

EMERGENCY PROCEDURES

EMERGENCY: 480.784.0911 Refer to the college website for additional information. **DO NOT call Public Safety for status.** Stay informed with MCCCD emergency messaging.

FIRE

- Remain calm.
- Activate the nearest fire alarm pull station and call 480.784.0911.
- Evacuate the building.
- Do NOT use elevators!
- Do NOT reenter the building until authorized by emergency personnel.

EXTREME HEAT

- Stay indoors to limit sun exposure.
- Drink plenty of water.
- Dress in lightweight, light-colored, loose-fitting clothing that covers as much skin as possible.
- · Wear a hat.
- Eat light meals; avoid excess salt.
- · Avoid alcoholic beverages.

THUNDERSTORM/ MONSOON

- Postpone outdoor activities.
- Get inside a building or car.
- Secure objects that could blow away or cause damage.
- Unplug electrical items.
- · Close window blinds/curtains.

HAZARDOUS MATERIALS RELEASE

- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location and call Public Safety at 480.784.0911.
- Follow instructions of emergency personnel.
- Alert others to stay clear of area.
- Notify emergency personnel if you have been exposed to or have information about the release.

SUSPICIOUSPERSON

- **Do NOT** confront the person.
- Do NOT allow access into a locked building, classroom, or office.
- Do NOT block the person's access to an exit.
- Call 480.784.0911.
- Provide as much descriptive information as possible about the person and his/her direction of travel.

SUSPICIOUS OBJECT

- **Do NOT** touch or disturb the object.
- Do NOT use a cell phone! in close proximity.
- Notify Public Safety at 480.784.0911.
- Be prepared to evacuate.

EVACUATION

- · Remain calm.
- Use the nearest exit (but be prepared to locate an alternate exit).
- Do NOT use elevators!
- Gather personal belongings (medication, keys, purses, wallets, etc.) if safe to do so.
- Follow directions given by emergency personnel.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a
 physical disability, go to an area designated for
 "Rescue Assistance" (e.g., stairwell). Ask others to
 inform emergency personnel of your location.
 IF THERE IS TIME: Secure any hazardous materials
 or equipment before leaving.



LOCKDOWN SHOOTER/INTRUDER/HOSTAGE SITUATION

- · Hide if unsafe to run.
- Clear all hallways and stairs.
- Lock all interior doors, block doors if unable to lock.
- · Turn off all lights.
- Silence cell phone.
- Stay calm, quiet, and out of sight.
- · Await further instructions from authorities.
- Remember: RUN, HIDE, FIGHT!

SHELTER-IN-PLACE

- If outside, seek shelter in nearest building.
- Stay inside building.
- · Close doors and windows.
- · Move away from glass.