

FPCC Employee Emergency Alert Procedures

In the event Fort Peck Community College should have an emergency of any type that requires the immediate notification of the campus (employees; students) this document will serve as a step-by-step guide to emergency response. Employees are responsible for the following:

1. Call 911 Dispatch
2. Page everyone through *99 on your handset *Note: This only applies to main campus phones. Leave a short message of what the incident is and where it is occurring.
 - a. If you are not on the main campus phone lines such as: Vocational Building, Lineman Building, Institutional Development Building, Bookstore, Dorms, Visitors Lodge, etc. – Refer to line 3.
3. Call one the Emergency Alert Designees to initiate mass campus notification:
 - 1) Director of Technology (Jack Sprague)
 - 2) Technology Staff (Rodney Paulson)
 - 3) Vice President for Student Services (Elijah Hopkins)
 - 4) President (Haven Gourneau)
4. Respond per specific emergency (fire, shooter, lockdown etc.)
 - a. Fire Protocol (Evacuate building at least 500 feet to area of refuge)
 - b. Active Shooter (Run – Hide - Fight)
 - c. Lockdown (Remain in current building, await instructions)
5. Fill out Campus Crime Report after incident (Report can be request from VP for Student Services or Campus Safety/Fire Officer)

**Updated 11/17/2016*