

# **RANGER COLLEGE**

Main Campus \* Brown County Center \* Erath County Center

**DEPARTMENT OF SAFETY AND SECURITY**

**CAMPUS EMERGENCY OPERATIONS PLAN**

Included in this document are the following:

- Active Shooter and / or Armed Intruder
- Bomb Threat
- Full Campus Evacuation
- Minor Accidents, Sickness, and Injury
- Physical Plant (Facility Problems)
- Severe Weather or Tornados
- Emergency Protocols

The general health and safety of all students, employees, and guests is important. Serious violations of Ranger College Emergency Operations Plan and Health and Safety Policy and Procedures will result in the violator's immediate removal and / or disciplinary action from the campus or college as a whole.

Health and safety violations are the most serious offenses against the college community.

If an emergency of any type occurs, contact the local police and security for your campus immediately. Students attending off-site locations (dual enrollment student at local ISDs, etc.) should follow the Emergency Guidelines of their respective campuses.

## Emergency Contact Numbers by Campus

### Ranger Campus — Area Code 254

Campus Security	254-631-9097
Police/Emergency (911)	254-647-3232
Fire/EMS (911)	254-647-1505
Sheriff (911)	254-629-1774
Hospital	254-629-2601

### Brown County Center — Area Code 325

Police	646-2525
Fire/EMS (911)	646-6743
Sheriff (911)	646-5510
Hospital	646-8541

### Erath County Center — Area code 254

Police /Ambulance / Fire (911)	918-1200
Sheriff (911)	254-918-1088
Hospital	254-965-1588

**FALSE INFORMATION:** Making a false statement to a Law Enforcement Officer, making a threat, or calling in a hoax fire or bomb threat is a crime and will result in your arrest, school disciplinary action and possible jail time. Your safety and that of others are paramount to the College Administration and Police. Please cooperate in making Ranger College a safe environment for all.

## EMERGENCY TEXT MESSAGE SYSTEM

Ranger College has an emergency text message system in place. The system is campus-specific so that pertinent information regarding emergencies and time-sensitive events can be easily and quickly disseminated to students, faculty and staff.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate life safety threat to students, faculty or staff occurring, Ranger officials will, without delay, notify the campus community. Ranger officials will take into account the safety of the campus community when determining the content of the notification and will initiate appropriate mass notification systems, unless in the professional judgment of Ranger officials, the notifications will compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. Ranger College utilizes campus cast to send important information via text messaging, voicemail, and email.

Each academic semester all current student's faculty and staff are enrolled into a third-party system called campus cast to receive text messages, emails and voicemails in an emergency and non-emergency format.

## ACTIVE SHOOTER OR ARMED INTRUSION

If you see a person with a gun or you witness or hear a shooting on campus, seek shelter and report it immediately to a campus security guard at: MAIN CAMPUS (254) 631-9097 or LOCAL AREA POLICE or 911. Students and campus employees should take the following actions:

CLASSROOMS: Remain in place and lock classroom if possible. Move away from windows and doors. Await instructions ONLY from campus or local police.

HALLWAYS & SIDEWALKS: Seek shelter in an occupied classroom or other "safe" location. Await instructions from campus or local police.

OPEN AREAS: Flee the area using vehicles and other sturdy objects as protections. If unable to flee lay flat and stay close to the ground.

IF YOU ARE IN THE PATH OF THE SHOOTER: Seek shelter in a lockable area or behind sturdy cover as quickly as possible for yourself and others. Try to remain in groups so that evacuation is easier.

In all cases, remain in place while it is safe to do so until you are evacuated by Law Enforcement or other Emergency Personnel, either physically or by instruction.

Local and Campus Law Enforcement will engage the shooter directly; enforce the lockdown while securing the campus. Follow all instructions of any law enforcement officer and KEEP YOUR HANDS VISIBLE for law enforcement personnel.

DO NOT CONFRONT A SHOOTER OR ATTEMPT TO STOP THEM EVEN IF IT SOMEONE YOU KNOW.

# BOMB THREAT

Do not treat a bomb threat as a joke!

## 1. REPORT

If you receive a telephone call reporting a bomb threat, get as much information as possible and report the threat immediately to the local Police Department and campus security. The police will coordinate the response of other Police, Fire, and EMS agencies and the search of any building or grounds.

## 2. EVACUATE

When told to evacuate, everyone must leave the building immediately without exception. Use the fire evacuation plan for exiting quickly. Stay with your class or other organized group as you exit the building.

## 3. COUNT

Once outside, stay with your class/group to ensure that each member is present and accounted for.

## 4. STAY AWAY

Stay at least 500 feet away from the building in a safe area. Do not return to the building for any reason until instructed to do so by SECURITY.

# FULL CAMPUS EVACUATION

In the event of an emergency that requires the evacuation of the entire campus, you will be advised over the campus emergency notification system. Follow all instructions from emergency personnel, law enforcement, and college officials. Evacuation routes will depend on the location of the emergency and transportation may be provided out of the area.

## Ranger Campus Evacuation Points:

Student should evacuate to the Stadium and Track  
Secondary evacuation should be to the softball complex

## Brown County Center Evacuation Points:

Students should evacuate to the east parking lot  
Secondary evacuation should be the west parking lot through the mall entrance

## Brown County Cosmetology Evacuation Points:

Students should evacuate to the east parking lot on Fisk and Lee - Secondary evacuation should be the Brownwood Coliseum

## Erath County Center Evacuation Points:

Students should use the open field located north of the campus for all emergencies.  
Secondary evacuation should be into the south parking lot

## Stephenville Cosmetology Evacuation Points

Student should evacuate to Bruner Motor Chevrolet car lot  
Secondary evacuation should be the ACE Hardware parking lot

## Method of evacuation:

1. On foot
2. Private vehicles
3. College vehicles

## FIRE

When a fire is discovered in any building on campus, take the following steps immediately:

1. Warn others. Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes.
2. Leave the building by following the Emergency Evacuation Plan. If time is available, close classroom / office doors as you exit the building.
3. Once outside, proceed to a clear area that is at least 500 feet away from the affected area / building.
4. Stay with your class / group to ensure that each member is present and accounted for.
5. Keep streets, fire lanes, hydrant areas, and walkways clear for the emergency vehicles and personnel. DO NOT approach working firefighters.
6. DO NOT return to an evacuated building unless advised by emergency personnel or a college official.



## MINOR ACCIDENTS, SICKNESS, AND INJURY

Ranger College does not employ Emergency Medical Response and Rescue personnel at any locations. However, minor first-aid is available from the administrative offices at all locations. In case of a sickness or an injury of a more severe nature, contact the administration office or campus security.

In an emergency situation, contact the local police and / or local emergency medical response personnel directly. Direct supervisor / administrators will contact and notify personal emergency contact if known and available. Students are encouraged to avail themselves of local health services whenever necessary. Expenses for all medical treatment are the responsibility of each individual student, employee, or campus guest.

College employees should follow the Universal Precautions in Handling Body Fluids as recommended by the Center for Disease Control and required by OSHA (i.e., wear rubber gloves and dispose of supplies properly).

## PHYSICAL PLANT (BUILDING PROBLEMS)

### Electrical / light fixture, Plumbing Failure

Stay clear of the problem area

Turn off water and switch off lights

### Gas Leaks

STOP all operations. DO NOT touch light switch or electrical equipment as this can cause explosion

EVACUATE the building

### Ventilation Problems

If smoke or foul odors are detected from the ventilation system, EVACUATE the building

All physical plant problems should be reported to the Director of Maintenance, Custodial, and Grounds (254) 631-7961

## SEVERE WEATHER OR TORNADO

The campus will be alerted of serious weather conditions by the campus emergency notification system, County Emergency Management Agency, or National Weather Service.

Calmly and quietly move out of rooms into hallways away from windows. In buildings without hallways, move to the interior of the building away from items that may fall or be thrown.

Close all classroom and office doors, making sure the room is clear of individuals.

Remain in the hall or interior room until contacted by emergency personnel or a college official.

Report anyone missing or injured to a college official or emergency personnel immediately.

# ACTION PLANS PROGRAM

College officials work closely with local law enforcement and emergency response teams to apply NIMS and ICS management principals as college resources are limited in the event of a crisis. Since the college can neither anticipate any nor all emergencies, we have developed four distinct action plans for potential hazards. They are as follows:

## 1. EVACUATE BUILDING

Using the building fire evacuation procedures, we will evacuate the building to the nearest exit, stay in a group and remain 200 or more feet away from the building to allow emergency personnel to operate.

## 2. EVACUATE THE CAMPUS OR LARGER AREA

Using the full campus evacuation procedures in this policy, we will follow the instructions of emergency personnel and college officials for either a personal evacuation by private car or an assisted evacuation by the college. Flexibility is critical in a full evacuation as routes may be altered to the type and scope of the emergency.

## 3. LOCKDOWN OF CAMPUS

In the event of an armed intruder or shooting on the campus, the college will lock down its facilities using the procedure in this policy. It is critical in such a case that you follow every instruction to maximize the safety of everyone while denying the intruder victims or hostages. Even if you know the gunman by name, you should not intervene unless asked by the incident commander.

## 4. SHELTER IN PLACE

When notified of a severe weather event, follow the severe weather procedures and instructions from college officials.

# EMERGENCY PROTOCOLS

RANGER CAMPUS Call (254) 631-9097  
ERATH COUNTY Call (254) 918-1200

BROWN COUNTY Call (325) 646-2525

## MEDICAL EMERGENCY

Call 911- DO NOT WAIT

- Render first aid or other assistance if you are trained to do so
- Report all medical emergencies, accidents, or injuries to the appropriate authorities
- AEDs (defibrillators) are available at each campus through campus security or local emergency responders

## TORNADO WARNING

- LISTEN for siren from city officials
- DO NOT WAIT FOR VERBAL DIRECTION
- SHELTER IN PLACE using interior hallway or room, staying away from window / doors
- REMAIN sheltered until advised by college officials.

## HOSTILE / DISRUPTIVE BEHAVIOR

- STAY CALM! Get yourself and others away from the situation and call authorities
- Do not confront the subject or block his/her exit as it could be dangerous
- Get to an area where you can lock the door

FOLLOW LOCKDOWN PROCEDURES

## BOMB THREAT

- If you observe a suspicious device, do not touch or move it
- Clear the area and call the Local Police
- If you are advised of a bomb threat:
  - Ask the caller when, where, how, and why the bomb was placed
  - Note the age, gender, speech, attitude, noises, accent, or any other identifiers
  - Record the caller ID information from the phone
- If advised of a suspicious package in writing or email:
- Try not to handle the letter, save the original o Immediately contact campus security or local police

## CAMPUS LOCKDOWN

- LISTEN CAREFULLY when the overhead siren sounds or commands are given
- REACT IMMEDIATELY & shelter yourself in a lockable area such as any classroom or lock office
- LOCK DOORS, close blinds, cover windows, run off lights and stay down on the floor

- Stay away from the windows and doors
- Silence cell phones
- Use room furnishings as barricades to get behind if possible
- If you are in a hallway or a lobby, go to the nearest office or classroom
- If outside get to the nearest solid cover and stay down flat
- RUN AWAY from the sounds of gunfire not towards it. DO NOT TRY TO HELP!
- KEEP HANDS VISIBLE to responding officers, DO NOT PUT HANDS IN POCKETS!
- DO NOT UNLOCK THE DOOR FOR ANYONE! Opening doors endangers everyone inside the room.
- YOUR AREA WILL BE CLEARED BY THE POLICE and you will be escorted to safety or given the all clear by campus police

### FIRE ALARM / BUILDING EVACUATION

- The fire alarm sounding indicates a fire or building evacuation
  - Everyone must evacuate. There may be no additional warning.
- Do not assume the alarm is false, always evacuate.
- If you see smoke or fire before an alarm, activate the nearest alarm station.
- Classes should stay together outside at least 500 feet away or further if directed.