

**District Office (1601 South Lamar Street)  
Public EMERGENCY OPERATIONS PLAN (EOP)**

(1.1) April 2, 2009 EDITION

***Plan Authority***

This Plan is promulgated under the authority of District Policy, NIMS Resolution (July 2007 Board), the Chancellor and Executive Vice Chancellor of Business Affairs.

**Failure to follow the lawful instructions of District and/or location personnel and first responders charged with Incident Command System responsibilities during an incident /drill or prevent another employee and/or student/visitor from following instructions are grounds for disciplinary actions (following District Policy) up to and including termination.**

**See:** Dallas County Community College District (057501) TERM CONTRACTS: DISMISSAL DMAA (LOCAL) **and** Dallas County Community College District (057501) TERMINATION OF EMPLOYMENT: NONCONTRACT EMPLOYMENT DMC (REGULATION)

**Dallas County Community College District's District Emergency Operations Plan (July 2007)**





**1601 South Lamar**

## EVACUATIONS

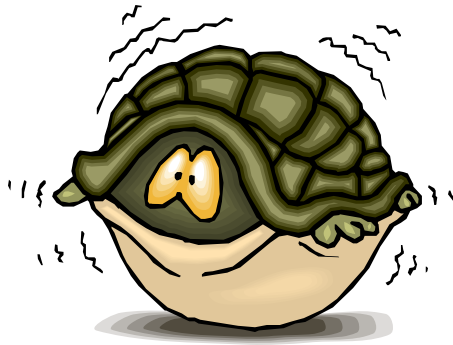
- Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.
- If it is safe to do so, take your personal belongings and put away sensitive material. *Position all items you will take with you so they are secure but quickly accessible.*
- Assist disabled staff or visitors who may need assistance.

**Move to the far end of the back parking lot away the building unless otherwise instructed by CERT members.**



## SHELTER-IN-PLACE

- Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.
- Remain calm. Do not exit the building. Notify persons in your area to quickly get away from the perimeter of the building and exterior glass. Close doors to all rooms with perimeter walls and exterior glass.
- The nature of the incident will determine whether individuals will be instructed to remain in the interior space on their floor or move to another location.



## **FIRE**

### ***IF A FIRE ALARM SOUNDS***

- If it is safe to do so, take your personal belongings and put away sensitive material. *Position all items you will take with you so they are secure but quickly accessible.*
- Assist disabled staff or visitors who may need assistance.
- Leave the area by means of the primary evacuation route. If this exit is blocked, use the secondary route.
- Once outside the building, move **to the alley behind building unless otherwise instructed by CERT members.**
- Do not reenter building until CERT members and/or the fire department advises it is safe to do so.



(1.1) [04/02/2009]

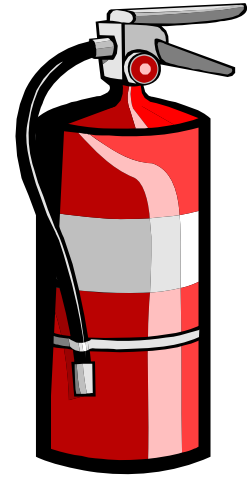
**IF YOU DISCOVER  
SMOKE OR A FIRE  
REMEMBER - R.A.C.E.**

- **RELOCATE** - If it is safe to do so, relocate or rescue people in immediate danger. Instruct others to report to one of the gathering areas as you leave the building. Be aware of persons who may need assistance.
- **ALARM** - Pull the building fire alarm to alert others. Move to a safe location. Call 911 immediately using a cell phone, then contact a CERT member, and report the precise location of the fire.
- **CONFINE** - Close all doors, windows and other openings to confine the fire. Shut off fuel sources such as piped gases and compressed gas cylinders as you evacuate, if this can be done safely.
- **EVACUATE** - Evacuate building.



## USING FIRE EXTINGUISHERS

- Use fire extinguishers only on small fires that are just starting to burn.
- Never turn your back to a fire. Keep a clear exit between you and the fire at all times.
- Lift the extinguisher by the bottom handle with one hand. The bottom handle will not activate the extinguisher.
- Most extinguishers will have a plastic tab around the handle. Grasp the tab, pull, and twist to break free. Discard tab.
- Follow the PASS acronym:
  - **PULL** - Pull the pin or ring.
  - **AIM** - Aim the nozzle at the base of the fire. Approach the fire and stop about 8 feet away.
  - **SQUEEZE** - Squeeze or press the handle together.
  - **SWEEP** - Sweep the nozzle slowly from side to side, aiming at the base of the fire.
- Continue until the extinguisher is empty.
- Exit to a safe location.
- Any type of fire must be reported. Call 911 on any District phone or District Central Dispatch at (972-860-4290) on any phone.



## VIOLENT CRIMINAL ACTIONS

### CALL 911

On a District phone if possible (*if District phone is unavailable use any available phone*) and dial:

**District Central Dispatch (972-860-4290)**

- The essential need during this type of incident is to maintain calm and prevent harm to ourselves and others.
- All intervention with criminal activity is the responsibility and duty of District police officers and local law enforcement.

Circumstances will dictate the decisions made by all personnel who respond to the event. No uniform policy can make determinations for all circumstances which may arise. The need to evacuate may be the best decision in one set of circumstances, while shelter-in-place may be more effective in another set of circumstances.



- If immediate harm is not present, leave the area and advise others to leave the location as quickly as possible.
- If conditions present immediate harm, go to interior rooms and spaces, which place as many walls and barriers between you and the event as possible.

**If an “Intruder Lockdown” is announced:**

**In most situations everyone should take shelter behind locked doors and/or in barricaded rooms.**

- Remain in areas until directed by police and/or fire personnel to evacuate.

## LOCKDOWN PROCEDURES

Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.

There are two types of lockdowns:

- *Police Activity Lockdown:* The District Office has been notified of a potential threat outside the building.
- *Intruder Lockdown:* A threat and/or intruder inside the building.

The following steps will be taken during a *Police Activity Lockdown*:

- The exterior doors will be locked by CERT members and officer on duty.
- Message(s) will be sent out to employees with information and/or instructions.
- Signs will be posted on exterior doors advising people outside of the *Lockdown* with a number to call.
- All employees will remain inside the building (*no standing in the doorway or going in and out*). *Incident commander has the authority to modify Police Activity Lockdown instructions.*



The following steps will be taken during an *Intruder Lockdown* if possible and safe to do so:

- Electronic message(s) and CERT members will provide information and instructions if the situation permits.
- Follow the steps in *Violent Criminal Actions* found on previous page.

**In most situations everyone should take shelter behind locked doors and/or in barricaded rooms.**

(1.1) [04/02/2009]

## UNAUTHORIZED PERSONS

Any person that is acting in a suspicious manner, is unfamiliar to you, or does not appear to have any official business at the District Office should be reported to the Officer on Duty by calling him/her at:

**(214) 378-1500 or 1511.**

If Officer on Duty is unreachable dial **911** on a District phone (*if District phone is unavailable, use any available phone*) and dial:

**District Central Dispatch (972-860-4290)**

## WEAPON AT LOCATION

If you see someone with a weapon on District property or you are told someone has a weapon:

Dial **911** on a District phone (*if District phone is unavailable use any available phone*) dial:

**District Central Dispatch (972-860-4290)**

and give the dispatcher the following information.



- Location of the person with the weapon or where they were last seen.
- The name of the person suspected to have the weapon (if known).
- A brief description of the person, such as clothing, race, sex, etc.
- The weapon type (pistol, rifle, knife, shotgun, etc.).

Evacuate the area and advise others to do the same. *Under no circumstances should you approach the person and inquire about the weapon.*

## SEVERE WEATHER

There are two types of severe weather alerts:

**WATCHES:** A watch is a public notification that weather conditions exist that could lead to a warning.

**WARNING:** A warning is an alert by the National Weather Service confirming an actual event that is occurring, giving time, location, speed, and direction of movement.

### Outdoor Warning System

An Outdoor Warning System (OWS) consists of siren(s) designed to alert citizens of approaching or existing hazardous conditions, which will require immediate protective actions in order to save lives and property. Traditionally, these systems have been mistakenly referred to as “tornado sirens” but the term fails to acknowledge all applications for sounding sirens.

The following are factors to consider as minimum activation guidelines for OWS:

- The National Weather Service issues a Tornado Warning or Severe Thunderstorm Warning with the phrase "Destructive winds in excess of 70 mph (or higher) are likely with this storm" for your immediate area. A community existing in multiple counties should pay close attention to the warning area.
- Trained storm spotters have reported a tornado in the jurisdiction, or in a neighboring jurisdiction that has the potential to affect your community (each community should determine satisfactory methods for verifying tornado activity reports).
- Reported hail of 1.25" in diameter or greater (1 inch may be more appropriate for areas or events where large numbers of people are outdoors).
- Other emergencies as directed by the community's elected officials.

### IF SEVERE WEATHER IS IMMINENT:

- Remain calm. Do not exit the building.
- Notify persons in your area to quickly get away from the perimeter of the building and exterior glass.
- Proceed to the lowest level available using the stair wells (**not the elevators**). Enter a room with interior walls and no glass if available. These types of rooms should be marked with signs stating “**Tornado Safer Zone**”.



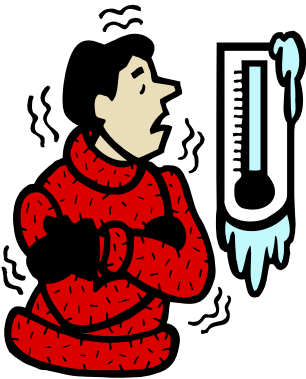
## INCLEMENT WEATHER

In the event there is a question as to whether we will be closed due to inclement weather, the following procedures have been developed to help insure information is received in a timely manner:

- From 5:45 – 6:15 on the morning of the inclement weather dial number **972-860-2001**.
- You will hear a recorded message informing you of closings or late openings.

### **If there is a closing or late opening message do the following:**

- If you are a main number on campus, dial into your mailbox and place a closing greeting (informing callers of our closing).
- Call the voicemail system at **972-860-7444**.
- When system answers, hit \*, then your mailbox number, then #.
- System asks for your pass code: Dial that number, then #.
- When system says “hello, you have ...” You then dial 4 (for setup options), then 1 for greetings. The greeting you have turned on at the time (i.e. your standard or alternate greeting) determines where you will record your closing greeting (The system will walk you through this).



### **What will you do if you get a busy signal?**

Because all of us at this location will be dialing in at the same time, you may experience a busy signal. If so, hang up and try your call again, as lines should be freed up quickly.

### **How will you know if we are opening/closing the following day?**

Dial the inclement weather hot line (as in first step above) the following morning.

## **MEDICAL EMERGENCIES**

**CALL 911** on a District phone (*if District phone is unavailable use any available phone*) dial:

**District Central Dispatch (972-860-4290)**

### **DIRECTIONS FOR 911**

We are located at 1601 Lamar Street in the DCCCD District Office on the \_\_\_\_ floor. The Phone number I am calling from is (214) 378-\_\_\_\_\_.

- Initiate lifesaving measures if required and you are trained to do so.
- **Do not move injured persons unless there is a danger of further harm.**
- Keep injured person warm.
- Remain with victim until medical assistance arrives.
- Have designated person meet emergency personnel when they arrive and escort them to the location.
- Report incident to supervisor.



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### **(AED) Automated External Defibrillator**

The AED is attached to the hallway wall across from the mailroom on the 1<sup>st</sup> floor.

A list of trained operators is posted next to the AED Cabinet.

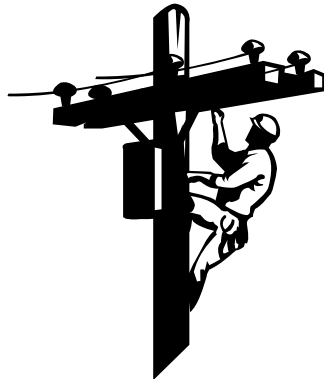
## MEDICAL TRANSPORTATION

- The District **will not** assume payment for ambulance transportation.
- Individuals refusing transportation by ambulance are **solely** responsible for the decision. *An individual cannot be forced to accept medical assistance.*
- Individuals refusing ambulance transportation to medical facility will be responsible for their transportation to a medical facility: i.e., friend, family member.

*Note: The District is not liable for accidents or injuries involving a privately owned vehicle.*

## POWER OUTAGE

In the event of a power outage, emergency lighting will automatically be activated. Have one person in your area contact Facilities (214) 378-1611. Wait for further instructions from Facilities.



## REPORTING A CRIME

The following should be reported by calling **911** on a District phone if possible *(if District phone is unavailable use any available phone)and dial:*

**District Central Dispatch (972-860-4290)**

- An individual has something stolen from them personally or if District property is missing from their work area. *The item should be considered stolen if an extensive search and inquiries have been made regarding the item.* The value or lack of value of an item should not be a factor in deciding whether it should be reported.
- A person is threatened and/or verbally abused.
- A person is involved in a hit & run vehicle accident.
- A person witnesses or has knowledge of the following:
  - Suspicious activity
  - Theft
  - Vandalism
  - Threats, arguments, verbal abuse
  - Assaults
  - Drugs
  - Traffic accidents
  - Traffic violation, speeding



(1.1) [04/02/2009]

## REPORTING SAFETY ISSUES

Safety Hazards including but not limited to the following should be reported to Risk Management at: **(972) 860-7475**.

- Trip and fall hazards
- Fire hazards
- Unsafe activities
- Lights not working
- Locks or doors not working
- Electrical hazards
- Parking lot hazard
- Unsafe situations

Any injuries or exposure to a hazardous substance or body fluids should be reported to Human Resources and Risk Management.



## HAZARDOUS SPILLS

Do not attempt to remove and/or clean up a hazardous spill.

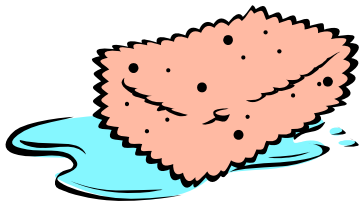
Hazardous materials can include but are not limited to:

- Cleaners
- Ammonia products
- Solvents
- Paint products
- Chemicals
- Blood / body fluids

Call Facilities **(214) 378-1611** for proper clean-up and removal.

## HAZARDOUS SPILLS OUTSIDE THE BUILDING

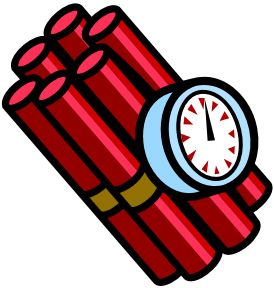
Follow instructions from authorities and/or College Emergency Response Team (CERT) members as to whether to evacuate or shelter-in-place.



## BOMB THREATS

### *IF YOU RECEIVE A BOMB THREAT BY TELEPHONE*

- Do not pull a fire alarm.
- Keep the caller on the phone as long as possible.
- Record every word spoken, if possible.
- Do not interrupt the caller.
- If the telephone has caller ID, note the telephone number.
- Try to get the following information from the caller:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
  - Where are you calling from?
  - Who are you?



**CALL 911** on a District phone (*if District phone is unavailable use any available phone and dial District Central Dispatch (972-860-4290).*)

- Perform a quick search of your area to identify suspicious or unfamiliar packages or items.
- **Do not touch the suspected item.**

### *IF YOU FIND A SUSPECTED BOMB*

- **Do not** pull a fire alarm.
- **Do not** touch the suspected bomb.
- **Leave the immediate area** and inform others in your area as you exit.
- If it is safe to do so, take your personal belongings. *Position the items so they are secure but quickly accessible.*
- **Do not turn on or use cell phone.**
- **Call 911** *away from suspected bomb.*

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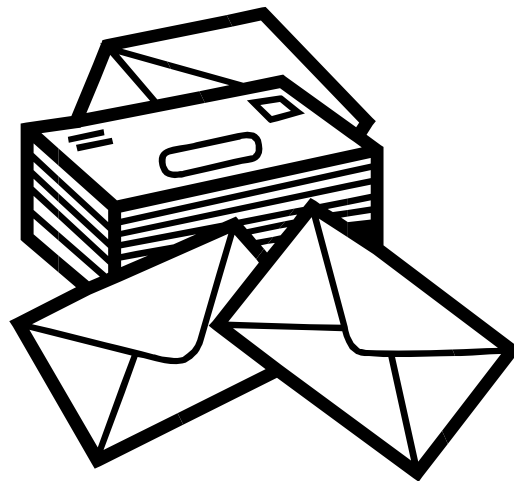
## “SUSPICIOUS” MAIL

If an employee decides that a letter or package is “suspicious” after comparing it to the FBI Advisory Bulletin (posted throughout the building) the following steps will be taken:

- Do not handle the mail piece or package suspected of contamination.
- Isolate the person or persons who have been exposed to any suspicious substance.
- Make sure that the “suspicious letter” or package is isolated and the immediate area is closed off.
- Notify the Incident Commander (IC) for life/safety incidents. This can be done by notifying the CERT member in your area.

If the item meets the characteristics outlined in the FBI Advisory Bulletin on “suspicious” letter or package, the Incident Commander will contact the Dallas Fire Department through District Central Dispatch by dialing **911** on a District phone if available (*if District phone is unavailable use any available phone*) and dial:

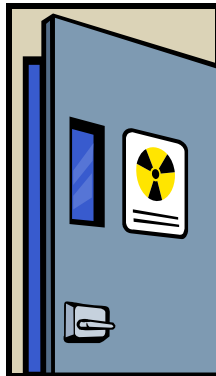
**District Central Dispatch (972-860-4290)**



## CHEMICAL, BIOLOGICAL, RADIOLOGICAL INCIDENT

If you hear reports of an incident from a News Media Outlet:

- Contact a College Emergency Response Team (CERT) member in your area.
- Inform the CERT member of the report's content. The CERT member will inform the Incident Commander.
- Follow instructions by CERT member or authorities to remain in the building. In a chemical or biological incident you may be instructed to proceed to an interior room on the highest floor available. In a radiological incident you may be instructed to proceed to the Lower Level.



## EARTHQUAKES

### Inside Building

- Get under desk or table or other sturdy furniture with back to windows.
- If not near any furniture, sit in a corner or facing a wall with back to windows.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Stay away from windows, bookcases, or other heavy objects.
- Maintain position until shaking stops.

### Outside Building

- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Maintain position until shaking stops.
- Move away from buildings, trees, overhead wires, and poles.
- Do not enter building until it is determined to be safe.

**Follow CERT member and/or first responder instructions.**

## ***Incident Commander Assignments***

### **Life/Safety Incidents**

Individuals pre-selected by the locations administrator will be the Incident Commander in the following incidents, but not limited to:

- Active Violent Criminal Action
- Evacuations
- Sheltering In Place
- Bomb Threats
- Fire, Medical Emergencies, Chemical, Biological, and Radiological Incidents (until arrival of Fire Department supervisor)

Locations with no District police presence will have individuals pre-selected by the location administrator to be the Incident Commander.

The Incident Commander will have full authority during the incident. The Incident Commander will keep the location administration informed of events as the incident's situation permits.

### **Non-Life/Safety Incidents**

The location administrator or his/her designee will be the Incident Commander in the following incidents, but not limited to:

- Power Outage / Utility Failure
- Inclement Weather & Class Cancellations
- Damage to Location Property (after Life/Safety issues are resolved) and Business Continuity Issues
- Information Security Breaches
- Incidents that create a large media response (after Life/Safety issues are resolved – if any)



**ATTACHMENT (DO-01)**

**(Incident Commander will be the most qualified content expert on scene.)**

*Incident Commander (IC) succession list*

*Incident Commander for life/safety incidents:*

1. District (ECC) Police Supervisor
2. Dallas Police Supervisor
3. Ed DesPlas **214-378-1804**
4. Andrew Jones **214-378-1808**
5. Denys Blell **214-378-1812**
6. W. G. Garland **214-378-1788**
7. Don Perry **214-378-1732**

*Incident Commander for non-life/safety incidents:*

1. Ed DesPlas **214-378-1804**
2. Andrew Jones **214-378-1808**
3. Denys Blell **214-378-1812**
4. W. G. Garland **214-378-1788**
5. Don Perry **214-378-1732**
6. Susan Hall **214-378-1814**
7. Justin Lonon **214-378-1824**

*Incident Commander for restoration and/or business continuity incidents:*

1. John King **972-860-4036**
2. Brigham Wilcoxson **972-860-4048**
3. Michael Henry **972-860-4044**



**ATTACHMENT (DO-04)****CERT MEMBERS**

Walker, <b>Teri</b>	214-378-1834	3 <sup>rd</sup> Floor
Barajas, <b>Toni</b>	214-378-1801	3 <sup>rd</sup> Floor
Greely-Miller, <b>Mary</b>	214-378-1757	2 <sup>nd</sup> Floor
Greer, <b>Meredithe</b>	214-378-1761	2 <sup>nd</sup> Floor
Hay, <b>David</b>	214-378-1701	2 <sup>nd</sup> Floor
Hutchison, <b>Debbie</b>	214-378-1824	3 <sup>rd</sup> Floor
Iglesias, <b>Luis</b>	214-378-1552	1 <sup>st</sup> Floor
Merida, <b>George</b>	214-378-1581	1 <sup>st</sup> Floor
Rasco, <b>Shad</b>	214-378-1532	1 <sup>st</sup> Floor
Ruiz, <b>Charles</b>	214-378-1614	Lower Level
Settles, <b>Karen</b>	214-378-1748	2 <sup>nd</sup> Floor
Singleton, <b>Linda</b>	214-378-1802	3 <sup>rd</sup> Floor
Thomas, <b>LaDena</b>	214-378-1512	1 <sup>st</sup> Floor
Torres, <b>Elena</b>	214-378-1836	3 <sup>rd</sup> Floor
Vasquez, <b>Michelle</b>	214-378-1603	Lower Level
Ward, <b>Keron</b>	214-378-1749	Lower Level

## ***Emotional Health***

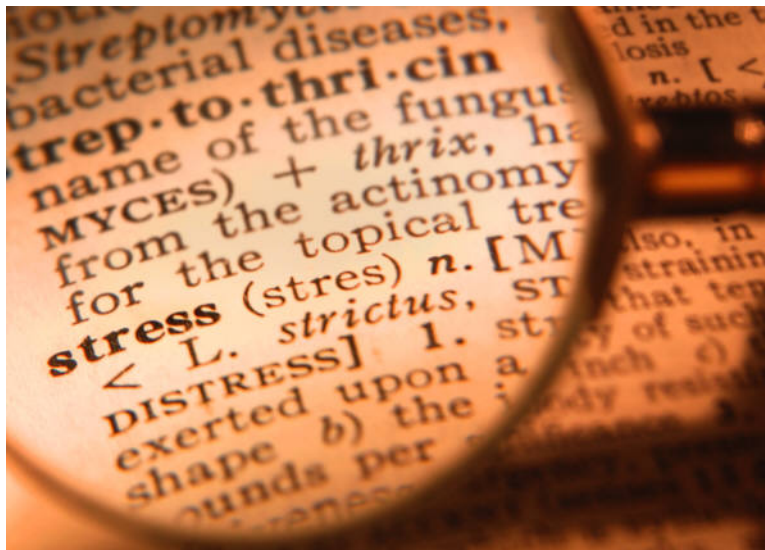
Like most people, you probably know of ways to cope with stress. But if you start feeling overwhelmed or anxious, seeing a college counselor can help you find practical solutions to personal or academic problems. Also, encourage someone you know to check out the services if they sense they are getting stressed.

On most campuses, counseling faculty or other professional counselors are available by appointment or on a walk-in basis.

Counselors' offices are located in either instructional divisions or in Advising and Counseling Centers.

Employees can obtain services through the District's Employee Assistant Program (EAP). Information is available on the District's website or through Human Resources.

Finally, if you know of someone in the campus community who is an immediate threat to their own safety or the safety of others - call "911" from any campus phone or (972) 860-4290 on any available phone.



Dallas County Community College District

**IN ALL EMERGENCIES**

If it is safe to do so, take your personal belongings (car keys, etc.), and put away sensitive material. You may not be allowed back into the building. Position all items you will take with you so they are secure but quickly accessible.

