Section IV
Employee Response Procedures

A. GOAL

The goal of the College with respect to emergency response is to safeguard the lives of faculty, staff, and students, to lessen the extent of personal injuries that may occur, and to protect assets in the event of an emergency or natural disaster.

B. PURPOSE

The purpose of Employee Response Procedures are to provide important information for use by Faculty and Staff in the event an emergency occurs within the College or the general area, impacting academic or other operations. All Employee Response Procedures are created to assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

C. ASSESSMENT of CRITICAL EMERGENCY FUNCTIONS/SERVICES

Even in times of emergencies or natural disasters certain College functions must continue to operate and provide basic services to faculty, staff, and students. Depending upon the emergency or situation, the services provided may be operated at a reduced level.

D. COMMUNICATIONS

Plan Activation & Notification
In case of any type of campus emergency individuals making the discovery should first move to a safe location and then contact San Jacinto SJCD Police Department. The Officer should follow standard operating procedures contacting Civil Authorities (Police, Fire, etc.) as necessary. If the emergency warrants, he/she should also communicate immediately with the Police Sergeant. The Sergeant will assess the situation and summon the necessary College Administrator and other resources required to contain and control the emergency.

Outside Communications
The Public Relations Department will draft and communicate any necessary messages to the media. Mechanisms for communication to employees and students will include the College Emergency Information Line, College website, and the College Emergency Notification Systems, i.e. text and voice messaging, loud speakers, and media.
E. RESPONSE PROCEDURES

**TAB 4-100 Common Emergency Procedures**
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Shelter-In-Place
Media Relations
Emergency Assistance
Back-Up and Pack-Up

**TAB 4-200 Natural Causes**
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Common Emergency Responses

Campus Evacuation or Closure

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered by the Chancellor or his/her designee.

A campus evacuation or closure is an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency or event. When such action is warranted, you will be appropriately advised by the Campus Emergency Notification System.

When notified to evacuate the campus because of inclement weather, immediately proceed with Back-Up and Pack-Up Procedures securing offices and instructional areas to protect equipment and critical documents.

The Building Marshal is to ensure that all occupants have exited the buildings as instructed. Individuals without transportation shall be escorted by the Building Marshal to the Student Center Building to wait for their transportation.

Building Evacuation

A building evacuation is most commonly initiated by the building’s fire alarm system. When the building fire alarm sounds:

- Evacuate the building immediately, calmly and quickly.
- Carry all personal items, i.e. books, purses, etc. as you may not be allowed back in the building.
- Walk to the nearest exit/stairwell (Close doors behind you).
- Do not use elevators.
- Proceed to designated area outside the building moving as far away from the building as possible. Do not stand on porch areas.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not re-enter building until cleared by authorized personnel.
- Assist with the evacuation of individuals with special needs.
Common Emergency Responses

SHELTER-IN-PLACE

There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable, i.e. chemical release, hostile intruder, terrorist, etc. In situations such as these, the safest method to protect individuals may be to take shelter inside a building and wait for further instructions.

Sheltering-in-Place can have different reactions depending on the particular situation.

**In the event of a chemical exposure** that threatens a campus and its surrounding area, the local Office of Emergency Management will declare a Shelter-in-Place action. Upon notification of such declaration, building occupants will be instructed to stay inside the buildings until an all-clear notification is received.

- Stay indoors or if outside go to the nearest building and take cover
- Close all windows and doors.
- Stay away from windows when possible. If available, lower blinds and/or curtains.
- If radio or television is available, turn on for continuous updates, (KTRH 740 AM)
- If eyes, nose or throat become irritated, if possible, protect your breathing by covering your mouth with a damp cloth, taking frequent shallow breaths and staying calm.
- Do not leave the building until you receive official notification that the danger has passed.

If **gunshots are heard**, Shelter-in-Place procedures should be implemented immediately. If possible, SJCD Police should be notified immediately. Building fire alarms should **NOT** be sounded.

- Turn off lights.
- Everyone is to remain quiet and not enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- Should the fire alarm sound, do not evacuate the building unless:
  - You have first-hand knowledge that there is an emergency.
  - You have been advised by SJCD Police to evacuate the building, or there is imminent danger in the immediate area.
- Individuals in hallways are to seek shelter in the nearest classroom.
- Individuals in outdoor areas should immediately take cover.
Common Emergency Responses

**MEDIA RELATIONS**

The college has established **two Basic Guidelines for communicating with the media** which should be observed in crisis situations:

- The Associate Vice Chancellor of Marketing is the authorized spokesperson to disseminate information to the media, unless an alternate designee is appointed by the Chancellor. Employees are not to engage with the media on behalf of San Jacinto College.

- Only factual information is released; no speculation is to be offered.

**Other Guidelines**

- All personnel are directed to report the status of an emergency situation directly to the Emergency Management Team. Personnel are not to discuss this status with outsiders, ESPECIALLY MEDIA, on behalf of the college.

- All contacts from the media must be referred directly to the Associate Vice Chancellor of Marketing. 281-998-6151 (office) or 281-733-9386 (mobile)

- The Associate Vice Chancellor of Marketing will be kept apprised of the status of all emergencies, including what the emergency is, how it began (what caused it), who is involved, if there are injuries, the names of those injured and extent of injuries, what is happening currently, and what help has been summoned. Additionally, information should be given on what is being done to resolve the emergency.

- Employees should be wary of video cameras or photographers and their coverage of an incident and should contact the Associate Vice Chancellor of Marketing if media is seen on campus.

- Under no circumstances shall anyone other than the designated spokesperson release the names of victims. The spokesperson shall not release any information about the victims without direct authorization from the Emergency Management Team to ensure family members have been appropriately contacted.

- Family members affected are discouraged from agreeing to provide media with an interview, but if they chose to grant an interview, it is recommended that questions be prescreened. It is recommended that a the Associate Vice Chancellor of Marketing or a member of the Emergency Management Team be present during interviews with family members to ensure that ground rules are followed and inappropriate questions are not asked of the family members.

The Associate Vice Chancellor of Marketing will work with the communications staff to disseminate approved communication to the campus community through the Emergency Notification Systems and press releases to the media. The communications staff will also update the College website and the College emergency information line.
Common Emergency Responses

On-Campus Emergencies
Office phones, emergency phones and pay phones 5555
Cell phone 281-476-9128

SJCD Police – Non Emergency Number 281-476-1820

College Emergency Information Line 888-845-5288
Recorded information providing current open or closed status of campuses.

College Safety Office 281-998-6183

CAER Line 281-476-2237
Local industries record current information regarding an industrial incident that may have occurred.

Safety Website www.sjcd.edu/safety
### Common Emergency Responses

**Back-up and Pack-up Procedures** are for all employees to secure and prepare individual offices, classrooms and laboratories for a campus evacuation or closure as a result of a threatening event, such as a hurricane or other natural disaster.

Upon notification that a campus evacuation or closure has been declared, employees should immediately begin the following:

- Begin back-up of all office and/or lab computers within designated area.
- Unplug computer systems and peripheral equipment such as printers, scanners, etc. from electrical wall outlet.
- Power off uninterruptible power supply (ups); depending on mode, turn off switch or press and hold down power button; unplug from wall.
- Unplug phones from wall network plug; note which cable goes in which wall socket (write on cable for a convenient reminder).
- Elevate all first-floor systems off the floor or place on desk top.
- Move equipment away from windows, if possible.
- **Clean out all goods from refrigerators.**
- Lock cabinets or drawers containing sensitive / important information.
- Once release approval is given by the Campus President, ensure that your area of responsibility is secure and proceed to leave the campus safely.
- IT and Ed Tech will follow departmental disaster response plans under which they will shut down the computer lab systems and cover equipment appropriately using previously designated personnel.

*Continued*
Common Emergency Responses

Computer Back-Up Procedures

☐ To create or “burn” a CD using Windows XP:
   1. Open Windows Explorer
   2. Find the CD drive
   3. Identify files or documents
   4. Highlight and drag to CD drive icon
   5. Click on task bar “ready to write” icon
   6. In pop-up window, click “write files”
   7. Wizard pops up, give a CD name click next
   8. Click finish when completed

☐ Another Windows XP method:
   1. Open “My Documents”
   2. Highlight files to be copies
   3. Right click then choose “send to”
   4. Choose the CD drive
   5. Click on task bar “ready to write” icon
   6. In pop-up window, click “write files”
   7. Wizard pops up, give a CD name and click next
   8. Click finish when completed

☐ Memory Key
   1. Insert in any available USB port
   2. Find the memory device under “My Computer” listed with the other drive devices
   3. Either drag and drop files similar to above steps or use the “Send to” method
   4. When finished with memory key, click the unplug and eject icon on the bottom task bar, stop the memory key device before unplugging

• Call the Help Desk for assistance at ext. 6137 if:
   1. The files that need to be backed up are more than the 700mb capacity
   2. Other problems are encountered with back up data
Employee Response Procedures

Hurricane Preparedness

The official source for severe weather conditions will be the National Oceanic and Atmospheric Administration (NOAA). Based on information received from NOAA, the Emergency Operations Plan will be activated and followed.

- **Watch**
  As directed by the Emergency Operations Plan, in the event of a hurricane threat, the Emergency Management Team will gather and analyze conditions affecting the college and surrounding area.

- **Closing**
  The Chancellor, or their designee, will be responsible for declaring college closure and activating the Emergency Operations Plan to begin hurricane protection procedures.

  Upon notification and direction, all employees will begin back-up and pack-up procedures for offices and classrooms in preparation for **Campus Evacuation**.

  The main defense will be to allow personnel appropriate time to secure their homes and, if needed, to evacuate while highways are open and safe for passage. All personnel not specifically assigned to college duties are to depart the campuses and take preventative measures for the duration of the storm. College buildings at the campus sites will be closed until after the storm.

- **During**
  Maintain contact with office staff as able or as necessary.

  Monitor media on status of event and prepare to return to work as soon as authorized.

- **Recovery**
  Monitor all college communication channels for return to campus instructions.

  Upon returning to campus, employees should investigate their designated areas for possible damage created by the storm and report to the Physical Plant immediately.
Employee Response Procedures

**SEVERE WEATHER CONDITIONS**

The objectives of *Hurricane Protection* are:

- Take every step possible to ensure the safety of all individuals (students, staff, faculty, and visitors) within the college community: The general procedure will be to force evacuate all personnel in time to prevent hazards related to impassible roads.

- Protection of property: Every step possible will be taken, excluding risk to human life, to protect all college property.

**Hurricane Conditions as described by NOAA are as follows:**

**Hurricane Warning:**
A warning that sustained winds 64 kt (74 mph or 119 km/hr) or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

**Hurricane Watch:**
An announcement for specific coastal areas that hurricane conditions are possible within 36 hours.
Continued
Employee Response Procedures

Tornado Preparedness

<table>
<thead>
<tr>
<th>Tornado Warning:</th>
<th>indicates that a tornado has been sighted and is a definite threat to a given geographical area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado Watch:</td>
<td>indicates that conditions are favorable for a possible tornado.</td>
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</table>

Tornados occur suddenly, typically without warning. Evacuation is not advisable and preparation time is limited. The following steps are suggested actions that can be taken for protection against injury during a tornado strike:

- Protective posture (duck and cover) will be assumed.
- Stay inside away from windows.
- Remain near an inside wall of a room or hall, away from the path of the tornado.
- Exterior windows will not be opened. Entry doors should remain closed.
- Keep calm and do not get excited.
- Avoid cafeterias, gyms, and any other area with a large roof.
- Persons outside or in automobiles should take cover in the nearest building.
Employee Response Procedures

**On-Campus:**

- Vacate affected area at once, closing all doors to prevent further contamination of other areas until the spill is contained. **(Do not lock all doors)**

- Based upon the hazard, attempt clean-up if trained and if appropriate personal protective equipment is readily available. If unable to clean up properly and an emergency does not exist, contact the Safety Director immediately for assistance.

- **Do not wash** chemical down interior or exterior drains.

- Complete and submit a Safety/Incident Report.

- If an emergency does exist, evacuate the area if outside or activate the manual pull station building alarm system to evacuate the building. **IMMEDIATELY NOTIFY SJCD POLICE EMERGENCY #5555,** who will contact College Safety Director.

- When reporting, be specific about the nature of the involved material and exact location. The SJCD Police will ensure the necessary specialized authorities and medical personnel are contacted.

- Follow **Evacuation Procedures.**

- Anyone who may be contaminated by the spill is to remain in the vicinity of the spill and avoid contact with others as much as possible. Appropriate first aid and clean-up by specialized authorities should be started at once. Contaminated clothing should be removed and bagged as quickly as possible.

- Ensure Material Safety Data Sheets are maintained on site at all times. At the time of a chemical emergency, the MSDS must be made available to the emergency personnel at the time of the incident.
Continued
Employee Response Procedures

CHEMICAL EMERGENCIES

Off-Campus:

- In the event of an accidental industrial release of toxic chemicals or other emergencies where the air quality threatens a campus, the local Office of Emergency Management will declare a Shelter-in-Place action.

- Campus community will be informed of the incident by an SJC Alert Me notification and their Building Marshal. *Shelter-in-Place Procedures* should be followed if advised.
Employee Response Procedures

Always know locations of Fire Extinguishers, Fire Exits and Manual Pull Stations in your area and how to use them.

- When a fire exists, immediately pull the closest fire alarm manual pull station and notify SJCD Police Emergency #5555. Cell phone users dial Emergency #281-476-9128.
- Ensure Evacuation Procedures are followed by all building occupants.
- Building Marshals should be the last occupants to leave the building to ensure everyone has exited the building.
- If you have received proper hands-on training and the fire is small, contained, and extinguishable within 15 seconds, activate the closest fire extinguisher and direct the charge towards base of flame.
- Larger, uncontrollable fires should not be approached.
- Complete and submit Safety/Incident Report and provide information requested by SJCD Police at scene.
- Close all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS!

**NOTE:** Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If no window is in room, stay near floor where air will be less toxic. Shout at regular intervals to alert emergency crews of your location, DO NOT PANIC!

- If a fire exists on campus grounds, Do Not Evacuate building and immediately notify SJCD Police Emergency #5555.

In the event an explosion occurs on campus, take the following action:

- After the effects of the explosion have subsided, immediately notify SJCD Police Emergency #5555.
- If warranted, activate manual pull station and follow Evacuation Procedures.
Employee Response Procedures

GAS LEAKS

If a gas odor is suspected either inside or outside of a building:

- Immediately notify SJCD Police Emergency #5555 and the Building Marshal.
- SJCD Police will respond to the scene and notify Physical Plant for immediate inspection.

If a gas leak is detected:

- Follow Evacuation Procedures or isolate area if outside of building.
- Prevent sources of ignition (cigarettes, electrical equipment, etc.)

- Natural gas leaks, with an odor in the building, may occur and may bring danger of explosion.
- Natural gas rises and will often be outside because most gas lines are outside of a building.
- Natural gas is mixed with Tertiary Butyl Mercaptan to give it odor. The gas causing the odor is heavier than air and goes down, the natural gas is lighter than air and rises.
Employee Response Procedures

MEDICAL EMERGENCIES

When an injury or illness occurs, evaluate the situation, using COMMON SENSE and initiate appropriate action.

**Major conditions:** Unconsciousness, Difficulty Breathing, Choking, Seizures, Chest Pain, Serious Bleeding, etc.

- Immediately notify **SJCD Police Emergency #5555.** Send someone to meet emergency personnel and direct them to the incident.

- Provide Dispatcher with:
  - Location of emergency
  - Type of injury, if known
  - Brief description of injured person (gender, age, etc.)

- Render first aid, as trained. If possible, during the emergency, determine:
  - Does the person have any medical conditions?
  - Does the person take any medications?
  - Does the person have any allergies?

- Complete a Safety/Incident Report and distribute as directed.

- If work related, the Safety Department and Supervisor must be notified as soon as the injured person is receiving medical treatment in order to ensure workers compensation procedures are followed and benefits are not compromised.

**Minor conditions:** Conditions with no Threat to Life or Limb

- Render aid as trained or direct the person to the nearest First Aid Station. If needed, accompany the person or send another person with them.

- Notify SJCD Police non-emergency #281-476-1820.

- Call injured person’s next of kin, if necessary.

- Complete a Safety/Incident Report and distribute as directed.

- If work related, the Safety Department and Supervisor must be notified within 24 hours in order to ensure workers compensation procedures are followed and benefits are not compromised.
compromised.

Employee Response Procedures

Total or Partial Power Failure

- Using the nearest operational phone notify, Physical Plant at 281-476-1854. After hours notify SJCD Police non-emergency #281-476-1820.

- If an emergency develops, notify SJCD Police Emergency #5555.
  - Physical Plant personnel will make proper restoration of power by repair or by notifying appropriate companies for needed service.
  - Electrical panels will be turned off by Physical Plant personnel ONLY.

- Depending on the situation and the extent of the outage, follow response procedures as directed by college officials. For example, do not evacuate unless the building fire alarm sounds or you are instructed to do so by a college official.

Electrical Lines Down on Campus

- Direct all individuals away from the affected area.

- Immediately notify SJCD Police Emergency #5555
  - Physical Plant personnel will be notified to determine ownership of the wire, secure area, and make repairs or notify appropriate companies for needed services.

- Never approach or touch fallen electrical lines on campus.
Employee Response Procedures

VEHICULAR ACCIDENTS

- All applicable Board policies and guidelines as they relate to travel and use of vehicles must be complied with in its entirety.

- Practice common sense safety inspections prior to leaving on a trip, including, but not limited to, ensuring that a first aid kit is in vehicle and safety belts are available and used.

- Carry a list of emergency contacts for driver and passengers making it known to all travelers.

- In the event of an accident, remain calm.

- If threat of fire exists, move occupants to a safe place.

- If accident occurs on campus, notify SJCD Police Emergency #5555.

- If traveling off campus, dial 911 for emergency vehicles/services from local authorities within the location of the accident.

- If needed, administer first aid, as trained.

- Complete the Accident Report Form located in the glove compartment of the vehicle.

- Notify Supervisor and Safety Department as soon as possible.

- If driving a college owned vehicle, notify Physical Plant at 281-476-1854, providing current status and location of damaged vehicle.

- Refer all media inquiries to the Associate Vice Chancellor of Marketing.
Employee Response Procedures

If you witness an armed individual on campus at any time, immediately call SJCD Police at 5555 or 281-476-9128.

Active Shooter Situation Definition:

An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area: in most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate deployment of law enforcement to stop the shooting and mitigate harm to innocent victims.

If an active shooter is outside your building:

- Go to a room that can be locked. Lock the doors and windows, and turn off the lights.
- Get everyone to lie on the floor and out of the line of fire. Call 5555 / 281-476-9128 and inform the police dispatcher of the situation. (It is wise to program your cellular phone with this number).
- Give your name, location and any other details that can be provided about the shooter(s), if possible.
- Stay at your location until the police or a known college official gives the “all clear”.
- If possible, alert others in the immediate area about the current situation.

If the shooter is inside your building:

- If it is possible to escape the area safely and avoid danger, do so by exiting the nearest doorway or window. Leave all personal belongings in the room i.e., books, backpacks, purses, etc.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions as a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, attempt to call police by dialing 5555 or 281-476-9128. Tell the police dispatcher your name and location and follow his/her instructions.
- If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and fine you.
Employee Response Procedures

If the active shooter enters your office or classroom:

- If possible, call 5555 or 281-476-9128 and alert the police dispatcher of the shooters location. If you can’t speak, leave the line open so the dispatcher can listen and try to pinpoint your location.
- If you can’t escape, attempting to overpower the shooter(s) by force is a LAST RESORT.
- If the shooter(s) leave the area, proceed immediately to a safer place, if possible. Do not touch anything that was in the vicinity of the shooter(s).
- If you decide to flee, make sure you have an escape route in mind. Do not carry anything: move quickly and quietly, keep your hands visible, and follow any instructions given by police officers.
- Do not attempt to remove injured people: tell the authorities of their location as soon as possible.
- Do not leave campus until advised to do so from the police.

What else can you do?

Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.
Employee Response Procedures

In dealing with individuals with alcohol and/or drug abuse issues, it is the intent of this Employee Response Procedures to provide appropriate measures for intervention and referrals.

Once an administrator, instructor, or staff member is aware that an individual’s faculties have been impaired by alcohol or drugs, the employee should assess the level of the crisis and respond using the following guidelines. (*These guidelines are suggestions only. Employees are expected to exercise their best judgment in order to insure their personal safety and the safety of others*).

**An Emergency Level Response:** Describes a student or employee whose behavior is out of control because he/she has drug overdosed or is intoxicated. In this situation, you should:

- Take steps to ensure his/her own safety and the safety of others.
- Immediately notify SJCD Police Emergency #5555, clearly stating that you need immediate assistance. Give your name, location, and briefly describe the situation.
- **DO NOT HANG UP** until told to do so.

**A Secondary Level Response:** Describes a student or employee that approaches you confidentially, requesting help because they have a drug or alcohol problem. In this situation, you should:

- **If student** and they are willing, immediately call or escort the individual to a Counselor in the Center for Student Development or the campus administrator in charge.
- **If employee** and they are willing, refer to Director of Employee Relations.
Employee Response Procedures

**Threats received by telephone:**

- Talk to the caller as long as possible and document the conversation using the Bomb Threat Checklist. Stay calm.

- Immediately notify **SJCD Police Emergency #5555**.

**Threats received through email:**

- Immediately notify **SJCD Police Emergency #5555** providing a copy of the threatening email. Do not delete from computer.

**Actions:**

- Upon notification from College Officials, designated volunteers will conduct a detailed bomb search.

- Employees are requested to make a cursory inspection of their area for suspicious objects or packages. If such item is found, leave vicinity and immediately contact **SJCD Police Emergency #5555**.

- Do not cause any movements or actions that may trigger detonation, i.e. cell phone, touching object, turning on or off lights, etc.

- SJCD Police will notify the local authorities having jurisdiction for assistance.

- Follow **Evacuation Procedures** as directed.
BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR SJCD POLICE BY PRE-ARRANGED PLAN WHILE CALLER IS ON THE LINE.

Name of Operator ____________________________________ Time __________ Date __________

Number at which call was received ______________________________

Caller ID indication ______________________________________

Caller’s Identity:
Male: _____ Female: ______ Adult: _____ Juvenile: _____ Approximate Age: ______

Origin of Call:
Local: ______ Long Distance: ______ Booth: ______ Internal: ______

VOICE CHARACTERISTICS:
___ Loud ___ Soft ___ High Pitch ___ Deep ___ Raspy ___ Pleasant ___ Intoxicated ___ Other

LANGUAGE:
___ Excellent ___ Good ___ Fair ___ Poor ___ Foul ___ Other

MANNER:
___ Calm ___ Angry ___ Rational ___ Irrational ___ Coherent ___ Incoherent ___ Deliberate ___ Emotional ___ Righteous ___ Laughing

SPEECH:
___ Fast ___ Slow ___ Distinct ___ Distorted ___ Stutter ___ Nasal ___ Slurred ___ Lisp

ACCENT:
___ Local ___ Not Local ___ Foreign ___ Race ___ Religion ___ Other

BACKGROUND NOISES:
___ Factory Machines ___ Trains ___ Bedlam ___ Animals ___ Music ___ Quiet ___ Office Machines ___ Voices ___ Mixed ___ Airplanes ___ Street Traffic ___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING

QUESTIONS TO ASK:
When will it go off? ________________________________________________
Where is it located? ________________________________________________
What kind of bomb is it? ____________________________________________
Where are you calling from? ________________________________________
What is your name and address? _____________________________________

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

• Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
• Do not hang up the phone when the call is completed. Keep the line open or place it on “HOLD”.
• Immediately contact SJCD Police and advise them of the call.
• Write out the message in its entirety with any other comments.
Employee Response Procedures

Generally, peaceful, non-obstructive demonstrations should not be interrupted. However, the college has the responsibility to ensure the safety of individuals, the protection of property, and the continuity of the educational process.

If any of the following conditions exist, SJCD Police will terminate the demonstration. Failure to terminate the disruptive activity will result in disciplinary action.

- Interference with normal operations of the College
- Prevention of access to office, building, or other College facilities
- Threat of physical harm to people
- Threat or actual damage to College property

To promote the orderly distribution of ideas expressed by those assembling, demonstrations or assemblies on campus are permitted only at a time and place approved by the Dean of Student Development.

Those persons desiring to assemble and meet in such areas shall obtain a permit from the Dean of Student Development to ensure that all those who wish to hold meetings shall have the opportunity and to prevent conflicts with other campus activities.

The use of placards and signs carried by persons shall also be restricted to the assembly areas.
Employee Response Procedures

What to Do Upon Letter/Package Receipt:

- Handle with care
- Don’t shake or bump
- Don’t open, smell or taste
- Treat it as suspect!!
- Notify **SJCD Police Emergency #5555**
- Isolate and look for indicators
  - Grease Stains or Discoloration
  - Protruding Wires or Metal
  - Hand Written Address
  - Misspelled Words
  - Confidential, Personal, Open only by ________, and etc.
  - Excessive Weight/Postage/Securing Materials (tape, string, etc)

If Parcel is Open and/or Threat is Identified:

For a Bomb -
- Immediately Follow **Evacuation Procedures**
- Notify **SJCD Police Emergency #5555**

For Radiological –
- Limit exposure – don’t handle
- Follow **Evacuation Procedures**
- Shield yourself from the object
- Notify **SJCD Police Emergency #5555**

For Biological or Chemical -
- Isolate – don’t handle
- Notify **SJCD Police Emergency #5555**
- Wash your hands with soap and water.

Suspicious Substance in Campus Building

- Clear and isolate the contaminated area. Do not touch or disturb anything.
- Notify **SJCD Police Emergency #5555**
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- Do not leave premises until dismissed by authorities
Employee Response Procedures

**MENTAL / PHYSICAL ABUSE**

**Emergency Level:** If you are a victim or a witness to any physical and/or mental abuse on campus promptly notify SJCD Police Emergency #5555.

- Report the incident, including the following:
  - Nature of incident
  - Location of the incident
  - Description of person(s) involved

- Assist the officers when they arrive by supplying them with all available information and ask others to cooperate.

**Secondary Level:** If a student or employee approaches you confidentially requesting help because they have been abused, you should:

- If the individual is a student and willing, immediately call or escort the individual to a Counselor in the Center for Student Development or the campus administrator in charge.

- If the individual is an employee, refer them to Director of Employee Relations
Employee Response Procedures

**Non Emergency Level:** Psychological Distress exists when a student’s ability to cope overwhelms their ability to completely function in the college setting. Although the student may report being in distress, they are aware of their actions and exhibit no uncontrollable behaviors.

**Action(s):**
- Do not leave the individual alone.
- If they are willing to meet with a counselor, call the campus Center for Student Development during regular business hours to request the assistance of the Lead Counselor or one of the Counseling staff members.
- Accompany the student to the Center for Student Development to see a Counselor, or wait with the student until the Counselor can meet them in their current location.

**Emergency Level:** A Psychological Crisis exists when a person’s capacity to cope has become overwhelmed to the point that they can no longer function effectively. The crisis may be manifested as paranoia, hallucinations, uncontrollable behavior such as crying, or complete withdrawal.

**Action(s):**
- Do not leave the individual alone.
- Appear confident that you can help the individual.
- Contact the campus Lead Counselor as soon as possible. If they are not available, contact another Counselor in the Center for Student Development.
- The Lead Counselor or another Counselor should contact a family member (spouse, parent, significant other) and get them in charge of the situation as soon as possible.
- Refer to a professional treatment center.*

*In the event a family member cannot be contacted, it may be necessary to arrange for the individual to be taken to a hospital, clinic, or doctor’s office for treatment. Upon the decision from the Lead Counselor, SJCD Police will be requested to carry out the following actions:

**An individual that agrees to accept assistance:**
With the assistance of a Center for Student Development Counselor, two SJCD Police Officers will take the distressed person in a police vehicle to Ben Taub Hospital or the University of Texas Harris County Psychiatric Center for a psychiatric evaluation and possible hospitalization.

**An individual that refuses assistance and found to be a danger to self and/or others:**
With the assistance of a Center for Student Development Counselor, two SJCD Police officers will take the distressed person in custody and obtain a mental health warrant through the Harris county Clerk’s Office located in Room 1A33 of the University of Texas Harris County Psychiatric Center located at 2800 S. McGregor, Houston, Tx 77021 (713-741-6020).

**An individual that has done harm to himself/herself:** is considered a medical emergency. Ambulatory service would automatically take into custody and make decision of where to be transported.