



## BOMB THREAT

### STEPS TO TAKE IF YOU RECEIVE THE CALL

#### Questions to ask the caller:

1. Try to ask these questions:

- 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?
- What is your address?
- Where are you calling from?
- What is your name?
- Why?

2. Try to **identify** gender of the bomb threat caller (*male or female*)

3. Call 911. Describe caller's voice (i.e. calm, slow, slurred, stutter, rapid, angry, loud, excited, etc.).

4. Describe background sounds you may have heard (i.e. street noise, house noise, music, static, voices, etc.)

5. Describe threat language (i.e. foul, irrational, incoherent, taped, well-spoken) and any other details you can remember.

6. Call Student Support Services at 735-5555, and then evacuate the building.

7. Wait to return to a building that has been evacuated until directed to do so by the Guam Fire Department, a GCC official, or when the mass notification system indicates an "all clear."

## EMERGENCY CONTACT INFORMATION

GUAM POLICE /  
GUAM FIRE DEPARTMENT

# # 911

GCC STUDENT SUPPORT SERVICES (24 HRS)  
ASSOCIATE DEAN SSS - GARY HARTZ

## 735-5555 / 5556

ENVIRONMENTAL HEALTH & SAFETY  
ADMINISTRATOR - GREG MANGLONA

## 788-2223

STUDENT HEALTH CENTER

## 735-5586

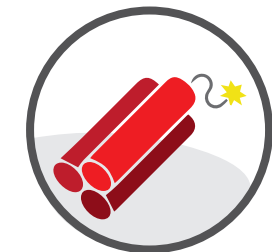


*Kulehon Kumunidát Guáhan*

## GUAM COMMUNITY COLLEGE

CAMPUS GUIDE TO

# EMERGENCY PROCEDURES



### IMPORTANT:

Sign up for GCC text alerts at  
[www.guampdn.com/SMS](http://www.guampdn.com/SMS)

Scroll down to Guam Community College and fill in the information.

GCC will use text alerts to notify students, faculty, staff, and administrators of emergency situations on campus and all clear notifications.

GUAM COMMUNITY COLLEGE  
**EMERGENCY PROCEDURES**

# FIRE

- 1.** Upon discovering a fire, evacuate everyone from the affected area. **Call out “Fire!”** and close the door to the area where the fire is located. Pull the fire alarm nearest to you.
- 2.** **Call 911.**  
Give name and the location of the building that is on fire.
- 3.** If the fire is small, you may try to fight it using a serviceable portable fire extinguisher.
- 4.** If the fire is large, smoky, or spreading rapidly, evacuate the building immediately.
- 5.** Only if time permits should you take personal belongings, lock files and close doors and windows before leaving. **Walk, don’t run, out of the building.**
- 6.** **DO NOT USE ANY ELEVATOR** when the fire alarm system is sounded.
- 7.** Do not return to a building that has been evacuated unless directed to do so by the Guam Fire Department, a GCC official, or when the mass notification system indicates an “all clear.”

## HOW TO RESPOND TO AN ACTIVE SHOOTER



### CALL 911 and EVACUATE if possible.

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 you.
- Leave your belongings behind.
- Help others escape if possible.
- Do not attempt to move wounded people.
- Prevent others from entering an area where the active shooter could be located.
- Keep your hands visible.
- Follow the instructions of any police officers.

## 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); and if possible, not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place, lock the door if possible and blockade it with heavy furniture.
- If the active shooter is nearby, remain quiet; silence your cell phone and turn off any other source of noise; hide behind or under large items (i.e. cabinets, desks).

If evacuation and hiding are not possible, try to remain calm. Dial 911 if possible to alert police to the active shooter’s location. If you cannot speak, leave your phone line open and allow the dispatcher to listen.

### AS A LAST RESORT, TAKE ACTION AGAINST THE ACTIVE SHOOTER

- Act as aggressively as possible against him/her.
- Throw items and improvise weapons.
- Yell and commit to your actions.

# EARTHQUAKE

## 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.
- Do not use elevators.
- If you use a wheelchair, lock the wheels and cover your head.

## If you are **OUTDOORS** when shaking starts: **STAY AWAY** from buildings.

- Glass from tall buildings does not always fall straight down; it can catch a wind current and travel great distances.
- Move to a clear area if you can safely walk.
- Avoid power lines, other buildings, and trees.
- If you are 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.

