## 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