

## EMERGENCY PROCEDURES

Stay on the scene and have someone call 911 from a campus/district telephone, and then notify campus security/public safety personnel that emergency personnel are en route. Afterwards, notify the campus provost. See “Protocol for Medical Emergency” in the Appendix (page 50) for specific procedures and phone numbers.

## EMERGENCY CALLS FOR STUDENTS

1. The person receiving the call should ascertain the nature of the emergency.
2. The person receiving the call should take down the student’s name, social security number (if possible), the caller’s name, phone number, and any other pertinent information.
3. The person receiving the call should contact the Admissions and Records Office with the above information.
4. The Admissions and Records Office will get a message to the student in class and facilitate the student’s follow-up.
5. If appropriate, the Admissions and Records Office will contact the original caller to let him/her know whether or not the student has been notified.

If the Admissions and Records Office is closed, the Information Center receptionist should be notified. The receptionist, along with campus security/public safety personnel, will follow the procedures listed above. If a class is temporarily meeting at another location, the instructor should post a notice at the original location advising of the temporary location with room number, time, and date.

## INJURY/ACCIDENT ON CAMPUS

First-aid kits are located throughout the campuses and are available for minor injuries that occur on campus. A list of employees certified in CPR and basic first aid is maintained at the Information Center at all campuses. For more serious injuries or accidents on campus, see “Emergency Procedures” on this page.

## LOSS OR DAMAGE ON CAMPUS PROPERTY

Students, faculty, or staff experiencing loss or damage on campus property, including accidents on campus parking lots, should notify Campus Security/Public Safety at 5555 from any district phone or 972.578.5555. If the accident involves an injury, the emergency procedures listed on page 50 will be followed.

## FIRE ALARMS/DOOR ALARMS

In the event that the fire alarm sounds, plant operations staff should be notified of the location of the alarm and any other pertinent information. Students, faculty, and staff should follow evacuation procedures as posted in all classrooms and major hallways or as announced on the loudspeaker.

Reports of door alarms sounding can be made directly to plant operations personnel or to the information center receptionist who will contact plant operations with the location of the alarm and other pertinent information, when available.

## EMERGENCY CLOSING OF THE COLLEGE

If classes are cancelled, the announcement will be made through the college’s website [www.ccccd.edu](http://www.ccccd.edu) as well as local radio and television stations. A decision to cancel classes will usually be made by 3 p.m. for evening classes and by 6 a.m. for day classes.

### Radio Stations:

KRLD 1080 AM	KLIF 570 AM	WBAP 820 AM
KDGE 102.1 FM	KDMX 102.9 FM	KEGL 97.1 FM
KERA 90.1 FM	KHKS 106.1 FM	KHYI 95.3 FM
KLTY 94.9 FM	KLUV 98.7 FM	KOAI 107.5 FM
KSCS 96.3 FM	KVIL 103.7 FM	KYNG 105.3 FM

### Television Stations:

KDW Channel 4	KTVT Channel 11
KXAS Channel 5	WFAA Channel 8

## ■ FACULTY RIGHTS AND RESPONSIBILITIES

## ACADEMIC FREEDOM AND RESPONSIBILITY

All CCCCD faculty members are entitled to work in an atmosphere of academic freedom and bear a concomitant dedication to academic responsibility. The Faculty Senate subscribes to the principles expressed in the statement of Academic Freedom and Responsibility adopted February 19, 1982, by the Texas Junior College Teachers’ Association (now Texas Community College Teachers’ Association).

The college accepts the responsibility to encourage faculty and staff to exercise their First Amendment freedoms and to protect against acts which deny freedom of speech, and the related freedoms to be heard, to study, to teach, to administer, and to pursue scholarly activities.