

# CAROLINA

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# UNIVERSITY



## Emergency Preparedness Manual

## Operational Plan

2024-2025

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# Administrative 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 Campus Life is assigned the task of ensuring Carolina University is prepared and equipped for emergencies or disasters. Following these guidelines can ease the situation for all.

In addition, The Office of Campus Life oversees public safety and safety programs.

## Emergency Phone Numbers

- Fire/Police/Ambulance
  - 911
- Campus Security
  - 336-714-7912
- Poison Control
  - 1-800-222-1222
- Campus Nurse
  - 336-575-6620
- Vice President for Student Affairs
  - 303-947-1797

## Foreword

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

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

**Carolina University**  
**c/o Willie Williams**  
**Vice President for Student Affairs**  
**420 S. Broad Street**  
**Winston Salem, NC 27101**  
**336-714-7902**

# Introduction

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

The emergency response plans and management procedures detailed in this document have been developed to ensure an effective and caring response by Carolina University in the event of a campus emergency. The focus is primarily on the safety and security of the campus community through the 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.

Carolina 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. Carolina 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 Willie Williams, Vice President for Student Affairs, for review, evaluation, and adoption. These procedures are to be reviewed and updated annually.

# Basic Operational Plan

## I. Defining a College Emergency

A State of Emergency exists when events disrupt the University's normal operations or pose a serious threat to campus community members or the University's property. Such events require a quick or immediate response and may require support from off-campus agencies (e.g., fire department, police department, etc.) Examples include fires, gas leaks, bomb threats, hostage situations, medical emergencies, etc.

- **Local Emergencies** may be any off-campus or weather-related threat and require a response at a regional level. A response will be coordinated with local and regional agencies. Examples include nearby violent criminal activity, tornadoes, snow, flooding, etc.
- **National Emergencies** affect a substantial portion of the country. A response will be coordinated with state and federal agencies. Examples include terrorism and power grid collapses.

## II. Emergency Response Procedure

The best way to respond to an emergency is to use caution and common sense and remain calm. Priorities of effective emergency response include:

- Safety of students and employees
- Effective communication
- Resolution of the incident to allow normal campus functions

### Response Steps:

Individuals encountering an emergency situation or crisis should use the following steps:

- Anyone with information concerning an impending or occurring emergency should notify the closest person of authority for that area. (e.g., resident assistant, campus safety officer, professor, Vice President for Student Affairs, etc.)
- Reasonable responses are encouraged if an authority is not nearby. Examples include activating the nearest fire alarm in the event of a fire or dialing 911 after witnessing a crime on campus.

### III. Assault or Sexual Assault

In the event of witnessing or being the victim of assault or sexual assault, **immediately** contact the police. In addition, contact Campus Safety & Security and/or the Vice President for Student Affairs:

- **Emergency Services:** 911
- **Campus Security:** 336-714-7912
- **Vice President for Student Affairs:** 303-947-1797

### IV. 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:

- Determine that an emergency situation exists
- Activate the nearest fire alarm
- Call 911 and notify Campus Safety & Security (336-714-7912) on campus

Faculty and staff are encouraged to take charge of the areas in which they are located. If you come in contact with another person, you should direct them to evacuate the building. If you come in contact with a person who is disabled or having difficulty evacuating, you should assist them in evacuating the building.

If you are trapped by smoke:

- Stay low
- Cover your mouth and nose with a wet cloth
- Stay near a window
  - Open the window; do not break it
  - Hang something out of the window to indicate to fire personnel that you are in there
- Put something in the cracks around the door

Use a fire extinguisher, if feasible, without jeopardizing personal well-being:

- When using a fire extinguisher, stay a minimum of 10 feet from the fire.
- Start at the fire's leading edge and use a side-to-side sweeping action to extinguish the fire.
- Remember the acronym **P.A.S.S.**
  - **P**ull the pin.
  - **A**im at the base of the fire.
  - **S**queeze the discharge handle.
  - **S**weep from side to side.

Once outside, move to a designated area:

- Grassy area in front of Deeds Hall
- Grassy area behind the Campus Safety & Security Building
- Pope Center parking lot

***Do not re-enter the building for any reason until instructed by the proper authority (Fire/Rescue Responders, Police, Campus Safety & Security, or University Officials).***

## **V. 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 CU Campus Safety & Security at 336-714-7912. Security will contact the 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

Contact CU Campus Safety & Security at 336-714-7912 if you receive a suspicious package. ***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.**

## **VI. Weapons on Campus**

If anyone becomes aware of a weapon on campus, contact the CU Campus Safety & Security, Vice President for Student Affairs, and/or Police immediately. ***Stay away from the weapon and do not engage.***

If an individual is known to have a weapon on campus, contact the CU Campus Safety & Security, Vice President for Student Affairs, and/or Police. Remove yourself and others from potential danger, and lock yourself in a room that protects you from the threat. Remain in the room until you are instructed otherwise by authority.



The campus authorities that will authorize the lockdown are:

- CU Administration
- Vice President for Student Affairs

All doors with electronic proximity access should immediately be locked. Once that has happened, wait for Campus Safety & Security, the Vice President for Student Affairs, or the Police to determine if the campus is secured.

## VII. Active Shooter

Because active shooter situations are often over within 10 to 15 minutes before law enforcement arrives on the scene, individuals must be mentally and physically prepared to deal with an active shooter situation. The FBI defines an active shooter as one or more individuals actively engaged in killing or attempting to kill people in a populated area.

According to the FBI statistics, the average active shooter incident lasts 12 minutes, with 50% of the incidents 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 **Avoid, Deny, or Defend.**

### **Avoid (Starts with your state of mind)**

- Pay attention to your surroundings
- Have an exit plan
- If it is possible to get to a safe location away from the scene, do so immediately
- Leave your belongings behind
- Evacuate regardless of what others decide to follow
- Help others escape safely, if possible
- Do not attempt to help the injured
- The more distance and barriers between you and the threat, the better
- 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

### **Deny (When getting away is difficult or impossible)**

- Keep distance between you and the source
- Lock the door, then create a barricade with objects such as desks or cabinets
- Turn lights off, silence your phone, and turn off any other electronic devices
- Remain quiet and out of sight by hiding behind large objects, away from windows

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert the Police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### **Defend (You have the right to protect yourself)**

- 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
- Act with as much physical aggression as possible
- Use anything available to improvise as weapons or throw items at the shooter
- Do not fight fairly. *SURVIVAL IS ALL THAT MATTERS.*

### **Arrival of Law Enforcement**

A Police Officer's initial response is to stop the shooter. The first Officers on the scene will not stop to provide first aid or comfort to 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 toward law enforcement
- Do not distract initial responders; follow all commands given

## **VIII. Toxic Fumes**

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

- The grassy area in front of Deeds Hall
- Grassy area behind the Campus Safety & Security Building
- Pope Center parking lot

The CU Campus Safety & Security, Police, and Vice President for Student Affairs will provide clear directions to students, staff, and faculty regarding 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:

- Police: 911
- Campus Safety & Security: 336-714-7912
- Vice President for Student Affairs: 303-947-1797

## **IX. Medical or Mental Health Emergency**

Immediately contact one of the following:

- Police: 911
- Campus Nurse: 336-714-7812
- Campus Safety & Security: 336-714-7912
- Vice President for Student Affairs: 303-947-1797

## X. Drugs and Alcohol Consequences

Following the mission of Carolina University, the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, alcoholic beverages, and other related contraband outlined in the Carolina University Student Guide is prohibited.

Drug and alcohol abuse continues 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 CU 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 the University Code of Conduct sanctions to protect all campus members. This restoration does not avoid an ongoing investigation or the disciplinary process. Please contact the Campus Nurse if you or someone else you know needs help at 336-714-7812.

*If you see drugs/alcohol on campus, obtain as much information as possible and contact the Vice President for Student Affairs.*

For more information, contact the Vice President for Student Affairs.

## XI. 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 2<sup>nd</sup> floor bathroom
- **Grace Hall:** Basement
- **Lee Hall:** First-floor hallway and lounge
- **Patterson Hall:** First-floor hallway
- **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 buildings. If a resident hall is damaged, alternative living arrangements will be found by the Office of Campus Life.

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 Office of Campus Life will watch the weather patterns and plan effectively. They will determine if it is necessary to implement this plan.

## **XII. Power Outage**

If possible, contact CU Safety & Security (336-714-7912). Alternatively, contact the Vice President for Student Affairs.

## **XIII. Pre-designated 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 pre-designated evacuation safe areas:

- **Lee/Patterson Hall:** All occupants should assemble in the grassy field near the sand volleyball court in front of Deeds
- **Stevens Hall:** All occupants should assemble in the grassy field near the sand volleyball court in front of Deeds
- **Deeds Hall:** The second and third floors of the Deeds building should be arranged in the grassy field in front of the Deeds near the sand volleyball court. Professors and staff should be the last out of the classrooms
- **First Floor Deeds:** Assemble in the grassy area behind Grace Hall, near the 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, near the gazebo
- **Gym:** All occupants should assemble in the Pope Center parking lot
- **Griffith Hall:** All occupants should assemble in the Pope Center parking lot
- **Grace Hall:** All occupants should assemble in the grassy field near the sand volleyball court in front of Deeds
- **Library:** All occupants should assemble in the grassy field near the sand volleyball court in front of Deeds
- **Cafeteria:** All occupants should assemble in the grassy area behind Grace Hall, near the gazebo
- **Office of Business and Development:** 234 S Broad Street. All occupants should assemble in the grassy area near the hotel
- **Athletic House:** All occupants should assemble in the Pope Center parking lot

#### **XIV. Campus Alerts**

All faculty, staff, and students should make sure that they have an updated cell phone number in the Office of Campus Life to ensure that they will receive all campus community notification alerts (fire, lockdown, active shooter, weather, etc.). These notifications will be sent to all MAIN Campus faculty, staff, and students' emails and cell phone numbers.

#### **XV. Authorities and References**

- Carolina 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