Emergency Quick Reference Guide

Harlingen: 956-364-4220  
Waco: 254-867-3690  
West Texas: 325-235-7400

Fire
- Activate fire alarm pull station.  
- Do not use elevators.  
- Evacuate.  
- Call 911 when safe to do so.

Building Evacuation
- Leave through the nearest exit.  
- Do not run.  
- Do not use elevators.  
- Close doors behind you, do not lock them.  
- Gather outside at designated areas.  
- Wait for an all-clear to re-enter.

Suspicious Packages
- Do not touch or disturb the object.  
- Evacuate the immediate area.  
- Call 911 or the TSTC Police Department.

Active Shooter
- Avoid/Run: Avoid or leave the area.  
- Deny/Hide: Seek shelter and barricade yourself.  
- Defend/Fight: Take action to disrupt shooter.  
- Wait for all-clear from police or first responders.  
- Call 911 when safe to do so.

Suspicious Behavior/Persons of Concern
- Do not physically confront the person.  
- Do not let him/her into locked room/building.  
- Do not block his/her access to exit.  
- Call the TSTC Police Department or Security.

Bomb Threats
- Remain calm.  
- Get as much information from caller as possible.  
- Call 911 or the TSTC Police Department.  
- Follow instructions from emergency personnel.

Flooding
- Secure equipment, records and hazardous materials, and shut off electrical equipment.  
- Move employees to safe area.  
- Do not return to building unless instructed by administrator in charge or emergency personnel.  
- Call Facilities for assistance with cleanup.

Hazardous Materials/Spills
- If indoors, close doors and isolate contaminated area.  
- Call 911 or the TSTC Police Department and follow instructions provided.  
- Provide police with incident details.

Severe Weather
- When the decision is made to take shelter:  
  - Listen for instructions.  
  - Take shelter in designated areas.  
  - Do not use elevators.  
  - Remain indoors and away from windows.

Gas Leaks, Fumes, Vapors
- Clear the area immediately.  
- Call 911 or the TSTC Police Department and Facilities and provide the location of odor.  
- Do not touch light switches or electrical equipment.  
- Do not pull fire alarms.

Medical Emergencies
- If someone experiences a medical emergency:  
  - Remain calm.  
  - Call 911 or the TSTC Police Department.  
  - Do not move the victim.  
  - Clear the area of unnecessary personnel.  
  - Do not render treatment unless you are trained in basic first aid.

Media Inquiries
- Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news outlet, please refer all reporters to the TSTC Communication Department.