



PAMLICO COMMUNITY COLLEGE

EMERGENCY MANAGEMENT PLAN

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President's Initial review

Signature

Date

Updates and Reviews

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PURPOSE

The Emergency Management Plan (EMP) is designed to restore normal operations of the college in the event of a natural or other emergency. The EMP outlines the roles and responsibilities of the entire College community and provides a strategy to enable us to be as prepared as possible should an emergency arise. Since we cannot predict where and when an emergency may arise, or what form it may take, the EMP is designed to be flexible. It should be regarded as a tool with which to accomplish our stated purpose with as little confusion or wasted effort as possible, rather than a hard and fast set of rules. It is not intended to be a substitute for good judgement and common sense in the event of circumstances not foreseen or covered by the plan. The EMP is written in accordance with appropriate laws, regulations and policies that govern emergency management and reflects the most current thinking in this area. PCC employees who are assigned to work from Pamlico Correctional Institute or Pamlico County High School will follow the guidelines of those institutions as the College has no authority over those locations.

SCOPE

It is important to remember that Pamlico Community College (PCC) has the responsibility to respond to emergencies that may arise on PCC campuses until such time as local, county, state or federal resources arrive. The EMP outlines the mitigation, preparedness, response and recovery roles of all PCC personnel in the event of an emergency. The EMP utilizes the National Incident Management System (NIMS) to ensure coordination between responding agencies and as such is consistent with the Pamlico County Emergency Operations Plan, the State of North Carolina Emergency Management Plan and the Department of Homeland Security's National Response Framework. This plan supports the Incident Command System (ICS) approach enabling all responding agencies to work seamlessly together thus achieving Unity of Effort through Unity of Command.

AUTHORITY

The North Carolina General Statutes (Chapter 166A North Carolina Emergency Management Act) and the North Carolina Community College System grants

authority to the Board of Trustees and to the College President to promulgate such policies and procedures as are necessary for the continued operation of Pamlico Community College. In addition, in 2008 the North Carolina Campus Safety Task Force recommended that all campuses adopt emergency plans that are NIMS compliant. It is with this in mind that Pamlico Community College has written this EMP in compliance with these standards as well as those from the Southern Association of Colleges and Schools (SACS) standard 13.8.

ASSUMPTIONS

The PCC EMP is based on a realistic approach to the scenarios most likely to be encountered during an emergency. As such it makes the following assumptions:

- An emergency can occur at any time, with little or no warning, and take many forms.
- Emergencies are unpredictable, dynamic events; thus this EMP should be construed as a guide only.
- Modifications to the plan can and should be made, as necessary, to meet the demands of a given situation.
- While an emergency may begin locally, at the campus level, it has the potential to become county or statewide.
- It is safe to assume that assistance from other agencies will not be immediate, so we must be prepared to act until their arrival.
- Key personnel may not be available or may be unable to carry out tasks and activities during an emergency.
- It is critical that all employees are properly trained and are familiar with the EMP.
- When an emergency arises, staff must respond without hesitation. Only preplanning and practice will assure optimum results. No less than annual drills will be conducted to familiarize all personnel with the EMP.

TRAINING, DRILLS AND EXERCISES

The success of this plan is dependent upon attaining a level of familiarity with it that ensures a seamless transition from our daily activities to emergency operations when necessary. This level of familiarity can only be achieved through training, drills and exercises. It is paramount that training includes participation from local first responders, EMS, Law Enforcement, the Office of Emergency

Management, etc. to ensure that first responders are familiar with College personnel, buildings and grounds, etc. In addition, training affords an opportunity to evaluate the effectiveness of the EMP and make necessary changes before an actual emergency occurs.

The FEMA Emergency Management Institute provides online training for individuals. It is strongly recommended that all full-time PCC employees complete course numbers IS-100 and IS-700 at a minimum while Crisis Response Team (CRT) members complete IS-100, IS-200 and IS-700. These courses are available at <https://training.fema.gov/IS/NIMS.aspx>. Once a course has been completed the completion certificate should be saved and printed and a copy should be provided to Campus Safety and Security.

DECLARATION OF AN EMERGENCY

An emergency is defined as any unplanned event that has the potential to result in death or significant injury; shut down classes; disrupt operations; cause physical or environmental harm; or threaten the College's financial standing or public image. An emergency may be declared if information indicates that such a condition is developing or has a high probability of occurring.

The College President has the authority to declare a state of emergency and activate the Crisis Response Team (CRT) and/or Emergency Operations Center (EOC). In his absence, any member of the Executive Committee may declare a state of emergency.

In any emergency, Pamlico Community College's immediate goals are as follows:

- Protect and save the lives of faculty, staff, students, and visitors of Pamlico Community College
- Preservation of College property and structures
- Restoration of academic programs and normal College operations

FOUR PHASES OF EMERGENCY MANAGEMENT

1. MITIGATION

Mitigation activities are those which eliminate or reduce the likelihood of an emergency occurring and lessen the effects of unavoidable emergencies. These activities take place before and after emergencies.

2. PREPAREDNESS

Preparedness activities take place prior to an emergency and are used to support and enhance response to an emergency. Planning, training and exercising are all examples of preparedness activities.

3. RESPONSE

Response activities are designed to address both immediate and short-term effects of an emergency and take place during an emergency. Response is geared towards reducing casualties and preventing property damage.

4. RECOVERY

Recovery activities are geared towards restoration of vital services and a return to a normal, or improved, state of affairs. The recovery period is an appropriate time to assess the EMP for deficiencies and suggest improvements. These activities take place after an emergency.

OPERATIONS

The following is a description of operational concepts to be employed by PCC in the event of an emergency in keeping with the standards set forth in the NIMS.

NIMS provides a nationwide template enabling federal, state, local, and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from, emergency incidents regardless of cause, size or complexity. Using the NIMS structure at PCC enables the College to facilitate communications and coordinate response actions with other jurisdictions and emergency response agencies.

The PCC EMP also follows the Incident Command System (ICS); the emergency management structure used by NIMS for emergency response. The ICS is designed to be used for all types of emergencies and is applicable to small day-to-day emergency situations as well as large and complex disaster incidents. ICS provides a system for managing emergency operations involving a single agency within a single jurisdiction; multiple agencies within a single jurisdiction; and multiple agencies from multiple jurisdictions. Note that all primary PCC buildings have a knox (emergency key) box at the primary entrance so First responders can enter if the building is secure.

The initial response to most incidents is handled by local emergency responders within a single jurisdiction. However, some instances that begin with a response by local emergency responders within a single jurisdiction rapidly escalate to a multi-agency, multi-jurisdictional response. It is with this in mind that PCC has duplicated the incident command structure within its EMP. Should it become necessary, the College can activate its Emergency Operations Center (EOC) and Crisis Response Team (CRT) to facilitate just such a response.

The College Emergency Operations Center (EOC) allows for face-to-face coordination among members of the Crisis Response Team (CRT) as well as liaisons from responding agencies. The EOC facilitates collection and dissemination of information, as well as coordination of response. The College EOC is activated when an emergency requiring significant resources over an extended period of time exists or as directed by the President, any Vice President or the Chief Information Officer who supervises Campus Security.

The primary College EOC will be located in the Stancil boardroom in the Johnson building with a secondary location in the Cleve Cox conference room located in the Brinson building. The College EOC should have access to telephones, a fax machine, printer, radios, television, laptops, etc.

In general, PCC will coordinate with Pamlico County Emergency Management for additional support, as needed. Pamlico County's Emergency Operations Plan states that State assistance will be requested by the County, if necessary. If the Pamlico County Emergency Operations Center is activated, PCC will send a designated College Liaison Officer (LNO) for coordination with and expertise on

the College as needed. First responder agency liaisons will be requested to be assigned to the College EOC, if available.

The primary County EOC is located in the conference room in the Health Department office in Bayboro. The Pamlico County Courthouse is the backup location while PCC is the tertiary backup location. Should the County activate PCC for use as the County EOC, the Stancil boardroom located in the Johnson building shall be utilized. PCC will provide whatever assistance is necessary should the County require it.

In an emergency College personnel and first responders will establish an Incident Command Post (ICP) as close to the scene as possible. Quite often there will be both an ICP and an EOC established.

The Incident Commander (IC) provides overall leadership for an incident. The IC is typically the first senior official on scene and remains in command until relieved by an appointed IC. The IC will receive regular updates from on scene personnel and coordinate the College's on scene response. The CRT will receive regular updates from the IC and pass on decisions and information to on scene personnel through the IC.

PCC has established a Crisis Response Team (CRT) in keeping with a recommendation of the North Carolina Campus Safety Task Force in January 2008 which recognized the importance of campuses establishing crisis response teams based on the ICS and NIMS. The CRT is responsible for coordinating the College's response to emergencies. The CRT members duties and responsibilities relate closely to their day to day functions. The CRT shall have a primary and an alternate member at each position. PCC's President is not an active CRT member but maintains authority over all college personnel and resources. These positions shall include:

- Incident Response Commander
- Security/safety (Campus Security)
- Administration (Chief Financial Officer)
- Academic Affairs (VP of Instruction)
- Student Services (VP for Student Services)
- Facilities (Director of Maintenance)
- IT (Chief Information Officer)

- Human Resources (Human Resources Specialist)
- Financial Services (CFO)
- Public Affairs (Director of Public Affairs)

The CRT is responsible for ensuring the College is prepared to respond to an emergency when it occurs, in addition to its responsibilities during an emergency. As such the CRT will convene on a regular basis for training, assessments, and review of the EMP. In an emergency the President or their designee will declare the need for the CRT to convene and will contact its members. Additional personnel will be asked to join the CRT as needed. Users of this plan must understand that the size and actions of the CRT may adjust as the needs change.

The general responsibilities of the CRT include, but are not limited to:

- Activate and report to the EOC
- Identify the emergency and determine appropriate response
- Control emergency operations
- Authorize evacuation, if needed
- Control release of information

Additional responsibilities include:

- Ensure that employees are familiar with the EMP
- Ensure that employees are familiar with the specific needs of their department in a crisis
- Ensure adequate resources and equipment particular to department
- Maintain a call list of CRT personnel

Members of the CRT may attend by telephone or other electronic means if located off campus; however they are responsible to the Incident Commander for the implementation and coordination of the EMP and support as it pertains to their areas.

ROLES AND RESPONSIBILITIES

The CRT will meet in the designated area to assess the situation and determine the course of action. They will immediately address the health, safety, and well-being of persons directly affected by the disaster. The CRT will:

- Assemble all facts and details of the emergency incident.

- Determine the extent of injuries.
- Determine the extent of damages.
- Keep notes and take photos.
- Locate eyewitnesses and document their accounts.
- Obtain names and contact information of eyewitnesses.
- If necessary, call 911. Transfer Incident Command to the appropriate emergency agency upon their arrival.
- Work in close coordination with the emergency response personnel.
- Determine if upcoming campus activities or events need to be cancelled or postponed.
- Ensure that if the crisis results in death or life-threatening injuries to any person, neither confirmation of, nor acknowledgement of, the extent of injuries will be released by the College until notification of next of kin is confirmed.

Should a situation arise that calls for activation of the EOC, individual CRT members must assume a number of responsibilities. It is imperative to define these responsibilities at the outset to ensure an efficient, coordinated response.

1. INCIDENT RESPONSE COMMANDER

- Take immediate action to safeguard life and property
- Notify remaining members of the CRT
- Take direction from college president or any VP
- Coordinate College response
- Request additional resources as needed
- Delegate authority as necessary
- Function as EOC manager
- Designate an EOC watch officer in your absence

2. SECURITY / SAFETY

- Disseminate College warnings
- Direct evacuation efforts
- Maintain traffic and crowd control
- Control access to scene
- Secure ICP and/or EOC

- Arrange access control and barricades

3. ADMINISTRATION

- Activate, maintain and supply the College EOC
- Provide other CRT members with College services, resources and support
- Ensure all responding employees are identified for insurance purposes
- Ensure that operations logs are maintained
- Identify funds available for emergency spending
- Coordinate procurement of goods and services for direct support of an emergency response

4. INSTRUCTION

- Account for faculty involved in or impacted by a campus emergency
- Plan for rescheduling of classes
- Identify alternate location for classes, etc.

5. STUDENT SERVICES

- Account for students involved in or impacted by a campus emergency
- Arrange crisis counseling, etc.

6. FACILITIES

- Arrange utility assessment and shutdown services
- Assess threat of hazmat situations or other hazards
- Coordinate response of utility companies
- Direct clean up and debris removal
- Conduct damage assessments

7. IT

- Ensure operation of campus voice and network communications
- Identify IT resources required to support the incident

- Maintain information security

8. Public Affairs OFFICER

- Serve as College spokesperson
- Prepare briefings, press conferences, photo-ops or other information provided to news media as appropriate
- Ensure liaison with external agencies if a Joint Information Center (JIC) if established

9. HUMAN RESOURCES

- Provide necessary documentation to administration
- Determine personnel needs and coverage
- Arrange faculty and staff crisis counseling services

10. FINANCIAL SERVICES

- Arrange all time keeping records
- Arrange all cost accounting
- Work with administration to identify funds and handle purchasing
- Handle financial recovery

RESPONSIBILITIES OF INSTRUCTORS

- Instructors shall know the location of the fire alarm for the building to which they are assigned.
- Instructors shall know the location of the primary and alternate exits for their class.
- Instructors shall supervise the exit of the students and make certain the evacuation is done in an orderly manner.
- Instructors shall pick up class attendance record or register and proceed with the class.

- Instructors shall see that the class goes to its assigned staging area, after which attendance shall be called to ensure all class members are accounted for. Instructor must remain with class.
- Instructors should ensure the safe evacuation of persons with disabilities.
- Instructors will report to the Floor/Building Coordinator the name and last known location of any student missing.
- Instructors having programs with motors, torches, gas and water outlets are to turn them off prior to departure from the area.
- Instructors should be the last person to leave the room and shall check to ensure that everyone is out and that the doors and windows are closed.

RESPONSIBILITIES OF FLOOR/BUILDING COORDINATORS

A Floor/Building Coordinator shall be appointed and may be any full time faculty or staff. Responsibilities may vary but shall include to following:

- Ensure that all staff and students in their assigned areas have evacuated the building.
- Check all classrooms, offices, and restrooms to determine evacuation is complete.
- Note and report any individuals trapped or unable to evacuate.
- Note and report any safety hazards in their assigned areas.
- Report the status of the area to the campus security officer or in his absence the CIO, who oversees campus security .

In an emergency evacuation, barring a specific directive from Campus Safety and Security, the President's Office or an official designee, the Floor/Building Coordinator of the affected building(s) shall direct evacuees to the designated staging area for their building as listed in appendix G.

RESPONSIBILITIES OF EMPLOYEES

Employees of the College are expected to follow all directions and instructions from competent authority. Employees of the College will direct their efforts towards the protection of human life during and immediately following an incident to the extent possible without endangering their own life.

CRITICAL OPERATIONS RESTORATION

After the emergency is over and the immediate threat to life and/or property subsides, the restoration of critical College operations becomes the priority. Restoration of critical operations is the first step in transforming from an emergency response to a recovery operation. It is the responsibility of the CRT to consider the recovery process even as emergency response operations are still underway.

If College operations have been hampered or suspended due to an emergency event, the CRT shall:

- Deliberate and recommend a course of action designed to render the College and its facilities back to full service in the shortest time frame possible.
- Provide for access and clearing of debris to College roads and buildings, as needed.
- Conduct damage assessment, structural evaluation, and remediation, as needed.
- Arrange for use of temporary facilities.
- Be responsible for disseminating periodic information updates to the College community.
- Assess psychological/physical needs of students/staff.
- Return to the “business of learning” as quickly as possible – establish schedules for returning students/staff to college.
- Assess cost and insurance determinations and application for state and federal aid, where available.
- Maintain continuous communication of status of recovery efforts; and final incident response assessment.
- Assign college staff and/or contract outside professionals, as needed, to conduct repairs, overhaul equipment, determine if buildings are structurally sound, etc.

Prior to termination of the emergency and/or deactivation of the EOC, it is important that the CRT conducts the post-incident review process. This process is undertaken to identify deficiencies in the plan and to determine necessary actions for correcting the deficiencies. The post-incident review is also intended to

identify which response procedures, equipment, and techniques were effective, which were not, and the reason(s) why.

The President of the College, or designee, will determine when to terminate the emergency, deactivate the EOC, and transition to normal campus governance and operations.

STUDENT AND EMPLOYEE ACCOUNTABILITY

Family reunification is a priority after a life threatening emergency and requests for information regarding the welfare of loved ones can easily overwhelm the College's communications systems and negatively affect the College's emergency response. The CRT will evaluate all possible means of accounting for the welfare of students and staff in an emergency. One possible avenue is the American Red Cross which maintains a Safe and Well Website at <https://safeandwell.communityos.org/zf/safesearch/search> for just such an eventuality.

COMMUNICATIONS AND MEDIA RELATIONS RESPONSE

In an emergency situation the College must respond immediately in disseminating accurate and appropriate information to the public. The EMP presumes that it is in the best interests of the College to disclose as much confirmed information as possible in order to reduce speculation, inaccurate reporting and negative publicity. Every reasonable effort should be made to release an alert to the media as soon as possible providing the bare minimum details of the event with the assurance that more information will be forthcoming as soon as it is available.

The Director of Public Affairs is the single point of contact with the news media. All other staff will refer media inquiries to the Director of Public Affairs. If the situation warrants emergency services response, the Director of Public Affairs will coordinate any information related to the emergency with the Public Information Officer of the commanding emergency response agency. The Director of Public Affairs will determine the best channels for communication with

the news media, including written statements and media briefings. The Director of Public Affairs will follow Family Educational Rights and Privacy Act (FERPA) guidelines for release of information and will oversee communications, as appropriate, to other stakeholders, including staff, students, parents, elected officials, business and civic leaders, and neighbors. NO ONE speaks to the media other than the President, Director of Public Affairs or designee.

CAMPUS EMERGENCY RESPONSE KITS

Campus Emergency Response Kits are designed to be distributed to local emergency response agencies during a declared emergency because some responders will be dispatched to a College emergency with little or no knowledge of the campus layout.

At a minimum the kits will include the following:

- Master keys
- Radio
- Floor plans for each building
- Campus map
- Ariel photos of the campus
- Evacuation routes, plans and rally points
- Map with location of designated command posts and staging areas
- Master schedule
- Procedures for using all call
- Copy of EMP
- Emergency phone numbers
- First aid kits
- List of CRT members
- Staff and faculty roster
- Flashlight and spare batteries

One emergency response kit will be maintained in the campus safety/security office for distribution to first responders during a declared emergency. An additional kit will be maintained in the College President's outer office and a third

in the Delamar building. One person in each location will be designated as responsible for the Campus Emergency Response Kit and its contents with the campus safety/security officer having overall responsibility.

COMMUNICATION WITH COLLEGE COMMUNITY

The telephone system is the primary means of communication. During emergencies, College phones must be restricted to official College communication only. It is possible that during severe emergencies, telephone service may be interrupted. The local cellular phone system is expected to be jammed and not available immediately after a major area disaster. If the cellular phone system is jammed and communication is unavailable via this method text messages may be used as an alternative means of communication. Additionally cell service on campus is very unreliable due to weak signal strength in the area.

The following strategies will be used to communicate with the college community:

Emergency Notification System – in the event of a serious emergency such as a lockdown the campus all-call system will be utilized.

In all other events, email or telephone will be used depending on the urgency of the message. In addition, UHF hand held radio communications are used on campus by Campus Safety and Security and Maintenance as well as others.

GENERAL EMERGENCY PROCEDURES

The CIO who is the Director of Campus Safety and Security as assigned by the President is responsible for the safety and security of the campuses and facilities and will be notified immediately when any situation arises which may pose a threat to individuals on campus or to College property. In the absence of the Director of Campus Safety and Security, the senior administrator on campus should be contacted.

In the event of an emergency on campus, call the Campus Safety and Security department immediately at extension 3047. If in your judgement the situation warrants immediate emergency action, call 911 first and then notify Campus Safety and Security.

In a crisis involving a health problem on campus, check for vital signs and call 911. Only administer first aid if qualified to do so. See the section on “First Aid and Medical Emergencies” for more information.

The following are some general principles that can be helpful in preparing for and responding to emergency situations, especially those not specifically covered by the EMP:

- Be familiar with your surroundings at all times
- Be familiar with the location of the nearest exits, first aid kits, fire extinguishers, and fire alarm pull boxes
- Remain calm
- Dial “911” when it is safe to do so
- Render first aid if possible
- Remember Universal Precautions (gloves, etc.)
- Do not take unnecessary risks
- Keep unnecessary people out of the area
- Direct emergency responders to the scene
- Follow directions of emergency responders
- If a crime may have occurred, try to disturb the scene as little as possible
- If you witness a crime, try to remember as much detail as possible (suspect description, direction of flight, vehicle description, license plate number, etc.)

PROTEST

Not all protests/demonstrations are unlawful. The U. S. Supreme Court has ruled that certain activities are protected under the U. S. Constitution. Most campus demonstrations will be peaceful. Attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators. However, any protest on College property that interferes with the educational function of the institution or in which violence, property damage, or other unlawful behavior occurs is unlawful. Students and instructors should be guided by the student code of conduct in the student handbook as it pertains to political activity, meetings, and rallies.

A protest is considered “peaceful” and no action is necessary unless one of the following conditions exists:

- Interference with the normal operations of the College.
- Prevention of access to offices, buildings, or other facilities.
- Threat of physical harm to persons or damage to facilities.

Peaceful Protest:

- Call Campus Safety and Security at x3047.
- Campus Safety and Security will monitor protest for signs of escalation or unlawful acts.
- Campus Safety and Security will request additional assistance if necessary.
- Preplanned protests / demonstrations may have law enforcement presence ahead of time.
- CRT will meet to discuss appropriate actions / options.

Disruptive / Destructive Protest:

- Call Campus Safety and Security at x3047.
- Identify key individuals (clothing, physical description, and activity engaged in)
- Campus Safety and Security will request additional assistance as needed
- CRT will analyze the emergency and make decision regarding campus closure.

BEHAVIORAL EMERGENCIES

In the event that staff or faculty members deal with a student evincing routine or basic behavioral problems, the staff or faculty member should contact their immediate supervisor. Routine problems may consist of a student appearing withdrawn or depressed, engaging in mild disruptive behavior, interpersonal problems with students or faculty/staff, etc. Staff or faculty should seek guidance if they are unsure as to the method of intervention.

Behavioral emergencies may exist when an individual is threatening to harm himself or herself or others. This type of incident also includes incidents when individuals are not acting in a rational manner. This could include uncontrollable behavior, hallucinations, and the inability to effectively communicate with others. Such effects can be caused by a reaction to alcohol, drugs, or illness – physical or mental.

- Call Campus Safety and Security at extension 3047.
- Try to provide as much information as possible so that Campus Safety and Security knows what to expect when arriving on scene.
- If the situation is life threatening call 911.
- Campus Safety and Security will determine appropriate action and if the situation warrants, call 911.
- Campus Safety and Security contacts Student Services.
- Never try to handle a potentially dangerous situation on your own.
- Avoid invading the individual's personal space.
- Do not raise your voice.

SUICIDE

Suicide is a leading cause of death among college students. Faculty and staff are often the first people to identify students in distress. There are common warning signs to take seriously.

Verbal signs (80% of cases) include "I'm going to kill myself", "I wish I were dead", and "I just can't go on anymore", etc. Suicide notes or suicidal ideation expressed in creative writing are common.

Behavioral signs (20% of cases) include personality changes, crying spells, poor self-care, irritability, changes in appetite, decreased energy, and inability to concentrate.

Situational warning signs include recent loss or trauma, history of attempted suicide, depression, drop in academic performance, etc.

- Always take a suicide threat seriously. Stay calm and appear confident, caring, understanding, and knowledgeable about available resources.
- If you feel your personal safety is at risk, leave immediately.
- If you feel there is no threat to personal safety, remain with the person. If possible, engage the person in conversation. Talk about suicide openly and directly. Ask the following questions in a direct and calm manner:
 - Have you been thinking about killing yourself?
 - Have you ever thought about acting on these feelings/thoughts?
 - Do you have a plan for how you would harm or kill yourself?
 - Do you have access to weapons? Pills?

- Have you ever tried to harm yourself in the past?
- Assess risk: vague and passive responses pose less risk, while clear active and imminent responses pose a higher risk. If the individual has clear thoughts of suicide and/or a well-defined plan within a short period of time, the person is in need of immediate assistance.
- Call Campus Safety and Security.
- If there is an imminent threat – Campus Safety and Security calls 911.
- If there is talk of suicide but no imminent threat – Campus Safety and Security calls a College counselor.
- CRT debriefs incident.

DON'T:

- Leave individual alone.
- Transport the individual to the hospital or doctor's office in your vehicle.
- Appear or sound shocked by anything the person tells you.
- Make promises you can't keep. Avoid over-committing yourself.
- Ignore your limitations. Do not attempt to provide therapy or counseling.
- Minimize the situation or the individual's feelings.

VIOLENCE IN THE WORKPLACE

Pamlico Community College is committed to providing a safe and healthy workplace for all employees. To that end, it is the policy of PCC that workplace violence in any form is unacceptable. Any form of violence by an employee against another employee, student, vendor, or visitor to the College, including but not limited to physical attack, intimidation, threats or property damage, will be cause for disciplinary action up to and including dismissal as unacceptable personal conduct.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Threats or acts of violence occurring on College property, regardless of the relationship between the College and the individual involved in the incident.

- Physical assaults and direct or implied threats to harm an individual or his/her family, friends, or associates.
- Intentional destruction, threat of destruction, or sabotage of an individual's personal property or property owned, operated, or controlled by the College.
- Harassment via threatening telephone calls, letters, or other forms of verbal, written, or electronic communications.
- Acts of conspiracy to intimidate or attempt to coerce an individual to commit a wrongful act, as defined by applicable law, administrative rule, policy, or work rule.
- Intimidation resulting from the improper exercise of power or authority.
- Acts or unruly conduct that disrupts the natural work or educational environment of the College or which result in fear for personal safety.
- Willful, malicious, or repetitive following of another person (also known as "stalking")
- Unauthorized possession of or inappropriate use of firearms, weapons, or any other dangerous devices on College property. A weapon is any object used to attack or intimidate another person.
- Slurs or derogatory remarks regarding another person's ethnicity, natural origin, gender, religion, or religious affiliation, disability, or sexual orientation.
- Intimidation by bullying, using "fighting words" or profanity, or exhibiting obscene gestures which create in the mind of an individual a reasonable belief of immediate harm.
- Physically touching another individual in an intimidating, malicious, or sexually harassing manner including hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.

➤ Pamlico Community College requires faculty, staff, students, and visitors to report any incident of workplace violence, verbal or physical, to their supervisor, the Director of Campus Safety and Security, Human Resources, or a member of the Crisis Response Team.

➤ PCC will not discipline a reporting party, unless the accusation was made maliciously and without credibility.

➤ Although incidents of workplace violence can be initially reported verbally, they shall later be documented in writing and held confidentially.

- If a supervisor suspects that an employee has work related or personal problems that could lead to workplace violence, the supervisor should confer with the Director of Human Resources and Campus Safety should be informed. When appropriate, the employee should be encouraged to seek confidential counselling and support.
- If a supervisor or other College employee suspects that a student is exhibiting signs that may lead to workplace violence, the supervisor or employee should confer with the VP for Student Services or Campus Safety and Security. These personnel should assess the situation and counsel the individual or make a referral, as appropriate.
- Each and every employee shall provide prompt and accurate reporting of all incidents of “workplace violence” to Campus Safety and Security, regardless of whether or not physical injury has occurred. The College will take all violent and threatening incidents seriously by investigating and taking appropriate action to mitigate any hazard that would place any of PCC’s employees at risk.

DISORDERLY CONDUCT

Disorderly or Disruptive Conduct is behavior which interferes with the academic mission of the College and has a negative impact on the College community or its members.

- Disorderly conduct includes:
 - Reckless;
 - Lewd;
 - Indecent or obscene conduct on College-owned or related property, or at College sponsored or College-supervised functions, or against a College community member or guest of the College.
- Disruptive behavior includes intentional or reckless disruption of:
 - Teaching;
 - Learning;
 - Research;
 - Administrative or disciplinary procedures; or
 - Other College activities, including public College functions, or authorized activities on College premises.

- Incidents involving complaints or minor misconduct by students, visitors, and other non-employee individuals should be resolved by faculty/staff personnel when at all possible.
- If the situation is unable to be immediately resolved, has escalated beyond capabilities of the faculty or staff available, or conduct warrants Campus Safety and Security intervention – call Campus Safety and Security at extension 3047.
- If possible, try to provide as much information as possible so that Campus Safety and Security knows what to expect upon arrival.
- If the situation escalates, Campus Safety and Security calls 911 and/or contacts the CRT.

CRIMINAL TRESPASS

- If individual appears on campus in violation of a court order or an order by College officials, call Campus Safety and Security at extension 3047.
- If needed, Campus Safety and Security calls 911 for an arrest.
- Situation contained – Campus Safety and Security files incident report and makes appropriate notifications.
- If the situation escalates – Campus Safety and Security contacts the CRT.

LOCKDOWN

A lockdown is used to ensure the safety of students and staff in the event of an emergency such as an active shooter and evacuation is not possible. This is done by securing all or part of the campus to prevent access to students or staff by an intruder. However, because Pamlico Community College was designed to afford easy accessibility to its campuses by the public a complete lockdown campus wide is virtually impossible.

ACTIVE SHOOTER

Active shooters are motivated by a desire to kill without concern for their own safety or the threat of apprehension. Oftentimes an active shooter will have an intended victim or victims in mind but will engage targets of opportunity before and after finding his intended victims. An active shooter will continue in this fashion until stopped by law enforcement, suicide or other intervention.

Active shooter situations are often over before law enforcement arrives, so you need to be prepared for what is often an unpredictable situation. As a general rule of thumb you should always be aware of your surroundings, know where the nearest exits are, and have an escape plan. How you respond to an active shooter situation is an individual decision based on your best judgement. The recommended course of action is to **“Run, Hide and Fight.”**

“Run” – evacuate the building or area if it is safe to do so.

- Run away from the threat towards a designated rally point
- Personal firearms should not be retrieved from vehicles. This is a violation of NC state law regardless of circumstances.

“Hide” – if escape is not possible.

- If you are in a classroom/office stay there and lock the door.
- If you are in the hallway, get into the nearest classroom.
- Barricade the door using whatever is available.
- Hide behind furniture or in a corner, out of sight.
- Silence cell phones, radios, televisions, etc and remain quiet.
- Once inside a secure area, remain there. The assailant may try to fool you into opening the door.
- Attempting to rescue someone outside a secure area is risky. If there is any doubt about your safety then the area needs to remain secure.
- Do not expect anyone to open a locked door for you because they cannot know whether you are the intruder or not.
- Find the safest area to conceal yourself or else attempt to escape.
- If you are caught outside, seek cover and concealment behind cars, dumpsters, etc.

“Fight” – as a last resort.

- Your chances of survival are much greater if you fight.
- Do not allow yourself to become an easy target.
- Commit to your course of action – your life depends on it.

When law enforcement arrives the best course of action is to be guided by their instructions. Everyone in the building will be considered a suspect, so

refrain from making any sudden moves and keep your hands where they can see them. Keep in mind that their priority is to stop the shooter. Law enforcement will not stop to treat the injured or begin evacuation until the threat has been neutralized. Once the threat has been neutralized, law enforcement will determine when the campus can be reopened.

HOSTAGE SITUATION

Anyone observing what appears to be a hostage situation (i.e. a person being held against their will) should immediately call “911” as well as campus security (x3047) or student services (x3002). Be prepared to provide as much information as possible, such as:

- Location of incident.
- Identity or description of persons involved (both the hostage taker and the hostage)
- Any weapons involved.

Do not attempt to intervene. You will only jeopardize your safety as well as that of the hostage.

If taken hostage keep in mind that a hostage taker does not want to harm persons held hostage. Be patient while law enforcement intercedes and negotiates with your captor. In addition;

- Be alert and observant. Any information you can provide to law enforcement upon release will be critical.
- Avoid any sudden actions.
- Follow your captors’ instructions.
- Do not speak unless spoken to.

BOMB THREAT

1. Do not:
 - Use two-way radios or cellular phones (you could potentially detonate bomb)
 - Activate the fire alarm
 - Touch or move a suspicious package

- Evacuate building until it is determined that an emergency exists (callers are often motivated by a desire to disrupt classes or are engaging in “swatting”)

2. If a bomb / terrorist threat is received by phone:

- Remain calm
- Keep the caller on the phone for as long as possible
- Complete the “Bomb Threat Checklist” (appendix I)- even for a terrorist threat – complete all applicable sections
- Do not hang up, even if the caller does (facilitates tracing of call)
- Try to alert a coworker to call authorities *or*
- As soon as caller hangs up, *do not hang up*, but call authorities from a different phone

3. If a bomb / terrorist threat is received by note:

- Handle the note as little as possible (to preserve fingerprints, etc.)
- Notify Campus Safety and Security @ x3047

SUSPICIOUS PACKAGE / MAIL:

- Evacuate the area and prevent others from entering the area
- Close the door behind you
- Take essential belongings with you in case your return to your office is delayed
- Notify Campus Safety and Security @ x3047
- Do not open letter or package
- Leave the letter or package where it is or gently place it on nearest flat surface
- Wash your hands thoroughly as soon as possible

HOW TO RECOGNIZE SUSPICIOUS PACKAGES AND MAIL (appendix j):

One indicator of a suspicious package or piece of mail includes inappropriate or unusual labeling, such as:

- Excessive postage
- Misspelled common words
- No return address or strange return address
- Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name
- Restrictive markings, such as “personal,” “confidential,” or “do not x-ray”

Other indicators include an unusual or inappropriate appearance, including:

- Powdery substances felt through or appearing on item
- Oily stains or discolorations on the exterior
- Strange odors
- Excessive packaging material, like tape or string
- Lopsided or bulky shape of envelopes or boxes
- Ticking sounds, protruding wires, or exposed aluminum foil

EXPLOSIONS

In the event of a building explosion, take the following actions:

- Immediately take cover under tables, desks and other objects, which give protection against falling/flying glass or debris.
- After the initial effects of the explosion and/or fire have subsided, notify Campus Safety and Security at extension 3047 or via radio.
- Campus Safety and Security calls 911.
- If necessary, or when directed to do so, activate the fire alarm.
- The Floor/Building Coordinators should evacuate the building and surrounding buildings to a minimum of 500 feet upwind of the explosion.
- Assist any disabled persons in exiting the building.
- Prevent re-entry.
- If requested and able, assist emergency personnel.
- Campus Safety and Security contacts CRT.
- CRT will make a decision regarding campus closure.

- Do not return to an evacuated building unless told to do so by competent authority.
- Director of Public Relations releases appropriate communications.
- CRT debriefs incident.

FIRE PROCEDURE

Faculty and staff should know the locations of fire alarm pull boxes, fire extinguishers, and exits. Anyone observing smoke or fire in a building should activate the fire alarm. When the alarm sounds, all occupants are required to evacuate the building.¹ Quickly move a safe distance away from the building towards the nearest rally point. Be sure to keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and personnel. Do not re-enter the building for any reason until told that it is safe to do so by the proper authorities. All instructors are responsible for the welfare of their students. They are responsible for ensuring that students are evacuated during an emergency and that they are accounted for afterwards. (appendix g)

WHEN THE ALARM SOUNDS

- All College personnel, students, and visitors shall leave the building regardless of the activities in which they are engaged.
- Remain calm. Speed should be subordinate to control and order.
- All staff and students shall stop work immediately; students in shops shall turn off motors, torches, gas, and water outlets, etc. in accordance with a prearranged plan.
- Staff and students shall not stop to take books, coats, or other personal belongings with them (Exception: valuables immediately accessible, such as a purse).
- Close, but do not lock, doors behind you to confine the fire and deprive it of oxygen.
- Do not open doors that are hot to the touch. (use back of hand to feel them)

¹ Failure to evacuate a building during a fire alarm is a violation of NC Fire Code 104.11.2 and NCGS Chapter 14 Article 15:14.68

- Staff and students shall proceed to designated staging areas away from the building (appendix G):
 - Students in restrooms or otherwise out of their class shall join the nearest lines in making an exit; proceed to staging area and then, with permission of those in charge, rejoin class.
 - In no case shall any group stop less than 200 feet from a building.
 - Staff and students shall not stop in front of gates or other entrances that may be used by emergency personnel.
 - Staff and students are to evacuate to the grassy areas and not to the parking lots.
- Every building will have an assigned Floor/Building Coordinator and an alternate to ensure evacuation procedures are followed. This Floor Coordinator will be the last person out of the area.
- Floor/Building Coordinator should check within all areas of their responsibility to be sure everyone has evacuated.
- Utilize a fire extinguisher for minor fires only if properly trained in fire extinguisher use, and it can be done without risk to personal safety and health, otherwise evacuate.

When evacuating people with disabilities remember to:

ASK how you can help BEFORE attempting any rescue or assistance. Ask how the person can best be moved and whether there are any special considerations or items that need to come with the person. Notify Campus Security/Law Enforcement/Fire personnel immediately about persons remaining in the building and their locations.

To evacuate persons who are mobility impaired:

- Inform individual of situation.
- Always ask how you can help. Ask what method of assistance the person prefers. Not all persons can be removed from their wheelchairs and carried safely. Persons with chronic pain, catheter leg bags, fragility, or braces may not be able to extend or move extremities.
- Persons may have a physical condition that contraindicates lifting, such as heart conditions or back problems or other severe physical complications. Non-ambulatory persons frequently have respiratory

complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes as their ability to breathe is seriously in danger.

- Move debris if necessary/possible to allow a safe escape route. If you cannot exit, move individual to as safe an area as possible and notify appropriate personnel of the individual's location.
- If in immediate danger and unable to move, notify appropriate personnel and remain with the individual.

Evacuating Persons with Blindness or Visual Impairment:

- Alert individual to the situation by touching or speaking.
- Offer your arm for guidance; but do not grasp his/her arm.
- Tell the person where you are going and obstacles you encounter. Give clear instructions.
- When you reach safety, ask if further help is needed.

Evacuating Persons with Deafness or Hearing Loss:

- Fire alarms are visual as well as audible.
- If necessary, gain the person's attention or alert individual to the situation by touch or eye contact.
- Indicate directions with gestures, or write a note with evacuation directions
- Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

https://www.dhs.gov/sites/default/files/publications/guide-interacting-with-people-who-have-disabilities_09-26-13.pdf

The following acronyms are useful to remember in the event of a fire:

1. “RACE”

Rescue

Activate alarm

Contain fire (by closing doors behind you)

Evacuate / Extinguish

2. “PASS” (appendix k)

Pull (the pin)

Aim (at the base of the fire)

Squeeze (the handle)

Sweep (side to side)

3. “Stop, Drop, and Roll”

4. You should not:

- Take personal risks
- Stop to pick up belongings
- Re-enter building until told to do so
- Remain in building during a fire alarm
- Open a hot door (check using back of hand)

If you smell an odor of gas:

- Notify building maintenance
- If the source of the leak is known and easily correctable, such as turning off a Bunsen burner or kitchen appliance, do so immediately.
- Campus safety and security will assist maintenance with venting the affected area and in determining if evacuation is necessary.
- If the leak is not readily apparent or is not easily correctable then evacuate the area immediately.
- Warn others in the area to do the same
- Do not touch light switches or electrical equipment.
- Do not use a telephone in the affected area. (this can cause a spark, which could ignite the gas and cause an explosion)
- Prevent sources of ignition
- Do not re-enter building until told to do so by proper authorities
- Call “911” in the event of a major leak such as a pipeline break

HAZARDOUS MATERIALS SPILL

All hazardous materials spills will be reported to maintenance immediately. Maintenance will notify the appropriate personnel to respond for clean-up. Under no circumstances should anyone attempt to clean-up a hazardous materials spill who does not possess the necessary training or equipment to do so. All individuals required to come into contact with the hazardous material must be sure to wear the appropriate Personal Protective Equipment (PPE). If necessary, the affected area will be evacuated and access to the area will be restricted. Consider opening windows for ventilation if possible. Under no circumstances should anyone enter the area who does not need to be there.

Anyone using hazardous materials on campus should be familiar with their safe handling. In addition, all hazardous materials must have a Safety Data Sheet (SDS) supplied by the manufacturer on file in the work area or the safety office.

If a spill is of such magnitude that it poses a risk of fire or constitutes a safety hazard and cannot be handled by on site personnel then call "911". Be prepared to provide as much information as possible regarding the hazardous material (s) involved. Remember, the Safety Data Sheet (SDS) contains all relevant information regarding the hazardous material. Important information to provide the 911 operator includes:

- The name of the spilled substance
- Amount spilled
- Time the spill occurred
- Associated health risks
- Precautions

If there is an immediate danger to occupants immediately evacuate the building by pulling the fire alarm. Direct everyone to walk quickly to the nearest marked exit.

If materials are spilled on the clothing or skin, have the contaminated individual stand under a shower for a minimum of 15 minutes. If materials are in the eyes, rinse the eyes for a minimum of 15 minutes. Have the individual contact a physician as soon as possible after the exposure to the material even if no

injuries are apparent. Send a copy of the SDS of the suspected contaminating material with the individual to the physician.

The Marine Corps Cherry Point Hazardous Materials Team (252-466-4363/4364/4365) and the Regional Response Team (252-792-3521 / 800-545-7781) located in Williamston will be utilized if necessary. Both resources must be officially requested through the Pamlico County Office of Emergency Management.

The following numbers can be called for emergency response information:

1. CHEMTREC (24 hrs) 1-800-424-6300
2. CHEMTEL, INC. (24 hrs) 1-888-255-3924
3. INFOTRAC (24 hrs) 1-800-535-5053
4. 3E COMPANY (24 hrs) 1-800-451-8346
5. NATIONWIDE POISON CONTROL CENTER 1-800-222-1222

SEXUAL ASSAULT

- Call Campus Safety and Security at x3047.
- Provide details of the incident.
- Campus Safety and Security – assess the situation and contact 911.
- Try to ID perpetrator and ascertain location or direction of flight.
- Try to determine extent and severity of injuries to victim
- Use rubber gloves
- Treat only life threatening injuries.
- Avoid any actions that may result in destruction of evidence.
- Move the victim to a comfortable setting, if possible. (e.g. private office)
- Don't leave the victim alone
- Arrange for a female staff member or instructor to remain with female victim.
- Discourage the victim from washing until seen by a doctor.
- Have someone meet and guide emergency responders to the victim.
- CRT, as appropriate, works with law enforcement on investigation.
- CRT debriefs incident.

FIRST AID & MEDICAL EMERGENCIES

The first step in most emergencies is to dial “911.” The dispatcher will be able to provide basic first aid instructions over the telephone while the ambulance responds. Before you provide any first aid whatsoever you should be sure to don the appropriate level of Personal Protective Equipment (PPE)

The goal of first aid is to preserve life, prevent further injury, and to promote recovery. These goals are met by:

- Preventing heavy blood loss
- Maintaining breathing and circulation (CPR)
- Preventing shock
- Getting the victim to definitive care

Quickly assess the situation. If conscious and oriented the victim has the right and responsibility for their own health care needs and should participate in decisions regarding care. If unconscious 911 should be called immediately. Call Campus Security if available at ext. 3047 or on a mobile radio. In the event Campus Security is not available the senior employee on site should assume control of the situation until emergency medical personnel arrive.

In cases where the victim has what are considered to be potentially life threatening symptoms, chest pains or restricted breathing for example, 911 should be called regardless of the victim’s preference. If the person refuses medical attention, that employee or student should be asked to leave the campus and not return until they provide a medical note clearing them for return. Visitors should depart the campus after formerly denying EMS assistance. No student or employee who is not medically cleared should be permitted to return to work or class without written medical authorization.

Under no circumstances should anyone call the College’s medical faculty for assistance. Medical faculty are not serving in a traditional medical care giving or

first responder role and should not be asked to render medical assistance. If medical assistance is needed 911 should be called. Bringing injured persons to medical faculty or calling them for help will only result in delays that could cause the victim harm. Medical faculty may assist as any helpful employee might but should never conduct medical tests or exams or render more than first aid assistance.

In order to render effective first aid you must remain calm, inspire confidence, and remember to do only what is necessary until professional help arrives. If a Campus Safety Officer is not available, the senior employee present should assume control and ensure that people not involved in assisting the victim stand back away from the area.

- Do not move an injured or ill person unless the person is at risk of further serious injury.
- Do not administer medication, food, water, or stimulants.
- Send another person to the closest exit to lead emergency response personnel to the injured person.
- Ask the person if there is anyone he or she wants notified about the emergency. Obtain the name and phone number of the individuals to be notified – Campus Security should make these calls and control related activities when possible.
- Any illness or injuries should be recorded on an Incident/accident form (available in SharePoint) with a copy to Campus Safety and to Human Resources if an employee.

If you suspect that an individual is the victim of poisoning, you can call the Nationwide Poison Control Center at 1-800-222-1222 for specific first aid instructions.

SHELTER-IN-PLACE PROCEDURE

A shelter-in-place procedure is designed to ensure the safety and well-being of students and employees when conditions outside of the College are such that immediate shelter within the College is warranted. (e.g., hazardous materials release or airborne toxin)

- Upon the Shelter-in-Place alert, students, faculty and staff who are not already indoors should immediately enter the nearest building.
- If already indoors, remain in place until directed otherwise by Campus Safety and Security or emergency response personnel.
- Faculty members who are conducting class should remain in their classroom.
- Maintenance should turn off air conditioning or heating units where possible.
- Close all windows and doors and wait for further instructions. If possible, go to a room with no windows. At a minimum, stay away from windows and doors.
- *If possible*, seal any gaps around windows and doors with wet towels, clothing, etc.
- Stay inside until informed by emergency personnel it is safe to go outside.
- CRT debriefs incident.

Severe thunderstorms are the occurrence most likely to affect the College. Lightning causes around 100 deaths in the U. S. annually. During severe weather, before lightning strikes, be alert for darkening skies, flashes of light, or increasing wind. Listen for the sound of thunder. If you can hear thunder then you are close enough to the storm to be struck by lightning. Seek immediate shelter inside. To lessen the possibility of injury the following steps should be followed:

- Suspend outdoor activity immediately and instruct everyone to get inside. Once inside, stay off corded phones and away from wiring or plumbing. Avoid sheds, small or open shelters, etc. If a sturdy building is not nearby a hard topped metal vehicle with the windows closed will offer good protection.

- Stay inside. Do not resume activities until 30 minutes have passed since the last thunder was heard.

A **Tornado Watch** is issued when weather conditions are favorable for the formation of tornados.

- During a tornado watch faculty and staff should be alert to the probability of severe weather and be prepared to move quickly to safe areas.

A **Tornado Warning** is issued when a tornado funnel is sighted or indicated by weather radar.

- Upon notification of a tornado warning classes should cease immediately. Students and faculty should shut off lab equipment for which they are responsible and proceed to closest safe area.
- Instructors and Building / Floor Coordinators will assist with getting staff and students into the closest safe areas. These areas will be in interior hallways and interior rooms. Auditoriums, large rooms, or window areas should be avoided.
- Assist persons with disabilities in getting to a safe area.
- All persons are to stay in the safe area until the all-clear signal is given. Faculty should stay with their students. If a person chooses to leave the safe area, they do so at their own risk.
- Classes will resume once the all-clear signal is given, unless an announcement is made to the contrary.
- CRT meets and analyzes the situation, as needed, to take appropriate action.

During an earthquake, evacuate the building if you can safely do so. Get as far away from the building, utility poles, etc., as possible, and drop to the ground. If you cannot safely evacuate, then "**drop, cover and hold on.**" Take cover under a desk, in a doorframe, or against an interior wall. Most injuries occur when people are struck by falling debris. Therefore, be sure it is safe before exiting or entering a building after an earthquake, and be prepared for aftershocks.

HURRICANES

With adequate advanced warning of a hurricane it is expected that the Campus and facilities will be prepared to the extent possible to weather the storm. Sufficient warning will be given regarding closures so that the Campus will be vacant except for essential personnel, if any. As the Campus is utilized as an emergency shelter for the county, adequate plans will be drawn up in advance in the event that the College is called upon to provide that service.

Upon receipt of a hurricane warning PCC staff will do the following as per or in addition to those activities listed in the *“Hurricane Procedures Checklist”* (appendix H):

- Secure trash cans, benches, tables and any other item that may become a projectile
- Ensure that vehicles are topped off with fuel and portable fuel containers are full
- Make sure that all maintenance equipment is serviced and ready for use
- Check flashlights for operability and ensure an adequate supply of spare batteries
- Check generators for proper operation and readiness
- Monitor weather reports and make such notifications as necessary
- Make any other preparations as dictated by prevailing conditions
- Make such preparations as are needed to open campus as a temporary shelter, if necessary

POWER OUTAGES

Report power outages to maintenance via radio. Maintenance will take appropriate steps to ensure restoration of power. If the outage is campus-wide the appropriate utility will be notified. In the meantime maintenance will ensure proper operation of generators if they have not already come on.

If sufficient light exists for safety and instruction, classes should continue. Most rooms on campus have enough ambient light to continue activities. If possible, open blinds or shades to let outside light in. A decision regarding

cancellation or resumption of classes will be made by the College President or his designee if such a decision becomes necessary.

- For those in a shop or a lab, turn off gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.
- If you don't have sufficient light to continue working safely or if you are instructed by Campus Safety and Security, move to an exit with natural light or to an outside location, weather permitting.
- When leaving a work area or site, take essential personal possessions and lock offices and or classrooms.
- Assist persons with disabilities. Designate a responsible person to stay with any students with physical disabilities until assistance arrives. Do not leave students with disabilities alone in the classroom.
- In certain instances the phone system may not function due to the loss of power. Use a cell phone or a portable radio for assistance, if necessary.
- If anticipated the power outage will be short in duration, normal operations will resume ASAP.
- If outage is widespread or expected to last for a protracted period, the Director of Maintenance and select members of the CRT will analyze the situation and make a decision on closing the campus.

Facilities / Maintenance personnel will remain on standby for system checkout even after power has been restored.

Pamlico Community College

Date: February 24, 2020

Policy: Fire Drills

PROCEDURE STATEMENT:

The Pamlico Community College shall conduct fires drills in all buildings located on both the Grantsboro campus, 5049 NC HWY 306S and Bayboro center located on Hwy 55.

REASON FOR THIS PROCEDURE:

The purpose of this procedure is to establish an overall plan for the protection of members of the college community from the hazards of fire and similar emergencies through the implementation of a comprehensive ***Fire Drill Safety Procedure***.

ENTITIES AFFECTED BY THIS POLICY:

All faculty, staff, students and visitors at the College are covered by this policy.

WHO SHOULD READ THIS POLICY:

All faculty, staff and students at the College should be familiar this policy.

CONTACTS:

CONTACT	PHONE	E-MAIL
CIO Scott Frazer	252.249.1851 ext3016	sfrrazier@pamlicocc.edu
Safety Officer Richard Ascoli	252.249.1851 ext3047	rascoli@pamlicocc.edu

RELATED DOCUMENTS:

Failure to evacuate a building during a fire alarm is violation of NC Fire Code 104.11.2 and NCGS Chapter 14 Article 15:14.68

OVERVIEW

The purpose of a fire drill is to prepare staff, students and visitors for an organized evacuation in case of a fire or other emergency. Fire drills are also used to systematically determine and identify various safety issues such as:

- Allowing occupants to familiarize themselves with drill procedures, location of fire exits and the sound of the fire alarm;
- Identifying potential problems with fire alarm components;

- Determining if additional equipment if necessary in certain areas of the building;

Providing information on the amount of time it takes to evacuate and area, are designated exits the safest route and which areas should be used as a staging area in order to take a roster count.

FREQUENCY OF THE DRILLS:

Periodic fire drills shall be conducted at various times throughout the year as a responsibility of the College President in accordance with the following requirements:

Fire drills shall be conducted on both the main campus in Grantsboro and the Bayboro center a minimum of twice a year.

- One fire drill per academic session is required typically fall and spring.
- Fire drills in academic building shall be conducted so as to minimized disruption to the College's educational mission.

**Failure to evacuate a building during a fire alarm is violation of NC Fire Code
104.11.2and NCGS Chapter 14 Article 15:14.68**

Procedures:

When conducting any fire drill at the College, the following procedures shall be followed:

- a. Drill Coordinator. The Drill Coordinator (Campus Safety Department) shall schedule a date and time for the upcoming drill. This schedule will be arranged and coordinated with input from the colleges executive committee (EC) approved by the President.
- b. Prior Notice. Drills will be held both expected and unexpected times in order to simulate the unusual conditions that can occur in an actual emergency. Accordingly, the Drill Coordinator shall determine whether prior notice will be given regarding the conducting of any fire drill.
 - Announced Drills: Announced drills will allow the building occupants and opportunity to prepare for the evacuation and can be used as a structured

learning exercise. Announced drills will be used to introduce occupants to the concept of fire drills and ensure they are made aware of expectations with regards to these exercises. When it is determined that prior notice will be given, the following guidelines shall apply:

1. Notice will be given no less than three (3) days prior to the drill. Announced via the colleges chain of command and maybe supplemented via other means like the Anchor New letter.
- Unannounced Drills: While more disruptive than announced drills, unannounced drills are typically a better indicator of what will occur in an actual emergency. Accordingly, unannounced drills will be used to test the response capabilities of the College community.

- c. Notification. The Drill Coordinator shall notify the Head of Maintenance and the Chief Information Officer of the exact time the alarm will be activated.
- d. Activation of Alarm. At the prearranged time, the Drill Coordinator shall activate the fire alarm for the designated building. The system will remain activated until complete evacuation of the building has been confirmed. Alarms should never be activated unless the alarm company is informed in advance, typically at least one hour.
- e. **Failure to evacuate a building during a fire alarm is violation of NC Fire Code 104.11.2 and NCGS Chapter 14 Article 15:14.68**
- f. Evacuation of the Building. The orderly evacuation of a building during an emergency depends on ***early warning and employee awareness of proper evacuation procedures.***
 - All building occupants shall immediately evacuate the building when the fire alarm sounds, regardless of the activities in which they are engaged. Students in shops shall turn off motors, torches, gas, and all work outlets. Occupants should not assume the alarm is a drill.
 - All building occupants shall continue to evacuate the building, even if the alarm stops. Never reenter the building, until the all clear is given. NO exceptions
 - Building occupants shall use the nearest exit when evacuating the building.
 - Building occupants shall ensure that all interior doors are closed, but left unlocked. Do not open doors that are hot to the touch.
 - A marked area outside and a safe distance from the building will be designated as an official muster area following the evacuation.

- All building occupants will remain outside of the building until such time as they are authorized by the Drill Coordinator to go back into the facility.
- Depending on the complexity of the egress it will be determined if an emergency evacuation procedure map is required. Safety Office and Maintenance shall review such plans annually for its relevance.

g. Responsibilities. In addition to those identified in the preceding paragraphs, the following individuals have additional responsibilities to perform upon hearing a fire alarm, whether real or simulated.

- ✓ Administrators. All supervisors shall establish a safe location at least 200 feet from the building being evacuated and in an area where evacuees will not be endangered by emergency vehicles.
 - Once there all supervisors will conduct an attendance check to ensure no employees are missing.
 - If an employee is unaccounted for, the supervisor shall immediately notify fire or Public Safety Officials.
 - Supervisors shall also identify specific individuals who may need aid in an evaluation and shall assign other specific employees to aid those individuals in the event of an evacuation.
 - Floor/Building coordinator (s) will be assigned to each building to ensure that everyone has evacuated. This person is the last one out of the area.
- ✓ Faculty. Faculty members are responsible for ensuring that all students in their class have evacuated and been accounted for during this time. All instructors are responsible for the welfare of their students. They are responsible for ensuring that students are evacuated during the emergency and that they are accounted for afterwards.
 - As with supervisors, faculty members shall establish a safe location at least one hundred (200) feet from the building being evacuated and in an area where evacuees will not be endangered by emergency vehicles.
 - Once there, faculty members shall conduct an attendance check to ensure no students are missing.
 - Floor/Building coordinator will be assigned to each building to ensure that everyone has evacuated. This person is the last one out of the area.
 - If a student is unaccounted for, the faculty member shall immediately notify fire or security officials.

- Students with disabilities limiting their mobility shall notify the faculty member of each class they will be attending and discuss how they may be assisted during an emergency evacuation. Faculty members shall ensure assistance is provided to the student.
- g. Completion of the Drill. When the Drill Coordinator is certain that all occupants have evacuated the building where the drill is taking place, the fire alarm will be silenced, reset and occupants can re-enter the building, once the all clear is given.
- h. Report. Fire drills shall be monitored for effectiveness and recorded and filed with the Campus Safety Department.

RECORDKEEPING

A complete record of all fire drills conducted shall be maintained on the premises by the Campus Safety Office for a period of not less than three years and be readily available for inspection by the fire department.

Portable Fire Extinguishers

Portable fire extinguishers are primarily of value for immediate use on small fires. They have a limited quantity of extinguishing material and therefore must be used properly so this material is not wasted.

- a. Placement and Ordering. The placement and ordering of portable fire extinguishers is the responsibility of the maintenance department.
- b. Inspection and Maintenance. Extinguishers are mechanical devices. They need care and maintenance at periodic intervals to insure their readiness to operate properly and safely.
- c. Plant Operations. Responsible for all maintenance programs to determine inspections, charging and otherwise operative.
- d. Checked. Fire extinguishers should be checked monthly to make sure they have not been tampered with and are in good working order.

Training. Training of personnel in fire equipment use is the responsibility of the Campus Safety Department. Training employees in the use of emergency fire equipment requires stressing proper selection of equipment and familiarity with all types of fire extinguishers used in the College buildings. Additionally, employees must be taught to judge the seriousness of fires and the correct method of extinguishing them.

RESPONSIBILITIES

The responsibilities each party has in connection with the policy on fire Drills are:

PARTY	RESPONSIBILITY
Campus Safety Officer	Ensure Compliance with this policy
Plant Operations/Maintenance	Ensure Compliance with this policy
Administration	Ensure Compliance with this policy
Faculty	Ensure Compliance with this policy

SUMMARY

Familiarizing yourself with the contents of the EMP is essential to a coordinated response to an emergency. Ideally, you should be able to respond to an emergency without hesitation or thought. Taking a few moments to get to know the concepts and plans outlined in the EMP is a great way to start. Combined with training and exercises, this knowledge should prepare you to handle most emergencies.

Keep in mind that the EMP is a guide based on best practices as they exist today. The EMP is subject to change and will be reviewed annually and revised if any of the following occur:

- There is a change in current modes of thinking or best practices for handling emergencies
- There is a change in leadership, etc. requiring revision of the chain of command or composition of the CRT
- The plan was implemented or a drill has occurred which exposed flaws in the EMP
- New laws are enacted or policies adopted which directly affect the EMP
- There is a change in the College's threat profile or hazard potential
- Any other unforeseen circumstances requiring a rethinking of the EMP

The safety of Pamlico Community College and its Faculty, Staff, and Students is up to every one of us. Be aware of your surroundings at all times; be cognizant of potential hazards, and if you see something out of place – say something.

APPENDICES

Appendix A (Alphabetical listing of emergency phone numbers).....	51
Appendix B (Campus photo).....	52
Appendix C (Johnson building map).....	53
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Appendix G (Evacuation routes and Rally Points).....	60-80
Appendix H (Hurricane procedures checklist).....	81-82
Appendix I (Bomb Threat Checklist).....	83
Appendix J (Suspicious Packages).....	84
Appendix K (PASS).....	85

Appendix A

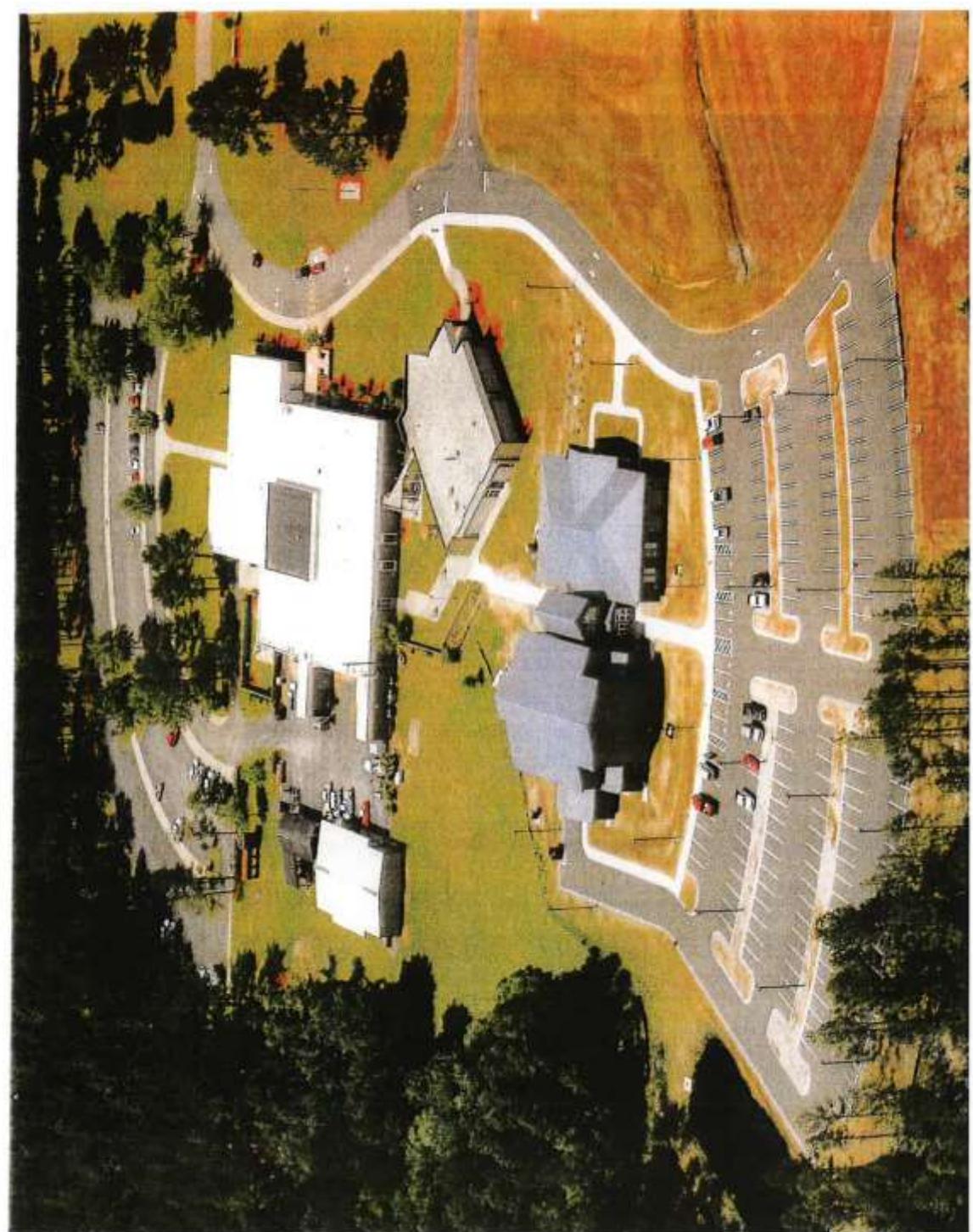
ALPHABETICAL LISTING OF EMERGENCY TELEPHONE NUMBERS

Call **911** for Law Enforcement / Fire / Ambulance (dial **9** first if using campus phone)

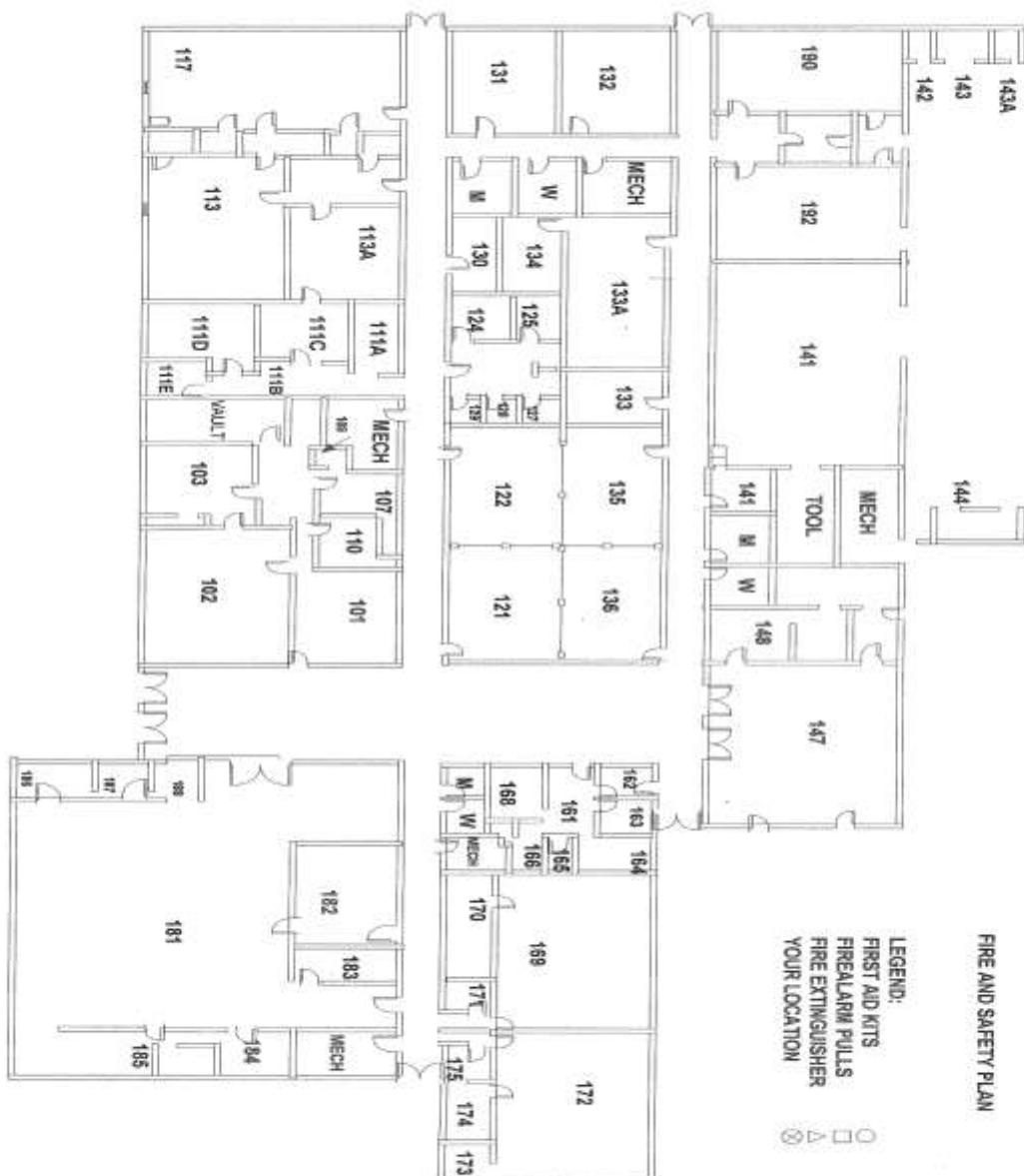
Facility Address: 5049 N.C. HWY 306 S
Grantsboro, N.C. 28529

Campus Security.....	x 3047
Carolina East.....	633-8104
Coast Guard Station Hobucken.....	745-3131
Coast Guard 24 hr Operations Center.....	910-362-4015
FBI (Charlotte).....	704-672-6100
Fire Department (Grantsboro).....	745-2222
North Carolina Poison Control Center.....	1-800-222-1222
North Carolina State Highway Patrol (after 5pm).....	1-800-441-6127
North Carolina State Highway Patrol (New Bern).....	514-4714
Pamlico County Emergency Management / Fire Marshall.....	745-4131
Pamlico County Health Department.....	745-5111
Pamlico County Sheriff's Office.....	745-3101
Red Cross.....	637-3405
Salvation Army.....	637-2277

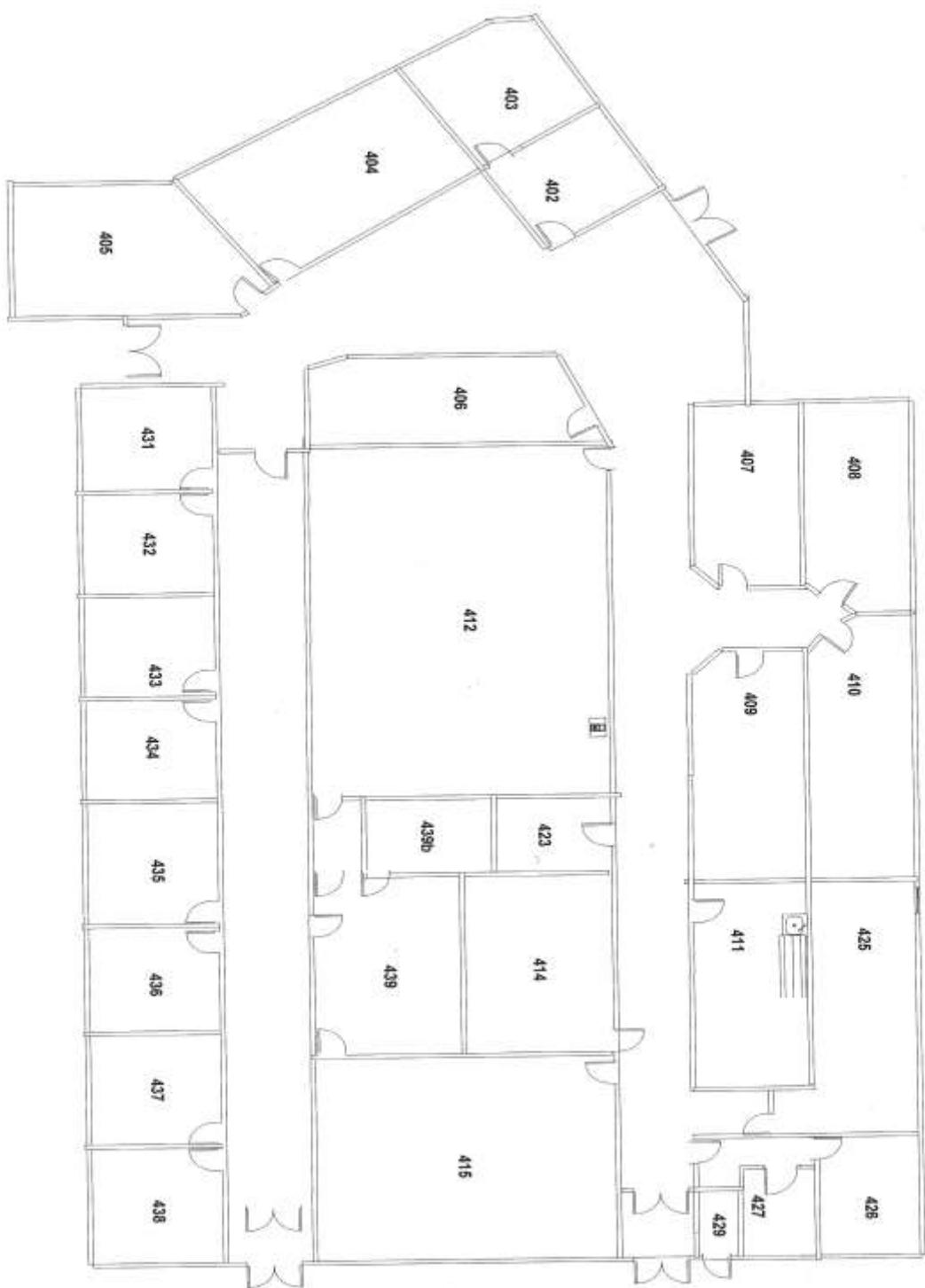
Appendix B



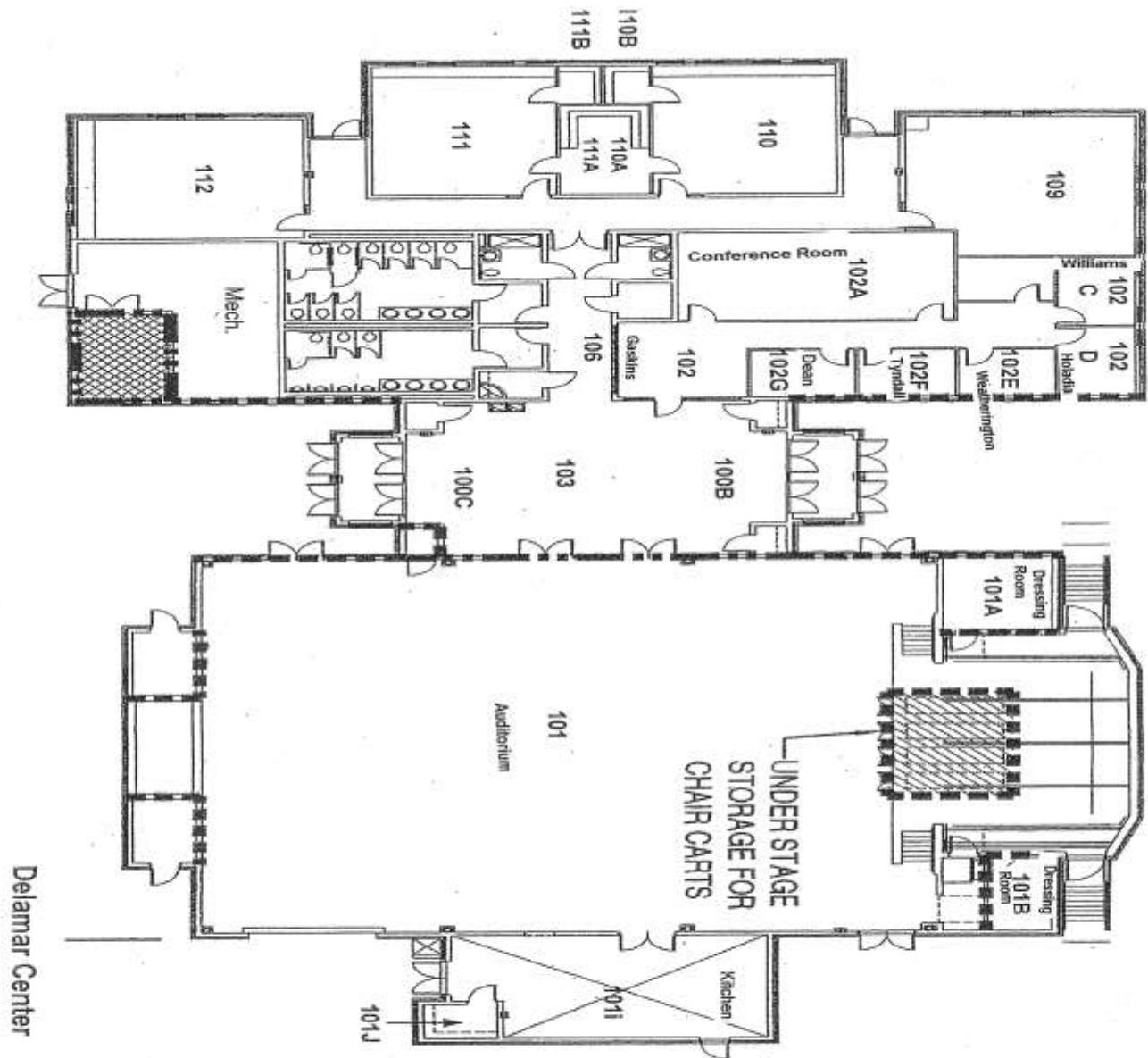
Paul H. Johnson Building



Brinson Building



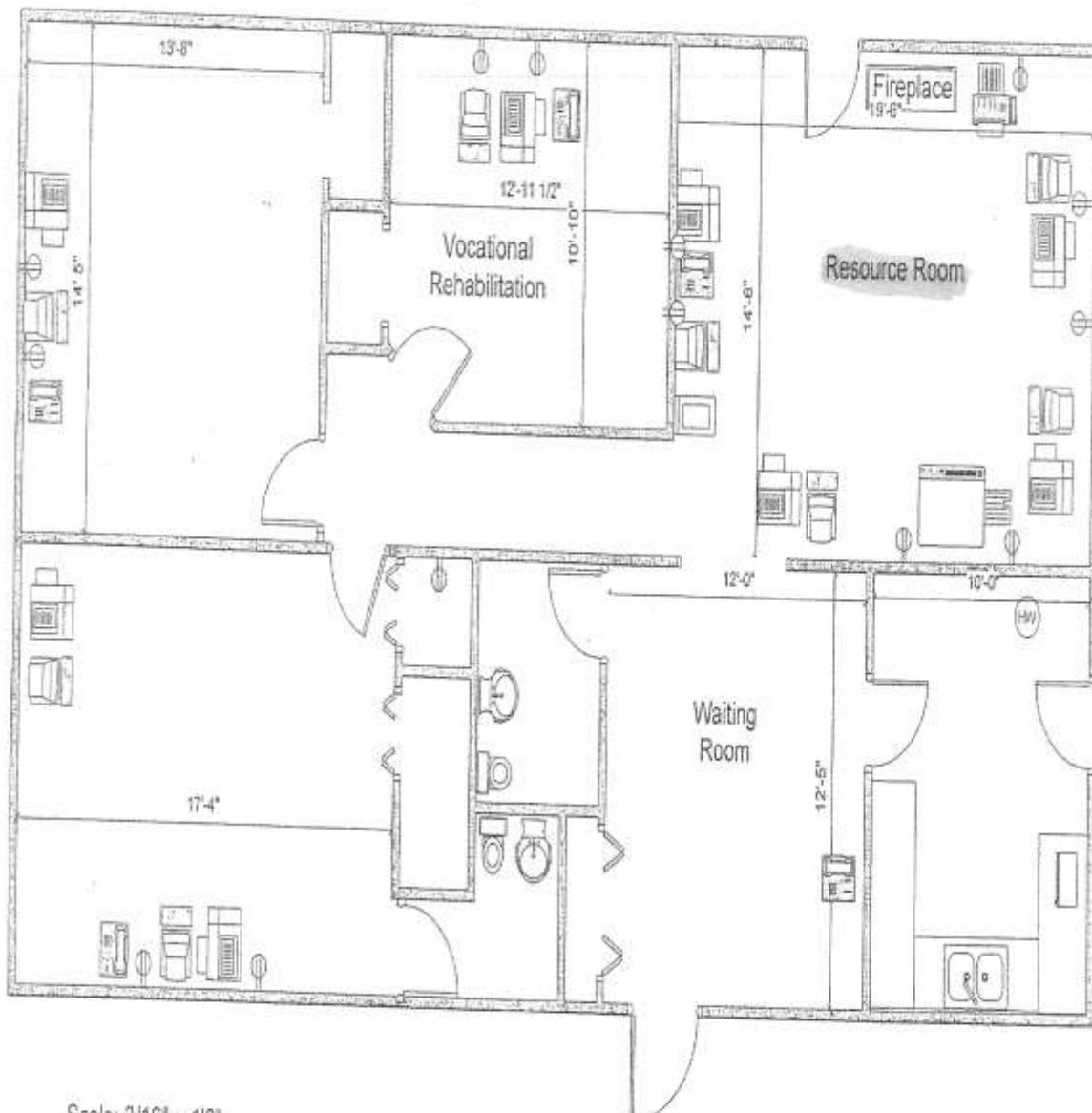
Appendix D



Appendix E

JobLink

Bayboro, NC

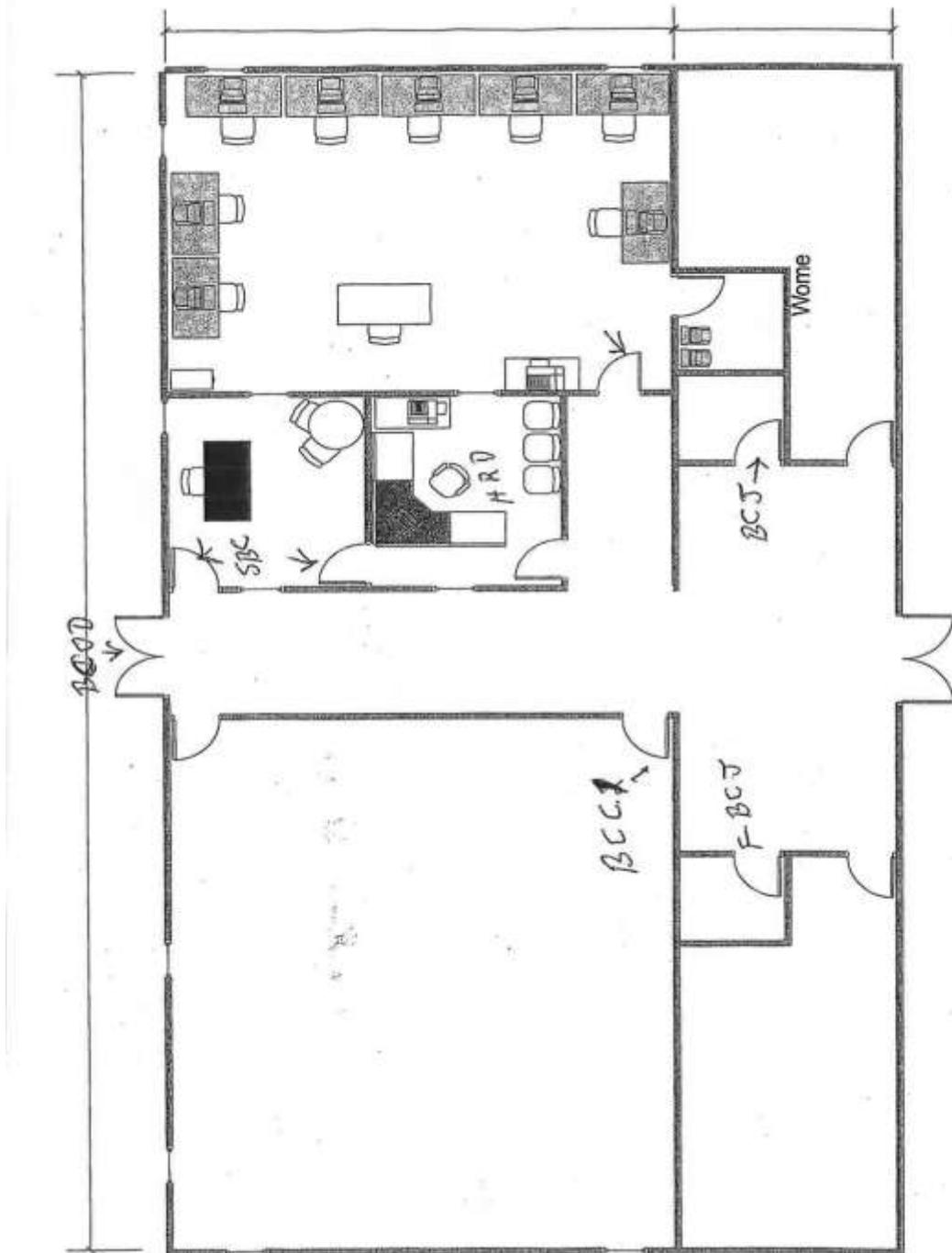


Scale: 3/16" = 1'0"

Total square footage: 1,479

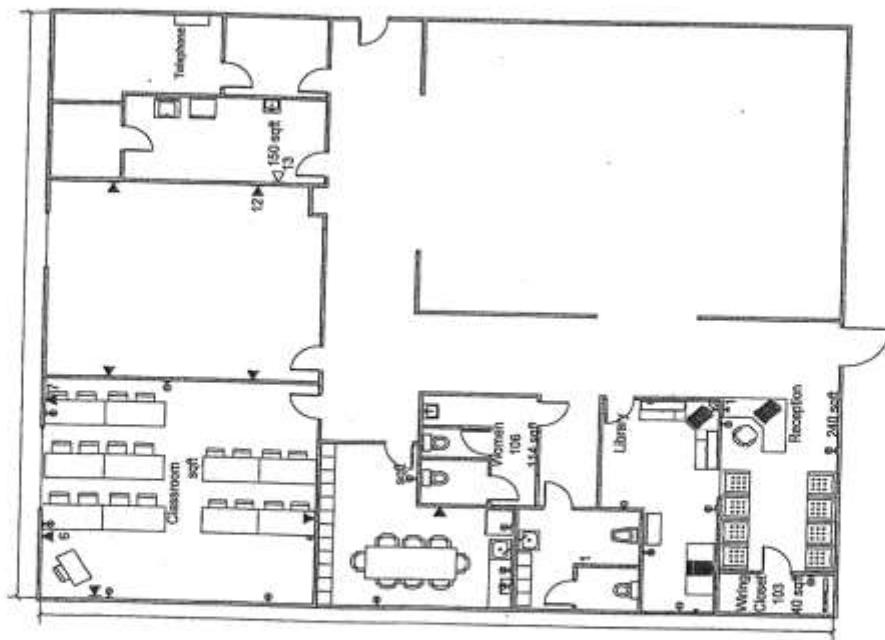
Career Center

Appendix F



Bayboro Center

Appendix F



Cosmetology
Appendix F



Appendix F

EVACUATION ROUTES

JOHNSON BUILDING



- The Student Services suites shall exit out of the front doors of Johnson building.
- The Library shall exit out of the front doors of Johnson building.
- The bathrooms & mechanical rooms on the 170/180 hallway shall exit out of the front doors of Johnson building.
- Rooms 121 & 122 shall exit out of the front doors of Johnson building.
- Personnel are to report to Evac. Staging Area 2, which is by the pine trees in the grass field, left of the flag poles as you exit Johnson building.

Appendix G



Appendix G



- Rooms and offices 169, 170, 171, 172, 173, 174, 175, 182, 183 shall exit the south doors of the 170/180 hallway.
- All personnel shall report to Evac. Staging Area 1, which is located on the sidewalk across the drive at the mid-point of the south parking lot.

Appendix G

Appendix G



Appendix G

EVACUATION ROUTES JOHNSON BUILDING



- Instructional Services (111 office suites), Continuing Education Suites (offices 124, 125, 127, 128, 129), Room 113 and adjoining rooms, Room 117, Room 130 (Lounge) and restrooms across from Room 131/132 shall exit out of the doors near Room 117 and proceed through the gazebo area, going between Brinson and Delamar buildings.
- Personnel are to report to Evac. Staging Area 4, which is in the grass field next to Highway 306 in front of Delamar building.

EVAC STAGING AREA 4



Appendix G

Appendix G

EVACUATION ROUTES JOHNSON BUILDING



- The Business Office (161-168), the student lounge and mall area, and the Bookstore shall exit the doors in or adjacent to the student lounge.
- Rooms 141, 135, 136 and the restrooms on this hall shall exit the doors in or adjacent to the student lounge.
- All personnel shall report to Evac. Staging Area 1, which is located on the sidewalk across the drive at the mid-point of the south parking lot.

Appendix G

EVAC STAGING AREA 1



EVACUATION ROUTES JOHNSON BUILDING



- The Computer Services division (134; shown as 133 on schematic) shall exit the doors between 132 & 190 and proceed through the gazebo area, going between Brinson and Delamar buildings.
- Rooms 131/132 (Comp Ed), 190 & 192 (and adjoining rooms), 133 (shown as 133A on schematic) and the mechanical room across from 132 shall exit the doors between 132 & 190 and proceed through the gazebo area, going between Brinson and Delamar buildings.
- Personnel are to report to Evac. Staging Area 4, which is in the grass field next to Highway 306 in front of Delamar building.

- **Appendix G**

EVAC STAGING AREA 4



Appendix G

EVACUATION ROUTES JOHNSON BUILDING



- Room 141 shall exit the rear doors of the room and proceed to the rear compound. Persons shall report to Evac. Staging Area 1.
- Maintenance staff who may be in the room behind the Bookstore shall exit the rear doors outside this room and proceed to the rear compound. Persons shall report to Evac. Staging Area 1.
- Persons in the rear Welding shop and the Metallurgy rooms shall exit into the rear compound and report to Evac. Staging Area 1.

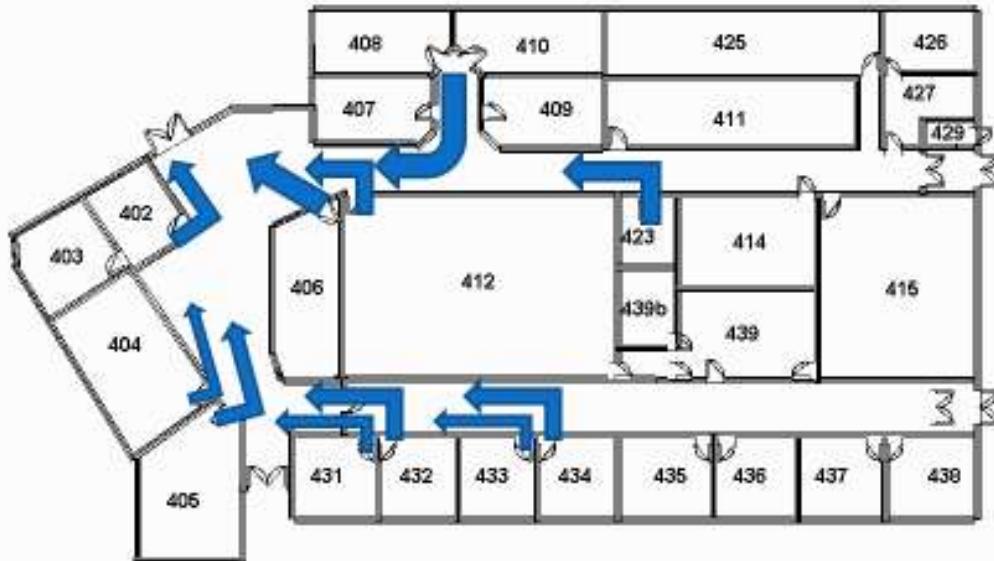
Appendix G

Appendix G

EVAC STAGING AREA 1



EVACUATION ROUTES BRINSON BUILDING



- The President's office suite shall exit through the front doors of the Brinson building.
- The Basic Skills office (404), rooms 407, 408, 409, 410, 412, 413 (marked as 423 on schematic), and restrooms shall exit through the front doors of Brinson building.
- Faculty offices 431, 432, 433, & 434 shall exit through the front doors of Brinson building.
- Personnel are to report to Evac. Staging Area 3, which is located in the grass field to the right of the flag poles as you exit the Brinson building.

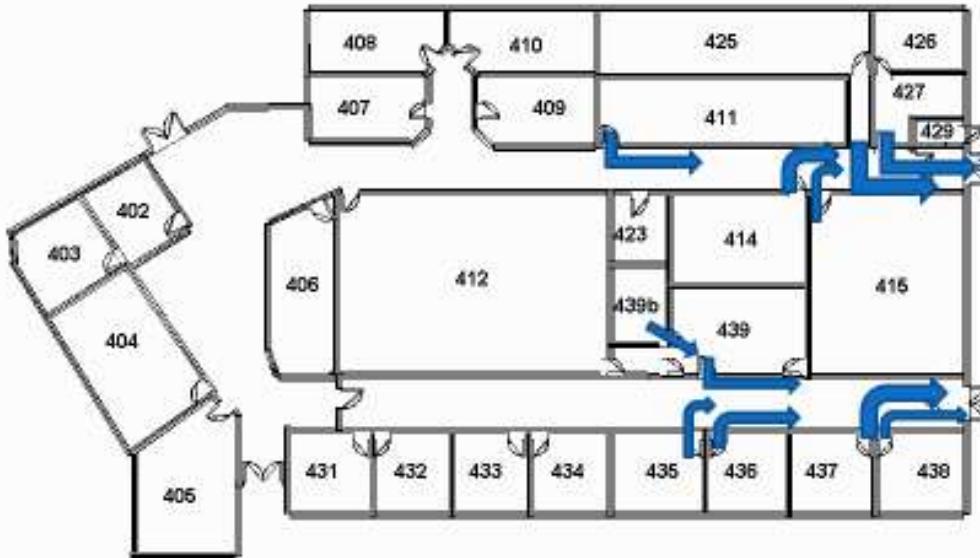
Appendix G

Appendix G

EVAC STAGING AREA 3



EVACUATION ROUTES BRINSON BUILDING



- Rooms 411, 414, 415, 425, 427, & 429 shall exit through the doors between rooms 415 & 429 and travel between the Brinson and Delamar buildings to Evac. Staging Area 4 located in the grass field next to Highway 306 in front of the Delamar building.
- Offices 435, 436, 437, 438, & rooms 439 & 439a shall exit through the doors outside office 438 and travel between Brinson and Delamar buildings to Evac. Staging Area 4 located in the grass field next to Highway 306 in front of the Delamar building.

Appendix G

Appendix G

EVAC STAGING AREA 4



EVACUATION ROUTES DELAMAR BUILDING



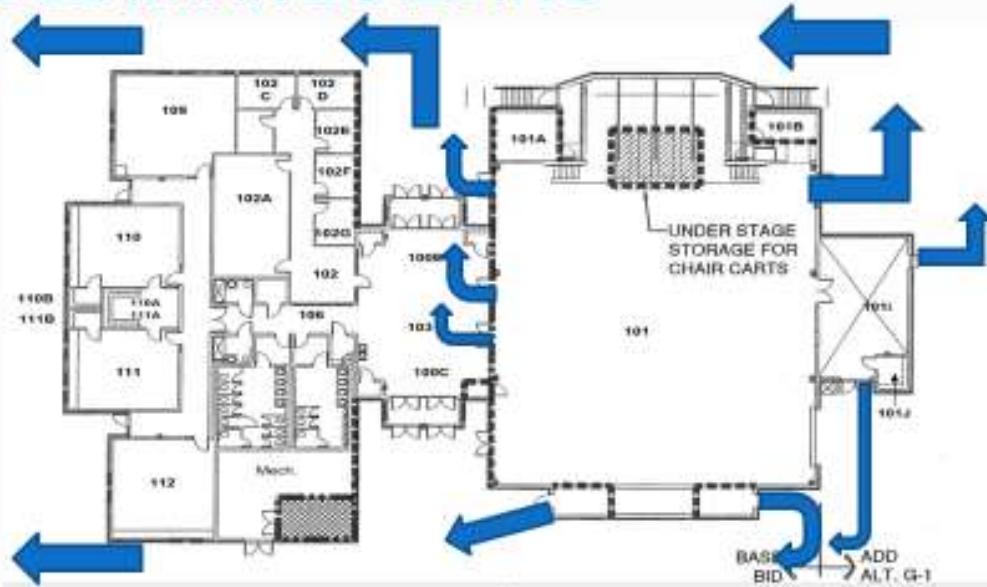
- Rooms 109, 110, 111, & 112 shall exit through the doors nearest the classrooms in the front of Delamar building and proceed across the drive to the grass field in front of Delamar building next to Highway 306, which is Evac. Staging Area 4.
- Personnel in the office suites shall exit the building through the doors on the north parking lot side of the building and proceed across the drive to the grass field in front of the Delamar building next to Highway 306, which is Evac. Staging Area 4.

- **Appendix G**

Appendix G



EVACUATION ROUTES DELAMAR BUILDING



- Personnel and visitors in the Delamar Auditorium shall exit to the lobby and out of the doors on the north parking lot side of the building. All persons shall proceed to Evac. Staging Area 4, the grass field in front of Delamar building next to Highway 306. Staff are to direct visitors to this staging area.
- In the event the exit doors leading to the rear area of Delamar need to be used, persons will proceed to Evac. Staging Area 4, the grass field in front of Delamar building next to Highway 306. Staff are to direct visitors to this staging area.

Appendix G

Appendix G

EVAC STAGING AREA 4



EVACUATION ROUTES METAL BUILDING

- In the event of a fire emergency or fire alarm, all persons in the metal building behind Johnson building shall exit the metal building and proceed to the south parking lot to Evac staging Area 1.
(Note: schematics for metal building not currently available)

EVAC STAGING AREA 1



HURRICANE PROCEDURES CHECK LIST

	Procedure	Responsible Department
1.	Check Main Campus and Bayboro Ctr. For debris and secure all loose items (signs, trash cans, picnic tables, etc)	Maintenance/Custodial
2.	Fill all college vehicles with fuel	Maintenance
3.	Check/test generators(2) and fill tanks	Maintenance
4.	Empty all recycle trailers and dumpsters	Maintenance
5.	Have septic tank pumped if needed	Maintenance
6.	Setup Auto Lab (John Rm 141) for ARC Sheltie Storage. Move/secure all welding equipment and gases to welding shop (John Rm 144)	Con Ed/Maintenance
7.	Setup Electronics Lab, John Rm 169, for Animal Shelter	Maintenance
8.	Clear Shipping and Receiving area for Salvation Army (Delamar Kitchen used for extended stays)	Maintenance/Custodial
9.	Move doormats from secondary entrances to inside main entrances and south parking lot entrance.	Maintenance/Custodial
10.	Clear hall of all items (upholstered furniture and tables).	Maintenance/Custodial/Available Staff
11.	Distribute plastic for all personnel to cover computers and equipment	Maintenance/Custodial/Available Staff
12.	Move all chairs against the walls and move tables to John Rm 190 (Chemistry Lab)	Maintenance/Custodial and Available Staff
13.	Prepare John Rm 131 & 132 (Comp Ed) for sleeping quarters for the elderly. Move tables and rolling chairs to John Rm 117 or Rm 190.	Maintenance/Custodial and Available Staff
14.	Setup four tables in "L" shape in John Mall(Delamar overflow) area for registration of shelter participants	Maintenance/Custodial
15.	Setup direct line phone (252-249-1622) in Student Services in Johnson Bldg. (use fax line near copier)	Maintenance/Purchasing
16.	Clean out refrigerator in John, Rm 130 Staff/Faculty Lounge to be used for medicine/clinical purposes	Maintenance/custodial and Staff that use the refrigerator
17.	Cover all records in the vault with plastic. John, Rm 104	Maintenance/Custodial/BO
18.	Prepare Library for sleeping quarters for DSS/Red Cross/Salvation Army staff sleeping	Maintenance/DLR
19.	Secure all office and classroom computers and other equipment. Close windows and blinds, and cover equipment with plastic.	ALL Staff
20.	Status of classes, shelter opening times, and re-opening of the College will be announced on all three local TV Channels and several radio	President

Appendix H

HURRICANE PROCEDURES CHECK LIST

	stations. Division VP to contact by phone as well.	
21.	Program telephone with a message that says, "Thanks you for calling Pamlico Community College. We are closed today and will have shelter opening information after _____ o'clock. Please watch your local TV Stations for shelter openings."	Michelle Noevere/Scott Frazer Message will vary. Inclement Weather Voice Mail Box (Ext. 3123) will have updates that can be changed remotely.
22.	Be helpful and safe! Make-up procedure for classes missed will be determined and announced after we resume our normal schedule.	Everyone
23.	Walk through with DSS/Red Cross before exiting and turning over buildings.	Maintenance

When DSS/Red Cross volunteers arrive:

1.	Use orange cones to block off all Mechanical Rooms	Maintenance
2.	Provide bathroom clean-up carts for DSS	Maintenance
3.	Have DSS assign people to loading zone in front	Maintenance
4.	HAM radio operators have access to John Rm 190 and to the Delamar Center Conference Rm, if that building is used as a shelter also.	Maintenance Supervisor/College President

When Salvation Army volunteers arrive:

1.	Assist with water and electrical hookup and general setup at rear of Johnson Bldg.	Maintenance
2.	Provide assistance with the Delamar catering kitchen if needed for overflow.	Maintenance

BOMB THREAT CHECKLIST

Date _____ Time Call Received _____ Time Call Terminated _____

Telephone Number Where Call Was Received _____

Exact Word of Caller:

Questions to Ask Caller:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Did you place the bomb?

What will cause it to explode?

Where are you calling from?

Why did you place the bomb?

Description of Caller's Voice:

Male _____ Female _____ Young _____ Middle Age _____ Old _____

Accent _____ Well Spoken _____ Foul _____ Incoherent _____

Message Taped/Recorded _____ Irrational _____ Message Read by Caller _____

Clearing Throat _____ Whispering _____ Calm _____ Nasal _____

Deep Breathing _____ Angry _____ Stutter _____ Cracking Voice _____

Excited _____ Raspby _____ Disguised _____ Slow _____ Laughter _____

Familiar _____ Rapid _____ Crying _____ Distinct _____ Soft _____

Normal _____ Ragged _____ Loud _____ Deep _____ Slurred _____

If voice was familiar, who did it sound like?

Background Noises:

Street Noise _____ Animal Noise _____ Clear _____ Voices _____

Music _____ Static _____ P.A. System _____ Office Machinery _____

House Noises _____ Cars _____ Motors _____ Air Planes _____

Local _____ Long Distance _____ Booth _____

Other _____

Name of Employee who Received the Threat _____

Office Location _____

Telephone Number _____

Other Information _____

Appendix I

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water



UNITED STATES
POSTAL SERVICE



Poster 84
August 2006
FBI 1-800-37-800-7007

Appendix J

APPENDIX G

HOW TO USE PORTABLE FIRE EXTINGUISHERS

P



Pull the pin.
This will allow you to discharge the extinguisher. Aim the extinguisher in a safe direction and briefly squeeze the handle to insure that the extinguisher is working properly.

A



Aim at the base of the fire.
If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.

S



Squeeze the top handle or lever.
This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

S



Sweep from side to side
until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Appendix K