



Grayson College Campus Safety Procedures

Building Name: _____

Room Number: _____

Emergency Exit: _____

Assembly Area: _____

Table of Contents

Emergency Preparedness & General Information (*WHITE PAGES*)

- Introduction
- Important Numbers
- Online Resources
- GC Dept of Public Safety & Emergency Management
- Evacuation Drills
 - Drill Preparations
 - Considerations for persons with disabilities
- Communicating with the Media
- Emergency Notification Systems
- The Amber Plan

Safety Tips and Recommendations (*ORANGE PAGES*)

- Around campus
- On the road/ off campus
- Avoiding car theft
- Do's and don'ts of road/parking lot rage
- If confronted with an aggressive driver

Medical Emergencies (*BLUE PAGES*)

- Accident, injury (slip/trip/fall), illness
- GC Injury Report
- Assessment
- Hands only CPR and AED use
- Choking, Bleeding, Respiratory Distress, Seizures

Campus Emergencies & Accidents (*PURPLE PAGES*)

- Automobile accident on college property
- Automobile accident involving college vehicles
- Bomb threats
- GC Bomb Threat Report
- Suspicious packages and letters
- Assault or Sexual assault
- Evacuation (NOT a drill)
- Fire/ gas leak/ explosion
- Hazardous materials spills/ accidents
- Utility outage
- Vandalism actions

Workplace Violence (*GOLD PAGES*)

- Employee responsibilities
- Identifying potentially violent situations
- Active shooter/ hostile intruder
- Avoid, Deny, Defend

Severe Weather (*GREEN PAGES*)

- Tornado Warning
- High winds and hail
- Flooding
- Lightning
- Winter weather
- Delayed or cancelled classes

Introduction

Grayson College is exposed to many hazards all of which have the potential for disrupting operations, causing damage and creating casualties. Each campus, department and program of Grayson College is responsible for protecting students, employees and visitors from the hazards. These responsibilities include providing for the safety of people, preserving facilities and equipment, protection from on-site incidents that affect the health and safety of our community, and contributing to regional emergency preparedness.

Hazards that may affect Grayson College include, but are not limited to, medical emergencies, technological disasters, natural disasters and criminal acts. Examples of medical emergencies include, but are not limited to, seizures, bleeding, respiratory distress, and cardiac arrest. Technological disasters include hazardous materials accidents, power outages and telephone/ internet outages. Natural disasters are extreme cold/ heat, fires, flood, severe storms, including tornadoes, lightning and hail. Criminal acts include bomb threats, hostile intruders and terrorism.

Grayson College has two major campuses, and one extension, each with its own unique characteristics and susceptibilities to hazards. It is the responsibility of the Grayson College Emergency Leadership Team (GCELT) to assess the risks associated with each facility and to ensure that a comprehensive plan exists which addresses those risks.

It is vital to involve employees in the development of an Emergency Preparedness Plans. The Grayson College Emergency Leadership Team (GCELT) is responsible for developing emergency procedures and for providing employees with the information and training necessary to respond appropriately to hazards. All employees should periodically review the emergency plan and each campus should conduct emergency drills.

Important Numbers

Fire/ Police/ Ambulance..... **9-1-1**

Grayson Campus Police

Emergency **903-463-8777** Cell..... **903-814-3343**

Community Resource Numbers

American Red Cross	903-465-1330	Grayson County Shelter	903-465-6041
Child or Elder Abuse Hotline	800-252-5400	National Domestic Violence Hotline	800-799-SAFE
Department of Homeland Security	202-282-8000	National Suicide Hotline	800-SUICIDE
Environmental Protection Agency	800-887-6063	National Weather Service	817-429-2631
Grayson County Animal Control	903-465-2878	Poison Control Center	800-764-7661
Grayson County Counseling Service	903-892-2874	Texoma Medical Center	903-416-4000
Grayson County Crisis	903-892-4600	Texoma Council of Governments	903-893-2161
Grayson County Emergency Mgmt	903-813-4217	Texoma Council on Alcohol & Drug Abuse	903-892-9911
Grayson County Health Dept (Denison)	903-465-2878	United Way of Grayson County	903-893-1920
Grayson County Health Dept (Sherman) ...	903-893-0131	Wilson N Jones Regional Medical Center .	903-870-4611

GC Department of Public Safety and Emergency Management

The role of the Grayson College Department of Public Safety and Emergency Management is to:

- Prepare the GC Emergency Management Plan.
- Ensure that all employees are aware of emergency procedures.
- Include emergency procedures training in new employee orientation.
- Provide specialized training to GC Campus Preparedness Team members as necessary to prepare them to assist in an emergency.
- Conduct periodic emergency drills.
- Review and update the GC Emergency Management Plan.
- Inform the College President and Executive Council of the status of the GC Emergency Management Plan.

Evacuation Drills

Fire/Evacuation and Emergency drills will be conducted as directed by the College President and/or the Director of Public Safety and Emergency Management and should be conducted periodically to ensure that all employees are aware of evacuation routes and actions to be taken in emergencies.

Drill Preparations:

- Employees are expected to participate in Emergency Drills in order to familiarize themselves with the building evacuation procedures. The purpose of a fire drill is to actually evacuate the area or building. However, a skeleton crew may remain in the suite of offices during a drill to ensure security. Those who remain in the offices during a drill should participate in subsequent drills.
- The Director of Public Safety and Emergency Management will circulate a memo throughout the college, and its campuses and extensions, detailing the evacuation plan.
- The Director of Public Safety and Emergency Management will have access to a roster of personnel. The roster will be carried to the assembly areas in order to account for all employees.
- The fire alarm company, GC Campus Police, Denison Fire Department and Grayson County Office of Emergency Management will be informed of scheduled drills.
- Drills will be scheduled at a time when faculty and staff are at work. For the drill to be effective, all personnel need not be aware of the date or time of an upcoming drill.
- The Director of Public Safety and Emergency management will put the evacuation plan into action.
- Grayson College Campus Preparedness Team (CPT) and Campus Emergency Response Team (CERT) will assist in overseeing drills. During an actual incident, the CPT/CERT teams may be needed to coordinate with emergency responders concerning personnel accountability and locations within buildings.
- Occupants should leave the building through the nearest exit. Report to the specified assembly area in the building evacuation plan, or if so ordered, leave the campus in an orderly fashion.

- After an evacuation drill is concluded, input from the CPT/ CERT will be sought in order to improve overall safety and preparedness.

Considerations for Persons with Disabilities:

- Employees, students and visitors with disabilities should be stationed as near to exists as is possible.
- The CPT member in each building should assign a person (employee or student) to ensure that persons with disabilities are alerted to emergencies and have assistance in evacuations. Identify safe areas where those with disabilities may be moved if it is impossible to evacuate.
- Ensure that employees are aware that it would take several well-trained workers to move a wheel-chair user down a stairwell. Any evacuation equipment that is available to facilitate a safe evacuation up or down stairs requires users to be familiar with its function in order for it to be most effective.
- All employees in the area should be familiar with the evacuation plan to ensure evacuation proceeds quickly but safely.

Considerations for the Visually Impaired:

- Visually impaired visitors unfamiliar with the building will need assistance and someone assigned as a “buddy” to stay with them should be included in the plan.
- The CPT/ CERT member in each building should work with visually impaired employees and students to travel and study escape routes in advance and in detail.
- When assisting a person who is blind or visually impaired, allow them to take your right elbow and have them walk a half-step behind you. Alert them when you will be going through doorways and when you are coming to ascending or descending stairs. Pause at the first step and let the person know that you are going up or down a set of stairs.

Considerations for the Hearing Impaired:

- The CPT/ CERT member will make special considerations to warn those who are hearing impaired.

Communicating with the Media

In an emergency situation, all media releases are channeled through the Emergency Operations Center and the assigned Public Information Officer. Refer all inquiries for comments or information to the President or assigned Public Information Officer.

In other situations, media releases are channeled through the College President or the College Director of Public Information. Follow Grayson College Policy (GA) regarding the release of public information.

Emergency Notification Systems

In the event of an emergency, various levels of notification may be made. For life-threatening situations, immediate notifications will be made via alarm, loud speaker, weather alert sirens, GC Alert phone/ text/ email messages, VOIP page, campus desktop notification systems or other appropriate means. After-hours, and for other incidents that are not immediately life-threatening, notifications will be made via the GC Alert system.

The Amber Plan

In response to community concern, the Amber Plan was created to provide immediate broadcast of information about area child abductions. Once a participating department decides to activate the plan, dozens of radio and TV stations relay information about the case to millions of residents.

Texas Statewide Amber Alert Activation Criteria:

- The abducted child must be 17 years of age or younger;
- The local law enforcement agency must believe that the child has been abducted, that is, unwillingly taken from his or her environment without permission from the child's parent or legal guardian;
- The local law enforcement agency must believe that the abducted child is in immediate danger of serious bodily harm or death;
- The local law enforcement agency must confirm that an investigation has taken place that verifies the abduction and has eliminated alternative explanations for the missing child; and
- Sufficient information is available to disseminate to the public that could assist in locating the child, the suspect or the vehicle used in the abduction.

In the event of a child (17 years of age or younger) abduction, call GC Campus Police at 903-463-8777 or 903-814-3343.

Safety Tips and Recommendations

Around campus...

- Look around and be aware of your surroundings when you enter and exit a building.
- Do not prop outside doors open.
- When you go to work, do not leave your crime prevention sense at home. Almost any crime that can happen at home or in your neighborhood can happen in the workplace. Common-sense prevention skills can help make life at work safer.
- Keep your purse, wallet, keys or other valuable items with you at all times or locked away. Never leave your personal property unsecured or unattended.
- Adopt crime prevention strategies for securing high-dollar equipment within departments.
- Never work alone in your office or classroom at night or on weekends without contacting GC Campus Police at 903-463-8777 or 903-814-3343, letting them know you are on campus.
- Ask campus police to escort you to parking lots any time you feel unsafe doing so alone.
- Do not hesitate to report unusual behavior to GC Campus Police.
- Trust your intuition; if it tells you that you are at risk, leave the situation quickly.
- Walk confidently and assertively. A potential attacker looks for someone who appears vulnerable.
- Do not feel foolish about practicing avoidance. It is perfectly appropriate to turn around and find another way to get where you want to go.
- If you feel you are in danger, attract attention any way you can. Scream and run if necessary.
- If avoidance tactics fail and you find yourself in a situation involving a knife or gun in the hands of a person demanding your keys or money, give the perpetrator what he or she wants; your life is more valuable.

Safety Tips and Recommendations, continued

On the road or off campus...

- Park your car in well-lit parking areas.
- Keep valuables out of sight in the trunk.
- Carry a cell phone.
- When approaching your vehicle, have your keys ready.
- Look around your vehicle for any suspicious activity. If you see loiterers around your vehicle, walk past until they leave or call 9-1-1.
- While driving, if you are struck from behind or in any suspicious way, immediately call 9-1-1. Stay in your vehicle with the doors locked and windows closed until police arrive.
- “Bump and rob” scams: Criminals rear-end a car, and wait for the driver to pull over so they can rob the occupants or steal their car. If possible, drive to the nearest populated area. When you call 9-1-1, tell them you left the scene because you felt threatened.
- If you think you are being followed, DO NOT drive to your home. Instead, change direction and drive immediately to the nearest populated area. Call 9-1-1.
- If you are followed into your driveway at night, stay in the car with the doors locked until you identify the occupants of the other car. If you feel threatened, sound the horn and call 9-1-1.
- If your car breaks down, raise the hood, and then stay inside with the doors locked. If someone stops to help, do not open the door or window or accept a ride. Ask anyone who offers to assist you to call for help.
- Do not stop to assist a disabled motorist. Instead, call 9-1-1 to notify the police of the vehicle’s location.
- Keep an aerosol tire inflator in your car for emergencies.

Safety Tips and Recommendations, continued

Avoiding car theft...

- Never leave your vehicle running while it is unattended. This is also a violation of the Texas Transportation Code (TC 545.404 Unattended Motor Vehicle), punishable by a fine up to \$200.
- Lock your vehicle. Roll up windows completely.
- Never hide a spare key on a vehicle.
- Use auto theft deterrents such as car alarms, steering column devices, and kill switches.
- Have a record of your vehicle's license plate number and VIN, and keep it in your wallet.
- If your car is stolen while you are on GC property, call GC Campus Police immediately at 903-463-8777 or 903-814-3343.

Do's and Don'ts of road/ parking lot rage...

- Do drive the posted speed limit.
- Do remain calm and controlled; do not drive angry.
- Do not tailgate or "cut off" other drivers.

If confronted with an aggressive driver on campus...

- Do avoid eye contact with the driver.
- Do move into another lane and let the driver pass.
- Do not get involved in a verbal altercation.
- Do write down a license plate number.
- Do report road rage incidents to GC Campus Police.

Campus Emergencies and Accidents

Automobile Accident on College Property

If an automobile accident happens on college property:

- Call 9-1-1, if situation warrants.
- Then call GC Campus Police at 903-463-8777 or 903-814-3343.
- Try to remain calm.
- Exchange names, addresses, emails, phone numbers, makes of vehicles, driver's and vehicle license numbers, and insurance company/ policy number information with all drivers.
- Get names, addresses, emails and phone numbers of all passengers and witnesses.
- Examine and record damage to vehicles and property.
- Take pictures of the scene and damage.
- Do not discuss the accident or sign any forms. Only answer questions asked by police.
- Contact your automobile insurance company.

Automobile Accident involving College Vehicles

In automobile accident involves a Motor Pool Vehicle:

- Safely secure the vehicle and activate hazard flashers.
- Call 9-1-1, if situation warrants.
- Then call GC Campus Police at 903-463-8777 or 903-814-3343.
- Try to remain calm.
- Provide basic first aid for all persons involved, if needed, and you are trained to do so.
- Exchange names, addresses, emails, phone numbers, makes of vehicles, driver's and vehicle license numbers, and insurance company/ policy number information with all drivers.
- Get names, addresses, emails and phone numbers of all passengers and witnesses.
- Examine and record damage to vehicles and property.

Automobile Accident involving College Vehicles

- Take pictures of the scene and damage.
- Do not discuss the accident or sign any forms. Only answer questions asked by police.
- Complete and submit to GC Maintenance the GC Automobile Accident Report. Information needed will be:

GC Automobile Accident Report

Name of GC Employee:

Phone number of GC Employee:

Name of other Driver:

Phone number of other Driver:

Year/ Make/ Model of GC Vehicle:

License Plate Number of GC Vehicle:

Year/ Make/ Model of other Vehicle:

License Plate Number of other Vehicle:

Insurance company Information of other drivers:

Description of Accident/ Vehicle Damage/ Events, including date, location, witness contact information, name of hospital if injured are transported, and towing information, if used.

Assault

- Call 9-1-1.
- Then call GC Campus Police at 903-463-8777 or 903-814-3343.
- DO NOT move an injured person.
- Provide basic first aid, if needed, and *you are trained to do so*.
- Clear the area of bystanders. Ask them to leave the room/ area.
- If possible, assign someone to meet the emergency unit at the building entrance to guide responders to the victim.
- Witnesses should make themselves available to provide statements to law enforcement.

Sexual Assault

- Call 9-1-1
- Then call GC Campus Police at 903-463-8777 or 903-814-3343.
- DO NOT move an injured person.
- Clear the area of bystanders. Ask them to leave the room/ area.
- DO NOT allow injured person to change clothing, wash or bathe, use the bathroom (preserve evidence).
- If possible, assign someone to meet the emergency unit at the building entrance to guide responders to the victim.
- Witnesses should make themselves available to provide statements to law enforcement.

Evacuation (NOT a drill)

When the building alarm sounds or an evacuation signal is given, REMAIN CALM and exit the room. Quickly shut down any hazardous operations or processes and render them safe, if it is possible to do so. If an unsafe situation exists that will not allow a shutdown before evacuating, report this to responders.

- Take your jacket or other clothing needed for protection from the weather.
- Close windows and doors, but do not lock doors as you leave.
- Leave room lights on.
- Be prepared to use an alternate route. Evacuate away from the scene toward the safest exit.
- Exit in an orderly manner, without running, crowding or panicking. Do not use elevators.
- Do not return to your office or classroom for last-minute items.
- *Ensure all students, employees and visitors evacuate.*
- DO NOT re-enter the building until emergency staff give the “All Clear” signal.

As people exit from buildings or affected areas, the GC Campus Police may use, in addition to the previously noted Emergency Notification System, the public address (PA) systems on their police cars to give verbal warnings and instructions. Another method of evacuation notification that may be used is to have police officers or other responsible employees enter buildings and announce the evacuation verbally. Officers or others appointed to make this announcement will do so rapidly, exercising caution so as not to cause undue panic or alarm.

Employees, students and visitors should report to the assigned assembly area. Additional evacuation instructions will be determined by the nature of the incident, wind direction and public safety.

Evacuation (NOT a drill), continued

Faculty responsibilities during evacuation:

- Faculty should take attendance daily to account for students.
- If you have to evacuate the building:
- Take charge and remain calm.
- Ensure all students with special needs are assisted in evacuating. If necessary assign other students to assist them.
- Tell students not to concern themselves with taking belongings.
- Keep all students together, and take attendance when you reach the assigned assembly area.
- As students evacuate the building, request students not leave campus in vehicles. Explain that doing so only adds to the confusion and that instructions for evacuating campus will be given at the assembly area.
- If the situation involves weapons, employees, students and visitors should raise their hands, palms open, for police personnel while exiting the building.

All Grayson College employees are responsible for the safety and accountability of all students and/or campus visitors in the event of an evacuation.

Fire / Gas Leak / Explosion

If you hear the fire alarm, evacuate the building and report to your assigned assembly area for accountability. When the fire alarm sounds, always assume the danger is real, and evacuate the building.

If you see a fire, or smell smoke or gas, call 9-1-1. This call should be placed from a telephone out of the immediate danger area.

All employees should know the location of the nearest fire extinguisher. A Grayson College employee should attempt to control small fires, ONLY if the employee is trained and familiar with types of fires and extinguishers, and there is no immediate danger to them or others. Do not attempt to fight any fire larger than a small trash can. NEVER use water on electrical or grease fires.

Actions:

- Go to the nearest exit.
- DO NOT use elevators under ANY circumstances.
- Activate the building alarm (fire pull station).
- Shut down any equipment in the area if you can do so safely.
- The last person exiting the room should close the door. Do not lock doors or windows.
- If possible and you are trained to do so, use a portable fire extinguisher to control a small fire. Do not attempt to fight any fire larger than a small trash can.
 - **Pull pin**
 - **Aim nozzle at base of fire**
 - **Squeeze handle**
 - **Sweep nozzle from side to side**

Fire / Gas Leak / Explosion, continued

- Before opening closed doors, feel the door to see if it is hot. If the door is hot, DO NOT open it. Find another exit.
- DO NOT enter smoke-filled stairwells.
- Report to the assigned assembly area.
- Supervisors and faculty must account for employees and students and report any missing persons.
- Once an evacuation is complete, no employee may re-enter the building until allowed to do so by the Incident Commander.

If trapped in a smoke-filled area:

- Leave the room door closed. Seal door cracks and ventilation grills with cloths, clothing or wet cloths, if possible.
- Stay near the floor and cover your mouth and nose.
- If smoke enters a room with a window that opens, open the window to let out the smoke.
- If outside smoke enters a room, close the window.
- Call 9-1-1, giving them your building name and room number, as well as the number of people trapped.

Hazardous Materials Spills or Accidents

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. A hazardous material spill or release can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a complete building, or an entire campus.

Employees should ensure that extreme care is taken in the use of hazardous materials in all processes, production stages, storage and shipment. Personnel should be advised of the risks associated with handling hazardous materials and receive training in how to protect themselves.

Employees should only attempt to clean up a spill that does not threaten human health or the environment when it is safe to do so, and if they are thoroughly familiar with the hazards and requirements of the material. Personal Protective Equipment should be worn to prevent further injury and contamination. For any spill/releases that are immediately dangerous to life or health, initiate evacuation procedures and call 9-1-1. If safety precautions permit, after calling 9-1-1, contact GC Campus Police at 903-463-8777 or 903-814-3343.

Actions:

- To report any release or spill of hazardous materials, call 9-1-1.
- In case of imminent danger and emergency personnel have not yet arrived, evacuate the immediate risk area. Use the evacuation procedures listed in this document.
- The Fire Department bears primary responsibility for rescue of personnel and for containment and neutralization of hazardous materials spills to the extent possible.
- Clean up and disposal of hazardous materials will be accomplished as directed by the Fire Department Incident Commander.
- If a hazardous spill occurs on roadways outside the campus, call 9-1-1. The Fire Department Incident Commander will decide if evacuation is needed or whether it is best to remain inside a building.

Utility Outage

Report the outage to GC Maintenance, or GC Campus Police after hours. If power or water supply is not restored quickly, employees should maintain calm and:

Actions:

- Assist other building occupants to move to a safe location, outside or to another building, with power or water.
- Evaluate areas for hazards created by the power or water supply outage. If it is safe to do so, secure hazardous materials and shut down hazardous processes. Take action to preserve safety and health.
- Turn off and/or unplug nonessential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.
- If a building or campus must be evacuated, follow the evacuation procedures listed in this document.
- Remember, if an electricity outage occurs, campus telephones will be out of order.

Vandalism Actions

Vandalism is defined as minor damage to GC property. To report the incident, call GC Campus Police at 903-463-8777 or 903-814-3343

Bomb Threats

Most bomb threats are made by telephone. Employees who receive these calls are asked to remain calm and not to hang up on the caller. An attempt should be made to ascertain as much information from the caller as possible.

Call Recipient Actions:

- Keep the caller on the phone as long as possible and do not hang up.
- Write down the caller ID number and the exact time of the call.
- If a student worker is answering the phone, have an employee take the call if time permits.
- Signal someone to notify GC Campus Police at 903-463-8777 or 903-814-3343.

GC Bomb Threat Report

When is the bomb going to explode?

Where is it right now?

What does it look like?

What is your name?

What will cause it to explode?

Did you place the bomb?

What kind of bomb is it?

What is your address?

Identify any background noises.

- | | | | |
|-------------------|---------------------|-------------|-----------------|
| - Street noises | - Static noises | - Voices | - Motor noises |
| - House noises | - Office machinery | - Music | - Animal noises |
| - Crockery noises | - Factory machinery | - PA system | - Other |

Describe the caller's voice. Check all that apply.

- | | | | | | |
|----------|------------------|-------------|-------------------|------------------|------------|
| - Calm | - Crying | - Excited | - Laughter | - Stutter | - Slow |
| - Nasal | - Deep breathing | - Distinct | - Clearing throat | - Cracking voice | - Raspy |
| - Angry | - Lisp | - Disguised | - Rapid | - Slurred | - Deep |
| - Accent | - Soft | - Whispered | - Ragged | - Loud | - Familiar |

If familiar, who did it sound like?

Describe the threat language.

- Well spoken - Irrational - Taped - Incoherent - Profanity - Slow - Message read by caller

Make an educated guess as to the caller's:

Sex:

Age:

Race:

Accent:

Bomb Threats, continued

Evacuation decisions:

All bomb threats must be taken seriously and carefully analyzed. The threat should be treated as genuine until investigated and a search of the school has been completed. Evacuation of buildings is not an absolute requirement when bomb threats are received. Often bomb threats are hoaxes, and callers simply want to see a chaotic situation ensue. The decision to evacuate buildings, when bomb threats are received, is made jointly by senior police personnel and the executive administrator. The college president, with GCELT and Director of Public Safety and Emergency Management consultation, makes the final decision on evacuation if circumstance and time permit.

If a decision is made to evacuate, the Director of Public Safety and Emergency Management will implement evacuation procedures. Evacuation is accomplished in the same manner as it is for a fire or hazardous material incident. If the building has been evacuated, absolutely no one will be allowed to enter except those specifically authorized to do so by the on-site Incident Commander.

Building searches:

Fire department and/or Explosive Ordnance Disposal (EOD) personnel who have been specially trained for this type of work should conduct searches for bombs or explosive devices. However, in some instances GC Campus Police or other personnel familiar with the affected building may accompany them. Any unusual or suspect items should not be touched or otherwise disturbed except by trained professionals.

Suspicious Packages and Letters

Indicators of suspicious packages or letters include:

- The item is or has been opened
- The item is empty
- Mailed from a foreign country
- Poorly typed or handwritten addresses
- Bears a threatening message

Inappropriate or unusual labeling, such as,

- Excessive postage
- Misspelled common words
- No return address or strange return address
- Unusual addressing, such as not being addressed to a specific person, or the use of incorrect titles, or titles with no name
- Restrictive markings such as “personal,” “confidential” or “do not X-ray”
- Postmarks that do not match the return addresses

Inappropriate or unusual appearance, such as,

- Powdery substance felt through or appearing on the item
- Oily stains or discolorations on the exterior
- Strange odor
- Excessive packaging materials such as tape or string
- Lopsided or bulky shaped envelopes and boxes
- Ticking sounds, protruding wires, or exposed aluminum foil

Suspicious Packages and Letters, continued

Procedures for handling suspicious packages and mail:

- Stay calm. Call 9-1-1 immediately.
- Do not shake or empty the contents. Do not carry the package or envelope. Do not show it to others.
- Do not allow others to examine it.
- Place the package or envelope on a stable surface. Do not sniff, touch, taste or look closely at it or at any contents which may have spilled.
- If the contents spill, do not try to clean up any powder. Cover the spill immediately with anything (clothing, paper, trash can) and do not remove the covering.
- If the content aerosolizes or a small explosion occurs, turn off all local fans or ventilation units in the area. Shut down all air handling systems in the building.
- Alert others in the area about the suspicious package or envelope. Leave the immediate area, close any doors, and take actions to prevent others from entering the area.
- Wash your hands with soap and water to prevent spreading potentially infectious materials to other persons.
- Remove heavily contaminated clothing as soon as possible. Place it in a plastic bag or other container that can be sealed. Give bag or clothing to emergency responders.
- Shower with soap and water as soon as possible. Don't use bleach or disinfectants on skin.
- Make a list of all the people in the room or area where the suspicious package or mail was recognized or opened, in the event that follow up is needed. Give this list to the GC Director of Public Safety and Emergency Management.

Medical Emergencies

If you witness a medical emergency, immediately call 9-1-1. *If you decide to provide first aid and/or CPR, do so to the limit of your training.* **Do not provide care for which you are not trained**, or which makes you feel uncomfortable.

Assess the Scene...

Look out for danger to you and danger to the ill/ injured person. Make sure the scene is safe for you and the ill/ injured person. Keep alert, to make sure that the scene remains safe. If the scene is not safe, do not enter; or, if the scene becomes unsafe, exit immediately. You can't help, if you're injured.

Do not move the patient unless the scene is unsafe, or if you need to do so to provide first aid or CPR.

Universal Precautions...

Universal Precautions is a principle based on recommendations of the Centers for Disease Control and Prevention (CDC) that is intended to protect you. For best protection, treat everyone's body fluids, such as blood, saliva, and urine, as if it were infected. Wear appropriate personal protective equipment (i.e., gloves to cover your hands) and use barrier devices (i.e., mask with one-way valve when delivering rescue breaths) to protect you.

Ask for Permission...

If the person responds, introduce yourself and ask if you may help. If the person agrees, give first aid. If the person refuses, stay with him/ her until emergency medical responders arrive. If the person is confused or cannot answer, assume that he/ she would want you to help.

Medical Emergencies, continued

Find the Problem...

After you've made sure that the scene is safe, try to look for signs of the cause of the problem. Tap the person and shout, "Are you OK?" If the person responds and is awake, ask what the problem is. If the person is only able to move, moan, or groan, and you haven't done so already, call 9-1-1 and get the AED. Next, check breathing. If the person is not breathing or is only gasping, begin CPR and use an AED when it becomes available. Next, look for obvious signs of injury, such as bleeding. Finally, look for medical information jewelry.

Hands Only CPR

If the person does not respond, and is not breathing or is only gasping, begin Hands Only CPR.

- Push hard and push fast in the center of the chest to the beat of the disco song "Stayin' Alive," which has right beat for Hands Only CPR.
- Continue CPR until the AED or emergency medical responders arrive.

AED Use

An Automatic External Defibrillator (AED) is a machine that can shock the heart and help it start working again.

If you start CPR right away and then use an AED within a few minutes, you have the best chance of saving a life.

- When it becomes available, immediately open the AED and turn it on.
- Follow the prompts you see and hear.
- The prompts will direct you to integrate CPR and the AED, until emergency medical responders arrive.

Medical Emergencies, continued

Choking

Choking occurs when food or another object gets stuck in the throat and stops air from getting to the lungs.

- If someone can make sounds or can cough loudly, stand by and let the person cough.
- If someone cannot breathe, or has a cough that has no sound, or cannot talk or make a sound or makes the choking sign, act quickly.
- If you think someone is choking, ask, “Are you choking?”
- If the answer is yes, tell the person that you are going to help.
- Get behind the person and wrap your arms around the waist so that your hands are in front.
- Make a fist with one hand.
- Put the thumb side of your fist slightly above the belly button and below the breastbone.
- Grasp the fist with your other hand and give quick upward thrusts into the abdomen.
- Give thrusts until the object is forced out and the person can breathe, cough, or talk, or until the person stops responding.
- If the person stops responding, call 9-1-1, if you have not already done so, and begin Hands Only CPR.

Seizure

A person experiencing a seizure may lose muscle control, fall to the ground, jerk arms, legs, or other parts of the body.

- Protect the person by moving furniture or other objects out of the way.
- Place a small pad under the person’s head.
- Do not restrain the victim.
- Most seizures last only a few minutes. It is common for victims of seizure to be confused or sleepy after the seizure. Gently roll the person onto the side and stay with the person until emergency medical responders arrive.

Medical Emergencies, continued

Bleeding

Bleeding often looks worse than it is. However, when a large blood vessel is cut or torn, the person can lose a lot of blood within minutes.

- If the injured person can help you, ask the person to put direct pressure on the wound while you put on your personal protective equipment.
- When you have personal protective equipment available, you can cover the wound with a dressing and apply direct pressure until the wound stops bleeding.
- If the wound does not stop bleeding with direct pressure, place a tourniquet two inches above the injury, if possible.
- Tighten the tourniquet until the bleeding stops.
- The tourniquet will cause pain as it stops the bleeding.

Respiratory Distress

A person who is having trouble breathing is breathing very fast or very slowly, is having trouble with every breath, has noisy breathing (you hear a whistling sound as air moves in and out of the lungs), or can only make sounds or speak no more than a few words at a time between breaths. Many people with breathing problems, such as asthma, carry inhaler medicine with them.

- Keep the person at rest.
- Do not ask them to stand or walk or exert themselves.
- Help the person who is having trouble breathing retrieve their medicine.
- If you have been trained to assist a person with his/ her inhaler, do so, but only if you have been trained to do so.

Accident, Injury (Slip, Trip, Fall), Illness

If an accident, injury or illness to an employee, student or visitor occurs in your area:

- Call 9-1-1, if situation warrants.
- Then call GC Campus Police at 903-463-8777 or 903-814-3343.
- DO NOT move an injured or ill person.
- Provide basic first aid, if needed, and *you are trained to do so*.
- Clear the area of bystanders. Ask them to leave the room/ area.
- If possible, assign someone to meet the emergency unit at the building entrance to guide responders to the victim.
- Complete a GC Injury Report for GC Campus Police. Information needed to complete the report includes:

GC Injury Report

Name of Injured/ Ill:

Phone number of Injured/ Ill:

Name of Witness:

Phone number of Witness:

Called 9-1-1: Yes or No

Called GC Campus Police: Yes or No

Description of Injury/ Illness/ Events:

Workplace Violence

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, students and visitors. The Grayson College Employee Standards of Conduct states: All Grayson College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District. Report immediately any policy violation through the channels outlined in policy: DGBA.

Employee Responsibilities

It is the responsibility of each employee to help make Grayson College a safe workplace. The expectation is that each employee will treat all other employees, as well as students and visitors, with dignity and respect. You can and should expect supervisors and administrators to care about your safety and to provide as safe a working environment as possible by having preventive measures in place and, if necessary, by dealing immediately with threatening or potentially violent situations that occur.

Identifying potentially violent situations

If you have concerns about a situation that may turn violent, alert GC Campus Police at 903-463-8777 or 903-814-3343 immediately. It is better to err on the side of safety than to risk having a situation escalate.

Indicators of potential workplace violence:

- Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior.
- Numerous conflicts with students, co-workers or supervisors.
- Bringing a weapon to the workplace (unless necessary for the job).

Workplace Violence, continued

Indicators of potential workplace violence:

- Making inappropriate references to guns, or making threats about using a weapon to harm someone.
- Making frequent statements expressing an unusual interest with incidents of workplace violence.
- Frequently condoning the use of violence to resolve problems and identifying with the perpetrators of workplace homicides.
- Making threats of suicide and/or contemplating suicide.
- Using direct or veiled threats of violence or harm.
- Sudden or extreme behavior changes.

Once you have noticed a co-worker or student showing any signs of the above indicators, you should take the following steps:

- If it is a co-worker, notify the employee's supervisor immediately of your observations.
- If it is a student, notify GC Campus Police immediately.
- If it is your subordinate, evaluate the situation by taking into consideration what may be causing the employee's problems.
- If it is your supervisor, notify that person's supervisor.

If there is an immediate threat to life:

- Call 9-1-1.
- Then call GC Campus Police at 903-463-8777 or 903-814-3343.

Workplace Violence, continued
Indicators of potential workplace violence:

It is very important to respond appropriately, not to overreact, but also not to ignore a situation. Sometimes the appropriate response may be difficult to determine. Supervisors should discuss the situation with resource staff (Behavior Intervention Team, Threat Assessment Team, GC Counselors, GC Campus Police) to get help in determining how best to handle the situation.

Ways to avoid teacher-student confrontation:

- Do not ...
 - Get into the student's face
 - Invade a student's personal zone
 - Act as the enemy
 - "Fan the flames," or agitate the student
 - Threaten students
 - Reduce yourself to the student's level
- Always ...
 - Maintain control and self-discipline without being territorial
 - Sustain professional behavior, be firm but fair
 - Seek to understand, then to be understood
 - Avoid future confrontations by utilizing the BIT process and GC counseling personnel
 - Always notify the GC Campus Police at 903-463-8777 or 903-814-3343 of all physical or verbal confrontations immediately.

If you anticipate a possible confrontation with a student, activate resources, including GC Campus Police, in advance.

Active Shooter/ Hostile Intruder

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Be aware that the 9-1-1 system may become overwhelmed in this type of incident.

If you witness any armed individual shooting at people on campus or hear gunshots, immediately call 9-1-1. Provide the dispatcher with as much information as you can. Do not hang up unless you are told to do so.

Police protocol:

- Officers from GC Campus Police as well as from the surrounding cities, county and state agencies will likely be the first responders on the scene. As police officers move into the affected area, rescue efforts will be delayed until the shooter is located and stopped, or is no longer a threat to life.
- If you are wounded or with someone who may be wounded the officers will bypass you in their search, as they must find the shooter(s).
- To assist police, please stay calm and patient during this time, to prevent any interference with police operations. If you know where the suspects are or have their descriptions, tell the police. Rescue teams will follow shortly to aid you and others.
- If you encounter police, keep your hands empty and in plain view at all times. Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.
- Rescue teams composed of other police officers and emergency medical responders will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area or building.

Active Shooter/ Hostile Intruder, continued

Avoid, Deny, Defend (ADD)

In the event of an active shooter, Grayson College has adopted the principles of Avoid, Deny, Defend:

Avoid:

- Be constantly aware of your surroundings.
- Always know the escape routes that you could take in the event someone starts shooting or some other disaster befalls you. This includes marked exits, windows and stairwells.
- At the first opportunity to leave the confines of the building, you should do so. Remember that most active shooters use the building as a natural barrier from the inevitable law enforcement response. This is the reason most who commit this act remain inside the structure.
- If you do get out of the building, call 911 as soon as possible and report.
- **It is important to remember that this can be done prior to the shooter firing the first shot.**
- Stay aware and learn to trust your gut. If something does not seem right, chances are they are not right!

Deny:

- If you find that you cannot get away from the shooter by exiting the structure, you must now move to deny the shooter unfettered access to you and those around you.
- You can do this by moving into a room and locking the door. **It is important to understand that this should only be the first step.**
- A locked door alone will only serve as a temporary obstacle for someone who is dedicated on getting inside the area you control.
- Use furniture to barricade any access points to your location.
- If the shooter does to get through the door lock, the items used as barricades will be the next barrier they have to overcome.
- In most cases, this will require the shooter take at least one hand off of his weapon to move through the barrier, which may give you an opportunity to move to the next level, **defend**, with the shooter at a disadvantage.

Active Shooter/ Hostile Intruder, continued

Avoid, Deny, Defend (ADD)

If you have control of the lighting in the area, turn off the lights.

- This will aid you in two ways. First, it will give the appearance that the room you are in is empty and that the shooter should continue past your location to find more victims. Second, if the shooter does gain access into your room, the darkness will be to his disadvantage. You will have been inside this darkened environment and your eyes will become dark-adapted. The shooter will be coming from light to dark, giving you the advantage of sight over the shooter if forced to defend yourself.
- Remain quiet and out of site. Prepare for the next step should it become necessary. This step will be to take an active role in defending your life and those innocent lives around you.

Some victims have escaped the shooter by playing dead. This is risky because many of these cowards continue to shoot their victims even after they are dead. Remember, they have gone through a dehumanizing process in their minds before committing this act. There is no out if this is the tactic you choose to use. If the shooter calls your bluff, you are dead.

Active Shooter/ Hostile Intruder, continued

Avoid, Deny, Defend (ADD)

Defend:

- It is important to remember that the shooter is trying to kill you. If you find yourself in a situation where your attempt to **avoid** and **deny** has failed to keep you from becoming a victim, you must defend yourself or die.
- Prepare to fight for your life.
- These are pretty good odds if you can get two or three others to help you swarm the shooter while he is at a disadvantage.
- **Do not fight fair.** Use improvised weapons (fire extinguishers, printers, heavy staplers, scissors, broom handles) and attack the shooter's weak spots.
- Position yourself where you can surprise the attacker. Usually this will be in close proximity to the door. The change in lighting conditions as well as the additional obstacles placed in his way will give you the small window of opportunity to attack.
- Grab the gun and point it in the direction away from other victims. At the same time, have others attack the shooters head and eyes while others attack the groin, knees and feet.
- Once you begin the attack, fight as if your life depends on it... because it does.
- Tell yourself you are going to win at all cost.
- Refuse to give up no matter how overwhelmed the odds may appear. The emotion of fear is natural in a situation like this. Turn this emotion into something else and do not let fear paralyze you. Turn fear into anger and rage and attack.
- You have the **RIGHT** to survive this event.
- Remember, shot does not equal dead.
- If you are shot and are not incapacitated by the injury, continue to fight for your life.
- Many people will be either unwilling or incapable of fighting back.
- If you choose to hide, make sure you are hiding behind something that will stop bullets.
- Have a plan to fight or continue to avoid if your hiding spot is discovered by the shooter.
- **It is important that you have a secondary plan.**

Active Shooter/ Hostile Intruder, continued

There may be more than one shooter.

Red flags, warning signs and indicators associated with school shootings:

- Individuals who convey violent fantasies in their writings and drawings, as well as in their reading and viewing materials, often engaging in role-playing acts of violence and degradation.
- Individuals who have difficulty controlling anger, who make threats, or who have a fascination with weapons.
- Individuals who practice, and boast of, fighting and combat proficiency such as in military tactics, sharp-shooting and/or martial arts.
- Individuals who are loners, isolated, socially withdrawn, and/or markedly antisocial.
- Individuals who display suicidal ideation.
- Individuals who display homicidal ideation.
- Individuals who display stalking behavior.
- Individuals who display non-compliance and disciplinary problems.
- Individuals who display imitation of other murders.
- Individuals who express interest in previous shootings.
- Individuals who portray a victim/ martyr self-concept.
- Individuals who exhibit strangeness and aberrant behavior.
- Individuals who exhibit paranoia.
- Individuals who have an unusual interest in police and military.
- Individuals who display an unusual interest in terrorist activities and materials.

Prepare a plan of action for an active shooter in advance. Determine your escape route and know where to evacuate. Talk with your campus administration for instructions if you are unsure.

These safety tips and guidelines are not all-inclusive, but if understood and followed up with periodic reminders and training when feasible, they increase your chances of surviving an active shooter incident.

GC Campus Police may be contacted for additional instructions to assist in the safety of your building and its occupants.

Severe Weather

Whenever severe weather threatens, the Grayson College Emergency Leadership Team will monitor the National Weather Service in Fort Worth and local radar.

A **watch** means conditions are favorable for an event such as a tornado, flood or a severe thunderstorm to occur. A **warning** means that the event is confirmed to be occurring within the covered area.

When tornadoes or other severe weather threatens the campuses or off-site facilities, the Director of Public Safety and Emergency Management, if time permits, will give warning using the Grayson College Emergency Notification System and instruct people to take shelter.

The Director of Public Safety and Emergency Management is responsible for notifying personnel of watches and warnings. If there is a watch, the emergency team leader may notify the assistant team leaders and supervisors in each area of the watch. The supervisor or emergency team leader is responsible for notifying employees, students and visitors if necessary. Warnings shall be announced so that all can be made aware. If a warning is announced, take appropriate actions listed below. CPT/ CERT members in each area will be responsible for ensuring all employees, students and visitors follow the proper procedures.

For inclement weather prior to the start time of school, watch your local television stations, listen to local radio stations, or monitor the Grayson College website at www.grayson.edu for information regarding cancellation of school or delayed starting times.

For severe weather, do not attempt to leave the building. You are much safer in the building than on the street or in your car. Move to an interior hallway or a tornado safe area and away from windows. Class cancellation, late class starts, or early dismissal are tools to minimize employee, student and visitor exposure to the dangers of severe weather or flooding.

Severe Weather, continued

Tornado Warning

- If a tornado warning is issued, take shelter immediately.
- If outdoors, seek shelter in a permanent building or low-lying area using your hands to shield your head.
- If in a vehicle, evacuate the vehicle and seek shelter in a permanent building or low-lying area. Never seek shelter under an overpass.
- If in the building, move to your nearest shelter point.
- Avoid rooms on higher floors, rooms with a large roof expanse, and stay away from windows.
- Stay in shelter point until the “all-clear” has been given.
- After the tornado has passed, check for potential hazards. Avoid power lines and fallen debris.
- The safest place to take shelter from severe weather, particularly tornadoes, is in a first-floor interior room or restroom, clear of windows and glass doors. Anyone located in a structurally sound building that can provide shelter should stay there and not exit the building.
- When in a shelter lie face down, along an interior wall, head covered. If possible, get under heavy furniture for protection from falling debris. Try to remain calm and assist others who may need help. Power outages often occur during severe weather.
- For more information on severe weather safety, go to www.weather.gov/safety.php.

High Winds and Hail

- If outdoors, seek shelter in a permanent building.
- Stay away from windows.
- If the facility is damaged, call GC Campus Police at 903-463-8777 or 903-814-3343.

In the event of damage which interferes with college business, the Grayson College Business Continuity Plan will be conducted.

Severe Weather, continued

Flooding

- Flooding of our campuses is unlikely. However, should flooding occur, essential records and equipment should be moved to protected areas. Do so ONLY if there is no risk of personal injury.
- If roads or entrances to the facility are flooded, contact GC Campus Police at 903-463-8777 or 903-814-3343 for information about alternate entrances.
- If you are in a vehicle, DO NOT drive into water.

Lightning

- When a thunderstorm threatens, seek shelter in a permanent building.
- Do not stand underneath a natural lightning rod such as an isolated tree.
- Avoid projecting above the surrounding landscape.
- Get out of and away from open water.
- Get away from tractors, lawnmowers, and other metal equipment.
- Get off and away from motorcycles and bicycles.
- Stay away from wire fences, rails and other metallic paths, which could carry lightning to you from some distance away.
- Avoid standing in small isolated structures in open areas.
- In wooded areas, seek shelter in a low area under a thick growth of small trees. In open areas, go to a low place such as a ravine, but be alert for flash floods.
- If you are in an open field and feel your hair stand on end, drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

Severe Weather, continued

Winter Weather

In the event of inclement weather resulting in the closing of Grayson College campuses or other alterations in work plans, refer to the Delayed or Cancelled Classes section.

- Stay indoors during the storm.
- Do not drive on icy roads unless absolutely necessary.
- If you must go outside, several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves (or mittens) and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.
- Understand the hazards of wind chill, which combines the cooling effect of wind and cold temperatures on exposed skin.
- As the wind increases, heat is carried away from a person's body at an accelerated rate, driving down the body temperature.
- Walk carefully on snowy or icy sidewalks.
- After the storm, if you shovel snow, be extremely careful. It is physically strenuous work, so take frequent breaks. Avoid overexertion.
- Avoid traveling by car in a storm.

Should unexpected winter weather begin during business hours, the GCELT will make dismissal and closure decisions with highest consideration for employee and student safety. *Do not dismiss class or close offices unless announced through the GC Alert system.*

Delayed or Cancelled Classes

Delayed or cancelled classes will be announced through the GC Alert system using text messages and email. Additional announcements regarding GC closings are made on the college's website and the following media:

FM Radio: 93.1 97.5 102.5 TV Stations: KTEN KXII

Emergency Contact Numbers

Report all suspicious persons and activities to GC Campus Police at 903-463-8777 or 903-814-3343.

For all emergencies call 9-1-1

Then call GC Campus Police 903-463-8777 or 903-814-3343

Try to provide information in a calm, clear manner so the emergency dispatchers can quickly relay information to responding personnel.

What information needs to be given to the dispatcher?

- Your name
- Grayson College Campus (i.e., Main, South, West Extension)
- Building name
- Emergency entrance/ exit number
- Room number
- Any details about the situation
- A call-back number in case you get disconnected

Grayson College is an equal opportunity institution.

Emergency Numbers