

# IN THE EVENT OF AN EMERGENCY

**CAMPUS PHONE DIAL 9-911**

**CELL PHONE DIAL 911**

## TO REPORT A SAFETY AND/OR SECURITY EMERGENCY DIAL 551-5765

- EVACUATE TO A SAFE PLACE
- DIAL 9-911 AND STATE THE NATURE OF YOUR EMERGENCY
- IMMEDIATE VERBAL NOTIFICATION OF THE EMERGENCY MUST BE GIVEN TO SECURITY

## TO REPORT A TECHNOLOGY NON-EMERGENCY

Please submit a workorder via <https://my.nmcc.edu>

Log in to the portal, click the “IT-Facilities” tab at the top and “Workorder” on the left side.

## FOR IMMEDIATE TECHNOLOGY ASSISTANCE CAUSING CLASSROOM FAILURE

<b>Time</b>	<b>Who to Notify</b>	<b>Extension</b>
<b><u>DAY</u></b> <b>8:00 AM – 5:00 PM</b> <b>Monday – Friday</b>	<b>Information Technology Receptionist</b>	<b>1196</b> <b>OR 0 (Zero)</b>
<b><u>NIGHT</u></b> <b>24 hours/7 days a week</b>	<b>CAMPUS SECURITY</b>	<b>CELL 551-5765</b>

# Malicious Call/Bomb Threat Procedures

1. Press the “Record” button on your digital phone (not available on analog phones) to record the conversation. This will send a voicemail to your inbox when you hang up with the caller.
2. Signal someone, if possible, to call for help.
3. Keep the caller on the phone as long as possible. Try to get the following:

Gender \_\_\_\_\_ Time of call \_\_\_\_\_ Caller ID info \_\_\_\_\_

Caller’s Voice (Calm, Angry, Slurred, etc.) \_\_\_\_\_

Language (Foul, Taped, Well Spoken, etc.) \_\_\_\_\_

Background Sounds (Voices, Music, Clear, etc.) \_\_\_\_\_

Any other distinctions \_\_\_\_\_

Date of call \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

When is the bomb going to explode? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What kind of bomb is it, what does it look like? \_\_\_\_\_

Did you place the bomb, why? \_\_\_\_\_

What will cause it to detonate? \_\_\_\_\_

Your name \_\_\_\_\_

4. Inform your supervisor or the Dean of Students *immediately* of the call and provide this information sheet.
5. The Dean of Students shall notify the Presque Isle Police Department initiate the emergency evacuation procedures.
6. The police and the Emergency Management Group shall meet to exchange ideas concerning the proper course of action to include processes for locating the bomb.
7. Anything that is found that looks like or may be a bomb shall be left untouched and authorities shall be notified.

**Note: Only authorized personnel shall be part of the bomb locating procedures!**