

# EMERGENCY RESPONSE QUICK REFERENCE GUIDE

More information is available in the Nashville State Emergency Preparedness Plan at [NSCC.edu/safety-and-security](https://nsc.edu/safety-and-security).

## IMPORTANT INFORMATION FOR ALL EMERGENCIES

- Report all emergencies by calling 615-353-3273 from a cell phone or 911 from a campus phone.
- Always follow instructions provided by emergency personnel, RAVE Alert, and campus officials.
- Stay away from the affected area until given the “all clear” by emergency personnel.
- Whenever possible, assist persons with special needs.

*NOTE: Classroom doors can be locked from the inside/should be locked when told to SHELTER IN PLACE.*

## BUILDING EVACUATION

- Gather personal belongings if safe to do so. **DO NOT** delay evacuation.
- Immediately evacuate building using nearest safely accessible exit.
- **DO NOT** use elevators.
- Meet outside at area specified by instructor and await further instructions. (Assemble in the designated areas as instructed by Campus Security or emergency personnel).
- Assist persons with special needs as able.
- **DO NOT** attempt to re-enter the building until instructed to do so.

## FIRE

- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- **DO NOT** use elevators.
- Call Campus Security 615-353-3273 to report location of fire or smoke.
- Notify fire personnel if you suspect someone is trapped in the building.
- If trapped in a room/building – close as many doors and windows as possible between you and the fire.
- Place cloth material (wet if possible) around/under door.
- Attempt to signal to someone outside the building.

## SHELTER IN PLACE

- Instructions will be issued via RAVE Alert and other available emergency notification systems.
- Seek immediate shelter and remain there during the emergency if evacuation is not safe.
- Assess your location compared to the incident.
- In a hostile intruder scenario, lock the door and barricade yourself in the room with furniture.
- Stay out of sight from all doors and windows.
- Doors will electronically lock.

## THREATENING PERSON

- Any threat to a person or property immediately contact Campus Security 615-353-3273.
- Do not confront the person.
- Do not block the person’s exit.
- When calling Campus Security 615-353-3273 or 911 (from an on campus phone) provide as much information as possible about the person and their direction of travel.

## HOSTILE INTRUDER/ACTIVE SHOOTER

These incidents are dynamic and evolve rapidly. If you hear gunfire or see a person with a gun, take immediate steps to protect yourself. The steps below are a guide – but you need to use good judgement and common sense based on YOUR SPECIFIC LOCATION.

- **RUN** - Try to escape the area if possible.
- **HIDE** - You may have to Shelter in Place when an evacuation is not safe.
- If hiding/sheltering in place, lock yourself in the room you’re in or move to the nearest location that can be secured and turn off all lights.
- Seek a corner **NOT** visible through a window.
- Silence cell phones and remain quiet.
- If suspect is in close proximity, the Department of Homeland Security recommends you may have to **FIGHT** as last resort, only when your life is in imminent danger and **self-protection is your final option for survival (use your own discretion when engaging a shooter for survival)**.
- Attempt to incapacitate the shooter. Act with physical aggression and throw items at the shooter.
- When the threat is over, a Campus Security or Police Officer, or College Official will notify everyone by giving an area “All Clear” message. A message will also be sent via RAVE Alert.

## SUSPICIOUS OBJECT/PACKAGE

- Remain calm.
- Do not touch or disturb the item.
- Do not use a cell phone near the item.
- Evacuate immediately.
- Call Campus Security.