

EMERGENCY PROCEDURES

LOCK DOWN PROCEDURES

- Immediately lock and barricade all doors
- Lock windows and close blinds
- Turn off lights and equipment
- Get behind desk or lie on floor away from view
- Turn cell phone ringers off
- Whisper or text if needed
- Wait until emergency personnel verify threat is over and lock down has been lifted

SHELTER IN PLACE PROCEDURES

- Remain in room or classroom
- Close windows and doors
- Await further instructions from emergency personnel

BUILDING EVACUATION PROCEDURES

- Evacuate using the nearest exit
- Do not use elevators
- Take personal belongings (keys, purse, book bags, etc.)
- Alert security of any persons with disabilities
- Follow directions given by college officials
- Wait until emergency personnel verify it is safe to return to the building

Report any suspicious activity to Campus Security by calling 312-9911

FIRE

* EVACUATE *



- CALL 911
- Activate nearest pull station and call Campus Security at 312-9911
- Do Not use elevator
- Close doors as you leave
- Evacuate to designated areas
- Do not re-enter building until authorized by emergency personnel

SEVERE WINTER STORM

* SHELTER IN PLACE *



- Stay indoors
- Monitor local TV and radio stations
- Monitor Greensboro College's web site
- Await further instructions from College officials

SUSPICIOUS OBJECT

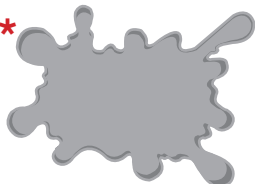
* EVACUATE *



- Do not disturb or move object
- Call Campus Security at 312-9911
- Retreat to a safe distance - 300 feet
- Wait for instructions from emergency personnel

HAZMAT-SPILL/HAZARDOUS SUBSTANCE OUTDOORS

* SHELTER IN PLACE *



- Call Campus Security at 312-9911
- Close all doors and windows
- Await further instructions from emergency personnel

BOMB THREAT

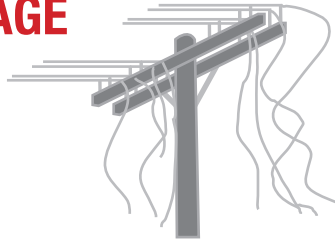
* EVACUATE *



- Immediately notify Campus Security at 312-9911
- Do not use two-way radios or cellular phones
- Survey area for suspicious or unidentified packages
- Take book bags and coats when evacuating
- Evacuate to designated areas
- Do not re-enter building until authorized by emergency personnel

POWER OUTAGE

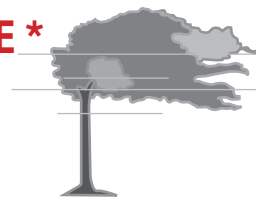
* EVACUATE *



- Call Campus Security at 312-9911
- Move cautiously to a lighted area
- Wait for further instructions from emergency personnel

HURRICANE

* SHELTER IN PLACE *



- Continue to monitor local TV and Radio
- Move to lowest hallway/floor without windows
- Wait for further instructions from emergency personnel

TORNADO

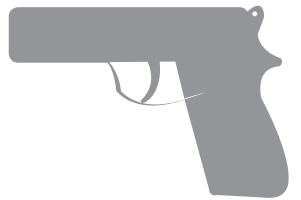
* SHELTER IN PLACE *



- Seek Shelter immediately
- Move to lowest hallway/floor without windows
- Get under sturdy furniture
- Wait for further instructions from emergency personnel

ACTIVE THREAT

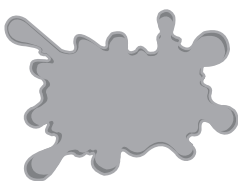
* LOCK DOWN *



- Call 911
- Call Campus Security at 312-9911
- Lock yourself in your room or classroom
- Lock windows/close blinds – remain quiet
- Take cover from danger
- Do not let anyone into a locked room until area is deemed safe by emergency personnel

HAZMAT-SPILL/HAZARDOUS SUBSTANCE INDOORS

* EVACUATE *



- Call Campus Security at 312-9911
- Alert people in immediate area and evacuate
- Confine the hazard by closing the doors as you leave
- Await further instructions from emergency personnel

Campus Security

Emergency # 312-9911

Non-emergency # 272-7102 x245

Pager # 665-8859

GREENSBORO



COLLEGE
SINCE 1838