

## MEDICAL EMERGENCIES

- Call Campus Police 4911 or push the Code 2 button on any campus phone
- Provide location, nature of the emergency and known medical conditions.
- Remain with the person

## BUILDING EVACUATION PROCEDURES

When evacuation is necessary:

- Follow evacuation routes to nearest exit or stairwell.
- DO NOT use elevators.
- Take personal belongings.
- Assist people with disabilities.
- Proceed at least 300 feet from the building or as far as necessary for safety.

## SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked or card access building or room.
- Call Campus Police at 4911, provide the following:
  - Your name.
  - What is the problem?
  - Where is the problem?
  - Description of person.
  - Type of weapon, if any.
  - Your current location.
  - STAY ON THE LINE until told to hang up.

## BOMB THREAT

- Document date and time.
- Document where the call originated (displayed on caller ID where available)
- Write down exactly what was said, be specific.
- Note the age of the caller (sound of caller, young, very young, old, etc.)
- Listen for background noises, or sounds, such as music, children, etc.
- Call Campus Police, 234-4911, immediately

# GRCC

GRAND RAPIDS COMMUNITY COLLEGE

## SAFETY INFORMATION

Refer to

<http://www.grcc.edu/campuspolice>  
for additional information

## IMPORTANT PHONE NUMBERS

### Campus Police (Emergency)

4911 (college phones)  
234-4911 (other phones)

### Campus Police (non-emergency)

4010 (college phones)  
234-4010 (other phones)

### Local Fire or Police Department

911

Poison Control Center  
800-222-1222

## WEATHER EMERGENCY

- For up-to-date weather information, National Weather forecast for GR
  - <http://www.crh.noaa.gov/forecasts/miz057.php>
- Emergency announcements may come through:
  - Classroom/office phone speakers
  - Email announcements
  - RAVE Text message
  - Automated phone calls

## TORNADO WARNINGS

- Upon notification proceed to posted shelter area.
- Use the stairs in case of power outage.
- Stay away from windows and glass.

## TORNADO WATCHES

- Remain alert and be prepared to evacuate to shelter area.

## ARMED ASSAILANT

- Remember: RUN, HIDE, FIGHT
- Get Out/Evacuate if at all possible
- Shelter in Place - Lock/Barricade doors
- Take Aggressive Action as last resort
- Call Campus Police at 234-4911 or 911 when safe to do so.

## POWER OUTAGES

- Immediately notify Campus Police at 4911.
- Emergency lighting will come on
- If in a lab turn off gas burners and equipment.
- Wait for instructions via emergency phone alert, or RAVE

## FIRE or SMOKE

- **Never assume a fire alarm is false. If alarm is activated, you MUST EVACUATE.**
- If necessary activate the nearest fire alarm pull station.
- Alert others of the danger and need to evacuate.
- Shut down all hazardous equipment and gas valves in the area.
- Immediately exit the building, closing doors between you and the fire.
- When safe call Campus Police or 9-1-1 with location and nature of the fire.
- Notify emergency personnel if you know of people who are still in the building.
- Remain outside until notified by Authorities.

## IF CAUGHT IN SMOKE

- Drop and crawl toward an exit if possible.
- Breathe slowly using a towel or shirt as a filter.
- If trapped, close doors and wedge cloth material under doors to keep smoke out.
- Use windows to notify responders.
- Break windows as a last resort as they cannot be closed if necessary.

## WHEN TO USE AN EXTINGUISHER

- Only use an extinguisher if:
  - you have been trained
  - the fire is small
  - you are not alone
  - you have an escape route
  - if not, close the door and evacuate
- An extinguisher can be used to suppress a fire that blocks your exit from the building.
- Remember **PASS**; Pull the pin, Aim the extinguisher hose at the base of the fire, Squeeze the lever, Sweep from side to side.