The information contained in this guide is an excerpt from the Lone Star College Emergency Management Plan. A “Quick Reference Guide” format has been developed to assist you in finding information very quickly during an emergency. Use it as a reminder about recommended actions and as a tool during drills and exercises. Make sure to take the time to customize this guide with the specific information for your Campus.

The Quick Reference Guide is a supplement to the Basic Emergency Management Plan.

**REMEMBER: This information could save your own life as well as the lives of students and co-workers!**
EMERGENCY PHONE NUMBERS

LSC POLICE EMERGENCY:
From a campus phone, 5911, or any other phone (including your cell phone), 281.290.5911.

MEDICAL OR FIRE EMERGENCY:
Call 911 or LSC Police at 5911 from a campus phone or 281.290.5911 from any other phone.

DEPARTMENT OF EMERGENCY PREPAREDNESS:
emergencypreparedness@LoneStar.edu
(Do not use in an emergency)

LSC POLICE DEPARTMENT:
LSC-Police@LoneStar.edu
(Do not use in an emergency)

FACILITY OPERATIONS:
LSC-CyFair: 281.290.5960
LSC-Houston North: 281.290.2928
LSC-Kingwood: 281.312.1694
LSC-Montgomery: 936.273.7311
LSC-North Harris: 281.618.5551
LSC-Tomball: 281.351.3350
LSC-University Park 281.290.2929
LSC-System Office-The Woodlands: 832.813.6569
LSC-System Office-University Park: 281.290.2928
LSC-Transportation and Global Logistics Technology Center: 281.290.2928

OFFICE OF TECHNOLOGY SERVICES (OTS):
832.813.6600
Lone Star College Important Phone Numbers

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Functional Responsibility/Role:</th>
<th>Contact Numbers</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Office:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell:</td>
<td></td>
</tr>
</tbody>
</table>

| PRIMARY |

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Campus Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Email:</td>
<td>Secondary Email:</td>
<td>Work phone:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell phone:</td>
</tr>
</tbody>
</table>

| SECONDARY |

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Campus Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Email:</td>
<td>Secondary Email:</td>
<td>Work phone:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell phone:</td>
</tr>
</tbody>
</table>

Personnel Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Campus Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Email:</td>
<td>Secondary Email:</td>
<td>Work phone:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell phone:</td>
</tr>
<tr>
<td>Essential Personnel? (Y/N)</td>
<td>Preapproved to Telecommute? (Y/N)</td>
<td>Other:</td>
</tr>
</tbody>
</table>
LSC INCIDENT COMMAND SYSTEM (ICS):
Functional Reference Model

This chart shows a full three-level management organization for a school response to an emergency. This structure is scalable. One person can perform multiple functions within the same section. Staff each function to the level needed to make it work; consolidate functions to meet resource availability and incident requirements.

**INCIDENT COMMANDER**
Provides overall direction of response at school site; determines level of staffing; communicates with local public safety and District EOC.

**Public Information Officer**
Media liaison, official spokesperson for school; coordinates information for parent community.

**Safety Officer**
Ensures activities are conducted in safe manner; assures safety of personnel (staff, students, volunteers and responders).

**Agency Liaison**
Assists in establishing and coordinating outside agencies that provide services or resources (e.g., Red Cross).

**OPERATIONS**
Supports on-scene response at school site; develops Incident Action Plan with Incident Commander; coordinates After Action Report with section chiefs.

**Search & Rescue**
Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression.

**First Aid**
Provides triage and medical care; establishes morgue, if needed.

**Evacuation/Shelter & Care**
Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.

**Security/Traffic**
Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/ HazMat.

**Crisis Intervention**
Provides onsite counseling and intervention; determines need for outside mental health support

**PLANNING**
Collects, evaluates and documents information about incident, including status of students, staff and facilities; coordinates demobilization of ICS response.

**Situation**
Processes and organizes all incident information, including staff, student and facility status; maintains ICS status boards and school site map

**Documentation**
Collects and archives all incident documents.

**Resources**
Tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers).

**Demobilization**
Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site.

**FINANCE/ADMINISTRATION**
Provides financial tracking, procurement and cost accounting of incident response, administers incident-related compensation and claims.

**Time**
Maintains incident time logs for all personnel.

**Procurement**
Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts

**Cost**
Provides cost estimates, analysis and recommendations for cost savings.

**Compensation/Claims**
Processes compensation/injury claims related to incidents.

**LOGISTICS**
Provides services, personnel and supplies in support of incident response.

**Food/Supplies/Staffing**
Assesses supply resources at site, including food and water; procures supplies and provides personnel, as requested, including volunteers.

**Transportation**
Arranges transportation for staff, students and supplies.

**Facilities**
Coordinates site repairs and use of school facilities; arranges for debris removal.

**Communications/IT**
Maintains all communication equipment, including radios; provides services to support Information Technology functions.

**Student Release**
Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release.

**Evacuation/Shelter & Care**
Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.

**Evacuation/Shelter & Care**
Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.

**Search & Rescue**
Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression.

**First Aid**
Provides triage and medical care; establishes morgue, if needed.

**Evacuation/Shelter & Care**
Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.

**Security/Traffic**
Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/ HazMat.

**Crisis Intervention**
Provides onsite counseling and intervention; determines need for outside mental health support

**PLANNING**
Collects, evaluates and documents information about incident, including status of students, staff and facilities; coordinates demobilization of ICS response.

**Situation**
Processes and organizes all incident information, including staff, student and facility status; maintains ICS status boards and school site map

**Documentation**
Collects and archives all incident documents.

**Resources**
Tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers).

**Demobilization**
Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site.

**FINANCE/ADMINISTRATION**
Provides financial tracking, procurement and cost accounting of incident response, administers incident-related compensation and claims.

**Time**
Maintains incident time logs for all personnel.

**Procurement**
Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts

**Cost**
Provides cost estimates, analysis and recommendations for cost savings.

**Compensation/Claims**
Processes compensation/injury claims related to incidents.
If a Lone Star College employee or student witnesses or otherwise becomes aware that a person has been abducted from campus:

1. Immediately contact LSC Police FROM ANY CAMPUS PHONE at 5911 or FROM ANY OTHER PHONE (including cell phone) at 281.290.5911.

2. If known, provide descriptions of the abductor and missing person(s), the direction of travel, and the type of vehicle involved.

3. If possible, protect the area where the abduction occurred so that law enforcement personnel can process it for evidence.

4. Do not discuss details of the abduction with any other person unless requested by the Police.
ACTIVE SHOOTER (RUN-HIDE-FIGHT) AND LOCKDOWN

1. RUN
   • Leave whether others follow or not.
   • Leave all non-lifesaving belongings behind.
   • Help others escape. (If possible, use a “Buddy System”).
   • Prevent others from entering the area of possible danger, if possible.
   • Keep hands visible.
   • Follow law enforcement instructions.
   • Do not attempt to move wounded people.

2. HIDE (Lockdown)
   • Hide in places out of Active Shooter’s view.
   • Lock doors.
   • Silence cell phones (turn off vibrate).
   • Turn off sources of lights and noise (computers, radios, TVs, assistive devices).
   • Close shades and blinds.
   • Block door with heavy furniture.
   • Remain quiet.

3. FIGHT (Take Action If You Have No Other Option)
   • Use nearby items as improvised weapons.
   • Act with total committed aggression and violence to survive.
   • Yell and throw items.
   • Fight to the best of your ability and with absolute violent intent.
   • Have a “Not Today” attitude.

4. WHEN LAW ENFORCEMENT ARRIVES
   Law enforcement’s role is to stop the active shooter as soon as possible. They will proceed to the area where the last shots were heard without stopping to help injured persons.

   • Remain calm.
   • Walk with hands in the air, visible and empty.
   • Stay put until cleared by law enforcement (this may take a while).
   • Use self-soothing techniques (if needed).
   • Follow officers’ instructions.
   • Use a “Buddy System” if helpful.
BOMB THREATS / SUSPICIOUS MAIL

Bomb Threats Towards Campus Properties

1. Immediately call LSC Police at 281.290.5911 or x5911, from a campus phone.

2. If you find a bomb, do not touch it or attempt to move it. Call for help and evacuate the area.

3. Get as much information from the caller as possible.
   • Be aware of background noise, special voice characteristics, music, machinery, etc.

4. When evacuating a building, avoid standing in front of windows or other potentially hazardous areas.

Suspicious Package on Campus

1. Do not touch any suspicious packages.

2. Clear the area around a suspicious package.

3. Immediately notify LSC Police at 281.290.5911 or x5911, from a campus phone.

4. Do not restrict sidewalks or other areas used by emergency officials.

5. For Printable Reference Poster on Suspicious Mail or Packages, click link: Suspicious Mail or Packages, https://www.lonestar.edu/departments/chiefsecurity/pos84.pdf.
**First Aid-Personal**
ALWAYS CALL 9-1-1 or 281.290.5911 IMMEDIATELY, and then apply first aid.

**Asthma emergencies**
1. Follow the person’s Asthma Plan, if possible.
2. If the person doesn’t have an Asthma Plan:
   1. Sit the person upright comfortably and loosen tight clothing.
   2. If the person has asthma medication, assist them in using it.
   3. If the person does NOT have an inhaler, do not borrow someone else’s.
3. Wait for LSC Police or paramedics to arrive.

**Anaphylaxis**
1. Ask the person if he or she is carrying an epinephrine auto-injector to treat an allergic attack.
2. If so, give the auto-injector to the person to use.
3. Have the person lie still on his or her back.
4. Loosen tight clothing and cover the person with a blanket.
5. Don’t give the person anything to drink.
6. If vomiting/bleeding, turn on his or her side to prevent choking.
7. If there are no signs of breathing, coughing, or movement, begin CPR.

**Burns**
1. **Stop Burning Immediately**
   - Put out the fire or stop the person's contact with hot liquid, steam, or other material.
   - Help the person "stop, drop, and roll" to smother flames.
   - Remove smoldering material from the person.
   - Remove hot or burned clothing.
   - If clothing sticks to the skin, cut or tear around it.
   - Remove constrictive clothing immediately. Take off jewelry, belts, and tight clothing.
2. **1st Degree Burns (Affecting Top Layer of Skin)**
   - Cool Burn. Hold burned skin under cool (not cold) running water or immerse in cool water until the pain subsides.
   - Use compresses if running water is not available.
   - Protect the burn by covering with a sterile, non-adhesive bandage or clean cloth.
   - Treat Pain. The burn victim may take an over-the-counter pain reliever if they wish.

3. **2nd Degree Burns (Affecting Top 2 Layers of Skin)**
   - Cool Burn. Immerse in cool water for 10 or 15 minutes.
   - Use compresses if running water is not available.
   - Don’t apply ice, don’t break blisters or apply butter or ointments.
   - Protect Burn. Cover loosely with a sterile, nonstick bandage and secure in place with gauze or tape.
   - Prevent Shock. Unless the person has a head, neck, or leg injury, or it would cause discomfort:
     1. Lay the person flat.
     2. Elevate feet about 12 inches.
     3. Elevate burn area above heart level, if possible.
     4. Cover the person with a coat or blanket.

4. **3rd Degree Burns**
   - Protect burn area. Cover loosely with a sterile, nonstick bandage or, for large areas, a sheet or other material that will not leave lint in the wound.
   - Separate burned toes and fingers with dry, sterile dressings.
   - Do not soak the burn in water or apply ointments or butter, which can cause infection.
   - Prevent Shock. Unless the person has a head, neck, or leg injury or it would cause discomfort:
     1. Lay the person flat.
     2. Elevate feet about 12 inches.
     3. Elevate burn area above heart level, if possible.
     4. Cover the person with a coat or blanket.

**Choking - abdominal thrusts**
1. Stand behind the person.
2. Place one foot slightly in front of the other for balance.
3. Wrap your arms around the waist.
4. Tip the person forward slightly.
5. If a child is choking, kneel behind the child.
6. Make a fist with one hand and position it slightly above the person's navel.
7. Grasp the fist with the other hand. Press hard into the abdomen with a quick, upward thrust — as if trying to lift the person up.
8. Perform between 6 to 10 abdominal thrusts until the blockage is dislodged.

**Bleeding**

SEVERE BLEEDING can usually be controlled by direct pressure on the wound with a pad of cloth.

1. The cleaner the cloth, the better, but in an emergency, part of the clothing may be used.
2. To treat severe bleeding:
   - Stop the bleeding.
   - Wrap the injured to avoid shock.
   - Call immediately for medical attention.
   - Raise the bleeding part higher than the rest of the body.
   - Keep the victim lying down.

**Public Health Resources**

- Lone Star College Department of Emergency Preparedness (DEP): https://www.lonestar.edu/Emergency-Preparedness.htm; mailto:emergencypreparedness@lonestar.edu, or 281.290.2891
- Lone Star College Environmental Health and Life Safety https://www.lonestar.edu/environmental-health-life-safety.htm
- Local Public Health Authority: https://dshs.texas.gov/rls/localservices/default.shtm
- Harris County Public Health: https://publichealth.harriscountytx.gov/
- Department of State Health Services: https://dshs.texas.gov/
- Centers for Disease Control and Prevention: https://www.cdc.gov/
- World Health Organization: https://www.who.int/
CRIME ON CAMPUS

LSC policies prohibit disruption and obstruction of LSC functions and activities, verbal threats, and behavior endangering the health or safety of any individual.

Report all disruptive, threatening, or violent behavior immediately to LSC Police at 281.290.5911 (or x5911 from a campus phone) at any time.

Be prepared to answer:

1. Type of emergency.
2. What is your telephone number?
3. Your name.
4. Your location and the location of the emergency (if different).
5. Description of individuals, if applicable.
6. Description of vehicles, if applicable.

You should report to LSC Police immediately when an individual:

1. Engages in persistent, obsessive attention to others.
2. Intimidates, verbally abuses, harasses or mistreats others.
3. Engages in stalking behavior.
4. Makes threatening references to other incidents of violence, in person or online.
5. Makes threats to harm self, others or property.
6. Detail specific proposed act(s) of disruption or violence.
7. Expresses feelings of revenge, or being wronged, humiliated, or degraded.

If you feel threatened or in danger, you should:

1. Find a way to excuse yourself and then leave the room/area to get help.
2. Do not mention the police if you fear an angry or violent response.
4. Do not isolate yourself with a person you believe may be dangerous.
   • Maintain a safe distance.
   • Do not turn your back.
   • Stay seated, if possible.
   • Leave a door open, open a closed door, or sit near the door.
   • Never try to remove him/her from the area.
   • An agitated individual who may respond with violence towards you may interpret even a gentle push or grabbing an arm as an assault.
Crime Prevention. To ensure the safety of the LSC community, everyone must do their part. Be informed and get involved.

When working, visiting, or attending classes on campus:

1. Report any suspicious persons or activities to LSC Police at 281.290.5911 (or x5911 from any campus phone).
2. Do not prop open entrances to buildings or rooms.
3. Clear your desk and computer of sensitive information and lock your work areas every time you leave.
4. Report all maintenance problems to Facilities.
5. After dark, contact LSC Police for a safety escort rather than walk alone at night or consider a Safety Buddy and walk in groups of two or more.
6. Be aware of your surroundings.
7. Report lost keys and access cards immediately.
EVACUATION OF CAMPUS

In case of campus-wide evacuation, the campus will be evacuated systematically by following standard mass evacuation procedures.

The evacuation may be due to an emergency on campus, in the community or as a precautionary measure.

- Foot evacuation: Emergency officials will give you an off-campus gathering point. Walk to that location and wait for further instructions.

- Buses (if necessary): A boarding point will be set up. Walk to that location when directed and board motor coach/bus.

- Personal vehicle: Buildings will be evacuated systematically. Leave only when your floor and building are called. Report directly to your vehicle and leave the campus following the route (if necessary) that you receive from emergency officials.

- Evacuation techniques are carefully selected, keeping safety in mind. Hazards may exist that you are not aware of, so please follow directions carefully.

- If you are given a specific route to take while evacuating in your car, take that route to avoid driving into a toxic spill, fire, or other danger.
EVACUATION OF BUILDING

You MUST evacuate when ordered to do so. This includes situation where the MASS NOTIFICATION SYSTEM or fire alarm have been activated, and or verbal orders from police or emergency response team members.

Evacuation Procedure:
1. Organize the people in your room/work area.
2. Count the number of people present.
3. Designate a meeting point in case your group becomes separated during evacuation. (Parking lots away from buildings and water.)
4. Form a line and evacuate out NEAREST SAFE exit.
5. Upon reaching the designated meeting point, take a group headcount.
6. Keep all people together while waiting outside.
7. Report any missing people to police or emergency response team member.
8. Report your building, room number, and number missing to officials seeking information.
9. Do not re-enter until police or emergency response team members permit.

Disabled Person’s Evacuation Procedure:
1. Call LSC Police at 281.290.5911 to recognize location.
2. Evacuate through the NEAREST SAFE exit.
3. Use the elevator in a building not involved in a fire for vertical egress.
4. If there is a Fire, DO NOT USE ELEVATOR! A disabled person must move to the Safe Area of the stairwell and wait for Fire personnel to assist. Or if someone can assist them down the stairwell before Fire personnel arrives is allowed.
5. Ask for a volunteer to accompany the person.
6. Designate a meeting point for disabled person and volunteer to meet group after the evacuation.

REMEMBER!
1. Do not use elevators if your building is on fire or if hazardous material is near the elevator.
EVACUATE (IN CASE OF FIRE)

1. Remove anyone in the immediate area.
2. Close all doors as you leave.
3. Activate the nearest fire alarm pull station as you leave the building.
4. Use stairs, NOT elevators!
5. If you hear a fire alarm, leave immediately.
6. Always assume the alarm is real until told otherwise.
7. Close doors and windows as you leave.
8. If smoke or heat, stay low. Crawl, if needed.
9. If exit is blocked by fire, smoke, or heat, go to an alternate exit.
10. If heavy smoke, close the door and stay in the room.
11. If door is not hot, open cautiously. Stand behind the door and be prepared to close quickly if there is smoke.
12. If trapped:
   1. Call LSC Police at 281.290.5911.
   2. Place a blanket or similar article along the bottom of the door. If possible, wet the material first.
   3. Cover your nose and mouth with a wet cloth.
   4. Retreat. Close as many doors between you and the fire as possible.
   5. Hang an item out the window to attract the attention of rescue teams.
   6. Do NOT jump!
   7. If you must move through flames – hold your breath, move quickly, covering your head and hair. Keep your head down and close your eyes as much as possible.
   8. If your clothes catch fire “stop, drop, and roll” until the fire is out.
   9. Leave the area by the nearest stairway clear of smoke.
10. Assemble outside 50 feet away from structures.
11. Do not re-enter the building until instructed by the Fire Department or Police Department. The instruction may occur over mass notification speaker systems.
12. Follow established procedures to account for all employees after evacuating.
FIRE / HAZARDOUS MATERIALS

Fire Prevention
1. All fire-fighting equipment shall be conspicuously located, accessible, inspected periodically and maintained in operating condition.
3. All employees should know the location of fire pull stations in their work area(s) and should have knowledge of its use and application.
4. Identify the major hazards in your workplace and proper handling procedures to be used to minimize the hazards.

Employee Housekeeping
1. Keep supply rooms / closets free from clutter and buildup of trash and debris.
2. Empty trash cans regularly.
3. Exits, stairways, walkways, electrical panels and fire-fighting equipment must be kept clear of materials, supplies, or trash.
4. Keep all equipment and storage 18" below fire sprinkler heads.

Flammable Storage
1. Use only approved safety cans for handling or storing flammable liquids.
2. Follow proper disposal procedures for flammables.
3. When using flammable liquids, make sure there are no open flames or sources of ignition in the work area (sparks from welding, etc.).

Electrical Safety
1. Keep all equipment in safe working condition.
2. Never use defective tools or equipment with frayed electrical cords.

Fire Extinguisher Use (Only if you feel comfortable to use)
1. Fire extinguishers are in all LSC buildings.
2. Pull a Fire Alarm Station, if a fire is suspected or you see a fire.
3. Call 9-1-1 once safe to do so,
4. Call 281.290.5911 after calling 9-1-1 and BEFORE you attempt to extinguish the fire.
5. Never fight a fire alone...evacuate the area quickly and safely.
FIRE / HAZARDOUS MATERIALS

Hot Work
1. When heat-producing equipment is used (welding, cutting, and brazing) the work area must be kept clear of all fire hazards.
2. Fire extinguishers must be available when using heat-producing equipment.
3. Fire watch may be necessary.

Fueling Operations
1. Never refuel an engine while the engine is running.
2. Smoking and any open flames are prohibited in the fueling operation area.
3. When spills occur, the spilled must be completely cleaned up, washed away, or evaporated before restarting the engine.
4. Report all spills to LSC Environmental Health and Life Safety at LSC-EHLS@LoneStar.edu.
HAZARDOUS MATERIAL INCIDENT

REPORT IT:

1. Call fire department 911 and then notify LSC Police, at 281.290.5911 or X5911 from a campus phone.
2. Pull fire alarm as you evacuate building.
3. When reporting an incident:
   • Stay on the line with dispatcher.
   • Provide address and location description.
   • Provide the phone number at your location.
   • Explain situation to the dispatcher including details of spill, vapor cloud, etc.
   • If you know the name of the spilled product, report it to dispatcher.
4. After contacted by LSC Police, maintenance may shut off air handlers.
   • Evacuate the area using the NEAREST EXIT.
   • Do not attempt to clean up spill unless you are trained to do so!
5. REMEMBER!
   1. Close all doors to isolate area.
   2. Any spark may cause an ignition leading to a possible explosion.
   3. Locate the Safety Data Sheets for the spilled/leaking material.
   4. You and your students/co-workers may be contaminated and may need to go through the decontamination process to protect the lives of yourself, friends, and family. If you suspect contamination, do not leave the site until Hazardous Materials experts clear you.
NATURAL DISASTER / SEVERE WEATHER

Campus Closure & Return to School Status

2. Follow instructions as provided by your instructor or LSC supervisor.
3. Listen to the local radio and television for weather updates.

Extreme Heat

1. Stay indoors and limit exposure to the sun.
2. Stay on the lowest floor out of the sunshine, if air conditioning is not available.
3. Consider spending the warmest part of the day in public buildings such as libraries, schools, and other community facilities.
4. Eat well-balanced, light, and regular meals.
5. Drink plenty of water.
7. Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible.
8. Protect face and head by wearing a wide-brimmed hat.
9. Check on others who do not have air conditioning or who spend much of their time alone.
11. Avoid strenuous work during the warmest part of the day.
12. Use a buddy system when working in extreme heat and take frequent breaks.

Extreme Cold / Ice / Snow

1. Keep warm, stay inside, if possible.
2. If going outside, dress in layers, wear a hat, gloves, and coat.
3. Walk carefully on snowy, icy walkways.
4. Avoid overexertion.
5. Listen to local radio or television stations for updates.
6. Help others who may need assistance, if it is safe to do so.
7. Observe heater safety:
   1. Never place a space heater on top of furniture or near water.
   2. Keep heat sources at least 3 feet away from furniture and drapes.
   3. Never leave children unattended near a space heater.
8. Bring pets inside; move other animals to sheltered areas.
9. Keep adequate food and water available.
10. Prepare your car for winter. Have it serviced and add antifreeze, as needed.

**Tornado**

1. **On campus:**
   1. Avoid windows.
   2. Go to the lowest floor, small center room (like a restroom or closet), under a stairwell, or in an interior hallway with no windows.
   3. Stay away from large open rooms like gyms and auditoriums.
   4. Crouch down on the floor, facing down; and cover your head with your hands.
   5. Avoid elevators; you could become trapped.

2. **Modular building:**
   1. Get out!
   2. Go to a shelter, or nearby permanent structure, using your tornado evacuation plan.

3. **Car or truck:**
   1. There are no safe options when caught in a tornado in a car, just slightly less dangerous ones.
   2. Seek shelter in a sturdy building, or underground, if possible.
   3. If you are caught by extreme winds or flying debris, park the car as quickly and safely as possible – out of the traffic lanes.
   4. Stay in the car with the seat belt on.
5. Put your head down below the windows; cover your head with your hands and a blanket, coat, or other cushion if possible.
6. If you can safely get lower than the level of the roadway, leave your car and lie in area, covering your head with your hands.
7. Avoid seeking shelter under bridges, which offer little protection against flying debris.

4. **Open outdoors:**
   1. Seek shelter in a sturdy building immediately.
   2. If not, lie flat and face-down on low ground, protecting the back of your head with your arms.
   3. Get as far away from trees and cars as you can.

**Hurricanes/Tropical Storms**

Hurricanes can cause catastrophic damage to coastlines and several hundreds of miles inland. Hurricanes and tropical storms also spawn tornadoes, create storm surges along the coast, and cause extensive damage from heavy rainfall.

A hurricane WATCH is issued by the National Weather Service (NWS), https://www.weather.gov/ about 48 hours prior to hurricane conditions threatening a coastal area.

A hurricane WARNING is issued when hurricane winds of 74 miles per hour or higher are expected within 36 hours in your area.

When a hurricane watch or warning is issued by NWS and a campus is threatened:

2. Monitor local TV and radio stations (KTRH 740 AM and KUHF 88.7 FM) for emergency updates.
NATURAL DISASTER / SEVERE WEATHER

4. Turn off utilities, if requested.
5. Evacuate immediately, if advised.
6. **During a Hurricane:**
   1. Follow instructions provided by local authorities.
7. **After a Hurricane:**
   1. Remain indoors, and assess your surroundings, when safe to do so.
   2. Listen for campus alerts and monitor local TV and radio stations for updated information.
   3. Beware of unsafe food and water.
   4. Utilities could be off. Treat all downed power lines as live wires and do not approach.
   5. Inform others of your location, condition, and how you can be reached.
   6. Keep telephone lines free for emergency use.

**CHECKLIST! Before leaving campus:**

1. Turn off & unplug electrical equipment.
2. Move computers/fax machines/printers from rooms with exterior windows or cover with plastic.
4. Secure or remove back-up media.
5. Secure proprietary information.
7. Secure or remove personal items.
8. Cover your computer with plastic.
10. If necessary, assist employees with disabilities.
11. Vacate offices, closing and locking all doors.
NATURAL DISASTER / SEVERE WEATHER

LIGHTNING

Lightning strikes are very common. If you can hear thunder, you are within striking distance. Seek safe shelter when you hear thunder.

Designate a responsible person to monitor lightning activity during any outdoor event. The safest locations to be during lightning activity are an enclosed building or an enclosed vehicle.

During Thunderstorms, avoid:

1. High places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts, and water.

2. Using wired telephones, taking a shower, or any contact with conductive surfaces with exposure to the outside such as metal door or window frames, etc.

An important thing to remember: Sometimes lightning storms can develop overhead. This means that the first lightning strike from the cloud might be in your immediate location.

Flooding

1. Review road closure and flooding before leaving for your destination. Visit:
   1. Houston Transtar (Houston area traffic): https://traffic.houstontranstar.org/roadclosures/
   2. Texas Department of Transportation DriveTexas: https://drivetexas.org/

2. Listen for campus alerts and monitor your radio or television for reports of flood danger.

3. Do NOT try to walk or drive through flooded areas.
NATURAL DISASTER / SEVERE WEATHER

4. Follow official emergency evacuation routes.
5. If in your vehicle and it stalls in flood water, get out quickly and move to higher ground.
6. Stay away from moving water and disaster areas.
7. Turn utilities off until emergency officials advise it is safe to turn them on.
8. Avoid weakened floors, walls, and rooftops.
9. Wash your hands frequently with soap and clean water if you encounter flood waters.
10. When flood waters have receded, watch for weakened road surfaces.
11. Do not return to affected areas until it is safe to do so.

Whether driving or walking, any time you come to a flooded road, TURN AROUND, DON'T DROWN!
When a hazardous materials incident occurs, authorities may instruct you to seek shelter where you are and seal the premises (shelter-in-place) or leave (evacuate) immediately. If ordered to shelter-in-place:

1. Go inside and stay calm.
2. Close all doors, windows, and other sources of outside air.
3. Go into a room with the fewest doors and windows and seal the room, if possible.
4. Turn off air conditioning or heating systems.
5. Limit telephone use for emergency calls only.
6. Listen for authorities to tell you when it is safe to come out.
7. Tune in to your local radio or television station.
   • Greater Houston area: KUHF 88.7FM and KTRH 740AM.
8. When on campus:
   • Listen for an announcement over the speakers.
   • Monitor computer and visual displays.
   • Monitor LSC website Lone Star College, https://www.lonestar.edu/
   • Monitor messages received from LoneStarCollegeAlert, http://www.lonestar.edu/LoneStarCollegeAlert.htm.
   • Await word from local officials.

You will be alerted by one or more of these methods:
1. MASS NOTIFICATION SYSTEM (loud speakers).
2. Email messages/Text message.
3. Law Enforcement in person.

REMEMBER!
1. If a Shelter in Place occurs, contact your family, friends, etc., so that they will know that you are inside and okay.
2. The Lone Star College Office of College Relations will be in contact with news media and will keep campus personnel informed of the situation.
3. No matter how physically or emotionally uncomfortable you may become, do not open a door or window, as it may jeopardize the lives of everyone.

Be prepared:
1. Keep food and water in your office or workspace if possible.
2. Have additional prescription medications available.
3. Have a battery-powered radio, fan, and flashlight with fresh batteries on hand.
UTILITY OUTAGE

1. **Electricity, Gas, Water, HVAC:**
   1. LSC Building Maintenance: http://isd.lonestar.edu/home.html

2. **Information Technology**
   (Network, Telecommunications, Computer, Internet/Intranet):
   1. Office of Technology Services:
      http://www.lonestar.edu/ots.htm,
      or call 832.813.6600

3. **Fire: 9-1-1**

4. **LSC Police:** 281.290.5911 or 5911 from a campus phone.

5. **CenterPoint Energy (downed power lines):** 713.207.2222

**REPORT IT:**

**Contact Facility Maintenance. After hours/weekends or no answer,**
**call LSC Police at 281.290.5911.**

LSC-CyFair: 281.290.5960
LSC-Houston North: 281.290.2928
LSC-Kingwood: 281.312.1694
LSC-Montgomery: 936.273.7311
LSC-North Harris: 281.618.5551
LSC-Tomball: 281.351.3350
LSC-University Park 281.290.2929
LSC-System Office-The Woodlands: 832.813.6569
LSC-System Office-University Park: 281.290.2928
LSC-Transportation and Global Logistics Technology Center: 281.290.2928
UTILITY OUTAGE

Utility service interruptions, power outages, internal flooding, inoperable or disabled elevators, information services/telecommunications problems, and numerous other potential disruptions may occur on campus. In order to protect and maintain the physical facilities as well as to expedite repairs, please note the following actions:

**When Reporting an Incident:**

1. Provide location of the incident.

2. Report any noises or occurrences that preceded the incident.

**Be prepared:**

1. Have flashlight handy.

2. Know how to find the nearest exit.

3. If leak threatens your work area, move items off the floor onto desks/tables.

4. If a hazard exists, evacuation may be the next step.

5. The Office of College Relations will make necessary announcements.
VEHICULAR ACCIDENTS

If accident is on campus, contact LSC Police from any campus phone at 5911 or 281.290.5911 from any other phone.

If Fire and or EMS personnel are required, call 911.

When reporting an accident:

1. Stay on the phone with dispatcher.

2. Provide address and location description.

3. Provide the phone number of your location.

4. Provide a thorough description of the accident to assure appropriate resources are dispatched.

5. Don’t move victims unless there is a threat of fire, explosion, or other extreme risk.
Page left blank intentionally for Campus Floor Plans.
Page left blank intentionally for Campus Fire Safety Plans.