



Northeast Texas Community College

EMERGENCY PREPAREDNESS

Quick Reference Flip Chart

Revised November 2017

In Case Of Emergency Call These Numbers:

Campus Operator/Switchboard.....

The emergency preparedness manual is designed to provide information to current students, faculty and staff in the event of a campus emergency.

It is the policy of Northeast Texas Community College to develop and follow procedures which will insure the safety of students, faculty and staff in the event of a campus emergency.

The emergency preparedness manual will provide procedures to be followed in the event of an emergency disaster which includes the following:

- A. Building Coordinators
- B. Emergency Phones and Locations
- C. Lockdown Procedures
- D. Weather Related Events
- E. Weather Emergency/Tornado
- F. Fire Explosion Safety
- G. Hostage Situation
- H. Bomb Threat
- I. Dangerous or Irate Person on Campus
- J. Firearms Threat
- K. Robbery Response Plan
- L. Loss of Utilities
- M. Hazardous Materials
- N. Demonstration/Domestic Disturbances
- O. Medical Emergencies

EMERGENCY PHONE # – PURPOSE

BUILDING COORDINATORS:

Each building has been assigned at least one coordinator. In the event of an emergency situation these persons will be notified of the situation and will in turn notify you. They will also assist with the lockdown of their respective building should the need arise.

STUDENT SERVICES BUILDING

Admin. Asst. to V.P. for Administrative Services - ext. 8136

Admin. Asst. to the Executive VP for Instruction - ext. 8126

HUMANITIES BUILDING

Admin. Asst. to Humanities Faculty - ext. 8255

MATH/SCIENCE

EMERGENCY PHONES AND LOCATIONS KEY

● EXISTING PHONE SITES

Business Tech. Building (Plaza side entry)

Math Science Building (Plaza side entry)

Administration Building (SSC) (Plaza side entry)

Student Housing East

Fit Center

EMERGENCY PHONES AND LOCATIONS

WEATHER RELATED EVENTS

FIRE/EXPLOSION SAFETY PROCEDURES

WEATHER EMERGENCY/TORNADO – FIRE/EXPLOSION SAFETY PROCEDURE

BOMB THREAT

If you receive a bomb threat:

Ask the caller these questions and take notes:

Calmly notify others in your area.

noises.

HOSTAGE SITUATION – BOMB THREAT

DANGEROUS OR IRATE PERSON ON CAMPUS

Security

FIREARMS THREAT

If an active shooter is outside your building:

Run

DANGEROUS OR IRATE PERSON ON CAMPUS – FIREARMS THREAT

ROBBERY RESPONSE PLAN

Behavior:

Immediately following the event-

LOSS OF UTILITIES

HAZARDOUS MATERIALS

If a student or faculty/staff member is exposed to hazardous materials:

LOSS OF UTILITIES – HAZARDOUS MATERIALS

DEMONSTRATION/DOMESTIC DISTURBANCE

MEDICAL EMERGENCIES

does not

DEMONSTRATION/DOMESTIC DISTURBANCE – MEDICAL EMERGENCIES

