



## QUICK-REFERENCE GUIDE TO CAMPUS EMERGENCIES

**Accident / Medical Emergency (turquoise)**  
**Behavior / Mental Health Emergency (orchid/lavender)**  
**Bomb Threat / Explosion (pink)**  
**Fire & Emergency Evacuation (gold)**  
**Flooding & Water Damage (blue)**  
**Gas Leak / Public Utilities Outage (ivory)**  
**Hazardous Material Spill (ivory)**  
**Shooter (green)**  
**Suspicious Object, Package, Etc. (tan)**  
**Weather (yellow)**

## EMERGENCY LEVEL CLASSIFICATION

The following guide provides examples of situations requiring rapid assessment of the severity of the emergency and the chain of notification needed.

| SEVERITY TYPE  | INCIDENT TYPE                                                                                                                                                          | DELEGATION OF AUTHORITY/NOTIFICATION                                                                                                                                   |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LEVEL 1</b> | General Accident or Injury, Medical Emergency, Vehicular Accident, Non-Threatening Disruptive Behavior, Mental Health Emergency, Disruptive Behavior/Civil Disturbance | 1. On-Campus Police or security officer<br>2. Division Chair or Dean in area or dept. where incident occurs<br>3. Vice President<br>4. President                       |
| <b>LEVEL 2</b> | Severe Weather Watch, Fire (contained in one area), Hazardous Material Spill                                                                                           | 1. On-Campus Police or security officer<br>2. Division Chair or Dean in area or dept. where incident occurs<br>3. Vice President<br>4. President                       |
| <b>LEVEL 3</b> | Severe Weather Warning; Threatening Behavior; Flooding & Water Damage; Suspicious Object, Package, etc.; Gas Leak; Public Utilities or Service Disruptions             | 1. 911 if necessary<br>2. On-Campus Police or security officer<br>3. Vice President of Administrative Services or designee<br>4. President<br>5. Other Vice Presidents |
| <b>LEVEL 4</b> | Bomb Threat, Explosion or Aircraft Down, Fire (not contained), Active Shooter                                                                                          | 1. 911<br>2. On-Campus Police or security officer<br>3. Vice President of Administrative Services or designee<br>4. President<br>5. Other Vice Presidents              |

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## CAMPUS DIRECTORY

| NAME                                             | PHONE     |                                    |
|--------------------------------------------------|-----------|------------------------------------|
|                                                  | EXTENSION | NUMBER                             |
| Emergency Response System (Fire, Police, Rescue) | 9-911     | 911                                |
| HCC Police Department and Security               | 0         | 252-532-1975<br>or<br>252-536-4221 |
| President                                        | 217       | 252-536-7217                       |
| VP, Administrative Services/CFO                  | 213       | 252-536-7213                       |
| VP, Academic and Student Success                 | 289       | 252-536-7289                       |
| Executive VP, Workforce Development & Operations | 281       | 252-536-7281                       |
| Dean, CTE and Health Sciences                    | 344       | 252-536-6344                       |
| Dean, Student Engagement and Support             | 203       | 252-536-7203                       |
| Human Resources Director                         | 242       | 252-536-7242                       |
| Public Relations                                 | 214       | 252-536-7214                       |
| Purchasing                                       | 326       | 252-538-4326                       |
| Counseling Center                                | 207       | 252-536-7207                       |
| Receptionist                                     | 0         | 252-536-2551<br>or<br>252-536-4221 |
|                                                  |           |                                    |

## Turquoise

### General Accident or Injury, Including Shop Accidents

If you are involved in or witness an accident on campus, take the following steps:

1. Check the scene to make sure it is safe for you to respond.
2. Call or instruct someone else to call 911 if necessary and THEN notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
3. Remain on the telephone with on-Campus Police unless instructed otherwise.
4. Only properly trained individuals should render immediate first aid. Do **not** attempt to move injured persons unless a life-threatening condition such as a fire exists.
5. If the cause of the accident still poses a danger to others, notify the on-Campus Police and provide assistance as requested to reduce or eliminate the danger.

## Turquoise

### Medical Emergency

1. Check the scene to make sure it is safe for you to respond.
2. Call or instruct someone else to call 911 if necessary AND on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
3. Remain on the telephone with on-Campus Police unless instructed otherwise.
4. Do **not** move injured persons unless a life-threatening condition such as a fire exists.
5. Remain or instruct someone to remain at the scene as long as necessary to assist on-Campus Police or other responding personnel.

## Turquoise

### Vehicular Accident

If you are involved in or witness a vehicular accident on campus, take the following steps:

1. Check the scene to make sure it is safe for you to respond.
2. Call or instruct someone else to call 911 if necessary and on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
3. Remain on the telephone with on-Campus Police unless instructed otherwise.
4. Do **not** attempt to move injured persons unless a life-threatening condition such as a fire exists.
5. Remain at the scene of the accident until the on-Campus Police officer arrives, and advise any parties to the accident that they also need to remain.
6. If any vehicle attempts to leave the scene, write down the license plate information if safe to do so.

## **Non-Threatening Disruptive Behavior**

Dealing with non-threatening behavior immediately may prevent that behavior from escalating to threatening or violent behavior.

1. Clear the area of spectators who are not involved in the situation or remove the person from the area.
2. Only first responders need to interact with the person exhibiting the behavior (Counselor, Dean, Security, etc.). Other responders may be on standby in the event the behavior escalates.
3. Respond quietly and calmly using “I” statements throughout the dialogue.
4. Do not take the individual’s behavior personally.
5. Demonstrate concern by listening closely and asking open-ended questions, e.g., tell me what happened.
6. Summarize often what you heard the individual say, e.g., it sounds like you are saying...
7. Focus on being honest with the individual about the outcome of the situation, e.g., It sounds like you think you were being picked on and you then became angry. I understand what you are saying; however, as you know, there is a zero tolerance policy for the kind of language that was used and, as a result, you will have a one-day suspension).
8. Notify others as appropriate (supervisors, Personnel, Security).
9. Document the incident and provide copies as appropriate (student, student file, HCC personnel).
10. If the disruptive behavior escalates, assess whether or not the individual is exhibiting behaviors that may be dangerous to self or others, e.g., displaying a weapon, punching furniture/walls, hitting palm of one hand with fist from the other hand.
11. If you believe the individual is upset but not a danger to self or others mutually develop a coping plan.

## **Threatening Behavior**

In the event of overtly threatening behavior constituting an immediate threat to self or others, call 911 and then on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0.”

1. Respond quietly and calmly using “I” statements throughout the dialogue.
  2. Do not take the individual’s behavior personally.
  3. Demonstrate concern by listening closely and asking open-ended questions, e.g., tell me what happened.
  4. Summarize often what you heard the individual say, e.g., it sounds like you are saying...
  5. Focus on being honest with the individual about the outcome of the situation, e.g., it sounds like you think you were being picked on and you then became angry. I understand what you are saying; however, as you know, there is a zero tolerance policy for the kind of language that was used and, as a result, you will have a one-day suspension.
- (continued on the next page)

6. Clear area of spectators or remove person from area and from feeling like being on exhibit.
7. Do not touch the individual.
8. Alert others for assistance by using the prearranged distress signal or device. In turn, they should immediately notify on-Campus Police at 252-532-1975 or 252-536-4221 with as many details as possible of the ongoing incident.
9. Inform the individual of what may happen next and of how they can help to de-escalate the situation, e.g., Security has been notified and will arrive shortly. You want to be respectful when talking to them so that you can put this behind you.

### **Mental Health Emergency**

If an individual is exhibiting behavior that creates concern, call 252-532-1975 or 252-536-4221 or dial "0."

Below are observable behaviors that may cause concern and/or a referral for counseling services but are not necessarily an emergency:

- Possible drinking or drug use
- Loss of emotional control
- Irritability
- Impaired speech
- Garbled/disjointed thoughts
- Morbid, violent or depressing themes in written assignments or when talking to others
- Verbal expression of suicidal/homicidal ideations coupled with a plan of how to carry them out.

1. Express your concerns directly to the individual.
2. Ask the individual if they are willing to see a counselor.
3. Ask the individual if they would like to be accompanied to a Counselor.

Orchid (lavender)

### **Disruptive Behavior/Civil Disturbance**

NOTE: A civil disturbance does NOT exist if there is "peaceful picketing or demonstrating as a means of expressing dissent or point of view." A civil disturbance DOES exist "if picketing or demonstrating jeopardizes public order or harass organized meetings in such a manner as to deprive speakers of the right of expression." Interference of regular classroom, laboratory, or office activity is included. If the situation is dangerous or potentially dangerous, call 911. THEN notify Campus Police by dialing 252-532-1975 or 252-536-4221 or "0." Notify the supervisor of the area if known.

Pink

## **Bomb Threat**

All bomb threats are to be taken seriously. Call 911 and then notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words, and note the time of the call. Listen carefully to background noises. Check for Caller ID information. Stay on the phone as long as possible.

Ask the caller the following:

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

Inform your supervisor/department head of the bomb threat phone call.

If you receive a bomb threat in written form, do the following:

- Notify 911 and on Campus Police at 252-532-1975.
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- Do not use radios or cell phones as they can trigger an explosive device.
- If authorized to evacuate, move to the assigned Rally Point.

Pink

## **Explosion or Aircraft Down (Crash)**

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling debris or building damage.

1. Evacuate the building as quickly and calmly as possible, call 911 AND notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
2. If items are falling above your head, get under a sturdy table or desk.
3. If there is a fire, stay low to the floor and exit the building as quickly as possible following the evacuation plan.
4. Assist others in exiting the building and move to the designated evacuation area.
5. Keep streets and walkways clear for emergency vehicles and crews.
6. DO **not** attempt to rescue people who are trapped anywhere – underneath a car, piece of equipment, etc. Wait for emergency personnel to arrive.
7. DO **not** use elevators. Persons with mobility concerns should go to a designated area of safety and wait for emergency rescue teams.

The responding emergency agency will make decisions regarding the control and abatement of the explosion incident, and issue or not issue the all-clear for safe building re-entry and occupancy.

## Gold

### Fire and Emergency Evacuation

Leave the building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

- Remain calm.
- Cease hazardous operations if possible, e.g., shut off acetylene torch, turn off lathe, turn off exhaust fan.
- Do NOT attempt to gather personal belongings.
- Close doors behind the last person out.
- Follow the nearest evacuation route to the assigned Rally Point.
- Walk quickly, single file—DO NOT RUN.
- DO NOT use elevators.
- Assist persons with a disability to a designated safe area and remain with the person until instructed on what to do or until help arrives.
- Notify others on your way out.
- QUICKLY check all restrooms, copy rooms, and storage rooms on your evacuation route.
- Move to the designated Rally Point.
- Follow the instructions of Police and Fire personnel.

Additionally, faculty members and supervisors assume the role of monitors or coordinators for their students and staff during such emergencies. Therefore, faculty members or supervisors should do the following:

- Be aware of the evacuation routes before an emergency.
- Ensure that classroom and office doors are closed after everyone has evacuated.
- Direct students and staff to the designated Rally Point.
- Take roll sheets with you—account for who is missing and report to campus police.

Blue

## Flooding & Water Damage

- Notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0.”
- Quickly move to safe areas within the building or evacuate building as instructed by on-Campus Police. (In general, you will evacuate immediately if water enters the building. If you are aware of water elsewhere on campus but not in your building, you may remain and move to higher ground.)
- If it is safe to do so, secure (lock up or move to an area away from possible water damage or contact) vital equipment, records, chemicals, laboratory experiments and electrical equipment prior to evacuation. Once evacuated, avoid areas susceptible to flooding and seek shelter as necessary.
- Remain as a group and wait for further instructions.
- If assisting in cleanup, immediately report any oil, chemical or hazardous materials suspected of mixing with floodwater to on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0.”
- If instructed to evacuate campus due to outside flooding, depart immediately to avoid becoming stranded.
- If you are in a car and it stalls, abandon it immediately and proceed to higher ground.
- Avoid driving or walking through flooded areas or swiftly moving water.

Green

### **Active Shooter in Your Building**

**An active shooter is a person whose activity is immediately causing serious injury or death and has not been contained. Active shooters use firearms, and there is often no pattern or method to their selection of victims. These situations evolve rapidly, demanding immediate deployment of law enforcement to stop the shooting and minimize harm to innocent victims. If you are directly involved in an incident and exiting the building is not possible, take the following actions:**

1. Go into the nearest room or office.
2. Close and lock the door behind you. Barricade the door if possible.
3. Turn off lights, radios, and computer monitors.
4. Close blinds and block windows.
5. Seek protective cover away from windows and doors (behind concrete walls, filing cabinets, thick desks, etc.).
6. Keep quiet and act as if no one is in the room. Silence cell phones.
7. Do not answer the door.
8. Do not respond to any voice commands until you can verify the source.
9. Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221, providing the dispatcher with the following information:

- Your name
- Your location
- Number of shooters or assailants, if known
- Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.) if known.
- Injuries to anyone, if known.
- Wait for on-Campus Police or local police to assist you out of the building.

Green

### **Active Shooter NOT in Your Building**

**Shootings and other violent acts are unpredictable, and your immediate response depends on the situation you face.**

1. Shelter in place immediately and remain in place until told to leave
2. Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0," providing the dispatcher with the following information, if known:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of shooters or assailants, if known
  - Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.) if known
  - Your exact location
  - Injuries to anyone, if known
3. Close and lock the door behind you. Barricade the door if possible.
4. Turn off lights, radios, and computer monitors.
5. Close blinds and block windows.
6. Seek protective cover away from windows and doors (behind concrete walls, filing cabinets, thick desks, etc.).
7. Keep quiet and act as if no one is in the room. Silence cell phones.
8. Do not answer the door.
9. Do not respond to any voice commands until you can verify the source.

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Tan

### **Suspicious Object, Package, etc.**

If you receive or observe a letter or package whose appearance is somehow suspect, do the following:

1. Do not move, open, cover, or interfere with the letter or package.
2. Move away from the area.
3. Do not use cell phones or radio equipment within 100 feet of the object.
4. Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0".
5. Wash your hands with soap and water.
6. Follow Police and Fire personnel instructions.

Ivory

### **Gas Leak**

**The following steps should be followed for a gas leak:**

1. Cease all activity immediately.
2. Do not use cell phones or any other electrical equipment.
3. Notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0" immediately. Provide details about the location and circumstances.
4. Evacuate the area as quickly as possible, moving to an outside location at least 500 feet from the location of the suspected leak.

Ivory

### **Public Utilities or Service Disruptions**

**If a power outage occurs in your office or building, do the following:**

1. Remain calm.
2. Call on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0" to report room, building, or campus power outages.
3. After initial report, keep telephone lines to on-Campus Police clear for emergency calls and other needs related to power outages.
4. Help those in your area who may be unfamiliar with your space.
5. If in an unlighted area, cautiously move toward an area with emergency lighting.
6. If in an elevator, stay calm. Use the emergency call button or other phone to contact on-Campus Police at 252-532-1975 or 252-536-4221.
7. If in a laboratory area, fume hoods will not work properly during an electrical outage. Laboratories should not be used until power has been restored. Evacuate the building if instructed to do so.

Ivory

### **Hazardous Material Spill**

1. Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
2. Isolate area—evacuate, if necessary. Do not attempt to clean up spill.
3. Keep exposed people separate from others.
4. Notify on-Campus Police.
5. Notify supervisor or the nearest supervisor (whichever is fastest).
6. Locate Materials Safety Data Sheets (MSDSs) for the area.

## Yellow

### Severe Weather Emergency

On-Campus Police monitors a weather radio which broadcasts news of severe weather watches and warnings. Your building will be alerted of such conditions.

### Severe Weather WATCH

Issued whenever conditions are favorable for formation of such storms

### Severe Weather WARNING

Issued when storms have formed and pose an imminent threat

### TORNADO

1. Follow your building's shelter plan.
2. Take shelter in basement, or smallest, most interior rooms, and hallways on the lowest floor.
3. Avoid glass-enclosed places or areas with wide-span roofs such as auditoriums or gyms.
4. Crouch down and cover your head.
5. Wait for the "all clear" signal from authorized emergency personnel and on-Campus Police.

### THUNDERSTORM

6. Stay away from windows.
7. Draw shades or blinds to reduce injury from flying glass.
8. Minimize use of electrical appliances including computers.

## Yellow

### College Closing Information

**Please do NOT call the campus operator for cancellations.**

If the College is closed due to inclement weather or other circumstances, the President **will inform you** via e-mail and/or the college intercom system. You may also access information through the following means:

1. If there is power, an **e-mail** will be sent to all faculty, staff, and students via GroupWise.
2. **Media outlets** will be notified (see Safety Plan).
3. The President or a designee will authorize all closings.
4. You may be instructed to leave campus via a designated route.