

VGCC EMERGENCY PROCEDURES

EMERGENCIES: *Dial 9-1-1 first, then
Dial (252) 738-3441 [ext. 3441]*

NON-EMERGENCIES: *(252) 738-3441 [ext. 3441]*

INFORMATION DESK: *(252) 492-2061*

LOCATION INFORMATION

BUILDING: _____

CAMPUS: _____ ROOM: _____

ADDRESS: _____

ACTIONS:

EVACUATE



SHELTER IN PLACE




MEDICAL EMERGENCY



- Call 9-1-1 first, then contact Campus Police & Security at (252) 738-3441.
- Provide the location of incident, nature of illness or injury, the number of victims and your name.

FIRE

- DO NOT use elevators. Use stairs only.
- Leave the area, pull fire alarm, and close the door.
- Evacuate the area and proceed to designated *Evacuation Meeting Area*.

SEVERE WEATHER






- Seek shelter immediately.
- Move to lowest level in building.
- Move to interior area of building (hallways/rooms).
- Stay away from windows and glass.

SUSPICIOUS BEHAVIOR




- Immediately report emergencies or suspicious behavior by calling 9-1-1 first, then Campus Police & Security at (252) 738-3441.
- For non-emergency requests, call (252) 738-3441.

SUSPICIOUS PACKAGE

- DO NOT use cell phones, radios, or electronic devices.
- DO NOT handle suspicious package or other items.
- From a land line, call Campus Police & Security at (252) 738-3441.
- Proceed as instructed by emergency personnel.

GAS LEAK




- DO NOT turn lights on or off.
- DO NOT use cell phones or radios.
- DO NOT activate fire alarm.
- Evacuate the area and proceed to designated *Evacuation Meeting Area*.
- Once safe, call Campus Police & Security at (252) 738-3441.

SEXUAL MISCONDUCT

TITLE IX

- Call Campus Police & Security at (252) 738-3441.
- Call the Title IX Coordinator (Students) at (252) 738-3405 [ext. 3405], or (Employees) at (252) 738-3440 [ext. 3440]
- Seek medical attention (if needed).

HAZARDOUS MATERIAL




- DO NOT attempt to clean spill.
- Evacuate the area and proceed to designated *Evacuation Meeting Area*.
- Call Campus Police & Security at (252) 738-3441.

ACTIVE SHOOTER



If you see or know that a person has a firearm on campus, call Campus Police & Security at (252) 738-3441.

<p>RUN</p> <p>If there is an accessible escape path, try to evacuate the area.</p>	<p>HIDE</p> <p>If evacuation is not possible, find a place to hide where the shooter is less likely to find you.</p>	<p>FIGHT</p> <p>As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter.</p>
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Vance-Granville Community College

Vance-Granville Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Vance-Granville Community College. Vance-Granville Community College is an equal opportunity institution. The college serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions. Vance-Granville Community College is a Tobacco-Free College.