Introduction

The Palo Alto College Emergency Response Plan helps maintain a safe, healthful work and educational environment. The Emergency Response Manual strives to comply with all applicable federal, state and local laws and regulations, and complements the policies and procedures set forth by the Alamo Community Colleges. This manual attempts to outline the procedures for responding to an emergency situation. The purpose of the plan is to give direction to the Emergency Response Team to begin evacuation and lockdown processes until emergency services personnel arrive at Palo Alto College. Keep in mind that no plan, no matter how comprehensive, can cover all possible scenarios.
### Emergency CONTACT Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Emergency Phone</td>
<td>(210) 222-0911</td>
</tr>
<tr>
<td>General Information</td>
<td>(210) 486-3000</td>
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<tr>
<td>24-Hour Dispatch</td>
<td>(210) 485-0099</td>
</tr>
<tr>
<td>ALAMO COLLEGES Police at Palo Alto College</td>
<td>(210) 486-3997</td>
</tr>
<tr>
<td>Evening/Weekend Office</td>
<td></td>
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<tr>
<td>After 4:00pm Mon–Thur</td>
<td>(210) 486-3015</td>
</tr>
<tr>
<td>San Jacinto Hall, Room 139</td>
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</tr>
<tr>
<td>ALAMO COLLEGES Closing Information Line</td>
<td>(210) 485-0189</td>
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### WEBSITE INFORMATION

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
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<tbody>
<tr>
<td>ALAMO COLLEGES DPS Web Site</td>
<td><a href="http://www.ALAMO.edu/district/dps/index.htm">http://www.ALAMO.edu/district/dps/index.htm</a></td>
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<tr>
<td>ALAMO COLLEGES Web Site</td>
<td><a href="http://www.ALAMO.edu">http://www.ALAMO.edu</a></td>
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<tr>
<td>Palo Alto College Web Site</td>
<td><a href="http://www.ALAMO.edu/pac">http://www.ALAMO.edu/pac</a></td>
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Response Team Members

President
Vice President of Academic Affairs
Vice President of College Services
Vice President of Student Affairs
Facilities Superintendent
DPS Campus Coordinator or Representative
Deans
Department Chairpersons
Directors and Coordinators
Evening/Weekend Operations Manager
Coordinator of Disability Support Services
Coordinator of Ray Ellison Family Center
Academic Chair of Counseling
Building Captains (Appendix A)

Communications Team

Director of Public Relations
Multimedia Specialist – Instructional Innovation Center
ICT Coordinator
DPS Representative

Role of Emergency Response Team Members

President of the College

Responsible for overall implementation of the Emergency Response Plan.
Coordinates with the DPS Chief and others in assessing the emergency and preparing the College’s response.
Initiates notification process with the Vice Presidents.
Directs the President’s staff to inform the immediate staff.
Declares and ends the campus state of emergency.
Notifies and conducts liaison with the Alamo Colleges administration, governmental agencies, Emergency Response Team, and others as necessary.
Directs Public Relations Officer to coordinate notification of the media and establish a campus communications center if necessary.
Directs Communications Team to send appropriate email notices and post necessary information on college website.

Vice President of Academic Affairs

Notifies Deans, Directors, Staff Coordinators and Managers.

Vice President of College Services

Notifies Directors, Staff Coordinators and Managers.
**Vice President of Student Affairs**

Notifies Deans, Disability Support Services, Ray Ellison Family Center, Directors, and Staff Coordinators.

**Chief, Department of Public Safety or Designee**

Carries out overall coordination of the College Emergency Response Plan.

Determines the type and magnitude of the emergency and establishes an Emergency Command Center.

Contacts President immediately to begin assessment of the College's Condition

Utilizes DPS dispatch and on-duty officers to maintain safety and order.

Coordinates traffic control, access control, perimeter and internal security patrols.

Advises members of the on-campus Emergency Response Team regarding the nature of the emergency.

Conducts liaison with outside first-responders, such as fire, police etc.

Directs DPS staff to secure the scene until emergency service personnel arrive.

Provides campus maps and building floors plans to emergency service personnel.

Notifies Alamo Colleges Communications of any need for back-up telephone service or to trace calls if necessary.

Notifies H.R. in the event of fatalities (to obtain next-of-kin information).

Notifies District Facilities Superintendent in the event of a hazardous chemical spill.

Dispatches DPS HAZCOM Officer to the scene in the event of a chemical spill.

Obtain shuttle van from DPS motor pool, should it become necessary for the Emergency Command Center to be mobile.

**Facilities Superintendent**

Provides personnel to assist with door to door building evacuation.

Directs facilities personnel to perform physical plant shutdown procedures, including securing buildings and equipment.

Supervises barricading of hazardous areas.

Furnishes emergency power and lighting systems or obtains the assistance of utility companies as required.

Provides physical plant floor plans to emergency personnel, if necessary.

Relocates essential facilities services as necessary.

Coordinates providing vehicles and operators to move children from the Ray Ellison center off campus if necessary.

Coordinates provision of shuttle service, vehicles, equipment and operators for movement of personnel and supplies.

Assists in assessing damage and identifying recovery needs.

**Deans**

Notify Chairpersons, Coordinators, and Directors.
Department Chairpersons, Coordinators, Directors and Building Captains

Notify faculty and students of situation.
Notify employees in offices, units and labs.
Direct people within their building to the nearest exit.
Direct mobility-impaired individuals to the nearest evacuation point to wait for assistance.
Notify Emergency Services Personnel of the need for assistance in evacuating any mobility-impaired individuals.

All employees

Report any emergency situation.
Know primary and secondary emergency exits.
Know emergency evacuation points within the building.
Know emergency evacuation assembly point outside the building.
Inform supervisors of special emergency evacuation needs.
Be aware of emergency evacuation chairs locations.
Be aware of the Fire Pull alarm stations.
Be aware of the bring-in and take-out procedure.

All supervisors

Provide employees emergency response information.
Identify mobility-impaired employees who might need assistance.
Assemble with employees to identify those who are missing.
Report missing employees to the Emergency Response Team.

Building Captains

Alert building occupants of emergency.
Assist with evacuations and lockdowns.
Serve as a contact and resource for emergencies and/or safety issues.
Communicate with and follow direction of Emergency Response Team.
Disability Support Services (DSS)
Located in the Palomino Center, room 116.
Phone: (210) 486-3020

The Palo Alto College DSS evacuation and re-location plan is as follows:

The DSS Coordinator maintains a system of accountability of mobility-impaired students that includes their known location each semester.

Hearing or vision-impaired students can be escorted safely by others in the event of an emergency. Evacuation of students who are dependent on mechanical equipment for their mobility should not be evacuated by elevator unless authorized or directed by the fire department.

Students who cannot be evacuated independently must be escorted to the nearest evacuation point. Have students wait for Emergency Services personnel to safely transfer them into an emergency evacuation chair for transport. (Evacuation chairs are specifically designed to move wheelchair users down several flights of stairs with ease.)

Do not remove a student from a wheelchair unless he or she agrees. Wheelchairs should normally be left behind in an evacuation. Evacuation of a student up or down stairs should not be attempted while they are in a mechanical wheelchair.

DSS will consult with Emergency Services personnel as to the location of mobility-impaired students. Once the building is safe for re-entry, DSS personnel will contact Emergency Response Team members for assistance in retrieving wheelchairs.

DSS will provide DPS a list of mobility-impaired students and their locations on the first day of class. The list is revised each semester, each flex term and for each summer session.
Ray Ellison Family Center (REFC)
Located at Ray Ellison Family Center across Parking Lot 8.
Phone: (210) 486-3500

The REFC evacuation and relocation plan is as follows:

At the sounding of a fire alarm, employees shall move children outdoors using the evacuation route posted in each classroom. (For fire drills only, all children and adults meet by the South entrance of the Ozuna building for a safety check.)

In event of severe weather (such as tornado or hurricane), children should be seated on the floor along interior walls having no glass.

If evacuation requires vacating only the REFC building, the Director shall instruct employees to move the children to the Children's Library in the Ozuna building.

If evacuation requires vacating the campus, the Director will coordinate with Facilities for transportation to re-locate children to the Early Childhood Center at San Antonio College. Priority is to move the children to a safe location, regardless of availability of child car seats.

Emergency authorization forms will accompany the teachers. Parents will be notified of the situation and where to pick up their children.
Bring-In and Take-Out Procedures

Take-Out

If an incident occurs inside a classroom, office or building, and faculty, staff, students or community members are at any risk of harm or injury, you should:

1. Evacuate the classroom, office or building.
2. Call Alamo Colleges DPS and report incident immediately.
3. Notify the Building Captain of the incident.

Bring-In

If an incident occurs outside a classroom, office or building and faculty, staff, students or community members are at any risk of harm or injury, you should:

1. Direct faculty, staff, students or community members the nearest safe classroom, office or building.
2. Call Alamo Colleges DPS and report incident immediately.
3. Notify the Building Captain of the incident.
Evacuation Procedures

1. Conclude class or activities immediately.

2. Ask whether anyone needs assistance in evacuating. (Ask those with disabilities how you can help BEFORE attempting to provide assistance.)

3. DO NOT USE ELEVATORS DURING EVACUATIONS.

4. Follow EXIT signs to the nearest safe exit. DO NOT RUN.

5. Walk in a calm and orderly manner. Stay to the right so that emergency response personnel can have access on the left side.

6. If original EXIT becomes impassable from smoke, fire or blockage, continue to the next safest route out of the building.

7. Once out of the building, assemble in the designated assembly point for your building, or at least 500 feet away from the building.

8. Wait for "all clear" from DPS or members of the Emergency Response Team before returning to your work station. No one should re-enter the building or attempt to return to their work area while an emergency is in progress.
Emergency Evacuation Drills

Evacuation drills are critical to safe and orderly response in an emergency situation. (The standard for Palo Alto College is that all buildings on campus will undergo emergency evacuation drills within any five-year period. The Alamo Colleges Safety Office assists in conducting emergency egress and re-location drills with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine.)

Evacuation drills will be announced in advance to minimize disruption of classes and daily operations, but the Alamo Colleges Safety Office may determine the frequency at which evacuation drills will be conducted.

Procedures during evacuation drills:

- Facilities personnel will go to their respective checkpoint areas throughout the building.
- The building sound and visual alarms will be activated.
- When the alarm sounds, building occupants proceed to emergency evacuation assembly locations ("zones") assigned to each building.
- Building occupants will return to their offices and classrooms immediately upon completion of the drill.
Fire Emergency

All employees should be familiar with the location of fire alarm pull stations in their area, and the proper operation of that pull station. In the event of an alarm, DPS and Facilities personnel will be dispatched to the location of the alarm to lead the evacuation effort.

If you discover a fire:

- Call 222-0911, or 911, and activate the nearest fire alarm pull station.
- Use fire extinguisher, if appropriate.
- Once outside the building, activate the nearest call box or call 485-0099 or 222-0911.

When a fire alarm sounds, you should:

- Contain the fire or smoke by closing all doors as you exit the area.
- Do not switch lights on, as electrical current may ignite more fire.
- Do not lock doors, as this hampers rescue operations for emergency service personnel.
- Walk, DO NOT RUN, to the nearest safe exit (DO NOT USE ELEVATORS).
- If employees or visitors need assistance, inform your supervisor and building captain.

After safely exiting the building:

- Assemble in the designated assembly point for your building, or at least 500 feet away from the building.
- Wait for the “all clear” signal from DPS personnel or members of the Emergency Response Team before returning to your work station. No one should enter the building or attempt to return to their work area while an emergency is still in progress.
Inclement Weather

If you are directed to seek in-place protection:

- Do not leave the building.
- If you are on an upper floor, use windowless stairwells to move to an interior hall on the lowest floor possible.
- Do not use elevators.
- Stay away from windows and exterior doors.

If you hear loud roaring:

- Kneel immediately, put head down and hands behind your head.
- If you are outside, take shelter indoors immediately.
- Wait for further instructions.

If you are directed to evacuate:

- Do so immediately and follow the instructions given by members of the Emergency Response Team.
- If possible, call 485-0099 or 222-0911 to find out the status of the campus and to determine if the “all clear” signal has been given.

To find out the college closure status in inclement weather, call the Alamo Colleges Weather Line at (210) 458-0189 or check the Alamo Colleges website at www.Alamo.edu.

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Hazardous Material Spill

Hazardous materials are substances or materials that because of their chemical, physical or biological nature, pose a potential risk to life, health, or property, if they are released. Potential hazards can occur during any state of production, storage, transportation, use, and disposal.

In the event of a spill:

- Inform your supervisor, building captain and others in the area about the spill.
- Contact DPS at 485-0099 or 222-0911. Inform DPS of any injuries.
- Restrict further access to the area and secure the area.
- Do not attempt to clean, neutralize, or disinfect the spill.
- Do not assume that gases or vapors are harmless merely because there is no odor.
- Await emergency response. Do not intervene in any way. Lack of training in proper procedures could endanger you and others.
- Remain outside the spill area, provide information to responders on the type of spill agent, affected employees, and any other precautions pertinent to containing and managing the cleanup.
- If directed to evacuate, do so immediately.

Note to Administrators: A list of potential hazardous materials and contact information is kept on file at the facilities department.
Bomb Threat

Bomb threats should be taken seriously. Most bomb threat calls are very brief. If you receive a bomb threat, you should immediately notify a coworker (preferably while the caller is still on the phone) to call DPS:

485-0099 or 222-0911

The caller normally states his or her message in very few words and hangs up. Make every effort to obtain as much detailed information from the caller as possible.

Follow this procedure for a telephone bomb threat:

- Remain calm and ask for as much information as possible.
- Check for unusual packages, briefcases, or other items in the area.
- Do not touch any unidentified object that you find!
- Do not use electronic equipment such as cell phones or two-way radios near an unidentified item. (An electronic signal could detonate explosive devices.)
- All personnel in the immediate vicinity of the unidentified item must be evacuated and the area cordoned off.
- If one or more buildings must be evacuated, use the emergency evacuation "zone," or a location at least 500 feet from the building(s).
- Wait for the "all clear" signal from DPS or Facilities personnel, or members of the Emergency Response Team, before returning to your work station. No one should enter the building or attempt to return to their work area while an emergency is still in progress.

Telephone Bomb Threat Checklist
Suspicious Letters or Packages

What might a “suspicious” letter or package look like?

- No return address, or the name and title of addressee are inaccurate.
- Addressed to a title only (e.g., President, Dean).
- Restrictive markings (e.g., “Confidential,” “Personal,” “(Name) Only”).
- Excessive postage or origin is questionable.
- Protruding wires, tin foil, or string.
- Lopsided, uneven, rigid, bulky, or oil stained appearance.
- Powdery substances present.
- Strange odor or suspicious sound.
- Excessive tape or package appears disassembled or re-glued.
- Items that are not typical of routine mail flow, or that just don’t seem right.
- Cut-and-paste lettering or crude, homemade labels for return address.

What should I do if I receive a suspicious letter or package?

- Put it down. Do not handle any letter or package that is suspect.
- Do not shake, bump, or attempt to examine it.
- Do not smell or taste any suspicious substances.
- Make sure the suspicious letter or package is isolated and the immediate area is cleared out and cordoned off.
- Notify your supervisor and immediately contact DPS at 485-0099 or 222-0911. (DPS has a protocol for contacting additional emergency services as needed.)
- Restrict use of electronic devices such as cell phones and two-way radios.
- Alert others to evacuate the building (when instructed by DPS) and assemble at the designated assembly point assigned to the building.
- Ensure that all persons who have touched the item wash their hands and face with soap and warm water (after evacuating the building).
- Make a list of all persons who have touched the letter or package. Include contact information. Give the list to DPS.

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Active Shooter Situation

FIND A PLACE OF SAFETY

Your goal should be to get away from the area of the shooter, or not be visible to the shooter. If you can leave and go to a place of safety, get out quickly, but be alert to the possibility of other gunmen.

If the safest place is inside a building:

- Lock and barricade doors.
- Turn off lights and close blinds.
- Turn off radios, TVs and monitors.
- Keep occupants calm, quiet and out of sight while taking adequate protection (i.e. concrete walls, thick desks, and filing cabinets).
- Using cover, have occupants spread out as much as possible.
- Silence all cell phone ringers.
- Quietly notify the police.
- Quietly discuss among those present a plan in case the shooter is able to enter your area. “Think survival.”

SECURING IN AREA

If secure, stay at your location until instructed to leave, and follow the instructions of DPS officials. In most cases the shooter will not stop until engaged by outside force. Attempt to rescue other people only if you can do it without further endangering those inside a secured area.

CONTACTING AUTHORITIES

9-1-1 from a campus phone or a cell phone will place you in contact with SAPD and Alamo Colleges Police simultaneously.

What to report:

- Your specific location - building name and office/room number.
- Number of people at your specific location.
- Injuries - number injured, types of injuries.
- Assailant’s location, number of suspects, race, gender, clothing description, physical features.
- Types of weapon(s) (e.g. long gun or hand gun), backpack, shooter's identity if already known, etc.

POLICE RESPONSE

The primary objective is to immediately isolate and engage the assailant. Follow DPS directions and do not make immediate or quick movements. (Officers are there to eliminate the threat and you do not want to be mistaken as a threat.)

Secondary objectives of the police are:

- Evacuate victims.
- Facilitate medical care.
- Secure Buildings.
- Investigate.
Suspicious Persons

If an individual's appearance or actions arouse your suspicion:

- Call 485-0099 or 222-0911 immediately and state the nature of the situation. If you are unable to make the call, discretely notify a co-worker to make the call for you.

- If the person is requesting assistance in locating a particular employee, be polite. Ask the person to have a seat. Take no further action. Await the arrival of DPS personnel.

- Take notes about the individual's behavior, clothing, and physical description, in case the individual departs before DPS's arrival.

- DPS will evaluate the situation and give further directions as necessary.
Pandemic Flu at Palo Alto College

Palo Alto College’s response to pandemic influenza will be guided by:

- Incident management structure identified in this manual.
- Information from the Center for Disease Control and Prevention.
- Guidance from the Texas Department of State Health Services.
- Direction from the City of San Antonio Public Health Emergency Preparedness unit.

Due to the complications posed by a pandemic and the length of time needed for response, Palo Alto College will follow directives from public health organizations, which would make decisions regarding the issue of quarantine orders, requiring facilities to close for the public good, and providing critical information about designation of key healthcare facilities and distribution of anti-viral medications.

The following information and directions are recommended for response to a potential Pandemic Influenza Flu outbreak.

This page provides information about avian (bird) flu and pandemic flu, what preparations are being made at Palo Alto College (PAC), and links to other resources. Consult these sites for updates on avian and pandemic influenza, travel advisories, etc.

Information on the Avian/Pandemic Flu

What is an Avian Flu or Pandemic Flu?

Avian flu is a virulent viral disease affecting poultry and other birds in Asia. It is also called "bird flu." It has caused a small number of cases of flu and even some deaths in people who have been in direct contact with infected birds. No cases of sustained human-to-human transmission have been established as of May 2006; however, scientists are concerned that the avian flu virus may mutate and become transmissible between humans.

Avian flu virus has not been found in the U.S. Every year, usually between December and May, between 5% and 20% of the population in the U.S. become ill with the flu, or influenza. This is the normal course of seasonal flu to which we have become accustomed.

It can cause serious illness and even death in the very young, the elderly and other individuals with impaired resistance and chronic illnesses. For this reason, flu shots are recommended unless your health care provider advises you otherwise. See below for more information on flu shots.
In 1918, 1957 and 1968 the flu season in the U.S. was especially severe, and resulted in a much higher number of illnesses and deaths. This more dangerous form is called pandemic flu. Public health experts believe that a flu pandemic is likely to occur again in the future. Scientists worry that a mutant form of avian flu, under certain circumstances, could eventually cause a flu pandemic, although this scenario may never happen. It is prudent to learn about flu prevention, get a flu shot, wash your hands often, and follow travel and public health advisories.

**Resources**

Center for Disease Control: Fact Sheet on Avian Flu


World Health Organization: Fact Sheet on Avian

Information on the Flu

What is the flu?

The flu, or influenza, is a respiratory illness caused by airborne viruses that spread from person-to-person by droplets from coughing or sneezing. The period between becoming infected with the virus and becoming ill is usually 1 to 4 days. The contagious period is 3 to 5 days from the onset of symptoms. Symptoms are:

- Fever (up to 104 degrees) and sweating/chills
- Headache, muscle aches and/or stiffness
- Shortness of breath
- Vomiting and nausea (in children)

A cold and flu are similar in many ways. A stuffy nose, sore throat and sneezing are usually signs of a cold. "Stomach flu" is not really flu, as there are no respiratory symptoms. Nausea, vomiting and diarrhea without the fever, cough, aching and respiratory symptoms is actually gastroenteritis, but it is sometimes called "stomach flu."

This form is caused by other microorganisms and has no relationship to true influenza. Flu viruses spread in respiratory droplets caused by coughing and sneezing. They usually spread from close person-to-person contact, though sometimes people become infected by touching something with flu viruses on it and then touching their mouth, eyes or nose.

The virus can live for as long as two hours on surfaces like doorknobs, desks and tables. Healthy adults, infected with the virus, may be able to infect others beginning 1 day before symptoms develop and up to 5 days after becoming sick. That means that you can pass on the flu to someone else before you know you are sick, as well as while you are sick.

Resources

Center for Disease Control: Fact Sheet on Flu

http://www.cdc.gov/flu/keyfacts.htm

World Health Organization: Fact Sheet on Flu

http://www.who.int/mediacentre/factsheets/fs211/en/
How to prevent the flu

Even though avian flu is not a risk at this time, there are several things you can do to resist getting seasonal flu:

Get a flu shot

When you get vaccinated, it reduces your chances of getting seasonal flu. Since the flu season can last through May, even January is not too late to get a flu shot. However, it takes 2 weeks after the shot to develop adequate immunity.

Students may get a flu shot through the San Antonio Metro Health District, by calling 207-8780, 207-8753 (tty) for an appointment. Flu shots are often offered additionally on campus.

Faculty and staff should contact their health care provider or take advantage of the flu shots when offered on campus.

Wash Your Hands

Hand washing is effective in preventing the flu, colds and other infectious diseases. According to the U.S Center for Disease Control and Prevention (CDC), rubbing your hands together with soap and water is one of the most important ways to prevent infection. Disease-causing germs can enter your body when your unwashed hands touch your nose, eyes, mouth, or open wounds. Make hand-washing a habit and encourage others in your workplace to do the same.

When soap and water are not available, use an antibacterial hand cleaner. Choose alcohol hand rubs with 60 - 95% alcohol (usually listed as isopropyl, ethanol or propanol). Glycerol or other skin conditioning agents are helpful additives. Read the directions and use the hand-rub appropriately. Never wipe off the hand-rub; allow hands to air dry. When used properly, these sanitizers reduce the transmission of disease-causing germs.

Other ways to prevent the flu include:

- Avoid touching your eyes, nose or mouth;
- Cover your mouth with tissue when sneezing;
- Stay away from others if you are sick;
- Don’t go to class or work when you are sick;
- Avoid close contact with people who are sick.
**Pandemic Flu--Palo Alto College**

At this time, no confirmed cases of human-to-human transmission of bird flu have taken place, so we do not have any reason to believe an epidemic is likely at this time. WHO and CDC track countries that are affected by bird flu, and the City of San Antonio continues to prepare for the worst and has information/resources at the following site:

http://www-sanantonio.gov/health/preparedness/Pandemic_Influenza/?res=1024&ver=true.

The following links provide additional information about the flu and resources for preparedness, prevention and treatment:

1. U.S. Department of Health and Human Services (Official U.S. Website)

2. ABC News: "What Americans Need to Know"
   [http://abcnews.go.com/Health/AvianFlu/](http://abcnews.go.com/Health/AvianFlu/)

3. U.S. Department of State: Travel Advisories
   [http://www.travel.state.gov/](http://www.travel.state.gov/)

4. Center for Disease Control: Resources

5. World Health Organization: Resource

6. Food and Drug Administration: Flu Anti-Viral Drugs

7. U.S. Department of State: Avian Flu Fact sheet

Palo Alto College will provide information concerning a pandemic episode through campus email messages, website postings, news releases and other mechanisms as needed to protect our students, staff and faculty.

**In case of a pandemic emergency:**

- This Emergency Response Plan can be activated to deal with issues re: canceling classes, closing the campus, and delaying campus activities, as the circumstances require.

- Community health experts have in place plans to assist all citizens in case of an emergency and will be called upon for direction in a pandemic emergency.

- Legal authorities have been identified in the city, state and nation to direct the College in a worst case scenario.

- Alternative procedures will be established as needed to continue college teaching through the internet, telephone conference calls, mailed assignments, television, radio and other resources.

- Alamo Colleges DPS will take over security of the campus, the Alamo Colleges Communications and IT departments will maintain email and telephone communications, and the Alamo Colleges Facilities department will prepare the campus for a long-term evacuation, if needed.