Emergency Response Guide

Emergency Numbers
Emergency 911
Campus Police (all Campuses) 704.922.6480
This Emergency Response Guide provides guidelines for dealing with various emergency situations. This guide does not cover every conceivable situation, but focuses on 12 categories. Please take time to become familiar with the contents of this guide.

**Campus Police**
Gaston College has a Campus Police Department, which has trained, certified, and uniformed police officers and/or security personnel on all campuses. Additionally, Campus Police works closely with outside public safety agencies when necessary.

**Emergency Notification System (GC Alert)**
The Campus Emergency Notification System is available to all students and employees. The system is designed to notify subscribers of weather closings, crimes in progress, and other emergency situations. Notifications are sent via text message (mobile phone) and/or email. Text message charges may apply and are the responsibility of the subscriber. To learn more about the Emergency Notification System and to subscribe, visit the GC Alert page on the College’s website (www.gaston.edu) or contact Campus Police at 704.922.6480.

---

**EMERGENCY CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police (All campuses)</td>
<td>704.922.6480</td>
</tr>
<tr>
<td>Panic Button: In the event of an emergency you can also contact the Campus Police by using the Panic Button feature on your computer’s desktop.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER NUMBERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police (All campuses)</td>
<td>704.922.6480</td>
</tr>
<tr>
<td>Safety Coordinator (All campuses)</td>
<td>704.922.2266</td>
</tr>
<tr>
<td>Gaston County (Fire, Police, Ambulance)</td>
<td>704.866.3300</td>
</tr>
<tr>
<td>Lincoln County (Fire, Police, Ambulance)</td>
<td>704.735.8202</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb Threat</td>
<td>2-3</td>
</tr>
<tr>
<td>Bomb Threat Report Form</td>
<td>4</td>
</tr>
<tr>
<td>Concerns about Conduct</td>
<td>5-6</td>
</tr>
<tr>
<td>Crime</td>
<td>7</td>
</tr>
<tr>
<td>Earthquake</td>
<td>8</td>
</tr>
<tr>
<td>Evacuation</td>
<td>9</td>
</tr>
<tr>
<td>Fire &amp; Evacuation</td>
<td>10-11</td>
</tr>
<tr>
<td>Campus Maps (Dallas, Kimbrell, Lincoln)</td>
<td>12-15</td>
</tr>
<tr>
<td>Hazardous Materials (Spills &amp; Leaks)</td>
<td>16-17</td>
</tr>
<tr>
<td>Medical (Injury/Illness)</td>
<td>18</td>
</tr>
<tr>
<td>Plants, Animals, &amp; Insects</td>
<td>19</td>
</tr>
<tr>
<td>Utility Failure</td>
<td>20</td>
</tr>
<tr>
<td>Weather</td>
<td>21-22</td>
</tr>
<tr>
<td>Hostile Intruder</td>
<td>23-24</td>
</tr>
<tr>
<td>Crisis Cards (Red, Green)</td>
<td>Back cover</td>
</tr>
</tbody>
</table>
Take all bomb threats seriously!

If you OBSERVE a suspicious object or potential bomb:

1. Remain calm and help others stay calm.

2. **Do not** touch the object.

3. **Do not** operate any power switch, activate a fire alarm, or use any electronic device such as pagers, cell phones, or portable public safety radios near the suspicious object, as these devices have the capacity to detonate an explosive device.

4. Evacuate the building quickly using the closest safe exit and ask others to do the same.

5. Assist disabled persons.

6. Close all doors behind you as you leave.

7. **Do not** use elevators.

8. If safe to do so, take essential personal possessions with you.

9. Once outside, move away from any affected buildings or structures and go to a designated assembly location (see Campus Maps on pages 12-15).

10. **Do not** return to the area until told to do so by a College official.

11. Check for missing persons and notify emergency responders of the missing person.

12. **Dial 911.** Be prepared to describe the situation and do not hang up until told to do so.

13. Contact Campus Police at **704.922.6480**, or use the **Panic Button** feature located on your computer’s desktop.
If you receive a telephone bomb THREAT

1. Stay calm and try to keep your voice calm.
2. Talk to the caller to obtain as much information as possible.
3. Take notes using the Bomb Threat Report Form (page 4).
4. Do not operate any power switch, activate a fire alarm, or use any electronic device such as pagers, cell phones, or portable public safety radios near the suspicious object, as these devices have the capacity to detonate an explosive device.
5. Evacuate the building quickly using the closest safe exit and ask others to do the same.
6. Assist disabled persons.
7. Close all doors behind you as you leave.
8. Do not use elevators.
9. If safe to do so, take essential personal possessions with you.
10. Once outside, move away from any affected buildings or structures and go to a designated assembly location (see Campus Maps on pages 12-15).
11. Do not return to the area until told to do so by a College official.
12. Check for missing persons and notify emergency responders of the missing person.
13. Dial 911. Be prepared to describe the situation and do not hang up until told to do so.
14. Contact Campus Police at 704.922.6480, or use the Panic Button feature located on your computer’s desktop.
BOMB THREAT REPORT FORM

Keep caller on the telephone as long as possible and try to ask the following questions:

1. Where is the bomb located?

2. When will the bomb go off?

3. What does the bomb look like?

4. Why is the building being bombed?

5. Is the building supposed to be evacuated?

6. How do you know about the bomb?

7. What is your name?

8. What is your address and phone number?

Try to determine the following by listening carefully:

9. Approximate age and gender of the caller?

10. Any noticeable voice characteristics?

11. Any noticeable background noises during call?
CONCERNS ABOUT CONDUCT

Gaston College is committed to providing a safe and secure campus. All members of the Campus Community are expected to exercise responsible judgment and conduct themselves in accordance with generally accepted standards.

1. For conduct that poses an immediate threat to the safety, security, or well-being of the Campus Community, contact Campus Police at 704.922.6480, use the Panic Button feature located on your computer’s desktop, or dial 911.

2. For concerns about conduct that pose, or may reasonably be considered to pose, a threat to the Campus Community, you should report your concerns to an appropriate person and/or department. When in doubt, report it!

3. Reports should be made to various persons or departments including, but not limited to:
   - Your Supervisor
   - Department Chair
   - Dean
   - Vice President
   - Campus Police
   - Student Services Department
   - Human Resources Department

Note: Telephone numbers, email addresses, and other contact information are available in the Employee Directory, and for employees, as part of the College’s email system. For assistance with contact information, contact the College’s main switchboard at 704.922.6200.
4. A person receiving a report of concerns about conduct should exercise responsible judgment in informing other appropriate persons and/or departments.

*For example, if an academic Dean receives a report from an Instructor regarding concerns about a student’s conduct, the Dean should use proper judgment in reporting the concerns to the Vice President or Assistant Vice President for Student Services, Vice President for Academic Affairs, Campus Police, and/or the Human Resources Department.*
1. If you observe a crime in progress, are a victim of a crime, or observe suspicious activities, contact Campus Police immediately at 704.922.6480, or use the Panic Button feature located on your computer’s desktop.

When in doubt, report it!

2. **Do not** confront or attempt to apprehend a suspect.

3. **If safe to do so**, take time to record a description of a suspect.
   a. Suspect’s name, if known.
   b. Height, weight, gender, race, approximate age, clothing, and other characteristics.
   c. Direction of travel.
   d. Vehicle license number, make, model, color, and other characteristics.

4. **Do not** clean or disturb a crime scene.

5. Try to keep others from entering a crime scene.
EARTHQUAKE

Indoors
1. **Duck** - Drop down to the floor.
2. **Cover** - Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
3. **Hold** - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
4. If you are in a hallway, drop to the floor against an interior wall and protect your head and neck with your arms.
5. **Do not** enter or exit the building during the shaking. There is danger from falling debris.
6. **Do not** use the elevators.
7. **BE PREPARED FOR AFTERSHOCKS!**

Outdoors
1. Find a spot away from buildings, trees, streetlights, and power lines.
2. Drop to the ground and stay there until the shaking stops. **Do not** return to a building until told to do so by a College official.
3. **BE PREPARED FOR AFTERSHOCKS!**

Vehicle
1. Stop in the safest place away from underpasses/overpasses, bridges, etc.
2. Stay in a vehicle until the shaking stops.
3. **BE PREPARED FOR AFTERSHOCKS!**
EVACUATION

1. Remain calm and help others stay calm.

2. When a building alarm sounds, or upon notification, evacuate the building quickly using the closest safe exit and ask others to do the same.

3. Close all doors behind you as you leave.

4. **Do not** use elevators.

5. If safe to do so, take essential personal possessions with you.

6. Assist disabled persons.

7. **Do not** attempt to extinguish a fire unless you are trained and it is safe to do so.

8. Once outside, move away from any affected buildings or structures and go to a designated assembly location (see Campus Maps on pages 12-15).

9. Check for missing persons and notify emergency responders of someone who may still be inside the building.

10. **Do not** reenter a building until told to do so by a College official.

*Under no circumstances should any person ignore a fire alarm, fire drill, or request to evacuate.*
1. Know the locations of alarm system stations, fire extinguishers, and all exits.

2. Activate a fire alarm (all persons are authorized to activate a fire alarm in the event of a fire).

3. Remain calm and help others stay calm.

4. Evacuate the building quickly using the closest safe exit and ask others to do the same.

5. Assist disabled persons.

6. Close all doors behind you as you leave.

7. **Do not** use elevators.

8. If safe to do so, take essential personal possessions with you.

9. Once outside, move away from any affected buildings or structures and go to a designated assembly location (see Campus Maps on pages 12-15).

10. **Do not** return to the area until told to do so by a College official.

11. Check for missing persons and notify emergency responders of the missing person.

12. **Dial 911.** Be prepared to describe the situation and do not hang up until told to do so.

13. Contact Campus Police at **704.922.6480,** or use the **Panic Button** feature located on your computer’s desktop.
Survival Tips

1. Take all fire alarms seriously.

2. Fires are dangerous and life threatening even though you may not see or smell smoke.

3. Fires travel quickly and may block an escape route within seconds.

4. If you become trapped in a building that is on fire:
   a. Close doors and attempt to create a barrier between you and the fire.
   b. If possible, hang an article of clothing or object outside a window to mark your location.
   c. Stay close to the floor where the air is more breathable.
   d. Shout at regular intervals to alert emergency personnel.
Evacuate the building to the designated lot.

<table>
<thead>
<tr>
<th>Abbr.</th>
<th>Building Name</th>
<th>Lots</th>
</tr>
</thead>
<tbody>
<tr>
<td>APS</td>
<td>Albright Public Safety</td>
<td>X</td>
</tr>
<tr>
<td>BAB</td>
<td>Beam Administration</td>
<td>B</td>
</tr>
<tr>
<td>CAS</td>
<td>Craig Arts &amp; Sciences</td>
<td>D, F</td>
</tr>
<tr>
<td>CET</td>
<td>Comer Engineering Tech.</td>
<td>O, J</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abbr.</th>
<th>Building Name</th>
<th>Lots</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVA</td>
<td>D. F. Beam Center for Visual Arts</td>
<td>U</td>
</tr>
<tr>
<td>DSC</td>
<td>Dalpiaz Student Success Ctr.</td>
<td>E</td>
</tr>
<tr>
<td>DBC</td>
<td>David Belk Cannon Health Ed. Institute</td>
<td>X</td>
</tr>
</tbody>
</table>
Evacuate the building to the designated lot.

<table>
<thead>
<tr>
<th>Abbr.</th>
<th>Building Name</th>
<th>Lots</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCC</td>
<td>Cochrane Building</td>
<td>L3</td>
</tr>
<tr>
<td>LC</td>
<td>Lincoln Classroom Building</td>
<td>L2</td>
</tr>
</tbody>
</table>
Evacuate the building to the designated lot.

<table>
<thead>
<tr>
<th>Abbr.</th>
<th>Building Name</th>
<th>Lots</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCH</td>
<td>Harney Hall</td>
<td>K5</td>
</tr>
<tr>
<td>KCC</td>
<td>Kimbrell Classroom Building</td>
<td>K3</td>
</tr>
</tbody>
</table>
HAZARDOUS MATERIALS  
(Spills & Leaks)

In case of a hazardous material spill or exposure to infectious material:

1. Remain calm and help others stay calm.

2. **Spills (involving an immediate danger to lives or property):**
   
   a. If spill involves personal injury, remove contaminated clothing, flush area with warm tap water for 15 minutes, and seek immediate medical attention.
   
   b. If immediate hazard exists or medical assistance is required, **Dial 911** and/or Campus Police at **704.922.6480**.
   
   c. **Do not** operate any power switch and **do not** activate the fire alarm (to avoid sparks).
   
   d. **Do not** use electronic devices such as pagers, cell phones, and PDAs.
   
   e. Isolate the spill area or room, if possible.
   
   f. Evacuate the area or building per **Evacuation** guidelines (page 9).
   
   g. **Do not** reenter the area until told to do so by a College official.

3. **Spills (Not involving an immediate danger to lives or property):**
   
   a. Confine the spill.
   
   b. Evacuate and secure the immediate area; limit access to only authorized personnel.
   
   c. Contact a College official and/or Campus Police at **704.922.6480**.
4. **Leaks (e.g., gas leaks or odors)**
   a. **Do not** operate any power switch and **do not** activate the fire alarm (to avoid sparks).
   b. **Do not** use electronic devices such as pagers, cell phones, and PDAs.
   c. Evacuate the area or building per **Evacuation** guidelines (page 9).
   d. Notify a College official and/or Campus Police at **704.922.6480**.

**Note:** Obtain names of the hazardous chemicals for emergency personnel and assist them in obtaining a Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS).
MEDICAL (Injury/Illness)

1. In the event of a serious injury or illness, remain calm and **Dial 911** and Campus Police at **704.922.6480**, or use the **Panic Button** feature located on your computer’s desktop.

2. In case of a minor injury or illness involving an employee, notify the employee’s supervisor.

3. In case of minor injury or illness involving a student or visitor, notify a College official.

4. Administer first aid to the extent possible based on your level of training.

5. If in doubt, contact Campus Police at **704.922.6480**.
PLANTS, ANIMALS, & INSECTS

Plants
Examples: Poison ivy, oak, and sumac.

1. There are wooded, grassy, and vegetated areas on each campus.

2. If you or someone comes into contact with these plants, seek the appropriate medical attention and report the location of the plants to a College official.

Animals
Examples: Dogs, cats, rats, mice, deer, snakes, skunks, opossums, foxes, bats, and raccoons.

1. Be cautious of any animals, either domesticated or wild.

2. **Do not** attempt to touch or capture any animals.

3. Bites or scratches may not necessarily be life-threatening, but may cause infections or other health risks.

4. If you or someone comes into contact with an animal, seek the appropriate medical attention and report the location of the animal to Campus Police at 704.922.6480.

Insects
Examples: Hornets, wasps, spiders, and ticks.

1. Certain insect bites can be serious, especially if a person is allergic.

2. If you or someone is bitten or stung by an insect, seek the appropriate medical attention and report the location of the insect (e.g., hornets’ nest) to a College official.
Power Outage

1. Remain calm and help others stay calm.

2. If safe, remain in your immediate area. Most power outages are short in duration.

3. If safe to do so, turn off all light switches, computers, appliances, and other equipment to protect against damage when power is restored.

4. For long-term power outages, operations may be cancelled.

5. If operations are cancelled and it is necessary to evacuate the building:
   a. Remain calm and help others stay calm.
   b. Assist disabled persons.
   c. Take essential personal possessions with you.
   d. Report all persons trapped in elevators.

Science Labs, Automotive, and Related Areas

1. If safe to do so, turn off all light switches, computers, appliances, and other equipment to protect against damage when power is restored (e.g., lab equipment, torches, etc.).

2. Extinguish any flames during a power outage.

3. If necessary and safe to do so, open windows and/or doors for ventilation.

4. Some labs and related areas may need to be vacated shortly after a power outage to minimize risks due to inoperable equipment such as fume hoods and fans.

5. **Do not** reenter the area until told to do so by a College official.

*If you suspect or know of any other utilities issues (e.g., water or gas), contact a College official.*
Severe Thunderstorms and Tornados

WEATHER NOTICE DEFINITIONS

**Severe Thunderstorm**

<table>
<thead>
<tr>
<th>WATCH</th>
<th>Conditions are conducive to the development of severe thunderstorms in and close to the watch area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARNING</td>
<td>A severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Severe thunderstorms can produce tornadoes or cause damage from their strong wind gusts and/or hail.</td>
</tr>
</tbody>
</table>

**Tornado**

<table>
<thead>
<tr>
<th>WATCH</th>
<th>Conditions are conducive to the development of tornadoes in and close to the watch area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARNING</td>
<td>A tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.</td>
</tr>
</tbody>
</table>

1. **It is recommended that you do not leave** a building and/or campus. Your safety could be at much greater risk out in the open or while traveling home.

2. Stay away from windows and doors and avoid large, open areas.

3. Seek shelter, preferably lower levels, hallways, or in rooms without windows, but that have doors that close.

4. Remain in safer areas until the danger is past.
Inclement Weather (e.g., snow and ice)

1. The College President may deem the impact sufficient to warrant the closing of the College or operating on a delayed schedule.

2. Gaston College closing or delays are determined separate and apart from Gaston and Lincoln County Schools including the Early College located on the Dallas Campus. Also, do not assume that whatever decision is made for Gaston or Lincoln County Schools also applies to Gaston College.

3. To have up-to-date weather alerts sent by text to your cell phone or email, go to the Gaston College Website Home Page (www.gaston.edu), click the GC Alert button, and follow instructions for subscribing to the Campus Emergency Notification System.

4. Closings/delays will be posted on the Gaston College Website (www.gaston.edu); closing/delay messages can be accessed by calling the College switchboard at 704.922.6200, and will be broadcast on the following television and radio stations:

   - EDAC-TV (Educational Access), Gaston County (Channel 21)
   - WSGE FM 91.7, Gaston College, Dallas, NC
   - WBTV-TV (CBS), Charlotte, NC
   - WBT FM 99.3, Charlotte, NC
   - WBT AM 1110, Charlotte, NC
   - WLNK FM 107.9, Charlotte, NC
   - News 14 TV Carolina, Charlotte, NC
HOSTILE INTRUDER

If you witness a hostile intruder such as an armed individual on campus at any time, **Dial 911** and/or Campus Police at **704.922.6480**, or use the **Panic Button** feature located on your computer’s desktop. Do not activate a fire alarm as it might provide the intruder with more opportunities to cause harm.

**Lock Down**

1. Remain calm and help others stay calm.
2. Turn off lights.
3. If possible, lock and barricade doors, and lock windows.
4. Take cover, stay out of sight, and remain silent.
5. Keep your phone on vibrate so you don’t alert an intruder of your location.
6. If safe, place a **Green** or **Red Crisis Card** (located at the back of this guide) in a window and under the door into the hallway to communicate to law enforcement personnel. No card will be interpreted as a Red Card response.

<table>
<thead>
<tr>
<th></th>
<th>Everyone is accounted for and safe.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN</td>
<td></td>
</tr>
<tr>
<td>RED</td>
<td>There are critical injuries or problems in the room - assistance is needed.</td>
</tr>
<tr>
<td>NO CARD</td>
<td>Will be interpreted as a Red Card response.</td>
</tr>
</tbody>
</table>

7. Stay until otherwise directed by law enforcement personnel.
Fleeing

1. Do not attempt to flee if a hostile intruder is between you and your escape.

2. If you are unsure, do not attempt to flee, but hide and follow the Lock Down guidelines (page 23).

3. Flee only to avoid danger and if you are sure it is safe to do so.

4. If it is safe to flee, consider:
   a. Having an escape route and plan in mind.
   b. Getting far away from the scene.
   c. Moving to a secure area within the building.
   d. Escaping out of the other side of the building.