

EMERGENCY PROCEDURES

LIFE THREATENING EMERGENCIES: CALL 9-1-1

ALL EMERGENCIES CALL:

SECURITY 304.260.4380 EXT. 2250

BlueRidge

COMMUNITY AND
TECHNICAL COLLEGE

YOUR LOCATION IS:

EVACUATION INFORMATION

Life-threatening
Situations
Call 9-1-1

All Emergencies Call:
Security 304.260.4380
Ext. 2250

Calmly Evacuate The
Building Using The
Nearest Exit

Assist Persons With
Disabilities Or Special
Needs To Stairwell And
Alert Emergency
Personnel Of Location

Do Not Use Elevators!

Follow Directions Given
By Evacuation Leaders

SEVERE WEATHER

Weather delay or closing
information is available through a
variety of sources:

E2Campus Text Message Alert System

Sign up on our website

Blue Ridge CTC Webpage

Local news and radio stations

In case of severe conditions during school hours:

- Move to interior hallways,
classrooms or other enclosed areas
and stay away from windows and
doors.

- Wait for an "all clear" to be given
to return to class or evacuate the
building.

MEDICAL EMERGENCY

- Call 9-1-1 immediately if this is a life threatening emergency.
- Call Campus Security.
- Stay with the individual and do not attempt to move the individual unless he or she is in danger.
- Calmly allow emergency personnel to address the situation.

IF AN INDIVIDUAL IS UNRESPONSIVE AN AED (AUTOMATED EXTERNAL DEFIBRILLATOR) IS LOCATED ON THE WALL NEAR THE RESTROOMS ON EACH FLOOR

FIRE

- Activate the nearest fire alarm pull station.
- Calmly evacuate the building using the nearest exit while assisting persons with disabilities or special needs to the stairwell and alert emergency personnel of location.
- Call 9-1-1 then Campus Security.
- Do not enter building until authorized by emergency personnel.

SUSPICIOUS PERSON

- Do not physically confront the person or block the person's access to an exit.
- Call Campus Security and provide as much information as possible about the person and direction of travel.

DANGEROUS PERSON

- Remove yourself from the person/area if possible. If safe to do so, leave the building.
- Turn off lights and equipment.
- Call 9-1-1 then Campus Security
- Remain in a secured area until "all clear" has been given.

EMERGENCY EVACUATION/POWER OUTAGE

- Call Campus Security.
- Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exit may be indicated by lighted signs if the emergency power is operating.
- Turn off stoves and unplug computers, appliances and other voltage-sensitive equipment.
- Do NOT tamper with or reset ripped fuses or switches.
- Do NOT use candles during power outages.

LOCKDOWN

- Remain in your assigned area.
- Close and lock doors.
- Move to a location in the room which is not visible to someone looking through the door.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office.
- No one should leave the secured room until directed to do so by the authorized emergency personnel.
- If the building becomes unsafe, evacuate if safe to do so.

SHELTER IN PLACE (Not a Lockdown)

- Close the classroom or office door.
- Leave your cell phone on, but put it on silent. Make sure office or classroom telephone volume is on so that announcements can be received.
- Continue teaching or working and wait for official information on what to do. Building exterior doors will be secured and locked by College personnel.
- Students and staff in hallways should immediately return to their nearby office or classroom or seek shelter in a nearby room and wait for official information.
- Additional information will be provided which will include instructions on your ability to move within the building. NO ONE SHOULD LEAVE THE BUILDING until notified.

HAZARDOUS MATERIALS/BOMB THREAT

- Remain calm and evacuate the building or area immediately while assisting persons with disabilities or special needs.
- Call 9-1-1 or Campus Security.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do NOT use or tamper with any equipment.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

SUSPICIOUS OBJECT

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call 9-1-1 or Campus Security.

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