

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

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

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 – Ryan Petrie
Campus Address – Hutto B216
Phone Number – (512) 759-5606
Email – ryan.petrie@tstc.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 – Lester Sombito
Campus Address – Hutto B113D
Phone Number – (512) 759-5905
Email – lester.sombito@templejc.edu

c. Cashier:

Contact Person – Wendy Wiggins
Campus Address – Hutto B114
Phone Number – (512) 759-5920
Email – wendy.wiggins@templejc.edu

d. Testing Center:

Contact Person – Marilyn Snyder
Campus Address – Hutto B116
Phone Number – (512) 759-5925
Email – marilyn.snyder@templejc.edu

e. Library:

Contact Person – Rebekah Lee
Campus Address – Hutto 129
Phone Number – (512) 759-5930
Email – rebekah.lee@templejc.edu

f. Bookstore:

Contact Person – Sandy Hamby
Campus Address – Hutto A117
Phone Number – (512) 759-5940

- Email – tcb2@texasbook.com
- g. Information Technology:
 - Contact Person – Branden Seidel
 - Campus Address – Hutto A115
 - Phone Number – (512) 759-5955
 - Email – branden.seidel@templejc.edu
 - h. Police:
 - Contact Person – Mary Dixon
 - Campus Address – Hutto A109
 - Phone Number – (512) 759-5950
 - Email – mary.dixon@templejc.edu
 - i. Facility Services:
 - Contact Person – Ronn McKee
 - Campus Address – Hutto A105
 - Phone Number – (512) 759-5945
 - Email – ronn.mckee@templejc.edu
 - j. TSTC:
 - Contact Person – Chuck Abshier
 - Campus Address – Hutto C126
 - Phone Number – (512) 759-5601
 - Email – chuck.abshier@tstc.edu
 - k. TAMU-CT:
 - Contact Person – Stacy Suhre
 - Campus Address – Hutto B113E
 - Phone Number – (512) 759-5699
 - Email – stacy.suhre@ct.tamus.edu
 - l. Faculty Offices:
 - Contact Person – Ryan Petrie
 - Campus Address – Hutto B216
 - Phone Number – (512) 759-5606
 - Email – ryan.petrie@templejc.edu
 - m. Main Campuses:
 - i. Temple College – (254) 289-8282
 - ii. TSTC-Waco – (254) 799-3611
 - iii. TAMU-CT – (254) 519-5400
- 5) Evacuation Routes (include map):
- 6) Emergency Assembly Point – outside the facility:
Near retention pond at SE parking lot
- 7) Designated Shelter Area – inside the facility:
EHUT A111, EHUT B118, EHUT C109, and all restrooms
- 8) Location of Emergency Equipment:
 - a. Fire extinguishers: (see map)
 - b. First aid supplies:
 - i. Front Desk (B125)

- ii. Located in each science lab
- c. Automatic external defibrillators:

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

10) Listing of Critical Records and/or Equipment:

- a. Cashier – safe located on counter in B114; cash drawer
- b. Bookstore – safe located in A117
- c. Information Technology – MDF room B107