



EMERGENCY PROCEDURES

DURING ANY EVACUATION,
BRING THIS BINDER WITH YOU

PUBLIC SAFETY 304-710-3499

<u>Emergency Contacts</u>		<u>Type of Emergency</u>	<u>TAB</u>
Emergency	911	Medical	1
Public Safety/ Security	304-710-3499	Fire/ Fire Alarm/ Explosion	2
DPS Director Mobile	304-360-9154		
Non-emergency (external)	304-526-8585	Severe Weather	3
		Campus Closure	4
<u>AED's (Automated External Defibrillators)</u> <u>are located on each floor at</u>		Chemical Spill	5
<u>Elevators (West End of Building)</u>		Bomb/ Suspicious Device	6
<u>Emergency Reminders</u>		Bomb Threat/ Checklist	7
⇒ Trained employees should provide CPR or First Aid		Hostage Situation	8
⇒ Never transport anyone to or from hospitals during crisis situations.		Violent Intruder	9
Professional ambulance services should be utilized at all times to avoid liability issues		Evacuation Procedures—Persons with Disabilities	10
⇒ Remain calm and encourage others to stay calm during any crisis situation		Utility Failure	11
		Distressed/ Disruptive Person	12

PUBLIC SAFETY 304-710-3499

MEDICAL EMERGENCY

Call 911 as soon as possible.

Clearly specify:

Whether the victim is breathing or not breathing.

Obvious injuries.

Information describing the preceding events.

Location of the victim - if possible, send someone to direct the Emergency

Response vehicle.

Follow directions of the 911 operator or administer Basic Life Support

(If trained to do so).

If necessary, clear the room:

Direct others to proceed in a safe and orderly fashion from the room to
a designated area posted on the evacuation procedures.

Notify the Public Safety or call 911 immediately.

Remain with the victim(s) until assistance arrives.

Remain calm.

Reassure individuals involved that everything possible is being done to handle
the situation.

Provide basic first aid to injured (**If trained to do so**).

Return to normal routine as soon as feasible.

PUBLIC SAFETY 304-710-3499

FIRE / FIRE ALARM OR EXPLOSION

Stop all room activity.

- Notify fire department by pulling the pull station. Call Public Safety to provide details.
- If you have been trained, use a portable fire extinguisher and extinguish the fire. Be sure you have a safe exit from the area and leave if one extinguisher does not put the fire out.
- Evacuate the building as soon as the alarm sounds.
- Use stairs only; **DO NOT USE ELEVATORS.**

Evacuation Procedures

- *The designated “Floor Supervisors” should obtain their vests and go to the floor exit doors to direct Faculty, Staff and Students down the stairwells.*
- *Staff Members should leave the building at the direction of Floor Supervisors and evacuate as instructed.*
- *Floor Supervisors should report to the Director of Public Safety or designee by radio that all personnel have been evacuated. Leave the building in a calm orderly manner, and respond to either the SE/SW corner of MCTC property/evacuation site. Once there, Floor Supervisors will contact Faculty members to ensure that all students have been accounted for. Remain out of the way of emergency responders.*
- *DO NOT return to or move to another site unless told to do so by emergency personnel or College Official.*
- *Listen for further instructions.*
- *Refer all media who attempt to speak with you to the Director of Public Safety or Designee.*

PUBLIC SAFETY 304-710-3499

WEATHER CONDITIONS (SEVERE)

The President or Administrator in charge will notify faculty and staff if weather is unsafe and will provide instructions on how to proceed.

Blizzard, Hail, and Severe Thunder Storms

- Bring everyone into the building.
- Account for all staff.
- Check for and report injuries on the accident report form.
- Remain in designated area until warning expires or until emergency personnel have issued an all-clear.

Tornado Warning

- Bring everyone into the interior “Lockdown Areas” or basement, away from windows and doors.
- Account for all staff.
- If possible, get under a piece of sturdy furniture (e.g., workbench, heavy table, desk and hold on to it).
- Avoid auditoriums, cafeterias, large hallways, and glass rooms.
- Instruct everyone to duck and hold on, covering their heads.
- Use arms to protect head and neck.
- If outdoors and there is no time to get indoors, lie in a ditch or low-lying area.
- Remain in the designated tornado area until the warning expires or until emergency personnel have issued an all-clear.
- Check for and report injuries, and account for everyone.

Earthquake

If indoors, stay there; remain calm and move to an inner wall or corridor away from windows, tall shelves or cabinets that may topple.

Do not close door; it may jam -- locking you in.

Do not use electrical switches; they may ignite fire.

Instruct everyone to duck, cover, and hold-cover with anything handy to shield head and body from debris.

Account for everyone. Assess injuries and provide assistance if necessary.

Be prepared for possible after-shocks; **DO NOT leave the building until cleared unless necessary. Highest danger is just outside doorways and outer walls. Choose exits as carefully as possible.*

PUBLIC SAFETY 304-710-3499

CAMPUS CLOSURE /EARLY DISMISSAL

In case of campus closure and/or early dismissal, the faculty and staff, upon notice from a College Official, will:

- ⇒ Account for everyone prior to release.
- ⇒ Notify staff of time for dismissal.
- ⇒ Ensure that everyone is safely out of all rooms.
- ⇒ Follow any additional instructions given by a College Official.

Examples when used:

- ⇒ Potential crisis.
- ⇒ Severe weather.
- ⇒ Damage or malfunction in building structure.
- ⇒ Community emergency or threat.

PUBLIC SAFETY 304-710-3499

CHEMICAL SPILL

Everyone using a chemical laboratory as a classroom or meeting room should review and become familiar with the Material Safety Data Sheet (MSDS)

Immediately evacuate the area and call 911. (Close all doors behind you)

Report the following:

- ⇒ Where the spill occurred.
- ⇒ The name and type of chemical if known (gas, liquid, solid).
- ⇒ Number and type of injuries, if applicable.
- ⇒ Follow directions of the 911 Operator or College Official

Evacuation Procedures

- ***Make sure those in the area are not contaminated before they evacuate.***
- ***The designated “Floor Supervisors” should obtain their vests and go to the floor exit doors to direct Faculty, Staff and Students down the stairwells.***
- ***Staff Members should leave the building at the direction of Floor Supervisors and evacuate as instructed.***
- ***Floor Supervisors should report to the Director of Public Safety or designee by radio that all personnel have been evacuated. Leave the building in a calm orderly manner, and respond to either the SE/SW corner of MCTC property/evacuation site. Once there, Floor Supervisors will contact Faculty members to ensure that all students have been accounted for. Remain out of the way of emergency responders.***
- ***DO NOT return to or move to another site unless told to do so by emergency personnel or College Official.***
- ***Listen for further instructions.***
- ***Refer all media who attempt to speak with you to the Director of Public Safety or Designee.***

PUBLIC SAFETY 304-710-3499

BOMB OR SUSPICIOUS DEVICE

- ⇒ Conduct visual assessments of the classroom and/or immediate area for unusual or out of place items.
- ⇒ Do not touch or approach a bomb or suspicious device.
- ⇒ Leave everything unchanged in the room (lights, doors, etc.).
- ⇒ Avoid causing noise and vibrations (e.g. running and other movements that may cause some devices to detonate).

Evacuate the room and relocate. Follow the evacuation plan posted in each room. Calm and orderly evacuations are essential for student safety.

Evacuation Procedures

- ***The designated “Floor Supervisors” should obtain their vests and go to the floor exit doors to direct Faculty, Staff and Students down the stairwells.***
- ***Staff Members should leave the building at the direction of Floor Supervisors and evacuate as instructed.***
- ***Floor Supervisors should report to the Director of Public Safety or designee by radio that all personnel have been evacuated. Leave the building in a calm orderly manner, and respond to either the SE/SW corner of MCTC property/evacuation site. Once there, Floor Supervisors will contact Faculty members to ensure that all students have been accounted for. Remain out of the way of emergency responders.***
- ***DO NOT return to or move to another site unless told to do so by emergency personnel or College Official.***
- ***Listen for further instructions.***
- ***Refer all media who attempt to speak with you to the Director of Public Safety or Designee.***

If possible, clearly describe the device and its location to proper authorities once outside. (Try not to use two-way radios or cell phones.)

Wait for directions from College Official or Emergency Personnel.

PUBLIC SAFETY 304-710-3499

BOMB THREAT

Bomb Threat by Phone or person? Immediately turn to: Telephone Threat Checklist on the next page.

College Administration will initiate a Lockdown/Evacuation Procedure

Lockdown Procedures

- ⇒ ***Stop all room activity.***
- ⇒ ***Check hallway, restrooms, and adjacent open areas for anyone else.***
- ⇒ ***Bring all persons in the area into the classroom.***
- ⇒ ***Close and lock all doors.***
- ⇒ ***Move all persons away from doors and windows.***
- ⇒ ***Leave everything unchanged in the room (lights, doors, etc.).***
- ⇒ ***Block the bottom of your door to prevent possible fumes from coming into the room.***
- ⇒ ***Continue to reassure others that this is the safest measure available.***
- ⇒ ***Keep everyone orderly, calm, and together at all times.***
- ⇒ ***DO NOT open the door. Law Enforcement, First Responders, Fire-Rescue, and/or College Personnel will arrive and direct or escort you to a safe area.***
- ⇒ ***Maintain silence. DO NOT use radio, TV, stereo, sing, or make any noises.***
- ⇒ ***DO NOT resume activities until you have been instructed to do so.***

Evacuation Procedures

- ***The designated “Floor Supervisors” should obtain their vests and go to the floor exit doors to direct Faculty, Staff and Students down the stairwells.***
- ***Staff Members should leave the building at the direction of Floor Supervisors and evacuate as instructed.***
- ***Floor Supervisors should report to the Director of Public Safety or designee by radio that all personnel have been evacuated. Leave the building in a calm orderly manner, and respond to either the SE/SW corner of MCTC property/evacuation site. Once there, Floor Supervisors will contact Faculty members to ensure that all students have been accounted for. Remain out of the way of emergency responders.***
- ***DO NOT return to or move to another site unless told to do so by emergency personnel or College Official.***
- ***Listen for further instructions.***
- ***Refer all media who attempt to speak with you to the Director of Public Safety or Designee.***

PUBLIC SAFETY 304-710-3499

HOSTAGE SITUATION

If hostage taker is unaware of your presence do not intervene!

Hostage Situation:

- ⇒ If you become aware of a hostage situation call 911 immediately.
- ⇒ Follow directions given by Law Enforcement or a College Official.
- ⇒ Prevent others from entering the area.
- ⇒ Account for everyone and remain with them in a safe area until responders have cleared the situation.
- ⇒ Identify persons who witnessed the incident.

If you are taken hostage:

- ⇒ Follow the directions of the hostage taker.
- ⇒ Try not to panic; calm everyone who is present, referring to them by name.
- ⇒ Personalize yourself and everyone by using names.
- ⇒ Treat the hostage taker as normal as possible.
- ⇒ Be respectful to the hostage taker.
- ⇒ Ask permission to speak and do not argue or make suggestions.

PUBLIC SAFETY 304-710-3499

VIOLENT INTRUDER

If time and safety permit, call 911 as soon as possible and clearly specify:

- ⇒ The location and description of intruder(s), including clothing, sex, age, and physical description.
- ⇒ If weapons or explosives are involved and/or if shots have been fired.
- ⇒ If hostages/victims are endangered, the number and severity of injuries, and the number of fatalities.

MCTC is an **ALICE** Certified Organization and employs a blended training model for response to a Violent Critical Incident.

ALICE is a non-sequential course of actions:

A—Alert: An initial alert may be a gunshot, PA announcement, etc. Code words should be avoided

L—Lockdown: If Evacuation is not a safe option, barricade entry points. Prepare to Evacuate or Counter if needed.

I—Inform: Communicate real time information on shooter location. Use clear and direct language using any communication means possible.

C—Counter: As a last resort, distract the shooter's ability to shoot accurately. Move towards exits while making noise, throwing objects, or swarm the shooter.

E—Evacuate: Run from danger when safe to do so using non-traditional exits if necessary. Rally point should be predetermined.

PUBLIC SAFETY 304-710-3499

EVACUATION PROCEDURES—Persons with Disabilities

Special Needs and/or Disabled Individuals who are unable to immediately evacuate, will be escorted into the **west stairwell** (***Elevator end of building***), to await Emergency Personnel evacuation.

- ⇒ Floor Supervisors will notify emergency personnel of Special needs individuals and locations.
- ⇒ Public Safety or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

UTILITY FAILURE

Power Outage

- For all utility emergencies, notify Physical Plant at 304-710-3497 or Public Safety at 304-710-3499.
- Evacuate building if fire alarm sounds and/or directed by Public Safety.
- Fume hoods do not operate during a power outage.
 - **DO NOT** use laboratories until the ventilation is properly restored. Laboratory personnel should secure experiments or activities that may present a danger when the electrical power is off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals.
 - **DO NOT** perform procedures until power is restored.

Flooding or Water Break

- If flooding occurs, stop using all electrical devices.
- Notify Public Safety and evacuate the area or building.

Gas Leak

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- **DO NOT** switch lights on or off.
- When you are a safe distance away from the leak, call Public Safety.
- **DO NOT** re-enter building until cleared and instructed to do so by Public Safety.

Elevator Failure

- If you discover trapped people, notify Public Safety, talk to the trapped people and try to keep them calm until an officer or other help arrives.

Water Line / Sewer Failure

- Notify Public Safety immediately. Advise them of the severity and location of the problem.
- **Stop using all electrical equipment.**
- If the source of the water is known and you can stop it safely, (i.e., unclog the drain, turn off the water), do so cautiously.
- If safe to do so, protect objects from water damage by removing them from the area.
- If directed to evacuate, follow building evacuation procedures.

PUBLIC SAFETY 304-710-3499

DISTRESSED/ DISRUPTIVE PERSON

Faculty and Staff

In an emergency, call 911 as soon as possible.

Clearly specify:

- What has occurred; who might be hurt
- Share information describing the events preceding the incident
- Location of the victim(s) or threat(s)—if possible, send someone to direct the First Responder personnel/ equipment

Follow directions of the 911 operator

When time is available, please submit a CARE Incident Report.

In non-threatening situations, please submit an Incident Report.

- Go to the MCTC website; search for CARE from the forms library.
- Complete a CARE Incident Report; include all persons involved and witnesses to the incident. Share your observations and results following the incident. Your reporting and information shared will remain confidential. Protecting student privacy is a high priority of the CARE team. Records and proceedings of the CARE Team are shared only on a “need to know” basis in a manner that is consistent with MCTC policy and obligations under applicable law, including FERPA.

Narrative about CARE: CARE Team professionals come from various campus programs and provide training for identifying and effectively approaching students of concern. Referrals are encouraged and made by concerned parties who observe signs of students in distress or who are disruptive in class. The team assists identified students by making appropriate professional referrals to campus and community resources. CARE Team members provide support, referrals, and coordination of intervention services.

Signs and Symptoms of Distressed Person:

- Excessive absences or tardiness
- Leaving a Lecture early
- Missing deadlines
- Deterioration of hygiene or grooming
- Inappropriate emotional response
- Crying
- Overt inattentiveness
- Emailing with excuses frequently
- Appears troubled or confused
- Seems withdrawn or avoidant
- Lacks motivation/concentration
- Demonstrates bizarre behavior
- Writes/talk about suicide or hopelessness

Signs and Symptoms of Disruptive Person:

- Demanding special treatment
- “I paid for this...” mentality
- Challenging Authority
- Frequently hostile or suspicious
- Overt lack of attention
- Making offensive remarks
- Inappropriate chattering with others
- Talking out of turn or dominating discussions
- Displays dangerous conduct
- Makes verbal/physical threats to others
- Making inappropriate online postings

PUBLIC SAFETY 304-710-3499

MCTC is an **ALICE** Certified Organization and employs a blended training model for response to a Violent Critical Incident. The Department of Public Safety is responsible for all training and records.

ALICE is a non-sequential course of actions:

A—Alert: An initial alert may be a gunshot, PA announcement, etc. Code words should be avoided.

L—Lockdown: If Evacuation is not a safe option, barricade entry points. Prepare to Evacuate or Counter if needed.

I—Inform: Communicate real time information on shooter location. Use clear and direct language using any communication means possible.

C—Counter: As a last resort, distract the shooter's ability to shoot accurately. Move towards exits while making noise, throwing objects, or swarm the shooter.

E—Evacuate: Run from danger when safe to do so using non-traditional exits if necessary. Rally point should be predetermined.



PUBLIC SAFETY 304-710-3499