

MEREDITH COLLEGE

EMERGENCY PROCEDURES



MEDICAL EMERGENCY

Call 911 from any available telephone (cell, landline, etc.) and describe the nature of the medical problem and the location of the emergency on campus. Then call Campus Police at (919) 760-8888.

- Control serious bleeding by applying direct pressure on the wound.
- If the victim is not breathing, begin CPR. Push hard and fast in the center of the chest.
- If an AED is available, turn on the unit and follow the simple instructions to use it.
- Keep the affected individual(s) still and comfortable. Have them lie down, if appropriate.
- Remain with the injured person until help arrives.



FIRE

1. **ACTIVATE** the fire alarm using a manual pull station.
2. **EVACUATE** the building using the nearest exit or stairwell.
3. **ASSIST** anyone requiring help to evacuate the building.
4. **DO NOT** use the elevators.
5. **CALL 911** and then call Campus Police at (919) 760-8888.
6. **NEVER** re-enter the building unless instructed to do so by Police or Fire personnel.

Fire Extinguisher Instructions

- P – Pull the pin on the extinguisher.
 A – Aim the hose or nozzle at the base of the fire.
 S – Squeeze the handle to activate the extinguisher.
 S – Sweep the extinguisher back and forth at the base of the fire.



HAZARDOUS MATERIALS

If a chemical or biohazard spill occurs within any campus building or facility, call 911 and evacuate the area.

If a chemical spill occurs outside of a building or from an off campus source, follow the shelter in place procedures.

- In either case, notify Campus Police at (919) 760-8888 if you have been exposed to a chemical.
- If exposed, avoid contact with other students, faculty, or staff.
- If evacuating, move to an area upwind and away from the doors.
- Use your clothing or other clean, dry material to shield your nose, eyes, and mouth if possible.
- Remain calm and be prepared to move quickly if notified to do so by authorities.



SHELTER IN PLACE

Certain incidents like hazardous spills may require you and others to shelter in place.

- Select a small, interior room, with no or few windows.
- Close all windows and exterior doors.
- If instructed to do so, use whatever is available to seal all cracks around the door and vents into the room.
- Remain indoors until Campus Police or other authorities tell you it is safe or you are told to evacuate.



DIAL 911

CAMPUS POLICE
(919) 760-8888



EARTHQUAKE

If indoors:

- Immediately **DROP, COVER, and HOLD ON** under a sturdy desk or table.
- Position yourself along an interior wall, staying away from windows, shelves, and heavy equipment that could topple over onto you.
- Do not run outside unless your building is believed to be in imminent danger of collapse.

If outdoors:

Move quickly away from buildings, utility poles, and other structures. Stay in an open area.



ACTIVE SHOOTER

Be prepared to **RUN, HIDE/SHELTER** in place, or **FIGHT**.

If possible, quickly exit the building and evacuate to a safe area away from danger.

- **CALL 911**
- If it is not possible to exit safely, get to an enclosed room or office and lock or barricade the door. Turn off the lights and keep quiet. Turn off your cell ringer. Take protective cover.
- If the armed assailant enters your area, your options may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.
- Do not give up for any reason. Try to disable the intruder.



EVACUATION

- Do not delay your evacuation. Take your phone but leave all other items.
- Close the door to the room as you are leaving.
- Evacuate using the stairs **ONLY** and go to your building's designated assembly area.
- Assist others as you are able. Look to be sure everyone around you heard or saw the alarm and they are leaving the building too.
- Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved they may shelter in place.
- Assemble in the Designated Assembly Area and report to the Building Marshal. Remain there.



BOMB THREAT

If you are called by a person threatening a bomb:

- Have someone else **CALL 911** and then call Campus Police at (919) 760-8888 to report the threatening call.
- Keep talking to the caller as long as possible and ask the following:
 1. What does the bomb look like? What kind of bomb is it?
 2. Why did you place the bomb?
 3. What is your name?
 4. Where is the bomb?
 5. When is the bomb going to detonate?