

EMERGENCY MANAGEMENT PROCEDURES

In case of emergency, call one of the following numbers:

- 911
- Campus Police: Main Campus - 254-298-8911 (Hutto - 512-759-5911)
- Officer on Duty: Main Campus - 254-298-8291

Other Emergency Numbers:

- President: 512-497-0868 (cell)
- Vice President, Administrative Services: 979-451-1100 (cell)
- Vice President, Educational Services: 254-760-6301 (cell)

Types of Emergency

1. Medical - If someone experiences a medical emergency:
 - Remain calm
 - Notify Campus Police
 - Do NOT move victim
2. Severe Weather - When the decision is made to take shelter:
 - Listen for instructions
 - Take shelter in a designated area
 - Do NOT use elevators
 - Do NOT go outside
3. Fire - If you detect smoke or fire:
 - Activate alarm
 - Evacuate
 - Notify Campus Police
4. Evacuation
 - Leave through nearest exit; do NOT run
 - Do NOT use elevators
 - Close doors behind you; do not lock them
 - Report to an assigned rally point – you must be accounted for
 - Wait for administrator-in-charge to give verbal “OK” to re-enter
5. Gunman on Campus
 - Notify Campus Police
 - Turn off lights; close and lock doors
 - Get on floor out of sight
 - Wait for “ALL CLEAR” from police or authorized known voice
 - Remain quiet

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Effective Date: August 20, 2013

Final Revision Date: May 23, 2013

Emergency Management Plan

In accordance with state requirements, Temple College maintains a multi-hazard emergency operations plan that provides for appropriate employee training, coordination with state and local entities, and implementation of a safety and security audit. *Education Code 37.108(a)*

The College has developed its Master Emergency Management Plan with the purpose of providing guidelines, procedures, and instructions for mitigating against, preparing for, responding to, and recovering from incidents that occur on College property, impacting the operation of Temple College, affecting the College's employees or students, or resulting in requests from other agencies or organizations for assistance from the College.

The Master Emergency Management Plan can be found on the College website.
<http://tclive.templejc.edu/Campus/Procedures-Policies.aspx>

Leopard Alert

In accordance with state requirements, Temple College maintains an emergency alert system called Leopard Alert that provides for timely notification to students, faculty, and staff of emergencies affecting the College or its students and employees. (*Education Code 51.218(b)*) Leopard Alert can be accessed from the Temple College home page.

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