

# **NORTH LAKE COMMUNITY COLLEGE**

## **EMERGENCY ACTION PLAN**

### **For Safety or Class Concerns**

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This EMERGENCY ACTION PLAN provides a guide for action to ensure the safety of all *Construction Education Foundation* employees and students attending classes at **North Lake Community College** located at 5001 N Macarthur Blvd, Irving, Texas. For this plan to be effective, it is essential that all students and classroom instructors read and understand this plan.

#### **EMERGENCY COMMUNICATIONS**

The North Lake College emergency telephone number is 273-3300. All campus telephones (excluding pay phones) require that "3300" be dialed to summon police assistance. College police carry radio/telephones and can receive all calls to the emergency number.

#### **CALL THE COLLEGE POLICE IMMEDIATELY TO REPORT:**

- **ACCIDENTS, INJURIES OR SERIOUS INJURY**

College police are CPR certified and trained to evaluate and summon appropriate outside assistance if necessary. College police will contact the nurse.

1. Please tell the police what happened. (Did someone faint? Have difficulty breathing? Have a seizure?)
2. Give the exact location of the victim (building and room number).
3. Stay with victim until help arrives.

- **OBSERVATION OF A CRIME, SUSPICIOUS PERSON, DISRUPTIVE PERSON, AUTO ACCIDENT OR UNUSUAL ACTIVITY ON THE CAMPUS**

1. Give police exact location of the incident (parking lot number, building and room number).
2. Be prepared to give description of vehicles and person involved in the incident. (License plate number, color and make of vehicle, hair, height and description of clothing very helpful.)
3. Observe and report the direction a suspicious person or vehicle took in leaving the scene.

- **ANY SAFETY HAZARD OBSERVED ON CAMPUS, INCLUDING LOCATION**

- **BOMB THREATS OR OBSCENE TELEPHONE CALLS**

1. Note the time the call was made.
2. Listen to the voice (male, female, accent, age)
3. Listen for background noises.
4. Actual words used (as close as possible)
5. Ask caller reason for threat.
6. Ask for location of bomb (yes, sometimes they do tell you).
7. Ask what time bomb is set to explode.
8. Call CAMPUS POLICE immediately.

#### **EMERGENCY CALLS**

Any emergency calls from an individual attempting to contact a student or staff member should immediately be transferred to the police department.

Any individual coming on campus to locate a student for any reason should immediately call the police department (C-204)

#### **TORNADO / FIRE ALARMS AND EVACUATION PROCEDURES**

FACULTY AND STAFF SHOULD FAMILIARIZE THEMSELVES WITH THE MOST DIRECT ROUTE TO EMERGENCY STAIRWAYS AND EXITS, AND THE ROOM NUMBERS OF TORNADO SHELTERS.

Each instructor is responsible for the evacuation of his/her class. Instructors not in class should assist with any problems that they see arising during evacuation. Each instructor is responsible for assisting disabled students to the closest designated emergency exit. If there is more than one disabled student in class, the instructor should contact police for assistance. Do not attempt to bring anyone to the Health Center.

*All alarms should be considered as “real”, and proper evacuation procedures should immediately begin. Do not call the police department to inquire if the alarm is “real”. Call us only if you need assistance with evacuation. The police dispatcher will be handling emergency traffic with outside police/fire units and must not have emergency lines jammed.*

### **FIRE GUIDELINES**

A loud intermittent buzzing tone denotes a fire alarm. **IMMEDIATE EVACUATION OF THE BUILDING IS MANDATORY.**

**All Persons On Campus Should Evacuate The Building Via The Nearest Exit Doors And Continue Walking Away From The Building At Least 300 Feet And Remain There Until The College Police Officers Clearly Indicate That It Is Safe To Return To The Buildings.**

### **TORNADO GUIDELINES**

In the main building cluster, a loud steady buzzing tone alarm indicates a tornado warning. In T-Building, staff will be notified by the police in case an evacuation is necessary.

**Evacuation Is Mandatory To The Tornado Shelter Areas Located In And Around The P-2 Hallway And In The Central Hall Of The First Floor Of T-Building (Away From Windows).** College officials and police will advise when it is safe to return to normal functions.

### **EMERGENCY NOTIFICATION**

All emergencies should be reported immediately to a member of the CEF staff. Whenever possible, one or more of the following people should be notified:

Name: Lori Purviance  
Numbers: Office: (972) 574-5200 Cell: (817) 822-3550

Name: Jonna Noble  
Number: Office: (972) 574-5200 Cell: (817) 822-3477