

North Central Texas College Crisis Response Guide

Non-Emergency Incidents

If you need to report an incident that is not an immediate emergency, call Campus Police at **(940) 668-4270** from a mobile phone, or campus phone.

When calling Campus Police, be prepare to provide the following information:

- Your name
- Your location
- Your phone number
- The nature of the incident
- A description of people involved
- Stay on the phone and seek safety until the dispatcher or a uniformed officer tells you otherwise.

Report It

Report criminal activity, suspicious, or threatening behavior by calling Campus Police at **(940) 668-4270** from a mobile phone, or campus phone. If the incident is life-threatening or occurred off-campus, call **911** first. Warn or tell others in the area.

Note the Following Characteristics of a Suspicious Person

- Height / weight
- Hair color / length
- Glasses
- Facial Hair
- Shirt, jacket color & style
- Pants color & style
- Shoes color & type
- Type of property, weapon
- Distinguishing Features: Tattoos, Scars, Birthmarks

All employees are required to immediately report the following:

- Any life-threatening situation in progress, such as a physical confrontation.
- Acts of violence or threats in the workplace or other conduct indicating that violence is eminent.
- Title IX reportable offenses, including sexual harassment, sexual misconduct, and sexual assault.
- No-Contact order violations that list the university as a restricted location.

Civil Disruption

Most campus demonstrations are peaceful and non-obstructive. Everyone should attempt to carry on business as normal. Avoid provoking or obstructing demonstrators.

If any of the following conditions occur, use a telephone located away from the disturbance to call Campus Police at **(940) 668-4270** from a mobile phone, or campus phone:

- **INTERFERENCE** with normal operations of the university.
- **OBSTRUCTION** of access to offices, buildings, or other university facilities.
- **THREAT** of physical harm to persons or damage to university facilities.

Alert all employees in the area of the situation. Stay in place by locking all doors and securing files, documents, and equipment. Stand by for further instructions. If instructed to do so, cease operations and evacuate the area.

Cancellation of Classes & Activities

In extreme weather situations, North Central Texas College and/or classes may be closed/canceled. A determination will be made by 6:00 a.m. for morning and afternoon classes and activities, and by 1:00 p.m. for evening classes and activities.

Weather-induced closure or schedule change information is available through multiple outlets:

- Online at NCTC.edu
- [LionALERT](#)
- Local television
- Social media

Faculty to Notify Students

- Faculty who are unable to travel safely to campus when classes are not canceled should communicate quickly with students by sending an email and/or leaving an alternate greeting on your telephone voicemail extension. Please inform your students beforehand how you will communicate with them when canceling class.

Emergency Kits

- All faculty, staff and commuter students are encouraged to keep an emergency kit in their vehicles, including a sleeping bag and overnight bag. It is also a good idea to keep a flashlight and other supplies handy in your resident hall room or office.

Stranded on Campus?

- Non-residential students or employees needing temporary shelter during hazardous weather may contact Campus Police at [\(940\) 668-4270](tel:9406684270). Students or employees will be offered a temporary stay in an empty residence hall room or lounge. **Bedding is not available.**

Severe Weather

Weather is one of the main risk we face at NCTC. As such, NCTC wants to make sure you fully understand the weather risk we face. Severe weather hazards most common in North Texas include the following:

- Tornadoes
- Severe Thunderstorms
- High Winds
- Flooding
- Lightning

An important aspect of knowing the different weather situations is understanding the difference between a watch and a warning.

- Watch means that conditions are favorable for a particular type of weather.
- Warning means that the weather event is underway.

If a tornado warning is issue please do the following:

- **Use** interior rooms away from doors/windows
- **Stay** tuned for LionALERTS or officials for updates
- **Wait** for “all clear” to resume normal activities

If you are in a car or outdoors during a Tornado Warning and cannot get to a building, cover your head and neck with your arms and cover your body with a coat or blanket, if possible. Do not try to outrun a tornado in a vehicle.

After a tornado warning, check those around you and your area of the building for injured persons. Call 911 if there are injuries or significant damage. If you smell natural gas, open the windows and exit the building; call 911 once you are safely away from the building.

Evacuate damaged buildings and do not re-enter unless the building has been officially declared safe. Comply with instructions from first responders.

Campus Evacuation

NCTC may initiate a full or partial campus evacuation when it is either unsafe for students, guests, or employees to remain on site, or when basic services (i.e. sewer or power) cannot be provided over an extended period of time. Assess your situation for a safe exit.

Accountability

- If you are living on campus tell your RA where you are going as you leave campus.

Reunification

- NCTC may designate a reunification site for students and employees to meet family members after a campus evacuation. The site location will depend on the scope of the incident that has caused the campus evacuation.

If an evacuation order is given:

- Don't use elevators
- Assist the disabled
- Take valuables and cell phone with you
- Proceed to assembly area outside

Active Shooter

Do not attempt to apprehend or interfere with a criminal or violent individual except to defend yourself. When faced with a life-threatening situation, you may consider the following actions to survive:

Run or Crawl Away

If you think you can safely make it out of the area, do so. If you decide to run, do not run in a straight line. Try to keep cover and concealment objects, such as trees, garbage cans, buildings, and cars, between you and the hostile person.

Hide

Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls, and benches to conceal yourself. This only works if the violent individual does not know you are there. If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.

Fight

Your last option, if caught in the open and in close proximity to the intruder is to fight back. Use improvised weapons and work with others to take down the hostile individual no matter what.

Active Shooter

If you see or hear a LionALert for an Active Shooter, do the following:

Share the alert message

- to those in your immediate area. Use judgment about the safety of doing so.

Move to a secure area

- Only if it is safe to do so
- Engage nightlocks

Stay calm, quiet, low, and out of sight

Silence your mobile phone

Assess the situation

- Be alert if the fire alarm is activated. It may indicate that there is a fire in the building requiring evacuation. It may also be triggered by an attacker in order to draw a crowd into a target area. Use your best judgment and be ready to move if necessary.

If you have specific information

- about an ongoing threat, call **911** from a mobile phone to inform responding agencies.

In the event of a Active Shooter/ Lockdown LionAlert:

Do not open any doors

- for any reason until an “all clear” signal is given by LionALERT or uniformed officers.

Do not call Campus Police

- request information. Important information will be broadcast using **LionALERT**

Do not approach or talk to officers

- unless they tell you to do so. Officers are highly trained to find and stop the threat before aiding victims.

Fire

Before opening the door to leave the room, feel the upper portion of the door or the doorknob. If it is not hot, brace yourself against the door and open it slightly. If you encounter heat or heavy smoke in the corridor, close the door and stay in the room.

- Hang an object out of the window, such as a shirt, jacket, or anything that will attract attention.
- Call [911](#) from a campus phone or mobile phone to report that you are trapped in the room.

If your clothing catches fire. **Stop** running, **Drop** to the floor, and **Roll** to smother the fire.

Evacuation

- Evacuate the building when the fire alarm sounds or when you are directed by emergency responders to do so. Occupants may also initiate an evacuation by warning others of a hazard in the building or by activating the fire alarm at a pull station. Not all buildings on campus have fire alarm pull stations.

Accountability

- Please check-in with your instructor, conference leader, resident assistant (RA), or a Campus Police officer during emergencies and remain in place until instructed otherwise.

Chemical Hazard/ Spill

Report

- Report all spills or releases of hazardous materials (chemical, biological, radiological, etc.) to Campus Police at **(940) 668-4270**. Also advise the department supervisor if nearby. Be prepared to tell the dispatcher:
- Whether anyone is injured or at risk of being injured
- Whether the spill is controlled (e.g. Is it on fire or still spilling?)
- The location of the spill
- The name of the material
- How much has been released

Evacuate

- Evacuate and limit access to the affected release area to prevent further contamination of others. Move to a safe area outside that is crosswind or upwind or to another area inside that is on a separate ventilation system to avoid exposure to fumes. If there is a large spill indoors, activate the fire alarm at a pull station and exit the building.

Wash

- If a hazardous material is spilled or splashed on a person, immediately wash the material from the victim and remove any contaminated clothing. Eyes, if contaminated, should be flushed immediately with water for at least 15 minutes. Use the emergency showers and eyewash stations located in hazardous material areas.
- Persons who are potentially exposed to a spill or release should report to emergency personnel at the site and provide information such as their name, phone number, and address

Earthquake

If Indoors:

DROP

- under a desk or sturdy table. Stay away from windows, outside walls or doors, filing cabinets, bookcases, overhead fixtures or objects that may fall or collapse. Alternatively, stand along an interior wall or in a doorframe.

COVER

- your head and neck with one arm until the shaking stops.

HOLD ON

- to the desk or table. If it moves, move with it. Close your eyes to protect them. Wait for the motion to cease and for any falling objects to land before you attempt to move.



If Outdoors:

Move away from: buildings, trees, streetlights, and utility wires. Beware of falling debris from buildings and trees.

If you are driving, slowly pull over to the side of the road and stop. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Stay in the vehicle until the shaking stops.

After an Earthquake

- Gather your belongings
- Look around to see if others need assistance.
- Exit the building
 - Do not use the elevator.
- Wait for instructions from emergency responders and do not re-enter the building until directed to do so by emergency responders.
- Prepare for potential aftershocks