

**NASH COMMUNITY COLLEGE
SAFETY/CRISIS MANAGEMENT RESPONSE PLAN**

In the event a situation occurs that presents an immediate danger or suspicious activity is witnessed, follow the procedure below:

DURING NORMAL OPERATING HOURS

Dial ext. 8205 from office phones or 252-451-8205 from cell phones to reach the switchboard operator and report activity.

The switchboard operator will report the incident to appropriate crisis management individuals. The crisis management leader will notify additional college personnel for emergency response intervention.

ON WEEKENDS OR AFTER NORMAL OPERATING HOURS

Individuals should locate the nearest telephone and dial 911 to report the incident and make attempts to notify the security officer on duty at 252-903-5969.

The reporting individual will contact his/her immediate supervisor, Vice President, etc., and the Safety/Crisis Management Response Plan will be followed. The Safety/Crisis Management Response Plan is to be of assistance at the time of a crisis, so that immediate attention can be focused on the situation at hand.

EMERGENCY/NON-EMERGENCY TELEPHONE NUMBERS

All Emergency Services (Emergency Medical Services, Law Enforcement, Fire Department, etc.) should be contacted by calling 911 directly.

SWITCHBOARD (Ext. 8205 or 451-8205)

Lew Hunnicutt, President	545-0065
Adrienne Covington, Vice President and CFO	341-4830
Tammie Clark, Vice President for Instruction and CAO	813-5710
Kelley Deal, Dean of Marketing	813-9813
Greg Deans, Director of Facilities	903-1046
Sara Wiggins, Campus Security and Safety Director	904-2065
Ambulance	459-7376
City of Rocky Mount General Number (all departments and after hours access)	467-4800
County Emergency Management Agency (county emergency management agency contacts state emergency management who in turn contacts federal emergency management-FEMA)	459-4121
Duke Energy (911-Emergency) (to report an outage call 911 and then the toll free #) (After calling the toll free #, call Duke Energy Representative-Gerald Proctor 252-432-3012. Per Mr. Proctor, phone him immediately after calling 1-800-401-5401 so he can follow-up)	1-800-401-5401
Emergency Services (911 Center)	459-7376
My Sisters House (emergency only) (Domestic Violence Prevention)	462-0366
Nash County Health Department	459-9819
Nash County Sheriff's Office	459-4121
Nash UNC Health Care	962-8000
N.C. Highway Patrol	(800) 662-7956
North Carolina Road Conditions	(877) 368-4968
Red Cross Red Cross Shelters for Nash County: (TBD, may vary) Benvenue Elementary School Nash Central High School	977-1720
Report Fires	459-7376
Rescue Squad/First Responders	459-7376
Rocky Mount Fire Department	972-1498
Rocky Mount Police Department	972-1414
Rocky Mount Public Utilities	972-1250

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INTRODUCTION

It is an unfortunate reality that emergencies at the crisis level do occur on college campuses. Nash Community College, in the event of a crisis situation, will respond immediately and decisively in order to reduce the effects, and hopefully, prevent the possibility of further escalation of any incident. The development of the Nash Community College Safety/Crisis Response Plan and the activities prescribed within are the result of careful planning, research, and advice. College personnel should become familiar with the responsibilities and measures outlined in each section.

Nash Community College is neither immune to naturally occurring weather condition extremes, nor can it prevent completely unwanted disturbances of outside intrusions. Nash Community College personnel can, however, prevent unnecessary confusion and resulting turmoil by planning and taking steps to manage accidents and tragedy on our campus.

A planned campus-wide crisis response plan can significantly reduce disruption during times of high emotional stress. In the unlikely event of a crisis occurring, a structured response by a trained team of staff members can facilitate the speedy return to a normal college routine.

The rules and regulations contained in this manual apply to all personnel employed by Nash Community College, as well as to all activities carried out by employees in their regularly assigned responsibilities.

CRISIS DEFINED

An unstable or crucial time, or state of affairs whose outcome will make a decisive difference or radical change in the status of a person's life or environment.

Examples of a crisis include, but are not limited to:

- Serious assault with injury
- Possession of a firearm on campus
- Sexual assault
- Rape
- Disruptive student protests
- Suicide
- Murder
- Accidental Death
- Bomb Threat/Explosion
- Active Shooter
- Chemical spill

USING GOOD JUDGMENT AND COMMON SENSE

The prevention of injuries to students or employees, and the elimination of losses to the college, is of the utmost concern when responding to crisis situations. No safety regulation or manual can be so concise as to cover every situation an employee may encounter while on the job. Through proper planning, good judgement and well thought-out decisions, employees and students are provided a safe and secure working environment in accordance with the College Mission Statement.

VISITATION PROCEDURE

Nash Community College prides itself on being an open-door institution. The open door, while important to the College Mission, applies to the admissions process. The College does, however, welcome visitors and guests identified with a specific college function. For reasons of safety and security, it is necessary that Nash Community College be aware of every person on campus. Therefore, the College's visitation procedures are intended to protect the safety of students, faculty, staff, and other community constituents. All campus **visitors are directed to log in, or report the nature of their visit, to the College's reception area located in the Business and Industry Center** at 522 North Old Carriage Road. Persons who are not conducting business or purposely engaged in a sanctioned activity of Nash Community College may be asked to leave the premises. Anyone on the campus observed loitering will be asked for identification, and to register as a visitor, including the purpose of the visit, or to leave the premises. In the event a person is asked to leave the campus, and does not cooperate, he/she may be subject to the penalties associated with trespassing. Visitors should also note that Nash Community College employs sworn Police on our campus and sworn Nash County deputies with the authority to question, detain, or arrest anyone involved in illegal acts on campus. Offenses committed by Nash Community College students may be referred to the appropriate Nash Community College administrator and dealt with accordingly.

EMERGENCY PROCEDURES

NASH COMMUNITY COLLEGE

SAFETY/CRISIS MANAGEMENT RESPONSE PLAN TEAM

CRISIS MANAGEMENT RESPONSE TEAM

The team consists of the College President's Executive Council (PEC) and the President's Administrative Council (PAC).

President's Executive Council:	Office	Cell
Lew Hunnicutt, President	451-8328	545-0065
Adrienne Covington, Vice President and CFO	451-8240	341-4830
Tammie Clark, Vice President of Instruction and CAO	451-8372	813-5710
Pam Ballew, Vice President of Advancement	451-8329	578-0606
Wendy Marlowe, Vice President of Corp. and Econ. Dev.	451-8243	883-1258
Jonathan Vester, Vice President of Technology and CIO	451-8364	955-2692
Mike Latham, Vice President of Student Services	451-8327	469-9984
President's Administrative Council:		
Kelley Deal, Dean of Marketing	451-8235	813-9813
Carol Dornseif, Associate VP of Finance	451-8365	883-4713
Deana Guido, Associate VP of Transfer Initiatives	451-8244	314-0603
Carla Dunston, Dean of Continuing Education	451-8324	919-524-1005
Marbeth Holmes, Dean of Student Wellness	451-8319	919-497-6875
Farley Phillips, Dean of Institutional Effectiveness	451-8287	904-7200
Daniel Wilson, Dean, Enrollment Management	451-8224	919-995-9257
Kara Deans, Associate Dean, Student Engagement	451-8218	314-5783
Wil van der Meulen, Career & Pathways Transition Coord.	451-8392	904-5598
Amy Harrell, Associate Dean, Academic Research	451-8347	314-5178

Depending on the nature of the crisis, the team will call upon other members of the college as needed.

I. THE PURPOSE OF THE TEAM IS TO:

- A. Ensure the safety of students, faculty, staff, and visitors.
- B. Follow the response protocol when a crisis occurs on campus. Examples would include, but are not limited to, serious assault with injury, possession of a firearm on campus, sexual assault, rape, disruptive student protests, suicide, murder, accidental death, and bomb threat/explosion.
- C. Ensure that information in a crisis is shared effectively and appropriately among crisis team members and the college community.
- D. Ensure that a crisis is managed in a way that supports the victim and others, to effectively:

PURPOSE OF THE TEAM - continued

1. Detain the perpetrator.
2. Maintain campus safety.
3. Provide support to family and friends who are impacted by the crisis.
4. Annually review and approve the Crisis Management Response Plan.
5. Provide resources for training.
6. Establish protocol with law enforcement agencies.
7. Effectively communicate with area media.

II. SAFETY/CRISIS RESPONSE PROTOCOL

A. GUIDELINES DURING NORMAL OPERATING HOURS

1. An individual witnessing a situation that presents an immediate danger or suspicious activity shall notify the college switchboard operator by dialing ext. 8205 or 451-8205.
2. The college switchboard operator will notify Security. **If the situation is an event that requires the Early College to follow emergency protocol, the switchboard operator will notify the Early College principal via radio or by phone at 252-451-2890.**
3. Security will immediately assess the situation and gather as much accurate information from the scene as possible. If an injury has occurred, the faculty /staff member finding the injury shall contact Emergency Services by calling 911. Another Instructor or a student should immediately be directed to contact the Switchboard so that Administration and the Safety and Security Office can be notified of the 911 call. They will respond to offer assistance or to help direct the ambulance to the correct area. Security will notify the Switchboard operator, who will notify the President's Office. The Vice President of Student Services, or his/her designee, will notify the victim's family of the incident.
4. The Dean of Marketing will serve as coordinator of media relations. The dissemination of information regarding the crisis or status of the victim(s) will be coordinated through the President's Office, and will be released to the public by the Dean of Marketing.
 - a. The Dean of Marketing prepares news releases and coordinates assembly of an informational sheet for distribution.

- b. All media inquiries are directed to the Dean of Marketing.
- 5. The Vice President of Student Services maintains contact with the victim's family.
- 6. The President's Office determines if the Crisis Management Response Team is called into session.
- 7. Security, or an appropriate faculty/staff person, completes an Accident/Incident Report. Nash Community College employee(s), who sustain a job-related injury, will follow up with the Director of Human Resources as soon as possible after the incident.

B. GUIDELINES AFTER NORMAL OPERATING HOURS AND WEEKENDS

- 1. Locate the nearest telephone and call 911. (Security officer is scheduled at night and on weekends during class hours.)
- 2. If evacuation is required, follow the evacuation plan posted in each classroom.
- 3. Depending on the situation you may want to contact your immediate supervisor earlier in the call list. Immediately following any action taken during off-hours, call the following people in order, until you reach an NCC Administrator:

- Adrienne Covington 341-4830
- Sara Wiggins 904-2065
- Greg Deans 903-1046
- Lew Hunnicutt 545-0065
- Tammie Clark 813-5710
- Mike Latham 469-9984
- Wendy Marlowe 883-1258
- Jonathan Vester 955-2692
- Pam Ballew 578-0606
- Kelley Deal 813-9813
- Carol Dornseif 883-4713
- Wil van der Meulen 904-5598
- Deana Guido 314-0603
- Farley Phillips 567-7168
- Daniel Wilson (919) 995-9257
- Carla Dunston (919) 524-1005
- Marbeth Holmes (919) 497-6875
- Kara Deans 314-5783
- Amy Harrell 314-5178
- Immediate Supervisor

C. EMERGENCY PROCEDURES ON A NON-COLLEGE FACILITY

1. An individual witnessing a situation that presents an immediate danger or suspicious activity (for example, field trips) should:
 - a. Identify the nearest telephone and Dial 911.
 - b. Contact the facility supervisor.
 - c. Notify a college official/supervisor as soon as possible regarding the situation as listed in #3 above.

III. EMERGENCY EVACUATION & NOTIFICATION PROCEDURES

A. EVACUATION

In the event it becomes necessary to evacuate Nash Community College, the decision will be made by the President or his/her designee. To assist in this process, security personnel, maintenance personnel, safety zone leaders and college administrators will be sent to specific locations to assist students in an orderly evacuation to designated zones outlined on the college map located in this document, in the college catalog and in the Emergency Procedures chart located in each room on campus.

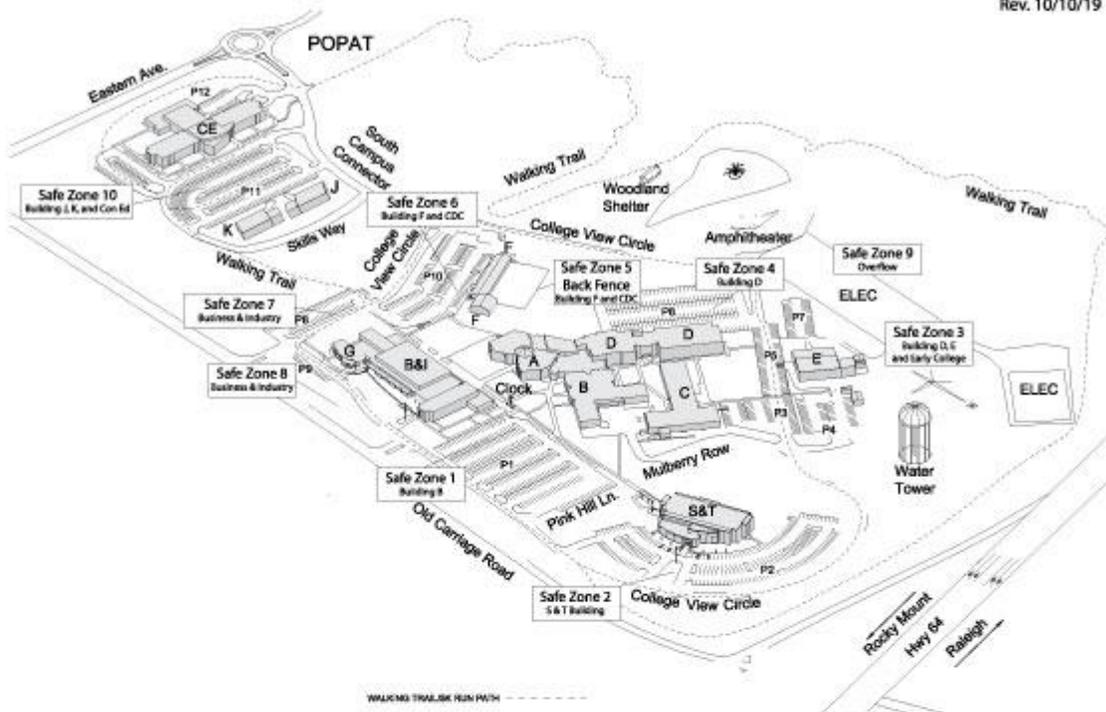
B. CONTACT PERSONS FOR BUILDING EVACUATION

Maintenance personnel are responsible for making sure that buildings have been evacuated and the doors secured. Evacuation routes are posted in every NCC classroom.

C. REFER TO PAGES 23 - 25 FOR FIRE ALARM & FIRE DRILL PROCEDURES

D. EMERGENCY NOTIFICATION

When a determination has been made, including emergency response and evacuation, the college president or designee will inform the campus community by distributing notification to all faculty, staff and students by immediately posting the announcement on the college's website (www.nashcc.edu) (<http://www.nashcc.edu/>) and using campus-wide e-mail for faculty, staff and students. In addition, faculty and staff will be notified through a voice alert via the college's telephone zone alert messaging system, through handheld radios distributed among the safety committee and all college administrators and department chairs. Text messages will be sent to those signed up for the voluntary emergency message service. Contact the Dean of Marketing, Campus Security and Safety Director, Director of Facilities or the Switchboard to activate the notification tower. When communication is needed to the local public at large, the Nash Community College website homepage emergency alert feature will be activated with information and any necessary updates. Likewise, students, faculty and staff will receive updates through email. Any media inquiries will be routed through the Dean of Marketing.



LEGEND

Description	Room # Series	Contains
Building A	2000, 2200	Student & Enrollment Services, Library, Information Technology, Offices & Classrooms
Building B	2100	Midway Café, Student Lounge, Offices, Classrooms, Campus Store, Print Shop
Building C	n/a	Early College High School
Building D	4000	Classrooms, Offices, Nursing, Humanities, Vet Tech
Building E	5000	Maintenance, Offices, Welding and Metal Fabrication
Building F	6000	Child Development Center, Classrooms, Early Childhood
Building B&I	1000	Building B&I 1000 Business & Industry Center, Brown Auditorium, Cashier, Administrative Offices, Classrooms, Switchboard, Studio 67, Big Bang Radio
Building G	1100	Culinary Kitchen, Classrooms, Tuscan Patio
Building J	J100	Cosmetology
Building K	K100	Advanced Manufacturing
Building S&T	7000	Science & Technology Building, Classrooms, Offices, Biology, Chemistry
Building CE	8000	Continuing Education, 1st Responder, Multipurpose, Firing Range, Clean Room, Small Business Center, Truck Driving, Literacy, Industry Training
ELEC	Outdoors	Electric Line Construction Training Field
POPAT	Outdoors	Police Officer's Physical Agility Training (POPAT), Burn Laboratory, Public Safety Training
P1-P11	Outdoors	Parking Areas

All parking lots are designated “Safe Zones”. The Child Development Center (CDC) safe zone is the back fence. In the event of an emergency, do not block the road entrances to the college and/or buildings.

SAFETY PROCEDURES

SAFETY PROCEDURES

INDIVIDUAL SAFETY

It is the responsibility of each and every employee to follow the safety practices/procedures outlined in this manual when performing college-related or assigned duties.

Appropriate protective equipment, as required by OSHA, outlined in this manual, or other applicable manuals, must be used. It is the responsibility of all personnel to use proper safety devices, when instructed to do so by a supervisor, whenever the situation calls for the use of protective equipment.

Employees must periodically inspect their tools and/or other equipment to ensure that all equipment is in proper, safe working condition. Instructors are required to inspect all classrooms, especially labs, and inform students as to proper safety practices. Any equipment which is not operating properly should be taken out of service (lock out when possible) and reported in writing for repair to the departmental supervisor.

PRESIDENT'S RESPONSIBILITY

The President has the overall responsibility for implementing and administering the safety program of the college. The Safety Committee and Safety/Crisis Management Response Committee have been approved and are responsible for recommending and implementing campus-wide safety procedures.

THE COLLEGE CAMPUS SAFETY COMMITTEE

This committee fosters an awareness of safety procedures in all college instruction and operational activities. The committee will (1) promote general safety practices, such as the availability of functional fire extinguishers and the posting of evacuation charts; (2) identify actual or potential hazards by regular visual inspections; (3) recommend ways of correcting such hazards and inform the appropriate parties of them, and (4) submit written reports of its findings to the Campus Security and Safety Director, with a copy to the Vice President of Finance and CFO.

In addition, the Campus Safety Committee maintains minutes of meetings and retains a copy of all minutes after distributing copies to the Safety Committee and the Vice President of Finance and CFO.

All policies and procedures that pertain to the development of a risk assessment program will be updated and reviewed periodically. All statistical data, records and reports regarding safety matters will be reviewed annually by the committee and recommendations made concerning appropriate actions. Monthly inspections to identify and evaluate workplace security hazards will be performed by the Campus Safety Committee.

Training reports will be kept on all employees attending violence prevention and/or safety training programs. These records include, but are not limited to: OSHA logs, accident/incident reports, medical reports, insurance reports, Worker's Compensation reports, police reports,

accident/incident investigations, and training reports. The Campus Safety Committee will develop employee and student awareness programs for violence prevention.

Additionally, the Campus Safety Committee will inspect the workplace, review student evaluations for security/safety concerns, survey employees and students to determine their perceptions, and identify the presence of hazards, conditions, procedures, and other situations which place college employees and students at risk of occupational and other safety incidents. The Campus Safety Committee will identify or confirm the need for improved security measures. These surveys will be reviewed, updated, and distributed as needed, annually. A survey will be prepared and distributed during the Spring Semester or before March.

SECURITY OFFICER GUIDELINES / DUTIES AND PROCEDURES:

It is the intent of the College to provide a safe and secure environment for all students, faculty, staff, and visitors. These procedures provide general guidance for the daily Security Officer's routine that will assure the best possible coverage of the campus. These procedures are not all-inclusive but are intended to provide a basis for the proper handling of campus security matters. The Security Officer is expected to use common sense and good judgment at all times in addressing situations, and should defer decisions to the administrative staff when possible. The Officers should make themselves seen by routinely canvassing the buildings and parking lots for unusual activities and to provide assistance when needed.

Hours of Operation:	Monday - Thursday:	7:00 a.m. - 11:00 p.m.
	Friday:	7:00 a.m. - 6:00 p.m.
	Saturday:	7:00 a.m. - 6:00 p.m.
	Sunday:	7:00 a.m. - 6:00 p.m.

Additional hours as indicated on the duty schedule are located at the switchboard.

Doors:

The Security Officer is authorized to unlock classrooms when requested by the switchboard operator and only when the instructor is present. If no instructor is present, then the switchboard operator will contact the Dean of Instruction, Dean of Continuing Education, and/or the Vice President for Instruction for further instructions.

Evening Closing:

At 10:00 p.m. on Monday – Thursday evenings, the Security Officer will lock all exterior doors. If anyone is detected in the buildings at that time, the Security Officer will remind them that the buildings are being secured and they should exit as soon as possible. The exterior doors are to be locked such that someone can exit but cannot re-enter the buildings. The Security Officer shall confirm that all non-janitorial persons have left the buildings before leaving their post. Questions regarding building access or security codes should be forwarded to the Director of Facilities.

Daily:

The Security Officer will make regular rounds of the campus. The Officer should observe activity and be seen in all buildings. Special attention should be paid to Lounge and Café' areas, especially between classes and lunch time.

Weekend Classes:

A schedule of weekend classes will be kept at the switchboard. This schedule will identify the class, classrooms, and instructors. Classrooms should remain locked until the instructor arrives and then relocked as soon as the classes are finished. Exceptions to this procedure should be addressed by calling the appropriate Dean.

Student Conduct:

One of the College's primary concerns is the safety of its students, faculty, staff, and visitors. With this in mind, there are some student behaviors which should be closely monitored and if action is necessary, then the Vice President of Student Services should be contacted.

■ **Excessive noise:**

The noise levels in areas such as the student lounges, Midway Cafe, the library, and all classroom hallways should be monitored. If it is determined that the noise level is excessive, then the Security Officer should ask the students to quiet down. If the noise continues, then the Security Officer should identify those making the noise and contact the Vice President of Student Services for resolution.

■ **Fighting:**

In the event that a fight breaks out, it is the Security Officer's duty to first assure the safety of other students and then the safety of the participants. The Officer should then identify the parties involved and notify the Vice President of Student Services for appropriate disciplinary action in accordance with the code of Student Conduct listed in the College Catalog.

■ **Prohibited Activities:**

In the event that the following activities are witnessed, the students shall be reported to the Vice President of Student Services and may be subject to arrest, suspension, or expulsion:

Weapons possession	Obscene activities
Gambling	Illegal drug possession
Intentional and open use of profanity	

■ **Trespassing:**

Persons can be on the College grounds or in the College buildings if they have a legitimate college purpose. If someone is suspected of loitering then the Security Officer should identify the person and inquire of his/her purpose for being on campus. If a registered student is identified, the student's enrollment should be verified and they should be instructed that they can remain on campus only for legitimate college purposes, such as the library or student services. Persons suspected of loitering should be referred to the Vice

President of Student Services. Anyone determined to be loitering will be asked to leave campus. If they refuse to leave they are trespassing and subject to arrest. NCC Police or the Sheriff's Office will be called to have the person removed from campus.

Solicitation:

Solicitation is strictly prohibited without senior administrative approval. If a person is approved to solicit, they must register with the switchboard operator and identify the location and time that they will be on campus.

Playing Cards:

Card playing is an allowable activity. However, excessive noise, gambling, and loitering will not be tolerated under the guise of card playing. Any student that violates the privilege of card playing should be referred to the Vice President of Student Services.

Emergencies:

In the event of an emergency (i.e. fire, medical, violence, etc.), the Security Officer should investigate the location and nature of the emergency and if emergency personnel have not been called, will determine if additional emergency personnel are needed and call directly. The Security Officer should keep in contact with the switchboard at all times. If the Security Officer is not needed at the emergency location, then the Officer should be stationed near the entrance of the campus to direct the emergency personnel to the proper location.

The Security Officer will ensure that an accident/incident report is filed for all emergencies and file it with the Campus Security and Safety Director. NCC Police Officers or Nash County Deputies will be responsible for filing Supplemental reports for all cases they investigate.

Evenings:

During the evening hours, the Security Officer should be aware of both interior and exterior lighting. If insufficient or defective lighting is noted, the Officer should identify the specific light or area and submit a work order to the switchboard operator to submit to maintenance the subsequent day.

SAFETY OFFICER – CAMPUS SECURITY AND SAFETY DIRECTOR

The Safety Officer is responsible for the direction and administration of NCC's Safety Program. Duties include, but are not limited to:

1. Periodically review and update the current practices and policies to assure that they are the most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and equipment/material damage.
2. Chair the Campus Safety Committee.
3. Provide support necessary to assure effective administration of the Safety Program.
4. Carry out follow-up investigations when necessary to assure that all unsafe conditions and practices identified have been corrected.
5. Regularly evaluate NCC compliance with the Safety Program through the following:
 - Inspections of facilities
 - Documentation of conditions and practices that mandate improvement.
6. Review with the President, as well as the Campus Safety Committee, summaries of accidents/incidents to include: accident/injury experience and related costs, cause analysis to determine trends/needs, problem areas, and available safety program procedures.
7. Assure compliance with federal, state, and local safety laws.
8. Investigate circumstances surrounding all workers' compensation accidents.

SUPERVISOR RESPONSIBILITIES

A supervisor has responsibility for the safe actions of employees and the safe conditions of machines and equipment within their operating area.

An effective Risk Assessment Program can only be accomplished when supervisors cooperate in all phases of the program. The following is a list of the risk assessment responsibilities of supervisors:

1. Emphasize the safety procedures that apply to the work they supervise.
2. Provide adequate basic job training and safety instruction to all employees under their supervision.
3. Record and communicate all injuries, collisions, and liabilities caused by their employees.
4. Ensure that all safety policies are fully implemented and enforced for maximum job safety.

SUPERVISOR RESPONSIBILITIES – continued

5. Provide continuing safety instruction while issuing work assignments to focus attention upon potential hazards, changes in work conditions, or procedures.
6. Instruct employees in the use and need for protective equipment for specific hazardous jobs.
7. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Promptly investigate accidents and make certain that corrective actions are undertaken and completed.
9. Make sure the necessary safety equipment and protective devices for each job are available, used, and maintained properly.
10. Inspect their workplace as required to upgrade deficiencies before property losses or injuries occur.

Include a check of all first aid kits at the beginning of each semester. Restocking and replacement of expired items will be done by the Department Chair/Dean of each department annually, or as needed.

STAFF

Staff members are required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves, students and their fellow workers, and to conserve material resources. All employees shall:

1. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment.
2. Cooperate with and assist in the investigation of accidents to identify correctable cause and to prevent reoccurrence.
3. Promptly report to their supervisor all unsafe work procedures during the course of their work activities.
4. Keep work areas clean and orderly at all times.

FACULTY

It is the responsibility of each faculty member to develop and maintain safe work habits in the classroom/laboratory. Faculty members with lab responsibilities must be familiar with relevant safety requirements and enforce them for each student under their supervision. All work areas must be kept clean and orderly to prevent unnecessary accidents. An annual inventory of all chemicals used must be conducted in each laboratory and an emergency plan must be posted for chemical spills and evacuation procedures, where necessary. All safety rules/instructions must be posted and strictly followed. Protective equipment must be worn, as required. All accidents/injuries must be promptly reported to the appropriate supervisor/administrator, and the Director of Human Resources, no later than the end of the work period on the day in which the injury occurred.

ACCIDENT/INCIDENT REPORTS

It is important that all employees who are involved in an accident or who become aware of a potentially hazardous situation, inform their supervisor no later than the end of the work period on the day in which the accident/injury occurred.

All accidents/injuries will be investigated by the immediate supervisor, to determine the cause and the steps needed to prevent a reoccurrence. It is the responsibility of the supervisor to obtain the complete and immediate account of the accident, and relate all pertinent information to the Safety Officer. (Workers Compensation claims must be filed with the Director of Human Resources.)

Each department chair or supervisor must complete the following steps when an incident occurs. If the individual requires immediate first aid, contact Emergency Services as soon as possible. When the employee is stabilized, and/or released from care, the individual should report to the Director of Human Resources. The supervisor should maintain that:

1. The scene of the accident/incident must be checked and secured.
2. All evidence is compiled and witnesses questioned immediately after the incident occurs, or as soon as possible thereafter.
3. A review of the evidence must be made to prevent further injuries of the same nature.
4. Corrective action must be taken in order to prevent further injury.
5. The completed Accident/Incident Report Form must be returned to the Safety Officer (Campus Security and Safety Director), as soon as possible, or within five (5) working days of the accident.

DRIVER SAFETY PROCEDURES

Employees required to drive college vehicles, full or part-time, must adhere to all rules/regulations, as outlined below:

1. Possess a valid State of North Carolina driver's license of the proper class.
2. Operate the motor vehicles in accordance with all applicable motor vehicle laws of the State of North Carolina.
3. Prepare an Accident/Incident report for any damage occurring to state vehicles. Contact local police or Highway Patrol if involved in an automobile accident.

FLAMMABLE LIQUIDS

1. When receiving delivery of bulk gasoline, the delivery truck shall be grounded at the tank.
2. A person responsible for filling tanks shall be in attendance.
3. Devices that will permit the flow of liquid through a dispensing hose or nozzle when the operator's hand has been removed from the nozzle are prohibited.
4. Dispensing Pumps:
 - a. Open flames, smoking, or other sources of ignition shall be prohibited within 25 feet of island dispensing pumps.
 - b. Engines of motor vehicles or equipment shall be shut off before the fuel tank is filled.
 - c. All vehicles or equipment receiving fuel shall park with the filler tube adjacent to the dispensing pump.
 - d. Dispensing nozzle of the discharge hose shall remain in contact with the vehicle, equipment fuel tank, or container during filling to release static charges. Care will be exercised to avoid spillage.
 - e. Gasoline dispensing equipment shall be controlled at the point of discharge with a secondary means of shutting off the power in the event of accident or fire.
 - f. Dispensing nozzles and hoses shall be inspected at regular intervals to ascertain the continuity of the ground bonding wire.
5. No container shall be filled with gasoline while inside a passenger carrying vehicle. Containers must be removed from passenger vehicle interiors and from enclosed portion of truck cab during filling.
6. An approved container for gasoline must be bright red, not more than five-gallon capacity, and have a spring closing lid and/or spout cover. Each opening shall be equipped with a flame arrester and so designed to prevent leaking when tipped over, and will safely relieve internal pressure when subject to fire exposure.

ACCIDENT/INCIDENT PROCEDURES

FIRE ALARM AND FIRE DRILL PROCEDURES

The college's fire alarm system will notify all building occupants to evacuate the building in the event of a fire, a drill, a chemical spill, a bomb threat, or other event where occupant safety is at risk if they remain in the building. (Note: During weather-related threats such as tornados or severe storms, occupants should remain in the buildings away from windows.) The electronic alarm in conjunction with posted evacuation plans, alert and direct building occupants to identified exterior safety zones. All administrators, faculty, and staff **and Early College Personnel** should know the response procedures to follow when a fire alarm is sounded.

Alarm Zones & Fire Alarm Panels:

The fire alarm system is segmented with individual alarms for the following areas/zones. Each zone has a control panel with an LED display to determine the location and nature of the alarm.

- **Science & Technology Center: panel is in the main entry lobby**
- **Buildings A, B, & D: panel is in the mechanical room on the back side of the building between Library and Bldg. D**
- **Building C (Early College): panel is in main entry lobby**
- **Business & Industry Center: panel is in the main entrance air lock**
- **Child Development Center: panel is in the main entry area**
- **Continuing Education Building: panel is in the main lobby area**
- **Maintenance Building: panel is in the corner of the auto shop**
- **Cosmetology: panel is in the main entry lobby**
- **Advanced Manufacturing: panel is in the main entry lobby**

A. FIRE ALARM PROCEDUES:

1. EVACUATE:

Completely evacuated:

- All occupants have left
- Scan the room for unfamiliar items
- Students, faculty and staff shall remove all personal items such as bookbags and pocketbooks
- Elevators are empty
- Doors and windows are closed

- Handicapped persons have been moved a safe distance from the building.

The switchboard operator will remain by the switchboard and two-way radio until released by an administrator, or conditions become unsafe.

2. LOCATE THE CAUSE:

- The President's Executive Council and Administrative Staff, or evening administrator-on-call, the security guard on duty, Manager of Facilities, Campus Security and Safety Director, and the switchboard operator will meet at the switchboard and coordinate communications. The administrators and security guard should have radios in hand for communicating back to the switchboard operator.
- Get the campus master keys and pull station key from the receptionist and go to the Fire Alarm Panel in the building under alarm.
- The flashing alarm indicator (LED) can be either a "fire alarm" or "trouble alarm"
- Press "ACK" under the flashing LED to identify the location of the fire/trouble.
- Continue pressing "ACK" until all messages are read
- Go to the location indicated on the panel and determine the nature of the alarm/trouble.

3. NOTIFY:

- As soon as possible, notify the college's switchboard of the situation status. The alarm company (Johnson Controls) monitors our facility and upon detecting an alarm, the Johnson Controls operator dispatches the fire department and calls the college switchboard to verify the need for the fire department.
- If the fire department is not needed, the switchboard operator will tell the Johnson Controls operator the college's pass code and account numbers, and the Johnson Controls operator will rescind the call to the fire department.

4. RESET THE ALARM:

- After resolving the threat or repairing the mechanical problem, reset the alarm system by pressing the "Reset" button on the alarm panel:
- Pull station alarm: The pull station must be reset before the alarm system can be reset. Open the face of the pull station with the key (located at switchboard). Pull the cover down until it connects, push back into place and relock.
- Mechanical failure alarm: Press "Alarm Silence" to halt the alarm. Press "Reset" to reset the system. The Trouble LED and an audible signal will continue until the equipment is repaired.

B. FIRE DRILL PROCEDURES:

Fire drills train the faculty and staff in the evacuation procedures used in the event of a fire, bomb threat, chemical spill, etc. The College conducts fire drills annually and monthly for Early College High School and Child Development Center.

1. Conducting a fire drill:
Coordinate the drill with the maintenance supervisor, security guard(s), Early College principal and switchboard operator.
 - a. Notify the alarm company: Have the switchboard operator call Johnson Controls (1-888-746-7539), and inform them of the impending fire drill and have them to place all NCC stations on “test” for one (1) hour.
 - b. Notify Nash County Emergency Services: Have the switchboard operator call Nash County Emergency Services (459-4121) and notify them that the college is conducting a drill.
 - c. Activate the fire alarm by pulling an alarm station in each zone (see above). The recommended time to conduct drills is early in the semester or session and during the last part of class time. The administrator-in-charge is responsible for timing the drill and monitoring the evacuation process for completeness.
 - d. Verify complete evacuation:
All occupants have vacated.
Scan the room for unfamiliar items.
Students, faculty and staff remove all personal items such as bookbags and pocketbooks.
All doors and windows are shut.
Elevators are empty.
Handicapped persons have been moved a safe distance from the building.
 - e. “Reset” the alarm:
On the Alarm Panel, press “ACK” under the flashing LED
Press “Reset”
 - f. Re-occupy the buildings:
Administrators, security guard, or maintenance/housekeeping staff will go around each building and notify students, staff and **Early College principal** to re-enter.

C. DOCUMENTATION

After any alarm, the administrator-in-charge (AOC) will complete and remit to the Campus Security and Safety Director an accident/incident report stating the nature of the alarm and the resolution. Information to include:

- Time of the alarm
- Name of the administrator-in-charge (AOC)
- Building(s)
- Nature of the alarm
- Indicate if the Fire Department responded
- Elapsed time to evacuate (fire drill)
- Problems

D. RECEIVING A BOMB THREAT CALL

1. Every effort must be made in an attempt to elicit information from the caller concerning the device in question – what it looks like, where it is located, how powerful it is, and when it is set to detonate? Above all, KEEP CALM! (refer to the **NCC Bomb Threat Checklist on page 32**).
2. While talking with the caller, the switchboard operator or receiver of the call should make every attempt to alert the President's Office or next senior-level administrator through a co-worker.
3. The President's Office or next senior-level administrator will begin Bomb emergency procedures described below.
4. Bomb Threat calls received by the switchboard operator will follow established protocol by dialing *57 after the caller hangs up.

E. BOMB THREAT PROCEDURES

1. In the event a call is received by anyone on campus, the switchboard operator **MUST** be notified, by calling ext. 8205 or 252-451-8205.
2. The switchboard operator must immediately contact the President's Office. In the event the President is absent, crisis duties will be assumed by the next senior-level administrator. **The switchboard operator will notify the Early College principal by phone at 252-451-2890.**
3. The senior-level administrator will direct the Director of Facilities to activate the fire alarm by pulling an alarm station in each zone.
4. College employees will follow fire alarm procedure.
5. The President's Executive Council, Administrative Staff, the Director of Facilities, Campus Security and Safety Director, and the security guard on duty will meet at the switchboard to coordinate a low-key search.
6. No radio transmissions will be made within fifty feet of the area or building involved. Radio transmission may cause an improvised explosive device to detonate.
7. Cellular phones will be turned off before approaching within fifty feet of the area or building involved. Cellular phones that are turned on transmit periodically even when a call is not in progress.

8. After designated areas are searched, the search team shall return to the switchboard for further instructions.
9. If a device or suspicious package is located, it should not be touched. The President or senior-level administrator should be immediately notified of the location of the suspicious item.
10. The President or senior-level administrator will take further appropriate action as warranted.

F. TORNADO PROCEDURES

All college employees should acquaint themselves with the warning terms used in tornado advisories. The safety of all employees is NCC's primary concern. During an emergency situation, it is important to communicate accurate information to all employees. Any decisions made by the President's Office or his/her designee, and subsequent information will be communicated from each administrator to all employees who work directly for them. In turn, those employees are to communicate any information received to their staff.

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings: over 80 percent of all tornadoes strike between noon and midnight.

1. **Tornado Watch:** There is a threat of tornado conditions in the area.
2. **Tornado Warning:** Issued when a tornado has been sighted or indicated by weather radar.

In the event a tornado warning is issued, employees should instruct students:

1. Proceed to the interior hallway, away from windows and doors.
2. Everyone should crouch low, head down, protecting the back of the head with the arms.
3. Stay away from windows and large open rooms such as the Brown Auditorium in the Business & Industry Center, offices in the Science & Technology Center, or the Atrium in Building A.
4. Remain in the secure area until it is safe to evacuate the building.

After the Tornado – Survey For Damage

As soon as the tornado has passed and it is safe to do so, NCC Administration will survey the campus for physical damage and possible security risks. Any items of

concern are to be reported to the President's Office. After the condition has been ascertained, the President, Vice President Finance and CFO, Vice President for Instruction and CAO, and the Vice President for Student Services will prioritize the needs and contact other Administrators and Department Heads to determine how priority issues will be handled, in what order, and by whom. The Vice President of Technology is to be notified if there is any apparent damage to the data processing equipment.

G. HURRICANE PROCEDURES

All college employees should acquaint themselves with the warning terms used in hurricane advisories. The safety of all employees is NCC's primary concern. During an emergency situation, it is important to communicate accurate information to all employees. Any decisions made by the President's Office or his/her designee, and subsequent information will be communicated from each administrator to all employees who work directly for them. In turn, those employees are to communicate any information received to their staff.

1. **Tropical Storm Watch:** Tropical storm conditions are possible in the specified area of the Watch, usually within 36 hours.
2. **Tropical Storm Warning:** Tropical storm conditions are expected in the specified area of the Warning, usually within 24 hours.
3. **Hurricane Watch:** Hurricane conditions are possible in the area of the Watch, usually within 36 hours. During a Hurricane Watch, prepare to take immediate action to protect your family and property, in case a Hurricane Warning is issued.
4. **Hurricane Warning:** Hurricane conditions are expected in the specified area of the Warning, usually within 24 hours. Complete all storm preparations and evacuate, if directed by local officials.
5. **Short Term Watches and Warnings:** These provide detailed information on specific hurricane threats, tornadoes, floods, and high winds.
6. **Eye of the Hurricane:** The calm center of the hurricane. When this has passed, the winds rise very rapidly to hurricane force, and come from the opposite direction.

H. HURRICANE WATCH/WARNING

Under a hurricane watch, a hurricane may threaten an area within 36 hours. Hurricane advisors describing the present and forecast position and intensity of the storm will be monitored by administration. Normal college business activity is to continue, unless otherwise notified. All employees must maintain a state of readiness in the event a hurricane warning is issued. Depending on the intensity and anticipated landfall site,

administration may determine that some or all of the hurricane warning steps are to be followed.

1. When the Nash County area is placed under full “Hurricane Warning”, all classes and activities shall be cancelled by the President’s Office or his/her designee until lifting of the full “Hurricane Warning”. The cancellation notice will be disseminated to all college personnel via the E-Mail System and/or the news media by the Dean of Marketing. The Director of Facilities, or designated individuals, are responsible for making sure that buildings have been safely evacuated if the cancellation occurs during normal school hours.
2. The NCC Facilities Services will disseminate information for the securing of equipment and buildings to avoid excess damage by storm.
3. If a hurricane watch is issued during non-business hours, it is the responsibility of each employee to contact their immediate supervisor for instructions on what precautionary measures are to be taken. Depending on the intensity and anticipated landfall site of the hurricane, Administration may have determined that some or all of the precautionary measures on the Hurricane Preparedness Checklist are necessary. DO NOT wait to be contacted. It is the responsibility of NCC employees to contact their immediate supervisor.
4. All NCC employees in an area covered by a hurricane watch are to contact their immediate supervisor for instructions by 8:00 p.m. if the next day is a business day. Anyone that evacuates their home is to contact their supervisor to advise them of where they will be and a phone number where they can be reached.
5. If a hurricane warning is issued and remains in effect for the next business day, the President, or his/her designee, will determine if NCC will close.
6. The cancellation notice and the notice concerning resumption of the college classes and activities will be given to all news media by the Dean of Marketing, under direction of the President or his/her designee.
7. It is the responsibility of each employee to keep their radio or television on and listen for the latest warning and advisories. Local stations will keep you informed of the current situation. **(SEE Page 31 FOR HURRICANE PREPAREDNESS CHECKLIST)**

I. AFTER THE HURRICANE – SURVEY FOR DAMAGES

1. As soon as the storm has passed and it is safe to do so, NCC Administration will survey the campus for physical damage and possible security risks. Any items of concern are to be reported to the President’s Office. After the condition has been ascertained, the President, Vice President of Finance and CFO, and the Vice President of Instruction will prioritize the needs and contact other Administrators and Department Heads to determine how priority issues will be

handled, in what order, and by whom. The Vice President of Technology is to be notified if there is any apparent damage to the data processing equipment.

J. FLOODING

1. Radio and/or television should be monitored for the latest warnings and advisories. The local stations will make the announcement as to whether the college will be open or closed due to flooding conditions.

K. POWER OUTAGE

1. In the event of a power outage at the college, the Director of Facility Services will be notified. The Director of Facility Services will coordinate all efforts to restore power to the affected areas. All faculty, staff, and students will evacuate the building in accordance with the fire evacuation plan, if the loss of lighting constitutes a safety hazard. If safe natural lighting levels exist, the staff and students will remain in the building, unless otherwise notified. The President or his/her designee will determine if the college should close early.

L. SHOOTER ON CAMPUS/LOCKDOWN

All college employees should acquaint themselves with the emergency lockdown procedures. In the event a lockdown warning being issued:

1. **CLEAR THE HALLWAYS:** All faculty, staff, students, and visitors are requested to go to a secure area such as a classroom or office.
2. **LOCK** the classroom or office door. If unable to lock the door, barricade the door with available furniture or devices.
3. **TURN OFF** all lights.
4. **STAY AWAY FROM WINDOWS** and **FROM VIEW** of the doorway window. **REMAIN** quiet.
5. **WAIT** for notification from emergency personnel before exiting the room. **DO NOT EXIT** your secure location until emergency personnel unlock the door and advise you it is safe to leave the area.

***Additional information will be provided as faculty, staff, and students receive additional training.

OTHER DISASTERS (SEE PAGES 9 – 10 FOR EMERGENCY PROCEDURES)

HURRICANE PREPAREDNESS CHECKLIST

In the event a hurricane watch has been issued and the College has decided to close, complete all applicable items on the checklist before evacuating the building.

ITEM	COMPLETED BY
1. Inspect the exterior of the building for loose items (i.e. trash cans, signs, planters, etc.). Secure them or store them inside.	_____
2. Turn off the sprinkler system.	_____
3. Remove the flag from the flagpole and secure the lanyard.	_____
4. Back up all data on hard drives onto backup tapes.	_____
5. Unplug all electrical equipment (i.e. modems, printers, PCs, calculators, radios, fans/heaters typewriters, copy machines, microfiche viewers, coffee pots, pencil sharpeners, toaster ovens, microwaves, etc.).	_____
6. Elevate all electrical equipment to the top of desks i.e. modems, CPU, printers, etc.	_____
7. Cover all computer equipment, copy machines, and typewriters with sheet plastic.	_____
8. Prop open all interior doors.	_____
9. Secure the elevators.	_____
10. Secure all cash, negotiable items, legal papers, and backup tapes.	_____
11. Lock any safes and/or vaults.	_____
12. Activate the security system.	_____
13. Ensure that all staff members have safely evacuated the building.	_____
14. Ensure individual files located on Desktop PC's are copied to a USB drive.	_____

NASH COMMUNITY COLLEGE BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Remarks: _____

Person receiving call _____

Telephone number call received at _____

Date _____

Report call immediately to Switchboard Operator. Refer to Safety/Crisis Management Response Plan.