

# 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

### 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 shooter's 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, CPR/AED. First Aid Kits available in MTC Labs & Center for Student Success.
- NARCAN for opioid overdose is available in Center for Student Success.



## EMERGENCY

Police / Fire / EMS

# 911

**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

Driver Training Center - 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."

Energy Training Center - West & East hallway, Pole Lab  
Campus Center - Main floor hall, 2nd & 3rd Floor hall

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.



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