



Emergency Action Plan

Montgomery Community College
1011 Page Street
Troy, NC 27371

2024-2025

Contents

INTRODUCTION 3

EMERGENCY PLAN COORDINATORS 4

CONTACT NUMBERS 4

EMERGENCY LEVELS..... 5

BOMB THREAT PROCEDURES..... 6

 BOMB THREAT CHECKLIST 7

 BUILDING EVACUATION PROCEDURES (BOMB THREAT)..... 8

CAMPUS EVACUATION..... 9

EARTHQUAKE PLAN..... 9

FIRE SAFETY 10

HAZARDOUS MATERIAL ACCIDENTS 10

INCLEMENT WEATHER 11

ACTIVE SHOOTER PROCEDURES..... 11

MEDICAL EMERGENCIES 14

SAFETY POLICIES 14

 CHEMICAL HYGIENE PLAN..... 14

 EXPOSURE CONTROL PLAN 14

 HAZARD COMMUNICATION PLAN 14

 INDIVIDUALS WITH A DISABILITY 14

 SAFETY EQUIPMENT..... 15

SEVERE WEATHER 15

UTILITY FAILURE 15

BUILDING 100..... 17

BUILDING 200..... 18

BUILDING 300..... 19

BUILDING 500..... 20

BUILDING 600..... 21

BUILDING 700..... 22

INTRODUCTION

Montgomery Community College is committed to maintaining a safe working environment. The College recognizes that emergencies happen and that planning for them is the best way to minimize their impact. This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and college resources will be preserved. The intent of this plan is to ensure all employees, students and visitors a safe and healthy workplace. Montgomery Community College intends to cooperate fully with local emergency management professionals including law enforcement, fire, and emergency medical personnel. Those employees assigned specific duties under this plan will be provided with all the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in the College workplace such as fire/smoke, tornadoes or other severe weather, bomb threats, civil disturbances, or facility (building) emergencies that could have a severe impact on the College or its employees.

The Emergency Action Plan, when coupled with the Business Continuity Plan for Montgomery Community College identifies specific actions required to continue essential functions with minimal interruption.

Why is an Emergency Action Plan needed?

- Takes an all-hazards approach in ensuring the capability exists for the college to continue its mission in carrying out essential functions.
- Protects and ensures the mission of the college and all persons on campus during all types of emergency events, with consideration to a rapidly changing and escalating threat environment.

This handbook is intended to help staff, faculty, and students respond to emergency situations that may occur at the Montgomery Community College campus. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

These procedures may not cover every condition that might develop, and it may not always be feasible to follow every procedure.

The College is committed to the safety and security of all members of the college community. In times of emergency, the College will provide appropriate campus-wide response to promote safety and minimize losses.

Emergency preparedness is also an individual responsibility. This handbook will serve as a quick reference for effective action during emergencies and should be kept in an easily accessible location at all times. All employees should take time now to read and become familiar with the contents of the guide before an emergency occurs.

This document will be made accessible in every classroom, office area, and various other places throughout the College campus. In addition, each employee will have access to a copy on the Intranet.

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)

Coordinators are responsible for the proper inventory and maintenance of equipment and for the annual review of this plan. The coordinator is the on-site commander in the event an emergency occurs. The coordinator will coordinate internal responses and outside agencies. Employees may contact them for further information on this plan or on other items of an emergency nature.

The President will be informed of all emergencies and will in turn inform the Chairman of the College Board of Trustees. The remaining members of the Board will be advised through the Board Chairman.

CONTACT NUMBERS

Campus Switchboard - 910.898.9600

Troy Fire Department - 911

Troy Police - 911

EMS - 911

Montgomery County Sheriff - 911

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.
- The list of Emergency Response Team members can be found on the Emergency Action Quick Reference Guide posted on the Intranet.

EMERGENCY LEVELS

The following information is provided for use by knowledgeable individuals in dealing with emergencies.

EMERGENCY LEVELS		
STEP 1 – ACCESS THE SITUATION		
MINOR	MAJOR	CATASTROPHIC
Only minor injuries anticipated	Injuries possible	Injuries probable or verified
No significant quantity of hazardous material involved	Known hazardous material involved	Large quantities of hazardous material involved
Minimal structural damage	Moderate structural damage	Significant structural damage
STEP 2 – EVACUATE, IF NECESSARY		
MINOR	MAJOR	CATASTROPHIC
Immediate area	Affected building(s)	Entire campus
STEP 3 - NOTIFICATION		
MINOR	MAJOR	CATASTROPHIC
Immediate Supervisor Division Vice President President Director of Facilities	Montgomery County 911 President VP of Administrative Services VP of Instruction/Student Services Director of Facilities Dean of Continuing Education Director of Marketing Director of Institutional Effectiveness Assistant to the President	Montgomery County 911 President VP of Administrative Services VP of Instruction/Student Services Director of Facilities Dean of Continuing Education Director of Marketing Director of Institutional Effectiveness Assistant to the President
<p>*After 5.00 PM, the Evening Coordinator should be notified.</p> <p>** Law Enforcement and Security personnel have the authority to issue emergency alerts.</p> <p>***Imminent danger decisions can be made by any individual. Emergency contacts above should be contacted as soon as possible.</p>		

BOMB THREAT PROCEDURES

Bomb threats may be received by various means, but usually by telephone. In the event of a bomb threat, the following procedures are to be followed:

- A. Recipient of the call will:
 - Obtain as much information as possible from the caller. Refer to the attached bomb threat check list. Note the time of the call, the exact wording of the message, the time the bomb is set to explode and the location or general area of the bomb.
 - Delay the caller as much as possible and record everything that is said.
 - Listen for background noise such as motions or music.
 - Listen closely for voice quality, accent, language, manner, and background noises.
 - Ask the caller's name. Sometimes they will blurt it out.
 - Do not discuss the call with others unless advised to do so.
 - Notify the President or designee immediately by campus telephone.
- B. Upon receiving a report from the call recipient, Campus Security personnel and Emergency Response Team will:
 - Notify and advise the President of the situation.
 - At the direction of the President, Campus Security personnel will notify the Montgomery County Emergency (911) of the bomb threat.
 - Instruct SRO, Law Enforcement personnel with the assistance of the Emergency Response Team, to secure the area and advise personnel of no radio transmissions inside or near an affected building.
 - Direct the evacuation of the building(s), if not already initiated, by sounding a verbal alarm.
 - Law enforcement will notify personnel when it is safe to re-enter the building(s) after conducting a thorough search.

DO NOT

- Do not use two-way radios, emergency siren, cellular phone, or pagers; radio signals have the potential to detonate a bomb.
- Do not evacuate the building until police arrive and evaluate the threat unless time of detonation does not permit; i.e., "a bomb is going off within two minutes."
- Do not activate the fire alarm unless time of detonation does not permit; i.e., "a bomb is going off within two minutes."
- Do not turn on/off any electrical equipment including lights.
- Do not touch or move a suspicious package.
- Do not move anything to search for the bomb.
- Do not open drawers, doors, or windows.

If **evacuation** is determined necessary, each classroom/area will be notified by speaker system or verbally by Emergency Response Team members to evacuate and where to evacuate to; evacuation must be greater than 328 feet from the building. During inclement weather and a possible prolonged search, move students to an alternate location.

- Once the building is evacuated, school personnel and law enforcement will search the building.
- Do not return to the building until an "all clear" is given by law enforcement.

BOMB THREAT CHECKLIST

Instructions: Be calm, be courteous, and listen. Do not interrupt the caller. Notify Campus Security or an Administrator, if possible, while the caller is on the line or immediately after hanging up.

Threat Received By _____ Date _____ Time _____

Caller's Identity

- | | | |
|---------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Unknown | <input type="checkbox"/> Adult |
| <input type="checkbox"/> Female | <input type="checkbox"/> sex/gender | <input type="checkbox"/> Juvenile |

Origin of Call

- | | | | |
|---|--|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Internal | <input type="checkbox"/> Cell |
| <input type="checkbox"/> Number, if known _____ | | | |

Voice

- | | | | |
|------------------------------------|---------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Deep | <input type="checkbox"/> High Pitched | <input type="checkbox"/> Nasal | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Impaired | <input type="checkbox"/> Pleasant | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Distorted | <input type="checkbox"/> Lisp | <input type="checkbox"/> Raspy | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Loud | <input type="checkbox"/> Slow | |

Manner

- | | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Angry | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Irrational | <input type="checkbox"/> Rational |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Emotional | <input type="checkbox"/> Laughter | <input type="checkbox"/> Other |
| <input type="checkbox"/> Coherent | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Nervous | |

Accent

- | | | |
|--------------------------------|------------------------------------|---|
| <input type="checkbox"/> Local | <input type="checkbox"/> Not local | <input type="checkbox"/> Describe _____ |
|--------------------------------|------------------------------------|---|

Language

- | | | |
|---------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Fluent | <input type="checkbox"/> Not fluent | <input type="checkbox"/> Cursing |
|---------------------------------|-------------------------------------|----------------------------------|

Background Noise

- | | | |
|---|--------------------------------|---|
| <input type="checkbox"/> Airplanes | <input type="checkbox"/> Music | <input type="checkbox"/> Street Traffic |
| <input type="checkbox"/> Machines/Equipment | <input type="checkbox"/> Party | <input type="checkbox"/> Trains |
| | <input type="checkbox"/> Quiet | <input type="checkbox"/> Voices |

Additional Hints:

- Pretend to have difficulty with hearing.
- Keep caller talking.
- If caller seems to be agreeable to further conversation, then ask questions such as:

- When will it go off? _____ Day _____ Time _____
- What kind of bomb? _____ Incendiary _____ Explosive _____
- Where is it located? _____ Building _____ Area _____
- Where are you now? _____ What is your name? _____
- What is your address? _____
- How do you know so much about the bomb? _____

- If the building is occupied, inform the caller that detonation could cause injury or death.
- Did the caller appear familiar with the plant of building by his/her description of the bomb location?
- Write out the message in its entirety and any other comments on a separate sheet of paper and attach to the checklist.

Action To Take Immediately After the Call:

After you have notified Campus Security or Administrator, talk to no one other than those instructed by Campus Security.

BUILDING EVACUATION PROCEDURES (BOMB THREAT)

- Campus Security and/or administrators will check all egress paths prior to an evacuation order, if time permits.
- Buildings should be evacuated immediately whenever notified by a college official over the emergency notification system, in person, or when a fire alarm is activated.
- When notified to evacuate, walk quickly to the nearest exit and alert others to do the same. Be sure to close office and classroom doors before you leave.
- Faculty and staff are to notify students and visitors in their respective areas to exit the building(s) and to assemble in the designated meeting area as indicated on the evacuation plan map.
- **In the event of a bomb threat, fire and other evacuations**, people should exit as quickly as possible. Do not try to take everything! Rooms should be secured as they are evacuated.
- Assist those with disabilities in exiting the building(s). If help is needed, call the Campus switchboard at ext. 600.
- Faculty and staff should supervise and account for all students under their responsibility.
- Faculty and staff members will monitor the outside areas of buildings and assist with crowd control to ensure no one re-enters the buildings prior to the announcement that it is safe to return.
- Security Personnel/Law Enforcement officials will perform an inspection of buildings ensuring a complete evacuation.
- Remain in the designated meeting area until college officials or Campus Security announce it is safe to return to the buildings. An "ALL CLEAR" message will be given via radio or emergency notification system to Emergency Response Team members will alert the faculty and staff that it is safe to return.

Remaining calm during the evacuation procedure is essential for the safety of all persons involved.

CAMPUS STATE OF EMERGENCY

Only the President or designee may declare a state of emergency on the Montgomery Community College campus. In the event the President is unavailable, the Emergency Plan Coordinators (page 4) are authorized to declare a state of emergency.

- Once a campus state of emergency is declared, the following procedures are in effect until and/or unless Montgomery County Emergency Services supersedes them. Once Emergency Services personnel arrive on the scene their directives supersede any MCC directives.
- Only authorized MCC staff and faculty will be permitted to enter the campus during a state of emergency. IDs are required and must be displayed.

- The individual declaring the state of emergency will designate one individual to be in charge of coordinating and directing all emergency responses, in accordance with the Incident Command System/NIMS.
- All telephone calls are limited to emergency calls.
- If possible, designated individuals should provide basic first aid and life support to any injured person until emergency services personnel arrive.
- All news media contacts are to be made by and referred to MCC's Public Information Officer.

CAMPUS EVACUATION

When a campus state of emergency is declared, all nonessential personnel, students and visitors must immediately begin an orderly evacuation of the campus. MCC's Campus Security, Law Enforcement, and the Emergency Response Team will assist in directing traffic to ensure the safest and quickest evacuation.

- Emergency evacuation routes are posted in classrooms and corridors. At the sound of an emergency alarm, students, faculty, and staff should exit the building immediately through the nearest emergency exit as indicated by the arrows on the evacuation route.
- Upon hearing the alarm, instructors should announce to their students that they should leave the building by the nearest safe, unblocked exit and should assemble immediately at the designated evacuation site.
- Instructors should take their daily attendance roster with them to the assembly point so that they can conduct a roll call of students.
- Remaining calm during the evacuation procedure will be essential for the safety of all persons involved.
- Once the building has been evacuated, no one should re-enter the building until instructed to do so by administrative services staff, emergency personnel, or administration.

EARTHQUAKE PLAN

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

IF INDOORS

- DROP to the floor; take COVER by getting under a sturdy table or other piece of furniture and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- DO NOT use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. IF OUTDOORS • Stay there.
- Move away from buildings, trees, streetlights/lamp posts, and utility wires.
- Once in the open, stay there until the shaking stops.

IF IN A MOVING VEHICLE

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, streetlights, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

IF TRAPPED UNDER DEBRIS

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

FIRE SAFETY

DISCOVERY/RESPONSE TO FIRE

- Begin EMERGENCY EVACUATION by activating the nearest fire alarm.
- Call 911 and then call the Switchboard at ext. 600.
- Determine if the fire is small enough to handle with a fire extinguisher. Do not attempt to extinguish the fire unless you have been trained to use a fire extinguisher and know what you are doing. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Always stay between the fire and an exit.
- Isolate the problem as well as possible by closing doors and windows. DO NOT ATTEMPT TO RETRIEVE VALUABLES.
- Do not block emergency vehicle access to the building.
- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. If you are trapped, stay low to the floor as you try to exit. Do not open any doors that feel hot. Use wet towels or cloths to protect yourself from flames and smoke. DO NOT RE-ENTER AN EVACUATED AREA UNTIL GIVEN PERMISSION BY FIRE DEPARTMENT.

Fire Extinguisher Use Instructions

P = PULL safety pin from the handle
A = AIM at the base of the fire
S = SQUEEZE the trigger handle
S = SWEEP from side-to-side

If your clothes catch fire, STOP, DROP, AND ROLL!!!

FALSE ALARMS Obviously, you will not know at the time of activation whether or not an alarm is false. For this reason, you MUST regard each alarm as an emergency. In fact, it is a violation of local fire code to disregard alarm activations. Evacuation procedures MUST be followed for any alarm.

HAZARDOUS MATERIAL ACCIDENTS

Any spill, other than a small incidental type spill or mishap, involving hazardous materials (for example: motor oil, bleach, gasoline, etc.) shall be reported immediately to Emergency Communications at 911. Then contact the Switchboard at ext. 600 that 911 has been called. The Switchboard will notify the Director of Facilities at ext. 637 or the Evening Administrator at ext. 635.

IF OUTSIDE

- Avoid all contact with the spill.
- Move upwind and away from the spill area.

IF INSIDE

- Avoid all contact and do not attempt to clean up a spill. The spill will be assessed by trained personnel who will ensure that proper clean-up techniques are employed.
- Beware of offensive odors or fumes resulting from spills. Be prepared to evacuate buildings and/or areas in order to avoid potentially dangerous fumes. **DO NOT USE THE FIRE ALARM!**
- All laboratory and maintenance personnel should be prepared to assist in the assessment of spills within their areas using the Safety Data Sheet (SDS) for the material involved as reference.

INCLEMENT WEATHER

The primary concern of the College is the safety of students and employees. Regardless of the official decisions outlined in this section, make your best decision considering all the information which you have available.

STUDENTS AND EMPLOYEES

- When the decision not to operate can be made the evening before, registered recipients of the ReGroup Communication Service will receive a phone or text message and efforts will be made to share the announcement on local media outlets, social media, and on the MCC website.
- When possible, a decision concerning day classes will be made by 6:00 am and for evening classes by 4:00 pm.
- If it is obvious at the time the early morning decision is made that there is little probability of operating anytime during that day or evening, the announcement will be made that the College will be closed all day and evening.
- If it appears the College will open late, the announcement will state the College's opening time. A message about unusual operating hours will be recorded on the MCC telephone system, provided there is electrical power at the College, and registered recipients of the ReGroup Communication Service will receive a phone or text message.
- Factors other than ice and snow on public roads, such as the clearing of snow and ice from college parking lots, roads, and walks, are considered when deciding to open or close the College. Additional factors may include electrical failure and interruption of fuel/gas service.

Closing decisions are made by senior administration, using all available information. Occasionally decisions will be made that may inconvenience or frustrate some individuals. However, principles of health, safety, and protection of property will take priority in making a decision to close the College.

There is not necessarily a direct relationship between the closing of the public schools and closing of the College. Public school officials consider different factors (e.g., large numbers of children on buses) when they decide whether to operate the school.

ACTIVE SHOOTER PROCEDURES

In the case of an active shooter, active shooter/lockdown emergency procedures will be enacted. All faculty and staff should follow these procedures. Response to an active shooter/immediate threat within the vicinity of the campus will be dictated by the circumstances of the encounter, bearing in mind there could be situations other than an active shooter or armed person on campus that would necessitate an Emergency Lockout or Lockdown of the campus. If you find yourself involved in an emergency situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

Notification of the need for a lockout/lockdown would be delivered to registered recipients of the ReGroup Communication Service and through the speaker system. It is extremely important that staff and faculty assist in announcing the lockout/lockdown and directing building occupants into a room/building that can be secured.

WHAT TO DO IN A “LOCKOUT” SITUATION

The lockout differs from the lockdown because we are addressing a threat that is outside the school buildings and may impact the campus, however have not yet. This could be a problem at Page Street Elementary, Montgomery County Jail, Southern Correctional Institute or an unknown spill over crime from the town of Troy. When an event occurs off campus, but may impact or spill over onto campus, the college needs to go into a Lockout Procedures.

A Lockout may be enacted if there is a potential threat near the campus, a non-threatening disturbance is inside the building, a medical emergency involving treatment and/or transport.

When a Lockout is necessary, the following should occur:

- Public address, Emergency Response Team, and/or Campus Security will announce, “LOCKOUT, LOCKOUT, LOCKOUT, ALL BUILDINGS ARE TO BE SECURED. THIS IS A LOCKOUT, LOCKOUT, LOCKOUT.”
- Generally, academic instruction and campus business will continue indoors during a lockout, however movement will be restricted to remaining within the same building rather than moving between buildings.
- All hallways will be cleared and any other areas, including restrooms that cannot be secured, will be cleared.
- Blinds, shades, window coverings will be closed/pulled to prevent a clear line of sight into rooms.
- The Emergency Response Team along with Campus Security will begin to secure the campus including locking exterior doors of our buildings and restricting access to our buildings.
- Entrance doors will be monitored by Emergency Response Team and Campus Security to ensure no entry or exit during Lockout.
- Classes and students outside shall be recalled into the building as quickly as possible.
- Students and staff should stay in place, control all movement, continue with classroom activities, and proceed as normal as possible.
- College personnel may be instructed to monitor hallways and other areas of the building to ensure lockout is maintained, until the ALL CLEAR is announced.

WHAT TO DO IN A CAMPUS “LOCK DOWN” SITUATION

If ever a dangerous situation develops that poses a serious threat to the college community and jeopardizes the safety of students or employees, the President or their designee will initiate campus “Lock Down.” The verbal cue “Lock Down” will be announced either by personnel in a building or over the Emergency Notification System and will remain in effect until terminated by law enforcement. Montgomery Community College has adopted the RUN, HIDE, FIGHT response as recommended by Homeland Security and FBI.

RUN

When students and faculty hear the Lock Down announcement should attempt to evacuate the building if they are not in imminent danger.

- If an active shooter is in your vicinity, run.
- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 once you are safe

HIDE

This is the Lock Down portion of the procedure.

- If evacuation is not possible, find a place to hide
- Lock and/or barricade the door
- Silence your cell phone
- Turn out the lights
- Hide behind large objects
- Remain very quiet
- Once door is shut, do not open for anyone.
- Do not answer anyone at the door, or call out to subjects knocking or attempting to enter.
- Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction and not trap or restrict your options for movement.
- Staff members or faculty who are in their offices or another location when the "Lock Down" is announced should lock themselves inside the location that they are in unless they have been assigned specific duties during the crisis that require them to report to the Incident Command Center (ICC). Call the switchboard, dial 600, or Campus Security for location of the ICC.
- Do not use the telephone or your cell phone at all unless you have pertinent information to report to the switchboard or the ICC. **Do not call people off campus on the telephone or your cell phone to tell them about the crisis.**

A Lock Down gives students and employees the most options to survive the encounter. When hiding in your classroom, office, or room, give yourself ample room to move and fight if needed. Space students and faculty in clusters around the room. If the shooter enters the room, use distracting devices to confuse the shooter, move about the room yelling and throwing items creating a chaotic scene for the shooter to have to process. If the shooter enters the room, the chaotic response is an attempt to break their plans, taking the initiative away from them and causing them to react to your aggression.

FIGHT

The final option of the Lock Down procedures is fight.

- As a last resort, if your life is in danger, fight back.
- Have a plan of attack
- Attempt to incapacitate the shooter
- Act with physical aggression.
- Improvise weapons, such as using a chair or fire extinguisher to strike the shooter.
- Commit to your actions.

When a lockdown has been initiated, these steps can make a difference in the safety and well-being of students, employees, and visitors.

WHAT TO DO IF TAKEN HOSTAGE

- Be patient. Time is on your side. Avoid any action that might provoke your captor. Follow the captor's instructions. Be alert. The captor may be emotionally unstable, so don't say or do anything that might aggravate the situation.
- Don't speak unless spoken to and then only when necessary. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible. Be polite when spoken to.
- Relax. Comply with all instructions if feasible. Avoid confrontations. Be prepared for the unexpected. Be prepared to talk with police on the phone, if necessary.
- If you require medication, first aid, food or need to use the restroom, ask for them. Usually, the captor does not want to harm the hostages. Any injury to hostages could result in additional criminal charges.

MEDICAL EMERGENCIES

Should a medical emergency arise, the following procedures should be followed:

- Do not move the injured person unless you are certain about their condition or unless the person is in more danger where they are.
- Notify emergency responders immediately and then all other appropriate people as outlined above as soon as possible thereafter.
- All accidents must be reported to the Dean of Student Services (injured students), Human Resources Director (injured employees), or Business Office (injured guests) immediately (prior to transport if possible) so that appropriate reports may be filed and the proper persons and agencies may be notified.

SAFETY POLICIES

CHEMICAL HYGIENE PLAN

In compliance with federal and state requirements, MCC has written a Chemical Hygiene Plan which is intended to specify the safety precautions for students and faculty to reduce the health hazards associated with chemical laboratories. This written plan is available to students, faculty and other interested parties. Copies of the Chemical Hygiene Plan are available on the college's internal website and in the Director of Facilities office.

EXPOSURE CONTROL PLAN

At Montgomery Community College, except in approved medical programs, employees and students are not to clean up another person's blood or other bodily fluids. This task is assigned to MCC's Housekeeping Department (ext. 637). In compliance with federal and state requirements, MCC has written an Exposure Control Plan (a.k.a. Infectious Disease or Blood borne Pathogens) which is intended to reduce the risks of exposure to communicable diseases in the workplace or classrooms. Copies of the plan are available at the college's internal website, in the office of the Nursing Department Chairperson, Human Resources and other designated departments.

HAZARD COMMUNICATION PLAN

In compliance with federal and state requirements, MCC has written a Hazard Communication Plan which is available to all employees, their designated representatives and other interested parties. The plan identifies amounts and locations of substances defined as hazardous by OSHA and provides information on labeling and other safety related issues. Copies of the plan are available in the Human Resources Office and other designated departments.

INDIVIDUALS WITH A DISABILITY

At the beginning of each semester, immediate supervisors and instructors should make every effort to identify all individuals in their classes or work areas (faculty, staff, and students) who request assistance in exiting the building in case of an emergency. This will include those with any condition limiting mobility; visually or hearing-impaired individuals; and anyone who might have difficulty following directions in an emergency situation. Students who disclose

a disability should be referred to Disability Services. Instructors and supervisors should consult with those requesting assistance in advance to determine the best way to assist in exiting the building.

SAFETY EQUIPMENT

Safety equipment, including safety glasses, gloves, hearing protection, respirators, and other personal protective equipment (PPE) will be used as appropriate in all shops, laboratories and any other areas as required by federal, state and college regulations. Instructors are responsible for compliance to provide for a safe workplace.

SEVERE WEATHER

In the event that severe weather (i.e., tornado warning, severe thunderstorm warning, etc.) presents an immediate threat to individuals on the campus, the following plan will be activated:

- If outside, seek shelter inside of the nearest campus building.
- If inside, all individuals should immediately move to the designated “take cover” areas of the campus buildings as indicated on the “Severe Weather” maps. Close the windows and doors as you leave the room. Close blinds/curtains to protect from flying glass.
- If time permits, disconnect all computer equipment before leaving the work area.
- Avoid the Multipurpose Room, Library, or any other area with wide roof spans.
- Use “head tuck” position when appropriate to protect from flying objects.
- Do not leave the designated “take cover” areas until told to do so by authorized personnel. You will be notified when it is safe to return to your work area or classroom.
- It is very likely that phone service and electricity will be cut off during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated Montgomery Community College personnel.

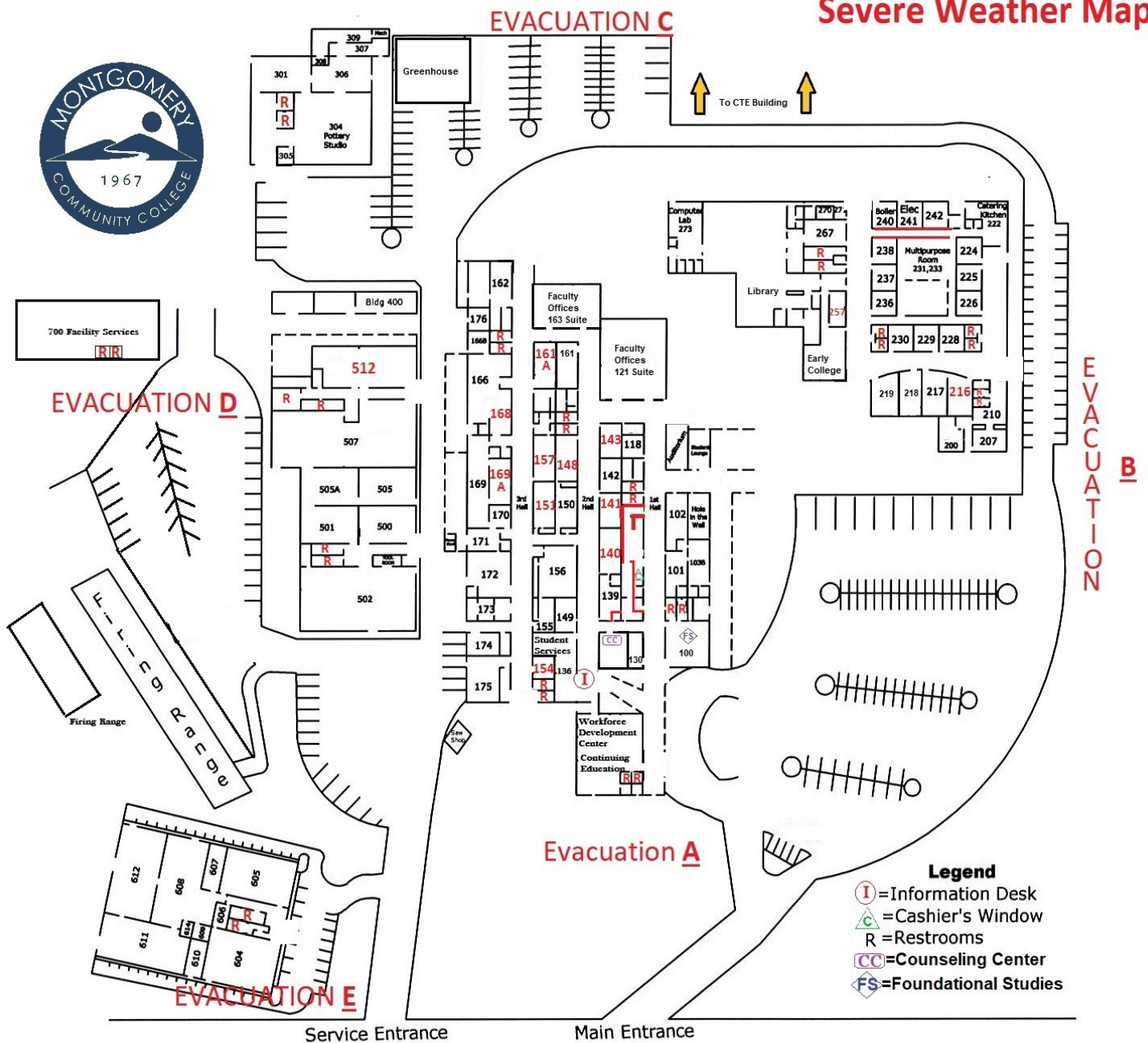
UTILITY FAILURE

Montgomery Community College has a complex utility system. The possibility exists for a utility system failure that could range from a few minutes to several hours or days.

- EMERGENCY ACTION
 1. Remain Calm.
 2. If you discover a water leak, gas leak, or know the source of a utility failure, call the maintenance department at extension 637 or 910-898-9637.
 3. Call 911 if you or someone else has been injured, or if it is after hours.
- Electrical/Light Failure
 - At present, buildings are equipped with emergency lighting. In some cases, the emergency lighting may not provide sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area.
- Plumbing Failure/Flood/Water Leak
 - Cease using all electrical equipment.
 - Call the Campus Maintenance Department: Ext. 637 or 910.898.9637.
- Gas Leak (Propane)
 - Cease all operations, exit the area immediately, and call 911. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

MCC CAMPUS MAP

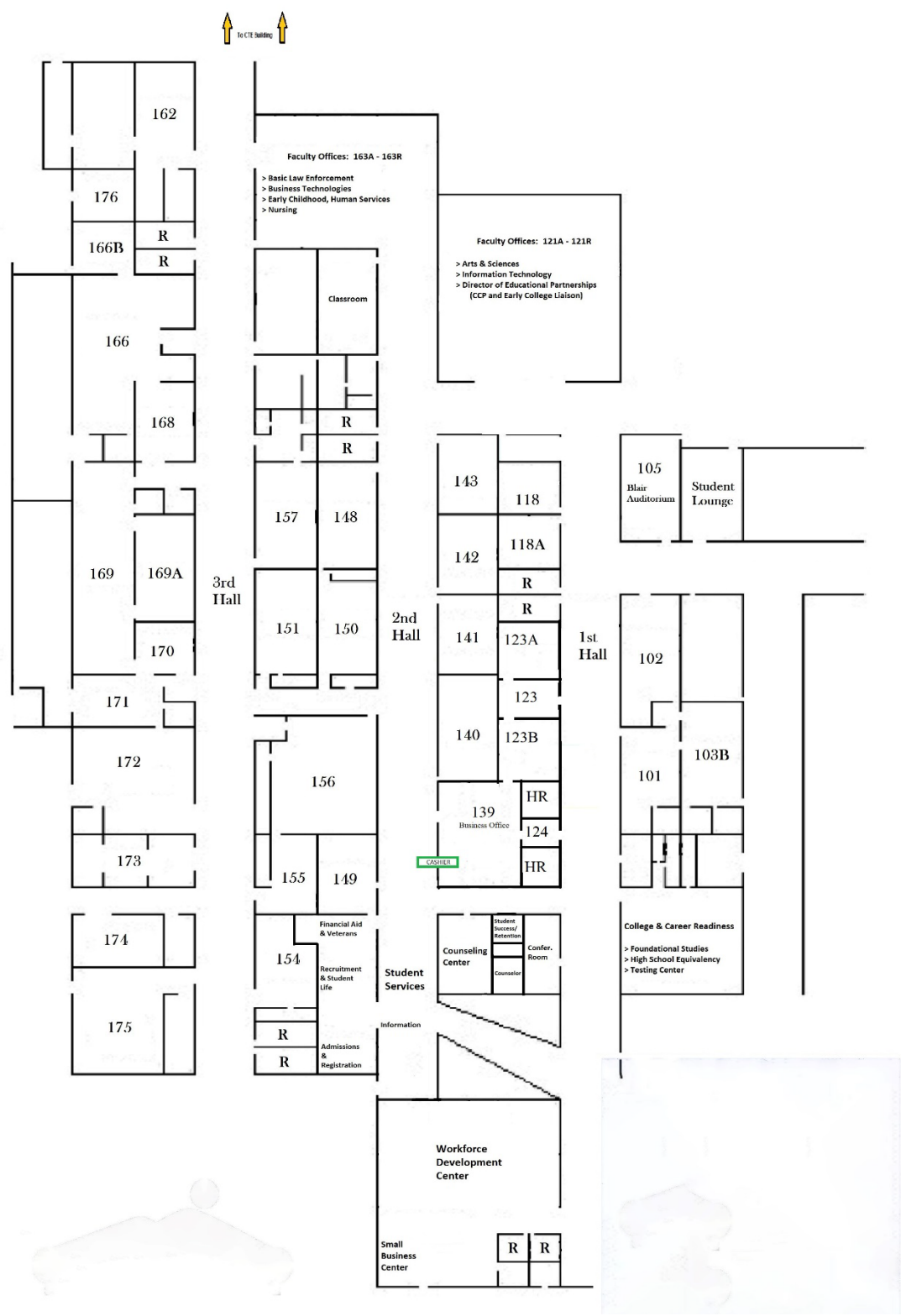
Severe Weather Map



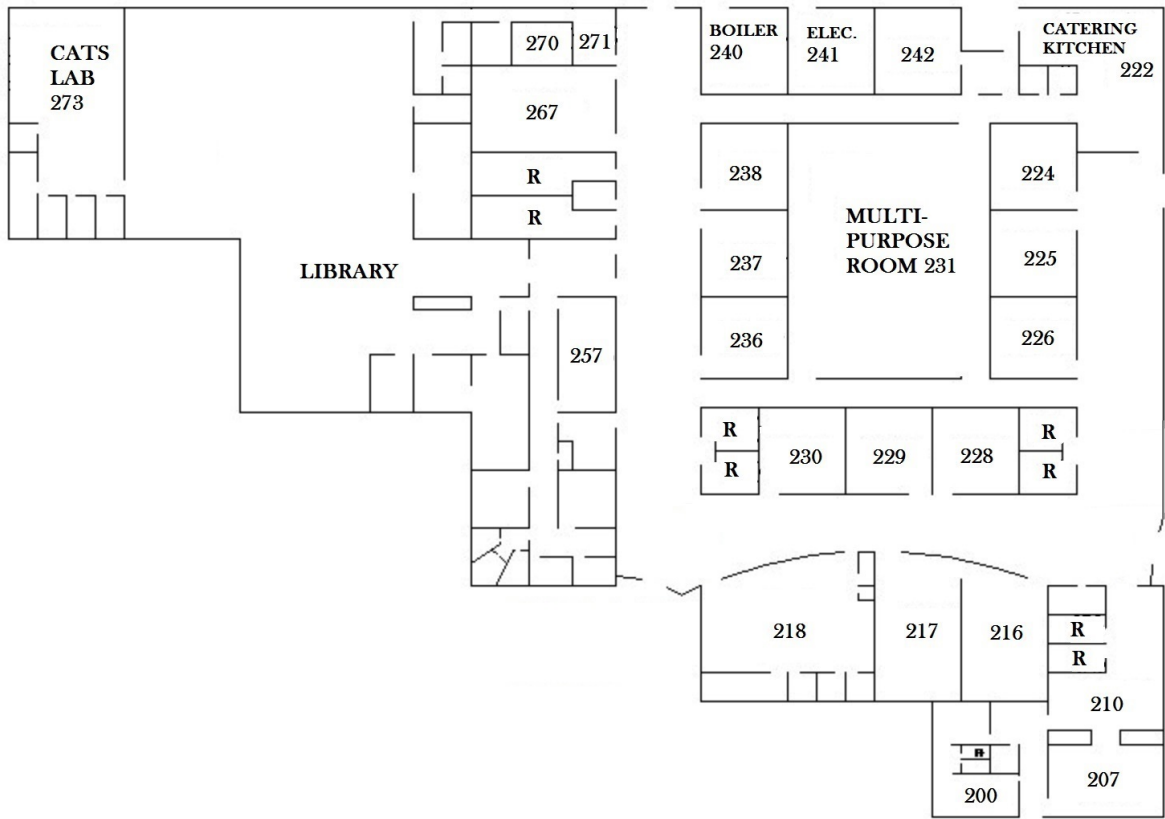
Take cover inside rooms indicated in RED

BUILDING 100

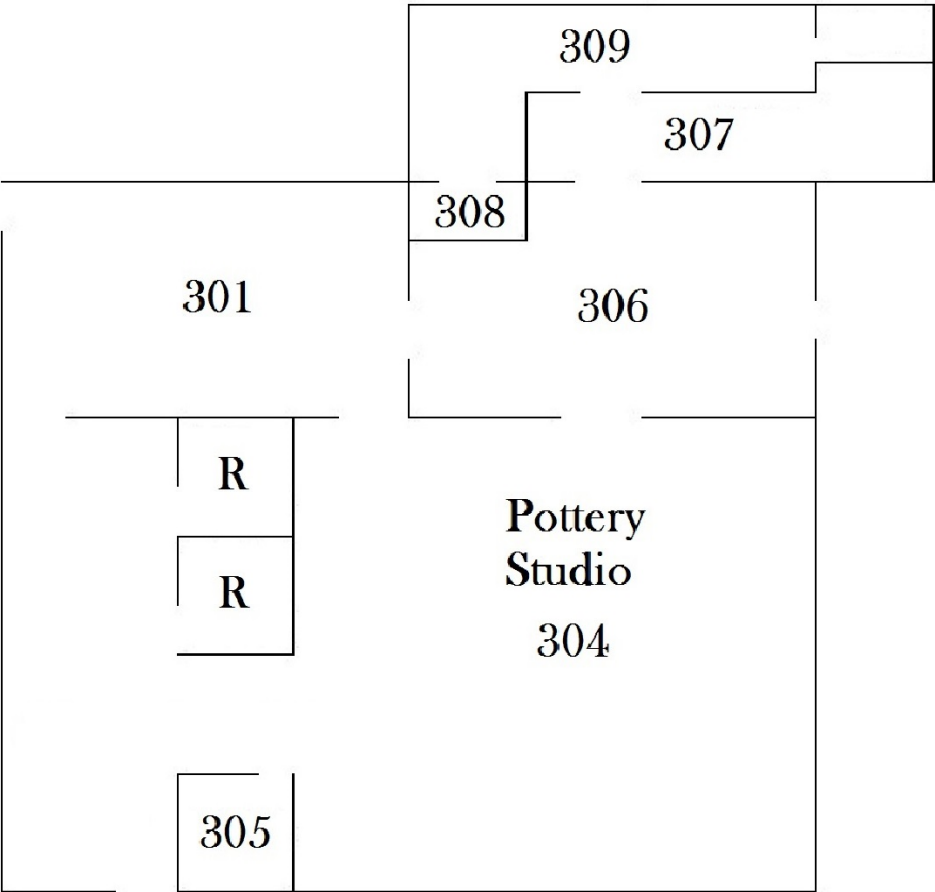
Blair Hall (Building 100)



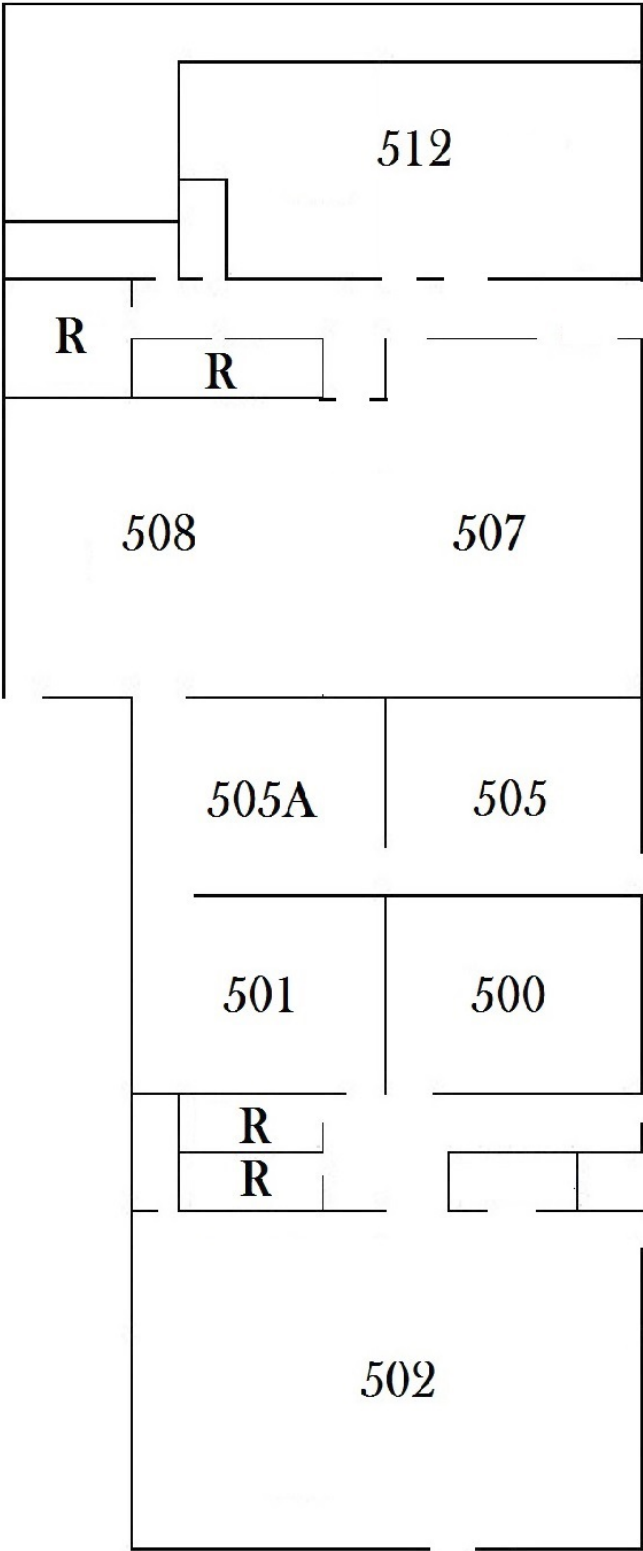
BUILDING 200



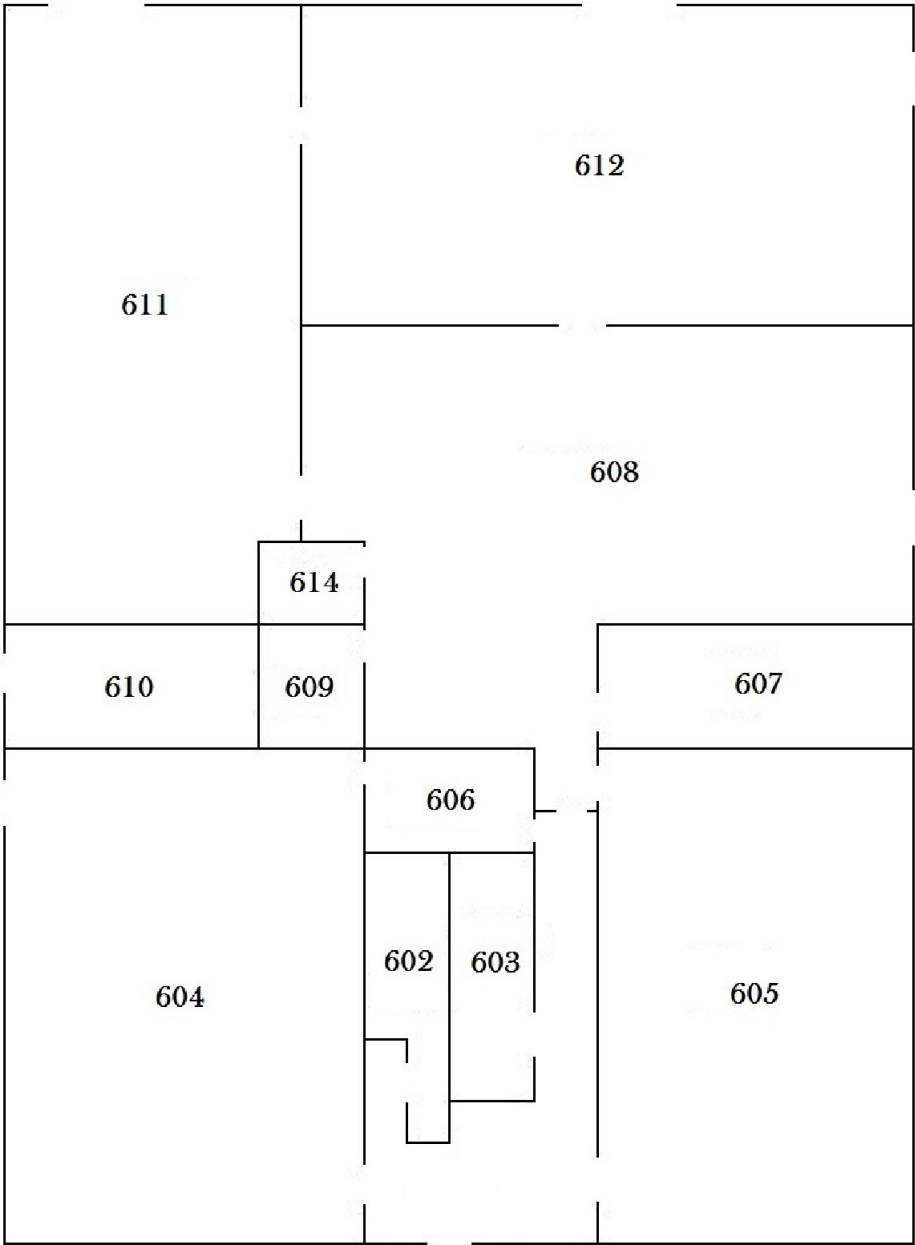
BUILDING 300



BUILDING 500



BUILDING 600



BUILDING 700

