



**Emergency  
Response  
Guide**



**Emergency Numbers:  
Emergency - 911  
Campus Police (all campuses)  
704.922.6480**

Effective: 10/1/25  
Supersedes: 8/31/20

# TABLE OF CONTENTS

Introduction . . . . .	2-3
Concerns about Conduct . . . . .	4
Crime . . . . .	5
Injury or Illness . . . . .	6
Medical Emergencies . . . . .	7
Hostile Intruder/Active Shooter/Lockdown . . . . .	8-9
Hazardous Materials (Spills & Leaks). . . . .	10-11
Evacuation (Exit the Building) . . . . .	12
Fire Evacuations . . . . .	13-14
Shelter in Place . . . . .	14
Evacuation Maps . . . . .	15-18
Lincoln Campus . . . . .	15
Dallas Campus . . . . .	16-17
Kimbrell Campus . . . . .	18
Bomb Threat . . . . .	19
Bomb Threat Report Forms. . . . .	20-21
Power Outages, Water, Gas Leaks & Equipment Failure . . . . .	22-23
Weather . . . . .	24-25
Earthquake. . . . .	26

# INTRODUCTION

**This Emergency Response Guide is updated regularly and provides guidelines for various emergency situations. Take time to become familiar with this guide.**

***Please note that this guide does not cover every conceivable situation, and although we strive to keep it current, changes may occur that are not immediately reflected here. For the most up-to-date emergency procedures, please refer to the Emergency Response Guide poster located in your area and scan the provided QR code.***

**Review the basic information below to ensure that you are prepared for potential emergency situations:**

- Program the Campus Police and Security phone number into your cell phone (**704.922.6480**).
- Cooperate with all drills and training programs.
- Follow all emergency communication announcements. Announcements may be made by one or more of the following: word-of-mouth, Public Address (PA System), webpage, College email, telephone, recorded switchboard messages, voice mail, TV-cable screen, social media, news releases, direct mail, and text messages/emails via GC Alert.
- Subscribe to GC Alert. See instructions in the Emergency Notification System (GC Alert) section.
- Faculty and Staff workstations are equipped with a desktop panic button. Locate the panic button on your workstation for quick access.
- Know evacuation routes to exit the building and location of stairwells and/or gathering areas.
- Report suspicious persons and packages immediately.

## **Emergency Notification System (GC Alert)**

The College's Emergency Notification System is available to all students and employees. The system notifies subscribers of emergency related events such as weather closings and delays via text message and/or email. To subscribe to GC Alert, go to [gaston.edu/about-us/campus-police-safety-home/gc-alert/](http://gaston.edu/about-us/campus-police-safety-home/gc-alert/).

## Campus Police and Security

The Gaston College Campus Police and Security Department is comprised of sworn campus police officers and non-sworn security officers. Police officers are trained, certified, armed, and have full police authority on College property. Campus Police and Security also works closely with outside public safety agencies when necessary.



The main Campus Police and Security Department is located on the Dallas Campus in the Comer Engineering Technologies Building (CET), Room 122. For more information about the Campus Police and Security Department, go to [www.gaston.edu](http://www.gaston.edu) - click About Us – Campus Police and Safety

## Emergency Preparedness Poster

Emergency Preparedness posters can be found on all campuses with additional safety information. The posters include a QR code that can be scanned to access a variety of training videos on emergency preparedness, first aid and other medical emergencies.

The poster is titled "GASTON COLLEGE EMERGENCY PREPAREDNESS". It features six numbered steps, each with a brief instruction and a small icon. Step 1: "EMERGENCY NOTIFICATION SYSTEMS" with an envelope icon. Step 2: "RUN - Evaluate the area if a safe escape path is accessible. HIDE - Find a place to hide if evacuation is not possible. FIGHT - As a last resort, try to disrupt and/or incapacitate the intruder." with a person running icon. Step 3: "SEE SOMETHING, SAY SOMETHING" with a clipboard icon. Step 4: "VICTIM OF A CRIME" with a person icon. Step 5: "SHELTER-IN-PLACE" with a house icon. Step 6: "EVACUATIONS" with an exit sign icon. At the bottom, it provides contact information: "CAMPUS POLICE: 704.922.6480" and "LIFE-THREATENING EMERGENCY: 911". A QR code is located in the bottom right corner of the poster.



# CONCERNS ABOUT CONDUCT

Gaston College is committed to providing a safe and secure campus. All members of the College Community are expected to exercise responsible judgment and conduct themselves in accordance with generally accepted standards.

1. For conduct that poses an **immediate** threat to the safety, security, or the well-being of the College Community, contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**. 
2. If you have a concern about conduct that poses, or may reasonably be considered to pose, a threat to the Campus Community, you should report it.
3. When in doubt, report it!
4. Reports should be made to the following:
  - Your Supervisor
  - Department Leader
  - Program Coordinator
  - Vice President
  - Campus Police and Security
  - Associate Dean
  - Student Services Department
  - Human Resources Department
5. Any person who receives a report regarding concerns about conduct should use responsible judgment by informing other persons or departments such as those listed in number 4 of these guidelines.

## Safety Tips

### Irrational and Unusual Behavior

Recognizing irrational and unusual behavior can be an important step in preventing incidents. If you are concerned about a person who shows some or all of the below characteristics take action and report your concerns to a college official or Campus Police and Security.

1. Sudden changes in behavior patterns.
2. Frequent crying or outbursts.
3. Excessive absenteeism or tardiness.
4. Disrespect for authority.
5. Swearing or emotional language.
6. Blaming others for mistakes.
7. Verbalizing animosity toward others.

# CRIME

If you observe a crime in progress, are a victim of a crime, witness workplace violence, or observe suspicious activities, immediately contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.



## Crime

1. When in doubt, report it!
2. **Do not** confront or attempt to apprehend a suspect.
3. **If safe to do so**, take time to record a description of a suspect(s).
  - a. Suspect's name, if known.
  - b. Height, weight, gender, race, approximate age, clothing, and other characteristics.
  - c. Direction of travel.
  - d. Vehicle license number, make, model, color, and other characteristics.
4. **Do not** clean or disturb a crime scene.
5. Try to keep others from entering a crime scene.

## Suspicious Persons

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

1. **Do not** confront the person.
2. **Do not** unlock buildings or offices for unauthorized/suspicious persons.
3. **Do not** block an suspicious/unauthorized person's access to an exit.

## Workplace Violence

If you are a witness to a workplace violence incident:

1. Secure the area where the situation occurred. Leave the area untouched until authorities arrive.
2. Call for medical assistance, if needed.
3. Take steps to continue operations and provide victims and/or witnesses with appropriate resources for debriefing or counseling.

# INJURY or ILLNESS

## In the event of a serious injury or illness, you should:

1. Call 911 immediately
2. Remain calm and help others remain calm. Your actions will influence others.
3. If possible, contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
4. If possible, do not move the individual. Keep them still and comfortable.
5. Administer first aid to the extent possible based on your level of training.
6. If possible, stay with the person until emergency responders arrive.
7. **Employee injury/illness** - In case of an injury or illness involving an employee, notify the employee's supervisor and/or the Environmental Health & Safety Coordinator at 704.922.6286.
8. **Student injury/illness** - In case of injury or illness involving a student or visitor, contact Campus Police and Security at **704.922.6480**.



## Serious or Life Threatening Injury or Illness

1. Dial 911 for the following:
  - a. Loss of consciousness
  - b. Inability to breathe
  - c. Occurrence of chest pains
  - d. Serious injury to head, body, or limbs.
2. Provide the following information to the 911 Operator:
  - a. Your location and the number of sick or injured persons
  - b. The circumstances that led to the injury or illness
3. If possible, stay with the person until emergency responders arrive.
4. Try not to move the individual. Keep them still and comfortable.
5. If the individual is conscious and oriented, they should make the decisions regarding their healthcare needs.
6. If the individual is unconscious, a medical professional should make the decisions regarding the individual's healthcare needs.

Please be advised, regardless of the seriousness of an injury/illness it should be reported to your immediate supervisor.

## Situations that are Not Serious or Life Threatening

1. Administer first aid to the extent possible based on your level of training.
2. If in doubt, contact Campus Police and Security at **704.922.6480**.

# MEDICAL EMERGENCIES

## In the event of any medical emergency, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
3. Note: When administering first aid, use disposable gloves, other personal protective equipment (PPE), and obtain consent from the injured person, if possible.



## Automated External Defibrillators (AED)

AEDs are located throughout the three campus and noted on the corresponding maps with a heart symbol.

Training videos for first aid and other medical emergencies can be found by scanning the QR code on the college's emergency preparedness posters that are located on bulletin boards throughout campus.

# HOSTILE INTRUDER/ACTIVE SHOOTER

If you witness or encounter a hostile intruder/active shooter, contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**. In response, you should choose the safest option, either Run, Hide, or Fight.

1. **Run** - If there is a safe accessible escape path, try to evacuate the area.
2. **Hide** – If evacuation is not possible, find a place to hide where the intruder is less likely to find you and follow the **Lockdown** guidelines (below).
3. **Fight** – As a last resort and only when your life is in danger, attempt to disrupt and/or incapacitate the intruder.

## LOCKDOWN (Hostile Intruder/Active Shooter)

In the event that a Lockdown is implemented for a hostile intruder/active shooter, 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. If a fire alarm sounds during a lockdown, do not exit the building unless you see or smell smoke. If you see or smell smoke, follow the fire evacuation procedures.
5. Silence your cell phone.
6. Turn off lights, and if possible, lock and barricade doors.
7. Take cover, stay out of sight, and remain quiet.
8. Stay where you are until emergency responders access your area.

As part of hiding per the Lockdown procedures, it may be necessary to move to a different location in a building, or in some cases run to avoid danger. If you determine that running is necessary, be sure it is safe to do so and have an escape plan in mind. If you are unsure, **do not** attempt to run, but continue to hide and follow the lockdown guidelines. **Do not** attempt to run if a hostile intruder/active shooter is between you and your escape path.

# HOSTILE INTRUDER/ACTIVE SHOOTER

(continued)

## Safety Tips

### Hostile Intruder/Active Shooter

1. Be aware that an assailant may bang on the door and pretend to be a victim or emergency responder.
2. Do not open the door or otherwise unsecure the area, if there is any doubt about the safety of the individuals in the room.

## LOCKDOWN (Other Reasons)

Although a Lockdown is generally associated with a hostile intruder/active shooter on campus, there may be other events when a Lockdown is implemented. An example of other reasons for when a Lockdown may be implemented includes certain emergency situations that occur in the community near a campus. Depending on the situation, the guidelines for a Lockdown for reasons other than a hostile intruder/active shooter Lockdown may be different. When appropriate, special instructions will be communicated.

# HAZARDOUS MATERIALS

## Minor Spills

If a chemical or related spill/leak does not pose an immediate danger to lives or property, you should:

1. Consult the Safety Data Sheet (SDS) for additional information including containment/clean-up procedures and personal protective equipment (PPE). Safety Data Sheets are maintained by the the Organizational Development, Safety & Advancement Department and made available to respective departments.
2. Be prepared to evacuate the area/building per Evacuation (**see Exit the Building**).
3. As you are exiting the area/building, try to isolate the hazardous material by closing the door behind you.
4. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
5. **Do not** reenter the area until told to do so by an emergency responder.



## Hazardous Materials Emergency

If chemical or related spill/leak may pose an immediate danger to lives or property, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. **Do not** operate power switches, fire alarm, or use electronic devices such as cell phones.
3. Evacuate the area/building per **Evacuation (see Exit the Building)**.
4. As you are exiting the area/building, try to isolate the hazardous material by closing the door behind you.
5. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
6. Consult the Safety Data Sheet (SDS) for additional information.
7. **Do not** reenter the area until told to do so by an emergency responder.



# HAZARDOUS MATERIALS (continued)

## Gas/Toxic Fume Release

1. If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area immediately by following the **Evacuation (see Exit the Building)**.
2. If you smell gas in a dark room, **do not** turn on the lights; this action could ignite gas. **Do not** touch or activate power switches, fire alarms, lights, etc.
3. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
4. **Do not** reenter the area until told to do so by an emergency responder.



## Biological Spill/Release

1. If you encounter a biological spill, **do not** attempt to clean up the spill unless you have been trained to do so.
2. Contact Campus Police and Security at **704.922.6480** and/or the Housekeeping Department at **704.922.6419** to cleanup a blood spill or any other body fluids.
3. If a bloodborne pathogen exposure or needle stick incident occurs, report the incident to Campus Police and Security immediately.

# EVACUATION (Exit the Building)

In some situations, such as a fire, you may be required to evacuate from the building. Determine the safest, closest route to exit the building. Additionally, establish an alternate route to be used in the event the primary route is blocked or unsafe. **If it is necessary to exit the building, 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 (see the evacuation maps in this guide).
8. Notify emergency responders of who may still be inside the building.
9. Contact Campus Police and Security **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
10. **Do not** reenter a building until told to do so by an emergency responder.



Evacuating Persons with Special Needs	
<b>Hearing Impaired</b>	<ul style="list-style-type: none"> <li>Inform disabled persons of emergency alarms and the nature of the situation.</li> <li>To communicate, use hand gestures or by turning the light switch on and off.</li> <li>Emergency instructions may be given by verbalizing, mouthing, or by a short, clear message such as "Fire alarm—leave—now!"</li> </ul>
<b>Visually Impaired</b>	<ul style="list-style-type: none"> <li>Inform disabled persons about the nature of the situation.</li> <li>If needed, offer guidance to the nearest emergency exit.</li> <li>Walk beside those who may require assistance and offer guidance regarding obstacles such as stairs, doors, etc.</li> </ul>
<b>Limited Mobility (Able to walk independently)</b>	<ul style="list-style-type: none"> <li>Take special care, especially when the use of stairs is required.</li> <li>Assist persons by walking beside them during an evacuation.</li> </ul>
<b>Little to No Mobility</b>	<ul style="list-style-type: none"> <li>Ask the person how to assist them during an evacuation.</li> <li>In a multi-level building, evacuate to the nearest stairwell landing and wait for assistance from an emergency responder.</li> </ul>

# FIRE EVACUATIONS

## If trapped in a building that is on fire, you should:

1. Call **911** immediately.
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop.
3. Close doors and attempt to create a barrier between you and the fire.
4. Seal cracks around the door to prevent smoke from entering.
5. If possible, open the window a few inches for fresh air. Hang an article of clothing or object outside a window to mark your location. If you have a flashlight, use it to signal emergency responders.
6. Stay close to the floor where the air is more breathable.
7. Shout at regular intervals to alert emergency responders.



## If caught in smoke, you should:

1. Drop to hands and knees and crawl or crouch low with head about 3 feet above the floor.
2. Watch the base of the wall as you crawl to the nearest exit.
3. Breathe shallowly through your nose and use a blouse, shirt, or other type of cloth or material as a filter.

## If forced to advance through flames, you should:

1. Hold breath and move quickly, covering head and hair.
2. Keep head down and close eyes as often as possible.

If you or someone else is on fire, remember to **STOP – DROP – ROLL**. Stop, drop to the ground, cover your face, and roll to put out the fire.

# FIRE EVACUATIONS

## Safety Tips Fire Evacuation

1. Be familiar with the locations of fire alarm system stations and be prepared to activate an alarm when necessary. All persons are authorized to activate a fire alarm in the event of a fire.
2. When inside a building, take a minute to locate the nearest exits in order to escape safely in the event of an alarm and/or fire. Remember, fires can travel quickly and block exits within seconds.
3. Remember that in some instances, you may not be able to see a fire or smell smoke; however, all fires are life threatening and must be taken seriously.

**Under no circumstances should any person ignore a fire alarm, fire drill, or request to evacuate, except in the case of a lockdown. If a fire alarm sounds during a lockdown procedure, do not exit the building unless you see or smell smoke. If you see or smell smoke, follow the fire evacuation procedures.**

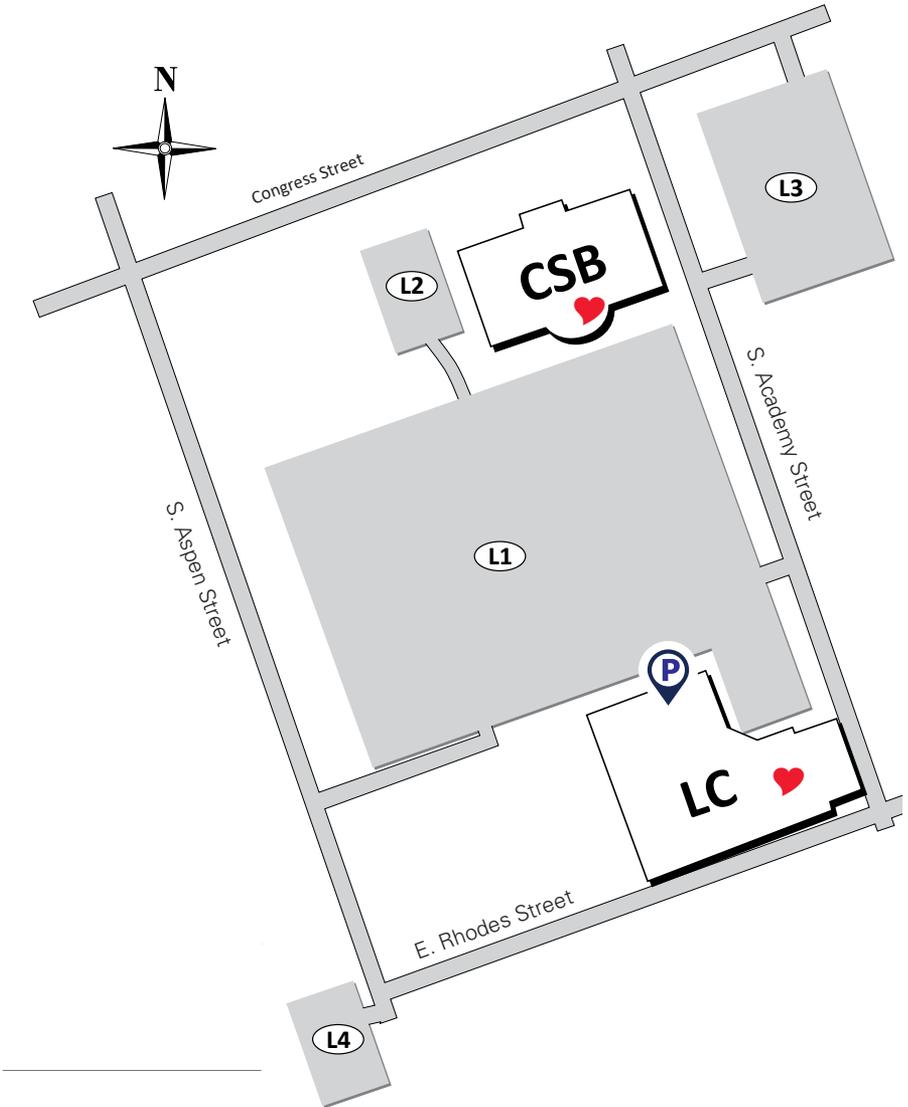
## SHELTER-IN-PLACE

In some situations, 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. **If it is necessary to use a building as a shelter-in-place, you should:**

1. Remain calm and help others remain calm. Your actions will influence others.
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. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
8. If available, turn on a radio or TV and listen for further instructions.
9. Do not leave shelter-in-place location until told to do so by an emergency responder.

*Note: If a shelter-in-place is due to concerns regarding outside air quality, it may be necessary to turn off air conditioning, heaters, fans, and/or close vents, which will normally be done by maintenance personnel.*

# EVACUATION MAP (Lincoln Campus)



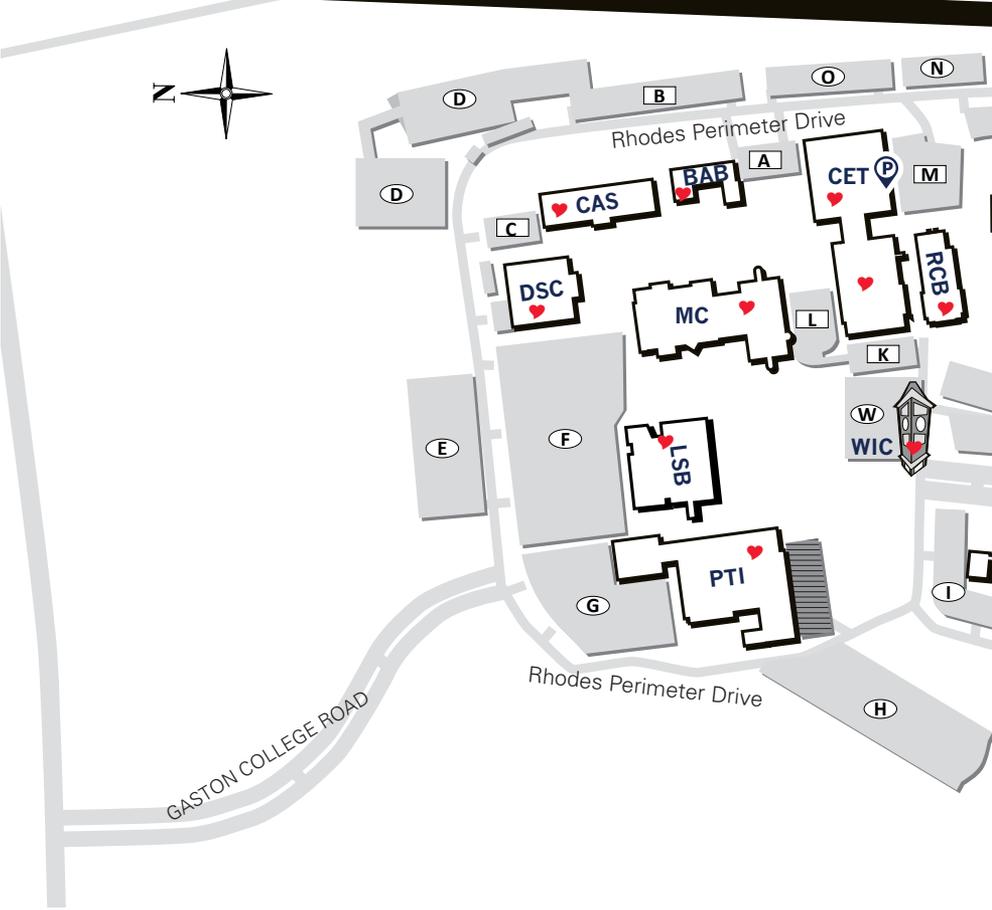
**Evacuate the building to the designated lot.**

Abbr.	Building Name	Lots
CSB	Cochrane Building	L3
LC	Lincoln Classroom Building	L2

# EVACUATION MAP (Dallas Campus)

← To Dallas

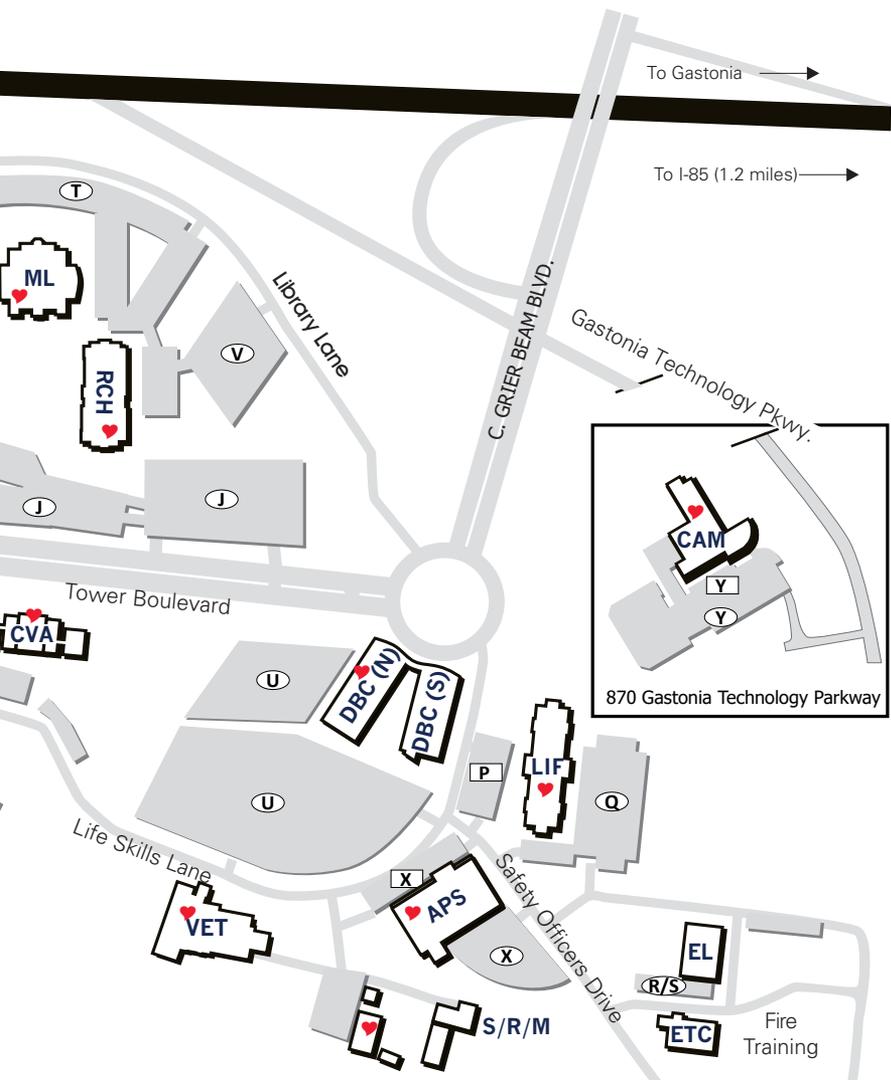
Highway 321 (US Route 321)



**Evacuate the building to the designated lot.**

Abbr.	Building Name	Lots
APS	Albright Public Safety	<b>X</b>
BAB	C.G. Beam Administration	<b>B</b>
CAM	Center for Advanced Mfg.	<b>Y</b>
CAS	Craig	<b>D, F</b>
CET	Comer	<b>O, J</b>

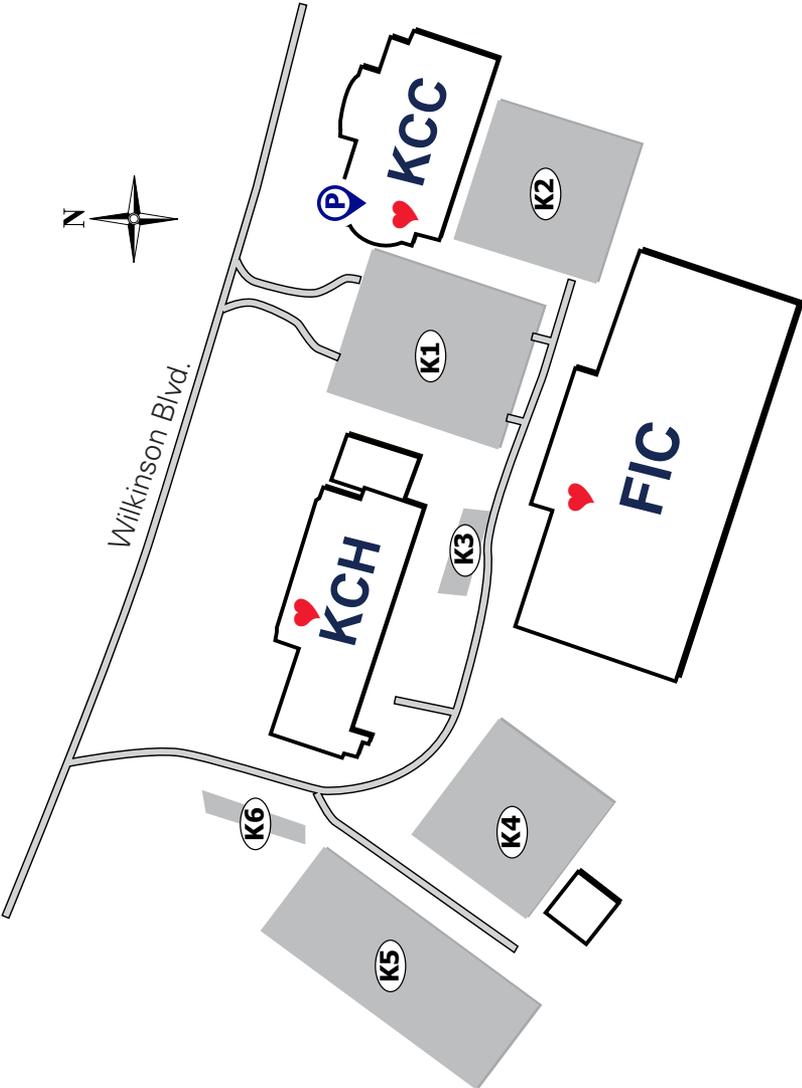
Abbr.	Building Name	Lots
CVA	D. F. Beam Center for Visual Arts	<b>U</b>
DSC	Dalpiaz	<b>E</b>
DBC	David Belk Cannon Health Education	<b>X</b>
EL	Exercise Lab	<b>X</b>



Abbr.	Building Name	Lots
ETC	Reg. Emer. Serv. Training Center	X
RCB	Robinson	N
LSB	Lena Sue Beam (Early College)	G,W
LIF	Pearson	X
MC	Myers Center	F

Abbr.	Building Name	Lots
ML	Morris Library	V
PTI	Pharr Trade & Industrial	H
RCH	Rauch Science & Fine Arts	V
S/R/M	Shipping/Rec./Maint.	X
VET	Skinner Vet. Tech	U
WIC	Wyss Tower	J

# EVACUATION MAP (Kimbrell Campus)



**Evacuate the building to the designated lot.**

Abbr.	Building Name	Lots
KCH	Harney Hall	<b>K5</b>
KCC	Kimbrell Classroom Building	<b>K3</b>
FIC	Fiber Innovation Center	<b>K3</b>

# BOMB THREAT - *Take all bomb threats seriously!*

The Bomb Threat Report Form can be accessed in NeoGov: Forms–Campus Police Forms–Bomb Threat Report Form

## Telephone bomb threat:

1. Remain calm and try to keep your voice calm.
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911** to report the threat. Obtain the assistance of a coworker to report while continuing to talk with the caller.
3. Complete the Bomb Threat Report Form while talking with the caller. Obtain as much information as possible.



## Written bomb threat:

1. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911** to report the threat.
2. Save all materials and preserve evidence, including envelopes, containers, postal marks, etc.
3. Avoid unnecessary handling of the materials.

## Explosions (inside a building):

1. Follow the procedures for Evacuation (Exit the Building).
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911** to report the threat.
3. **Do not** return to the area or building until told to do so by an emergency responder.



## Suspicious object or packages:

1. **Do not** touch the object or package.
2. **Do not** operate any power switch, activate a fire alarm, or use any electronic devices, including cell phones, near the suspicious object. These devices may have the capacity to detonate an explosive device.
3. If applicable, follow the procedures on for Evacuation (Exit the Building).
4. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial 911 to report the threat.
5. **Do not** return to the area or building until told to do so by an emergency responder.

### **Characteristics of Suspicious Packages**

- |                                 |   |
|---------------------------------|---|
| 1. Excessive postage.           | 5. Oily stains or discoloration.                    |
| 2. Excessive weight.            | 6. Incorrect titles.                                |
| 3. No return address.           | 7. Excessive securing – too much tape, string, etc. |
| 4. Protruding wires or tinfoil. |   |

# BOMB THREAT REPORT FORM

The Bomb Threat Report Form can be accessed in NeoGov: Forms–Campus Police Forms–Bomb Threat Report Form

**Attempt to complete the following information while on the phone with the caller.**

**Keep the caller on the phone for as long as possible.**

<b>Date:</b>	<b>Incoming Phone Number:</b>
<b>Time Call Received:</b>	<b>Time Call Ended:</b>
<b>Ask the following questions:</b>	
<b>1. Where is the bomb located?</b>	
<b>2. When will the bomb detonate?</b>	
<b>3. What does the bomb look like?</b>	
<b>4. What will make the bomb explode?</b>	
<b>5. How do you know about the bomb?</b>	
<b>6. Why is the building being bombed?</b>	
<b>7. What is your name?</b>	
<b>8. How can I contact you?</b>	
<b>9. Where are you right now?</b>	

# BOMB THREAT REPORT FORM (continued)

The Bomb Threat Report Form can be accessed in NeoGov: Forms–Campus Police Forms–Bomb Threat Report Form

<b>Call Characteristics Checklist</b>			
<b>Complete this checklist during or immediately following a call by checking the areas that apply.</b>			
<b>Voice</b>			
Calm	<input type="radio"/>	Stutters	<input type="radio"/>
Angry	<input type="radio"/>	Lisp	<input type="radio"/>
Excited	<input type="radio"/>	Fast	<input type="radio"/>
Slow	<input type="radio"/>	Familiar	<input type="radio"/>
Soft	<input type="radio"/>	Raspy	<input type="radio"/>
Loud	<input type="radio"/>	Clearing Throat	<input type="radio"/>
Laughter	<input type="radio"/>	Deep Breathing	<input type="radio"/>
Crying	<input type="radio"/>	Cracked Voice	<input type="radio"/>
Normal	<input type="radio"/>	Disguised	<input type="radio"/>
Distinct	<input type="radio"/>	Accent	<input type="radio"/>
Slurred	<input type="radio"/>	Wheezing	<input type="radio"/>
Nasal	<input type="radio"/>	Adult or Child Voice	<input type="radio"/>
<b>Language</b>		<b>Background</b>	
Well Spoken	<input type="radio"/>	Street Noise	<input type="radio"/>
Foul Language	<input type="radio"/>	Animals	<input type="radio"/>
Irrational	<input type="radio"/>	Clear	<input type="radio"/>
Taped Message	<input type="radio"/>	Voices	<input type="radio"/>
Incoherent	<input type="radio"/>	Music	<input type="radio"/>
Actual Threat Maker	<input type="radio"/>	House Noises	<input type="radio"/>
Other:		Motor	<input type="radio"/>
		Office Machinery	<input type="radio"/>
		Factory Machinery	<input type="radio"/>
		Static	<input type="radio"/>
		PA System	<input type="radio"/>

# POWER OUTAGES, WATER, GAS LEAKS, AND EQUIPMENT FAILURE

## Power Outage

1. Remain calm and help others remain calm. Your actions will influence others.
2. If safe to do so, remain in the immediate area since most power outages are short in duration.
3. If evacuation of the area/building is required, refer to the procedures for **Evacuation (see Exit the Building)**.
4. Assist disabled persons.
5. Turn off all light switches, computers, appliances, and other equipment to protect against damage when power is restored.
6. Extinguish any flames such as lab equipment or torches and, if necessary, open windows and/or doors for ventilation.
7. In cases where fume hoods and ventilation systems lose power, or for long-term power outages, it may be necessary to evacuate the area/building per **Evacuation (see Exit the Building)**.
8. **Do not** reenter the area/building until told to do so by an emergency responder.

## Water and Gas Leaks

- Water: Use caution when operating power switches and other electrical devices.
- Gas: Do not operate power switches, fire alarms, or other electrical or electronic devices such as cell phones.
  1. Evacuate the area/building per **Evacuation (see Exit the Building)**.
  2. Contact Campus Police and Security at **704.922.6480**.
  3. **Do not** reenter the area/building until told to do so by an emergency responder.

## Equipment Failure

In the event of equipment failure such as a water heater or piping (e.g. air or water lines), caution should be exercised to avoid any hazards and the matter should be reported immediately to Campus Police and Security at **704.922.6480**.

# POWER OUTAGES, WATER, GAS LEAKS, AND EQUIPMENT FAILURE (continued)

## **Safety Tips**

### **Signs of a Possible Gas Leak**

1. A rotten egg odor.
2. Discolored or dead vegetation over or near the pipeline.
3. A hissing, whistling or roaring sound near a gas appliance or pipeline.
4. Debris being blown into the air.
5. Persistent bubbles in streams, ponds, or wet areas.
6. Flames (if a leak has ignited).

# WEATHER

In the event of inclement weather, the College may close or modify its operating schedule. Decisions to close or modify the College's schedule are separate, and may be different from, Gaston and Lincoln County Schools or any other school system. For accurate information on College closings or modified schedules, check for weather-related notices specifically made by Gaston College.

In the event of inclement weather, persons are encouraged to use their best judgment when assessing their ability to travel safely.

## Weather Notices

- Gaston College weather-related notices can be received via text message and/or email by subscribing to the College's Emergency Notification System (GC Alert).
- To subscribe to GC Alert, go to [gaston.edu/about-us/campus-police-safety-home/gc-alert/](http://gaston.edu/about-us/campus-police-safety-home/gc-alert/).

**The college also typically communicates weather-related notices on the gaston college website (gaston.edu) and the main college social media channels.**

### Safety Tip

#### During or After a Severe Storm

1. Stay away from wet areas.
2. Do not handle electrical equipment in wet areas.
3. Leave an area immediately if you smell gas or vapors from chemicals.
4. Stay out of damaged buildings and structures.
5. If driving, don't underestimate the force and power of water. It is NEVER safe to drive or walk into flood waters. Just 12 inches of rushing water can carry away a small car, and two feet of rushing water can carry away most vehicles. Turn Around Don't Drown®.

# WEATHER (continued)

## Severe Thunderstorm/Tornado

1. Remain calm and help others remain calm. Your actions will influence others.
2. Seek shelter inside a building by following the guidelines for **Shelter-in-Place**.

<b>Weather Notification Definitions</b>		
	<b>WATCH</b>	<b>WARNING</b>
<b>Severe Thunderstorm</b>	Conditions are conducive to the development of severe thunderstorms in and close to the watch area.	A severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Severe thunderstorms can produce tornadoes or cause damage from their strong wind gusts and/or hail.
<b>Tornado</b>	Conditions are conducive to the development of tornadoes in and close to the watch area.	A tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

# EARTHQUAKE

In the event of an earthquake, you should do the following:

## **Indoors – If you are indoors:**

1. **Drop** – Drop to the floor.
2. **Cover** - Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall or door and protect your head and neck with your arms. Try to avoid windows, hanging objects, mirrors, or tall furniture.
3. **Hold** - If you take cover under a sturdy piece of furniture, HOLD on to it and move with it. Hold your position until the ground stops shaking, and it is safe.
4. **Do not** enter or exit a building during the shaking to avoid falling debris.
5. **Do not** use elevators.
6. **BE PREPARED FOR AFTERSHOCKS!**

## **Outdoors – If you are outdoors:**

1. Stay clear of buildings, trees, streetlights, power lines, and other objects that may pose a risk.
2. Drop to the ground, cover your head and neck with your arms, and stay there until the shaking stops.
3. **Do not** return to a building until told to do so by an emergency responder.
4. **BE PREPARED FOR AFTERSHOCKS!**

## **Vehicle – If you are in a vehicle:**

1. Stop and stay clear of buildings, trees, overpasses, underpasses, bridges, and utility wires.
2. Stay in the vehicle until the shaking stops.
3. **BE PREPARED FOR AFTERSHOCKS!**



**Dallas Campus**

201 Highway 321 South  
Dallas, NC 28034  
704.922.6200  
704.922.2323 (f)

**Lincoln Campus**

511 South Aspen St.  
Lincolnton, NC 28093  
704.748.5200  
704.748.1074 (f)

**Kimbrell Campus &  
Textile Technology Center**

7220 Wilkinson Blvd.  
Belmont, NC 28012  
704.825.3737  
704.825.7303 (f)