WESTERN **TECHNICAL COLLEGE**

EMERGENCY PROCEDURES

Active Killer - A.L.I.C.E. Use the A.L.I.C.E. techniques to make the best decision for your circumstance. They are not sequential.

ALERT Recognize and accept

the alert, choose the

best action, act quickly!

LOCKDOWN

Secure door, barricade,

spread out, prepare,

communicate.

INFORM

Continue to communicate real-time information.

COUNTER

Throw anything, yell, swarm. Interrupt and disorient the intruder.

EVACUATE

Best option when possible! Put space between you and intruder. Keep your arms up when law enforcement arrives.

Fire or Explosion

• CALL 911

- Evacuate the building when the fire alarm sounds.
- Close all doors, do not use elevators.
- Use caution when opening doors, stay low if caught in smoke or heat.



Serious Injury, Medical Emergency, or Death on Campus

- CALL 911
- Stay with injured person and render primary care if possible.
- Notify administration and evacuate non-involved persons from immediate area.



Tornado or Other **Extreme Weather Condition**

- Close doors.
- Do not use elevators.
- Move to designated shelter areas or center hallways.
- Remain seated or lying on floor.

Gas Leak

- CALL 911
- Evacuate the building if detect/smell gas leak.
- Open windows and exterior doors if able to accomplish within seconds.
- Sound nearest fire alarm, if able.



EMERGENCY: Police - Fire - EMT 911



Switchboard Numbers: 718-2400 or 718-2407

Bomb Threat

- Do not hang up!
- Try to ask someone to call 911.
- Ask questions about the bomb:
 - Where?
 - When?
 - Why?
 - What does it look like?
 - What is your name?
- Do not hang up phone after call.



Hazardous Material Spill or Chemical Threat

• CALL 911

- Evacuate all persons from area.
- Notify your instructor and administration.
- Provide preliminary decontamination through **SIM Center Decontamination** Room or eyewash stations: Main Campus: L102, L106, L108, L111, L122, L126, L129, L134, L157, W111, W134B, W134D, W143, W144, W148, W149, W150, W152, W156. Badlands Hall: DST Lab 123

Lock Down Announcement **BUILDING STATUS**

- Lock and secure classroom, work area, and office doors.
- Turn off lights and close blinds.
- Move away from windows and doors. •
- Do not respond to anyone requesting entrance except law enforcement.
- Stay quiet and prepare to evacuate quickly when instructed to do so.



Secure Status Announcement **BUILDING STATUS**

- Lock and secure all classroom. work area, and office doors.
- Once complete, continue business as usual.

Notify your instructor.



Avoid movement in the hallways.

Hostage or Terrorist Event

• CALL 911



 Notify Rapid City Administration (605) 718-2400.

Student Success Center

Rapid City Main Campus: 800 Mickelson Dr., 57703 Badlands Hall: 500 Mickelson Dr., 57703