

# **Beaufort County Community College**

## **Quick Reference Emergency Procedures Chart**



**THIS INFORMATION MUST BE PLACED IN YOUR WORK AREA WHERE IT  
IS READILY ACCESSIBLE**

# **FIRE**

**IN CASE OF FIRE:**

**DIAL 0 ON ANY IN-HOUSE PHONE  
OR (LIFT RECEIVER ON EMERGENCY PHONE)**

- 1.TELL THE SWITCHBOARD OPERATOR:  
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 REENTER THE BUILDING FOR ANY REASON  
UNTIL YOU ARE INSTRUCTED BY THE PROPER AUTHORITY**

# ***FIRE***

# **WEAPONS ON CAMPUS**

**IF YOU SEE SOMEONE WITH A WEAPON ON CAMPUS OR YOU ARE TOLD SOMEONE HAS A WEAPON:**

**DIAL 0 ON ANY IN-HOUSE PHONE  
OR (LIFT RECEIVER ON EMERGENCY PHONE)**

**1. GIVE THE SWITCHBOARD OPERATOR:**

**-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 (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!**

# **WEAPONS ON CAMPUS**



# **HOSTAGE SITUATION**

**DIAL 0** ON ANY IN-HOUSE PHONE OR (LIFT RECEIVER ON EMERGENCY PHONE)

**1. TELL THE SWITCHBOARD OPERATOR:**

-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 THE SAFE ZONE FOR YOUR PARTICULAR BUILDING**

IF YOU CAN'T EVACUATE SAFELY, CLOSE THE DOOR AND STAY IN YOUR WORK AREA  
UNTIL YOU HEAR THE PROPER AUTHORITY EXCLAIM, "CODE 10-39 HAS BEEN LIFTED."

IF YOU ARE THE HOSTAGE, COOPERATE WITH THE HOSTAGE  
TAKER UNTIL THE SITUATION HAS BEEN DISPENSED WITH.

# **HOSTAGE SITUATION**

## **CHEMICAL SPILL**

IF A CHEMICAL IS SPILLED IN YOUR WORK AREA THAT COULD POSE A HEALTH RISK TO OTHERS:

1. EVACUATE THE AREA AND **DIAL 0** ON ANY IN-HOUSE PHONE OR  
(LIFT RECEIVER ON EMERGENCY PHONE)
2. TELL THE SWITCHBOARD OPERATOR:
  - -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

## **CHEMICAL SPILLS**



# **MEDICAL EMERGENCIES**

IN CASE OF A MEDICAL EMERGENCY:

**DIAL 0** ON ANY IN-HOUSE PHONE OR (LIFT RECEIVER ON EMERGENCY PHONE)

**DIAL 9-911** FIRST IF THE SITUATION APPEARS LIFE THREATENING!

1. TELL THE SWITCHBOARD OPERATOR:

-YOUR NAME

-THE EXACT LOCATION OF THE INDIVIDUAL NEEDING ASSISTANCE

-WHAT SYMPTOMS THE INDIVIDUAL IS DISPLAYING OR WHAT INJURIES THE INDIVIDUAL HAS SUSTAINED

-IF YOU NEED RESCUE

FIRST AID STATIONS ARE LOCATED IN EACH BUILDING. EACH KIT IS EQUIPPED WITH A BLOOD PRESSURE CUFF AND STETHOSCOPE.

THE KIT LOCATIONS ARE AS FOLLOWS:

BUILDING 1- SWITCHBOARD  
PRINT SHOP (ROOM 118)

BUILDING 2- ROOM 103 (FIRST AID SUPPLIES)  
ROOM 104 (BLOOD PRESSURE CUFF & STETHOSCOPE)

BUILDING 3- ROOM 111

BUILDING 4- BEBE DAVIS MAJOR'S OFFICE  
WELDING SHOP

BUILDING 5- LIBRARY (CIRCULATION DESK)

BUILDING 6- OPEN SHOP AREA

BUILDING 7- POOL DECK LEVEL

BUILDING 8- ROOM 804

BUILDING 8A- GREENHOUSE SECTION  
OUTBOARD MOTOR SECTION

BUILDING 9- ROOM 906 (FINANCIAL AID)

YOU SHOULD BECOME FAMILIAR WITH THE LOCATION OF YOUR FIRST AID STATION  
PRIOR TO AN EMERGENCY!

# ***MEDICAL EMERGENCIES***

## **REPORTING CRIMES / SAFETY ISSUES**

**EXT. 6444 OR 943-8721**

**SATURDAYS – 943-8721**

**SUNDAYS / HOLIDAYS – (PAGER) TOLL FREE – 800-979-7014**

**THE FOLLOWING SHOULD ALWAYS BE REPORTED TO THE CAMPUS POLICE (VIA ONE OF THE ABOVE METHODS):**

**-IF YOU ARE THE VICTIM OF A 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. REMEMBER, YOU SHOULD CONSIDER IT STOLEN IF YOU HAVE MADE AN EXTENSIVE SEARCH AND CAN'T LOCATE THE ITEM. REMEMBER, THE VALUE OR LACK OF VALUE OF AN ITEM SHOULD NOT BE A FACTOR IN DECIDING WHETHER IT SHOULD BE REPORTED.
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. DRUGS
6. TRAFFIC ACCIDENTS / TRAFFIC VIOLATIONS / SPEEDING

**OR**

**-IF YOU HAVE KNOWLEDGE OF OSHA COMPLIANCE ISSUES OR SAFETY ISSUES INVOLVING THE FOLLOWING:**

- |                                  |                     |
|----------------------------------|---------------------|
| 1. MATERIAL SAFETY DATA SHEETS   | 7. TRIP HAZARDS     |
| 2. ELECTRICAL HAZARDS            | 8. IMPROPER STORAGE |
| 3. MACHINE GUARDS MISSING        |                     |
| 4. INFECTIOUS DISEASE CONTROL    |                     |
| 5. PERSONAL PROTECTIVE EQUIPMENT |                     |
| 6. INDOOR / OUTDOOR LIGHTING     |                     |

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

# **REPORTING CRIMES/SAFETY ISSUES**



## **Suspicious Mail / Foreign Substances**

**IF YOU RECEIVE SUSPICIOUS MAIL:**

**DIAL 0 ON ANY IN-HOUSE PHONE  
OR (LIFT RECEIVER ON EMERGENCY PHONE)**

- 1. TELL THE SWITCHBOARD OPERATOR:**
  - YOUR NAME**
  - THE EXACT LOCATION OF THE SUSPICIOUS MAIL/FOREIGN -  
SUBSTANCE**
  - IF YOU OR SOMEONE ELSE HAS BEEN EXPOSED**
  - IF MEDICAL ATTENTION IS NEEDED**
- 2. CLOSE ALL WINDOWS AND DOORS IN YOUR IMMEDIATE WORK  
AREA**
- 3. ALERT OTHERS IN YOUR IMMEDIATE WORK AREA OF THE  
SITUATION**
- 4. KEEP A SAFE DISTANCE AND ATTEMPT TO SECURE THE AREA**
- 5. DO NOT HANDLE/TOUCH THE SUSPICIOUS MAIL/FOREIGN  
SUBSTANCE. PULL THE NEAREST FIRE ALARM PULL STATION AND EVACUATE  
THE BUILDING VIA THE NEAREST EXIT  
(GO TO THE SAFE ZONE FOR YOUR BUILDING)**

**MAIL SHOULD BE CONSIDERED SUSPICIOUS IF:**

- NO RETURN ADDRESS/RESTRICTIVE MARKINGS (EX. – "PERSONAL")**
- POSSIBLY MAILED FROM A FOREIGN COUNTRY**
- MISSPELLED WORDS**
- ADDRESSED TO TITLE ONLY OR INCORRECT TITLE (EX. – "CHAIRMAN"  
"DEAN" "PROFESSOR" ETC.)**
- BADLY TYPED/WRITTEN**
- PROTRUDING WIRES**
- LOPSIDED OR UNEVEN**
- RIGID OR BULKY**
- STRANGE ODOR**
- OILY STAINS/DISCOLORATIONS/OR CRYSTALIZATION ON WRAPPER**
- EXCESSIVE TAPE OR STRING**

**A SUBSTANCE SHOULD BE CONSIDERED FOREIGN IF:**

- IT APPEARS POWDERY OR CRYSTALLINE AND IT IS FOUND IN A LOCATION OR  
ON A SURFACE ON CAMPUS WHERE IT WOULD NOT NORMALLY BE SEEN/UTILIZED**
- IT IS WHITE/OFF WHITE/VANILLA OR PASTEL IN COLOR**



# **WEATHER EMERGENCIES & INCLEMENT WEATHER**

IN CASE OF IMPENDING THREATENING WEATHER:

1. WHILE YOU ARE AT WORK:

- LISTEN FOR BROADCASTS OVER THE COLLEGE INTERCOM SYSTEM. DECISIONS WILL BE MADE IN A TIMELY MANNER TO CLOSE THE COLLEGE. DEPARTMENT CHAIRS WILL BE CONTACTED BY PHONE OR IN PERSON WITH SPECIFIC INSTRUCTIONS. THE CHAIRS WILL BE RESPONSIBLE FOR NOTIFYING THEIR STAFF.

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 AND WAIT FOR FURTHER INSTRUCTIONS. DO NOT ATTEMPT TO GO BACK TO YOUR WORK AREA OR LEAVE THE CAMPUS.

BUILDING 1 & 5 OCCUPANTS SHOULD GO THE THE BOTTOM FLOOR OF THEIR BUILDING AND FOLLOW THE ABOVE PROCEDURE.

BUILDING 6, 7, 8A AND 10B OCCUPANTS SHOULD EVACUATE (IF POSSIBLE) TO THE NEAREST SOUND (BRICK) CAMPUS BUILDING AND FOLLOW THE ABOVE PROCEDURE.

3. IF YOU ARE AT HOME AND HAZARDOUS WEATHER CONDITIONS HAVE BEEN FORECAST:

- YOUR DEPARMENT CHAIR OR SUPERVISOR WILL CONTACT YOU BY PHONE AND ADVISE YOU ABOUT YOUR WORK SCHEDULE.

4. THE FOLLOWING MEDIA OUTLETS WILL BROADCAST OUR OPERATIONAL SCHEDULES:

- TELEVISION: WITN TV 7 (WASHINGTON)  
WNCT TV 9 (GREENVILLE)  
WCTI TV 12 (NEW BERN)  
WFXI (FOX) 8 & 14 (MOREHEAD CITY / GREENVILLE)
- RADIO: FM 107.9 WNCT  
FM 95.1 WRNS  
FM 93.3 WDLX  
FM 103.3 WMGV  
FM 98.3 WCZI
- FM 95.9 WKLX  
FM 99.5 WTND  
FM 101.9 WIKS  
FM 88.5 WHYC

NOTE- INFORMATION SUPPLIED TO THE ABOVE LISTED FM STATIONS IS AUTOMATICALLY RELAYED AND ANNOUNCED ON THEIR AM PARENT STATIONS.

INFORMATION ON OUR OPERATIONAL SCHEDULES IS ALSO AVAILBLE VIA VOICE MAIL BY CALLING THE BCCC SWITCHBOARD AT 252-946-6194.

CONDITIONS WILL VARY IN DIFFERENT PARTS OF OUR SERVICE AREA. IF ALL MEDIA OPTIONS ARE OUT OF SERVICE, USE YOUR BEST JUDGEMENT OR STAY HOME.

# **WEATHER EMERGENCIES & INCLEMENT WEATHER**

# **BOMB THREAT**

## **IN CASE OF A BOMB THREAT:**

- 1. DON'T HANG UP  
KEEP THE CALLER ON THE LINE**
- 2. BEGIN TO COMPLETE THE BOMB THREAT  
QUESTIONNAIRE (NEXT PAGE)**

**(WRITE YOUR RESPONSES ON A SEPARATE SHEET  
OF PAPER IF POSSIBLE)**

## **AFTER THE CALLER HANGS UP:**

- 1. DIAL 0 ON ANY IN-HOUSE PHONE:**

**TELL THE SWITCHBOARD OPERATOR YOUR NAME**

**THEN SAY, "I HAVE JUST RECEIVED A BOMB THREAT"**

**(THE SWITCHBOARD OPERATOR WILL 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 BUILDING EMERGENCY PHONES YOU WILL NEED TO  
TELL THE SWITCHBOARD OPERATOR:**

**"I'M ON THE EMERGENCY PHONE IN BUILDING  
(GIVE BUILDING NO.)"**

**OR**

**"I'M AT THE PAY PHONE IN BUILDING (GIVE BUILDING NO.)"**

**(TELL THE SWITCHBOARD OPERATOR WHAT EXTENSION OR TELEPHONE NUMBER THE CALL CAME IN ON IF YOU  
USE A DIFFERENT PHONE TO REPORT THE INCIDENT.)**

**(TELL THE SWITCHBOARD OPERATOR WHAT TIME YOU RECEIVED THE CALL AND APPROXIMATELY HOW LONG THE CALLER  
REMAINED ON THE LINE.)**

**2. CLOSE ALL WINDOWS AND DOORS IN YOUR IMMEDIATE WORK AREA**

**3. GRAB ONLY NECESSARY PERSONAL ITEMS**

**4. EVACUATE THE BUILDING VIA THE NEAREST EXIT**

**5. CARRY THE BOMB THREAT QUESTIONNAIRE RESPONSES TO THE SWITCHBOARD ASAP!**

**6. GO TO THE DESIGNATED SAFE ZONE FOR YOUR BUILDING  
AND WAIT**

**DO NOT REENTER THE BUILDING FOR ANY REASON UNTIL YOU ARE INSTRUCTED BY THE PROPER AUTHORITY.**

***Continued...***

# **BOMB THREAT**



**BEAUFORT COUNTY COMMUNITY COLLEGE**  
**BOMB THREAT QUESTIONNAIRE**

1. AS SOON AS YOU ARE SURE IT IS A BOMB THREAT, TELL THE CALLER REPEATEDLY, "EXCUSE ME. YOU NEED TO SPEAK UP. I CAN'T UNDERSTAND YOU!" SAY THIS TO THE CALLER AT LEAST 3 TIMES. RECORD (BELOW) EVERYTHING THAT THE CALLER STATES, ESPECIALLY THE INFORMATION HE/SHE INITIALLY TELLS YOU ABOUT THE BOMB. Y, "EXCUSE ME. YOU NEED TO SPEAK UP. I CAN'T UNDERSTAND YOU!" SAY THIS TO THE CALLER AT LEAST 3 TIMES. RECORD (BELOW) EVERYTHING THAT THE CALLER STATES, ESPECIALLY THE INFORMATION HE/SHE INITIALLY TELLS YOU ABOUT THE BOMB.
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DESCRIBE ANY BACKGROUND NOISES:

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EXAMPLES- DOG BARKING  
CHILDREN LAUGHING / PLAYING / CRYING  
BABY CRYING  
TELEVISION / MUSIC  
VEHICLES (STREET NOISE)  
OFFICE NOISES  
INDUSTRIAL NOISES (MACHINERY)  
TRAIN WHISTLE  
BELLS  
OTHER VOICES

2. WAS THE VOICE (CIRCLE ALL THAT APPLY):

CALM / CRYING / RASPY / LAUGHING / LISPY / SLOW / DISTINCT / SLURRED / DEEP  
LOUD / NASAL / ACCENTED / SOFT / EXCITED / STUTTERING / ANGRY / CRACKING /  
DEEP BREATHING / CHILD- LIKE / ADULT- LIKE / MALE / FEMALE

3. WAS THE VOICE FAMILIAR TO YOU? (CIRCLE ONE) YES NO  
POSSIBLE IDENTITY: \_\_\_\_\_

4. RECORD THE EXACT TIME THE CALL WAS RECEIVED. RECORD THE DURATION OR  
LENGTH OF THE CALL AS SOON AS THE CALLER HANGS UP.

TIME / DATE THE CALL WAS RECEIVED \_\_\_\_\_ AM / PM \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
TIME THE CALL ENDED \_\_\_\_\_ AM / PM

EMPLOYEE SIGNATURE \_\_\_\_\_