



### ACTIVE THREAT

- **RUN**– evacuate the area, leave your belongings behind, keep your hands visible
- **HIDE**– in an area out of view, block entry to your hiding place and lock the doors
- **FIGHT**– as a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate an intruder. Move toward exits while making noise, throwing objects, or swarming the intruder



### FIRE

- Evacuate the building via stairwells
- Stay clear of building entrances so responders can enter building
- Remain outside until building is safe
- Contact public safety for evacuation assistance



### CLASSROOM SAFETY/DISRUPTIVE PERSON

- Instruct student to stop or leave room
- Contact public safety if they refuse
- Fill out small incident form
- Follow advice from Public Safety/Dean of Students



### MEDICAL EMERGENCY

- Stay calm and call 911 and then notify Public Safety
- Clear the room for responders
- Stay with the victim and **DO NOT** move the victim unless they are in danger



### CHEMICAL SPILLS

- All chemical spills should be reported to the instructor and Public Safety
- Immediately flush any affected areas with water for 15 minutes
- Use an overhead shower for large exposures
- **DO NOT** attempt to clean up spill



### SEVERE WEATHER

- Seek shelter immediately
- Stay away from windows
- Access weather information via the internet or local TV stations
- Follow instruction received via MCC emergency text alerts



### BUILDING EVACUATION

- Remain calm and leave promptly
- If possible, assist persons with disabilities in leaving the building
- Alert other persons on your way out
- Do not return to evacuated area unless told to do so by a college official



### POWER OUTAGE

- Do not evacuate unless directed to do so
- Follow evacuation guideline if necessary
- Contact Public Safety
- Proceed as instructed by emergency responders



### WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow officers' instructions
- Keep hands visible at all times
- Avoid pointing, screaming, or yelling
- Avoid making quick movements
- **DO NOT** stop to ask officers questions

## IMPORTANT CONTACTS

Police, Fire, or Medical Emergency

911

Public Safety

Bedford 781-589-0234/Lowell 781-589-1384

Facilities Issues

Facilities Management 781-280-3757