



EMERGENCY RESPONSE ACTION GUIDE

Register Here for ConnectED and never miss a safety alert!

To scan: Open phone camera and position over the QR code to the right. Follow the link that pops up to register with preferred contact info.



FIRE



If you observe a fire or smoke condition:

- Pull the nearest fire alarm.
- Move quickly and calmly to the nearest exit and proceed to the nearest assembly area.
- Follow Evacuation Procedures.
- Campus Safety and Fire Marshals will provide additional instructions as needed.

If you hear the fire alarm:

- Follow same instructions without pulling fire alarm.

EVACUATION



When directed to evacuate an MMC facility:

- Move quickly to the nearest exit.
- Do not use elevators.
- Only take possessions if safe to do so; do not linger.
- Proceed toward exits in streamlined fashion, preferably in single-file lines (*i.e.* avoid exiting in large clusters).
- Inform Campus Safety or Fire Marshals of anyone requiring assistance to exit the building;
- Know the nearest assembly points for the building you are in.

SHELTER-IN-PLACE



When a hazardous condition *outside* the building requires us to shelter-in-place:

- All access points are temporarily restricted to protect occupants; activity within building can proceed as usual.
- Do not attempt to enter or exit any MMC facility that is sheltering-in-place.
- In case of severe weather hazard, move away from external doors or windows.
- Remain calm, follow instructions, and stay inside until Campus Safety provides an all-clear notification.

LOCKDOWN



When a threat or danger *inside* the building requires us to lockdown:

- Seek shelter in a room or facility with a door.
- Close and lock doors and stay out of sight through doors/windows.
- Remain quiet and silence all electronic devices.
- Stay put until you know it is safe to move. Await instructions or an all-clear notification from Campus Safety or law enforcement.

**Police or Fire: Call 911
Campus Safety: 212-517-0411**

Assembly Points:

Main Campus: 71st Street at 2nd or 3rd Avenue
Martha Graham Studios: North Side of 63rd Street
55th Street: 55th Street at 2nd or 3rd Avenue
Cooper Square: 6th Street at 2nd Avenue

ACTIVE SHOOTER



**If faced with an active shooter, be prepared to:
RUN, LOCKDOWN, or FIGHT**

- If safe to do so, proceed immediately to nearest exit.
- If unable to exit, follow lockdown procedures and hide.
- If confronted, do whatever possible to run and, if necessary, use any means to fight back.
- Remain hidden or in lockdown until Campus Safety or law enforcement tells you it's safe to move.
- If law enforcement arrives, raise open hands, remain calm, and follow their instructions.

STAY SAFE



Your vigilance and awareness matter:

- Note the location of emergency exits in any MMC facility and visualize your evacuation route.
- Avoid distraction while walking outside and be aware of your surroundings.
- If you observe something concerning or suspicious on or around an MMC facility, contact Campus Safety.
- Share your safety ideas or concerns with the Risk and Emergency Preparedness Team by emailing safety@mmm.edu.