

**TITLE: EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of an emergency situation that poses an immediate threat to the health or safety of some or all members of the College community, notification of the emergency situation will be given through voice and text messages to phones and email messages via the College's school messenger system. Notification will also be given through the College's website and various media outlets, if appropriate. Members of the College community must sign up for the emergency notification system in the College website under the Login tab and My-GCC. For more information on the school messenger system, please contact the Human Resources Office at 906-307-1324.

The College's Emergency Management Team consists of the President, Vice President of Business Services, Vice President of Student Services, and the Vice President of Academic Services. The Human Resource Director and the Director of Off-Campus Services are alternate members. One or more members of the Emergency Management Team will consult with local law enforcement to determine whether an emergency situation exists. If confirmed, one or more members of the Emergency Management Team will determine the content of the message to be sent, and will use some or all of the systems described above to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

A member of the Emergency Management Team will, immediately, and taking into account the safety of the community, initiate the notification system, unless issuing a notification will, in the judgement of law enforcement, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

College staff and faculty have access to the College's Emergency Manual. Students and staff have access to evacuation routes posted next to the door of every office and classroom.

Revised: 7/26/18, 3/19/2020