

Emergency Quick Reference Guide

Harlingen: 956-364-4220
Waco: 254-867-3690
West Texas: 325-235-7400



Fire

- Activate fire alarm pull station.
- Do not use elevators.
- Evacuate.
- Call 911 when safe to do so.



Building Evacuation

- Leave through the nearest exit.
- Do not run.
- Do not use elevators.
- Close doors behind you; do not lock them.
- Gather outside at designated areas.
- Wait for an all-clear to re-enter.

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Flooding

- Secure equipment, records and hazardous materials, and shut off electrical equipment.
- Move employees to safe area.
- Do not return to building unless instructed by administrator in charge or emergency personnel.
- Call Facilities for assistance with cleanup.



Hazardous Materials/Spills

- If indoors, close doors and isolate contaminated area.
- Call 911 or the TSTC Police Department and follow instructions provided.
- Provide police with incident details.



Suspicious Packages

- Do not touch or disturb the object.
- Evacuate the immediate area.
- Call 911 or the TSTC Police Department.



Active Shooter

- Avoid/Run: Avoid or leave the area.
- Deny/Hide: Seek shelter and barricade yourself.
- Defend/Fight: Take action to disrupt shooter.
- Wait for all-clear from police or first responders.
- Call 911 when safe to do so.



Severe Weather

- When the decision is made to take shelter:
- Listen for instructions.
 - Take shelter in designated areas.
 - Do not use elevators.
 - Remain indoors and away from windows.



Gas Leaks, Fumes, Vapors

- Clear the area immediately.
- Call 911 or the TSTC Police Department and Facilities and provide the location of odor.
- Do not touch light switches or electrical equipment.
- Do not pull fire alarms.



Suspicious Behavior/Persons of Concern

- Do not physically confront the person.
- Do not let him/her into locked room/building.
- Do not block his/her access to exit.
- Call the TSTC Police Department or Security.



Bomb Threats

- Remain calm.
- Get as much information from caller as possible.
- Call 911 or the TSTC Police Department.
- Follow instructions from emergency personnel.



Medical Emergencies

- If someone experiences a medical emergency:
- Remain calm.
 - Call 911 or the TSTC Police Department.
 - Do not move the victim.
 - Clear the area of unnecessary personnel.
 - Do not render treatment unless you are trained in basic first aid.



Media Inquiries

- Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news outlet, please refer all reporters to the TSTC Communication Department.