Lee College

2016 EMERGENCY PROCEDURES

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 who 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 VP 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: 1.877.647.5767

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP of Finance and Admin</td>
<td>281.425.6887</td>
</tr>
<tr>
<td>Security Captain</td>
<td>281.425.6888</td>
</tr>
<tr>
<td>Director of Physical Plant</td>
<td>281.425.6490</td>
</tr>
</tbody>
</table>

Representatives

Faculty
- Harry Pang
- John Elliott
- Sam Ortallono
- Karen Guthmiller

President’s Office
- Leslie Gallagher

Staff Assembly
- Rosetta Mourer

Students
- Mike Spletter
- Student Congress President- Jeremy Gallagher

Admin Assembly
- Delma Garcia

Facilities/Information
- Daniel Christie

Student Support
- Scott Bennett

IT
- Tom Sandoval
MEDICAL EMERGENCIES & FIRST AID KITS

General Medical Problems (Injuries)

In the event an employee or student has a medical problem or injury, try to determine the extent of the problem. If 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 hall ways 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 insure scene safety. Do not endanger your life to help another! It only makes things worse.
2. Assist the victim(s) according to their needs and your capabilities.
3. 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 location to guide them in.

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 Helpdesk</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>Molar 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>
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<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>
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<tr>
<td></td>
<td>McNair</td>
<td>Security Office</td>
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MEDICAL EMERGENCIES AED’s & FIRST AID KITS

General Medical Problems (Injuries)

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

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The Lee College Counseling Center, 281-425-6384, provides support, encourages action, and makes referrals to the Bay Area Women’s Center for crisis intervention. (NEED TO VERIFY WITH COUNSELING CENTER)

AED Units have been installed in each facility marked with an AED sign. Security carries a mobile unit.

If the situation is life threatening, proceed as follows:

1. Assess and insure scene safety. Do not endanger your life to help another! It only makes things worse.
2. Assist the victim(s) according to their needs and your capabilities.
3. 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 location to guide them in.
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<td>Physical Plant, S&amp;R</td>
<td>Office</td>
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<td></td>
<td>McNair</td>
<td>Security Office</td>
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</table>
EYE CARE WASH KIT

The ANSI requirements for the eyewash / safety shower installations and ongoing maintenance are as follows:

**ANSI Z358.1-2014 Requirements**

To ensure that eyewash stations and showers are always ready when needed, it is important that the requirements for test procedures and maintenance set forth in Z358.1-2014 be followed.

The requirements for testing and maintaining eye, eye/face washes and showers are based on the manufacturer’s instructions and ANSI protocols. Generally, the manufacturer’s instructions state that the devices should be inspected, tested and the results recorded weekly. Individual owners’ manuals should be looked at for the specific manufacturer’s guidelines.

ANSI Z358.1-2014 is divided into five sections and each section addresses minimum performance and use requirements, as well as installation, testing procedures, maintenance and training requirements.

ANSI Z358.1-2014 Plumbed and Self-Contained Emergency Showers, Eyewash Equipment, Eye/Face Wash Equipment and Combination Units Performance and Maintenance Criteria:

- Must be designed, manufactured and installed in such a manner that, once activated, they can be used without requiring the use of the operator’s hands
- Valve must easily activate in a second or less, remain open on its own until it is intentionally turned off and be resistant to corrosion
- If shut off valves are installed in the supply line for maintenance purposes, provisions must be made to prevent unauthorized shut off
- If a potential for freezing exists, product specifically designed to avoid freezing should be used
- Plumbed units must be activated on a weekly basis long enough to ensure that flushing fluid is provided
- Plumbed and self-contained showers must maintain a minimum flushing fluid of 20 gallons per minute (GPM) at 30 pounds per square inch (PSI) for a minimum of 15 minutes
- Plumbed and Self-Contained Eyewash Equipment must maintain a minimum flushing fluid of 0.4 GPM at 30 psi for 15 minutes
- Eye/Face wash equipment must maintain a minimum flushing fluid of 3 GPM at 30 PSI for 15 minutes
- Determine that flushing fluid is tepid (between 60 – 100°F) and in circumstances where chemical reactions are accelerated by flushing fluid temperature, a facilities safety/health advisor should be consulted for the optimum temperature for each application
- Determine that flushing fluid is dispersed throughout the required pattern
- Showers, eyewashes, eye/face washes, and drench hoses all can be utilized in combination units and the requirements of each of these types of product categories must be met when utilized with other categories of emergency equipment
- Self-contained units must be visually checked weekly to determine if the flushing fluid needs to be changed or supplemented in accordance with the manufacturer’s instructions.

**Annual Inspections**

Each year emergency products must be inspected to ensure they comply with the ANSI standard. While a fixture may be certified to meet the ANSI standard before it is installed, once installed, it is important to make sure it is installed according to the standard’s requirements. You can also use a weekly checklist (below) to help ensure the proper operation of a unit in an emergency.
BOMB THREATS

IN THE EVENT YOU RECEIVE A THREATENING CALL:

Do not transfer it to security.

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 located?
   c. What type of explosive?
   d. Description of the bomb?
   e. Did you or did you see someone place the bomb?
   f. Why was it set?
   g. Where are you calling from? What is your name?
4. Try to write down:
   a. What did the voice sound like (man, woman, child, accents, etc.)?
   b. Were there any identifiable sounds in the background?
   c. Exact wording of threat.
5. Immediately after the call:
   Contact security who will notify the proper administrators. A determination will be made by the President concerning 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. Isolate the area.
2. Contact security who will notify the proper administrators to begin evacuation.
3. Evacuate in stages starting with rooms nearest the device.
4. Do not handle the device. Also do not use two-way radios, cell phones, or turn lights on or off while in the proximity of 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. Notices are posted at entry ways of each 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?**

**Action on call**
- **Number call received at**: ________________
- **Recipient**: ________________
- **Time**: ______ am/pm  **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 noises
- □ 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:** ___ / ___ / ___
## 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>
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<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>
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<td>12</td>
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<td>Molar Hall</td>
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<tr>
<td>14</td>
<td>Gymnasium</td>
<td>Parking Lot #4</td>
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<td>Gray Science Building</td>
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<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>
**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.
2. If you can extinguish the fire, skip to step #8 below.
3. If you cannot extinguish the fire, sound alarm verbally and evacuate the building. Exit routes are posted in each building doorway.
   - 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 who 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 fire fighters' 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.

**FLOOD**

In the event 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 Temporary Closings section of this handbook.
HURRICANE

In order to insure 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 1 (877) 647-5767.

I. President
- Meet with President’s Cabinet to make decisions regarding campus closure
- Determine stages and timing of campus closure for:
  - Students
  - Faculty
  - Administration and Staff
- Unplug computers and remove from floor
- Make sure 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:
  - Web
  - Text message
  - E2 campus
  - Main Phone line – message
  - 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
- On-line 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, LCHC Huntsville
- Director of College Relations
- Security Captain
- Faculty Assembly Representative
- Registrar, Admissions & 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 10am and 4pm.**

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 Alerts/Closures/Delayed Openings

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

- Mobile phone (text message)
- Blackberry
- Wireless Device
- Pager
- E-mail 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 canceled. There will be no access to campus grounds, facilities, or buildings unless otherwise stated.

**Important Information**

- The College makes every 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 3 p.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 close 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 due to a terrorist activity, the VP 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, voice mail 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 insure that all buildings are secure prior to 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 due to the spilled material. If there is danger of fire and/or explosion, evacuate the building. If in doubt, get out – evacuate.
3. Render first aid to any injured parties. (Refer to Medical Emergencies section of this hand book 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.
   c. For example, Lee College, Moler Hall
   d. Type of material involved and quantity
   e. Number of injured persons and nature of injuries.
5. Call Security at extension 6888 or 9-281.425.6888 who will notify the switchboard to electronically activate a building alarm. In the McNulty-Haddick or 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 fire fighters’ 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 about 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.
   *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 September 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 car. Always keep cars 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 box 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.
**DRIVER COLLISION CHECKLIST**

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 protect students and yourself from further injury or risk
- Take steps to prevent another accident at the scene

**IF THERE IS AN INJURY**
- Call or have someone call for emergency services 911
- Administer any first aid within your training and competence

**IF THERE IS NO INJURY**
- Call police 911
- Call Security at 281-425-6488 or your Dean.
- DO NOT sign any paper or make any statement as to who was at fault (except to or with the approval of your Dean)
- Obtain the name and contact information of each witness on the Witness Information form

**Information form**
- Provide your name, address, place of employment, name of your Dean and driver’s license information on the Information Exchange Form.
- Collect information on other vehicle(s) involved including:
  - Other driver(s) name
  - Address
  - Driver’s license number ____________________________ 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 ____________________________ License Plate Number ____________________________

- If police respond, request the officer’s:
  - Name ____________________________
  - Badge number ____________________________ Report number ____________________________

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