

2.11 College Safety Plan & Emergency Operations Plan

Last Revised: February 2012

Policy: Piedmont Community College (PCC) promotes a teaching and learning environment that is safe for all students, faculty, staff, and visitors while on College premises.

Purpose/Definitions: PCC strives to provide a safe and secure working and learning environment for its faculty, staff, students and visitors. Contributing to the safety of the teaching and learning environment are controlled access to facilities and distribution of keys, the presence of both sworn law enforcement officers, college safety officials and a heightened awareness of criminal activity through regular reporting and educational programs. Within these measures, the College complies with all the crime awareness education and reporting requirements of the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#). The College Emergency Operations Plan, which is available on the College website under “Helping You at PCC / The Resources / Campus Safety”, is designed to increase awareness of College safety programs.

Safety at PCC requires a partnership between the College and its constituents. It is also the responsibility of the faculty, staff, students, and visitors to protect themselves and their possessions.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure: The Piedmont Community College Director, Safety and Preparedness and the Environment / Safety Committee will meet at least three times each academic year with additional meetings as needed. The Environment / Safety Committee along with the Director, College Safety and Preparedness will review and edit the Safety Policy and Emergency Operations Plan each year and provide suggested changes to the Vice President, Administrative Services by October 1.

The Director, College Safety and Preparedness and the Environment/Safety Committee provide an Emergency Operation Plan that includes the following items:

General Information

- Overview of the Emergency Operations Plan
- Concepts of Operations
- Command and Control
- Authority
- Organizations
- Responsibilities

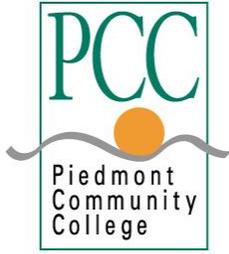
Specific information:

- Accidents (Vehicular & Work Place)
- Bomb Threats/Suspicious Letters and Packages
- Campus Violence (Including Armed Intruder)
- Child Abduction/Missing Child
- Fire Drills and Emergency Evacuations

- Incident Reporting & Confidential Reporting Procedures
- Information/Documentation Protection
- Medical Emergencies
- Psychological & Behavioral Crisis
- Utility Emergency (Including Hazardous Materials)
- Methods of Communication

Legal Citation: N.C.G.S. 115D-20 and the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#).

History: Revised January 1988, July 1995, October 2001, January 2008, September 2010, February 2012



College Safety Plan

Piedmont Community College

Developed by: PCC Environment/Safety Committee

Approved: Spring 2012

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Overview of Safety Plan

A. Purpose

This plan serves as a guide for all College personnel in the event of an emergency act on or near one of the facilities of Piedmont Community College, including any situation requiring the closing of any campus or the suspension of classes. While no plan can cover every possible situation or emergency, this plan describes basic actions necessary to protect personnel and property and to enhance the capability of College response in coordination with local emergency response agencies. Specifically, this plan outlines emergency management actions and resources required to:

1. Minimize loss of life and property damage
2. Care for the health and safety needs of personnel
3. Maintain law and order and a safe working environment
4. Restore essential services
5. Provide for continuity of operations
6. Provide recovery operations to expedite the return to normal College operations and resume class schedules
7. Provide timely and accurate information to the public and the media

B. Authority

The authority for this emergency plan is derived from the N.C. G. S. 115D-20, and from Piedmont Community College Policy 2.11 (**Appendix A**), all of which mandate that emergency preparations and an emergency plan be established.

C. Concept of Operations

1. Campus Emergencies
 - a) College personnel will respond to most campus emergencies. When the College (or one of its facilities) is designated as “closed”, non-emergency employees will not come to the College (or onto the designated PCC campus) unless specifically directed to do so by their supervisor.
 - b) Some situations will require emergency response from local government agencies which have the necessary trained personnel and emergency equipment.

A list of emergency services/numbers is posted at the switchboard of each campus. Persons requiring assistance for any situation described in this Plan should contact the switchboard operator so they can call for assistance.

Appendix B: This Plan provides the numbers to call in Person County and in Caswell County for emergency services. Additionally, Appendix B provides the

numbers of College Officials to be contacted in the event of an incident at a College facility.

2. Off-Campus Emergencies

In some cases, emergencies occurring off campus will affect the College and its normal operation. The College will communicate and cooperate with local government agencies to protect the safety of the College and all persons on college facilities in this event. These plans are outlined in the section titled “Off Campus Facilities Safety Plans”.

3. In the event of an emergency, refer to the Methods of Communication page in this plan for ways to receive emergency notifications.

D. Phases of College Emergencies

1. Mitigation/Prevention Phase

The Director, College Safety and Preparedness will ensure that inspections are performed to identify hazardous areas and develop plans with the appropriate College official on how to correct identified issues.

2. Preparedness Phase

Through training and awareness, the College will take aggressive action to prevent emergencies from occurring. The College will also maintain emergency supplies, develop emergency communications systems, and conduct disaster exercises and drills.

3. Response Phase

The College will ensure that there are sufficient resources available to handle routine emergencies on campus and will coordinate with local emergency response agencies for emergencies requiring additional assistance.

4. Recovery Phase

The College will take all necessary actions to facilitate a rapid and thorough recovery from any emergency situation so that normal College functions can be resumed expeditiously.

E. Command and Control

1. The President will direct all emergency response operations and preparations on campus, including suspending and reconvening classes, as outlined in this plan. In the event the President is unavailable, this responsibility will be assigned to the

senior Vice President on campus. This responsibility will be assigned to the Dean, Caswell County Curriculum Programs if no Vice President is there.

2. Response to day-to-day incidents on either campus will be responded to by employees designated as College Safety Officials. College Safety Officials are employees that have completed PCC training and been approved by the Environment/Safety Committee. PCC training programs include:
 - a) Campus Emergency Response Team (CERT)
 - b) Nonviolent Crisis Intervention

3. The President has designated the Director, College Safety & Preparedness as emergency operations liaison officer for the College. In the event the Director is unavailable, the Director or one of the College Safety Officials will assume this responsibility. If local officials are on campus and have assumed direction of operations as prescribed by law, the liaison officer will provide support as requested.

4. For the following types of events, the senior officer of the listed agency who responds to the scene will be designated as “Emergency Services Incident Commander” of the event and will be in charge of all responding emergency services personnel and their activities on-site.
 - a) Fire / Hazardous Material Incident / Chemical Spill
 - i. Person County Facilities: Roxboro Fire Department
 - ii. Caswell County Facilities: Yanceyville Municipal Volunteer Fire Department
 - b) Medical Emergency
 - i. Person County Facilities: Person County Emergency Medical Services
 - ii. Caswell County Facilities: Caswell County Emergency Medical Services
 - c) Pandemic Event
 - i. Initial response: County Emergency Medical Services
 - ii. Long-term mitigation and recovery: County Health Department
 - d) Bomb Threat / Violent Acts
 - i. Person County Campus: Person County Sheriff’s Office
 - ii. Person County Off-Campus (Business Development Entrepreneurship Center , Education Opportunity Center, Kirby Theatre & Workforce Training Center): Roxboro Police
 - iii. Caswell County Campus & Public Safety Training Center: Caswell County Sheriff’s Office
 - e) Weather Emergency
 - i. Person County Facilities: Person County Emergency Management
 - ii. Caswell County Facilities: Caswell County Emergency Management

F. College Organizations & Functions

1. College Environment/Safety Committee

The environment/safety committee meets at least three times each academic year with additional meetings as needed to:

- a) Promote a healthy and safe environment for employees, students and visitors consistent with state and federal guidelines.
- b) Develop and review, annually, the College's Emergency Response Plans – Safety and Pandemic Plans.
- c) Review and refine the College's communication systems.
- d) Make recommendations to address safety concerns expressed by the College community.
- e) Plan and establish regular safety programs to ensure that faculty and staff are trained in the proper use of emergency equipment and procedures.
- f) Make recommendations as appropriate to address air quality issues to improve the working environment.
- g) Improve the quality of campus life by promoting recycling and green initiatives.
- h) Monitor and make recommendations to the College's Energy & Water Management Plan.
- i) Monitor and address buildings and grounds maintenance issues.
- j) Review the Facility Master Plan and make recommendations to the Executive Council.
- k) Monitor and recommend revisions to Section 4 (Plant Management) of the PCC Policy Manual.

2. Campus Emergency Response Team (CERT)

CERT members are given the authority to assist in times of emergencies on campus by the Board of Trustees and their approval of Policy 2.11 (**Appendix A**). The CERT program is covered for civil liability by North Carolina General Statute 90-21.14, the Good Samaritan Law.

CERT is a recognized and approved volunteer program from the North Carolina Emergency Management Office and Citizens Corps.

All CERT members will be required to complete the training course and the requirements set in the course. The Environment/Safety Committee will review and approve CERT training and procedures each year to determine the effectiveness of the team. The responsibility for coordinating CERT training at all PCC facilities will be the responsibility of the Director, College Safety and Preparedness.

When a disaster or overwhelming event occurs on campus and responders are not immediately available, CERT members can assist by:

- a) Conducting an initial size-up in their workplaces.
- b) Reducing immediate dangers by turning off utilities, suppressing small fires, evacuating the area, and helping others.
- c) Treating people for life threatening conditions and various injuries.
- d) Assisting emergency services in establishing a command post, staging area, medical triage and treatment areas.
- e) Collecting damage information and developing a plan of operation based on life-saving priorities and available resources.
- f) Establishing and maintaining communication with emergency responders.

Qualified members of CERT may also be trained in nonviolent crisis intervention which provides skills in care, welfare, safety, and security of disruptive, assaultive, and out-of-control individuals.

General Safety Information

A. Chain-of-Command

Different incidents require different responses from College officials; the following gives a general outline of which College officials, in the order listed are to respond to incidents on PCC campuses.

The general chain-of-command to be followed at the Person County Campus is as follows:

President

Vice President, Instruction & Student Development

Vice President, Administrative Services & CFO

Vice President, Continuing Education

Dean, Student Development

The general chain-of-command to be followed at the Caswell County Campus is as follows:

Dean, Caswell Curriculum Programs

Vice President, Instruction & Student Development

Dean, Student Development

B. Chain-of-Command for Specific Types of Incidents

The following chart represents the chain-of-command for specific types of incidents in both counties:

Type of Incident	Person County	Caswell County
Accidents that require documentation or involve injuries.	<ul style="list-style-type: none"> a. College Safety Official b. Dean, Student Development/Evening Supervisor c. Appropriate Vice President or Immediate Supervisor 	<ul style="list-style-type: none"> a. College Safety Official b. Dean, Caswell Curriculum Programs c. Appropriate Vice President or Immediate Supervisor
* Behavioral and Discipline	<ul style="list-style-type: none"> a. College Safety Official/Dean of Program b. Dean, Student Development c. Appropriate Vice President 	<ul style="list-style-type: none"> a. Student Engagement Specialist/Dean, Caswell Curriculum Programs b. Dean, Student Development c. Appropriate Vice President
Campus Emergencies: Bomb Threat, Child Abduction/Missing Child, Fire & Medical	<ul style="list-style-type: none"> a. Local Emergency Services b. College Safety Official c. Dean, Student Development/Evening Supervisor d. Appropriate Vice President 	<ul style="list-style-type: none"> a. Local Emergency Services b. College Safety Official c. Dean, Caswell Curriculum Programs/Evening Supervisor d. Appropriate Vice President
Campus	<ul style="list-style-type: none"> a. President 	<ul style="list-style-type: none"> a. President

Evacuation/Emergency Closing	b. Appropriate Vice President c. Dean, Student Development/Evening Supervisor	b. Appropriate Vice President c. Dean, Caswell Curriculum Programs/Evening Supervisor
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* Local Law Enforcement is to be called for behavioral and discipline issues that cannot be deescalated by College employees or in the event of violent acts such as an active shooter.

C. Roles & Responsibilities

1. College Safety Official

PCC College Safety Officials are employees who have completed PCC training in Campus Emergency Response Team (CERT) and Nonviolent Crisis Intervention. These employees have been selected and trained to respond to campus emergencies that do not require emergency services or to contain incidents until appropriate emergency services arrive. Responsibilities include:

- a) Conducting an initial size-up in their workplaces.
- b) Reducing immediate dangers by turning off utilities, suppressing small fires, evacuating the area, and helping others.
- c) Treating people for life threatening conditions and various injuries.
- d) Assisting emergency services in establishing a command post, staging area, medical triage and treatment areas.
- e) Collecting damage information and developing a plan of operation based on life-saving priorities and available resources.
- f) Establishing and maintaining communication with emergency responders.

2. Disaster Recovery Team

In the event that a disaster disrupts or prevents the campus from normal operations, the Disaster Recovery Team will direct and oversee the actions taken to return to normalcy. Each officer listed below may delegate responsibilities to others in their specialized area but are responsible for the direct supervision of those delegates. Detailed descriptions of officer's job responsibilities and duties can be found in **Appendix C**.

- a) College President, Incident Commander
- b) Vice President, Administrative Services, Facilities & Finance Operations
- c) Vice President, Instruction & Student Development, Academic Operations
- d) Vice President, Continuing Education, Continuing Education Operations
- e) Director, Public Information, Public Relations & Information
- f) College Attorney, Legal Affairs Advisor

- g) Manager, Human Resources, Employee Relations Issues Director
- h) Director, College Safety & Preparedness, Safety Officer & Emergency Service Liaison

D. Incident Reporting & Confidential Reporting Procedures

Incidents can be reported on either campus by calling the switchboard and asking for assistance. The switchboard can be reached by calling the College from a personal phone or using a College phone.

Person Campus call: College phone use 0

Cellphone call (336) 599-1181

Caswell Campus call: College phone use 221

Cellphone call (336) 694-5707

1. Incident Reporting

All reportable incidents occurring on PCC property are to be reported to the College with the use of the College Incident Report Form (**Appendix D**). This form should be completed and sent to the Director, College Safety and Preparedness who will distribute to the appropriate administrators.

Examples of reportable incidents include: arson, assault, burglary, drug violation, fight, fire, harassment, hate crimes, larceny, liquor violations, property damage, sex offenses, threat, trespassing, vehicle accident, or personal injury.

2. Confidential Reporting

Anonymous or confidential reports can be made to College Safety Officials by phone or face-to-face about criminal activity occurring on campus. Victims and witnesses are encouraged to report information for the safety and security of the College and all those attending.

Reports of crimes may also be made anonymously to Crime Stoppers. This reporting agency will keep the caller's identity confidential and will refer crimes that occur on campus to the Sheriff's Office who will contact College officials.

Person County: (336) 330-0923
Caswell County: (336) 694-5199

E. Noncompliance

All individuals occupying space controlled by the College are subject to the requirements of this policy. Violations of this policy, the refusal to evacuate any building or area, or the refusal to follow the directions of emergency personnel during an emergency are unacceptable. Individuals found in violation will be subject to administrative or academic discipline. Noncompliance with emergency responders' directions or interfering with emergency responders may result in criminal charges. N.C.G.S. 14-288.4(a)(4).

Specific Emergency Information – Accidents and Workplace

A. Vehicular

If you are involved in, or witness, any vehicular accident on campus, the following steps should be as followed:

1. Check the scene to make sure it is safe for you to respond.
2. Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition exists, such as a fire.
3. Notify the Switchboard so 911 emergency services can be notified of the accident, provide location details, number of vehicles involved, vehicle descriptions, and any injuries that resulted.
4. Remain at the scene of the accident until emergency services arrive, and advise any parties to the accident that they also need to remain. If anyone involved in the accident attempts to leave prior to the officer's arrival, do not attempt to stop the person. However, do take note of the appearance of the vehicle and person, as well as record the license plate number.
5. Upon arrival, the responding emergency services will be responsible for identification of witnesses, investigation of the accident, and submission of any required motor vehicle collision reports.

B. Workplace

If you are involved in, or are a witness to, a workplace accident on campus, the following steps should be followed:

1. Check the scene to make sure it is safe for you to respond.
2. Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
3. Notify the Switchboard so they can notify 911 emergency services of the accident; provide location details, nature of the accident, and any injuries that resulted.
4. If the cause of the accident still poses a danger to others, notify the responders and provide whatever assistance you are requested to, and capable of rendering, to reduce or eliminate the danger.
5. If the accident involves injury to a Piedmont Community College employee, work-study student, or student working in a clinical or off-site location, notify the

Vice President, Administrative Services or Director, Personnel/Payroll as soon as possible.

6. The witnessing employee or a College safety official will document accidents in a college incident report. When possible, the cause of the injury will be identified. When appropriate, Piedmont Community College will then take the proper steps to eliminate any causes of the injury that are within its purview.

Bomb Threats/Suspicious Letters and Packages

A. Bomb Threat

1. Upon receiving a bomb-threat, utilize the following steps and complete the bomb threat response procedure in Appendix the College Safety Plan.
2. Upon completion of the call, immediately notify the switchboard who will then contact the appropriate Senior Administrator or safety official.
3. The Administrator or Safety Official will initiate the evacuation of the targeted area while Sheriff's Office is being notified.
4. If you are instructed to evacuate, do so at once, assisting any disabled persons. If possible, avoid using elevators.
5. Faculty and staff having special knowledge, skills, training, or familiarity with the targeted building/area may be asked to assist emergency responders in identifying items that are out of place. Emergency responders may need to question faculty, staff and students about suspicious activity or persons, and employees should provide any additional relevant information that may help to assess the threat.
6. Once outside, move to an area where you will be at least 500 feet from targeted building/areas, and where your presence will not interfere with responding emergency personnel. When possible, avoid gathering in parking lots or near utility equipment such as chillers and electrical power lines.
7. If media representatives are present, refer any questions they have to the College's Public Information Officer.
8. Emergency response personnel will determine when a building/area is safe to resume normal operations. Faculty, staff and students will then be allowed to return.

B. Suspicious Letters and Packages

Be aware that letters and packages may also pose threats, not only from bombs, but also from biological agents such as ricin. If you receive a letter or a package whose external appearance is somehow suspect (for example, it has a powdery residue or oily stains or discolorations on it, or the postmark city is different from the return address city), follow these steps:

1. DO NOT OPEN IT.
2. If possible, isolate the mailing and cover it with an item, such as trash can, to reduce possible contamination.

3. Evacuate the immediate area and call the switchboard, providing information about the location of the item.
4. Wash your hands with soap and water.
5. Be prepared to provide Security with the names of others who may have touched the letter or package.
6. Follow any subsequent directives of Security.

If you become aware only after opening it that the letter or package may pose a threat, follow steps B – F above.

*Special considerations will be given for evacuation of the Child Development Center. If possible, move all persons from the Child Development Center to Building S, Room 100.

Child Abduction / Missing Child

A. Definition

Piedmont Community College is an open campus that allows community visitors to come onto the property for special events and day-to-day activities. The Person County Campus houses the Child Development Center (CDC) which has a capacity of 36 children, ages three to five years. The safety of the children at the CDC and of those visiting PCC properties is paramount; therefore, the following plans have been developed to ensure their safety.

1. Reporting of a Missing or Abducted Child

In the event that a child becomes missing or has been taken without the consent of the person in apparent custody of the child, the following steps should be taken:

- a) Call the switchboard and report the situation. The Switchboard will contact campus safety officials.
- b) Collect as much information as possible about the child's description (age, gender, race and clothing description).
- c) If the child has been abducted, collect as much information about the person taking the child to give to authorities.
- d) If necessary, call 9-1-1 first for local law enforcement.

Also, ask the dispatcher to relay information above to the College switchboard so they can update College Safety Officials (Person County (336) 599-1181 or Caswell County (336) 694-5707).

2. Responding to a Missing or Abducted Child

- a) If possible have someone secure the main gate of the Person County Campus until local law enforcement arrives.
- b) Ask questions, talk to and ask anyone around the area if they saw the child or the events leading up to the child's disappearance.
- c) Stay calm and do not let personal feelings prevent you from assisting in locating the child.

Local law enforcement agencies are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, College Safety Officials or the on-scene administrator will respond and evaluate the situation to determine the best

course of action for safety of the PCC community. Once the local Sheriff's office responds to campus, they will be responsible for all tactical operations.

Earthquakes

A. Immediate Action

If you feel the ground shake, take the following precautions **immediately!**

1. **DUCK** - When the shaking first starts: **DUCK** or drop to the floor.
2. **COVER** - Take **COVER** under a sturdy desk, table or other furniture. If there is nothing available to take cover under, crouch against an interior wall and protect your head and neck with your arms. Stay away from windows, hanging objects, mirrors, or anything that might fall over.
3. **HOLD** - If seeking cover under a piece of furniture, **HOLD** on to it and be prepared to move with it during the earthquake.

B. Use these tips if you find yourself in any of the following places when an earthquake strikes:

1. Multiple story building – Stay near an interior wall. Do not use the elevators.
2. Outdoors – Move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
3. Walking along the street – Duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris.
4. In your car – Pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. **STAY INSIDE THE VEHICLE UNTIL THE SHAKING IS OVER.**
5. In a mall or other public place – Do not rush for the exits. **DO NOT PANIC.** Move away from anything that might fall.
6. In the kitchen—Move away from the refrigerator, stove, and overhead cupboards.
7. In a stadium or theater – Stay in your seat and protect your head with your arms. **DO NOT** try and leave until the shaking is over.
8. In the mountains – Watch out for falling rock, landslides, trees, and other debris that could be loosened by earthquakes.

Fire Drills and Emergency Evacuations

A. Evacuation Information

To help assure your safety, all College buildings have clearly marked and illuminated emergency exit signs which indicate evacuation routes. In some buildings, these signs remain illuminated at all times; in other buildings, they become illuminated when a fire alarm is activated. The College regularly tests the lighting in these signs to assure that it is adequate day and night. Additionally, buildings have emergency lighting systems which provide illumination for a short period of time sufficient to permit evacuation.

***Note: There are no unannounced fire drills! Assume the alarm is the real thing!**

It is each employee's responsibility to become familiar with proper evacuation routes. Additionally, faculty members and supervisors assume the role of monitors/coordinators for their students and subordinates during such a drill or an actual emergency. Therefore, faculty members/supervisors should:

1. Inform students/subordinates of the location of and routes to area exits prior to an emergency.
2. Inform students/subordinates of the location of the nearest fire extinguisher prior to an emergency. If a fire is small and you are trained with the use of a fire extinguisher attempt to put the fire out.
3. Instruct students to evacuate calmly and quietly when notified by fire alarm activations or by College Officials. Ensure that priority is given to safety. Take only your essential belongings with you. Assist with evacuating persons with disabilities. (See "Additional Note" at end of section.)
4. If possible, secure doors to sensitive areas that contain student/employee records and important college documentation.
5. Instruct students/subordinates to walk, not run, during evacuation.
6. Advise students/subordinates to use the stairs, not elevators, during evacuation.
7. Assemble as a group at least 150 feet away from the building. Do not assemble near fire lanes, doors or College Drive, where you might impede the access of emergency responders. Instructors/supervisors will report anyone unaccounted for to Emergency Personnel immediately.
8. Remain as a group and wait for further instructions. Emergency Officials will inform all concerned when the building is safe for re-entry.
9. Prohibit smoking during all phases of evacuation.

10. If you become trapped in an office or building, try to gain access to a window. If possible, place something at the bottom of the door to reduce smoke from entering the room. Since smoke rises, remain as low to the floor as possible and communicate your location to Public Safety.

Additional Note: The instructor will identify a primary and alternate student/employee to assist the disabled person during an emergency. Instructors should designate these primary and alternate students during the first class period; supervisors should designate these employees as staff changes. Additionally, instructors should assign students with disabilities to seats nearest to the door to expedite their evacuation, if this does not interfere with their academic programs.

* Unannounced fire drills will only be conducted with the Child Development Center; these will be conducted once a month year round. During a drill or real incident, the Child Development Center is to evacuate to Building S, Room 100 unless it is involved in the fire. The CDC backup evacuation site is behind Building L.

Hazardous Material/Chemical Spill

A. Hazardous Materials and Chemical Spills

Hazardous materials, also called HazMat, are solids, liquids, or gases that can harm people, other living organisms, property, or the environment. They are often subject to chemical regulations.

Inside Your Building.

Instructors/Supervisors should:

1. Ensure that the College Switchboard has been notified so that Emergency Services can be contacted along with College Safety Officials and Maintenance.
2. Retrieve the Material Safety Data Sheets (MSDS) sheets for the building. Advise the building occupants of the situation and potential dangers.
3. Facilitate the orderly evacuation of the building or area. Ensure special consideration is given to those persons requiring assistance (children, elderly, disabled, etc.).
4. If possible, secure doors to sensitive areas containing student/employee records.
5. If possible without endangering yourself, ensure the buildings are evacuated and station faculty and staff members at key locations to prevent re-entry into the building.
6. *Ensure that evacuees gather at designated assembly points.
7. Help ensure that emergency lanes of travel are kept clear.
8. Communicate what information you have about the incident with the responding College Officials, Maintenance or Emergency Services.
9. DO NOT allow anyone to re-enter the building and/or area until an “all clear” has been given by a College Administrator.

Outside Your Building.

Instructors/Supervisors should:

1. Ensure that the College Switchboard has been notified so that Emergency Services can be contacted along with College Safety and Maintenance.
2. Enlist faculty/staff members to 1) notify all persons in the building of the situation and potential danger and 2) advise them to remain inside unless told to evacuate.
3. Ensure all windows and doors or sources of ventilation are closed.
4. Contact College Safety or a College Administrator and determine where occupants should go in case an evacuation is recommended (direction from building, assembly point, etc.). Communicate this information with all occupants through staff and faculty members.

*Special consideration will be given for evacuation of the Child Development Center. If possible, move all persons from the Child Development Center to Building S, Room 100.

Medical & Physical / Psychological Crisis

A. Emergency First Aid

Each emergency first aid situation is unique; therefore, the steps you should take in response to these situations may vary, as could the order of the steps. What does not vary, however, is that all injuries and illnesses requiring medical attention must be reported to the College.

While it is impossible to address every conceivable injury or illness, the following procedures generally apply:

1. Check the scene to make sure it is **SAFE** for you to respond.
2. Call or instruct someone to contact the College Switchboard; they will notify Safety Officials on campus of the situation so they can direct emergency services to the correct location.
 - a) The Switchboard will forward the call to 911 once they have obtained the location of the emergency.
 - b) Answer any questions asked by the emergency dispatcher, and stay on the line in case they have any follow-up questions.
3. When using a cellphone to call 911, if possible have someone else contact the switchboard so they can notify College Safety Officials.
4. Render any immediate first aid you are qualified to provide.
 - a) **DO NOT** move injured persons unless a life-threatening condition such as a fire exists.
 - b) Talk to the victim, keep them comfortable and reassure them that help is coming.
 - c) **Avoid** contact with any visible body fluids such as blood or vomit. **DO NOT** attempt to clean up any blood or bodily fluids.
 - d) AED's (Automated External Defibrillator) are available in the following locations:
 - i. Building A (In hall near President's Executive Assistant's Desk)
 - ii. Building E (Student Development outside Dean's office)
 - iii. Building G (Nursing Lab)
 - iv. Building H (LRC upstairs lobby)
 - v. Building K (Switchboard Desk)
 - vi. Building S (hallway beside bathrooms)
 - e) First-aid kits are available in the following locations:
 - i. A building (Switchboard)
 - ii. E building (Student Development)
 - iii. F building (Welding Shop)

- iv. G (Nursing Lab & Cosmetology)
 - v. H building (Child Development Center & LRC)
 - vi. K building (Switchboard Desk)
 - vii. L building (Room 105)
 - viii. P building (Film Class)
 - ix. S (Kitchen)
5. Remain or instruct someone to remain at the scene as long as necessary to assist emergency responders.

B. Psychological Crisis

If a psychological crisis occurs (e.g. suicide attempt, disorientation, confusion, panic):

1. Call the switchboard and have them notify a Safety Official. Inform the Switchboard of the problem and give your name, telephone number, location, and the location of the victim.
2. Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
3. Stay calm and **do not** incite panic in others.
4. Be sensitive to the family and friends during the crisis.

Pandemic Preparedness / Exposure Guidelines

A. Influenza Pandemic Preparedness

Pandemic Preparedness plans for Piedmont Community College coincide with the College's Communicable Diseases Policy (2.13) to guide the College in preparing for and responding to an influenza pandemic outbreak. The purpose of this plan is to minimize the impact of an influenza pandemic on students, faculty, and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

1. Objectives:

- a) To protect the lives, safety, and health of all students, faculty, staff, and visitors at every Piedmont Community College campus.
- b) To effectively communicate with all involved parties throughout the duration of a pandemic.
- c) To provide for the continuation of as many college operations and services as possible as long as it is safe to do so.
- d) To prevent the spread of infection through health and hygiene education.

2. Assumptions:

- a) In the event of a pandemic, the State of North Carolina will have minimal resources available for local assistance, and local authorities will be responsible for community based response plans.
- b) A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- c) Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.
- d) Direction to close schools, public events, restrict travel, and quarantine areas may come from the NC Public Health Department and/or the Person/Caswell County Health Department.
- e) During a pandemic, PCC may need to close facilities for eight weeks or longer.

3. Roles and Responsibilities

- a) Campus Emergency Response Team (CERT)
 - i. Coordinate with and assist the local Health Department as needed in relationship to campus related incidents and actions.
 - ii. The Person County Health Department has a current Point of Destruction (POD) agreement with PCC, and available members of CERT are **requested** to assist with the POD even when the campus is closed.

b) Faculty and Staff

Faculty and staff have a responsibility to stay informed about any emergency information from the College and to provide that information to their students and visitors. If a potential pandemic situation occurs, faculty and staff will be expected to follow the recommendations issued by the College, such as campus closings, social distancing policies, and personal hygiene procedures, and share that information with students and visitors. All information will be provided with multiple College information sharing systems.

4. Critical Functions and Essential Personnel

In planning to respond to a pandemic, the focus will be on preparing for extended interruption of college activities, including long periods of class cancellations, campus closures, and significant increase in student and employee absenteeism. Recovery may not begin for four to twelve weeks. It is of the utmost importance to identify essential personnel and critical functions early in the planning process in order to continue to deliver the critical services required to keep the College functioning.

5. Federal Government Response Stages and the World Health Organization Phases

In February 2007, the Federal government issued the *Pandemic Influenza Community Mitigation Interim Planning Guide for College and Universities*. Included in the document are recommendations for dismissing students from College and University classes based on the severity of the pandemic. As part of this guide, a Pandemic Severity Index has been established to be used as a tool by communities in their planning efforts and has assigned federal response stages aligned with the World Health Organization (WHO) Global Pandemic Phases (www.pandemicflu.gov).

B. Exposure to Blood or Bodily Fluids

Any College employee, student, or contracted services person that becomes in contact with any other person's blood or bodily fluids is to follow the Guidelines for Exposure to Blood or Bodily Fluids as outlined in policy 2.13 Exhibit A. This procedure also is found in the appendix section of the College Safety Plan, **Appendix E**.

Severe Weather

A. Severe Thunderstorms

1. The National Weather Service issues a severe thunderstorm “watch” whenever conditions are favorable for the formation of such storms; it issues a “warning” when such storms have formed and may pose an imminent threat. College Administrators will monitor both “watch” and “warning” alerts.
2. If a thunderstorm is believed to pose a danger to PCC personnel/facilities, College Administrator/Safety Officials will activate the Emergency Communications System. Additionally all college employees are to alert anyone who is outside. Time permitting, move to a building with a basement (Person County Campus, Buildings E, F, G or H) or to a severe weather shelter (green tornado signs). See College Maps, **Appendix F**.
3. If instructed to do so by Safety Officials, or if weather conditions dictate, individuals who are inside should be prepared to move quickly to safe areas within their buildings – to areas such as hallways and enclosed classrooms, away from windows. Individuals who are outside should immediately seek shelter in the safest nearby building or under structures that will provide safety, avoiding trees or structures that may collapse or attract lightning.
4. Any injuries or damage resulting from the storm should be reported to Safety Officials as well as the immediate supervisors immediately.

B. Tornadoes

The protocol for tornado “watches” and “warnings” will be generally the same as that for severe thunderstorms. However, personnel need to be aware that warning periods may be shorter and, obviously, that damage may be more severe.

1. If a tornado warning has been issued and you are inside:
 - a) Stay inside.
 - b) Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets and bookcases.
 - c) If possible, move to an interior corridor, room, or office without windows and crouch low to the ground with your hands covering the back of your head and neck.
 - d) **Do not** use elevators.
 - e) Assist persons with disabilities to the safest area on the same floor.
 - f) Wait out the storm and expect the power to go off. Be alert to downed power lines and unstable structures.
 - g) Render aid to the injured and notify Safety Officials as well as immediate supervisors immediately of injuries and damage.

2. If a tornado warning has been issued and you are outside:
 - a) Look for a nearby safe structure in which to seek shelter.
 - b) If you are in your car, get out of it; never try to outrun a tornado.
 - c) If there is no shelter, lie down flat in a low area such as ditch away from trees, power lines and poles, and cover the back of your head and neck with your hands.
 - d) Wait out the storm and expect the power to go off. Be alert to downed power lines and unstable structures.
 - e) Render aid to the injured and notify Safety Officials as well as immediate Supervisors immediately of injuries and damage.

C. Winter Storms

- a. The Vice President of Instruction and Student Development will monitor weather and road conditions and notify the President's office of their status.
- b. Only the President or his/her designee will have the authority to cancel classes or adjust the times at which they end or resume.
- c. If a decision is made to close the Campus early, open late, or cancel classes, the procedures in PCC Policy 2.10 Inclement Weather will be followed.

D. Floods

- a. Flooding on or near campus can result from hurricanes, major or multiple rainstorms, water main breaks, plumbing problems, or roof leaks. In the case of imminent, weather-related flooding, College Administration will monitor both "watch" and "warning" alerts.
- b. If flooding, either on or off campus, is believed to pose a danger to campus personnel/facilities, or interrupt academic process, the President or his designee will make the decision and announcement regarding the cancellation of classes.
- c. If instructed to do so by a College Official, individuals who are inside should quickly move to safe areas within their buildings, or evacuate buildings as instructed. If it is safe to do so, secure vital equipment, records, chemicals, laboratory experiments, and electrical equipment prior to evacuation. Assist persons with disabilities.
- d. Once evacuated, avoid areas susceptible to flooding and seek shelter as necessary. Prohibit smoking during all phases of evacuation.
- e. Remain as a group and wait for further instructions. A Safety Official will inform all concerned when the building is safe for re-entry.

- f. If assisting in cleanup, report any oil, chemical or hazardous materials suspected of mixing with flood waters to Safety Officials immediately.
- g. If instructed to evacuate campus due to outside flooding, depart immediately to avoid being marooned. Evacuation is much simpler and safer before flood waters become too deep.
- h. If you are in a car and it stalls, abandon it immediately and proceed to higher ground. Avoid driving or walking through flooded areas or swift moving water.

E. Hurricane

- 1. Hurricane Watches and Warnings
 - a) Hurricane Watch: A hurricane is possible within 36 hours.
 - b) Hurricane Warning: A hurricane is expected within 24 hours.
- 2. Annual Planning and preparation

All hurricane action plans and the contact numbers for the Emergency Alert System will be updated and reviewed by the Environment/Safety Committee yearly. Hurricane action plans will address the following:

- a) Initial preparations
 - b) Protection of property/records
 - c) Protection of facilities
 - d) Emergency class/activity scheduling
 - e) Required supplies and equipment
 - f) Preparation time requirements
 - g) Preparation for emergency services
 - h) Recovery plan
 - i) Community assistance impact
 - j) Personal assignments
- 3. Storm Monitoring and Final preparations
 - a) At the hurricane threat level, Safety Officials and Administration will monitor updates of National Weather Service and Emergency Managers Office and notify the President of changes in alert/threat status as dictated by storm movements.
 - b) The President or his designee will outline preparations and develop a schedule for decisions on suspending classes and other College functions. This decision will be communicated to College personnel and the media.
 - c) At the hurricane watch level, all preparations should be finalized.

- d) At the hurricane warning level, all preparations should be completed, non-emergency personnel should be released, and only emergency personnel should be on campus.

4. During the Hurricane

Personnel assigned to work should remain inside and avoid windows and flying debris. They should be prepared for loss of electricity, telephones, and possibly radio communications. College Safety Officials will continue patrol and response operations during the storm as long as their safety is not in jeopardy. It is possible for a lull to occur during the storm. Please remain sheltered until you have received an all clear notification.

5. Recovery Period

Once you have received the all clear notification, the recovery period begins, and the following actions will be taken.

- a) College Safety Officers will resume campus patrols to survey damage and prevent looting.
- b) A primary and secondary recovery center (E Building) designated prior to the storm will serve as the central gathering point for recovery personnel. Recovery assignments, as well as supplies and equipment, will be staged at this area to facilitate recovery services.
- c) Facilities Maintenance and College Safety teams will be deployed to assess damage and report estimates to the President.
- d) In the event that College facilities are used for community (County) support functions such as staging areas for supplies, equipment and personnel and service arrangements outlined in the initial plan will be provided. All personnel will be assigned an identification badge and will be required to check in and out for accountability.
- e) The Director, Buildings and Grounds will follow the contingency plan to coordinate contracts for facility repairs and debris removal.
- f) Non-emergency employees and students should remain off campus until officially notified to return to campus.

Utility Emergency

A. Electrical

If you see or suspect any electrical damages or concerns follow the steps below:

1. Call the Switchboard to report any room, building, or campus power outage. If college phones fail, use a cell phone to contact Switchboard by dialing to the College's main phone number.
2. If you are in a shop or lab, turn off any gas burners or equipment which, if unattended when power is suddenly resorted, might pose a danger.
3. As you leave your work site, take your essential personal possessions and lock your office or room door.
4. Assist anyone requiring help, and do not use elevators. If you are in an elevator during a power outage, call the Switchboard by using the telephone inside the elevator. Remain calm, and maintenance personnel will respond to your location and provide assistance.
5. Emergency lighting should provide temporary light for you to move safely to another location.
6. If you move to an outside location, assemble with your co-workers in one area so that supervisors can account for everyone. Instructors should ensure that their classroom is completely evacuated before leaving. If any employee or student is not accounted for, notify an Administrator or Safety Official.
7. Remain in the evacuation area until a Safety Official, Administrator, or a designee indicates that you may return to your work site; or you may call the switchboard for the College's decision.
8. Except in emergencies or situations requiring evacuation, only the President or his/her designee will have the authority to cancel classes or adjust the times at which they end or resume.

B. Elevator Failure

1. If an elevator stops between floors or the doors will not open, use the elevator phone or alarm button to call for help. A maintenance employee, Administrator or Safety Official will respond.
2. Do not pry open the doors or overhead hatch of a stopped elevator, wait for Safety Officials to assist you in evacuating the elevator.

3. Elevators will be checked for occupants by maintenance employees or Safety Officials during power failures and/or emergency situations.

C. Gas Leaks

In the event you smell gas or suspect a gas leak, follow these steps;

1. Notify the switchboard immediately if a gas leak is suspected. Provide details about the location and circumstances so that an Administrator or Safety Official and Maintenance can be notified to respond.
2. Evacuate the area as quickly as possible, moving to an outside location at least 500 feet from the location of the suspected leak.
3. As you exit, do not turn on/off any light or electrical switches, do not activate the fire alarm, and do not use the elevator. Also, leave the door to the room with the suspected leak open so that the gas will more readily disperse.
4. The Administrator or Safety Official on scene will be responsible for making sure that no one enters the building until permitted. This person is authorized to request faculty/staff assistance to accomplish this.
5. Maintenance will investigate the possible leak and either correct it or call the appropriate contractor to repair the leak.
6. Maintenance will communicate to the Administrator or Safety Official on scene when corrective action has been completed and when reentry is safe.

D. Water Outage/Contamination

1. In the event that a water pipe is damaged or broken, water may become a hazard on campus. Follow the steps below during this type of incident:
 - a) Notify the switchboard of the incident so they may contact the maintenance department for repair and cleanup.
 - b) Attempt to prevent others (employees or students) from entering the area where the water incident has occurred to prevent injuries.
 - c) Classes and/or meetings that are scheduled should be relocated until maintenance approves the use of the area again. Any movements of classes and/or meetings should be coordinated with the direct supervisor of the group moving, and the switchboard should be notified of the new location.

2. If an incident as described above occurs resulting in the shut-off of water to the building or areas, the following steps should occur:
 - a) The maintenance personnel should notify the Director or Coordinator of Buildings and Grounds that the water has been shut off. If neither is on campus, the available Vice President or Caswell Dean should be contacted.
 - b) Complete water shut-off to the campus may require the campus to shut down early or temporarily. This decision to cancel classes or close the campus is made by the President or his/her designee.
 - c) In the event that the campus closes due to a water incident, the early closing process used for severe weather is to be followed.

3. In the event the College is made aware that the campus water supply is contaminated, the College will follow these steps:
 - a) The campus will close immediately and follow emergency closing procedures outlined in severe weather closing.
 - b) The Director or Coordinator, Buildings and Grounds will shut off all water supplies to the college as to prevent anyone from utilizing the contaminated water.
 - c) The Director or Coordinator, Buildings and Grounds will direct another employee to contact the appropriate water supplier.
 - i. Person County Campus: Roxboro Public Works (336) 599-5658
 - ii. Caswell County Campus: Yanceyville Public Works (336) 694-6659

Violent & Nonviolent Acts / Active Shooter

A. Definition

Campus violence is a term that has generally been used to describe threatening behavior, acts of violence, or property damage perpetrated by employees and/or students. However, the term is not limited to threats or acts committed by employees and/or students. It may properly describe threats or acts committed by a host of others when those threats or acts occur on campus or off-campus at College-sponsored events. Those others include, but are not necessarily limited to, students, vendors, spouses/friends of students, staff,

faculty, and criminals. Also included in this definition are actual or implied verbal and non-verbal threats, harassment, intimidation, and disruptive behavior that may lead to physical harm or property damage.

B. Responding to Non-threatening Disruptive Behavior

While responding to non-threatening behavior may appear to be outside the scope of this emergency plan, it is actually not, since dealing properly with non-threatening behavior may prevent that behavior from escalating to threatening or violent behavior. The following steps should be taken in response to non-threatening disruptive behavior:

1. Attempt to defuse the situation by responding quietly and calmly.
2. Avoid taking the individual's behavior personally.
3. Demonstrate concern by listening closely and asking questions.
4. Communicate clearly and summarize what you heard the individual say.
5. Focus on the areas that you and the individual agree upon and try to resolve the individual's concern.
6. Notify others (Supervisors, Employee Relations, and College Safety) as appropriate, if only to document the incident.

If the disruptive behavior continues, assess whether or not the individual appears to be dangerous. If you believe that the individual is upset but not dangerous, set limits and seek assistance from others as necessary. Examples of setting limits include instructing the individual to lower his/her voice; advising patience so you may help; warning that disruptive behavior will not be tolerated and may result in punitive action; and asking the individual to leave your office/area. If the individual refuses to leave, tell him/her that you will notify College Safety.

C. Responding to Threatening Behavior

1. Follow the guidelines in Section A above.
2. Remain in a public area and avoid isolation.
3. Do not touch or attempt to remove the individual from the area.
4. Contact or have someone else contact the Switchboard by College phone or cell phone. In turn, they should notify a College Safety Official immediately of as many details as possible of the ongoing incident.

5. Avoid mentioning discipline or calling for a College Safety Official if you believe the individual will respond violently.
6. Find a way to excuse yourself from the area and get help. For example, you might say, "I need to go check your files."

D. Responding to an Active Shooter and Other violent Incidents

Shootings and other violent acts are unpredictable, and your immediate response depends on the present situation. The following guidelines are recommendations for best practices during this type of emergency:

1. If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:
 - a) Notify anyone you may encounter to exit the building or take shelter from the outside location immediately.
 - b) Evacuate to a safe area away from danger and take protective cover.* Stay there until assistance arrives.
 - c) Call 911 and provide the dispatcher the following information:
 - (1) Your name
 - (2) Location of the incident (be as specific as possible)
 - (3) Number of shooters/assailants, if known
 - (4) Identification or description of shooter(s)/assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
 - (5) Your exact location
 - (6) Injuries to anyone, if known

Also, ask the dispatcher to relay information above to the College switchboard so they can update College Safety Officials (Person County (336) 599-1181 or Caswell County (336) 694-5707).
2. If you are directly involved in an incident and exiting the building is not possible, take the following actions:
 - a) Go to the nearest room or office.*

- b) Close and lock the door. Barricade door if possible when the door has no interior lock.
- c) Turn off lights, radios, and computer monitors.
- d) Close blinds and block windows.
- e) Seek protective cover (behind concrete walls, cabinets, thick desks, etc.)
- f) Keep quiet and act as if no one is in the room. **Silence cell phones.**
- g) Do not answer the door.
- h) Notify 911 if it is safe to do so; provide the dispatcher with the following information:
 - (1) Your name
 - (2) Your location
 - (3) Number of shooters/assailants, if known
 - (4) Identification or description of shooter(s)/assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
 - (5) Injuries to anyone, if known

Also, ask the dispatcher to relay information above to the College switchboard so they can update College Safety (Person County (336) 599-1181 or Caswell County (336) 694-5707).

3. Wait for College Safety or members of the Sheriff's Office to assist you out of the building.

Local law enforcement agencies are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, College Safety will respond and evaluate the situation to determine the best course of action for safety of the PCC community. Once the local Sheriff's office responds to campus, they will be responsible for all tactical operations.

*Assist any children, elderly, or disabled in reaching the exits, if possible. If possible the Child Development Center should take shelter inside of their classroom until contacted by a Safety Official. If needed and you can do so safely, evacuate all persons from the Child Development Center to Building S, Room S100.

Methods of Communication

A. Emergency Alert System

Piedmont Community College's Emergency Alert System (EAS) is used to communicate vital information to students and employees as quickly as possible before, during and after a campus emergency.

The Emergency Alert System (EAS) is activated when the switchboard is notified of an incident and contacts a College Safety Official, the President or any available Vice President. Notifications of emergencies will be communicated via Blackboard Connect (includes text message, voice recorded calls, e-mail and digital signage), Voice/IP speaker phones and verbally via College Safety Officials.

The President or designee will determine when a message is to be broadcasted and will instruct his/her administrative assistant to activate the Emergency Alert System.

It is extremely important that all faculty and staff assist with announcements of emergency information as all visitors and students may not hear or understand the emergency message.

Class cancellations will be publicized on the following radio stations:

WKRX/WRXO-Roxboro (96.7 FM/1430 AM)
 WAKG-Danville, VA (103.3 FM)
 WRAL-Raleigh (101.5 FM)
 WPCM-Burlington (920 AM)

The following televisions stations will carry notices of class cancelations:

WTVD-Durham (Channel 11)
 WRAL-Raleigh (Channel 5)
 WFMY-Greensboro (Channel 2)

B. Alarm Systems

Each College campus has electronic building alarms to provide alerts for fires and break-ins. These systems are managed by the College's contracted alarm companies. When an alarm is activated, the appropriate alarm company contacts the College's emergency contact person and emergency services. Only designated emergency contacts have the authority to cancel an alarm call. The Switchboard has the emergency contact information. (See Appendix B)

C. Dealing with the media

Media representatives frequently respond to situations involving colleges. Mistakes made in dealing with the media can result in interference with emergency response, adverse publicity for the college, and increased civil liability.

1. Employee Response

- a) Do not make any statements to media personnel during or after a crisis without the expressed direction of the Director, Public Information.
- b) Refer all media inquiries to the Director, Public Information.
- c) Immediately notify the Director, Public Information whenever a media representative contacts you.
- d) Maintain confidentiality of protected student and employee information as required under regulations such as FERPA and HIPAA.

2. General Media Guidelines

The President, administrator in charge, or the Director, Public Information may limit media access within buildings and on College grounds for the safety of students and employees and to prevent disruption to the instructional environment. To ensure media needs are met, media representatives must adhere to the following:

- a) Reporters are required to sign in at the Public Information Office in the H. James Owen Administration Building (Building A) or the designated public information center and must have authorization from the President, the administrator in charge, or the Director, Public Information to be on campus.
- b) Reporters cannot interrupt classes, College programs and business, and cannot interfere with College or police investigations. Reporters may be allowed access to College activities, classrooms, employees and students at the discretion of the President, the administrator in charge, or the Director, Public Information.
- c) Reporters are not allowed in classrooms where testing is underway.

3. Emergency Media Guidelines

- a) In the event of an emergency or an incident at the College, the College will depend upon the media to inform the public of relevant information.

- b) Likewise, the College will rely on its staff to report an incident or emergency immediately following procedures outlined in the Campus Safety Plan.
- c) Media compliance with these procedures will allow College employees to keep students and their safety as their first priority.
- d) College personnel are asked to refer all media questions to the Director, Public Information, who will respond according to the Campus Safety Plan.

Off-Campus Facilities Safety Plans

A. Definition

Off-campus facilities are an important component of Piedmont Community College; these educational facilities are located in different locations in Person and Caswell Counties. Each facility houses College employees that work with different portions of the community and public services. Unlike the College campuses, these facilities do not have switchboard operators; therefore their Safety Plans are location-specific as described below. Off-campus facilities emergency contacts should follow the College Safety Plan, except for specialized considerations for the facilities below.

B. Business Development and Entrepreneurship Center (BDEC)

1. Chain-of-Command
 - a) Director, Business Development and Entrepreneurship Center
 - b) Business Development and Entrepreneurship Center Assistant
 - c) Vice President, Continuing Education

2. Specific Emergency Information

Emergency situations that cannot be controlled by College employees should be reported to 911 for Roxboro/Person County emergency services to respond.

3. Reportable incidents should be documented using a College Incident Report Form (see Appendix D) and submitted to the Director, College Safety & Preparedness.

C. Educational Opportunity Center (EOC)

1. Chain-of-Command
 - a) Director, TRIO Program
 - b) Outreach Counselor/Program Coordinator, EOC
 - c) Dean, Student Development

2. Specific Emergency Information

Emergency situations that cannot be controlled by College employees should be reported to 911 for Roxboro/Person County emergency services to respond.

3. Reportable incidents should be documented using a College Incident Report Form (see Appendix D) and submitted to the Director, College Safety & Preparedness.

D. Kirby Theatre

1. Chain-of-Command
 - a) Director/Instructor, Cultural Arts Program
 - b) Dean, General Education and Developmental Studies
 - c) Vice President, Instruction and Student Development

2. Specific Emergency Information

Emergency situations that cannot be controlled by College employees should be reported to 911 for Roxboro/Person County emergency services to respond.

3. Reportable incidents should be documented using a College Incident Report Form (see Appendix D) and submitted to the Director, College Safety & Preparedness.

E. Public Safety Training Center

1. Chain-of-Command
 - a) Director/Instructor, Criminal Justice Programs
 - b) Director, Occupational Extension
 - c) Vice President, Continuing Education

2. Specific Emergency Information

Emergency situation that cannot be controlled by College employees should be reported to 911 for Caswell County emergency services to respond.

3. Reportable incidents should be documented using a College Incident Report Form (see Appendix D) and submitted to the Director, College Safety & Preparedness.

F. Workforce Training Center (WTC)

1. Chain-of-Command
 - a) Director, Human Resources Development/WIA

b) Vice President, Continuing Education

2. Specific Emergency Information

Emergency situations that cannot be controlled by College employees should be reported to 911 for Roxboro/Person County emergency services to respond.

3. Reportable incident should be documented using a College Incident Report Form (see Appendix D) and submitted to the Director, College Safety & Preparedness.

Appendix A

2.11 College Safety Plan & Emergency Operations Plan

Last Revised: February 2012

Policy: Piedmont Community College (PCC) promotes a teaching and learning environment that is safe for all students, faculty, staff, and visitors while on College premises.

Purpose/Definitions: PCC strives to provide a safe and secure working and learning environment for its faculty, staff, students and visitors. Contributing to the safety of the teaching and learning environment are controlled access to facilities and distribution of keys, the presence of both sworn law enforcement officers, college safety officials and a heightened awareness of criminal activity through regular reporting and educational programs. Within these measures, the College complies with all the crime awareness education and reporting requirements of the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#). The College Emergency Operations Plan, which is available on the College website, www.piedmontcc.edu is designed to increase awareness of College safety programs.

Safety at PCC requires a partnership between the College and its constituents. It is also the responsibility of the faculty, staff, students, and visitors to protect themselves and their possessions.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure: The Piedmont Community College Director, Safety and Preparedness and the Environment / Safety Committee will meet at least three times each academic year with additional meetings as needed. The Environment / Safety Committee along with the Director, College Safety and Preparedness will review and edit the Safety Policy and Emergency Operations Plan each year and provide suggested changes to the Vice President, Administrative Services by October 1.

The Director, College Safety and Preparedness and the Environment/Safety Committee provide an Emergency Operation Plan that includes the following items:

General Information

- Overview of the Emergency Operations Plan
- Concepts of Operations
- Command and Control
- Authority
- Organizations
- Responsibilities

Specific information:

- Accidents (Vehicular & Work Place)
- Bomb Threats/Suspicious Letters and Packages

- Campus Violence (Including Armed Intruder)
- Child Abduction/Missing Child
- Fire Drills and Emergency Evacuations
- Incident Reporting & Confidential Reporting Procedures
- Information/Documentation Protection
- Medical Emergencies
- Psychological & Behavioral Crisis
- Utility Emergency (Including Hazardous Materials)
- Methods of Communication

Legal Citation: N.C.G.S. 115D-20 and the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#).

History: Revised January 1988, July 1995, October 2001, January 2008, September 2010, February 2012

Appendix B**PCC Administrative Points of Contact**

When activities occur that relate to the facilities of the College, such as a break-in, theft, and/or vandalism administrative officials will be notified.

On the Person County Campus, the following administrative personnel will be contacted in the order listed below. If the first individual listed is not available, continue to the next person on the list.

1. Director, College Safety & Preparedness
2. Director, Buildings and Grounds
3. Coordinator, Buildings and Grounds

When appropriate, the Evening Supervisor and/or the Weekend Operator will be contacted. They, in turn, will notify the appropriate administrative official(s).

On the Caswell County Campus, the following administrative personnel will be contacted in the order listed below. If the first individual listed is not available, continue to the next person on the list.

1. Student Engagement and Retention Specialist
2. Dean, Caswell Curriculum Programs
3. Coordinator, Caswell Building & Grounds

When appropriate, the Evening Supervisor and/or the Weekend Operator will be contacted. They, in turn, will notify the appropriate administrative official(s).

When emergency activities occur that involve students, the following personnel should be contacted in the order listed.

1. Dean, Student Development
2. Vice President, Instruction and Student Development

EMERGENCY SERVICES (Person/Caswell County)

9-1-1, if calling from a college phone you must dial 9 before 9-1-1
 Carolinas Poison Control 1-800-222-1222

Non-Emergency Contacts in Person County

Emergency Management & Medical Services Office: (336) 599-3136

Health Department: (336) 597-2204

Person Memorial Hospital: (336) 599-2100

Roxboro Police Department: (336) 599-8345

Roxboro Fire Department: Station One (336) 599-9222; Station Two (336) 598-5689;
 Station Three (336) 598-5691

Sheriff's Office: (336) 597-0500

Non-Emergency Contacts in Caswell County

Emergency Medical Services: (336) 694-5177

Fire Marshall: (336) 694-9731

Health Department: (336) 694-4129

Sheriff's Office: (336) 694-9311

Disaster Recovery Team Responsibilities and Duties

Appendix C

Administrator	Function	Possible Delegates	Description of Duties
President	Incident Commander	Vice Presidents	<ul style="list-style-type: none"> a. Sets the incident objectives, strategies and priorities and has overall responsibility for the incident or event. b. Communicates emergency status to Public Information Officer. c. Directs and supervises the operations of the Disaster Recovery Team.
Vice President, Administrative Services	Facilities & Finance Operations	Controller Director, Buildings & Grounds	<ul style="list-style-type: none"> a. Monitors costs related to the incident. Provides accounting, procurement, time recording and cost analyses. College Finance provides accounts payable and payroll. b. Leads the recovery process. c. Prioritizes salvage operations. d. Establishes target date for resuming normal operations.
Vice President, Instruction and Student Development	Academic Operations	Dean, Student Development	<ul style="list-style-type: none"> a. Act as the highest level of authority on academic issues during and after an emergency. b. Instrumental in planning the resumption of classes.
Vice President, Continuing Education	Continuing Education Operations	Director, ABS	<ul style="list-style-type: none"> a. Act as the highest level of authority on continuing education issues during and after an emergency. b. Instrumental in planning the resumption of continuing education classes.
Director, Public Information	Public Relations & Information	Vice Presidents	<ul style="list-style-type: none"> a. Collects accurate information and presents it in an organized way to the campus community, government officials, the public and news media. b. Collaborates with College Administration to effectively communicate emergency instructions and information to the public.
College Attorney	Legal Advisor		<ul style="list-style-type: none"> a. Advises in all legal matters.
Manager, Human Resources	HR Support	Director, Personnel	<ul style="list-style-type: none"> a. Directs the interpretation and application of policies related to all employees. b. Coordinates specialized staffing needs.
Director, College Safety & Preparedness	Safety Officer	Coordinator, Building & Grounds	<ul style="list-style-type: none"> a. Monitors safety conditions and develops measures for assuring the safety of assigned personnel. b. Supports hazardous materials response with local agencies. c. Supports and communicates with local emergency response personnel.

Tag:	State:	Owner:
------	--------	--------

Complete the box below if a PCC Employee was involved in the incident.

PCC Employee(s) Involved: Choose an item.		
Last name:	First name:	Employee ID#

Description of Incident:

[Click here to enter text.](#)

Response Actions by PCC Employee(s):

[Click here to enter text.](#)

Witness Statement form provided: Yes No

Witness Statement form submitted to: Choose an item.

Report completed by:

The completed incident reporting form should be sent to the Director, College Safety and Preparedness who will distribute to the appropriate administrator(s). These reports should be handled in a confidential manner.

Description of Incident (Continuation Page):

[Click here to enter text.](#)

Appendix E

PIEDMONT COMMUNITY COLLEGE GUIDELINES FOR EXPOSURE TO BLOOD OR BODILY FLUIDS

Adapted from OSHA and CDC Regulations

Any employee/student who is exposed to blood or bodily fluids should take the following steps:

- **Immediately** take appropriate precautionary measures. For eye, mouth, and other membrane exposures, flush/rinse the exposed area thoroughly with running water for fifteen (15) minutes. For needle sticks, other puncture wounds, or contamination of any body part with blood, scrub for a minimum of five (5) minutes.
- **Report the incident** to the appropriate person (supervisor/instructor) immediately following first aid measures. The supervisor/instructor will activate the appropriate exposure control protocol with assistance of the Administrative Assistant to the Vice President, Administrative Services or the agency Employee Health Nurse.
- **Source Individual:** If the source individual is known and present, counsel the individual regarding the incident and the need for medical consultation, follow-up, and testing. Testing of the source individual must be done at no cost to him/her. If the source individual is known but unavailable, contact him/her as soon as feasible to inform him/her of the incident and the need for counseling and follow-up.
- **Employee/Student:** Individuals exposed need medical consultation, follow-up, and/or testing. Any employee/student exposed to bloodborne pathogens are to be referred immediately to a medical facility. The State Health Plan or student accident insurance will cover testing associated with an accidental exposure.
- **Complete the PCC Incident Report Form**
Additional information should be obtained if the source individual is known. The College will provide documentation regarding the exposure and the identity of the source individual unless such identification is not feasible or is prohibited by state or local law (recorded on the College's Incident Report Form).
- **Blood tests should be conducted on both parties on the day of exposure.** If known, the source individual's blood will be tested by a physician for HBV and HIV within two hours or as soon as is feasible. If the source individual cannot be identified, the employee/student's blood will be tested for HBV and HIV as soon as possible. All testing must be done with the individual's consent.

In the event the exposure may have resulted from any error or omission by the clinical agency (students only) and/or its agents or employees, the clinical instructor will contact the hospital's risk manager or designee for possible agency assistance with diagnostic tests.

Each case will be evaluated individually and test results reviewed by the physician of record. Follow-up of the exposed employee/student will include counseling, medical evaluation of effective post-exposure measures according to recommendations for standard medical practices.

All parties involved will treat the results of the investigation of the exposure with confidentiality. The supervisor/instructor will maintain documentation of the incident. The Dean/Director will maintain the Incident Report Form and medical follow-up.

All new employees who might come in contact with blood or bodily fluids and clinical students will receive Blood Borne Pathogen training. Yearly blood borne pathogen up-dates will also be scheduled.

Appendix F

Campus Maps & Floor Plans

