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Gaston College is committed to providing a safe and secure working and learning environment. As part of this commitment, Campus Police strongly encourages you to review the following security information.

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## Emergency Preparedness

1. Program the Campus Police telephone number into your cell phone (**704.922.6480**).
  2. Subscribe to **GC Alert** for text and email messages regarding weather and other important notices.
  3. How to sign up for GC Alert:
    - Go to the Gaston College website ([gaston.edu](http://gaston.edu))
    - Click on About Us
    - Click on Campus Police and Safety
    - On the left menu, click on GC Alert or Weather and Scheduling Modifications
    - Follow the link to subscribe to GC Alert
  4. Review the Emergency Response Guide (ERG).
  5. Participate in drills and training.
  6. Report suspicious persons and packages immediately to Campus Police.
  7. Pay attention to emergency notifications (e.g., PA announcements, GC Alert).
  8. Know **Evacuation** procedures (Exit a building).
  9. Know **Shelter-in-Place** procedures (Remain inside a building).
  10. In the event of a hostile intruder/active shooter, know **Run-Hide-Fight & Lockdown**.
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## Evacuation (Exit a building)

In some situations, such as a fire, you may be required to evacuate the building. If necessary, you should:

1. Remain calm and help others remain calm.
  2. When a building alarm sounds, or upon notification, evacuate the building quickly using the closest safe exit and ask others to do the same. Walk – **Do not run** as you exit the building.
  3. Assist disabled persons.
  4. Close all doors behind you as you leave.
  5. **Do not** use elevators.
  6. If safe to do so, take essential personal possessions with you.
  7. Once outside, move away from any affected building(s) or structure(s) and go to a designated assembly location.
  8. Check for missing persons and notify emergency responders of who may still be inside the building.
  9. **Do not** reenter a building until told to do so by an emergency responder.
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## Shelter-in-Place (Remain inside a building)

In some situations, such as severe weather, leaving a building may pose a risk, and it may be safer to remain inside the building and use it as a shelter-in-place. In this situation, you should:

1. Remain calm and help others remain calm.
2. If you are inside a building, stay inside the building. If outdoors, go to the closest building.
3. If possible, go to an interior room on the lowest ground-level floor.
4. Shut and lock all windows and close exterior doors.
5. Make a list of the people with you.
6. If available, turn on a radio or TV and listen for further instructions.
7. **Do not** leave the shelter-in-place location until told to do so by an emergency responder.




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In the event of a hostile intruder/active shooter situation, you need to be prepared. The following information will improve your chances of survival.

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## Run-Hide-Fight

In the event of a hostile intruder/active shooter, you have several options, including Run-Hide-Fight.

 <b>RUN</b>	<p>If there is a safe accessible escape path, try to evacuate the area.</p> <ul style="list-style-type: none"><li>• Have an escape route and plan in mind.</li><li>• Leave your belongings behind.</li><li>• Keep your hands visible.</li><li>• Get as far away as you can.</li></ul>
 <b>HIDE</b>	<p>If evacuation is not possible, find a place to hide where the intruder is less likely to find you. If you are in an open area, immediately seek protection by placing a barrier between you and the intruder.</p> <ul style="list-style-type: none"><li>• Remain calm and help others remain calm. Your actions will influence others.</li><li>• If safe to do so, alert others, then hide.</li><li>• Do not huddle together as it makes one easy target.</li><li>• <b>Do not</b> activate a fire alarm.</li><li>• Silence your cell phone.</li><li>• Lock and barricade doors and shut off lights.</li><li>• Take cover, stay out of sight, and remain quiet.</li><li>• Stay where you are until otherwise directed by emergency responders.</li></ul>
 <b>FIGHT</b>	<p>Fighting is a last resort to be used only when your life is in imminent danger.</p> <ul style="list-style-type: none"><li>• Attempt to incapacitate the intruder/active shooter.</li><li>• Find an object to use as a weapon such as a fire extinguisher or chair.</li></ul>

## Lockdown

In the event of a lockdown, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. If safe to do so, check hallway or adjacent areas for others.
3. Find a place to hide where the intruder is less likely to find you. If you are in an open area, immediately seek protection by placing a barrier between you and the intruder.
4. Do not activate a fire alarm and silence your cell phone.
5. Turn off lights, and if possible, lock and barricade doors.
6. Take cover, stay out of sight, and remain quiet.
7. Stay where you are until otherwise directed by emergency responders.

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**Please direct any questions to Campus Police and Security**

- Phone: **704.922.6480 (all campuses)**
- Main Office – Dallas Campus: CET 122 (Comer Engineering Technologies) Building