



### **In the Event of an Emergency**

Call 911 (if using a campus phone, dial 9 first to get an outside line), or call the appropriate security number below. Note: If you call 911, you must still report the incident to College security. You may also contact College security by using one of the emergency call boxes located in each building on the Chester and Midlothian campuses.

### **College Security Information**

#### **Chester Campus**

796-4025  
796-0786 (pager)  
920-2698 (cell)  
Desk locations: Moyar Hall – 1st floor (across from M101)  
Nicholas Student Center – inside main entrance

#### **Midlothian Campus**

897-6678  
778-6582 (pager)  
920-2670 (cell)  
Desk locations: Administration Building – atrium  
Academic Building – 2nd floor (next to A215)  
Science Building – 1st floor (near C109)

#### **JTCC Nursing Education Center**

622-8730  
920-6256 (nursing cell)  
Desk location: inside main entrance

#### **Featherstone - CCWA**

897-6678 (Midlothian Security Services)  
778-6582 (Midlothian pager)  
920-2670 (Midlothian cell)  
440-2447 (Featherstone - only use on nights and weekends when classes are being held)

### **Power Outage and Telephone Use**

If an emergency occurs that causes a power outage, campus phones may not operate. In such a case, if you need to report emergency information, the following locations have phones that will work:

- Chester** - Nicholas Student Center security desk
- Midlothian** - Administration Building security desk
- JTCC Nursing Education Center** - reception area

### **Emergency Notification**

John Tyler Community College uses the following tools to notify employees, students, and the public of an emergency situation: Tyler Alert, fire alarms, the public address system, e-mail, voicemail, indoor security call boxes, electronic bulletin boards, web site ([www.jtcc.edu](http://www.jtcc.edu)), security staff, area emergency coordinators, and media outlets.

### **Evacuation of Building(s)**

If a fire alarm sounds or you are ordered to evacuate by security, leave the building by the nearest marked exit (noted on the evacuation maps posted in each room). Do not use elevators. Unless otherwise instructed, you should proceed to the following locations:

#### **Chester Campus**

- Bird Hall – Parking Lot F
- Godwin Hall – Parking Lot C
- Goyne Hall – Parking Lot A
- Moyar Hall – Parking Lot F
- Nicholas Student Center – Parking Lot A
- Facilities – Parking Lot H
- Classroom and Office Trailers – Parking Lot F

#### **Midlothian Campus**

- Academic Building – Parking Lot A
- Administration Building – Parking Lot C
- Facilities – Parking lot next to Facilities building
- Science Building - Parking Lot D

#### **JTCC Nursing Education Center**

Front parking lot, assembling as close as possible to Johnston-Willis Drive

#### **Featherstone - CCWA**

Parking lot in front of building toward Huguenot Road

### **Severe Weather/Tornado Warnings**

In the case of severe weather, you may be instructed to proceed to the College's severe weather shelters. Go to the shelter closest to where you are at the time of the warning.

#### **Chester Campus**

- Bird Hall – B124, B132
- Godwin Hall – G125, G128
- Goyne Hall – Bird Hall, B124, B132
- Moyar Hall – M122, M130, M134, M136
- Nicholas Student Center – N102, N102A

*(continued)*

# **John Tyler Community College**

## **IN AN EMERGENCY - QUICK REFERENCE**

The Complete College Preparedness and Emergency Guide may be found at [www.jtcc.edu/safety](http://www.jtcc.edu/safety).

# IN AN EMERGENCY - QUICK REFERENCE

## Severe Weather/Tornado Warnings (continued)

### Chester Campus

Facilities – Moyar Hall, M114

Classroom and Office Trailers – Bird Hall, B102, B104, B116

### Midlothian Campus

Academic Building – A113, A115, A117

Administration Building – B115b, 1st floor hallway next to Career Center

Facilities – Restrooms

Science Building – C105, C107, C109

### JTCC Nursing Education Center

J114, J129, interior office behind receptionist desk

### Featherstone - CCWA

F101, F108b, restrooms in suite 108

## Shelter in Place

Certain emergency situations may require you to shelter in place (remain in your office or classroom). In such instances, you must remain in place until an all clear is given by the Incident Commander.

## Fire

In the case of a fire, follow these steps as you evacuate the building:

- If it can be done safely, close all windows and internal doors.
- If you are in an area filled with smoke, drop to the floor, and keep your head no more than 8 – 12 inches off the floor.
- Before opening any door, feel it for heat. Do not open doors that are hot.

## Bomb Threat or Suspicious Device/Package Found

If you find a suspicious device/package, do not attempt to pick up the device/package. Do NOT sound the fire alarm, use 2-way radios or use cell phones as they may trigger an explosive device. Evacuate the immediate area and report the device to the nearest security officer. Should you receive a phoned-in bomb threat, try to get as much information as possible from the caller, and then immediately report the call to Security Services. (A Bomb Threat Call Form may be found in the Emergency Response plan at <https://intranet.jtcc.edu>.)

## Hazardous Spill

In the event of a hazardous or suspected hazardous spill, secure the area, notify your supervisor and those who work nearby, and report the incident to Security Services.

## Suspicious/Disruptive Person on Campus

If you have reason to believe that a person at a John Tyler facility may represent a potential danger to himself/herself or others, report your concerns to the Threat Assessment Team. An incident report may be found at [www.jtcc.edu/tat](http://www.jtcc.edu/tat). If the threat is immediate, call 911 or College security.

## Active Shooter

- If possible, do not leave the room you are in, and lock/barricade the door. (Use furniture or anything you can push.)
- Don't stay in an open hallway or area. If you are caught in an open area, seek the closest available shelter.
- Protect yourself with any available barriers such as concrete walls, desks or tables.

- Lock windows, and close blinds.
- Turn all lights and audio equipment off.
- Turn cell phones and pagers to silent mode.
- Try to stay calm, and be as quiet as possible.
- If communication is available, call 911 and then Security Services.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the other rooms to evacuate the building, and thus, place them in potential harm as they attempt to exit.

Note: The previous information cannot cover every possible situation that might occur. If there is gunfire or explosives discharged, you should take cover immediately. After the disturbance, seek emergency treatment if necessary.

## Area Emergency Coordinators

Area Emergency Coordinators are available throughout the College to notify, direct and assist in the event of an emergency. A list of area emergency coordinators may be found in the Emergency Response Plan at <https://intranet.jtcc.edu>.

## Automated External Defibrillators

### Chester Campus

Bird Hall – outside B121

Goyne Hall – outside room A101

Moyar Hall – behind security desk

Nicholas Student Center – behind security desk

### Midlothian Campus

Academic Building - outside A217

Administration Building - behind security desk (1st floor)  
next to stairwell (2nd floor)

### Featherstone - CCWA

On the wall between JTCC and VCCS

## First Aid Kits

### Chester Campus

Moyar Hall – security officer's desk

Nicholas Student Center – security officer's desk

Facilities

### Midlothian Campus

Administration Building – Lobby (security officer's desk)  
Facilities