

MITCHELL TECHNICAL COLLEGE EMERGENCY PROCEDURES

ACTIVE THREAT/SHOOTER

RUN

**IF A SAFE
PATH IS AVAILABLE**



- Have an escape route and plan in mind
- Leave your belongings
- Prevent others from entering the area

HIDE

**IF YOU CAN'T
GET OUT SAFELY**



- Silence your phone
- Lock/barricade doors
- Stay out of view and be quiet

FIGHT

**ONLY AS
LAST RESORT**



- Be physically aggressive
- Use improvised items as weapons
- Fight with all-out commitment
- Fight to incapacitate the shooter

CALL 911 WHEN IT IS SAFE TO DO SO

Information You Should Provide:

- Location, physical description, and number of shooter(s)
- Number and type of weapon held by the shooter(s)
- Number of potential victims at the location

When Law Enforcement Arrives:

- Remain calm and follow officers' instructions
- Keep hands visible at all times
- Avoid making quick movements, pointing, screaming, and/or yelling

MEDICAL EMERGENCY

Assess the area for the safety of injured person and yourself.



DO NOT move the victims unless they are in immediate danger.

Call 911 if needed.

If trained, provide first aid and/or CPR. First Aid Kits available in MTC Labs, copy rooms, the Center for Student Success, and Admissions

NARCAN for opiod overdose is available in all AEDs and the Center for Student Success.

EMERGENCY

911

Police / Fire / EMS

NON-EMERGENCY
Call MTC Administration
605-995-3023 & Press 0

TORNADO WARNING

MTECH Alert will be sent when weather service issues Tornado Warning.

TAKE SHELTER IMMEDIATELY



Campus Center - Main floor stairwells, CC144, CC175, CC190
Driver Training Center - Bathroom
Energy Training Center - West hallway
Nordby Trades Center - Lower northwest hall, lower south hall.
Muth Electric Technology Center - TC132, TC144, TC146

If designated shelter is not available seek interior room or hallway on lowest floor. Stay away from windows, doors, large objects.

AED/STB Kit/NARCAN

All AEDs have a Stop-The-Bleed Kit and Narcan
Campus Center - Main Floor Hall, 2nd & 3rd Floor Hall

Driver Training Center - Main Classroom

Energy Training Center - West & East Hallway, Pole Lab, Truck Bay

Muth Electric Technology Center - Fitness Center, East Hall & West Hall by Amphitheater

Nordby Trades Center - Lower & Main Commons, Lower & Upper hallways, Diesel Lab



STOP
THE BLEED



YOUR LOCATION

Mitchell Technical College
1800 E Spruce St
Mitchell, SD 57301

Building -

Room -

Nearest Exit -

FIRE

ACTIVATE nearest fire alarm if not already activated.

EVACUATE building using nearest exit. Nearest exit is noted at the top of this document.

DO NOT use elevators.

Turn off lights and close the doors to your room when leaving.

Help others who may need assistance to evacuate.

Move away from building to designated Rally Point - see map.

Call 911 then MTC Administration to report location of fire.

