



EMERGENCY PROCEDURES

PROGRAM INTO YOUR PHONE

TC Police: 903.823.3330

Sign up for RAVE alerts at
www.getrave.com/login/texarkanacollege

ACTIVE SHOOTERS

If possible, exit the building immediately and call TC Police at **903.823.3330**. **If you cannot exit:**

1. Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible.
2. Stay away from windows.
3. Remain calm and quietly call the TC Police at **903.823.3330** and the Texarkana PD at **911**.
4. When authorities arrive, keep hands visible and evacuate the room only when you are instructed to do so.
5. Do **not** leave or unlock the door to see "what is happening".
6. Do **not** attempt to confront or apprehend the shooter, unless as a last resort.
7. Do **not** assume someone else has called police or emergency personnel.

BOMB THREATS

- Remain calm.
- Get as much information as possible from the caller.
- Call TC Police at **903.823.3330**.
- Call **911**.
- Follow instructions from emergency personnel.

BUILDING EVACUATION PROCEDURES

- When notified, evacuation is **mandatory**.
- Do **not** use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger. Do not return until the TC Police have approved.

FIRES

- Activate the nearest fire alarm pull station.
- Call the TC Police at **903.823.3330**.
- Call **911** and notify the Fire Department.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.

FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding, if you can do so safely:

1. Secure vital equipment, records and hazardous materials.
2. Shut off non-essential electrical equipment.
3. Call TC Police at **903.823.3330** and wait for their instructions.
4. Move all personnel to a safe area, away from the building in danger.
5. Do not return to the building until instructed to do so by TC Police or Facilities.
6. Call Facilities at **903.823.3374** for assistance with flood clean up.

GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes or vapors:

- Clear the area immediately.
- Do **not** pull fire alarms.
- Do **not** touch light switches or electrical equipment.
- Call TC Police at **903.823.3330**.
- Call **911**.
- Provide your location and the location of the odor to the dispatcher.

Provide as many details as possible to the dispatcher. Move all personnel to a safe area away from the building in danger. Do not return until the TC Police have approved.

HAZARDOUS MATERIALS SPILLS

Hazardous material spill, incident or release for which assistance is needed:

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- Evacuate the area. From a safe area call TC Police at **903.823.3330**.
- Call **911**.
- Be prepared to provide the following information:
 1. Name of the material.
 2. Quantity of the material.

3. Time of the incident.
 4. Location of the incident.
 5. If anyone is injured or exposed to material.
 6. If a fire or explosive is involved.
 7. Your name, phone number and location.
- Follow instructions provided by emergency responders.
 - Do not return to the area until cleared by the TC Police.

MEDICAL EMERGENCIES

Cardiac Arrest/Heart Attack/Unresponsive Person

1. Assess the scene for danger.
2. Check the victim.
3. Call or instruct someone to call TC Police (**903.823.3330**) and **911**.
4. Perform CPR. **AED's are available in every campus building used by students and the public.**

Burns

1. Remove the cause of the burn
2. Flush the area with water.
3. Do not apply a dressing, creams, or lotions.
4. Call TC Police (**903.823.3330**) and **911**.

Bleeding

1. Apply firm but gentle pressure to the wound with a clean cloth or tissue.
2. Immobilize the body part.
3. Keep person lying down.
4. Call TC Police (**903.823.3330**) and **911**.

MENTAL HEALTH EMERGENCIES

- Do **not** physically confront the person.
- Call or instruct someone to call TC Police at **903.823.3330**.
- If person is not an immediate threat to self or others, the following references may be helpful:

Student/Staff Mental Health Counselor

tc.counselor@texarkanacollege.edu | 903.823.3143

Community Healthcore - 2435 College Dr.

Healthcore Crisis Line - 1.800.832.1009

Healthcore Intake/Admission: 1.800.4.INTAKE

Suicide Hotline - 988

SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN

- Do **not** physically confront the person exhibiting the behavior.
- Do **not** let anyone into a locked room/building.
- Do **not** block a person's access to an exit.
- Call TC Police at **903.823.3330**.
- Call **911**.

SUSPICIOUS PACKAGES

- Do **not** touch or disturb the object or package.
- Evacuate the immediate area.
- Call TC Police at **903.823.3330**.
- Call **911**.
- Follow instructions from emergency personnel.

WEATHER EMERGENCIES

- Check the Texarkana College website for updated information at texarkanacollege.edu.
- Monitor your work email and text messages for RAVE Alerts, notifications and direction related to the weather.
- Monitor local television and radio stations for announcements.

MEDIA INQUIRIES

Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news reporter, refer them to the TC Police Department at **903.823.3330**.

** In an emergency, it is always okay to dial 911 first, but after communicating the situation, please always call the TC Police. In most situations, TC Police can arrive faster and are always needed to coordinate with TTPD or Lifenet on any type of emergency call.*

*** The evacuation of buildings upon receiving threats will be made after investigation of the incident. All threats may not result in evacuation of a building or campus.*

Emergency Operation Center:

Primary - Levi Hall // Secondary - Facilities Services Building