

Evacuation Procedures

In the event of an **EVACUATION**:

- ⇒ Move to the nearest exit *away* from danger. If you are on an upper floor, move to the nearest stairwell (*do not* use the elevator as it will be disabled in the event of an emergency), then proceed to 1st floor exit.
- ⇒ Assist individuals who cannot move downstairs using the **Evacuation Chairs** located near the 2nd floor stairwells. Pull the Evacuation Chair cabinet open, unfold the Chair, then secure the individual using the available safety straps. Maneuver the individual downstairs & out of the building by applying pressure to the handbrake located at the top of the Chair. Use stairwell call button and wait in designated area for assistance, if necessary. **SUPERVISORS & FACULTY:** Notify Safety Team Chair each semester of individuals requiring assistance during evacuations.
- ⇒ The President, Vice Presidents, Chairs and supervisors must account for all employees to ensure that they have safely evacuated. Faculty must take roll call to ensure that all students have evacuated safely.

In the event of **IN-HOUSE SHELTERING**:

- ⇒ Proceed to the safest inner hallway, closing all classroom and office doors to protect from broken glass.
- ⇒ The President, Vice Presidents, Department Chairs, supervisors, and faculty must work together to ensure all individuals are accounted for.
- ⇒ Remain calm and await further instruction.

SAFETY TEAM

Stacie Williams, Chair	486-5496
Tangila Dove, Ph.D.	486-5471
Debbie Hamilton, Ph.D.	486-5421
Bulmaro Barajas	486-5516
Cherilyn Carlile	486-5305
Jianyue Chen, Ph.D	486-5259
Kathleen Johnson-Hodge	486-5470
Crystal Mendez	486-5340
Cpl George Pacheco	485-5440
Pat Terrell	486-5481
Marie Valdez	486-5424
David Wissmann	486-5408

The Alamo Community Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of:

Human Resources Department
201 W. Sheridan, Bldg. A
San Antonio, Texas 78204
(210) 485-0200

For any accommodation issues or an alternative format, call (210) 486-5487.



ALAMO
COLLEGES

NORTHEAST LAKEVIEW COLLEGE

SAFETY PLAN

**1201 Kitty Hawk
Universal City, TX 78148**

ALAMO COMMUNITY COLLEGES
DEPARTMENT OF PUBLIC SAFETY

POLICE EMERGENCIES

222-0911

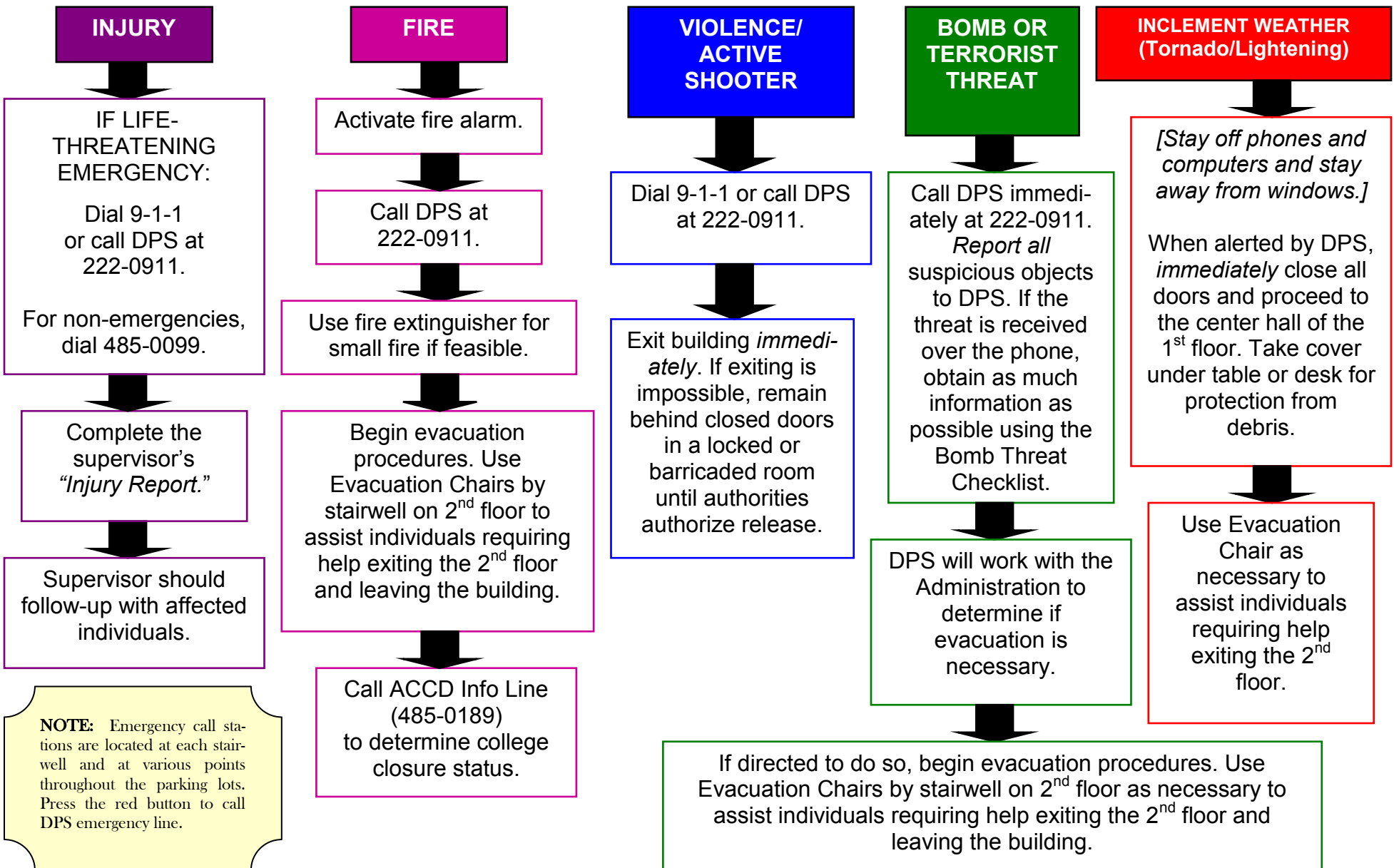
Add 222-0911 to your cell phone speed dial option.

Non-Emergency Dispatch: 485-0099

GENERAL INFORMATION:

485-0088

www.accd.edu/district/dps/main.htm



In the event of an emergency (i.e., inclement weather, bomb threat, fire), faculty and staff will be alerted to stay home using the following chart:

President ⇒ Vice Presidents ⇒ Deans ⇒ Chairs/Supervisors ⇒ Department Members

Please ensure that you have current contact information for all employees.