

***Alamo Colleges  
Police Department***

**EMERGENCY  
PROCEDURES**

**QUICK REFERENCE GUIDE**

**PHONE NUMBERS**

**ALAMO COLLEGES POLICE**

Emergencies: 9-1-1

Non-Emergencies: 210-485-0099

**FACILITIES:** 210-485-0702

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

**WEBSITE:** <http://www.alamo.edu/district/police/>

**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 no 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.alamo.edu](http://www.alamo.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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