

Collin County Community College District
Emergency / Safety Procedures
For All Campuses

Fire

1. If you discover a fire, isolate the fire by closing doors or windows.
2. Immediately sound the fire alarm. Pull Stations are located throughout the building.
3. Dial 911 and give the location of the fire. Stay on the phone with 911 until instructed otherwise.
4. Call Campus Police at (972) 578-5555; give your name and the location of the fire.
5. Evacuate the building.

Evacuation

In the event of a building evacuation you will be notified by public address or Fire Alarm system.

1. Walk calmly to the nearest exit.
2. Use stairways, **Do Not Use Elevators**. Assist disabled persons when possible. Rescue Chairs are located near elevators.
3. Do Not Re-Enter the building until Campus Police give the "All Clear"
4. Notify Emergency crews if you suspect someone is still in the building.

Medical Emergencies

1. Dial 911 for medical emergencies.
2. Call Campus Police at (972) 578-5555; give your name, the location of the emergency and the type of emergency.
3. If the injury or illness occurs in the fitness center, also notify fitness center staff.

Criminal Activity

1. Call Campus Police at (972) 578-5555; give your name, location of incident, type of activity. Give a phone number where you may be contacted for further information.
2. Dial 911 if instructed by Campus Police.
3. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Severe Weather Emergency

In the event of severe weather College Officials will monitor weather information.

1. If an emergency develops you will be notified by Emergency Warning Sirens.
2. If the College or City warning system activates move to interior hallways away from glass windows or doors.
3. Evacuate the building if instructed by Campus Police.

Threats

If you receive a threatening phone call.

1. Remain calm and obtain as much information as possible from the caller. Ask the caller questions such as location of the threat, type of threat and time for the incident.
2. Call Campus Police at (972) 578-5555; give your name, location, type of threat and phone number where you may be contacted. Officials will contact you for further information.

Collin County Community College District Police Department

Contact 5555 (on campus phone)

Or

972-578-5555 (off campus phone)

Or

Dial 911