

Emergency Procedures on Campus Guide

Provided by: **Forsyth Technical Community College Campus Police Department**

This information should be placed in your work area where it is readily accessible. It should also be viewed by all faculty, staff and students.

Campus Emergency Number:

Dial 7325 or 911 (Main & West Campus Only)
Cell Phone – 734-7325 (Main & West Campus Only)

Main Campus Address:	2100 Silas Creek Parkway Winston-Salem, NC
West Campus Address:	1300 Bolton Street Winston-Salem, NC
Swisher Center Address:	1251 Dudley Products Dr. (Call 911 & Contact On-Site Security) Kernersville, NC
Woodruff Center Address:	4905 Lansing Drive (Call 911 & Contact On-Site Security) Winston-Salem, NC
Northwest Center Address:	3111 Big Oaks Drive (Call 911 & Contact On-Site Security) King, NC
Transportation Center Address:	4255 N. Patterson Ave. (Call 911 & Contact On-Site Security) Winston-Salem, NC

FIRE

IN CASE OF FIRE:

DIAL 7325 (Main and West Campus Only) or Lift Receiver on Emergency Phone **OR**
911 on Any In-House Phone

1. Tell The Call taker:
 - Your Name
 - The Exact Location Of The Fire
 - If Anyone Is Injured
2. Close All Windows & Doors In Your Immediate Work Area.
3. Grab Only Necessary Personal Items.
4. Pull The Nearest Fire Alarm Pull Station.
5. Evacuate the Building via the nearest exit
(Go To the Safe Zone for Your Building)
Do Not Re-enter the Building for Any Reason
Until You Are Instructed By The Proper Authority.

WEAPONS/SHOOTER ON CAMPUS

If You See Someone with A Weapon/Shooter on Campus or You Are Told Someone Has A Weapon:

DIAL 7325 (Main and West Campus Only) or Lift Receiver on Emergency Phone **OR 911** on Any In-House Phone

1. Give The Call Taker:

- Your Name
- The Exact Location Of The Person With The Weapon Or Where They Were Last Seen.
- The Name Of The Person Suspected To Have The Weapon or Shooter. (If Known)
- A Brief Description Of The Person Such As: (Clothing, Race, Sex, Etc.)
- The Weapon Type: (Shotgun / Rifle / Pistol / Handgun / Knife, Etc.)
Under No Circumstances Do You Approach the Person and Inquire About the Weapon!

Immediately seek shelter or cover where you are out of sight.

CHEMICAL SPILLS

If A Chemical Is Spilled In Your Work Area That Could Pose A Health Risk To Others:

1. Evacuate the Area and **DIAL 7325** (**Main and West Campus Only**) or Lift Receiver on Emergency Phone **or 911** on Any In-House Phone
2. Tell The Call Taker:
 - Your Name
 - The Exact Location of the Spill. (Building / Room Number)
 - What Type of Chemical was spilled?
 - If anyone has been injured.
3. Alert Others In Your Immediate Work Area Of The Situation.
4. Keep A Safe Distance and Attempt To Secure the Area.
5. Close Doors / Windows And Do Not Allow Anyone To Enter Until The Spill Has Been Removed Or The Area Has Been Declared Safe.

HOSTAGE SITUATION

DIAL 7325 (Main and West Campus Only) or Lift Receiver on Emergency Phone **Or**
911 on Any In-House Phone

1. Tell The Call Taker:
 - Your Name
 - The Exact Location of the Hostage Taker.
 - How Many Hostages Has He/She Taken.
 - What The Hostage Taker Looks Like:

Clothing, Race, Sex, Physical Characteristics
Such As: (Hair Color & Length / Complexion / Height /
Weight / Build / Approximate Age.

What Types Of Weapons You Have Seen:
(Shotgun / Rifle / Handgun / Pistol / Knife)

If Anyone Has Been Injured.
2. Alert Others In Your Immediate Work Area Of The Situation.
3. Grab Only Necessary Personal Items and Evacuate Via the Nearest Exit.
4. Go To A Safe Area For Your Particular Building.
If You Can not Evacuate Safely, Close And Lock The Door And Stay In Your Work Area Until
You Are Notified By The Proper Authority.

If You Are The Hostage, Cooperate With The Hostage Taker Until The Situation Has Been Dispensed
With.

MEDICAL EMERGENCIES

In Case of a Medical Emergency:

DIAL 7325 (Main and West Campus Only) or Lift Receiver on Emergency Phone **OR**
911 on Any In-House Phone

DIAL 911 First If The Situation Appears Life Threatening!

1. Tell The Call Taker:

- Your Name
- The Exact Location of the Individual Needing Assistance.
- What Symptoms The Individual Is Displaying Or What Injuries The Individual Has Sustained.

REPORTING CRIMES/SAFETY ISSUES

Campus Police / Emergency: **DIAL 7325** or Lift Receiver on Emergency Phone **(Main and West Campus Only)** or **911** on Any In-House Phone

Campus Police / Non- Emergency: DIAL 7243

Safety Issues: DIAL 7244

Website: Campus Police "Contact Us"

The Following Should Always Be Reported To Campus Police (Via One Of The Above Methods):

- If You Are The Victim Of Crime:

You Are the Victim of A Crime If:

1. You Have Something Stolen from you personally or if School Property is missing From Your Work Area. Or, You Should Consider It Stolen If You Have Made an Extensive Search and can not locate the Item.
2. You Are Threatened / Verbally Abused.
3. You are assaulted.
4. You are involved in a Hit & Run.

- If You Witness or Have Knowledge of the Following:

1. Theft
2. Vandalism
3. Threats / Arguments / Verbal Abuse
4. Assaults
5. Drug or Alcohol violations
6. Traffic Accidents / Traffic Violations / Speeding
Or any other type of Crime

- If You Have Knowledge of OSHA Compliance Issues or Safety Issues involving The Following:

1. Material Safety Data Sheets
2. Electrical Hazards
3. Machine Guards Missing
4. Infectious Disease Control
5. Personal Protective Equipment
6. Indoor / Outdoor Lighting
7. Trip Hazards
8. Improper Storage

YOU SHOULD ALWAYS REPORT IF YOU HAVE BEEN INJURED OR EXPOSED TO BLOOD!

WEATHER EMERGENCIES AND INCLEMENT WEATHER

In Case Of Impending Threatening Weather:

1. While You Are At Work:

- Check the College e-mail system. Decisions will be made in a timely manner to close the college.

2. If Threatening weather is about to effect the campus with limited advance warning:

- Close All Windows And Doors In Your Immediate Work Area. Go To An Inner Hallway Or Room As Close To The Center Of Your Building As Possible.
- Sit On The Floor Away From Doors And Windows.
- Do Not Attempt To Go Back To Your Work Area Or Leave The Campus.

3. If You Are At Home And Hazardous Weather Conditions Have Been Forecast:

Media Outlets Will Broadcast the College Operational Schedules or a Message Will Be recorded on the College's Main Directory Number 336-723-0371. Inclement weather school closing will also be posted on the College's Web site.

IF ALL MEDIA OPTIONS ARE OUT OF SERVICE, USE YOUR BEST JUDGEMENT.

BOMB THREAT

In Case Of a Bomb Threat:

1. Listen Carefully. Don't Hang Up. Be Polite and Show Interest.
2. Keep the Caller on the Line and Note the Phone Number of the Caller If Your Telephone Has a Display.

Complete the Bomb Threat Questionnaire (ATTACHED)

After The Caller Hangs Up:

1. **DIAL 7325 (Main and West Campus Only)** or Lift Receiver on Emergency Phone **or 911** on Any In-House Phone:

- Tell The Call Taker Your Name.
- Then Say, "I Have Just Received A Bomb Threat".

(The Call Taker Should Know What Extension You Are Calling From If You Are On an In-House Phone)

If You Are Calling From A Pay Phone Or One Of The Buildings Emergency Phones You Will Need To Tell The Call Taker:

- "I'm On the Emergency Phone or Pay Phone in Building".

(Tell the Call Taker What Extension or Telephone Number the Call Came In On If You Use a Different Phone to Report the Incident)

(Tell the Call Taker What Time You Received the Call and Approximately How Long the Caller Remained On the Line)

BOMB THREAT INFORMATION CHECKLIST

CALLER'S VOICE:

- CALM
- ANGRY
- EXCITED
- SLOW
- RAPID
- SOFT
- LOUD
- LAUGHTER
- CRYING
- NORMAL
- INCOHERENT
- SLURRED
- DISTINCT
- DISGUISED
- ACCENT
- FAMILIAR
- DEEP
- NASAL
- STUTTER
- LISP
- RASPY
- RAGGED
- CLEARING THROAT
- DEEP BREATHING
- CRACKING VOICE

EXACT WORDING OF THE THREAT:

THREAT LANGUAGE:

- WELL SPOKEN
- EDUCATED
- FOUL
- IRRATIONAL
- TAPED
- READING

REMARKS: _____

QUESTIONS TO ASK:

- WHEN IS THE BOMB GOING TO EXPLODE?
- WHERE IS IT RIGHT NOW?
- WHAT DOES IT LOOK LIKE?
- BOOTH
- WHAT KIND OF BOMB IS IT?
- WHAT WILL CAUSE IT TO EXPLODE?
- NOISE
- DID YOU PLACE THE BOMB?
- WHAT IS YOUR ADDRESS?
- WHAT IS YOUR NAME?
- SEX OF CALLER: _____
- IF THE VOICE IS FAMILIAR,
- RACE/NATIONALITY OF CALLER: _____
- WHO DID IT SOUND LIKE? _____
- AGE OF CALLER: _____
- LENGTH OF CALL: _____
- TIME OF CALL: _____

BACKGROUND SOUNDS:

- STREET NOISES
- HOUSE NOISES
- PA SYSTEM
- MUSIC
- MACHINERY
- OTHER
- VOICES
- STATIC
- PHONE
- LOCAL
- AMINAL

IMMEDIATELY DIAL 7325 (Main and West Campus Only) or Lift Receiver on
Emergency Phone **or 911** on Any In-House Phone

GIVE RESPONDING OFFICERS THIS COMPLETED SHEET.

- DATE:
- JOB TITLE:
- NAME:
- DEPARTMENT:
- PHONE NUMBER:

POWER OUTAGE

In Case Of a Power Outage:

1. Contact Campus Police at **7325** or the Physical Plant at **7600**.
2. Keep a Flashlight in your area.
3. Provide Assistance To Others In Your Immediate Area Who May Be Unfamiliar With Your Building Or Location.
4. Proceed Cautiously To An Area That Has Emergency Lighting.
5. If You Are In An Elevator, Stay Calm. Use The Emergency Telephone Or Button To Alert Campus Police.

DEMONSTRATIONS AND DISTURBANCES

In Case Of a Demonstration or Disturbance:

Not All Demonstrations Are Unlawful. The U. S. Supreme Court Has Ruled That Certain Activity Is Protected Under The U.S. Constitution. However, Any Demonstration on College Property That Interferes with the Educational Function of the Institution or In Which Violence, Property Damage, or Other Unlawful Behavior Occurs is Unlawful.

If You Have a Question about Whether a Demonstration is Unlawful, Call Campus Police At 7243.

If A Disturbance Appears to Threaten The Safety of Faculty, Staff, or Students:

1. Immediately Call Campus Police at **7325 or 911**.
2. Lock Doors If Possible and Attempt to Isolate the Disturbance.
3. Take Steps to Protect Your Own Safety and The Safety of Other Faculty, Staff, and Students.
4. Encourage People to Leave the Area.

SUSPICIOUS MAIL OR PACKAGE

In Case of a Suspicious Mail or Package:

1. Do Not Try to Open It.
2. Isolate, If Possible.
3. Call Campus Police at **7325**.

CHARACTERISTICS OF SUSPICIOUS LETTER OR PACKAGE:

- Restricted Markings Such as “PERSONAL” Or “SPECIAL DELIVERY”.
- No Return Address or One That Cannot Be Verified As Legitimate.
- A City or State in the Postmark that does not match the return address.
- Unusual Weight Based on Size.
- Lopsided or oddly shaped, strange odor, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string.

NOTE: IF YOU ARE EXPECTING A LETTER OR PACKAGE WITH THE ABOVE CHARACTERISTICS, PLEASE DISREGARD.

IF YOU OPEN A PARCEL CONTAINING SUSPICIOUS MATERIAL OR ALLEGED TO CONTAIN SUSPICIOUS MATERIAL:

- Set it down where you are. Do not move the contaminated material. If any material spills out of the letter or package, Do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
- Call Campus Police at **7325** (**Main and West Campus Only**) or Lift Receiver on Emergency Phone **or 911** on Any In-House Phone.

Stay at the scene to answer questions from Campus Police or the Environmental Coordinator.

EVACUATION OF A BUILDING

In Case of a Building Evacuation:

1. Recognize the sound of an emergency alarm.
2. Know at least two ways out of the building from your regular workspace.
3. Know the predetermined meeting location for your building or area.

WHEN YOU HEAR AN EMERGENCY ALARM OR ARE VERBALLY INSTRUCTED TO BEGIN EVACUATING A BUILDING:

- Try to make sure that all members of your department hear the alarm and evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc.... As you exit.
- Use the nearest stairway. Do not use the elevator.
- If requested, accompany and assist person with disabilities.
- Shut doors. Close doors can slow the spread of fire, smoke and water.
- Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
- Once outside, move at least 100 feet from the building and follow the instructions of Campus Police or any other Emergency Personnel on the scene. Stay away from building entrances to avoid interfering with Emergency Personnel or equipment.

WORKPLACE VIOLENCE

In case of Workplace Violence:

1. Leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area away from the suspected subject.
2. If Possible, Call **7325 (Main and West Campus Only)** or Lift Receiver on Emergency Phone **or 911** on Any In-House Phone. Give Police as many details as possible.

EXAMPLES OF WORKPLACE VIOLENCE:

- Threats direct or implied.
- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property.
- Conduct that harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile environment.

POTENTIAL WARNING SIGNS:

- Verbal, nonverbal, or written threats.
- Fascination with weapons or violence.
- New or increased stress at home or work.
- Expressions of hopelessness or anxiety.
- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.
- Drug or alcohol abuse.
- Externalization of blame.

RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE:

- Termination of employment.
- Disciplinary actions.
- Ongoing conflicts between employees.
- Domestic or family violence.
- Financial problems.

WORKPLACE VIOLENCE PREVENTION:

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar or training that includes conflict resolution and positive ways of dealing with hostile individual. These are offered through the Campus Police Department and the Counseling Center.
- Do not hesitate to call Forsyth Technical Community College Campus Police for help.

REMEMBER: **A SAFE WORKPLACE IS EVERYONE'S RESPONSIBILITY**

Shelter-in-Place

When there is a threat of criminal violence or an emergency, it may be necessary for you to shelter-in-place. This precaution is to enhance your safety while you remain in your facility. Shelter-in-place means securing your current location by the use of locks, barricades, or means to restrict access to your location. When confronted with an active shooter or other life-threatening situation, remember the word "OUT!"

Get Out!

- If you hear gunshots or are otherwise alerted to a life-threatening situation, determine if you can safely evacuate the facility.
- If it is possible to do so, leave the facility by the closest exit.
- Be prepared to respond to the commands of arriving law enforcement officers. Remember that responding law enforcement officers will not be able to tell the "bad guys" from the "good guys." Therefore, be prepared to respond to commands such as "show your hands" or "get on the ground."
- Understand that law enforcement officers have been trained to respond to active shooters and other emergencies in a particular way. Do not argue with or ignore the commands from law enforcement officers. These officers issue these commands for their protection and the protection of others.
- Remember that active shooters and other life-threatening incidents are rapidly evolving, fluid events. Public safety and College officials must often make split-second decisions in how they respond to events.
- Go to a predetermined assembly point when you evacuate. This allows for the accountability for all individuals in classrooms or offices.
- Do not re-enter a facility until allowed by a law enforcement officer or College official.

Call Out!

- Regardless of whether you evacuate or shelter-in-place, call for help.
- Call the College emergency number at **336-734-7325** or the local law enforcement office at your site at **911**.
- Be prepared to stay on the telephone line and give your location, a description of the events and their location, and what you see or hear. Also, give your name and telephone number.

Hide Out!

- If you cannot safely evacuate an area, then you should shelter-in-place.
- Stay low to the ground and conceal yourself behind desks or other objects. Understand that concealment is not cover and that bullets may penetrate walls, desks, and other objects.
- If possible, hide behind large desks or other large objects.
- Cover windows so a shooter cannot see into a room.
- Turn out the lights so that people and objects in the room are not illuminated.

- Unless you are calling for help, turn off your cellular telephone and other noise-emitting objects that can reveal your location.

Keep Out!

- Secure your room by locking the door.
- If you cannot lock the door, barricade access by placing a large desk or other object that restricts access to your location. If necessary, stack furniture against the door.
- If necessary, two or more people can hold a table or desk against a door to prevent entry.
- Keep the room secured until law enforcement officers arrive to evacuate you.

Take Out!

- Do not be passive regarding your safety. If a shooter enters your area, be prepared to take him or her out!
- Remember that the only thing a shooter cares about is shooting people.
- Be prepared to move to action. While a shooting event is terrifying, do not let panic and fear control you. One person moving to action can motivate others.
- Do not accept that you are a victim. Do something to facilitate your survival.
- Use books, chairs, and other objects that can be thrown or used to distract or incapacitate a shooter.
- Yell, scream, kick, and punch at the shooter. A shooter may not be prepared for someone fighting back and these actions can take him or her by surprise.
- Work with others in the room to "gang tackle" a shooter and hold him or her until help arrives.

IMPORTANT CAMPUS TELEPHONE NUMBERS –

Prefix – 734 - if calling from a non campus telephone

EMERGENCY	911
Campus Police (EMERGENCY Main & West Campus)	7325
Campus Police (Non-Emergency)	7243
Environmental Safety	7244
Maintenance	7600
Counseling Center	7226
Shugart Women’s Center	7280
Stokes County Center	593-2482
Swisher Center	7903
Switchboard	0
West Campus	7718
Woodruff Center	7905
Northwest Center	7050
Transportation Center (Prefix:757)	3392

EXTERNAL

Winston Salem Police Dept. (Non-Emergency)	773-7700
Winston Salem Fire Dept. (Non-Emergency)	773-7900
Forsyth County Sheriff’s Dept. (Non-Emergency)	727-2112
Kernersville Police Dept. (Non-Emergency)	996-3177
King Police Dept. (Non-Emergency)	983-0886
Stokes County Sheriff’s Dept. (Non-Emergency)	593-3361
Forsyth Medical Center	718-5000
Wake Forest University Baptist Medical Center	716-2011
Emergency	911

Emergency Phones Locations

Emergency Phones should be used to contact Campus Police in an **EMERGENCY. These phones are located at the below locations throughout Main & West Campus. There are no numbers to dial. Picking up the phone automatically calls the emergency line. Phones are not operational after 10:00 PM, when campus is closed or on the weekends.**

Building	Location
Allman Center	Room # 317 – Chemistry Lab Room # 349 – Biology Lab
Ardmore Hall	2 nd Floor outside Rooms # 215 & # 238
Carolina Building	Room # 101
Greene Hall	1 st Floor outside Room # 125 2 nd Floor outside Room # 238 3 rd Floor outside Room # 310
Hauser Hall	1 st Floor outside Room # 102 2 nd Floor outside Room # 258 3 rd Floor outside Room # 347
Snyder Hall	Ground & 1 st Floor (Student areas)
Technology Building	All five floors – right of elevators 3 rd Floor labs – Rooms 308, 310, 312 & 314
West Campus	Canteen Area & Far end of building at Campus Police Office

Revised January 2012