



Southeastern
COMMUNITY COLLEGE



Emergency Reference Guide

Notify Campus Police Ext. 400

INTRODUCTION

Southeastern Community College has developed this Emergency Management Guide to outline the appropriate steps to be followed should an emergency arise on campus. The Emergency Management Guide covers the following: Accident/Serious Injury/Illness, Bomb or Bomb Threat, Evacuation, Fire, Threatening Weather, Hazardous Materials, Intruder/Suspicious Person/Hostage, Stay-in-Place Lockdown (Active Shooter) and Active Threat Response Plan.

The authority to declare a campus emergency will be made by the President or designee. During a period of any major emergency, the College shall place into effect the appropriate procedures necessary in order to meet the emergency needs to maintain educational facilities, with the primary concern being the safety of SCC personnel, students and visitors. When the declaration is made, only authorized personnel will be permitted on campus. Unauthorized persons remaining on site may be subject to arrest in accordance with North Carolina General Statutes.

The Emergency Management Guide will be posted in hard copy format on the wall of each classroom, labs, and other strategic places on campus. Keep this guide by your telephone or in a central location for quick reference.

Campus Police/Security: 910-770-3232 / 910-918-9800 / x 400 / 910-625-9089

Introduction

EMERGENCY REPORTING

DIAL 911 FOR POLICE, FIRE, AND SERIOUS MEDICAL EMERGENCIES

Remember...Stay calm and help others remain calm. When you are reporting an emergency situation, the fastest, most direct way to obtain emergency assistance is to call "911". Give concise, accurate answers to the 911 operator. **Do not hang up until told to do so.** Afterwards, contact Campus Security through the switchboard "0" to notify of the emergency.

WHAT THE 911 OPERATOR WILL NEED TO KNOW:

THIS PHONE NUMBER: Where you are. INSERT PHONE # _____.

THIS ADDRESS: Where are you located? INSERT ADDRESS _____.

NATURE OF THE PROBLEM: What's wrong? _____.

FOLLOWING THE REPORTING OF AN EMERGENCY:

Stay with the victim

An Emergency Response Team member will inform the staff and students as needed

Restore calm and move everyone away from the scene

Complete an incident form and document in the SCC HR Office

Emergency Reporting

BUILDING EVACUATION

“Remember...Stay calm and help others remain calm”

NOTE: Any person is authorized to pull a building emergency (fire) alarm in any situation that, in his or her best judgment, requires urgent evacuation notification to others in the building.

When the building alarm sounds (or when told to evacuate by any authorized personnel), walk quickly and calmly to the nearest exit. Persons who refuse to cooperate with a building emergency evacuation will be subject to disciplinary action by the College.

Take essential personal possessions with (e.g. car keys, glasses, purse, and medications).

Assist disabled persons. Do not move injured persons unless there is an imminent threat to their lives. If an injured person's life is in danger, move him or her only as far as necessary for safety. **Do not use elevators in case of fire** – they can become inoperable, which may result in serious injury or death.

Once outside, move to your designated building assembly location (**see Assembly Locations tab**).

Stay away from building entrances and any emergency vehicle access areas until all-clear is given.

Do not reenter a building until the emergency has been resolved and it has been determined that it is safe to reenter.

Building Evacuation

EVACUATION ASSEMBLY LOCATIONS

A	Administration Building	Top of Horseshoe Drive
D	Auditorium	Top of Horseshoe Drive
T	Adv Mfg, ConEd, SBC	Top of Horseshoe Drive
Cart	Cartrette	Chadbourn Hwy E. Side
B	Technical/Vocational	West of Parking Area
M	Early College/Technical	West of Parking Area
C	Science	West side of gravel lot
N	Printing/Classroom	West side of gravel lot
Nesmith	Student Center/Bookstore	West side of gravel lot
H	Child Development Center	Softball Field
HHS	Health and Human Services	Softball Field
L	Williamson Library	Softball Field
R	Nursing	Softball Field
S	Maintenance	West side of gravel lot

Evacuation Assembly Areas

MEDICAL EMERGENCIES

“Remember...Stay calm and help others remain calm”

SERIOUS MEDICAL EMERGENCIES:

IMMEDIATELY DIAL 911. Do not hang up until told to do so.

Contact Campus Security through the switchboard “0” to notify of the emergency.

Medical assistance should be administered only by a certified provider

MINOR INJURIES:

Contact Campus Police/Security 910-770-3232, 910-918-9800, x400, 910-625-9089 or through the switchboard at “0”.

An officer will respond to assess the situation and render assistance.

Notify the Human Resources office.

Complete an Incident Report and be prepared to assist in conducting an Accident Investigation.

Medical Emergencies

Things to Remember:

When you are reporting an emergency situation, the fastest, most direct way to obtain emergency assistance is to call “**911**”. Give concise, accurate answers to the 911 operator. **Do not hang up until told to do so.**

Keep the victim still and comfortable

Do not move any injured person unless there is an immediate threat to his or her life. In case of a threat to life, move the victim only as far as Necessary.

Ask the victim, “Are you okay?” or “What is wrong?”

Check breathing, activate ERT and give CPR if necessary

Control serious bleeding by direct pressure on the wound

Continue to assist the victim until help arrives

Look for Medic-Alert or other medical ID tags

Question witnesses

Note: Per North Carolina Good Samaritan Law, **NCGS S90-21.14**, persons may render first aid per their level of knowledge. Persons will not be held liable provided there is no gross negligence, wanton conduct or intentional wrongdoing on the part of the person rendering treatment.

Medical Emergencies

HAZARDOUS MATERIALS

If you think you see a potentially hazardous material:

Identify the potential threat to the College.
Seal off affected area (evacuate & isolate).
Review SDS Sheet.

DIAL 911 and provide details.

Contact campus security through the campus switchboard “0” as soon as possible to report the incident.

If a transport vehicle is involved, look for the insignia or the chemical codes of the potential health threats.

When reporting the incident, report the type of hazardous threat, if you know it.

Report important information to the emergency responders, such as color and hazard symbol that was on the vehicle or container.

Take any steps you deem necessary to protect lives.

Biological Hazardous Materials:

Identify the potential threat to the College.

Materials such as blood must be handled by an appropriately trained individual.

Report important information to the emergency responders, such as color and hazard symbol that was on the vehicle or container.

Take any steps you deem necessary to protect lives.

Contaminated Persons:

Isolate them to avoid contaminating others, BUT keep them in the immediate area.

Obtain names for emergency personnel.

First aid and decontamination will begin as soon as possible.

Lab Instructors or Supervisors:

Evacuate an affected area immediately.

Seal off area to prevent further contamination.

Hazardous Materials

FIRE

“Remember...Stay calm and help others remain calm”

If you discover or suspect a fire:

IMMEDIATELY DIAL 911. Do not hang up until told to do so.

Contact Campus Police/Security at 910-770-3232 / 910-918-9800 / x400 / 910-625-9089 to notify of the emergency.

If a minor fire appears to be controllable, extinguish the fire using a hand-held fire extinguisher.

If the fire is uncontrollable, activate the nearest fire alarm.

Do not place yourself at risk by trying to put out the fire.

Evacuate the building by the nearest exit. Move to designated assembly area.

Close all doors behind you as you leave.

Do not use elevators.

SURVIVAL TIPS:

- When reporting an emergency situation, give concise, accurate answers to the 911 operator
- If you are trapped in a building on fire, hang an article of clothing, towel, etc. outside the window to mark your location. Stay close to the door where air is more breathable. Shout at regular intervals to alert emergency personnel.
- Know the locations of fire extinguishers, fire exits (an alternate exits), and the alarm system stations.
- There are few false alarms, so every alarm needs to be taken seriously. It is a myth to think you are safe as long as you do not smell smoke. Fire travels quickly and may block you escape route within minutes.

Fire

BOMB THREAT

“Remember...Stay calm and help others remain calm”

IF YOU RECEIVE A BOMB THREAT: DO NOT PANIC!

IMMEDIATELY DIAL 911. Do not hang up until told to do so.

Contact Campus Police/Security at 910-770-3232 / 910-918-9800 / x400 / 910-625-9089 to notify of the emergency.

Keep caller on the telephone for as long as possible and try to determine the reason for the placement of the alleged bomb and its location.

Ask the following questions:

When is the bomb going to explode?
Where is it right now?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
What is your name?

Make Note of Threat Language: Well-spoken, Incoherent, Foul, Irrational

Make Note of Caller's Voice: Calm, Nasal, Angry, Excited, Lisp, Slow, Raspy, Rapid, Deep, Soft, Loud, Clearing Throat, Crying, Whispering, Cracking Voice, Normal, Disguised, Deep Breathing, Accent, Slurred, Familiar, Distinct

Make Note of Background Noises: Quiet, Bedlam, Office Machine, Voices, Animals, Factory Machine, Music, Airplanes, Cellular Phone, Radios, Party Noise, Street Traffic, Static, PA system

IMMEDIATELY DIAL 911. Do not hang up until told to do so.

- **DO NOT USE CELL PHONES, ACTIVATE FIRE ALARMS OR EMERGENCY RADIOS**
- Contact Campus Police/Security at 910-770-3232/ 910-918-9800/ x400/ 910-625-9089 to notify of the emergency.
- Wait for decision on whether to stay in place or evacuate.
- If asked, look for unusual devices and listen for suspicious noises.
- If asked, look for and report any items that may be out of place.
- If ordered to evacuate, stay in designated areas until you are told it is safe to return to the building.

Bomb Threat

BOMB THREAT REPORT FORM

Keep caller on the telephone for as long as possible and ascertain answers to the following questions, if possible:

Where is the bomb located? _____

When will the bomb go off? _____

What does the bomb look like? _____

Why is the building being bombed? _____

Is the building supposed to be evacuated? _____

How do you know about the bomb? _____

What is your name? _____

What is your address and phone number? _____

Try to determine the following by listening carefully:

What is the approximate age and gender of the caller? _____

Did the caller have any noticeable voice characteristics? _____

Were there any noticeable background noises during the phone call? _____

THREATENING WEATHER

As time permits, the Emergency Response Team will meet and determine:

If the campus will close before the day begins.

If the campus will remain open and the students/employees will remain safe on the campus until the threat is over.

If the campus will close and all students and employees will leave the campus.

As decisions are made, directives will be communicated as needed through one or more of the following methods:

Singlewire notification system.

Campus phones, campus email, the college website, radio/TV, staff phone trees, or hand-delivered documents to each classroom/lab and office.

The Emergency Response Team may evacuate a designated building(s) due to circumstances that would designate staying in place to be considered dangerous.

If you receive instructions not to come on campus, remain home.

If you receive instructions to remain in place, do not leave your area until you receive an —all clear.

SHELTER, MOVE TO SHELTER AREA

If you receive instructions to leave the campus, do so in a calm and orderly manner.

Threatening Weather

INTRUDER ON COLLEGE GROUNDS

“Remember...Stay calm and help others remain calm”

Hostile Intruder(s) on the Grounds of the College

LOCKOUT, SECURE PERIMETER

When a hostile person(s) is/are actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, the following procedures are recommended:

IMMEDIATELY DIAL 911. Do not hang up until told to do so.

Contact Campus Police/Security at 910-770-3232 / 910-918-9800 / x400 / 910-625- 9089 to notify of the emergency.

Run away from the threat if you can, as fast as you can.
Do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
Summon help and warn others.
If you decide to hide, take into consideration the area in which you are hiding.

Consider: Will I be found here? Is this really a good spot to remain hidden?

If caught in an open area outside and you have no other option, fight back. This is dangerous, but depending on your situation, this could be your last option.
If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge—be submissive.

Once the police arrive, obey all commands. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Intruder

INTRUDER IN A BUILDING

“Remember...Stay calm and help others remain calm”

Hostile Intruder in a Building

LOCKDOWN, LOCKS, LIGHTS, OUT OF SIGHT

When a hostile person(s) is/are actively causing death or serious bodily injury, or the threat of imminent death or serious bodily injury to person(s) within a building, the following procedures are recommended. While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

IMMEDIATELY DIAL 911. Do not hang up until told to do so.

Contact campus police/security at 910-770-3232 / 910-918-9800 / x 400 / 910-625-9089 as soon as possible to report the incident

- If the person(s) is/are causing death or serious physical injury to others, and you are to immediately lock the students and yourself in the classroom if possible.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains, covering any windows or openings that have a direct line of sight into the hallway.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Spread out and fight back.
- Keep classrooms secure until law enforcement arrives and gives you directions.

If you are not in a classroom:

- Try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.

Intruder

INTRUDER IN A BUILDING

“Remember...Stay calm and help others remain calm”

If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death:

- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, do so.
- If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
- If the person(s) is/are causing death or serious physical injury to others, and you are unable to run or hide, play dead if other victims are around you.
- As a last option, if you are caught in an open area in a building, fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.
- Once the police arrive, obey all commands. This may involve being handcuffed, or keeping your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, they will give you further directions to follow.

Intruder

SUSPICIOUS PERSON/HOSTAGE

“Remember...Stay calm and help others remain calm”

Suspicious Person(s)

Contact campus police/security at 910-770-3232 / 910-918-9800 / x400 910-625-9089 as soon as possible to report the incident, or 911 (on personal phones dial 911) and provide details.

If the suspicious person is in possession of a weapon, notify call 911 and provide details.

If you are faculty or staff, and the suspicious person is in a classroom, call 911 and provide details.

Contact campus police/security at 910-770-3232/ 910-918-9800 / x400 / 625-9089 as soon as possible to report the incident.

If a hostage situation develops, follow these additional procedures:

Call 911 and provide details.

Contact campus police/security at 910-770-3232 / 910-918-9800 / x400 / 910-625-9089 as soon as possible to report the incident.

Gather all facts regarding the situation: Keep notes on the times and an communication from the hostage taker and other witness information.

Do not initiate communication with the hostage taker. If communication becomes necessary, restrict it to one person until law enforcement takes over.

Follow all orders given by law enforcement.

Suspicious Person/Hostage

STAY-IN-PLACE LOCKDOWN

ACTIVE SHOOTER ON CAMPUS

When campus security alerts the campus to STAY-IN-PLACE, everyone will close and secure their doors and stay where they are until advised to resume normal activities.

LOCKOUT, SECURE THE PERIMETER/LOCKOUT, LOCKS, LIGHTS, OUT OF SIGHT

DO NOT ACTIVATE FIRE ALARM

Move students and/or other personnel from hallways into a lockable room.

Lock/barricade yourself in an office/classroom or other secure area.

Turn off lights.

Stay away from windows and doors.

Remain out of sight from doors/windows.

Remain quiet.

Stay in a locked/barricaded room until otherwise directed by Campus Security or other law enforcement personnel.

If there is an Active Shooter in the same building you are in, exit the building immediately.

If the Active Shooter is in another building or on campus grounds STAY-IN PLACE.

NOTE: Lockdown will begin from the incident's "hot zone" (area most dangerous). Lockdown will radiate from the "hot zone" until the complete campus is locked down.

Potential "Lockdown" Scenarios:

An active shooter on campus
Hazardous materials exposure

Lockdown Procedures

ACTIVE SHOOTER/THREAT IN BUILDING

DO NOT ACTIVATE FIRE ALARM

RUN/AVOID - If the opportunity presents itself to run or exit the building safely, then do so. If you are outside, do not enter the building where shots are being fired. Run away from the threat as fast as you can. Create distance between you and the threat. Utilize cover to avoid being seen. Use trees, vehicles, and other objects for cover and concealment from the shooter.

- Exit Plan - Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Prevent others from entering an area where the active threat may be
- Keep hands visible
- Follow instructions of police officers
- Do not attempt to move wounded/injured people
- Call 911 when you are safe and notify of your location

NOTE: Lockdown will begin from the incident's "hot zone" (area most dangerous). Lockdown will radiate from the "hot zone" until the complete campus is locked down.

HIDE/BARRICADE - If active threat is nearby and escape is not possible

- Lock the door – lights out. Lock and or barricade all interior doors. Barricade in depth with several items. Hide behind large items (cabinets, desks, etc). Create time barriers
- Evaluate/seek secondary exits – Overhead exits, windows, etc.
- Silence you cell phone. Turn off noise sources
- Establish a proactive position
- Remain quite
- Wait

If evacuation and hiding out are not possible:

Remain calm

Dial 911, if possible, to alert police to the active threat's location

If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT/COUNTER - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active threat by taking action. Be prepared to fight back

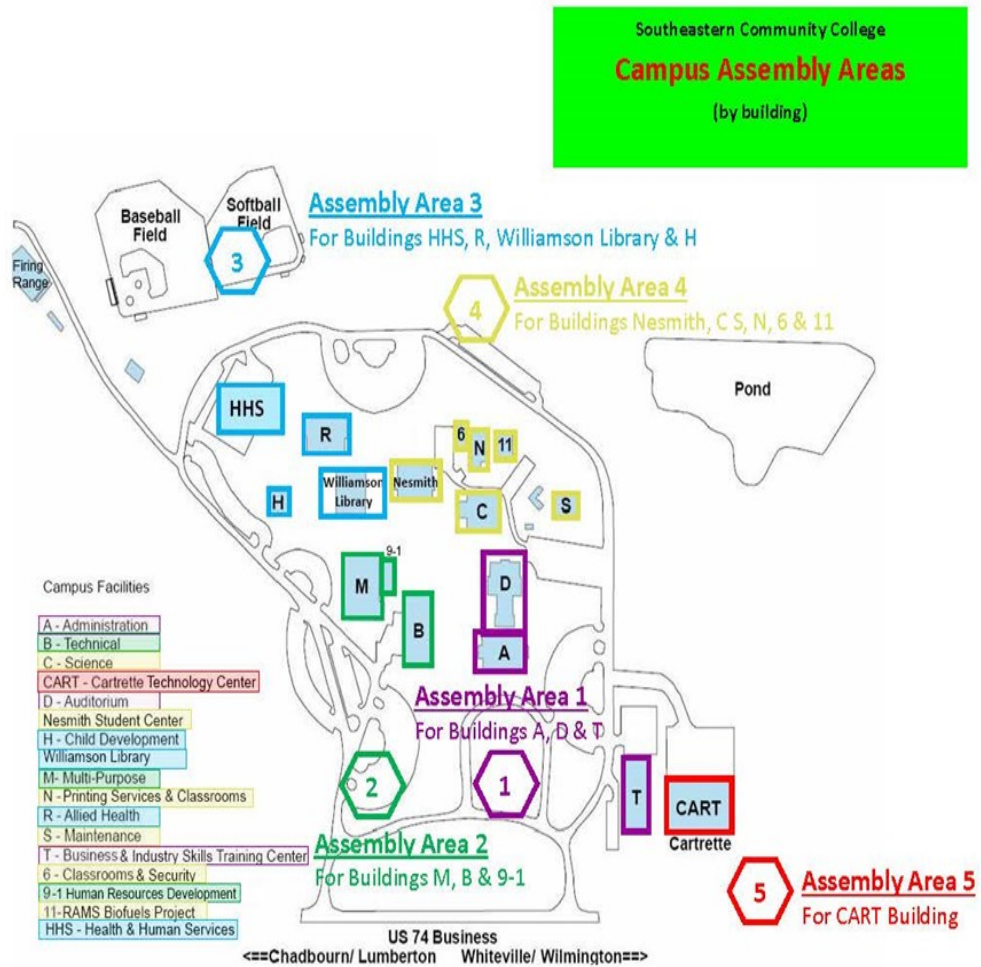
- Seek weapons of opportunity
- Act as aggressive as possible
- Throw items, improvise weapons
- Moving target
- Commit to your actions

SURVIVE - Do whatever it takes to survive, fight for your life and the life of others

- Provide 1st Aid
- Be prepared to provide lifesaving measures - CPR, AED, Stop Bleeding

Active Threat Response Plan

EVACUATION ASSEMBLY AREAS



Recommended Safe Areas for Tornadoes

Note: Recommended safe areas for Tornadoes should not be exposed to glass or as little glass as possible (windows & doors). Remember that broken glass will become flying pieces of shrapnel during extremely high wind conditions.

A-building - 1st floor - Restrooms; Registrar's office; any rooms or offices with no outside windows; & hallways in wings or pods.

2nd floor - Restrooms; & any rooms or offices with no outside windows, if necessary.

Note: It is recommended that all personnel move to the first floor during a tornado.

B-building - Basic skills room.

C-building - Restrooms.

D-1 (Auditorium) - Restrooms; auditorium; all rooms located in the back of the building; & rooms 104/105.

D-2 - Restrooms; & corner portion of art room near the ceramics room.

Maintenance building (S)- Restrooms for both incidents.

N-building- Office areas.

Nesmith-1st floor - Restrooms & locker rooms.

2nd floor - Use restrooms and classrooms with no windows, **if necessary**.

Note: It is recommended that all personnel move to the first floor during a tornado.

Williamson Library - Restrooms; Office areas, Mechanical/Storage room.

R-building - Restrooms; rooms 104, 105, 114, 116, & 117.

H-building - Boy's bathroom; & kitchen area.

M-building - Restrooms; inside hallway classrooms; & east side office area (facing B building)

T-building - Restrooms; & studio.

Cartrette building - Room 167; & computer labs.

HHS-building - Restrooms; kitchen; conference room; storage rooms (in block with kitchen & conference rm.); & Rm. 115, 130.