



Building Evacuation

- Stay calm; do not rush or panic
- Safely stop what you are doing
- Gather personal belongings if safe to do so
- Proceed to the nearest exit
- Do not use elevators
- Make your way to the nearest designated assembly area (upwind)
- Wait for instructions from emergency responders
- Do not re-enter building until cleared by authorized emergency responders

Fire

If you discover a fire:

- Evacuate the immediate area
- Activate the nearest fire alarm
- Call 911 and Security if safe to do so

If you hear a fire alarm:

- Evacuate as soon as the alarm sounds
- Do not open doors if they are hot
- Use stairs only – do not use elevators
- Go to designated assembly area (up wind)
- Do not re-enter the building unless instructed to do so by emergency responders

Active Shooter

- Leave the area as quickly as possible
- Watch and listen for the suspect to stop shooting
- Take cover, hide or lie motionless if you can't escape (prepare to move again)
- Take shelter in a secure area that features: — At least 2 exits & Doors that can be locked to prevent access
- Turn cellphone to vibrate
- Look for chances to escape
- From a secure location, call 911 and Security

Severe Weather

- *Siren Test (1 Minute siren):* Monthly Siren Test
- *Tornado Watch/Warning (3-5 minute siren may repeat):*
- This indicates that **Severe Weather/Tornado** is occurring in Hillsdale County.
- SEEK SHELTER immediately!
- Secure location in the center of the building, ground floor or lower and away from the windows.
- Turn to WCSR Radio (92.1 FM/ 1340 AM)
- Remain indoors
- Wait for further instructions

Earthquake

If inside:

- Duck, cover and hold until the shaking stops
- Avoid windows, filing cabinets, bookshelves and other heavy objects
- Evacuate the building if told to do so by the building staff or emergency responders

If outside:

- Move away from trees, signs, buildings, electrical poles and wires
- Protect your head with your arms
- Proceed to a designated assembly area

Criminal Activity

Immediately call 911 and Security from a safe location if you are a victim of or witness to:

- Verbal or physical assault
- Threats of bodily harm
- Crimes in progress
- Activities that present a serious risk to the individual or others

Do not confront the subject(s) or block their exit. From a safe location, write down or record as many details as you can about your encounter.

Medical Emergency

This protocol applies to emergency life/safety situations only:

- Call 911 and Security
- Do not approach the patient unless it is safe to do so
- Send someone to meet and direct emergency responders
- Do not move the patient unless it is absolutely necessary
- Do not take seriously ill or injured persons to the College's Health and Wellness Office
- Provide first aid if trained and it is safe to do so

Hazmat Spill

- Report known or suspected spills immediately to Security and 911.
- If you have had contact with the hazardous material, avoid contact with others and notify emergency responders immediately upon their arrival.
- Vacate the area immediately, get to a safe distance from the spill source and wait for emergency responders. Follow their instructions.
- Do not return to the evacuated building until the all-clear is given