**ACTIVE THREAT**
- **RUN**— evacuate the area, leave your belongings behind, keep your hands visible
- **HIDE**— in an area out of view, block entry to your hiding place and lock the doors
- **FIGHT**— as a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate an intruder. Move toward exits while making noise, throwing objects, or swarming the intruder

**FIRE**
- Rescue anyone from danger if possible
- Activate the fire alarm
- Evacuate the building
- **LEAVING THE BUILDING WHEN A FIRE ALARM IS SOUNDING IS MANDATORY**

**MEDICAL EMERGENCY**
- Call Public Safety at (413) 775-1111
- Provide location of incident, nature of illness or injury, the number of victims and your name
- **DO NOT** move the victim unless they are in danger

**SEVERE WEATHER**
- Seek shelter immediately
- Stay away from windows
- Access weather information via the internet or local TV stations
- For information about GCC closings due to weather, please call (413) 775-1010

**SUSPICIOUS PACKAGES/BAGS**
- Do not handle the object
- Step away and keep others out of the area
- Call Public Safety at (413) 775-1111 and provide as much information as possible
- Proceed as instructed by emergency responders

**CHEMICAL SPILLS**
- All chemical spills should be reported to the instructor or Public Safety
- Immediately flush any affected areas with water for 15 minutes
- Use an overhead shower for large exposures
- **DO NOT** attempt to clean up spill

**LOCKOUT**
- Go inside a building if outside
- Follow directions from emergency responders
- All exterior doors are locked on campus buildings
- Activities inside building can continue as normal unless otherwise directed

**BUILDING EVACUATION**
- Remain calm and leave promptly
- If possible, assist persons with disabilities in leaving the building
- Alert other persons on your way out
- **DO NOT** return to evacuated area unless told to do so by a college official

**WHEN LAW ENFORCEMENT ARRIVES**
- Remain calm and follow officers’ instructions
- Keep hands visible at all times
- Avoid pointing, screaming, or yelling
- Avoid making quick movements
- **DO NOT** stop to ask officers questions

**IMPORTANT CONTACTS**
- Police, Fire, or Medical Emergency
  Public Safety (413) 775-1111
- Facilities Issues
  Facilities Management (413) 775-1700