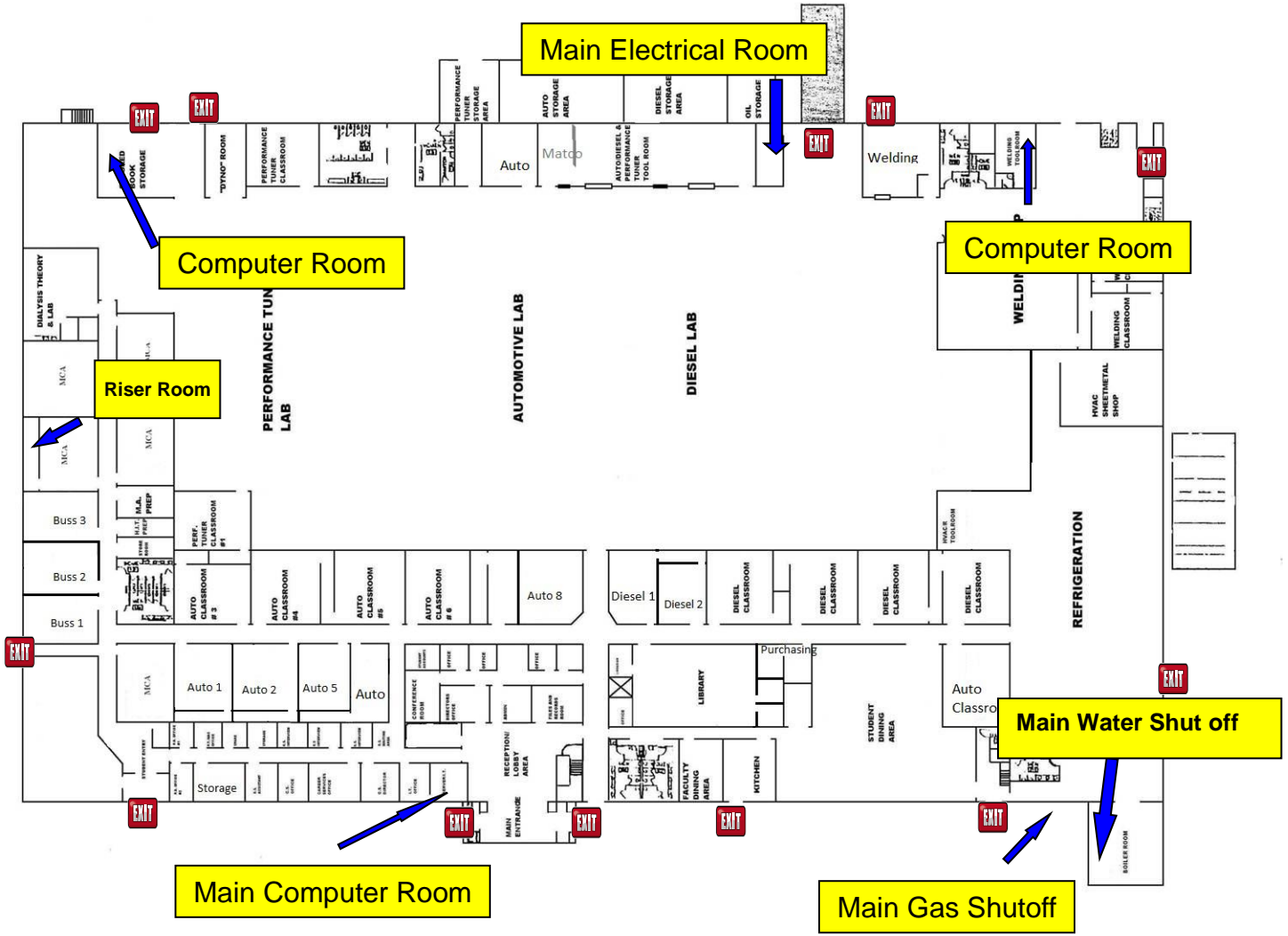
Fire Extinguisher and Pull station Location  
Plaza Campus  
2<sup>nd</sup> Floor



WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

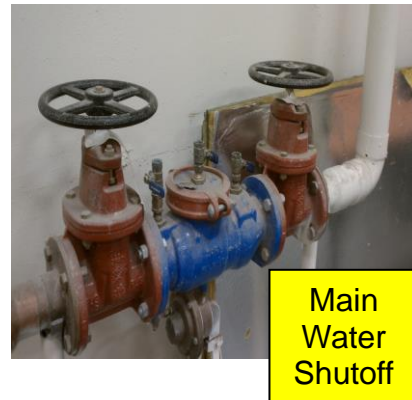
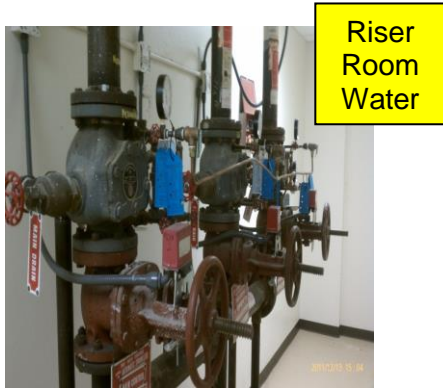
APPENDIX F

Emergency Shutdown  
Plaza Campus



WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

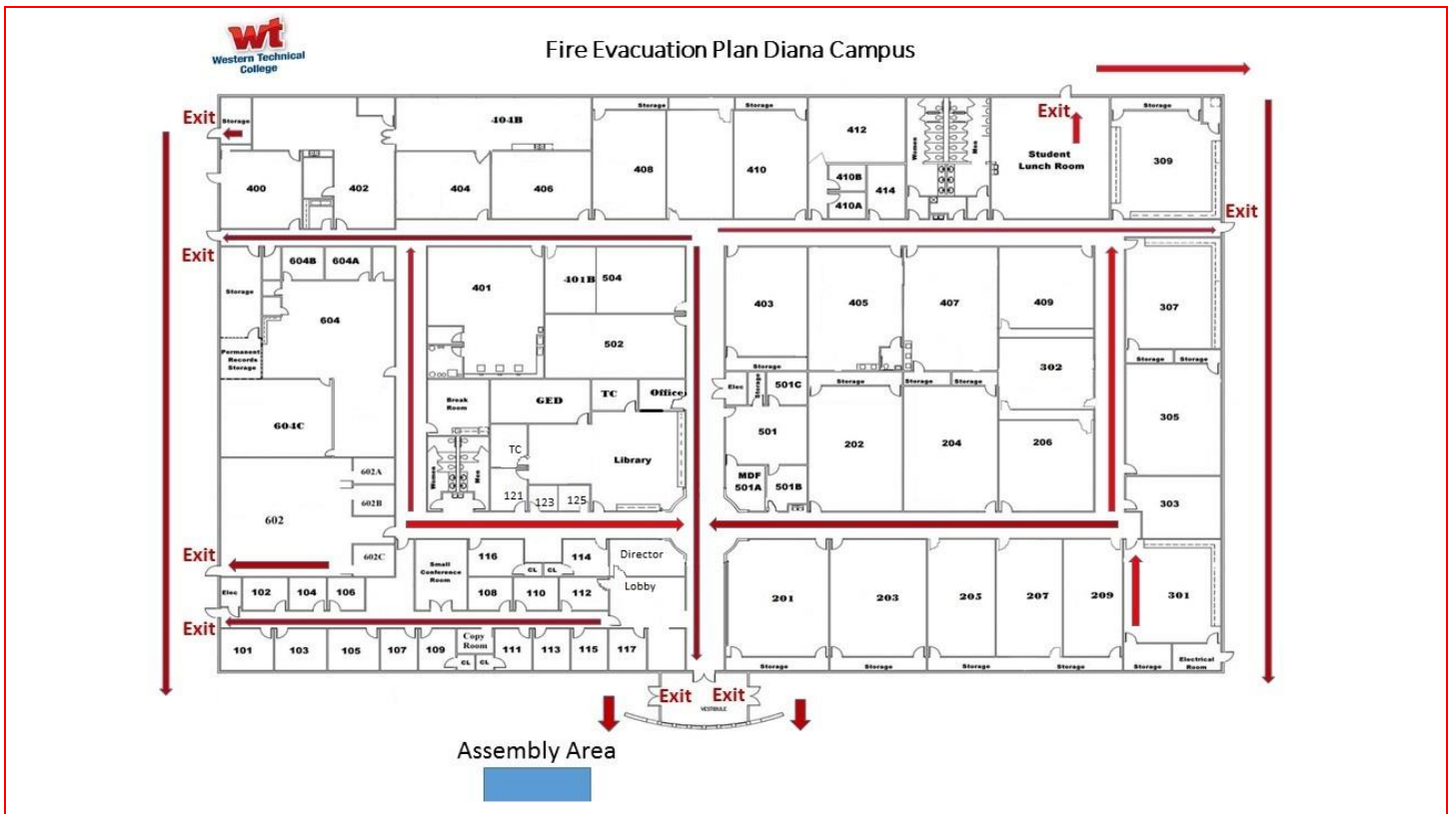
APPENDIX G



WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

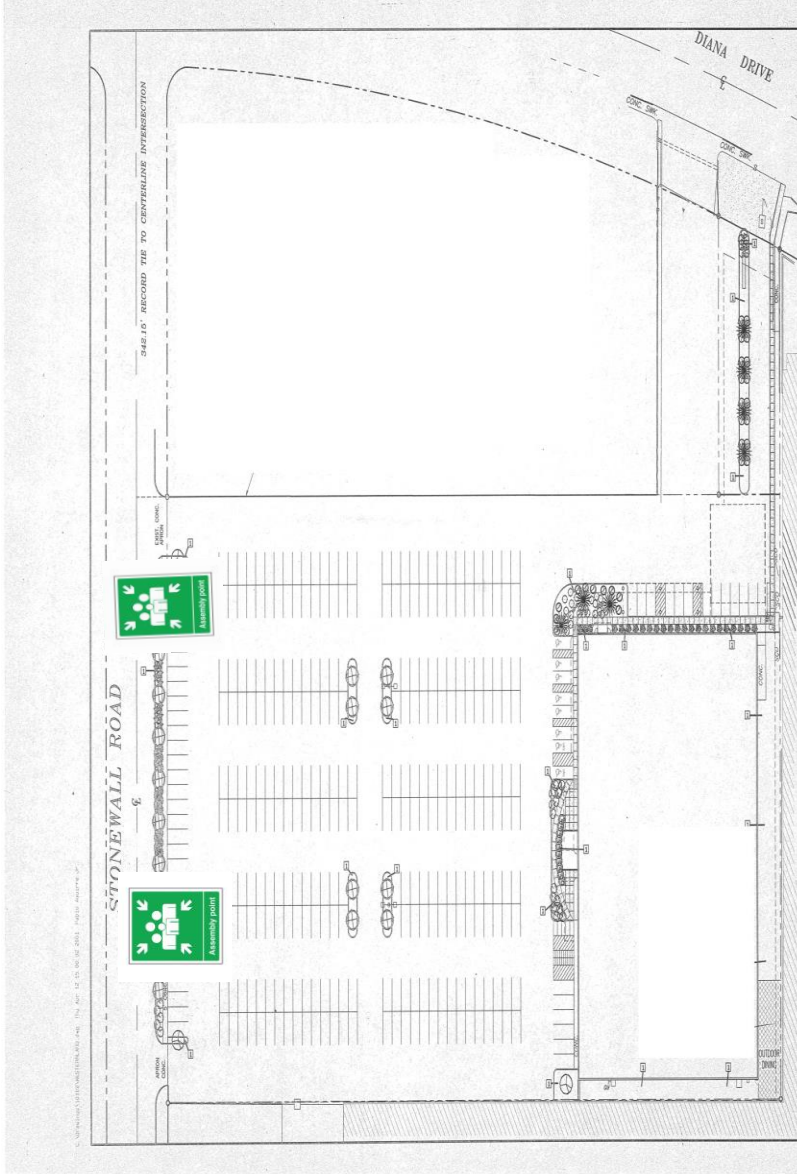
APPENDIX H

Fire Evacuation Plan  
Diana Campus



APPENDIX I

Assembly Area  
Diana Campus

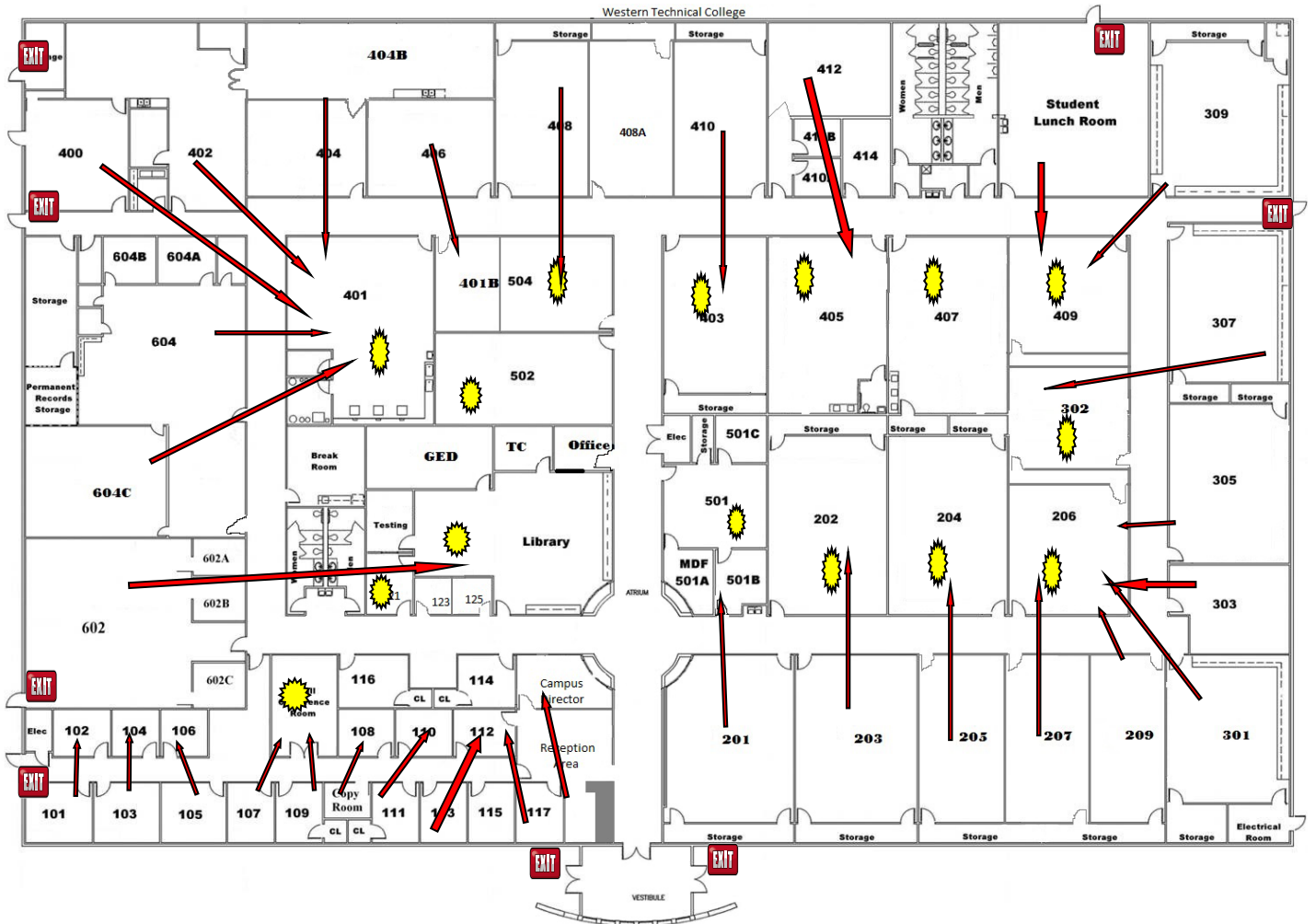


WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

 Shelter

APPENDIX J

Take Shelter  
Diana Campus





WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX K

Fire Extinguisher and Pull Station Location Diana Campus





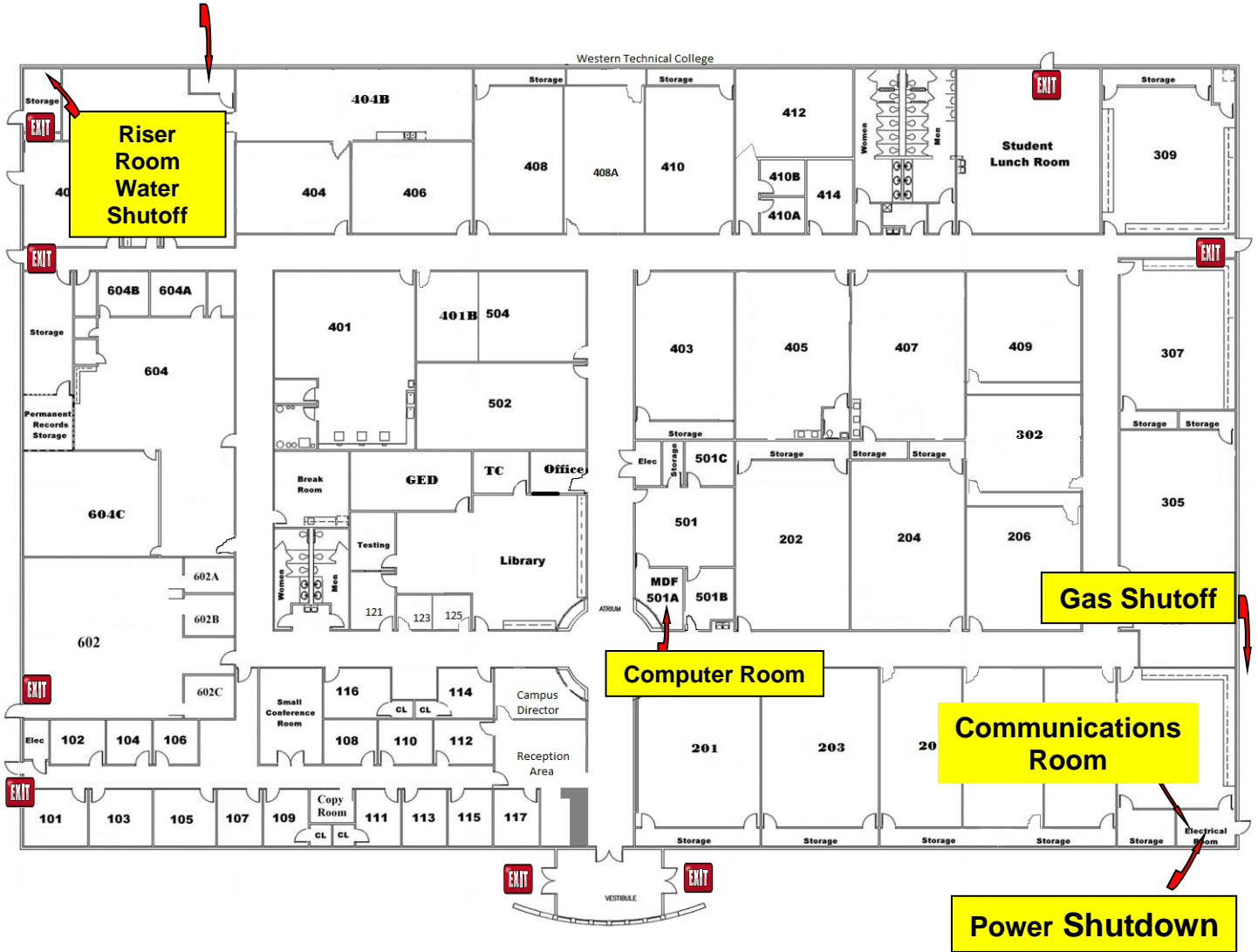
WESTERN TECHNICAL COLLEGE  
EMERGENCY MANAGEMENT PLAN

APPENDIX L

Emergency Shutdown  
Diana Campus

Communications  
Room

Riser  
Room  
Water  
Shutoff



APPENDIX M

Riser Room  
Water  
Shutoff



Gas Shutoff



Riser Room  
Sprinkle  
System



Power Shutdown





**APPENDIX O**

**Emergency Phone Numbers**

The emergency phone numbers are listed below:

<b>EMERGENCY</b>	<b>911</b>
Police Department- Mission Valley Regional Command Center	872-3600
Police Department- Northeast Regional Command Center	759-2000
Police Department- Non-Emergencies	832-4400
Fire Department	485-5600
El Paso Electric Company	877-3400
Southern Union Gas Company	562-2003
El Paso Water Utilities	594-5500