

# UNCP EMERGENCY PROCEDURES

EMERGENCIES / NON-EMERGENCIES:

ext. 6235 or 910.521.6235

EMERGENCY NOTIFICATIONS: ext. 6888 or 910.521.6888 (24-hour recorded phone line)

## 911 Address

Joseph B. Oxendine  
Administrative Building  
129 Faculty Row

## ACTIONS:

EVACUATE



SHELTER IN PLACE



### MEDICAL EMERGENCY



- Call UNCP Police at ext. 6235 or 910.521.6235.
- Provide the location of incident, nature of illness or injury, the number of victims, and your name.

### FIRE



- DO NOT use elevators. Use stairs only.
- Leave the area, pull fire alarm and close the door.
- Evacuate the area and proceed to your assembly point.

### SEVERE WEATHER



- Seek shelter immediately.
- Move to lowest level in building.
- Move to interior area of building (hallways/rooms).
- Stay away from windows, skylights and glass.

### SUSPICIOUS BEHAVIOR



- Immediately report emergencies or suspicious behavior by calling UNCP Police at ext. 6235 or 910.521.6235, or utilize the LiveSafe App.

### SUSPICIOUS PACKAGE



- DO NOT use cell phones, radios or electronic devices.
- DO NOT handle suspicious package or other items.
- From a land line, call UNCP Police at ext. 6235 or 910.521.6235.
- Proceed as instructed by emergency personnel.

### GAS LEAK



- DO NOT turn lights on or off.
- DO NOT use cell phones or radios.
- DO NOT activate fire alarm.
- Evacuate the area and proceed to your assembly point.
- Once safe, call UNCP Police at ext. 6235 or 910.521.6235.

### SEXUAL MISCONDUCT



- Seek medical attention.
- Call the Title IX/Clerk office at ext. 6281 or 910.521.6281.
- Call Student Health Services at ext. 6219 or 910.521.6219.
- Call UNCP Police at ext. 6235 or 910.521.6235.

### HAZARDOUS MATERIAL



- DO NOT attempt to clean spill.
- Evacuate the area and proceed to your assembly point.
- Call UNCP Police at ext. 6235 or 910.521.6235.

### ACTIVE SHOOTER



If you see or know a person has a firearm on campus, call UNCP Police at ext. 6235 or 910.521.6235.

#### RUN

If there is an accessible escape path, try to evacuate the area.

#### HIDE

If evacuation is not possible, find a place to hide where the shooter is less likely to find you.

#### FIGHT

As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter.



ENVIRONMENTAL  
HEALTH & SAFETY

This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center, Dr. Joseph B. Oxendine Administrative Building, Room 110, or call 910.521.6695.