



EMERGENCY INFORMATION GUIDE

DEPARTMENT OF CAMPUS SECURITY and SAFETY

Emergency: Dial 911

Non-Emergency: 910-879-5515

2023

This Emergency Information Guide is intended for use by faculty, staff, and students at Bladen Community College. It includes information published in the College's Safety/Emergency Plan and is designed as a quick reference guide to address certain emergencies that may occur.

Community members are encouraged to become familiar with the contents of the Emergency Information Guide. The College's entire Safety/Emergency Procedures Plan is also available for viewing at <https://www.bladencc.edu/> and at the Department of Campus Safety/Security. Related questions or comments may be made to the Director of Campus Security at 910-879-5637

CONTENTS

Unscheduled Utility Outage	1
Gas Line Leak	1
Fire Procedures	1
Hazardous Material Event	2
Criminal or Suspicious Activity on Campus.....	3
Active Shooter on Campus.....	3
Response Protocol for Gunshots on Campus	3
Inclement and Winter Weather Information	4
Severe Weather Information	4
Medical Emergency: Serious Injury/Illness	5
Physical or Sexual Assault	5
Bomb Threat	6
Bomb Threat Checklist	6

UNSCHEDULED UTILITY OUTAGE

Unscheduled interruptions in utility services (particularly if such interruptions are of a prolonged duration) to part or all the campus may interrupt the institution's educational mission or constitute a safety threat or health hazard.

Should an interruption in electrical, gas, or water service occur:

- During business hours, call Facilities Maintenance at **910-879-5605**.
- You may also contact the Department of Campus Security at **910-879-5515 or 910-549-5947** any time to report an interruption in electrical service.
- Evacuate the building if the power outage constitutes a safety hazard.
- If evacuation becomes necessary, do not re-enter the building until notified by Facilities Maintenance or Public Safety personnel that it is safe to do so.

GAS LINE LEAK

- Report any gas line leak. **Dial 911** immediately or contact 911 telecommunicator by activating a campus emergency call box.
- BCC Maintenance, Campus Security, and local emergency responders will respond to gas line leaks on campus.
- Buildings or facilities directly affected by such incidents must be evacuated until the situation is resolved.
- While a building or facility evacuation is in effect, no unauthorized person may re-enter. Campus Security or local emergency responders will advise evacuees regarding a safe

FIRE PROCEDURES

If you detect smoke or fire in or near any campus building or facility:

- Activate the nearest Fire Alarm Pull Station for that building or faculty
- **Dial 911** immediately or contact 911 telecommunicator by activating any campus emergency call box. Provide as much relevant information as you can.
- If the fire is small and you have received fire extinguisher training, you may decide to fight it. Any such decision is completely voluntary. There is no expectation that any community member will place his or her personal safety at risk by engaging in firefighting.
- Evacuate the building or facility immediately and insist that all persons you encounter (students, faculty, staff, and visitors) do the same. No exceptions, no excuses!
- Avoid moving through, or standing in, smoke. If necessary, get close to the floor to better avoid smoke and potentially dangerous heat/gases.
- Do not use elevators to evacuate the building.
- Close doors and windows as you evacuate if you safely can. Do not delay evacuation simply to close additional doors or windows.
- Once outside, keep moving to a point at least 300 feet away from the building. Remain outside until receiving authorization to re-enter from emergency personnel.
- Notify responding emergency personnel if you suspect anyone may be trapped inside the building or facility.

HAZARDOUS MATERIAL EVENT

- Report any hazmat situation. **Dial 911** immediately or contact 911 telecommunicator by activating a campus emergency call box.
- If you believe you have been exposed to a hazardous material, report that exposure immediately. Include any information you have regarding the specific substance(s) to which you were exposed.
- BCC EMS and Security should be contacted immediately. Give as much information about what substances were involved and where the incident occurred. BCC will pull Safety Data Sheets for known substances/chemicals as well as any substances or chemicals in the immediate area if an incident is still occurring, that might be helpful to first responders.
- Buildings or facilities directly affected by such incidents must be fully evacuated until the situation is resolved.
- While a building or facility evacuation is in effect, no unauthorized person may re-enter.
- Campus Security and local emergency responders will advise evacuees regarding a safe stand-off distance from affected buildings and facilities.

CRIMINAL OR SUSPICIOUS ACTIVITY ON CAMPUS

If you see criminal or other suspicious activity occurring on campus, **Dial 911** immediately. You may also contact the 911 Telecommunicator via the emergency call boxes located throughout the campus.

- Provide the Telecommunicator with as much relevant information as possible. If it is safe for you to do so, remain on the phone with the Telecommunicator.
- Do not attempt to apprehend or physically engage a criminal or suspicious person unless it is necessary to protect yourself.
- Remain in a safe location to speak with the responding Police Officer(s) if possible.
- Possession of weapons on the Bladen Community College campus is a violation of college policy and state law. **Dial 911** immediately if you see a weapon in a vehicle or being unlawfully possessed by a person on campus.

ACTIVE SHOOTER ON CAMPUS

Shooting incidents occur on college and university campuses of all types and sizes. Sheriff Deputies will respond as quickly as possible, but your life and the lives of others could be immediately at risk. Every person facing such a situation must be prepared to take direct responsibility for his or her personal safety and security.

RESPONSE PROTOCOL FOR GUNSHOTS ON CAMPUS

Quickly decide how you are going to respond. Trust your instincts. Based on what you see and hear, determine if it makes sense to: Stay where you are and try to hide. **or** Try to escape to a safer location.

If you decide it is best to stay where you are:

- Act quickly—don't wait for others to validate your decision.
- If possible, lock the door from the inside.
- Use furniture or other available objects to barricade the door(s).
- Turn off the room lights and stay as quiet as possible.
- If multiple people are inside the room, spread out—don't huddle in groups.
- If possible, use any available phone to **Dial 911**.
- Tell the 911 telecommunicator as much as you can about the shooter's location and description and keep trying to call if you get a busy signal.
- Help keep others calm and focused on survival.

If you decide it is best to try to escape to a safer location:

- Move quickly—don't wait for others to validate your decision.
- Leave your belongings behind.
- Get as far away from the shooter/sounds of gunfire as you can.
- If caught outside, take cover behind something like a thick wall or a large tree.
- After reaching shelter, **Dial 911**.
- Tell the 911 telecommunicator as much as you can about the shooter's location and description and keep trying to call if you get a busy signal.

If you are directly confronted by the shooter:

- Assume his or her intentions are lethal to you and others.
 - Be mentally prepared to do whatever you can to fight back and survive.

INCLEMENT AND WINTER WEATHER INFORMATION

Inclement Weather Information:

➤ BCC College delays and closings will be posted on the home page of the BCC College website, the BCC Facebook page, and as an announcement on Blackboard, and recorded on the BCC College switchboard (910-879-5500). Local media will also be notified to include Bladen Online, Bladen Journal, radio station WKML in Fayetteville, television stations WECT-Channel 6 and WRAL-Channel 5 Raleigh. The College strives to make any announcements regarding campus delays or closure related to inclement weather by 6:00 a.m. for day classes and 3:00 pm, for night classes. The College switchboard line will be updated daily by 5:00 pm.

➤ When classes are held during inclement weather, the decision to attend class rests with the individual driver. No student or faculty member should attend class if he/she believes that driving conditions are too dangerous. Should a student miss classes because of dangerous weather, no penalty will be imposed by the faculty, and the student will be allowed to make up any work missed. The student is, however, responsible for the material covered in all classes.

➤ Staff are expected to report to work when the College is open and operating. No one should report to work if he/she believes that driving conditions are too dangerous. Refer to the Staff Handbook for complete details. Some campus roadways may have to be closed due to icing. Provisions will be made for students and staff to access College buildings.

NEVER move traffic control barriers or attempt to drive on a closed roadway.

SEVERE WEATHER INFORMATION

(Hurricane – Tornado – Severe Thunderstorm)

The National Weather Service issues a severe weather warning when a tornado or other potentially dangerous weather has been sighted or detected on radar in the local area. The Bladen Community College Emergency Alert Notification System (Alertus /Regroup) will be activated when a warning of severe weather that may reach the BCC campus is received.

When severe weather is forecast to impact the campus, take the following actions if a tornado or other potentially dangerous weather is reported to be approaching the campus:

- Go to the interior hallway of your building's lowest floor, if time permits. Otherwise, get into the safest area of your classroom, office, or office building – near the inside wall and as far as possible from doors and windows.
- Avoid auditoriums, gymnasiums, and other structures with wide, free-span roofs.
- Take shelter underneath a desk or any other heavy furniture that is available.
- Assume a "curled" seated position to better protect your head and eyes.

MEDICAL EMERGENCY: SERIOUS INJURY / ILLNESS

If you encounter a person with a serious injury/illness or a person who has had an accident and may need medical assistance:

- Do not move a seriously ill or injured person unless there is a life-threatening situation in the immediate area.
- **Dial 911** for immediate assistance or contact 911 telecommunicator by activating a campus emergency call box.
- Remain in contact with the telecommunicator while help is enroute.
- Provide as much information as possible about the patient's condition, the nature of the injury or illness, and any medication allergies or chronic medical issues the patient may have.
- Stay with the ill or injured person until emergency responders arrive if you can safely do so.
- If necessary, administer first aid (within the limits of your knowledge and training).
- If the injured or ill person is an employee, initiate reporting procedures as directed by your department head and/or supervisor.

PHYSICAL OR SEXUAL ASSAULT

Any student, faculty, staff or visitor who alleges that an assault, including sexual assault, has been committed against him or her is encouraged to report what has happened immediately by **dialing 911** or contacting a 911 telecommunicator by activating any emergency call box. If a faculty or staff member is made aware of an assault occurring on campus or involving a student off campus, they should report this information to Tiina Mundy, HR Director/Title IX Coordinator (910-879-5556) or the Campus Security Director, Danny Priest (910-879-5637).

Anonymous reports are accepted in cases of sexual assault if the victim does not want to pursue criminal charges against the perpetrator or if the report is not directly from the victim. No criminal investigative activity is undertaken without authorization from adult victims or the parent or guardian of juvenile victims. However, the College is obligated by federal law (Title IX) to conduct to the fullest extent reasonably possible a separate non-criminal investigation of all received reports of sexual assaults. The victim is encouraged to initially provide as much information and evidence as possible, even if he or she does not want to pursue criminal charges. A victim's initial decision not to pursue a criminal investigation does not preclude the possibility of actively pursuing prosecution at a later date.

BOMB THREAT

The receipt of a message (usually by telephone) that an explosive device has been or will be placed on the campus must be treated as a serious threat to life and safety until investigated and proven otherwise by properly trained emergency responders. Carefully following the procedures listed below will reduce the likelihood of injury, death, and damage to property:

- Bomb threats are most commonly received by telephone. The person receiving such a call should try to remain as calm as possible and obtain as much detail as practical from the caller by completing the Bomb Threat Checklist.
- Immediately after the threatening call **Dial 911**.
- Report what has occurred, including any information you may have received as to the location of the bomb, the time it is set to explode, and the time you received the call.
- Inform your supervisor and/or department head.
- Bladen Community College and local authorities will be responsible for any building evacuations.
- All persons evacuated must remain at least 500 feet away from the affected building(s).
- If you should spot a suspicious object, package, etc., report it to a Police Officer or other emergency responder. NEVER touch or move the suspicious item in any way.

BOMB THREAT CHECKLIST

****Dial 911 immediately after receiving a bomb threat****

Questions to Ask - Record the Exact Wording of Bomb Threat

Where is the bomb? _____
What time will it explode? _____
What does it look like? _____
What will cause it to explode? _____
Did you place the bomb? _____
Why? _____
What is your name? _____
Where are you now? _____

Caller's Voice/Speech: (circle all that apply)

Angry	Calm	Cracking	Crying	Deep Breathing	Disguised	
Distinct	Emotional	Excited	Familiar	Foreign Accent	Intoxicated	
Irrational	Laughing	Loud	Nasal	Normal	Profane	Raspy
Slow	Taped	Other	_____			

Observations about the Caller?

Caller's Gender: _____ Approx. Age: _____ Possible Race: _____
Length of the call: _____
Did the caller sound like he/she was reading the threat? Yes/No
Describe any background noise: _____
Phone number on which threat was received: _____
Date/Time of Call: _____
Received By: _____