



EMERGENCY

You are in:

PROCEDURES

Room _____

IMPORTANT NUMBERS



Call **911** for Fire, Police and all life-threatening emergencies

Call 995-3023 for Campus Administration



FIRE

- Pull nearest fire alarm if it hasn't already been activated
- Turn off any lights and close the doors to your room
- Find the nearest exit. Do not use the elevator.
- Provide assistance to others leaving the building if necessary
- Do not re-enter the building until directed by emergency personnel or administration
- Move to the Rally Point.
- Call 995-3023



ACTIVE SHOOTER

- An MTECH Alert will be sent as soon as the alert system is activated
- Hide – Go to an area that can be locked or secured. Stay low, hidden and spread out. The doors to the building will be locked automatically.
- Lock inside doors, turn off lights, close blinds and stay away from outside windows
- Call 911 or 995-3023
- Fight – As a last resort and only when your life is in imminent danger
- Law enforcement will go room to room to issue an All Clear
- If you encounter police:
 - Show your hands
 - Don't make sudden movements
 - Follow their commands



TORNADO WARNING

- An MTECH Alert will be sent as soon as the alert system is activated
- Seek shelter in a designated Tornado Shelter:
 - ETC:** East Hall
 - NTRC:** Lower Northwest Hall, Lower South Hall
 - CC:** Main Floor stairwells, CC 144, CC 190
 - TC:** TC 132, TC 144, TC 146
- If a designated Tornado Shelter is not available
 - Seek a small interior room or hallway on the lowest floor possible
 - Stay away from doors, windows, and outside walls
 - Stay in the center of the room, and avoid corners because they attract debris
 - Avoid auditoriums, cafeterias, and rooms that have flat, wide-span roofs



MEDICAL EMERGENCY

- Assess environment for safety for victim and yourself
- Avoid leaving injured/ill person
- Do not move the injured person unless necessary
- Render first aid or CPR if necessary and you are trained and feel comfortable performing the procedure
- Call 911 if necessary
- Call 3023 or 995-3023



ACT OF TERRORISM VIA PHONE

- Don't hang up
- Stay calm
- Attempt to find reason for the threat
- Identify type of threat
- Identify who/what is being threatened
- Give written note to someone to call 911 and 995-3023



RALLY POINTS

- Campus Center** – Southern edge of the parking lot by Spruce Street
- Energy Training Center** – Southern edge of the parking lot by Spruce Street
- Nordby Trades Center, West Wing** – Northwest corner of the west parking lot
- Nordby Trades Center, East Wing** – Southern edge of the parking lot by Spruce Street.
- Tech Center** – Southern edge of the parking lot by Spruce Street



MENTAL HEALTH CRISIS

- Assess for risk of suicide or harm
- Listen non-judgmentally and de-escalate the situation, if necessary
- Contact appropriate personnel
 - Center for Student Success: 3097
 - Administration: 3023
- Offer reassurance and support until help arrives



CAMPUS CLOSURE

- Official notification will be through M-Tech Alert and local media
- Prior to school day
 - Don't come to campus
- During the school day
 - Leave as soon as it is safe



AED LOCATIONS

- ETC:** Pole Lab, North Hall, East Hall
- NTRC:** Lower Commons, Lower North Hall, Lower South Hall, Main Commons, Upper North Hall, Upper South Hall
- CC:** Main Floor Hall, 2nd Floor Hall, 3rd Floor Hall
- TC:** East Hall, West Hall

MTECH Alerts

In the event of an emergency or severe weather conditions, MTI will use the MTECH Alert system to send a text message to the cell number that you specify and/or your email address. Sign up to receive campus emergency alerts.

Visit: <https://www.mitchelltech.edu/life-at-mti/mti-toolbox>

For questions about these and other safety procedures, contact the Vice-President at 605.995.7204.