

# SCC EMERGENCY PROCEDURES

Swain Center

**EMERGENCIES: Dial 911**

**NON-EMERGENCIES: ext. 2000 or 828.366.2000**

**EMERGENCY NOTIFICATIONS: ext. 2000 or 828.366.2000 (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. 2000 or 828.366.2000.

### 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



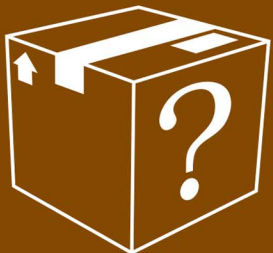
- Seek shelter immediately. Ext. 4142
- Move to lowest level in building.
- Move to interior area of building (hallways/rooms).
- Stay away from windows, skylights and glass.

### SUSPICIOUS BEHAVIOR



- Immediately report emergencies or suspicious behavior by calling 911.
- For non-emergency requests, call ext. 2000 or 828.366.2000.

### 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.
- 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. 4143.
- Once safe, call ext. 2000 or 828.366.2000.

### SEXUAL MISCONDUCT



- For Emergencies call 911.
- 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 ext. 2000 at 828.366.2000.

### ACTIVE SHOOTER

If you see or know that a person has a firearm on campus, dial ext. 4141 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.

