

EMERGENCY ACTION PLAN

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I. PURPOSE: This plan is intended to prepare Belmont Abbey College:

A. To support the Emergency Action Plan with the major goals of:

1. Saving lives.
2. Preserving and protecting property (both personal and the College's).
3. Restoring critical functions to the College and departments so the mission of the college can continue.

B. To establish within the College and departments responsibilities and authority for mitigation and preparation from potential emergencies and disasters.

C. To establish a basis and organization for the College and departments to respond to emergency situations, to include the coordination of disaster operations and the management of critical resources.

2. SCOPE: Requirements for recovery are based upon critical functions, therefore this plan:

A. Addresses the critical needs of the College.

B. Covers college activities and applies to all personnel, buildings and grounds, leased or operated by the Board of Trustees of Belmont Abbey College. This plan has been coordinated with other colleges.

C. Conforms to and supports the Belmont Abbey College Emergency Action Plan.

3. DEFINITIONS

The College President or designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

A. Minor Emergency

1. Any accident, potential or actual, which will not seriously affect the capacity of the College. Report immediately to Campus Safety and Police at ext. 6200 on campus (704) 825-6200 off campus.

B. Major Emergency

2. Any incident, potential or actual, which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency service will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis. Report to Campus Safety and Police at ext. 6200 on campus or (704) 825-6200 off campus.

C. Disaster

1. Any event or occurrence, which has seriously impaired or halted the operations of the College. In some cases, mass personal casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of a disaster, an Emergency Control Center will be activated; the appropriate support and operational plans will be executed.

4. SUPPORTING ORGANIZATIONS: The College will receive support from the following organizations:

- *Campus Safety and Police* - law enforcement, security.
- *Facilities Services* - utilities, physical preparations.
- Emergency Communications (if applicable).
- *Student Life* - Coordination of student volunteers, etc.
- Others as deemed necessary.

5. ASSUMPTIONS:

A. The responsibility for emergency preparedness rests first with each individual. Belmont Abbey College personnel and students must ensure they are prepared for disasters both at home and at Belmont Abbey College. Also, individuals will ensure the safety of their families before reporting to Belmont Abbey College to assist in disaster response.

B. The primary responsibility for the Emergency Action Plan within the College and departments rests with the deans; department chairs and others in the College designated by them, and are based upon the assumption that personnel, assets and vital information can be protected.

D. The college and departments must be prepared to respond to requests from the Safety Committee in providing resources (manpower and materials) for general use by Belmont Abbey College. You may also request available support from the SC, but be aware that in any disaster situation, resources will be scarce.

E. Periodic review of disaster plan effectiveness will be required.

F. Proper training of College personnel for disaster response will be required.

G. The successful recovery of essential mission functions will be directly proportional to completion of essential mitigation and preparation efforts.

H. The College Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. A major emergency may be declared if information indicates that such a condition is developing or is probable.

I. Disasters may affect residents in the geographical location of the College; therefore, City, County and Federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours); therefore, during the first 72 hours after a major disaster the College must be prepared to respond without assistance from outside agencies. For planning purposes, assume:

1. Extensive damage to your building(s) has occurred.
2. Telephones (including cellular phones) are inoperable.
3. PC's and other equipment are inoperable.
4. The organization's offices are intact, but not accessible.
5. Files and hard copy records are not accessible.

6. DECLARATION OF CAMPUS STATE OF EMERGENCY:

A. The authority to declare a campus state of emergency rests with the College President or designee as follows:

1. During the period of any campus major emergency, the Campus Safety and Police Office as required shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Director of Campus Safety and Police shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.
2. When this declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification, or other I.D. showing their legitimate business on campus, will be asked to leave the campus.
3. In addition, only those faculty and staff members who have assigned emergency resource team duties or issued an emergency pass by the Campus Safety and Police will be allowed to enter the immediate disaster site.
4. In the event of earthquakes, aftershocks, fires, storms or major disaster occurring in or about the campus or which involves College property, Campus

Safety and Police Officers will be dispatched to determine the extent of any damage to College property.

7. CONDITIONS FOR ACTIVATION:

This plan shall become effective:

- A. Automatically when a major incident significantly disrupts College operations.
- B. Automatically when a state of emergency for an area including Belmont Abbey College has been declared by the Governor of the State of North Carolina.
- C. When the College President or appointed representative directs implementation of the Belmont Abbey College Emergency Plan.

8. DIRECTIONS AND COORDINATION:

A. President:

1. All emergency operations shall be directed by the President or his designate as listed below:

- Director of Campus Safety and Police
- In the absence of the President or his designee, the on-duty Campus Safety and Police officer shall assume operational control of the emergency until relieved.

B. Director of Campus Safety and Police:

1. All emergency operations shall be coordinated by the Director of Campus Safety and Police or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the Director of Campus Safety and Police or designee. The coordination of campus emergency resource teams is the responsibility of the Director of Campus Safety and Police who will coordinate all on-campus emergency functions as directed.

9. EMERGENCY COMMAND POST

A. When a major emergency occurs, or is imminent, it shall be the responsibility of the Director of Campus Safety and Police is to set up and staff an appropriate Emergency Command Post as directed.

1. Field Emergency Command Post

- If the emergency involves only one building or a small part of the campus, a Campus Safety and Police vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer is to staff the command post at all times or until the emergency ends. A small office with desk, chairs, and a telephone may also be required near the scene.

2. General Emergency Command Post

- The emergency involves a large part of the campus; the Command Post is to be set up in the Mezzanine, which is located on the 2nd floor of the Student Commons. If this site is unavailable, the Director of Safety and Police is to select an alternate location. At least one uniformed officer is to staff the Command Post at all times until the emergency situation ends. The Campus Safety and Police Office shall establish a marshaling area for outside and local agency assistance for emergency teams or media crews, which is designed to accommodate multiple telephone and/or electrical appliances, is desirable.

10. CAMPUS EMERGENCY RESOURCE TEAM

A. In addition to establishing an Emergency Command Post as necessary, Campus Safety and Police shall immediately begin contacting all necessary members of the Campus Emergency Resource Team, which consists of the following personnel:

1. President of the College
2. Director of Campus Safety and Police
3. Vice President for Administration and Finance
4. Vice President of Student Life
5. Dean of Academics
6. Director of Facilities
7. Vice President of Marketing
8. Director of Human Resources

B. Team Members may organize as necessary with the Director of Safety and Police to implement, coordinate, and support the operational plan.

C. General Responsibilities of the Team Members are the following:

1. President of Belmont Abbey College or Designate
 - a. The President or designate is responsible for the overall direction of the College Emergency response.
 - b. Works with the Director of Safety and Police and others in assessing the emergency and preparing the College's specific response.
 - c. Declares and ends, when appropriate, the campus state of emergency as provided for herein.

- d. Notifies and conducts liaison activities with the College Administration, governmental agencies Emergency Resource Team and others as necessary.

2. Director of Campus Safety and Police

- a. The Coordinator is responsible for the overall coordination of the College Emergency Response.
- b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- c. Initiates immediate contact with the President and College Administration, begins assessment of the College's condition.
- d. Notifies and utilizes local police and Campus Safety and Police in order to maintain safety and order.
- e. Notifies the members if the Emergency Resource Team advises them of the nature of the emergency.
- f. Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, and emergency medical services.
- g. Insures that appropriate notification is made to off-campus staff when necessary.
- h. Performs other related duties as may be directed by virtue of the campus emergency.

3. Director of Facilities

- a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- b. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the Emergency Resource Team for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting systems as required.
- e. Surveys habitable space and relocates essential services and functions.
- f. Provides facilities for emergency generator fuel during actual emergency or disaster periods.

- g. Provides for storage of vital records at an alternate site; organizes with Emergency Building Coordinator and are coordinators for liaison and necessary support.

4. Campus Safety and Police

- a. Maintains the Campus Safety and Police control office in a state of constant readiness.
- b. Notifies College administrators of major emergencies.
- c. Monitors campus emergency warning and evacuation systems.
- d. Takes immediate and appropriate action to protect life, property, and to safeguard records necessary.
- e. Obtains assistance from the City, County, and Federal Government for radiological monitoring and first aid as required.
- f. Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- g. Provides and equips an alternate site for Emergency Command Post.

5. Vice President of Marketing

- a. Establishes liaison with the news for dissemination of information as requested by the President.
- b. Establishes liaison with local radio and TV services for public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Advises the President or designee of all news concerning the extent of disaster affecting the campus.
- e. Prepares news releases for approval and releases to media concerning the emergency.

11. MEDIA RELATIONS

A. The Vice President of Marketing or designee is the only authorized spokesperson that shall meet or talk with the media.

- 1. Only factual information is released; no speculation is to be offered.

2. All information requests from the media shall be directed to the Vice President of Marketing.

B. All executive and supervisory personnel are notified to report emergencies to the President and to the Vice President of Marketing at ext. 6890.

C. The Vice President of Marketing is informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now and what help has been requested.

D. The Vice President of Marketing and any other persons as directed to be involved shall confer and decide on the appropriate action.

12. RESPONSIBILITIES

A. PRESIDENT

1. The College President, or designated alternate as Campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

B. ADMINISTRATORS, DEANS AND DEPARTMENT HEADS

1. Departments will take the following steps to mitigate effects of potential disasters and assign responsibility for completion of following:
 - a. Protecting hazardous materials
 - b. Securing fixtures and equipment.
 - c. Protecting critical computer data/programs.
2. Every administrator, dean and department head has the following general responsibilities prior to and during any emergency, and will insure that Belmont Abbey College personnel (administration, faculty, and staff):
 - a. Are aware of evacuation plan for their offices and other areas of the building (including, but not limited to, shops, labs, reading rooms, studios, etc.) to include alarms or other emergency notification procedures, emergency exit assignments and assembly areas.
 - b. Are provided assignments and procedures for assisting personnel who may need special help to evacuate and reach the assembly area.
 - c. Are aware of procedures to account for all personnel at the assembly point after evacuation is complete.
 - d. Must remain to perform critical functions (if necessary), are provided procedures to accomplish the required function and additional evacuation procedures to insure the safety of these individuals.

- e. Have the plan explained to them when they are newly hired, when their jobs change, when the layout or design of the facility changes, or when the emergency procedures change.
 - f. Are assigned to assist in evacuation and first-aid duties and provide necessary training (as appropriate).
 - g. Are provided the names of persons (including regular job titles) and/or departments to contact for further information or explanation of duties
 - h. Are provided pertinent information needed to respond to an incident*.
3. Administrators, Deans, and Department Heads:
- a. Shall inform all employees of the emergency.
 - b. Evaluates impact of the emergency has on their activity (or from alternate site if necessary) and takes appropriate action. This may include ceasing operations and initiating building evacuation.
 - c. Shall maintain emergency telephone communications with officials from their own activity (or from an alternate site if necessary). Source of emergency communications within designated areas.
 - d. Shall take attendance of personnel and assist in the accounting for all building occupants after an evacuation.
 - e. Shall inform any person's holding seminars or conferences are to evacuate and are accountable for the attendance of all persons in the event of an emergency.

C. FACULTY AND SUPERVISORS

1. In the event of an emergency requiring evacuation of classrooms, shops, labs, reading rooms, studios, etc. (any area which directly supports student academic activities) the instructor is responsible for the safety and evacuation of students (campus visitors/conference participants/university guests) in his/her class. In preparation for this eventuality, evacuation and safety instructions will be presented during the first day of the semester.
2. Faculty must advise students of evacuation sites, as well as reporting to the designated area for a headcount.
3. Faculty and staff supervisors shall inform their students and/or staff of an emergency and initiate emergency procedures as outlined in the Health and Safety Manual under Emergency Action Plan.
4. Faculty and staff supervisor shall evaluate, survey, and estimate their assigned building facility or activity in order to determine the impact an emergency could

have on their facility. Report all safety hazards to the Campus Safety and Police Office. Submit work orders to the Maintenance Department to reduce hazards and to minimize accidents.

5. Faculty and staff supervisors shall inform all students, staff, and faculty to conform to building evacuation procedures during any emergency and report to a designated campus assembly area where roll shall be taken to account for person's present/missing.

13. COLLEGE NOTIFICATION SYSTEM

A. The telephone is the primary means of emergency notification at Belmont Abbey College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

1. Campus Safety and Police is the focal point for two-way transmission of official emergency telephone communications to College administrators. Each College administrator, upon receiving notification of the campus emergency, is to pass the same information along to those departments/offices under his direction.
2. Campus Safety and Police officer on duty will notify the Dean of Students of any campus emergency as necessary and will initiate the notification system by contacting the following College administrators as appropriate:
 - a. President
 - b. Dean of Academics
 - c. Vice President of Student Life
 - d. Director of Human Resources
 - e. Vice President of Marketing
 - f. Others as necessary

B. During an emergency campus phones must be restricted to College official notification only. In the absence of phone services, the Campus Safety and Police may provide runners for emergency notification (contingent on available personnel).

14. ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

A. Assistance

1. On campus, call ext. 6200.
2. Police assistance is readily available from the Belmont Police Department; telephone is 9-911 on campus or 911 off campus.

B. Maintenance Operations

1. If experiencing trouble or needing service, call Campus Safety and Police at ext. 6200.
2. Maintenance personnel are available at all times during normal working hours. They are capable of supporting the following emergencies:
 - a. Utilities
 - b. Structures
 - c. Equipment

NOTE: In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities. Electricity and natural gas are of primary concern.

15. DISASTER RESOURCES

A. The following is a list of resources to be utilized:

- | | |
|-----------------------------------------------------------------------|-----------------|
| 1. Local law enforcement agencies | 911 |
| 2. Local fire departments | 911 |
| 3. State law enforcement agencies | 911 |
| 4. Emergency Medical Services | 911 |
| 5. Cox Road Urgent Care | (704) 852-9561 |
| 6. Gaston Memorial Hospital | (704) 834-2000 |
| 7. Crisis Center | (704) 629-2147 |
| 8. Magellan Behavior Health | (800) 359-3422 |
| 9. Red Cross | (704) 264-2623 |
| 10. Poison Control Center | 1(800) 848-6946 |
| 11. The American Red Cross | (704) 864-2623 |
| 12. Domestic Violence | (704) 864-4554 |
| 13. NC Department of Transportation | (919) 733-2083 |
| 14. Gaston County Office of Emergency
Management and Fire Marshall | (704) 866-3350 |

16. RESOURCES AVAILABLE:

A. Personnel: College and department personnel will prepare their families prior to any disaster and follow through after a disaster to insure family members are cared for, and then, if assigned disaster response/recovery responsibilities, report to the College for carrying out disaster response and recovery operations.

17. FIRE ALARMS

A.The Fire Alarm Systems are activated by Individual Fire Pull Boxes and are located at the following locations: They do not relay to BAC Campus Safety and Police or to the Fire Department.

Locations of Individual Fire Pull Boxes

William Gaston Science Building

- 1st Floor - East Wall by Men's Restroom
West Entrance by Fire Extinguisher at stairwell
- 2nd Floor - West Stairwell door
East Stairwell door

Abbot Vincent Taylor Library

- Main Floor - West wall by Main Entrance Doors
South end on support pillar
East wall by faculty lounge
- Periodicals - North Stairwell Entrance
East exit by fire exit door
- Bottom Floor –South exit by double glass doors.

St. Leo Hall

NO PULL BOXES PRESENT.

Student Commons Dining Hall

- 1st Floor- Main entrance on wall by men's restroom

Exit by stairs leading up to the Mezzanine room
Exit door by stairs leading up to the Dean's Office

Maurus Hall

South exit door
North exit door

Post Office

Bottom of stairwell of employee entrance, mounted on left wall near
Postmasters office.

Wheeler Athletic Center

Gym Floor - NE exit on Gym floor
NW exit on Gym floor
SE exit on Gym floor
SW exit on Gym floor
Ledge by main doors across from men's restroom
Ledge by main doors across from women's restroom

Upper Level Hallway - South exit across from classroom by exit doors
North exit on wall by double glass exit doors

Lower Level Hallway - South exit on wall by double glass exit doors
North exit on wall by double glass exit doors

Music Building

NO PULL BOXES PRESENT

The Haid

NO PULL BOXES PRESENT

Stowe Hall

- 1st Floor - Main entrance between French doors, behind reception desk
 East stairwell exit near Financial Aid office
 West stairwell exit by Admission office
- 2nd Floor - West stairwell exit by Faculty/Staff lounge
 Mid hall by Student lounge
 East stairwell exit by rooms 230 & 232
- 3rd Floor - West stairwell exit by room 300

17. EMERGENCY STANDARD OPERATING GUIDELINES:

A. The Emergency Standard Operating Guidelines contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

B. Emergency Standard Operating Guidelines:

1. Medical Emergency
2. Blood and Bodily Fluids
3. Fire
4. Explosion
5. Exposure to Hazardous Chemical
6. Chemical or Radiation Spill
7. Bomb Threat
8. Bomb Discovery
9. Earthquake
10. Thunderstorms and Tornadoes
11. Energy Failure
12. Plumbing Failure
13. Gas Leak
14. Violent or Criminal Behavior
15. Person With a Weapon
16. Violent and/or Life Threatening Situation
17. Civil Disturbance (Riot)
18. Hostage or Terrorist Situation
19. Serious Injury or Death
20. Suspicious Packages
21. Psychological Crisis

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EVACUATION STANDARD OPERATING GUIDELINE

Faculty, staff, and students will be informed of the need to evacuate Robert Lee Stowe Hall, Corporate & Continuing Education Center, St. Leo Hall, Maurus Hall, The Haid, Abbot Vincent Taylor Library, William Gaston Science Building, Student Commons Dining Hall, Wheeler Athletic Center, and Chi Rho House.

Schematic floor plans indicating exits and egress routes shall be posted inside each lobby and on each floor in the above buildings.

If informed through Campus Safety and Police if evacuation is necessary, follow the Evacuation Plan and do the following:

- Faculty shall take rosters and move students to the evacuation area, unless directed otherwise by Campus Safety and Police.
- Note absent students and those temporarily out of the classroom.
- Take roll count and supervise students in designated evacuation area until otherwise instructed by Campus Safety and Police.
- Building Coordinators will account for Belmont Abbey College Personnel and receive a report for “accounted for” or missing students.

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**LOCKDOWN
STANDARD OPERATING GUIDELINE**

In the event that the Lockdown Standard Operating Guideline will be used:

- Retain rosters.
- Faculty/staff shall lock classroom/office/area doors if possible and move students to a location in the room that may provide protection and limited visibility from outside the classroom/office/area.
- Cut off lights.
- Be silent.
- Stay in immediate area that is away from windows and doors.
- Stay in immediate area until otherwise directed by Campus Safety and Police.

MEDICAL EMERGENCY STANDARD OPERATING GUIDELINE

If a medical emergency exists, do the following:

- DO NOT LEAVE THE VICTIM. DO NOT ATTEMPT TO MOVE AN INJURED PERSON and avoid unnecessary conversation with the victim.
- Call 9-911 on campus and 911 off campus. Stay calm and carefully explain the problem to the party you have called. DO NOT HANG UP THE PHONE UNTIL TOLD TO DO SO.
- Give location of incident. (Belmont Abbey College, 100 Belmont-MT Holly Road, Belmont, NC 28012)
- Notify Campus Safety and Police ext. 6200 to report the medical emergency or accident. If an employee or student is injured, an Accident/Injury Report must be filed; investigation of the cause of accident shall be investigated.
- Designated person will wait outside room to direct emergency services to injured person.
- If possible, evacuate students from the immediate area to an adjacent room.
- NEVER OFFER MEDICINE OR GIVE MEDICAL ADVICE.
- Do not discuss possible cause of an accident or any condition, which may have contributed to the accident.
- Do not discuss insurance information with anyone.

If a campus emergency exists, do the following:

- Call Campus Safety and Police at ext. 6200.

BLOOD AND BODY FLUIDS STANDARD OPERATING GUIDELINE

All blood or body fluids should be treated as potentially infectious.

- Do not attempt to clean the contaminated area or dispose of blood or bodily fluid contaminated materials.
- Do not enter contaminated area until area has been properly decontaminated after blood or other bodily fluids.
- If possible, evacuate students from the immediate area to an adjacent room.
- Call Campus Safety and Police at ext. 6200 to request the area to be decontaminated by Housekeeping personnel.
- Do not touch contaminated waste, which is anything that has been exposed to blood or body fluids (towels, glassware, microscope slides, band aids, clothing, etc).
- Report all unprotected exposures to your supervisor immediately.
- Complete an Accident/Incident Report Form (if necessary) and report to Campus Safety and Police at ext. 6200.
- Employees will be advised about HBV vaccinations, testing, counseling and any other treatment and follow-up steps.

If you come in contact with blood or bodily fluids

- Stop, Wash, and Report the exposure to your supervisor immediately.
- Employees will be advised about HBV vaccinations, testing, counseling and any other treatment and follow-up steps.

FIRE STANDARD OPERATING GUIDELINE

- Retain rosters.
- Pull fire alarm if you witness a fire and the fire alarm is not activated.
- Evacuate the premises immediately following Evacuation plan, closing doors and windows behind you. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- Take roll and supervise in designated area until otherwise instructed by Campus Safety and Police.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus Safety and Police.
- Warn building occupants to evacuate if a fire alarm does not sound.
- **DO NOT ATTEMPT TO USE THE ELEVATORS AS A MEANS OF EVACUATION.** Use the stairwells and exits designed for fire evacuation.
- Lightly touch all doors before opening them to determine if fire is on the other side. If the door is warm to touch, do not open it. Proceed to your alternate escape route.
- Drop to the floor and crawl on your knees to safety if you find yourself in a smoke-filled area. Purer air is found nearest to the floor. If possible, tie a wet cloth around your mouth and nose.
- As soon as safety is possible, call 9- 911 on campus and 911 off campus to report and give location of the fire. (Belmont Abbey College, 100 Belmont-MT Holly Road, Belmont, NC 28012)
- Call Campus Safety and Police at ext. 6200.
- Send someone to an exit to give directions to emergency personnel if fire is confined to a specific area.
- Report hazards (i.e., chemicals, high voltage, and structural damage) to responding emergency personnel.

If you are trapped in a burning building:

- Stay calm; it is important that you think clearly.
- Crawl on the floor; remember not to walk or run if the area is smoke-filled.
- Put as much distance between you and the fire as possible.

- Close all doors behind you. This will help create barriers between you, the smoke and heat of the fire; and help prevent the spread of fire.
- Go to a room that has an outside window. Seal all cracks around the door and vents with cloth, rags, or paper.
- Signal rescuers outside by waving a light-colored cloth, or with a handwritten sign.
- Do not break windows. This will draw the smoke and fire to you.
- Dial 9-911 on campus or 911 off campus if you have a working telephone to advise rescuers where you are. (Belmont Abbey College, 100 Belmont-MT Holly Road, Belmont, NC 28012). Rescuers will get to you as soon as possible.

If you decide to fight the fire, remember, saving lives is more important than protecting property. Depending on the circumstances, extinguishing the fire may be imprudent and life threatening.

Attempts to extinguish a fire should be made only under the following conditions:

- **To use an extinguisher, you must have extinguisher training.**
- The building has been or is being evacuated.
- Emergency notification has been made.
- You have a partner who will help.
- The fire is confined to its original area and is small.
- You can fight the fire with your back towards an escape route.
- You have a fire extinguisher, you know how to use it, and it is in working order.
- Abandon your attempt to extinguish the fire if any one of the above elements is missing.
- Close the doors from the burning area and leave immediately.

EXPLOSION STANDARD OPERATING GUIDELINE

- Immediately take shelter under your desk, study table, or other object, which will provide protection.
- As soon as safety is possible, report and give location of explosion to 9-911 if an emergency exists. (Belmont Abbey College, 100 Belmont-MT Holly Road, Belmont, NC 28012)
- Notify Campus Safety and Police at ext. 6200.
- If fires exist, follow Fire Standard Operating Guideline.
- If evacuation is necessary or informed by Campus Safety and Police, follow Evacuation Plan. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- Take roll and supervise designated area until otherwise instructed by Campus Safety and Police.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Campus Safety and Police.
- DO NOT USE ELEVATORS. DO NOT PANIC.

If you are trapped in debris, do the following:

- Use a flashlight, if possible, to signal your location to rescuers.
- Avoid unnecessary movement so that you don't create dust.
- Cover your mouth and nose with anything you have. (Dense-weave cotton material can act as a good filter.) Try to breathe through the material.
- Tap on a pipe or wall so that rescuers can hear where you are.
- Whistle to signal rescuers if possible.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

EXPOSURE TO HAZARDOUS CHEMICAL STANDARD OPERATING GUIDELINE

If a chemical has been in contact with the skin, eyes or other mucous membrane

- Flush the area with water for at least 15 minutes, UNLESS THE CHEMICAL IS WATER REACTIVE
- Strip the clothing that has been contaminated. Do not remove clothes over the head; cut or tear the clothes from the body to protect the eyes, nose, and mouth. Put clothes in a plastic bag, if possible.
- Obtain the Material Data Safety Sheet (MSDS) for the chemical exposed to.
- If there is not sufficient time to obtain the MSDS, or if it cannot be located, contact: 9-911 and POISON CONTROL CENTER 1- (800) 848-6946.
- Immediately, follow decontamination procedures that are included in the MSDS and avoid contact with others as much as possible.
- Call 9-911 on campus or 911 off campus to seek medical attention.
- Notify Campus Safety and Police at ext. 6200.

If a chemical has been inhaled

- Remove the employee to fresh air and place in reclined position.
- Obtain the Material Data Safety Sheet (MSDS) for the chemical exposed to.
- If there is not sufficient time to obtain the MSDS, or if it cannot be located, contact: 9-911 and POISON CONTROL CENTER 1- (800) 848-6946.

CHEMICAL OR RADIATION SPILL STANDARD OPERATING GUIDELINE

If a spill or fumes occur outside the building:

- Keep students inside.
- Close windows.
- Call 9-911 on campus or 911 off campus.
- Notify Campus Safety and Police at ext. 6200.
- If students are outside, move up-wind and do not come in contact with any spilled materials.
- If told to evacuate, **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus Safety and Police.

If a spill or fumes occur inside the building:

- Secure entry by closing door to protect others from entering the affected area. Do not attempt to contain spill unless you are trained and equipped.
- Notify all persons in the affected area.
- Evacuate the building and move students to an up wind evacuation site, unless directed otherwise by Campus Safety and Police. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- Take roll and supervise in designated area until otherwise instructed by Campus Safety and Police.
- **DO NOT RETURN TO AN EVACUATED BUILDING**, unless told to do so by Campus Safety and Police.
- As soon as safety is possible which is in an area that is upwind from the spill or fumes, call local authorities 9-911 on campus or 911 off campus. Report and give the following information about the hazardous spill:
 1. Name, telephone number and location (Belmont Abbey College, 100 Belmont-MT Holly Road, Belmont, NC 28012)
 2. Location, time and type of incident
 3. Name and quantity of material involved

4. Extent of any injuries
 5. Possible health and environmental hazards
 6. Other hazards in the area such as large quantities of stored chemicals, radioactives, biohazards etc.
 7. Safest route of approach to the incident
 8. Spill.
- Report to Campus Safety and Police ext. 6200. The MSDS of the chemical may be obtained in the Campus Safety and Police Office to give to local authorities. The incident shall be documented.

BOMB THREATS STANDARD OPERATING GUIDELINE

A large percentage of bomb threats are hoaxes, but all must be handled seriously. Normally a bomb threat call will not be directed to an individual but rather to the person who first answers the call. This person will usually be a receptionist or a secretary. It is imperative that these individuals and all other personnel are fully informed on how to handle a bomb threat call.

If a bomb threat is received over the telephone do the following:

- **DO NOT USE A CELL PHONE OR RADIO because they could activate the bomb.**
- Keep the caller on the telephone as long as possible and ascertain answers to the following questions, if possible:
 - Where is the bomb located?
 - When will the bomb go off?
 - What does the bomb look like?
 - Why is the building being bombed?
 - Is the building supposed to be evacuated?
 - How do you know about the bomb?
 - What is your name?
 - What is your address and phone number?

Try to determine the following by listening carefully:

- What is the approximate age and gender of the caller?
- Did the caller have any noticeable voice characteristics?
- Were there any noticeable background noises during the phone call?
- Immediately notify police, call 9-911 on campus or 911 off campus.
- Call Campus Safety and Police at ext. 6200.
- Do not touch suspicious objects (assume all suspicious objects are bombs).
- Follow Evacuation Plan, unless otherwise instructed by Campus Safety and Police. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation

management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.

- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus Safety and Police.
- Report any suspicious persons.
- Evacuate all non-essential personnel from the building and prevent entry to all but police and essential building personnel.
- **ALL PERSONAL ITEMS SUCH AS BACKPACKS AND CLOTHING SHOULD BE REMOVED WITH THE STUDENT.** This will allow a faster search of the area threatened.

**BOMB DISCOVERY
STANDARD OPERATING GUIDELINE**

- **DO NOT USE CELL PHONE OR RADIO because they could activate the bomb.**
- DO NOT attempt to move or manipulate the object.
- Evacuate following the Evacuation Plan, unless otherwise directed by Campus Safety and Police. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- Take roll and supervise designated area until told otherwise by Campus Safety and Police.
- DO NOT RETURN TO AN EVACUATED BUILDING, unless told to do so by Campus Safety and Police.
- Call 9-911. Call Campus Safety and Police at ext. 6200.

EARTHQUAKE STANDARD OPERATING GUIDELINE

- Seek shelter under a desk, sturdy table or other object, which will provide protection from falling debris. If an object is not available, stand in doorway.
- Stay away from glass windows, shelves, and heavy equipment.

After the initial shock and as soon as safety is possible, do the following:

- Protect yourself at all times and be prepared for after-shocks.
- Check for persons injured. If medical assistance is needed, call 9-911 on campus or 911 off campus.
- Contact Campus Safety and Police at Ext. 6200.
- Look for structural damage in your immediate area and in the hallway. If there is structural damage, follow Evacuation Plan and notify all persons in affected area, unless otherwise directed from Campus Safety and Police. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- Take roll and supervise in designated area until otherwise instructed by Campus Safety and Police.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus Safety and Police.
- Damaged facilities should be reported to Campus Safety and Police at ext. 6200.

THUNDERSTORMS AND TORNADOS STANDARD OPERATING GUIDELINE

Thunderstorms:

- If you hear thunder, you are close enough to the storm to be struck by lightning!
- Get inside a study building or to a safe shelter such as a car, truck, van or bus (with windows completely shut) immediately.
- Stay away from water.

If caught outside, avoid large open areas, stay away from metal objects, avoid contact with other people and remove all metal objects.

- Do not stand under trees.
- Squat to the ground on your feet; place your hands on your knees with your head between them. **MAKE YOURSELF THE SMALLEST TARGET POSSIBLE. NEVER LIE FLAT ON THE GROUND.**

Tornados:

- Go to a corridor on the lowest floor away from all windows or glass structures.
- Take roll and supervise in designated area until otherwise instructed by Campus Safety and Police.

ENERGY FAILURE STANDARD OPERATING GUIDELINE

- If there is potential for danger to building occupants, or if the utility failure occurs, call ext. 6200.

ELECTRICAL/LIGHT FAILURE:

In some facilities/buildings areas, lighting may not provide sufficient lighting in corridor or stairways for safe exiting; therefore, it is advisable to be conscientious and cautious when exiting the buildings.

ELEVATOR FAILURE:

If you are trapped in the elevator,

- Use the emergency phone to notify Campus Safety and Police. If the elevator does not have an emergency phone turn on the emergency alarm (located on the front panel), which will signal for help.

VENTILATION FAILURE:

If smoke odors come from the ventilation system,

- Notify Campus Safety and Police at ext. 6200.
- Cease all operations.
- Follow Evacuation Plan and activate pull stations, unless otherwise directed by Campus Safety and Police. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- Take roll and supervise in designated area until otherwise instructed by Campus Safety and Police.
- **DO NOT RETURN TO AN EVACUATED BUILDING**, unless told to do so by Campus Safety and Police.

**PLUMBING FAILURE/FLOODING
STANDARD OPERATING GUIDELINE**

- Cease using all electrical equipment.
- Notify Campus Safety and Police at ext. 6200. Give the exact location and severity of the leak.
- If there are appliances or electrical outlets in the vicinity of the leak, follow the Evacuation Plan and activate pull stations, unless otherwise directed by Campus Safety and Police. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- **DO NOT RETURN TO AN EVACUATED BUILDING**, unless told to do so by Campus Safety and Police.
- If there are no appliances or electrical outlets in the vicinity of the leak and you are confident that the water leak can be stopped by turning off the water or unclogging a drain, do so with caution.

**GAS LEAK
STANDARD OPERATING GUIDELINE**

- Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** REMEMBER electrical arcing can trigger an explosion!
- If the source of the leak is apparent and can easily be corrected by turning a valve (i.e. Bunsen Burner, kitchen appliance), shut it off. Ventilate area by opening windows, if possible.
- If the leak is not apparent or a gas line is cut, follow Evacuation Plan and notify persons in affected area, unless otherwise directed by Campus Safety and Police. Students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff may assist with evacuation management efforts until such time as the local authorities arrive on scene to assist in student evacuation from the building.
- **DO NOT RETURN TO AN EVACUATED BUILDING,** unless told to do so by Campus Safety and Police.
- Call 9-911 on campus or 911 off campus to report gas leak.
- Notify Campus Safety and Police at ext. 6200. to report gas leak.

VIOLENT OR CRIMINAL BEHAVIOR STANDARD OPERATING GUIDELINE

The Campus Safety and Police Office provide you with help and protection. This service is provided seven days a week on a year-round basis. Call Campus Safety and Police at ext 6200 if immediate assistance is desired.

IF YOU WITNESS VIOLENT OR CRIMINAL BEHAVIOR,

- Notify Campus Safety and Police at ext. 6200.
- As soon as safety is possible, document and report criminal behavior to your immediate supervisor.
- Document date, time, and description of criminal behavior, name of person if known or name of person providing information of the criminal behavior.
- Copy/forward the document to the appropriate personnel:

If the criminal behavior involves a student, copy/forward the document to:

Campus Safety and Police

Department Chair

Division Chair

Vice President of Student Life

Dean of Academics

President

If the criminal behavior involves staff /faculty only, copy/forward to:

Campus Safety and Police

Vice President of the Specific Area Involved

President

Personnel Office

What to do if you observe an unruly or disruptive individual:

- If the behavior is violent, threatening, or causing fear, call Campus Safety and Police at ext 6200.
- Do not upset the perpetrator or attempt to subdue them.

- If disruption occurs in the classroom, the instructor should try to diffuse the behavior and remind the student of the Student Code of Conduct. If the student continues the disruptive behavior that either threatens health, well-being, or learning environment of the class, you may ask the student to leave class and report the matter to Campus Safety and Police at ext. 6200 immediately.
- If the disruption is not an immediate threat and occurs in an office or outside the classroom setting, notify the immediate supervisor of the area. If the supervisor cannot diffuse the disruptive behavior, or the immediate supervisor of the area is not available, notify Campus Safety and Police at ext. 6200.
- Notify your immediate supervisor to report incident.
- Document date, time, and description of threat, name of person making the threat and/or name of person providing information of the threat.
- Copy/forward the document of the incident to all parties concerned.

If a threat comes from a student, copy/forward the document to:

Campus Safety and Police

Department Chair

Division Chair

Dean of Academics

Vice President of Student Life

President

If a threat comes from staff/faculty, copy/forward to:

Campus Safety and Police

Supervisor

Vice President for the Specific Area Involved

President

Personnel Office

Threats may be direct, conditional or veiled. They may be communicated in-person, by email or telephone.

PERSON WITH A WEAPON STANDARD OPERATING GUIDELINE

The use or possession of firearms or other instruments commonly used to inflict bodily harm is prohibited at Belmont Abbey College even if such persons possess a North Carolina concealed weapons permit. Police officers from an outside agency who are attending classes on campus and are not in uniform, and are not within the jurisdictional boundaries, are not to possess weapons on Belmont Abbey Campus without first contacting the Director of Campus Safety and Police.

Whenever a staff member observes or becomes aware that a person on the College Campus is in possession of a weapon, he or she should:

- If the violator is threatening or placing others in fear of bodily harm, immediately call Campus Safety and Police at ext. 6200.
- Notify Campus Safety and Police at ext. 6200 for immediate assistance or to report violation of possession of a weapon.
- Notify your immediate supervisor.
- Do not approach the violator because this could cause disruption to the College. Campus Safety and Police will inform the violator of the school policy.
- Document the circumstances that made you aware of the existence of the weapon including the violator's location.
- Copy/forward the document to the appropriate personnel.

If violent behavior is detected outside the classroom, office, etc. follow lockdown procedure.

If a student is in possession of a weapon, copy/forward document to:

Campus Safety and Police

Department Chair

Division Chair

Vice President of Student Life

Dean of Academics

Vice President of Administration and Finance

President

If an employee is in possession of a weapon, copy/forward document to:

Supervisor

Campus Safety and Police

Vice President of the Specific Area Involved

President

Human Resources

**VIOLENT AND/OR LIFE THREATENING SITUATION
STANDARD OPERATING GUIDLINE**

- Retain rosters, and follow Lockdown Standard Operating Guideline.
- Call Campus Safety and Police at ext. 6200 if possible.
- Stay in immediate area until otherwise directed by Campus Safety and Police.

**CIVIL DISTURBANCE (RIOT)
STANDARD OPERATING GUIDELINE**

- Notify Campus Safety and Police at ext. 6200 to assess the disturbance.
- Remove students from the immediate area of threat.
- If the civil disturbance becomes life threatening, follow Lockdown Standard Operating Guideline and do not leave immediate area until otherwise directed by Campus Safety and Police.

HOSTAGE OR TERRORIST SITUATION STANDARD OPERATING GUIDELINE

- If possible, contact Campus Safety and Police at ext.6200 to report incident.

If you witness a hostage situation, follow Lockdown Standard Operating Guideline unless otherwise directed by Campus Safety and Police.

If you are held hostage:

- Follow instructions and do not speak unless necessary.
- Do not talk down to the captor and avoid appearing hostile.
- Maintain eye contact with the captor.
- Avoid speculating and arguing with the captor.
- Follow directions as best as you can.
- Be observant. You may be released or could escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient; wait.
- Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.

**SERIOUS INJURY OR DEATH (ON CAMPUS)
STANDARD OPERATING GUIDELINE**

- DO NOT LEAVE THE VICTIM. DO NOT ATTEMPT TO MOVE AN INJURED PERSON and avoid unnecessary conversation with the victim.
- Call 9-911 on campus and 911 off campus. Stay calm and carefully explain the problem to the party you have called. DO NOT HANG UP THE PHONE UNTIL TOLD TO DO SO.
- Give location of incident. (Belmont Abbey College, 100 Belmont-MT Holly Road, Belmont, NC 28012)
- Notify Campus Safety and Police at ext. 6200 to report the medical emergency or death. If an employee or student is injured, an Accident/Injury Report must be filed; investigation of the cause of accident shall be investigated.
- If possible, designated person will wait outside room to direct emergency services to injured person.
- Keep bystanders calm and evacuate them from the immediate area to an adjacent room.

SUSPICIOUS PACKAGES STANDARD OPERATING GUIDELINE

- Do not allow anyone to handle the item or go near it.
- Immediately notify Campus Safety and Police at ext. 6200.
- Remain calm and write down everything you can remember about receiving the letter or parcel, or finding the package.

Note: Suspicious letter/parcel recognition points include:

- Foreign Mail, Air Mail and Special Delivery.
- Restrictive marking such as Confidential, Personal, etc.
- Excessive postage.
- Hand written or poorly typed addresses.
- Incorrect titles.
- Titles but no names.
- Misspellings of common words.
- Oily stains or discolorations.
- No return address.
- Excessive weight.
- Rigid envelope.
- Lopsided or uneven envelope.
- Protruding wires or tinfoil.
- Excessive securing material such as masking tape, string, etc.

PSYCHOLOGICAL CRISIS STANDARD OPERATING GUIDELINE

A psychological crisis exists when an individual is threatening harm to him/her or to others, or is out of touch with reality due to drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs, do the following:

- Never try to handle a situation if you feel it is dangerous to your own well being.
- Notify Campus Safety and Police at ext. 6200 of the situation. Clearly state that you need immediate assistance. Report your name and location of incident.