

HCC EMERGENCY PROCEDURES

EMERGENCIES: Dial 911 SRO: 828.593.8477
SECURITY: 828.734.5410 COUNSELING: 828.627.4504
828.627.2821 (24-HOUR RECORDED PHONE LINE)

LOCATION INFORMATION

ACTIONS:

EVACUATE



SEEK SHELTER



UTILITY OUTAGE



- Loss of: Electricity / Water / Gas / Phone / Internet
- Contact Security: 828-734-5410

FIRE



- 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. Call Security 828-734-5410 or ARO 828-593-8477 to assist with response.



SEVERE WEATHER



- 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**.



SUSPICIOUS BEHAVIOR



- 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 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. Evacuate the area.
 - Do not use cell phone or other electrical devices in vicinity of suspect item.
 - Be aware that there may be a second device
- Report the object's location to Security or ARO.
- Call Security 828-734-5410 or ARO 828-593-8477 to assist with response.

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 SRO 828-593-8477.

SEXUAL MISCONDUCT



- For Emergencies call **SRO** 828-593-8477
- Seek Medical Attention if needed
- Students Contact Dr. Michael Coleman Vice President of Student Services 828-565-4220 Room 1525A
- Employees Contact Marsha Stines HR Director 828-627-4529

HAZARDOUS MATERIAL



- Spill, Leak, or Strange Odors Remove yourself from the area, and keep others away. 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. 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.



ACTIVE SHOOTER - 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.

CALL 911



FIND THE APP:



Google Play Store



Apple App Store