



EMERGENCY PROCEDURES

Building _____

Room _____

EMERGENCY

911

BE PREPARED • REMAIN CALM

Main Switchboard: 252-451-8205

Campus Security Cell Phone: 252-903-5969

ACTIVE SHOOTER



RUN: Have an escape route and plan in mind; do **NOT** take your belongings; keep your hands visible.

HIDE: Hide in an area out of the shooter's view; lock the door(s) and block entry to your hiding place; silence your cell phone and other electronic devices.

FIGHT: Fight back when your life is in immediate danger; attempt to incapacitate the shooter; act with physical aggression and throw items at the shooter.

WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Avoid quick movements towards officers
- Avoid pointing, yelling or screaming
- Do not stop to ask officers for help or direction when evacuating



FIRE

- Follow the evacuation plan based on your location.
- Evacuate the building to the designated emergency assembly area. Use stairs only; **DO NOT** use elevators.
- Pull the fire alarm in your building and warn others as you evacuate.
- Close doors as you exit.
- Touch closed doors with the back of your hand to test for heat; do not open them if they are hot.
- Once out of the building, call Campus Security or 911.
- Remain in your designated emergency assembly area and do a headcount of students and employees; notify campus security or the fire department if someone is missing.
- Keep parking areas and access roads clear for emergency vehicles.
- **DO NOT** re-enter the building until you have been instructed to do so by emergency responders.



TORNADO

- Move to the lowest level of the building using the stairs. **DO NOT** use elevators.
- Take cover in a small interior room or hallway.
- Go to rooms constructed with reinforced concrete, brick/block with no windows and a heavy concrete floor or roof system overhead.
- Stay away from doors, windows and outside walls.
- Stay in the center of the room and avoid corners.
- Crouch down and cover your head with your arms.
- Avoid auditoriums, Midway Café, Multipurpose Room, Gravelly Lounge and other open areas that have flat, wide-span roofs.
- If outdoors, and there is time to move inside to a safe location, do so. If unable to move inside, go to a depression, such as a ditch or other low area. Sit and cover your head with your hands.



MEDICAL EMERGENCY

- Call 9-1-1 **IMMEDIATELY** and provide all pertinent information to the telecommunicator. Stay with the patient and on the line with 911 until EMS arrives or the telecommunicator advises you to hang up.
- Have another instructor or student call the main switchboard (451-8205) so campus first responders and administration can be notified of the emergency.
- Location of Automatic External Defibrillator (AED):

Building _____

Location _____



SUSPICIOUS ACTIVITY

- Always remain aware of your surroundings and be alert.
- **A**-ctivity (physical descriptors of who you saw, and brief description of activity)
- **L**-ocation
- **E**-quipment (for example, vehicle make/model/color/license plate number, unattended package/baggage)
- **R**-ecognize the difference between normal and abnormal behavior. Behavior is emphasized over appearance. Reporting should focus on observed behavior and situations, but not limited to the following:
 - Unusual attention or questions regarding buildings, people or operations beyond a casual or professional interest.
 - Someone loitering near or attempting to access a restricted area.
 - Unattended baggage/package.
 - Vehicle parked in an odd location.
 - Someone taking inappropriate photos/ videos or drawing maps.
 - Someone who is overdressed for the weather/temperature.
 - Unusual chemical smells.
- **T**-ime (date, time, duration, frequency)
 - When did you observe the suspicious activity?
 - Have you observed the activity repeatedly?



NCC POLICE DEPARTMENT

If a Nash Community College student, faculty, staff, visitor, or contractor has a non-emergency, you may reach the Nash Community College Police Department at **252-451-8313** or visit Building B, Room 2149.

"If You See Something, Say Something®"
Call Campus Security or 911.