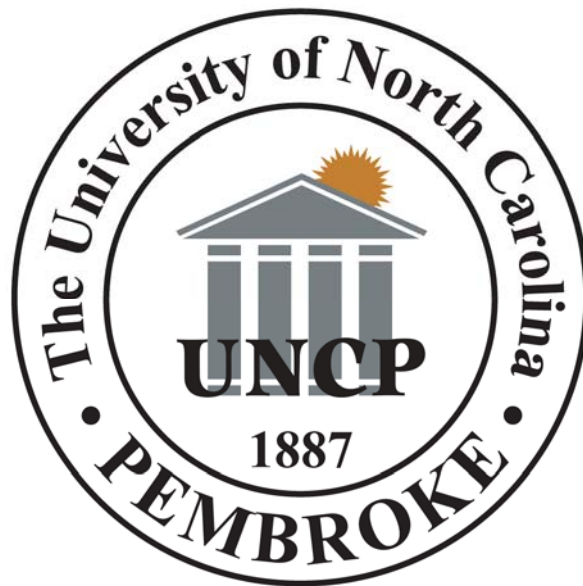


DISASTER PREPAREDNESS PLAN



JANUARY 9, 2009

TABLE OF CONTENTS

Disaster Preparedness Begins with You	1
Introductory Information	2
Reporting Emergencies	3
Actions to take if you discover a fire.....	4
Severe weather and other natural disasters	5
Medical emergency/Personal injury/Response teams	6
Reporting violent or criminal behavior	7
Conduct if you are held hostage	7
Criminal behavior	8
Active Shooter.....	9
Bomb threat	10
Suspicious Packages or Mail	11
Explosion, aircraft crash or similar incident.....	11
Hazardous material response	12
Biological (Blood) Spill Procedures	12
Psychological crisis.....	13
Utility failure	15
Shelter-in-Place	16
Evacuation Procedures.....	17
Evacuation of persons with disabilities.....	18
Before a hurricane	19
During an earthquake	19
After the initial shock.....	19
University's initial response.....	21
After a major hurricane/tornado/earthquake	22
First aid procedures	24
Appendix A.....	30

Disaster Preparedness Begins with You...

This publication is designed to provide basic guidelines to aid The University of North Carolina at Pembroke community in the event of a campus emergency. In the event of a major emergency, the University Police will activate the Emergency Operations Command Center on campus and we will implement our Emergency Plan.

The University suggests that every member of the campus community prepare themselves for emergencies in the workplace, at home and in their vehicles. Each person should have available to them (in their vehicles and home) blankets, water and flashlights. You will also have an opportunity once each year to participate in Emergency Evacuation drills. Your patience, cooperation and participation in the emergency drills are appreciated, as disaster preparedness and proper planning are essential.

The objectives of this plan are (1) To incorporate and coordinate all the facilities and personnel, of the University to form an efficient organization, capable of reacting adequately and appropriately in the face of any disaster, and (2) To conduct such operations as the nature of the disaster requires, whether it be to combat a local emergency or to assist other jurisdictions should they suffer an emergency.

The University gives its utmost support to this plan and urges university personnel, individually and collectively, to do their share in the total emergency effort of The University of North Carolina at Pembroke.

INTRODUCTORY INFORMATION

EMERGENCY TELEPHONE NUMBERS

Medical Emergency	911
UNCP Infirmary	6219
UNCP Campus Police	6235
Physical Plant	6233
Pembroke Town Police	521-4333
N.C. Highway Patrol	739-7501
Robeson County Sheriff's Office	671-3100

Dialing 6235 from any campus phone reaches the University Police Department, which is staffed 24 hours a day on a year-round basis.

For blue light call boxes, simply press the button and state the problem.

- Protect yourself.
- Wait for assistance if you are unsure of an appropriate response.

If qualified, attend to injured or contaminated persons and remove them from exposure.

- Alert others to evacuate the area.
- Close doors to affected area.
- Have a person knowledgeable of the incident and the area provide assistance to emergency personnel.

Refer all inquires from the media and/or non-UNCP personnel to the University and Community Relations office (910) 521-6249

REPORTING EMERGENCIES

UNIVERSITY EMERGENCY – 24 hours – Day and Night

**Call The University of North Carolina at Pembroke Police Department
On Campus 6235
Off Campus (910) 521-6235**

MEDICAL – Render First Aid as required, if trained, and call 911 or 6235 for medical assistance.

At the direction of the Student Health Services staff, you will be asked the following questions which will be immediately relayed to medical doctors:

- Age of the victim?
- Is the victim breathing?
- Is the victim alert?
- Gender of victim?
- Location?
- Is the victim conscious?
- Is the victim bleeding?
- What occurred?

AMBULANCE – Call 911, 6235 or 6219 for all ambulance requests.

FIRE/EXPLOSION – Activate the nearest fire alarm immediately and report the fire by calling 911 or 6235.

Fire alarm pull boxes may be used to summon emergency help if you cannot reach a telephone.

Emergency telephones (black phones with blue lights) are available for public use. They are located throughout the campus.

When calling, remain calm and carefully explain the problem and location to the University Police officer or dispatcher. Do not hang up until told to do so.

Notify the Building Facility Manager. A list of building facility managers can be found in the Appendix A.

ACTIONS TO TAKE IF YOU DISCOVER A FIRE

AT THE INDICATION OF FIRE:

1. Safeguard life and isolate the fire.
2. Close all doors on your way out of the room. **Do Not Lock The Doors.**
3. Report fire and/or smoke by activating the nearest fire alarm.
4. Call the University Police Department by dialing 911 or 6235.
5. Slowly state, "I want to report a fire." Give your location (building, floor, room number).
6. Do not attempt to fight a fire alone. Report it immediately to 911 or 6235. Firefighting should be delegated to trained firemen, with the possible exception of a minor fire, which could be extinguished with a portable fire extinguisher. Be sure to use the correct type of extinguisher.
7. Direct those persons in the immediate vicinity to assist in the fire containment and to notify the Building Facility Manager.
8. Beware of special hazardous materials requiring special firefighting precautions.
9. When the building evacuation/fire alarm is sounded or when told to leave by police personnel or the Building Facility Manager, walk quickly to the nearest exit and alert others to do the same.
10. ASSIST those persons who are disabled in exiting the building. **Do Not Use the Elevators During A Fire.**
11. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor. Smoke is the greatest danger in a fire; stay near the floor so the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

SEVERE WEATHER AND OTHER NATURAL DISASTERS

Violent weather, by nature, is unpredictable, however, the approach of such weather is often known in advance. Good communication and quick response throughout the UNCP community will minimize the possible damage caused by violent weather (via voice mail, e-mail, building announcements, etc.)

Quick Response

**Remain Calm and Act – DON'T REACT!
Seek refuge away from windows.
Call 911 if assistance is necessary.
Evacuate if an alarm sounds.**

Tornado/Hurricane

- Move into an interior hallway, away from open doors and windows.
- Do not use electrical equipment or phones.
- Do not use elevators. Go to the lowest level of the building. Take shelter.
- Sit on the floor and put your head in your lap. Cover your head with your arms.
- Remain calm.

University Closing and Cancellations

The University will provide television and radio stations with timely updates on any campus closings, cancellations and delays due to inclement weather.

Hurricane advisories will be made 24 hours in advance on the University weather hotline.

Employees and students are urged not to call University Police for weather-related updates. They may call 6888 for broadcast messages or refer to the University hotline page on the UNCP website.

MEDICAL EMERGENCY/PERSONAL INJURY/RESPONSE TEAMS

University police officers are trained in first aid and CPR. Any injury occurring as a result of an existing hazardous condition should be reported to University Police at 6235, Student Health Services at 6219, the Safety Office at 6792 or Physical Plant at 6233.

Medical emergencies include any life-threatening situation, chest pain, excessive bleeding, breathing difficulties, seizures, head injuries, compound fractures, serious allergic reactions, ingestion or inhalation of a toxic substance, or eye injuries.

Quick Response...

Call 6235 or 6219. Do not move the victim unless safety dictates. If trained, use pressure to stop bleeding. Use CPR if there is no pulse and the victim is not breathing.

State that medical aid is needed and provide the following information:

- Exact location of the injured person (e.g. building, room, number, etc.).
- Indicate whether male or female.
- Type of injury or problem. How did the injury occur? (fell, struck by vehicle, accident, etc.)
- The individual's present condition. (bleeding, chest pain, unconscious, etc.)
- The sequence of events leading to the emergency.
- Medical history and name of injured person's doctor, if known.
- The phone number you are calling from.
- Stay on the phone with the dispatcher.

INJURY OR ILLNESS TO STUDENT

During the regular academic year, students with minor illnesses or injuries should be referred to UNCP Student Health Services at 6219.

Illness or injury to students during hours when the Student Health Service is closed should be reported to the University Police Department. An officer will respond to evaluate the situation and arrange for the student to be transported for medical treatment, if necessary.

ILLNESS OR INJURY TO FACULTY/STAFF

Emergency treatment for job-related work injuries or medical illnesses may be obtained by calling the University Police Department. University Police or trained Safety Response Team members will assist immediately and dispatch Emergency Medical Services, if necessary.

A First Report of Incident form must be completed for all instances of work-related illnesses or injuries. Please call the Human Resources Department for this form and assistance. The Safety Office may conduct an accident investigation.

ILLNESS OR INJURY TO VISITORS AND GUESTS

Request emergency medical assistance by calling University Police at 6235. A police report should be completed for all injuries to the public occurring on University property.

REPORTING VIOLENT OR CRIMINAL BEHAVIOR

If you are the victim of a violation of the law such as assault, robbery, theft, overt sexual behavior, etc., **DO NOT TAKE UNNECESSARY CHANCES.**

NOTIFY the University police as soon as possible and supply them with the following information:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of the property involved

If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 or 6235.

Should a sniper be firing a weapon on or near campus, take cover immediately using all available shelter and stay concealed until law enforcement officials arrive to bring you to a safe area. If at all possible and at no risk to your own safety, notify the police by dialing 6235. Do not touch or go near any item that could be a type of explosive.

Do not get into a vehicle by threat or force. By stepping into the vehicle, your odds of survival diminish substantially.

CONDUCT IF YOU ARE HELD HOSTAGE

1. Under all circumstances, attempt to stay calm and be alert to situations that you can exploit to your advantage. Remember that the primary objective of the University and the Police officials will be to secure your safe return as quickly as possible. Do not discuss what action your family, friends or employer may take.
2. Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc. Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms and what contacts they make. Such information can be of great value in their ultimate apprehension.
3. Generally, do not expect a good opportunity for escape. Attempts to escape should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
4. Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who react explosively and are likely to become violent and abusive. Try to establish some kind of rapport with your captors.

CRIMINAL BEHAVIOR

The University Police Department is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

Quick Response...

In-Progress Incidents

Do not attempt to apprehend or interfere with the crime except in case of self-protection.

Give your name and location and make sure the dispatcher understands that the incident IS IN PROGRESS.

Reporting Crimes in Progress

Call 6235. Provide the following information: (1) nature of the incident. Advise that the incident is in progress; (2) location; (3) description of suspect(s); (4) description of weapons; (5) description of property; (6) auto license of vehicle; (7) direction of travel upon escape; and (8) stay on the line with the dispatcher.

Reporting Crimes Which Have Already Occurred

All crimes should be reported.

Call 6235. Do not touch anything that may relate to the crime.

When the University Police Department responds, provide a description of property and the names/descriptions of any suspects or witnesses.

Crime Prevention

Always lock your office, car and room door(s) when you leave (even if it's just for a few minutes).

Avoid walking or jogging alone. Avoid poorly lit areas.

Engrave your driver's license number on all valuables. Keep records of all credit cards and property serial numbers. University Police will loan you an engraver.

When walking at night to a parking lot, have your keys ready so that you can get into your car quickly and without attracting someone's attention. Be alert to your surroundings.

Do not leave keys in your car or valuables in view. Lock all valuables, radios, cell phones, sporting equipment, camera, briefcase, luggage, etc), in the trunk.

Call 6235 to request a ride from University Police. This is an "on-campus" service provided free of charge from dark until 1 a.m. during the academic year.

Never leave laptop computers, wallets, purses, book bags, etc. unsecured or unattended.

Report all threats and suspicious activities or persons.

ACTIVE SHOOTER

Active shooter situations are dynamic and evolve quickly. The response to active shooter situations will vary based on the specific circumstances. Be aware of various response alternatives, consider the specifics of the event and be prepared to act fast based on the information you have at that time.

General Response Guide:

- Move away from violence or shooting: moving may involve going through windows or other unconventional means if normal exits are blocked
- Move to a safe location
- Move again if necessary, based on good information
- Shelter in place or hide if moving is unsafe
- Lock and Barricade Doors; block windows and close blinds
- Turn off lights
- Silence cell phones
- Take cover behind dense, solid objects that might be effective in stopping bullets

When confronted with an active shooter with no alternatives for escape:

- Attempt negotiations with shooter
- Play dead

What to expect from responding police:

- They will respond to the last area where shots were heard in order to stop the shooting as quickly as possible.
- They will normally be in teams of four (4) and armed with rifles, shotguns, and/or handguns, as well as possibly using tear gas or pepper spray to regain control.
- Try to remain calm and do not be afraid; follow all instructions.
- Put down bags and/or packages, and keep your hands visible at all times.
- If you know where the shooter is, inform the officer of their location.
- The first officers to arrive will not respond to or aid those who are injured. Rescue teams and emergency personnel will address the injured as soon as possible.
- The area will still be a crime scene; police usually will not let anyone leave until the area is secure and all witnesses have been identified and questioned. Stay where you are told until the police dismiss you.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT** handle the object. Leave the area immediately and call 911 or 6235.
2. Every call must be treated as real until verified.
3. Any person receiving a phone call that a bomb or other explosive device has been placed on campus should ask the caller the following:

What is the Caller's ID? _____
When is the bomb going to explode? _____
Where is the bomb located? _____
What kind of bomb is it? _____
Why did you place the bomb? _____

4. Remain calm and continue talking to the caller as long as possible. Record the following:

Time of the call _____
Age and gender of caller _____
Speech pattern, accent _____
Emotional state _____
Background noise _____

5. Buildings will NOT be evacuated unless police personnel make a determination that a delay in evacuation would unnecessarily increase the risk factor to occupants. The senior police person will consult with the administrator or the department head if there is time to do so.
6. Police personnel will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their work areas for suspicious objects and to report their location to police personnel. **DO NOT** touch the object.
7. The search team should not try neutralizing, removing or disturbing a suspected bomb. Removal is to be attempted by specialized bomb disposal experts only.
8. Building Facility Managers should look for a police command post as they may be requested to assist with crowd control.

SUSPICIOUS PACKAGES OR MAIL

Note: Although a package could contain a biological, chemical, or explosive agent, the likelihood is remote – experience demonstrates that most are a hoax. It is important to remain diligent and treat suspicious packages and mail with care.

Handle a suspicious item with care – do not shake, bump, open smell, touch or taste.

- Isolate it immediately
- Notify Campus Police
 - campus phone 911
 - activate emergency blue light phone

EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT

In the event that a violent accident (such as an explosion or aircraft crash) occurs on campus and the possibility exists that a building or area is unsafe, take the following actions:

1. Immediately take cover under tables, desks and other such objects, which will give protection from falling glass or debris.
2. After effects of the explosion and/or fire have subsided, call 911 or 6235 and the Building Facility Manager. Give your name and describe the nature and location of the emergency.
3. If necessary or if directed to do so by police personnel or the BEC, activate a fire alarm.
4. When the building evacuation/fire alarm is sounded or you are told to leave by police personnel or the BEC, walk quickly to the nearest marked exit and alert others to do the same.
5. ASSIST those persons who are disabled in exiting the building. Elevators may be used to evacuate disabled persons ONLY after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, walkers, crutches) with the person if possible.
6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist police personnel and/or the Building Facility Manager.
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. DO NOT return to an evacuated building unless directed to do so by police personnel or the Building Facility Manager.

HAZARDOUS MATERIAL RESPONSE

Immediately report accidents that involve chemical spills, leakage and emission of gasses, radioactive material or other dangerous substances to the University Police Department by calling 911 or 6235, and to the Building Facility Manager.

1. When reporting, be specific about the nature of the involved material and the location. The University Police will contact the necessary specialized authorities and medical personnel.
2. A professor or supervisor should evacuate the affected area at once and seal it off to prevent further contamination until the arrival of police personnel.
3. Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to the University Police officer. Required first aid and clean up by specialized authorities should be started at once.
4. If necessary or if directed to do so by police personnel or the Building Facility Manager, activate the building fire alarm.
5. The senior UNCP Police officer will immediately notify the following:
 - A. Local Fire Department
 - B. Hazardous Materials Response Team
6. The Fire Department has concurrent and overlapping responsibility and authority with the University to protect life and property. Fire department personnel are specially trained and possess technical knowledge of dangerous chemicals.
7. Personnel working in the affected area should use a self-contained breathing apparatus.
8. Water or chemical fire retardants should **NOT** be used without Fire Department approval (these could result in poisonous fumes).

BIOLOGICAL (BLOOD) SPILL PROCEDURES

Health care or custodial personnel trained in spill clean up should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings or on outside surfaces, contact Physical Plant at 6233.

- Wear disposable gloves and absorb fluids using a blood-spill kit.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with an appropriate disinfectant, e.g. bleach.
- Place all disposable materials into a plastic leak-proof bag.
- Always practice "Universal Precautions" when handling human blood fluids.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to a severe drug reaction or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior or complete withdrawal. Psychological crises may occur in response to traumatic or tragic events affecting the campus community.

In addition, psychological crises may involve individuals in severe distress who are unable to manage themselves and may create adverse responses in people around them.

Quick Response...Protect yourself

**Call University Police at 6235
Call the Counseling Center at 6202
Call Student Health Services at 6219**

If a psychological crisis occurs Monday – Friday during normal duty hours, contact a member of the University Counseling Center Staff in the University Center at 6202.

**If a crisis occurs after hours or on weekends, contact University Police at 6235.
If a crisis occurs during holidays, contact University Police at 6235.**

Unusual or Potentially Dangerous Situations

Never try to handle a situation by yourself that you feel is dangerous. Call the University Police.

Clearly state that you need immediate assistance. Give your name, where you are calling from and state the nature of the problem.

All suicide attempts should be reported to University Police so that proper procedures may be followed to ensure the safety of those involved.

Avoiding Violent Situations

Inform management of threats. Eliminate opportunities for violence by:

- Giving yourself an out.
- Having a second person in the room.
- Standing behind a barrier.
- Using effective people skills.
- Alerting University Police.

Reacting to Violent Situations

- Send positive body signals by keeping a positive posture and maintaining eye contact.
- Do not touch or approach a person who may become violent.
- Be in control by not getting angry and keeping the person talking.
- Show concern, yet maintain a distance.
- Call 6235 or have someone else call.

The Employee Assistance Program (EAP)

PROVIDES FOR FACULTY AND STAFF:

- Crisis intervention
- Individual and group counseling
- Consultation
- Referral services

The University Counseling Center

PROVIDES FOR STUDENTS:

- Crisis intervention and debriefing services
- Individual and group counseling
- Consultation
- Referral services

UTILITY FAILURE

IN THE EVENT OF A MAJOR UTILITY FAILURE, notify the University Police and/or Physical Plant. If necessary or if directed to do so by police personnel or the Building Facility Manager, activate the nearest fire alarm.

Building evacuations will occur when the fire alarm sounds and/or upon notification by a police officer, the Building Facility Manager or fire or medical personnel.

Panic can be partially avoided by making immediate decisions about the need to evacuate or cancel classes.

ASSIST those who are disabled in exiting the building.

Flashlights should be kept available to assist in evacuation, if necessary.

A major power outage may not be destructive, but panic and/or fire could endanger life and property.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency phone in the elevator or call 911 or University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal your need for help.

PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Call 911 or 6235 and your Building Facility Manager. If necessary, evacuate the area.

SERIOUS GAS LEAK

Cease all operations. **DO NOT SWITCH ON THE LIGHTS.** Call 911 or 6235 and your Building Facility Manager. Evacuate the area.

STEAM LINE FAILURE

Immediately call 911 or 6235 and your Building Facility Manager. Evacuate the area.

VENTILATION PROBLEM

If smoke or odors come from the ventilation system, immediately call 911 or 6235 and your Building Facility Manager. If necessary, cease all operations and evacuate the area.

SHELTER-IN-PLACE

Shelter-in-Place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. If you are told to shelter-in-place, follow the instructions provided.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by University authorities through Brave Alerts. The important thing is for you to follow the instructions of University authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

1. Stop classes or work, or close business operations.
2. If there are others in the building, provide for their safety by asking them to stay—not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
3. After the initial emergency campus communication information has been conveyed (first half hour), students, staff and visitors may wish to contact relatives to let them know the situation.
4. Close and lock all windows, exterior doors, and any other openings to the outside. Shut down ventilation fans and air conditioners.
5. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
6. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary.
7. Bring everyone into the room(s). Shut and, if possible, lock the door(s).
8. Keep listening to the radio, television or check the homepage (www.uncp.edu) until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk in your community.

EVACUATION PROCEDURES

A building evacuation will occur when a fire alarm sounds and/or upon notification by police personnel or the Building Facility Manager.

Be aware of all marked exits from your area and building. Know the routes from your work area. Building Facility Managers have maps showing emergency exit routes for your building.

If necessary or directed to do so by police personnel or the Building Facility Manager, activate the building fire alarm. **CAUTION: Building fire alarms may stop ringing. If it stops, continue evacuation.**

When the evacuation/fire alarm sounds or when told to do so by police personnel or the Building Facility Manager, walk quickly to the nearest marked exit and ask others to do the same. **DO NOT** use elevators unless directed.

Assist those persons who are disabled in exiting the building. Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aides (wheelchairs, crutches, etc.) with the person, if possible.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.

If requested, assist police personnel and the Building Facility Manager.

University Police may set up an emergency command post near the emergency site. Keep clear of the command post unless you have important information to report.

DO NOT return to an evacuated building unless directed to do so by police personnel or the Building Facility Manager.

EVACUATION OF PERSONS WITH DISABILITIES

The following guidelines should be considered when assisting persons with disabilities in an evacuation. Emergency coordinators and volunteers should familiarize themselves with these procedures.

FIRST, communicate the nature of the emergency to the person.

SECOND, ask the person how he/she would like to be assisted.

THIRD, evacuate mobility aids with the person, if possible (i.e. crutches, wheelchairs).

VISUAL IMPAIRMENTS: Describe the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort them, advising them of any obstacles such as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.

HEARING IMPAIRMENTS: Most buildings are equipped with flashing light alarms, but persons with impaired hearing may not perceive that an emergency exists. Communicate with the person by writing a note or through simple hand gestures.

PERSONS USING CRUTCHES, CANES OR WALKERS: Ask that person what method of assistance he/she prefers. Check for the availability of an evacuation chair, and always evacuate mobility aids with the person, if possible.

PERSONS USING WHEELCHAIRS: Ask the person what method of assistance he/she prefers. Some people have minimal ability to move and lifting them may be dangerous to his/her well-being. Some persons using wheelchairs have respiratory complication; remove him/her from smoke or fumes immediately. If the person wants to be moved in his/her wheelchair, keep the following considerations in mind:

- Ask if they want to move forward or backward down stairs.
- Wheelchairs have many movable or weak parts.
- Some persons have no upper trunk or neck strength.
- Power wheelchairs have very heavy batteries; an evacuation chair may be needed, and the wheelchair retrieved later.
- If a seatbelt is available, use it.

If the person prefers to be removed from his/her wheelchair for evacuation, ask his/her preference on the following:

- Ways of being removed from the wheelchair.
- Whether to move extremities or not.
- Being moved forward or backward down stairs.
- Whether a seat cushion or pad should be brought.
- What is necessary for after-care.

Mobility aids should be retrieved as soon as possible and given high priority. Contact the University Police with the location of the wheelchair.

BEFORE A HURRICANE

Before a hurricane, faculty and staff supervisors should inform students and staff of actions to protect themselves from injury or death.

HAVE BASIC EMERGENCY SUPPLIES ON HAND:

- A portable radio
- Flashlights with extra batteries
- A first aid kit and handbook
- Water (a few gallons per person)
- Food (canned food with mechanical opener, required medications and powdered milk)
- Pipe wrenches and crescent wrenches
- Know where your gas, electric and water main shutoffs are. If in doubt, ask your water, power and gas companies.
- Have a plan to reunite your family since travel may be difficult or even restricted after a major hurricane or earthquake.

DURING AN EARTHQUAKE

Remain calm and quickly follow the steps outlined below:

IF INDOORS, seek cover in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.

IF OUTDOORS, move quickly away from buildings, utility poles and other structures. **Caution: Always avoid downed power or utility lines because they may be energized.**

If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

AFTER THE INITIAL SHOCK

Evaluate the situation, and if help is necessary, call 911 or 6235 and the Building Facility Manager. Protect your self at all times and be prepared for aftershocks.

Damaged facilities on campus should be reported to 911 or 6235 and the Building Facility Manager. NOTE: Gas leaks and power failures create special hazards. Refer to the section on UTILITIY FAILURES.

If necessary or if directed to do so, activate the fire alarm.

When the building evacuation/fire alarm is sounded, or you are told to leave by police or by the Building Facility Manager, walk quickly to the nearest marked exit and alert others to do the same. Assist those persons who are disabled in exiting the building. Elevators may be used to evacuate

disabled persons ONLY after the elevator has been declared safe. Always evacuate mobility aides (wheelchairs, crutches, etc.) with the person, if possible.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. Listen for instructions from the University Police. If it is deemed necessary, you may be instructed to go to an alternate evacuation site.

Cooperate with University Police officials. If requested, assist police personnel and the Building Facility Manager.

Turn on your portable radio for information and damage reports.

An emergency operations command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.

DO NOT:

- **Return to an evacuated building** unless directed to do so by police personnel or the Building Facility Manager.
- **Use the telephone**, except for emergency calls. Keep the lines open for calls of injured persons, fires and for other emergencies.
- **Use matches or other open flames** until you are certain there are no dangerous fumes present.
- **Operate electrical equipment if gas leaks are suspected.** Avoid touching downed power lines.

Be alert for hazardous building damages, such as gas leaks, fires, broken utility lines, spilled chemicals and other potentially harmful materials. Report these damages on campus to the Physical Plant immediately at 6233.

UNIVERSITY'S INITIAL RESPONSE

The Emergency Operations Center

When a major hurricane occurs, the University Police will immediately conduct a roll call of personnel to determine operational capabilities. The University Police will dispatch patrol units to conduct damage assessments throughout the University.

If it is apparent that a full-scale emergency has occurred, the University Police will activate the Emergency Operations Center (EOC), which is designated as the central command center for the University. The police units will report major damage and casualty information to the Emergency Operations Center staff.

Since a major hurricane may render conventional communication systems inoperative, all departments shall activate their respective departmental Business Continuity plan and automatically respond accordingly.

The command center staff will assemble in the Emergency Operations Center, unless otherwise specified by the Director of Public Safety.

All members of the Emergency Operations Center resource staff will respond to the Emergency Operations Center to establish immediate liaison with the Emergency Operations Director. The Emergency Operations Director will immediately contact the Chancellor and Vice Chancellors for assessment of the University's response.

The immediate local action to be taken in response to a hurricane is to survey the University area for damage and ensuing threats; such as mass casualties, fire, explosion, landslides or flooding. Facilities, which present a high risk or provide an essential emergency service, should be checked immediately to determine whether they are functional.

Previously identified potential sources of hazardous material storage should be checked immediately.

On-duty police personnel will be involved in rescue or individual assistance until the damage assessment reports have been made. Resources, human and material, must be carefully coordinated to prevent ineffective utilization.

During activation of the Emergency Operations Center, the University Police shall prepare and implement the University's response plan.

AFTER A MAJOR HURRICANE/TORNADO/EARTHQUAKE

A. CHECK FOR INJURIES

- If anyone has stopped breathing, administer mouth-to-mouth rescue breathing (see First Aid).
- Stop a bleeding injury by applying direct pressure over the site of the wound.
- Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Cover injured persons with blankets to keep them warm. Be reassuring and calm.
- Wear shoes in all areas near debris and broken glass.
- Immediately clean any spilled medications or potential harmful materials (bleaches, lye, gasoline or petroleum products).

B. CHECK FOR SAFETY

- Check your facility or home for fire hazards.
- Check utility lines and appliances for damage.
- Shut off the main gas valve if a gas leak is evident or suspected.
- Do not search for leaks with a lit match. Do not turn the gas back on.
- Do not operate electrical switches or appliances if gas leaks are suspected.
- Do not touch downed power lines or electrical wiring of any kind.
- Shut off electrical power in the fuse box if there is damage to wiring.
- Check your chimney for cracks or damages. Approach chimneys with caution.
- Check closets and cupboards. Open doors cautiously. Beware of falling objects.

C. CHECK YOUR FOOD SUPPLY

- If water is off, emergency water supplies may be all around you: in water heaters, toilet tanks, melted ice cubes in trays, canned vegetables.
- Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a handkerchief or cloth.
- If power is off, check your freezer and plan meals to use foods that will spoil quickly. Use outdoor charcoal broilers for emergency cooking.

Water purification Tips: Water may be disinfected with 5.25% sodium hypochlorite solution (household chlorine bleach). Do not use solutions in which there are active ingredients other than hypochlorite.

<u>Amount</u>	<u>Clear Water</u>	<u>Cloudy Water</u>
One quart	1 drop	3 drops
One gallon	4 drops	10 drops
Five gallons	¼ teaspoon	½ teaspoon

D. COOPERATE WITH THE UNIVERSITY POLICE DEPARTMENT

- Do not use your telephone except to report medical, fire or violent crime emergencies.
- Turn on your portable radio for information and damage reports.
- Do not go sightseeing afterward, especially in beach and waterfront areas where seismic waves could strike.

- Keep streets clear for emergency vehicles.
- Cooperate with police department personnel. Don't go into damaged areas unless your assistance is requested.

E. In the event of a power outage lasting at least 24 hours, each department should implement their **Business Continuity Plan**.

FIRST AID PROCEDURES

If a serious injury or illness occurs on campus, call 911 or 6235. Give your name, describe the nature and severity of the medical problem and the location of the victim.

Police personnel will respond immediately and provide necessary first aid, CPR or summon an ambulance service for transportation. Police personnel will contact the Student Health Service Office and provide emergency transportation when required.

In cases of serious injury or illness, Red Cross trained personnel would quickly perform the following steps:

- Keep the victim calm, still and comfortable. DO NOT move the victim, unless further injuries will occur by not moving him/her.
- Ask the victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration, if necessary.
- Control serious bleeding by applying direct pressure to the wound, and continue to assist the victim until help arrives.

Look for an emergency medical I.D., question witnesses, and give all information to assist the University Police officer.

You will be asked the following questions by the police dispatcher:

- Age of victim?
- Is he/she conscious?
- Is he/she breathing?
- Is he/she bleeding?
- Gender?
- What occurred?
- Is he/she alert?
- Location?

Only trained personnel (i.e. first aid, CPR) should provide first aid treatment.

RESCUE BREATHING

Mouth-to-Mouth Method

You may find a person lying on the ground, not moving. First, survey the scene to see if it is safe to approach the person and to get some idea of what has happened. Then, do a survey by checking for unresponsiveness, an open airway, breathing and circulation.

Check for Unresponsiveness (Does victim respond?)

- Tap or gently shake the victim.
- Ask, "Are you OK?" If no response, shout, "Help!" to attract the attention of someone to assist you.

Position the Victim

- Roll the victim onto their back, if necessary.
- Kneel facing the victim, midway between the victim's hips and shoulders.
- Straighten the victim's legs, if necessary, and move their arms closer to you above their head.
- Lean over the victim, and place one hand on the victim's shoulder and the other hand on the victim's hip.
- Roll the victim towards you as a single unit; as you roll the victim, move your hand from their shoulder to support the back of their head and neck.
- Place the victim's arms nearer you alongside the victim's body.

Open the Airway

- Use head-tilt/chin-lift method.

Check for Carotid Pulse

- Maintain the head-tilt method of keeping the airway open with one hand on the victim's forehead.
- Locate the Adam's apple with the middle and index fingers of your other hand.
- Slide your fingers down into the groove of the victim's neck on the side closest to you.
- Feel for the carotid pulse for five to ten seconds.
- If you don't detect any breathing, but feel a pulse, **CALL FOR HELP**. Tell someone to call the University Police Department at 6235, and tell them that the victim is not breathing and does/does not have a pulse. Tell the police dispatcher your location and any other requested information.

Begin Rescue Breathing

- Maintain the open airway with the head-tilt method.
- Pinch the victim's nose with your free hand.
- Open your mouth wide, take a deep breath, and make a tight seal around the outside of the victim's mouth.
- Give one breath every five seconds. Each breath should last one to one and one-half seconds. Count aloud for five seconds and give another breath.
- Look for the chest to rise and fall. Listen and feel for escaping air and the return of breathing. Continue for one minute (about twelve breaths).
- Place your hand on the victim's forehead and place two fingers of the other hand under the bony part of the victim's chin.

Check for Breathlessness (Is the victim breathing?)

- Maintain an open airway.
- Place your ear over the victim's mouth and nose.
- Look at the victim's chest, listen and feel for breathing for three to five seconds.

Give Two Full Breaths

- Maintain an open airway.
- Pinch the victim's nose shut.

- Open your mouth wide, take a deep breath, and make a tight seal around the outside of the victim's mouth.
- Give two full breaths. Each breath should last one to one and one-half seconds. Pause between each breath.
- Look for the chest to rise and fall. Listen and feel for escaping air.

Re-check Carotid Pulse

- Maintain the head-tilt with one hand on the victim's forehead.
- Locate the carotid pulse and feel for five seconds.
- Next look, listen and feel for breathing for three to five seconds.

What To Do Next

- If the pulse is present but the victim is still not breathing, continue rescue breathing.

Conscious Victim

CHOKING (Airway Obstruction)

- Determine if the victim is choking. Ask, "Are you choking?"
- If the victim cannot cough, speak or breathe, shout, "Help!" to attract the attention of someone to assist you. Tell the choking person, "I can help."
- Phone the University Police at 6235 for assistance. Tell the police that someone has an obstructed airway, and give them your location.

Perform Abdominal Thrusts

- Stand behind the victim.
- Wrap your arms around the victim's waist.
- Make a fist with one of your hands and place the thumb-side of your fist against the middle of the victim's abdomen, just above the navel and well below the lower tip of the breastbone.
- Grasp your fist with the other hand.
- Keeping your elbows out, press your fist into the victim's abdomen with a quick upward thrust.
- Each thrust should be a separate and distinct attempt to dislodge the object.
- Repeat the thrust until the airway obstruction is cleared or the victim becomes unconscious.

Unconscious Victim

You find a person lying on the ground, not moving. First, survey the scene to see if it is safe to approach the victim without causing harm to yourself and get some idea of what has happened. Then, begin a primary survey by checking to see if the person is breathing.

Check for Unresponsiveness (Does victim respond?)

- Tap or gently shake the victim.
- Shout, "Are you OK?"
- If you receive no response, shout, "Help!" to attract the attention of someone to assist you.

Position the Victim

- Roll the victim onto their back, if necessary.
- Kneel facing the victim, midway between the victim's hips and shoulders. Straighten the victim's legs, and move the arm closest to you above their head.
- Place one hand on the victim's shoulder and the other hand on the victim's hip.
- Roll the victim towards you as a single unit; as you roll the victim, move your hand from their shoulder to support the back of their head and neck.
- Place the victim's arms nearer you alongside the victim's body.

Open the Airway (Use head-tilt/chin-lift method)

- Place one hand on the victim's forehead.
- Place the fingers of your other hand under the bony part of the lower jaw near the victim's chin.
- Tilt head and lift the victim's jaw. Avoid closing the victim's mouth and pushing on the soft parts under their chin.

Check for Breathlessness (Is the victim breathing?)

- Maintain an open airway with the head-tilt/chin-tilt lift method.
- Place your ear over the victim's mouth and nose.
- Look at the victim's chest, listen and feel for breathing for three to five seconds.

If You Don't Detect Any Breathing, Give Two Full Breaths.

- Maintain an open airway.
- Pinch the victim's nose shut.
- Open your mouth wide, take a deep breath, and make a tight seal around the outside of the victim's mouth.
- Give two full breaths, each one lasting one to one and one-half seconds. Pause between each breath.
- If you are unable to breathe air into the victim, re-tilt the victim's head and repeat the procedure.
- If you are still unable to breathe air into the victim, phone the University Police for help. Tell the dispatcher that you have a victim with an obstructed airway, and give them your location.

Perform Six To Ten Abdominal Thrusts

- Straddle the victim's thighs.
- Place the heel of one of your hands against the middle of the victim's abdomen, just above the navel and well below the tip of the breastbone.
- Place the other hand directly on top of your first hand. (Fingers of both hands should be pointing toward the victim's head.)
- Press into the victim's abdomen six to ten times with quick upward thrusts. Each thrust should be a separate and distinct attempt to dislodge the object.

Do A Finger Sweep

- Move from the straddle position and kneel beside the victim's head.

- With the victim's face up, open the mouth and grasp both the tongue and lower jaw between the thumb and the fingers and lift the jaw.
- Insert your index finger into the victim's mouth, along the inside of the cheek and deep into the throat to the base of the tongue.
- Use "hooking" actions to dislodge any object that might be there and move it into the mouth for removal.

Give Two Full Breaths

- Open the airway using the head-tilt/chin-lift method.
- Pinch the victim's nose shut.
- Open your mouth wide, take a deep breath, and make a tight seal around the outside of the victim's mouth.
- Give two full breaths lasting one to one and one-half seconds. Pause between each breath.
- If you are still unable to breathe air into the victim, repeat the sequence until the airway is cleared.

SPECIAL SITUATIONS

Chest Thrusts

In some situations you may not be able to get your arms around the waist of a choking victim to deliver effective abdominal thrusts. For example, the person may be greatly overweight or pregnant. In the case of a woman in the late stages of pregnancy, abdominal thrusts could be dangerous. In both cases, chest thrusts are performed instead of abdominal thrusts. Chest thrusts are done in the following manner:

Conscious Victim

With the person either standing or sitting:

- Stand behind the victim and place your arms under the armpits and around their chest.
- Place the thumb-side of your fist on the middle of the breastbone.
- Grasp your fist with your other hand.
- Give thrusts against the chest until the obstruction is cleared or until the person loses consciousness.

Unconscious Victim

Chest thrusts should be given only to an unconscious person who is in the late stages of pregnancy or who is greatly overweight. Follow the steps described for "choking, unconscious person," but substitute chest thrusts for abdominal thrusts.

- Kneel, facing the victim, and place your hands in the center of their chest, two inches above the bottom of the breastbone. With the heel of your hand, depress the chest one to one and one-half inches.
- Give six to ten thrusts. Each compression should be a separate and distinct attempt to dislodge the object.
- Do a finger sweep.

- Open the victim's airway and give two full breaths.
- Repeat the last three steps until the object is cleared or until you are relieved by emergency personnel.

If You Are Alone and Choking

If you are choking and no one is around to help, you can do an abdominal thrust on yourself.

- Make a fist with one hand. Place the thumb-side of your fist on the middle of your abdomen, slightly above the navel and well below the tip of your breastbone.
- Grasp your fist with your other hand and give a quick upward thrust.
- You can also lean forward and press your abdomen over any firm object that does not have a sharp edge (the back of a chair, a railing or a sink) and administer a self-abdominal thrust.

APPENDIX A

Facility Managers

Physical Plant Policy **PP 04 94 Updated list as of January 2009**

Building	Manager	Extension
Auxiliary Services Building	Ms. Denise Carroll	6337 or 6203
Business Admin. & Communications	Ms. Cammie Hunt	6214 or 5789
Carter Hall	Dr. Robert Orr	6883
Chavis University Center	Ms. Cynthia Oxendine	6584
> Cafeteria, Bert's, Faculty Lounge	Mr. John Campbell	4192 or 6360
> Chancellor's Dining Room	Mr. Joshua Malcolm	4336
Continuing & Distance Education	Dr. Charles Tita	6352
D. F. Lowry Building		
> Disability Support Services	Ms. Mary Helen Walker	6695
> Social Work	Dr. Sherry Edwards	6476
Dial Humanities Building	Dr. Dennis Sigmon	6312 or 6246
Education Building	Dr. Leah Fiorentino	6539
Field House	Mr. Freddie Bell	785-2892 or 4232
Givens Performing Arts Center	Ms. Patricia Fields	6361
Health - Student Health Services	Ms. Cora Bullard	6219 or 6322
International Programs House	Mr. James Callaghan	775-4095
International Guest House	Dr. Diane Jones	6175
Jacobs Hall	Mr. Warren Love	6355
Jones Health & P. E. Center	Dr. Tommy Thompson	6385
Livermore Library	Dr. Elinor Foster	6212
Locklear Hall	Dr. Richard Gay	4045
Lowry Guest House	Dr. Diane Jones	6175
Lumbee Hall	Mr. Neil Hawk	6209
Magnolia House (IE)	Ms. Jeannie Davis	6793
Moore Hall	Mr. Timothy Altman	6403 or 6230
Nursing Building	Dr. Barbara Synowiez	6805
Old Main	Dr. Stanley Knick	6282

Oxendine Science Building	Dr. Steven Bourquin	6244
Pinchbeck Maintenance Building	Mr. Larry Freeman	6601
Regional Center/Biotech Fac. (COMtech)	Ms. Sylvia Pate	522-8410 or 4000
ROTC Program House	Sgt. John Torre	6372
Sampson Hall	Dr. Mario Paparozzi	6380 or 6240
	or Dr. Kelly Charlton	
Sponsored Research & Programs House	Dr. Linda Little	6604
Thomas Entrepreneurial Center (COMtech)	Ms. Cammie Oxendine	6214 or 5789
University Center Annex	Ms. Cynthia Oxendine	6584
University Student Housing	Mr. Preston Swiney	4253
> Belk Hall	Ms. Lea Wasson	6258
> North Hall	Ms. Amanda Faulk	6248
> Oak Hall	Mr. Ed Wittenberg	4251
> Pine Hall	Ms. Luciana Hammonds	4132
> Wellons Hall	Mr. Matt Anglin	6775
> West Hall	Mr. Matt Anglin	6775
> University Village	Mr. James Parker	4130