

MONROE COMMUNITY COLLEGE

Emergency Procedures Guide

Life-threatening, hostile or hazardous situations may arise which require the campus community to evacuate or seek shelter inside buildings and/or rooms within the campus. During an emergency, the Department of Public Safety may initiate a **Lockdown, Shelter-In-Place, or Evacuation** procedure. The following outlines specific actions you should take in the event one of these emergency procedures is initiated.

ALL EMERGENCIES

- A public address announcement will advise you of the current situation and what immediate action to take. Additional messaging will occur via the MCC Alert System.
- Take immediate action and remain so until an "ALL CLEAR" message is announced or other specific instructions are provided.
- Hallways should be clear of all persons except for MCC Public Safety and other emergency service providers.

LOCKDOWN

1. Immediately seek shelter in the nearest classroom or office area. Quickly check hallways and encourage others to seek shelter with you.
2. If you are outside, seek the nearest secure area such as a vehicle or evacuate the area. Do not re-enter the campus if possible.
3. Close and lock the door to room (barricade it if possible). Turn off the lights.
4. Cover windows or openings that have a line of sight into the hallway if safe to do so. Stay away from windows.
5. **Remain Silent /Silence cell phones!** Do not make noise or otherwise draw attention to yourself.
6. Do not attempt to leave the room or building unless directed to by Public Safety or other law enforcement personnel. The exception to this is when you believe your life is in more danger by staying in the building rather than in attempting to escape.
7. Unless you clearly perceive fire or smoke, **DO NOT** evacuate for a fire alarm during a lockdown unless instructed to do so by Public Safety or other law enforcement personnel.

SHELTER-IN-PLACE

1. Immediately seek shelter in the nearest classroom or office area.
2. If you are outside, seek shelter indoors.
3. Close and lock the door to the room.
4. Close all windows.

EVACUATION

1. Immediately exit the building and/or leave the campus as directed.
2. Do not waste valuable time collecting personal belongings or waiting for other persons to join you.
3. Evacuate to a safe distance from the building.
4. **DO NOT RE-ENTER THE CAMPUS FOR ANY REASON.**