

LOUISBURG COLLEGE EMERGENCY INFORMATION HANDBOOK

The purpose of this handbook is to prepare the Louisburg College campus community to deal with a variety of high-risk incidents that could potentially cause serious harm to, or loss of human life. The guidelines herein will serve to advise students, faculty, staff, and campus guests on the appropriate, recommended steps to take to enhance your personal safety, health, and well-being during a variety of events that may possibly or imminently threaten the Louisburg College Campus.

Fire

Prepare: Know the location of all fire extinguishers, alarm stations, and emergency exits in your area/building. Know the designated assembly area for your building in the event of an evacuation.

In the event of a fire, building occupants should immediately exit as safely as possible using the nearest staircase marked as an emergency exit.

- Don't take the time to gather personal belongings.
- **DO NOT USE ELEVATORS!**
- If the fire alarm has not been activated, pull the nearest alarm on your way out of the building.
- Dial 911.
- Assist others while evacuating if you can do so quickly and safely, but keep moving toward the building exit.

If the fire is very small, such as a trash receptacle or small brush fire, you may attempt to put it out yourself with a fire extinguisher. However, always try to avoid personal injury and do not take excessive risks. Remember the **PASS** method:

Pull the pin,
Aim the extinguisher at the base of the fire,
Squeeze the handle and
Sweep the nozzle back and forth.

ALWAYS leave yourself an escape route in case you are unable to extinguish the fire.

Once outside, evacuate to at least 500 feet from the building and make sure that campus officials or department heads have personally accounted for you. Alert emergency responders about potential victims who are unaccounted for that may still be inside the building.

IF YOU ARE TRAPPED IN THE BUILDING:

- If possible, place a brightly colored article of clothing outside of a window to alert emergency responders.
- Shout at regular intervals to gain attention of emergency responders.
- If no window is available, stay close to the floor. The air will be less toxic.
- Do not open the door if it is warm/hot. Stuff towels or garments in cracks if smoke begins to enter the room.

Evacuation Protocol

In the event of an incident where one or more of the academic or residential areas of campus must evacuate, it is more important than one may realize to have a systematic evacuation plan. A systematic plan assists in providing for accountability of persons assigned to a specific area, or last known to be in a specific area during and following the aftermath of a critical incident. During a prolonged emergency evacuation, students, faculty and staff are directed to proceed to the following rally points for their safety, the safety of emergency personnel, and for final accountability before their release:

Residence Hall Evacuations – Rally Points

In the event of a prolonged emergency evacuation from any of the residence halls, students will be directed to proceed to the multi-purpose room inside the Jordan Student Center. Once students arrive they will be sorted by floor and a head count will be performed by Residence Life Staff. Any students last known to be inside the affected hall that are not accounted for at the student center rally point shall be reported to emergency officials. All students seen on campus grounds who reside in the affected area shall be directed to the student center to be included in the head count.

If all residence halls are forced to simultaneously evacuate, the rally point shall be the SEBY Jones Auditorium. There, all students will be sorted by building and then by floor and head counts taken. Students should not leave the designated rally point without the permission or knowledge of a residence life staff member.

Academic Area Evacuations – Rally Points

Upon a prolonged emergency evacuation of the Taft and Franklin classroom buildings, students, faculty and staff will be directed to the SEBY Jones Auditorium. Faculty shall accompany students to the rally point and attempt to account for all students who present in their respective class and inside the building at the time of the evacuation. Any students who were present in class but failed to make it to the rally point shall be reported to emergency personnel. Students should not leave the designated rally point without the permission or knowledge of their instructor or any other staff member who could verify his/her presence at the rally point. Any students on campus grounds attempting to enter or exit the affected building or area shall be re-directed safely away from the area by emergency personnel.

Fire Alarms/Drills

Our response to a fire alarm or fire drill places specific responsibilities on students, faculty, staff, and emergency personnel. Fire alarms or fire drills in an academic area may be brief, or may continue for an extended amount of time. In the event of a short-term, pre-planned drill or actual alarm, and upon the arrival of emergency response vehicles, i.e. fire engines, law enforcement vehicles, etc, students will be directed a safe distance away from their building and away from the emergency vehicles by residence life staff. Students should remain in their designated location until cleared to return to their hall. For a more prolonged evacuation event, and upon the arrival of emergency response vehicles, students shall be directed to the Jordan Student Center. Once at the rally point, they will be included in the head count prior to release by a residence life staff member.

Campus-Wide Evacuation

In the event that the entire Louisburg College community must be evacuated each department head shall account for each employee under his/her control. Once every employee has been accounted for the department head may authorize the employees to leave campus. Department heads should then report to their Vice President and inform them that all staff under their control has safely left campus.

All residential and commuter students should follow the protocol for an academic evacuation, instructing them to meet at the SEBY Jones Auditorium for accountability and further instructions from Residence Life Staff. In the event that the Auditorium is unavailable, Holton Gymnasium shall be the designated rally point.

The campus shall officially close at this point and the Incident Command System (ICS) shall become effective immediately. Once ICS has been activated, only the approved, designated emergency campus personnel and city/county/state personnel shall be permitted on campus property. Students, faculty, and staff shall be advised through the Louisburg College Web site when the campus officially reopens.

Severe Weather

Prepare: Respond immediately and appropriately to all emergency notifications. Know the location of emergency exits as well as the designated assembly area for your building in the event of an evacuation.

Louisburg College will make every reasonable effort to alert the campus community of the possibility of severe weather via LC Alerts. Calm cooperation with all directives will reduce the risk of injury or death in emergency situations.

Visit the campus Web site or check with the local media for updates and further information. Also call the main campus extension at 919-496-2521.

Tornado

A tornado *watch* means that tornadoes are possible in an area.

A tornado *warning* means that a tornado has actually been sighted somewhere in the warning area.

If you can hear or see thunder or lightening, you should take cover indoors.

Tornados can strike with little warning. Pay attention to tornado watches and warnings posted for the area. In the event of a tornado strike:

- Move away from open doors and windows.
- Move into an interior hallway or,
- Take the stairs to the lowest level of the building (do not use elevators).
- Take shelter beneath a desk or heavy furniture.
- Sit on the floor with your head in your lap – cover your head and your eyes with your arms.
- Do not try to outrun a tornado in your car, as it can pick up a car and throw it through the air. Leave your vehicle if you encounter a tornado.
- If caught outside lie flat in a nearby ditch or depression.
- Mobile homes, even if tied down, offer little protection from tornadoes and should be abandoned.
- Remain Calm.

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado. *Flying debris from tornadoes causes most deaths and injuries.*

Tropical Weather Systems/Hurricane

Prepare: You should be ready to evacuate at a moments notice before any storm strikes if necessary. Purchase a flashlight and install fresh batteries so you can see, or signal for help if at night. Also purchase a portable radio and be sure to install fresh batteries so you can monitor local broadcasts.

Unlike tornados, hurricanes are more predictable. Although hurricanes form over the ocean, they can travel many miles inland. Due to our distant proximity away from the coastline, our likelihood of a hurricane is low, although not impossible. In the unlikely event of an approaching hurricane, Louisburg College will provide information to the campus community via LC alerts regarding preparation, shelter, and recovery (if necessary).

- Hurricane season lasts from June 1st to November 30th.
- A hurricane watch means that a hurricane poses a threat to an area within 36 hours.
- A hurricane warning means that hurricane conditions are expected in an area within 24 hours.

- When the campus closes, all faculty and staff must leave campus, with the exception of emergency personnel (police, maintenance, designated campus emergency officials, etc).
- Residential students should officially check out with their Community Director prior to leaving campus during an evacuation.

Flood

Prepare: You should be ready to evacuate at a moments notice before flood water reaches you or your property. Purchase a flashlight and install fresh batteries so you can see, or signal for help if at night. Also purchase a portable radio and be sure to install fresh batteries so you can monitor local broadcasts.

A flood watch means flooding is possible.

A flash flood watch, resulting from heavy ongoing rain activity, means flash floods are possible.

A flood warning means that flooding is occurring or will occur soon.

A flash flood warning, resulting from heavy ongoing rain activity, means a flash flood is occurring.

The primary difference between a flood and a flash flood is time. Flash floods occur quickly due to continuously falling rain that results in rapid flooding in just a matter of hours, especially hazardous to pedestrians and motorists. During any storm or weather related condition such as a flood, protecting yourself and your family takes priority. During a flood, always keep the mindset to move to higher ground as soon as possible and stay there until help arrives.

If you are caught inside the house by rapidly rising water:

- Move to the second floor and if necessary, the roof of your home if possible
- Take warm clothing as flood water can be ice cold.
- Once in a safe place, remain there and wait for help.
- Resist the urge to swim to safety, as rescue teams will be looking for you.

If you are outdoors be aware that water depths during floods are deceptive.

- Try to avoid flooded areas
- Do not attempt to walk through floodwaters especially bodies of water that are more than knee deep.
- Do not attempt to walk through moving water as just six inches of moving water can knock you down.
- Try to avoid contact with floodwater as it is often times contaminated with oil, gasoline, or raw sewage. It can even be charged with electricity from fallen power lines.

Almost half of all flash flood deaths happen in vehicles. If you are driving during a flood:

- Don't overestimate your car's ability to drive through flood water. Six inches of water is enough to reach the bottom of most passenger cars that could result in a loss of control or stall the car.
- A foot of water will float most cars and two feet of rushing water will sweep away most vehicles, including SUV's and Pickups.
- DO NOT drive where the water is over the roads as parts of the road may already be washed out.
- Abandon a stalled car during a flood and immediately seek higher ground as floodwaters can rise quickly and sweep a car and its occupants away (this has resulted in many deaths).
- If your car is swept into the water and submerged, wait for the vehicle to fill with water. Once the vehicle is full, you will be able to open the doors. You may have to hold your breath and swim to the surface but stay calm and do not panic.
- If you are swept into fast moving floodwater outside of your car, point your feet downstream.
- Always go over obstacles; never try to go under them.

Winter Weather

- A school closing or delay may occur depending on the amount of snow or ice that has fallen.
- Heed all warnings and travel advisories from local and state authorities.
- Call the main campus extension at 919-496-2521 for recorded updates, or visit the school Web site for delays, cancellations, updates, etc. Also check with the local media.

Medical Emergency

Medical emergencies can range from minor injuries such as sprains or lacerations, to any life-threatening situation such as chest pain, severe bleeding, head injury, compound fractures, seizures, difficulty breathing, etc.

Upon encountering a medical emergency, the first response should be to contact 911. DO NOT attempt to move the victim unless they are in immediate danger in their current location. When calling 911 for a medical emergency, provide the following information:

- Exact location of victim (building, room number, etc.).
- Type of problem (injury, chest pain, etc.)
- General description of victim (gender, race, age or approximate age, prior medical history or condition)
- The victim's current condition (conscious ? alert? breathing? amount of pain? incoherent? etc)

- Phone number from which you are calling.
- Stay on the phone with the dispatcher until help arrives.
- Provide care only if you are trained to do so.
- Avoid direct contact with bodily fluids.
- Stay with victim(s) until emergency responders arrive.

Injured/Ill Student

Within a typical campus population there are many individuals, either diagnosed or undiagnosed, with a variety of disorders, ailments, afflictions, diseases, and other medical conditions. On any given day, a student may experience a sudden, unanticipated injury, trauma, or psychotic episode. Upon encountering a student requiring medical or professional intervention, utilize the same procedures for medical emergencies. Additionally, contact a university official, most preferably, a Student Life Community Director, Counselor, or a member of the Louisburg College Campus Safety and Police Department.

Pandemic Flu Outbreak

A pandemic is a global disease outbreak that is likely to be a prolonged and widespread outbreak that could require temporary changes in many areas of society, such as schools, work, transportation and other public services. Pandemic flu is a global outbreak of a new flu virus that few, if any people will have an immunity to.

An informed and prepared public can take appropriate actions to decrease their risk during a pandemic. On college campuses, particularly during cold and flu season, the large number of close-quartered persons who are infected with the flu or flu-like symptoms can result in a cascading outbreak among the campus population. In general, individuals should wash their hands thoroughly and frequently with soap and warm water, especially after touching door knobs, computer keyboards, sneezing or coughing, and shaking hands with others in order to reduce the spread of germs. Surface areas frequently touched by human hands should be sanitized or sterilized frequently as well.

It is recommended during a pandemic period that all individuals should:

- **Stay home if you're sick!**
- It is also recommended that campus officials cancel public events
- Louisburg College will follow the Franklin Co Health Department's Guidelines.

Protective steps buy time during a pandemic allowing more time to produce a vaccine and vaccinate people when a vaccine finally exists. This measure also reduces illness and death rates which equals saving lives. Decreasing the surge of sick people helps lessen the burden on critical infrastructure, hospitals and health care providers.

Hazardous Materials

Some hazardous materials are harmful to humans if ingested in the lungs, or if direct contact is made with the skin. If you are indoors, particularly in a laboratory facility, and you encounter a potentially harmful chemical spill that exceeds your capability to clean (i.e. size, familiarity with the substance etc):

- Evacuate the room and building if necessary.
- Activate the nearest pull station to evacuate the building if necessary in the event that the substance is emitting harmful fumes.
- Dial 911 to summon the Fire Department's Hazardous Materials unit.
- Notify Louisburg College Campus Safety and Police.

If you are outdoors establish a safe perimeter between yourself and the spill (safe distance) which is usually a minimum of 500 feet, but could be farther depending on the type of chemical and size of the spill. Try to stay upwind of the spill if harmful fumes are evident.

Gas Leak

Natural gas is typically odorless and colorless. A special chemical is added to natural gas that emits a detectable odor when it mixes with oxygenized air during a leak. Upon the smell of natural gas:

- Dial 911.
- Leave the area immediately without shutting the door.
- Activate the nearest pull station to evacuate the building.
- Notify Louisburg College Campus Safety and Police.
- Remain in a safe location until advised by authorities that it is safe to re-enter.

Bomb Threat

If you find an out of place package that has exposed wires, timers, aluminum foil, excessive tape, or is noisy (ticking, vibrating, etc) and in your opinion, looks like an explosive device:

- Do not touch it!!
- Retreat to a safe distance.
- Dial 911 (**Never** use a phone or two-way radio near a suspected explosive device as the tone generator or radio signal from your handset may inadvertently detonate it).
- Give a detailed description of the package and its exact location to authorities.
- If you can attest that the package is out of place or doesn't appear to belong in its current location, or has appeared suddenly out of nowhere, relay this information.

If you receive a bomb threat by telephone:

- Remain calm.
- Try to gather as much information as possible to relay to law enforcement.
- Where did the caller say the bomb was or will be planted? What time or when is the expected detonation? Did you make out an accent or any identifiable speech? Did the voice sound familiar? How did the caller identify himself/herself? Describe any background noise that you heard over the phone, Did the caller id display a number? etc.
- Have someone else notify 911 while you're speaking with the caller (try to keep the caller on the line for as long as possible).
- If the caller hangs up, do not hang up your phone until instructed to do so (leaving your line open may aid authorities in pinpointing the location of the call).

Suspicious Packages

Due to the nature of their work, mail handlers will occasionally come across what could be classified as a suspicious package. Additionally, any individual could receive an odd, unknown package or envelope from an unknown individual or location either by mail or courier.

How to identify suspicious packages:

Excessive postage

Handwritten or poorly typed addresses

Misspellings

Cut and paste lettering

Letters addressed to persons by title only with no name

Stains on the outside of the envelope

NO RETURN ADDRESS

Incomplete mailing address (such as Louisburg College, Louisburg NC only)

Excessive weight

Uneven weight or package contains bulky items

Wires or aluminum foil

A postmark that does not match the return address

Upon encountering what appears to be a suspicious package, remain calm. Notify Louisburg College Campus Safety and Police before opening and examining the contents. Always be alert when screening mail and treat all suspicious packages as a valid threat until proven otherwise.

Anthrax Suspected Packages

In the earlier part of this decade, there were several high-profile incidents of "Anthrax letters" that were mailed to several locations in the country that made national news headlines prompting our awareness of this unique, yet realistic threat. Although this activity has all but ceased in recent years, there are recommended procedures that you should exercise upon locating or receiving packages that contain a threat, or a white powdery substance consistent with Anthrax tainted mail.

Upon locating or receiving a suspected anthrax tainted package:

- Do not try to clean it up.
- Do not allow anyone else to touch the package and do not shake it or handle it excessively.
- Place the package in a plastic bag. If you do not have a bag, cover the envelope with clothing, a trashcan, etc.
- Leave the room, close and lock your office or suite door. Stay nearby but clear the adjacent work areas.
- Keep your hands away from your face and wash your hands immediately with soap and water.
- Call Campus Safety and Police at extension 3400 or dial 911.
- List all persons who may have been in contact with the package.
- Campus Safety and Police will notify the Franklin County 911 center that will dispatch the appropriate emergency personnel for identification, evidence collection and supervise any clean-up procedures.
- Air conditioning and ventilation equipment should be shut down until deemed safe to turn back on (Circulating air may carry the dust from the package throughout the entire building via duct work and air vents).
- Follow-up procedures may be implemented to test individuals potentially exposed and provide antibiotic treatment if necessary.

Active Shooter

In response to recent high-profile incidents of violence on high school and college campuses involving gunmen killing innocent students and faculty, Rapid Deployment Response, also referred to as “*Active Shooter Training*” has been developed. This protocol and training enables law enforcement officers to immediately seek out, challenge, and if necessary, neutralize an individual actively killing or seriously harming innocent bystanders. Rapid Deployment was conceived primarily with schools in mind, although it would also be applicable in different environments.

The Louisburg Police Department, upon a report of an active shooter on campus will:

- Immediately engage the assailant(s)
- Arrest or neutralize the assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling, and investigation.

If you are trapped in a building where an active shooter is engaged in killing, maiming, or otherwise harming individuals:

- Lock and barricade doors
- Turn off lights
- Close blinds

- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection (i.e. hide behind a concrete wall, thick desk, filing cabinet, etc). This action may protect you from bullets.
- Silence cell phones (a very important action that could save your life!)
- Place brightly colored signs in the exteriors of windows to identify the location of injured persons if necessary.

Crime in Progress

Promptly notify crimes in progress, or suspicious persons and activity to Campus Safety and Police or dial 911. If you observe what appears to be, or has been, a crime committed on the Louisburg College Campus:

- Provide a detailed description of any involved suspects (gender, race, height, weight, hair color, clothing worn, tattoos or body piercings, speech accents, also include the same information for any accomplices).
- Give a description of any vehicles involved.
- Give the current or last known location.
- If the suspects leave or are in the process of fleeing, give their direction of travel.
- Inform police if any weapons were observed and the type if possible.

Procedures for Campus Community to Report Crimes and Other Emergencies

The Louisburg College Department of Campus Safety and Police is responsible for responding to and investigating reports of criminal actions and/or initiating or providing assistance to other agencies and departments for other types of emergencies occurring on Louisburg College property.

Students, employees, and visitors should report all crimes to Campus Safety and Police by calling 497-3400, or by dialing 911. Additionally, emergency phones are located at the main entrances to Merritt, Kenan, and Hillman-Morris Residence Halls, as well as inside all campus elevators. These emergency phones ring directly in the Franklin County 911 center. You may also email the details of known or suspected criminal activity to the Chief of Campus Safety and Police, the Vice President for Student Life, or the Assistant Deans of Housing, Residence Life, and Judicial Affairs.

Crime Warnings and Timely Notifications

The primary duty of all law enforcement officers is the protection of life. Therefore, the responsibility of safeguarding the lives of persons on the Louisburg College property lies with the Campus Safety and Police Department. Occasionally an incident may occur within, or just beyond, the boundaries of Louisburg College that would prompt the Chief

of Police to alert citizens and guests of our community in order to hopefully safeguard individuals from harm.

In the event of such an incident, the Chief of Police may take steps necessary to give as much information regarding the incident as deemed necessary. Such an action would be implemented to ease any fears and anxiety of the campus community, address the news media, dispel any incorrect information and false rumors, and/or promote a sense of personal safety awareness for our members and guests.

This duty to give warnings and timely notification of events that may potentially threaten the safety of students, faculty, and staff on campuses stems from the Jeanne Clery Act of 1990, 34 CFR 668.46(b)(2) and is required by federal law.

Supporting this mandate to provide timely notice to the campus community, crime warnings are usually posted when one of the following incidents is reported to the Louisburg College Campus Safety and Police Department:

- Arson
- Aggravated Assault
- Murder/Criminal Homicide
- Robbery
- Sex Offenses
- Other incidents as deemed appropriate

Crime warning notifications may be disseminated by the following methods:

- LC Student Portal (Text Messages)
- E-mail
- Web Site Postings
- Community Meetings
- Posters
- Local Media (If Deemed Appropriate)

A daily crime log denoting police activity for the previous 24 hours may contain information such as: the nature of the crime, date and time of occurrence, general location, and disposition of the incident (i.e. arrest, citation, warning, trespass, etc).

If you have any questions about any of the recommended protocols outlined in this handbook please contact the Louisburg College Chief of Campus Safety and Police at 919-497-3400.