

EMERGENCY PREPAREDNESS MANUAL



PIEDMONT
INTERNATIONAL UNIVERSITY

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EXECUTIVE SUMMARY

Emergency Preparedness

Emergencies can take place with little to no warning, and can result in serious injuries, death, significant damages and costs. The Office of Student Development is assigned a task to ensure that Piedmont International University is prepared, equipped and ready for emergencies or disasters to occur.

In addition, The Office of Student Development oversees public safety and safety programs.

FOREWORD

This plan provides unified guidance for multi-hazards emergency planning and presents a consensus upon which implementing procedures, future guidance and technical assistance will be based.

Users of this publication are encouraged to recommend changes, which will improve the clarity and utility of this plan. Changes and comments should be forwarded to:

Piedmont International University
c/o Marc Cutrell, Dean of Student Development
420 S. Broad Street
Winston Salem, North Carolina 27101
336-719-7996

BASIC PLAN

INTRODUCTION

Piedmont International University is committed to providing a safe and positive environment for students, faculty, staff and visitors. All Piedmont International University employees and students are responsible for taking safety seriously, preventing and/or reporting any unsafe conditions and continuously practicing safety while performing work or using Piedmont International University facilities.

The emergency response plans and management procedures detailed in this document have been developed to ensure an effective and caring response by Piedmont International University in the event of campus emergencies. The focus is primarily on the safety and security of the campus community through development and continued evaluation of emergency preparedness training, education and associated policies and plans. Since emergencies may occur suddenly and without warning, these procedures are designed to be flexible in order to accommodate the nuances of various emergency situations.

Piedmont International University policies and procedures herein are expected to be followed by all students, staff and faculty. Non-university personnel or visitors on campus during an emergency are also required to follow the procedures of this plan. Piedmont International University administrators responsible for directing and/or coordinating operations during an emergency must approve any exceptions to these emergency management procedures.

All proposals for changes to the plan or procedures described must be submitted in writing to the Marc Cutrell, Dean of Student Development for review, evaluation and adoption. These procedures are to be reviewed and updated annually.

Defining a College Emergency

A State of Emergency exists when events occur that disrupt normal operations of the University or which pose a serious threat to members of the campus community or the University's property. Such events require a quick or immediate response and may require support from off-campus agencies (e.g. outside emergency personnel, utilities, etc.)

Emergency Response Procedure

Assault or Sexual Assault:

- Security - 336-714-7911, transfers to security radios. After the beep, please enter 81001 to be transferred to the radio system. This number does not support voicemail, so if there is no answer, please use 336-714-7912.
- Dean of Student Development – Marc Cutrell – 336-689-3455 (Campus Safety and Title IX Coordinator)
- 911

FIRE

Fire is one of the most likely and preventable emergencies that can occur on campus. To reduce the risk of campus fires the University maintains safety guidelines that adhere to the NC fire codes as well as National guidelines for safe campus living.

In case of fire or smoke in the building;

- Make the determination that an emergency situation exists
- Activate the nearest fire alarm
- Call 911 and notify security/ police on campus

Faculty and staff are encouraged to take charge of the areas in which they are located:

- Promptly assist individuals and exit the building
- Assist disabled individuals
- Smoke is the greatest threat in the fire, stay near the floor where the air will be less toxic.

Once outside, move to a designated area.

DO NOT re-enter the building for any reason until you are instructed by the proper authority (FIRE / Rescue responders, security, police, or University officials)

Bomb Threat

If a bomb threat is assumed to be real, it should be reported immediately. If you receive a threat of any kind, immediately contact PIU security at (336-997-5531). Security will contact police and begin a preliminary investigation.

Bomb threats are typically received via phone or sometimes by note or letter. Most bomb threats are made by individuals wanting to create an atmosphere of anxiety and panic, but all calls must be taken seriously.

If you receive a threatening call, remain calm and keep the caller on the line as long as possible. Write down as much detail about the call as possible including:

- Description of voice
- Background noise
- Tone of voice
- Caller ID

Use the attached checklist (found in attachment) as a guide for imminent bomb threat. If you receive a suspicious package, contact PIU security at (336-997-5531). Do not use a cell phone! Do not investigate this package on your own! Do not touch, shake or bump the package or letter.

Calmly alert others in the area and exit. Wash your hands after handling any suspicious letter or package.

Weapons on Campus

If anyone becomes aware of a weapon on campus, contact the Dean of Student Development/ security/ police immediately. Stay away from the weapon and do not engage.

If an individual is known to have a weapon on campus, contact the Dean of Students/ Security/ Police. Remove yourself and others from potential danger, and lock yourself in a room that provides protection from the threat. Remain in the room until you are instructed otherwise by an authority.

Campus authorities will authorize the lock down:

- Maintenance
- Security
- Dean of Student Development

All doors with the electronic proximity access should immediately be locked. Once that has happened, wait for security, the Dean of Student Development, or police to determine if the campus is secured.

Active Shooter

The recent increase of campus violence across the country highlights the importance of creating a response and preparedness plan, and no campus is immune from the dangers of these acts of terror.

According to the FBI statistics, the average active shooter incident lasts 12 minutes with a 37% of the incident lasting less than five minutes. Victims are often chosen at random.

In the event of an active shooter incident, your three courses of action are to RUN, HIDE, or FIGHT.

RUN:

- If it is possible to get to a safe location away from the scene, do so immediately.
- Leave your belongings behind.
- Evacuate regardless if others decide to follow.
- Help others escape safely.
- Do not attempt to help the injured.
- Prevent others from entering the area where the shooter may be.
- Keep your hands visible (so police do not assume you are the shooter).
- Call 911 when it is safe to do so.

HIDE:

- If evacuation is not possible, find a place to hide away from windows.
- Your hiding place should provide protection and should be out of the shooters view.
- Lock the door and create a barricade with anything available.
- Cut off all electronic devices (including cell phones).
- Find a secluded area and barricade yourself with objects such as desks, cabinets, and remain quiet.

FIGHT:

- As a last resort and only when your life or the life of another is in immediate danger, attempt to disrupt, distract, or incapacitate the shooter. Your life depends on it.
- Act with as much physical aggression as possible.
- Use anything available to improvise as weapons or throw items at the shooter.

Arrival of law enforcement;

A police officer's initial response is to stop the shooter. The first officers on scene will not stop to provide first aid or comfort victims. Bystanders may be pushed down on the ground by responding officers.

- Immediately raise your hands, placing any items down while keeping your hands visible at all times.

- Do not make any sudden movements towards law enforcement.
- Do not distract initial responders; follow all commands given.

Toxic Fumes

If toxic fumes are released in the proximity of campus, then the fire plan will be implemented; unless directed otherwise by the city's emergency services. Evacuate to the nearest locations:

- Grassy area in front of Deeds Hall.
- Vacant lot behind the security building.
- Griffith parking lot behind the gym.

The security, police, and Dean of Student Development will provide clear directions to students, staff, faculty as to where to evacuate. Remain stationary until an authority directs you to do otherwise.

If you are in the cafeteria, you should evacuate to the grassy area behind Grace Hall.

Notify the following if you believe someone did not make it out:

- Maintenance
- Security
- Dean of Student Development
- Police

Medical or Mental Health Emergency

- 911
- Dean of Student Development, Marc Cutrell
- Dean of Campus, Jeff Clawson
- Becky Bottoms, Dean of Women
- Kathy Cutrell, Executive Administrative Assistant
- Security
- Camel City Counseling – 336-355-8084
- Family Services – 336-722-8173

Drugs and Alcohol Consequences

In accordance with the mission of Piedmont International University, the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, alcohol beverages and other related contraband outlined in the student handbook is PROHIBITED.

Drug and alcohol abuse continue to be a significant issue affecting all college campuses nationally. College-aged students make up one of the largest groups of drug abusers nationwide. They are at a higher risk for addiction.

If you or a friend suffer from drug or alcohol issues, help is available. The PIU Campus Community should always request assistance for any medical concerns (overdoses, alcohol poisoning, or potential suicidal thoughts). Students seeking help by self-disclosure for personal problems that involve the violation of the University standards, may request counseling and other assistance.

Restoration exists to protect students from the fear of University code of conduct sanctions in an effort to protect all members of the campus. This restoration does not avoid an ongoing investigation or the disciplinary process.

If you see drugs/ alcohol on campus, obtain as much information as possible, and contact the Dean of Student Development.

For more information contact the Dean of Student Development at 336-997-5531.

Tornado/ Hurricane

If there is a tornado watch in the approximate area, the following locations should be utilized for safety:

- Deeds Hall- D105. Handicap persons utilize the 2nd floor bathroom.
- Grace Hall- Basement.
- Lee Hall- First floor hallway and lounge.
- Patterson Hall- First floor hallway, kitchen, and lounge.
- Stevens Hall- Hallway of first floor and second floor.
- Student Center- Gym/ bottom floor away from windows
- Griffith Hall- First floor hallway and basement.

If there is extensive damage to the campus, school authorities will determine when it is safe to allow people to return to their building. If a resident hall is damaged, alternate living arrangements will be found by the Student Development Department.

Security will be activated 24/7 if the campus suffers extensive damage, and additional security will be assigned if the campus is without power at night.

Although our campus is located inland, it occasionally picks up remnants of hurricanes. The Student Development Department will watch the weather patterns and plan effectively. They will determine if it is necessary to implement this plan.

Power Outage

- If possible, contact Maintenance (during the week) – Todd Matthews, Bob Mach, or Marc Cutrell, Dean of Student Development.

Predesignated Evacuation and Assembly Assignments:

Emergencies may require the evacuation of some or all buildings while emergency responders control the incident.

Fire alarms usually require occupants to leave the building for a short period of time; an actual fire could require occupants to stay out of the building for hours or days. Below are predesignated evacuation safe areas:

- Lee/ Patterson Hall- Occupants should assemble outside of the building near the corner of Franklin and Green Street next to Lee Hall.
- Stevens Hall- All occupants should assemble in the grassy field near the volleyball court in front of Deeds.
- Deeds Hall- Second and third floor of Deeds should assemble in the grassy field in front of Deeds near the volleyball court. Professors and staff should be the last out of the classrooms.
- First Floor Deeds- Assemble in the grassy area behind Grace Hall. (Gazebo)
Professors and staff should be the last out of the classrooms.
- Pope Student Center- All occupants should assemble in the grassy area behind Grace Hall. (Gazebo)
- Gym- All occupants should assemble in the grassy area near the metal storage building at the rear of the gym.
- Griffith Hall- All occupants should assemble in the grassy area near the metal storage building at the rear of the gym.
- Grace Hall- All occupants should assemble in the grassy field in front of Deeds, Broad St side.
- Library- All occupants should assemble in the grassy field in front of Deeds Hall.
- Cafeteria- All occupants should assemble in the grassy area behind Grace Hall.
- Enrollment Services 234 S Broad St- All occupants should assemble in the grassy area near the old motel.
- Athletic House- All occupants should assemble in the Griffith parking lot near the metal storage building at the rear of the gym.

Campus Safety Contacts:

Alertus App.

- All faculty, staff, and students should download the PIU Bruins alert system on their phones. This App will notify the campus community of any warning (fire, weather, lockdown, active shooter, etc.).

Simple Ministry Tools App.

- All faculty, staff, and students should sign up for the PIU Bruins Text Alert system in addition to the Alertus App. This system will alert the campus community with alerts, (i.e. neighborhood activities, crime information, general information, issues that do not rise to a serious warning).

Dean of Student Development (Deeds Hall 208):

- 336-714-7912

Security

- Call 336-714-7911, transfers to security radios. After the beep, please enter 81001 to be transferred to the radio system. This number does not support voicemail, so if there is no answer, please use 336-714-7912.

Emergency Numbers:

- 911 communication center
- Poison Control Center 1-800-222-1222

Authorities and References:

- Piedmont International University Severe Weather Policy
- Clery Act
- North Carolina General Statute 166A
- Homeland Security Act, HSPD-5
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- National Response Framework
- National Incident Response System

