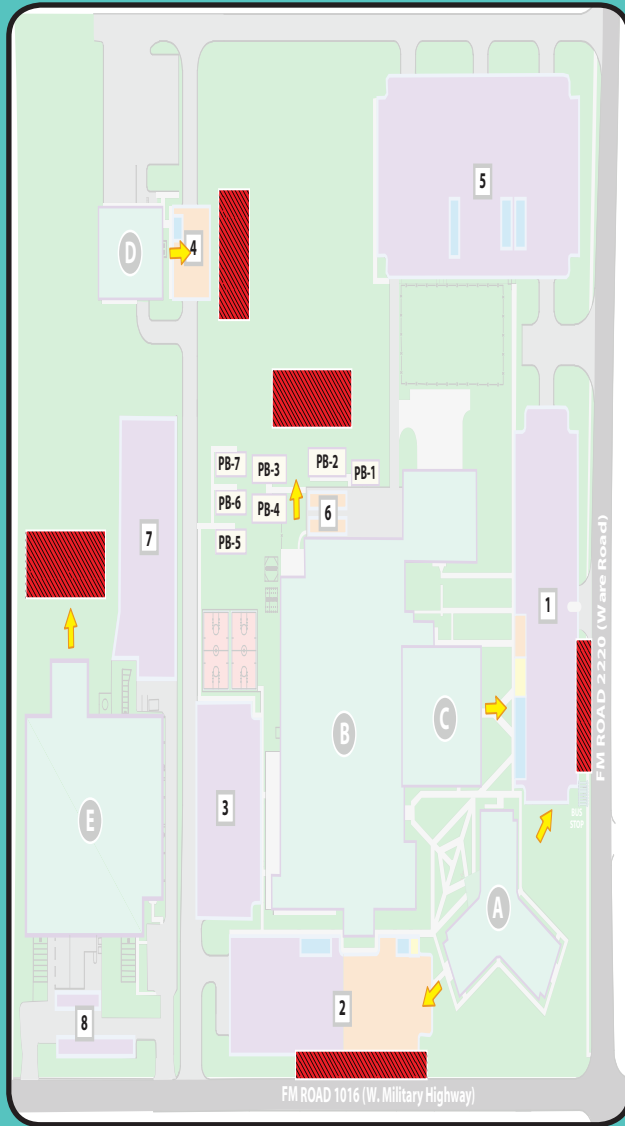


EVACUATION MAP



Evacuate to **Grassy Areas** as shown on the map

Please register for the
Emergency Notification System
<https://alert.southtexascollege.edu>

STC BUILDING LOCKDOWN PROCEDURE

- An emergency notification will be issued through STC RAVE ALERT.
- Remain in the building, proceed to a room and lock doors if possible.
- Seat yourself below window level, away from glass and doors. -
- Turn off all lights and remain silent. -
- Place cell phones in silent mode, but leave on to receive alert messages.
- If gunshots are heard, lay on the floor using tables and cabinets for protection.
- An "All-clear" will be announced through STC RAVE ALERT.

SEVERE WEATHER/ TORNADO

A tornado or other severe weather warning issued by the National Weather Service means that a tornado or severe thunderstorm has been sighted or indicated by weather radar.

In an office building, go directly to an enclosed, windowless area in the center of the building -- away from glass and on the lowest floor possible. Then, crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. Stay off the elevators; you could be trapped in them if the power is lost.

In a house with no basement, a dorm, or an apartment, avoid windows, go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands. A bath tub may offer a shell of partial protection. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, etc.), to protect against falling debris in case the roof and ceiling fail. A helmet can offer some protection against head injury.

If you shop frequently at certain stores, learn where there are bathrooms, storage rooms or other interior shelter areas away from windows, and the shortest ways to get there.

STATEMENT OF EQUAL OPPORTUNITY

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability. FY 12-13. 08/12 LC

Emergency Reference Guide

TECHNOLOGY CAMPUS



FOR EMERGENCIES DIAL 911

For other assistance call STC Dispatch

(956) 872-2589



FIRE

- If the fire is small, attempt to put it out with a fire extinguisher.
- If the fire is large, activate the nearest fire alarm to evacuate the building.
- Call 911 to report the fire, providing the campus, building, and room number.
- DO NOT use the elevators.
- DO NOT stand near glass
- Proceed to the designated evacuation area.
- Call STC Dispatch (956 872 2589).
- DO NOT re-enter the building until authorized to do so.



FIRE EXTINGUISHER

P - Pull

A - Aim

S - Squeeze

S - Sweep

HAZARDOUS MATERIAL

- Leave the room immediately if the spill is large.
- Activate the fire alarm to evacuate the building.
- CALL 911 and provide the following information:
 - 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.
- DO NOT re-enter the building until authorized to do so.

BOMB THREATS

- If you receive a bomb threat via telephone, view the caller ID information.
- Immediately signal a co-worker through a written note or other form of communication to contact STC Dispatch (956-872-2589).
- Stay on the telephone and obtain as much information as possible asking the following questions:
 - 1) When is the bomb going to explode?
 - 2) Where is the bomb now?
 - 3) What does the bomb look like? -
 - 4) What kind of bomb is it? -
 - 5) What will cause the bomb to explode? -
 - 6) Did you place the bomb? Why? -
 - 7) What is your name? -
 - 8) What is your address?
 - 9) Where are you now?
- Note any accents and background noise.
- If you spot a suspicious package, contact Security Dispatch (956-872-2589).

ACTIVE SHOOTER

- Procedure may vary depending on location of the shooter.
- If it is possible to flee safely, do so. If you cannot flee, attempt to hide. If you cannot hide, fight!
- If shooter is in the hallway and you are in a room, lock and barricade the door, turn off lights, close and lock windows, pull the shades shut, separate from each other, lay on the floor, place cell phone on vibrate, CALL 911.
- If you and the shooter are in the hallway, run to the opposite exit, but not in a straight line, use any object to block the view of the shooter, or if the shooter is too close, duck into a room and follow guidance above.
- If you are confronted by the shooter, throw something to distract and prevent the shooter from aiming at you and then attack the shooter with any item you can find.

HELPING A NON-RESPONSIVE PERSON

- If a person has collapsed and is non-responsive, perform the following steps:
 - 1) Immediately CALL 911 or send someone else to do so.
 - 2) If available, obtain an Automated External Defibrillator (AED), open the case and follow verbal instructions provided by the AED.
 - 3) Ask if any bystander is CPR trained.
 - 4) If no one is CPR trained and there is no AED, perform "HANDS ONLY CPR" as follows: -
- Position yourself directly over the victim.
- Place heel of one hand between nipples on chest.
- Place the other hand on top of the first hand.
- Push hard and fast into the center of the chest, 100 beats per minute
- Continue until First Responders arrive.

AED LOCATIONS

Building	Location
Building A	1st Floor, Center West Wall
Building B	West Wall near Student Information
Building B	Outside Training Lab, Room 116 -
Shipping & Receiving	In Warehouse North of Door -

The AED is a self-testing, battery-operated automated external defibrillator (AED). After applying the AED's defibrillation pads to the patient's chest, the AED automatically analyzes the patient's electrocardiogram (ECG) and advises the operator to push the button and deliver a shock if needed. The AED guides the operator through the rescue using a combination of voice prompts, audible alerts, and visible indicators.

