

# Emergency Procedures

## Dial 911



### Medical

**If someone experiences a medical emergency:**

- Remain calm.
- Notify TSTC Police or, if the situation warrants, dial 911.
- Do NOT move the victim.
- Clear the area of unnecessary personnel.
- Do not render treatment unless you are trained in basic first aid.
- Relinquish control once someone with a higher level of medical ability arrives at scene.



### Evacuation

- Leave through nearest exit; do NOT run.
- Close doors behind you; do NOT lock them.
- Gather outside at designated areas.
- Wait for administrator in charge or emergency personnel to give the "ALL CLEAR" to reenter.



### 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.



### Active Attack

- Avoid/Run — Avoid or leave the area.
- Deny/Hide — Seek shelter. Take cover and barricade yourself.
- Defend/Fight — Preserve your life with a purpose.
- Wait for "ALL CLEAR" from police or first responder.
- Dial 911 as soon as it is safe to do so.



### Fire

**If you detect a fire:**

- Activate fire alarm pull station.
- Do NOT use elevators.
- Evacuate building.
- Dial 911 as soon as it is safe to do so.