



# Emergency Response Handbook

[www.davidsonccc.edu](http://www.davidsonccc.edu)  
*Equal Opportunity College*

# Important Phone Numbers

**Campus Emergency:** Dial 911 or 6777 from campus phone. Note: 911 does not require dialing 9 for outside line.

**Campus Resource Officers:**

Davidson Campus - Ext. 6729 or cell: 336-479-0181 (Joey Cook) 336-240-4442 (Allen Hanner)

Davie Campus – Ext. 4857 or cell: 336-477-4085

**Security Office:**

Davidson Campus, Ext. 6274 or cell: 336-240-4215

Davie Campus, Ext. 4861 or cell: 336-479-0204

**College Safety Officer and Director, Physical Plant Services:** Ext. 6115 or cell: 336-240-0424

Davie Physical Plant Services: Ext. 4856 or cell: 336-240-1011

**Poison Control Center:** 1-800-848-6946

**ChemTrec** (chemical emergency): 1-800-424-9300

**Workers Compensation:** Director, Human Resource Services: Ext. 4662

**Thomasville Education Center (TEC):** 336-476-7891

305 Randolph Street

Thomasville, NC 27360

**Uptown Lexington Education Center (ULEC):** 336-238-0969

20 E. First Street

Lexington, NC 27292

**Davie Education Center (DEC):** 336-998-3220

120 Kinderton Blvd, Suite 110

Advance, NC 27006

**Child Development Center**

336-249-8186, ext. 4830

**Legal Services**

336-249-2101 (David Inabinett)

Fax: (336) 249-4572

# Introduction

Davidson County Community College is committed to providing the best possible education for its students and a good working environment for its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty, and staff. All College 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 College facilities.

The College's safety program is comprehensive, giving attention to employing appropriate safety personnel, ensuring the safety and security of facilities, implementing emergency notification systems and plans, developing policies that help resolve questions, and engaging in regular emergency preparedness education.

These emergency response and management procedures have been developed to ensure an effective and caring response by Davidson County Community College in the event of campus emergencies. Since emergencies may occur suddenly and without warning, these procedures are designed to be flexible in order to accommodate nuances of various emergency situations.

The College policies and procedures herein are expected to be followed by all students, staff and faculty. Non-college employees on campus during an emergency are also required to follow the procedures of this handbook. Any exceptions to these emergency management procedures must be approved by college administrators directing and/or coordinating the emergency operations.

All proposals for changes to the procedures described must be submitted in writing to the President for review, evaluation, and adoption. These procedures are reviewed and updated annually.

# Emergency Management

## General

### Emergency Procedures

#### Definitions of an Emergency

The College President or designee serves as the leader of the College's Emergency Management Team during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response.

- a. **MINOR EMERGENCY**: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. **Report immediately to Security personnel or the Campus Resource Officer(s).**
- b. **MAJOR EMERGENCY**: Any incident, potential or actual, including pandemic illness, which affects an entire building or buildings of people, and which will endanger the health and safety of individuals and/or disrupt the overall operations of the College. Outside emergency services may be required, as well as major efforts from campus support services to manage the situation. Major policy considerations and decisions will usually be required from the college administration. In all cases of major emergency, an Incident Command Post will be activated, and the Emergency Response Team will convene. **Call 911.**
- c. **DISASTER**: Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the College and involve personnel casualties or severe property damage. A coordinated effort of all campus-wide resources is required to effectively manage the situation. Outside emergency services will be essential. In all cases of disaster, an Incident Command Post will be activated and the Emergency Response Team will convene. **Call 911.**

In addition, any incident which has the potential for adverse publicity concerning campus resources should be promptly reported to the President or designee.

#### General Emergency Response Guidelines

##### When to call Campus Security:

You are involved in or are witness to a situation that is not immediately harmful but needs attention. Examples of such incidents are verbal altercations between two or more individuals, theft, observed possession of drugs, accidents, etc. (minor emergencies). Such situations can be quickly handled by on-campus staff. Sound (verbal) alarm to others and call Security or ask someone to call for you. If it is safe to do so, remain at the scene,

continue to observe the situation, and stay on the phone with Security staff to keep them informed. If you believe the scene to be unsafe, leave the area, but remain connected with Security staff on the phone.

- Give your name and location of the situation.
- Give the phone number/extension from which you are calling.
- State the nature of the situation, accident or injuries.
- Give the condition and number of people involved and what is being done.
- Stay on the phone until told to hang up.

**When to call 911:**

You are in immediate danger of being physically harmed, or are witness to a situation where others are in immediate danger of being physically harmed (major emergency or disaster). Examples include altercations involving weapons, hostage situations, bomb threats, suicide threat or attempt, etc. Such situations require the help of outside emergency services. Sound (verbal) alarm to others, ensure your own safety, and call 911. Calls to 911 from a campus phone automatically forward to the College's switchboard, and Security and CRO offices. If using a personal cell phone to call 911, go to the nearest campus location if possible and tell someone that you have called 911.

- Give your name and location of the emergency.
- Give the phone number/extension from which you are calling.
- State the nature of the emergency.
- Give the condition and number of injured and what is being done.
- Stay on the phone until told to hang up.

# **General Guidelines for Major Emergencies & Disasters All Campus Locations**

## **College Emergency Response and Management Procedures**

### **1. Purpose**

Davidson County Community College is committed to providing the safest possible environment for faculty, staff, students and visitors. The basic emergency procedures outlined in this handbook are based upon the concepts of the National Incident Management System (NIMS) to enhance the protection of lives and property through effective use of College and campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his/her designee may declare a state of emergency, and these emergency guidelines may be implemented.

### **2. Scope**

These procedures apply to all College personnel, as well as the buildings and grounds owned and operated by Davidson County Community College. Major emergencies and disasters may impact surrounding property in addition to the campuses. If this occurs, the College will cooperate with local, state and federal officials in their delivery of emergency services and disaster relief to the surrounding community.

### **3. Assumptions**

The College's emergency plan is based upon a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster.

- a. An emergency or disaster may occur anytime of day or night, weekend or holiday, with little or no warning.
- b. A major emergency or disaster may be declared if information indicates that such a condition is developing or is probable.
- c. A major emergency or disaster could last for hours, days or weeks before the recovery of all operations is completed.
- d. The succession of events in an emergency is not predictable; therefore, published operational plans will serve only as a guide and may require modification in order to meet the requirements of the emergency.
- e. Disasters may affect residents in the geographic location of the college; therefore, city, county, state, and federal emergency services may not be available. Response time for county/city emergency services is unpredictable and could be delayed.

- f. Pandemic flu or illness is considered a major emergency/disaster and will be managed according to the guidelines in this document.

#### 4. Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the college President. If the College President is unable to declare a state of emergency, the following designees are authorized to do so:

- Vice President, Financial and Administrative Services
- Vice President, Academic Programs and Services
- Vice President, Student Affairs
- Executive Director, Research, Planning, and Innovation
- Executive Director, External Affairs and Foundation

During a time of campus emergency, the President or designee(s) will immediately authorize the appropriate procedures necessary to manage the emergency, safeguard persons and property, and maintain college operations. If the declaration is made in the absence of the College President, a designee shall contact the President as quickly as possible to inform of the decision.

In addition, only those faculty and staff members who have been assigned Emergency Response Team duties will be allowed to enter the impacted area of campus if necessary to do so. College employees should cooperate with emergency services personnel so as not to interfere with security and the protection of evidence.

#### Directives and Definitions

In the event of an emergency or disaster, the following directives may be issued by anyone at the place of the incident, the Campus Resource Officer or first responders, or the Emergency Response Team.

1. **Shelter In Place** – Stay where you are within a building until receiving further instructions.
2. **Emergency Lockdown** – A directive given to protect individuals from an armed intruder or hostage situation. Lockdown is necessary when there is reason to believe that leaving an area will be more dangerous than remaining in place. *Emergency lockdown refers to individual rooms within a building only; this term does not imply that all campus buildings will be immediately locked from the outside.*

**Procedures:** All faculty and staff have the authority to initiate a lockdown. A lockdown may be necessary in the following situations: observing an armed intruder, hearing gunshots, or any other situation where being outside of a building is dangerous. Observation may be the only means for determining if a lockdown is necessary.

1. Stay where you are.
2. Close the door to your area, lock it if possible, and call 911. If your door cannot be locked, move to another room if possible.
3. If you see an intruder, quietly and calmly call 911 and give the following information:
  - Your exact location
  - Number of intruders seen
  - Physical description of intruders or identity, if known
  - Direction intruders are traveling
  - Presence of weapons
4. Barricade doors with any heavy objects available.
5. Alert others in nearby locations to your lockdown and advise them to do the same.

6. Advise individuals to spread out in the room and hide in places where they cannot be seen from the door or windows (under desks, behind filing cabinets, in a closet, etc.).
7. Close blinds, turn off lights, shut down computers.
8. Silence cell phones. Do not use cell phones except to communicate with emergency responders.
9. Ignore fire alarms unless you see or smell smoke. If there is smoke, determine whether it is safer to remain in place or to exit.
10. Advise individuals not to talk, shout or otherwise draw attention to themselves.
11. If a shooter enters the room, decide whether attempting to overtake the person is the best option for survival. Numerous people in a room may be able to disarm a shooter.

3. **Evacuation** – Everyone is required to leave an area and seek safety in another location.

**Procedures:** When an alarm is sounded, all occupants of a building are required by law to evacuate.

Orders to evacuate may also be given verbally for non-fire emergencies such as bomb threats or gas leaks.

1. College employees are responsible for directing students and visitors to a safe location away from the building. They are also responsible for accounting for all members of a class, meeting, etc.
2. Take the shortest exit route in the building; do not use elevators.
3. Move quickly to a safe distance (at least 500 feet) from the building. Do not block roadways.
4. If the building is filled with smoke, get as close to the floor as possible and crawl to the nearest exit.
5. Close all doors upon exiting a room or the building.
6. Do not use cell phones during evacuation.
7. Take personal belongings if time and conditions permit.

Evacuating Disabled Individuals

1. Consider options and risks to self before deciding to evacuate a disabled individual.
2. Two physically capable people should help a disabled person.
3. Do not use elevators unless authorized to do so.
4. If it is necessary to carry a disabled person, use proper lifting techniques (bend at knees; keep back straight; hold person close before lifting; use legs to lift).
5. Do not evacuate a disabled person in his/her wheelchair.
6. Guide individuals with visual or hearing impairments to the nearest exit.

## **Direction and Coordination: Emergency Response Team**

### **1. Membership**

The core Emergency Response Team consists of senior College staff and personnel from Maintenance, Information Technology, and Counseling who are familiar with college operations and support services. The full core team can be divided into two teams, if needed, to manage emergencies that continue for a length of time. Modifications to the teams can be made based upon the availability of members; teams can be made larger or smaller to fit the needs of the emergency, and additional team members can be selected from the campus community to join the core team as necessary to ensure effective emergency management. Team members are required to provide their on and off campus telephone numbers, on a semi-annual basis (confidential telephone numbers are on file and with each Emergency Response Team member). The core Emergency Response Team includes the following:

- a. President
- b. Vice President, Academic Programs and Services
- c. Vice President, Administrative & Financial Services

- d. Vice President, Student Affairs
- e. Executive Director, External Affairs and DCCC Foundation
- f. Executive Director, Research, Planning, and Innovation
- g. Director, Information Technology Services
- h. Information Technology Services staff member
- i. Director, Physical Plant Services (College Safety Officer)
- j. Physical Plant Services staff member
- k. Counseling and Disability Services staff members (2)
- l. Dean, Foundational Studies
- m. Dean, Davie Campus
- n. Associate Dean, Arts, Sciences, and Education (Child Development Center)

## 2. Role in Emergency Situations

When a major emergency or disaster occurs, **external response agencies** will assume control of the emergency and provide direction and leadership for its management.

The Emergency Response Team will coordinate the **College's response** to major emergencies and disasters, including pandemic illness. The Emergency Response Team works in collaboration with external response agencies to provide resources and address emerging needs of the College. **The Emergency Response Team is not responsible for the direct management of a major emergency or disaster at its site; rather, the College will depend upon external response agencies to assume control and establish direction and leadership during the course of the emergency.**

The Emergency Response Team will be convened by the President, a Vice President or Executive Director.

Specific responsibilities include:

- Establish the Incident Command Post and Incident Commander(s), determine the need for team members and contact them, and plan staffing of the Incident Command Post as determined by the needs of the emergency.
- Execute response, recovery, and continuity plans or developing such plans as needed. This involves establishing immediate and long-term operational procedures for the College such as cancelling or relocating classes or events or closing the College.
- Provide assistance to emergency responders by coordinating and directing emergency resources during and after the emergency.
- Establish a communication plan with key stakeholders and coordinate the response to information requests from the campus community, media and other sources external to the college.
- Mitigate any adverse effects on the College community and operation.
- Identify all community members who may be directly or indirectly impacted by the event and ensure that appropriate assistance, support and referrals are available.
- Modify college class schedules and staff work schedules as necessary to ensure personal safety.
- Mitigate any possible trauma resulting from an incident.
- Conduct post-emergency review to provide recommendations for future prevention or response.
- Assist emergency response agencies in the coordination and establishment of post-incident debriefing session for faculty, staff, students, and the community.

*Training for Emergency Response Team*

The Emergency Response Team participates in practice drills at least twice per academic year to maintain knowledge of emergency planning and response procedures and to test procedures for effectiveness. Drills are facilitated and evaluated by external experts in the emergency response field. The emergency response guide will be reviewed and updated based upon results and critique of the training sessions.

**3. Incident Command Post**

An Incident Command Post will be established for each emergency incident as needed. The Emergency Response Team has the authority to establish a command post.

A. Minor Incident Command Post

In a minor emergency involving only a small part of the campus in which the overall operation of the College will not be affected, the President’s Office will be the Minor Incident Command Post at the Davidson Campus; the office of the Dean, Davie Campus will serve as the Minor Incident Command Post for the Davie campus. This type of command post may require the activation of the Emergency Response Team, either full or modified.

B. Major Incident Command Post

In the event of a major emergency or disaster, two incident command posts will be established – a college command post that serves as the facility where the Emergency Response Team members coordinate their planning, response, and recovery actions, and an emergency responder command post, which will serve as the base for external response agencies.

College’s Major Incident Command Post Locations

Briggs Technology Building, room 100 ..... Davidson Campus  
Public Safety Building, room 102 or 100 ..... Davidson Campus (alternate)  
Mendenhall Building, room 226..... Davidson Campus (alternate)

Administration Building, room 118..... Davie Campus  
Community Building, room 105 ..... Davie Campus (alternate)

If these areas are unavailable, the Emergency Response Team will establish an alternate site.

External Incident Command Posts

The following command post locations for external agencies will be recommended by the College; however, emergency response units may establish a command post wherever they deem necessary.

Public Safety Building, room 100 or 102 ..... Davidson Campus  
Brooks Student Center, Student Lounge..... Davidson Campus (alternate)

Administration Building, room 110A ..... Davie Campus  
Health Technologies Building, room 116..... Davie Campus (alternate)

### C. Major Incident Command Post Characteristics and Equipment

The College's Major Incident Command Post should have the following characteristics/ equipment:

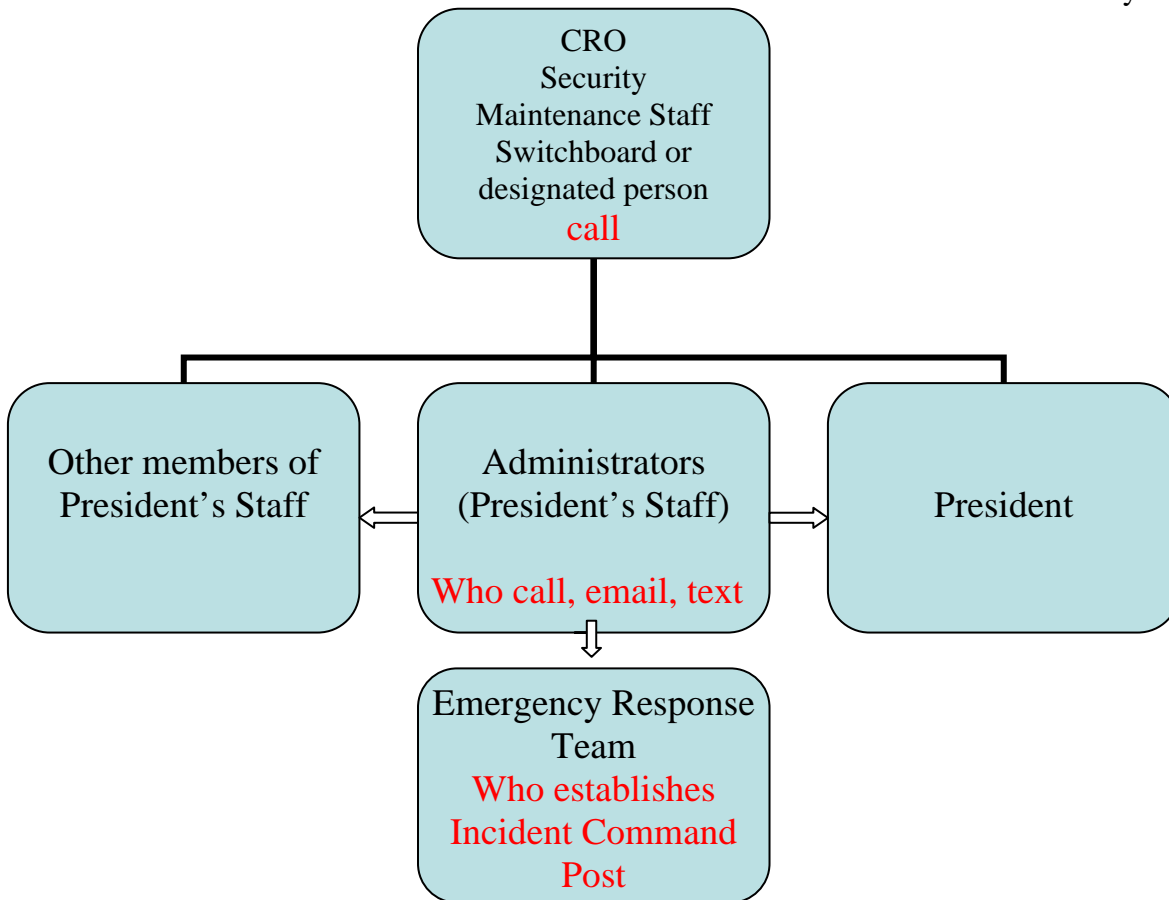
- Sufficient space and accommodations including desks, chairs, office supplies, space for portable computers and phones, internet access, back-up batteries.
- Security.
- Telecommunications – cellular phones and batteries, access to multiple telephone lines, portable radios and batteries, radio (AM/FM), weather radio, and cable television.
- Auxiliary power supply.
- Operational display boards, campus maps, site maps, floor plans, infrastructure plans (water, sewer, electric, gas) and keys to all facilities.
- Washroom and eating facilities.
- Facilities nearby appropriate for media, family or next of kin.

### 4. College Communication Chain

Campus Security, Campus Resource Officers, and Maintenance personnel serve as the primary communication sources via telephone to college administrators at the **beginning** of an emergency situation. Whoever first becomes aware of a major emergency or disaster will immediately call the following administrators **until someone is reached**:

1. Vice President, Academic Programs and Services
2. Vice President, Financial and Administrative Services
3. Vice President, Student Affairs
4. Executive Director, External Affairs and DCCC Foundation
5. Executive Director, Research, Planning, and Innovation

The college administrator who receives notice of an emergency should immediately contact other members of the President's Staff and the President to determine immediate plans of action. The President's Staff will call together the Emergency Response Team to establish the command post and initiate immediate communication priorities for the campus community.



The College uses **three primary means to notify individuals of a major emergency**: The telephone, the College’s website, and the Alert Now mass notification system. In the event of a major emergency, the Emergency Response Team will authorize messages to be sent to the campus community through all three means. This system is intended for immediate transmission of specific information regarding an emergency to all affected areas of the campuses or community centers.

## 5. Emergency Media Relations

The media will cover most major emergencies or disasters that occur on campus. They will want to know what happened, how it happened, who was responsible for the incident, who is in charge of the response and recovery process, the scope of the emergency, what the College will do about it and how it could have been avoided. How college officials communicate with the media will determine how the emergency is viewed by victims, community, and the public. Effective media relations can assist the College in communicating the need for assistance and supplies, give directions to the College community concerning the cancellation of classes or work, informing the community when it is safe to return and other urgent information. Effective media relations can also lessen the impact and trauma to victims and their families by providing accurate and current information on the status of the event and how victim assistance and support can be accessed. During a major emergency regular, formal debriefings should be scheduled with the media.

Through the direction of the Emergency Response Team, DCCC Public Information and Marketing staff will coordinate and handle requests for information from the media. In the event that Public Information

and Marketing staff is not readily available, the following guidelines will assist when communicating with the media:

- Avoid speaking on behalf of other persons or agencies unless authorized to do so.
- Provide the Media with current and accurate information.
- Exclude assumptions, speculation and personal opinion from the comments.
- Avoid responding if information is not available. Offer to provide the information or the name of a person who has the requested information at a later time.
- Avoid releasing the names, descriptions or numbers of victims until it is appropriate and until authorized to do so.
- Get point across. There is no obligation to answer questions asked by a reporter. Know what to say and look for opportunities to say it.
- Avoid saying anything that cannot be quoted. There is no such thing as “Off the Record.”

## External Resources

Many external resources are available to the College in event of an emergency. The Emergency Response Team, at their discretion, may utilize any of the following agencies to assist in emergency management response and to respond to victims who may suffer short and long term effects of the trauma associated with the event:

<b>Hospitals</b>	<b>Government Agencies</b>	<b>Counseling and Victim Assistance</b>	<b>Health Departments</b>	<b>Volunteer Groups</b>
<b>Lexington Memorial Hospital</b> 250 Hospital Drive Lexington, NC 336-248-5161	<b>North Carolina Community College System</b> 200 West Jones St, Raleigh, North Carolina 27603 919-807-7100	<b>Department of Social Services</b> 211 West Colonial Dr. Thomasville, NC 27360-4635 336-474-2760	<b>Davidson County Health Department</b> 915 Greensboro St Lexington, NC 27292 336-474-2700	<b>Red Cross Lexington-Davidson Service Center</b> 16 East Center Street, 2nd Floor Lexington, NC 27292 336-248-2205 Fax: 336-248-8712
<b>Thomasville Medical Center</b> 207 Old Lexington Rd. Thomasville, NC 27360 336-472-2000	<b>OSHA</b> NC Department of Labor Occupational Safety and Health Division 111 Hillsborough Street Raleigh, NC 27601-1092 919-807-2900	<b>Family Services of Davidson County</b> 25 West Guilford St. Thomasville, NC 27360-3961 Lexington: 336-249-0237 Thomasville: 336-476-0050	<b>Davie County Health Department</b> 210 Hospital Street Mocksville, NC 27028 336-753-6750	<b>Red Cross High Point-Thomasville Chapter</b> 815 Phillips Avenue High Point, NC 27262 336-885-9121 Fax: 336-885-9133
<b>High Point Regional Hospital</b> 601 North Elm Street High Point, NC 336-878-6000	<b>Davidson County</b> 913 Greensboro Street Lexington, North Carolina 27292 336-242-2000	<b>Daymark Recovery Services</b> 220 E 1st Ave # 10 Lexington, NC 27292-3318 336-242-2450	<b>NC Health Department</b> 919-733-4534	
<b>Davie County Hospital</b> 223 Hospital Street Mocksville, NC 27028 336-751-8100	<b>Davie County</b> 123 South Main Street Mocksville, NC 27028 336-753-6001			
<b>Forsyth Medical Center</b> 3333 Silas Creek Parkway Winston-Salem, NC 27103 336-718-5000	<b>City of Lexington</b> 28 West Center Street Lexington, NC 27292 336-248-3910			
<b>WFU Baptist Medical Center</b> Medical Center Blvd. Winston-Salem, NC 27157 336-716-2011	<b>City of Thomasville</b> 10 Salem Street Thomasville, NC 27360 336) 475-4210			
	<b>Town of Mocksville</b> 171 S. Clement Street, Mocksville, NC 27028 336-753-6700			

**PROCEDURES for Major Incidents & Disasters**  
**Specific Situations – All Campus Locations**

# Fire

<p><b>Thomasville Education Center</b>  <b>Uptown Lexington Education Center</b>  <b>Davie Education Center</b></p>	<p>Call 911 for ALL emergencies  Notify the President's Office immediately</p>
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## Immediate Response:

1. Activate the nearest fire alarm.
2. Call 911, giving the location and nature of the fire (paper, chemical, etc.). If calling from a cell phone, also contact the Switchboard and inform of the emergency.
3. Campus Security, CRO, Maintenance, or Switchboard personnel will receive the 911 notification and will notify the first available administrator.
4. Assist others to nearest exit. Faculty and staff are responsible for accounting for individuals in their areas.
5. Security and Maintenance personnel begin assisting with building evacuation (follow evacuation procedures).
6. Disabled individuals should be evacuated by stairs; do not use elevators.
7. If possible, close all doors and windows but do not lock doors.
8. Assemble in a safe area outside the building (at least 500 feet away) and await emergency services. (refer to campus map for designated locations)
9. Do not return to an evacuated building until told to do so by a College official.

## Secondary Response:

### Campus Resource Officers

1. Close entrances to the campus. Inform Maintenance and Security personnel of entrances that need to be blocked off.
2. Give instructions to Security personnel for directing incoming emergency responders.

### Security Personnel

1. Assist with building evacuation.
2. Maintain a clear area at least 500 feet from affected building(s).
3. Direct incoming emergency vehicles to building and command post as indicated by CRO.
4. Assist with preventing all non-emergency personnel from entering the campus and the building.
5. Assist with preventing individuals from leaving the campus until cleared to do so.

### Maintenance Personnel

1. Assist with building evacuation.
2. Assemble needed equipment/furniture for emergency responders' command post.
3. Assist CRO with closing campus entrances.
4. Turn off utilities to affected and neighboring buildings.
5. Assist with preventing all non-emergency personnel from entering building.
6. Provide emergency responders with campus maps and building diagrams.

### Emergency Response Team

1. Establish the Incident Command Post and convene the needed team.
2. Distribute contact information to the external responder command post.
3. Send notification to the campus community following the Alert Now Usage Policy (attachment). Notify the media.

# Bomb Threat

<p><b>Thomasville Education Center</b>  <b>Uptown Lexington Education Center</b>  <b>Davie Education Center</b></p>	<p>Call 911 for ALL emergencies          Notify the President's Office immediately</p>
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## Immediate Response:

Bomb threats can be made over the phone, via paper communication, or through the internet or email. Upon realizing that a bomb threat is being made

1. Remain calm and contact the CRO. If the threat is made over the phone, try to keep the caller on the line and if possible, let someone nearby know what is going on and have them contact the CRO.
2. Ask the caller the following questions and attempt to document the exact words:
  - a. When will the bomb explode?
  - b. Where is the bomb?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
  - f. Where are you calling from?
3. Note:
  - a. Time of call
  - b. Characteristics of the Caller – male/female, young/old,
  - c. Voice of the Caller – excited, calm, presence of an accent, etc.
  - d. Background Noise – traffic, music, etc.
4. Call 911 from a campus phone, giving the information obtained from the caller of the bomb threat. **Do not use cell phones or radios to communicate with others, as these could activate a device. Make sure everyone is told not to use cell phones.**
5. Campus Security, CRO or Switchboard personnel will receive the 911 call and notify the first available administrator.
6. Await instructions from law enforcement regarding evacuation.
7. If possible, close all doors and windows but do not lock doors.

## Secondary Response:

### Campus Resource Officers

1. Close entrances to the campus. Inform Maintenance and Security personnel of entrances that need to be blocked off.

### Security Personnel

1. Maintain a clear area at least 500 feet from affected building(s).
2. Direct incoming emergency vehicles to building and command post as indicated by CRO.
3. Assist with preventing all non-emergency personnel from entering the campus and the building.
4. Assist with preventing individuals from leaving the campus until cleared to do so.

**Maintenance Personnel**

1. Assemble needed equipment/furniture for emergency responders' command post. Assist with requests and follow instructions of law enforcement.
2. Assist CRO with closing campus entrances.
3. Turn off utilities to affected and neighboring buildings.
4. Assist with preventing all non-emergency personnel from entering building.
5. Provide emergency responders with campus maps and building diagrams.

**Emergency Response Team**

1. Establish command post and convene the needed team.
2. Distribute contact information to the emergency responder command post.
3. Send notification to the campus community following the Alert Now Usage Policy (attachment). Notify the media.

# Severe Weather

<p><b>Thomasville Education Center</b>  <b>Uptown Lexington Education Center</b>  <b>Davie Education Center</b></p>	<p>Call 911 for ALL emergencies          Notify the President's Office immediately</p>
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## Immediate Response:

In severe weather situations, the campus community may be alerted through watches or warnings; however, the only alert may be the observations of individuals.

**Watch:** Severe weather is possible in or near the watch area. Prepare to act if a warning is issued.

**Warning:** Severe weather has been spotted on a weather radar. Danger to life and property is imminent. The campus should take immediate action.

In the event of a severe weather warning or an unforeseen weather occurrence of severe weather such as tornado, severe thunderstorm, hurricanes, or earthquake:

1. Faculty and staff are responsible for taking charge of the areas where they are located.
2. Take cover on the lowest floor of all buildings.
3. Gather along the sides of a hallway or under lab/classroom tables, **keeping away from windows.**
4. Ensure everyone in a classroom, office, area, or building is accounted for.

## Secondary Response:

### Campus Resource Officers

1. Communicate with 911 to inform of campus emergency plans. Follow instructions of emergency responders and suggest command post location if needed.
2. Close entrances to the campus if weather conditions permit. Inform Maintenance and Security personnel of entrances that need to be blocked off.

### Security Personnel

1. Assist with preventing all non-emergency personnel from entering the campus, if conditions permit.
2. Assist people in each building with taking appropriate cover.
3. Assist with preventing individuals from leaving the campus until cleared to do so, if conditions permit.

### Maintenance Personnel

1. Assist people in each building with taking appropriate cover.
2. Assemble needed equipment/furniture for emergency responders' command post.
3. Assist CRO with closing campus entrances, if conditions permit.
4. Assist with preventing all non-emergency personnel from entering the campus, if conditions permit.
5. Turn off utilities to affected and neighboring buildings.
6. Provide emergency responders with campus maps and building diagrams.

**Emergency Response Team**

1. Establish the incident command post and convene the needed team.
2. Distribute contact information to the emergency responder command post.
3. Send notification to the campus community following the Alert Now Usage Policy (attachment). Notify the medial.

# Criminal Act

<b>Thomasville Education Center</b> <b>Uptown Lexington Education Center</b> <b>Davie Education Center</b>	Call 911 for ALL emergencies Notify the President’s Office immediately
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Criminal acts include theft, active shooter or other violent behavior, assault, hostage, robbery, rape or other harmful sexual behavior, etc. As each criminal action is unique, only general emergency response guidelines can be proposed. Each individual must provide for his or her own safety first, then provide for the safety of others, if possible. A call to 911 should be made directly from a campus phone if possible. The initial responder should determine if evacuation of individuals or remaining in place is safer.

## Immediate Response:

If there is immediate, imminent danger

1. Call 911 from a campus phone, if possible, giving the location and nature of the situation. If calling from a cell phone, tell someone else to call from a campus phone.
2. Campus Security, CRO and Switchboard personnel will receive the 911 call and notify the first available administrator.
3. Notify others of the emergency through any means immediately available – verbal messages, text messages, etc.
4. Security and CRO personnel will go to the location of the situation.
5. Faculty and staff are responsible for taking charge the areas in which they are located.
6. Determine the safest option – shelter in place for your area, lockdown, or evacuation, and act accordingly.
7. Assemble in a safe place and await emergency services (refer to campus map for designated locations).

## Secondary Response:

### Campus Resource Officers

1. Respond to the incident

### Security Personnel

1. Follow the instructions of first responders.

### Maintenance Personnel

1. Assemble needed equipment/furniture for emergency responders’ command post.
2. Assist Security.
3. Provide emergency responders with campus maps and building diagrams.

### Emergency Response Team

1. Distribute contact information to the emergency responder command post.
2. Establish a Command Post and convene the needed response team.
3. Send notification to the campus community following the Alert Now Usage Policy (attachment). Notify the media.

# Hazardous Material Release

<b>Thomasville Education Center</b> <b>Uptown Lexington Education Center</b> <b>Davie Education Center</b>	Call 911 for ALL emergencies Notify the President's Office immediately
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Hazardous material release refers to chemical spills or the release of poisonous gases such as carbon monoxide. Only trained individuals should be involved in managing these incidents.

## Immediate Response:

Upon discovering the release of a hazardous material:

1. Call 911 from a campus phone, if possible, giving the name of the released substance, the time the release occurred, location and nature of the situation (injuries, illness, etc.).
2. Campus Security, CRO and Switchboard personnel will receive the 911 call and notify the first available administrator.
3. Notify others of the emergency through any means immediately available – verbal messages, text messages, etc.
4. Security and CRO personnel will go to the location of the incident.
5. Do not turn on lights or use electrical equipment.
6. Do not activate fire alarms.
7. Faculty and staff are responsible for taking charge the areas in which they are located.
8. Determine the safest option – shelter in place for your area, lockdown, or evacuation, and act accordingly.
9. Assemble in a safe place and await emergency services (refer to campus map for designated locations).

## Secondary Response:

### Campus Resource Officers

1. Respond to the incident.

### Security Personnel

1. Follow the instructions of first responders.

### Maintenance Personnel

1. Assemble needed equipment/furniture for emergency responders' command post.
2. Assist Security.
3. Turn off utilities in affected areas.
4. Provide emergency responders with campus maps and building diagrams.

### Emergency Response Team

1. Establish a Command Post and convene the needed response team.
2. Distribute contact information to the emergency responder command post
3. Send notification to the campus community following the Alert Now Usage Policy (attachment). Notify the media.

# Power Outages, Electrical Failure, Facilities Malfunction

<b>Thomasville Education Center</b> <b>Uptown Lexington Education Center</b> <b>Davie Education Center</b>	Call 911 for ALL emergencies Notify the President’s Office immediately
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Short-term power outages and malfunctions such as plumbing failure/flooding, elevator failure, ventilation failure, or utility shutdown are considered **minor emergencies** and will be managed by the College’s Maintenance staff. The President’s Office or the office of the Dean, Davie Campus, will serve as the minor Incident Command Post if a command post is needed. Decisions to cancel classes or close the campus will be made by the college President or designee.

Long-term outages and malfunctions are considered **major emergencies** and will be managed by the Emergency Response Team.

## Immediate Response:

1. Report outages and malfunctions to the Maintenance Department.
2. Evacuate the affected area.
3. Await instructions from Maintenance Staff.

## Secondary Response:

1. If an outage or malfunction is predicted to persist beyond one day, the President or a member of the President’s Staff will establish an Incident Command Post and convene the Emergency Response Team.
2. The Emergency Response Team will determine plans for business continuity and communicate with the campus community.

# Pandemic Illness

The College considers pandemic illness a major emergency and manages it according to guidelines set forth in this handbook. The primary objectives of managing a pandemic illness emergency are to maintain essential college operations to the extent possible, protect the health of the campus community, and prevent the spread of illness. The College will follow advisories and directives issued by the Office of State Personnel and/or the Governor in an effort to control the spread of illness, which may include actions such as restricting travel or closing the college and other state agencies. In the absence of such advisories and directives, the College's President has the authority to make decisions regarding College operations and take appropriate action. If pandemic illness is predicted to have significant effect on College operations, the Emergency Response Team will convene and use the College's Business Continuity Plan to maintain essential functions.

The College recognizes the following possibilities regarding pandemic illness:

- the spread of illness may continue for weeks and months,
- illness may impact the College's students, faculty, and staff who are not ill themselves; their families may become ill, which means students and employees may remain home to care for others, and
- the Emergency Response Team may need to work remotely from separate locations.

# Medical (accident or illness) Emergency

<b>Thomasville Education Center</b> <b>Uptown Lexington Education Center</b> <b>Davie Education Center</b>	Call 911 for ALL emergencies Notify the President's Office immediately
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## Immediate Response:

If there is immediate, imminent danger

1. Call 911 from a campus phone, if possible, giving the location and nature of the situation.
2. Campus Security and CRO personnel will receive the 911 call and notify the first available administrator.
3. Notify others of the emergency through any means immediately available – verbal messages, text messages, etc.
4. Security and CRO personnel will go to the location of the situation.
5. Determine whether it is safer to remain in the area of the incident or move to another location to await emergency services. (refer to campus map for designated locations)
6. While waiting for assistance with a medical emergency, individuals at the scene should:
  - As much as possible, make sure the scene is safe.
  - Stay with the victim and try to make him or her as comfortable as possible.
  - Not move person unless he/she is in danger or it is readily apparent that they can be easily assisted to a more comfortable or appropriate area, e.g., lounge, office, etc.
  - Not provide medications, food or fluid if nature of injury or illness poses a potential risk, e.g., If the victim is experiencing a seizure, do not restrain him or her or force open the mouth. Clear the surrounding area and put the victim on their side, if possible. internal injury, semi-consciousness, etc.
  - Brief emergency responders when they arrive.
  - Utilize first aid kits to treat a minor injury (see location list on page 10).

## Secondary Response:

### Campus Resource Officers

1. Respond to the incident.
2. Give instructions to Maintenance and Security personnel regarding needs and next steps.

### Security Personnel

1. Follow instructions of CRO and first responders.

### Maintenance Personnel

1. Assemble needed equipment/furniture for emergency responders' command post if necessary.
2. Assist with closing campus entrances if necessary.
3. Assist with preventing all non-emergency personnel from entering the campus.
4. Provide emergency responders with campus maps and building diagrams.

### Emergency Response Team

1. Establish a Command Post and convene the needed response team.
2. Distribute contact information to the emergency responder command post.
3. Send notification to the campus community following the Alert Now Usage Policy (attachment). Notify the media.

# Psychological Emergency

<b>Thomasville Education Center</b> <b>Uptown Lexington Education Center</b> <b>Davie Education Center</b>	Call 911 for ALL emergencies Notify the President's Office immediately
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Psychological emergencies include suicide threats or attempts, escalated emotional responses to news or events, or other physical behavior such as fighting, destroying property, verbal abuse, etc. As each psychological emergency is unique, only general emergency response guidelines can be proposed. Each individual must provide for his or her own safety first, then provide for the safety of others, if possible. A call to 911 should be made directly from a campus phone if possible. The initial responder should determine if evacuation of individuals or remaining in place is safer.

## Immediate Response:

If there is immediate, imminent danger

1. Call 911 from a campus phone, if possible, giving the location and nature of the situation.
2. Campus Security and CRO personnel will receive the 911 call and notify the first available administrator.
3. Administrators will contact Counseling and Disability Services staff.
4. Notify others of the emergency through any means immediately available – verbal messages, text messages, etc.
5. Security and CRO personnel will go to the location of the situation.
6. Determine whether it is safer to remain in the area of the incident or move to another location to await emergency services (refer to campus map for designated locations).
7. While waiting for assistance with a medical emergency, individuals at the scene should:
  - As much as possible, make sure the scene is safe.
  - Stay with the victim and try to make him or her as comfortable as possible.
  - If witnessing a suicide threat or attempt, stay with the person if it is safe to do so and maintain conversation as much as possible.
  - Brief emergency responders when they arrive.

## Secondary Response:

### Campus Resource Officers

1. Respond to the incident.
2. Give instructions to Maintenance and Security personnel regarding needs and next steps.

### Security Personnel

1. Follow instructions of CRO and first responders.

### Counseling Staff

1. Respond to incident.

### Maintenance Personnel

1. Assemble needed equipment/furniture for emergency responders' command post if necessary.
2. Assist with closing campus entrances if necessary.
3. Assist with preventing all non-emergency personnel from entering the campus.

4. Provide emergency responders with campus maps and building diagrams.

**Emergency Response Team**

1. Establish a Command Post and convene the needed response team.
2. Distribute contact information to the emergency responder command post.
3. Send notification to the campus community following the Alert Now Usage Policy (attachment). Notify the media.

# First Aid Kits and Panic Button Locations

## First Aid Kits

### **Davie Campus**

#### **Laboratory Building**

- Room 117
- Room 119
- Room 120

#### **Davie Education Center**

- Workroom

### **Davidson Campus**

#### **Mendenhall Building**

- Rooms 105-107 (mailroom), 114, 216-219 (workroom)

#### **Finch Building**

- Rooms 105 (HVAC), 106 (lab), 122, 226 (faculty lounge)

#### **Gee Building**

- Rooms 113 (LAC), 123, 269, 270, 271, 275(labs)

#### **LRC Love Learning Resource Building**

- Rooms 101, 202 (staff lounge)

#### **Briggs Technology Building**

- Rooms 103, 107, 108 (electronics rooms), 202 (workroom), 221(lab)

#### **Public Safety Services Building**

- Room 109 (mailroom)

#### **Reich Building**

- Room 116 (workroom)

#### **Sinclair Building**

- Rooms 111-124, 117 (electronics), 126 (motorbike shop), 128, 132 (auto), 133, 130 (machine shop),

**Kirk Child Development Center**

- Rooms 100-119

**Brooks Student Center**

- Rooms 118, 131-A (Lobby), Food Service Kitchen, 200, 202, 211, 223

**Brinkley Building**

- Cosmetology Dispensary, Room 112, 120
- Fitness/Wellness Area Office

**Transportation Technology Building**

- Next to eye washing stations

**Conference Center**

- First floor workroom

**Uptown Lexington Education Center**

- Wall at rear of building near steps

**Thomasville Education Center**

- Office

**Location of Panic Buttons**

**Davidson Campus**

Admissions (2)  
Career Services (1)  
Advisement Center (1)  
Switchboard (1)  
Human Resources Office (1)  
President's Area (1)  
Business Office (5)

**Davie Campus**

**Off-Campus Centers**

Uptown Lexington Education Center (1)  
Thomasville Education Center (1)  
Davie Education Center (1)  
Workforce and Continuing Education Center (1)