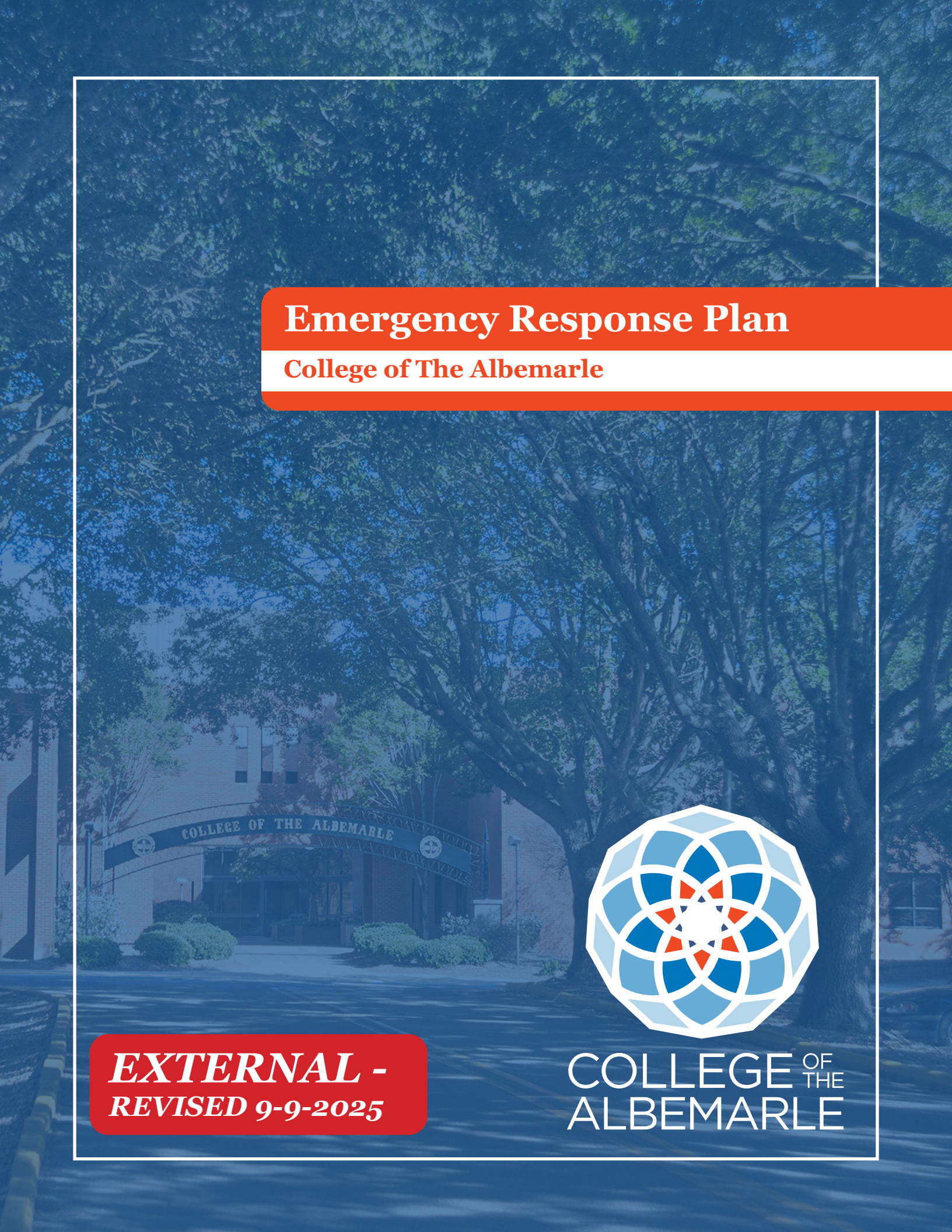
Emergency Response Plan

College of The Albemarle



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COLLEGE OF THE ALBEMARLE

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Emergency Response Declaration Document

Federal Emergency Management Agency (FEMA) recommends having a formal declaration in ERPs, signed by the institution's leadership, confirming the institution's commitment to the plan.

College of The Albemarle Emergency Response Plan (ERP)

Purpose
This Emergency Response Declaration Document formally adopts the College of The Albemarle Emergency Response Plan (ERP). It acknowledges the College's commitment to ensuring the safety of its students, faculty, staff, and visitors while preserving the continuity of operations in the event of an emergency or disaster.

To All Members of the College of The Albemarle Community:

As President of College of The Albemarle, I hereby declare the College's Emergency Response Plan (ERP), which provides the foundation for comprehensive emergency management at all College of The Albemarle campuses. This plan addresses a wide range of emergencies, using an all-hazards approach that ensures preparedness, response, recovery, and mitigation capabilities.

The ERP defines clear roles and responsibilities for COA personnel involved in managing emergencies and establishes protocols for the safety and security of the entire campus community.

This Emergency Response Plan includes:

- **Outlines the roles and responsibilities** of College leadership and key personnel during a crisis.
- **Details specific procedures** for handling various emergencies such as natural disasters, criminal activities, and other critical incidents.
- **Provides a communication framework** that ensures timely and accurate dissemination of information to all stakeholders.
- **Includes provisions** for ongoing review, training, and improvement, ensuring that College of The Albemarle remains prepared to handle emergencies effectively.

By adopting this plan, College of The Albemarle reaffirms its dedication to maintaining a safe environment conducive to learning and growth, even during challenging and unpredictable circumstances.

I direct all employees, students, and relevant stakeholders to familiarize themselves with the procedures outlined in the ERP and to comply with the directives of the Emergency Response Team (ERT) during any emergency.

The ERP will be reviewed annually and updated as necessary to reflect changes in policy, personnel, and emergency management best practices. The safety of our community is of the utmost importance, and this plan will serve as a vital tool in protecting lives and property.

Approved By:

President of College of The Albemarle
Dr. Jack Bagwell
[Date]

Chief Operations Officer (COO)
James Davison
[Date]

Vice President of Institutional Research, Planning, Effectiveness & Technology
Dr. Dean Roughton
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Vice President of Student Success and Enrollment Management
Kris Burris
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Vice President of Learning
Dr. Jennifer Lopes
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Vice President of Business & Administrative Services
Sara Shepherd
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Director of Communications and Marketing (Public Information Officer)
Tammy W. Sawyer
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Chair, Board of Trustees
Thomas O. Fulcher, Jr.
[Date]

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1. Introduction

The College of The Albemarle Emergency Response Plan (ERP) is designed to provide guidelines and instructions for managing crises and natural disasters that may occur at COA campuses. This plan is intended to protect lives and property while ensuring the continuity of all College operations by effectively using college and community resources.

The ERP is divided into three major sections:

- Major areas of responsibility and definitions.
- Procedures for specific crises.
- Maps and critical campus information.

This plan applies to all employees at all COA campuses and follows an "all-hazards" approach. The plan will be reviewed annually. The plan may also be revisited during incident debriefs to determine any immediate updates needed. New staff will be trained on the ERP as part of orientation. A video will be provided for staff to review. All plan revisions will be recorded and maintained as part of the plan. COA - Elizabeth City is the main location for the response plan to be followed; however, each campus will follow the same emergency protocols for their location.

Scope and Purpose

The College of The Albemarle ERP ensures effective coordination and communication with local, state, and federal agencies during an emergency. It also adheres to COA's internal policies, such as:

- Policy 2.1.2 - Campus Safety and Emergency Planning
- Policy 2.1.3 - Hazard Communications Program
- Policy 2.1.5 - Campus Medical Emergencies
- Policy 2.1.9 - Reporting Crimes and Emergencies on Campus
- Policy 2.1.10 - Communicable Diseases - Bloodborne Pathogens

This ERP aims to provide a structured response to all types of emergencies and ensures the college's readiness to respond effectively to any crisis.

Emergency Response Plans (ERPs) should be updated regularly to comply with emergency management standards. The COA Emergency Response Plan will be reviewed annually unless

2. Types of Emergencies and Crisis Prioritization

Types of Emergencies

The major types of emergencies addressed by this plan include, but are not limited to:

- Armed Intruder/Armed Assailant/Active Shooter
- Assemblies/Demonstrations
- Behavioral Emergencies
- Bomb Threats
- Cyber Attack
- Disorderly Conduct and Disruption
- Explosions
- Fire or Smoke
- Gas Leaks, Fumes or Vapors
- Hazardous Materials Spill
- Medical Emergencies
- Power Outages
- Severe Weather/Tornado
- Sexual Assault
- Suicide Attempts
- Trespass to Property
- Violence in the Workplace

Crisis Levels and Response Priorities

Emergencies at COA campuses are classified by severity:

- **Level 1:** Significant disasters requiring full emergency activation and widespread coordination with local, state, or federal responders.
- **Level 2:** Major incidents requiring external assistance and affecting a larger portion of the College's campuses.
- **Level 3:** Minor, localized incidents resolved with campus resources.

Response priorities in all emergencies are:

1. Protect human life.
2. Secure critical infrastructure.
3. Provide essential services.
4. Restore normal operations.

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3. Authorization to Activate College or Campus Emergency

The authority to declare a college or campus emergency rests with the President or designated alternates, including:

- Chief Operations Officer
- Vice President of Institutional Research, Planning, Effectiveness & Technology
- Vice President of Student Success and Enrollment Management
- Vice President of Learning
- Vice President of Business & Administrative Services
- Director of Human Resources
- Campus Administrators (for their respective locations)

Once a college or campus emergency is declared, the college's Emergency Response Plan (ERP) is activated, and the Emergency Response Team (ERT) is mobilized. This ensures immediate college resource allocation and communication with external emergency services can occur as required.

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4. College Emergency Management Structure

Incident Command System (ICS) and Emergency Response Team (ERT)

The **Incident Command System (ICS)** is the framework used to organize and manage emergency response. This system allows for a coordinated response involving individual, multiple campuses, and agencies.

The **Emergency Response Team (ERT)** is composed of the following key personnel, each with defined roles and responsibilities:

- President
- Chief Operations Officer
- Vice President of Institutional Research, Planning, Effectiveness & Technology
- Vice President of Student Success and Enrollment Management
- Vice President of Learning
- Vice President of Business & Administrative Services
- Director of Communications and Marketing (Public Information Officer)
- Director of Human Resources
- Director of Management Information Services (as needed)
- Campus Administrators (for satellite campuses)

Select members of the ERT will travel to our satellite campuses as needed during emergency situations, while the remainder of the team will remain at COA - Elizabeth City in the Campus Coordination Center (CCC). This center is discussed further in the plan.

Contact the COO immediately upon receiving an emergency notification. If the COO is unavailable, follow the designated chain of command:

1. Vice President of Institutional Research, Planning, Effectiveness & Technology (IRPET)
2. Vice President of Student Success and Enrollment Management (SSEM)
3. Vice President of Learning
4. Vice President of Business & Administrative Services

Roles and Responsibilities of Key Personnel (not to serve as a hierarchy, each will serve in their respective roles as needed)

- **Incident Commander (IC)**
  - **Position:** President, or Designee
  - **Responsibilities:**
    - Overall direction of campus community (faculty, staff, students) during the incident response.
    - Activation of the Emergency Response Team (ERT).
    - Authorization of college resources to address the incident.
    - Notification of key stakeholders, including the Board of Trustees and local officials.
    - Serves as liaison to public safety personnel.
- **Public Information Officer (PIO)**
  - **Position:** Director of Communications and Marketing, or Designee
  - **Responsibilities:**
    - Handles all media relations and communication.
    - Provides timely, accurate information to the public.
    - Coordinates with external agencies to maintain consistent messaging.
    - Monitors and addresses misinformation.

        - Monitor media coverage and establish liaison with local media.
        - Acts as a communication bridge between COA and external agencies (public safety), ensuring proper resource requests and operational updates.
        - Provides appropriate communications to K-12 partners and other community partners, as determined by the situation.
        - Serves as liaison to public safety personnel.
- **Operations and Logistics Section Chief**
    - **Position:** Chief Operations Officer (COO), or designee
    - **Responsibilities:**
        - Manages all on-the-ground operations during an incident.
        - Oversees campus evacuations and/or shelter-in-place.
        - Coordinates with local emergency services to manage the tactical response.
        - Maintain safety standards during incidents and ensure the safety of all personnel and students.
        - Work with the Incident Commander to assess and reduce hazards.
        - Serves as liaison to public safety personnel.

Contact the COO immediately upon receiving an emergency notification. If the COO is unavailable, follow the designated chain of command:

1. Vice President of Institutional Research, Planning, Effectiveness & Technology (IRPET)
2. Vice President of Student Success and Enrollment Management (SSEM)
3. Vice President of Learning
4. Vice President of Business & Administrative Services

- **Planning Section Chief**
    - **Position:** Vice President of Institutional Research, Planning, Effectiveness & Technology, or designee
    - **Responsibilities:**
        - Develops and updates the Incident Action Plan (IAP).
        - Monitors the evolving situation and anticipates future needs.
        - Works with other sections to adjust plans as necessary.
- **Personnel Section Chief**
    - **Position:** Director of Human Resources, or designee
    - **Responsibilities:**
        - Oversee the allocation and deployment of staff involved in the incident response.
        - Ensure that all personnel are properly trained and briefed on their roles.
        - Coordinate with the Students Section Chief to establish access to counseling and mental health resources.
        - Serve as a point of contact for employees seeking information about the incident's impact on their roles.
        - Maintain accurate records of employee attendance, roles, and responsibilities during the incident.
        - Document any personnel-related decisions and actions taken during the response.
        - Plan for post-incident recovery, including reintegration of staff and management of any staffing shortages.
        - Ensure that all actions taken during the incident response comply with labor laws and organizational policies.
        - Address any potential legal issues related to employee rights and safety.
- **Students Section Chief**
    - **Position:** Vice President of Student Success Enrollment Management, or designee
    - **Responsibilities:**
        - Work with Operations and Logistics Chief, or designee, to support evacuation efforts.

        - Coordinate with ICPTA and local school districts to dispatch buses or other transportation to the evacuation site. This includes high school students, college students with transportation needs as well as individuals with disabilities.
        - Coordinate the transportation location on campus or at the designated rally point.
- **Continuity of Learning Section Chief**
    - **Position:** Vice President of Learning, or designee
    - **Responsibilities:**
        - Communicate with Deans to assess the impact of the emergency on academic operations.
        - Coordinate with Deans on implementation of the DOL Business Continuity Plan
        - Serve as the primary liaison between faculty, students, and administration to communicate academic continuity plans.
        - Facilitate transition to alternative learning modalities
        - Evaluate effectiveness of DOL Business Continuity Plan through post-emergency assessments
- **Finance/Admin Section Chief**
    - **Position:** Vice President of Business & Administrative Services, designee
    - **Responsibilities:**
        - Tracks and manages all financial and administrative aspects of the incident.
        - Ensures proper documentation for cost recovery and financial accountability.
        - Manages contracts for services and resources.
- **Responsibilities of Campus Administrators, or Designee (for Satellite Campuses)**
    - Serve as the on-site incident commanders for their respective campuses.
    - Serves as a liaison to public safety and ensures communication with the main CCC.
    - Oversee campus evacuations, shelter-in-place, and assist in campus resource deployment.
- **Responsibilities of Emergency Response Team**
    - Assemble facts, assess damages, and determine the extent of injuries.
    - Coordinate with public safety and decide on campus closures.
    - Ensure accurate communication and documentation of the incident.
- **Responsibilities of Instructors**
    - Supervise evacuation of students and ensure all are accounted for.
    - Assist persons with disabilities during emergencies.
    - Report any missing students to the Floor/Building Coordinator.
- **Responsibilities of Floor/Building Coordinators**
    - Complete a sweep of the floors/buildings for evacuation of assigned areas.
    - Report any issues to Campus Safety and Security.
    - Emergency responders will conduct full sweeps of floors/buildings.
- **Responsibilities of Employees**
    - Follow directions from competent authorities.
    - Focus on protecting human life during and after an incident without endangering their own safety.

Activation Levels (CCC)

The Campus Coordination Center (CCC) will be activated depending on the severity of the incident:

- **Level 1:** Major disasters or incidents requiring full CCC activation and coordination with external responders at all levels.
- **Level 2:** A larger incident requiring some coordination with external agencies.
- **Level 3:** Minor localized events that are managed with COA resources.

Campus Coordination Center (CCC)

Purpose of the CCC

The **Campus Coordination Center (CCC)** serves as the central command and coordination point for all emergency response activities at College of The Albemarle (COA). The CCC is activated during emergencies to provide:

- A centralized location for coordination and decision-making.
- A hub for communication between the Emergency Response Team (ERT), public safety response agencies, and other stakeholders.
- Operational control over evacuation, shelter-in-place, campus resources and personnel.
- Real-time information sharing, which allows for faster, more efficient responses to changing conditions during an emergency.
- Support for Incident Command, enabling the Incident Commander to focus on high-level decisions while the CCC handles coordination and logistical details.

Equipment Requirements

To ensure that the CCC is fully functional during an emergency, it will be equipped with the following resources:

- **Communication Systems:** Radios, telephones/cell phones, internet access (StarLink) (ERT members will bring their own devices)
- **Power Supply:** Backup generators or uninterrupted power supplies (UPS) to ensure continuous operation in the event of a power outage. Include portable lighting.
- **Office Supplies:** Essential supplies such as paper, pens, markers (dry erase/easel), erasers, flipcharts, and whiteboards.
- **Workstations:** Enough seating and space for key personnel assigned to the CCC.
- **First Aid Kits and Medical Supplies** to include water.

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5. General Procedures

Emergency Situations

In any emergency, the first priority is contacting **Campus Safety and Security**. If the situation is life-threatening, call 911 immediately. Campus Safety and Security will contact the **Chief Operations Officer**, or designee.

Contact the COO immediately upon receiving an emergency notification. If the COO is unavailable, follow the designated chain of command:

1. Vice President of Institutional Research, Planning, Effectiveness & Technology (IRPET)
2. Vice President of Student Success and Enrollment Management (SSEM)
3. Vice President of Learning
4. Vice President of Business & Administrative Services

Lockdown and Shelter-In-Place

A lockdown is the immediate securing of all campus buildings or designated areas to protect individuals from an active threat or danger within the campus or the surrounding community. Lockdowns are categorized as hard and soft, depending on the nature of the threat.

Hard Lockdown

- Definition: A hard lockdown involves locking all interior and exterior doors, turning off lights, and sheltering out of sight in a secure area. All movement within and between buildings ceases, and no one is permitted to leave the secured area until an all-clear signal is given.
- Situations: This type of lockdown is implemented when there is an immediate or active threat, such as an armed intruder, active shooter, or violent individual on campus.
- Decision Drivers: Hard lockdown is driven by situations where there is a clear and present danger that requires immediate containment, including:
  - Active shooter or armed intruder.
  - Confirmed reports of violence inside or near campus buildings.
  - Law enforcement activity on the campus.
  - Direct threats to life

Soft Lockdown

- Definition: A soft lockdown secures the campus perimeter while maintaining indoor operations with heightened security. Exterior doors are locked, and exterior movement is restricted, but individuals inside can continue business or academic activities cautiously.
- Situations: Soft lockdowns are typically enacted for off-campus threats that do not directly impact individuals inside the buildings but could potentially spill over, such as nearby police activity or an external threat in the vicinity.
- Decision Drivers: Soft lockdowns are driven by events such as:
  - Threats in the surrounding area (e.g., a criminal suspect at large near the campus).
  - Non-violent intrusions on campus property.
  - Law enforcement response near the campus, posing potential but not immediate danger to students or staff.

Shelter-in-Place Definition

A shelter-in-place involves seeking immediate shelter inside a building rather than evacuating. The goal is to remain safely inside until the hazard passes. Unlike a lockdown, which restricts movement due to a security threat, shelter-in-place is usually, but not always in response to environmental or chemical threats. It can also be a response to severe weather.

- Definition: Shelter-in-place directs individuals to stay indoors, close windows and doors, and to prevent exposure to outside hazards such as toxins or severe weather.
- Situations: Shelter-in-place is implemented during non-violent hazards that may be dangerous but do not involve an immediate security threat:
  - Severe weather (ex: tornado).
  - Hazardous material release - in an area off campus (gas leaks, chemical spills).
  - Biological threats - in an area off campus (airborne diseases).
- Decision Drivers: Shelter-in-place is determined by:
  - External environmental threats (e.g., nearby chemical spills).
  - Severe weather warnings issued by the National Weather Service.
  - Directions from local emergency management officials advising people to stay indoors.

If Alarm Sounds or Evacuation Ordered

Detailed evacuation procedures are available in the Appendices, including assisting individuals with disabilities.

- Do not use elevators.
- Evacuate the building calmly and orderly.
- Assist persons with disabilities.
- Proceed to designated Emergency Assembly Areas (EAAs).
- Await further instructions from Campus Safety and Security, COA administration, or emergency personnel.

Communications & Public Information

- The **Public Information Officer (PIO) and President's Office** are the sole points of contact for media inquiries.
- **Regroup Notification System** will send alerts and updates via text, email, phone, social media and website, as applicable and appropriate. Additional announcements will be shared via available intercom systems.
- Regular updates will be provided to staff, faculty, students, and the public.

Establish Memoranda of Understanding (MOU) with:

- **Private Partners:** Include transportation services, reunification or rally point locations.

Evacuation Routes, Emergency Assembly Areas (EAAs) and Rally Points

Evacuation routes , Emergency Assembly Areas (EAAs) and Rally Points are provided in the appendices and internal documentation for safety and security measures.

- **Evacuation Routes** for each campus. (Posted throughout campuses and Appendices)
- **Emergency Assembly Areas (EAAs).** (Posted throughout campuses and Appendices)
- **Rally Points** where evacuees should gather off campus after evacuation. (INTERNAL)

COA – Elizabeth City Fire Alarm Overview

The fire alarm system at COA – Elizabeth City does not activate across all buildings during emergencies. Only the building(s) directly impacted will alarm during an actual fire situation.

Fire Drill vs. Actual Alarm:

- **Drills:** All building alarms will sound, or security will clear all buildings.
- **Actual Alarm:** Only affected building(s) will activate.

Alarm Coverage by Building:

- **Buildings A, AE, C:** Alarms are connected. If one goes off, all three sound and lights flash.
- **Buildings B, FC, D, Owen's:** Each has a **stand-alone** alarm that only activates for threats in that specific building.

Evacuation Guidelines:

- Always evacuate **if you hear an alarm.**
- If told to evacuate (even without an alarm), do so immediately.
- You may evacuate any building voluntarily, even if not directly affected.
- Evacuations outside affected buildings depend on the situation.

Communication During Alarms:

You'll receive a message when an alarm is triggered, indicating the building involved. If you hear an alarm, evacuate. If not, wait for instructions or choose to evacuate. Follow-up messages will clarify the situation as more information becomes available.

1. General Evacuation Procedures

In the event of an alarm or evacuation notice, all individuals—students, faculty, staff, and visitors—should exit the building via the nearest available exit in a calm and orderly fashion. Emergency evacuation routes and EAAs are posted throughout campus buildings and included in the Appendices.

Bus transportation will be arranged for dual-enrolled/Career and College Promise students on campus. Faculty members must remain with the students until they have been picked up by the appropriate bus to be transported, or until a member of the ERT (in coordination with public safety and the school partner) determine that the students need to be accompanied to the designated rally point for reunification.
If a dual-enrolled student has their own transportation, they may leave once an evacuation has been announced and it is safe to do so.

Adult students in need of transportation to an off-campus rally point, should that be necessary, will be transported to the designated location to await personal transportation.

2. Rescue and Medical Duties

Emergency rescue and medical assistance will be handled by local fire and EMS. College employees are not required to perform these duties, though they may offer first aid or assistance voluntarily.

3. Evacuation of Persons with Disabilities

- General Guidelines

  During an evacuation, individuals with disabilities should use the safest and quickest route to exit the building. In buildings with multiple floors, those with mobility impairments should assess whether using the elevator is safe. If not, they should move to **emergency assistance areas** located on each upper floor until emergency personnel arrive. Maps showing these locations are posted near exits.

- Emergency Assistance Areas

  Emergency assistance areas are marked and available for individuals needing assistance who cannot exit the building. Emergency personnel will prioritize evacuating individuals from these locations.

- Assistance During Evacuation

  College employees are not required to lift or carry individuals with mobility impairments, as this goes beyond ADA requirements. However, they may offer assistance, such as using rolling chairs available in classrooms or offices to help move individuals to the **emergency assistance area.** Faculty and staff are encouraged to assist within their abilities and comfort levels.

- Evacuation for Individuals with Visual, Auditory, or Cognitive Impairments

  Visual Impairments: Volunteers should offer assistance, providing clear verbal instructions and physical guidance to help individuals exit the building.

  Auditory Impairments: Use visual aids, hand signals, or written communication to notify and guide individuals with hearing impairments during evacuations.

  Cognitive Impairments: Provide simple, clear instructions, and assist individuals with cognitive impairments to evacuate safely and calmly.

4. External Partnership for Off-Campus Evacuation

In the event of an emergency that requires evacuation beyond the immediate campus, the College has established partnerships with local transportation providers and schools to ensure appropriate transportation is available.

- Transportation

  If an off-campus evacuation becomes necessary, accessible transportation, including buses equipped for individuals with mobility impairments, will be available through COA vehicles if available/permissible depending on emergency, or pre-arranged partnerships.

  ICPTA (Inter-County Public Transportation Authority): ICPTA will provide handicap-accessible buses, as available, that meet the needs of individuals with disabilities.

  Local K-12 Schools/Districts: These partners will provide additional transportation support, as available, including buses that are accessible to those with disabilities.

- MOU Agreements

  The MOUs with approved transportation agencies for bus or other transportation assistance, including the provision of accessible transportation will be included in the internal documentation. These agreements will be maintained and reviewed annual by the COO to ensure they are up to date and meet the College's emergency evacuation needs.

- Post-Evacuation Review

  After any evacuation, a review will be conducted by the Incident Commander and ERT to assess the effectiveness of the procedures. Feedback will be collected, and adjustments will be made to improve future evacuations.

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6. Emergency Procedures for Specific Events

Here are comprehensive checklists and procedures for specific emergency events that may occur on COA campuses.

Armed Intruder/Armed Assailant/Active Shooter

☐	**Contact 911** immediately
☐	**Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	If safe, provide details on the situation (number of intruders, types of weapons, etc.)
☐	**Implement a hard lockdown: Lock all doors, turn off lights, and shelter out of sight. If near an Emergency Lockdown button, press it to immediately activate the locking of all exterior doors in that specific building.** *(Note: Lockdown buttons are in place)* *COA - Elizabeth City -The locations will be noted on building maps.)* *COA - Currituck - BRIVO System (Electronic exterior door locking system)* *COA - Edenton-Chowan - Manual lockdown* *COA - Dare - BRIVO System in Building A, Manual lockdown in Building B (PAB)*
☐	Lockdown notifications will be sent out via: Regroup (email, text, app notifications)
☐	Silence mobile devices and remain quiet. All classrooms and offices should lower their door window covering.
☐	**Wait for a response:** Do not engage unless it is a last resort to protect yourself.
☐	Wait for COA ERT members (in coordination with public safety) to give the all-clear signal.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide any necessary communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Assemblies/Demonstrations (Peaceful/Non-Peaceful)

Free speech, which includes the right to distribute material and peacefully assemble, is central to the College's academic mission. The College encourages and supports open, vigorous, and civil debate across the full spectrum of society's issues as they present themselves to the College community. At the same time, limitations on activities on College property are necessary so that the College may fulfill its primary mission of educating students. The use of outdoor space on the College's campus does not represent an endorsement or support by the College of the content or viewpoints expressed by the individual or group using the space. The College is a limited public forum and does not discriminate based on content or viewpoint.

Most campus assemblies will be peaceful and will not interfere with instruction. Assemblies on COA campuses must be approved through the COA Facilities Use Agreement, logged in 25Live and a notification of approved events will be shared with College employees.

A map of designated assembly areas are included in the Appendices.

An assembly is considered "peaceful," and no action is necessary unless one of the following conditions exists:

- Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger, or speech that constitutes defamation;
- Touching, striking, approaching, or impeding the progress of pedestrians in any way, except for incidental or accidental contact;
- Obstructing the free flow of pedestrian or vehicular traffic;
- Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations;
- Damaging, destroying, or stealing College or private property;
- Endangering the health or safety of persons; and
- Possessing or using firearms, explosives, dangerous weapons, or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non-service animals, etc.).

Any acts that are disruptive to the College's normal operations will not be tolerated and may result in an immediate termination of the activity.

Peaceful Assembly - Normal operations will continue.	
☐	**Do not engage with those assembling - Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	Campus Safety & Security will monitor for acts of vandalism or signs of escalation.
☐	Campus Safety & Security will contact outside assistance as needed.
☐	Preplanned large assemblies may have local law enforcement presence ahead of time.
☐	The Emergency Response Team (ERT) meets to discuss appropriate actions/options (i.e., peacefully disbanding gathering and arranging for a representative from the assembly to meet with the administration).
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide any necessary communications.
Non-Peaceful Assembly	
☐	**Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2228 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429

☐	Follow **lockdown procedures** if instructed. The situation will determine soft or hard lock-down status.
☐	Campus Safety & Security will contact outside assistance as needed.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide any necessary communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Behavioral Emergencies *(Assault; Communicating Threats; Drugs and Alcohol; Theft and Property Damage; Possession of Weapons; and, based on severity, Violations of Normal Classroom Behavior)*

☐	**Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	If there is a life-threatening situation, **call 911.**
☐	**Wait for a response:** Do not engage with the individual. Campus Safety and Security will assess and de-escalate the situation.
☐	If possible, move bystanders to safety while maintaining your safety.
☐	**Next Steps and Communications:** The COA CARE (Campus Assessment Response and Evaluation) Team or ERT will determine the next steps. The PIO, or designee, will provide any necessary communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Bomb Threat

☐	**Remain calm and gather information.** Collect as much information as possible from the caller or other form of communication of the threat. This should include the bomb's location, the time it is set to go off, and the reason for the threat and any other important information. ***Complete the Bomb Threat Form to assess the caller while talking with them.*** Pay attention and make notations of any unusual background noise that may give some indication of the origin of the call.
☐	**DO NOT** open drawers, doors, or windows, do not turn any electrical equipment off or on, and do not touch the light switches.
☐	**Contact 911 immediately - then Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429 *Cell phones and radios may be used during bomb threats now - Emergency Management provided latest guidance.*

☐	Notification of a shelter-in-place/lockdown will be issued when experiencing a bomb threat. It will shared via the intercom alert system and Regroup (call, text, email). The College community will be advised that additional information will be shared as soon as possible. (Not recommended to announce a "bomb threat" as it will create mass panic.)
☐	Faculty and staff are requested to quickly inspect their area for suspicious objects and report them immediately.
☐	**DO NOT TOUCH** or move any suspicious objects.. Evacuate to the floor or area away from the suspicious object. *Evacuations are no longer recommended for bomb threats - Emergency Management provided latest guidance.*
☐	Follow **emergency evacuation procedures if instructed** - without activating the fire alarm unless there is an immediate fire. Notification to evacuate will shared via the intercom alert system and Regroup (call, text, email).
☐	If instructed to evacuate, proceed to the designated **Emergency Assembly Area (EAA).**
☐	If evacuated, close doors as you leave unless otherwise instructed by emergency personnel.
☐	Building/Floor Coordinators should check within all areas of their responsibility to be sure everyone has evacuated.
☐	Await clearance from the ERT (in coordination with public safety) before re-entering the building.
☐	Emergency Response Team (ERT) analyzes the emergency and determines closing options.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Cyber Attacks

☐	**Report Suspicious Activity:** If you notice unusual activity on school computers or networks (e.g., locked screens/ransomware or unauthorized access), report it immediately to a Dean, VP, or the IT department.
☐	**Do not turn off your computer.**
☐	**Avoid Sharing Sensitive Information:** Do not enter passwords or share personal data during the incident, as it may be compromised.
☐	**Continue Offline:** If online systems are down, switch to your business continuity plan or paper-based resources as directed.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide any necessary communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Disorderly Conduct

Disorderly or Disruptive Conduct is behavior that interferes with the college's academic mission and negatively impacts the college community or its members.

Disorderly conduct includes indecent or obscene conduct on a college-owned or related property, at college-sponsored or college-supervised functions, or against a college community member or guest.

Disruptive behavior includes intentional or reckless disruption of:

- Teaching, learning, and/or research
- Administrative or disciplinary procedures or
- Other college activities, including public college functions or other authorized activities on college premises

☐	In minor situations, **faculty/staff should attempt to resolve** the issue if it is safe to do so.
☐	**If the situation escalates or becomes unmanageable - Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	Provide relevant details to **Campus Safety & Security.**
☐	**Campus Safety and Security** will intervene and de-escalate the situation. If necessary, law enforcement will be contacted.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Explosions

☐	Immediately take **cover** under tables or other sturdy objects.
☐	**DO NOT** open drawers, doors, or windows, do not turn any electrical equipment off or on, and do not touch the light switches.
☐	After the initial explosion subsides, contact **911 and Campus Safety and Security** with location details. **Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	If necessary, activate the building **fire alarm** to initiate evacuation.
☐	Evacuate to at least **500 feet upwind** of the explosion. (Note: 500 feet is just over 1.5 football fields.
☐	Assist **individuals with disabilities** in evacuating to the **Emergency Assembly Area (EAA). Do not use elevators.**

☐	DO NOT RETURN TO AN EVACUATED BUILDING unless directed to by the ERT or emergency response personnel.
☐	Emergency Response Team (ERT) analyzes the emergency and determines closing options.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Fire or Smoke

Fire extinguishers, fire exits and alarms are noted on the maps in the appendices. Be sure to familiarize yourself with the various locations of these items and how to use them.

☐	Immediately **activate the fire alarm** and evacuate the building.
☐	**IMMEDIATELY DIAL 911** and **- Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	Evacuate to the nearest **Emergency Assembly Area (EAA).** Assist individuals with disabilities.
☐	**DO NOT USE ELEVATORS during the evacuation.**
☐	Ensure the building is fully evacuated and all individuals are accounted for. COA Operations and public safety personnel will ensure full evacuation.
☐	Do not attempt to fight the fire if you are at risk. Prioritize evacuation
☐	DO NOT RE-ENTER the building until Campus Safety and Security or emergency personnel give the all-clear.
☐	Emergency Response Team (ERT) analyzes the emergency and determines closing options if necessary.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Gas Leaks, Fumes, or Vapors

College of The Albemarle utilizes natural gas in numerous buildings on campus.

☐	If you smell gas (rotten egg smell) that is lingering or you are uncertain of the severity of the situation, contact 911 or pull the nearest fire alarm. **Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429

☐	If safe to do so, turn off gas appliances (like Bunsen burners).
☐	**Do not use electrical devices,** including lights, as they may ignite the gas. (Walk away from the active leak to use phones to call 911)
☐	**DO NOT** start vehicles within areas of gas leaks - approximately 100 feet (Note: a little longer than a basketball court)
☐	Evacuate the area and proceed to the nearest EAA.
☐	Campus Safety & Security notify Piedmont Natural Gas: 1-800-483-5702 or relevant authorities.
☐	Emergency Response Team (ERT) analyzes the emergency and determines closing options.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Hazardous Materials Spill

Contamination by hazardous materials can occur by physical contact or inhalation. At COA campuses, hazardous material containers are required to be labeled with information regarding the health hazards of the substance. Individuals who believe they have been contaminated by contact with, or inhalation of, a known or suspected hazardous material should immediately seek emergency response assistance.

☐	Report any hazardous spill immediately - contact 911 **Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	**Evacuate the area** if there is an immediate danger, and assist individuals with disabilities.
☐	**Seek immediate decontamination.** If materials are spilled on clothing or skin, use a **safety shower** or **eye wash** and seek medical attention.
☐	**Do not attempt to clean up** the spill unless trained to do so.
☐	**Avoid contact** with the spilled material and notify emergency personnel upon their arrival.
☐	**Campus Safety & Security** will provide the responding emergency response personnel information, including the spill's location, the evacuation status, personnel missing that may still be in the building, and special hazards associated with the building.
☐	Emergency Response Team (ERT) analyzes the emergency and determines closing options if necessary.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Medical Emergencies
Never administer medical assistance beyond the level of your training.

Under no circumstances should you give your opinion about what might be wrong with the individual or recommend a specific health care provider. If the patient is too sick or injured to leave on their own, help arrange transportation. Under no circumstances should staff or faculty transport ill or injured persons.
Do not withhold medical assistance. When in doubt call 911.

For additional information on medical emergencies to include emergency administration of Naloxone, reference COA policies and procedures:
2.1.5 - Campus Medical Emergencies
2.1.5.3 - Emergency Administration of Naloxone
2.1.10 - Bloodborne Pathogens

☐	Call 911 if: • The person has lost consciousness. • The person has an altered mental status. • The person is unresponsive • The person cannot breathe. • The person has chest pains. • The person has a severe injury or severe bleed.
☐	**Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	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?
☐	Stay with the person.
☐	Reassure them that help is on the way. Keep them still and comfortable until help arrives.
☐	Do not move an injured person unless the person is at risk of further serious injury.
☐	Do not administer medication, food, water or stimulants.
☐	Ask the person if there is anyone he or she wants notified about the emergency. Obtain the name and phone number of the individuals to be notified – Emergency Response Team (ERT) members should make these calls. If the person is under the age of 18, or has cognitive or developmental limitations, they must be accompanied by a College or High School representative if being transported to the hospital.
☐	Protect yourself against direct contact with the victim's bodily fluids, including blood, urine, saliva, and other body secretions.

☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Power Outage

In the event of a power outage, College operations, educational programs and activities should pause. Please remain calm, use whatever light sources are available, and remain in the room or area until further advised.

Outage	
☐	Report the outage to **Campus Safety and Security** and follow any instructions sent via Regroup, social media, and the website regarding the closure or evacuation of the building. **Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	For those in a shop or a lab, turn off gas burners and electrical equipment to prevent hazards when power is restored.
☐	When leaving a work area or site, take essential personal possessions and lock offices and/or classrooms. Be sure to turn off light switches.
☐	Assist persons with disabilities. Instructors are to stay with any students with physical disabilities until assistance arrives. Do not leave students with disabilities alone in the classroom.
☐	For dual enrolled students, wait until all minors (under the age of 18), without their own transportation, have been released to their parent, guardian or school representative.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Severe Weather/Tornado

In inclement or severe weather, COA may close or delay its operations entirely or partially. Because weather conditions and other emergencies may not affect all campuses directly, this decision may be made on a campus-by-campus basis.

Depending on conditions, the decision to cease operations may be made anytime during the day. Students and employees will receive information regarding COA schedule or operational changes via the COA Alert System - Regroup, COA social media, the COA website and local media outlets.

The Chief Operations Officer, or designee, will be notified of warnings generated by the National Weather Service. Many cell phones also have apps that alert users of severe weather warnings, so notifications may be received using various methods. Only tornado warnings will be shared to the College via Regroup and other communication platforms, unless otherwise advised by emergency management personnel.

Severe thunderstorms are the most likely natural occurrence that could affect the College. During severe weather, before lightning strikes, be alert for darkening skies, flashes of light, or increasing wind. Listen for the sound of thunder. If you hear thunder, you are close enough to the storm to be struck by lightning. To lessen the possibility of injury, the following steps should be followed.

Severe Thunderstorm/Lightning	
☐	If under a severe thunderstorm warning, outdoor activities should stop and everyone move to a safe place. Substantial buildings provide the best protection. Once inside, stay off corded phones and away from any wiring or plumbing. Avoid sheds, small or open shelters, dugouts, bleachers, or grandstands. A hard-topped metal vehicle with closed windows will offer good protection if a sturdy building is not nearby.
☐	Stay inside. Do not resume activities until 30 minutes have passed since the last thunder was heard.
☐	If someone is struck by lightning, call 911 for immediate medical attention. Provide CPR or use an Automated External Defibrillator if needed and as instructed by 911 or the device. Lightning victims do not carry an electrical charge and are safe to touch.
Tornado Warning: A warning is issued when a tornado funnel is sighted or indicated by weather radar.	
☐	Upon notification of a tornado warning, classes should cease immediately. Students and faculty should proceed to the closest safe area (interior rooms, away from doors and windows, and on the lowest level of the building). Shut off lab equipment for which they are responsible, if possible. All individuals on campus will shelter-in-place.
☐	Instructors and Building/Floor Coordinators will assist with getting staff and students into the closest safe areas. These areas will be in interior hallways and rooms on the first floor. Large rooms, auditoriums, or window areas should be avoided.
☐	All persons are to stay in the safe area until an all-clear signal is given via the intercom alert system and Regroup. Faculty should stay with their students. If a person chooses to leave the safe area, they do so at their own risk.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Sexual Assault

☐	**Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	Campus Safety & Security – assess the situation and contact 911.
☐	Avoid washing areas where bodily fluids may provide evidence.
☐	Provide first aid only if you are trained and it is safe.
☐	Don't leave the victim alone; provide emotional support.

☐	Campus Safety & Security – contact Title IX Coordinator or designee.
☐	The Title IX Coordinator or designee will follow clery/VAWA reporting requirements, and follow COA Procedure 5.3.4.1 - Title IX Sexual Harassment and Sexual Violence.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Student Risk Assessment

This emergency checklist aligns with the following:
Policy 5.3.3 – Student Risk Assessment
Procedure 5.3.3.1 – Student Risk Assessment

☐	Report concerns about a student's behavior (e.g., suicidal, violent, disruptive) through the College's online incident reporting system.
☐	**Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
Vice President Review	
☐	VP of Student Success and Enrollment Management (SSEM) or designee conducts an initial review.
☐	Evaluate the severity and potential risk to the college community.
☐	Consider the student's academic and disciplinary records.
☐	Decide the next steps: disciplinary action, referral to CARE Team, or no action.
COA CARE Team Review	
☐	CARE Team evaluates the behavior and risk level.
☐	Interview relevant parties and review all available evidence.
☐	Recommend external psychological assessments if necessary.
COA CARE Team Determination	
☐	The CARE Team may recommend one of the following: • No action required. • Address miscommunication or provide student support plans. • Refer the student to Policy 5.3.2 for disciplinary action.
Follow-Up	
☐	Periodic follow-ups by the CARE Team may be required if necessary.
☐	Non-compliance with CARE Team recommendations may result in further disciplinary action.

Suicide Attempt (If there is written or verbal indications of suicide ideation but no imminent threat, an incident report should be submitted so the COA Cares team can follow up.)

For additional information, see COA Procedure 5.3.3.1 - Student Risk Assessment

☐	Always take a suicide threat seriously.
☐	**IMMEDIATELY DIAL 911** and - **Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	If the individual is in immediate danger, stay with them but do not attempt to physically intervene unless there is an immediate threat to life.
☐	If there is written or verbal indications of suicide ideation but no imminent threat, the incident report will trigger the COA CARE Team to respond.
☐	Await **Campus Safety and Security assistance.**
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Trespass to Property

☐	If an individual appears on campus violating a court order or an order by college officials. We may not always know of individuals with court orders; however, if someone has an order that is pertaining to the College, Communications and Marketing will send an email with information to the College community to make them aware. **Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	Campus Safety and Security will assess and, if needed, contact local law enforcement for assistance.
☐	If the situation escalates, follow the directions from Campus Safety and Security or the Emergency Response Team (ERT).
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

Violence on Campuses

College of The Albemarle is committed to providing all employees and students with a safe and healthy workplace. To that end, campus violence in any form is unacceptable. Any form of violence by an employee or student, to another employee or student, vendor, or visitor to the College, including but not limited to physical attack, intimidation, threats, or property damage, will be cause for disciplinary action up to and including dismissal as unacceptable personal conduct. Law enforcement will be contacted for any acts of violence by individuals who are not employees or students of the College.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Threats or acts of violence occurring on college property or during college-related activities, regardless of the relationship between the college and the individual(s) involved. This includes employees, students, visitors, contractors, or others outside the college community.
- Physical assaults and direct or implied threats to harm an individual, their family, friends, or associates, whether in person or through other means.
- Intentional destruction or sabotage of property, including personal property and property owned, operated, or controlled by the college.
- Acts of disruption that interfere with the college's natural work or educational environment or that create a reasonable fear for personal safety. 30
- Stalking, defined as willful, malicious, or repeated following or harassment of another individual, including individuals outside the college community.
- Unauthorized possession or inappropriate use of firearms, weapons, or other dangerous devices on college property. A "weapon" includes any object used to harm, intimidate, or threaten others.
- Intimidation through bullying, use of profane language, "fighting words," or obscene gestures that create a reasonable belief of immediate harm.

☐	**Notify Campus Safety & Security** COA - Elizabeth City: 252-312-3905 (Cell) 252-335-2348 (Office) or Extension 2491 COA - Currituck: 252-435-7804 (Cell) 252-453-3035 (Office) or Extension 8109 COA - Dare: 252-216-6354 COA - Edenton-Chowan: 252-722-2429
☐	**Do not engage** the aggressor. Remove yourself and others from the area if possible.
☐	**If there is an immediate threat to life, call 911.**
☐	Appropriate Emergency Response Team (ERT) analyzes the situation – and works with Law Enforcement on an investigation if applicable.
☐	**Next Steps and Communications:** The ERT will determine the next steps. The PIO, or designee, will provide communications.
☐	Campus Safety and Security will submit a report to the college's incident reporting system.

7. Recovery

Post-Incident Recovery Plan

The **Emergency Response Team (ERT)** will oversee recovery efforts after an incident. This includes damage assessment, resource restoration, and providing support services to those affected.

Damage Assessment and Restoration

- Operations will assess the physical damage and implement necessary repairs.
- Temporary facilities may be arranged to continue academic operations.
- Report damages to the local emergency management office for reporting.

Psychological and Physical Support Services

College of The Albemarle provides an Employee Assistance Program (EAP) and a Student Assistance Program (SAP). Information will be provided post-incident.

Continuity of Operations (COOP) and Continuity of Learning

This would cover procedures for resuming all College operations after a disaster, including the use of alternate facilities and remote learning capabilities. The College will utilize the Business Continuity Plans for each Division/Department.

Debriefing and Plan Review

After every major incident, a formal debriefing will occur to review the response. Lessons learned will be documented, and adjustments will be made to the Emergency Response Plan.

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8. Training Recommendations and Timeline

Training Recommendations for Key Personnel

- **ICS-100, ICS-700, ICS-800** are required for all Emergency Response Team members (ERT).
- **ICS-200, ICS-300 and ICS-400:** Required for senior leadership and deans involved in multi-agency responses.
- **Public Information Officer (PIO) Training:** Managing crisis communications for the Director of Communications and Marketing.

Training for Faculty, Staff, and Students

- **Annual Evacuation Drills:** Conducted annually for all campuses.
- **Lockdown Drills:** Conducted annually for all campuses.
- **First Aid/CPR Training:** As first responders, all COA Campus Safety and Security personnel are certified in First Aid and CPR/AED - they will maintain their certification as required.
- **Fire Drills:** Conducted each semester for all campuses.

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9. Plan Review and Updates

- **Suggested Safety Committee for Plan Review**
    - Chief Operations Officer (COO) – Chair
    - Vice President of Learning
    - Vice President of Student Success and Enrollment Management
    - Vice President of Institutional Research, Planning, Effectiveness and Technology
    - Vice President of Business & Administrative Services
    - Director of Communications and Marketing (Public Information Officer)
    - Director of Human Resources
    - Director of IT
    - Campus Deans
    - Maintenance Supervisor
    - Campus Safety & Security Director
    - Coordinator for Accessibility and Student Conduct
    - Faculty Representative
    - Staff Representative
    - Student Services Representative
    - Local Emergency Services Liaisons
    - Local Police/Sheriff Representatives
    - Local Fire Department Representatives

Suggested Timeline for Safety Committee Meetings

- **Safety Committee** should meet quarterly to discuss any safety concerns, to receive updates from public safety representatives and to determine any revisions to the Emergency Response Plan.
- **Annual Review:** Schedule the fall quarterly meeting to review the ERP and include any necessary updates and training schedules. The plan should be approved by PLT and the Board of Trustees annually.

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10. Recommendations for Future Consideration

1. **Advanced Technology Integration**
    - **Electronic Access Control Systems:** Consider installing electronic locks on classroom doors that can be automatically secured during lockdowns.
2. **Scenario-Based Emergency Drills**
    - Conduct scenario-based drills for critical incidents, such as active shooter situations or large-scale natural disasters, to evaluate real-time response capabilities.
    - Involve local law enforcement, fire, and EMS in these drills to ensure multi-agency coordination.
3. **Mental Health Support Initiatives**
    - Enhance post-incident mental health support by developing proactive mental health initiatives. This can include partnerships with local mental health organizations to provide on-site support following a crisis.
4. **Required NIMS/ICS Training:**
    - All key personnel must complete ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, and ICS-800 courses as part of NIMS compliance. These courses ensure that personnel are trained in standardized incident response procedures.
5. **Annual Drills and Exercises:**
    - Specify that the COA ERP will be tested annually using tabletop, functional, and full-scale exercises per FEMA's HSEEP (Homeland Security Exercise and Evaluation Program).

Conclusion

This **College of The Albemarle Emergency Response Plan (ERP)** ensures a clear and organized response to various emergencies.

Appendices

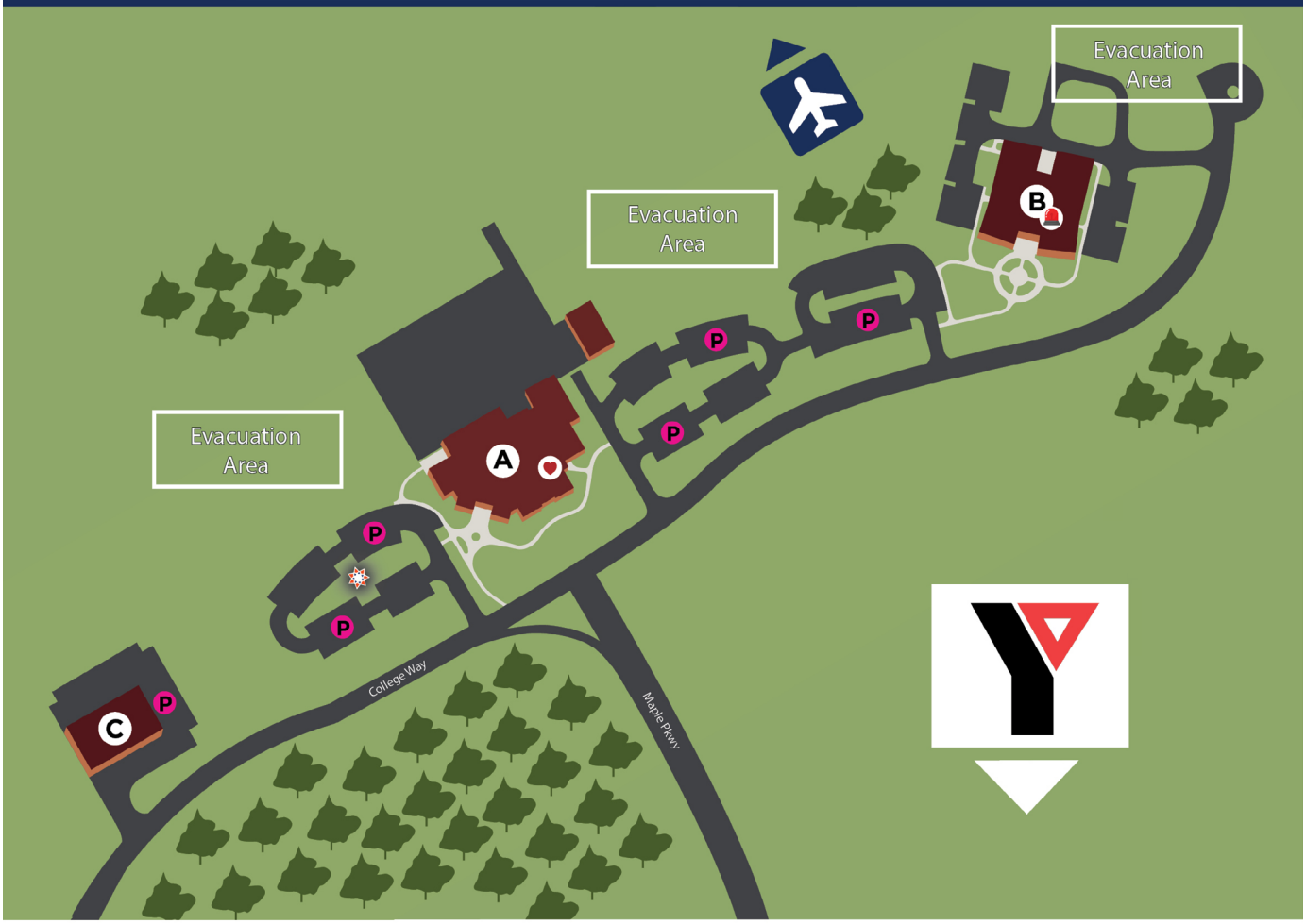
Campus Maps
These maps provide detailed layouts of the COA campuses, with the following highlighted:

- Evacuation Routes: Marking evacuation routes for each building.
- Emergency Assembly Areas (EAAs): Designated locations for all evacuees after a fire alarm or other evacuation events.

<u>INTERNAL MAPS:</u> AWAITING INFORMATION—MAPS WILL BE INCLUDED ONCE ALL RELEVANT DETAILS ARE RECEIVED.

COA - Currituck Campus Map

107 College Way, Barco, NC 27917 **P** (252) 453-3035 **F** (252) 453-3215



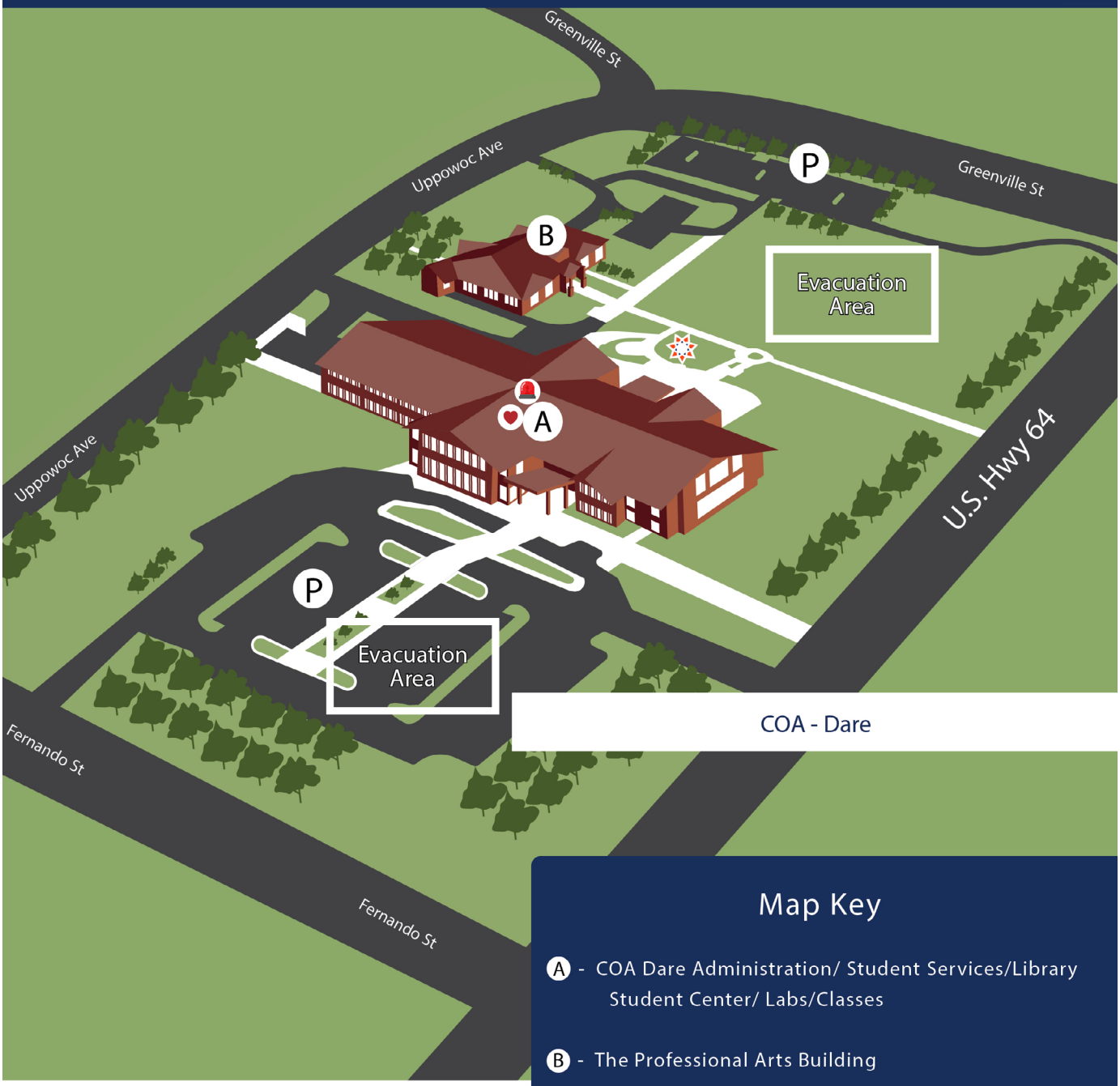
COLLEGE OF THE ALBEMARLE

Campus Key

- A Aviation/Administration
- B Public Safety Building
- C EMS Building
- P Parking
- Currituck Regional Airport
- YMCA
- Designated Free Speech Area
- AED (Automatic External Defibrillator)
- Emergency Assistance Area

COA - Dare

205 Highway 64 S. Manteo, NC 27954 P (252) 473-2264 F (252) 473-5497



Map Key

- A - COA Dare Administration/ Student Services/Library Student Center/ Labs/Classes
- B - The Professional Arts Building
- P - Parking
- Designated Free Speech Area
- AED (Automatic External Defibrillator)
- Emergency Assistance Area

COLLEGE OF THE ALBEMARLE

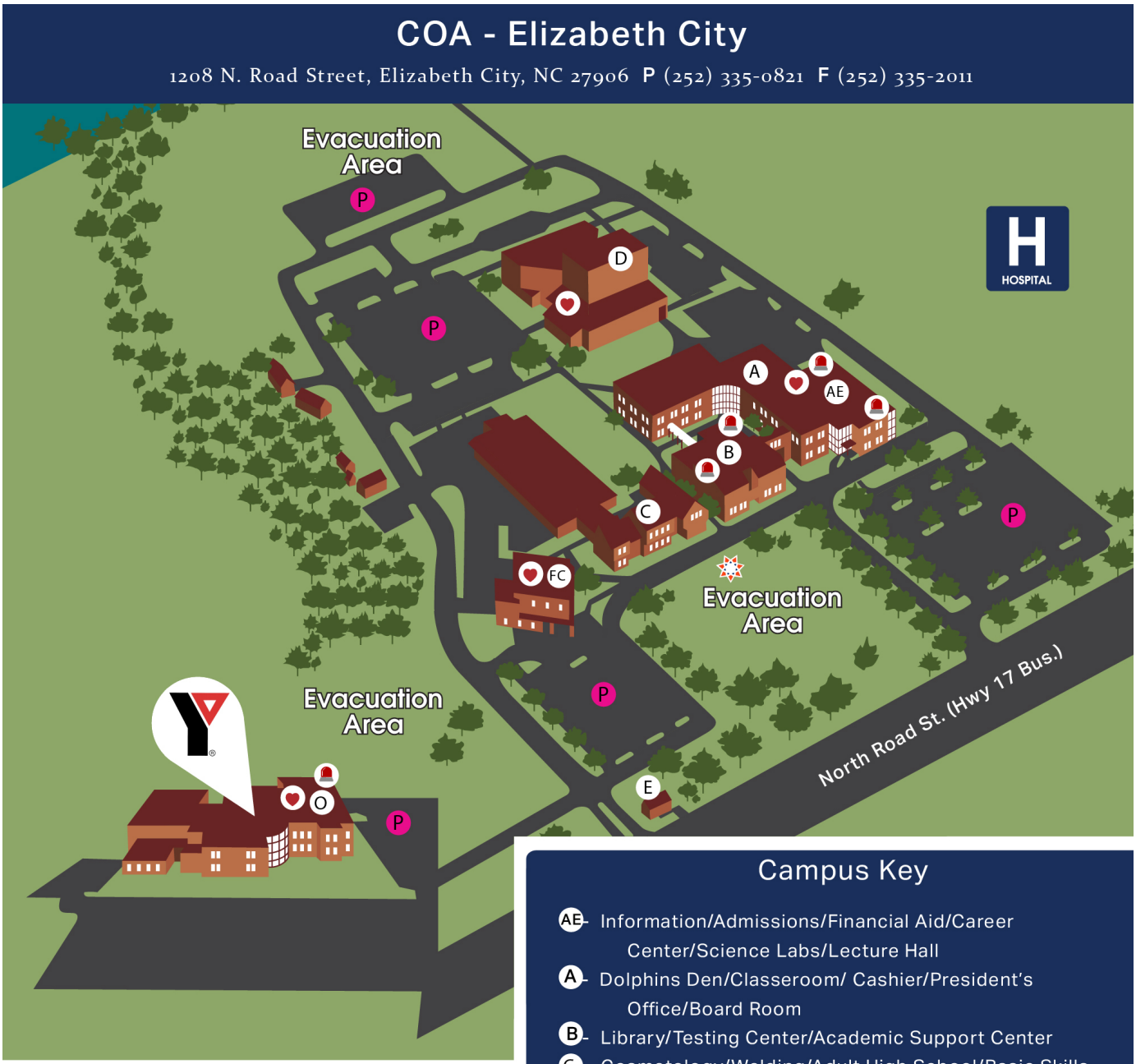
COA - Edenton-Chowan

118 Blades Street, Edenton, NC 27932 P 252-482-7900 F 252-482-7999

Campus Key

- A - Edenton-Chowan Schools
- B - Edenton-Chowan Schools/COA Biology & CNA
- C - Culinary Arts
- D - Administration & Classrooms
- E - HVAC
- F - Boys & Girls Club/Board of Education
- G - Greenhouse
- P - Parking Lot
- JAH John A. Holmes High School
- - Designated Free Speech Area
- - AED (Automatic External Defibrillator)

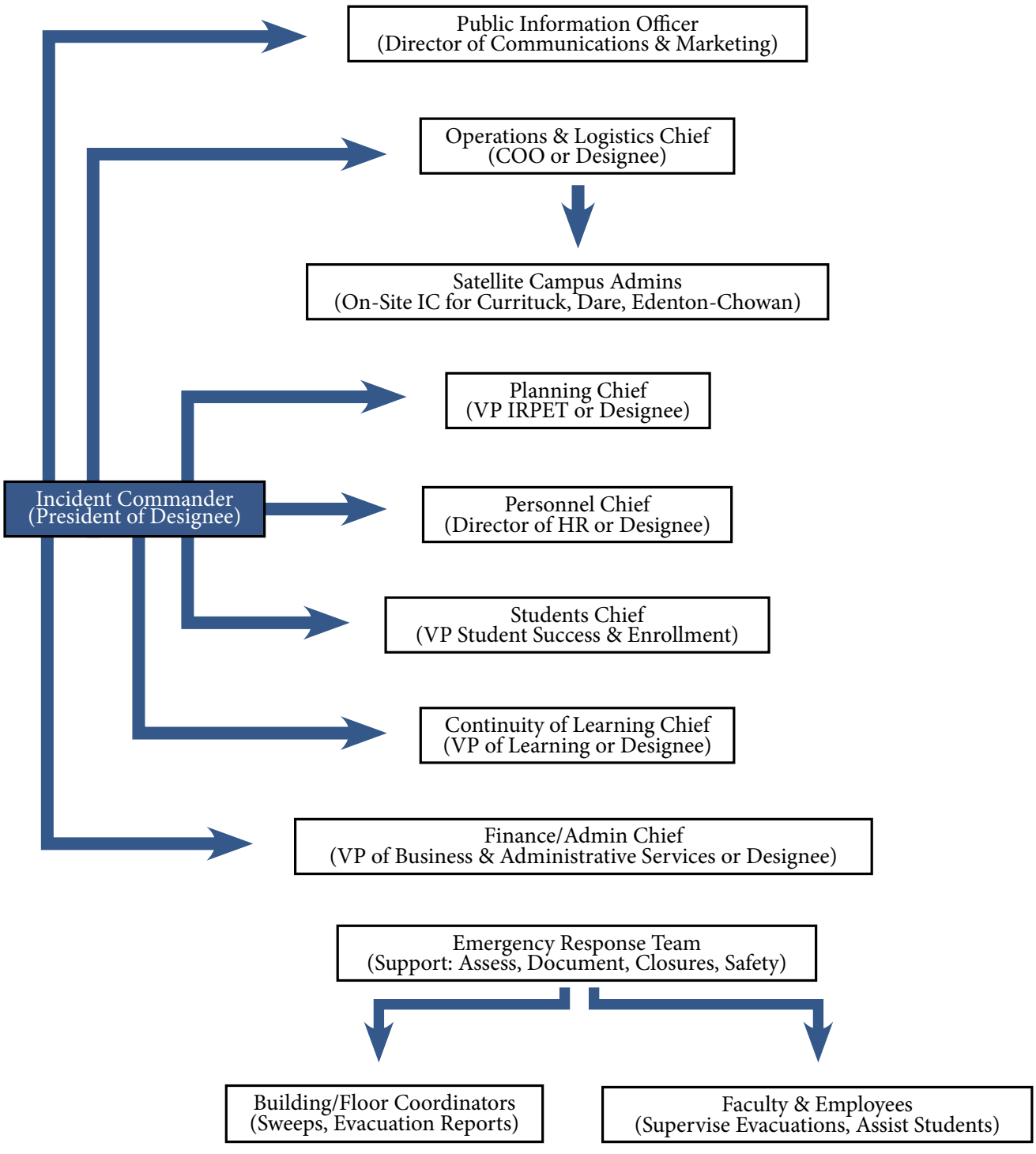
COLLEGE OF THE ALBEMARLE



COLLEGE OF THE ALBEMARLE

Organizational Chart

This chart illustrates the **Incident Command System (ICS)** structure for COA during an emergency, highlighting the **Incident Commander (President)** and other key personnel such as the **Public Information Officer (PIO)**, **Operations Section Chief**, and **Logistics Section Chief**. The chart also shows reporting lines and coordination responsibilities for satellite campuses.



College Closing Levels

The **College Closing Levels** appendix guides the status of COA operations during emergencies or severe weather conditions. Each level is based on the severity of the event and its impact on operations:

1. **Level A: Full Closure (All Locations Closed)**
    - All campuses are fully closed to students, faculty, and staff.
    - No remote operations will be conducted.
2. **Level B: Buildings Closed, Remote Operations Active**
    - All buildings are closed, but remote learning and work continue.
3. **Level C: Specific Campus Fully Closed (No Remote Operations)**
    - One specific campus is fully closed with no remote work.
4. **Level D: Specific Campus Closed, Remote Operations Active**
    - A specific campus is closed, but remote learning and work continue.

Communication Channels for Closing Levels:

- **Regroup Notification System:** Alerts are sent via text, email, and phone.
- **Website Updates:** Information posted on the COA website.
- **Social Media Announcements:** Updates on official COA social media accounts

College of The Albemarle (COA) is committed to providing equal opportunity in admissions, education, and employment. COA prohibits discrimination or harassment based on race, color, national origin, sex, age, religion, disability, veteran status, genetic information, or any status protected by law. Inquiries regarding non-discrimination policies may be directed to: Employees: Ella Fields-Bunch, Director, Human Resources | 252-335-0821 ext. 2236 | ella_bunch44@albemarle.edu - Students: Kris Burris, Vice-President, Student Success and Enrollment Management | 252-335-0821 ext. 2251 | kris_burris76@albemarle.edu