

Emergency: Dial 911

For Non Emergency:

- Facilities Operation and Maintenance: **956-872-2107**
- Environmental Health & Safety: **956-872-3718**
- Campus Police: **956-872-4444**



SOUTHTEXASCOLLEGE.EDU/EMERGENCY

SEVERE WEATHER



Seek Shelter

- In office building, go to enclosed, windowless area.
- Stay away from glass and get on lowest floor possible.
- Take cover under heavy tables or sturdy furniture.
- Crouch down and cover head.
- Avoid elevators.

BUILDING LOCKDOWN



Stay Calm

- Emergency notification will be issued through STC RAVE ALERT.
- Remain in building, enter a room, lock/barricade door, turn off lights, pull shades shut, separate from others, lay on the floor, place cellphones on vibrate, and call 911.
- Do not leave the building until an "all-clear" is issued.

FIRE



Evacuate

- Activate the fire alarm.
- Evacuate building per emergency evacuation plan.
- Use stairwells to leave building, do NOT use elevators.
- Call STC Campus Police at 956-872-4444 and provide the location of the fire.
- Do not re-enter building until authorized by emergency personnel.

UTILITY FAILURE



Remain Calm

- Call Facilities Operation and Maintenance at 956-872-2107 or Campus Police at 956-872-4444.
- Identify location and failure type.
- Buildings may be evacuated due to utility failure.

ILLNESS AND INJURY



Stay Calm

- For emergencies, call 911 and STC Campus Police at 956-872-4444.
- Give your name, describe the nature of the medical problem, and the location of the victim.
- Report employee illness and injury to the Office of Human Resources at 956-872-4448.
- Report non-employee illness and injury to Campus Police at 956-872-4444.

MEDICAL EMERGENCY



Be Calm ● Be Clear

- Call 911 and provide emergency, location, situation, condition of victim, and other requested information.
- Obtain Automated External Defibrillator (AED) and follow verbal instructions.
- Ask if any bystanders are trained. If nobody is trained, then administer first aid and CPR/AED as needed.

BOMB THREATS



Remain Calm

- Write down as much information from caller such as appearance and location of device.
- Note any accents, gender, and background noise.
- Ask when the bomb is set to explode and what kind of bomb it is.
- Signal a co-worker to call 911.
- Report suspicious packages to 911 or Campus Police at 956-872-4444.

ACTIVE SHOOTER



Avoid ● Deny ● Defend

- Call 911.
- If possible, run and exit building.
- If you cannot run, hide in a sheltered place.
- Lock and barricade door with heavy furniture, turn off the lights, and silence your cell phones.
- If confronted, fight aggressively.

HAZARDOUS MATERIAL



Stay Away

- Leave the room immediately if the spill is large.
- Activate the fire alarm to evacuate the building.
- Call 911 and provide the following:
 1. Name of Material
 2. Quantity of Material
 3. Time of incident
 4. Location of incident
 5. Number of persons injured or exposed to the material.
 6. Details concerning the incident.
- DO NOT allow anyone to enter the building until authorized by emergency personnel.