ENVIRONMENTAL HEALTH AND SAFETY REPORT
UNC PEMBROKE
2019

Submitted April 15, 2020
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UNC SYSTEM REGULATION 300.8.3(R) - INSTITUTIONAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

In fall 2019, the University of North Carolina (UNC) System Office approved Regulation 300.8.3(R) of the UNC Policy Manual to provide guidance to the individual universities of the UNC System concerning the establishment and regulation of Occupational Health and Safety Programs. Regulation 300.8.3(R) establishes the roles and responsibilities for the universities and their respective Environmental Health and Safety Offices. Pursuant to Regulation 300.8.3(R), the Environmental Health and Safety director of each university is required to make an annual report to the chancellor concerning the major programs and activities conducted on behalf of the university in support of the Health and Safety Program.

THE UNC PEMBROKE ENVIRONMENTAL HEALTH AND SAFETY OFFICE

The UNC Pembroke (UNCP) Environmental Health and Safety (EH&S) Office strives to keep the safety and well-being of every member of the campus community as its’ utmost priority. The EH&S Office works in collaboration with all offices on campus to educate students, faculty and staff, reinforce core safety concepts such as situational awareness and accident prevention, and maintain a campus which is free of known hazards. In support of its mission, the EH&S Office routinely:

- Conducts a variety of health and safety-related training classes for students, faculty and staff.
- Conducts fire and life safety inspections in all campus residential, academic and administrative buildings, and athletic grounds and areas.
- Conducts accident investigations whenever a person is injured on campus to determine the root cause of the accident and prevent future incidents if caused by a hazardous feature of the UNCP campus (uneven walking surface, poor lighting, etc.).

The EH&S Office is responsible for authoring, updating and disseminating multiple occupational safety and health-related policies, regulations and programs whose sole purpose is to provide a safe and healthy environment for the students, parents, faculty, staff and visitors who make up the campus community of UNC Pembroke.

ENVIRONMENTAL HEALTH AND SAFETY MISSION STATEMENT

The EH&S Office is dedicated to reducing injuries and incidents, reducing the environmental impact of the campus, and achieving regulatory compliance within all campus departments. We strive to achieve this by providing high-quality and informative training, comprehensive workplace evaluations, emergency response, guidance on proper hazardous material and hazardous waste management and by promulgating applicable regulatory guidance across campus.

ENVIRONMENTAL HEALTH AND SAFETY STRATEGIC GOALS

The primary and all-encompassing goal of the EH&S Office is to ensure that all students, faculty, staff and visitors have a safe learning experience while on university grounds and leave campus without incident or negative experience due to an unsafe environment created or caused by a physical feature or hazardous condition existing on campus.

To accomplish this goal, the EH&S Office has developed the following list of priority actions to support the EH&S program on campus:

1. The EH&S Office will continue to develop world-class safety oriented training classes to be delivered in traditional classroom settings as well as online learning management system (LMS) offerings.
2. The EH&S Office will continue to strengthen collaborative partnerships with all offices and departments across campus to ensure all employees have the highest degree of information possible relevant to their position and assigned duties on campus.

3. The EH&S Office will continue to hire, develop and retain highly trained and motivated employees with the skills and training necessary to educate other employees on workplace hazards and to recognize potential hazards and mitigate them prior to injury or incident.

4. The EH&S Office will reduce total injuries on campus by educating and promoting situational awareness among all employees and students so that every individual recognizes the hazards around them and reacts in a safe and proper manner.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE 2016-19

In September 2015, the university hired the current EH&S officer to extensively update, redesign and develop the outdated and non-compliant EH&S Office safety program, the fire and life safety building inspection process and the Environmental Health and Safety training curriculum for the UNCP campus. Nine months later, an additional EH&S professional was hired by the EH&S Office to facilitate this process and increase the number of services the EH&S Office provides to the campus. From fall 2015-19, the EH&S staff has:

- Created or updated over 22 Occupational Safety and Health Act (OSHA) required training programs for the campus.
- Created an accident/incident reporting program for campus.
- Facilitated the creation of the UNCP Chemical Hygiene Plan.
- Initiated North Carolina Fire Code compliant emergency evacuation drills (twice per semester—one within 10 calendar days of the first day of class and one after sundown) for all residence halls and university apartments.
- Completely updated the university Environmental Health and Safety website.
- Collaborated with the Robeson County planning and Geographic Information System (GIS) mapping office to assign Campus 911 addresses to each campus building and Athletic field. This allows emergency responders such as outside police, fire and emergency medical services to arrive on scene during an emergency on campus more quickly.
- Successfully coordinated the installation of a weather station on campus. The UNCP WeatherSTEM platform provides an array of weather information related to the immediate area surrounding campus including a lightning strike indicator that actively informs users of the proximity of lightning strikes to the campus.
- Trained as powered industrial truck and aerial lift trainers and have begun teaching these classes to staff and students on campus.
- Implemented an eyewash and safety shower inspection program.
- Written over 1,340 work orders to address non-compliances or violations of the North Carolina Fire Code, OSHA regulations or the Environmental Protection Act (EPA) regulations.
- Twice been awarded the North Carolina Department of Labor Gold Level safety award.
- Managed the Unmanned Aircraft System (UAS) program for campus as all UAS’s flights must be pre-approved by the UAS committee per the Purchase and/or Operation of Unmanned Aircraft Policy.
- Created a LASER safety program for the university.
- Served on several committees to promote safety awareness and hazard recognition on campus.
- Presented safety program information such as blood borne pathogens and slips/trips/falls at the annual Braves Kick-off.
Formalized the process and coordinates the bi-annual hazardous waste turn-in on campus for several departments including the Department of Chemistry and Physics, Biology Department, Art Department, Print Shop, and Facilities.

Chaperoned multiple inspections by outside regulators such as the North Carolina Office of State Fire Marshal and the Office of State Human Resources Safety Division. The EH&S Office ensured the findings from the regulator’s reports were documented in the university work order system and addressed in a timely manner.

**EH&S OFFICE TRAINING PROGRAMS**

The EH&S Office has developed training curriculums and programs to address many safety hazards present on campus and, each year, trains hundreds of students, faculty and staff on OSHA related curriculums such as:

- American Heart Association Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)
- Powered Industrial Truck (Fork Lift)/ Aerial Lift
- Blood Borne Pathogens
- Chemical Hygiene Safety Program
- Golf Cart Safety
- New Employee Safety Training
- Lock Out Tag Out
- Heat/Cold Stress
- Electrical Safety
- Confined Space Safety
- Compressed Gas Cylinder Safety
- Fire Extinguisher/Fire Safety
- Hazardous Waste Operations and Emergency Response (HAZWOPER)
- Blood Bourne Pathogens
- Hazard Communication
- New Employee Orientation
- Personal Protective Equipment
- Heat Related Illness
- Laser Safety Training
- 3 Dimensional Printer Safety
- Accident Reporting and Investigation
- Animals on Campus
- Asbestos Awareness
- Drone/Unmanned Aircraft Systems
- Fall Protection
- Hearing Conservation
- Hot Work Program
- Job Hazard Analysis
- Respiratory Protection Program
From January 2016-December 2019, the EH&S Office staff have taught over 168 separate training classes for students, faculty, and staff on campus. The breakdown for the number of individuals taught, by year, is as follows:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>NUMBER OF PEOPLE TRAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>415</td>
</tr>
<tr>
<td>2017</td>
<td>409</td>
</tr>
<tr>
<td>2018</td>
<td>345</td>
</tr>
<tr>
<td>2019</td>
<td>501</td>
</tr>
</tbody>
</table>

**FIRE AND LIFE SAFETY INSPECTIONS AND WORK ORDERS**

There are currently 62 owned or leased university buildings with over 1.7 million square feet of heated space the EH&S Office inspects to ensure compliance with applicable federal, state and local laws, regulations, codes and policies. The West Hall renovation and the new School of Business construction will raise this to over 1.87 million square feet. The current inspection process is to inspect a building, write work orders for any facility related non-compliance found during the inspection, and send a fire and life safety inspection report to the owning department(s) for the building.

The departments are given a minimum of thirty days to correct the departmental items found during the initial inspection. If the items have not been corrected prior to the follow-up inspection, the owning department is subject to the EH&S Office fee for non-compliance ($250.00 per the 2019-20 UNCP Miscellaneous Fee Schedule).

Since fall 2015, the EH&S Office has written over 1,340 work orders to address non-compliances or violations of the North Carolina Fire Code, OSHA regulations or the Environmental Protection Act (EPA) regulations. Items that exceed the scope of a simple work order become projects which are managed under the Facilities Office of Planning, Design and Construction. There have been numerous successful collaborations between the EH&S Office and Facilities Management and Operations/Facilities Office of Planning, Design and Construction. Examples include the fall protection carpeting installed in Lumbee Hall as well as the handrails installed on the exterior roof of Lumbee Hall to protect anyone working on the third floor roof of the building.

**INSPECTIONS BY OUTSIDE REGULATORS**

The UNCP campus is subject to inspection by several outside regulatory organizations which aim to enforce applicable federal, state and local environmental health and safety laws, and regulations on the UNCP campus. These regulators include the North Carolina Department of Labor, the North Carolina Office of State Human Resources Safety Division, the North Carolina Office of State Fire Marshal, and the North Carolina Department of Environmental Quality. The UNC Pembroke EH&S Office acts as a liaison with the individual inspectors from each organization, accompanies them during their inspections of campus, and works to ensure their report findings are resolved in a timely manner. The EH&S Office also drafts the official response to the outside regulators inspection
Numerous work orders are usually generated by these inspections and these are also submitted and certified as closed by the EH&S Office.

The only item pending completion from the 2019 North Carolina Fire Marshal inspection report is installation of code compliant drier vent screens on Courtyard Apartments. Per the Housing and Residence Life Director, the replacement screens are on campus and a contracted vendor will install the screens later this summer.

Items pending completion from the 2019 Office of State Human Resources inspection report are:

- Training of staff to cover updated Lock Out/Tag Out and Hazard Communication programs. Training was slated for the first quarter of 2020 but has been postponed due to the Covid-19 campus response.
- Implementation of New Employee Training Course for Faculty. Discussions will need to occur with Human Resources, Dr. Billingsley, and Dr. Ward to fully implement this training. Once the training has been authorized, it can be accomplished via the existing Learning Management System. Discussions will continue after the Covid-19 campus response.
- Implementation of a campus Emergency Action Plan which requires building managers or assigned employees to assist in building evacuations in the event of an emergency in the building. This will require a multi-year response to close out this finding.

EMPLOYEE COMPLAINT INVESTIGATIONS
While the EH&S office encourages every employee to refer environmental health and safety questions and concerns directly to the EH&S Office, occasionally an employee complaint is referred off-campus to an outside regulatory agency, such as the North Carolina Department of Labor, to report or resolve a perceived issue on campus. Once the outside agency contacts the campus, the EH&S Office works with the affected departments to investigate the complaint, ascertain the validity of the complaint and take action to resolve whatever issue has generated the employee complaint. As these types of complaints most often involve facility issues, Facilities Management is also involved in the investigation process, as needed, to determine the scope of the issue and the best way to resolve it. Once the investigation is complete (and the issue resolved), EH&S will contact the outside regulator in writing to report the resolution for the complaint.

WORKPLACE INCIDENTS AND ACCIDENT INVESTIGATIONS
One of the programs developed by the EH&S Office in collaboration with the Office of Human Resources is the Accident Reporting Program. Guidance to campus employees who have suffered an accident are as follows:

- If an employee suffers an on-the-job injury, the employee’s supervisor must be notified immediately so the supervisor can assess the nature and extent of the injury. All medical care provided to the employee will be selected and approved by UNC Pembroke. If the injury is serious and requires immediate medical attention, the supervisor will call 911 to facilitate the stabilization and transport of the injured employee to a hospital or other appropriate medical care facility. Less serious injuries that still require medical attention will be referred by Human Resources via the supervisor to an approved medical provider. First aid cases may be directed to an approved physician’s office or treated in the department, depending on the nature and extent of the injury.
- As soon as it is feasible at the time of the incident, the employee should complete the North Carolina Employee Incident Report and their supervisor should complete a copy of the North Carolina Supervisor Incident Investigation Report. These forms are available in each respective department, on the Human Resources website, and the EH&S Office Accident Reporting webpage. These forms should be completed and forwarded as soon as possible to accidentreporting@uncp.edu. If off-campus medical care is required, the supervisor should contact HR for a copy of the Workers Compensation Authorization/
Physicians Report/Pharmacy Guide and provide this form to the injured employee. The employee will then take it to the attending physician’s office where it will be completed by the medical provider. This form will be used to verify the initial treatment authorization for medical services.

- As soon as possible after an incident, the employee’s supervisor should contact the EH&S Office so that a thorough investigation of the events surrounding the incident can take place. A root cause analysis will be conducted to identify the cause of the incident. Once a cause has been determined, remedial action (policy changes, work orders, re-training, etc.) will be implemented to ensure the hazards are mitigated and a repeat incident will not occur.

- After medical treatment has been provided to the employee, the injured employee and/or his/her representative should return the Workers Compensation Authorization/ Physicians Report/Pharmacy Guide to HR via the supervisor. Approved physician offices will be aware of the necessity to complete the paperwork in a timely manner and will be prepared to do so. If an employee is returned to work with restrictions, alternate duty work will be made available to the employee when possible. Priority for alternate duty work will be firstly, to return the employee to the employing department, secondly to the employing division and thirdly to return the employee to work in another university division.

- If the employee is unable to return to work, HR will consider the case for referral to a third-party administrator for rehabilitative case management. Ongoing medical care for the injured employee will be coordinated by HR and the designated case manager until the employee is released to return to work.

- If a student, contractor or visitor has an accident on campus, they are still required to report the incident to the EH&S Office via the Accident Reporting Form for Students and Visitors. The incident will be investigated by the EH&S Office and the root cause of the accident determined, if possible.

The number of incident investigations conducted since October 2015 are as follows:

<table>
<thead>
<tr>
<th></th>
<th>EMPLOYEE</th>
<th>STUDENT</th>
<th>VISITOR</th>
<th>CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>6</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>24</td>
<td>7</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>2017</td>
<td>29</td>
<td>5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2018</td>
<td>27</td>
<td>9</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>2019</td>
<td>43</td>
<td>18</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

Per OSHA Recordkeeping and Reporting regulations, any injury that requires treatment of an injured employee that exceeds basic first aid must be classified and reported as a reportable injury. Each recordable injury in a calendar year is recorded on the OSHA Form 300–Log of Work-Related Injuries and Illnesses. The EH&S Office maintains a permanent record of injuries via an electronic copy of the OSHA 300 Log maintained on the campus servers. The OSHA Form 300A is a summary of the work-related injuries and illnesses which were recorded on the OSHA Form 300 Log during a calendar year. Per OSHA, the Form 300A for the previous year must be posted for viewing by all campus employees no later than March 2 of each calendar year. The UNC Pembroke Form 300A is posted each year on the bulletin board outside of the HR suite in Lumbee Hall and also in the Facilities break room in the Pinchbeck building.

The 2019 OSHA 300A form for UNC Pembroke is shown on the following page.
WORKERS COMPENSATION CLAIMS

Every year, there are hundreds of thousands of dollars paid out in workers compensation claims due to employee injuries that occur on campus. Below are the total workers compensation expenditures for UNC Pembroke from Fiscal Year 2016-19. These numbers are provided throughout the year by the North Carolina Office of State Human Resources-Safety Division.

<table>
<thead>
<tr>
<th></th>
<th>FY 2016 TOTAL</th>
<th>FY 2017 TOTAL</th>
<th>FY 2018 TOTAL</th>
<th>FY 2019 TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reported New Workers’ Compensation Claims</td>
<td>15</td>
<td>13</td>
<td>19</td>
<td>14</td>
</tr>
<tr>
<td>Total Workers Compensation Expenditures</td>
<td>$318,122</td>
<td>$272,196</td>
<td>$323,037</td>
<td>$503,119</td>
</tr>
</tbody>
</table>

In an ongoing effort to mitigate the potential for accidents on the UNCP campus and limit the liability to the university, the EH&S Office routinely conducts fire and life safety inspections of campus-owned and leased buildings, provides classroom instruction on multiple safety-related topics and provides instruction to students, faculty and staff on accident avoidance and situational awareness.

As indicated by the table above, (assuming all Workers Compensation cases were paid out evenly), each accident costs the University an average of $23,221. If an additional EH&S Full Time Employee (FTE), through increased inspections, training events, and hazard prevention efforts, prevents just 3 injuries per year, they will save the University more than enough in Direct Costs to pay their annual salary. This does not include the Indirect Costs associated with each injury on campus. Additional criteria justifying additional staff are:

- The campus currently has 1,705,161 square feet of heated space. With projected construction slated over the next 1 1/2 years, this will increase the heated campus space to 1,873,529, an increase of 9%. This additional space will also require inspection by the EH&S Office.
- In the fall of 2017, there were approximately 6200 enrolled students. By the fall of 2017, there were over 7100 students enrolled. By fall 2019, the number is projected to rise to 8100. This is a two year increase of over 23%. The increase in student support services will also increase the work load of the EH&S office.
- Currently, there are 945 permanent employees with 1387 temporary workers and 348 contract employees. Due to NC Promise, staffing is projected to increase by between 9-11%. All new employees must complete the New Employee Safety Course (as well as various other EH&S related trainings) so this will also add to the work load of the EH&S office.

Per the UNC System budget model, there should be one EH&S FTE per 300,000 square feet of heated space on campus. Dividing the existing campus square footage of 1,705,161 by 300,000 yields 5.68 FTEs to support campus safety programs. Since the EH&S Office currently only has two staff, this shows that the there is a drastic need to increase the staffing of the EH&S office to meet the needs of the campus based solely on the UNC System Budget Model.
LIVESAFE MOBILE APP

During fall 2016, EH&S collaborated with UNCP Police and Public Safety (PPS) to roll out the Live Safe App to the campus community. The LiveSafe App is a free mobile application that, when downloaded to the user’s mobile device, is designed to allow the user to interact directly with a PPS dispatcher on the UNCP campus. Since its implementation, the number of users on campus has risen to 3,130 users, has been used 161 times for emergency calls and has been used 485 times to report tips types such as:

<table>
<thead>
<tr>
<th>TIP TYPE</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic/Parking</td>
<td>195</td>
</tr>
<tr>
<td>Drugs/Alcohol</td>
<td>53</td>
</tr>
<tr>
<td>Suspicious Activity</td>
<td>32</td>
</tr>
<tr>
<td>Safety/Repair Issues</td>
<td>31</td>
</tr>
<tr>
<td>Other</td>
<td>130</td>
</tr>
</tbody>
</table>

The LiveSafe App has also been used by UNCP registered users 724 times for a monitored “safe walk” on campus and there have been 97 broadcasts from campus police to the campus community. The EH&S Office has also held monthly promotional drawings to give users a 1 in 10 chance to win $20 for any registered LiveSafe student, faculty and staff member in order to promote usage of the app. The promotional events have been well-received by the campus.
FIRE SAFETY ON CAMPUS

The following actions should be taken in the event a fire is discovered in any campus building or elsewhere on campus:

- Upon discovering a fire, immediately sound the building’s fire alarm and alert other occupants by activating the nearest fire pull station. Each individual is asked to take note of each fire pull station location within the building they are working or residing.
- Call 9-911 from a campus phone or 911 from any other phone, giving your name and location of the fire. *
- After 911, you should notify Police and Public Safety (910.521.6235).
- If the fire is small, a fire extinguisher may be used to extinguish the fire if you are trained and confident to do so. Always use your judgment and training before attempting to extinguish any fire.
- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately.
- Inform others in the building (who may not have responded to the alarm) to evacuate immediately.
- When you evacuate, do not stop for personal belongings. Leave immediately. Do not use elevators to exit the building.
- Familiarize yourself with other residents on your floor or hall and provide this information to emergency personnel if they are not accounted for during the evacuation and are suspected to still be inside the building.
- Evacuate to a distance of at least 300 feet from the building and stay out of the way of emergency personnel. Do not return to the building until allowed to do so by authorized personnel.
- DO NOT WALK THROUGH OR STAND IN A SMOKE CLOUD. Stay low.
- If your clothes are on fire immediately stop, drop and roll.
- Each individual is asked to take note of the location of each fire extinguisher and fire hose within the building they are working or residing.

If a fire occurs in any building, building occupants should immediately dial 911 and then notify UNCP Police and Public Safety by dialing 910.521.6235. If the fire is small (incipient stage), and the person who finds it is trained and confident to do so, they may attempt to extinguish using a university-supplied fire extinguisher. If the fire is large, do not attempt to extinguish it but immediately evacuate the building. At no point must a fire be allowed to get between the person attempting to extinguish it and their nearest exist. ALWAYS consider your safety first in any emergency situation. Always use your judgment and training before attempting to extinguish any fire.

*Please note we have asked you to call 911 instead of the university police to report a fire or serious injury. Calling 911 first will result in emergency units being dispatched without undue delay. After alerting emergency units, the 911 operators normally dispatch the university police to the location. As a precaution, though, we recommend that you make a follow-up call to the university police at 910.521.6235 to help ensure you receive immediate assistance.

BUILDING EVACUATION DRILLS

During fall 2017, the EH&S Office in conjunction with PPS and the Office of Housing and Resident Life, began documented evacuation drills of all on-campus residence halls and campus-owned apartments. Per table 405.2 and section 408.3 of the North Carolina Fire Code, evacuation drills must be conducted four times annually (twice per semester) with one taking place within ten days of the start of classes and another after the hours of sundown.

If a building must be evacuated, all personnel should move to an area at least 300 feet away from the building, away from roadways and parking lots. Never use an elevator to evacuate. Once a building has been evacuated, no person will be permitted to re-enter unless authorized personnel grant permission to do so. Evacuation maps for all buildings on campus can be found at 911 Building Addresses and Evacuation Maps.

Below is information for each on-campus Housing and Residence Life residential building.
BELK RESIDENCE HALL
911 Address - 81 Faculty Row

BELK HALL FEATURES
- 200-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has four separate emergency egress routes

EMERGENCY EVACUATION INFORMATION
- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using the emergency doors located off the north and south stairwells.
- Once outside, residence should proceed across Faculty Row and congregate between the buildings of D.F. Lowry and Livermore Library at least 300 feet away from the building.
NORTH RESIDENCE HALL
911 ADDRESS - 105 FACULTY ROW

NORTH HALL FEATURES

- 200-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has four separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using the emergency doors located off the north and south stairwells.
- Once outside, residence should proceed across Faculty Row and congregate between the buildings of D.F. Lowry and Livermore Library at least 300 feet away from the building.
OAK RESIDENCE HALL
911 Address - 287 Faculty Row

OAK HALL FEATURES

- 360-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has seven separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using one of the seven emergency doors. Three exits are located in the three stairwells and the other four are spread around the perimeter of the building.
- Once outside, residence should congregate between the University Center and the Jones Health and Physical Education Buildings or behind the basketball court on the West side of Pine Hall, at least 300 feet away from the building.
PINE RESIDENCE HALL
911 ADDRESS – 239 FACULTY ROW

PINE HALL FEATURES

- 360-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has five separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using one of the seven emergency doors. Three exits are located in the three stairwells and the other four are spread around the perimeter of the building.
- Once outside, residence should congregate near the Business Administration building or behind the School of Education building, at least 300 feet away from the building.
CYPRESS RESIDENCE HALL
911 ADDRESS – 62 BRAVES DRIVE

CYPRESS HALL FEATURES

- 476‐bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has six separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using one of the seven emergency doors. Three exits are located in the three stairwells and the other four are spread around the perimeter of the building.
- Once outside, residence should congregate in the East parking lot on the other side of Braves Drive or in the grassy areas to the South and West of the building.
COURTYARD APARTMENTS

911 ADDRESSES

BUILDING 1000 – 519-A UNIVERSITY ROAD
BUILDING 2000 – 519-C UNIVERSITY ROAD
BUILDING 3000 – 567-A UNIVERSITY ROAD
BUILDING 5000 – 567-C UNIVERSITY ROAD
BUILDING 7000 – 570 UNIVERSITY ROAD
BUILDING 9000 - 575 UNIVERSITY ROAD

BUILDING 1000 – 519-B UNIVERSITY ROAD
BUILDING 2000 – 519-D UNIVERSITY ROAD
BUILDING 4000 – 567-B UNIVERSITY ROAD
BUILDING 6000 – 567-D UNIVERSITY ROAD
BUILDING 8000 - 573 UNIVERSITY ROAD
BUILDING 10000 - 574 UNIVERSITY ROAD
Note: At this time, egress maps for the four new buildings (7000, 8000, 9000 and 10000 are pending).

COURTYARD APARTMENTS FEATURES
- 339-bed apartment complex
- Contains an automatic wet pipe sprinkler system in each building
- Units 1000 through 6000 have unlinked smoke detectors and no monitored fire alarm system
- Units 7000 to 10000 have a monitored fire alarm system with linked smoke detectors
- Each floor has front and rear egress routes for the occupants of the apartments on that floor

EMERGENCY EVACUATION INFORMATION
- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell (located at the front and rear) of the floor they are on and evacuate down the stairwell.
- Once outside, residence should congregate away from the building at the assembly point away from the building on the other side of (and out of) the roadway.
VILLAGE APARTMENTS
911 ADDRESSES
BUILDING 100 – 717-C UNIVERSITY ROAD
BUILDING 300 – 717-D UNIVERSITY ROAD
BUILDING 500 – 717-F UNIVERSITY ROAD
BUILDING 200 – 717-B UNIVERSITY ROAD
BUILDING 400 – 717-A UNIVERSITY ROAD
VILLAGE APARTMENTS FEATURES

- 360-bed apartment complex
- Contains an automatic wet pipe sprinkler system in each building
- Units have unlinked smoke detectors and no monitored fire alarm system
- Each floor has front and rear egress routes for the occupants of the apartments on that floor

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell (located at the front and rear) of the floor they are on and evacuate down the stairwell.
- Once outside, residence should congregate away from the building at the assembly point away from the building on the other side of (and out of) the roadway.
CAMPUS FIRE REPORT AND FIRE LOG

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The Higher Education Opportunity Act places two safety-related requirements on institutions that participate in federal student financial aid programs, and are described as follows:

- **Fire Log**—Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. UNCP complies with this rule by including all fire-related incidents in the Daily Crime/Fire Log.

- **Annual Fire Safety Report**—Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information about campus fire safety practices and standards. UNCP complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Information contained in this annual fire safety report includes:
  - Number and cause of fires at all on-campus student housing facilities; number of fire-related deaths
  - Related injuries
  - Value of fire-related property damage
  - Information on evacuation procedures
  - Fire safety education and training programs
  - Fire safety systems in each student housing facility
  - Number of regular mandatory supervised drills
  - Policies and regulations on portable electrical appliances, smoking in and around buildings and possessing implements that emit open flames

The Annual Security and Fire Safety Report must include the prior three calendar years of data.

The Housing and Residence Life Residential Handbook, provided to all students residing in student housing, includes detailed information on fire safety and what appropriate action students and Resident Life employees are to take during a fire alarm or fire emergency. This information is also presented to students when they are moving into the residence halls. All community directors and resident advisors receive the Residence Life Staff Manual, which includes detailed information on fire safety, evacuations and fire extinguisher use; both are trained yearly on fire safety and prevention and evacuation procedures.

All employees and students are provided access to the UNCP Employee Health and Safety Handbook, which addresses fire safety, procedures for if they experience a fire and contact information. New employees are provided a copy of the UNCP Employee Safety and Health Handbook during new employee onboarding.

The fire alarm systems alert building occupants and community members of potential hazards, and all are required to heed their warnings and evacuate buildings immediately. Occupants should use the nearest available exit to evacuate the building. Occupants should familiarize themselves with the exits in each building. When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire-safe floor. Occupants should use the stairs to evacuate the building and refrain from using the elevators. If caught in an elevator during a fire, push the emergency phone button. Elevator emergency phones route directly to UNCP Police and Public Safety. Upon receiving the emergency phone call, dispatch will alert a university police officer who will assist with removal from the elevator.
FIRE PROTECTION EQUIPMENT/SYSTEMS
Excluding Village Apartments and the original Courtyard Apartments, all residential buildings and university buildings are equipped with automatic fire detection and alarm systems, which are monitored by a contracted alarm monitoring service, 24 hours a day, 365 days a year.

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