CAMPUS EMERGENCY GUIDELINES

Fire
1. Pull the nearest fire alarm.
2. Dial 9-911 to alert fire department.
3. Dial 0 to alert the college information center
4. Use fire extinguisher if fire is small.
5. Evacuate the building closing doors as you exit.

Medical Emergencies
1. Dial 9-911.
2. Advise Dispatcher what the patient is complaining of or type of injury (is the patient conscious, breathing and exhibiting a pulse)
3. Where is the patient located?
4. What is your name?
5. Dial 0 to alert the college information center.
See Medical Emergency Procedure 3.16.1 in the SCC Policies and Procedures Manual

Violent Situations
1. Evacuate the immediate area.
2. Dial 9-911.
3. Dial 0 to alert the college information center.
4. Evacuate the building, closing doors as you exit.

Hazardous Material Spills
1. Evacuate the immediate area.
2. Dial 9-911.
3. Dial 0 to alert the college information center.
4. Evacuate the building, closing doors as you exit.
5. Locate Material Safety Data Sheet.

**Natural Disasters**

**To report an emergency**
- Dial 0 to alert the college information center

**If a disaster threatens or strikes**
- Remain inside in a safe area.

**Natural Disasters**
- Earthquake
- Floods
- Hurricanes
- Severe Thunderstorms
  (Heavy Winds, Lightning, Fallen Trees)
- Tornadoes
- Winter Storms
  (Rapid accumulations of snow/ice)

**Utility Emergency**

**To report an emergency**
1. Dial 0 to alert the college information center.
2. Evacuate area if unsafe.

**Utility Emergencies**
- Breaks in Water/Sewage
- Electricity Outages
- Heating/Air Conditioning Disruptions
- Propane Gas Outages
- Telecommunications Disruptions

The College Information Center will contact the appropriate persons.

**Important Numbers**

**After Hour Emergencies**

**College Administration**
- Dr. Cecil Groves, President 631-9338
- Janet Burnette, Vice Pres for Admin Services 488-9315
- Jim Campbell, Vice Pres for Info Tech & Telecomm 452-9657
- Dr. Gene Couch, Vice Pres for Instruction and Student Services 586-3994
- Dr. Connie Haire, Vice Pres for Macon Campus 586-9210
Campus Facilities and Utilities

Mark Buchanan, Physical Plant Manager 586-5875
Glen Hackney, Security Supervisor 631-0408

Duke Power 524-2121
Freeman Gas (Propane) 586-9797
PSNC Energy (Natural Gas) (877) 776-2427
Tuckaseigee Water and Sewer Authority 586-5189

Law Enforcement (Non-Emergency)

Jackson County Sheriff 586-1911
Macon County Sheriff 369-9116
Swain County Sheriff 488-4844
Cherokee Tribal Police 497-4131

Other Resources

Nat'l Response Ctr for Oil and Toxic Chemical Spills 1-800-424-8802
Poison Control Center 1-800-848-6946

Bomb Threats

1. Gather and record as much information as possible and then dial 0 to alert the college information center.
2. Checklist.

Exact time of call: _______________
Exact words of caller: _________________________________________________

_________________________________________________

Sex of caller (circle): Male Female Approximate age: ______

**Critical Questions**
When is the bomb going to explode?
Where is the bomb?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
Where are you calling from?
What is your name?

**Callers voice (circle)**
- Calm
- Slow
- Crying
- Slurred
- Stutter
- Deep
- Loud
- Broken
- Giggling
- Accent
- Angry
- Rapid
- Stressed
- Nasal
- Lisp
- Excited
- Disguised
- Sincere
- Squeaky
- Normal

**describe the threat language (circle)**
- Well Spoken
- Foul
- Incoherent
- Serious
- Message Read
- Irrational

**describe background noise (circle)**
- Traffic
- Cell Phone
- Voice(s)
- Long Distance
- Factory
- Animals
- Clear
- Motor
- Music
- House
- Office
- Static
- Other ________________________________

See Bomb Threat Procedures 3.7.1 in SCC Policies and Procedures Manual