

BREVARD COLLEGE
EMERGENCY RESPONSE PLAN
(Revised 5/15/2026)

TABLE OF CONTENTS

I. Execution of Plan	Page 3
II. Fire Emergency Procedures	Page 3
III. Severe Weather and Environmental Threats	Page 7
IV. Bomb Threat	Page 11
V. Active Shooter	Page 12
VI. Hazardous Materials/Chemical Spill	Page 15
VII. Communications	Page 15
VIII. Responsibilities of Key Personnel	Page 17
IX. Summary	Page 18

I. Execution of Plan

The execution of this emergency response plan is the responsibility of Emily White, the Director of Security of Brevard College, who will be in communication with the Transylvania County Sheriff's Department as well as key Brevard College personnel listed in this document. Brevard College Security Officers train annually and are updated with new training if necessary. If the Director of Security is not available these duties will be assumed by the Dean of Students, or her designee.

- A. The Director of Security at Brevard College is responsible for reviewing and updating this plan as necessary, but no less frequently than annually.
- B. The Director of Security at Brevard College will distribute this plan to all offices annually.
- C. The Director of Security at Brevard College will ensure that emergency training exercises are conducted as appropriate (e.g. each residence hall will have a fire drill at least once each semester) and will maintain a record of these events.
- D. The Director of Security at Brevard College will maintain a record of all emergency response training.

II. Fire Emergency Procedures

A. IMMEDIATE ACTION STEPS

- 1. Evacuate the building. Follow the posted evacuation plan. Get to safety.
 - 2. If there is a **Fire Alarm** pull station in the building, pull the alarm station on your way out of the building. Once the fire alarm is activated, there is no need to pull any additional pull stations.
 - 3. Call 911. If you cannot stay on the phone, drop it. If you can stay on the phone, give the exact location of the fire (e.g. "Green Hall, third floor, room 301").
 - 4. Contact Campus Security at **828-577-9590**.
 - 5. If you are not in your room or office when you become aware of a fire, do not return to it, but leave the building immediately.
 - 6. Knock on closed doors as you leave the building and alert other building occupants to evacuate.
 - 7. Close all doors as you leave.
 - 8. Proceed through closed doors with caution to ensure they are not hot.
 - 9. Do not re-enter the building.
- B. Responsibilities of the Director of Security or Campus Security Officer on Duty*
- 1. Coordinate with staff, as necessary.
 - 2. Determine if adjacent buildings need to be evacuated.
 - 3. Contact other emergency staff as needed.
 - 4. Activate Emergency Notification System, if necessary.

*The Director of Security may not be the first person to respond to any emergency and thus the Campus Security Officer on Duty may need to take the initial steps to handle any emergency. However, once informed of any emergency, the Director of Security will coordinate a response to the emergency with the Division of Campus Life and First Responders as needed.

C. Responsibilities of Housing Staff:

1. Responsibilities of Professional Staff Resident Hall Directors
 - a. Follow all immediate action steps as listed above.
 - b. Assign a staff member to meet residents at the "Rally Points" to take attendance (See Designated rally points, below).
 - c. Support and assess the needs of the residents for any referrals.
 - d. Once the emergency is over, do not reset the alarm. The Fire Department will reset the alarm.
2. Responsibilities of Resident Advisors (RAs)
 - a. Follow all immediate actions steps as listed above.
 - b. Move residents to the "Rally Points", and keep residents clear of emergency equipment.
 - c. If residents report that someone may still be in the building, report that fact to the Hall Director or Resident Advisor on-call.
3. **Responsibilities of Residents**
 - a. Follow all immediate action steps as listed above.
 - b. Go to the Rally Points for the building you were in, and report to your Resident Advisor on duty or Hall Director.

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

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

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

Beam Admin. - Proceed to the lawn immediately in front of Green Hall.

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

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

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

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.

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

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

Sims – Proceed to the Porter Center.

Tennis Complex - Proceed to the Baseball Field bleacher area.

OLEE Barn - 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 Village - Proceed to the Tennis Court Area.

South Village - Proceed to the Tennis Court Area.

Center Village - Proceed to the Tennis Court Area.

It will be noted that each designated area is some distance from the building being evacuated. This is in order to ensure that members of the Campus Community are at a safe distance from the structure involved and to allow for fire equipment to operate safely and freely without endangering faculty, staff, and students.

D. 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 “Rally Points” and take attendance.
 - 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 “Rally Points”.

c. Report to Faculty/Staff members taking attendance.

E. Things to Remember:

1. Super-heated air, toxic gases, and smoke rise. Stay low or crawl to evacuate the building.
2. Take short breaths. Cover your face with a damp cloth to filter out smoke
3. Use a blanket, overcoat, or rug to help protect your skin.
4. Do not take anything other than protective clothing with you when leaving.
5. Do not throw possessions from your window. This could injure people or hamper rescue personnel.
6. Once in the "Rally Points," notify Security or a First Responder if you believe someone is still in the building.
7. Do not re-enter the building for any reason.

F. If you are trapped in a burning building:

1. Return to your room, **if it is safe to do so.**
2. Shut the door, but do not lock it.
3. If on a ground floor, exit through a window.
4. If on an upper floor and there is a vent in your door, cover it with a mattress to prevent smoke from entering your room. Place towels along the bottom of the door.
5. Open your window and hang your head out. Wait for the fire department to arrive.

III. Severe Weather and Environmental Threats

TORNADOS

In the event of a Tornado, students, employees, and visitors should seek safety in the “central core” of the building in which they are located at the time of the occurrence. The “central core” refers to any area of a building on the lowest floor you can reach that is away from windows and outside doors. The object is to seek the strongest point structurally while protecting yourself from flying glass and debris. Some recommended “central cores” on campus are as follows:

MG – Rooms 118 and 125

MS – Rooms 107, 107A, and 107E. (The individual office doors must be closed in order to avoid glass from the exterior windows)

Beam Admin. Building – First Floor Rest Rooms & First Floor Hallway Away from Glass Windows

Alumni House – File Room

President’s House – First Floor Inner Hallway

Library – Basement

Coltrane – Underground Rest Rooms

Dunham – Basement Practice Room

Stamey – First Floor Hallway

Sims – First Floor Classroom

Porter Center – Inner Hallways

Gym – Inner Hallways

Duplexes – First Floor Bathrooms or Inner Hallways

Complex – First Floor Bathrooms or first Floor Breezeway Storage Room

Campus Houses – Bathrooms

Green Residence Hall – Basement Hallway

Jones Residence Hall – Basement (avoid areas close to inner glass windows)

Beam Residence Hall – First Floor and Basement Hallways

Stanback Residence Hall - Terrace Level Hallway and Bathrooms between the Multipurpose Room and Laundry Room

Villages – First Floor Lobbies (as far away from windows as possible)

OLEE Barn - Ground Level, Inner Bathroom and Storage Room

Outdoor classes/activities - This policy establishes procedures to ensure the safety of students, faculty and staff during weather-related emergencies occurring during outdoor classes or activities.

- This includes outdoor classes, labs, instructional activities, or any groups (visitors as well) participating in outdoor instruction.

Faculty/Instructor Responsibilities

- A. Monitor weather conditions before and during outdoor activities
- B. Carry a communication device (phone)
- C. Know the nearest safe shelter
- D. Make timely decisions to suspend or relocate class

Student Responsibilities

- A. Follow instructors directions immediately
- B. Dress appropriately for weather conditions
- C. Report any safety concerns

Campus Security/Administration Responsibilities

- A. Monitor weather alerts and issue warnings
- B. Coordinate with local emergency services
- C. Support training and communication systems
- D. Activate emergency alert notification, if necessary

The following information includes data about tornados as published by the Federal Emergency Management Agency (FEMA):

- A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour.
- Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.
- Some tornados are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornados develop so rapidly that little, if any, advance warning is possible.
- Before a tornado hits, the wind may die down and the air may become very still.
- A cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Tornados generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornados:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornados can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornados that form over water.
- Tornados are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer
- Tornados are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time

What to do Before a Tornado Strikes

A tornado WATCH refers to a weather condition which is conducive to the formation of tornados. During a WATCH you should be alert to changing weather conditions by following the below suggestions:

- Listen to [NOAA Weather Radio](#) or to commercial radio or television newscasts for the latest information

- Look for approaching storms.
- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train
- If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

What to Do During a Tornado

If you are under a tornado **WARNING** it means that a tornado has actually been seen in your vicinity. Therefore, **SEEK SHELTER IMMEDIATELY!**

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to an area such as a basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries

EARTHQUAKES

The following information includes data about earthquakes as published by the Federal Emergency Management Agency (FEMA):

What to Do During an Earthquake

Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that electricity may go out or sprinkler systems/fire alarms may turn on.
- DO NOT use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the fatalities from earthquakes occurred when people run outside of buildings where they are killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

IV. Bomb Threat

If a suspicious object is found, it should immediately be reported to Campus Security **(828-577-9590)**. Information regarding its specific location, and why it is considered “suspicious,” (i.e questionable, concerning, dangerous, etc.) should be provided. If there is any problem whatsoever in reaching a Campus Security Officer, dial 911 (or 9-911, if you are on the campus telephone network), and report the matter directly to the 911 operator.

If a telephone call is received at Brevard College threatening an explosion, the following action should be taken:

- A. Try to remain calm. Keep the caller talking. Ask questions. Who? What? Where? When? Why? and How? Get as much information as possible.
- B. After receiving a bomb threat notify:
 - 1. Brevard Police Department via 911 (or 9-911, if you are on the campus telephone network) or at 883-2212.
 - 2. Contact Campus Security **(828-577-9590)**
- C. Duties to be carried out by designated personnel:
 - 1. Director of Security
 - a. Notify Brevard Police Department and Campus Security Officer on duty, if not already done.
 - b. Confer with Administrative Staff, Staff Residence Hall Directors, and Department Chairman, if feasible and necessary.
 - c. Consider the need to evacuate surrounding buildings and, if necessary, activate the Emergency Notification System.
 - d. Coordinate the search procedure with Brevard Police, and Campus Security Officer.
 - 2. Search Team: Campus Security and Staff Residence Hall Directors or Department Heads for appropriate areas.
 - a. Look for anything unusual in non-public areas (i.e., boxes, pipes, cigarette cartons, etc.).
 - b. Public areas (waiting rooms, restrooms, hallways, and areas accessible to the general public) should be searched by the Brevard City Police and Campus Security Officers, with assistance from Staff Residence Hall Directors or Department Heads familiar with the area.
 - c. **IF A SUSPECTED BOMB IS FOUND, DO NOT DISTURB IT IN ANY WAY. NOTIFY LAW ENFORCEMENT AND THEN SECURITY OFFICER ON YOUR SEARCH TEAM.**
- D. Media - Any communication with the news agencies should be coordinated through the Director of Communications and Media Relations.

V. Active Shooter or Report of Active Shooter

Any person who hears gunfire on Campus or who receives a call that there may be a shooter on Campus should immediately call 911 and then Campus Security (828-577-9590) to report the incident. The Security Officer will advise the appropriate person to send out an announcement on the Blackboard Emergency Notification System for the entire Campus to Shelter in Place along with any other appropriate information.

- Any group on Campus from whom a threat is suspected to have been received, or who may be suspected of having a gun, should immediately be isolated and a Faculty or Staff person should remain with them. All their backpacks or carrying devices should be removed and placed in a location under the observation of a Security officer or Police Officer. A Faculty or Staff member should remain with that group until relieved by a Security Officer or Law Enforcement Official who will make the determination regarding the appropriateness of conducting searches of those in the group along with their belongings.

If you become aware of a situation where someone is actually shooting on the Campus, or if there is a credible report that there may be an active shooter, the following is a list of actions that are recommended. It should be noted that these types of incidents are unpredictable. The below guidelines are recommendations that are based on past experiences. You may have to alter some of these suggestions, depending on the situation.

As have many post-secondary educational institutions, Brevard College uses the term “**Shelter in Place**” rather than “**Lockdown**”. **Shelter in Place** means to stay in the room you are in, lock the door, go to a corner of the room that is not exposed to any window (including any window in a door), turn out the lights, do not make any noise. (Call 911 and Campus Security at **828-577-9590**, **only if you feel it is safe to do so**). See below for more specific instructions.

ADDITIONAL ACTIVE SHOOTER INFORMATION

This type of incident is unpredictable, and your immediate response depends on the situation you face. The following guidelines have been developed based on the best practices established by law enforcement experts.

When you become aware of an incident, if you are in a classroom or office the following actions are recommended:

1. Remain in the room you are in and initiate **Shelter in Place** procedures.
2. Remain there until assistance arrives.
3. Close and lock the door (door stops will be made available at all doors).
4. Go to a corner of the room that is not exposed to any window (including any window in the door).
5. Turn out the lights.

6. Keep quiet and act as if no one is in the room.
7. Do not open the door except for known law enforcement officials.
8. Call or Text 911 and Campus Security at **828-577-9590**, **only if you feel it is safe to do so**, and **quietly** providing each with the following information:
 - a. Location of the incident (be as specific as possible)
 - b. Number of shooters (if known)
 - c. Identification or description of shooter(s)
 - d. Injuries to anyone, if known
 - e. Wait for local police or security to assist you out of the building

When you become aware of an incident, if you are in a hallway the following actions are recommended:

1. Go to the nearest room or office that is open and initiate **Shelter in Place** procedures.
2. Remain there until assistance arrives.
3. Close and lock the door (door stops will be made available at all doors).
4. Go to a corner of the room that is not exposed to any window (including any window in the door).
5. Turn out the lights.
6. Keep quiet and act as if no one is in the room.
7. Do not open the door except for known law enforcement officials.
8. Notify 911 and Campus Security, **only if you feel it is safe to do so**, and **quietly** provide each the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Injuries to anyone, if known
 - f. Wait for local police or security to assist you out of the building.

When you become aware of an incident, if you are outdoors on the Campus the following actions are recommended:

1. Run off Campus as soon as possible and seek shelter in the first building you can access.
2. Call 911 and Campus Security (**828-577-9590**) and, **only if you feel it is safe to do so**, provide each the following information:
 - a. Your location (be as specific as possible)
 - b. Number of shooters (if known)
 - c. Identification or description of shooter
 - d. Injuries to anyone, if known
 - f. Wait for local police or security to assist you out of the building.

When you become aware of an incident, if you are in your residence hall the following actions are recommended:

1. Remain in the room you are in or go into the first room you find open and initiate **Shelter in Place** procedures.
2. Remain there until assistance arrives.
3. Close and lock the door.
4. Go to a corner of the room that is not exposed to any window.
5. Turn out the lights.
6. Keep quiet and act as if no one is in the room.
7. Do not open the door except for known law enforcement officials.
8. Notify 911 and Campus Security, **only if you feel it is safe to do so**, and **quietly** provide each the following information:
 - a. Your location (be as specific as possible)
 - b. Number of shooters (if known)
 - c. Identification or description of shooter
 - d. Injuries to anyone, if known
 - e. Wait for local police or security to assist you out of the building.

What to Expect During the Law Enforcement Response

The Brevard Police Department (BPD) and the Transylvania County Sheriff's Office (TCSO) are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the BPD and the TCSO, along with Brevard College officials, will evaluate the situation to determine the best course of action for the safety of the College community. Once the BPD and TCSO units respond to campus, they will be responsible for all tactical operations.

Law enforcement personnel are trained to respond to an active shooting incident by entering the building as soon as possible, and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue injured victims because their main goal is to get to the shooter(s) and neutralize him/her/them as quickly as possible. People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a follow-up rescue team is formed shortly after the first responding officers enter the building. These teams will consist of officers who will search for injured parties and get everyone safely and out of the building. The Brevard PD and Transylvania County SO have confirmed that they follow these procedures.

Notification of All Clear

When all is clear, notification will be announced over the Blackboard Emergency Notification System along with instructions regarding how to proceed.

VI. Hazardous Materials / Chemical Spill(s)

The purpose of this policy is to establish procedures for safe handling, reporting, and response to hazardous material incidents and/or chemical spills on our campus. This policy aims to protect the health and safety of students, faculty, staff and visitors, as well as minimize the environmental impact.

- a. **Hazardous Materials:** Substances that pose risk to health, safety, property including chemicals, biological agents, flammable or corrosive materials.
- b. **Chemical Spill:** Any unplanned release of hazardous substance(s) that may pose a threat to people, property or the environment.

- A. Avoid contact with substance
- B. Immediately report all spills or hazardous material releases. Call 911, then Campus Security
- C. Follow evacuation routes or shelter in place instructions

VI. Communications

In any emergency, the safety of all persons takes priority. Therefore, immediately

- A. Get yourself and others to safety.
- B. Call for assistance.

Call or Text **911**

Respond to the Dispatcher's Questions.

1. If you cannot safely stay on the phone, drop it and get to safety. **Do not hang-up (the dispatcher can electronically identify the location of the phone).**
2. Every member of the Brevard College Community should be familiar with the following numbers:

IN CASE OF EMERGENCY,
DO THE FOLLOWING:

Dial **911**

Dial Campus Security: **828-577-9590**

GO TO SAFETY!

C. Chain of Communications for Campus Emergencies

Campus Security Officer on Duty 828-577-9590 - cell phone (24/7)

Director of Security:

Emily White

704-692-4494 - cell phone (24/7)

828-641-0177- office

Dean of Students:

Dr. Debora D'Anna

606-627-1069 - cell phone

828-641-0594 - office

D. Other Personnel (generally this list will be notified by others)

President of the College:

Dr. Bradley Andrews

828-641-0826 - office

Executive Vice President

Juan Mascaro

828-641-0060 - office

828-384-8135 - cell phone

Vice President for Academic Affairs:

Dr. Jennifer Frick-Ruppert

828-641-0298 - office

828-553-7834 - cell phone

Senior Director of Public Relations:

Phil De Montmollin

828-641-0145 - office

305-458-6602 - cell phone

Facilities Director

Burke Ulrey

828-641-0353 - office

828-206-8309 - cell phone

Facilities Admin. Assistant:

Leigh Koffman

828-641-0332 - office

Director of IT:

Don Bivens

828-641-0116 - office

Counseling Services

Kevin George

828-641-0287 - office

317-450-8668 - cell phone

E. The primary communication link with local emergency personnel will be by telephone.

F. The secondary communication link will be over the Brevard College Campus Security radio system that affords contact with Police, EMS, and Fire Department. Brevard College Security has a direct radio channel to First Responders.

G. Emergency Notification System (Blackboard Connect) - Emergency notifications will be made via email, cell phone, and text messaging by the Director of Security.

I. Visitors and Press: All persons seeking information concerning the disaster should be referred to the Director of Public Relations (Phil De Montmollin)

(828-641-0145 - office; 305-458-6602 - cell phone).

VII. Assignments and Responsibilities of Key Personnel

- A. Director of Security; In coordination with the Crisis Communications Team:
 - 1. Organize the staff placement for directing the students and staff of the College.
 - 2. Direct the recall of personnel, as needed.
 - 3. Arrange for the transfer of seriously injured to Transylvania Community Hospital, in coordination with Transylvania County Medical Services.
 - 4. Assign other personnel, as necessary.
 - 5. Activate Emergency Notification System
 - 6. Arrange for debriefing of key personnel after an event
- B. Coordinator for Counseling Services (College Counselor)
 - 1. Contact other counselors and resources as needed.
 - 2. Coordinate the providing of emotional support and comfort to those affected by the disaster.
 - 3. Contact other spiritual leaders in the community, as needed.
 - 4. Coordinate the providing of spiritual support and comfort to those affected by the disaster.
- C. Director of Housing and Central Scheduling
 - 1. Coordinate temporary housing for those in need of this service.
 - 2. Assign available staff to manage temporary housing.
 - 3. Compile a list of all individuals in emergency shelters and temporary housing.
- D. Director of Public Relations
 - 1. Arrange and coordinate any communication with the media. **All contact with the media must go through the Director of Public Relations.**
 - 2. Maintain close coordination with the Crisis Communications Team regarding appropriate information to be released.
- E. Director of Human Resources
 - 1. Ensure that all new employees receive a copy of the Emergency Response Plan and that they are familiarized with the Emergency Notification System (EMS)
 - 2. Notify employees that are separating to remove themselves from the EMS.
- F. Vice President for Academic Affairs and Department Chairs
 - 1. Depending on the type of emergency, coordinate efforts to communicate instructions to students regarding the impact on class schedules
 - 2. Reestablish classroom instruction as soon as practical.

Summary

The safety and well-being of the campus community remains the highest priority of this institution. This Emergency Response Plan provides a structured and coordinated approach to preparing for, responding to, and recovering from emergencies that may interrupt Brevard College campus operations.

This plan is a living document and will be reviewed and updated regularly to reflect best practices and regulatory guidance. Continued evaluation and improvement ensure that Brevard College remains prepared to respond to evolving threats and emergencies.