

EMERGENCY PROCEDURES

Location Information

EMERGENCIES: CALL 911 IMMEDIATELY NON-EMERGENCIES: Call Campus Security at (252) 222-6188

If you call 911, provide the location information to the right.

ACTIONS:

EVACUATE



SHELTER IN PLACE



MEDICAL EMERGENCY



- Call 911 and then call College Security at (252) 222-6188.
- Provide the location, info about the injury/incident, the number of people involved, and your name.

FIRE

- Do NOT use elevators. Only use stairs.
- · Leave the area, pull the alarm, and close the door.



- Evacuate to rally point.
- If you are aware that someone is trapped in a burning structure, inform College faculty or staff to inform a firefighter.

SEVERE WEATHER



- Seek shelter immediately.
- Move to lowest level in building.
- Move to an interior area (hall/rooms).
- Stay away from windows, skylights and glass.

SUSPICIOUS BEHAVIOR





• Immediately report emergencies or suspicious behavior by calling Campus Security at (252) 222-6188.

SUSPICIOUS PACKAGE



- DO NOT use cell phones, radios or electronic devices.
- DO NOT handle the suspicious package or other items.
- From a landline, call Campus Security at (252) 222-6188.
- Proceed as instructed by emergency personnel.

GAS LEAK



- DO NOT sound the fire alarm.
- DO NOT turn lights on or off.
- DO NOT use cell phones or radios.
- Evacuate the area and proceed to the nearest rally point.
- Once safe, call 911 and then call **Campus Security Immediately** at (252) 222-6188.

SEXUAL MISCONDUCT



- Call Campus Security at (252) 222-6188.
- Call the Title IX office at (252) 222-6237.
- Seek medical attention (if needed).

HAZARDOUS MATERIAL





- DO NOT attempt to clean spill or fluid (i.e. chemicals, bodily waste products, blood, etc.)
- If evacuation of the area is required, proceed to the nearest rally point.
- Call Campus Security at (252) 222-6188.

ACTIVE SHOOTER



RUN

- If there is an accessible escape path, try to evacuate the area.
- If you are caught outside, do not attempt to come inside. Find a safe place to shelter.

HIDE

• If you can't evacuate, DO **NOT** sound the fire alarm.

Call 911 as soon as you can and then Campus Security at (252) 222-6188.

• Find a place to hide where the shooter is less likely to find you. Go to the nearest office/room. Lock the door. Stay quiet.

FIGHT

 As a last resort and ONLY when your life is in danger, attempt to disrupt and/or incapacitate the active shooter.