**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)

**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 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.

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

**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.

**SHIELD IN PLACE**
- Seek immediate shelter.
- Move to lowest level in building.
- Move to interior area of building (hallways/rooms).
- Stay away from windows, skylights and glass.
- Immediately report emergencies or suspicious behavior by calling UNCP Police at ext. 6235 or 910.521.6235, or utilize the LiveSafe App.

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

**ACTIONS:**
- **RUN**
- **HIDE**
- **FIGHT**

911 Address
Education Center
141 Faculty Row

**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.**