

# Emergency Guide

## MEDICAL EMERGENCY

- **Immediately call emergency personnel: (336) 334-4444.**
- Do not attempt to move the injured person.
- Provide as much information as possible.
- Follow the instructions of the operator.
- Provide care if you are trained to do so. Only give care to your level of training and comfort.
- Stay with the victim until police arrive.

## SEVERE WEATHER

**Severe Weather/Tornado Warning:** Means that severe weather (or funnel cloud) has been detected or spotted and that there is imminent danger. Take immediate action.

When a **warning** is issued, it is important to take immediate action:

- Take shelter in a sturdy, permanent structure.
- Avoid large open spaces such as auditoriums, gymnasiums, and similar areas.
- Go to the lowest level of the structure possible.
- Go to the most interior room away from windows as possible (stairwells, bathrooms, etc...).

If you see **lightning or hear thunder**, take shelter inside of an enclosed structure immediately. **Remember the 30/30 rule:** Take shelter if you cannot count to 30 between the flash of lightning and the clap of thunder, and remain indoors for at least 30 minutes after the last clap of thunder is heard.

## CRIME IN PROGRESS

- Do not confront the individual(s).
- Do as you are instructed.
- Call University Police (336) 334-4444 as soon as it is safe.
- Provide as much information as possible: description of person, if they have a weapon, what they are doing, their location, etc...

## BOMB THREAT

- If you find a suspicious package, do not move it. Call University Police at (336) 334-4444.
- If you receive a bomb threat, stay calm & contact University Police.
- Follow instructions of emergency personnel.

## FIRE

- If you see or smell smoke, or see fire, evacuate the building immediately.
- Pull the fire alarm pull station as you exit the building.
- Once you are in a safe location, outside of the building, contact University Police at (336) 334-4444 to report the emergency.
- If you hear the fire alarm, leave the building immediately.
- DO NOT re-enter the building until instructed to do so by emergency personnel.

## SUSPICIOUS ACTIVITY

- If you see a suspicious person and/or activity, **immediately** call University Police (334-4444).
- Provide as much detail as possible (location, description, etc...).

## GAS LEAK

- If you smell gas, evacuate the area immediately.
- Do not pull the fire alarm or use electrical equipment.
- Call University Police: 334-4444.

## NOTIFICATION & COMMUNICATION

UNCG wants you to be informed of emergency events that have a significant impact on the campus community. Here are a few ways that you can be notified:

1. **SMS Text Messages**
  - Register your cell phone number in UNCGENIE
  - Add additional phone numbers and email addresses at <https://uncg.bbcportal.com> (instructions located at SpartanAlert.uncg.edu)
2. **Computer Pop-Up Messages**
3. **Emergency Blue Light Phones and Outdoor PA/Siren System**
4. **Classroom Intercoms**
5. **E-mails**

For more information visit [SpartanAlert.uncg.edu](http://SpartanAlert.uncg.edu)

## EMERGENCY INFORMATION & RESOURCES

- **Off-Campus Emergency:** 911
- **University Police (non-emergency):** (336) 334-5963 or [police@uncg.edu](mailto:police@uncg.edu)
- **Office of Emergency Management:** (336) 256-8632 or [BeReady@uncg.edu](mailto:BeReady@uncg.edu)
- **Environmental Health & Safety:** (336) 334-4357
- **Adverse Weather Hotline:** (336) 334-4400

Visit the following websites for more information on safety & emergency preparedness:

**University Police:** <http://police.uncg.edu>  
**Emergency Preparedness Info:** <http://emg.uncg.edu>  
**Environmental Health & Safety:** [www.uncg.edu/sft](http://www.uncg.edu/sft)



Emergency Mgt: ReadyUNCG  
UNCG Police: UNCGPolice



# CAMPUS EMERGENCIES: DIAL (336) 334-4444