**UNCP EMERGENCY PROCEDURES**

**EMERGENCIES / NON-EMERGENCIES:**
est. 6235 or 910.521.6235

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

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**ACTIONS:**

**EVACUATE**

**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.

**SHELTER IN PLACE**

**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.

**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.

**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.

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

**SEXUAL MISCONDUCT**
- Seek medical attention.
- Call the Title IX/Clergy 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.
- Proceed as instructed by emergency personnel.

**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.

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**ENVIRONMENTAL HEALTH & SAFETY**

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