



## 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](http://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