

Emergency Response Procedure



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C O M M U N I T Y C O L L E G E

UPDATED 2015

Emergency Response Procedure

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Purpose of Plan

Purpose of this plan is to establish response procedures in the case of a violent incident occurring on the Fort Peck Community College campus. The plan has the following focus in terms of priority areas:

1. Classrooms
2. Offices
3. Shop and Vocational Areas
4. Other areas such as the Bookstore and Wellness Centers

FPCC is a multiple building college which provides certain advantages if such an unfortunate incident should occur. Incidents include an active shooter or other threats deemed life threatening.

Section I – Response Rule #1

If faculty or staff members observe a life threatening incident occurring or about to occur, call 911. Describe the nature of the situation and pin point the location for responders. If possible notify the front office of the college at ext. 6300, 6310, 6311, 6312 in Poplar or 6380 in Wolf Point.

Section II – Response Rule #2

If you are notified of an incident occurring go IMMEDIATELY into lock down mode.

Section III - Lockdown

If you are in a classroom, if possible lock all exterior doors. Turn out the lights and move all people in the room to the safest vantage point away from the doors and windows. If not one in the room has been injured, insert the green card under the door. If someone has been injured and needs attention, place the red card under the door. Remain in the room until you are notified by an official responder that it is safe to exit the room. The same would apply to an office.

Section IV – Communication

When in lock down mode the code for such an emergency is “The Lone Ranger”. Should an individual contact you via phone and use the code word it indicates that there is an life threatening incident occurring and to go into lockdown mode or if an individual calls out the code word from outside the room you are in this means there is an incident occurring and that the coast is clear or that they recognize the red or green card message. The responder will indicate what direction the room occupants should take, whether it is that they should stay in lockdown mode or whether they can exit the room.

Section V – Safe Rally Points

Since the campus is dispersed, safe rally points will not be established. If you have information that an incident is occurring on campus stay in the room until you are cleared by a responder.

Section VI – Emergency Response Kit

The emergency response kit is for first responders (police). An emergency response kit will be available

at the following locations:

1. The front desk in the Greet the Dawn Building
2. FPCC Tribal Library
3. Institutional Development Building on the Boulevard
4. Wolf Point Campus Dumont Building
5. Student Services Department in the War Eagle Vision Building

Attached to this procedure are contact numbers for first responders, cell phone numbers for FPCC employees and a complete FPCC phone directory.

Also included are the red and green cards.

Section VII – Emergency Phone Numbers

Call 911 first for any emergency911

City Police

Wolf Point.....653-1093

Poplar768-3711

Sheriff’s Office

Roosevelt County.....653-6216

Valley County.....228-4333

Fort Peck Tribal Police

Poplar768-5565

Wolf Point.....653-3556