

---

## Student Emergency Planning Guide

---

### How am I supposed to respond when an on-campus emergency occurs?

- Your response to a campus emergency will be crucial to your safety and perhaps the safety of others. Follow the instructions below in case of an emergency. Victims in emergency situations, witnesses to them, or someone discovering an emergency will need to immediately report as described in these guidelines.

### How will I know about a campus emergency?

- Some emergencies that occur on campus will not be widely announced. If the emergency does need to be announced, and it is not a fire alarm, you will usually be informed by announcements on the flat screen monitors and Alertus' intercoms located throughout the buildings. If you have signed up for [DCC Alert](#), you may also receive a text message or email with additional information. You should take action based on the three categories shown below.

### What should I do in case of an emergency?

- Typically, there are three types of campus emergencies that require your immediate response:
  1. **Weather-related emergency**
    - If you are informed of a weather emergency, use the following procedure:
      1. Close all windows and blinds in the classroom;
      2. Move to hallways or windowless rooms;
      3. Assist the handicapped or those needing help;
      4. Do not use elevators;
      5. Close doors to adjacent rooms;
      6. Stay away from windows and outside doors;
      7. Remain in the hallway until the all-clear has been given by Campus Security or College authorities.
  2. **Evacuation of a building or buildings**
    - Should it be necessary to evacuate a classroom, building, or even the entire campus, students should adhere to the following procedure:
      1. Treat the evacuation alarm as if it is real;
      2. Do not delay, exit the building immediately and close all doors as you leave;
      3. Use appropriate exits. Do not use elevators;
      4. Assist the handicapped or those needing help;
      5. Go at least 50 yards from your building to the designated assembly point;
      6. Remain with your group so that a headcount can be made;
      7. Do not return to your building until instructed to do so by Campus Security or College authorities.

### **3. Lockdown of a building or buildings**

- If you are notified that your building or the campus is under lockdown, you should do the following:
  1. Students in a classroom should remain there. Students in hallways should seek shelter in the nearest classroom;
  2. Close, lock, and secure the classroom door with the door stopper;
  3. Close all windows and blinds in the classroom;
  4. Turn off all lights;
  5. Crouch down in areas that are out of sight from doors and windows;
  6. Remain quiet;
  7. Stay in the room until the Police or Security give the all-clear.

### **How do I report emergencies that I may become involved in or witness?**

There are several key telephone numbers for your use to report an emergency that you are involved in or witness:

- First, always call the Danville Department of Emergency Services at 911;
- Next, call Campus Security at 797-8533 (cell phone) or 28-8533 (campus phone). Emergency Call Boxes, which contact Campus Security, are also located across the campus.

### **What do I do if someone threatens me, I see someone with a weapon or I am attacked?**

- DCC has a “zero tolerance” policy for violence or threats of violence, weapons possession on College property or physical violence. Threats made against students either on or off campus will be addressed when reported. Once reported, threats against another person or weapons possession on College property will be dealt with immediately and strongly. Finally, anyone who is physically attacked must report the attack immediately to the above authorities.

### **What do I do if my situation isn’t an emergency but is making me uncomfortable?**

- Sometimes, incidents occur on campus that tend to make people uncomfortable but don’t meet our normal definition of emergency. If you are concerned about threatening behavior or a disturbing situation and you don’t believe that it is necessary to report the incident to 911 or Campus Security, immediately report it to the Student Services at 797-8490, your advisor, or a member of the faculty so that appropriate action can be taken by the College. You may also use the online [Threat Assessment submission form](#).

### **Who provides Campus Security services?**

- Admiral Security Services provides security services for the College. Admiral Security officers wear uniforms that are clearly marked as Security and all officers wear name tags. These officers do not carry weapons. Danville City Police and the Danville Department of Emergency Services provide support to the College for all emergencies.

## Are there Security cameras on campus?

- Yes. Information from these cameras may be reviewed by the College and shared with law enforcement and emergency services agencies.

## How do I find out when class schedules change due to weather emergencies?<sup>(12/24)</sup>

It is sometimes necessary to cancel, reschedule or change class schedules based on emergencies caused by weather or other causes that can occur. If so, students can learn of these changes by reviewing the College web site, social media, and through DCC Alert. Please check the following for opening status:

DCC web site - [www.danville.edu](http://www.danville.edu)

Social Media – Facebook, Twitter and Instagram - @DCCPR

Email and text message – Available through DCC Alert (sign up [online](#))

*\*All of these sources post the information as soon as it is available.*

*Guide updated 07/2025*