



Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.

UPDATED: 01-2016

EMERGENCY/CRISIS PROCEDURES & GUIDELINES

**LIFE THREATENING: Call 911
EMERGENCY NUMBER: 903-693-1100**

ADDITIONAL EMERGENCY NUMBERS

Panola College Campus Police Chief	903-693-1112
Panola College Campus Police Officer	903-693-1111
Panola College Campus Police Officer	903-693-1114
Texas Poison Control Center	1-800-222-1222
Drug and Alcohol Abuse Hotline	1-800-662-4357
Centers for Disease Control and Prevention	1-800-458-5231
Crisis Center Hotline	1-800-784-2433
National Suicide Prevention Lifeline	1-800-273-8255

Note: First Aid kits are located across campus in the Dean's and Director's offices.

CAMPUS CRISIS TEAM

TITLE	TELEPHONE NUMBER
President	903-693-2022
Vice President of Fiscal Services	903-693-2023
Vice President of Instruction	903-693-2028
Vice President of Student Services	903-693-2055
Director of Institutional Advancement	903-693-2044
Director of Facilities	903-693-1113
Director of Human Resources	903-693-2021
Director of Information Technology	903-693-1171
Campus Police Representative	903-693-1112

CRISIS TEAM/EMERGENCY NUMBERS

ALERT SYSTEMS

Panola College has the following alert systems in place should there be any reason to notify employees and students of an actual emergency situation.

- Alerts by Text and Email
 - Keep your mobile phone numbers updated:
 - Employees - with the Office of Human Resources
 - Students – with the Office of Admissions
- Alerts by the Telephone System
 - Messages will be announced to offices and classrooms
- Alerts by Digital Signage
 - Messages will be displayed on these information screens
- Alerts through the Bell Tower
 - Audible tones of warning will be sounded
- Announcements and alarms through Bullhorns could also be used during an emergency situation

Media Inquiry and Notification:

All news media notification and interaction is the responsibility of the Director of Institutional Advancement, who should be contacted immediately in the event of any direct inquiry made by a member of the media. The Director of Administrative Services will notify the Director of Institutional Advancement, as soon as it is feasible, immediately following an event which may merit news media notification or inquiry.

ALERT SYSTEMS

FIRE/ALARM PROCEDURES

To report an emergency, call (911) and (903-693-1100)

FIRE ALARM:

If you hear a **FIRE ALARM:**

- **CALMLY** evacuate to an open area approximately 100 yards upwind away from the affected building.
- If possible, close doors against fires.
- Do **NOT** use elevators.

If you discover a **FIRE:**

- **CALMLY** evacuate to an open area approximately 100 yards upwind away from the affected building.
- If possible, activate the nearest fire alarm pull station. Safety first – if this action is unsafe, don't do it!
- **Call 911** and notify **Campus Police (903-693-1112)**.
- Notify others in the area.

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FIRE / ALARM PROCEDURES

ASSAULT/SEXUAL ASSAULT

- Administer first aid if needed and call 911.
- Contact Campus Police at (903-693-1112) or (903-693-1111).
- Administrative Services will notify appropriate personnel.
- If required, have victim transported to the hospital by ambulance; otherwise, keep victim at the college.
- Log all activities and decisions.
- Assist victim in notifying next-of-kin or other adult, if requested.
- Debrief with campus crisis team.
- Debrief with faculty and staff, if needed.
- NOTE: Sexual Assault victims should not be cleaned until reaching the hospital.

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ASSAULT / SEXUAL ASSAULT

HAZARDOUS MATERIALS

- If the situation is life threatening, **EVACUATE THE AREA**, call **911** and notify the **Campus Police Department** at (903-693-1112) or **Administrative Services** (903-693-2000). Give location and description of hazardous materials. Stay on the line to give additional information while units are responding.
- Close off the affected area. Keep everyone back.
- **DO NOT TURN OFF/ON ANY LIGHTS OR ELECTRICITY**. Emergency personnel responding will decide the appropriate action.
- If you are evacuating outside, move to an area 100 yards upwind of the building or source.
- Obtain Material Safety Data Sheets for the substances.
- Contact the appropriate personnel.
- Note the names of any victims and their physical symptoms. Assign others to stay with them until medical personnel arrive to treat them.
- Debrief with campus crisis team.
- Administrative Services shall ensure that contact is made to Texas Natural Resource Conservation Commission within 24 hours.

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HAZARDOUS MATERIALS

ACCIDENTS

MINOR

- Administer first aid by utilizing college staff or Administrative Services (903-693-1100).
- Follow emergency procedures as indicated by nature of accident.
- Fill out student/personnel accident report.

MAJOR

- If life threatening and the victim needs medical assistance call 911, then notify Campus Police (903-693-1112).
- Administer first aid.
- Campus Administrators/Campus Police will contact the appropriate family member.
- Fill out student/personnel accident report.

VEHICULAR ACCIDENT ON TRIPS AWAY FROM COLLEGE

- Call emergency services (911): Police, Fire, EMS.
- If threat of fire exists, ensure injured is moved to a safe location.
- Contact Administrative Services Department (903-693-2000).
- Verify that a police report has been made.
- If possible, obtain the names of those injured and the extent of their injuries and what hospital they were taken to.
- If warranted, a campus crisis team will be assembled.
- Prepare a list of students, parents, faculty/staff, or others involved in incident. Obtain telephone numbers, if possible.

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ACCIDENTS

BOMB THEATS / EXPLOSIONS

If you receive a bomb threat:

- Elicit as much information as possible from the caller.
- When a threatening call is received, attempt to learn the following:
 - When is the bomb set to go off?
 - What is the explosive?
 - What does it look like?
 - Where in the building is it? Did you place the bomb there?
 - What does the person's voice sound like? (man, woman, child, accents, etc.)
 - Were there any identifiable sounds in the background?
 - Exact wording of the threat.
- Calmly notify others in the area.

Immediately after the call:

- Notify the campus police (903-693-1112) and Administrative Services (903-693-2000) or (911).
- Assemble the campus crisis team and inform of situation.
- Administrative Services and Staff will begin a search of building and grounds for suspicious items

If a bomb is found, isolate the area:

- Evacuate the area or the building.
- **DO NOT:** handle the device, use two-way radios, use cell phones, use pagers, or turn lights on/off.
- Keep all persons a minimum of 300 yards away from the area that the bomb was located.
- Allow only emergency personnel to enter the area.
- Re-enter the building only after advised to do so by the campus police or Administrative Services.

Debrief with campus crisis team and faculty/staff.

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BOMB THEATS / EXPLOSIONS

DEATH AT COLLEGE

WHAT TO DO: Faculty/Staff need to take charge of the situation; secure the area; try to maintain calmness; remove unnecessary participants from area.

PROPER NOTIFICATION:

Faculty/Staff:

- Campus Police (903-693-1112) and Administrative Services (903-693-1100)
- Vice President of Instruction
- President
- Crisis Team

Student:

- Campus Police (903-693-1112) and Administrative Services (903-693-1100)
- Vice President of Student Services
- President
- Crisis Team

Visitor:

- Campus Police (903-693-1112) and Administrative Services (903-693-1100)
- President
- Crisis Team

Reporting Process:

- Campus Police and Administrative Services will interview witnesses to the event.
- Admission's Office will be responsible for notifying instructors.
- Administrative Services/Vice President's/President's office will notify family members.

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DEATH AT COLLEGE

SECURITY BREACH/VANDALISM

SECURITY BREACH: Intruder/Loiterer

1. If the situation appears dangerous, **call 911** immediately.
2. Approach and greet the person. Check identification, if possible, and ascertain whether the person has a legitimate reason to be on campus. If necessary, have backup for support.
3. If the person fails to give some kind of identification contact the **Campus Police (903-693-1112)** or **Administrative Services (903-693-2000)**
4. If the situation is life threatening, call Campus Police and notify Administrative Services, avoid contact with the intruder. Supply pertinent information on intruder to the Campus Police or Administrative Services when they arrive.
5. Remove students and staff a safe distance away from intruder if possible.

SECURITY BREACH: Dangerous or Irate Person on Campus

1. Notify the **Campus Police (903-693-1112)** and/or **Administrative Services (903-693-2000)**.
2. If the person is identified as a person with a legitimate reason to be there, utilize a combination of politeness, courtesy, and firmness to de-escalate the behavior. If the person is coherent, listen to him or her and try to understand their concerns.
3. If students or staff witnessed the situation, have them write down what they had observed as soon as possible.

VANDALISM

1. Notify the **Campus Police (903-693-1112)** and/or **Administrative Service (903-693-2000)**. Inform them of the kind, extent, location, and approximate time the damage was incurred if possible.
2. Secure the area with appropriate means and leave all items within the affected area intact for an investigation.
3. Make emergency repairs to items deemed dangerous to persons or property within the building.
4. Record the type and extent of damage to the building, file a report with Campus Police.
5. Notify maintenance and custodial services for assistance with cleanup operations.

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SECURITY BREACH/VANDALISM

TORNADO PROCEDURES

PANOLA COLLEGE TORNADO WATCH/WARNING PROCEDURES:

TORNADO WATCH:

Definition: Weather conditions that could result in the formation of tornados.

The Police Department will monitor weather conditions with the use of a weather scanner and bulletins from the National Weather Services and will notify campus administration upon the issuance of a tornado watch.

TORNADO WARNING:

Definition: A tornado has been spotted in the area or has been indicated by radar.

1. The Police Department will notify the college president (or representative) and the decision to evacuate will be made by that college office, designee or police officer.
2. Police officers and designated monitors will evacuate all persons in campus building to designated tornado shelters on campus.

DESIGNATED TORNADO SHELTER AREAS

Restrooms of every building – away from glass

Interior hallways – away from glass

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TORNADO PROCEDURES

IDENTIFYING CRISIS BEHAVIORS

PANOLA COLLEGE Procedures for Identifying Crisis Behaviors

There are three types of crisis behavior:

- Inappropriate campus behavior
- Medical emergencies
- Psychological emergencies

INAPPROPRIATE BEHAVIOR ON CAMPUS

Definition: a behavior which may result in personal or property damage and/or is a threat to stability and continuance of normal college or college-sponsored activities

BEHAVIORS:

- Non-acceptance of classroom norms
- Defiance – expression of hatred and aggressive verbal and/or physical behavior
- Direct verbal and/or physical attack
- Chronic fabrications and deceptions
- Students fondling each other
- Harassment of student or employee
- Possession of a weapon, alcohol or drugs
- Criminal activity

MEDICAL EMERGENCIES

Definition: a physical condition which would require the attention of a medical professional

PHYSICAL CONDITIONS:

- Serious physical injury
- Bleeding
- Seizures
- Burns
- Nausea
- Slurred speech
- Fainting
- Disorientation

PSYCHOLOGICAL EMERGENCIES

Definition: a temporary inability to cope with a life problem, usually accompanied by a high degree of emotional upset

BEHAVIORS:

- Unable to assume responsibility for self
- A highly emotional state, panic or anxiety
- Uncontrollable crying
- Mental confusion/disorientation
- Complete withdrawal
- Statements of hopelessness, helplessness, or defeat
- Signs of extreme stress
- Signs of extreme apathy
- Verbal or written communication that suicide is being considered

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IDENTIFYING CRISIS BEHAVIORS