

### **3-38 Emergency and Safety Procedures (Student Related)**

College of The Albemarle is dedicated to protecting the safety and well-being of the faculty, staff and students on our campuses. We recognize that emergencies can happen at any time and that it is impossible to plan for every possibility; however, the following guidelines were developed to help ensure your safety in the event an emergency does occur.

#### **EMERGENCY SITUATIONS**

In the event of an emergency on campus, call the Campus Safety & Security Department immediately (extension 2348 in Elizabeth City, 6009 at Edenton-Chowan, 7509 at Dare and 8109 at the Regional Aviation and Technical Training Center). If in your judgment the situation warrants immediate, emergency action, call 911 first and then notify Campus Safety & Security.

The Campus Safety & Security Department is available 24 hours a day; seven days a week (see extensions above). A Campus Safety/Security Officer also carries a cell phone and can be reached at 252-312-3905 (Elizabeth City), 252-722-2429 (Edenton-Chowan), 252-216-6354 (Dare), or 252-435-7804 (RATTC).

In a crisis involving a health problem on campus, check for vital signs and call 911. Only administer first aid if qualified to do so.

#### **EMERGENCY NOTIFICATIONS**

During an emergency, the College of The Albemarle will alert the college community through various means. This may include:

1. Fire Alarm
2. COA Alert System
3. College Public Address System
4. College Email
5. College of The Albemarle webpage and Facebook pages
6. Local news and/or radio station

**Fire Alarm:** In the event of an activated fire alarm, an audible alarm will sound and emergency lights will flash indicating the need to evacuate the building. Should the fire alarm be activated, follow these steps:

1. DO NOT USE THE ELEVATORS.
2. All College personnel, students, and visitors shall leave the building regardless of the activities in which they are engaged.
3. Remain Calm.
4. All staff and students shall stop work immediately; students in shops shall turn off motors, torches, gas, and water outlets, etc. in accordance with a prearranged plan.
5. Staff and students shall not stop to take books, coats or other personal belongings with them (Exception: valuables, immediately accessible, such as a purse).
6. Staff and students shall proceed to assigned Emergency Assembly Areas away from the building:
  - Students in restrooms or otherwise out of their class shall join the nearest group in making exit; proceed to stopping place and with permission of those in charge, join their class and report to their instructor.
  - In no case shall any group stop less than 200 feet from a building.
  - Staff and students shall not stop in front of gates or other entrances that may be used by Emergency Personnel.
  - Staff and students are to evacuate to the grassy areas and not the parking lots.

**COA Alert System (Must be registered participant):** In the event of an emergency, including weather related emergencies, an emergency alert may be sent out over the COA Alert System. The message may describe the type of emergency and the actions you should take immediately. To receive these types of messages, go to <https://albemarle.regroup.com/signup>

**College Public Address System:** The PA system may be used to relay important messages concerning imminent threats or emergencies. The message

may describe the type of emergency and will describe the steps you need to take to keep yourself safe.

**College Email:** Your official college email may be used to relay important information about emergency situations. An emergency email may describe the type of emergency and contain important information on what steps you should take.

**College of The Albemarle Website and/or Social Media:** The College may utilize our webpage and/or social media to convey important messages regarding emergencies. Please remember that it may take time for the situation to be investigated, verified, and/or resolved and social media will likely be the last method updated.

## **BASIC EMERGENCY PROCEDURES**

**Evacuation:** Evacuate the building immediately and follow the instructions of faculty/staff or emergency officials until given the all clear to return to the building. (See Fire Alarm Instructions)

**Shelter in Place:** In emergency situations where the risk is outside (e.g., hazardous materials release or airborne Toxin), it will be important to minimize exposure to the risk and to deliver information to the college community quickly and efficiently. In these circumstances, Shelter-in-Place may be required.

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

**Lockdown:** At times a life-threatening, hostile or hazardous situation may arise on or near College of the Albemarle campuses requiring the implementation of a lockdown. Such a procedure exists to protect human life and property and makes resolution of a threatening situation easier for law enforcement agencies.

Notification of a Lockdown will be made by: Emergency Notification System

When instructions are given for a “lockdown” by a designated administration official (e.g.: President, Campus Dean, Campus Safety & Security), the following procedures are to be implemented immediately if the incident is in your vicinity or occupants do not believe they can safely flee from the building:

- Locate a safe classroom, office or meeting room - assist others in moving to the safe room.
- Secure the door by locking it. If you don't have a key, barricade the door to prevent an intruder from opening the door.
- Close any window shades in the room.
- Turn off all lights.
- Cover the window in the classroom door.
- Move away from doors and windows.
- Seek concealment underneath a desk or behind another piece of furniture. Stay as low to the floor as possible.
- Turn off all cell phones or set them on silent mode so that an intruder cannot hear them. Use one phone to quietly call 911 and Campus Safety & Security to notify them if you hear gunfire and give your location and the number of the cell phone you are using.
- Remain in the safe location until law enforcement or Campus Safety & Security tells you it is safe to leave.
- If you are out-of-doors seek concealment behind cars, dumpsters, or other large objects. Use extreme caution when moving across campus.

### **Accidents or Injuries**

**\* Never administer medical assistance beyond the level of your training.**

1. Call Campus Safety & Security
2. Call 911 if:
  - The person has lost consciousness.
  - The person cannot breath.

- The person has chest pains.
  - The person has a severe injury.
3. Quickly assess the situation.
  4. In the event of a medical emergency or injury requiring the call to Campus Safety & Security and/or 911:
    - Stay on the phone and provide the following information:
    - Your location.
    - What has happened?
    - How many people are ill or injured?
    - What first aid is being provided (if any) and by whom?
  5. Stay with the person.
  6. Reassure them that help is on the way. Keep them still and comfortable until help arrives.
  7. Do not move an injured or ill person unless the person is at risk of further serious injury.
  8. Do not administer medication, food, water or stimulants.
  9. Send another person to the closest exit to lead emergency response personnel to the injured person.

For more information on emergency procedures, please see the Campus Safety and Security tab at [www.albemarle.edu](http://www.albemarle.edu)