

**EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTER – HUTTO
BUILDING EMERGENCY PLAN**

Revised 03.23.2020

- 1) Building Name: East Williamson County Higher Education Center – Hutto (EHUT)

- 2) Emergency Management (EM) Liaison:
 - Name – Sheila Bullock
 - Campus Address – Hutto B125
 - Phone Number – (512) 759-5603
 - Email – sheila.bullock@templejc.edu

- 3) Alternate EM Liaison (if applicable):
 - Name – Molly Light
 - Campus Address – Hutto B125-D
 - Phone Number – (512) 759-5901
 - Email – molly.light@templejc.edu

- 4) Departments:
 - a. Administration:
 - Contact Person – Robbin Ray
 - Campus Address – Hutto B123
 - Phone Number – (512) 759-5610
 - Email – robbin.ray@templejc.edu

 - b. Enrollment Services:
 - Contact Person – Henry Morin
 - Campus Address – Hutto B113D
 - Phone Number – (512) 759-5905
 - Email – henry.morin@templejc.edu

 - c. Cashier:
 - Contact Person – Yolanda Jones
 - Campus Address – Hutto B114
 - Phone Number – (512) 759-5920
 - Email – yolanda.jones@templejc.edu

 - d. Testing Center:
 - Contact Person – Sarah Solorzano
 - Campus Address – Hutto B116
 - Phone Number – (512) 759-5925
 - Email – sarah.solorzano@templejc.edu

 - e. Library:
 - Contact Person – Christy McPherson
 - Campus Address – Hutto A129
 - Phone Number – (512) 759-5930
 - Email – Christy.mcpherson@templejc.edu

 - f. Bookstore:
 - Contact Person – Jennifer Landry
 - Campus Address – Hutto A117
 - Phone Number – (512) 759-5940
 - Email – tcb2@texasbook.com

- g. Information Technology:
 - Contact Person – Michael Phillips
 - Campus Address – Hutto A115
 - Phone Number – (512) 759-5955
 - Email – Michael.phillips@templejc.edu
- h. Police:
 - Contact Person – Garda World Security
 - Campus Address – Hutto A109
 - Phone Number – (512) 759-5950 or 5911
 - Email – n/a
- i. Facility Services:
 - Contact Person – Scott Benson
 - Campus Address – Hutto A105
 - Phone Number – (512) 759-5945
 - Email – scott.benson@templejc.edu
- j. TSTC:
 - Contact Person – Lissa Adams
 - Campus Address – Hutto B122
 - Phone Number – (512) 759-5643
 - Email – lissa.adams@tstc.edu
- k. TAMU-CT:
 - Contact Person – Sophia Rivas
 - Campus Address – Hutto B216
 - Phone Number – (512) 759-5627
 - Email – sophia.rivas@tamuct.edu
- l. Main Campuses:
 - i. Temple College – (254) 289-8282
 - ii. TSTC-Waco – (254) 799-3611
 - iii. TAMU-CT – (254) 519-5400

5) Evacuation Routes: (see maps)

6) Emergency Assembly Point – outside the facility: (see maps)
Near retention pond at SE parking lot

7) Designated Shelter Area – inside the facility:
A111, A116, C109, and all restrooms

8) Location of Emergency Equipment: (see maps)

- a. Fire extinguishers:
- b. First aid supplies:
 - i. Common areas (1st, 2nd, and 3rd floors)
 - ii. Located in each science lab
- c. Automatic external defibrillators:
 - i. 1st floor – Hallway near Campus Police
 - ii. 2nd floor – Commons area
 - iii. 3rd floor – Commons area

- 9) Potential Fire Hazards (i.e., combustible materials, flammable gases, etc.):
- a. Facility Services – fire cabinet located in A107
 - b. Art Lab – fire cabinet located in B307
 - c. Chemistry Lab – fire cabinet located in B316
 - d. Technical Labs – “C” rooms

Dial 911**TC Police: 5911** (from campus phone)
512-759-5911 (from any phone)**MEDICAL****If someone experiences a medical emergency:**

- Remain calm
- Notify TC Police
- Do NOT move the victim

**SEVERE WEATHER****When the decision is made to take shelter:**

- Listen for instructions
- Take shelter in a designated area on 1st Floor: A111, C109
- Do NOT use elevators
- Do NOT go outside

**FIRE****If you detect smoke or fire:**

- Activate alarm
- Evacuate
- Notify TC Police

**EVACUATION**

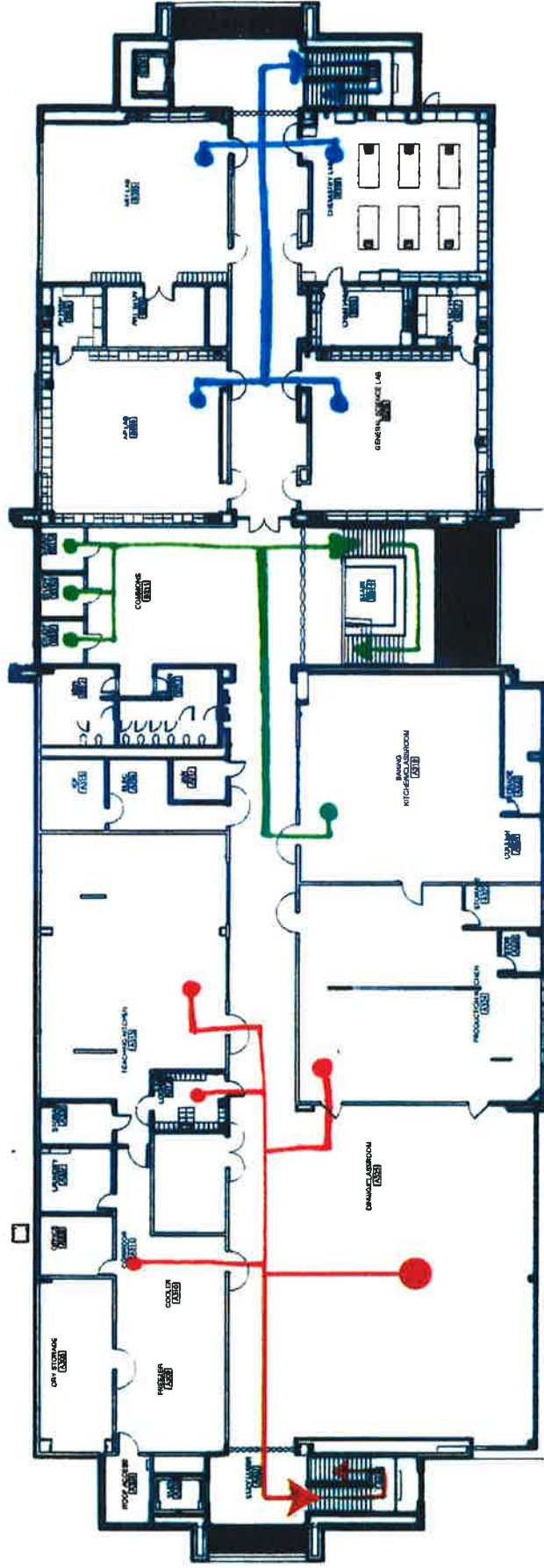
- Leave through nearest exit; do NOT run
- Do NOT use elevators
- Close doors behind you; do NOT lock them
- Report to rally point near pond at southeast parking lot
- Wait for administrator-in-charge to give verbal "OK" to re-enter

**GUNMAN ON CAMPUS**

- Notify TC Police
- Turn off lights; close and lock doors
- Get on the floor out-of-sight
- Remain quiet
- Wait for "ALL CLEAR" from police or authorized known voice

3rd Floor

EMERGENCY EVACUATION ROUTE

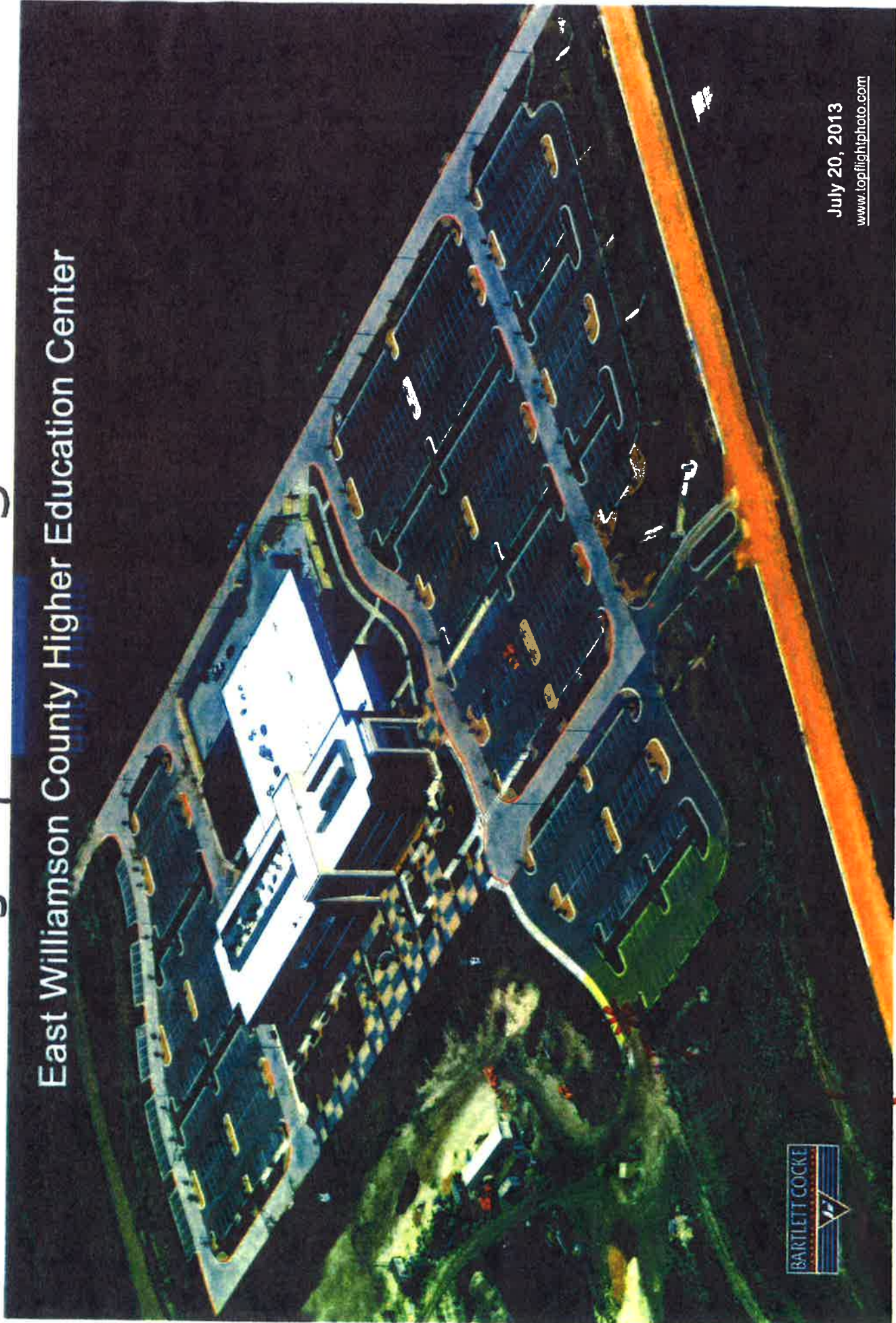


IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Listen for voice instructions from the room intercom.
- Assist persons with disabilities.
- Exit the building. **DO NOT USE ELEVATORS**
- Report to the designated outside assembly area.
- Do not re-enter until authorized to do so.

Emergency Assembly Point

East Williamson County Higher Education Center

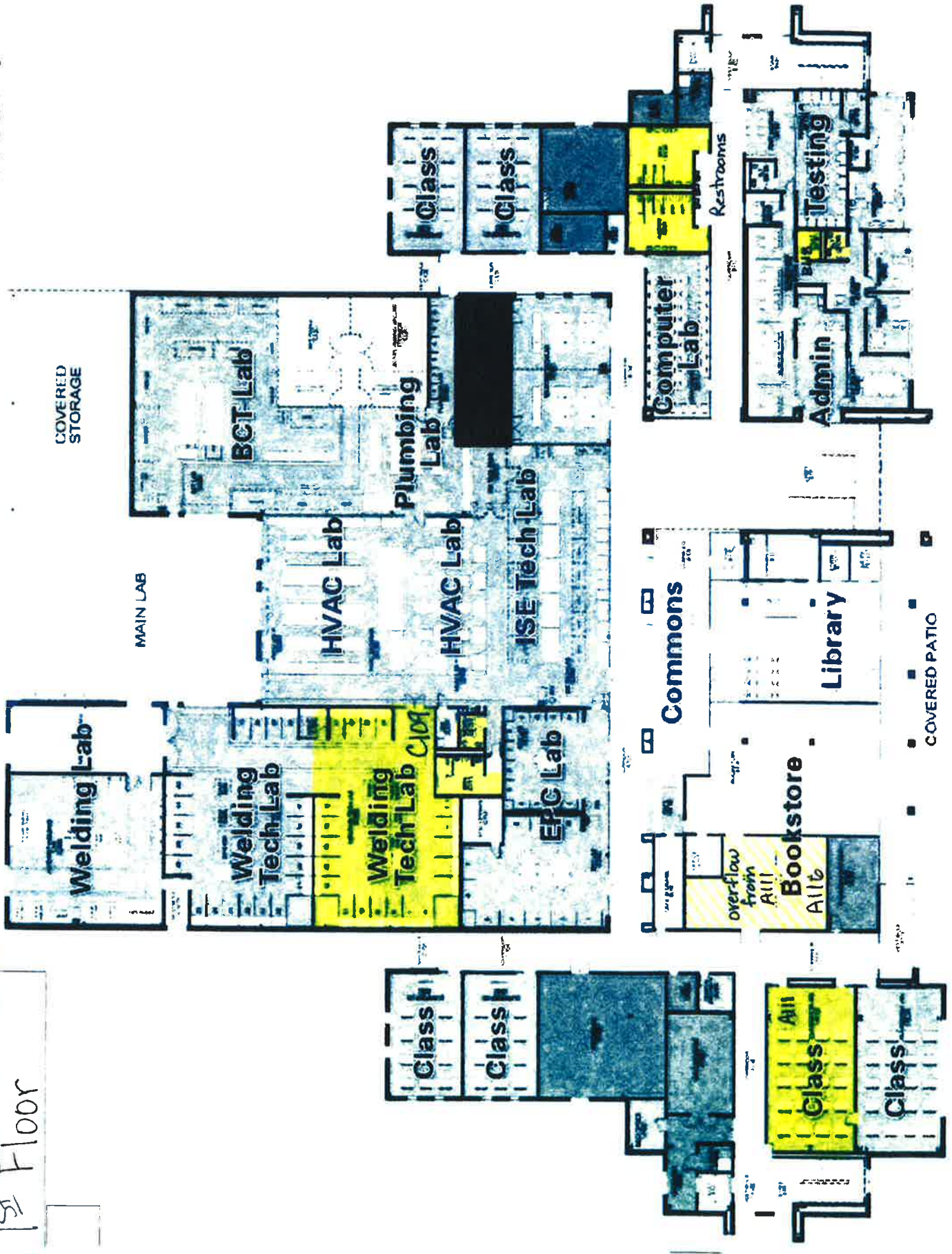


July 20, 2013
www.topflightphoto.com

Rally Point Area

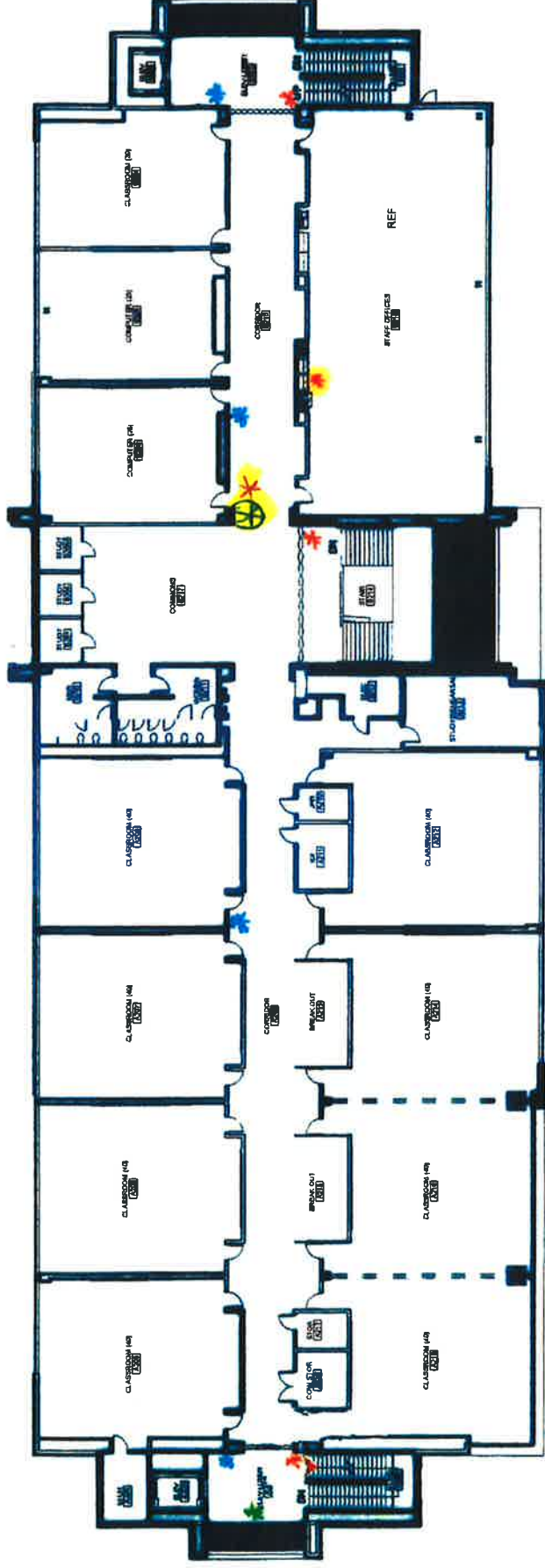
DESIGNATED SHELTER AREA

1st Floor



2nd Floor

EMERGENCY EQUIPMENT



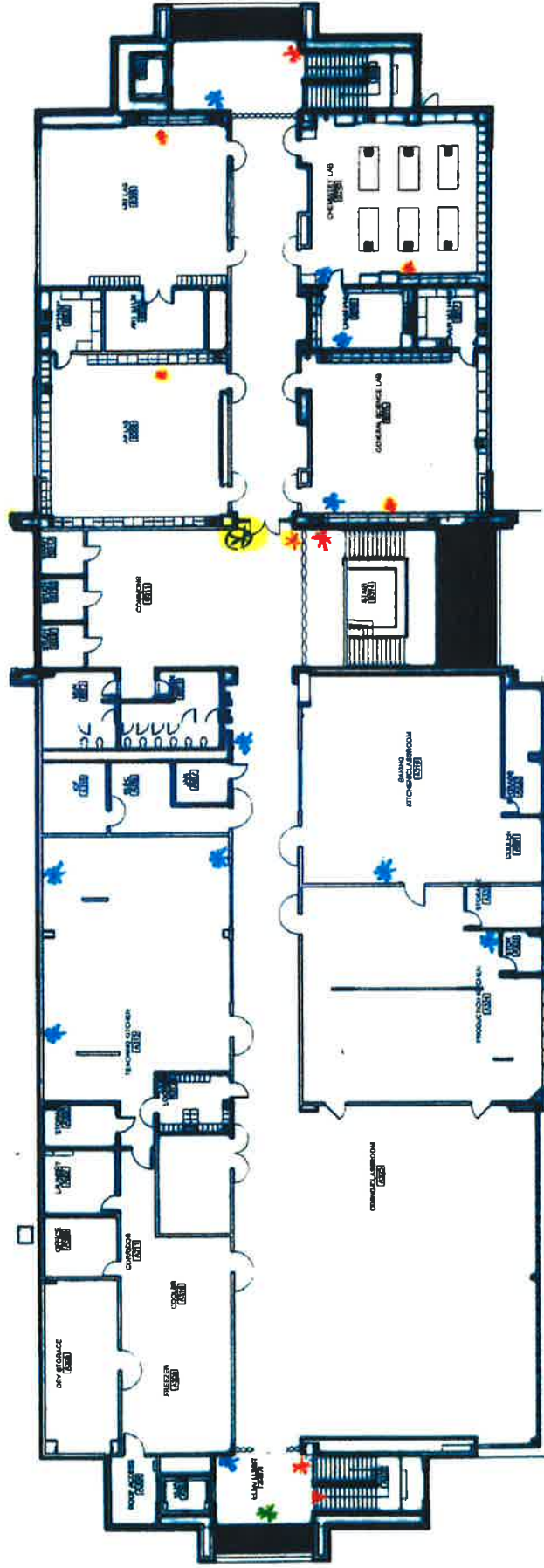
IF THERE IS AN EMERGENCY:

- * Fire Alarm Pulls
- * Fire Hose
- * Fire Extinguishers
- * First Aid kits
- AED

Revised 2/2017

3rd Floor

EMERGENCY EQUIPMENT



IF THERE IS AN EMERGENCY:

* Fire Alarm Pulls

* Fire Hose

* Fire Extinguishers

* First Aid Kits

AED

Revised 2/2017