EMERGENCY PROCEDURES

If there is a true emergency DIAL 911 IMMEDIATELY

Non-emergency assistance is available by dialing 9999.

MEDICAL EMERGENCY
If the emergency is life threatening, CALL 911 IMMEDIATELY
• Do not move a seriously injured person, unless they are in an unsafe area.
• Call 911 on any campus phone with the following information:
  - Location
  - What happened?
  - Location of injured?
  - Is injured conscious?
  - Is injured breathing?
  - Is injured bleeding?
• Stay with the victim.

DISTURBANCE
If the disturbance is life threatening, CALL 911 IMMEDIATELY.
If you are a victim or a witness of a disruptive event:
• Call 9999 from any campus phone to reach a member of the campus Crisis Response Team.
• Provide your name, location and need for assistance. Stay on the phone and follow all instructions.
• Never endanger yourself needlessly or continue to argue with an angry person.
• Stay calm.
• If you can, remove yourself or the targeted person to his/her office/room and lock the door.
• Acknowledge anger, but calmly ask the disruptive person to leave.
• If the person still will not leave, advise them that the police have been called.

BOMB THREATS
Listen to caller carefully and write down what you are told. Always ask the caller when and where the device is supposed to activate.
Do not panic. The vast majority of phoned-in bomb threats are found to be false.
Call 911 immediately and report what the caller said. Stay on the phone with the operator.
Do not activate a fire alarm unless told to do so by the 911 operator. Building evacuation will be conducted only if ordered by the person in charge of the incident.
If you are told to evacuate, close your room door. Take purses, backpacks, and personal packages (as they could be mistaken for concealed explosives) and exit the building.

LOCK DOWN
If the disturbance is life threatening, CALL 911 IMMEDIATELY
A lockdown is immediate action taken in response to an active shooter or other life threatening incident
Call Out – To 911 from a campus phone. Don’t assume some-one else has done it. Tell 911 dispatcher where you are and what you saw.
Hide Out – If you can’t get out, then find a place to hide. Lock the door if you can. Turn out lights and be silent. Put cell phones on vibrate. Don’t peek out – wait for the police.
Keep Out – If the door can’t be locked, then block the door with whatever you can. If the door opens out, then use belts to tie the door to heavy objects.
Spread Out – DO NOT huddle together. Remain calm and stay focused on survival.
Take Out – If the shooter enters your area, assume their intentions are lethal. Fight or do whatever it takes to survive ... Your life depends on it.

SHELTER IN PLACE
This is a response to a problem or security threat near a campus building.
• If you are inside, remain in the building.
• If you are outdoors, quickly proceed into the closest building, or follow instructions from emergency personnel on the scene.
• Locate a room to shelter inside. It should be:
  - An interior room
  - The lowest level, and without windows or with the least number of windows.
• Listen for further communication through campus phones.
• Take refuge until an evacuation can be safely initiated or an “all clear” is given.

UTILITY OUTAGE
All utility outages may be reported to Facility Services as soon as possible at 788-1188. If there is a potential danger to a building and/or occupants, dial 9999 on any campus phone.

Move to the pre-designated assembly location for your area.

SEVERE WINTER WEATHER
• If conditions worsen during the day, schedule changes and closures will be announced.
• When a decision is made to close, you will be notified through GFC Alert via text, email and the College’s website.
• Decisions to close for the day are usually communicated by 6 a.m.
• Use caution when traveling on roads, or walking on sidewalks.

In the event of any emergency situation, you may be notified and/or able to obtain information through the following methods, depending on the emergency:
• GFC Alert text message to your cell phone (pre-registration required at www.gfcmsu.edu/Alert)
• Email notification to your Great Falls College account
• Campus phone system broadcast
• Local news media
• Great Falls College website: www.gfcmsu.edu

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