LEE COLLEGE 2015

MULTI-HAZARD EMERGENCY OPERATIONS PLAN

FOR EMPLOYEES ONLY

Contains:
Bomb Threat Checklist
Building Evacuation Chart
Inclement Weather & Fire Procedures
Emergency Closures/Delayed Openings
INTRODUCTION

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency.

- Think of everyone’s safety first.
- Use common sense and training.
- Act quickly and calmly.
- Be factual and unemotional with students and the community.

Preparations can be made for major emergencies. Knowing whom to call can save time, property and lives. This booklet is intended as a practical outline of what to do in a variety of emergencies. The Vice President of Finance and Administration can provide further information on emergency and crisis prevention, management and resolution.

- Read this booklet.
- Develop plans, and train staff.
- Rehearse emergency procedures.
- Always practice prevention.

Emergency Telephone Numbers

ON CAMPUS:

Campus Security  
Ext. 6475 • Security Captain during normal hours  
Ext. 6888 or 9.281.425.6888 • 24 hours
Red Phones in Hall of Each Building - Pick up receiver, and wait for a security officer to answer.
Blue Phones in the Parking Lot - Pick up receiver, and wait for a security officer to answer.
If the campus has a loss of power, dial 281.683.1449 to contact security.

OFF CAMPUS:

Campus Security • 281.425.6888  
Local Emergency • 911  
The Security Services Office is located in Student Center, Room 102.

LOCAL EMERGENCY:

Emergencies - Dial 911 (for fire, police, or ambulance)
Non-emergencies: Call 281.422.8371

WEATHER UPDATES AND CANCELLATIONS

Lee College Emergency Hotline: 877.647.5767

LEE COLLEGE SECURITY WEBSITE LINK

http://www.lee.edu/security/
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SAFETY AND SECURITY COMMITTEE

Purpose

In order to provide a forum to identify and resolve safety and security issues and concerns and to promote safety and security awareness within the College community, Lee College has formed a campus Safety and Security Committee. This committee works in concert with the Vice President of Finance and Administration, the Security Department and Physical Plant personnel to identify and correct physical safety and security hazards. The committee meets as agreed by the committee members to review safety and security incidents, identify trends and develop ways to reduce safety and security risks. Corrective action plans may be developed with members of the committee overseeing them. A link to the meeting minutes is shown on the Safety & Security web page. If any member of the College community has a safety or security issue or concern, please address it to one of the Safety and Security Committee members or email/call your concern to either the Vice President of Finance and Administration (Steve Evans), Security Captain or the Director of Physical Plant (Mark Jaime).

Standing Members

VP of Finance and Admin 281.425.6887
Security Captain 281.425.6888
Director of Physical Plant 281.425.6490

Representatives

Faculty
Harry Pang
John Elliott
Sam Ortallono
Karen Guthmiller

President’s Office
Leslie Gallagher

Staff Assembly
Rosetta Mourer

Students
Mike Spletter

Admin Assembly
Delma Garcia

Facilities/Information
Daniel Christie

Student Support
Scott Bennett

IT
Tom Sandoval
MEDICAL EMERGENCIES, EYEWASH, AED & FIRST AID

General Medical Problems (Injuries)

In the event that an employee or student has a medical problem or injury, try to determine the extent of the problem. If an ambulance is needed, first call 911, then call Security at extension 6888 or pick up a red phone.

Emergency phones: Red emergency telephones are located in the hallways of most campus buildings. Blue Phones are located in the parking lots. These telephones are direct lines to campus Security. Pick up the phone, wait for an answer, and describe the nature of the emergency.

The Lee College Counselling Center, 281.425.6384, provides support, encourages action, and makes referrals to the Bay Area Women's Center for crisis intervention.

If the situation is life-threatening, proceed as follows:

1. Assess and ensure scene safety. Do not endanger your life to help another! It only makes things worse. **Assist the victim(s) according to their needs and your capabilities.**
2. Be prepared to report the nature and location of the emergency, the number of victims and apparent condition of the victim(s), and a call-back number. You may also be asked to have someone meet the emergency responders at a mutually agreed-upon location, in order to guide them in.

An AED is located on the first floor of the sports arena and Security carries a mobile unit.

Eyewash and Shower Checklist

Note: A distinction needs to be made between installations where hazardous materials are used/stored e.g., chemistry labs) and where the installation is intended to mitigate damage from non-hazardous irritants and mechanical hazards, such as welding labs. The former fall under the requirements of 29 CFR 1910.151(c) [OSHA], while the latter installations are non-regulated, but should comply with provisions of ANSI [Z]358.1-2004. This document can be obtained from Techstreet.

**Eyewash units and shower units**

___ Sole purpose must be as an eyewash or emergency shower unit.
___ If shower is needed, separate eyewash required (combination unit is acceptable).
___ Quick-opening valve that remains open (simple to operate in < 1 second).
___ Operational with both hands free.
___ Water temperature must be tepid or lukewarm (between 60º and 100º Fahrenheit).
___ Travel time < 10 seconds. Eyewashes should be located immediately adjacent to the hazard for highly corrosive materials. (Average person covers about 55 feet in 10 seconds at normal walking pace.)
___ Unit should be on the same level as the hazard.
___ Location well lit, highly visible, marked with highly visible sign.
___ Unobstructed passages and access to units.
___ Operable at all times with provisions to prevent unauthorized shutoff.
___ Sewer connection or drain not required unless special hazards noted.
___ Plumbed units activated weekly for a period long enough to verify operation and ensure that fluid is available.
___ Units shall be installed in accordance with manufacturer’s instructions.
Shower units only
___ Overhead mounted, head 82"-96" from floor or platform.
___ Minimum of 20 GPM flow of flushing fluid dispersed throughout pattern.
___ Valve actuator location 69" above standing level.

Eyewash units only
___ Installed so that nozzles are 33"-45" from floor.
___ Pressure reduced divergent flow of flushing fluid.
___ Minimum of 0.4 GPM flushing fluid for 15 minutes.
___ Where contamination can occur, nozzles protected from contaminants by covers. Removal of covers should not require extra step beyond activation of unit.
___ Squeeze bottles (personal eyewash) used only in conjunction with eyewashes.
___ Drench hoses used only in conjunction with eyewashes unless at open surface tanks.
___ Faucet mounted eyewashes not acceptable unless all requirements for plumbed units are met.
___ Employees are to be trained on the location and proper use of eyewashes and emergency showers.
___ If squeeze bottles are also provided, training must address proper use in conjunction with eyewashes.
___ Training must address holding eyelids open and rolling eyeballs to flush the entire eye.

First Aid Kits are located in the following places.

<table>
<thead>
<tr>
<th>Bldg. Code</th>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rundell Hall</td>
<td>Human Resources</td>
</tr>
<tr>
<td>2</td>
<td>ATC</td>
<td>Library Staff Break room</td>
</tr>
<tr>
<td>3</td>
<td>Performing Arts Center (PAC)</td>
<td>PAC155, PAC147</td>
</tr>
<tr>
<td>4</td>
<td>McNulty Haddick</td>
<td>W28</td>
</tr>
<tr>
<td>5</td>
<td>Center for Workforce &amp; Community</td>
<td>2nd Floor Employee Break room</td>
</tr>
<tr>
<td>6</td>
<td>North Central Plant</td>
<td>Office</td>
</tr>
<tr>
<td>7</td>
<td>Student Center</td>
<td>Office of Student Activities Coordinator, Cyber Café</td>
</tr>
<tr>
<td>8</td>
<td>Tucker Hall</td>
<td>Conference Room</td>
</tr>
<tr>
<td>9</td>
<td>John Britt Building</td>
<td>Room 132</td>
</tr>
<tr>
<td>10</td>
<td>Huddle Building</td>
<td>IT Help Desk</td>
</tr>
<tr>
<td>11</td>
<td>Republic Whiting Building</td>
<td>Office #10</td>
</tr>
<tr>
<td>12</td>
<td>Bonner Hall</td>
<td>Faculty Workroom</td>
</tr>
<tr>
<td>13</td>
<td>Moler Hall</td>
<td>Rebel Roost</td>
</tr>
<tr>
<td>14</td>
<td>Gymnasium</td>
<td>Weight Room Office, Faculty Locker Room</td>
</tr>
<tr>
<td>15</td>
<td>Gray Science Building</td>
<td>SB124, SB128</td>
</tr>
<tr>
<td>16</td>
<td>Sports Arena/Wellness Center</td>
<td>Wellness Center</td>
</tr>
<tr>
<td>17-20</td>
<td>Technical Vocational (TV) #1-4</td>
<td>Faculty Lounge, 214C</td>
</tr>
<tr>
<td>21</td>
<td>Technical Vocational (TV) #6-7</td>
<td>Outside TV7, Room 104</td>
</tr>
<tr>
<td>22</td>
<td>(TV) #8 Cosmetology</td>
<td>Office</td>
</tr>
<tr>
<td>23-24</td>
<td>Technical Vocational #9-10</td>
<td>Machine Shop</td>
</tr>
<tr>
<td>25</td>
<td>Pilot Plant</td>
<td>TV2</td>
</tr>
<tr>
<td>26</td>
<td>South Central Plant</td>
<td>Office</td>
</tr>
<tr>
<td>27-29</td>
<td>Physical Plant, S&amp;R</td>
<td>Office</td>
</tr>
<tr>
<td></td>
<td>McNair</td>
<td>Security Office</td>
</tr>
</tbody>
</table>
FIRE

In the event of a fire, follow the steps shown below.

1. Try to extinguish the fire, using one of the available fire extinguishers designated by visible signs in the hallway. If you can extinguish the fire, skip to step #8 below.

2. If you cannot extinguish the fire, sound alarm verbally and evacuate the building. Exit routes are posted in each building doorway.

3. Notify the Fire Department by telephoning 911 and relay the following information:
   - Your name
   - Location of fire. For example, Lee College, Moler Hall.

4. Notify Security at extension 6888 or 9.281.425.6888 which will sound building alarm and coordinate necessary evacuation procedures. In the event that the 6888 extension becomes inactive, dial 281.683.1449 to contact Security.

5. Be available when the Fire Department arrives to describe where in the building the fire is located.

6. Stay out of the firefighters’ way.

7. Try to account for all occupants of the building. The fire fighters will need to know how many people may still be inside.

8. If you **can** extinguish the fire, notify Security at extension 6888 or 9.281.425.6888 and advise them where the fire occurred.

TORNADO

Since tornados give no advance notice, little can be done except for protecting yourself. Should a tornado endanger the campus, it is safer to remain in the building. Stay away from windows, stay close to structural supports (beams, columns, etc.) and remain calm. Once in the sheltered area, everyone should sit facing the internal wall with knees and head down, hands covering face and head.
# Lee College Building Evacuation Chart

<table>
<thead>
<tr>
<th>Bldg. Code</th>
<th>Building</th>
<th>Parking Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rundell Hall</td>
<td>Parking Lot #1</td>
</tr>
<tr>
<td>2</td>
<td>Advanced Technology Center/Library (ATC)</td>
<td>Parking Lot #1</td>
</tr>
<tr>
<td>3</td>
<td>Performing Arts Center (PAC)</td>
<td>Parking Lot #15</td>
</tr>
<tr>
<td>4</td>
<td>McNulty Haddick</td>
<td>Parking Lot #15</td>
</tr>
<tr>
<td>5</td>
<td>Center for Workforce &amp; Community</td>
<td>909 Decker Parking Lot</td>
</tr>
<tr>
<td>6</td>
<td>North Central Plant</td>
<td>Parking Lot #15</td>
</tr>
<tr>
<td>7</td>
<td>Student Center</td>
<td>Parking Lot #10</td>
</tr>
<tr>
<td>8</td>
<td>Tucker Hall</td>
<td>Parking Lot #15</td>
</tr>
<tr>
<td>9</td>
<td>John Britt Building</td>
<td>Parking Lot #11</td>
</tr>
<tr>
<td>10</td>
<td>Huddle Building</td>
<td>Parking Lot #11</td>
</tr>
<tr>
<td>11</td>
<td>Republic Whiting Building</td>
<td>Parking Lot #10</td>
</tr>
<tr>
<td>12</td>
<td>Bonner Hall</td>
<td>Parking Lot #8</td>
</tr>
<tr>
<td>13</td>
<td>Molar Hall</td>
<td>Parking Lot #8</td>
</tr>
<tr>
<td>14</td>
<td>Gymnasium</td>
<td>Parking Lot #4</td>
</tr>
<tr>
<td>15</td>
<td>Gray Science Building</td>
<td>Parking Lot #4</td>
</tr>
<tr>
<td>16</td>
<td>Sports Arena/Wellness Center</td>
<td>Parking Lot #4</td>
</tr>
<tr>
<td>17-20</td>
<td>Technical Vocational (TV) #1-4</td>
<td>Parking Lot #5</td>
</tr>
<tr>
<td>21</td>
<td>Technical Vocational (TV) #5-7</td>
<td>Parking Lot #5</td>
</tr>
<tr>
<td>22</td>
<td>(TV) #8 Cosmetology</td>
<td>Parking Lot #4</td>
</tr>
<tr>
<td>23-24</td>
<td>Technical Vocational #9-10</td>
<td>Overflow Parking</td>
</tr>
<tr>
<td>25</td>
<td>Pilot Plant</td>
<td>Overflow Parking</td>
</tr>
<tr>
<td>26</td>
<td>South Central Plant</td>
<td>Overflow Parking</td>
</tr>
<tr>
<td>27-29</td>
<td>Physical Plant, Transportation &amp; S&amp;R</td>
<td>Parking Lot #9</td>
</tr>
<tr>
<td>30</td>
<td>Adult Learning Center</td>
<td>Parking Lot #13</td>
</tr>
<tr>
<td></td>
<td>Childcare Center</td>
<td>Jo Roosa Pavillion</td>
</tr>
</tbody>
</table>
BOMB THREATS

IN THE EVENT YOU RECEIVE A THREATENING CALL:

Do not transfer it to ext. 6888.

1. Notify someone nearby that you are talking to a threatening individual.

2. If caller hangs up, immediately call Security and relay pertinent information.

3. Attempt to gather as much information as possible or use the attached checklist.
   a. When is the bomb set to go off?
   b. Where is the bomb?
   c. What is the explosive?
   d. What does it look like?
   e. What building is it in?
   f. Did you place the bomb?
   g. Why was it set?
   h. Where are you calling from?
   i. What is your name?

4. Try to write down:
   a. What did the voice sound like (man, woman, child, distinguishing type, etc.)?
   b. Were any identifiable sounds in the background?
   c. Exact wording of threat.

5. Immediately after the call:
   Contact Security, which will notify the proper administrators. The president will determine the action to be taken. Stay on campus! You will be the first person the police will want to interview.
IF BOMB IS FOUND

1. Do not handle the device. Also do not use two-way radios, cell phones, or turn lights on or off while in proximity to the device.

2. Isolate the area.

3. Contact Security, which will notify the proper administrators to begin evacuation.

4. Evacuate in stages, starting with rooms nearest the device.

EVACUATION AND RE-ENTRY

a. Look around your area, and take note of anything out of the ordinary. Take nothing with you except personal items, such as a purse, coat, car keys, umbrella or brief case.

b. As you leave the building, take note of anything unusual in the hallways/stairs.

c. Proceed to the EVACUATION AREA designated for your building. Remain in the designated area (at least 300 feet from the structure) until you are notified to return.

5. Re-enter the building only after advised by Security or Police.
BOMB THREAT CHECKLIST

1. When is the bomb going to explode?

2. Where did you put the bomb?

3. When did you put it there?

4. What kind of bomb is it?

5. What does the bomb look like?

6. What will make the bomb explode?

7. Why did you place the bomb?

8. Where are you?

9. What is your name?

10. What is your address?

Exact wording of threat

Information on caller
Sex _____ Age ____ Race _________ Length of call __________

Caller’s voice
☐ Calm ☐ Angry ☐ Excited
☐ Slow ☐ Rapid ☐ Soft
☐ Loud ☐ Laughing ☐ Crying
☐ Normal ☐ Distinct ☐ Slurred
☐ Intoxicated ☐ Stuttering ☐ Lisp
☐ Cracking voice ☐ Deep ☐ Ragged
☐ Clearing throat ☐ Disguised ☐ Accent
☐ Deep breathing ☐ Familiar ☐ Raspy

If the voice is familiar, who did it sound like?

Action on call
Number call received at _______________________
Recipient ________________________________
Time __________ a.m./p.m. Date ____ / ____ / ____

Call reported to ______________________________
Telephone No. ___________ Date ____ / ____ / ____

Threat language
☐ Incoherent ☐ Speech type
☐ Taped message ☐ Irrational
☐ Abusive/foul ☐ Message read by threat maker
☐ Other _________________________________

Background noises
☐ Street noises ☐ Factory machinery
☐ Crockery ☐ Animal noises
☐ Voices ☐ Clear
☐ PA system ☐ Static
☐ Music ☐ House noises
☐ Motor noises ☐ Office machinery
☐ Public phone ☐ Local call
☐ STD call ☐ Aircraft
☐ Other _________________________________

Remarks

Instructions

DO NOT discuss with other staff.

DO NOT return to the area until advised by the Security Captain or local authorities.

IMMEDIATELY after receipt of the call, please complete this form.

Name:
Position:
Telephone No.
Date: ____ / ____ / ____
FLOOD

In the event that a flood threatens the region, the president will monitor the situation and decide whether or not to close the campus. Should the determination be made to close the campus, employees should do the following before leaving.

1. Unplug computer and computer-related equipment, calculators, etc.

2. Where feasible, move computers and electronic equipment away from windows or outside doors, and away from areas that have leaked in the past.

3. Instructors with items outside should secure them or relocate them inside buildings. Loose items, such as lawn furniture and tennis court screens, will be put away by the maintenance staff.

4. Make sure windows are locked securely. If you have one that will not lock, advise the Director of the Physical Plant at extension #6489 or #6490 as soon as possible.

5. Listen to local radio and TV stations. Refer to the Temporary Closings section of this handbook.
HURRICANE

In order to ensure a safe and orderly closure of campus operations in the event of a hurricane threat to the area, general responsibilities of employees and departments are outlined below. We have added a campus emergency telephone number that can be accessed in the event of an evacuation. Information will be provided regarding status of campus operations and instructions on returning to campus via the emergency telephone line. The Lee College Emergency Hotline is 877.647.5767.

I. President
   • Meet with President’s Cabinet to make decisions regarding campus closure
   • Determine stages and timing of campus closure for:
     o Students
     o Faculty
     o Administration and Staff
   • Unplug computers, and remove from floor
   • Make sure contact calling trees are up to date
   • Forward phones to the main number 281.427.5611 or update voicemail to say, “Press 0 for more information.”

II. College Relations
   • Forward phones to the main number
   • Notify campus/community of decisions regarding closures and reopening via:
     o Website
     o Text message
     o E2Campus
     o Main phone line – message
     o Local media
       - Television
       - Radio
   • Update Plasma screens and electronic billboards
   • Photographs of before and after for FEMA

III. Maintenance
   • Secure outside furniture
   • Board up IT windows
   • Power down air handlers and motors
   • Switch off diesel-powered generators after the campus is evacuated
   • Move science freezer to Moler Hall
   • Prepare the Maintenance building as a recovery center for after the storm
   • Gas up college vehicles
   • Unplug computers and remove from floor
   • Make sure calling trees are up to date
IV. Security
- Check to make sure everyone has evacuated the buildings
- Lock down buildings, and post signs on doors
- Unplug computers, and remove from floor
- Make sure calling trees are up to date

V. Instructional Areas
- Move perishable science props to a single freezer/refrigerator
- Unplug computers, and remove from floor in offices and computer labs
- Make sure calling trees are up to date
- Online classes should be up to date

VI. Staff
- Unplug computers, and remove from floor
- Make sure calling trees are up to date

VII. Student Services
- Make sure international students and athletes have transportation to an area shelter
- Unplug computers, and remove from floor in offices and computer labs
- Make sure calling trees are up to date

VIII. IT
- Activate emergency Web page
- Place message on main phone line
- Unplug computers, and remove from floor
- Make sure calling trees are up to date
- Forward phones to the main number

IX. Financial Services
- Provide cash to emergency response team, if necessary
- Unplug computers, and remove from floor
- Make sure calling trees are up to date
- Forward phones to the main number

X. Institutional Advancement
- Unplug computers, and remove from floor
- Make sure calling trees are up to date
- Forward phones to the main number
XI. Emergency Response Team

- President
- President’s cabinet
- Dean, Applied Sciences
- Dean, Academic Studies
- Dean, Lee College Huntsville Center
- Director of Marketing and Public Affairs
- Security captain
- Faculty Assembly Representative
- Registrar, Admissions and Records
- Shipping/Receiving Clerk
- Director, Physical Plant

XII. Conference Calls - Emergency Response Team

In case of emergency, a telephone number and code has been activated by AT&T Teleconference Service. The president serves as the host. This number is only for the cabinet members. **Check-in times are 10 a.m. and 4 p.m.**

Lee College Teleconference number: 888.251.2909
Access Code: 8811124
Host Code: 7737

XIII. Return to Campus

- The president or his designee will direct a staged return to campus taking into consideration the following groups:
  - Essential and non-essential personnel
  - Faculty/staff
  - Students
Emergency Closures/Delayed Openings

Lee College has a state-of-the-art notification system that is capable of sending alerts instantly. You may choose to receive notifications on your:

- Mobile phone (text message)
- Blackberry
- Wireless Device
- Pager
- Email address
- Lee College website
- Google, Yahoo! or AOL home page

Sign Up Today at http://www.lee.edu/alerts/

It only takes a minute to register, and you will receive:

- Weather cancellations and delays
- Emergency conditions

When the College closes, all classes and operations at the McNair Center, San Jacinto Mall and any other off-site educational facilities are also cancelled. There will be no access to campus grounds, facilities, or buildings unless otherwise stated.

Important Information

- The College makes very effort to arrive at a decision at the earliest possible time to ensure safety of the college community. Every effort will be made to notify all radio and television stations by 5 a.m. In certain situations, the College may be able to open in time for evening classes and events. If a separate decision is required for evening classes, every effort will be made to make the decision by 3p.m.

- If the College opens late, our announcements will always identify a specific opening time, e.g., “Lee College opening at 10 a.m.”. Never will we indicate anything akin to “opening two hours late”. Unfortunately, we have no control over the media outlets and how they choose to report our information.

- The College makes decisions regarding weather-related delayed opening or closing independent of other agencies including Goose Creek Consolidated Independent School District; therefore do not assume that if the public schools are closed that the College will also be closed.
AIRBORNE RISK

The college’s proximity to oil refineries and chemical plants poses a risk to our employees, visitors and students. In addition, terrorist activity could lead to a toxic airborne release. Should a crisis occur at any of these sites or because of terrorist activity, the Vice President of Finance and Administration shall implement this action plan with approval from college president.

1. The Lee College Security Office shall stay in communication with the City of Baytown Emergency Management Office.
2. The VP of Finance & Administration shall stay in communication with the City of Baytown Emergency Management office for updates on wind speed and direction.
3. Should time and geographical considerations be such that an evacuation from Baytown is prudent, the VP of Finance & Administration shall notify the college president and the president or designee shall make the decision to evacuate campus. Evacuation notice shall be given to employees by email, voicemail and/or by contacting each building’s emergency contact.
4. Students needing transportation shall be notified to assemble in the Lee College sports arena.
5. All employees shall depart campus immediately after the evacuation order is given. Lee College Security shall ensure that all buildings are secure before leaving campus.
6. All individuals should listen to local radio and television stations for information regarding closure and/or re-opening of college campus.

ENVIRONMENTAL SPILLS

On-Campus Release of Hazardous Materials, Toxic Substances or Gas Leaks

In the event of an environmental spill involving hazardous chemicals or other materials, do the following:

1. Try to contain the spill if possible, without endangering yourself or others. Whether or not you can contain the spill, proceed to Step 2.
2. Evacuate the area of the spill. Use judgment depending on the nature and quantity of spilled material. The rule of thumb is to get far enough away so that you can no longer smell the fumes or detect irritation from the spilled material. If there is danger of fire and/or explosion, evacuate the building. If in doubt, evacuate.
3. Render first aid to any injured parties. (*Refer to Medical Emergencies section of this handbook for location[s] of first aid kits*).
4. Notify the Fire Department by calling 911, and relay the following information:
   A. Your name
   B. Location of the spill. For example, Lee College, Moler Hall
   C. Type of material involved and quantity
   D. Number of injured persons and nature of injuries.
5. Call Security at extension 6888 or 9.281.425.6888. Security will notify the switchboard to electronically activate a building alarm. In the McNulty-Haddick or the science buildings, an employee may pull a hand alarm.
6. Be available when the Fire Department arrives to tell where the spill is located.
7. Stay out of the firefighters’ way.
8. Try to account for all persons who were inside the building, if the spill occurred indoors. The Fire Department will need to know how many people may still be inside.
MAINTENANCE PROBLEMS

Maintenance-Related Problems

- Power (electrical) outages, electrical problems
- Water leaks, ruptured water line
- Gas leaks
- Sewage problems

1. During business hours, call Maintenance at extension 6490.
   *On evenings, weekends or when no one else can be reached, call Security at extension 6888.

2. If you receive no answer at the above numbers and an emergency exists, contact Security.

   Warning! Never touch live wires. Do not attempt to rescue a person experiencing electrical shock. Shut off power where applicable.
TRAFFIC REGULATIONS/ACCIDENTS

Authority
Lee College has the authority to enforce certain traffic regulations by the Private Institutions of Higher Education Act, Section I, Chapter 600.003, effective Sept. 1, 1997.

Accessible Parking
Accessible (handicapped) parking spaces are available throughout the campus.

Vehicle location is the responsibility of the owner.

Violations will be given for:

• Illegally parking in handicap parking
• Exceeding campus speed limits
• Backing into diagonal spaces
• Parking on sidewalks or lawns

The following violations will result in vehicles being towed:

• Parking in areas marked as “no parking”
• Vehicles determined to be abandoned
• Double-parking
• Parking in fire lanes
• Blocking fire hydrants

Accidents and Thefts
All accidents, thefts or offenses that occur on campus must be reported to Security. Do not leave valuables in your vehicle. Always keep vehicles locked.

Motorcycles
Contact Security for parking locations. Do not park on the sidewalks or grass.

Auto Accidents: On Campus
Contact Security at 9-281-425-6888 or #6888 and report the accident. The college has no responsibility for personal vehicles, but will assist in the exchange of driver information.

Auto Accidents: Off Campus (in college vehicles)
Follow normal vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove compartment of each vehicle. If the accident is of a serious nature and injuries are involved, contact the Lee College Security Office at 281.425.6888.

Auto Accident in a Lee College Vehicle

In case of a motor vehicle, accident you should:

Stop immediately. Stay calm. Do not leave the scene.
IF STUDENTS ARE IN YOUR VEHICLE:
Take steps to prevent another accident at the scene

If there is an injury:

• Call or have someone call for emergency services at 911
• Administer any first aid within your training and competence

If there is no injury:

• Call 911 for police
• Call Security at 281.425.6488 and your dean.
• DO NOT sign any papers or make any statements as to who was at fault (except to or with the approval of your dean)
• Obtain the name and contact information of each witness.
• Provide your name, address, place of employment, name of your dean and driver’s license information.
• Collect information on other vehicle(s) involved including:
  ✓ Other driver(s) name, address, driver’s license number with expiration date, name and address of insurer
  ✓ Name and address of each person involved [passenger(s) and pedestrian(s)], and details on any injuries
  ✓ Other vehicle’s make, model, year of manufacture, VIN, license plate state and number

• If police respond, request the officer’s name, badge number and report number.

• As soon as practical, make notes while details are fresh on you mind. Note date, time and location of the incident. Note weather, road, and traffic conditions.