

## GENERAL RULES

- If requested, assist emergency crews.
- Keep streets and walkways clear for emergency vehicles.
- Disabled persons should be assisted in moving to shelter or evacuating from building.
- Do not visit emergency areas. This may hamper rescue and other emergency operations.

## SAFETY STATEMENT

Northwood Technical College has an inherent responsibility to minimize danger to life, property and campus operations arising from emergency situations. Staff and students bear an obligation to conduct their tasks in a manner that does not endanger their health and well-being or the health and well-being of others.

This quick reference is made available to all faculty, staff, and students. Its purpose is to provide suggestions that will serve as reminders during times when decisions must be made quickly.



# Emergency Procedures

## A Quick Reference for Students and Staff

# SITUATIONS AND APPROPRIATE RESPONSES

## LOCKDOWN

A lockdown will occur in response to violent or criminal behavior. The College procedures follow the **ALICE** principles.

### ALERT

Blue strobe lights, red blinking alert beacons, and the Northwood Tech Emergency Notification System will be activated in response to violent or criminal behavior.

### LOCKDOWN

If evacuating is not an option, lock, secure the door, and barricade if possible. Shut off lights and close blinds. Maintain Silence. Turn off cell phone volume. Be prepared to remain in lockdown status for an extended period of time. Wait for assistance from emergency personnel or until and "All Clear" has been issued.

### INFORM

Call 911

### COUNTER

As a last resort, use any means possible to fight back, and/or distract, to minimize an immediate threat.

### EVAUATE

If you can do so safely, get out of the building. Meet at a pre-designated location if one has been established.

## Northwood Tech Alert

The Northwood Tech Emergency Notification System, "Northwood Tech Alert", is intended to give students, faculty, and staff timely notification of campus emergencies, including campus closures due to weather or non-weather related circumstances and lock down situations. Users will receive text, voice, email messages, and/or a full-screen pop up alert on all monitors on campus during these situations.

## EVACUATION

Building maps of the quickest exit routes have been posted in each area in the event of an Evacuation. Evacuation will occur in response to the following incidents:

- Bomb Threat
- Fire/Explosion
- Gas Leak
- Hazardous Material Spill
- Other Reasons as Deemed Appropriate

1. **Evacuate** the building by the quickest route and move directly to a safe area greater than 500 feet from building's perimeter. Keep streets and walkways clear for emergency vehicles/personnel
2. **Do NOT** use elevators.
3. **Do NOT** return to the building unless authorized to do so.

## TORNADO WARNING

Emergency maps identify tornado safe areas and the quickest route to these areas. In the event of a Tornado Warning:

1. Immediately move to a designated tornado safe area.
2. Stay close to interior walls, away from windows.
3. Stay in the Tornado Safe Area until an "all clear" has been announced.

## MEDICAL EMERGENCY

1. If serious injury/illness or psychological crisis occurs, **immediately DIAL 911**.
  - Give exact location
  - Describe the medical emergency
  - Give the location of nearest entry for emergency personnel
  - Do not hang up until released by the emergency operator.
2. Contact the switchboard operator to notify them of the medical emergency, that 911 has been contacted, and that internal first responders may be alerted.
3. An escort should be assigned to meet emergency personnel at the nearest entry.
4. Employees are not authorized to transport another individual who is ill or injured.
5. AED equipment is on premises and locations are identified on maps posted in each room.

## PANDEMIC

In the event of a pandemic, students will be kept informed of events via the student email system, the College web page, posters and signs, and information relayed through faculty in classes.