



EMERGENCY ACTION QUICK REFERENCE GUIDE

GENERAL EMERGENCY PRINCIPLES

In any emergency situation, Montgomery Community College's overriding goals are to:

1. Protect life safety
2. Secure critical infrastructure and facilities
3. Resume normal operations

EMERGENCY COMMUNICATIONS

During an EMERGENCY (fire, medical, accident, hazardous spill) always **CALL 911**.

To reach CAMPUS SECURITY in a non-emergency, call 910-898-9600 to reach the switchboard.

MCC's ALERT SYSTEM

ReGroup is the college's mass notification system, which uses a variety of methods to contact students, faculty and staff in the event of an emergency/school closing. To check the accuracy of your contact information in our system, or to add additional contact methods, login to the Emergency Notifications portal through MCC TechTrail on our website (www.Montgomery.edu).

MEDICAL EMERGENCY

If trained, begin First Aid. **CALL 911** and have another person meet police/rescue at a designated area to escort responders to the victim.

FIRE ALARM/ACTUAL FIRE

Fire in building- evacuate are/activate fire alarm if not sounding already. **CALL 911** from assembly point.

NOTE: Individuals needing assistance during an evacuation are encouraged to develop personal action plans.

DO NOT return to building until "ALL CLEAR" is given by first responders.

NATURAL DISASTER/INCLEMENT WEATHER

WEATHER WARNING: Severe weather has been reported. Seek shelter in designated Safe Areas. Stay away from windows and avoid large rooms.

WEATHER WATCH: Conditions are favorable for the development of severe weather. Make a plan to deal with potential severe weather should it arrive.

VIOLENT INCIDENT LOCKDOWN/SHELTER IN PLACE

During a violent incident (or potentially violent incident) by an angry person or persons threatening with a gun or deadly weapon, a Lockdown Response is used when it may be more dangerous to evacuate the building than to stay inside.

When an Active Shooter/Aggressor is in Your Area:

1. RUN:

Have an escape plan
Leave your belongings behind
Keep your hands visible

2. HIDE:

Hide in an area out of the shooter's view
Block entry to your hiding place and lock doors
Silence your cell phone

3. FIGHT WHEN YOUR LIFE IS IN IMMINENT DANGER:

Attempt to incapacitate the active shooter
Act with physical aggression and throw items at him/her

4. CALL 911 when it is safe to do so

BEHAVIOR OF CONCERN

IF YOU SEE SOMETHING SAY SOMETHING! If you notice behavior of concern in students, staff, faculty or visitors, please notify your supervisor, the Counseling Center (student) or Human Resources (employee) depending on the situation.

CONTACT INFORMATION

EMERGENCY 911

SWITCHBOARD (CAMPUS SECURITY)	898-9600
COUNSELING CENTER	898-9618
DEAN OF STUDENT SERVICES	898-9610
VP OF INSTRUCTION & STUDENT SERVICES	898-9660
VP OF ADMINISTRATIVE SERVICES	898-9630
DIRECTOR OF FACILITIES	898-9637
HUMAN RESOURCES	898-9634
EARLY COLLEGE PRINCIPAL	898-9692
MCC PRESIDENT	898-9601
SRO	898-9645
EVENING COORDINATOR	898-9635

EMERGENCY PLAN COORDINATORS

Location	Name/Title	Phone/Location
MCC Campus	Dr. Chad Bledsoe, President, Coordinator	Ext. 601 Ext.600 (Switchboard for Radio Communication)
MCC Campus	Jeanette McBride, Safety Officer, Coordinator	Ext. 630 Ext.600 (Switchboard for Radio Communication)
MCC Campus	Marcus Ervin, Safety Team Chair, Deputy Coordinator	Ext. 637 Ext.600 (Switchboard for Radio Communication)

EMERGENCY RESPONSE TEAM

Building	Primary Contact	First Alternate	Second Alternate
100	Amy Goodwin	Connie Harris	Mark Dye
200	Cody Starling	Touger Vang	Angie Uhl-Kalev
300/300A	John Boalick	Kim Johnson	Harold Terry
400	Casey Galloway		
500	Mark Little	Greg Taylor	Alex Williams
600	Dylan Hurley	Joshua Hussey	Steven Jackson
700	Marcus Ervin	Mark Little	Roger Brown
CTE	Tracey Wyrick	Shaquille Little	Edwin Hinson
Workforce Development	Greg Taylor	Hunter Smith	Jessica Hamilton
First Health	Amanda Beaman		

Responsibilities of the Emergency Response Team:

- Ensure employees are trained annually.
- Upon hearing an alarm, communicate the alarm (verbally) in your current areas. If you are needed in other locations, you will be notified.
- Know where all exits are for the building assigned to you as well as accessible exits.
- Know the evacuation locations/exits so you can direct everyone out of the building safely. Do not allow loitering for any reason.
- Remember that life safety, incident stabilization, and property and environmental concerns are the priorities....in that order!
- Be observant of anything out of the ordinary. Use all your senses. Report anything suspicious for follow-up.
- Clear building using verbal communications, if required.
- As the buildings are cleared, be certain someone is stationed at each entrance to ensure no one re-enters the area, if required.

ADDITIONAL CONTACT INFORMATION

Campus Switchboard – 910-898-9600

Campus SRO – 910-989-9645

Campus Evening Coordinator – 910-898-9635

Agency	Emergency Number	Agency Contact Person	Non-Emergency Number
Troy Fire Dept	911	Fire Chief Joe Huntley	910.572.3661
Troy Police Dept	911	Police Chief T. James Atkins	910.576.8151
EMS	911	Emergency Management Director Grant Hunsucker	910.576.4221
Montgomery County Sheriff	911	Sheriff Pete Herron	910.572.1313