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), 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)
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. 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.