

# CPCC EMERGENCY PROCEDURES

EMERGENCIES: ext. 6911 or 704.330.6911

NON-EMERGENCIES: ext. 6632 or 704.330.6632

EMERGENCY NOTIFICATIONS: ext. 6888 or 704.330.6888 (24-hour recorded phone line)

LOCATION INFORMATION

## ACTIONS:

EVACUATE



SHELTER IN PLACE



### MEDICAL EMERGENCY



- Call College Security Services at ext. 6911 or 704.330.6911.
- Provide the location of incident, nature of illness or injury, the number of victims and your name.

### FIRE



- DO NOT use elevators. Use stairs only.
- Leave the area, pull fire alarm and close the door.
- Evacuate the area and proceed to rally point.

### SEVERE WEATHER



- Seek shelter immediately.
- Move to lowest level in building.
- Move to interior area of building (hallways/rooms).
- Stay away from windows, skylights and glass.

### SUSPICIOUS BEHAVIOR



- Immediately report emergencies or suspicious behavior by calling College Security Services at ext. 6911 or 704.330.6911.
- For non-emergency requests, call ext. 6632 or 704.330.6632.

### SUSPICIOUS PACKAGE



- DO NOT use cellphones, radios or electronic devices.
- DO NOT handle suspicious package or other items.
- From a land line, call College Security Services at ext. 6911 or 704.330.6911.
- Proceed as instructed by emergency personnel.

### GAS LEAK



- DO NOT turn lights on or off.
- DO NOT use cell phones or radios.
- DO NOT activate fire alarm.
- Evacuate the area and proceed to rally point.
- Once safe, call College Security Services at ext. 6911 or 704.330.6911.

### SEXUAL MISCONDUCT



- Call College Security Services at ext. 6911 or 704.330.6911.
- Call the Title IX office at ext. 6524 or 704.330.6524.
- Seek medical attention (if needed).

### HAZARDOUS MATERIAL



- DO NOT attempt to clean spill.
- Evacuate the area and proceed to rally point.
- Call College Security Services at ext. 6911 or 704.330.6911.

### ACTIVE SHOOTER



If you see or know that a person has a firearm on campus, call College Security Services at ext. 6911 or 704.330.6911.

#### RUN

If there is an accessible escape path, try to evacuate the area.

#### HIDE

If evacuation is not possible, find a place to hide where the shooter is less likely to find you.

#### FIGHT

As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter.