Quick Reference
Emergency Response
Flip Chart
This document is designed as an easy reference to Emergency Response guidelines for Mountwest Community and Technical College (MCTC). Its intent is to provide guidance in case of emergencies or disasters. This document is not a replacement of the Emergency Procedure Plan. You can find the complete Emergency Procedure Plan at:

www.mctc.edu/public-safety

Faculty, staff, and students for whom this document is provided should familiarize themselves with its content. It should be kept in an area where it can be easily accessed in case of an emergency.
In the event of a power loss or utility failure, notify Physical Plant during normal work hours at (304) 710-3498 and Public Safety for after hours at (304) 710-3499. Critical areas* must be identified when reporting this type of incident.

- If needed, move to areas of the building with emergency lighting.
- It may be necessary to evacuate the building.
- If Smoke/Fire alarm sounds, immediately exit the building.

* Critical areas may be research experiments, refrigerated or air-conditioned locations or any area where a prolonged power failure could adversely affect occupant health or property.
Under most circumstances, conditions leading to a weather emergency are predictable. In those instances when it is necessary to alter the schedule in response to weather conditions, notification for all those affected will be in the following ways:

- Television and radio stations in Huntington and Charleston will be notified.
- The CIO or his/her designee will disseminate the delay/closing message via the college phone system and the college email system, also post information on the MCTC web page [www.mctc.edu](http://www.mctc.edu)
- **MCTC Closed**: All classes suspended and offices closed
- **Classes Cancelled**: All classes suspended; offices open
- **Delay Code A**: Classes are delayed, but no delay for offices.
- **Delay Code B**: Classes and offices are delayed
- **Exception with regard to employees**: Certain critical emergency employees may be required to report to work on time or earlier than normally schedule despite the particular delay code publication.
When a Tornado warning has been issued, you may have very little
time to prepare. Students, faculty and staff should follow these
procedures. If a tornado is sighted near MCTC, call Public Safety (304) 710-3499.
❖ Seek shelter immediately
❖ If you’re inside a building:
❖ Go to the lowest level of the building, if possible. Use interior hallways or rooms away from building’s exterior windows as a tornado shelter
❖ Close all doors to rooms with exterior windows
❖ Stay away from windows
❖ Use arms to protect head and neck in “drop and tuck” position
❖ If there is no time to get inside:
❖ Lie in a ditch or low-lying area or crouch near a strong building
❖ Be aware of potential for flooding
❖ Use arms to protect head and neck in “drop and tuck” position
❖ Use jacket, cap, backpack or any similar items to protect face and eyes.
Do Not get involved with trying to prevent the crime unless it is self defense. Gather as much information as possible about the criminal/crime. If you can do so safely, take time to note height, weight, sex, race, age, clothing, vehicles and if the individual is armed or not.

- Call 3499 from campus phones
- Or call 911

Calmly State:
- Your Name
- Type of Crime
- Location of Crime
- Your location
- Answers any questions the dispatcher may ask you

If you are in a safe location, stay where you are until authorities arrive.
If not, keep yourself safe by staying out of the way of the crime.
Violent incidents, including but not limited to: Acts of terrorism, an active shooter, assaults, or other incidents can occur on the MCTC grounds or close proximity with little or no warning.

**Immediate Action:**

- Secure the immediate area.
  - Classroom, office, etc. Lock/barricade the door, if able.
  - After securing the door, stay behind solid objects away from the door.

- Protective Actions. Take appropriate steps to reduce your vulnerability.
  - Block windows
  - Silence cell phone, radios, and computer monitors
  - Place signs in exterior windows to identify your location
  - Keep calm and quite

- Unsecured areas: If you find yourself in an open area, immediately seek protection. Put something between you and the assailant.

- Call 911
  - Stay on the line with the 911 operator and answer as many questions as you can.
Report all fire and/or smoke conditions to Public Safety (304) 710-3499 or call 3499 from a campus phone (911).

- Give nature and location of fire and/or smoke
- Name and position with Mountwest
- Activate the building fire alarm

In the case of a small fire, you may extinguish it with the nearest fire extinguisher (you must use the proper type of fire extinguisher). If you have any doubts as to whether or not you are able to contain the fire, do not attempt to do so.

Evacuate immediately following the Building Evacuation Plan.
In case of an injured person immediately call 911 (9-911 from campus phones).

Calmly state:
- Name of Caller
- Name of Injured
- Nature of Injury
- Location of Injured
- Phone number at the scene
- Listen for Instructions from the 911 dispatcher

Do not move an injured person unless their life will be in danger.

Administer First Aid if possible to the injured person. If possible, ask someone to find an individual who is trained in first aid.

Call Public Safety (304) 710-3499

Stay with the injured person until the First Responders arrive.
Evacuate the Building Immediately. Everyone **must** evacuate the building in a neat and orderly fashion. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate.

Use the stairs to evacuate the building. **DO NOT USE THE ELEVATOR.**

Persons are to move a safe distance away from the building to designated Meeting Places and out of the way of emergency personnel.

Stay upwind from smoke or chemical clouds.

Stay with classmates, fellow MCTC employees, etc. so that a head count may be taken.

Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or Mountwest Public Safety

Call Public Safety (304) 710-3499
If anyone suspects an item to be a Bomb or Explosive device, **DO NOT** use radio communications or cell phones in the vicinity of suspected bombs or explosive device, immediately notify 911 (9-911 from campus phones) and Public Safety (3499 from campus phones). The caller must provide:
- Name of caller
- Description of the object and exact location

- Do not in any way touch any item or device that is suspected to be a bomb or explosive.

- Notify your supervisor or nearest Mountwest authority (Deans, Directors, etc.).

- Follow the instructions of you supervisor or other authority who will initiate the Building Evacuation Plan.

- Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or Public Safety.
If you receive a suspicious letter or package:
Handle with care; **DO NOT** shake or bump the item.
**DO NOT** open, smell, touch, or taste the item.
Isolate the item immediately.
Immediately notify Public Safety (304) 710-3499. The caller must provide:
- Name of caller
- Description of the object and exact location

If a letter or package is open and/or a threat is identified.
- For a Bomb
  - Evacuate the building immediately in an orderly fashion.

- For Radiological Agents
  - Limit your exposure
  - Evacuate the area

- For Biological or Chemical Agents
  - Isolate the item
  - Evacuate the area
  - Wash your hands with soap and water.

Follow the instructions of your supervisor or other authority who will initiate the Building Evacuation Plan.

Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or Public Safety.
During and Earthquake

When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, hanging or heavy objects that could fall. Stay under cover until the shaking stops. Hold onto your cover and move with it if needed. If you find yourself in the following situations here are some tips to keep you safe.

**DO NOT USE ELEVATORS**

In a **HIGH-RISE BUILDING** if you are not near a table, move against an interior wall.

**OUTDOORS** move to a clear area, away from trees, signs, buildings and electrical pole and lines.

**SIDEWALKS NEAR BUILDINGS**, duck into a doorway for protection from falling bricks, plaster, and other debris.

**DRIVING**, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.

**CROWDED STORE OR OTHER PUBLIC PLACE**, do not rush for the exits. Move away from display shelves containing objects that could fall.

**WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels, and protect your arms.

**KITCHEN**, move away from the refrigerator, stove, and overhead Cabinets.

**STADIUM OR THEATER**, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm, orderly manner. Avoid rushing towards the exits.

**AFTER THE EARTHQUAKE QUICK CHECK LIST**

Be prepared for aftershocks, and plan where you will take cover when they occur.

- Check for injuries. Give first aid as necessary.
- Remain clam and reassure others.
- Avoid broken glass.
- Check for fire. Take the appropriate actions and precautions.
- Check gas, water, and electric lines. If damaged, shut off services. If gas is leaking, don’t use matches, flashlights, appliances or electric switches. Open windows, leave the building and report to gas company.
- Tune to emergency broadcast station radio or television. Listen for emergency bulletins.
- Stay out of damage buildings.