EMERGENCY PROCEDURES

Compiled by
Facilities Management Department
JANUARY 1999
Updated March, 2001
Updated November 2001
Updated July 2002
Updated October 2005
EMERGENCY PROCEDURES

1.0 INTRODUCTION

The Wharton County Junior College Facilities Management Department has prepared this manual to aid all WCJC employees in dealing with emergencies. These procedures are basic first-aid measures and instructions for common emergencies.

2.0 EMERGENCY GUIDELINES

1. Know where all first-aid supplies are located.
2. Follow the instructions outlined in this booklet.
3. Stay with the injured person and send someone else to call for assistance.
4. For medical emergencies, dial 911. Then contact the WCJC Department of Safety & Security office (6523 daytime), after hours (mobile phone 979/282-1993), the college operator (O) or the Director of Facilities Management (6358). Fort Bend Security (1501), (mobile phone 979/282-1027). Sugar Land Security (8433), (mobile phone 979/282-1028).
5. When calling for assistance, be sure to give your name, location of emergency, and an explanation of the emergency.
6. As a follow-up, report all emergencies to the WCJC Department of Safety & Security at Wharton, Fort Bend Technical Center or the Sugar Land Campus.
7. Contact the WCJC Department of Safety & Security at Wharton, Fort Bend Technical Center or Sugar Land Campus regarding any incident of disruptive conduct.
8. For building emergencies at the Wharton Campus, call Maintenance (6358 daytime), Security after hours (6523 or cell phone 979/282-1993.) Fort Bend Technical Center: call Scott Glass (1504 daytime; cell phone 979/282-1025)
   Sugar Land Campus: call Robert Wolter (8412 daytime; cell phone 979/282-1026)

3.0 EMERGENCY NUMBERS

The Department of Safety and Security on the Wharton campus is located in room 107 of the Pioneer Student Center. Security at both the Sugar Land campus and the Richmond campus is located at the front reception desk. Security at Fort Bend Technical Center is in room 121. Contact numbers are as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton Campus</td>
<td>979/532-6523; Cell phone 979/282-1993</td>
</tr>
<tr>
<td></td>
<td>979/532-3131 (Wharton P.D.)</td>
</tr>
<tr>
<td>Security Officer</td>
<td>979/282-1993</td>
</tr>
<tr>
<td>Sugar Land campus</td>
<td>281/240-9252</td>
</tr>
<tr>
<td>Security Officer</td>
<td>8433</td>
</tr>
<tr>
<td>Sugar Land Security</td>
<td>979/282-1028</td>
</tr>
<tr>
<td>Richmond Campus</td>
<td>281/342-1496</td>
</tr>
<tr>
<td>Fort Bend Technical</td>
<td>979/239-1501</td>
</tr>
<tr>
<td>Technical Center Campus</td>
<td>979/282-1027</td>
</tr>
<tr>
<td>Police Dept</td>
<td>979/532-3131</td>
</tr>
<tr>
<td>Fire Dept</td>
<td>979/532-1414</td>
</tr>
<tr>
<td>Hospital</td>
<td>979/532-2500</td>
</tr>
<tr>
<td>Ambulance</td>
<td>911</td>
</tr>
</tbody>
</table>

For closing and suspension of activities, refer to Regulation 357 and the Emergency Telephone Path (Appendix II).
EMERGENCY PROCEDURES

4.0 FIRST AID KIT LOCATIONS

<table>
<thead>
<tr>
<th>Building/Center</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>1st floor/Mailroom</td>
</tr>
<tr>
<td></td>
<td>2nd floor/Room 202</td>
</tr>
<tr>
<td>Brooking Hall</td>
<td>1st floor hall near restroom</td>
</tr>
<tr>
<td>Carl N. Reynolds Building</td>
<td>Welding-faculty Office</td>
</tr>
<tr>
<td></td>
<td>A/C by store room</td>
</tr>
<tr>
<td>Duson-Hansen Fine Arts Building</td>
<td>Drama Lab</td>
</tr>
<tr>
<td>F.J. L. Blasingame Science Building</td>
<td>1st floor by Room 114</td>
</tr>
<tr>
<td></td>
<td>2nd floor by Room 227</td>
</tr>
<tr>
<td>Fort Bend Technical Center</td>
<td>Breakroom/Room 123</td>
</tr>
<tr>
<td></td>
<td>Teacher Lounge downstairs/ Room 140</td>
</tr>
<tr>
<td></td>
<td>Teacher Lounge upstairs/ Room 240</td>
</tr>
<tr>
<td></td>
<td>Maintenance Dept./Tech wing</td>
</tr>
<tr>
<td>Frankie Hall</td>
<td>Main lobby downstairs</td>
</tr>
<tr>
<td>Gymnasium &amp; Fitness Center</td>
<td>Weight Room</td>
</tr>
<tr>
<td>Hutchins Memorial Center &amp; Cafeteria</td>
<td>Across from Marketing &amp; Communication</td>
</tr>
<tr>
<td></td>
<td>Office/ Room 109</td>
</tr>
<tr>
<td>J.M. Hodges Learning Center</td>
<td>Library Office/Room 104</td>
</tr>
<tr>
<td>LaDieu Technology Center</td>
<td>Soil Lab/By Room 115F</td>
</tr>
<tr>
<td></td>
<td>Senior Citizens/Kitchen</td>
</tr>
<tr>
<td></td>
<td>Cosmetology/Room 108D</td>
</tr>
<tr>
<td></td>
<td>GED/Room 111G</td>
</tr>
<tr>
<td>M.G. &amp; Lillie A. Johnson Health Occupations Center</td>
<td>2nd floor/Faculty Workroom</td>
</tr>
<tr>
<td>Maintenance Building</td>
<td>Maintenance Office</td>
</tr>
<tr>
<td>Mullins Hall</td>
<td>1st floor by phone</td>
</tr>
<tr>
<td>Pioneer Student Center</td>
<td>2nd floor/Storage Room</td>
</tr>
<tr>
<td>Richmond Campus</td>
<td>Teachers Workroom Closet</td>
</tr>
<tr>
<td></td>
<td>Student Lounge/Custodial Closet</td>
</tr>
<tr>
<td>Sugar Land Campus</td>
<td>Rooms 125 &amp; 115 behind Front Desk</td>
</tr>
</tbody>
</table>

5.0 ABRASIONS/CUTS/BLEEDING -

UNTIL HELP ARRIVES:

Superficial wounds
1. Try to obtain barrier protection (latex gloves) between hands & person.
2. Stop bleeding by applying direct pressure over wound with gauze or clean cloth.
3. Clean with soap and water.
4. Apply band-aid.

Deep wounds
1. Try to obtain barrier protection (latex gloves) between hands & person.
2. Apply direct pressure over wound with gauze or clean cloth. Press hard enough to stop bleeding.
3. Apply additional dressing and bandage snugly.
4. Do not remove dressing.
5. Refer victim for medical care.
6. If you make large skin exposure contact with victim’s blood or open wound, wash skin in large amounts of soap and water.
7. For blood borne pathogen exposure or blood borne diseases exposure (HIV), contact security office for further instructions.
EMERGENCY PROCEDURES

6.0 BOMB THREATS

1. Record date and time you were notified of a bomb threat.
2. Keep caller on phone as long as possible.
   Call 911 (use different line).
3. Call WCJC Department of Safety & Security and report the threat
   Wharton Campus (6523) 979/282-1993
   Fort Bend Technical Center (1501) 979/282-1027
   Sugar Land Campus (8433) 979/282-1028
   Richmond Campus 281/342-1496
4. Do not touch any object that you suspect may be a bomb.
5. Notify other personnel in the area.
6. Evacuate area.
7. Complete Report of Bomb Threat Form. See Appendix I.

7.0 BONE AND JOINT INJURIES

UNTIL HELP ARRIVES:

1. Always suspect a fracture.
2. **Do Not Move** the injured part.
3. In case of major joint injury (knee, hip, shoulder, ankle, or suspected back or neck injury). **Do Not Move The Victim**.
4. Get medical help as soon as possible. (See page 2.)

8.0 BURNS

UNTIL HELP ARRIVES:

1. For non-severe burns, immerse affected area in cold water immediately; continue for 20 minutes.
2. For more severe burns, do not immerse in water, but do cover burned area with a thick sterile clean dressing. If an extremity is involved, elevate the part. Do not open blisters. Seek medical attention as soon as possible. (See page 2).
3. Chemical Burns: wash immediately with large quantities of water. Cover with sterile gauze dressing. Do not open blisters. Seek medical attention as soon as possible. (See page 2.)

9.0 CONVULSIONS/SEIZURES

UNTIL HELP ARRIVES:

1. Position the victim on his/her back, face turned to one side.
2. **Do Not** restrain victim’s movement any more than necessary to prevent him/her from harming himself/herself.
3. **Do Not** place objects between his/her teeth.
4. **Do Not** try to revive him/her with fluids, stimulants, fresh air and/or walking.
6. Seek medical attention. (See page 2.)
7. Allow victim to rest quietly at least 30 minutes after attack.
10.0 DIABETIC COMA/INSULIN REACTION

DIABETIC COMA: SIGNS AND SYMPTOMS
1. Has gradual onset. May be more rapid in active children.
2. Skin is hot and dry; face may be flushed.
3. Deep, labored breathing.
5. Drowsiness and lethargy.
6. Fruity odor to breath.
7. Loss of consciousness.

UNTIL HELP ARRIVES:
1. Lay the victim down.
2. Do Not administer any fluids or sugars.
3. Seek medical attention immediately.

INSULIN REACTION: SIGNS AND SYMPTOMS
1. Sudden onset; begins abruptly.
2. Perspiration; pale skin, cold and clammy.
3. Shallow breathing.
4. Hunger.
5. Mental confusion, strange behavior and/or nervousness.
6. Double vision.
7. Loss of consciousness, convulsions (rarely).

UNTIL HELP ARRIVES
1. Lay the victim down.
2. If the victim is still conscious, administer some form of simple sugar such as sweetened orange juice, lumps of sugar, or candy. Then seek medical attention as soon as possible. (See page 2.)
3. If the victim is unconscious, Do Not administer fluids. Seek medical attention immediately. (See page 2).

11.0 DISRUPTIVE BEHAVIOR

Report all cases of criminal mischief and disruptive behavior to the WCJC Department of Safety & Security:

Wharton Campus (extension 6523; cell phone 979/282-1993)
Fort Bend Technical Center (extension 1501; cell phone 979/282-1027)
Sugar Land Campus (extension 8433; cell phone 979/282-1028)
Richmond Campus (281/342-1496)

Examples of disruptive behavior are as follows:

1. Throwing rocks at windows.
2. Blocking chairs and tables in classrooms.
3. Fighting.
4. Writing on walls and defacing college property.
5. Verbal abuse of students or employees.
6. Disturbing instructors or students.

12.0 DRUG/ALCOHOL INTOXICATION

DISRUPTIVE BEHAVIOR:
1. Approach the person calmly.
2. Ask the person to leave the area after describing his/her behavior to them.
EMERGENCY PROCEDURES

3. Have someone call the WCJC Department of Safety & Security:
   Wharton Campus (extension 6523; cell phone 979/282-1993)
   Fort Bend Technical Center (extension 1501; cell phone 979/282-1027)
   Sugar Land Campus (extension 8433; cell phone 979/282-1028)
   Richmond Campus (281/342-1496)

IF PERSON IS UNRESPONSIVE
1. See guideline for unconsciousness.

13.0 EYE INJURIES

FOREIGN OBJECT IN EYE
1. Instruct the victim not to rub the eye. Have him/her close it gently in the hope that the tears may wash the speck out or into view.
2. Flush with plain water. The victim may be instructed to hold face under running water and blink eye open and shut.
3. If object does not easily wash out, cover eye with dry dressing and refer for medical care. (See page 2.)

CHEMICAL BURN TO EYE
1. Wash eye immediately, thoroughly and repeatedly with large amounts of tap water. Victim may be instructed to hold face under running water and blink eye open and shut. (See eye wash stations Section 23.0 Eye Wash Stations).
2. Seek medical attention.

EYE WOUNDS
1. Instruct victim to close both eyes.
2. Apply sterile gauze dressing loosely over both eyes.
3. Do Not Remove any protruding object.
4. Seek medical attention.

14.0 FAINTING/UNCONSCIOUSNESS

FAINTING
1. Lay the victim flat or have him/her sit in a chair with the head lower than the knees.
2. A person who has fainted, although appearing to have responded completely, should not be sent away without assistance.

UNCONSCIOUSNESS
1. Keep victim flat with head turned to side and keep person warm.
2. Check to see that they are breathing.
3. Do Not move victim.
4. Do Not leave victim.
5. Do Not give an unconscious victim anything by mouth.
6. Send someone else for medical assistance. (See page 2.)

15.0 HEAD INJURIES -
UNTIL HELP ARRIVES:

1. If unconsciousness, convulsions, bleeding or fluid from ears or nose occurs, Do Not Move Victim, seek medical attention. (See page 2.)
2. If severe headache, nausea and/or vomiting, incoherence, sleepiness, or dazed appearance exists, Do Not Move Victim, seek medical attention. (See page 3.)
3. For minor blow to the head:
   A. Allow patient to rest.
   B. Observe for symptoms noted above.
   C. Caution against over activity.
   D. Instruct regarding delayed symptoms of internal head injury. (See page 2.)
16.0  HEAT EXHAUSTION/HEAT STROKE

HEAT STROKE: SIGNS AND SYMPTOMS
1. High body temperature.
2. Hot, red, dry skin.
3. Rapid pulse.
4. Unconsciousness.

Note: Heat stroke is an immediate, life-threatening situation.

UNTIL HELP ARRIVES:
1. Remove as much clothing as possible.
2. Repeatedly sponge the victim’s bare skin with cool water, rubbing alcohol, apply cold packs continuously or place in a cool tub of water until temperature is lowered sufficiently; then dry victim off.
3. Direct a fan or air conditioner toward the victim, because drafts promote cooling.
4. Seek medical attention as soon as possible. (See page 2.)

HEAT EXHAUSTION: SIGNS AND SYMPTOMS
1. Skin is pale, cool and clammy.
2. Weakness, nausea, dizziness, cramps, possibly fainting.
3. Excessive perspiration.

UNTIL HELP ARRIVES:
1. Give the victim sips of salt water (1 teaspoon of salt per glass).
2. Lay the victim down and elevate the feet.
3. Loosen clothing and apply cool, wet cloths to the skin.
4. Seek medical attention as soon as possible. (See page 2.)

17.0  PSYCHOTIC/EMOTIONALLY DISTURBED

Recognize that the ability of disturbed persons to deal rationally with their behavior is limited; therefore:

1. Contact the WCJC Department of Safety & Security and the Vice President of Administrative Services, Enrollment Management & Institutional Research to report the incident.
2. Do Not Argue with any ideas the person expresses, no matter how unusual.
3. Make no threatening movements or comments to the person.
4. Have students leave area quietly.
5. Remain calm and unafraid in your conversation with the persons. They are the ones who are frightened.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.
7. Consult with the WCJC Department of Safety & Security and the Vice President of Administrative Services, Enrollment Management & Institutional Research to determine action to be taken.

18.0  PUNCTURE WOUNDS

UNTIL HELP ARRIVES:
1. Allow to bleed freely.
2. Wash with soap and water.
3. Apply sterile gauze dressing.
4. Tetanus booster may be required.

In case of an animal bite, notify the Wharton Police Department (979/532-3131), Richmond Police Department (281/342-2849) or Sugar Land Police Department (281/275-2500) in order that the
incident may be reported to the proper authorities. Treatment is the same as that for puncture wounds.

19.0 RESPIRATORY ARREST/CARDIAC ARREST

UNTIL HELP ARRIVES:

1. Turn the victim on back and, if necessary, quickly wipe out the mouth.
2. Place one hand under the victim’s neck and lift, tilting head back as far as possible with the other hand. This provides airway.
3. If the victim is not breathing, pinch his/her nostrils shut, take a deep breath, place your mouth tightly over his/her mouth, and blow until you see chest rise.
4. If pulse is present, continue rescue breathing at 12 times per minute.
5. For a small child or infant, cover nose and mouth tightly with your mouth. Blow gently 20 times per minute.
6. Feel for neck pulse. Keeping head tilted, use middle and index fingers of other hand to feel for carotid pulse in neck artery under angle of lower jaw. If no pulse, start rescue breathing and cardiac compression. With the victim’s back on firm surface, place heel of your hand on center of lower breastbone-fingers off chest, other hand on top. Gently rock forward, exerting pressure down, to force blood out of the heart. Release pressure. Alternate breathing with circulation.

TWO ATTENDANTS
Give 60 chest compressions a minute-one breath after each 5 compressions.

ONE ATTENDANT
Perform both artificial circulation and rescue breathing, giving 80 compressions a minute and 2 breaths after each 15 compressions.

REMEMBER: Be sure air is getting to your victim. You must see his/her chest rise and fall. If it does not and you are holding his/her jaw correctly, suspect blockage in throat.

CASE OF BLOCKAGE

1. Turn the victim on side.
2. Rap sharply on back between shoulder blades four times, alternate with abdominal thrusts.
3. To perform abdominal thrust, position heel of your hand in upper abdomen area and press downward and upward toward the chest. Continue until you achieve open airway.
4. Resume mouth-to-mouth resuscitation. In many cases, mouth-to-mouth may save a life, so start mouth-to-mouth resuscitation IMMEDIATELY. Remember, the first four minutes are critical. Seek medical attention as soon as possible.
MOUTH-TO-MOUTH RESUSCITATION

A
AIRWAY

B
BREATHING

C
CIRCULATION

Two rescuer-cardiopulmonary resuscitation:
5 chest compressions
  Rate of 60/minute
  No pause for ventilation
1 lung inflation
  After each 5 compressions
  Interposed between compressions

One rescuer-cardiopulmonary resuscitation:
15 chest compressions
  Rate of 80/minute
  2 Quick lung inflations
EMERGENCY PROCEDURES

20.0 SHOCK

SIGNS AND SYMPTOMS
Pallor, cold sweat on forehead, cold clammy hands, nausea, dizziness, weakness, ashen gray appearance, feeble rapid pulse, shallow irregular breathing.

UNTIL HELP ARRIVES:
1. Give the appropriate first aid immediately to eliminate the causes of shock such as respiratory arrest, hemorrhaging or severe pain.
2. Steps for preventing shock and for giving first aid:
   A. Keep the victim lying down in a warm, comfortable place.
   B. Keep the victim comfortably warm (not enough to cause perspiration).
   C. Lower the victim’s head or elevate legs.
   D. Avoid chilling.
   E. Refer victim to medical care as soon as possible. (See page 2.)

21.0 TORNADOES

1. If a tornado warning is given, move away from windows to an inside hall.
2. If time permits, move to the basement.
3. If you cannot get to an inside hall or basement, take cover under the desks or tables.

PROTECT YOURSELF:
Lie face down, draw your knees up under you, and cover the back of your head with your hands.

PROTECT YOURSELF: Lie face down, draw your knees up under you, cover the back of your head with your hands.
EMERGENCY PROCEDURES

22.0 EMERGENCY ROOM/HOSPITAL/AMBULANCE

EMERGENCY ROOM/HOSPITAL
The emergency room for the Wharton area is Gulf Coast Medical Center (979/532-2500), in Richmond, Oak Bend Hospital (281/341-3000), and in Sugar Land, Methodist Hospital (281/274-7000). These facilities are to be used for all patients requiring emergency medical attention or hospitalization.

AMBULANCE SERVICE
If an ambulance is required, call the Safety & Security Office who will contact an ambulance, or you may call the service at 911.

RESPONSIBILITY FOR PAYMENT FOR MEDICAL TREATMENT
Employee expenses for medical treatment will be handled through the WCJC Office of Payroll & Benefits as per current policy. Students or visitors to our campus are responsible for their own medical expenses incurred while at WCJC or expenses incurred while using our facilities.

23.0 EYE WASH LOCATIONS

LaDieu Technology Center
1. Auto Shop
2. Department of Agriculture/Room 113G
3. Soil & Forage Testing Lab/Room 115

Maintenance Building - Behind first barn (outside)

Sugar Land Campus - Chemistry Lab/Room 102

Eye wash bottles:

F.J.L. Blasingame Science Building
1. Downstairs - Biology Department/Store Room 117
2. Upstairs - Chemistry Labs/Rooms 220, 222 & 223

Fort Bend Technical Center
1. Downstairs - Tech Wing/Room 103
2. Upstairs - Room 208

24.0 ANTHRAX

Steps for possible anthrax exposure from mail:
1. Double bag the letter or package in zipper type or zip lock type plastic bags using latex gloves, if possible and a particulate mask.
2. Wash your hands with soap and water.
3. Notify your immediate supervisor and local police.
4. Ensure that all persons who have touched the letter wash their hands with soap and water.
5. List all persons who have touched the letter and/or envelope with locating and contact information and provide the list to appropriate people.
6. Place all items worn at the time in plastic bags and keep them wherever you change your clothes and have them available for law enforcement, should they request them.
7. Shower with soap and water.
25.0 EMERGENCY PHONES

Administration Building  
Next to Business Office
Cafeteria/Bookstore  
Entrance to Bookstore
Carl N. Reynolds Buildings  
By vending machine/welding side
Duson-Hansen Fine Arts Building  
Wall near room 112
F.J. L. Blasingame Science Building  
2nd floor by Room 225
Fitness Center  
Next to Front Counter
Frankie Hall  
Hallway across from Room 6
J.R. Peace Building  
1st floor by vending machines
LaDieu Technology Building  
wall of Room LD110
M.G. & Lillie A. Johnson Health  
Near room 125
Occupation Center
Mullins Hall  
1st floor by Stairs
Pioneer Student Center  
2nd floor across from Room 21

26.0 BUILDING SUPERVISORS

<table>
<thead>
<tr>
<th>Building</th>
<th>Supervisor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Building</td>
<td>Phillip Wuthrich Gloria Crockett</td>
<td>6305 - 6304</td>
</tr>
<tr>
<td>Brookling Hall</td>
<td>Kristie Fertsch</td>
<td>979-257-8236</td>
</tr>
<tr>
<td>Distance Education</td>
<td>Lisa Shoppa</td>
<td>6336</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Paul Spellman Marge Kirby-French</td>
<td>6421 - 6300</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Rebecca Ramirez</td>
<td>6272</td>
</tr>
<tr>
<td>Gym</td>
<td>Gene Bahnsen Deana Feyen</td>
<td>6369 - 6368</td>
</tr>
<tr>
<td>Hutchins Memorial</td>
<td>Zina Carter Cheryl Machicek</td>
<td>6417 - 6322</td>
</tr>
<tr>
<td>Johnson Health</td>
<td>Phil Carter Diana Gutierrez</td>
<td>6373 - 6393</td>
</tr>
<tr>
<td>LaDieu</td>
<td>Dan Lawlor</td>
<td>6518</td>
</tr>
<tr>
<td>Learning Center</td>
<td>Kwei-Feng Hsu</td>
<td>6354</td>
</tr>
<tr>
<td>Pioneer Student Center</td>
<td>Wayne Taylor Natalie Stavinoha</td>
<td>6905 - 6388</td>
</tr>
<tr>
<td>Peace</td>
<td>David Kucera Debbie Monroe</td>
<td>6342 - 6394</td>
</tr>
<tr>
<td>Reynolds</td>
<td>Pat Stewart</td>
<td>6302</td>
</tr>
<tr>
<td>Science</td>
<td>Kirby Lowery Jill Thigpen</td>
<td>6370 - 6392</td>
</tr>
<tr>
<td>Frankie Hall</td>
<td>Hank Kilberlau</td>
<td>979-257-7332</td>
</tr>
<tr>
<td>Mullins Hall</td>
<td>Connie Simmons</td>
<td>979-282-2862</td>
</tr>
<tr>
<td>Sugar Land</td>
<td>Robert Wolter</td>
<td>8412 (cell) 979-282-1026</td>
</tr>
<tr>
<td></td>
<td>Gerald Alford</td>
<td>8400 (cell) 979-453-0252</td>
</tr>
<tr>
<td>Fort Bend Technical</td>
<td>Scott Glass</td>
<td>1504 (cell) 979-282-1025</td>
</tr>
<tr>
<td>Center</td>
<td>Mike Billingsley</td>
<td>1589 (cell) 979-453-0253</td>
</tr>
</tbody>
</table>

Appendix I - Report of Bomb Threat Form
REPORT OF BOMB THREAT

Time and date threat occurred:
__________________________________________________________________________

Time and date reported:
__________________________________________________________________________

How reported:
__________________________________________________________________________

Exact words of the caller:
__________________________________________________________________________

__________________________________________________________________________
Ask: Where is the bomb? __________________________ When will it explode?
__________________________________________________________________________

Description of caller’s voice:
__________________________________________________________________________

□ Male □ Female □ Young □ Middle Aged □ Elderly □ Accent _____________
□ Intoxicated □ Speech Problem

__________________________________________________________________________

Tone of Voice
__________________________________________________________________________

Background noise
(describe):
__________________________________________________________________________

Name/Address & Phone Number of Person Taking Call:

Name:
__________________________________________________________________________

Address:
__________________________________________________________________________

Phone Number:
__________________________________________________________________________

Signature: ___________________________ Date: ___________________________
Appendix II: Closing and Suspension of Activities

REGULATIONS

REG No.: 357

CLOSING AND SUSPENSION OF ACTIVITIES

I. PURPOSE

Designates responsibility and authority for deciding when weather or other emergency circumstances require suspension of academic activities or closing of any college facilities; outlines procedures for implementing such a directive and informing students, faculty, staff, and the general public.

II. DEFINITIONS

A. Closing refers to the shut-down of one or all of the college's campuses.

B. Delayed-opening schedule refers to those situations in which classes or offices, or both, begin later in the day than the normal start of the business day.

III. POLICY

A. The Vice-President of Academic Affairs has the responsibility for deciding upon the suspension of college activities or closing of any college facilities because of weather, transportation, or other emergency conditions.

B. Notice of the decision to suspend instruction or close facilities shall be disseminated only through the designated key radio and television stations.

C. Emergency closing or suspension of activities in a particular area does not mean that all college facilities are automatically closed. Only those areas affected by closing procedures are announced by the designated media.

D. If an emergency situation requiring suspension or closing develops during the course of a normal day, radio announcements shall be used to augment direct-messenger notifications to appropriate college personnel and locations.

E. Each member of President's Cabinet shall develop and implement an emergency-notification telephone chain to effect direct person-to-person transmission of college-closing and other emergency information.

F. In the event of the cancellation of classes, the classes missed may be made up by holding classes on weekends, evenings, and/or holidays or by extending the calendar ending any session or semester.

(POLICY APPROVAL: 7-19-95, Board of Trustees)

IV. PROCEDURES

A. The Vice-President of Academic Affairs (VP/AA) is responsible for determining the closing and/or suspension of activities and for initiating and implementing this emergency alerting procedure and consults, when necessary, the appropriate authority or agency, such as the United States Weather Bureau, the Texas Highway Department, or local government agencies to assist in the decision-making process.
B. When an emergency closing decision has been made, the VP/AA contacts the Director of Public Relations, who in turn contacts specified radio and television stations (see attached list). In the absence of the VP/AA, the next ranking administrative officer assumes authority, as indicated in the following chain:

*Chain-of-Authority:*
- President
- Vice-President of Academic Affairs
- Vice-President of Administrative Services
- Vice-President of Continuing Education & Community Services
- Dean of Student Services
- Dean of Admissions and Registration
- Dean of Extension Campuses

C. Whenever possible, a decision to suspend any college activity is made before normally scheduled college hours have begun. To inform long-distance commuters, the broadcasting media should be contacted to broadcast announcements beginning as close to 6:00 a.m. as possible. In canceling evening classes and activities, every effort should be made to have the media broadcast announcements starting no later than 3:00 p.m. of that particular day. All such broadcasts relate only details of suspension of activities or closings and do not announce activities to be held in accordance with an original schedule. Thus, any activities not mentioned are to be held as scheduled.

D. Direct emergency notifications to employees are made according to the attached sheet entitled "WCJC Telephone Path: Emergency Notifications," which is updated whenever a change occurs in the named personnel in the diagram.

E. Each member of President's Cabinet is responsible for establishing an emergency-telephone path within his or her units/departments/offices and for distributing this information.

F. Each member of President's Cabinet is responsible for disseminating information in his or her units/departments/offices to alert employees about which radio and television stations to listen to for announcements concerning closings and delays.

G. Coordinators of affected special programs are specifically notified, insofar as feasible, by the responsible supervising or authorizing offices through that area's emergency-notification chain or other means, in addition to general radio and television announcements.

H. An emergency staff, designated in advance by each responsible administrator, is expected report to work as soon as possible unless otherwise directed.

I. Cancellation or closing decisions made after normal hours have begun are communicated throughout all college premises by representatives from the offices of the various administrators, in addition to radio and television announcements.

J. Normal academic pursuits and administrative activities will be resumed on the following scheduled day unless specific notification of a continued emergency is given through the various radio and television stations. Without such definite broadcast announcements, all students, faculty, and staff are expected to report on schedule to their assigned locations and duties.

K. A list of radio stations and television stations to be contacted in an emergency is attached hereto. Inasmuch as the college has no guarantee that its messages will be heard (at all, or promptly), all college employees are encouraged to attempt to hear broadcasts from one or more stations or channels if a possibility exists of an emergency announcement.
V. GUIDELINES

Emergency make-up days should be listed in the academic calendar so that all affected parties are aware in advance of when lost days will be made up.

JC/FRV
7-19-95
Rev 1-21-97
### Reg 357 Broadcast Alert Stations

**Wharton County Junior College**

**ATTACHMENT TO REGULATION 357:**

**BROADCAST ALERT STATIONS**

<table>
<thead>
<tr>
<th>Call Letters</th>
<th>Radio or TV Sta</th>
<th>Dial Location</th>
<th>Address</th>
<th>Telephone and Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>KULP</td>
<td>radio</td>
<td>1390 AM</td>
<td>515 E. Jackson El Campo 77437</td>
<td>(979) 543-3303 (F 979) 543-0097</td>
</tr>
<tr>
<td>KIKK</td>
<td>radio</td>
<td>95.7 FM</td>
<td>24 Greenway Plaza Houston 77046</td>
<td>(713) 881-5997 (F 713) 881-5999</td>
</tr>
<tr>
<td>KTRH</td>
<td>radio</td>
<td>740 AM</td>
<td>PO Box 1520 Houston 77251</td>
<td>(713) 630-3600 (713) 526-5874 (F 713) 630-3666</td>
</tr>
<tr>
<td>KULM</td>
<td>radio</td>
<td>98.3 FM</td>
<td>PO Box 111 Columbus 78934</td>
<td>(979) 732-5766 (F 979) 732-6377</td>
</tr>
<tr>
<td>KIOX</td>
<td>radio</td>
<td>96.9 FM</td>
<td>PO Box 2340 Bay City 77414</td>
<td>(979) 245-4642 (F 979) 245-6463</td>
</tr>
<tr>
<td>KMKS</td>
<td>radio</td>
<td>102.5 FM</td>
<td>PO Box 789 Bay City 77414</td>
<td>(979) 244-4242 (F 979) 245-0107</td>
</tr>
<tr>
<td>KRBE</td>
<td>radio</td>
<td>104.1 FM</td>
<td>9801 Westheimer Suite 700 Houston 77042</td>
<td>(713) 266-1000 (F 713) 954-2344</td>
</tr>
<tr>
<td>KHC B</td>
<td>radio</td>
<td>105.7 FM</td>
<td>2424 S. Boulevard Houston 77098</td>
<td>(713) 520-5200 (Fax unlisted)</td>
</tr>
<tr>
<td>KHOU</td>
<td>TV</td>
<td>Ch 11</td>
<td>PO Box 11 Houston 77001</td>
<td>(713) 521-4390 (713) 526-1111 (F 713) 520-7765</td>
</tr>
<tr>
<td>KTRK</td>
<td>TV</td>
<td>Ch 13</td>
<td>PO Box 13 Houston 77001</td>
<td>(713) 666-0713 (F 713) 664-0013</td>
</tr>
<tr>
<td>KPRC</td>
<td>TV</td>
<td>Ch 2</td>
<td>PO Box 2222 Houston 77252</td>
<td>(713) 222-2222 (F 713) 270-9334</td>
</tr>
<tr>
<td>KAVU</td>
<td>TV</td>
<td>Ch 25</td>
<td>3808 N. Navarro Victoria 77901</td>
<td>(512) 576-5288 (512) 576-2500 (F 512) 575-2255</td>
</tr>
</tbody>
</table>

Date of Above List: January 15, 1997
Attachment to Reg 357
Revised: August 7, 2002
REGULATION 357