# EMERGENCY PROCEDURES

You are located at MTC, Building \_\_\_\_\_, Room/Floor\_\_\_\_

If you find yourself in harm's way, take fast and decisive action.

### **ACTIVE THREAT/SHOOTER**



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

# HIDE



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



- 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, CPR/AED. First Aid Kits available in MTC Labs & Center for Student Success.
- NARCAN for opiod overdose is available in Center for Student Success.

Police / Fire / EMS

**NON-EMERGENCY MTC Administration -**605.995.3023 & Press "0"

Anonymously text "SAFE" to 82257 to report threats or suspicious behavior.

### **TORNADO WARNING**

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

TAKE SHELTER IMMEDIATELY

Energy Training Center - West hallway Campus Center - Main floor stairwells, CC144, CC175, CC190

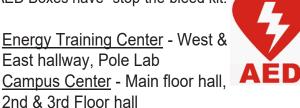
Nordby Trades Center - Lower northwest hall, lower south hall.

Technology Center - TC132, TC144, TC146 <u>Driver Training Center</u> - Bathroom Diesel Light Truck Bldg - Bathroom

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

## AED & Stop\_Bleed Kits

AED Boxes have "stop-the-bleed kit."



Nordby Trades Center - Lower & main Commons, Lower & upper hallways Technology Center - East Hall & West Hall by Amphitheater

Driver Training Center - Main classroom Diesel Light Truck Bldg - Main classroom



### **FIRE**

- ACTIVATE nearest fire alarm if not already activated.
- **EVACUATE** building using nearest exit: 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 or MTC Admin to report location of fire.

### PHONE THREAT

Stay calm and don't hang up.



- Attempt to identify who or what is being threatened.
- Attempt to identify the type of threat.
- Attempt to find the reason for the threat.
- Give a written note to someone to call 911 and MTC Administration.

June 2022



Contact MTC Vice **President for Operations** for any questions or safety concerns 605.995.7178

SIGN UP to receive MTECH Alerts (email, text, phone) for emergencies and school closings at website below:



https://admin.icmobile.singlewire.com/selfservice/