**ACTIVE SHOOTER SCENARIO**

If you witness the incident, call the above emergency numbers:

- Be prepared to give details: location, suspect description, how many people are involved, type of weapon (handgun, etc.).
- If possible, safely exit the building. OR Seek immediate shelter behind a locked door/barricade and warn others.
- Turn off lights, and stay away from windows.
- Direct students to remain in locked classrooms or offices.
- Remain in locked classroom or office until “all clear” is given by college officials or emergency personnel.
- Only as a last resort, if the suspect enters your room, “confront” the attacker.
- Remain calm at all times.

**FIRE ALARM PROCEDURES**

To report an emergency: call the above emergency numbers!

If you hear a FIRE ALARM or the WatchDog Alert System is activated:

- Turn off electrical equipment.
- Close doors to prevent spreading fire.
- Do NOT use elevators.
- Evacuate to an open area at least 100 yards away from the affected building.

If you discover a FIRE:

- Activate the nearest fire alarm.
- Call the above emergency numbers!
- Notify others in the area.
- Evacuate to an open area at least 100 yards away from the affected building.

Remain in a safe location until “all clear” is given by college officials or emergency personnel.

**BOMB THREATS / EXPLOSIONS**

If you receive a bomb threat:

- Collect as much info as possible from caller.
- When a threatening call is received, attempt to learn the following:
  - When is the bomb set to go off?
  - What is the explosive?
  - What does it look like?
  - Where in the building is it?
  - What does the person's voice sound like? (man, woman, child, accents, etc.)
- Were there any identifiable sounds in the background?
- What was the exact wording of the threat?

Immediately after receiving the threat:

- Call the above emergency numbers.
- Notify others in the area.
- Appropriate personnel will begin a search of buildings and grounds for suspicious items.

If a bomb is found, isolate the area:

- Evacuate the area or the building, (take personal belongings that are within reach).

IN THE LOCATION OF THE BOMB, DO NOT DO ANY OF THE FOLLOWING: handle the device, use two-way radios, use cell phones, use pagers, or turn lights off/on.

- Keep all people a minimum of 300 yards away from the area where the bomb is located.
- Only emergency personnel should enter the area.

Re-enter the building after the all clear is given by college officials or emergency personnel.

**TORNADO PROCEDURES**

**Tornado WATCH:**

- Weather conditions that could result in the formation of tornadoes
- Campus police will monitor weather conditions.
- Campus administration will be notified upon the issuance of a tornado watch.

**Tornado WARNING:**

- A tornado has been spotted in the area or has been indicated by radar.
- Campus police will notify the district president (or representative) and the decision to activate WatchDog Alert System will be determined.
- People outside need to seek immediate shelter inside the nearest building.
- People on second floor of a building need to immediately move to the lowest level of the building.

Remain in a safe location until all clear message is given from college officials or emergency personnel.

**HAZARDOUS MATERIALS**

If the situation is life threatening:

- EVACUATE THE AREA!
- Call the above emergency numbers and the physical plant (903-875-7601).
- Give location and description of hazardous materials. **Stay on the phone** to give additional info while units respond.
- Close off the affected area. If in a room close the door or building when exiting. Keep everyone away.

- **DO NOT TURN OFF/ON ANY LIGHTS OR ELECTRICITY.** (Emergency personnel responding will decide the appropriate action.)
- If outside, evacuate to an area at least 100 yards upwind of the building or source.
- Obtain material safety data sheets for the substances.
- Note the names of any victims and their physical symptoms. Assign others to stay with them until medical personnel arrive to treat them.

**For more information:**

Janet Daugherty
Risk Management Coordinator
(903) 875-7313
janet.daugherty@navarrocollege.edu

**Media Inquiry and Notification:** All news media notification and interaction is the responsibility of the Director of Marketing and Public Information, who should be contacted immediately in the event of any direct inquiry made by a member of the media. The District President or his designee will notify the Director of Marketing as soon as it is feasible, immediately following an event that may merit news media notification or inquiry.