

EL CENTRO COLLEGE EMERGENCY PROCEDURES PLAN

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EL CENTRO COLLEGE

801 MAIN STREET

**DALLAS, TEXAS 75202-3604
EMERGENCY PHONE NUMBERS**

FIRE.....Dallas Fire Department.....9-911

AMBULANCE.....Dallas Fire Department.....9-911

POLICE.....Dallas Police Department.....9-911

FACILITIES SERVICES DIRECTOR

**860-2057
214-759-6434(pager)**

FACILITIES SERVICES OPERATIONS SUPERVISOR

**860-2060
214-759-6410(pager)**

CAMPUS POLICE DIRECTOR

**860-2224
469-235-6813(Cell phone)**

EVENING/WEEK-END ADMINISTRATOR

**860-2157
214-759-9854(pager)**

FIRE SAFETY DIRECTOR

The **Fire Safety Director** will be appointed by the college **President** to serve for a **one-year term**. He/she will be responsible to the **Executive Vice President (EVP)**, and the **Fire Department** for supervision and maintenance of the Fire Safety Program. The **Fire Safety Director** will familiarize himself/herself with the **Emergency Procedures Plan** and provide for all necessary training and evacuation procedures.

I. TRAINING DUTIES AND ADMINISTRATION

- A. Select, organize, train and supervise safety captains and alternates.
- B. Maintain list of Safety Captains and Alternates with the current phone numbers of offices
- C. **Conduct** fire and evacuation drills as specified by **Dallas Fire Marshal**.
- D. **Notify** the **Executive Vice President (EVP)** when any designated individual(s) is neglecting their responsibilities as outlined in this plan.
- E. Submit a written report to the **Executive Vice President** accessing the overall evacuation activities, as they occur to make any/all necessary corrective actions.

II. EVACUATION DUTIES

- A. **Verify** alarm has been sounded and the **Fire Department** has been notified.
- B. **Direct** the evacuation of the building(s).

III. MONITORING DUTIES

Ensure that all life safety systems in the buildings are maintained by **Facilities Services Staff** and appropriate contractor(s) including:

- A. Fire alarm system.
- B. Automatic fire extinguishing systems.
- C. Elevator recall system.
- D. **HVAC** system.
- E. Fire pumps.
- F. Emergency generators and emergency lighting systems.

FIRE BRIGADE

The Fire Brigade consists of the **Director of Facilities Services, Director of Campus Police and includes the Campus Police and Facilities Services Operations Staff.** While on duty, the Facilities Services and the Campus Police Departments carry two-way radios that allow them to receive immediate notification in the event of a fire emergency. The **Evening Administrator will assume responsibilities for the Fire Brigade** for any Evening or Weekend emergencies.

I. TRAINING

- A. The **Fire Brigade must** receive training in the operation and maintenance of the **fire alarm system, fire pumps (if applicable), HVAC system, emergency generator (if applicable), emergency lighting, elevator and extinguishing equipment and emergency equipment (i.e.: e-vac chairs, first aid kits).**

II. SITE LOCATION

- A. **A Fire Brigade** member will report to the fire location, **assess the situation, assist in the evacuation** (as needed) and **extinguish the fire** (if possible). Under no circumstances should the fire brigade member place themselves or others in danger.
- B. **Assure Notification of the Dallas Fire Department at 911.**
- C. **Meet the Fire Department** and direct them to the **"Knox-Box"** and the location of the fire.
- D. The **Fire Safety Director(s)** shall direct emergency procedures until the arrival of the Dallas Fire Department. Upon arrival of the Fire Department, **The Fire Department is in command. All orders shall be followed.**

III. MONITORING

- A. **Ensure** that the fire pumps are operating correctly and **assist** the Fire Department.
- B. **Ensure** that the **HVAC** system has functioned properly. **If AHU** is off on the affected floor, stairwells will pressurize.
- C. **Ensure** that the **elevator recall** has functioned. **If it has not**, manually recall all cars to the first floor. **Assist** the fire fighters with the elevators as requested.
- D. **Check** the **emergency generator** for proper operation and assist the Fire Department with it as requested.

SAFETY CAPTAINS

(Fire Wardens)

The **Safety Captain** plays an integral part in ensuring a safe working environment. The Safety Captain's primary role is to assist in the implementation of emergency procedures outlined in the El Centro College Safety Program. The **Fire Safety Director** will appoint the individual **Safety Captains** to serve for a **one-year term**. The **Evening/Week-end Coordinator** will assign **Evening and Week-end Safety Captains**.

LOCATIONS	SAFETY CAPTAINS	PHONE NUMBERS
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(A-Building)

Ninth Floor	Midge Metcalf	2264
Eighth Floor	Iris Urday	2289
Seventh Floor	Suriya Sherriff-Edwards	2269
Sixth Floor	Rosalyn Walker	2383
Fifth Floor	Janet Chambers	2392
Fourth Floor	Margarita Morales	2202
Third Floor	Maria Carter	2247
Second Floor	Shirley Henthorne	2015
First Floor	Mary Harris	2067
Basement	Sandra Aguirre	2413

LOCATIONS	SAFETY CAPTAINS	PHONE NUMBERS
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(B-Building)

Third Floor Library	Norm Howden	2176
Second Floor	Linda Baker	2177
Bookstore	Mandy Shaw	214-698-
0461		

LOCATIONS	SAFETY CAPTAINS	PHONE NUMBERS
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(C-Building)

Third Floor	Vicki Buford	2337
Second Floor	Priscillia Astorga	2038
First Floor	Dean Armstrong	2254
Basement	Steve Crouch	2060

RESPONSIBILITIES OF THE SAFETY CAPTAINS

- I. **Safety Captains** and **Alternate Safety Captains** will familiarize themselves with the:
 - A. **Emergency Procedures Plan.**
 - B. Location of all exits in their respective areas.
 - C. Location of **Manual Alarm Pull-Station**s.
 - D. Location and operation of all types of fire extinguishers.
 - E. Location and operation of "e-vac" chairs for assisting mobility impaired individuals.

- II. **In the event of a fire, the Safety Captain or Alternate will:**
 - A. Execute the **Emergency Procedures Plan.**
 - B. **Verify** all doors on their floor are closed, but not locked.
 - C. **Notify** all occupants on their floor to obey their instructions.
 - D. **Direct** the evacuation of their floor, as appropriate, to (3) floors below the fire or outside the building.
 - E. **Assist** the handicapped to the designated area (**stair landing**) to be removed by the **D.F.D.**
 - F. **Prevent** the use of the elevators unless authorized by the **Dallas Fire Department** to do so.
 - G. **Notify the Fire Safety Director** and/or the **Fire Department** of handicapped people that need special assistance, injured persons and/or anyone that cannot be accounted for.

In the event the **Safety Captain** is not available to fulfill his/her responsibilities in an emergency situation, the **Alternate Safety Captain (Division Secretaries)** will serve as Safety Captain. The Evening/Week-end Administrator will designate evening/Week-end Alternate Safety Captains.

FIRE ALARM SYSTEM

- I. When the fire alarm activates, it has been activated by one of three means: **Manual Pull Station, Smoke Detector or Water Flow Indicator.**

A. **MANUAL PULL STATION**

Manual Pull Stations are located on every floor throughout the building outside each stairwell.

B. **SMOKE DETECTORS**

Smoke detectors are located throughout the building in strategic locations such as electrical rooms, air handler rooms, telephone rooms and elevator lobbies.

C. **WATER FLOW INDICATOR**

Water flow indicators are installed in the sprinkler system on all floors of the **"A" building** and one central location for the **"B" & "C"** buildings. If the sprinkler system activates, the water flowing through the pipes sets off the water flow indicator.

- II. When the alarm sounds, the siren is heard on the **floor above and the floor below the activated alarm location.**

- III. If a smoke detector in the lobby or elevator shaft activates the following happens:

- A. All elevators return to the first floor immediately. If the alarm is on the first floor, elevators go to the second floor.
- B. The air handler unit's shutdown and the stairwells pressurize.

FIRE EXTINGUISHER OPERATION

A. STAY CALM.

- B.** Take the extinguisher to the location of the fire. If fire is in a closed room, feel the doorknob and doorframe for heat. If they are warm, **do not open the door.**
- C.** Keep your back to an exit. **ALWAYS HAVE A WAY OUT.**
- D.** Keep the extinguisher in an upright position and aim it at the base of the fire.
- E.** Use a short blast from the extinguisher. If fire doesn't go out, **step closer to the fire and try again.** Pay attention to where the extinguisher is spraying to determine how to properly adjust your aim.
- F. Remember;** do not spray the extinguisher too close, this will result in the spread of the burning materials.

EMERGENCY AUDIBLE SYSTEM

In the event of an emergency you will be notified as to what actions to take by way of the **Emergency Audible System**. The **Emergency Audible System** gives verbal instructions to students, faculty and staff members advising them of the status of the emergency.

I. NORMAL ALARM WARNING

- A. The floor involved in the emergency will see the **STROBE LIGHTS FLASH**. Follow the instructions given over the **Emergency Audible System**.
- B. There will be a message given out over the **Emergency Audible System** giving you the following instructions:

ATTENTION ATTENTION ATTENTION

AN EMERGENCY HAS BEEN REPORTED.

ALL OCCUPANTS WALK TO THE NEAREST STAIRWAY EXIT AND WALK DOWN TO YOUR ASSIGNED RE-ENTREE FLOOR OR MAIN LOBBY.

DO NOT USE THE ELEVATORS.

WALK TO THE NEAREST STAIRWAY.

DO NOT USE THE ELEVATORS.

WALK TO THE NEAREST STAIRWAY.

II. DRILL TEST WARNING

- A. Same as #A and #B except for the change in the audible message as follows:

THIS IS A DRILL..... THIS IS A DRILL..... THIS IS A DRILL

**ALL OCCUPANTS REPORT TO THE NEAREST STAIRWAY EXIT DOOR AND
AWAIT FURTHER INSTRUCTIONS.**

DO NOT ENTER STAIRWAY.

GENERAL ALARM

I. WHAT TO DO IF YOU HEAR THE GENERAL ALARM:

A. LISTEN FOR INSTRUCTIONS.

B. Consider any alarm as real. Respond immediately. Do Not Ignore any alarm. Practice drills will be identified through the intercom system as follows: THIS IS A DRILL, THIS IS A DRILL, THIS IS A DRILL.

C. Calmly and quietly walk to the nearest exit, DO NOT USE THE ELEVATORS. Exit the building and follow the directions of the Campus Police Department.

D. If the stairwell closest to you is blocked by fire or smoke, go to the alternate stairwell and follow the above procedures.

E. If both stairwells are blocked by fire or smoke, go to the nearest Red Phone located in the lobby and:

1. Press the button to call Campus Police notify them of your location and situation.

2. **Do not break out the windows.** Falling glass is dangerous to persons below, and it may cause the smoke to enter your room more quickly. Exit as directed by the **loud speaker over the Fire Audio/Visual devise.**

3. **Safety Captains** must contact **Command Center** at the Public Information office at **2232** to report the status and alarm location.

F. Upon arrival, the Fire Department Marshal will assume responsibility for fighting the fire. All directions given by the Fire Marshal will be followed.

FIRE OR SMOKE

I. WHAT TO DO IF YOU DISCOVER A FIRE OR SMOKE IN THE BUILDING:

A. RESCUE

Remove anyone from the immediate danger area. This means the room of origin or immediate vicinity.

B. CONFINE

Close the door to the room of origin. This will act to contain the fire and smoke to one room for a long period of time.

C. ALERT

- 1. Activate the alarm**
- 2. Call building management (214-860-2057) provide:**
 - a. Your Name, nature of the emergency.**
 - b. Floor and location of fire.**
 - c. Any details available.**

D. Call the Dallas Fire Department 9-911 give: your name, nature of the emergency and the building name, street address, floor and suite number.

E. Fight: If the fire is small and confined to one object (such as a trashcan), attempt to fight the fire if the proper type of extinguisher is available, the person is familiar with extinguisher operation and there are two ways out.

II. CONTAIN THE FIRE

- A. If the fire is small and confined to one object or location, locate the proper extinguisher and apply proper techniques. Never attempt to fight a fire unless you:**
1. See the **FIRE IS SMALL.**
 2. Have the appropriate type of extinguisher.
 3. Know how to operate the fire extinguishing equipment.
 4. **Have access to an exit, if you fail to put the fire out.**

If the building is evacuated you are to exit out of the building to the **John Neely Bryan Park Area, West of Market Street** where you will receive further instructions from the **Campus Police Department.**

MEDICAL EMERGENCY

- I.** In the event of a medical emergency please contact the appropriate personnel as follows:
- A. SAFETY CAPTAIN** needs to contact:
- CAMPUS POLICE DEPARTMENT - extension **2224**
- B. CAMPUS POLICE DEPARTMENT** will contact:
- Health Nurse - **2113**
- Paramedics - **9911**
- Facilities Services - **2060**
- C. Do not** attempt to move an injured or ill person.
- D. Remember,** we are not licensed doctors/nurses; **leave the medical diagnosis and treatment to the professionals.**
- E.** The **Facilities Services Operations Supervisor** will take the elevators out of normal service.

- F. The **Campus Police Department** will meet the paramedics at the designated area thus allowing quick access to the injured person(s).

ELEVATOR FAILURE

- I. Elevators are one of the safest modes of transportation. However, they may malfunction occasionally due to their sophisticated automatic controls. **In the event of an elevator failure proceed as follows:**
 - A. **PRESS EMERGENCY TELEPHONE BUTTON.**
 - B. **Campus Police Department will respond:** state the nature of the emergency give the elevator and floor number.
 - C. If the malfunctions are observed from outside the elevator, let the **Campus Police Officer or Facilities Services Director** know at the time you placed the call.
 - D. **Advise** person(s) trapped that help is on the way by talking through the elevator door or by using the **elevator phone.**
 - E. **Remain calm** and ask the people in the elevator to remain calm.
 - F. **Do not force elevator door open.**

OPERATIONS SUPERVISOR'S PROCEDURES

- A.** The **Facilities Services Operations Supervisor** will immediately contact the elevator company to respond and remove people from the elevator(s).
- B. Establish contact** with the elevator passengers using the elevator intercom.
- C.** Passengers will be assisted as soon as elevator personnel arrive.

TORNADO EMERGENCY

- I. There are two types of tornado alerts: Tornado watches and tornado warnings.
 - A. A **tornado watch** is public notification that weather conditions exist that could lead to a tornado warning.
 - B. A **tornado warning** is an alert by the **National Weather Service** confirming a sighting and location. The Weather Service will announce the approximate time of detection and the direction of movement. Wind will be **75 MPH or greater**.
- II. A public warning will be broadcast by radio or television. If available, tune to either form of broadcast when you hear blasts or sirens by the **Dallas Civil Defense Warning System**.
- III. When El Centro College is notified of a tornado alert, the entire college community will be notified by the **Public Address System**.
 - A. **Remain Calm.**
 - B. **Notify all employees** to quickly get away from the perimeter of the building and exterior glass. **Inform all employees** to go to **core** of the building **as indicated on the Safety Zone Location floor plan**.
 - C. Tell people to **sit** or **kneel** down, putting their head as close as possible to their lap to protect themselves.
 - D. Check all offices, restrooms, file rooms and copy rooms to make certain that everyone has moved to a safe area.
 - E. Close all exterior office doors securely.

APPLIANCE CONCERNS

- I. Before adding any new appliance call **Facilities Services (X2057)** to approve its use.
- II. The use of electric heaters is not allowed. **Please do not bring any appliances onto the campus without prior approval. Appliances may create a hazardous situation or violate City Fire Codes.**
- III. Make certain that all appliances are turned off before you leave your area. **(This includes coffee makers and monitors).**

EVACUATION PROCEDURES

Although El Centro College would seldom be evacuated completely, a method of partial evacuation and total evacuation is necessary. The procedure is as follows:

I. PARTIAL EVACUATION

- A. Remain Calm.**
- B. Use the stairwells to leave the building or proceed to the next safe re-entry floor below.** In most emergencies, the elevators will be taken out of service for emergency personnel's use.
- C. When the Safety Captain hears a fire alarm, they will quickly notify all students, faculty and staff that we will be evacuating the floor. Tell them to go to the stairwell quickly and quietly. Remind them to stay to the right as they go down the stairs to leave the building.**
- D. The Safety Captain or designee will check restrooms, offices and copy machine rooms to ensure that everyone is out of the area.**
- E. The Safety Captain will close doors when leaving the area.**
- F. Handicapped people will need special help. Assist them to the elevator. If you are the first to arrive to assist a handicapped person, alert another Safety Captain, ask them to notify the emergency personnel and advise them of the situation. Recruit other available personnel as needed to assist with possible transportation through stairwells in the event a disabled person needs to be transported up stairs. Be sure to notify the Command Center.**

II. TOTAL EVACUATION

- A. In the event of a total evacuation you are to exit out of the building as directed by the Campus Police Department. Proceed to the John Neely Bryan Park Area, West of Market Street where you will receive further instructions from the Fire Safety Director or the Campus Police Department.**

BOMB THREAT

I. IF A THREAT IS RECEIVED:

- A. Immediately notify the **Campus Police Director x2232** who will contact the College President or designee, Director of Public Information and the Director of Facilities Services.
 - 1. State - "**I have received a bomb threat**".
 - 2. Give Your Name.
 - 3. Give the name of the person receiving the initial call if not you.

II. After you have notified the Campus Police Director:

- A. **Remain calm. Do not notify other departments or discuss with other employees.** The Campus Police Director will handle the proper notification.
- B. Evacuation is to be determined by **Facilities Services Operations Supervisor's office.**
- C. The Facilities Services Operations Supervisor's office will notify other employees who would be reasonably affected by the call.
- D. If you notice any strange objects in the building, **advise the Facilities Services Operations Supervisor's office.**

DO NOT TOUCH SUSPICIOUS OBJECT IF FOUND

- E. A **checklist report** guide on handling a bomb threat call and information to record and have available for authorities **must be completed.**
- F. If evacuation is announced, the standard **Fire Evacuation Procedures will be followed.**

III. CAMPUS NOTIFICATION PROCEDURES

- A. The Campus Police Department and/or Facilities Services Operations Supervisor's office notify Dallas Police Department.
- B. Building search will be conducted according to **Dallas Police Department** instructions.
- C. Police or bomb squad contact will question the person who received the bomb threat. Please let **Dallas Police Department** know where you are if the building is evacuated.
- D. If a building evacuation is ordered, an "**ALL CLEAR**" will be given to **re-enter** the building when authorized by the **Dallas Police Department.**
- E. An "**ALL CLEAR**" will be given to re-enter the building when authorized by the **Dallas Police Department.**

BOMB THREAT CHECKLIST AND REPORT #1

INSTRUCTIONS: Be calm and courteous. Listen: Do not interrupt the caller.

Obtain as much detail as possible about the bomb and its location. **Legitimate callers** usually wish to avoid injury or death--request more data by expressing a desire to save lives.

Date _____ Time _____

Exact words of person placing call: _

Questions to ask:

1. When is the bomb going to explode? _

2. Where is the bomb right now?

3. What kind of bomb is it?

4. What does it look like?

5. Why did you place the bomb?

BOMB THREAT CHECKLIST AND REPORT #2

Try to determine: Male _____ Female _____

Caller's identity: Juvenile _____ Age _____

Voice: Loud _____ Soft _____ High-pitched _____
Deep _____ Raspy _____ Pleasant _____
Intoxicated _____ Other _____

Accent: Local _____ Not Local _____ Foreign _____
Region _____

Speech: Fast _____ Slow _____ Distinct _____
Distorted _____ Stutter _____ Nasal _____
Slurred _____ Lisp _____

Language: Excellent _____ Good _____
Fair _____ Poor _____
Foul _____ Other _____

Manner: Calm _____ Angry _____ Rational _____
Irrational _____ Coherent _____
Incoherent _____ Deliberate _____
Emotional _____ Righteous _____
Laughing _____ Intoxicated _____

Background noises: Office machines _____
Factory machines _____
Bedlam _____ Trains _____
Animals _____ Music _____
Quite _____ Voices _____ Mixed _____
Airplanes _____ Street traffic _____
Party Atmosphere _____

Additional

Information:

—.

ACTION

Notify your supervisor and the Campus Police Office immediately.
Talk to no one unless instructed to do so.

Receiving Telephone #

Person Receiving Call

SAFETY AWARENESS

El Centro College recognizes the need for a procedure to address the reporting of **existing or potential safety hazards** by staff and faculty members. A documented procedure designed to report safety hazards is an effective tool for monitoring and verification of follow-up.

El Centro College places great emphasis on **all aspects** of educational safety and recognizes the need for a system of accident prevention. It is the policy of the college and the District to conduct all operations safely and to provide a safe and healthy environment for **all students, staff and general public**. El Centro College is committed to the safety practices and procedures established by the college and the **Occupational Safety & Health Act (OSHA)**.

Aspects of safety which have long been recognized include accident prevention aimed at **falls, sharp objects, improper equipment operation and storage, spill hazards, weak furniture, electrical defects (cords, outlets), loosened handrails and burnt out light bulbs-including exit lights**. A workforce disciplined to recognize and define potential hazards may well be the **key to controlling losses due to injury and accidents**.

All known or potential safety hazards should be reported on the **Safety Hazard Report form** and copies sent to the **Director of Facilities Services and the Safety Director** for prompt immediate action and follow-up.

**EL CENTRO COLLEGE
SAFETY HAZARD REPORT**

NAME Person	LOCATION Hazard	TYPE Hazard	DATE Reported	DATE CORRECTED Follow-up