

BREVARD COLLEGE
BREVARD, NORTH CAROLINA

EMERGENCY Response Plan

Updated: 7.15.19

**In Case of Emergency call:
EMS/Police: 911
Campus Security: 828.577.9590**

Introduction to Emergency Response Plan

The purpose of this plan is to recommend actions for the College campus community (faculty, staff, and students) to consider when faced with a crisis. The intent of this plan is to minimize confusion when a crisis occurs. This plan is not designed as an all-inclusive systematic guide. However, it does provide guidelines for immediate response in a variety of situations.

Considerations for Campus Community Members:

- Remain calm and consider personal and student safety first.
- Respond to Emergency Services personnel without question.
- In a crisis, limit phone calls to Campus Security • 24-hour Safety Line: (828.577.9590) or 911 emergency information.
- College Personnel – Attempt to account for your students and maintain control.
- Be prepared to follow directions or instructions related to a **SHELTER IN PLACE** or an **EVACUATION** response.
- Consider that individuals with disabilities may need assistance.
- **DO NOT TALK TO THE MEDIA.** Refer ALL media inquiries to the “Incident Commander” or the designated “Public Information Officer.”

Using the Plan:

Refer to the “color tab” that most closely corresponds with the emergency or threat on hand, turn to that page, and follow the instructions.

Introduction to Emergency Response Plan

Suspicious Person

In the event you notice a suspicious person, consider them a **“Stranger.”**

WHAT TO DO:

1. Stay calm
2. Notify Campus Security immediately of ANY suspicious persons or behaviors.
3. Avoid physical contact with the person. DO NOT use physical force to escort the person to the Campus Security office or out of the building.

In Case of Emergency:
Campus Security:
828.577.9590
EMS/Police: 911

Suspicious Person

Designated Safe Area

In the event of a crisis where it is safer to remain in the building, you may be directed by College Officials or Emergency Personnel to move to a “Designated Safe Area” within the building.

WHAT TO DO:

1. Follow all instructions of College Officials or Emergency Personnel.
2. When directed to do so, proceed immediately to the “Designated Safe Area” in a calm and orderly fashion.
3. Consider that individuals with disabilities may need assistance.
4. Where appropriate, account for all students in writing and immediately report any student not accounted for to College Officials.
5. Remain in the “Designated Safe Area” until otherwise directed by College Officials or Emergency Personnel.

Designated Safe Areas: MG -118 and 125; MS – Rooms 107, 107A and 107E; Beam Admin – 1st floor restroom and hallway; Alumni House – Restrooms and hallway; President’s House – 1st floor inner hallway; Library – basement; Coltrane – Underground restrooms; Dunham – Basement practice room; Stamey – 1st Floor Hallway; Sims – 1st floor classroom; Porter Center – Inner hallway; Gym – Inner Hallways; Duplexes – 1st floor bathrooms or inner hallways; Complex – 1st floor bathrooms or breezeway storage room; Campus Houses – Bathrooms; Green Residence Hall – Basement Hallway; Jones Residence Hall – Basement; Beam Residence Hall – Basement; Villages – 1st Floor Lobbies; Stanback Hall – 1st floor hallways

Designated Safe Area

Psychological Emergency

In the event a person seems unusually upset, depressed, and/or unstable, it is not uncommon for these events to culminate into real danger and should be addressed.

WHAT TO DO:

1. Notify **Campus Security** or **if the situation is serious or life threatening, Call 911.**
2. If during regular business hours and possible, escort individual to the counseling office to speak with appropriate College Officials.
3. If leaving the area is not possible, explain situation and request Campus Security to respond to location with counseling staff.
4. Issue appropriate emergency procedures to ensure that other individuals are not unnecessarily exposed to trauma or danger.
5. If appropriate, initiate **"EVACUATION OF ROOM"** response (SEE THE **LIGHT BLUE** TAB).
6. Remain calm and assure others that all possible actions are being done to help the person.

In Case of Emergency:
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828.577.9590
EMS/Police: 911

Psychological Emergency

Hazardous Materials

In the event there is a “Hazardous Material” spill, the first priority is to ensure personal and student safety FIRST.

DO NOT try to clean up the spill.

DEFINITION: “Hazardous Materials” are products or compounds that are flammable, reactive, corrosive, explosive, or toxic, and may represent a potential hazard to the building and/or public health.

WHAT TO DO:

1. **DO NOT TOUCH/MOVE/INHALE or ATTEMPT TO CLEAN UP THE SUBSTANCE.**
2. If close to a “Contaminate Area,” initiate **EVACUATION** response.
3. Consider that individuals with disabilities may need assistance.
4. Notify Campus Security immediately; Call 911 if necessary.

**CAUTION!
BODY FLUIDS ARE CONSIDERED
HAZARDOUS MATERIALS.**

In Case of Emergency:

Campus Security:

828.577.9590

EMS/Police: 911

Hazardous Materials

Severe Weather

In the event there is weather severe enough where damage to buildings or injury to persons is possible, remain calm and **consider personal and student safety FIRST**. Be aware “Severe Weather” could interrupt phone service, power, and transportation.

DEFINITION:

“**Severe Weather**” includes, but is not limited to, heavy rain, heavy snow, flood, hail, high winds, tornado watches, tornado warnings, hurricane watches, and hurricane warnings.

WHAT TO DO:

1. Be prepared to initiate and follow **EVACUATION** or “**DESIGNATED SAFE AREA**” response (SEE YELLOW TAB).
2. Consider that individuals with disabilities may need assistance.
3. Follow directions of College Officials or Emergency Personnel.
4. Remain in a “Designated Safe Area” until otherwise directed by College Officials or Emergency Personnel.

PERSONAL VEHICLES ARE NOT TO BE ACCESSED DURING SEVERE WEATHER EMERGENCIES

TORNADO: In the event of a “Tornado Warning” go to the “Designated Safe Area”

MG -118 and 125; MS – Rooms 107, 107A and 107E; Beam Admin – 1st floor restroom and hallway; Alumni House – Restrooms and hallway; President’s House – 1st floor inner hallway; Library – basement; Coltrane – Underground restrooms; Dunham – Basement practice room; Stamey – 1st Floor Hallway; Sims – 1st floor classroom; Porter Center – Inner hallway; Gym – Inner Hallways; Duplexes – 1st floor bathrooms or inner hallways; Complex – 1st floor bathrooms or breezeway storage room; Campus Houses – Bathrooms; Green Residence Hall – Basement Hallway; Jones Residence Hall – Basement; Beam Residence Hall – Basement; Villages – 1st Floor Lobbies; Stanback Hall – 1st floor hallways

Severe Weather

Suicide

In the event a person **THREATENS or ATTEMPTS** suicide, it is not uncommon for these events to culminate into real danger for others or those who are trying to help.

WHAT TO DO: ATTEMPT (weapon present)

1. Protect yourself and others from becoming unintended victims.
2. Direct individuals **AWAY** from danger.
3. Initiate "EVACUATE ROOM" response (SEE THE **LIGHT BLUE** TAB).
4. Consider that individuals with disabilities may need assistance.
5. Call Campus Security or EMS/Sheriff.
6. Reassure individuals everything is being done to help the person.
7. **DO NOT RETURN TO THE ROOM** without being directed to do so by College Officials or Emergency Personnel.

In Case of Emergency:

Campus Security:

828.577.9590

EMS/Police: 911

WHAT TO DO: THREAT (NO weapon present)

1. Protect yourself and others from becoming unintended victims.
2. Call Campus Security (828.577.9590) to notify Counseling.
3. **If possible, safely escort** suicidal individual to the Counseling office to speak with appropriate College Officials.
4. If suicidal individual refuses to leave voluntarily, request Campus Security to respond to location with counseling staff.
5. Reassure individuals everything is being done to help the person.

Suicide

Shelter in Place / Lockdown

In the event of **ANY THREAT** where it is safer to remain in a classroom or particular building, all persons will be directed to “SHELTER IN PLACE” in the nearest room. All entrances will be secured and access to unauthorized persons is denied.

A College Official will announce “**SHELTER IN PLACE**” in person or by the Emergency Alert system.

In Case of Emergency:
Campus Security:
828.577.9590
EMS/Police: 911

WHAT TO DO:

1. Call Campus Security and EMS/Sheriff.

If: An emergency exists IN YOUR ROOM/BUILDING or if you have VITAL/URGENT information.

2. If a gunshot or explosion is heard, STOP AND DROP to the floor.
3. Be quiet and move away from all doors and windows. Turn out room lights.
4. If safety allows, bring student from hallways into closest classroom.
5. **Close WINDOWS, DRAPES AND BLINDS.**
6. Lock or barricade all room doors.
7. Where appropriate, account for all students.
8. Students should remain in “**SHELTER IN PLACE**” until otherwise directed by College Officials or Emergency Personnel.

Shelter in Place / Lockdown

Medical Emergency

In the event of a serious injury or possible death, **Call 911**. Exposure to body fluids can be potentially life threatening. Campus Security should be notified immediately.

DEFINITION: A “Medical Emergency” consists of, but is not limited to, a seizure, asthma attack, heart attack, burn, cut or wound, shock, bleeding, poisoning, or chemical exposure.

In Case of Emergency:

Campus Security:

828.577.9590

EMS/Police: 911

WHAT TO DO:

1. Remain calm, Notify Campus Security and Call 911 if the situation is serious or life threatening.
2. If during regular business hours, request College Nurse to respond to your location immediately.
3. Issue appropriate emergency procedures to ensure that individuals are not unnecessarily exposed to trauma or danger.
4. If appropriate, initiate “EVACUATION OF ROOM” response **EVACUATION**

DEFINITION: “Body Fluids” are considered hazardous materials and include blood, semen, and drainage from wounds, feces, urine, vomit, nasal discharge, and saliva.

- Contact with body fluids presents a risk of infection from a variety of germs and viruses. **ALL** body fluids of **ALL** persons should be considered infectious. **USE EXTREME CAUTION.**
- **ONLY** Trained Professionals should attempt to clean up fluids.

Protocol for Classroom medical emergencies:

- **Bleeding:** Send student to the on campus Health Clinic. After hours, go to emergency room. If severe, call 911.
- **Chemical Exposure:** Use emergency rinse equipment. After washing area, person should go to Health Clinic.
- **Difficulty Breathing:** Send student to Health Clinic. If severe, call 911.
- **Seizure:** Protect person from injury by lowering him/her to the floor and move furniture away. If possible, put pillow or jacket under the head. **DO NOT** put anything in the person’s mouth. Call 911 and notify Campus Security.
- **Loss of Consciousness:** Call 911 and notify Campus Security. Try to arouse by shaking or shouting at the person. Check airway to be sure that it is not obstructed and make sure person is breathing. Feel for a pulse.

Medical Emergency

Kidnapping

In the event you observe an individual being forcibly seized or abducted from College property, Call 911 and notify Campus Security immediately.

WHAT TO DO:

1. Protect yourself and others from becoming unintended victims.
2. Call Sheriff (911) and notify Campus Security immediately.
 - Be able to identify the individual by name (if known), physical description, and/or clothing.
 - Be able to identify the perpetrator by name (if known), physical description, and clothing.
 - Be able to give a vehicle description and/or license plate and last known direction of travel.
3. Be prepared to initiate “**SHELTER IN PLACE**” response (SEE THE **PURPLE** TAB).
4. Reassure individuals that everything is being done to help the person.
5. Remain in location until otherwise directed by College officials or Emergency Personnel.

In Case of Emergency:

Campus Security:

828.577.9590

EMS/Police: 911

Missing Student

In the event that you cannot account for a student’s whereabouts, notify Campus Security immediately.

WHAT TO DO:

1. Ask other students if they know where the student may be.
2. Notify Campus Security immediately if student cannot be found.
3. Remain at location until otherwise directed by College Officials or Emergency Personnel.

In Case of Emergency:

Campus Security:

828.577.9590

EMS/Police: 911

Kidnapping / Missing Student

Bomb / Suspicious Device Threat

In the event you observe **ANY** unusual looking devices or packages that look out of place, consider them suspicious. This could include a briefcase, box, etc. leaned against the wall in a hallway, outside a door, etc.

WHAT TO DO:

1. **DO NOT TOUCH OR APPROACH** the suspicious device.
2. Move all individuals **AWAY** from the immediate area.
3. Initiate appropriate "EVACUATION" (**LIGHT BLUE** TAB).
4. Consider that individuals with disabilities may need assistance.
5. **Notify Campus Security and 911**, give them the location of the device.

In Case of Emergency:
Campus Security:
828.577.9590
EMS/Police: 911

DO NOT USE CELL PHONES
as they may detonate the
device.

DO NOT PULL FIRE ALARM
unless fire or smoke is present.

Bomb Threat

In the event that you are the recipient of a bomb threat, remain calm and try to keep the caller on the phone as long as possible.

WHAT TO DO: CHECKLIST

1. Keep the caller talking **AND**
2. Send a message with a trusted individual to another room/office to contact Campus Security.
3. Stay calm and try to gather the following information: Time and Date Reported; How Reported; Exact Words of Caller.

QUESTIONS TO ASK

1. Where is the bomb located? When
2. is the bomb going to detonate? What kind of bomb is it? What
3. does it look like? Where are you
4. calling from?
- 5.

DESCRIPTION OF CALLER'S VOICE

- Male or Female?
- Young, Middle Age, or Old?
- Accent?
- Any background noise?
- Other voice characteristics?
- Other remarks made by caller?
- Caller ID information?

Time caller hung up:

The location/number of the phone where the call was received:

Bomb / Suspicious Device Threat

Fire

In the event of a fire, failure to respond appropriately regardless of size can have devastating results to individuals and buildings. Fire, smoke, and fumes can cause immediate injury. Regardless of size, pull building fire alarm immediately.

YOU MUST ACT QUICKLY!

WHAT TO DO:

1. Initiate "EVACUATION" response (SEE THE EVACUATION TAB).
2. Consider that individuals with disabilities may need assistance.
3. Attempt to account for all students and immediately report any student not accounted for to College Officials.
4. Remain in the "Muster Areas" (list on last page) until otherwise directed by Emergency Personnel.
5. Keep doors closed.
6. Do not use elevators.

In Case of Emergency:

Campus Security:

828.577.9590

EMS/Police: 911

Explosion

In the event of an explosion, failure to respond appropriately regardless of size can have devastating results to students, staff, and buildings. Explosions often have instantaneous effects that result in mass casualties.

YOU MUST ACT QUICKLY!

WHAT TO DO:

1. Initiate "EVACUATION" response (SEE THE EVACUATION TAB).
2. Consider that individuals with disabilities may need assistance.
3. Account for all students in writing and immediately report any student not accounted for to College Officials.
4. Remain in the "Muster Areas" (list on last page) until otherwise directed by Emergency Personnel.

REMEMBER:

If a person's clothing is on fire, do not allow them to run as this will fan the fire.

STOP, DROP, and ROLL

You may try to smother the fire by wrapping the person in a heavy fabric, coat, rug, etc., and then roll them on the ground.

Room Evacuation

In the event there is any threat IN YOUR ROOM (such as, but not limited to, a violent disturbance or the presence of a weapon) you should immediately evacuate uninvolved individuals from that room.

WHAT TO DO:

1. Direct individuals AWAY from the threat.
2. Consider that individuals with disabilities may need assistance.
3. Call Campus Security or EMS/ Sheriff. If: An emergency exists IN YOUR ROOM or if you have VITAL URGENT information.
4. Attempt to isolate the person(s) IF safe to do so.
5. Give the perpetrator a route of escape - DO NOT CORNER THEM.
6. DO NOT attempt to negotiate with the perpetrator.
7. Where appropriate, account for all students in writing and immediately report any student not accounted for to College Officials.

In Case of Emergency:

Campus Security:

828.577.9590

EMS/Police: 911

Building Evacuation

WHAT TO DO:

1. Remain calm and consider personal and student safety FIRST.
2. Follow all instructions of College Officials or Emergency Personnel.
3. When directed to do so, process immediately to the "Muster Areas" (list on last page) at least 100 yards from the building.
4. Consider that individuals with disabilities may need assistance.
5. Be aware of alternate routes to evacuate the building.
6. Account for all students in writing and immediately and report any student not accounted for to College Officials or Emergency Personnel.
7. Remain in "Designated Safe Area" until otherwise directed by College Officials or Emergency Personnel.
8. DO NOT RE-ENTER THE BUILDING or change outside location.
9. DO NOT TALK TO THE MEDIA. Refer all Media inquiries to the Office of Public Information.

*In the event where it is too dangerous for College community members to remain in/on campus, College Officials will evacuate the campus.

Evacuation

Active Shooter / Gun / Knife / Weapon

In the event of a shooting, stabbing, or other injury caused by the use of a weapon, remain calm and **consider personal and student safety FIRST**.

If you become aware of ANY WEAPON ON CAMPUS contact Campus Security IMMEDIATELY.

DO NOT TOUCH THE WEAPON

FOLLOW INSTRUCTIONS OF COLLEGE OFFICIALS IF GIVEN, OR SEE BELOW

In Case of Emergency:
Campus Security:
828.577.9590
EMS/Police: 911

WHAT TO DO: WEAPON IN USE IN YOUR ROOM

1. **TAKE COVER!** Protect yourself and others from becoming victims.
2. Direct individuals **AWAY** from danger.
3. Initiate "EVACUATION OF ROOM" response (SEE THE "EVACUATION TAB).
4. Consider that individuals with disabilities may need assistance.
5. Attempt to isolate yourself from the perpetrator:
 - If possible, place/keep barriers between you and the perpetrator (e.g., furniture, doors, walls, space).
6. **DO NOT** attempt to negotiate with perpetrator.
7. Notify College Officials - **REQUEST MEDICAL HELP IF NEEDED.**
8. Where appropriate, account for students immediately report any student not accounted for to College Officials.

UNKNOWN LOCATION OF PERPETRATOR

1. Initiate a "**SHELTER IN PLACE**" response (SEE THE SHELTER IN PLACE TAB).
2. Remain calm and **consider personal and student safety FIRST.**
3. Be quiet and move away from all doors and windows. **TURN OUT LIGHTS.**
4. If safety allows, bring students from hallways into closest classroom.
5. **Close WINDOWS, DRAPES AND BLINDS.**
6. Call Campus Security and EMS/Sheriff.
 - If: An emergency exists IN YOUR ROOM or if you have VITAL URGENT information.
7. Where appropriate, account for all students immediately report any student not accounted for to College Officials.
8. Remain in "**SHELTER IN PLACE**" until otherwise directed by College Officials or Emergency Personnel.

Active Shooter: RUN.HIDE.FIGHT.

If you hear gunfire on Campus or receive a call that there may be a shooter on campus, call 911 immediately!

Active Shooter / Gun / Knife / Weapon

Set forth below is the Brevard College Fire Drill Protocol for academic and administration buildings including muster areas and Faculty/Staff assignments. This plan has been coordinated with the Transylvania County Fire Marshal.

Muster Areas

MG, MS, Beam Admin., Coltrane, Dunham, Stamey, and the Library – Proceed to the lawn immediately in front of Green Hall.

Myers Dining Hall - Proceed to the lawn immediately in front of Green Hall.

Boshamer Gymnasium – Proceed to the Outdoor Amphitheater Area immediately in front of the Porter Center.

Porter Center – Proceed to the area between the North and South Villages.

The Complex, Duplexes, and Campus Houses - Proceed to the area between the North and South Villages.

Jones Residence Hall Basement Offices and Classrooms - Proceed to the area between the North and South Villages.

Alumni House – Proceed to the parking lot south of Myers Cafeteria.

President’s House – Proceed to the parking lot south of the Myers Cafeteria.

Ross Hall – Proceed to the Baseball Field bleacher area.

Sims – Proceed to the Porter Center.

Tennis Complex Locker Room - Proceed to the Baseball Field bleacher area.

Football Locker Room - Proceed to the track.

Maintenance Building - Proceed to the track.

Beam Residence Hall - Proceed to the Residential Quad in Front of Dunham Hall.

Jones Residence Hall - Proceed to the Residential Quad in Front of Dunham Hall.

Green Residence Hall - Proceed to the Residential Quad in Front of Dunham Hall.

Stanback Hall - Proceed to the Residential Quad in Front of Dunham Hall.

North & South Village - Proceed to the Tennis Court Area.

Responsibilities of Faculty/Staff/Students in Academic Areas

1. Responsibilities of Faculty /Staff
 - a. Follow all immediate action steps as listed above.
 - b. Go to the “Muster Area” and take attendance of all persons present.
 - c. Report anyone identified as missing to Campus Security or to a First Responder.
2. Responsibilities of Students
 - a. Follow all immediate action steps as listed above.
 - b. Report to the “Muster Area”.
 - c. Report to Faculty/Staff member taking attendance.