

# Emergency Plan



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**North Carolina  
University**

**Central**

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# Emergency Plan

## North Carolina Central University

**Policy:** It shall be the policy of North Carolina Central University (1) to notify students, faculty, staff and other stakeholders in a timely manner of any activity or condition that constitutes a threat to personal safety or to the wholesomeness of the University community; and (2) to immediately initiate procedures that support the physical and psychological well-being of the campus community.

The Campus Police Department shall be the focal point for the reporting of activities, conditions, and occurrences that can jeopardize the health and safety of the campus. Every member of the University community is responsible for reporting criminal activities or emergency situations occurring on campus or near campus. A University Police Officer will respond to every such emergency call. When necessary, the University Police will contact other appropriate agencies and departments for assistance.

**Definition:** An emergency is any unplanned event that can cause death or significant injuries to students, staff, and visitors or that can force closure of the University, disrupt operations, cause physical or environmental damage, or threaten the University's financial status or public image.

**Purpose:** The purpose of this plan is to outline the duties and responsibilities of designated University personnel in the event of an emergency. In general, this plan is designed to minimize injuries to staff and students and to prevent damage to University property. These procedures will enable the **Emergency Response Team at North Carolina Central University** in conjunction with the **ERT of Durham County** to deploy equipment, personnel, and other resources to effectively minimize the effects of any disasters or emergencies that may occur on our campus.

**Background:** North Carolina Central University is exposed to the same types of hazards, disasters, and emergencies that often occur in other areas of our state. These emergencies are often unpredictable in terms of timing and location. We must also concede that our University will in some way, be affected regardless of the location of the catastrophe. Therefore, the University has outlined a plan to effectively coordinate the efforts of our departments and outside resources as needed.

It is the responsibility of all University administrators, department chairs, supervisors, faculty, and staff to be aware of and to follow the emergency procedures established in this plan. It is also their responsibility to ensure that all employees and students under their direction or supervision know of, and are instructed to comply with, these procedures.

North Carolina Central University is located in the southern region of Durham, North Carolina. The campus is bound by four city streets, Alston Avenue, Lawson Street, Cecil Street, and Fayetteville Street, one of which (Alston Avenue) becomes State

Highway 55. Both Fayetteville and Alston intersect with the East-West Expressway (SR 147) which is north of the campus. Fayetteville Street and State Highway 55 intersect with I-40 which is south of campus.

North Carolina Central University is comprised of 62 buildings situated on 138 acres. At present, the University has approximately 1,100 employees plus 5,500 students.

**Concept of Operation:** When a situation on the main campus or other University property occurs that endangers the lives of the students or staff or threatens to damage University property, the Campus ERT will be required to respond. If such should occur and the severity of the situation dictates a State of Emergency, then and only then shall it be proclaimed. The Chancellor holds that authorization.

The University Police Chief will act as the “**Emergency Response Team Coordinator**” (ERTC). He/She will implement this plan. The location of the ERTC may or may not be stationary. However, he/she will designate a location for a Command Post/Staging Area. All resources (equipment, personnel, etc.) will be assembled here.

**Note:** Only the personnel who have been assigned special responsibilities identified by this plan are to assemble here. These employees are as follows:

1. Chancellor (Chair)
2. Special Assistant to the Chancellor
3. Executive Assistant to the Chancellor
4. Vice Chancellor for Academic Affairs/Provost
5. Vice Chancellor for Student Affairs
6. Vice Chancellor for Development
7. Vice Chancellor for Financial Affairs
8. Director of Health & Safety Office
9. Director of Public Safety/Chief of Police
10. Director of Physical Plant
11. Assistant to the Chancellor for Legal Affairs
12. Director of Residence Life
13. Director of Telecommunications
14. Director of Public Relations
15. Director of Human Resources
16. Chief Information Officer
17. Health Care Administrator, Student Health Service
18. Pearson Cafeteria Food Services Manager
19. Student Government Association President
20. Chair of the Faculty Senate
21. Chair of the Employee Senate

The University Police will notify the Physical Plant Department of utility emergencies. The Physical Plant Department will handle any emergency such as a break in a water line, power distribution, heat distribution, etc. Other emergencies (natural disasters, bomb threats, hostage situations, etc.) that require the assistance of outside resources

will be handled by the University Police Chief. The Chief, after communicating with the Chancellor, will notify these resources.

**Notification:**

**Campus-Wide Emergency Alert**

- A. The person(s) at the scene of an incident (policeman, staff, faculty, student, or administrator) will immediately notify the University Police Office (530-6106) of any conditions (criminal or otherwise) which constitute an apparent threat to campus safety. The University Police Chief will immediately notify the Chancellor, (Provost/Vice Chancellor for Academic Affairs if Chancellor is unavailable), and Vice Chancellor for Student Affairs.
- B. If the Chancellor concurs that the condition constitutes a threat, he/she will convene the **ERT** in the Hoey Administration Building Conference Room (room 311). If the Hoey Administration Building is involved in the emergency the ERT will convene in the Boardroom (room 136) of the Alfonso Elder Student Union or other designated area.
- C. Once the Campus-Wide Emergency Alert has been declared, the ERT should consider the following:
  1. The need for students, parents, faculty, staff, and the general public to know about the threat or other emergency.
  2. The extent to which the public has been or will be informed independent of the ERT's efforts.
  3. The length of time which the threat or other emergency will last.
  4. The location of the threat (on campus or off campus).
  5. The geographical area of the threat and the number of people affected.

The University Police Department is usually the first department to have knowledge of a potential emergency. After evaluating the situation and notifying the Chancellor, the University Police Chief will submit the following information to the dispatcher who will contact the University ERT and the ERT of Durham County, if necessary:

1. Incident or nature of emergency
2. Location of emergency
3. Location of Command Post
4. Location of Staging Area
5. Advise if any streets are blocked
6. Identification of any isolated areas, or
7. Identification of areas designated as "Off Limits"

The dispatcher will then contact the department's forces and communicate the same information. The dispatcher will also advise them against the usage of the radio for unrelated business. The radio network is for giving the best directions to the Staging Area and Command Post and other information relative to the emergency at hand.

The Director of the Physical Plant will notify his/her department.

**Procedures:** 1. Appoint the Incident Commander, University Police Chief

**Note:** The University Police Chief or designee will appoint the Incident Commander.

2. Establish Command Post and Staging Area.

**Line of Authority** The Incident Commander is in charge. All other emergency personnel are to provide support and assistance to the Incident Commander.

### **Responsibilities:**

#### **Emergency Response Team (ERT):**

The role of the ERT is to assist the Chancellor in making informed decisions about the emergency.

#### **Facility Services Department**

The Physical Plant is responsible for providing information to the ERTC regarding damage assessment and recovery. The Physical Plant will recommend appropriate actions regarding utility system shutdown (including steam, electrical, water, gas, pneumatic, etc.) and provide information regarding damage assessment and recovery. This department is also responsible for assisting in the annual review and update of this policy and for updating

#### **University Police Department**

The University Police Department is charged with the responsibility of establishing and securing a safety zone around the emergency area. The department is responsible for traffic and pedestrian control. This department is also responsible for assisting in the annual review and update of this policy and for updating Appendices A, B, and F.

#### **Health & Safety Office**

The Director of the Environmental and Occupational Health & Safety Office is responsible for informing the Incident Commander of any potential health and safety hazards in the building. He/She will also submit recommendations and or plans for removing the hazards. This office will also coordinate routine fire drills for each building on campus. Additionally, the EOHS Office will coordinate the annual review and update of this policy.

### **Building Supervisors**

The Building Supervisor is responsible for submitting the following information to the Incident Commander:

1. building contents and critical operations
2. information regarding the situation at hand
3. informing responders of anyone remaining in their building.

He/She is also responsible for assisting in evacuating the building occupants from the building and keeping the occupants advised of the situation.

### **Public Relations Office**

The Director of Public Relations is responsible for keeping the news media advised of the present situation. This information will be coordinated among the Chancellor, Provost, the Special Assistant to the Chancellor, and the Incident Commander.

### **Student Affairs**

The Vice Chancellor for Student Affairs is responsible for assisting in the annual review and update of this policy and for updating Appendices F and G of this policy on an annual basis.

### **Department Heads**

Department Heads are responsible for ensuring that employees under their supervision are informed of the requirements set forth in this policy.

### **Communications:**

Only those persons designated as part of the ERT shall communicate with the ERTC. Personnel under the supervision of a member of the ERT shall report to that individual, unless otherwise directed by the ERTC. The mode of communication is a two-way radio that is assigned to each member of the ERT. The ERTC will designate one employee to log and record events as they occur.

**Equipment:** In the event of an emergency, the ERTC will request equipment from the appropriate department as necessary.

## Procedures

### I. Reporting Emergencies

The University Police Department (530-6106) is the primary contact for any type of on campus emergency. University Police personnel are available 24 hours a day, 7 days a week, and are professionally prepared to respond to any type of campus emergency.

**DO NOT CALL OFF-CAMPUS RESOURCES. CALL THE UNIVERSITY POLICE DEPARTMENT (530-6106).**

1. When calling, stay calm and carefully explain the problem and location to the dispatcher.
2. Quickly notify your supervisor of the emergency and begin to take the appropriate action warranted by the situation.
3. Only if you observe an actual fire (i.e., see flames) call 911, sound the alarm, evacuate the building and then notify campus police.

### II. Types of Emergencies

Procedures for responding to specific types of emergencies are included as appendices to this policy. These include:

- A. Bomb Threat
- B. Civil Disturbance
- C. Utility Failures
- D. Hazardous Material Spill
- E. Adverse Weather Plan
- F. Serious Injury or Death of a Student On or Near Campus
- G. Serious Injury or Death of a Student Away From Campus
- H. Fire
- I. Serious Injury or Death of an Employee On or Off Campus (work-related only)
- J. Emergency Call List
- K. Building Supervisors

The Emergency Call List and the list of Building Supervisors are also included in these appendices.

## **Adverse Weather Plan**

### **PURPOSES**

The purposes of this plan are the following:

- To inform NCCU employees of procedures and personnel policies to be followed in the event of adverse weather emergencies;
- To outline responsibilities and assign priorities in order to effectively manage the University during adverse weather conditions;

### **BASIC ASSUMPTIONS**

The essential operations of NCCU continue in all types of weather. It is important, therefore, that the campus is maintained in a safe and passable condition during adverse weather conditions. Different levels of effort will be required depending upon the severity of the weather conditions. Under worst conditions, all appropriate resources of the University must be used to assure the safety of students, employees, and visitors. This plan defines the types of conditions to be expected and the planned responses to the conditions. Obviously, there will be unexpected contingencies. The University community will be expected to adjust to these as they arise. Administrative decisions regarding campus conditions and activities will be communicated to students, employees, and visitors. This information is contained in the **Communications** section of this plan.

### **CONDITIONS**

The three basic types of adverse weather the University can expect include winter snow and ice storms, hurricanes, and tornadoes. Information regarding the development or presence of adverse weather can be obtained from the local weather service. The National Weather Service will announce information regarding the adverse weather in the form of a watch or a warning.

A watch is defined as “a forecast issued well in advance of a severe weather event to alert the public of the possibility of a particular hazard, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, and heavy snows. A watch is issued when conditions are possible within 24 to 36 hours.

A warning is defined as “a forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar.” Warnings state a particular hazard or imminent danger, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, heavy snows, etc.

General as well as specific procedures and responsibilities regarding each condition are provided in this section. As a rule, when adverse weather is expected, the Provost/Vice Chancellor for Academic Affairs will contact unit directors to discuss campus needs to assure readiness. For example, the Physical Plant Director and the Police Chief may need to address precautionary steps, such as preparing vehicles or applying de-icing materials. Afterwards, Physical Plant supervisors will confer with their staffs to ascertain the availability of manpower so as to assure

implementation of the adverse weather plan. Each supervisor will review with his/her staff the responsibilities and expectations during adverse weather conditions and/or the high probability of such. Personnel assigned stand-by or early reporting will be notified in advance. Provisions will be made to assist individuals in getting to work when conditions warrant. If any additional equipment is needed, or if an outside vendor's service is required, the Physical Plant Director will follow emergency purchase order procedures.

## **RESPONSIBILITIES**

### ***GENERAL***

#### **SPA and EPA (Non-faculty) Personnel**

Regardless of the type of weather condition, it is the policy of the State that all government offices remain open during adverse weather conditions. Even though classes may be cancelled, employees are still expected to show up for work. It is the responsibility of the employee to make a good faith effort to come to work during these times.

Some University operations require employees to report for work to provide critical services during periods of adverse weather. Those operations are identified as University Police, Food Services, Student Health Services, Shepard Library Services (Turner Law School Library staff are not considered essential personnel), Residential Life Operations, Facility Services, and the Health & Safety Office. Heads and/or Directors of these critical departments will develop specific policies for their respective departments. Heads of academic and administrative units will identify critical employees and provide their names to the University Police who will assist these employees in getting to their offices, if necessary.

#### **EPA (Faculty) Personnel**

Since NCCU is a residential institution with many of its students living on campus, any policy concerning adverse weather conditions must take that fact into consideration. University plans, therefore, must be directed toward the maintenance of all academic programs and administrative support services.

The general expectation for NCCU is that all programs and services will be maintained and that suspension of any of these activities should occur only under very rare and extreme occasions.

Operation of classes is the normal and expected condition. Unless there is an official announcement that classes will not be held, faculty and all others concerned should assume that classes will be conducted as usual and on the regular schedule.

In the event of hazardous driving conditions, the decision to suspend classes at the University will be made by the Chancellor. The Provost/Vice Chancellor of Academic Affairs will make an official announcement that classes will not be held or that classes will be suspended for a stated period of time. For more information regarding school closings, cancellations, or delays, refer to the Communications section of this plan.

All faculty members are expected to make every effort, within the guidelines of prudence and safety, to reach the University when classes are being held.

Announcements concerning suspension of evening classes (4:00 p.m. or later) will be made preferably by 12:00 noon of the specific day.

Students enrolled in internships, clinical experiences, and teacher education practicums should follow the instructions of the particular agencies to which they are assigned.

Each dean, chairperson, and program director should have an up-to-date list of each class scheduled for the college or school. Chairpersons, deans, and program directors should post a list of classes that will not be held when hazardous conditions prevent certain faculty members from reaching campus.

All library employees, including those holding faculty status, will report as directed by the librarian.

Each chairperson or immediate supervisor should arrange for an alternate notification procedure in case the chairperson cannot be reached.

### **Child Development Laboratory (CDL)**

The CDL shall follow the school delay/closing schedule announced by the Durham Public School System. This information shall be disseminated to all parents and/or legal guardians who bring children to the CDL during the child registration period. The CDL Staff will maintain a current phone directory of home and work phone numbers to contact parents in the event that the CDL must be closed. Once the Durham Public School System has announced that schools will be closing early, the CDL Staff will immediately begin notifying parents.

### **University Police**

ALL employees of the NCCU Police Department are classified as “essential personnel”.

All employees must make their own arrangements for transportation to work. It is of utmost importance that University Police personnel report to work on time. In cases where personnel are unable to overcome weather conditions, it shall be the responsibility of the on-duty Watch Commander or his/her designee to see that efforts are made to transport these individuals to work on time.

Emergency personnel described above should not assume that they may take a vacation/compensatory day because of adverse weather. A last-minute request for a day off may be approved, but the decision for all emergency personnel is in the hands of the Watch Commander. Again, it is imperative that emergency personnel report to duty on time.

During adverse weather, when travel becomes extremely hazardous, patrol functions will be limited to response to emergency calls only. When not responding to calls, patrol vehicles should remain stationary at locations near the center of their patrol areas. The Chief of Police or his/her

designee will notify the staff to transport essential University personnel and injured or disabled students.

The University Police will ensure that patrol vehicles are appropriately equipped and able to respond to emergency situations during adverse weather conditions.

## **SNOW / ICE STORMS**

### **Grounds Unit**

In the event of a snow / ice storm, the Physical Plant will establish a command center in the physical plant building. All cleanup work will be directed from that office. All Physical Plant employees involved in snow/ice removal will be able to communicate with the command center and vice versa at all times.

Should the storm occur on a weekday or week night, cleanup will begin as soon as snow starts falling. Priority will be given to items

The Grounds Unit of the Physical Plant shall be primarily responsible for the clearing of campus sidewalks, interior streets, and circulation areas contiguous to the critical areas identified below.

Clearing will be done according to Table 1.

## **FOOD SERVICE**

In the event that the university closes and access to the temporary dining facility becomes limited or not possible, Sodexo will establish four feeding stations. These stations are:

<u>Station</u>	<u>Location</u>	<u>Includes</u>
1	Temporary Cafeteria	New Residence Halls 1 & 2
2	Eagle Landing	Eagle Landing, New Baynes
3	Annie Day Shepard	Annie Day, Rush
4	Vintage Baynes	George St. Apts, Vintage Baynes, McLean, Martha St.
5	Campus Crossings	Campus Crossings

Meals will be delivered at appropriate times during the day.

Table 1

## Week-day snow / ice event

**Classes in Session**

1. University Police
2. Student Health Services
3. Temporary Cafeteria
4. Residence Hall sidewalks in following order
  - a. Baynes Hall
  - b. New Baynes
  - c. Old Graduate Apartments
  - d. McLean Hall
  - e. Rush Hall – (west side, block off east side)
  - f. Annie Day Shepard
  - g. New Dorms A & B
  - h. Martha Street Graduate apts.
5. Central Heating Plant
6. Streets – 1. Campus Drive, 2. George St., 3. Nelson, 4. Lincoln (section on campus)
7. James E. Shepard Library – Sidewalks, North and south sides first
8. BBRI Parking lot
9. Classroom Buildings beginning with New Education
10. Elder Student Union
11. Hoey Administration Building
12. Student Services Building
13. Alexander-Dunn Building
14. McDougald Gym/Admissions

Generally, those sidewalks connecting the dormitories to the Student Health Center and to Pearson cafeteria will be cleared first.

Other parking lots will be cleared after the above priorities have been completed. Clean-up of events during work hours will be conducted following the above schedule. Parking lots will be cleared as they are emptied.

**Table 2**  
Weekend Snow / Ice event

Classes not in session (weekends)

1. University Police
2. Student Health Services
3. Temporary Cafeteria walkways and steps
4. Residence Halls sidewalks in following order
  - a. Old Baynes Hall
  - b. New Baynes
  - c. Old Graduate Apartments
  - d. McLean Hall
  - e. Rush Hall – west side (block off east side)
  - f. Annie Day Shepard
  - g. New Dorms A & B
  - h. Martha Street Graduate Apts.
5. Central Heating Plant
6. Streets – 1. Campus Drive, 2. George St., 3. Nelson, 4. Lincoln  
(section on campus)
7. Elder Student Union
8. Student Services Building
9. Hoey Administration Building
10. Alexander Dunn Building
11. James E. Shepard Library – sidewalks on north and south side first

Snow / ice will be removed from parking lots when the above critical areas are cleaned.

Grounds personnel will begin street and sidewalk clearing (using leased equipment, the tractor and a single bobcat for those surfaces, respectively) moving east on George Street from Fayetteville Street. They will proceed to the Central Stores building, turning north and clearing the service drive between George Street and Eagle Campus Drive, then proceed west on Eagle Campus Drive back to Fayetteville Street. Thereafter, they will use both vehicles to clear the Hoey Administration drive and circle.

Simultaneously, a second bobcat operator will begin clearing the access street between Pearson Cafeteria and Student Health Service, heading south from Lawson Street. Thereafter, the operator will head west on Cafeteria Drive and south behind the Hoey Administration Building to the Shepard/Rush/Jones terminus. Completing that circuit, the bobcat operator will return to Lawson Street to begin clearing up Campus Drive, heading south. Unless relieved or reassigned, the second bobcat operator will clear Campus Drive to the junction of the O’Kelly-Riddick Stadium access road and turn east to clear the Central Heating Plant lot.

Drivers of vehicles equipped with buckets for snow removal will utilize previously identified holding areas for collected snow. After having completed the routes prescribed above, all removal equipment will be prepared for follow-on assignments for clearing as identified by the Grounds Unit Supervisor. The remaining street/sidewalk clearing will take place in the following sequence, unless otherwise directed.

1. Connect two routes by clearing the remainder of Campus Drive in from of the Physical Plant Building.
2. Clear Nelson Street moving east from Fayetteville Street and south on Lincoln Street to the Cecil Street junction.
3. Clear Nelson Street extension south to the Turner Law School/Walker Physical Education Complex terminus.

Salt is the preferred deicing material to be applied upon completion of street clearing. Sand is the next alternative. Bulk storage of deicing and traction-providing materials shall be at the discretion of the Grounds Unit Supervisor.

1. Leased equipment (backhoes with front loaders and bobcats) will be the vehicles of choice for clearing snow and ice from campus streets and walkways. To assure availability during times of peak demand, these vehicles will be held in a contingency demand inventory through an annual retainer contract with a local equipment leasing company. As an alternative, a contracted clearing service for the critical areas listed above will be established, all such work to be completed within forth-eight (48) hours of notification. The Physical Plant is responsible for implementing these contracts.
2. The City of Durham is responsible for clearing George, Nelson, and Lincoln Streets. This plan presumes, however, that the city's response will be sufficiently delayed as to be unresponsive to the University's needs.

#### Grounds Shovel Crew

Grounds personnel will be given the responsibility to clear sidewalks, which interconnect the previously identified priorities. Recall rosters and assignments to specific campus locales/areas will be made and upgraded as required by the Grounds Unit Supervisor. Selected maintenance personnel will augment staffing of this crew. Additionally, following completion of initial assignment, all personnel shall stand by for follow-on clearing as assigned by the Grounds Unit Supervisor.

The Grounds Unit Supervisor is responsible for maintaining an adequate supply of equipment and consumable supplies, including but not limited to shovels, salt, sand, etc. Housekeepers can aid in the cleanup by calling into the command center to report areas of concern around their respective buildings.

#### Building and Preventive Maintenance Staff

Building and Preventive Maintenance personnel will constitute temporary augmentation of the grounds shovel crew. When mobilized, they will fall under the direction of the Grounds Unit Supervisor, who will make assignment of responsibilities by campus area. All Building Maintenance Shop Supervisors and the Preventive Maintenance Supervisor shall be cognizant of the adverse weather duties and responsibilities of their subordinates and shall draft and maintain a recall roster of telephone numbers and addresses for affected personnel as appropriate. In addition to assignment of specific areas of responsibility, Physical Plant Supervisors are responsible for clearing appropriate access routes to and around the Physical Plant.

### Central Heating Plant

Heating Plant personnel will be assigned no collateral clearing duties but will be responsible for maintaining cleared access for areas immediately contiguous to the Heating Plant.

### Housekeeping Unit

Housekeeping personnel shall be responsible for clearing all landings and building access stairs immediately contiguous to the structure. Initial clearing efforts will be concentrated on the prioritized buildings listed earlier and will be executed by all able-bodied housekeepers who have been previously identified (by name and building assignment) as comprising the Adverse Weather Housekeeping work force. A list of individuals so identified and assigned will be maintained by the Housekeeping Administrator (on a recall roster with telephone numbers and addresses) under whose supervision all work will be completed. So far as possible, housekeepers designated as members of the Adverse Weather work force shall be assigned to the same building or buildings which comprise their normal assignments. It is understood also that all personnel so assigned will execute clearing duties instead of their normal housekeeping duties until further notice. The Housekeeping Administrator is responsible for maintaining liaison with the Grounds Unit Supervisor to identify assigned personnel and to insure an initial allocation of clearing tools and consumable materials. The preferred application for landings and access steps following clearing is salt, the second is sand. Prepackaged deicing materials will be stored in identified housekeeping spaces in addition to required clearing tools. The Housekeeping Administrator is responsible for conducting periodic inventories of all such adverse weather supplies.

### Chancellor's Residence

The contracted grounds keeper will be responsible for clearing the steps, driveway, and walkways of the Chancellor's residence.

## **TORNADOES AND HURRICANCES**

The Raleigh-Durham area is situated within striking distance of tornadoes and hurricanes. A **watch** is defined as "a forecast issued well in advance of a severe weather event to alert the public of the possibility of a particular hazard, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, and heavy snows. A **watch** is issued when conditions are possible within 24 to 36 hours. A **warning** is defined as "a forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar." Warnings state a particular hazard or imminent danger, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, heavy snows, etc.

During a **watch**:

- Listen to radio or television for adverse weather progress reports
- Check emergency supplies
- Fuel vehicles
- Bring in outdoor objects such as lawn furniture, equipment, etc.
- Secure buildings by closing and/or boarding up windows
- Review evacuation plans

**During a warning:**

- Listen constantly to a radio or television for official instructions
- Avoid elevators
- Stay away from windows, skylights, and glass doors
- Keep a supply of flashlights and extra batteries
- Avoid open flames, such as candles and kerosene lamps, as a source of light

Evacuation

If evacuation is necessary, the following buildings have basements that are effective tornado shelters. If possible, take a blanket, pillow, and other necessary supplies with you. In the event of a power outage, emergency lighting will be activated in areas equipped with such equipment.

Old Baynes	Old Health Building
Student Services Building	Dent Human Sciences Building
Turner Law Building	Farrison-Newton Communications Building
Robinson Science Building	Annie Day Shepard Hall
McLean Hall	Graduate Apartments
New Baynes	Alexander-Dunn Building
Hoey Administration Building	William Jones Building

**Tips for avoiding common dangers following tornadoes and hurricanes**

- Avoid low-hanging wires and anything touching them
- Realize that driving surfaces could have weakened and may collapse
- Unless otherwise informed that drinking water is safe, drink bottled water or disinfect water before consuming
- Maintain an adequate supply of batteries
- Fill vehicles with fuel before the storm hits
- Don't burn charcoal or wood in an enclosed place; it can produce deadly carbon monoxide
- Use chain saws with caution
- Be aware that high water will drive snakes, animals, and insects to higher ground
- Check the food in your refrigerator for spoilage

**ANNOUNCEMENT OF CLASS CLOSINGS AND DELAYS**

Procedures for communicating class closings and delays

After conferring with the Chancellor, the Provost/Vice Chancellor for Academic Affairs will announce adverse weather decisions affecting classes. This announcement will officially come from the Office of Public Relations.

The Provost will then activate the phone tree by calling the other Vice Chancellors, Special Assistants to the Chancellor, and the Chief of Police. These Administrators will then notify University staff under their direction.

The Office of Public Relations will take the following steps immediately upon receipt of the instructions from the Provost:

- 1. Record adverse weather and emergency announcement on a special direct line (919) 530-7220.**
2. Request that WNCU FM broadcast the Provost's decision at regular intervals.
- 3. Place an adverse weather and emergency notice on the campus web site that can be accessed from the NCCU home page.**
4. Request that the University's Telecommunications unit take immediate action to announce the adverse weather decision through the closed circuit cable channels used on campus.
5. Provide television stations, **radio and print media** in the Raleigh-Durham market with the information. Priority in making these calls will be given to stations having network affiliations.
6. Contact radio stations in the Durham area. Priority will be determined according to the broadcast strength of the stations.

#### Content of Adverse Weather Announcements

Announcements related to adverse weather will contain the following information and will be provided to the responsible personnel at the media outlets:

1. An announcement of the decision made by the Chancellor and Provost "North Carolina Central University classes are cancelled on DAY, DATE." "All evening classes for DAY, DATE at North Carolina Central University are cancelled," or "North Carolina Central University classes are closed until TIME a.m./p.m., DAY, DATE."
2. The permanent, standing message that "Employees will follow the Adverse Weather Plan."

## Civil Disturbance

A. Civil Disturbance is any annoying, disturbing, or alarming act or condition exceeding the bounds of social toleration normal for the time and place in question which occurs in a public place or which occurs in, affects persons in, or is likely to affect persons in a place to which the public or substantial group has access.

Civil Disturbances are inclusive of but not limited to any disturbance intentionally caused by any person who:

1. Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence;
2. Makes or uses any utterance, gesture, display, or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause of a breach of the peace;
3. Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the Chancellor of the institution, or his authorized representative;
4. Refuses to vacate any building or facility of any public or private educational institution in obedience to:
  - a. An order of the Chancellor, or his representative, who shall include the Provost, the Vice Chancellor for Student Affairs, the Dean of Students, the University Police Chief;
  - b. An order given by any fireman or Public Health Officer acting within the scope of his authority;
  - c. A state of emergency which is occurring or is imminent within the institution, or an order given by any law enforcement officer acting within the scope of his authority.
5. Shall, after being forbidden to do so by the Chancellor or his authorized representative, of any public or private educational institution:
  - a. Engage in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any building or facility of the institution in its normal and intended use;
  - b. Congregate, assemble, form groups or formations (whether organized or not), block, or in any manner otherwise interfere with the operation or functioning of any building or facility of the institution so as to interfere with the customary or normal use of the building or facility;
6. Disrupts, disturbs, or interferes with the teaching of students or engages in conduct which disturbs the peace or order of discipline at the University or on the grounds adjacent thereto.
7. Disrupts, disturbs, or interferes with a religious service or assembly or engages in conduct which disturbs the peace or order at any religious service or assembly.

As used in this section, the term “building or facility” includes the surrounding grounds and premises of any building or facility used in connection with the operation or functioning of such building or facility.

### Procedure

1. A civil disturbance or threatening situation should be reported to the University Police immediately and the following action taken:
  - a. Alert all employees in the area.

- b. Lock all doors; secure all files, documents, and equipment.
  - c. If necessary, close down the operation and evacuate the building.
2. If you are the victim, or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., **DO NOT TAKE ANY UNNECESSARY CHANCES**. Notify the University Police and provide them with the following information:
  - a. Nature of the incident
  - b. Campus location
  - c. Description of the person(s)
  - d. Description of the property
3. Avoid provoking or obstructing anyone participating in a disturbance or demonstration.
4. Assist the University Police when they arrive by providing them with all additional information relative to the situation.
5. The University Police will assess the situation upon their arrival and conduct any search necessary or disperse demonstrators as necessary.
6. If a class or lecture is disrupted, the offending person or persons should be requested to leave. If they refuse, call the University Police.

## **Utility Failures**

### **1. Electrical Utility Problems**

In the event of a major utility failure, contact the Physical Plant at extensions 6448, 6392, or 7244. Disconnect or turn off major electrical devices (copiers, computers, etc.). Otherwise, a fire may occur if the circuits become overloaded due to all devices coming back on at the same time. Emergency lighting should come on once the main power is shut down. If the emergency lighting does not operate properly, or if emergency lighting is not adequate, report this information to the Physical Plant and the Health & Safety Office.

### **2. Elevator Failure**

All campus elevators should be equipped with emergency telephones directly connected to the University Police Department (6106). Don't panic. Pick up the receiver and inform the Dispatcher of your situation. Remain calm. Assistance will arrive shortly. If a phone is not Available, press the alarm button and call for help.

### **3. Plumbing Problems**

Inform your supervisor and the Physical Plant. Vacate the area if necessary.

### **4. Natural Gas Leak**

Discontinue all operations. Inform the University Police. Evacuate the building and notify your supervisor. The University Police will contact the Health & Safety Office and the Physical Plant.

### **5. Ventilation**

If smoke, foul odors, or burning smells come from the ventilation system, report the problem to the University Police immediately. If necessary, evacuate the building. Note: If the building occupants are exposed to any life-threatening situation, activate the building fire alarm and evacuate the building immediately.

## Hazardous Material Spill

Any spillage of a hazardous material must be reported to the University Police and the Health & Safety Office immediately. Hazardous materials include, but are not limited to, chemicals, biological agents, radioactive materials, hazardous waste, and sewage.

The University Hazardous Waste Manager is Mr. Mike Logan, phone number 530-7943, pager 506-2390.

1. When reporting a spill, be specific about the nature of the material/substance and the location. The Health & Safety Office will respond immediately.
2. Vacate the contaminated area and seal it off to prevent further contamination of others.
3. All persons who may be exposed to the contamination must avoid contact with others and remain in the vicinity of the incident. Report to the First Responder on scene. Required first aid and clean up by designated/trained personnel shall begin at once.
4. If necessary, follow the standard procedure for evacuating the building.

For more detailed information regarding chemical, biological, and/or radioactive material spills, refer to the [NCCU Hazardous Material Incident Response Plan](#).

## Bomb Threat

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call the University Police (530-6106).
2. Any person receiving a telephone call that a bomb or other explosive device has been placed on campus is to ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
3. Continue talking to the caller as long as possible and record the following:
  - a. Time of call
  - b. Age (approximately) and sex of caller
  - c. Speech pattern, accent
  - d. Emotional state
  - e. Background noises
4. Immediately notify the University Police and supply them with the aforementioned information.
5. If the bomb threat is received by mail, **do not handle the letter, envelope, or package.** Vacate the area at once. Report to your supervisor and call the University Police.

6. The University Police will conduct a detailed bomb search. Employees are requested to make a brief inspection of their areas for suspicious objects and to report the locations to the University Police.
7. If an evacuation is necessary, the University Police will activate the building alarm. This will also initiate a response by the Durham Fire Department.
8. Evacuate the building by quickly walking to the nearest exit.

Note: Employees should refrain from using elevators during an emergency evacuation. Once the fire alarm is activated, the elevator will be automatically called to the first or ground floor and remain inactive until the alarm system is reset.

9. Once outside, quickly move to the building's designated evacuation point. Keep walkways and streets clear for emergency vehicles.
10. Without re-entering the building, be able to assist the University Police in their efforts to evacuate everyone from the building.
11. The University Police will set up an Emergency Command Post/Staging Area near the emergency site. Stay clear of the post unless you have important information to report.
12. **Do not re-enter the building until University Police instruct you to do so.**

**See Appendix for bomb threat check list and reporting form.**

## Serious Injury or Death of a Student On or Near Campus

### A. Individual Medical Emergencies

A medical emergency may consist of treatment for a medical condition or injury that may become more severe or life-threatening if treatment or support in an emotionally intense situation is delayed.

Examples of medical emergencies include:

- severe allergic reactions
- severe asthma attacks; severe difficulty breathing
- heart attack
- seizures
- profuse bleeding from wounds or orifices of the body
- loss of consciousness
- overdoses or poisonings
- person is not breathing or no pulse
- severe burns from heat, chemicals, or electricity
- suicidal intentions or attempt
- a severe fall with possible fracture
- psychiatric emergencies
- insulin shock or diabetic coma

There are many other conditions that must be considered but are too numerous to list. One of the most important things to do in an emergency is **NOT TO PANIC**. Obtain assistance as soon as possible.

Procedure:

1. Call University Police at 530-6106 (call yourself or have someone nearby call, also have someone notify the designated first aid responder in your building or a professor, the Resident Director/ Resident Assistant or other responsible person for assistance).
2. Give University Police the following information:
  - a. your name
  - b. name of ill or injured person
  - c. location
  - d. brief description of situation
3. The University Police will respond to the scene and assess the situation. The Emergency Medical Service (EMS) system will be notified by University Police to respond to the scene. University Police will then notify the Student Health Service staff of the medical situation.
4. The paramedics, EMT, or individuals of the EMS will assess the individual and provide treatment when necessary. The paramedics will transport the individual to the emergency room.

5. University Police will transport the ill or injured student to the Student Health Service for care if emergency room treatment is not required. If the Student Health Service is closed, the student can choose to be transported to the emergency room by the EMT's.

## B. Notification of University Personnel

The University Police will notify the Environmental and Occupational Health and Safety Director and the Dean of Student Affairs and will assist in the notification of the appropriate personnel listed below.

1. **For an Undergraduate Student** - Call the Health Care Administrator for Student Health and Counseling Services, the student's academic Dean, the Vice Chancellor for Student Affairs, a Campus Ministry representative, and the Director of Residence Life if the student lives on campus.
2. **For a Graduate or Professional Student** – Call the Director of Residential Life (if the student lives on campus), the Vice Chancellor for Student Affairs and the Dean of the appropriate school or college (who in turn should notify the head of the student's academic department), and a Campus Ministry representative.

**Note:** If the Dean of Student Affairs, the Director of Residential Life, or Dean of the graduate or professional school is the first to hear of the death, that individual shall initiate the phone tree as described above, beginning with the University Police Department.

## C. Responsibilities

1. The University Police shall notify the following individuals of the situation.
  - Chancellor
  - Provost/Vice Chancellor for Academic Affairs
  - Assistant to the Chancellor for Legal Affairs
  - Special Assistant to the Chancellor
  - Chief of University Police
  - Director of Health and Safety
  - Director of Public Relations
  - President of the Student Government Association and/or Graduate Student's Association
  - Health Care Administrator for Student Health and Counseling Services
2. Pronouncement and initial notification of death are the responsibility of medical personnel. The University Police will contact the parents or next of kin to inform them of the incident.
3. The Dean of Student Affairs will contact the parents or next of kin to extend condolence and offer of assistance/support from the University.
4. The Chancellor will notify the President of The University of North Carolina System.
5. The Special Assistant to the Chancellor will notify members of the Board of Trustees.

## **Serious Injury or Death of a Student Away from Campus**

- A. The first University representative notified of the incident should notify the University Police Department. The University Police will notify the Chancellor and the Dean of Students. The Provost/Vice Chancellor for Academic Affairs should be notified if the Chancellor is not immediately available.
- B. The Dean of Students will notify the Vice Chancellor for Student Affairs.
- C. Notification of parents or next of kin is the responsibility of the medical or law enforcement personnel handling the case.
- D. The Dean of Student Affairs will contact the parents or next of kin to extend condolence and offer of assistance/support from the University.

## Fire

A. This procedure has been established to provide the NCCU community with essential information on how to respond in the event that a building fire alarm system is activated. Building Supervisors Should ensure that those employees permanently (or temporarily) assigned to their respective buildings are familiar with this procedure.

### B. Responsibilities

Unless otherwise specified, building occupants are simply required to immediately evacuate the building when the fire alarm is activated. It is the responsibility of the Building Supervisor and the Building Fire Marshals (designated by the Building Supervisor) to:

- provide assistance, guidance, and direction to building occupants during an evacuation
- assist physically impaired and/or disabled employees during an evacuation
- maintain a list of building occupants, including their names and locations
- maintain a list of physically impaired building occupants, including their names and locations
- conduct a head count after the building has been evacuated, report findings to emergency authorities (Fire Department and University Police)
- relay pertinent information to emergency authorities (such as; names and locations of trapped or injured personnel still inside the building; location of the fire, etc.)

### C. Procedures

Most buildings can follow the basic building evacuation procedure outlined below. Some buildings may require additional procedures due to unique circumstances. In these cases, the special procedures will be outlined in that building's fire/evacuation plan.

In the event of a fire, **RACE**:

**R** - Remove all persons from immediate danger.

**A** -Activate fire alarm system. Call Campus Police, 911, or pull manual pull station.

**C** -Close all doors and windows.

**E** -Evacuate the building. Follow your assigned routes. Report to designated evacuation area. Extinguish the fire if you feel that you can extinguish it safely.

**Note:** All building fire alarm systems are monitored 24 hours per day. Activation of a manual pull station will automatically summon the Durham Fire Department and the University Police.

In addition to the RACE procedure, follow these simple guidelines as well:

- crawl if there is smoke
- feel doors before opening
- go to the nearest exit
- always use an exit stair, not an elevator
- close doors and windows
- use a fire extinguisher if the fire is very small and you feel that you can extinguish it safely
- if you are on fire - Stop, Drop and Roll
- if you get trapped,

- ⇒ close the door
- ⇒ seal cracks
- ⇒ open the windows if it is safe
- ⇒ signal for help and phone 911 or Campus Police
- ⇒ don't jump, the fire department will reach you

If you are disabled, even temporarily, it is imperative that you learn about fire safety, plan ahead for emergencies, and be aware of your own capabilities and limitations. In the event of a fire emergency, look for “areas of refuge” such as stairwell enclosures or the other side of corridor fire doors. **ELEVATORS ARE NOT SAFE DURING FIRES.** Sometimes it may be safer to stay in your office. If there is an immediate threat to safety, seek refuge in a stairway or room with a window. If possible, call 911 to report your location and receive instructions from the Emergency Operator.

#### D. Use of Fire Extinguishing Equipment

Unless specifically trained to do so, no employee is to use a fire extinguisher to attempt to put out a fire. If the fire appears controllable, and an employee has been properly trained, the employee may obtain the nearest fire extinguisher and attempt to extinguish the fire. Follow the **PASS** procedure.

**P** - Pull the pin.

**A** - Aim at the base of the fire.

**S** - Squeeze the handle.

**S** - Sweep from side to side.

If the contents of the extinguisher have been completely discharged and a fire remains, do not continue fighting the fire with additional fire extinguishers. Follow the **RACE** procedure and evacuate the building immediately.

## **Serious Injury or Death of an Employee On or Off Campus (Work Related Only)**

A. Accidents resulting in serious personal injuries or death to University staff while on University property or in the course of University employment or activity must be reported to the University Police. Examples of such accidents include, but are not limited to:

- heart attack
- seizures
- profuse bleeding from wounds or orifices of the body
- loss of consciousness
- overdoses or poisonings
- person is not breathing or no pulse
- severe burns from heat, chemicals, or electricity
- a severe fall with possible fracture
- loss of limb (arm, leg)
- loss of extremity (fingers, toes)
- death

B. The University Police will summon appropriate medical personnel and notify the following individuals.

- Chancellor
- Chief of University Police
- Director of Environmental and Occupational Health & Safety
- Assistant to the Chancellor for Legal Affairs
- Provost/Vice Chancellor for Academic Affairs
- Special Assistant to the Chancellor
- Director of Public Relations
- Director of Human Resources

C. Injury to Employee(s) – Responsibilities

1. The University Police will:

- Summon appropriate medical personnel.
- Notify appropriate NCCU staff (listed above).
- Take action as situation dictates.

2. The Director of Environmental and Occupational Health & Safety will:

- If three or more employees are hospitalized or if there was a fatality, report to the North Carolina Department of Labor within 8 hours after occurrence. In addition, the Office of State Personnel, Division of Employee Risk Control Services must be notified. · Take immediate measures to prevent further injuries.
- Conduct an immediate on-site investigation to determine the cause of the accident.
- Conduct a follow-up investigation within 48 hours of the event.

- Provide accident investigation report to NCCU departments as necessary, to include Legal Affairs, Human Resources (Worker's Compensation), Public Relations, Department Head for whom the employee worked, etc.

3. The Injured Employee will:

Complete an Employee's Accident Report Form. This form can be obtained from and must be returned to the Environmental and Occupational Health and Safety Office.

4. The Employee's Supervisor will:

- Complete a Supervisor's Accident Report Form.
- Complete the Industrial Commission Form 19, Employer's Report of Injury to Employee. These forms can be obtained from and must be returned to the Environmental and Occupational Health and Safety Office. Forms will then be forwarded to the Workmens Compensation Clerk

5. The Worker's Compensation Clerk will:

- Process Worker's Compensation claims as necessary.

D. Death of an employee(s) - Responsibilities

1. Pronouncement and initial notification of death are the responsibility of medical personnel. The University Police will contact the next of kin to inform them of the incident. All media will be directed to the NCCU Public Relations Department.

2. The University Police will:

- Summon appropriate medical personnel.
- Notify appropriate NCCU staff, to include: Chancellor, Director of Health & Safety, Special Assistant to the Chancellor, Assistant to Chancellor for Legal Affairs, Employee's Supervisor, Worker's Compensation, and Director of Public Relations.
- Take action as situation dictates.

3. The Director of Health & Safety will:

- If three or more employees are hospitalized or if there was a fatality, report to the North Carolina Department of Labor within 8 hours after occurrence. In addition, the Office of State Personnel, Division of Employee Risk Control Services must be notified.
- Take immediate measures to prevent further injuries.
- Conduct an immediate on-site investigation to determine the cause of the accident.
- Provide accident investigation report to NCCU departments as necessary, to include Legal Affairs, Human Resources (Worker's Compensation), Public Relations, Department Head for whom the employee worked, etc.

4. The Chancellor will notify the President of The University of North Carolina System.

5. The Special Assistant to the Chancellor will notify members of the Board of Trustees.
6. The Employee's Supervisor will:
  - Complete a Supervisor's Accident Report Form.
  - Complete the Industrial Commission Form 19, Employer's Report of Injury to Employee. These forms can be obtained from and must be returned to the Worker's Compensation Clerk.
7. The Worker's Compensation Clerk will:
  - Process Worker's Compensation claims as necessary.