

**SOUTHWESTERN**
COMMUNITY COLLEGE

SYLVA, NORTH CAROLINA

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Last updated 6/28/05

CAMPUS EMERGENCY GUIDELINES

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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

Susan McCaskill , Vice Pres for Ext Ed and Econ Dev 524-1004

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

Tuckaseegee 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[Security Handbook](#)[Evacuation Plan & Procedures](#)[Safety & Security home page](#)

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