

## **Emergency Response Procedures**

### **FIRE:**

- Pull nearest Fire Alarm & DIAL 911
- Notify Security/Switchboard immediately if you discover a fire.
- The FIRE ALARM will sound. If regular alarm fails to operate, the College's PA system will be used.
- Close all windows and doors in your classroom.
- Instructors should maintain your student roster.
- You will evacuate the building by following the Primary Exit route posted by your door.
- Go directly to your designated evacuation area.
- Provide assistance for students with limited mobility and care for emotionally, medically fragile students.
- IN THE EVENT YOU CAN NOT EXIT THE BUILDING BY YOUR PRIMARY ROUTE, STAY CALM, KEEP STUDENTS/CHILDREN TOGETHER, AND GET OUT OF THE BUILDING BY THE MOST DIRECT ROUTE AS QUICKLY AS POSSIBLE.

### **BOMB THREAT:**

- Notify Campus Security immediately of all bomb threats received by telephone or other means.
- If you receive a call or message remain calm and try to get as much information as you can.  
WRITE IT DOWN.
- Notify Security of any suspicious device on the College Campus. DO NOT TOUCH, MOVE OR DISTURB ANY UNIDENTIFIED PACKAGES.
- Please limit use of any electronic mobile devices while in the presence of any suspicious packages or items.
- The decision to evacuate the campus will be made by Administrative Personnel or designee and announced to you in a manner most appropriate to the situation.
- You will evacuate the building by following the Primary Exit route posted by your door.
- Go directly to your designated evacuation area.
- Provide assistance for students with limited mobility and care for emotionally, medically fragile students.

### **STAFF OBLIGATIONS DURING AN EVACUATION INCLUDE:**

- **Scan the room and report anything you may notice that is out of the ordinary.**
- **Do not touch, move or disturb unidentified packages.**
- **Guide your students to the designated evacuation area.**
- **Take your roster with you and account for all student after evacuation.**
- **Return to building only if directed by recognizable staff or public safety officer.**

### **Responsibilities of Faculty and Staff:**

Every faculty and staff member of McDowell Technical Community College has the responsibility to be observant and vigilant while on campus. Faculty and staff should remain aware of their surroundings and observe all areas for safety concerns. Faculty and staff should report any safety concern immediately to security by contacting the receptionist at 828-652-0621 or campus security at 828-442-1084.

### **Soft Lock-Down:**

A dangerous situation exists around the surrounding campus area that warrants students to remain indoors. Classes continue as normal. Security and administrative staff confirm that all faculty, staff, students, and visitors remain inside campus buildings. All exit doors are locked to allow emergency exit only. No entry is allowed except through security and college administrative staff. Students will not be allowed to move from building to building. Students may move from classroom to classroom within the same building.

### **Soft Lock-Down Procedures:**

1. Faculty and staff will be notified by text message, email, and Public Address System of Soft Lock-Down.
2. Security and College Administrative Staff will immediately conduct a check of the college campus to advise all faculty, staff, students, and visitors to report inside and remain inside.
3. Security and College Administrative Staff will secure all exit doors to all buildings so that exit may be allowed and entry will only be allowed by student or staff identification.
4. Classes will resume as normal.
5. Students may change classrooms within the same building.
6. Students may not leave a building to change classrooms.
7. Security and College Administrative Staff will continuously conduct checks to confirm that all faculty, staff, students, and visitors are adhering to the lock-down procedures.
8. Security and College Administrative Staff will correspond with local emergency service authorities to remain aware of the situation occurring.
9. College Administrative Staff will terminate or upgrade to a level two lock-down based upon correspondence with local emergency service authorities when the need arises.

Faculty and staff will be notified of a termination or upgrade to a soft lock-down by text message, email, and Public Address system.

### **Hard Lock-Down:**

An armed intruder or hostage situation exists on campus. A full-lock down will be declared. All faculty, staff, students, and visitors will proceed to the nearest classroom or office. Faculty and staff are to lock their classroom and/or office door and proceed to an area within the room that is away from windows and doors. Faculty and staff members are to ensure that students and visitors are secured in the same manner. All faculty, staff, students, and visitors are to remain low in the room.

### **Hard Lock-Down Procedures:**

1. Faculty and staff will be notified by text message, email, and Public Address system of Hard Lock-Down.
2. All faculty, staff, students, visitors, and college administrative staff will immediately go to the nearest office or classroom.
3. Faculty, staff, students, visitors, and college administrative staff will close and lock the door of the office or classroom they have sought security within. Phones should be placed on vibrate or silent.
4. Exterior doors of individual buildings will not be locked due to the safety concerns involved with hostage situations and armed intruders on the campus grounds. Therefore; it is high priority that hallways be cleared and all persons on campus find a secured room quickly.
5. Faculty, staff, students, visitors, and college administrative staff will remain low in the room and away from exterior doors and windows.
6. Faculty, staff, students, and visitors should not open any exterior door for anyone. Proper authorities will utilize a key for entry.

Faculty, staff, students, visitors, and college administrative staff will await emergency personnel to lead them out or a Hard Lock-Down Termination Notice via text message, email, or Public Address system.

### **Dangerous Exterior Chemical, Biological, Radiological, Nuclear, and/or Explosive Event:**

Shelter-in-Place utilizes a structure and its indoor atmosphere to temporarily separate people from a hazardous outdoor atmosphere. People will still be in the endangered area, but will be protected by the barrier created by the shelter and the short-term protection of its indoor atmosphere.

- An announcement will come over the College's text message, email and PA systems to Shelter-in-Place.
- Bring all students and staff into the closest building, if outside.
- Close all doors and windows, seal the doors, windows and vents if possible.
- Maintenance Staff will shut down the school's HVAC system.
- Move students away from the doors, windows, and air vents.
- Instructors should take students attendance.
- College's Administrative Staff and Security will monitor radio/TV for updates and instructions.
- Do not breach Shelter-in-Place by allowing outside door/windows to be opened for any reason, unless instructed by College's Administration or Public Safety Officer directs you to resume normal activities.

### **SEVERE WEATHER:**

**WATCH** – means that there is a chance of dangerous weather and you should prepare.

**WARNING** – means that dangerous weather has been sited (Tornado, Flooding, Lightening, Damaging Winds, Etc).

Communication will be broadcast by Text Messaging, Email, and or the College's PA system.

1. When a **WATCH** is issued

- Instructors will continue regular activities without alerting students.

2. When a **WARNING** is issued

- Instructors will be informed by the College's Administration or designee of the precautions to take.
- Maintenance Staff will turn off all utilities in the Buildings.

Tornado Warning:

- Campus Security or Administration will sound a tornado signal immediately.
- Instructors and Students will quickly proceed to the designated safe area.
- Provide assistance for students with limited mobility and care for emotionally, medically fragile students.
- Instructors and Students will assume the protective, curled position.
- No one will return to the classroom until the "All Clear" is given.