

GCC

GUAM COMMUNITY COLLEGE

Kulehon Kumunidát Guáhan

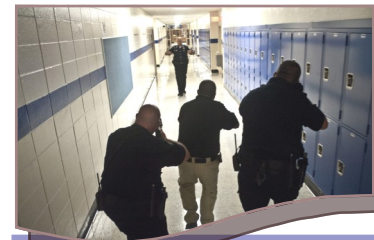


GCC Campus Quick Guide to Emergency Procedures

This brochure is made available to students, faculty, staff and administrators as a quick reference in the event of emergencies such as fire, earthquake, active shooter or bomb threat incidents.



1. Upon discovering a fire, evacuate everyone from the affected area. **Call out "Fire!"** close the door to the area where the fire is located. **Pull the fire alarm pull station nearest you.**
2. **Next, call 911.** Give name and the location of the fire.
3. If the fire is small or in the incipient state, you may try to fight it using a serviceable portable fire extinguisher for the type of fire you are fighting. Be familiar with all fire protection and fire alarm systems closest to you. Make sure that they are operational and serviced.
4. If the fire is large, smoky, or spreading rapidly, evacuate the building immediately.
5. **Only if time permits** take personal belongings, lock files and close doors and windows before leaving. **Walk, Don't Run..**
6. When the fire alarm system is sounded, **DO NOT USE ANY ELEVATOR.**
7. Do not return to an evacuated building unless directed to do so by the Guam Fire Department, College Official, or when the sound of eight (8) bell rings occur to indicate ALL CLEAR.



HOW TO RESPOND TO AN ACTIVE SHOOTER

1. **EVACUATE**—If there is an accessible escape path, attempt to evacuate the premise. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape if possible
 - Prevent others from entering an area where the active shooter could be located.
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
2. **HIDE**—If evacuation is not possible, hide where the active shooter is less likely to find you.
 - Your hiding place should—Be out of the active shooter's view; provide protection if shots are fired in your direction (office with closed, locked door); not trap you or restrict your options for movement.
 - To prevent an active shooter from entering your hiding place—Lock the door and blockade the door with heavy furniture.
 - If the active shooter is nearby—Lock the door and remain quiet; silence your cell phone and turn off any source of noise; Hide behind large items (i.e. cabinets, desks)
 - If evacuation and hiding are not possible—Remain calm; dial 911, if possible, to alert police to the active shooter's location; if you cannot speak, leave the line open and allow the dispatcher to listen.
3. **TAKE ACTION AGAINST THE ACTIVE SHOOTER**—As a last resort.
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons,
 - Yelling and committing to your actions.

Earthquake Preparedness



- If you are **INDOORS** when shaking starts:
 - “DROP, COVER AND HOLD ON.” If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
 - Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
 - Do not try to run out of the structure during strong shaking.
 - Stay away from building. Glass from tall buildings does not always fall straight down; it can catch a wind current and travel great distances.
 - Do not use elevators.
 - If you use a wheelchair, lock the wheels and cover your head.
- If you are **OUTDOORS** when shaking starts:
 - Move to a clear area if you can safely walk. Avoid power lines, buildings, and trees.
 - If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards.
 - If you are on the beach, move to **HIGHER GROUND**. An earthquake can cause a Tsunami.



STEPS TO TAKE IF YOU RECEIVE THE CALL

- Questions to Ask:
 - When is the bomb going to detonate?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to detonate?
 - Did you place the bomb?
 - Why?
 - What is your address?
 - Where are you calling from?
 - What is your name?
- Identify Gender—Male or Female
- Describe Caller's Voice (i.e. calm, slow, slurred, stutter, rapid, angry, loud, excited etc.)
- Describe Background Sounds (i.e. street noise, house noise, music, static, voices etc.)
- Describe Threat Language (i.e. Foul, irrational, incoherent, taped, well spoken (educated))



EMERGENCY PHONE NUMBERS

Guam Police/Guam Fire Department
911

GCC Campus

Student Support Services (24 hrs)

735-5555/5556

Associate Dean SSS - Joanne Ige

688-1758

Environmental Health & Safety Administrator-Greg Manglona

788-2223

Emergency Response Team Administrator— Dennis Santo Tomas

735-5554

Student Health Center

735-5586