

QUICK REFERENCE GUIDE**Emergency and Incident Procedures****MEDICAL EMERGENCY**

- Call **911** immediately.
- Give location and details.
- Do not move the person unless in danger.
- If trained, give first aid/CPR.
- Stay with the person and guide responders.

**ILLNESS / MINOR INJURY**

- Call **Campus Security**.
- Provide name, location, and details.

**EVACUATION**

- Leave by the nearest exit; use stairs.
- Close doors behind you (don't lock).
- Help others if you can.
- Do not re-enter until the All Clear.
- Follow instructions from Campus messaging or **DMC Alert**.

**ACTIVE THREAT**

- Avoid: Get away if possible.
- Deny: Hide, lock/barricade, silence phone.
- Defend: Last resort, fight to survive.
- Call **911** when safe.
- Do not re-enter until the All Clear.
- Follow instructions from Campus messaging or **DMC Alert**.

**BOMB THREAT / SUSPICIOUS PACKAGE**

- Leave immediately, stay calm.
- Do not touch or move items.
- Do not use fire alarms.
- Call **911** when safe; report details.
- Do not re-enter until the All Clear.

**BEHAVIORAL DISTURBANCE**

- Do not confront.
- Move away if possible.
- Do not let anyone into locked areas.
- Call **Campus Security**.
- If behavior escalates or becomes threatening, call **911**.

**FIRE**

- Pull the nearest alarm.
- Evacuate by nearest exit; use stairs.
- Close doors and windows as you leave.
- Assist others if you can.
- Call **911** when safe.
- Do not re-enter until the All Clear.
- Follow instructions from Campus messaging or **DMC Alert**.

**SEVERE WEATHER**

- Shelter inside, lowest interior area, away from windows.
- Crouch and cover your head.
- Stay put until the All Clear.
- Follow instructions from Campus messaging or **DMC Alert**.

**POWER OUTAGE / UTILITY FAILURE**

- Stay calm; stop work safely.
- In labs, turn off equipment if safe.
- Follow instructions from Campus messaging or **DMC Alert**.

**GAS LEAK**

- Leave immediately.
- Do not use phones, switches, or flames indoors.
- Do not re-enter until the All Clear.

**HAZARDOUS MATERIAL SPILL**

- Leave immediately; avoid fumes.
- Do not touch or clean spills.
- Report the spill to Environmental Health and Safety via **Campus Security**.
- Follow instructions from Campus messaging or **DMC Alert**.

**CONTACT INFORMATION**

- **Emergency: 911**
- **Non-Emergency/Campus Security: (361) 698-1946**
- **Sign up for DMC Alert:**
 - **Text dmcalert to 226787**