

Emergency Operations and Crisis Communications Plan

FY 2023



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Emergency Levels

The Crisis Response Plan classifies three levels of emergencies. The definition of each level is as follows, with level one (1) being the least threatening and level three (3) the most threatening.

Level 1: An incident with minimal or no risk to individuals and/or property and does not require external emergency responders. Example: Power outage, water line break, weather alert, minor injury.

Level 2: An incident that poses risk to individuals and property and requires assistance from an outside agency. Example: Bomb threat, injury or sudden illness of an individual.

Level 3: An incident that poses significant risk to individuals and property and requires substantial assistance from outside agencies. Example: Major fire, explosion, active shooter, injury/illness of multiple individuals.

Important Phone Numbers

Emergency Services/Sheriff: 9-1-1

R-CCC Security Office: (252) 862-1219 or (252) 287-3194

Switchboard: Dial "0" from a campus phone, or (252) 862-1200

Sheriff's Office..... (252) 358-7800

Maintenance (252) 862-1351

Facilities Director..... (252) 642-5899

ECU Health R-C Hospital..... (252) 209-3000

Early College (252) 332-7788

Fire Marshall (252) 358-7861

Health Department (252) 332-6650

Emergency Management and Medical Services Offices (252) 358-7861

Emergency Numbers for Northampton County - Rich Square Site

Emergency Services..... 911

Sheriff's Office..... (252) 534-2611

Fire Marshal..... (252) 357-6800

Health Department (252) 534-5841

Emergency Management..... (252) 534-6811

Introduction

Roanoke-Chowan Community College's Emergency Operations and Crisis Communications Plan paired with professional development and practice exercises should enable the college to demonstrate appropriate action, control and communicate key information, and maximize safety in times of crisis. This plan is designed to ensure that college faculty, staff and administrators are familiar with their roles in the event of a crisis, including natural disasters, criminal threats/acts, facility shutdown, or human catastrophes.

Purpose

The purpose of the Roanoke-Chowan Community College (R-CCC) Crisis Response Plan (CRP) is to mitigate the impact of emergency incidents through planning, preparation and training of internal and external stakeholders. Collaboration and mutual aid agreements with community partners and emergency response agencies, such as Emergency Management, Law Enforcement, Fire Services, and Emergency Medical Services is a key component to developing timely and appropriate emergency response. R-CCC's goal is to provide a safe physical environment in which the college community may pursue educational and workplace goals and activities. Preparation and training are critical to ensure safety and security during an emergency.

Authority

North Carolina General Statute 115D mandates that the College establish emergency preparations and maintain an emergency plan.

A copy of this plan should be maintained in the offices of the President's Cabinet and all College Directors. The plan is updated annually and suggestions for additions or edits should be made in writing and emailed to the Director of Facilities.

Where to Report an Emergency or Suspicious Activity

In the event of an emergency in progress, or a situation that poses a risk to individuals or property, first and foremost call 9-1-1. The 9-1-1 operator will contact armed security via mobile phone or two-way radio requesting response to the emergency. The 9-1-1 operator will also dispatch appropriate public services agencies with jurisdiction. For incidents or activity that do not pose a risk to individuals or property, or do not require assistance from an outside agency, call the switchboard by dialing "0" from a campus phone, or 252-862-1200 and choose "0".

Disclaimer

The procedures in the R-CCC Crisis Response Plan are designed to manage emergencies on the College campus. Since it is impossible to predict a crisis or its exact circumstances, these procedures do not cover every possible crisis that could occur, and it may not always be feasible to follow every procedure as written.

What is a Crisis?

A crisis is an event that disrupts the operations of the college and/or impacts the safety and well-being of college stakeholders, institutional and personal property, financial or institutional resources, and/or the reputation of the institution.

What is a Crisis?

Safety Administrator

- The Director of Facilities is the designated administrator and has the responsibility for maintenance of the college's Emergency Operations and Crisis Communications Plan.
- The Director of Facilities has the responsibility to recommend safety-related changes as well as changes in physical facilities or structures.
- The Director of Facilities is responsible for the annual professional development related to safety policies and procedures.
- The Director of Facilities assists departments to determine safety guard needs, storage containers, or safety equipment needed.

Responsibilities of Administrative Officers

- Administrative Officers are responsible for the safety of the employees they supervise and must ensure that a safe and healthy working environment is provided.
- Administrative officials are responsible for their employees', their own, and when appropriate, students' and visitors' adherence to the policies and procedures contained in this safety plan, as well as other related college policies.
- Administrative Officers are responsible for the maintenance of a current Emergency Operations and Crisis Communications Plan and also responsible for ensuring the plan is available to individuals, upon request.
- Administrative officials shall contact the Director of Facilities to obtain assistance in enhancing a safe and healthy college environment.

Employees

- All employees are responsible for promoting a safe and healthy college environment.
- College employees are responsible for their personal safety and the safety of those persons with whom they come in contact, or for whom they have operational responsibility.
- Employees shall be aware of, and adhere to, the contents of the safety plan, particularly those policies applicable to their work environment.
- Employees shall notify their supervisors of suggestions that would enhance a safe and healthy work environment.

Command and Control of the Daily Operations of R-CCC

The President will direct all emergency response operations. In the event the President is unavailable, the responsibility will be assigned to the Executive Vice President. In the event the Executive Vice President is unavailable, this responsibility will be assigned to the Vice President of Instruction and Student Services. If no Vice Presidents are on campus, this responsibility will be assigned to the Director of Facilities.

The General Chain of Command is as follows:

President

Executive Vice President

Vice President, Instruction and Student Services

Vice President, Administrative and Fiscal Services

AVP, Student Services

Director of Facilities/Safety and Security Committee Chair

PR Point of Contact

Director of IT

Day incidents will be responded to by R-CCC Director of Facilities, Officer Allen and Officers. If local officials are on campus and have assumed direction of operations, the R-CCC officers will provide support as requested.

Safety and Security Committee

The College Safety and Security Committee is made up of representatives from various areas of the college and meets at least three times per academic year. The committee is responsible for the following:

- Promotion of a safe environment for students and employees consistent with state and federal guidelines
- Annually renew the College's Emergency Operations and Crisis Communication
- Make recommendations to address safety concerns
- Plan professional development sessions to ensure faculty and staff are trained in the proper use of emergency equipment and procedures. (At least one per year)
- Monitor and address building and grounds maintenance issues
- Monitor the work ticket reports related to safety and security concerns

Campus Safety and Security Committee Members

Timothy Lassiter, Chair (Director/Facilities)

Officer Allen, Vice-Chair (Sworn Security Officer)

Clarence Hall (IT Director)

Shannon Harrell (Cosmetology Program Coordinator)

TBD (VP of Administrative and Fiscal Services)

Dwayne Ponton (Dean)

Diamond Smith (Marketing Coordinator)

Alessia Huckabee (Payroll Technician)

James Messer (AFA Program Coordinator)

John Mulder (HVAC Program Coordinator)

Stephanie Benson (EVP of Workforce and Institutional Effectiveness)

Rushelle Saxby (Director, Recruitment)

Johnny Jones (Plant Supervisor)

Candance Mebane (Allied Health Director)

Senior Leadership Team Members

Dr. Murray Williams (President)

Stephanie Benson (EVP of Workforce and Institutional Effectiveness)

Dr. Tanya Oliver (VP Instruction and Student Services)

TBD (VP of Administrative and Fiscal Services)

TBD (AVP, Student Services)

Reporting Suspicious Activity/Actual Incident

College employees and students are urged to be aware of what is happening in their campus surroundings. Employees should talk to students about the importance of reporting observations of suspicious behavior, language/threats and/or actual incidents that appear threatening and dangerous. Every employee is responsible for reporting the incident or suspicion of an incident to Security Officers as quickly as possible so that appropriate action can be taken.

In situations that pose an immediate risk to the safety of students and/or employees call 9-1-1 prior to contacting campus security. After calling 9-1-1 it is imperative to report the incident to Campus Security or the AVP of Student Services, who will then report the incident to the Senior Leadership Team.

Incident Reporting

All reportable incidents occurring on campus are to be reported to the College with the use of the College Incident Report Template Appendix. This form should be completed immediately and sent to the Director of Facilities who will distribute it to the appropriate administrators. Examples of reportable incidents include arson, assault, burglary, drug violation, fight, fire, harassment, hate crimes, larceny, liquor violations, property damage, sex offenses, threat, trespassing, vehicle accident, or personal injury. The incident report is located in Appendix A. If you have any questions, please contact Officer Allen.

Noncompliance

All individuals occupying space controlled by the College are subject to the requirements of this policy. Violations of this policy, the refusal to evacuate any building or area, or the refusal to follow the directions of emergency personnel during an emergency are unacceptable. Individuals found in violation will be subject to administrative or academic discipline. Noncompliance with emergency responders' directions or interfering with emergency responders may result in criminal charges.(N.C.G.S. 14-28)

Building Lockdown: Each person below will be provided an Allen Wrench and receive one on-one practice annually by the Director of Facilities and Director of Security.

Lockdown Personnel and Backups - List of Exterior Doors

Jernigan: Custodian of Jernigan Building Primary and Purchaser, Secondary: Front main entrance/library I.T. Director and I.T. Asst Primary and Secondary-North side (President's office end and library front door)

Custodian of Young Building Primary and Director Distance Learning Secondary-South side (EMS end/Union Rd.)

Freeman: Early College Security Primary and Early College Instructional Technology Facilitator Secondary- Main entrance and Back door/Community College Rd.

Student Services: Maintenance Primary and Trio Director Secondary- Trio end (front and back)

Custodian of Student Services Building Primary and Director of Admissions- Main entrance and Back entrance

Café'- Maintenance Supervisor- Back and front end of Café

Freeland - Custodian of Freeland Building Primary and Coordinator of Business Administration Secondary- Main Entrance and North end (DOT end/Modlin Rd.) Maintenance and Dean of Business Technology- South side (Freeman end/Union Rd.) Facilities Director - Back entrance (Church/Union Rd. end)

Young - HVAC Instructor Primary and HVAC Instructor Secondary Main entrance and side entrances

Industrial Skills - Electrical Instructor Primary Front entrance

Radios and Locations: Channel 1 will be used During Emergencies

Student Services Building: Front Desk, Security Office Team, A Member of the Maintenance Team, AVP (111F)

Jernigan Building: Business Office, Library, Work Force Office, EMS Classroom 113, A member of Maintenance Team, President Office (108), VP Instruction and Student Services (104), VP Finance And Admin (101B)

Freeman Building (Early College): Every classroom, Principal, Liaison', Front desk, Security Officer, School Counselor, School Custodian

Freeland Building: Nursing Department (129), Director of Facilities (147), A Member of Maintenance, EVP (120A), Executive Director of Con Ed (147C)

Young Building: HVAC classroom (122), Every Early College Classroom Suite (125)

Industrial Skills Building: Industrial Skills Chair (104)

Every Maintenance Team Member

Emergency and Crisis Management

Internal Communication

During an emergency, the Campus Safety and Security Committee chair designates someone as a field contact who can monitor the situation close-up. The field contact should remain in constant communication via telephone or two-way radio. (Staff in Security and in Buildings & Grounds have radios.)

Critical information for the campus community will be sent out via text message using mass notification. After-hours, faculty, staff, and students may also be notified of delayed openings and closures by local radio and television stations when appropriate.

During emergencies or disasters, the following communication methods will also be used:

- Campus email
- Roanoke Chowan Community College website alert bulletin
- Regroup Campus Emergency Alert mass notification system
- Fire alarms

Supervisors should ensure that all employees in their area are aware of the emergency and know where to go if evacuation procedures are activated. Faculty should notify students in classrooms of the emergency and where they should proceed.

In the case of a prolonged emergency or disaster, the directors of Information Technology and Marketing Coordinator will coordinate announcements about the status of the college via email and the college website. In the event of a technological outage, cell phones, verbal communication, bullhorns, and megaphones will be employed.

External Communication

Staying on the Same Page

During an emergency, the chair of the Campus Safety and Security Committee designates a field contact or liaison responsible for monitoring the situation and reporting. The field contact remains in constant contact with SLT using landlines, cell phones, word-of-mouth, and radios, depending on the situation. (Buildings & Grounds and Security are equipped for radio contact.)

The PIO point of contact is responsible for preparing a written summary of the crisis that can be used to communicate with the media as well as other audiences, and for keeping the information updated. For more information see Section 3: Crisis Communications.

Crisis Management Stages

Responses should be managed in three stages:

First Stage

1. Campus Security provides initial assessment/triage and assistance, collects all basic information at the site of the emergency: type of emergency/crisis; time of incident; actions taken; number of people involved; fatalities and injuries; extent of the damage. If injuries are present, emergency services/law enforcement should be notified. (Note: Do not release names of injured or deceased parties to any media before notification has been made to family or next of kin.)
2. The Director of Facilities re-assesses the crisis and the level of community/organizational impact and initiates a multi-departmental response that includes the president, Campus safety and security chair, the PIO, and the Senior Leadership team.
3. Alert law enforcement and emergency medical services if they are not already en route.
4. Dispatch a field liaison from EOC to the site of the emergency; prepare EOC for inter-agency function and cooperation with external agencies.
5. Inform internal campus community by e-mail, phone, text alert system.
6. Alert the Switchboard to direct all media calls to the PIO; the Switchboard should be provided with the coordinator's cell phone number during a crisis. (The Switchboard operator should not comment on the situation. He/she should record the reporter's name, phone number, and media outlet the reporter represents before forwarding or ending the call.)
7. Updated contact information for incoming calls should be provided continuously to the Switchboard by the liaison or another member of the Campus Safety and Security Committee.
8. This stage will conclude, and the second stage should begin at the point when all active threats to safety are mitigated and critical victims are out of harm's way and rendered aid.

Second Stage

1. Campus Safety and Security Chair reviews and evaluates the crisis thus far—the timeline, response, the effect of the crisis on the campus and how the campus is functioning, and then coordinates next steps.
2. In an extended crisis, the Chair plans, facilitates, and establishes refresh/recovery areas for responders and rescuers.
3. If necessary, director of facilities and safety facilitates secondary triage of non-critical injuries and transportation to a medical facility.
4. The POI contact will draft/provide information for a fact sheet, including a description of the emergency, injury and/or casualty numbers, property damage assessments, rescue and relief efforts, and law enforcement and emergency medical response.
5. Continue to communicate with responding agencies to get up-to-date information.

Third Stage

1. Continue to communicate with the college community, and the media using all available channels of communication.
2. The POI point of contact and other key personnel should note how effective their responses have been, so that they can be discussed and evaluated after the crisis is over.
3. When all risks have been mitigated, declare the transition to recovery mode and implement recovery procedures, record events and all actions taken as appropriate.

Crisis Communications

Serious emergencies causing major disruptions require communication to external audiences, including parents, the Board, alumni, and often, the media. Regardless of whether the college wants to involve the media, the media may contact the college, so a response should always be prepared. The same information collected for the media, whether it is used, can also be used or adapted for use in communicating with other external constituencies. Providing the media with accurate, updated information is the responsibility of the POI point of contact. The POI also communicates with residents and businesses that are close to the campus and may be affected by the campus emergency. Communication with the Board is handled by the President.

Communicating with the Media

In a crisis, only the PIO speaks to the media on behalf of the college. Requests for interviews are fielded by the PIO point of contact and approved by the president.

Talking Points

Written response to media inquiries should be developed as “statements” and “talking points.” Statements are typically attributed to the president or the POI point of contact as spokesperson for the institution. They are generally one short paragraph in length and drafted by the POI point of contact. To create talking points, evaluate the crisis from the point of view of an outsider, attempting to answer the following questions:

- What is the crisis?
- Who does the crisis affect? (One person? The campus? The city? The reputation of the college?)
- What is known?
- What is not known?
- Is there a plan for confirming unknown information?
- Is there a statement from the president or institution?

Consider what information is public and what information is not public, and why, to help determine tiered talking points. Talking points include the basics of the situation that provide a simple explanation.

Talking points can be adapted so that they can answer questions from their constituencies; in some cases, additional information will be needed for specific audiences.

The following is a list of common crisis communications blunders to avoid:

- Do not give information to any one constituency that you are not providing to the media.
- Do not respond to a media inquiry with “No comment.” Explain why you cannot answer a question, i.e., “The details have not been confirmed at this time.”
- Do not guess or speculate. Stick to the facts.
- Never speak off the record.
- Don’t give exclusive interviews during a crisis. Information must be available equally and at the same time to all news outlets.

- Do not release names or circumstances about the death of a student until next of kin has been notified.
- Do not discuss damage estimates until legal liability has been ascertained.
- Do not discuss the specifics of criminal activity. Refer all questions about illegal activity to law enforcement.
- Do not give the media access to the families of anyone injured or killed unless the family gives permission.
- Do not give out contact information to students without their permission. Doing so is a violation of FERPA.
- Do not answer hypothetical questions or questions that cannot be confirmed with accurate information.

Employing this Emergency Operations Plan

Declaration of a Campus-Wide Emergency

The president has the authority to declare a campus state of emergency; in the president's absence, the executive vice president or the president's designee may declare the state of emergency. Upon assessment of a crisis, the Campus Safety and Security Chair consults with the president or vice presidents to determine whether a campus-wide emergency should be declared.

The following circumstances should trigger activation of the Emergency Operations and Crisis Communications Plan:

- Declaration of a serious emergency as defined by city, county, statewide, regional, or federal authorities, including in response to heightened national alerts
- Declaration of emergency by college officials

Note: Unless otherwise directed by the president of the college, management of minor emergencies with limited impact is the purview of the Safety & Security chair and vice-chair.

Emergency Response Protocol

Initial reporting of emergency incidents should be sent to the Safety & Security department. Appropriate officers, directors, and other members of the college community will be notified when they are needed.

Basic protocol:

- Gather and document details of who, what, where, when, and how the incident occurred
- Categorize the level and magnitude of the emergency

- Inform college leadership and communicate status of emergency to faculty, students, and staff
- Contact the college's Safety & Security department, emergency services
- Notify and assemble the Campus Safety and Security and Senior Leadership team
- Assess situation and mobilize medical services, evacuation plans, and Emergency Operations
- Identify constituencies that should be informed about the situation, i.e., local

Notification of Key Constituencies

Key constituencies may need to be informed of a campus emergency in an effort to quell rumors, maintain morale, and assisting a safe return to normal college operations. Constituencies to consider for notification are:

- Administration, faculty, and staff
- Students
- Visitors to campus
- Law enforcement and emergency services
- Local media
- Neighbors
- Parents of students
- Board
- Alumni

Emergency Operations Center

The Emergency Operations Center will be located in the Board Room in Jernigan. In an instance that requires evacuation of the campus, the Industrial Skills Universal Technical Training Center Building will be utilized.

The Emergency Operations Team directs all college faculty, staff, and students in following correct response procedures. All Emergency Operation Center locations should ideally have available:

Contact Information

- Up-to-date contact information for Campus Safety and Security Committee members and designated substitutes
- List of key college offices with phone, email, and fax details
- Comprehensive list of all faculty, staff, and students with contact information, as well as details about those with special needs
- Directory of campus-wide email addresses
- List of home and cell phone numbers of all senior administrative staff
- Contact information for key neighborhood leaders

- **Manuals and Documents**
- **Equipment**
- **Four or more phones**
- **Computer with access to email, Internet, and college servers**
- **Spare data lines for two computers**
- **Two-way radios**
- **Photocopying equipment**
- **Television with cable and battery-powered radio**
- **Emergency power source, e.g., gasoline- or diesel-powered generator, with enough fuel to sustain power for 72 hours**
- **Seating for a minimum of 10 people**
- **Two-fold-out cots, blankets, and pillows**
- **Bottled water and pre-packaged snacks, sufficient for 48 hours**
- **Basic hygiene supplies**

The Campus Safety and Security Chair has the following responsibilities:

- **Coordinate efforts of the President's office, Dean's offices, Marketing, Security, Buildings & Grounds, and other offices included in the crisis management team as needed**
- **Collaborate with local, county, state, and federal agencies when necessary**
- **Communicate with the R-CCC campus community, local media outlets (as directed by the Marketing office), and the county of Hertford**
- **Coordinate a formal debriefing after the crisis has been resolved and revise procedures as needed**

Evacuation Protocols

Categories of Evacuation / Lockdown

There are three categories for evacuations, in increasing order of severity:

1. Building Evacuation
2. All-Campus Evacuation
3. Campus Lockdown

What to Do in Evacuation: Building Evacuation

A building is sometimes evacuated in the event of a localized, on-campus emergency that is limited in scale, such as a building power-outage or a small fire affecting only that building. Individual building evacuations occur when a building (fire) alarm sounds, or upon notification by Safety & Security.

1. Upon hearing an alarm or announcement of evacuation, gather your essential items only, i.e.: phone, keys, a jacket, and bottle of water if possible. Remain calm and leave by the nearest marked exit and alert others to do the same. Elevators should be used for people with disabilities first. (Note: In the event of a fire or earthquake, do not use elevators.)
2. Once out of the building, proceed to the assembly area, which in most cases is the Student Services Center. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
3. Make yourself comfortable and help others if possible. Make sure you check in with the evacuation coordinator for your building.
4. Do not return to an evacuated building until told to do so by an authorized college official.

What to Do in Evacuation: All-Campus Evacuation

For large-scale emergencies that affect the entire campus or local community, such as flooding, wide-spread power outages, and severe storms, an all-campus evacuation may be announced by the president

Campus Alert System, Regroup and voicemail

1. Upon hearing an alarm or announcement of evacuation, gather your essential items only, i.e.: phone, keys, a jacket, and bottle of water if possible. Remain calm and leave by the nearest marked exit and alert others to do the same. Elevators should be used by people with disabilities first. (Note: In the event of a fire or earthquake, do not use elevators.)
2. Once out of the building, gather at the Student Services Center parking lot for transport to the evacuation site. (In the event of a large wildfire or emergency that necessitates regional evacuation, the assembly points.)
3. Make yourself comfortable and help others if possible. Make sure you check in with your supervisor

4. Do not return to campus until told to do so by an authorized college official or via the Regroup.

What to Do in Campus Lockdown Event

In certain crisis situations, such as an active shooter on campus, Safety & Security personnel or local police will lock down our campus and ask the occupants to shelter in place.

1. In the event of a lockdown, police will respond to campus and may have weapons drawn.
2. Lock and/or barricade doorways, turn off lights, silence cell phones, and follow police instructions.
3. Do not remain directly behind closed doors or in the line of sight from windows.

Note: As a preparatory measure, please familiarize yourself with the “Run, Hide, Fight” video in the Safety & Security section of the R-CCC College website for detailed information on how to proceed in an active-shooter situation.

Additional Information on Evacuation Procedures Evacuation Coordinators

An evacuation coordinator from each building should be designated to ensure that all buildings are evacuated, and all individuals are accounted for.

Once at the designated assembly point, coordinators should organize evacuees by group—office, etc.—and take a headcount or roster of those present and report it to the switchboard.

Transportation During an Evacuation

Hertford County Public Schools has volunteered to use its school buses to assist in an evacuation process (via phone notification). The Student Services parking lot is the transportation staging area in most instances. In the absence of buses, the fleet vehicles kept at SAC should be used. Personal vehicles should be used only as a last resort, to avoid clogging roadways and exit routes.

Communication during an Emergency

Handheld radios, email, cell phones, and text messages should be used by appropriate personnel to communicate instructions and updates.

Building Equipment

All buildings are equipped with these safety features:

- Mapped routes out of buildings (clearly displayed in each building)
- Fire extinguishers
- Emergency exit light

Essential Personnel

Essential personnel are defined as those staff who may be required to stay on campus to assist with emergencies and are listed in Section 1 of the Emergency Operations Plan. Essential support staff, including Safety & Security, Buildings & Grounds, and the Switchboard supervisor, should report to their supervisors for instructions. If no supervisor is present, they should report to Safety & Security.

If the personal safety of essential support staff is compromised, they should assist as many community members as possible while proceeding directly to the campus assembly or transport assembly location. Security officers will assist in evacuation; upon completion they should report to the Emergency Operations Center and await instructions.

Assisting Disabled Persons in an Emergency

Assisting Visually Impaired Persons

Inform visually impaired persons about the emergency and offer to act as a sighted guide during the evacuation. Offer your arm and make sure to speak clearly and keep the person oriented to your location. Point out where any obstacles are located. When you reach the assembly location, ask if you can be of further assistance.

Assisting Hearing-Impaired Persons

Individuals with impaired hearing may not be able to hear the audible signal of a fire alarm or emergency announcement. To alert them to an emergency evacuation, use an alternative warning system, i.e., writing a note to the person or turning a light switch on and off to get their attention. (Do not turn the light switch off and on if you smell natural gas or suspect an explosive condition in the area.)

Assisting Ambulatory Persons Using Walking Aids

In evacuations, individuals with crutches, canes, or walkers may need assistance. If a person requires assistance—please ask; assistance will not be of use to everyone using a walking aid—they can be moved using a two-person, lock-arm position or by having the individual sit in a sturdy chair, preferably one with arms, to be lifted and carried.

Assisting Ambulatory Persons Using Walking Aids

When assisting a non-ambulatory person ask to be certain that they want assistance. Be aware that lifting them might be dangerous, as some individuals have reduced upper-trunk and neck strength. If the person has respiratory problems, immediately remove them from areas with smoke or vapors; if they use an electrical respirator they should be given priority assistance.

Non-ambulatory people's needs and preferences for assistance vary. Always consult with the person regarding:

- Their preferred method of being moved and the number of people needed (If a person must be carried more than three flights of stairs, a relay team is needed)
- The extension and movement of their limbs and extremities when moving them
- Their preferred position for being carried, i.e., forward or backward on stairs
- The appropriate aftercare if they've been removed from their wheelchair

Remember to check the intended evacuation route for obstructions before transporting the individual. Delegate others to bring the wheelchair, removing it from the stairwell so it doesn't obstruct others. Reunite the person with their wheelchair as soon as it is safe to do so.

Protocol for Variable Emergencies

Bomb Threat

Gathering information is key to addressing a bomb threat. If you receive a bomb threat, follow the advice below so that you can assist emergency personnel and authorities.

If a Threat is Made in Writing

- Contact Security (Security will call 911)
- Avoid touching the paper or package any more than necessary
- Follow evacuation procedures if threat is imminent
- Follow instructions provided by the emergency dispatcher

Sometimes bombs are delivered in a package by a carrier or left in a package later discovered. The following characteristics may be indicators of a suspicious package:

- Rigid, bulky, or uneven package
- Misspelled words or poorly typed/written addresses, names, or labels (verify company's existence online; call to see if they sent a package or letter)
- Packages wrapped in string or excessive tape
- Strange odor
- No postage, non-canceled postage, or excessive postage

- Handwritten notes, such as, “To Be Opened in the Privacy of,” “Confidential,” “Your Lucky Day is Here,” “Prize Enclosed”
- Improper spelling of common names, places, or titles
- Generic or incorrect titles; titles with no name attached
- Leaks, oily stains, protruding wires, discoloration, or crystallization on wrapper; powdery substance on or in the package/envelope
- Hand-delivered or “dropped off for a friend” packages or letters
- No return address or nonsensical return address
- Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received

If a Threat is Made by Phone

- Do not hang up; remain calm
- Assume the threat is real and pay close attention to what the caller is saying
- If you have caller ID, write down the caller’s phone number
- Ask for as much information as possible (see list of questions below)
- Notify others in the immediate area
- Contact Security (Security will contact the authorities) Look for anything out of place in your area and report it to responding units
- Do not use cell phones, two-way radios, or other wireless communications devices as there is a danger these devices could trigger the bomb
- Follow evacuation procedures if threat appears imminent

What to ask the Caller:

- When is the bomb going to explode?
- Where is the bomb?
- What kind of bomb is it?
- What does the bomb look like? What kind?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why was the bomb placed?
- What is your name?
- Where are you calling from?

Immediately after the call ends, record your impressions:

Caller's Voice

- Calm
- Angry
- Excited
- Slow
- Laughing
- Crying
- Distinct
- Stutter
- Lisp
- Raspy
- Deep
- Accent
- Ragged
- Clearing throat
- Disguised
- Loud
- Soft
- Average
- Slurred
- Nasal
- Cracked
- Familiar

Background Sounds

- Street noise
- Animal noise
- No Sound
- Static or bad cell reception
- Music
- Household noise
- Motor
- Office noise
- Factory noise
- Voices
- PA system
- Other

Threat Language

- Well-spoken
- Foul
- Irrational
- Incoherent
- Taped
- Message read by threat maker
- Other

Medical Emergency

If someone is in need of medical assistance, call 911 first then security 252-287-1219. If untrained or uncertain, never guess whether a medical emergency is serious enough to warrant making the call. **Always call.**

Unconscious Adult

- Check for response; ask if they are okay
- Remove any persistent threat to the victim, but do not move the victim unnecessarily; do not delay in obtaining trained medical assistance
- If you are trained in CPR, evaluate the unconscious person, and administer CPR if warranted
- Call 911 and stay with the person until help arrives; if possible, call or have someone else call
- Campus Security to notify the dispatcher of the emergency and of your location
- Continue first aid until emergency personnel arrive

Choking

If the person is coughing, speaking, or able to breathe, stay with the person and encourage them to cough, and be prepared to help if needed

If the person is conscious but unable to cough, speak, or breathe, have someone call 911 and attempt to remove the obstruction by performing the Heimlich maneuver as follows, alternating sets of blows and thrusts until the obstruction is dislodged:

- Perform back blows by bending the person forward slightly at the waist, and support them while, using the heel of your hand, delivering 5 sharp blows between the shoulder blades
- Perform abdominal thrusts by standing behind the person and wrapping your arm around them so that your hands are located near the top of their stomach, below the ribcage; place your fist over their upper stomach below the ribs and grasp your fist with the other hand, and then thrust inward and upward

Bleeding

- Protect yourself. Wear gloves if available. Using a clean cloth or paper towels, apply firm, steady pressure to the bleeding wound for 5-10 minutes; assist in applying pressure if the person is unable to do this for him or herself
- If bleeding is pulsatile—spurting in time with the heartbeat—very heavy, or persists despite pressure, call 911 immediately
- Instruct the person to lie down; if the person is bleeding heavily from a limb, elevate the limb above heart level
- Do not remove any object that is still inside a wound; bandage around objects as best as possible until medical responders arrive
- Stay with the person until help arrives

Seizures/Convulsions

- Move objects away that could injure the person; do not leave the person
- Attempt to roll the person onto their side and support them; do not restrain the seizure or place anything in the person's mouth
- Call security at "0" or call 911

Chemical Burns

- Flush the chemical away from the skin or eyes with cool water for 15 minutes
- Remove any contaminated clothing or jewelry
- Seek immediate medical attention if the chemical burns involve the eyes, hands, feet, face, groin, or buttocks, or if there is continued burning or pain after flushing

Thermal Burns

Thermal burns are caused by heat, such as from a hot stove, grease, or the sun.

- First-degree burns cause skin redness and pain; treat with cool compresses
- Second-degree burns cause redness, blistering of the skin, and increased pain; if second-degree burns involve hands, feet, groin, or buttocks, are larger than two inches, or cause severe pain, seek immediate medical attention
- Third-degree burns are full thickness burns that involve all layers of the skin: the burned area may appear charred, black, or dry; typically they do not cause pain due to destruction of nerves and tissue. Third-degree burns require immediate professional medical attention, call 911.

Health/Infectious Disease

Threats to the general health of a campus community and an outbreak of an infectious disease can range from a virulent strain of the flu to a larger pandemic. When possible, contingency systems for maintaining operations will be activated. The Emergency Operations Center may be activated depending on the severity of the situation.

- Assess health threat or infectious disease outbreak to determine degree of response
- Implement the Crisis Communication Plan to advise community of situation and provide instruction on further steps to take
- Report outbreak to proper authorities
- Activate the Emergency Operations Center when necessary

Close campus if necessary

Fire

Prepare in advance. Familiarize yourself with the nearest exits and the safest route to get there. Locate the manual fire alarm and fire extinguisher in your area. Fires can grow quickly, so abandon efforts to extinguish in favor of escape if the fire is several feet or more in size (above your knees).

In the Event of a Fire

- Activate the nearest fire alarm and alert others nearby
- If the fire is contained, i.e., in a wastebasket, determine if it is safe to use a fire extinguisher; if uncertain, immediately evacuate the building
- Call 911 and notify fire personnel; give the location and size of the fire. Notify security or have someone else notify them; call from a safe location
- Implement Campus Communications Plan using email, phones, and person-to-person measures to notify people of situation
- Evacuate the building by the stairs, closing doors behind you. Go to your designated evacuation assembly point
- Do not re-enter the building; local police and fire department personnel will be in command of the event

Using a Fire Extinguisher

- If you have been trained and it is safe to do so, you may choose to extinguish a small contained fire. Never turn your back on a fire. Follow the PASS system to activate a fire extinguisher:

PULL safety pin from handle
AIM at base of fire

SQUEEZE the trigger handle
SWEEP extinguisher from side to side at base of fire

If Trapped in a Room

- Wet and place cloth material around or under the door to prevent smoke from entering room
- Close as many doors as possible between you and the fire
- Signal someone outside the nearest window

If Caught in Smoke

- Drop to hands and knees and crawl toward nearest exit; stay low smoke rises to ceiling level
- Count the doors you pass, so you know when you reach the nearest exit door
- Use the back of your hand to feel the upper, lower, and middle parts of closed doors. If the door is not hot, brace yourself against it and open slowly. If the door is hot, do not open it; look for another way out.

If Forced to Advance through the Flames

- Cover your head and hair
- Keep your head down and your eyes closed as much as possible
- Hold your breath
- Move quickly
- If you catch fire, do not run; Stop/Drop/Roll to put out the fire

Explosion

In the event of explosion in a building, take the following actions:

- Take cover under a sturdy table, desk, or other object that can provide protection against flying glass and debris
- When safe to come out from under cover, activate the building fire alarm system
- Evacuate the immediate area of the explosion or the building
- Assist injured and disabled persons in evacuating the building
- Assemble at your designated building evacuation assembly area; remain in your building evacuation assembly area and wait for further instructions from emergency personnel
- Do not re-enter the building until cleared to do so by security or emergency person
- The Emergency Operations Center may be activated

Severe Weather

Severe weather conditions may be predicted or occur suddenly without warning. Severe weather events likely to occur in this area include snowstorms, ice storms, heavy rains and flooding, high winds, and, on occasion, earthquakes. The Emergency Operations Center may be activated depending upon the severity of the situation. The Crisis Communications Plan may also be activated to advise the campus of the situation and provide instruction on further steps to take. Typical responses include Closures and Event Cancellation by HR or Security, as appropriate for community safety.

Snow and Ice

- Walk only on paths that have been cleared or sanded
- Stay clear of sagging or downed power lines
- Avoid areas with concentrations of trees, as heavy snow and ice may cause tree limbs to fall
- Exercise extreme caution when driving
- Buildings & Grounds will clear critical areas as quickly as possible in the following order of priority: dining areas, classrooms, administrative, gym, driveways, parking area

Heavy Rains and Flooding

- Unplug electrical devices and secure all equipment by moving or covering it with plastic sheeting
- Alert people to move to the highest floor available in the building
- Select the safest and most structurally sound parts of the building for safety (interior hallways or interior stairwells), which are away from glass if possible
- Stay away from all windows and glass cases
- Give special assistance to disabled students and staff
- Follow established evacuation procedures

High Winds

- Remain inside a building, away from windows
- Avoid areas with the heaviest concentration of trees
- Stay clear of sagging or downed power lines

Tornadoes

- Move from your classroom, office, or residence hall to inner hallways, stairwells, or restrooms, away from exterior windows and glass
- Alert people to move to lowest floor available in the building
- Remain calm, be ready to shelter and protect vital areas of the body by kneeling and covering your head if possible

- Do not leave buildings until all-clear has been announced Stay away from all windows and glass cases
- Give special assistance to disabled students and staff
- If you are outside during a tornado warning, find a low spot below grade level
- Stay away from trees and downed power lines
- Stay away from all windows and glass cases

Earthquake

- Identify what equipment you should shut down if time permits
- Locate safe spots, i.e., under sturdy tables, desks, or against inside walls
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, appliances), chemical sites
- Store flammable and hazardous chemicals in proper cabinets
- Keep breakables and heavy objects on lower shelves whenever possible
- Secure latches on cabinets, process tanks, storage tanks, and closets
- Stay indoors if already there
- If you are outdoors, stay in the open, away from buildings, trees, and power lines
- Check for injuries and follow first-aid procedures
- Be prepared for aftershocks
- Do not re-enter damaged buildings
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source
- Know your shutdown procedures

Chemical Spills or Release of Hazardous Materials

A hazardous material, biological, or chemical threat emergency exists when one or more of the following occurs:

- Spill of hazardous materials creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility
- Deliberate release of germs or other biological substances occurs
- Deliberate release of a toxic gas, liquid, or solid that can poison people and the environment occurs
- Cleanup of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate area

Planning and training are critical to containing a spill or release of hazardous materials:

- Identify and label all hazardous materials; store, handle, and dispose of chemicals according to established regulations
- Ensure persons are trained in the handling of hazardous materials and proper response to an incident
- Appoint evacuation coordinator(s) for each building
- Train select persons for the confinement and control of incidents as appropriate
- Be prepared to respond to incidents at near-by facilities and transportation routes (road, rail, water) that could affect the college
- Drill for proper response
- Obtain spill containment kits; determine which types of kits are necessary, in what quantity, and appropriate locations to keep them

In the case of chemical spill or release of hazardous materials:

- Alert people in the immediate area and evacuate the room or area; if an explosion hazard is present, do not turn electrical equipment off or on, as this could create sparks
- Confine the hazard by closing doors and windows as you leave the room; do not lock them
- Use eyewash or safety showers as needed to rinse spilled chemicals off people; cover mouth and nose with layers of fabric that can filter the air but still allow breathing
- Evacuate any nearby rooms/areas that may be affected; if the hazard will affect the entire building, evacuate the entire building
- If there is a chance of explosion from the chemical spill, do not activate the building fire alarm.
- Evacuate the building manually by alerting others by voice; take care not to turn electrical equipment on or off or otherwise cause sparks
- If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a local fire alarm box
- Move away from the area to a safe location; do not walk in or touch any of the spilled substance. Try not to inhale gases, fumes, and smoke; if possible, hold your breath or cover your mouth with a cloth while quickly leaving the area
- Contact hazardous materials response by calling Campus Security to notify them of the location and size of the spill. Security will call 911 and notify Buildings & Grounds. Always call from a safe location; be prepared to spell chemical names, if known

- If building evacuation is required, evacuate the building using the emergency Evacuation Plan.
- Once outside, notify emergency responders of the location, nature, and size of the spill
- Isolate contaminated persons; avoid contamination or chemical exposure
- If possible, remove clothing from contaminated persons and wash exposed areas with soap and water; seek medical attention
- Implement Campus Communications Plan to advise community of situation and provide instruction on further steps to take

Power Outage

Utility disruptions include interruption and/or loss of service for electric power, natural gas, heat, or domestic water. In the case of loss of any of these utilities, R-CCC will work with the appropriate utility provider to find out the cause of the problem and the expected length of the outage. Always keep flashlights and batteries in key locations throughout your work areas.

In the case of a major, campus-wide power outage:

- Assess the extent of the outage
- Report the outage to Switchboard or Buildings & Grounds
- Assist other building occupants to move to safe locations; loss of power to fume hoods may require the evacuation of laboratories and surrounding areas
- Evaluate work areas for hazards created by power outage; secure hazardous materials; take actions to preserve safety and health; take actions to preserve research
- If in doubt, evacuate the building, while evacuating watch for persons with special needs and provide assistance if possible
- Unplug all electrical equipment including computers, if possible, to do so safely
- Release of faculty, staff, and students during an extended power outage is a decision of the president

Gas Leak

In the event you detect natural gas (an odor that smells like rotten eggs), **EVACUATE THE BUILDING IMMEDIATELY.**

- Contact Campus Security, give location and description of event
 - **DO NOT** turn on or turn off any lights

- **DO NOT** turn on or turn off any appliance
- **DO NOT** use any telephone or cellphone in the building
- **DO NOT** SOUND THE FIRE ALARM

Suspicious Person or possible Criminal Behavior

Virtually everyone has seen someone who was unfamiliar or who was engaged in an activity that did not make sense. When an intruder is planning on committing a crime, they are looking for an opportunity or “testing” an environment to see what they could get away with on-campus. Taking photos of an area, i.e., site lines, camera locations, alarms, or windows, or sitting and watching the habits and patterns of people may be an indication of suspicious behavior. Reporting suspicious behavior or person is always appropriate.

- Call campus security or 911 from a safe location
- Stay on the phone if possible, and provide information about the intruder to security officer or emergency services dispatcher
- Keep your distance and do not attempt to diffuse situation
- Take a photo with a cell phone and submit to security
- Notify supervisors or others you encounter of the possible danger
- If possible, provide the following information:
 - Location of crime
 - Nature of crime and specifics (number of people involved, any weapons)
 - Any injuries
 - Description of suspect(s) (height, weight, sex, race, clothing, hair color)
 - Direction of travel of suspects
 - Description of any vehicles involved in the crime
 - DO NOT pursue or attempt to detain suspects

If someone is threatening you with a gun, knife, or other weapon:

- Attempt to remove yourself from any danger
- Stay calm
- Signal for help, if possible
- Maintain eye contact
- Stall for time
- Keep talking—but follow instructions from the person who has the weapon

Active Shooter

Active shooter incidents are extremely dangerous and should always be considered life threatening. Shooters are often familiar with an area where a planned attack takes place. Due to a number of high-profile incidents on college campuses, large-scale shooting incidents will continue to be a threat.

During an active shooter incident, time is critical. If gunshots are heard, it is critical to move away from the area where the sounds emanate, avoiding all open and easily accessible community spaces. Warning others to escape the area as quickly as possible is paramount.

If Able to Escape:

- Call 911
- Stay on the phone if possible, and provide information to emergency dispatcher
- Escape from area immediately, keeping to covered or sheltered areas
- Notify others you encounter of the danger
- Alert Security / Switchboard so they can send a mass notification to alert the community

If Unable to Escape:

- Lock and block doors
- Turn out the lights
- Cover windows
- CALL 911 to notify authorities about what is happening and that you are trapped
- DO NOT answer the door
- Stay quiet, silence phone
- Look for means of possible escape

If shooter enters the room where you are and life-threatening danger is imminent, it may become necessary to initiate a group attack with any weapon-capable objects that may be available—such as chairs, desks, or books—to disarm and subdue the assailant, but only as last resort to preserve life.

When the police arrive, keep in mind that their first priority is to aggressively engage the shooter and bring an immediate end to the threat; if they are near your position DO NOT impede their progress, run toward them, or make any loud or sudden movements by which police could mistake you for a threat. Remain calm, remain where you are, and quietly indicate your presence and any pertinent information which may help them (i.e.: direction of gunfire, number of assailants, building name).

Suicide Prevention Protocol

The College recognizes that times arise when students experience extreme distress. To ensuring the safety of all members of the college community at such times, R-CCC has adopted the following policy. A student may be involuntarily withdrawn from the college if, as a result of a medical or psychological condition, the student:

- Significantly disrupts or interferes with the academic environment;
- Is not qualified to participate in the college's academic program;
- Poses a significant danger to health or safety; or
- Refuses to cooperate with the dean's efforts to address the student's behavior in accordance with this policy.

If the college is considering the involuntary withdrawal of a student, the VP of Instruction and Student Services will notify the student and arrange for a conference with the student to discuss the student's condition and status at the college. The VP may then require that the student undergo an evaluation by an appropriate licensed medical or mental health provider approved by the college within a time period specified by the dean. The student may be asked to sign an authorization form authorizing that the results of this evaluation be forwarded to the dean. A student is presumed at risk if a credible report is filed by an authorized reporter (e.g., faculty member, dean, security officer, full-time staff member) documenting that the student has made a suicide threat or attempt. The threat may be either verbal or in written form. A threat is defined as a statement of intent to take actions that could lead to one's death. The threat includes a reference to the specific means to carry out these actions and the underlying determination to do so. An attempt is defined as any observable action, small or large, that carries out or rehearses the actions needed to take one's own life. The college cannot assume an obligation to provide counseling beyond the limited services listed in the catalog.

Nuclear Blast or Radiation Threat

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. A radiation threat, or "dirty bomb," is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized.

If there is a nuclear blast or radiation threat:

- Limit the amount of radiation you are exposed to by the following steps:

- Take cover immediately, below ground, if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave
- Quickly consider if you can get out of the area or if it would be better to “shelter-in-place,” which is the use of any classroom, office, or building for the purpose of providing temporary shelter.
- If you receive a shelter-in-place announcement:
- Immediately move indoors. Go into an interior room with few windows, if possible
- Close all windows and doors to shelter and seal as best you can. Turn off fans, air conditioning, and forced air heating systems
- If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief, or wet paper towel over the nose and mouth for temporary respiratory protection
- Continue to follow the instructions given by the response authorities

National Threat/Terrorism

- Alert Switchboard so that a mass notification can be sent out to advise the campus and the immediate community on further steps to take, and follow Evacuation Plan procedures
- Monitor the alert status of the National Security Advisory System
- For all such Active Threats local police will be in command with assistance from the college as needed

Special Events

In the event of an emergency during special events where the public is in attendance Security will coordinate all responses with Police and appropriate R-CCC staff to ensure public safety most appropriately. This may include coordinating event cancellation due to weather and clearing the area of all attendees. Each specific special event should have an event security plan designating cancellation causes and people having authority to cancel or close the event. Plans should also address weather, safety hazards, use of EMS, evacuation routes, and security response to typical event hazards.

Accident Investigation Procedures

When an accident resulting in major injury or major loss of property occurs on the campus, the initial emergency response is often the responsibility of the city police and fire departments, and for lesser incidents than that of campus security. Once it is determined that there is no criminal activity associated with the accident, the director of Human Resources or dean may appoint an accident investigation team to conduct a follow-up investigation.

The accident investigation determines the causes leading up to the event so that the college, its employees, and the public can be protected, and future incidents can be prevented.

The Accident Investigation Team will be chaired by Human Resources or the dean, or the dean's designee, and may consist of representatives from various departments and the director of Safety & Security, in consultation with campus legal counsel. Depending upon the nature of the accident, representatives from other units, such as Human Resources and the department where the accident took place, may be asked to join the team.

Crisis Recovery and Assessment

Immediately following a crisis requiring activation of the Emergency Operations Team, the needs of faculty, staff, and students personally affected should be met with all available counseling resources.

If appropriate, a public forum can be called, or announcements made through which details of the emergency can be relayed. In the wake of a crisis, rumors can linger and feed an already anxious atmosphere. Public forums, mass announcements, and other kinds of communication can help soothe the community.

The Emergency Operations Team should meet within 10 days following a crisis to review all actions taken, and to ascertain their effectiveness, and the efficacy of the college's response, including lessons learned and recommendations for modifications to the Emergency Operations Plan. PR will prepare a report about media coverage and public perception. The PR point of contact will prepare a final report for the Board and senior management, to be distributed to other key audiences as appropriate and/or as edited.

The Communications office will work with the President's office when appropriate to follow-up on and forward any communication, including thank-you letters, with any law enforcement, emergency services, or outside agencies and personnel who assisted during a crisis at the college.

The Emergency Operations and Crisis Communications Plan should be reviewed annually, by July 1. The director of Safety & Security may conduct regular review meetings with Police and Fire departments in preparation for or as part of this review.

Recommendations for changes to the plan may be submitted to the Director of Facilities at any time.

Drills and exercises are recommended to test the plan and familiarize staff with their roles and responsibilities.

Evacuation Areas, Rally Points and Staging Areas

In the event of a crisis for which outside agencies respond to neutralize a critical incident (e.g., Active Shooter), the following rally points and staging areas may be used as appropriate to the situation. The Incident Commander will ultimately decide on the location and implementation of these areas.

Rally Points

When directed to exit the buildings and move to the outside rally point, faculty and staff will direct students to the following sites:

Jernigan Building (Building B): Front lawn, no less than 200 feet from the building

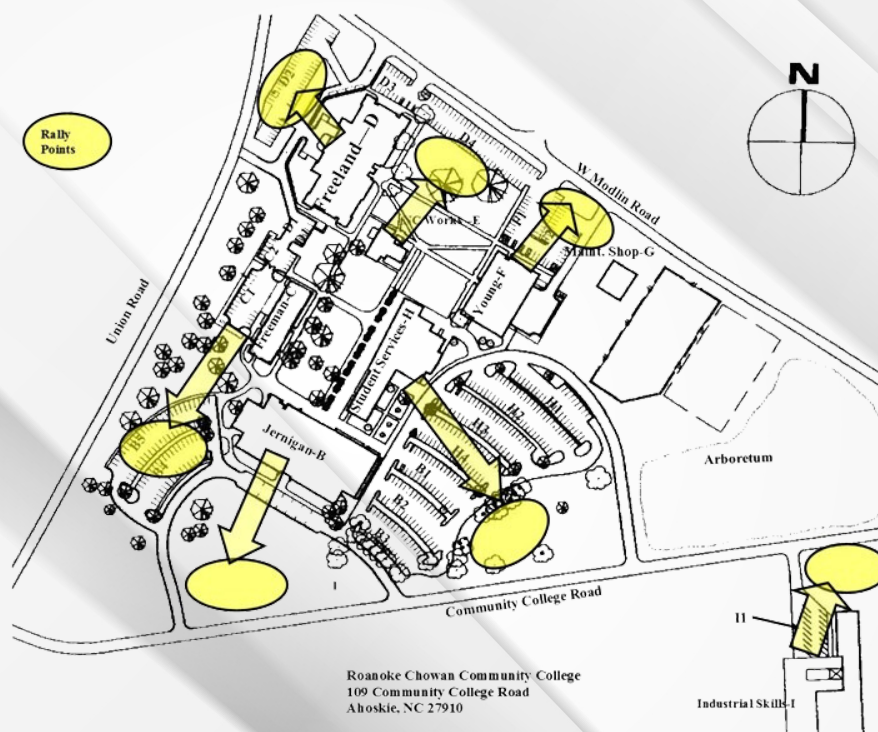
Freeman Building (Building C): Jernigan Parking lot B, furthest side from the building.

Freeland Building (Building D): Parking Lot D2, furthest from the building

Davis Center (Building E): Parking Lot D4, furthest from the buildings

Young Building (Building F): Grassy area near Modlin Rd.

Student Services Building (Building H): Grassy area behind Parking lot H



Evacuation Locations

NOTE: The directive to evacuate may be issued to employees and students across campus OR in limited parts of the campus depending on the nature of the incident.

On-Campus Safe Area: Student Services Building Multi-purpose Room

On-Campus Safe Area: Jernigan Building Auditorium

On-Campus Safe Area: Freeland Building Community Room



SECURITY INCIDENT REPORT

Emergency Law Enforcement Involved Suspension Pending

NAME _____

CURRENTLY ENROLLED YES NO PROGRAM _____

DATE OF BIRTH _____ RACE _____ SEX _____

ADDRESS _____

LOCATION _____

TIME _____ A.M./P.M. DATE _____

TYPE OF INCIDENT _____

WEAPON (If Any) _____ ILLEGAL SUBSTANCE (If Any) _____

CRIMINAL OFFENSE YES NO

CHARGES, IF ANY _____

WHAT ACTION HAVE YOU TAKEN TO PREVENT REOCCURRENCE OF THIS TYPE OF INCIDENT? _____

WHAT ADDITIONAL ACTION DO YOU RECOMMEND BE TAKEN? _____

THIS REPORT COMPLETED BY: _____
Printed Name *Signature*

THIS REPORT REVIEWED BY: _____
(Chief of Security) *Printed Name* *Signature*

REVIEWERS COMMENTS: _____

