



**MIDLANDS**  
TECHNICAL COLLEGE

**EMERGENCY RESPONSE PROCEDURES**

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# WHAT TO DO IN THE CASE OF A CAMPUS EMERGENCY

If you are in an emergency situation on campus, acting quickly and appropriately can make a positive difference in the outcome. This booklet outlines some potential campus emergency scenarios and instructions on how to best ensure your safety and the safety of others.

Please see the tabbed sections in this booklet for more in-depth information.

**Up-to-date information can also be found on MyMTC.**

**Campus Emergencies**  
**Medical: 911 | Police: 803.738.7199**

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**Introduction**

# CAMPUS POLICE EMERGENCIES

## Police Emergency – call Campus Police at 803.738.7199

Emergencies occur often without warning, and without knowledge.

- > Blue light emergency call boxes, which dial Campus Police directly, are located around the campus.
- > When requesting emergency services, be prepared to provide the following:
  - Your name and telephone number.
  - Location of emergency.
  - Extent of the incident, injury or illness.

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**Campus Police Emergencies Dial 803.738.7199**

## CAMPUS MEDICAL EMERGENCIES

### Medical Emergency – call 911, then Campus Police at 803.738.7199

- > Do not move the victim unless he or she is in danger.
- > If you are trained to provide first aid, use pressure to stop bleeding and provide basic life support (CPR).
- > Comfort the patient and assure him/her that medical assistance is on the way.
- > Do not jeopardize your health or the health of the patient. Wait for professional help if you cannot provide proper first aid safety.
- > If you provide first aid, consider if immediate action is required to save a life and if you will put yourself in jeopardy.
- > Beware of hazards associated with blood-borne pathogens. If you come in contact with suspected infectious material, wash the exposed area thoroughly with soap and water and seek medical attention.

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**Campus Medical Emergencies Dial 911**

## UTILITY EMERGENCIES

### In the event of a power failure:

Operations will communicate the status of the failure through notices posted on building doors.

- > If you are in a dark area, proceed cautiously to an area with emergency lights.
- > Assist others who may be unfamiliar with the building or the area.
- > Turn off equipment such as computers and monitors to avoid potentially serious damage when the power is restored.
- > If you are in an elevator, use the emergency button or telephone to alert authorities. DO NOT attempt to open the elevator car door or shake the elevator to move.

### In the event of a gas leak or significant water leak:

- > Do not attempt to correct the problem. Evacuate the area and call Campus Police at 803.738.7199.

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# EARTHQUAKE

If an earthquake should occur, MTC staff and students should follow the procedures below.

## If indoors:

- > Seek refuge in a doorway or under a desk or table. Cover your head and neck.
- > Stay away from glass, windows, shelves and heavy equipment.
- > Watch out for falling objects such as light fixtures, file cabinets, shelves and other furniture that may move or topple.
- > Stay under cover until the shaking stops, and then check your area for injuries and hazards. Assist others and remain calm.
- > After the tremors stop, use extreme caution exiting, as the building may be unstable and there may be hazards (e.g., exposed and live electrical lines). **DO NOT USE ELEVATORS.** Do not re-enter until the structures have been declared safe by the appropriate MTC staff.
- > If it is unsafe to move from your location, remain in place until help arrives.
- > Remind students and staff of possible aftershocks and tell them to follow the same procedures if aftershocks should occur.

## If outdoors:

- > Move quickly away from buildings, utility poles, and other structures.
- > Avoid power or utility lines, as they may be energized.
- > Protect your head with your arms from falling bricks, glass, plaster and other debris.
- > After the initial shock, evaluate the situation; if you can return to your assigned area, do so, and assist others and remain calm.

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## CHEMICAL EXPOSURE/SPILLS

### If a chemical exposure occurs:

- > Consult the Safety Data Sheet for first aid action; usually flushing the affected area with water is prescribed.
- > Remove the contaminated clothing.
- > Call 911 immediately.
- > Move to a safer area.
- > Call Campus Police at 803.738.7199.

### If a chemical spill occurs:

For spills, releases or incidents requiring special training, procedures or equipment, take these actions:

- > Immediately evacuate the spill area.
- > If building evacuation is required, pull the fire alarm.
- > Call Campus Police at 803.738.7199.
- > Anyone who is contaminated by the spill should avoid contact with others as much as possible and remain in a safe area nearby for emergency treatment.
- > Consult the Safety Data Sheet for first aid action; usually flushing the affected area with water is prescribed.
- > Do not attempt to contain or clean up spills unless you are qualified to perform such work.
- > Do not re-enter the area unless directed by the emergency personnel.

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# CAMPUS EMERGENCY WARNING SYSTEMS

Various methods of communication, including any or all of the following, will be deployed during an emergency as best fits the situation.

## MTC Alerts!

“MTC Alerts!” will inform you of emergencies or disruptions to campus services, such as class cancellations. “MTC Alerts!” are sent as text messages to your cell phone.

To receive “MTC Alerts!” on your cell phone:

- > Log into your MyMTC account with your MTC user ID and password.
- > Click on MTC Alerts!
- > Provide your name and up to two cell phone numbers and email addresses. Students have the option to add their parents’ emails and numbers as the secondary contacts.
- > MTC Alerts! is free to all current MTC students and employees; however, your wireless provider may charge standard text message fees according to your plan.

**If you have questions about signing up for MTC Alerts!,  
send them to [helpdesk@midlandstech.edu](mailto:helpdesk@midlandstech.edu).**

## Warning Sirens

Outside warning sirens may be sounded to alert you to campus emergencies.

**When the sirens sound, you should:**

- > Evaluate your surroundings and seek information about the warning.
- > Be prepared to take immediate self-protection action, which may include seeking shelter or remaining where you are.

Sirens may be sounded for several emergencies, including:

- > Impending weather emergencies (tornado, hurricane)
- > Campus disasters (chemical spills)
- > Campus threats (bomb, gunman)

## Teacher Station Pop-Ups

An emergency message may pop-up on teacher station computer screens if a campus emergency occurs. Follow the instructions provided in the emergency message.

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## **THREAT OF HARM TO PERSON(S)**

- > Get to a safe location and call Campus Police, 803.738.7199, and describe the person, location, presence of weapons, injuries and current situation.
- > Campus Police will respond promptly and call local police/medical personnel as appropriate.
- > If needed, Campus Police will establish a perimeter.
- > Campus Police will contact Counseling Services or Human Resources as appropriate.

**If you cannot escape a threat of violence:**

- > Try to put space between you and the threat.
- > Try to get the attention of a coworker who can call for help.
- > Listen respectfully to the person and let him/her do most of the talking.
- > Point out choices other than violence.

## **SEXUAL ASSAULT**

- > Preserve evidence of the attack – don't bathe or change your clothes.
- > Campus Police will respond to location of victim and will provide guidance concerning evidence collection, legal procedures, and other support resources such as Counseling Services or Human Resources, to begin the victim-assistance process.

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# MENTAL HEALTH CRISIS

Anyone can experience stress associated with academic demands, family problems, social relations, work, finances and cultural experiences. The inability to cope with emotional distress can lead to disruptions in overall functioning. Sometimes a person's usual coping skills are overwhelmed.

## The signs can include:

- > Highly disruptive or aggressive behavior.
- > Overt suicidal threats (written or verbal).
- > Homicidal threats (written, verbal or a history of violence).
- > Inability to communicate (incoherent, garbled or slurred).
- > Loss of contact with reality.

**If you have concerns that someone is experiencing such a crisis, call Campus Police at 803.738.7199 to request assistance.**

## Handling a crisis:

While waiting for aid to arrive (if you perceive no threat to yourself or others), you should:

- > Provide a safe, secure, quiet environment.
- > Invite the person to stay until help arrives.
- > Listen actively and show empathy.
- > Maintain a straightforward, supportive attitude.
- > Don't leave the person alone unless you feel threatened.
- > Don't try to restrain the person if he or she wants to leave.
- > Don't challenge or shock the person.
- > Don't minimize the person's distress.

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## SIGNS OF CAMPUS VIOLENCE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not mean a person is prone to violence, but if in doubt, call Campus Police at 803.738.7199.

- > Threats, threatening behavior, displays of aggression, or excessive anger.
- > A history of threats or violent acts.
- > Unusual fascination with weapons.
- > Verbal abuse of coworkers and/or customers, or harassment via phone/email.
- > Bizarre comments or behavior, especially if it includes violent content.
- > Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others.
- > Chronic, hypersensitive complaints about persecution or injustice.
- > Making jokes or offensive comments about violent acts.
- > Significant changes in mood or behavior.

## SIGNS OF SUSPICIOUS ACTIVITY

- > Anything out of the ordinary.
- > A person(s) running or leaving quickly – as if he or she were being watched or chased.
- > A person(s) hauling property – lab equipment, laptops, books, bikes – at an unusual time or location.
- > A person(s) going door-to-door in an office suite.
- > A person(s) pulling car door handles or looking into multiple vehicles.
- > A person(s) forcibly entering a locked vehicle or door.
- > Car or person(s) repeatedly circling an area.
- > A person(s) being forced into a vehicle.
- > Strange noises – arguing, yelling, gunshots, etc.
- > A person(s) exhibiting unusual mental or physical symptoms – person may be injured or under the influence of drugs.
- > A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.
- > A person(s) who doesn't belong, gaining, or trying to gain access to a restricted area.

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# BOMB THREATS AND SUSPICIOUS PACKAGES

## Bomb threats:

Bomb threats should always be treated as though there is a bomb until all facts are evaluated and authorities can thoroughly search the area.

### If you receive a bomb threat telephone call:

- > Ask the caller
  - Where is the bomb?
  - When will it explode?
  - What does it look like?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your name?
  - Are you an employee?
  - Where are you calling from?
- > Write down any pertinent information such as background noises, gender of the caller, voice pitches and patterns.
- > If your building is involved, CLEAR THE AREA by pulling the fire alarm and leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.)
- > Do not use cell phones, radios or other wireless devices inside the building involved.
- > Do not return for personal items.
- > When outside, call Campus Police at 803.738.7199.

## Mail or package threat:

All suspicious packages and bomb threats must be treated as a serious matter. To ensure the safety of the campus population, all suspicious packages and bomb threats will be considered real until proven otherwise.

### If a suspicious object or potential bomb is discovered:

- > Remain calm.
- > DO NOT HANDLE THE OBJECT.
- > CLEAR THE AREA by pulling the fire alarm and leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.)
- > Do not use cell phones, radios or other wireless devices inside the building involved.
- > Do not return for personal items.
- > When outside, call Campus Police at 803.738.7199.

Any employee with direct contact with the suspicious package should wash their exposed skin with soap and water after reaching a place of safety.

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# TORNADO (IMMINENT)

## Weather Advisories:

- > A watch means conditions are favorable for the development of severe weather. Monitor the situation closely if the weather deteriorates.
- > A warning means severe weather has been observed and is imminent.
- > You should tune into local television or radio stations for the latest information about approaching severe weather.

Warnings and other information may be provided through various communication channels including sirens and MTC Alerts! when a tornado is approaching.

## If indoors:

- > Seek refuge in a doorway or under a desk or table. Cover your head and neck.
- > Stay away from glass, windows, shelves and heavy equipment.
- > Watch out for falling objects such as light fixtures, file cabinets, shelves and other furniture that may move or topple.
- > Stay under cover until the tornado passes and then check your area for injuries and hazards. Assist others and remain calm.
- > After the tornado, use extreme caution exiting buildings, as they may be unstable and there may be hazards (e.g., exposed and live electrical wires). DO NOT USE ELEVATORS. Do not re-enter the buildings until they have been declared safe by the appropriate MTC staff.
- > If it is unsafe to move from your location, call Campus Police at 803.738.7199 if possible and remain in place until help arrives.

## If outdoors:

- > Move quickly indoors and follow the instructions above.
- > If unable to move indoors, lie flat in a ditch or low area.

## If necessary, call Campus Police at 803.738.7199 and:

- > Report your location.
- > Report any injuries and the status of the victim(s).
- > Stay on the line until released by the dispatcher.
- > Do not leave your location until advised or storm-warning ends.

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## FIRE

### If you discover smoke or fire:

- > If it is safe to do so, remove everyone from immediate danger and close the door to the area to confine the smoke and fire.
- > Pull the building fire alarm along your evacuation route.
- > If the fire is small and you are properly trained, control the fire with available firefighting equipment.
- > Before you go through a door to leave a room, feel the door with your hand. Do not open any door that feels hot.
- > Do not return for personal items.
- > If there is smoke, stay low.
- > Use stairs to reach an exit. Do not use elevators.
- > After you are out of danger, call 911, then call Campus Police at 803.738.7199.

### If you are trapped in a fire:

- > Wedge wet towels or cloth along the bottom of the doors to keep out smoke.
- > Close doors between you and the fire.
- > If you need fresh air, break the window only as a last resort.
- > If you catch on fire, do not run. Stop, drop and roll to put out the flames.

### Response to fire alarms:

- > When an alarm sounds, leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.) Never assume it is a false alarm.
- > Do not use elevators.
- > Do not return for personal items.
- > Help people unfamiliar with the building or people with disabilities escape the building.
- > When you are outside, check in with your supervisor, department personnel or instructor so everyone can be accounted for.

### How to use a fire extinguisher:

- > Remember to P.A.S.S.



**P = PULL** the pin

**A = AIM** the hose or nozzle

**S = SQUEEZE** the lever

**S = SWEEP** the agent

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## CRIME PREVENTION

*"We encourage all employees and students to increase their awareness of their surroundings and report anything unusual to the College Police."*

*- Chief of Campus Police*

### Safety when walking:

- > Avoid walking alone at night. You may request a campus escort by calling Campus Police at 803.738.7199.
- > Stay in well-lit populated areas.
- > If you are confronted by an attacker, scream loudly and try to run to a safe area.
- > If you feel threatened, use the blue-light emergency call box located around campus to call Campus Police or call Campus Police at 803.738.7199 from a cell phone.

### Protecting you and your vehicle:

- > Have your keys ready before you reach your car so you can open the door quickly.
- > Look in, around and under your car before you get in.
- > Do not assist occupants of disabled vehicles. Continue driving and use your cell phone or a nearby phone to call Campus Police at 803.738.7199 to report the disabled vehicle.
- > If your car breaks down, raise the hood, lock yourself in the car and call Campus Police at 803.738.7199 or private vehicle assistance, if possible. If someone stops by to help, stay in your locked car and open your window slightly to talk.
- > Always lock your car.
- > If you can't take all your valuables from your car, lock them out of sight in the trunk or glove compartment.
- > Never leave your windows cracked or your convertible top down.

### In your office:

- > Lock up your valuables even if you are just going to be gone a few minutes.
- > When entering a secure area, let no one "tailgate" in behind you. Make them show their ID if you don't know them.
- > Keep all of your personal information secure (home address, Social Security number, access PINs).
- > Don't leave your desk or office keys, personal identification or building-access cards in unsecured areas.
- > Call Campus Police at 803.738.7199 to report suspicious people or activities.

### Protecting your valuables:

- > Don't leave your cell phone, laptop, purse or wallet unattended when you're at the library or in another public area.

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## EVACUATIONS

Evacuation of the college will generally fall into two categories:

- > Limited evacuation of a building or designated area.
- > General evacuation of the entire campus.

You should plan ahead for possible evacuations. Know evacuation routes from your office or classroom and the campus.

**If the fire alarm is activated:**

- > Leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.) Do not assume it is a false alarm.
- > Do not return for personal items.
- > Do not go into the restrooms.
- > Do not use the elevators.
- > Direct visitors or anyone needing assistance to stairwells and exits.
- > When you are outside, check in with your supervisor, department personnel or instructor so everyone can be accounted for.

**If the entire campus is evacuated:**

- > Students, faculty and staff should leave campus and await further instructions.
- > Those who cannot provide their own transportation should report to the designated off-campus location. (This location will be within walking distance of campus).

## SHELTER-IN-PLACE/LOCKOUT

Shelter-in-place means to stay where you are to avoid possible danger outside. You could be directed to shelter-in-place in the event of severe weather, hazardous material release, a suspicious intruder or hostage situation.

- > Keep students in class until authorities give the all-clear signal.
- > Stay away from windows, doors and outside walls.

Information may be provided through various channels including on-site authorities, MTC Alerts!, and/or sirens as it becomes available. Authorities may not be able to provide information about what is happening immediately.

**In the event of severe weather:**

- > Basements offer the best protection.
- > Otherwise go into an interior room or hallway on the lowest floor possible.

**In the event of hazardous material release:**

- > Turn off ventilation where possible.

**In the event of campus intruder:**

- > Pull pins on exterior doors and lock them.
- > Secure or barricade interior doors and seek concealment away from windows and doors.
- > Turn off the lights and close the blinds, if the room is so equipped.

Stay in the shelter location until you receive an all-clear message from authorities.

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## ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life.

Options include:

### Evacuate:

- > Have an escape route and plan in mind
- > Evacuate regardless of whether others agree to follow
- > Leave your items behind
- > Help others escape if possible
- > Prevent individuals from entering the area where the active shooter may be
- > Keep your hands visible
- > Follow the instructions of any police officers
- > Do not attempt to move wounded people
- > Call 911 when you are safe

### Lock out:

**Get everyone away from windows or “fields of fire.”**

- > Lock exterior doors by pulling pins at push bars.
- > Lock classroom and office doors if possible. If doors can't be locked, barricade with desks or tables.
- > Close the blinds, turn off the lights, put the cell phone on vibrate and stay on the floor. Do not peek out of the door or windows to see what is going on.
- > If in the hallway, look for an open room to hide.
- > When outdoors, get behind a tree, wall or fence, lay down and wait for rescue.
- > If caught in an open parking lot, hide behind the front wheel/engine area.
- > Call 911. Do not hang up on the dispatcher until told to do so. The following information should be provided to the dispatcher:
  - Your name, campus, and exact location on the campus such as the building, floor or room number.
  - Describe the shooter if possible; clothing will help police locate him/her.
  - Where did you last see the shooter, and what is the shooter's direction of travel?
  - Type of weapon, if known (rifle, shotgun, handgun, etc., or explosive devices).
  - Tell the dispatcher if there are injuries or if anyone needs medical attention.

### Take action:

**Taking out the shooter is a serious decision ONLY YOU can make; maintain a survival mindset.**

- > Do only as a last resort, when your life is in imminent danger.
- > Position yourself in a location that will allow for the element of surprise if the shooter enters.
- > Prepare to attack the shooter, should he/she enter your area, by identifying possible weapons.
- > Throw items at the shooter's face to cause a distraction and disrupt his/her aim.
- > Attempt to incapacitate the shooter. Once the shooter is incapacitated, call Campus Police and advise.
- > Move weapons away from the shooter and use a trash can or other container to cover it.
- > Provide first aid to injured victims until help arrives.
- > Raise your hands and obey any commands from responding law enforcement officers.

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