

EMERGENCY PROCEDURES QUICK SHEET

MAINTAINED BY MCC POLICE DEPARTMENT

EMERGENCY NUMBERS

911 — Local Emergency Responders

1200 — (From Campus Phone) or

816.604.1200 MCC Police Dispatch

Call Assist Stations — Blue phone towers available at various locations on campus, which will dial MCC Police

MCC ALERT WEBSITE

www.mcckc.edu/campus-police

OFFICIAL MCC COMMUNICATION

During a campus emergency, MCC will distribute information through the following channels:

- MCC Alert
- MCC Notify Me text message alerts – Visit www.getrave.com/login/mcckc to sign up.
- Student & employee emails
- Campus bulletin boards
- Local TV and radio broadcasts

The *MCC Emergency Procedures Quick Sheet* is a brief guide to handling various emergency scenarios on MCC property. For more info, consult the *MCC Emergency Response Plan*, or visit <https://mcckc.edu/EmergencyResponsePlan>.

FIRE, SMOKE OR EXPLOSION

1. Activate the nearest fire alarm pull station.
2. Evacuate immediately when a fire alarm is activated, even if there are no obvious signs of an emergency. Take necessary personal belongings with you. **DO NOT** use elevators! If possible, confine the fire by closing all doors as you leave.
3. Move to a safe location away from the building as designated on the evacuation map and await further instruction.
4. Dial **911** to reach local emergency responders. If possible, report the location and cause of the fire.
5. Dial **1200** from a campus phone or 816.604.1200 from another phone to alert the MCC Police Department.
6. Follow directions given by emergency personnel and do not re-enter the building until authorized.

WEATHER EMERGENCY / TORNADO

1. Seek shelter inside the closest storm shelter until notified by campus officials that it is safe to leave:
 - MCC-Blue River** – Arts and Sciences Building
 - MCC-Longview** – Cultural Arts Center
 - MCC-Maple Woods** – Campus Center
 - MCC-Penn Valley** – Education Center
 - AC & BP** – MCC-Penn Valley Education Center
2. Proceed to the nearest inner room or stairwell away from windows if there is not enough time to get to a shelter.
3. Stay away from electrical lines and devices.

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The **MCCPD** believes that public trust and respect must be earned and is an essential element to accomplish our mission.

TO MAINTAIN PUBLIC TRUST AND RESPECT,
WE EMBRACE THE FOLLOWING VALUES:

Integrity | Responsibility | Respect | Professionalism
Compassion | Resourcefulness



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Blue River | Longview | Maple Woods | Online | Penn Valley

ACTIVE SHOOTER / VIOLENT INTRUDER / LOCKDOWN

1. **RUN** - Attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Run away in a zigzag manner, not in a straight line
- Notify anyone you may encounter to exit the building
- Avoid escalators and elevators
- Leave your belongings behind
- Keep your hands visible
- Follow the instructions of any police officer
- Do not attempt to move wounded people

2. **HIDE** - if evacuation is not a safe option:

- Hide in an area out of view of the active shooter
- Block entry to your hiding place and lock the doors
- If possible close window blinds, turn off lights/equipment, stay out of open areas
- Be as quiet as possible and minimize your movement
- Silence all electronic devices
- Remain calm
- Keep doors/windows closed until MCC Police and/or local police officers arrive to give directions

3. **FIGHT** - if neither running nor hiding is a safe option:

- Fight as a last resort
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter
- Commit to your actions

4. **WHEN LAW ENFORCEMENT ARRIVES**

- Remain calm and follow the instructions of law enforcement officers
- Put down any items in your hands
- Immediately raise hands and keep them visible
- Avoid making any quick moves
- Do not stop or engage in conversation, just proceed as directed

5. **CALLING 911**

- Give the location of the active shooter and any victims
- Identify the number of shooters if known
- Provide a physical description of the shooter(s)
- Identify the type of weapons you have seen
- If you cannot speak, leave the line open allow the dispatcher to listen

HAZARDOUS MATERIALS SPILL

1. Evacuate from the spill area or room. Alert others in the immediate vicinity of the spill.
2. If possible, eliminate any fire hazards in the spill area by turning off burners, electrical equipment, etc.
3. **Contact the MCC Police Department by dialing 1200** from a campus phone or 816.604.1200 from another phone. They will contact the EHS Manager and have Facilities shut off HVAC.
4. Block off the immediate area of the spill by closing doors, using lab carts, etc.



MEDICAL EMERGENCY

1. Dial **911** to reach local emergency responders.
2. Dial **1200** from a campus phone or 816.604.1200 from another phone to alert the MCC Police Department.
3. Do not move the person unless it is necessary for safety reasons. Protect the person from unnecessary disturbance.
4. Begin CPR and other first aid measures **only if you are currently trained and certified**. AEDs are located in each building.
5. Stay with the person until advanced medical assistance arrives.

UTILITY EMERGENCY

1. If you smell gas in any building, leave the building immediately and move a safe distance away.
2. While exiting the building, do not use telephones, electrical switches or any device that might trigger an explosion.
3. After exiting, **call 1200** from a campus phone or 816.604.1200 from another phone to alert the MCC Police Department.

BOMB THREATS

1. Keep the caller on the line as long as possible to gather information, such as when the bomb will explode, the bomb's location, the type of explosive device, and the caller's name and address. If the message was left on voice mail, don't erase it.
2. Dial **911** to reach local emergency responders.
3. Dial **1200** from a campus phone or 816.604.1200 to alert the MCC Police Department.
4. MCC Police will decide whether or not to evacuate an area. Their decision will be communicated quickly to the college community.
5. Check for, but do not disturb, unusual objects as you leave a classroom or an office. Report any unusual objects to the MCC Police Department.
6. If an evacuation is called for, move at least 300 yards from the area and do not use cell phones or radios until you have evacuated.



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