

# HOUSTON COMMUNITY COLLEGE ALL HAZARDS PUBLIC EMERGENCY PLAN

## Introduction

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Houston Community College (HCC) is committed to protecting the welfare of its community members as well as its intellectual property and facilities. With this plan, the College strives to minimize the impact of emergencies and maximize the effectiveness of the college community's response to and recovery from their inevitable occurrence.

The *Emergency Response Plan* is designed to help the College community respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by college employees, students, and visitors, thereby minimizing danger to HCC.

Every member of the Houston Community College community should understand his or her role in emergency situations. All faculty, staff, and students should review this plan so they can support their colleagues should an emergency arise.

## Purpose

The purpose of the All Hazards Emergency Plan is written to identify roles and responsibilities in response to most emergency events.

## Applicability

This plan applies to all Houston Community College campuses.

## Roles and Responsibilities

### **Houston Community College Police**

The Houston Community College Police Department's prime responsibility is to protect the Houston Community College Community and will be the first responder to any emergency incident.

### Active Shooter

- Most active shooter situations require both an evacuation and a shelter-in-place
- The Police Department's actions taken for this type of incident will have the following objectives:
  1. Broadcast emergency message via the Connect-Ed system
  2. Immediately engage the assailant(s)
  3. Evacuate the victims
  4. Establish a Unified Command with local Police, Fire, and EMS

5. Direct affected individuals to medical care, interviews, and counseling
6. Secure all designated assembly areas
7. Maintain order in areas designated for the media, parents, and other civilians not related to the College Community
8. Preserve the crime scene for investigation
9. Cooperate with the College Public Information Officer regarding press releases
10. Broadcast an "all clear" message via the Connect-Ed system
11. Document incident

#### Fire (Evacuation)

- The Police Department's actions for this type of incident will have the following objectives:
  1. Coordinate an orderly evacuation
  2. Participate in a Unified Incident Command with local Fire and EMS
  3. Secure all designated assembly areas
  4. Maintain order in areas designated for the media, parents, and other civilians not related to the College Community
  5. Interact with Facilities to determine the safety of the campus(s)
  6. Coordinate an orderly reentry into the campus(s)
  7. Cooperate with the College Public Information Officer regarding press releases
  8. Broadcast the emergency message and the "all clear" message via the Connect-Ed system
  9. Document incident

#### Bomb (Evacuation)

- The Department's actions for this type of incident will have the following objectives:
  1. Coordinate an orderly evacuation
  2. Participate in a Unified Command with local Fire, EMS and Police Bomb Technicians
  3. Coordinate an orderly search assisted by Faculty and Staff
  4. Assist local Police Bomb Technicians in the event a suspicious item is located
  5. Secure all designated assembly areas
  6. Maintain order in areas designated for the media, parents, and other civilians not related to the College Community
  7. Interact with Facilities to determine the safety of the campus(s)
  8. Coordinate an orderly reentry into the campus(s)
  9. Cooperate with the College Public Information Officer regarding press releases

10. Broadcast the emergency message and the “all clear” message via the Connect-Ed system
11. Document incident

#### Hazardous Chemical Release (Shelter-in-Place)

- The Department’s actions for this type of incident will have the following objectives:
  1. Establish a Unified Command with local Fire Hazardous Material Units and EMS
  2. Coordinate the shut-down of the HVAC
  3. Maintain order in areas designated for the media, parents, and other civilians not related to the College Community
  4. Interact with Facilities to determine the safety of the campus(s)
  5. Cooperate with the College Public Information Officer regarding press releases
  6. Broadcast the emergency message and the “all clear” message via the Connect-Ed system
  7. Document incident

#### Major Crime in the Area (Shelter-in-Place)

- The Department’s actions for this type of incident will have the following objectives:
  1. Establish a Unified Command with local Police
  2. Assist in maintaining a calm atmosphere on the campus(s)
  3. Cooperate with the College Public Information Officer regarding press releases
  4. Broadcast the emergency message and the “all clear” message via the Connect-Ed system
  5. Document incident

#### Power Outage

- Power outages may require either an evacuation or a shelter-in-place – dependent on the source
- The Department’s actions for this type of incident will have the following objectives:
  1. Broadcast message, via the Connect-Ed system, to alert the College Community
  2. If the source of the outage is inclement weather, order a shelter-in-place
  3. If the source of the outage is a utility failure, coordinate an orderly evacuation
  4. If an evacuation is required, secure all designated assembly areas

5. Establish a Unified Command with Facilities and the local utility representative (if required)
6. Cooperate with the College Public Information Officer regarding press releases
7. Broadcast the “all clear” message via the Connect-Ed system
8. If an evacuation is required, coordinate an orderly reentry into the campus(s)
9. Document incident

## **Houston Community College Staff**

The primary responsibility of the Houston Community College Staff is the preparation of the campus(s) for any emergency.

### Active Shooter

- The Staff’s actions for this type of incident will have the following objectives:
  1. Be familiar with local emergency plan
  2. Ensure that all evacuation routes and assembly areas are clearly posted throughout the campus(s)
  3. Maintain current floor plans of the campus(s)
  4. Assist with an orderly evacuation
  5. Assist in maintaining order in designated assembly areas
  6. If the active shooter is inside the campus, secure your area and hide
  7. If the active shooter is in your work area, you may have to decide to defend yourself
  8. Assist members of the counseling team
  9. Upon receiving the “all clear” message, assist with an orderly reentry into the campus(s)
  10. Cooperate with Police, Fire, EMS, and Facilities

### Fire (Evacuation)

- The Staff’s actions for this type of incident will have the following objectives:
  1. Ensure that all evacuation routes and assembly areas are clearly posted throughout the campus(s)
  2. Be familiar with the local emergency plan
  3. Maintain current floor plans of the campus(s)
  4. Ensure that all Material Safety Data Sheets (MSDS) are in required areas
  5. Evacuate – leave personal items behind
  6. Assist with an orderly evacuation
  7. Assist in maintaining order in designated assembly areas
  8. Assist with an orderly reentry into the campus(s)
  9. Cooperate with Police, Fire, EMS, and Facilities

### Bomb (Evacuation)

- The Staff's actions for this type of incident will have the following objectives:
  1. Ensure that all evacuation routes and assembly areas are clearly posted throughout the campus(s)
  2. Be familiar with the local emergency plan
  3. Maintain current floor plans of the campus(s)
  4. Ensure that all Material Safety Data Sheets (MSDS) are in required areas
  5. Prior to an evacuation, search immediate area of responsibility and report suspicious items to the Police
  6. Evacuate and take your personal items with you
  7. Assist with an orderly evacuation
  8. Assist in maintaining order in designated assembly areas
  9. Assist with an orderly reentry into the campus(s)
  10. Cooperate with Police, Fire, EMS, and Facilities

### Hazardous Chemical Release (Shelter-in-Place)

- The Staff's actions for this type of incident will have the following objectives:
  1. Be familiar with the local emergency plan
  2. Ensure that materials necessary for sealing individual rooms are present
  3. Maintain current floor plans of the campus(s)
  4. Ensure that all Material Safety Data Sheets (MSDS) are in required areas
  5. Cooperate with Facilities in the shut-down of the HVAC
  6. Assist in maintaining an orderly atmosphere on the campus
  7. Do not leave until advised it is safe to do so
  8. Cooperate with Police, Fire Hazardous Material Units, and EMS

### Major Crime in the Area (Shelter-in-Place)

- The Staff's actions for this type of incident will have the following objectives:
  1. Be familiar with the local emergency plan
  2. Assist in maintaining a calm atmosphere on the campus(s)
  3. Do not leave until advised it is safe to do so
  4. Cooperate with the Police Department

### Power Outage

Power outages may require either an evacuation or a shelter-in-place – dependent on the source

- The Staff's actions for this type of incident will have the following objectives:
  1. Be familiar with the local emergency plan
  2. Maintain current floor plans of the campus(s)
  3. Maintain current detailed location of all utility cutoffs
  4. If the source of the outage is inclement weather, assist in maintaining a calm atmosphere on the campus(s) during the shelter-in-place
  5. If the source of the outage is utility failure, assist in an orderly evacuation- take your personal items with you
  6. Assist in maintaining order in designated assembly areas
  7. Assist in an orderly reentry into the campus(s)

### **Houston Community College Faculty**

The primary responsibility of the Faculty is the preparation of assigned classrooms and the management of their student body.

### Active Shooter

- The Faculty's actions for this type of incident will have the following objectives:
  1. Be familiar with local emergency plan
  2. Ensure that all students are familiar with the evacuation routes and assembly areas at your campus(s)
  2. Maintain current classroom roster
  3. Assist with an orderly evacuation
  4. Take roll at the designated assembly areas and report missing persons to the Police
  5. Assist in maintaining order in designated assembly areas
  6. If the active shooter is inside, and an evacuation is not possible, secure the classroom and hide
  7. If the active shooter is in your classroom, you may have to decide to defend yourself
  8. Assist members of the counseling team
  9. Upon receiving the "all clear" message, assist with an orderly reentry into the campus(s)
  10. Cooperate with Police, Fire, EMS, and Facilities

### Fire (Evacuation)

- The Faculty's actions for this type of incident will have the following objectives:
  1. Be familiar with the local emergency plan
  2. Ensure that all students are familiar with the evacuation routes and assembly areas at your campus(s)
  3. Evacuate – leave your personal items behind
  4. Assist with an orderly evacuation
  5. Take roll at the assembly area and report any missing person to the Fire or Police
  6. Assist in maintaining order in designated assembly areas
  7. If you are responsible for teaching a class that involves chemicals, ensure that all Material Safety Data Sheets (MSDS) are in required areas
  8. Assist with an orderly reentry into the campus(s)
  9. Cooperate with Police, Fire, EMS, and Facilities

### Bomb (Evacuation)

- The Faculty's actions for this type of incident will have the following objectives:
  1. Ensure that all students are familiar with the evacuation routes and assembly areas at your campus(s)
  2. Be familiar with the local emergency plan
  3. Prior to an evacuation, search immediate area of responsibility and report suspicious items to the Police
  4. Evacuate and take your personal items with you
  5. Assist with an orderly evacuation
  6. Assist in maintaining order in designated assembly areas
  7. If you are responsible for teaching a class that involves chemicals, ensure that all Material Safety Data Sheets (MSDS) are in required areas
  8. Assist with an orderly reentry into the campus(s)
  9. Cooperate with Police, Fire, EMS, and Facilities

### Hazardous Chemical Release (Shelter-in-Place)

- The Faculty's actions for this type of incident will have the following objectives:
  1. Be familiar with the local emergency plan
  2. If required, seal all windows and doors
  3. If you are responsible for teaching a class that involves chemicals, ensure that all Material Safety Data Sheets (MSDS) are in required areas
  4. Assist in maintaining an orderly atmosphere in the classroom

5. Do not leave until advised it is safe to do so
6. Cooperate with Police, Fire Hazardous Material Units, and EMS

### Major Crime in the Area (Shelter-in-Place)

- The Faculty's actions for this type of incident will have the following objectives:
  1. Be familiar with the local emergency plan
  2. Assist in maintaining a calm atmosphere in the classroom
  3. Do not leave until advised it is safe to do so
  4. Cooperate with the Police Department

### Power Outage

Power outages may require either an evacuation or a shelter-in-place – dependent on the source

- The Faculty's actions for this type of incident will have the following objectives:
  1. Be familiar with the local emergency plan
  2. If the source of the outage is inclement weather, assist in maintaining a calm atmosphere in the classroom during the shelter-in-place
  3. If the source of the outage is utility failure, assist in an orderly evacuation – take your personal items with you
  4. Take roll at the assembly area and report any missing persons to the Police
  5. Assist in maintaining order in designated assembly areas
  6. Assist in an orderly reentry into the campus(s)

## **Houston Community College Students**

The primary responsibility of students is preparation for any emergency.

### Active Shooter

- The Students' actions for this type of incident will have the following objectives:
  1. Be familiar with the evacuation routes and assembly areas at your campus(s)
  2. Follow all instructions given by the instructor or the Police
  3. If possible, evacuate – leave all your personal items behind
  4. If the active shooter is inside, and an evacuation is not possible, assist in securing the classroom and hide
  5. Place cell phone on vibrate – do not make multiple calls as this may “jam” the system

6. If the active shooter is in your classroom, you may have to decide to defend yourself
7. Follow all instructions from instructors and police officers
8. Do not panic
9. If you are in an assembly area, maintain order contact family/love ones regarding your safety
10. Upon receiving the “all clear” message, reenter the campus(s) in an orderly fashion
11. Cooperate with Police, Fire, EMS, and Facilities

### Fire (Evacuation)

- The Students’ actions for this type of incident will have the following objectives:
  1. Be familiar with the evacuation routes and assembly areas at your campus(s)
  2. Follow all instructions given by the instructor
  3. Evacuate and leave your personal items behind
  4. Proceed to a designated assembly area – do not leave campus
  12. Do not panic – maintain order in the assembly area, maintain order contact family/love ones regarding your safety
  5. Upon receiving the “all clear” message, reenter the campus in an orderly fashion
  6. Cooperate with Police, Fire, EMS, and Facilities

### Bomb (Evacuation)

- The Students’ actions for this type of incident will have the following objectives:
  1. Be familiar with the evacuation routes and assembly areas at your campus(s)
  2. Follow all instructions given by the instructor
  3. Prior to an evacuation, search your immediate area and report suspicious items to your instructor or the Police
  4. Evacuate and take your personal items with you
  5. Proceed to a designated assembly area – do not leave campus
  6. Do not panic - maintain order in designated assembly areas
  7. Upon receiving the “all clear” message, reenter the campus in an orderly fashion
  8. Cooperate with Police, Fire, EMS, and Facilities

### Hazardous Chemical Release (Shelter-in-Place)

- The Students’ actions for this type of incident will have the following objectives:
  1. Follow all instructions given by the instructor

2. Assist in sealing all windows and doors
3. Maintain order in the classroom – do not panic
4. Do not leave until advised it is safe to do so
5. Cooperate with Police, Fire Hazardous Material Units, and EMS

### Major Crime in the Area (Shelter-in-Place)

- The Students' actions for this type of incident will have the following objectives:
  1. Maintain order in the classroom – do not panic
  2. Follow all instruction given by the instructor
  3. Do not leave until advised it is safe to do so
  4. Cooperate with the Police Department

### Power Outage

Power outages may require either an evacuation or a shelter-in-place – dependent on the source

- The Students' actions for this type of incident will have the following objectives:
  1. If the source of the outage is inclement weather, maintain order in the classroom during the shelter-in-place – do not panic
  2. If the source of the outage is utility failure, evacuate - take your personal items with you
  3. Follow all instructions given by the instructor
  4. Proceed to a designated assembly area – do not leave campus
  5. Maintain order in designated assembly areas – do not panic
  6. Reenter the campus in an orderly fashion

## **Visitors**

The primary responsibility for any visitor is to follow all instructions given by Police, Staff, and/or Faculty.

### Emergencies

Evacuation routes and assembly areas are posted throughout the campus(s). If you are faced with a situation that requires evacuation, proceed in an orderly fashion to the designated assembly area. If a situation arises that requires you to shelter-in-place, you will be given instructions to proceed to a designated area - do not leave the building.

If an active shooter event occurs, you will either be faced with the decision to evacuate or hide. You may also have to decide to defend yourself.

If you are a parent or guardian and you arrive at campus as a result of an emergency situation, you will be required to wait in an area designated for you. The Police will keep you advised as often as possible.

Everything possible is being done to provide a safe and secure learning environment.