



Gateway Technical College **Emergency Procedures**

IN ANY EMERGENCY DIAL 911

Follow up with a call to Campus Security at:

Burlington (262) 767-5208

Elkhorn (262) 741-8208

Kenosha/Horizon (262) 564-2208

Racine/iMET (262) 619-6208

	SEVERE WEATHER
	FIRE
	MEDICAL EMERGENCY
	UTILITY FAILURE
	CIVIL DISTURBANCE OR PROTEST
	SPILL RESPONSE
	BOMB THREAT / SUSPICIOUS PACKAGE
	ACTIVE THREAT OR ACTIVE SHOOTER
	INDIVIDUALS WITH DISABILITIES EMERGENCY



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Severe Weather

Gateway Technical College will activate the emergency procedure when a tornado warning is issued for Kenosha, Racine or Walworth County by the National Weather Service.

- Tornado siren will sound
- The Alertus system will be activated and beacon lights will flash
- A tornado warning will be sent to all phones registered for the GTC Alerts.
- College computer screens will display warning
- Employee and student emails will be notified

Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority***

1. Be aware of your surroundings and any inclement weather
2. Departments should notify classes
3. Seek shelter by proceeding to the Severe Weather Refuge Areas.
4. Direct students, staff or faculty to the nearest Severe Weather Refuge Area.
 - Bathrooms
 - Stairwells
 - Interior rooms with no windows
 - Avoid elevators
 - Consider those who need assistance and update Fire Department or Emergency Services on individuals.
 - Provide location, description and assistance needed.
5. Direct students, staff or faculty away from open areas, windows or large objects.

6. If severe weather causes damage or injury, notify Emergency Services (911)



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Fire

A fire hazard is any situation in which there is a greater than normal risk of harm to people or property due to the potential to cause fire or increase the likelihood of injury if a fire occurs. Fire hazards can become an active fire.

Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. If you witness a fire do not attempt to extinguish, pull the alarm and notify Emergency Services (911) once safe

Follow dispatcher's instructions

Provide the following to the dispatcher:

- Building name/number
- Floor or room number

**If you hear a fire alarm direct students, staff and faculty to evacuate the building.

2. Notify Campus Security

3. Direct students, staff and faculty away from the area/building

- Consider those who need assistance and report Fire Department on individuals.
- Provide location, description and assistance needed.
- Avoid Elevators

4. Evacuate building and await Fire Department

- Assemble outside in an area away from the building and do not attempt to re-enter the building until authorized to do so by emergency responders
- Conduct accountability of class accountability if faculty member or work center accountability if a manager/supervisor.
- Notify Campus Security or Emergency Services if a person is identified as missing and/or may still be inside building.



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Medical Emergency

The American College of Emergency Physicians recommends seeking immediate medical attention for the following symptoms:

- Trouble breathing or shortness of breath
- Pain or pressure in the chest or upper abdomen
- Abnormal pain in the abdomen
- Fainting or feeling dizzy or weak
- Visual irregularities
- Sudden or sharp pain
- Bleeding that won't stop
- Severe or ongoing vomiting or diarrhea
- Coughing or vomiting blood
- Trouble speaking
- Confusion or altered mental state
- Feeling suicidal

Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. Notify 911 or assign someone to notify 911

2. Follow dispatcher's instructions

Provide the following to the dispatcher:

- Building name/number
- Floor or room number
- Nature of injury

- Location of injured person
- Age of injured person
- Sex of injured person
- Current condition
- Any known medical history

Never move an individual unless they are in danger where they are located

3. Assign someone to notify Campus Security

4. If First Aid Trained act as needed until Responders arrive

- Render first aid if you are trained to do so.
- Remain with the person with the medical emergency.

If AED is required follow electronic prompts of AED

Do not use AED if person is in contact with water; make sure chest is dry.

5. Await response from Emergency Services

- Never move or transport an individual unless they are in danger where they are located. This includes transporting an individual to the hospital. This should only be done by trained and certified EMTs.



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Utility Failure

Could include failure of the following: power, water, heating, ventilation, air conditioning, medical air, vacuum, or medical gases.

Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. Remain calm
2. Consider personal safety and avoid area
3. Report power failure to Campus Security
4. If the area you are in has no lighting, proceed cautiously to a lighted area.
5. Evacuate or shelter in place: Account for all students, staff, faculty and public



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Civil Protest/Disturbance

A civil protest/disturbance will usually take the form of an organized public demonstration of disapproval with an action, idea or incident. The civil protest/disturbance does not necessarily have to be from any action taken by Gateway Technical College. It could be from any action or event worldwide.

Perform Initial Response:

Each incident or emergency mitigation situation is *unique* and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. Always be aware of your surroundings
2. Report Emergency: notify Campus Security or call 911
3. if unsafe to evacuate consider sheltering in place
 - Lock doors and windows
 - Close blinds
4. Consider alternate routes for students, staff and faculty to evacuate if safe.
5. Evacuate or shelter in place: Account for all students, staff, faculty and public if demonstration becomes violent



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Spill Response



Any incident involving the spill/release of hazardous chemicals, mixtures of such chemicals, or hazardous waste that requires the intervention of spill cleanup specialists to contain and remove the spilled material safely is an emergency response spill.

Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. If you witness a fire or explosion due to a chemical spill do not attempt to extinguish, pull the alarm and notify Emergency Services (911)
 - If you hear a fire alarm direct students, staff and faculty to evacuate the building.
 - Consider those who need assistance and update Fire Department on individuals.
 - Provide location, description and assistance needed.
2. Notify Campus Security
 - Identify spill and/or chemicals involved if known
3. If not already completed Report Emergency by dialing 911
4. Avoid the spill
5. Direct students, staff and faculty away from the area/building upwind of any potential spill/contamination
 - Consider those who need assistance and update Fire Department on individuals.
 - Provide location, description and assistance needed.
6. Evacuate building and await response



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Bomb Threat/Suspicious Package



A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

Signs of a Suspicious Package:

No return address • Excessive postage • Stains • Strange odor • Strange sounds • Unexpected delivery • Poorly handwritten • Misspelled words • Incorrect titles • Foreign postage • Restrictive notes

Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. If Bomb Threat is by Phone:

Remain calm and try to keep the caller on the line.

- Refer to the [Bomb Threat Checklist](#)
- Make note of any caller identification information
- Assign someone to notify Campus Security or Emergency Services (911)
- Do not use the phone line again until authorized by law enforcement
- DO NOT HANG UP THE PHONE EVEN IF CALLER DISCONNECTS
- Do not post anything on social media, keep the information about the threat confidential

2. If Bomb Threat is by Mail:

- Remain calm.
- Keep everything related to the bomb threat including mail, envelope, letter and anything associated
- DO NOT HANDLE THE ITEMS and clear the area.
- Notify Campus Security or Emergency Services (911)

3. If Bomb Threat is via Suspicious Activity or Object:

Remain calm.

If you observe a suspicious object, DO NOT HANDLE THE ITEMS and clear the area.

- Notify Campus Security or Emergency Services (911)

4. If safe direct all students, staff and faculty away from the area and to evacuate the building

5. Await response from local law enforcement

Multiple Exposures:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. If multiple persons had contact with the suspicious package or item:

- Make note of all who had contact
- Advise everyone to wash hands with soap and water
- Report list to Campus Security



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Active Threat/Active Shooter

An Active Threat or Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

1. If you witness the active threat or active shooter be alert of your surroundings and remain safe. Shelter in place if unsafe to move.

2. Remember the ALICE Method (Alert, Lockdown, Inform, Counter, Evacuate)

Determine the best option to remain safe

If best option is to **EVACUATE**:

- Escape to the nearest and safest exit
- Warn others as you leave
- Keep hands visible

If best option is to **LOCKDOWN**:

- Seek the nearest safe location
- Gather others if safe
- Lock, secure and barricade all doors and windows
- Turn off lights, silence all phones and devices
- Remain out of sight and avoid windows and doors
- Do not open the door once secured

If best option is to **COUNTER**:

- Fight back only as last resort
- Work with the others in the room to plan a counter
- As a group, throw books, furniture or other items at the shooter

- Act as aggressively as possible to overpower or disarm the shooter

If active shooter is disarmed do not pick up the weapon(s). Secure until law enforcement arrive.

3. Report Emergency to 911

4. Report Emergency to Campus Security

5. Await response from local law enforcement and follow all directions

Individuals with Disabilities Emergency Assistance



Perform Initial Response:

Each incident or emergency mitigation situation is unique and should be treated according to the circumstance present. In every situation, however, ***safety must be assessed as the priority.***

If you are Faculty and have a student requiring assistance during an emergency, prepare an emergency plan in the beginning of the year that you and the student agree upon

1. Ask for permission to assist a person with a disability
2. Seek assistance with others to assist individual to nearest stairwell or designated area
3. Assign someone to notify emergency services:
 - Individual requiring evacuation assistance
 - Location of individual requiring evacuation assistance

For Visually Impaired:

- Clearly communicate the reason for evacuation or the nature of the emergency
- Ask permission to assist with evacuation
- Offer arm for guidance and stability
- Tell the individual where you will be guiding them
- Once out of the building offer additional support as needed or requested

For Hearing Impaired:

- If they have not reacted to the alarm offer assistance by turning the lights on and off or by getting their attention
- Provide assistance to direct them out of the building
- Communicate by gesturing, or by notes
- Once out of the building offer additional support as needed or requested

For Physically Impaired:

- Direct individual to nearest stairwell or designated area
- Notify Faculty or fire department of individual seeking assistance outside of the building