

MEDICAL EMERGENCIES

Call GRCC Police (616) 234-4911 or push the GRCC Police button on any campus phone.

Provide location, nature of the emergency and known medical conditions.

Remain with the person.

BUILDING EVACUATION PROCEDURES

When evacuation is necessary:

- Follow evacuation routes to the nearest exit or stairwell.
- DO NOT use elevators.
- Take personal belongings.
- Assist people with disabilities.
- Proceed at least 300 feet from the building or as far as necessary for safety.

If you are unable to evacuate:

1. Proceed to the nearest "Rescue Assistance Area"
2. Call 911 or GRCC Police at (616) 234-4911 to report your location
3. Remain there until emergency personnel arrive

SUSPICIOUS PERSON

Do not physically confront the person.

Do not let anyone into a locked or card access building or room.

Call GRCC Police at (616) 234-4911, and provide the following:

- Your name.
- What the problem is.
- Where the problem is.
- Description of the person.
- Type of weapon if any.
- Your current location.
- STAY ON THE LINE until told to hang up.

BOMB THREAT

- Document date and time.
- Document where the call originated (displayed on caller ID where available).
- Write down exactly what was said, be specific.
- Note the age of the caller (sound of caller, young, very young, old, etc.).
- Listen for background noises, or sounds, such as music, children, etc.
- Call GRCC Police, (616) 234-4911, immediately.

WEATHER RELATED EMERGENCY

Emergency announcements may come through:

- Classroom/office phone speakers.
- Email announcements.
- RAVE text message.
- Automated phone calls.

TORNADO WARNINGS

Upon notification, proceed to posted shelter area.

Use the stairs in case of power outage.

Stay away from windows and glass.

TORNADO WATCHES

Remain alert and be prepared to evacuate to shelter area.

ACTIVE ASSAILANT

Remember: RUN, HIDE, FIGHT

Get out/evacuate if at all possible

Shelter in place - lock/barricade doors

Take aggressive action as last resort

Call GRCC Police at (616) 234-4911 or 911 when safe to do so.

POWER OUTAGES

Immediately notify GRCC Police at (616) 234-4911.

Emergency lighting will come on.

If in a lab, turn off gas burners and equipment.

Wait for instructions via emergency phone alert or RAVE.

FIRE OR SMOKE

Never assume a fire alarm is false. **If alarm is activated, you MUST EVACUATE.**

If necessary, activate the nearest fire alarm pull station.

Alert others of the danger and need to evacuate.

Shut down all hazardous equipment and gas valves in the area.

Immediately exit the building, closing doors between you and the fire.

Notify emergency personnel if you know of people who are still in the building.

Remain outside until notified by authorities.

If Caught in Smoke

Drop and crawl toward an exit if possible.

Breath slowly using a towel or shirt as a filter.

If trapped, close doors and wedge cloth material under doors to keep smoke out.

Use windows to notify responders.

Break windows as a last resort as they cannot be closed if necessary.

When to Use an Extinguisher

Only use an extinguisher if:

- you have been trained
- the fire is small
- you are not alone
- you have an escape route
- if not, close the door and evacuate

An extinguisher can be used to suppress a fire that blocks your exit from the building.

Remember **PASS**; Pull the pin, **Aim** the extinguisher hose at the base of the fire, **Squeeze** the lever, **Sweep** from side to side.

IMPORTANT PHONE NUMBERS

GRCC Police (Emergency)

College Phone: 4911
Other Phone: (616) 234-4911

GRCC Police (Non-Emergency)

College Phone: 4010
Other Phone: (616) 234-4010

Local Fire or Police Department
911

Poison Control Center
(800) 222-1222