

SCC EMERGENCY PROCEDURES

Jackson Campus

EMERGENCIES: Dial 911

NON-EMERGENCIES: ext. 4000 or 828.339.4000

EMERGENCY NOTIFICATIONS: ext. 4201 or 828.339.4201 (24-hour recorded phone line)

LOCATION INFORMATION

ACTIONS:

EVACUATE



SHELTER IN PLACE



MEDICAL EMERGENCY



- Call 911. Provide the location of incident, nature of illness or injury, number of victims and your name. Then notify College Information Center by dialing ext. 4201 or 828.339.4201.

FIRE



- DO NOT use elevators. Use stairs only.
- Leave the area, pull fire alarm and close the door.
- Evacuate the area and proceed to rally point.

SEVERE WEATHER



- Seek shelter immediately. Ext. 4122
- Move to lowest level in building.
- Move to interior area of building (hallways/rooms).
- Stay away from windows, skylights and glass.

SUSPICIOUS BEHAVIOR



- Immediately report emergencies or suspicious behavior by calling College SRO at ext. 4294 or 828.339.4294.
- For non-emergency requests, call ext. 4294 or 828.339.4294.

SUSPICIOUS PACKAGE



- DO NOT use cell phones, radios or electronic devices.
- DO NOT handle suspicious package or other items.
- From a land line, call 911 and then call SRO 828.339.4294
- Proceed as instructed by emergency personnel.

GAS LEAK



- DO NOT turn lights on or off.
- DO NOT use cell phones or radios.
- DO NOT activate fire alarm.
- Evacuate the area and proceed to rally point. Evacuation dial ext. 4123.
- Once safe, call College Information Center at ext. 4201 or 828.339.4201.

SEXUAL MISCONDUCT



- For Emergencies call SRO at ext. 4294 or 828.339.4294.
- Students call the Title IX office at ext. 4245 or 828.339.4245.
- Employees call Human Resources at ext. 4280 or 828.339.4280
- Seek medical attention (if needed).

HAZARDOUS MATERIAL



- DO NOT attempt to clean spill.
- Evacuate the area and proceed to rally point.
- Call College Information Center at ext. 4201 or 828.339.4201.

ACTIVE SHOOTER

If you see or know that a person has a firearm on campus, dial ext. 4121 to announce a lock down, follow the options below and when safe call 911.



RUN

If there is an accessible escape path, try to evacuate the area.

HIDE

If evacuation is not possible, find a place to hide where the shooter is less likely to find you.

FIGHT

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



Scan the QR Code for the Safety Center iPhone App.

Scan the QR Code for the Safety Center Google Play App.

