



MONTGOMERY COLLEGE

EMERGENCY PROCEDURES

Action Plan

Medical Emergency



- If there is a life-threatening medical emergency, call 911, then call Public Safety Dispatch at 240-567-3333.
- Provide medical assistance if possible.
- Ensure an Automated External Defibrillator (AED) and Stop the Bleed kit are retrieved and available for use.

Fire or Explosion



- Activate the fire alarm and evacuate the building by the nearest exit, assisting others in evacuating, and proceed to the designated exterior assembly area.
- Do not use the elevator.
- If smoke is encountered while evacuating, stay close to the floor where the air is coolest and smoke-free.
- Feel the door with the back of your hand before opening it. If the door is cool, open it slowly. If the door is hot, or if smoke is detected on the other side, do not open it. Seek another way out.
- If you cannot exit, shelter in a safe place, call 911 and Public Safety Dispatch at 240-567-3333, text a friend, or yell for help.
- Attempt to make yourself visible to responding authorities.

Active Attacker



- Depending on your proximity to an active attacker, **RUN, HIDE, or FIGHT**.
- **RUN**—flee from the active attacker, as far away as possible.
- **HIDE**—if you are unable to flee, hide by moving yourself and others to a secure area out of the view of the perpetrator. Turn off lights and silence cell phones. Block the doorway with tables and chairs.
- **FIGHT**—as a last resort, have a plan and be prepared to fight for your life. Use a laptop, fire extinguisher, etc. as a weapon to incapacitate the perpetrator.

Hazardous Materials



- If hazardous material is released, call 911, then call Public Safety Dispatch at 240-567-3333.
- Pay attention to MC Alerts for emergency updates.
- It may be safer to stay indoors and close doors and windows. Remain in place until the ALL CLEAR is given.
- If you must evacuate, do so away from the affected area. Move at least 300 feet from the building and proceed to the designated exterior assembly area.

Building Evacuation



- If a fire alarm sounds, evacuate immediately. Do not run and assist others in evacuating.
- Do not use elevators.
- Move away from the building to a designated evacuation area; take attendance.
- While exiting, move far away from the building's exterior to ensure your safety and to provide ample room for a fire department response.
- Do not re-enter an evacuated building until it has been determined safe to do so.

Shelter in Place



- Certain incidents like police activity or hazardous spills may require sheltering in place.
- Take shelter in a secured room.
- Lock doors and windows.
- If outside, enter the nearest building.
- Stay indoors until instructed otherwise.
- Monitor emergency messages from MC Alert.

Severe Weather



- A severe weather **WATCH** provides lead time for monitoring a possible worsening weather condition. At this time, you should prepare to move to weather-safe areas (the lowest and most interior portion of the building). Stay away from glass and exterior walls.
- A severe weather **WARNING** means that severe weather is imminent. Move to a safe location. Shelter in place, sit on the floor, and cover your neck and head.
- Monitor emergency messages from MC Alert. Be prepared to evacuate if necessary.

Suspicious Activity and Crimes



- Immediately report suspicious activity, crimes, or suspected crimes on College property to the Office of Public Safety, Health, and Emergency Management at 240-567-3333, 24 hours a day, seven days a week, 365 days a year.

For more information, contact the Office of Public Safety, Health, and Emergency Management at 240-567-3333.



More Information About
Emergency Management



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