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