HCC POLICE 713-718-8888

HCC SAFETY 713-718-7561

HCC

HOUSTON COMMUNITY COLLEGE

The material contained in this "Quick Reference Guide" is condensed from the *Houston Community College Safety Manual.* The safety manual contains additional information concerning responses to certain unplanned events which may threaten the college community. The manual also contains procedures developed to assist the college community in complying with safety and environmental requirements of federal, state and local regulatory authority.

The procedures contained in this "Quick Reference Guide" are suggested for general emergency situations that may threaten HCC buildings and occupants. No plan can provide direction for each specific circumstance which may develop. However, these guidelines serve as a general framework which should be evaluated as a course of action as similar situations arise.

In the event of an emergency, it is anticipated that adhering to the general steps developed in this guide will maximize the opportunity for the protection and, if necessary, orderly evacuation or relocation of all occupants. ***Safety of building occupants is the primary concern*** of any emergency plan. The preservation of the building and its contents is secondary. The success of the college community to prevent or respond to accidents requires a team effort by administration, faculty, staff and students.

The safety manual and this "Quick Reference Guide" are standard to the college system, with guidelines applying to all of the college community. Certain procedures must be developed to be specific to the particular environment in which they are applied. These specific procedures should be developed within work groups and included in the safety materials maintained at work sites. These procedures must then be made available in the workplace or classroom.

The Table of Contents for this HCC Safety Manual can be found on page 23 of this guide. An electronic version is maintained on the ***safety web page*** and may be accessed at **http://www.hccs.edu/portal/site/hcc.** Select *Faculty and Staff* on the HCC home page. *Safety and Loss Control* can be found under the *Finance and Administration* section.

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SAFETY MANUAL SECTION IV

EMERGENCY PLAN FOR FIRE

1. NOTIFICATION IN THE EVENT OF FIRE:

- ❑ **Call 911** and be prepared to relay the exact physical street address:
  [example]

  "There is a fire at the Houston Community College building located at 1234 Smith Street near the corner of Main."
- ❑ Also, give specific location within a building;
  [example]

  "The fire is on the second floor in Room 234."
- ❑ Call **HCC Police Department at 713-718-8888** and sound local fire alarm if available

Address information should be listed on the back cover of this guide. *

2. IF YOU SEE OR SMELL SMOKE OR GAS:

- ❑ Call **HCC Police 713-718-8888**.
- ❑ Sound local fire alarm if Evidence of Fire is observed
  - Evidence of Fire = Smell or sight of smoke or flames or report of flames or smoke
- ❑ Initiate voice notification and alert if no alarm system is available

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4. IF YOU ENCOUNTER SMOKE OR FLAMES:

- ❑ Crawl low under the smoke to get to clean air
- ❑ Kneel or crouch by the door to test before opening
  - Reach up as high as you can and touch the door and knob with the back of your hand
  - Door is hot, use another escape route
  - Door is cool, open it cautiously and continue along your escape route
- ❑ Isolate FIRE by closing off doors if possible
  - Evacuate using stairwells not elevators
  - Follow directions from those in authority
  - STAY CALM

  - Authorized Employees:
    *** Use fire extinguisher only if you have been trained and fire is small.**
- ❑ Once you are safe and immediate emergency procedures have been followed, notify appropriate administrative authority

5. ADDITIONAL FIRE SAFETY INFORMATION IS AVAILABLE IN THE HCC SAFETY MANUAL

- Section 4-1: ***Fire Safety***
- Section 4-2: ***Emergencies Involving Fire***
- Section 4-3: ***Flammable and Combustible Materials***
- Section V: ***Evacuation Procedures***
- Section III: ***Notifications and Contacts***

SAFETY MANUAL SECTION V

EVACUATION/SHELTER-IN-PLACE

The following Evacuation/Shelter-in-Place procedures are presented as general guidelines. Each college building and work area should establish procedures specific to the facility to ensure safety of employees, students and visitors.

1. SHELTER-IN-PLACE

- ❑ Shelter-in-Place simply means seeking immediate shelter inside a campus building. This course of action may need to be taken during a release of toxic chemicals or other materials to the outside air.
- ❑ Occupants will be advised to move to designated areas for Sheltering-in-Place. Any individual requesting to leave the building after being advised of the Shelter-in-Place instructions must do so in the first three (3) minutes of the initial notice.
- ❑ Prepare to evacuate should those instructions be issued. **Do not attempt to go outside or attempt to drive unless you are specifically instructed to evacuate.**
- ❑ See SECTION V: **Shelter-In-Place (Section 5-4)**

Special Evacuation Alarms or Notification Methods and other directions for this location should be listed on page 28 of this guide.

2. WHEN TO EVACUATE

- ❑ In the event of a fire alarm, response to the alarm will be IMMEDIATE AND MANDATORY
- ❑ For other emergencies that may require partial or total evacuation, you will be notified by Security, or other responsible authority
  - Move to nearest fire exit
  - If "Evidence of Fire," exit building to evacuation assembly area
- ❑ The method of NOTIFICATION of an evacuation will be identified and included in the facility fire plan

"Assembly Points" and other instructions for this location should be listed on the back cover of this guide.

3. EVACUATION ROUTES

- ❑ Primary evacuation routes for each floor of each building will be the nearest safe exit or stairwell
- ❑ All occupants should be familiar with secondary evacuation routes from their office or classroom areas
- ❑ Elevators should not be used for evacuation (may become inoperative/smoke hazard may develop)
- ❑ Evacuees should meet at designated area for accounting
- ❑ "Assembly points" to be used during an evacuation will be identified and included in the facility Fire Plan

4. TOTAL EVACUATION

- ❑ If a condition exists that requires immediate and total evacuation of the building, the fire alarm should be used for notification
- ❑ In buildings without a standard fire alarm system, a voice alert and/or the PA system will be used to alert occupants

5. METHOD OF EVACUATION

- ❑ Evacuation should begin with those persons not requiring assistance. This avoids the possibility of the disabled being injured
- ❑ Position persons with disabilities near the exit or stairwell farthest from danger
- ❑ If possible, designate one person to stay with disabled and another to notify emergency responders of their location
- ❑ Elevators will not be used during an emergency evacuation
- ❑ Flashlights or emergency lighting will be useful in case of electrical power failure
- ❑ Occupants will proceed to the exit or nearest exit or stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on the ground floor
- ❑ Close office doors and windows as you leave
- ❑ Occupants should be informed to take personal items only if there is time
- ❑ Occupants should remain quiet in the evacuation process in order to hear directions

continued

6. BOMB THREAT EVACUATION

- ❑ If the evacuation is due to a bomb threat, be alert to make a note of any unusual packages that may be in or near your office area
- ❑ Do not touch the package but report it to authorities immediately
- ❑ See SECTION VIII: **Bomb Threat Procedures (Section 8-1)**

7. CONDUCT FOLLOWING EVACUATION

- ❑ *DO NOT PANIC*
- ❑ Once in the safe area, stay visible
- ❑ Names of occupants not accounted for will be submitted to fire fighters as missing
- ❑ Occupants will proceed to the area outside identified for assembly as warranted by existing conditions
- ❑ All personnel should follow instructions given by those in charge
- ❑ Do not return to an evacuated building unless "ALL CLEAR" designation is given by authorities
- ❑ Instructors and supervisors should make an accounting of occupants from their respective areas

8. EVACUATION PLANS FOR PERSONS WITH DISABILITIES

- ❑ Evacuation Assistance Registry and Program to provide pre-need planning
  - Employees contact **HCC Safety Office 713-718-7561**
  - Students contact College ADA Coordinator
  - Planning for persons with disability (Section 5-3)
- ❑ Areas of assistance for mobility impaired — exit farthest from hazard
- ❑ Instructors/staff may assist Fire Wardens in aiding mobility impaired persons
- ❑ See SECTION V: **Mobility Impaired — Evacuation Procedures (Section 5-2)**

Special instructions for this location should be listed on page 28 of this guide.

ACCIDENTAL SPILL OF HAZARDOUS SUBSTANCE

1. ACTION: RESTRICT ACCESS TO AREA OF SPILL

- ❑ One (1) gallon or less
  - Refer to the chemical's MSDS for spill clean-up instructions
    - MSDS Section 7, "Precautions for safe handling and use"
    - Use recommended Personal Protective Equipment
    - Follow other precautions listed in MSDS
  - Use appropriate neutralizer and absorbent medium (acid vs base)
  - Most solids can be swept-up
  - Transfer material into appropriate container
  - Contact **HCC Safety Office** for disposal **713-718-7561**
- ❑ Mercury - Special procedures are required for any release of MERCURY
  - Utilize special Mercury Spill Kit - contact HCC Safety Office for assistance and disposal
- ❑ Over one (1) gallon
  - Evacuate immediate area. Contact **HCC Safety Office 713-718-7561**
  - Contact HCC Police 713-718-8888
  - Obtain MSDS and provide copy to responders

    IF QUALIFIED, initiate recommended spill containment and other procedures which may be safely and reasonably enacted

2. NOTIFICATIONS

- ❑ Notify instructor or work place supervisor
- ❑ Contact **HCC Safety Office 713-718-7561**
  - Non-business hours contact **HCC Police 713-718-8888**

continued

3. REFER TO LABORATORY CHEMICAL HYGIENE PLAN OR OTHER WORK AREA PROCEDURES WHICH HAVE BEEN ESTABLISHED FOR HAZARDOUS SUBSTANCE SPILLS.

- ❑ **HCC Safety Manual:**

  Section 12-1: **Workplace Chemical Awareness**

  Section 12-4: **MSDS Resources**

  Section 13-1: **Hazardous Waste**

  Section 17: **Science Laboratory Safety Manual (Chemical Hygiene Plan)**

SAFETY MANUAL SECTION VI

MEDICAL EMERGENCIES

1. MAJOR MEDICAL EMERGENCIES

A. Action should be taken in cases of life threatening situations such as:

1. A person being unconscious
2. Having cardiac arrest
3. Severe bleeding or choking

B. Attempts should be made to assist the victim. Upon observation of the medical emergency, take the following actions:

1. If you are able, render first aid/CPR or obtain assistance of someone who is accessible and willing to manage the situation.
2. Call or have someone call **911** for EMS
3. State the nature or type of emergency
4. Give the location of building, floor, room

continued

C. Identify the person and any other pertinent information which will help prepare responders.

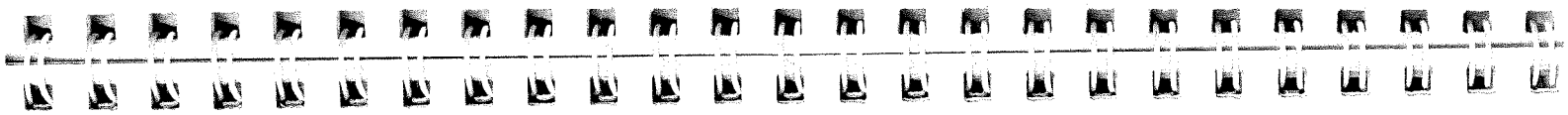
1. Age
2. Sex
3. Symptoms victim is exhibiting
4. Pre-existing health condition
5. Medication the victim may be taking
6. Stay with victim until emergency personnel arrive

D. Have another individual in the area meet the emergency personnel upon their arrival to expedite their locating the victim inside a building.

E. When time permits, contact the vice chancellor's, president's and/or dean's office so that he/she can assist as needed (refer to Emergency Contacts, pages 24-27.)

F. Following the medical emergency, prepare a brief report regarding the actions taken in response to the emergency. Copies of this report should be sent to the president, College Safety Team Leaders, HCC Safety and Loss Control Department, and Risk Manager.

continued



2. MEDICAL EMERGENCIES AND INJURIES (GENERAL)

A. Injuries which are not life threatening, but which have occurred on college property.

1. First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
   - Access to first aid kits to treat minor injuries can be provided by HCC-Police/Security or Campus Manager
2. Contact HCC Police 713-718-8888, to report the incident ***(refer Emergency Contacts, pages 24-27.)***
   - Injured employee's supervisor must complete ***"Employer's First Report of Injury"*** form within 24 hours and submit it to the Risk Management Office, MC 1119
3. If necessary, HCC police will assist the injured person in arranging transportation to a hospital.

B. College personnel will not, as college representatives, provide personal transportation for injured or ill persons Call EMS **911**, and **HCC Police 713-718-8888.**

continued

3. REPORTS

A written report will be made by college police for any injury that occurs on college property.

1. Instructors shall submit a report to their department chair concerning circumstances of student injuries occurring in class activities.
2. Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.
3. Supervisors remain responsible for reporting injuries and sickness of employees in compliance with System Worker's Compensation policies.
4. Employee worker's compensation reporting and benefits are coordinated through **HCC Risk Management, 713-718-5100.**

SAFETY MANUAL SECTION IX

DISRUPTIVE OR DISORDERLY CONDUCT

1. Incidents involving complaints or minor misconduct by students, visitors, or other non-employee individuals should be initially resolved by faculty/staff personnel when at all possible.
2. The college dean, campus coordinator, or other supervisor on duty should be responsible for assisting faculty/staff personnel if they are unable to immediately resolve the incident/complaint.
   - College Police will respond to complaints/incidents if the situation or conduct warrants police intervention
   - Factors which might indicate police involvement is necessary may include violations of law and conduct which has escalated beyond the capabilities of the faculty or staff to manage
   - College Police should be called immediately by any student, faculty, or staff member when conduct may endanger personal safety or property
3. Report incidents or obtain police/security service by calling:
   - **HCC Police/Security: 713-718-8888**
   - **Administrative Office of Chief of Police: 713-718-8888**

Conduct may be governed by one or more of the following;

- Board Policy
- HCC Student Handbook; ***Section on Discipline***
- Texas Education Code; Chapter 51, ***Higher Education***
  - Subchapter E; ***Protection of Buildings and Grounds***
  - Subchapter E-1; ***Maintaining Campus Order During Periods of Disruption***
- Texas Penal Code; Title 9, ***Offenses Against Public Order and Decency***

SAFETY MANUAL SECTION X

WEAPONS ON CAMPUS

1. Anyone having knowledge that an armed person is present on campus should immediately alert the HCC Police of the situation. **HCC POLICE 713-718-8888.**

2. Be prepared to provide the following information to the police:
   - Location of the armed person
   - How is the person armed, i.e. rifle, pistol, knife
   - Actions (and if known, purpose) of armed individual
   - A complete description of the individual
   - Whether or not any shots have been fired
   - Your name and where you can be located if needed

3. *Texas handgun licensing laws do not permit the carrying of handguns on college property.*
   - Texas Penal Code: Section 46.03, ***Places Weapons Prohibited***
     Section 46.035, ***Unlawful Carrying of Handgun by License Holder***

4. **After notifying the police, notify the president's and/or dean's office of the situation.**
   (Refer to Emergency Contacts, pages 24-27)
   - Unless otherwise directed, persons on campus should remain in their offices or classrooms with doors closed and locked, if possible
   - If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor and remain as calm as possible
   - Individuals should remain in a safe place until assured that any danger has been resolved

5. College police should be called immediately by any student, faculty or staff member when conduct may endanger personal safety or property. **HCC POLICE 713-718-888**

6. Conduct may be governed by one or more of the following;
   - HCC Board Policy
   - Texas Education Code; Section 4.31, ***Exhibition of Firearms***
   - Texas Penal Code; Section 42.01, ***Disorderly Conduct***
   - Texas Penal Code; Chapter 46, ***Weapons***

SAFETY MANUAL SECTION VIII
TERRORISTIC THREAT

BOMB THREAT PROCEDURES (Section 8-1)

In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

1. Remain calm, listen and take notes.
2. Remember what you hear!
3. Keep the caller talking while you notify someone near you that you are on a bomb threat call and to reach security.
4. If the call is received on a telephone instrument with caller ID display — *RECORD THE DISPLAYED NUMBER.*
5. Try to get as much information as possible — questions could include:
   - Where is the bomb?
   - What does it look like?
   - Building in question?
   - Why did you choose this building?
   - Time of setting?
   - Location of bomb?
   - Why would you want to hurt innocent people?
   - Could you repeat the message?
   - Can you tell me the reason you are doing this?

continued

6. Record a description of the caller's voice.
   - male, female
   - juvenile, adult
   - local, foreign, southern
   - impediment, slurred
   - excited, quiet, calm
   - education level
7. Listen for background noises such as railroad, streets, aircraft.
8. Immediately call the **HCC Police at 713-718-8888.**
9. Do not discuss the call with anyone but appropriate "authority-in-charge" to prevent alarming others.
10. The HCC Police will contact the Houston Police Department, or other agency, for necessary assistance concerning the call, regardless of the validity of the threat.
11. Procedures to be implemented will be based on the content of the bomb threat and course of action selected by the authorities.
    - Do not sound an alarm
    - Decision for the type of response procedures will be made by police or college authorities
    - If evacuation plan is implemented procedures outlined in Section V: **Evacuation Procedures** will be followed
    - If the evacuation is due to a bomb threat, be alert to make a note of any unusual packages that may be in or near your office area
    - Do not touch the package but report it to authorities immediately
    - HCC Safety Manual Section 8-1: **Bomb Threat Procedures**
    - HCC Safety Manual Section 8-2: **Bomb Threat Call Check List**

continued

SUSPICIOUS PACKAGE / LETTER (Section 8-3)

1. General Mail Handling.
   - Do NOT open suspicious package or mail
   - Open all non-suspicious mail with a letter opener or a method that is least likely to disturb contents
   - Do not blow into envelopes.
   - Keep hands away from nose and mouth while engaged in mail handling activities
   - Wash hands after handling mail
2. Characteristics of Suspicious Package and Letters.
   - Crystals, powder, or powder-like residue on the surface
   - Suspicious or threatening language on the outside of package or letter
   - Restrictive endorsements such as "Personal" or "Confidential"
   - Distorted handwriting, block-printed, or poorly typed addresses
   - Rigid, uneven, irregular, or lopsided package
   - Package with soft spots, bulges, or excessive weight
   - Excessive postage
   - Misspelled addressee's name, title, or location
   - Protruding wires or aluminum foil

continued

3. If You Receive or Discover a Suspicious Package or Letter.
   - Do NOT open the package or letter
   - Do not shake, empty, or otherwise disturb its contents
   - Put the package down and do not handle it further
   - Do not touch, smell or try to clean up any spilled substance
   - Alert others nearby – noting names of those in the area
   - Do not remove ANY items from area
   - Isolate and leave the area and gently close the door

   After leaving the area:
   - Wash hands well with soap and water
   - Contact your supervisor and **HCC Police at 713-718-8888**
   - Limit movements within the building to prevent spread of potentially harmful substance
4. Designated Responders or Other Appropriate Authority Will Determine the Need for Further Action.
   - HCC Police will evaluate and take appropriate action determined by situation
     - Resolve concern over suspicious appearance, but otherwise harmless package/letter
     - Initiate other emergency measures for protection of occupants and building
     - Notify other Local, State or Federal authority as warranted
     - Initiate criminal investigation

continued

SAFETY MANUAL SECTION VII

SEVERE WEATHER ALERT

A decision to dismiss classes or close a campus will be made by the Chancellor and/or college president when weather or other conditions pose a potentially serious threat to the health or safety of the College's students and/or employees.

- ❑ The decision will be made by the Chancellor, or his/her representative, after consultation with appropriate college personnel and representatives of public health or safety agencies.
- ❑ If conditions affect only a college or single facility (not entire system) the decision may be made by the college president. The president will notify the Chancellor (or his/her representative) at the System of the decision to close the campus.

DURING NON-BUSINESS HOURS

The decision to close the college for day classes will be made by 5 a.m. or as soon thereafter as possible. The decision to close or extend closing of college campuses for evening classes will be made by 2 p.m. or as soon thereafter as possible. And will include canceling all scheduled evening activities.

The decision will be communicated using the following process:

1. Upon notification from the Chancellor, the president will notify the respective deans and college operations officer.
   - Who will in turn notify their staff and/or department heads
   - Who then will notify the faculty and staff who report to them
2. Notification will be made to the **HCC Police Department** 24-hour communication center — **713-718-8888**.
3. The president will notify the System Office of Communications which will notify the news media of the closing decision, if such notification is necessary.

continued

4. Radio stations and local television stations will be notified and should be monitored to serve as the principal source of information when a potential widespread emergency condition is present.
   - **Television: Channel 2, Channel 11, Channel 13, Channel 26, Channel 39 , Channel 45, Channel 48**
   - **Radio Stations; KTRH 740 AM, KPRC 950 AM, KLAT 1010 AM, and KQQK 106.5 FM**
   - **http://www.school–closings.net/ (INTERNET BASED NOTIFICATION)**

DURING BUSINESS HOURS

If classes are in session and offices occupied, the notification may be done in person or by telephone.

2. Notification will be made to the **HCC Police Department** 24-hour communication center at **713-718-8888.**
3. Should the decision be made to close the college, employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event.

SUCH AS:
- Disconnect all electrical equipment — computer, TV, VCR, typewriter, calculator, science equipment
- Move delicate or electrical equipment away from windows toward the interior walls to the extent possible
- Secure (close and lock) windows and doors when leaving and turn off all lights

Recommendations for hurricane preparedness can be found in Section XVI: **Hurricane Planning**

TORNADO

Tornados give little or no advance warning. Extreme and sudden winds can present similar hazards. Take precautions upon notification of tornadic-like weather.

- ❑ Seek shelter inside buildings or
- ❑ Occupants should move to the main or lower floor as quickly as possible
- ❑ If time does not allow for movement, cover should be taken away from glass windows and under protective items such as tables

continued

- Once individuals have reached a shelter or "take cover" location, they should assume a seated position on the floor with their heads down and their hands over their heads or place themselves under a desk or between fixed seating (if available) with heads lower than the backs of the seats
- Hallways and stairwells away from glass are also acceptable shelters/"take cover" areas
- Once the hazard has stabilized, exit from the building to the Evacuation Assembly Point
- Stay away from downed power lines and damaged structures

FLOOD

The most common type of all natural hazards is flooding. This is particularly true for the Greater Houston area which includes areas surrounding many HCC facilities.

- Be aware of road conditions during periods of extremely heavy rainfall
- HCC facilities may not be exposed to flooding, but hazardous conditions may exist in traveling to and from these locations
- Avoid going near flooded areas
- Do not drive into flooded streets. Water depth is unknown and the condition of the roadway is not certain
- Listen to local radio and TV stations for college closing information

HOUSTON COMMUNITY COLLEGE SAFETY MANUAL CONTENTS

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Available at: http://www.hccs.edu/portal/site/hcc

On the home page, select Faculty and Staff. Safety and Loss Control can be found under the Finance and Administration section.

HCC-SAFETY MANUAL SECTION III

EMERGENCY NOTIFICATIONS AND CONTACTS SYSTEM AND COLLEGES

EMERGENCY TELEPHONE NUMBERS

1. IMMEDIATE and LIFE THREATENING EMERGENCY
2. CALL DIRECT TO 911 (remember - dial "9" for outside line if necessary)
3. Stay on the telephone - DO NOT HANG UP UNTIL TOLD
   Give complete information for responding emergency personnel.
   Specific nature of emergency "FIRE" - "POLICE" - "AMBULANCE" (EMS).
4. If time permits, also call HCC Police: 713-718-8888

OTHER POLICE * SECURITY SERVICE

Reports of crime and requests for Police, Security and Safety services on Houston Community College property which are not immediately life threatening should be made to college authorities. HCC is party to a Memorandum of Understanding whereby HCC Police are responsible for primary response and initial reporting of criminal activity on HCC property.

HCC POLICE DEPARTMENT	24-HOUR Police and Security COMMUNICATION CENTER	713-718-8888
	ADMINISTRATIVE OFFICE for Chief of Police	713-718-8888
SAFETY DEPARTMENT	NON-BUSINESS HOURS and EMERGENCY ISSUES	713-718-8888
	ADMINISTRATIVE OFFICE for Safety Department	713-718-7561

continued

HCC-SAFETY MANUAL SECTION 3-1

[Notifications made as necessary according to nature of emergency or event]

HCC-District Office

CHANCELLOR	713-718-5059
VICE CHANCELLOR, ECONOMIC DEVELOPMENT	713-718-5037
VICE CHANCELLOR, EDUCATIONAL DEVELOPMENT	713-718-5040
VICE CHANCELLOR, FINANCE & ADMINISTRATION	713-718-5096
VICE CHANCELLOR, STUDENT SUCCESS	713-781-5115
DIRECTOR OF MAINTENANCE	713-718-7576
FACILITIES OFFICE	713-718-7575
COMMUNICATIONS DEPARTMENT	713-718-5061
DISPATCH	713-718-8888
CHIEF OF POLICE	713-718-8888
SAFETY DEPARTMENT	713-718-7561
DISABILITY COORDINATOR	713-718-5165

OTHER KEY PERSONS

Title _____

Telephone _____

HCC-SAFETY MANUAL SECTION 3-2

[Notifications made as necessary according to nature of emergency or event]

HCC-Central

PRESIDENT	713-718-6040
COLLEGE OPERATIONS OFFICER	713-718-6356
DEAN, ACADEMIC DEVELOPMENT	713-718-6080
DEAN, WORKFORCE DEVELOPMENT	713-718-6003
DEAN, STUDENT DEVELOPMENT	713-718-6075
ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT	713-718-7561
DISPATCH	713-718-8888
MAINTENANCE - ARAMARK	713-718-5555
DISABILITY COORDINATOR	713-718-6164

OTHER KEY PERSONS

Title _____

Telephone _____

HCC-SAFETY MANUAL SECTION 3-3

[Notifications made as necessary according to nature of emergency or event]

HCC-Northeast

PRESIDENT _____ 713-718-8010
COLLEGE OPERATIONS OFFICER _____ 713-718-5201
DEAN, ACADEMIC DEVELOPMENT _____ 713-718-8056
DEAN, WORKFORCE DEVELOPMENT _____ 713-718-5316
DEAN, STUDENT DEVELOPMENT _____ 713-718-8067
ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT _____ 713-718-7561
DISPATCH _____ 713-718-8888
MAINTENANCE - ARAMARK _____ 713-718-5555
DISABILITY COORDINATOR _____ 713-718-8083

OTHER KEY PERSONS

Title _____

Telephone _____

HCC-SAFETY MANUAL SECTION 3-4

[Notifications made as necessary according to nature of emergency or event]

HCC-Northwest

PRESIDENT _____ 713-718-5721
COLLEGE OPERATIONS OFFICER _____ 713-718-5726
DEAN, ACADEMIC DEVELOPMENT _____ 713-718-5724
DEAN, WORKFORCE DEVELOPMENT _____ 713-718-5778
DEAN, STUDENT DEVELOPMENT _____ 713-718-5690
ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT _____ 713-718-7561
DISPATCH _____ 713-718-8888
MAINTENANCE - ARAMARK _____ 713-718-5555
DISABILITY COORDINATOR _____ 713-718-5708

OTHER KEY PERSONS

Title _____

Telephone _____

HCC-SAFETY MANUAL SECTION 3-5

[Notifications made as necessary according to nature of emergency or event]

HCC-Southeast

PRESIDENT _____ 713-718-7071
COLLEGE OPERATIONS OFFICER _____ 713-718-7565
DEAN, ACADEMIC DEVELOPMENT _____ 713-718-7065
DEAN, WORKFORCE DEVELOPMENT _____ 713-718-7038
DEAN, STUDENT DEVELOPMENT _____ 713-718-7049
ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT _____ 713-718-7561
DISPATCH _____ 713-718-8888
MAINTENANCE - ARAMARK _____ 713-718-5555
DISABILITY COORDINATOR _____ 713-718-7218

OTHER KEY PERSONS

Title _____

Telephone _____

HCC-SAFETY MANUAL SECTION 3-6

[Notifications made as necessary according to nature of emergency or event]

HCC-Southwest

PRESIDENT 713-718-7748
COLLEGE OPERATIONS OFFICER _____ 713-718-7735
DEAN, ACADEMIC DEVELOPMENT _____ 713-718-7746
DEAN, WORKFORCE DEVELOPMENT _____ 713-718-7913
DEAN, STUDENT DEVELOPMENT _____ 713-718-7789
ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT _____ 713-718-7561
DISPATCH _____ 713-718-8888
MAINTENANCE - ARAMARK _____ 713-718-5555
DISABILITY COORDINATOR _____ 713-718-7909

OTHER KEY PERSONS

Title _____

Telephone _____

HOUSTON COMMUNITY COLLEGE POLICE DEPARTMENT **713-718-8888**

HCC-SAFETY MANUAL SECTION 3-7

[Notifications made as necessary according to nature of emergency or event]

HCC-Coleman College of Health Sciences

PRESIDENT _____ 713-718-7628

COLLEGE OPERATIONS OFFICER _____ 713-718-7212

DEAN, HEALTH SCIENCES _____ 713-718-7404

ADMINISTRATIVE OFFICE FOR
SAFETY DEPARTMENT _____ 713-718-7561

DISPATCH _____ 713-718-8888

MAINTENANCE - ARAMARK _____ 713-718-5555

DISABILITY COORDINATOR _____ 713-718-7631

OTHER KEY PERSONS

Title _____

Telephone _____

SPECIAL PROCEDURES/INFORMATION FOR THIS LOCATION

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(Avery Label 5164)

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(Avery Label 5164)

Emergency Personnel For This Site — Telephone

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_____

Emergency Personnel For This Department — Telephone

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