

Campus-Wide Safety and Security

MATC provides campus security services in the evenings. If you need the assistance of our security guard during an emergency or an escort to your vehicle, **call 785-212-1086**.

ACCIDENTS/INJURIES

While stringent precautions will be taken at Manhattan Tech to ensure safety, accidents may occur. All accidents and injuries should be reported immediately to an instructor or the administrative office. It is Manhattan Tech policy that all accidents, regardless of the severity, be reported so that an Incident Report can be completed and submitted to the administrative office in response to the situation.

RECEIVING EMERGENCY MESSAGES

Notification will be sent through the RAVE alert system and if applicable the public website, email, and Facebook.

SOUNDING THE ALARM

Anyone may notify emergency services by calling 911 and then calling the front desk at 587-2800 or dialing zero (0) from an on-campus phone.

EMERGENCY

During an emergency, your sole responsibility is to act quickly and in a pre-determined manner to separate yourselves from potential harm. The time to provide details, discuss options, and philosophy about procedures is before the need to act arises, and of course afterward to continually improve processes.

During an emergency, the institution will utilize one of three specific commands:

- 1. Lock-Down**
- 2. Evacuate, or**
- 3. Shelter in Place**

The only difference between these commands would be when the words "This is an Exercise" are added to the beginning and end of the command. With this in mind, it is important to think ahead and imagine how you would react to the command listed above. This includes, of course, how you would protect yourselves as well as those around you.

The time to become familiar with evacuation routes, shelter areas, or lock-down procedures is today. Notification to initiate any of the procedures listed below will be given via a text message alert or by use of a runner, if safe.

LOCKDOWN

A crisis situation may arise when it is prudent to lock MATC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or person(s) wielding dangerous weapons.

Anyone witnessing a dangerous person should notify an administrator through the RAVE Alert app or through notifying the front desk, and/or call 911. Faculty and staff should follow the building lockdown procedures when instructed to do so or immediately in the event of an obvious imminent threat.

While MATC has no authority to prevent students from leaving the campus, all students will be asked to stay and report to safe areas in the event of a crisis.

Imminent Danger

- *If you hear gunshots or witness an armed person, isolate yourself and others from the suspect.*
- *Close, lock and barricade doors, close curtains, turn off lights move to a wall or corner out of sight from the door or window.*
- *DO NOT respond to anyone at the door.*
- *Ignore all bells and alarms unless otherwise instructed.*
- *If in open space, hide to the maximum extent possible – get behind something solid (a wall, desk, etc).*
- *Call 9-1-1 if it is safe to do so. Provide as much detail as you know. Follow police instructions. Do not expose yourself or others until notified by police that the danger has passed.*
- *Call extension 4100 or 4458 (front desk) and/or use RAVE Alert app if it is safe to do so. Provide as much detail as you know and what action you have taken.*

- *Do not speculate. Depending on circumstances, the responding Security Officers will coordinate efforts with the law enforcement officers.*
- *The President or his designee will make other notifications as necessary.*

EVACUATION

When a building on campus must be evacuated, the evacuation must be done quickly, calmly, and without panic. Special attention should be given those individuals requiring additional assistance to evacuate a building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here.

Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.

- *Take your personal belongings with you.*
- *Classrooms and offices – close, but do not lock, all doors.*
- *Laboratories – turn off all gas (cylinders, fuels), and other equipment or machines in use that may pose a hazard or source of ignition or fuel.*
- *Follow the evacuation route posted in your building.*
- *Walk quickly and calmly to the assembly point designated by your Faculty Member and alert others to do the same.*
- *During non-earthquake or fire evacuations, reserve elevators for non-ambulatory individuals.*
- *Wait at the designated outdoor assembly point.*
- *Do not leave the assembly area until you have checked in with the Faculty Member. If the primary assembly point is unsafe, go to an alternate assembly point identified by a college official.*
- *Notify your Faculty Member if anyone is unaccounted for from your classroom or area.*
- *After evacuating, DO NOT ENTER A BUILDING FOR ANY REASON until you are told it is safe or a college official announces an “All Clear”.*

SHELTERING

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community. If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all MATC building occupants in the affected area will be notified via RAVE Alert app, email (if possible), or runners inside each building. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the “all clear” to the College Administration, building occupants will be notified through the same emergency communications channels: RAVE alert system and if applicable the public website, email, and Facebook.

MATC EMERGENCY RESPONSE

Report all campus emergencies.

Dial 911 for Riley County Police, Fire or Ambulance, dial 785-212-1086 for Campus Security in the evenings or, from a campus phone, dial "4444" for administration.

Evacuation Information

Evacuate the buildings using the nearest exit or alternate if the nearest is blocked.

Take all personal belongings (keys, purses, etc.).

Secure any hazardous materials or equipment before leaving.

Follow the directions of those in authority. Move away from the buildings and do not block access to emergency services.

Fire—Smoke—Explosion

- Activate the nearest fire pull alarm and call 911.
- Evacuate the building
- Return to the building only when authorized to do so by campus administration or the fire department.

Campus Violence

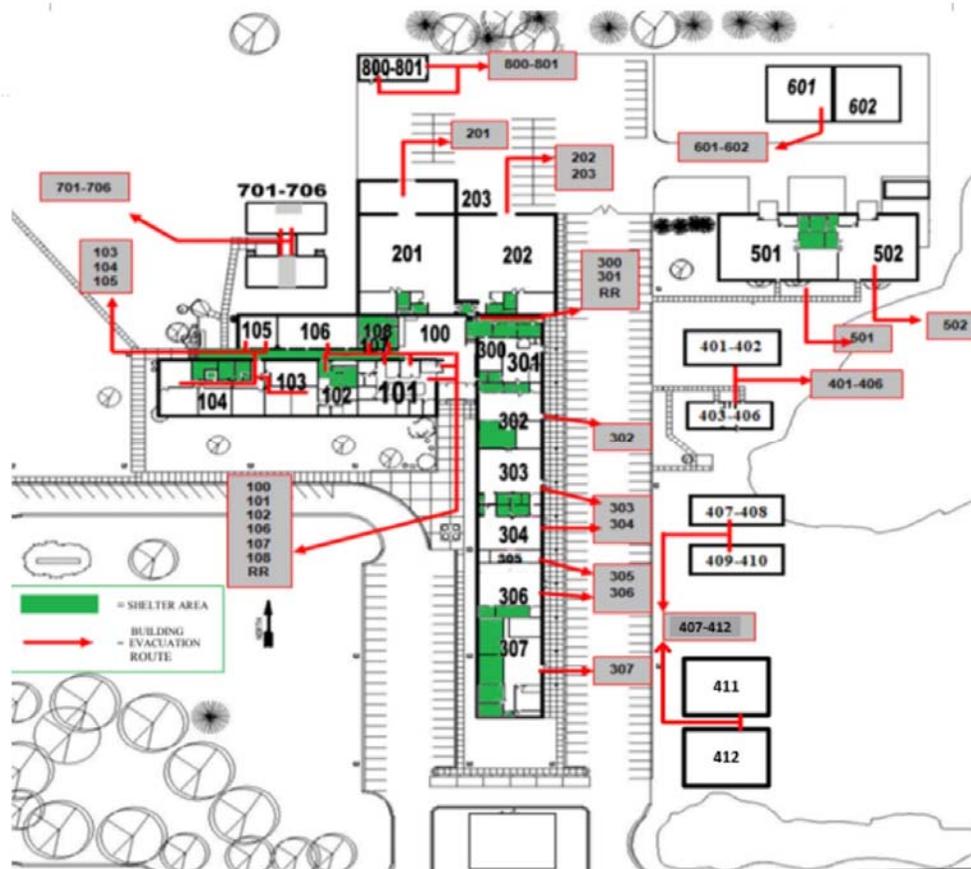
- Do not attempt to intercede or restrain aggressive individual.
- Call 911 and report incident to an MATC employee.
- Always report suspicious or threatening behavior.

Weather Warnings

- Listen for internal and external warning sirens and announcements.
- Stay away from windows, exterior doors, and skylights.
- Move to shelter area (see map below).

Illness—Injury—Accidents

- If the injury or illness is serious or life-threatening, call 911 and report incident to an MATC employee.
- If the injury or illness is not serious, ask the individual what assistance is needed.



EYE WITNESS MESSAGES

If you see something that needs to be reported such as vandalism, theft, and some sort of emergency situation such as a fire, tornado, or even a dangerous looking person, call 911 and then, if you can text the RAVE system to allow the college to send an alert.

EyeWitness: To submit a tip, use the RAVE Alert app to send your message. Remember, your text will remain anonymous.