

***Alamo Colleges  
Police Department***

**EMERGENCY  
PROCEDURES**

**QUICK REFERENCE GUIDE**

**PHONE NUMBERS**

**ALAMO COLLEGES POLICE**

Emergencies: 9-1-1

Non-Emergencies: 210-485-0099

**FACILITIES:** 210-590-5473

**WEATHER LINE:** 210-485-0189

**WEBSITE:** [www.accd.edu/district/dps/main.htm](http://www.accd.edu/district/dps/main.htm)

**WHAT TO DO . . .**

**FIRES**

- Activate the nearest fire alarm pull station.
- Call Alamo Colleges Police at 9-1-1.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

**BUILDING EVACUATION PROCEDURES**

- When notified, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

**SUSPICIOUS PACKAGES**

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call Alamo Colleges Police at 9-1-1.
- Notify your building administrator.

**BOMB THREATS**

- Remain calm.
- Get as much information as possible from the caller.
- Call Alamo Colleges Police at 9-1-1.
- Follow instructions from emergency personnel.

**SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN**

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Alamo Colleges Police at 9-1-1.

**ACTIVE SHOOTERS**

- If possible, exit the building immediately and call Alamo Colleges Police at 9-1-1.
- If you cannot exit:
  1. Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible.
  2. Stay away from windows.
  3. Remain calm and quietly call Alamo Colleges Police at 9-1-1.
  4. Evacuate the room only when authorities have arrived and instructed you to do so.
  5. Do not leave or unlock the door to see "what is happening."
  6. Do not attempt to confront or apprehend the shooter, unless as a last resort.
  7. Do not assume someone else has called police or emergency personnel.

**WEATHER EMERGENCIES**

- Call the Weather Line at 210-485-0189.
- Check the Alamo Colleges web site at [www.accd.edu](http://www.accd.edu) for updated information.
- Monitor your work email for notifications and direction related to the weather.
- Monitor local television and radio stations for announcements.

## QUICK REFERENCE GUIDE

# WHAT TO DO . . .

### FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:

- If you can do so safely:
  1. Secure vital equipment, records and hazardous materials.
  2. Shut off non-essential electrical equipment.
  3. Wait for instructions from Alamo Colleges Police of Facilities.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by Alamo Colleges Police or Facilities.
- Call Facilities for assistance with flood clean up.

### HAZARDOUS MATERIALS SPILLS

Hazardous material spill, incident or release for which assistance is needed:

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area: Call Alamo Colleges Police at 9-1-1.
- Be prepared to provide the following information:
  1. Name of the material.
  2. Quantity of the material.
  3. Time of the incident.
  4. Location of the incident.
  5. If anyone is injured or exposed to material.
  6. If a fire or explosive is involved.
  7. Your name, phone number and location.
- Follow instructions provided by emergency responders.
- Evacuate, if necessary.

### GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes or vapors:

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call Alamo Colleges Police at 9-1-1.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

### MEDICAL EMERGENCIES

- Cardiac Arrest/Heart Attack
  1. Assess the scene for danger.
  2. Check the victim
  3. Call or instruct someone to call Alamo Colleges Police/EMS at 9-1-1.
  4. Perform CPR.
- Burns
  1. Remove the cause of the burn.
  2. Flush the area with water.
  3. Do not apply a dressing/creams or lotions.
  4. Call Alamo Colleges Police/EMS at 9-1-1.
- Bleeding
  1. Apply firm but gentle pressure to the wound with a clean cloth or tissue.
  2. Immobilize the body part.
  3. Keep person lying down.
  4. Call Alamo Colleges Police/EMS at 9-1-1

### 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 reporter, refer them to the Alamo Colleges Police Department at 210-485-0099.

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