

EMERGENCY *procedures*

▶ **WHO TO CALL**

- Contact appropriate individuals indicated under each topic.
- Do NOT leave voice mail – Always make real contact.
- ALL public/media requests must be directed to a member of the Crisis Management Team. (Rosters of the CMT are updated and distributed regularly.)

▶ **EMERGENCY NUMBERS**

All Emergencies – Campus Police	4911 or 4010
After Hours Pager	280-3437
Back Up	822-8161

Threatening or Suspicious Person

**IF DANGER IS PRESENT Contact Campus Police at 4010 or 4911.
DO NOT APPROACH THE PERSON OR ATTEMPT TO SUBDUE.**



Threatening or Suspicious Person

Power Failure/Other Electrical Emergency

IF DANGER IS PRESENT Contact Campus Police at 4010 or 4911.

- 1. Remain calm and stay where you are until evacuated.**
- 2. Secure cash and valuables.**
- 3. Keep emergency exits clear.**



Power Failure/Other Electrical Emergency

Illness/Injury/Incident

▶ EMPLOYEE/STUDENT WORKERS

1. All employee accidents, including student workers (while working), must be reported to the employee's supervisor and Campus Police at 4010 or 4911.

▶ ALL OTHERS

1. REPORT ALL INCIDENTS TO CAMPUS POLICE AT 4010 or 4911.
2. DO NOT DISCUSS INCIDENT OR STATUS OF AREA.
3. DO NOT PROMISE INSURANCE COVERAGE OR PAYMENT.



Illness/Injury/Incident

Fire

▶ **IF YOU DISCOVER A FIRE/SMOKE:**

1. Pull alarm.
2. Call 4911 and report the specific location of the fire.

▶ ***WHEN FIRE ALARM IS SOUNDING, ALL PERSONS MUST EVACUATE THE BUILDING.***

▶ **AFTER THE FIRE:**

REMAIN OUTSIDE until the “all clear” is given by authorities.



Fire

Gas Leak/Hazardous Material Spill

▶ GAS LEAKS

If you suspect a gas leak, call Campus Police at 4010.

▶ HAZARDOUS MATERIAL SPILLS

THE MAIN THREAT OF HAZARDOUS MATERIAL SPILLS IS TOXIC FUMES. IF YOU BECOME AWARE OF A HAZARDOUS MATERIAL SPILL:

- INSIDE:**
- 1. Avoid contact with the spilled material.**
 - 2. Treat contaminated individuals.**
 - a. Immediately flush area of direct contact with water.**
 - b. Remove contaminated clothing.**
 - c. Move to alternate location of building without common ventilation system to avoid fumes.**
 - 3. Contact Campus Police at 4911.**
- OUTSIDE:**
- 1. Move upwind from the spilled material to avoid fumes.**
 - 2. Contact Campus Police at 4911.**



Gas Leak/Hazardous Material Spill

Storm Warning

► **TORNADOS: Don't Panic—Stay Calm!**

TORNADO WATCH indicates that, under the current weather conditions, there is a potential for tornados to develop.

1. Monitor local weather reports and continue normal activities.

TORNADO WARNING indicates that a tornado has been sighted.

1. If time permits and it is safe to do so, secure area and valuables. Move to shelter area.
2. **REMAIN** in the shelter until the "all clear" is given by authorities.

► **WINTER WEATHER**

WARNING SIGNS: Local Weather Reports

1. Monitor local weather reports and continue normal activities.
2. The Crisis Management Team will determine if the Snow Closing regulations should go into effect. Watch for messages via the college recorded phone message, allstaff email, a pop-up message on our www.grcc.edu website, and local media.



Storm Warning

Robbery

- ▶ **REMEMBER! Your personal safety comes first. Don't do anything that might jeopardize your safety or the safety of others!**

- ▶ **IF A ROBBERY OCCURS:**
 1. **Remain calm and obey instructions from the robber—do NOT attempt to stop or apprehend.**
 2. **Carefully note the physical description and dress of the robber (including any distinguishing characteristics).**

- ▶ **AFTER THE ROBBER HAS LEFT THE SITE:**
 1. **Secure area.**
 2. **If safe and possible to do so, write down description and license number of any vehicle involved.**
 3. **Contact Campus Police at 4911.**
 4. **Write down the physical description and dress of the robber (including any distinguishing characteristics).**
 5. **Do not discuss with others.**
 6. **DAMAGE/PROPERTY LOSS: CAMPUS POLICE WILL CONTACT ADMINISTRATIVE SERVICES.**



Robbery

▶ BOMB THREAT CHECK LIST

Exact time of call _____

Exact words of caller _____

▶ Questions To Ask

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

Where are you calling from? _____

What is your address? _____

What is your name? _____

▶ Caller's Voice (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Accent (Type)	Deep	Crying	Squeaky
Excited	Stressed	Loud	Slurred	Normal

▶ Language Used (circle)

Foul	Irrational	Incoherent
Taped	Well-Spoken	Message read by caller

Is the voice familiar? YES NO Who did it sound like? _____

▶ Background Noise (circle)

Voices	Street Traffic	Trains	Animals
Office Machines	Music/Television	Restaurant Sounds	Quiet
Factory Machinery	Other		



Bomb Threat