

**PAUL D. CAMP COMMUNITY COLLEGE
EMERGENCY – QUICK REFERENCE GUIDE**

In the Event of an Emergency

Call 911 or (757)569-6721 for Campus Security

Note: If you call from a campus telephone dial 9-911.

If you call 911 please contact Campus Security and report the incident as soon as possible.

Campus Security – (757) 569-6721 or (757) 802-0325 (24 hours)

Power outage and telephone use

If an emergency occurs that causes a power outage, campus telephones may not work, use off campus or personal devices to contact security or other assistance.

Emergency Notification

PDCC uses the following tools to notify employees, students and the public of an emergency PDC Alert (<http://alert.pdc.edu>) fire alarms, loudspeakers, email, security web page, employee voice mail and media resources.

Evacuation of Buildings in case of fire

If a fire alarm sounds or you are directed to evacuate by campus security, leave the building by the nearest marked exit (noted on the evacuation maps posted in classrooms, hallways) Do not use elevators. You should proceed to the nearest Emergency Assembly Area (EAA) located in parking lots near the buildings.

Severe Weather Warnings

In the case severe weather, you will be instructed to proceed to the nearest storm shelter. Go to the nearest shelter or restroom at the time of the warning and remain there until an all clear is sounded.

Lockdown

Certain emergencies, such as a gunman on campus may cause the college to lockdown. If a lockdown alert is sounded, you should remain in an office, classroom or proceed to the nearest one if in the halls. You should lock and barricade the door and windows. Remain quiet and out of sight until police or campus security come to your location and release you. Obey all directions of police or campus security. Do not respond to fire alarms after a lockdown alert has been sounded.

Hazardous Spill

In the event of a hazardous material spill or a suspected spill, notify security and those nearby and evacuate the area.

Bomb Threat or Suspicious Device/Package

If you discover a suspicious package, do not attempt to pick it up. Do NOT sound the fire alarm or use cell phones as they may trigger an explosive device. Evacuate the area, alert others near the site and report the package to the nearest campus security officer. Should you receive a phoned-in bomb threat get as much critical information as possible, where is the device, when will it explode. Notify campus security or the local police immediately.

Suspicious/disruptive Person on Campus

If you have reason to believe a person on the campus may present a potential danger to himself or others report your concerns to Campus Security. A Silent Witness Report link is found at <http://www.pdc.edu/safety-and-security>. If the threat is immediate call 911 or (757)569-6721. It is better to err on the side of caution than to fail to report a situation that escalates and causes injury or death to an innocent individual.

Suicide Prevention

Do not keep a deadly secret if you or someone you know is contemplating suicide talk to someone. The National Suicide Prevention Hotline 1-800-273-8255 is a free 24 hour hotline available to anyone in suicidal crisis or emotional distress. Your call will be routed to the crisis center nearest you, someone will listen and many are ready to help.

Crime Reporting

The College Silent witness program is an internet based tool that allows students, staff and faculty to anonymously report crimes, safety concerns, fire dangers and suspicious/disruptive individuals to Campus Security. A Silent Witness report link is found at <http://www.pdc.edu/safety-and-security>.