

# Austin Community College

## Emergency Procedures

**Campus Police Dispatch 222 (campus phone)  
or 223-7999 (any phone)**

**Local Campus Police \_\_\_\_\_**

### GENERAL EMERGENCY NUMBERS

When emergencies arise, contact Campus Police. The decision to call for any outside help such as fire or police departments is the responsibility of Campus Police personnel.

Important: When telephoning Campus Police to report an emergency situation, do not hang up until the following had been clearly stated:

1. Name of person making call
2. Nature of emergency
3. Location of emergency
4. Description of suspect (if applicable)
5. Call-back telephone number

### ADDITIONAL EMERGENCY NUMBERS

**Campus Manager's Office \_\_\_\_\_ Campus Maintenance Office \_\_\_\_\_**

### FIRE

Be familiar with evacuation route placards in your area. Any administrator, faculty or staff person who receives a report of, or observes a fire situation, must:

1. Notify Campus Police Dispatch at 222 or 223-7999 of the fire location.
2. Activate the nearest manual pull fire alarm to begin evacuation. (located near exit doors)
3. Assist mobility impaired individuals to the designated rally point.
4. **DO NOT USE ELEVATORS.**
5. **LEAD YOUR GROUP:** Instruct the group to **follow** you in a single file to the proper exit or stairway. At the stair way entrance, **stand** aside and direct your group into the stairway as traffic coming down from the upper floor permits.
6. Instruct any disorganized gathering of people, to evacuate as circumstances dictate.
7. Students & their instructor must stay together as a group at the designated rally point until Campus Police gives the OK to reenter the building. Everyone that was in the building must be accounted for.

### WEATHER

When the administrative decision is made to take shelter, occupants will be notified by either: alarm, public address system, or verbal command. When such a notification is made, take the following action:

1. Notify your class that severe weather is imminent.
  2. Lead your group to the first floor of that building.
  3. Take shelter immediately in the designated area.
- DO NOT GO OUTSIDE OR TO ANOTHER BUILDING.  
DO NOT USE ELEVATORS**

### MEDICAL EMERGENCY PROCEDURES

1. Always call Campus Police Dispatch
2. Give the location and cause of the accident.
3. Keep calm and reassure the victim.
4. Stay with the victim and do not move him or her.
5. Campus Police Dispatch will make arrangements for emergency transportation.