

FIRE

- **If the fire alarm sounds:**
 1. Evacuate everyone from the building according to the plan posted in the building and shut your door, but do not lock it, as you leave.
 2. At the evacuation staging area, account for everyone in your area and stay together.
 3. Be patient and wait for further instructions.
- **In the event you detect a fire within any part of the campus, proceed according to the following plan:**
 1. Pull the nearest fire alarm, generally located near a public exit.
 2. Evacuate everyone from the building according to the plan posted in the building, and shut your door, but do not lock it, as you leave.
 3. The fire extinguisher should be close to the public exit. If the fire is still small, extinguish the fire with the nearest fire extinguisher (Do not endanger yourself in this attempt).
 4. At the evacuation staging area, account for everyone in your area and stay together.
 5. Be patient and wait for further instructions.

IMPORTANT LOCATIONS

Fire Alarm Pull Station: _____

Fire Extinguisher: _____

EVACUATION

- Remain calm and quiet so directions can be heard.
- Clear the building immediately through the predetermined exit and report to the evacuation staging area.
- At the evacuation staging area, account for everyone in your area and stay together.
- Be patient and wait for further instructions.

MEDICAL EMERGENCIES / INJURIES

- **Remain calm.**
- Call 911 and provide the following information:
 1. location of the accident or injured people
 2. nature of injury, cause, and severity
 3. victim's age and name if possible
 4. any known medical information
- Press the EMS Notified desktop panic button if available, or call the switchboard at 336-633-0200 to report the incident.
- Keep all non-essential personnel away from the scene, and do not move the injured individual(s) unless they are in a life-threatening situation. Keep the victim calm and reassured that help is coming.
- Have someone meet the emergency responders to lead them to the scene of the emergency.

Employee Non-Emergency Injuries

- Notify your supervisor **and** the Director of Safety and Emergency Preparedness immediately and fill out a Medical Incident Report located on the RCC website under Employee Forms and Publications.
- If offsite medical attention is needed, do not have another employee drive the injured person to the medical facility. The Director of Safety and Emergency Preparedness will assist in getting medical attention.

BODILY FLUIDS

In case of an accident or emergency, any person's blood and body fluid should be handled as if Infectious

- Keep all others away and secure the area.
- Notify the switchboard at 336-633-0200 and request clean-up.
- Wait for assistance.
- Fill out a Medical Incident Report to turn into the Director of Safety and Emergency Preparedness which is located on the RCC website under Employee Forms and Publications.

LOCKDOWN / ACTIVE SHOOTER

If the assailant is actively attacking with a gun or other weapon in your area:

- **RUN** if possible. If you can't escape, **HIDE**. As a last resort, **FIGHT** back.

If you witness a gunman or immediate threat:

Initiate your Active Survival Plan:

1. **Avoid, Barricade, Counter or Run, Hide, Fight** depending on the situation.
2. **Press the Active Shooter panic button if available or call the switchboard at 336-633-0200 to request LOCKDOWN.**
3. **Call or Text 911** or have someone else notify them.

If a Lockdown Notice is issued:

- Alert those around you and clear the hall if possible.
- **LOCKDOWN. Locks, Lights, Out of Sight.** Lock the door. Turn off the lights, move away from the door and windows and stay out of sight. **DO NOT talk about the situation, text about it, or post about it.**
- Do **NOT** open the door unless directed by the police or an "all clear" notice is given.

If you are outside when the lockdown is issued:

- Alert anyone who is nearby, do not try to enter a building and leave immediately.
- Do not return to the college until further notice.

THREATS OF VIOLENCE

- **Take all threats seriously.**
- Press the Security panic button if available, or call the switchboard at 336-633-0200 of any threats.
- If possible, do not leave the person alone at any time, or permit them to leave campus.
- **DO NOT** put your hands on the person or touch them in any way.
- Do not hesitate to call or text 911 if you feel things are escalating.
- Document the incident and all actions taken to report to the Director of Safety and Emergency Preparedness at 336-633-0210.

LOCKOUT

- **LOCKOUT. Get Inside. Lock Outside Doors.**
- Clear the halls, lock your door, take attendance, increase your awareness, but continue business or class in your room.
- Be prepared to implement your Active Survival Plan should the situation progress to a Lockdown.

HOSTAGE SITUATION

Remain Calm. Resistance is **NOT** recommended. **Do not** bargain or negotiate with the hostage taker. If possible, **call or text 911**. If you can't talk to the dispatcher, just leave the line open so they can hear what is going on with the situation. Press the Active Shooter panic button if possible.

If taken hostage:

- Do not panic. Speak as calmly as possible.
- Treat the hostage-taker as normally as possible.
- Be respectful.
- Ask permission to speak; do not argue.
- Cooperate with the hostage-taker if at all possible.
- Stay low to the floor; do not make eye contact.
- **Call or text 911 ASAP**
- If the intruder is inflicting serious harm, everyone should **RUN, or FIGHT back as a last resort.**

Hostage occurring in your area of the building:

- Clear the hallways, close and lock all doors.
- Press the Active Shooter panic button or call the switchboard at 336-633-0200 to request Lockdown.
- Implement your Active Survival Plan.

OUT OF CONTROL PERSON

- Try to remove the person from the room if possible by asking them to step outside, and lock the door. Do not put your hands on them or touch them to try and remove them.
- Press the Security panic button if available, or call the switchboard at 336-633-0200 to report the incident.
- Document the incident by including the names of the persons involved, and all actions taken during the incident.
- Report the incident to the Director of Safety and Emergency Preparedness at 336-633-0210.

**LOCKDOWN /
ACTIVE SHOOTER
RCC MAIN CAMPUS**

**THREATS OF
VIOLENCE
RCC MAIN CAMPUS**

**LOCKOUT / HOSTAGE SITUATION
OUT OF CONTROL PERSON
RCC MAIN CAMPUS**

SEVERE WEATHER

Tornado

- **Watch** – continue regular classroom/office activities, closely monitor weather conditions.
- **Warning** – Tornado signal will be sounded, move everyone from outside areas into the building, proceed to designated area and assume crouched position with hands over head, and account for everyone in your area.

Tornado sighted

- **If there is time**, proceed to a designated building safe zone, assume a crouched position, and cover your head.
- **If there is no time**
 - Inside- move to the safest area – inside wall away from windows and doors.
 - Outside- lie on the ground, in ditch, or depression.
 - Mobile unit- go outside, lie on the ground, in ditch, or depression.
- Avoid windows, auditoriums, gym or any other structure with wide, free span roofs.
- Get under any heavy furniture.
- Assume crouched position with hands over head.

Lightning

- Stop outside activity immediately and seek safe shelter (any building normally used by people).
- Crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch.
- Assume the crouched position, minimize contact with the ground, and **DO NOT** lie flat on the ground.

SUICIDAL IDEATION / THREATS

Acting to prevent a potential suicide always overrides the need to honor confidentiality between yourself and a student or coworker.

If a person discloses either directly to you in conversation or indirectly (e.g., through someone else or through an art or writing assignment) that he or she has had thoughts about suicide, it is essential that you take action immediately.

- Press the Mental First Aid panic button if available, or call the switchboard at 336-633-0200 to report your concerns and your location.
- If possible, escort the person to a more private area – do not leave them unattended.

SUICIDE ATTEMPT INVOLVING INJURY

- Call 911 immediately and press the EMS Notified panic button, or call the switchboard at 336-633-0200 to report the incident.
- Keep all students and uninvolved staff away from the scene.
- If the person produces a weapon and will not disarm, then the **Lockdown** procedure should be initiated by pressing the Active Shooter panic button if available or call the switchboard at 336-633-0200 to request Lockdown.
- Do not attempt to forcibly disarm the individual.

**SEVERE WEATHER
RCC MAIN CAMPUS**

**SUICIDAL IDEATION / THREATS / ATTEMPT
RCC MAIN CAMPUS**

BOMB THREAT

Under no circumstances should untrained personnel attempt to locate or move a suspicious device.

By Phone

- Remain calm and keep the caller on the line as long as possible to get as much information as possible.
- Immediately notify the switchboard at 336-633-0200.
- If evacuation is ordered, immediately follow the evacuation procedures to the evacuation staging area.
- At the evacuation staging area, account for everyone in your area and stay together.
- Be patient and wait for further instructions.

Found Object

- Notify the switchboard at 336-633-0200, who will contact 911, if needed. **Do not move or touch the object.**
- **Leave electrical switches as they are.**
- Clear and secure the area.
- If evacuation is ordered, proceed to the evacuation staging area as outlined in the evacuation procedure.
- At the evacuation staging area, account for everyone in your area and stay together.
- Be patient and wait for further instructions.

Suspicious letters/packages

- **Do not shake or empty the contents of any suspicious envelope or package; DO NOT try to clean up powders or fluids.**
- Close the door, or secure the area to prevent others from entering.
- Notify the switchboard at 336-633-0200, who will contact 911, if needed.
- Wash your hands with soap and water.

HAZARDOUS MATERIAL SPILLS AND AIRBORNE HAZARDS

Gas Leaks – Are identified by an odor similar to rotten eggs

Inside Incident

- If you suspect a gas leak or other hazardous condition, contact the switchboard at 336-633-0200 to report your concerns.
- Do not turn on or off any electrical device, including light switches.
- Evacuate the area.
- Close the door, but do not lock it, as you exit.
- If the situation is already an emergency, pull the fire alarm as you exit the building.
- Report to the designated evacuation staging area outside, and wait patiently for further instructions.

Outside Incident

- Contact the switchboard at 336-633-0200 to report your concerns, or call 911 if the situation is already an emergency.
- Turn off all automobile engines in the area and move everyone inside.
- If going inside is not a safe option, report to the designated evacuation staging area, if possible, or move up wind as far away from the incident as you can and wait patiently for further instructions.

Caution:

Two way radios can cause gas to ignite.

**BOMB THREAT
SUSPICIOUS LETTER OR PACKAGE
RCC MAIN CAMPUS**

**HAZARDOUS MATERIAL SPILLS
AND AIRBORNE HAZARDS
RCC MAIN CAMPUS**