



HAYWOOD COMMUNITY COLLEGE

Emergency Information

Find the App:



Google
Play
Store



Apple
App
Store

Call 911 Emergency

Emergency - [911](tel:911)

Armed Resource Officer - [828-593-8477](tel:8285938477)

Campus Security - [828-734-5410](tel:8287345410)

Counseling - [828-627-4504](tel:8286274504)



Important Phone Numbers



**Loss of: Electricity / Water /
Gas / Phone / Internet**

Contact Security:

828-734-5410



Utility Outage



Escort assistance if physically disabled

Safety escort to vehicle

Vehicle dead battery

Keys locked in vehicle

Traffic control for disabled vehicle

Contact Security: [828-734-5410](tel:828-734-5410)

i Courtesy Assistance *i*

Emergency Notification System (ENS)

Haywood Community College's Emergency Notification System (ENS) includes the use of text messaging, voice mail and e-mail to send an official College wide emergency directive to employees and students. Voice mail can be sent to a cell phone and/or a land line phone.

Individuals must sign up for this service and can do so by logging in at login.haywood.edu. There is an Emergency Notifications Link under Essential Tools. It is the responsibility of the individual to keep contact information updated and edits can be made when needed.

Haywood Community College has an Emergency Notification Exterior Speaker System to notify individuals that are on the main campus grounds of an emergency situation. This consist of different sirens and tones as well as voice commands.



Tornado or Severe Weather in the area:

Remain calm and encourage others do the same.

Listen for audible warnings, monitor weather conditions.

Move to an interior room on lowest level of building without windows and take cover.

Stay away from doors and windows.

Avoid auditoriums, labs, and hazmat storage areas.

Remain sheltered until given the all-clear.

Report injuries by calling **911**.



Weather Emergency



Fire Procedures:

**In the event of Fire Alarm, Smoke, or Fire
Evacuate the Building.**

Do not use Elevators, use Stairs.

Close doors (Do NOT Lock) to contain fire.

Alert others.

Activate the fire alarm

(If not already activated).

Call [911](tel:911).

Call Security [828-734-5410](tel:828-734-5410) or

ARO [828-593-8477](tel:828-593-8477) to assist with response.



Hazardous Material:

Spill, Leak, or Strange Odors

Remove yourself from the area, and keep others away.

Do not walk into, touch, or smell any of the spilled substance.

Try not to inhale gases, fumes or smoke.

If possible, cover mouth with a cloth while leaving the area.

Stay away from any accident victims until the hazardous material has been identified.

Try to stay uphill and upwind of the accident.

Call [911](#) and state your name, location and information about the spill (area involved, injuries, type of chemicals, amount).

Law Enforcement will notify Environmental Health and Safety, Facilities Management, and any other needed resources.

ALWAYS BE FAMILIAR WITH ANY CHEMICALS YOU ARE WORKING WITH.

If you have been exposed to a chemical, refer to the Safety Data Sheet (SDS) for that chemical or chemical compound. Go to the Health Hazard Data Section, usually on the first page. This should include First Aid Information. SDS copies are maintained in each laboratory and work area.

Call [911](#). Call Security [828-734-5410](#) or
ARO [828-593-8477](#) to assist with response.



Bomb Threat/Suspicious Package:

If you discover a suspicious object/potential bomb or receive a bomb threat:

Do not handle the object.

Do not use cell phone or other electrical devices in vicinity of suspect item.

Evacuate the area calmly.

Be aware that there may be a secondary device.

Report the object's location to Security or ARO.

Call Security [828-734-5410](tel:828-734-5410)
or ARO [828-593-8477](tel:828-593-8477) to assist with response



Bomb/Suspicious Package



Suspicious Person:

Take note of:

Location of the individual.

Description of the individual.

Other important information.

Report any Suspicious individuals immediately by

Calling Security [828-734-5410](tel:828-734-5410) or

ARO [828-593-8477](tel:828-593-8477)

to assist with response.



Suspicious Person



Psychological/Suicide Threat:

A person in psychological crisis may exhibit some of these indications:

- Crying
- Extreme withdrawal from outside stimuli (despondent)
- Agitated or aggressive behavior
- Unusual outbursts or disoriented statements
- Behavior or emotions inconsistent with his/her normal behavior

Don't try to handle a person in psychological crisis by yourself. Call Counseling Services by dialing 627- 4504 immediately.

If Counseling Services can't be reached or is closed, call the on duty Campus **Armed Resource Officer at 828-593-8477 or 911**. Always contact the on duty Campus Armed Resource Officer if you encounter violent and/or threatening behavior, or if a person's health appears to be in danger. When in doubt, call the on duty Campus Armed Resource Officer to come and evaluate the person. Always err on the side of safety. Report can be completed for Campus Behavioral Assessment Team at the following link:

<https://publicdocs.maxient.com/incidentreport.php?HaywoodCC>

To avoid escalation when dealing with a person in psychological crisis, the following tips may be helpful:

- Remain calm and rational don't overreact.
- Be empathic listen without judging others.
- Clarify messages listen and reflect back what is said.
- Direct attention to the issue at hand ignore challenges.
- Permit verbal venting allow the individual to release as much energy as possible by venting.

State reasonable limits during lulls in the venting.

- Avoid physical techniques physical intervention can escalate the situation.
- Keep non-verbal cues non-threatening body language, movement, and tone of voice send more messages than what you say.
- Set and enforce reasonable limits set boundaries for you personally. State them clearly and concisely. Enforce the limits fairly and firmly.

Refer the student to Student Services for further



Psychological Emergency



Medical Emergency

Check the scene for safety.

Care for illness and injuries within
the scope of your training.

CALL 911 if serious illness/injury.

Call Security 828-734-5410

or ARO 828-593-8477 to

assist with response

 Medical Emergency 

VIOLENCE:

If you witness or
experience violence on
campus call [911](tel:911) and
distance yourself safely
away from the situation.

Call Security [828-734-5410](tel:828-734-5410) or

ARO [828-593-8477](tel:828-593-8477)

to assist with response.



Violence



S.E.L.F.:

SURVEY– Be aware of your surroundings.

EVACUATE: Run away from vicinity of shooter quickly and quietly to a safe location.

LOCKDOWN: Lock doors, turn off lights, barricade room, silence cell phone.

FIGHT-BACK: Use any means necessary to disarm and incapacitate the shooter/s.

911



Active Shooter

