



# Emergency Procedures Guidelines

**2025 - 2026**

If you have difficulty accessing the information in this document because of a disability,  
please contact the *Emergency and Safety Operations Office* at:

Email: [Safety@lee.edu](mailto:Safety@lee.edu)

Phone: 281.425.6409

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## General Overview

The safety and well-being of our students, faculty, staff, and visitors are a top priority at Lee College. These Emergency Procedures Guidelines are designed to provide clear, concise instructions for responding effectively to emergencies on or near campus.

Emergencies can happen without warning, and preparedness is essential. This guide outlines actions during medical emergencies, fires, severe weather, active threats, hazardous material incidents, and other critical situations. It also details emergency communication methods, protective actions, and available resources to help you stay safe and informed.

All Lee College employees and students are encouraged to familiarize themselves with these procedures, campus building emergency evacuation maps & safety equipment, and participate in regular emergency drills and training opportunities. Knowing what to do before, during, and after an emergency can save lives and minimize injuries.

Remember: in any emergency, stay calm, follow the guidance of campus officials, and prioritize your safety and those around you.

### **Emergency Communications:**

Lee College provides multiple methods of emergency communication, including:

- Navigator Alerts mass notification system
- Security emergency call poles on parking lots
- Security emergency red phones inside buildings
- Public announcement (PA) system
- Security desktop alerts and panic alarm buttons
- LCD display monitors in building hallways or entryways
- Social media
- Lee College website

### **Navigator Alerts:**

Lee College Navigator Alerts provide notifications in an emergency or urgent situation that poses a safety risk to the campus community or unexpected occurrences that may impact the delivery of services, such as power outages. Students and employees will automatically receive emergency alerts via Lee College email, texts to mobile phones, and calls to home phones on file in PeopleSoft. Navigator Alerts contact information is updated monthly. Please ensure your mobile phone and home phone numbers are correct by logging into @MyLC so that you can receive emergency notifications.

For questions or additional information, please contact the Emergency & Safety Operations Office at [Safety@lee.edu](mailto:Safety@lee.edu), 281.425.6409, or visit - <https://www.lee.edu/emergency/index.php>.

# Report an Emergency

## **Call Lee College Campus Security and/or 911 for crime-related emergencies threatening the Lee College community.**

### 1. Lee College Campus Security:

- a. Main Campus - 281.425.6888 (extension 6888) or pick up any red phone in the building hallways or push the button on the red emergency call pole phones in the parking lots, and it will automatically call Security.
- b. McNair Center - 281.425.4007
- c. Liberty Center - 832.556.5781

### 2. Huntsville Center – call 911

### 3. Education Opportunity Center – call 911

Call Security and/or 911 for crime-related emergencies:

- If you see someone with a weapon
- If you see someone being hurt (e.g., assault, fight)
- If you see a crime in progress (e.g., robbery, burglary)
- If you see a suspicious circumstance that may indicate criminal activity (e.g., prowler, vandal)

## **Call 911 for fire, hazmat, and medical emergencies. Then, call Lee College Campus Security for assistance.**

Call 911 for medical, fire, smoke, and hazardous materials emergencies:

- If someone is injured or ill
- If you see fire or smell smoke
- A vehicle collision, especially if someone is injured

Call quickly! Do not assume someone else has made the call. Provide the 911 dispatcher and/or Lee College Campus Security with accurate, detailed information about the problem and follow instructions.

## **Call Lee College Campus Security for non-life-threatening emergencies.**

Lee College is committed to maintaining a safe campus environment. Employees and students should call Campus Security if they need assistance for minor vehicle accidents, car trouble, locking and unlocking doors, lost and found items, or to request an escort to their vehicle at 281.425.6888 (extension 6888), or visit the Security Office at South Whiting Street, building #10.

## **Media Inquiries**

After any emergency incident, do not make statements to any media sources. The President's Office or Marketing and Public Affairs shall be responsible for addressing any media sources.

# Medical Emergencies

## General Information

Medical emergencies or injuries can be life-threatening and often require immediate action. The most critical step in any medical emergency is to call **911** as quickly as possible to alert emergency response personnel.

Medical emergencies can result from various causes and may present with many signs and symptoms. Common emergencies include difficulty breathing, choking, chest pain, cardiac arrest, unconsciousness, allergic reactions, abnormal blood sugar levels, heat exhaustion/stroke, and seizures.

Injuries may involve falls, whether due to a slippery surface or from a significant height, or incidents resulting in severe or uncontrollable bleeding.

## If You Witness a Medical Emergency or Injury

If you witness someone experiencing a medical emergency or injury, or if you are experiencing a medical emergency or injury, notify emergency personnel immediately.

- If on campus or off campus, call **911** immediately
- Provide as much information as possible:
  - Your name and the name of the injured or ill individual (if known)
  - The exact location (be as specific as possible)
  - A description of the medical emergency
  - Any known or relevant medical history (e.g., heart condition, epilepsy, etc.)
  - Follow the dispatcher's instructions carefully
  - DO NOT move the injured person unless they are in immediate danger
- Contact **Campus Security** at **281.425.6888** to inform them that 911 has been called and provide the exact emergency location.
  - You can also contact Campus Security using the red phones in each building or the emergency call poles across campus. Pick up the receiver, press the button, and wait for a Campus Security officer to respond.
- Administer first aid or CPR if you are trained
- Stay with the person until emergency personnel arrive, if it is safe
- If possible, designate someone to meet emergency responders and guide them to the scene

## Texas Good Samaritan Act

The Texas Good Samaritan Act states:

*"A person who in good faith administers emergency care at the scene of an emergency or in a hospital is not liable in civil damages for an act performed during the emergency unless the act is willfully or wantonly negligent."*

# Cardiac Arrest

## Hands-Only CPR

If you have not been officially certified in CPR/First Aid/AED, or certified but are unsure of your ability to provide rescue breaths without interrupting chest compressions, you can provide Hands-Only (Compression-Only) CPR for an adult or teen who suddenly collapses, is not breathing, and has no pulse.

**When an adult or teen suddenly collapses, is not breathing, and has no pulse:**

- Assume cardiac arrest and Call 911 immediately
- Begin chest compressions:
  1. Place the heel of one hand in the center of their chest, with your other hand on top
  2. Interlace your fingers and make sure they are up off the person's chest
  3. Keep your arms straight and push hard and fast in the center of the chest, at a rate of 100–120 compressions per minute. (A helpful rhythm to follow is the “Stayin’ Alive” beat by the Bee Gees)
- Use an AED as soon as it is available

**For a quick training resource, visit the American Heart Association’s Hands-Only CPR page:**

- [Hands-Only CPR – American Heart Association](#)



## Automated External Defibrillators (AEDs)

Automated External Defibrillators (AEDs) are used for a person experiencing a sudden cardiac arrest. AEDs are portable, easy to use, and safe for trained and untrained individuals. These devices will only deliver a shock if appropriate. AEDs provide step-by-step guidance through voice prompts to assist the rescuer. AEDs are found in accessible areas in buildings. A disposable CPR mask is available in every AED cabinet. (*See: Campus AED Locations*)

**When an adult or teen suddenly collapses, is not breathing, and has no pulse:**

1. Call 911 immediately
2. Start CPR or Hands-Only CPR
3. Retrieve the AED. (The cabinet has a local alarm; close the door to disable)
4. Press start and follow the voice prompts.

**If the person becomes responsive:**

1. Reassure the person and let them know help is on the way
2. Stay with the person until first responders arrive – Do Not remove AED pads
3. Place the person on their side in the recovery position to keep the airway clear



**For a quick training resource, watch an instructional video from Action First Aid:**

- [Action First Aid CPR/AED Emergency Response Refresher](#)

## Campus AED Locations

Building ID	Building Name	Location
<b>Main Campus</b>		
<b>1</b>	Rundell Hall	First floor hallway, near lounge
<b>2</b>	Advanced Technology Center	Lobby outside the library
<b>3</b>	Performing Arts Center	Front entrance, in the Lobby
<b>4</b>	McNulty-Haddick Nursing Ctr	Main hallway
<b>5</b>	909 Decker Drive	Near the elevator
<b>6</b>	Student Center	First floor entrance, main foyer
<b>7</b>	Tucker Hall	Lobby
<b>8</b>	John Britt Hall	First floor hallway
<b>10</b>	Security Building	In the hallway, left of the main entrance
<b>11</b>	Bonner Hall	First floor hallway
<b>12</b>	Moler Hall	Main hallway
<b>13</b>	Gymnasium	Hallway near pool entry
<b>14</b>	Gray Science Building	Near the elevator
<b>15</b>	Sports Arena	First floor hallway, near room 121
<b>16</b>	Tv-1	First floor hallway, near room 122
<b>27</b>	Physical Plant	Inside breakroom
<b>31</b>	The Lofts	First floor hallway
<b>McNair Center</b>		
<b>W</b>	Welding building	Work bay near the first-aid kit
<b>WF</b>	Workforce building	Near security
<b>Liberty Center</b>		
<b>L</b>	Main building	Main foyer at the Security desk
<b>Huntsville Center</b>		
	Main building	Main foyer at the front entrance
<b>Education Opportunity Center</b>		
	Main building	Rear wall of office space

# Bleed Control

## Stop-the-Bleed Kits

Stop the Bleed Basic Kits are designed to provide users with immediate access to products that slow traumatic hemorrhaging, or life-threatening bleeding, before professional help arrives. A person who is heavily bleeding can die from blood loss in as little as five minutes. Stop-the-Bleed kits have been placed inside all AED cabinets.

### **The kit Includes:**

- C-A-T tourniquet
- Emergency bandage
- 2 rolls of gauze dressing
- 2 pairs of latex-free gloves
- Trauma shears
- Permanent marker
- Printed insert, instructions for use



### **Steps to Control Bleeding:**

1. Make sure the scene is safe
2. Call **911** immediately
3. Put latex gloves on (if provided)
4. Cut the person's clothing with trauma shears to get to the wound (if needed)
5. Apply direct pressure on the wound with your hands and pack the wound with a clean cloth, bandage, or gauze.
6. If bleeding is on the limbs and has not stopped, apply a tourniquet (tight on the upper arm or leg; never on a joint)
7. Tighten until bleeding stops
8. Write the time it was applied on the white Velcro tab on the tourniquet with a marker
9. Cover the person to keep the core warm (a foil blanket is available in every AED cabinet)
10. NEVER remove bandaging or a tourniquet after it is applied.
11. If bleeding continues, consider applying a second tourniquet above the first



### **After the Tourniquet is Applied:**

Having a tourniquet applied is quite painful. Discomfort, numbness, or tingling is expected and not a reason to stop. Tourniquets are used in life-threatening situations to stop severe bleeding.

1. Reassure the person that the pain means it's working
2. Stay with the person and monitor for shock
3. If the person becomes unconscious or unresponsive, follow appropriate CPR steps

**For a quick training resource, watch an instructional video from the National Center for Disaster Medicine and Public Health**

[Stop the Bleed](#)



# Opioid Overdose

## Use of Narcan (Naloxone) Opioid Overdose Kits

Opioid Overdose kits provide Naloxone, also known as Narcan, a lifesaving medication that can reverse the effects of an opioid overdose for 30-60 minutes. Opioid overdose kits have been placed above every AED cabinet.

Examples of opioids include:

- Fentanyl
- Heroin
- Prescription pain relievers (i.e., Morphine, Codeine, Hydrocodone)
- Mixture of opioids and other illegal drugs

### Signs of an opioid overdose:

- Unresponsiveness
- Respiratory failure or slow breathing (or gurgling)
- Heartbeat slows or stops
- Pinpoint (very small) pupils, both eyes
- Bluish lips (a sign of low oxygen)

### When someone is having an opioid overdose:

1. Check for responsiveness and signs of an overdose
2. Lay the person on their back and tilt the person's head back and spray the first dose of Naloxone (Narcan) in either nostril (\*DO NOT test the spray before use)
3. Call **911** after giving the 1<sup>st</sup> dose (1 full spray)
4. If the person doesn't wake up after 2-3 minutes, use the second nasal device and give a 2<sup>nd</sup> dose (1 full spray), switching nostrils
5. If the person wakes up, wait with them until first responders arrive

Naloxone (Narcan) is safe to use even if opioids are not present.

For a quick training resource, watch instructional videos from the CDC and Narcan.com

- [How to Use Naloxone Nasal Spray](#)
- [Narcan.com](#)



# Choking

## Choking

A mild obstruction is likely mild if the person can speak, cough forcefully, or make sounds. Stay close and encourage them to keep coughing. A severe obstruction is a medical emergency.

### **Recognize the signs of choking:**

- Inability to breathe
- Inability to speak
- Inability to make any sound
- Crossing hands in front of the neck

### **When someone has a severe obstruction:**

1. Call 911 immediately
2. Ask, "Are you choking?" If they nod "yes" and can't speak, act quickly
3. Stand to the person's side and attempt to deliver 5 back blows with the heel of your hand
4. If they continue to choke, get behind the person
5. Wrap your arms around their waist
6. Make a fist and place it just above the belly button
7. Grasp your fist with your other hand and give five abdominal thrusts
8. Thrust inward and upward sharply, like a "J" motion, into their abdomen
9. Repeat until the object is forced out or the person becomes unresponsive
10. If the person becomes unresponsive, help lay them on the ground and begin CPR



**For a quick training resource, watch an instructional video from the American Red Cross:**

- [What to Do When an Adult is Choking \(Responsive\)](#)

## Other Medical Emergencies & First-Aid

Other common medical emergencies can occur at any time. These are general guidelines to assist people experiencing a seizure, stroke, heat emergency, or injury from a fall.

### Seizure

#### **What to Look For:**

- Sudden collapse or falling
- Jerking movements
- Blank staring or unresponsiveness
- Confusion or fatigue after an episode

#### **Do:**

- Stay calm and stay with the person.
- Protect from injury – move objects away, cushion their head.
- Time the seizure – if it lasts over 5 minutes, it's a medical emergency.
- Place on their side after the seizure ends (recovery position to keep the airway clear)
- Call **911** immediately and notify Campus Security at 281.425.6888
- Stay with the person until emergency services arrive.

#### **Don't:**

- Don't try to hold them down
- Don't put anything in their mouth
- Don't give food, drink, or medication during or immediately after

### Stroke

#### **Use the F.A.S.T. Test:**

- **F** - Face drooping - Ask them to smile. One side lopsided? Trouble.
- **A** - Arm weakness - Ask them to raise both arms. One drifts down?
- **S** - Speech slurred - Ask them to speak a sentence. Can't? Slurred?
- **T** - Time to call 911 - Time is brain—call 911 immediately

#### **Do:**

- Call **911** immediately and notify
- Note the time symptoms started (important for treatment options)
- Keep them calm and seated or lying down
- Monitor breathing and responsiveness
- Stay with the person until emergency services arrive.

#### **Don't:**

- Don't give them food, water, or medication
- Don't try to "wait it out"—stroke symptoms are an emergency

## **Allergic Reaction**

### **What to Look For:**

- Itching, hives, rash
- Swelling (face, lips, throat)
- Wheezing, trouble breathing
- Nausea, vomiting, dizziness
- Feeling of "doom" or confusion

### **If Mild Reaction (no breathing problems):**

- Stay with the person
- Help them take oral antihistamine if they have it
- Watch for escalation to more severe symptoms

### **If Severe (Anaphylaxis):**

- LIFE-THREATENING – CALL **911** IMMEDIATELY and notify Campus Security at 281.425.6888
- Use EpiPen (if available and trained)
- Inject into outer thigh (can go through clothes)
- Lay them flat, unless vomiting or having trouble breathing (then sit up)
- Monitor breathing and pulse
- Give a 2<sup>nd</sup> EpiPen after 5-15 minutes if symptoms return and EMS hasn't arrived
- Do not leave them alone

## **Diabetic Issue**

### **There are two main types of diabetic emergencies:**

- Low Blood Sugar (Hypoglycemia)
  - Not enough sugar in blood
  - Sweaty, shaky, confused, hungry, irritable, fainting
- High Blood Sugar (Hyperglycemia)
  - Too much sugar in blood
  - Very thirsty, frequent urination, dry skin, fruity breath, tired

### **If LOW Blood Sugar (most common emergency):**

- Assist the person if they ask for a quick sugar source: juice or glucose tablets
- Wait 10–15 min; check if symptoms improve
- Call 911 if they pass out or don't respond, and notify Campus Security at 281.425.6888
- Do not give food or drink if they're unconscious

### **If HIGH Blood Sugar:**

- Not always an emergency, but if they're:
  - Vomiting
  - Very drowsy/confused
  - Rapid breathing or "fruity" breath
- Call 911 – this could be life threatening - and notify Campus Security at 281.425.6888

## Heat Emergency

There are 3 levels of heat illness:

1. **Heat Cramps** - Muscle cramps, heavy sweating - Mild
2. **Heat Exhaustion** - Dizziness, nausea, headache, fast pulse, cool/clammy skin, weakness - Moderate—needs attention!
3. **Heat Stroke** - Hot, red skin, confusion, fainting, no sweating, seizures, rapid heartbeat - Severe—life-threatening!

### Heat Cramps

- **Do:**
  - Move person to a cool area
  - Give cool water or sports drink
  - Stretch or gently massage cramping muscles
- **Don't:**
  - Don't let them return to activity until cramps stop completely

### Heat Exhaustion

- **Do:**
  - Call **911** if unsure how severe it is, and notify Campus Security at 281.425.6888
  - Move the person to shade or air conditioning
  - Loosen clothing and fan the person
  - Give cool water, sips only
  - Place cool, damp cloths on neck, armpits, and forehead

### Heat Stroke (Medical Emergency!)

- **Do:**
  - Call **911** immediately, and notify Campus Security at 281.425.6888
  - Move the person to a cool area
  - Cool them fast: use cold, wet cloths, ice packs (neck, armpits, groin), or even pour water on them
  - Remove excess clothing
  - Fan vigorously or use air conditioning to bring the temperature down
- **Don't:**
  - Don't give fluids if the person is unconscious or confused
  - Don't delay—this can be fatal if untreated

Heat Exhaustion	Heat Stroke
<b>ACT FAST</b> <ul style="list-style-type: none"><li>• Move to a cooler area</li><li>• Loosen clothing</li><li>• Sip cool water</li><li>• Seek medical help if symptoms don't improve</li></ul>	<b>ACT FAST</b> <b>CALL 911</b> <ul style="list-style-type: none"><li>• Move person to a cooler area</li><li>• Loosen clothing and remove extra layers</li><li>• Cool with water or ice</li></ul>
Dizziness Thirst Heavy Sweating Nausea Weakness	Confusion Dizziness Becomes Unconscious
<i>Heat exhaustion can lead to heat stroke.</i>	
<i>Heat stroke can cause death or permanent disability if emergency treatment is not given.</i>	

## **Falls, Trips, and Slips**

### **First, assess the situation**

- Did they hit their head?
- Are they in pain or unable to move?
- Any bleeding, visible injury, or deformity?
- Are they alert and responsive?
  
- **If the person is conscious and uninjured (minor fall)**
  1. Help them up slowly – make sure they feel steady
  2. Ask if they feel dizzy or in pain
  3. Suggest they rest and monitor for symptoms
  4. Report the incident to Campus Security at 281.425.6888
  5. Submit a **Safety Issue/Hazard Report** (wet floor, uneven surface) so it can be fixed
  
- **If the person is hurt or unsure if they're okay**
  1. Stay with them
  2. Do not move them if there's pain or possible injury (especially back, neck, or head)
  3. Call 911 first.
  4. Then, call Campus Security at 281.425.6888 for assistance
  5. Comfort them and prevent others from crowding
  6. Submit a Safety Issue/Hazard Report
  
- **If the person is unconscious or may have a serious injury:**
  1. Call 911 immediately!
  2. Then, call Campus Security at 281.425.6888 for assistance.
  3. Do not move them unless there's immediate danger (like a fire)
  4. Check breathing and pulse
  5. If trained and necessary, begin CPR or first aid
  6. Stay with them until help arrives
  7. Submit a Safety Issue/Hazard Report

### **Preventive Tip for Staff & Students**

- Report hazards (wet floors, loose rugs, poor lighting) or close calls to Campus Security at 281.425.6888 and/or submit a Safety Issue/Hazard Report.
- Wear appropriate footwear
- Hold on to railings on ramps and stairways
- Use caution signs and communicate during spills or cleaning

## Campus First Aid Cabinets

First Aid Cabinets are located in various locations on campus. (See *Campus First Aid Cabinet Locations*)

Contents include (may vary slightly)

### 3 SHELF FIRST AID CENTER FILL LIST

#### ANTISEPTICS

2 OZ ANTISEPTIC SPRAY	1	EACH
ALCOHOL WIPES	5	EACH
ANTISEPTIC WIPES	10	EACH
TRIPLE ANTIBIOTIC	30	EACH

#### BANDAGES

½" X 5 YD TAPE DISPENSER	1	EACH
1 X 3" COMFORT STRIP BANDAGE	1	BOX
1 X 3" PLASTIC STRIP BANDAGE	1	BOX
2" NON-STERILE ROLLER GAUZE	2	EACH
4" NON-STERILE ROLLER GAUZE	1	EACH
3 X 3" GAUZE PADS	1	BOX
ELASTIC STRIP BANDAGE	1	BOX
FINGERTIP BANDAGE	1	BOX
KNUCKLE BANDAGE	1	BOX
X-LONG STRIP BANDAGE	1	BOX

#### BURN RELIEF

2 X 3" NON-ADHERENT PADS	1	BOX
2 OZ BURN SPRAY	1	EACH
4 X 4" BURN DRESSING	2	EACH
BURN RELIEF GEL PACKETS	6	EACH
COOL AND SOOTHE	1	BOX

#### EMERGENCY

2" READY RIP	1	ROLL
BUTTERFLY WOUND CLOSURES	10	EACH
COLD PACK, LARGE	1	BOX
COLD PACK, SMALL	1	BOX
CPR MICRO SHIELD	1	EACH
EMERGENCY MEDICAL GLOVES	1	BOX
FIRST AID GUIDE	1	EACH
SPLINT	1	EACH
TOURNIQUETS	1	BOX
5 X 9" TRAUMA PADS	4	EACH
TRIANGULAR BANDAGE	2	EACH

#### EYE CARE

EYE DRESSING	2	EACH
4 OZ EYEWASH SOLUTION	1	EACH
½ OZ EYEWASH SOLUTION	1	BOX
THERA TEARS	1	PACK

#### FIRST AID AND INSTRUMENTS

DISPOSABLE THERMOMETERS	4	EACH
SCISSORS	1	EACH
SPLINTER-OUT	2	EACH
TWEEZERS, PLASTIC	1	EACH

#### PAIN AND ILLNESS/COMFORT

ACETAMINOPHEN	1	BOX
ALEVE	3	EACH
ANTACID	1	BOX
ANTI-DIARRHEAL	1	BOX
COLD RELIEF	1	BOX
IBUPROFEN	1	BOX
PAIN AWAY	1	BOX

#### PRODUCTIVITY

BIOFREEZE	3	EACH
DENTAL RELIEF	5	EACH
HAND LOTION	3	EACH
HAND SANITIZER	3	EACH
HYDROCORTISONE CREAM	5	EACH
LIPALID OINTMENT	5	EACH



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## Campus First Aid Cabinet Locations

Building ID	Building Name	Location
<b>Main Campus</b>		
<b>1</b>	Rundell Hall	Human Resources office
<b>2</b>	Advanced Technology Center (ATC)	Library staff office storage room
<b>7</b>	Tucker Hall	Board of Regents conference room
<b>8</b>	John Britt Hall	Marketing & Public Affairs breakroom
<b>10</b>	Security	Hallway
<b>12</b>	Moler Hall	Café 34 in the kitchen area
<b>13</b>	Gymnasium (Old Gym)	Concession room near the lobby
<b>15</b>	Sports Arena	2 <sup>nd</sup> floor Wellness Center
<b>16</b>	Tech-Voc 1	Room 214
<b>17</b>	Tech-Voc 2	Lab room
<b>21</b>	Cosmetology (Tech-Voc 8)	Breakroom
<b>27</b>	Physical Plant	1 <sup>st</sup> floor breakroom
<b>29</b>	Shipping & Receiving	Kitchen area
<b>McNair Center</b>		
<b>WF</b>	Workforce Building	Near Security, next to the AED
<b>A</b>	Admin Hallway	Office area
<b>M</b>	Machine Shop	Shop area
<b>W</b>	Welding	Work bay outside of Lab 4
<b>P</b>	Pipefitting	Near the restrooms
<b>Liberty Center</b>		
<b>C</b>	Cosmetology Building	Cosmetology cabinet and counter area
<b>Huntsville Center</b>		
Main Building	Main Building	Kitchen
<b>Education Opportunity Center</b>		
	Main building	Rear wall of office space



# Active Threats

## Disruptive Behavior

### General Information

Disruptive behavior refers to actions that obstruct or interfere with college operations, the classroom, or any college activity. Examples include:

- Physical Abuse or Threats
- Harassment
- Verbal abuse
- Willful damage to personal or College property
- Refusal to comply with faculty or staff direction
- Behavior that distracts others in class, office, or event
- Actions that intimidate others
- Romantic or obsessive behavior

**Call Campus Security at 281-425-6888, and/or 911 if a disruptive person:**

- Threatens to injure, harm, or kill, or poses a safety risk to self or others
- Refuses to leave a room after being asked to leave

### Disruptive Behavior in Class or Campus Setting

All members of the campus community (i.e., students and employees) are expected to adhere to institutional policies, including those outlined in the College Catalog, employee handbook, and other official policies and documents. When disruptive behavior occurs, whether in academic or administrative environments, employees are encouraged to resolve the issue informally when possible.

If the disruptions occur in a non-face-to-face format (e.g., email, virtual meetings, phone calls), employees should make a reasonable effort to contact the individual, listen to their concerns, and communicate expectations for appropriate behavior moving forward.

#### **Do:**

- Listen through the anger and use active listening techniques
- Acknowledge the individual's feelings
- Allow the person to vent; silence can help them talk it out
- Set clear behavioral limits:  
*"I care about what you're saying, but I need you to lower your voice before we continue."*
- remain firm, steady, consistent, and honest
- Focus on solutions and how you can help resolve the situation

**Don't:**

- Interrupt, especially during the first 20–30 seconds of peak anger
- Minimize the situation
- Engage in an argument or shouting match
- Blame, ridicule, or use sarcasm
- Touch the person
- Ignore signs that the person's emotions are escalating
- Ignore your own limitations

**CARES Team Referral**

Faculty, staff, or students can submit a [CARES Team Referral](#) if they are concerned about a student who may be experiencing academic, personal, or emotional difficulties or who is exhibiting concerning behaviors. Upon submission, a case manager from the Core Team reaches out to the student, collaborates with the team, and connects the student with appropriate resources. Students are required to meet with the case manager if there are signs of serious concerns, such as substance abuse, self-harm, or threats to others. Once the situation is addressed and no further concerns arise, the case is closed.

**Student Conduct Report**

If disruptive behavior cannot be resolved informally or violates the College's Code of Conduct, a Student Conduct Report must be submitted online. Faculty, staff, or students can file a report using the [Lee College online reporting](#) system. Upon receipt, the Student Conduct Administrator will review the matter and take appropriate steps to investigate, address, and prevent further misconduct according to College policy.

**Student Removal from Class or Campus Setting**

Faculty members may ask a disruptive student to leave class to maintain a safe and effective learning environment. A student may be dismissed for one class session; however, decisions regarding long-term removal will be made by the Student Conduct Administrator. If a student's behavior poses a safety risk, contact **Campus Security at 281-425-6888 and/or call 911.**

**Additional Resources**

- [Faculty Handbook](#) - Reporting Student Conduct Concerns
- [Employee Handbook](#) – Standards of Conduct and Reporting Student Conduct Concerns
- [Student Catalog](#) – Student Conduct and Reporting Student Conduct Concerns
- [Title IX](#) - Reporting Sexual Misconduct

## General Information

A protest is a peaceful assembly protected by free speech laws. A Civil Disturbance or Riot is a disorderly, violent behavior that threatens safety or property.

### **Assess the Situation:**

- Is the event peaceful or turning hostile?
- Are people being threatened or injured?
- Is property being damaged?

### **If the Protest Is Peaceful:**

1. Do not engage or intervene unnecessarily
2. Monitor from a safe distance and report any signs of escalation
3. Notify Campus Security at 281-425-6888
4. If indoors, secure doors and limit access to sensitive areas

### **If the Situation Escalates (Violence, Vandalism, Threats):**

1. **Call Campus Security at 281-425-6888 and/or 911** for immediate danger (violence, weapons, injuries)
2. **DO NOT** confront or record aggressive individuals
3. Alert others to the situation.
4. Go to a safe location inside a building.
5. Lock doors, turn off lights, and keep people away from windows.
6. Shelter in place if needed, especially if advised by security or law enforcement.
7. Pay attention to any Navigator Alert instructions.

### **After the Incident:**

1. Cooperate with authorities during any investigation
2. Report any injuries or damages to the authorities

### **Additional Reminders:**

- Do not spread rumors or unverified information on social media

## General Information

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of targets. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent people.

## Guidance for Action

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind that there could be more than one shooter involved in the same situation. If you are involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival. The safest method to protect individuals may be to “Lockdown” the building and wait for further instructions. A “Lockdown” and “All Clear” message will be sent through Navigator Alerts.

Remember, use a continuous assessment process to decide the appropriate survival action. Trust your intuition and go with your “gut” feeling.

### **AVOID** - LEAVE THE AREA IMMEDIATELY

- Move away from the source of the threat as quickly as possible, and call 911 when safe
- If you are outside a building near the threat, go to the nearest cover immediately
- If you are inside a building and you are confident you know the shooter’s location and have a clear path to an exit, evacuate immediately
- The more distance and barriers between you and the threat, the better

### **DENY** - LOCK, BLOCK, AND SECURE LOCATION

- If you are inside a building and unsure that you can safely exit the building, use lockdown procedures
- Lock and barricade doors or windows
- Turn off the lights
- Remain out of sight and silence your phone
- Do not play dead or hide in an unlocked room

### **DEFEND** - COMMIT TO DEFENDING YOURSELF

- If you cannot Avoid or Deny, be prepared to defend yourself
- Work as a group if possible
- Use improvised weapons
- Be aggressive and committed to your actions
- Do not fight fairly. THIS IS ABOUT SURVIVAL!

## **Guidance for Specific Situations**

### **1. If an active shooter is outside your building:**

Proceed to a room that can be locked. Close and lock all windows and doors. Turn off all lights. If possible, get everyone down on the floor and ensure no one is visible outside the room. One person should call 911. Advise them of the situation and inform them of your location. Remain in place until the police give an *“all clear.”*

CAUTION: Unfamiliar voices may be the shooter attempting to lure people from a safe space. Do not respond to voice commands until you verify that a police officer is issuing them.

### **2. If an active shooter is in your building:**

Determine if the room you are in can be locked. If so, follow the same procedure described above. If your room cannot be closed, determine if a nearby location can be reached safely and secured. If you can safely exit the building, do so.

If you must remain in an unsecured location:

- Turn off the lights and all noise-producing devices.
- Attempt to barricade the door.
- Remain out of sight from the doorway and do not stay directly in front of the door.
- Formulate a plan to attack the shooter if they gain entry into your space.
- Do not huddle together, as it makes you an easy target. Spread out and look for items that could be used as improvised weapons.
- Call/Text 911 if you can do so without giving away your location to the shooter.
- Stay in place without giving away your location until police contact you.

### **3. If an active shooter enters your office or classroom:**

If the armed shooter enters your office or classroom and begins firing, there is no one procedure the authorities can recommend in this situation.

- Try to remain calm. Dial/Text 911, if possible, and alert police to the shooter’s location; if you can’t speak, leave the line open so the dispatcher can listen to what’s taking place.
- Assume the shooter can succeed in wounding or killing everyone unless stopped.
- If your life is in danger, fight back. Protect yourself by any means necessary.
- Once you have the advantage over the shooter, do not relinquish it until officers are on the scene and direct you to do so.
- If the shooter(s) leaves the area, proceed immediately to a safer place, if possible. Do not touch anything that was in the vicinity of the shooter(s).
- Do not attempt to remove injured people; tell the authorities of their location as soon as possible.
- Do not leave campus until advised to do so by the police.

## **When Police Officers Respond**

Police officers respond to stop the shooting as quickly as possible. The first responding officers may wear regular patrol uniforms or tactical equipment. Regardless of how they appear, remain calm and follow commands. When you see first responders/police officers, put down anything you may be carrying and **KEEP YOUR HANDS UP, EMPTY, AND VISIBLE AT ALL TIMES!**

- Be prepared to calmly, quickly, and accurately tell them what they need to know:
  - Location of the shooter(s)
  - Number of shooters, if there is more than one
  - Description of the shooter(s)
  - Number and kinds of weapons they have

The first responding officers will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow into secured areas to treat and remove injured persons.

Remember that even after escaping to a safe location, the entire area is a crime scene. Police will usually not let anyone leave until the situation is entirely under control and all witnesses have been identified and questioned.

## **Returning to Campus**

If the College experiences such an event, the campus will be closed until further notice. Employees cannot return to campus until college authorities reopen.

## **Noticing a Concerning Behavior**

The College's goal is to prevent any unsafe situations before they happen. We encourage you to report all suspicious behavior and concerns to Campus Security as soon as you notice them. If you notice concerning behaviors in a friend, coworker, student, or campus visitor, call **Campus Security at 281.425.6888**. Likewise, employees, students, family, and community members are also encouraged to report suspicious activities and behaviors regarding school safety and criminal or terroristic threats to **iWatchTexas**.

- [iWatchTexas](#).

If you experience any immediate threats to your safety or the safety of others, call **911** immediately.

## **Additional Resources**

**Training:** All employees must complete online active shooter training through Vector Solutions - [Vector Login](#). Contact Human Resources at [hr@lee.edu](mailto:hr@lee.edu) or 281.425.6875 if you need assistance accessing the training.

**For a quick training resource, watch an instructional video from Attack Countermeasures Training for protecting yourself from an active shooter attempting to enter a classroom** - [Last Resort Active Shooter Survival Measures](#).

**For a quick training resource, watch an instructional video on how to survive an active shooter** - [A Navy SEAL Reveals How to Survive An Active Shooter](#).

## **General Information**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. The College will determine a course of action. If a decision is made to evacuate, Campus Security will implement evacuation procedures.

## **If a Bomb Threat is Made**

### **If a bomb threat is received by phone:**

1. Remain calm & do not hang up, keep the caller on the line for as long as possible
2. If possible, signal other staff members to listen & notify Campus Security (281.425.6888)
3. If the phone has a display, copy the number and/or letters on the display
4. Write down the exact wording of the threat
5. Record the call, if possible
6. Fill out the Bomb Threat Checklist immediately (*See: Bomb Threat Checklist*)

### **If you receive a written threat:**

1. Handle the document as little as possible
2. Note the date, time, and location the document was found
3. Secure the document and do not alter the item in any way
4. Notify Campus Security (281.425.6888)

### **If you receive a social media or email threat:**

1. Do not turn off or log out of the account
2. Leave the message open on the device
3. Take a screenshot, or copy the message and subject line
4. Note the date and time
5. Notify the organization Site Decision Maker(s)

### **DO:**

- Remain available to answer questions from responding officers.

### **Don't:**

- Use two-way radios or a cellular phone near a suspicious item
- Touch or move a suspicious item

## **Building Evacuation**

Building occupants may be required to shelter-in-place until the location of a bomb is confirmed by Campus Security or law enforcement. If the decision to evacuate the building is made, notifications will be made through Campus Security and Navigator Alerts. No one will be allowed to enter. Any unusual or suspect items should not be touched or otherwise disturbed except by trained professionals.

## Bomb Threat Checklist

### BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

#### If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

#### If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

#### If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

*\* Refer to your local bomb threat management plan for evacuation criteria*

#### DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

### IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov



V3

### BOMB THREAT CHECKLIST

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TIME CALLER HUNG UP: \_\_\_\_\_ PHONE NUMBER WHERE CALL RECEIVED: \_\_\_\_\_

#### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<input type="checkbox"/> Animal noises <input type="checkbox"/> House noises <input type="checkbox"/> Kitchen noises <input type="checkbox"/> Street noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance	<input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped message <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken

#### OTHER INFORMATION:



# Suspicious Package

## **Finding a Suspicious Package**

If you see a suspicious item or package, do not move it or interfere with it in any way. Move away from the device immediately and contact Campus Security (281.425.6888). The person finding the device must remain on hand to brief Campus Security or law enforcement of the exact location and description.

- Remain available to answer questions from responding officers.
- Do not make statements to any media sources. The President's Office or Marketing and Public Affairs shall be responsible for addressing any media sources.

## **Suspicious Mail**

Since 2001, there have been a limited number of incidents involving agents of terror (e.g., Anthrax and Ricin) sent through the mail. The following guidelines are intended to help identify suspicious materials and to provide procedures to follow in the event of receiving suspicious mail.

1. A suspicious letter or package is unexpected or unknown, with the following characteristics:
  - Excessive postage and/or weight
  - Foreign mail, airmail, or special delivery
  - Misspellings of common words; Incorrect titles or titles but no names
  - Handwritten or poorly typed address
  - Restrictive markings such as confidential, personal, etc.
  - Excessive securing – material such as masking tape, string, etc.; Protruding wires or tinfoil
  - Visual distractions: Oily stains or discoloration
  - No return addresses

## **Suspicious Letter or Package**

1. If you receive a suspicious letter or package, immediately contact Campus Security. Do NOT cover, insulate, or place the package into a cabinet or drawer.
2. Do not investigate on your own.
3. Do not shake or bump the package or letter. Isolate the package. Calmly alert others immediately and leave the area, closing the door behind you.
4. Wash hands and exposed skin vigorously with soap and water for at least 20 seconds. Antibacterial soaps that do not require water are ineffective for removing anthrax or other threatening materials.

**Watch a quick instructional video from the National Cybersecurity and Infrastructure Security Agency**

- [Bomb Threat Awareness for College Students.](#)

## Protect yourself, your business, and your mail room.

If you receive a suspicious package or envelope:

**Stop.  
Don't handle.**

**Isolate it  
immediately.**

**Don't open, smell,  
or taste.**

**Activate your  
emergency plan.  
Notify a supervisor.**



# Severe Weather

## Hurricane/Tropical Storm

### **General Information**

Hurricane season begins on June 1 and ends on November 30 of each year. The peak threat for the Texas coast exists from August through September. However, hurricanes can strike in any month of the hurricane season. High winds from a tropical cyclone can reach up to 160 mph and higher. The most dangerous threats are from storm surges and flooding.

### **Hurricane/Tropical Weather Monitoring**

1. Monitor tropical weather forecasts.
2. Monitor official College communications and notices regarding potential tropical weather threats.
3. Prepare for possible suspension of the College's normal operations. (*See Campus Closure*)

### **Campus Closure (Pre-Storm)**

If a hurricane or flood threatens the Baytown area, College authorities will monitor conditions and decide whether to close the campus. If the determination is made to close the campus, employees should:

1. Ensure all electrical equipment except telephones is unplugged
2. Unplug their computers and place them on their desks per the supervisor's instructions (except for employees who are required to work remotely)
3. Where feasible, move computers and electronic equipment away from windows, exterior doors, and areas that have leaked in the past
4. Move equipment and records in their areas to safe locations
5. Back up desktops before leaving campus (Office 365/OneDrive and USB drives are recommended)
6. Listen to local radio and TV stations for updates regarding weather conditions.
7. Ensure that supervisors know how to contact them during an evacuation period.

### **Campus Closure (Post-Storm)**

1. Monitor and follow guidance from the College and local officials regarding any directives and/or procedures that may occur following a storm.
2. Monitor official College communications and notices. These notices may include the status of the campus and information regarding when the College will resume normal operations.
3. Account for the well-being of department members once the storm is over. If a department is unable to fulfill its functions as a result of damaged facilities, equipment, or a lack of personnel, the department may need to operate at an alternate campus location.

### **Additional Resources**

Houston-Galveston Area Council - [Hurricane Preparedness and Evacuation Planning](#).  
National Hurricane Center - [National Hurricane Center Tropical Weather Outlook](#).  
Houston/Galveston, Weather Forecast Office - [NWS Forecast](#).

## General Information

Knowing what to do when a tornado is possible in the area could mean the difference between life and death. Tornadoes are nature's most violent storms. Winds of a tornado may reach 300 miles per hour. Damage paths can be more than 1 mile wide and 50 miles long. Hail is very commonly found very close to tornadoes. Some tornadoes are visible, while rain and low-hanging clouds obscure others. Tornadoes develop extremely rapidly and may dissipate just as quickly. Most tornadoes are on the ground for less than 15 minutes. Before a tornado hits, the wind may die, and the air becomes very still. A debris cloud can mark the tornado's location even if the funnel is not visible.

## Know the Difference – Warning, Emergency vs Watch

- **Tornado Watch:** (*Be Prepared!*) Tornadoes are possible in and near the watch area. Review and discuss your emergency plans, take inventory of your supplies, and check your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.
- **Tornado Warning:** (*Take Action!*) A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Move to an interior room on the lowest floor of a sturdy building. Avoid windows. If in a vehicle or outdoors, move to the closest substantial shelter and protect yourself from flying debris.
- **Tornado Emergency:** (*Seek Shelter Immediately!*) A tornado emergency is the highest alert level. It is issued when a violent tornado has touched down in the watch area. There is a severe threat to human life and property, with catastrophic damage confirmed. Immediately seek refuge in the safest location possible.
- **Severe Thunderstorm Warning:** The National Weather Service (NWS) defines a severe thunderstorm as any storm that produces one or more of the following elements:
  - A tornado is possible
  - Damaging winds or speeds of 58 mph (50 knots) or greater
  - Hail 1 inch in diameter or larger



## **If on Campus during Severe Weather with Potential Tornado Activity**

If there is a danger of a tornado in the Lee College area, an announcement will be made over Navigator Alerts.

1. During a *“Tornado Warning or Emergency”*, immediately vacate your office, classroom, or work area and proceed to a place of greater safety, closing doors behind you. (If you are instructing a class at the time, tell students to follow you to a safer location.)
2. Stay off the elevators. You could be trapped in them if the power is lost.
3. Move to the lowest floor of the building and inner hallways or rooms, restrooms, stairwells, or other directly supported areas free of windows and glass. Try to put as many walls as possible between yourself and the tornado.
4. If possible, use heavy furniture, such as a large desk or table, to shield yourself from debris or a collapsed roof. Get behind a counter if one is available. If wearing a heavy jacket or having access to a blanket or mat, use it to cover the upper body and head. Lie flat or crouch on your knees with your head down, and use your arms to protect your head and neck.
5. Avoid the top floors of buildings, elevators, lobbies, gymnasiums, auditoriums, theaters, and places with wide-span roofs. Avoid areas with windows or glass window walls.
6. Wait patiently and calmly until you receive the *“all-clear”* message or are sure the tornado has passed.

## **After the Storm Has Passed and a Tornado Hits the Campus**

1. Check yourself and those around you for injuries.
2. **Call 911 and/or Campus Security at 281.425.6888** for help or medical assistance.
3. If you smell gas or hear a hissing sound indoors, open windows, do not create sparks, do not use your cell phone, and leave the building.
4. Monitor NOAA Weather Radio - [KHB40 Galveston, TX](#), and your local news/radio stations for instructions/updates on the storm. Local radio and news stations will broadcast what to do, the location of emergency shelters, medical aid stations, and the extent of damage. Find your
5. Evacuate damaged buildings. Do not re-enter until declared safe by college authorities.
6. The College will issue an *“all clear”* notice on Navigator Alerts.

## **Additional Resources**

For a quick training reference, visit the FEMA READY webpage:

- [READY Tornadoes](#)

## **Shelter-in-Place for Severe Weather**

Severe weather could suddenly develop, initiating a shelter-in-place for severe weather notification. The most likely scenario would be the issue of a tornado alert, such as a Tornado Warning or Tornado Emergency, which is a sighting of a tornado close to campus. It's important to seek shelter in a sturdy brick or concrete building. This protects occupants from a tornado or other severe weather-related emergency. (See *Campus “Shelter-In-Place for Severe Weather” Locations*)

## Campus “Shelter-in-Place for Severe Weather” Locations

Building ID	Building	Location
<b>Main Campus</b>		
<b>1</b>	Rundell Hall	ground floor hallway
<b>2</b>	Advanced Technology Center	ground floor bathrooms, Mechanical Room 113, rooms without windows
<b>3</b>	Performing Arts Center	restrooms
<b>4</b>	McNulty-Haddick Nursing Center	interior hallways away from windows
<b>5</b>	909 Decker Drive	1 <sup>st</sup> floor interior hallways
<b>6</b>	Student Center	1 <sup>st</sup> floor interior hallways away from windows
<b>7</b>	Tucker Hall	interior rooms
<b>8</b>	John Britt Hall	1 <sup>st</sup> floor interior hallway
<b>9</b>	Huddle	1 <sup>st</sup> floor interior hallway
<b>10</b>	Security Building	interior rooms
<b>11</b>	Bonner Hall	1 <sup>st</sup> floor interior hallway
<b>12</b>	Moler Hall	interior rooms without windows
<b>13</b>	Gymnasium	interior hallways
<b>14</b>	Gray Science Building	Near the elevator
<b>15</b>	Sports Arena	First floor hallway, near room 121
<b>16</b>	Tv-1	1 <sup>st</sup> floor interior hallway
<b>17-19</b>	Technical Voc. 2,3, and 4	Interior rooms away from windows
<b>27</b>	Physical Plant	1 <sup>st</sup> floor, main building hallways
<b>31</b>	The Lofts	First Floor Hallway
<b>McNair Center</b>		
<b>W</b>	Welding building	Interior hallway or office
<b>WF</b>	Workforce building	Interior hallway or office
<b>Liberty Center</b>		
<b>L</b>	Main building	Interior hallway or office
<b>C</b>	Cosmetology building	Interior hallway or office
<b>Huntsville Center</b>		
	Main building	Interior hallway or office
<b>Education Opportunity Center</b>		
	Main building	Interior hallway or office

### General Information

Severe winter weather and long-lasting freeze conditions are becoming more common since the freeze in 2020.

### Know the Difference – Warning, Watch vs Advisory

- **Winter Storm Warning** - Issued when hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm Warnings are usually issued 12 to 24 hours before the event is expected to begin.
- **Winter Storm Watch** - Alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Winter Storm Watches are usually issued 12 to 48 hours before the beginning of a Winter Storm.
- **Winter Storm Advisory** - Issued for accumulations of snow, freezing rain, freezing drizzle, and sleet, which will cause significant inconveniences and could lead to life-threatening situations if caution is not exercised.

If the decision to close the campus is made by College Administration, a notification will be made via Navigator Alerts and other communication methods. (*See Campus Closure*)

### Campus Closure

1. Listen to announcements via Navigator Alert about campus closure or delay updates.
2. Frequently check the - [Lee College website](#) for updates on the campus status and when the College will reopen.
3. **DO NOT** return to campus until the College reopens

### Additional Resources

- [READY Winter Weather](#)
- [National Weather Service: Winter Weather Safety](#)



## General Information

Lightning is a major cause of storm-related deaths in the U.S. Lightning can strike two points up to 10 miles apart at the same time, regardless of whether or not blue sky is visible.

Knowing what to do in severe weather could mean the difference between life and death. When a severe thunderstorm warning is issued, you may have only a few minutes to make the right decisions.

## If on Campus During Severe Weather with Frequent Lightning

1. Postpone all outdoor activities
2. Seek shelter inside a sturdy building (avoid metal frame buildings)
3. If you cannot find a permanent structure, take shelter inside a fully enclosed vehicle (avoid parking under trees or power lines that may topple over during a storm)
4. When inside, stay away from windows, sinks, toilets, tubs, showers, electric boxes, outlets, and appliances (lightning can flow through these systems and “jump” to a person)
5. Remain inside until the storm has passed.
6. If you need assistance exiting a building, contact **Campus Security at 281-425-6888**

## Remember

- There is NO safe place outside during lightning.
- The best sources of information during a thunderstorm are local news, radio stations, weather apps, and NOAA Weather Radio.
- The 30/30 lightning safety rule: go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
- It would be helpful to have a flashlight in your office

## Additional Resources

- [National Weather Service Lightning Safety](#)



# Hazardous Materials

## Hazardous Materials Spill or Release

### General Information

A hazardous materials spill or release can occur due to a train derailment, chemical release from a petrochemical facility, pipeline leak, or highway accident, and impact any Lee College campus. Hazardous materials emergencies can originate from a chemical release in the air or a chemical spill.

The two most likely scenarios that could impact campuses in Baytown are a train derailment and chemical release from a nearby petrochemical facility that may require a *“Shelter-in-Place for Hazardous Materials Spill or Release”* notification by Navigator Alerts. The Baytown Office of Emergency Management shall notify Lee College of the required protective actions.

### **Train derailment**

A significant number of trains travel past the campuses in Baytown daily. Some of these trains contain large containers of extremely hazardous chemicals. The safety record for these trains has been excellent, and the chance of an accident with a hazardous materials release is small. However, if such a spill or release does occur, it could present a very serious risk.

### **Fire or Chemical Release from Nearby Petrochemical Facility**

Main Campus is located in the Baytown Community, which has a large petrochemical complex. Although it is rare, there are times when a fire or chemical release could happen at one of the chemical facilities. These facilities maintain excellent safety records and protocols. However, if a fire or chemical release does occur, it could present a very serious risk.

Protective actions that may be required:

### Evacuation

1. Evacuate to a safe location away from hazardous chemical plumes or explosive fumes.
2. If evacuation is required by first responders or the Office of Emergency Management, employees should assist Campus Security in evacuating buildings and clearing the area as instructed by emergency response personnel.

### Shelter-in-Place for a Hazardous Materials Spill or Release

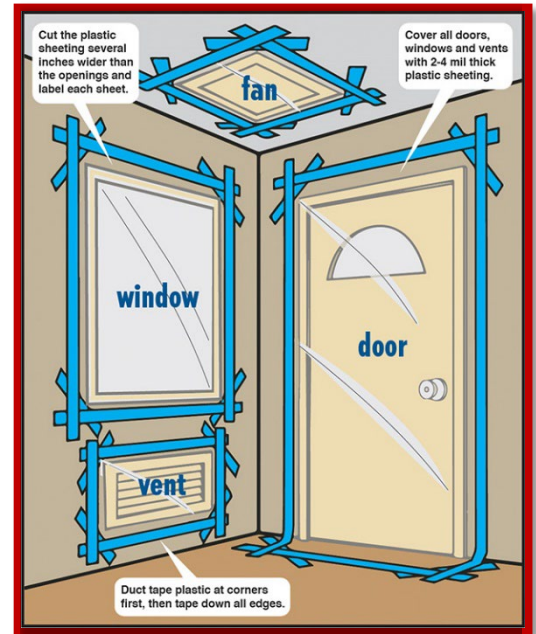
In most cases, it is best to seek appropriate shelter in a building unless directed otherwise by first responders. Self-evacuation may put you in harm's way. Getting stuck in gridlock while evacuating would increase your danger of exposure. A Shelter-in-Place is designed to protect you against potentially harmful gases.

If Navigator Alert announces a *“Shelter-in-Place for a Hazardous Materials Spill or Release”*:

1. Move inside a building immediately.
2. Close and lock all windows and doors.
3. Turn off ventilation systems. Maintenance will shut down most HVAC systems as appropriate. Look for

window units or report if ventilation appears to be working at your location by calling Maintenance at 281.425.6490.

4. If possible, enter an interior room and seal the room (e.g., doors, windows, and vents) with towels, plastic, or tape for further protection.
5. Monitor all forms of campus alerts and media for further instructions.
6. Be prepared to evacuate if directed by emergency personnel.
7. Emergency responders have trained and prepared for incidents involving chemical spills. They will help you, but they will take time to arrive. You need to protect yourself for the first few minutes. Be alert and prepared.
8. If you have been instructed to shelter, do not decide to evacuate instead. Some areas of campus may get different instructions depending on the scope of the incident.
9. If you believe you may have been exposed to a hazardous chemical or feel unusual, seek medical attention immediately. Remove any clothing that may have been contaminated. Call 911 to report your symptoms and get guidance on the nearest medical facility appropriate for your treatment.



### **After a Train Derailment Incident/Hazardous Material Spill or Release**

The Lee College Public Affairs shall communicate to students, faculty, and staff that the campus may return to regular activity.

Watch a quick instructional Shelter in Place video from the Greater Baytown Area Local Emergency Planning Committee - [Shelter In Place.](#)

## Small Chemical Spill (Lab or Maintenance Areas)

Chemical spills can pose serious risks to health and safety. Even small spills require careful attention and proper cleanup to prevent injury or contamination. If a spill involves a known, low-hazard substance and can be safely managed by trained personnel, follow these steps.

### When to Clean a Spill Yourself

- You know the identity of the chemical and its hazards.
- It's a small quantity (typically under 1 liter, depending on substance).
- You have the proper PPE (Personal Protective Equipment) and spill cleanup materials.
- You have been trained in proper cleanup procedures.

### Immediate Steps

1. Alert others in the area and restrict access.
2. Assess the risk. Refer to the Safety Data Sheet (SDS) for the chemical.
3. Wear appropriate PPE, including gloves, goggles, and a lab coat or coveralls.
4. Ventilate the area if necessary and ensure it is safe.
5. Control the spill:
  - Use absorbent materials (spill pillows, pads, or inert absorbent like kitty litter) for liquid spills.
  - For powders or solids, carefully scoop or sweep without creating dust.
6. Clean and dispose:
  - Place contaminated materials in a sealed, labeled hazardous waste bag or container.
  - Decontaminate the area using appropriate cleaning agents.
  - Dispose of waste according to campus hazardous waste disposal procedures.

### After Cleanup

- Wash hands and any affected skin areas thoroughly.
- Report the spill to your supervisor, Campus Security, and Campus Emergency & Safety Operations.
- Replenish any used spill kit supplies.

### Do NOT Attempt Cleanup If:

- The chemical is unknown or highly toxic.
- The spill involves mercury, strong acids/bases, or reactive materials.
- You feel symptoms of exposure (dizziness, headache, skin or eye irritation).
- The spill is large or involves multiple rooms.

In those cases, evacuate the area and contact Campus Security at 281.425.6888.

## **General Information**

Natural gas is a safe and clean source of energy and is used throughout the world, but like any gas, there is a potential for it to be released unintentionally. Your response to a natural gas leak will be similar to other emergencies that make the area temporarily unsafe: EVACUATE.

## **Use Your Senses**

- Smell – Natural gas is colorless and odorless. A distinctive, pungent odor, similar to rotten eggs, is added as a safety measure so you will recognize it quickly.
- Sight – You may see a white cloud, mist, fog, or bubbles in standing water or blowing dust. You may also see vegetation that appears dead or dying for no apparent reason.
- Sound – You may hear an unusual noise like roaring, hissing, or whistling.

## **Remember the 3 R's**

- **R**ecognize – The most common way natural gas leaks are detected is by smell.
- **R**eact – Evacuate the area immediately. This includes evacuating buildings that may be the source or bringing the gas in through air handling equipment. Evacuate to an area that is upwind of the leak.
- **R**eport – When in a safe area (away from the building/gas leak), report the leak by calling 911 and/or Campus Security (281.425.6888). Provide any detailed information you may have on the gas leak.

## **What to Do If You Detect a Gas Leak**

- Cease all activity.
- Remain calm and do not panic.
- If you detect strong natural gas odors indoors and cannot determine the source, immediately vacate the room/space and close any doors behind you.
- If you detect strong natural gas odors in an indoor science lab, immediately vacate the lab and turn off the gas shut-off valve on your way out if you know the location.
- Alert anyone you come in contact with about a potential gas leak and move to an area upwind.
- Report the potential gas leak as noted above once it is safe.
- Monitor the wind direction and stay upwind of the gas leak.
- Wait for emergency responders to inform them of the situation.

## **What NOT to Do If You Detect a Gas Leak**

- Do not switch on the lights, cell phones, or any electrical equipment. Electrical arcing can trigger an explosion.
- Do not activate the building's fire alarm system to initiate an evacuation.
- Do not use the elevators.
- Do not re-enter the area until emergency responders have announced that it is safe to do so.

### **General Information**

A utility failure is any disruption in the services necessary for the safe and proper operation of a building (i.e., electricity, water, heating, ventilation, air conditioning, telephone, and water utilities). A utility failure may be widespread or limited to a specific building or area within a building. Power and utility outages may be advertised and scheduled in advance to perform preventative maintenance.

### **If there is a Power Outage**

Report any utility outages to Campus Security (281.425.6888). They will contact Facilities/Maintenance and send officers to assist if needed.

- If power is not restored quickly, you should:
  - Remain calm.
  - Evaluate areas for hazards created by the power outage. If it is safe, secure hazardous materials and shut down hazardous processes.
  - Turn off and/or unplug nonessential electrical equipment, computer equipment, and appliances. Keep refrigerators and freezers closed through the outage to help keep them cold.
  - If available, use flashlights in areas not serviced by emergency lighting.
  - Windowless offices without emergency lights should not be occupied during an outage. Where lighting is adequate, employees should continue working, unless otherwise instructed by a supervisor.
  - Employees who leave their offices during an outage should take their personal items and secure their workspaces.
  - If stuck in an elevator, push the alarm or help button and wait for someone to respond.
  - If campus telephones are out of order, your personal cell phone may still work.

Develop an emergency plan specifically for your classroom, office, and/or department and, if applicable, inform anyone occupying your area(s) of their responsibilities.

In a lab setting:

- Shut down experiments that involve hazardous materials.
- Make sure experiments are stable and won't create uncontrolled hazards.
- Check fume hoods and biosafety cabinets and take the following precautions, if applicable:
  - Stop any operations emitting hazardous vapors, fumes, or infectious agents.
  - Securely cap any open containers.
  - Close fume hood and biosafety cabinet sashes.

### **How to Prepare for an Unplanned Power Outage**

To make power outages safer and less inconvenient, you can:

- Keep a flashlight and spare batteries in a handy location. Check them regularly.
- If you use a computer, back up files and operating systems regularly.

## General Information

While fires are rare on campus, they can occur. Prevention is the key to fire safety. Remember, a small fire only takes a few minutes to become out of control and consume an entire room, office, building, or other space. Knowing your building's evacuation routes, fire extinguishers, fire alarm locations, and assembly areas is important.

Remember, there is never a false alarm. The fire alarm is going off for a reason. While it may not be a fire, you do not know until the building is searched. Always treat fire alarms as if there is a real fire. Do not wait until it is too late to leave. Your life could depend on it.

## If a Fire Occurs on Campus

**Remember R.A.C.E. if you discover a fire:**

- **RELOCATE** – If safe, relocate or rescue people in immediate danger. Instruct others to report to the evacuation assembly point as you leave the building. Be aware of people who may need assistance.
- **ALARM** – Pull the building fire alarm to alert others. Immediately Call 911 and move to a safe location. Notify Campus Security (Ext. 6888 or 281.425.6888) using a cell phone as soon as it is safe.
- **CONFINE** – Close all doors, windows, and other openings to confine the fire. Shut off fuel sources such as piped gases and compressed gas cylinders as you evacuate, if this can be done safely.
- **EVACUATE** – Evacuate the building and report to your building's assembly point. (See Evacuation Assembly Point Map in the Evacuation section). Feel the doors with the back of your hand for heat before opening. If the door is hot, do not open. Find a different way out, such as a window or an alternate hallway. If the door is not hot, exit the room and leave the door unlocked.



### **DO NOT:**

- Use elevators or
- Re-enter the building for any reason.

## If trapped in a building that is on fire

- Dial 911 and/or Campus Security (Ext. 6888 or 281.425.6888).
- Close doors and attempt to create a barrier between you and the fire.
- Seal cracks around the door to prevent smoke from entering.
- If windows can open, crack open a few inches for fresh air. Hang an article of clothing or an object outside a window to mark your location.
- Stay close to the floor where the air is more breathable.
- Shout at regular intervals to alert emergency responders.

## If Caught in Smoke

- Drop to your hands and knees and crawl or crouch low with your head about 3 feet above the floor. Do not crawl on your stomach as toxic vapors settle to 6 inches above the floor.
- Watch and follow the base of the wall as you crawl to the nearest exit.
- Breathe shallowly through your nose and use a shirt or other cloth as a filter.

## If Forced to Advance Through Flames

- Hold your breath and move quickly, covering your head and hair.
- Keep your head down and close your eyes as often as possible.

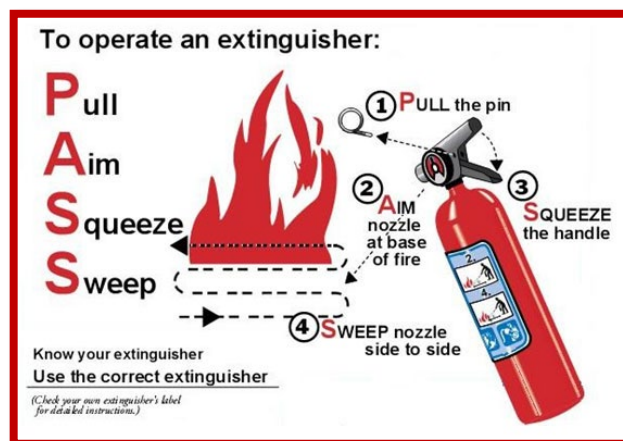
If you or someone else is on fire, remember to **STOP – DROP – ROLL**. Stop, drop to the ground, cover your face, and roll to put out the fire

## Fire Extinguisher Use

If the fire is large and uncontrollable, **DO NOT** attempt to extinguish it. Evacuate the building and activate the fire alarm. If the fire is minor and controllable, and you are comfortable operating a fire extinguisher, use one to put the fire out. A minor fire is about the size of a small trash can that can be put out within 30 seconds.

Basics of fire extinguisher operation **PASS**:

- **P**ull the pin
- **A**im the extinguisher nozzle at the base of the flame
- **S**queeze the trigger while holding the extinguisher upright
- **S**weep the extinguisher from side to side, covering the area of the fire



## Fire Prevention

Simple steps can help keep you and those around you safe by preventing fires.

- While on campus, remember that items with an open flame (e.g., candles) or an open heat source (e.g., heaters) are prohibited.
- Household extension cords should never be used, and only commercial extension cords are approved for temporary use.
- Make sure you keep your workspace clean.
- Ensure that emergency exits and fire extinguishers are not blocked.

## **General Information**

An evacuation is called when an immediate threat requires individuals to be moved to a safer location. Individuals should be prepared to follow specific instructions from the Campus Security officers.

## **If an Evacuation is Required**

All students, employees, and visitors are advised to evacuate immediately and not return until instructed by emergency response personnel or Campus Security.

In an evacuation, remember to:

- Evacuate classrooms, offices, etc., immediately. Remain calm and act quickly.
- Leave belongings and personal items behind. Do not risk your life by going back to retrieve any personal items.
- Close all doors behind you.
- Follow instructions provided by Campus Security or College personnel.
- Do not use elevators.
- Know your evacuation routes and assembly points for the building you occupy. All buildings will have evacuation maps posted, including the building's assembly point.
- Once at the assembly point, wait for instructions from Campus Security, designated campus personnel, or first responders.

Employees are responsible for assisting and directing building occupants in assigned areas to the fire exit stairwell and confirming that all occupants have evacuated the areas. Emergency responders may ask if your area was evacuated.

## **Assisting Individuals with Disabilities, Access, and Functional Needs (DAFN)**

If you observe someone with a disability having difficulty evacuating, remember to ask for assistance before taking action. Inquire how best to assist the individual and whether any precautionary measures need to be taken or items must accompany the person.

### ➤ **Individuals who are visually impaired/blind:**

Advise the person without sight of the nature of the emergency, and offer your arm for guidance. As you walk, inform the person where you are and of any obstacles. When you reach safety, orient them to a safe location and ask if they need further assistance.

### ➤ **Individuals who are hearing impaired:**

People who are hearing impaired or deaf may not perceive an audible fire alarm.

- Use an alternate method to communicate, which may include:
  - Write a note to tell the person of the situation, the nearest evacuation route, and the assembly area.
  - Turn the light switch on and off to gain attention only if there is no gas line leak. Then indicate in writing or through gestures what is happening and what to do.



## **Individuals With Mobility Limitations — (Non-Wheelchair User)**

- Ask if Assistance is Needed: Ask if the person can evacuate using the stairs without help or with minor assistance.
- Ensure Clear Path of Travel: If debris is present, it may be necessary to clear a path to the exit route.
- No Imminent Danger: If there is no imminent danger, the person may remain in the building or wish to be directed to an Area of Refuge or stairwell until emergency personnel arrive.
- Imminent Danger: If danger is imminent, use a sturdy chair (or one with wheels) to move the person or help carry the person to safety using a carry technique or, if available, an evacuation chair.
- Mobility Aid and Device(s): Ensure that any mobility aids or devices are reunited with the person as soon as possible.
- Notify Emergency Personnel: Immediately notify emergency personnel of any individuals remaining in the building and their location.

## **Individuals With Mobility Limitations — (Wheelchair User)**

- Discuss Manner and Preferences: Non-ambulatory persons' needs and preferences vary widely and require you to ask how they would like to be assisted.
- Evacuation Chair(s): Know if an evacuation chair is available in the building, its location, and how to operate.
- Wheelchair-User on the Ground Floor: If someone who uses a wheelchair is on the ground floor, that person may choose to evacuate with minimal assistance.
- Ensure Clear Path of Travel: If debris is present, it may be necessary to clear a path to the exit route.
- No Imminent Danger: If there is no imminent danger, the person may choose to remain in the building or wish to be directed to an area of refuge or stairwell until emergency personnel arrive.
- Imminent Danger: If danger is imminent and the person does not wish to be removed from their wheelchair, direct them to the nearest area of refuge or stairwell, and notify emergency personnel immediately.
- Carrying Wheelchair Users: Most wheelchairs are too heavy to carry downstairs manually, so if the person wishes to be carried down the stair(s) (without a wheelchair), discuss the best carry options with that person; e.g., two-person cradle carry, office chair evacuation, or, if available, use an evacuation chair.
- Mobility Aid(s) and Device(s): Ensure that any mobility aids or devices are reunited with the person as soon as possible.
- Notify Emergency Personnel: Notify emergency personnel immediately of any individuals remaining in the building and their location.

For more information, contact **Human Resources at 281.425.6875**.

## **Use of Evacuation Chairs**

Evacuation chairs (Evacu-Trac) have been placed in multi-story buildings on the Main Campus. The chairs are intended to help people with mobility impairments safely descend stairwells and exit a building whenever the elevators cannot be used during emergencies or other contingencies.

Evacu-Trac chairs are stored in metal cabinets near stairwells in designated buildings. (See: *Evacuation Chair Locations*) The chairs can only hold up to 300 lbs. The tread controls the descent down the stairs, and the hydraulic governor limits the speed. There is a hand brake to stop or further control the speed down the stairs. Do not use Evacu-Trac on curved or spiral stairs, or stairs with loose carpeting. Use extra caution on wet or slippery stairs.



### **If You Need to Assist Someone with an Evacuation Chair:**

1. Remove the Evacu-Trac from the cabinet
2. Grasp and pull the handle out and up until you hear a click of the locking mechanism
3. Check the indicator window to confirm that the seat latch is locked (The indicator window should be completely blue)
4. The operator and passenger should work together to develop to best method for getting into the Evacu-Trac chair (ask for assistance from others if needed)
5. Once seated, secure the passenger with seat safety straps
6. Roll the passenger on a flat surface by pressing down on the handle at the head of the passenger, and then squeeze the brake release bar with both hands. (The brake releases and front wheels are lowered, making it easier to push)
7. To turn, push down on the handle and pivot until the chair is 90 degrees with the top step
8. Push the chair forward until the front wheels roll off the top step
9. The Evacu-Trac will stop automatically when the tread contacts the top step
10. Release the brake handle (this activates the parking brake, ready for descending)
11. Lift the handle and tilt the chair forward until it is at the same angle as the stairway
12. To descend the stairs, slowly squeeze the brake release bar (reduce pressure if you need the chair to go slower)
13. When approaching the stairway landing, press the handle down to move the chair onto the flat surface
14. Pivot on the rear wheels if needed to descend another flight of stairs
15. When at the bottom landing, press the handle down and push the passenger to a building exit.

### **Other considerations:**

- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Make sure the wheelchair is brought to the person as soon as it is safe to retrieve it.
- Be aware that some people have minimal mobility. Lifting or moving them too quickly may be dangerous to their health. Training rescue responders may need to bring the person out of the building. If this is the situation, the person must be brought to a "Safe Area of Rescue" to wait for assistance.

## Evacuation Chair Locations

Building ID Main Campus	Building Name	Location
1	Rundell Hall	2 <sup>nd</sup> Floor by Stairwell C
1	Rundell Hall	Mezzanine by Stairwell D
2	Advanced Technology Center	2 <sup>nd</sup> Floor by Stairwell A
2	Advanced Technology Center	2 <sup>nd</sup> Floor by Stairwell C
2	Advanced Technology Center	3 <sup>rd</sup> Floor by Stairwell A
2	Advanced Technology Center	3 <sup>rd</sup> Floor by Stairwell C
5	909 Decker	2 <sup>nd</sup> Floor by Stairwell A
6	Student Center	2 <sup>nd</sup> Floor next to Elevator
8	John Britt Hall	2 <sup>nd</sup> Floor by Stairwell A
11	Bonner Hall	2 <sup>nd</sup> Floor by Stairwell A
14	Gray Science Building	Near the elevator
15	Sports Arena	2 <sup>nd</sup> Floor by Stairwell C
15	Sports Arena	2 <sup>nd</sup> Floor by Stairwell E
16	Tv-1	2 <sup>nd</sup> Floor by Stairwell A

Watch an instructional video and online training from Garaventa Lift Group:

- [Evacu Trac \(Emergency Evacuation Device, Chair\).](#)
- [Evacu Trac Training Video.](#)

## Assembly Points

Meeting at assembly points for a building evacuation provides accountability while not impeding public safety access. In the event an evacuation must take place on Main Campus, please refer to the assembly points indicated on the interactive - [web page map](#). (See: *Assembly Point Map*)

### **Main Campus Assembly Points**

#### **Assembly Point 1**

*In an emergency, those in the following buildings will assemble in the parking lot in front of Rundell Hall:*

- Rundell Hall
- ATC & Library
- Huddle Building

#### **Assembly Point 2**

*In an emergency, those in the following buildings will assemble in the grassy area in front of Student Center:*

- Student Center
- Security Facility
- Bonner Hall
- Moler Hall

#### **Assembly Point 3**

*In an emergency, those in the following buildings will assemble in the grassy area in front of Tucker Hall:*

- Tucker Hall
- John Britt Hall

#### **Assembly Point 4**

*In an emergency, those in the following buildings will assemble in parking lot 8:*

- All Tech-Voc Buildings
- Pilot Plant
- South Central Plant
- Physical Plant
- Transportation
- Shipping & Receiving
- Warehouses

#### **Assembly Point 5**

*In an emergency, those in the following buildings will assemble at the grassy mound:*

- Gymnasium
- Sports Arena & Wellness Center

#### **Assembly Point 6**

*In an emergency, those in the following buildings will assemble at the location indicated:*

- Performing Arts Center
- McNulty-Haddick Building

**Assembly Point 7**

*In an emergency, those in the following buildings will assemble at the grassy area in between Adult Learning Center and North Central Plant:*

- North Central Plant
- Adult Learning Center
- 119 Whiting House

**Assembly Point 8**

*In an emergency, those in the following buildings will assemble behind the Salon:*

- The Lofts (Dorms), 700 W. Texas Ave.
- The Salon, 650 W. Texas Ave.

**Assembly Point 9**

*In an emergency, those in the following buildings will assemble at the Parking lot east of Center for Workforce & Community Development:*

- Center for Workforce & Community Development
- Tennis Center

**McNair Campus Assembly Points**

- South and West Parking Lot Areas

**Liberty Campus Assembly Points**

- Rear Parking Lot Area

**Huntsville Campus Assembly Points**

- Northeast Parking Lot Area

# ASSEMBLY POINTS MAP

- 1 Rundell Hall
- 2 Advanced Technology Center & Library
- 3 Performing Arts Center
- 4 McNulty-Haddick
- 5 Center for Workforce & Community Development
- 6 Student Center
- 7 Tucker Hall
- 8 John Britt Hall
- 9 Huddle Building
- 10 Security Facility
- 11 Bonner Hall
- 12 Moler Hall
- 13 Gymnasium
- 14 Gray Science Building
- 15 Sports Arena & Wellness Center
- 16 Tech-Voc 1
- 17 Tech-Voc 2
- 18 Tech-Voc 3
- 19 Tech-Voc 4
- 20 Tech-Voc 5, Tech-Voc 6, & Tech-Voc 7
- 21 Tech-Voc 8
- 22 Tech-Voc 9
- 24 Pilot Plant
- 25 North Central Plant
- 26 South Central Plant
- 27 Physical Plant
- 28 Transportation
- 29 Shipping & Receiving

- 30 Adult Learning Center
- 31 The Lofts @ 700 W. Texas Ave.  
Materials Warehouse (first floor)
- 32 The Salon @ 650 W. Texas Ave.
- 33 Tennis Center
- 34 Warehouses
- 35 119 Whiting House



## Campus Closures

The college may close campuses because of severe weather, a pandemic, a prolonged power outage, or other emergency conditions as determined at the discretion of the college in accordance with local or state government emergency orders. The President is responsible for making campus or building closure decisions and is the official designated to authorize and communicate notifications regarding college, campus, or building closings.

When it becomes necessary to close campus, a notice will be posted on the college's website, and notifications will be sent via Navigator Alerts, college emails, and the Lee College Website.

When possible, closure notifications will be made by the following times:

- Morning cancellation or closing—by 5:00 am.
- Afternoon cancellation or closing—by 9:00 am.
- Evening cancellation or closing—by 2:00 pm.
- Weekend cancellation or closing—by the close of business on Friday

Course cancellation decisions must be made at least two hours prior to the start of class, unless advance notification is impossible due to the nature of the emergency. Students will be notified of course cancellations by their instructors using email and notifications placed on Blackboard when applicable. The Dual-Enrollment Department will also be notified if dual-credit students are enrolled.

During a college closure, emergency and essential staff may be required to report to work. An “essential” employee during an emergency closing is defined as an employee whose job duties affect the security, safety, and physical operation of the College. Essential employees are required to work during an emergency, weather-related or otherwise, to ensure the operation of essential functions of the college community. Departments may notify employees if they are designated as an essential employee at their time of hire. However, current employees may be notified, in writing, of their status as an essential Employee at any time.

For safety concerns and accountability reasons, students and non-essential employees are not permitted on campus during a college or site closure. If an employee requires emergency access to a building during a closure, they must obtain prior approval from the Department Director. Once approved, the employee must contact Campus Security and will be escorted into the building.

**Please review the following administrative regulations regarding campus closures:**

- [CGC-R: Campus Closure Administrative Regulation](#)
- [DEA: Administrative Regulation – Pay During Closure](#)

## Report a Safety Concern/Hazard

Lee College Emergency and Safety Operations always seeks input from students, faculty members, and staff members to make our campuses safer. Please fill out the following form if you have a safety concern or notice any safety hazard (or potential safety hazard) on campus or in a college-related program you would like to bring to the attention of the Lee College Emergency & Safety Operations Office.

### [Report a Safety Concern/Hazard](#)

All submissions will be confidential unless you'd like to provide your information. All submissions will be sent directly to the Emergency and Safety Operations Manager for investigation. The Emergency and Safety Operations Manager will coordinate with the Safety and Security Committee, Facilities, and/or Security to ensure the hazard has been corrected/resolved.

If you are willing to be contacted about this information or wish to receive information about the resolution of the problem, please include your contact information. One of our staff will contact you within 1-2 business days to confirm receipt of your request.

Examples of a safety concern/hazard you may wish to submit include, but are not limited to:

- Trip, slip, or fall hazards
- Doors propped open or blocked exits
- Poor lighting
- Exposed electrical wires or faulty equipment
- Loose stairwell handrails
- Building access issues
- Unsecure areas
- Unsafe practices

This form should not be used to report emergencies, crimes, or routine maintenance requests. Call 911 and/or Campus Security at 281.425.6888 for immediate emergencies.

- For incidents or other security concerns, contact Security at 281.425.6888.
- For utility emergencies, contact Facilities at 281.425.6833.
- For [ADA Accommodations Request](#), visit the link or contact Human Resources at [HR@Lee.Edu](mailto:HR@Lee.Edu) or 281.425.6568.
- A [Sexual Misconduct Incident Report](#) can be submitted online or filed directly to the Title IX Coordinator, Jose Martinez, at 281.425.6546 or [josmartinez@Lee.Edu](mailto:josmartinez@Lee.Edu).
- A [Student Mental Health or Welfare Concern Report](#) can be submitted online.
- Employees with access to the SchoolDude app must submit a work order (select "Safety" under Step 6 — Purpose) to report facility safety hazards online via [Myschoolbuilding.com](https://myschoolbuilding.com).



## Lee College Safety & Security Committee

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Tunmire, Nicole	Director of Guided Pathways and Quality Service	<a href="mailto:ntunmire@lee.edu">ntunmire@lee.edu</a>
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## Local Emergency Numbers

### Other key telephone numbers:

EMERGENCY SERVICES: Ambulance, Fire, Police	911
American Red Cross	281.424.1300
Baytown Area Crime Prevention Unit	281.422.5152
Baytown Fire Department – Baytown, McNair, EOC	281.422.2311
Baytown Health Department	281.420.5384
Baytown Office of Emergency Management (OEM)	281.422.2311
Baytown Police Department – Baytown, EOC	281.422.8371
Harris County Sheriff's Department Precinct 3 - McNair	713.274.2500
Huntsville Fire Department	396.291.3047
Huntsville Police Department	936.291.5480
Liberty Fire Department	936.336.3922
Liberty Police Department	936.336.5666
National Sexual Assault Hotline	1.800.656.4673
National Suicide & Crisis Lifeline	988
National Weather Service – Houston/Galveston	281.337.5074
Texas Child Abuse Hotline	1.800.252.5400
Texas Department of Public Safety – Baytown	281.424.3669
Texas Department of Public Safety – Liberty	936.336.7343
Texas Department of Public Safety – Huntsville	936.295.1578
Texas Poison Control Center	1.800.222.1222