

Piedmont Community College

College Safety Plan

Developed by:
Buildings, Grounds, and Safety Committee



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Piedmont Community College (PCC)

Overview of Safety Plan

A. Purpose

This plan serves as a comprehensive guide for all College personnel in the event of an emergency occurring on or near any Piedmont Community College facility. It also provides direction for situations requiring the closure of a campus or the suspension of classes.

While no single plan can address every possible scenario, this document outlines the essential actions needed to:

1. Minimize loss of life and property damage
2. Safeguard the health and safety of personnel
3. Maintain law and order and ensure a safe working environment
4. Restore essential services promptly
5. Ensure continuity of operations
6. Expedite recovery efforts to resume normal operations and class schedules
7. Provide accurate and timely information to the public and media

The plan also promotes coordination between the College and local emergency response agencies to enhance the effectiveness of emergency operations.

B. Authority

This plan is mandated by North Carolina General Statute 115D-20 and Piedmont Community College Policy 2.11 (see Appendix A), which requires the College to establish and maintain emergency preparedness procedures.

C. Concept of Operations

1. Campus Emergencies

a) College personnel are responsible for responding to all on-campus emergencies.

When a college facility is declared “closed,” non-emergency employees should not report to work unless specifically instructed by their supervisor.

b) Some emergencies will require assistance from local government agencies equipped with trained personnel and specialized equipment.

Emergency service contact numbers are maintained by College Safety. Individuals requiring assistance should notify appropriate campus contacts, who will request appropriate help.

Appendix B contains contact information for emergency services in Person and Caswell Counties, as well as contact information for designated College Officials to be notified during an incident.

2. Off-Campus Emergencies

Emergencies occurring off campus may still impact College operations. In such cases, the College will collaborate with local agencies to ensure the safety of students, employees, and facilities. These procedures are detailed in the section titled “Off-Campus Facilities Safety Plans.”

3. Communication During Emergencies

Refer to the Methods of Communication section of this plan for detailed guidance on how to receive official emergency notifications.

D. Phases of College Emergencies

1. Mitigation / Prevention Phase

The Director, College Safety will ensure routine inspections are conducted to identify hazards and will coordinate corrective actions with appropriate College personnel.

2. Preparedness Phase

The College will engage in proactive emergency prevention through training, awareness programs, and regular emergency drills. This includes maintaining emergency supplies, communication systems, and disaster readiness exercises.

3. Response Phase

The College will maintain sufficient resources to manage routine emergencies and will coordinate with local emergency response agencies for situations requiring additional support.

4. Recovery Phase

Following any emergency, the College will take all necessary actions to ensure a prompt and thorough recovery, resuming normal operations as quickly as possible.

E. Command and Control

1. The President has overall authority for directing all emergency response and preparation activities, including suspending or reconvening classes as necessary.
 - o If the President is unavailable, authority transfers to the senior Vice President on campus.
 - o If no Vice President is present, the Executive Director, Caswell County Campus assumes responsibility.
2. Day-to-day incidents will be managed by College Safety Officials, who have received specialized safety training. If no Safety Official is present, the Director, Facility Services will assume response duties.
3. The Director, College Safety serves as the College's Emergency Operations Liaison Officer. If unavailable, this role will be assumed by another designated Safety Official. When local officials assume command per law, the liaison officer will provide support as needed.
4. For specific types of emergencies, the senior officer from the responding agency will serve as the Emergency Services Incident Commander, directing all on-site emergency personnel and operations.

Incident Command Responsibilities:

Type of Event	Person County Facilities	Caswell County Facilities
Fire / Hazardous Material / Chemical Spill	Roxboro Fire Department	Yanceyville Municipal Volunteer Fire Department
Medical Emergency	Person County EMS	Caswell County EMS
Pandemic Event	County EMS (initial response)	County Health Department (long-term recovery)
Bomb Threat / Violent Acts	Person County Sheriff's Office Roxboro Police Department	Caswell County Sheriff's Office
Weather Emergency	Person County Emergency Management	Caswell County Emergency Management

F. College Organizations & Functions

1. Buildings, Grounds and Safety Committee

The Buildings, Grounds and Safety Committee meets at least three times each academic year, with additional meetings as necessary, to uphold the committee's mission:

- a) To promote a safe and healthy environment for employees, students, and visitors by creating and maintaining an active interest in safety and assisting in the overall effort to minimize the frequency of accidents on campus;
- b) To monitor and recommend revisions to the College's Emergency Response Plans - Safety and Pandemic Plans;
- c) To make recommendations that align with the College's Strategic Plan including but not limited to the quality of campus life, safety, usage of energy and water, improvements to the working environment consistent with the Campus Master Plan;
- d) To monitor and recommend revisions to the PCC Policy 2.11 College Safety and Section 4- Plant Management of the PCC Policy Manual.

General Safety Information

A. Chain of Command

Different types of incidents require specific responses from college officials. The following outlines the general chain of command to be followed on each campus.

1. Person County Campus – General Chain of Command

- 1. President
- 2. Director, College Safety
- 3. Director, Marketing and Communications/PIO
- 4. Vice President, Instruction / Chief Academic Officer
- 5. Vice President, Student Development
- 6. Vice President, Administrative Services / CFO
- 7. Assistant to the President

2. Caswell County Campus – General Chain of Command

- 1. Executive Director, Caswell County Campus
- 2. President
- 3. Director, College Safety
- 4. Director, Marketing and Communications/PIO

5. Vice President, Instruction / Chief Academic Officer
6. Vice President, Administrative Services / CFO
7. Vice President, Student Development
8. Assistant to the President

B. Chain of Command for Specific Types of Incidents

The following chart details the response order for specific types of incidents on each campus.

Type of Incident	Person County	Caswell County
Accidents requiring documentation or involving injuries <i>(Form available in SharePoint)</i>	a. College Safety Official b. Vice President, Student Development c. Appropriate Vice President or Immediate Supervisor d. Director, Marketing and Communications/PIO	a. College Safety Official b. Executive Director, Caswell County Campus c. Appropriate Vice President or Immediate Supervisor d. Director, Marketing and Communications/PIO
Behavioral and Discipline Issues*	e. College Safety Official / Dean of Program f. Vice President, Student Development g. Appropriate Vice President	a. College Safety Official b. Executive Director, Caswell County Campus c. Vice President, Student Development d. Appropriate Vice President
Campus Emergencies: Bomb Threat, Child Abduction / Missing Child, Fire, or Medical Emergency	a. Local Emergency Services b. President c. College Safety Official d. Vice President, Student Development e. Appropriate Vice President f. Director, Marketing and Communications/PIO	a. Local Emergency Services b. President c. College Safety Official d. Executive Director, Caswell County Campus e. Appropriate Vice President f. Director, Marketing and Communications/PIO
Campus Evacuation / Emergency Closing	a. President b. College Safety Official c. Vice President, Student Development d. Appropriate Vice President	a. President b. College Safety Official c. Appropriate Vice President d. Executive Director, Caswell County Campus

Type of Incident	Person County	Caswell County
	e. Director, Marketing and Communications/PIO	e. Director, Marketing and Communications/PIO

*Local law enforcement must be contacted for behavioral or disciplinary issues that cannot be de-escalated by College staff or in the event of violent acts (e.g., active shooter). The Director, Marketing and Communications/PIO must also be notified.

C. Roles & Responsibilities

1. College Safety Official

College Safety Officials are trained employees responsible for responding to day-to-day incidents at college facilities. Their duties include:

- a) Conducting an initial size-up of the situation in area.
 - b) Reducing immediate dangers by shutting off utilities, suppressing small fires, assisting in evacuation, and aiding others.
 - c) Providing initial treatment for life-threatening injuries and other medical needs.
 - d) Assisting emergency services in establishing a command post, staging area, and triage or treatment zones.
 - e) Collecting damage information and developing operational plans based on lifesaving priorities and available resources.
 - f) Maintaining communication with emergency responders throughout the incident.
-

2. Disaster Recovery Team

If a disaster disrupts or halts campus operations, the Disaster Recovery Team directs all actions necessary to restore normal function. Each officer may delegate responsibilities but remains accountable for their area of oversight.

Team Members:

- College President
- Vice President, Administrative Services / CFO
- Vice President, Instruction / Chief Academic Officer
- Vice President, Student Development

- Vice President, Information Technology/Chief Information Officer
- Director, Marketing and Communications/PIO
- College Attorney (Legal Affairs Advisor, as needed)
- Director, Human Resources & Organizational Development
- Director, College Safety
- Director, Facility Services

Detailed descriptions of these roles and responsibilities are available in Appendix C.

D. Incident Reporting & Confidential Reporting Procedures

Incidents can be reported on either campus by contacting **College Safety** for assistance.

Campus	Internal (College Phone)	External / Cell Phone
Person County Campus	2222	(336) 504-9243
Caswell County Campus	8076	(336) 514-1940
South Campus/CHATT	2337	(336) 322-2337

1. Incident Reporting

All reportable incidents occurring on PCC property must be documented using the College Incident Report Form (*Appendix D*) and submitted to the Director, College Safety, who will distribute it to the appropriate administrators.

Examples of Reportable Incidents Include:

Arson, assault, burglary, drug violations, fights, fires, harassment, hate crimes, larceny, liquor violations, property damage, sex offenses, threats, trespassing, vehicle accidents, or personal injuries.

2. Confidential Reporting

Anonymous or confidential reports may be made directly to College Safety Officials, either in person or by phone.

Victims and witnesses are strongly encouraged to share information to help maintain campus safety.

Anonymous reports can also be made through Crime Stoppers, which maintains caller confidentiality and relays campus-related crimes to the Sheriff's Office for follow-up with college officials.

County	Crime Stoppers Contact
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Person County	(336) 330-0923
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Caswell County	(336) 694-5199
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E. Noncompliance

All individuals occupying or visiting College-controlled property are required to comply with this plan.

Refusal to evacuate, failure to follow emergency personnel directions, or interference with emergency responders is unacceptable and may result in administrative, academic, or criminal consequences under N.C.G.S. 14-288.4(a)(4).

Specific Emergency Information

A. Vehicular Accidents

If you are involved in or witness a vehicular accident on campus, follow these procedures:

1. Ensure Scene Safety:
Confirm the area is safe before approaching or providing assistance.
2. Provide First Aid (if qualified):
Administer immediate aid within your ability.
 - Do not move injured persons unless there is a life-threatening hazard such as fire or explosion.
3. Contact Emergency Services:
Call 911 and provide:
 - The exact location of the accident
 - The number of vehicles involved
 - Vehicle descriptions

- Details of any injuries
 - 4. Notify College Safety:
Contact College Safety or have another person do so. Provide all known details.
 - 5. Remain at the Scene:
Stay on site until emergency personnel arrive.
 - Inform all involved parties they must also remain until cleared by law enforcement.
 - If anyone leaves before officers arrive, do not intervene—instead, record:
 - The vehicle description
 - The license plate number
 - The individual's appearance
 - 6. Upon Arrival of Authorities:
Emergency responders will handle witness identification, investigation, and all official reporting.
-

B. Workplace Accidents

If you are involved in or witness a workplace accident on campus, follow these steps:

1. Ensure Scene Safety:
Assess the area before approaching. Do not enter unsafe environments.
2. Provide First Aid (if qualified):
Offer immediate assistance as trained.
 - Do not move injured individuals unless a life-threatening condition (e.g., fire) exists.
3. Contact Emergency Services:
In an emergency, dial 911 and report:
 - The exact location
 - The nature of the incident
 - The extent of injuries
4. Notify College Safety:
Contact College Safety or have another person do so. Provide all known details.
5. Address Ongoing Hazards:
If the cause of the accident still presents a danger, inform responders and assist only as safely capable of mitigating risk.

6. Employee or Work Study Injuries:

If the incident involves a PCC employee, work-study student, or student working off-site, notify:

- The Vice President, Administrative Services/CFO, or
- The Director, Human Resources & Organizational Development as soon as possible.

7. Incident Documentation:

The reporting person or witnessing employee must complete a College Incident Report detailing:

- The cause of injury (if known)
- Any contributing factors
- Recommended corrective actions

When appropriate, the College will implement measures to eliminate preventable causes within its control.

C. Cyber Attack

If any user of Piedmont Community College's network system (including employees, students, visitors, or contractors) suspects a cybersecurity incident, follow these procedures:

1. Suspected Security Breach Attempt

If you believe someone is attempting to compromise the College network (e.g., phishing email, suspicious message, or link):

1. Mark the Email as a Phishing Attempt:

Use the "Report Phishing" feature to forward the email directly to the Division of Information Technology.

2. Manual Forward (if needed):

If the phishing marking option is unavailable, manually forward the suspicious message to the Division of Information Technology for review.

2. Confirmed Security Breach

If you discover that a breach has occurred (e.g., stolen password, ransomware infection, or confirmed phishing compromise):

1. Immediately Contact:
The Vice President, Information Technology/CIO or designee.
2. Disconnect from the Network:
Unplug or disconnect the affected device (computer, tablet, or phone) from all network connections (wired or Wi-Fi).
3. Power Down the Device:
Shut down the device to prevent further data exposure.

SAFETY CODE CHART

PERSON CAMPUS: CELL #: (336) 504-9243, E229A, EXT: 2222
CASWELL CAMPUS: CELL #: (336) 514-1940, K LOBBY, EXT: 8076

Piedmont
Community
College

CODE
0

Administrators/ Safety Personnel report to A Building or specified area.

CODE
100

- Keep students in class.
- No movement is desired in order to secure the situation or resolve the incident.

CODE
200

- **Lock doors – Keep teaching.**
- Situation in surrounding area of school.
- Do not alarm students, but do not allow students to leave room.
- Check before opening the door.
- Allow students to move on the 'All Clear' signal.

CODE
300

- **Lock down – Severe measures.**
- Close & lock doors, barricade if possible.
- Turn off lights, radios, & computers.
- Close blinds.
- Seek protective cover.
- Keep quiet! Act like no one is in room. **Silence cell phones.**
- Do **NOT** answer the door.
- Call 911 *IF* safe. Provide dispatcher with detailed information.

CODE
400

- Fire, chemical release, bomb threat, gas leak.
- Evacuate building and proceed to evacuation route.
- Know your exit! Post exit in your room.
- Do NOT re-enter building until 'All Clear' signal.

CODE
500

Tornado WATCH:

- Teachers will continue regular class activities without informing/alarming students.

Tornado WARNING:

- Move to designated area, close door.
- Everyone will assume a curled/tucked position to protect eyes and head.
- Stay away from glass or windows.

FIRE

- Pull the nearest fire alarm.
- Evacuate the building using the fire evacuation plan.
- Do NOT use elevators.
- Do NOT re-enter building until 'All Clear' signal.

ALWAYS ASSUME ALL CODES ARE REAL UNTIL OTHERWISE NOTIFIED!

Code 0: Child Abduction / Missing Child

A. Overview

Piedmont Community College (PCC) operates an open campus environment that welcomes community members for both daily activities and special events. The Person County Campus includes the Child Development Center (CDC), which accommodates children between the ages of two and five.

The safety and security of all children enrolled in the CDC, as well as those visiting PCC properties, is of the utmost importance. The following procedures have been established to ensure a prompt and effective response in the event of a missing or abducted child.

1. Reporting a Missing or Abducted Child

If a child is discovered missing or is believed to have been taken without the consent of their authorized guardian, the following actions should be taken immediately:

a) Notify College Safety:

- Report the situation to the campus safety.
- Person County College Safety: (336) 504-9243
- Caswell County College Safety: (336) 514-1940
- South Campus College Safety: (336) 322-2337

b) Gather Descriptive Information:

- Obtain as much information as possible about the child, including:
 - Name, age, gender, race, height, and clothing description.

c) Collect Information About the Suspect (if applicable):

- If abduction is suspected, gather details about the individual involved, including physical description, vehicle information, and direction of travel.

d) Contact Law Enforcement:

- If the situation warrants immediate law enforcement involvement, call 911 first.
 - Request that the dispatcher relay all pertinent information to the College Safety Officials.
-

2. Responding to a Missing or Abducted Child

Upon notification of a missing or abducted child, the following steps should be taken:

a) Secure Campus Access:

- If feasible, assign personnel to monitor and secure the main entrance at the appropriate campus until local law enforcement arrives.

b) Conduct Preliminary Inquiries:

- Speak with individuals in the vicinity to determine whether anyone witnessed the child or observed any suspicious activity leading to the disappearance.

c) Maintain Composure:

- Remain calm and focused. Emotional responses should not interfere with assisting authorities or following safety procedures.

3. Coordination with Law Enforcement

Local law enforcement agencies are trained and equipped to respond to incidents of this nature. During the initial phase, College Safety Officials or the on-scene administrator will assess the situation and determine the most appropriate actions to ensure the safety of the PCC community.

Once the Sheriff's Office or other local authorities arrive, they will assume command of all tactical operations. PCC personnel will continue to provide support and information as requested by law enforcement officials.

Code 100 – Utility Emergencies, Medical & Psychological Crises, and Pandemic Preparedness

A. Utility Emergencies

1. Electrical Emergencies

If you observe or suspect any electrical damage or hazard, follow these steps:

1. Report the Issue:
Contact College Safety to report any room, building, or campus-wide power outage.
 - If college phones are not operational, use a cell phone.
2. Secure Hazardous Equipment:
In labs or workshops, turn off gas burners or powered equipment that may pose a danger when power is restored.

3. Evacuate Safely:
Take essential personal belongings, lock your office or classroom, and assist anyone needing help.
 - Do not use elevators.
 4. If Trapped in an Elevator:
Use the telephone inside the elevator to contact the Switchboard or College Safety. Remain calm; appropriate personnel will respond promptly.
 5. Emergency Lighting:
Use temporary lighting to move safely to a secure area or exit.
 6. Assembly & Accountability:
Once outside, assemble with coworkers or classmates in a designated area. Supervisors and instructors must account for all individuals and report any missing persons to an Administrator or Safety Official.
 7. Reentry Authorization:
Remain in the evacuation area until a Safety Official, Administrator, or designee gives clearance to return.
 - Marketing and Communication may provide updated information regarding campus status.
 8. Authority to Suspend Classes:
Only the College President or an authorized designee may cancel or modify class schedules due to an electrical emergency.
-

2. Elevator Failure

1. If the Elevator Stops:
Use the elevator phone or alarm button to request help. Maintenance or Safety Officials will respond.
 2. Do Not Attempt to Exit:
Do not pry open elevator doors or the overhead hatch. Wait for trained personnel to assist.
 3. Power Outage Procedures:
During outages or emergencies, elevators will be checked for occupants by maintenance or Safety Officials.
-

3. Gas Leaks

If you smell or suspect a gas leak, follow these steps:

1. Notify Immediately:
Contact College Safety and provide detailed information about the location and situation.
 - Maintenance, Safety Officials, and Administrators will be alerted.
2. Evacuate Promptly:
Move everyone at least 500 feet (to the red zone marker) from the suspected leak area.
3. Avoid Ignition Sources:
Do not use electrical switches, elevators, or fire alarms.
Leave the door to the affected room open to allow gas to disperse.

4. Access Control:
The on-scene Administrator or Safety Official will ensure no one reenters the building until it is deemed safe.
 5. Repair and Clearance:
Maintenance will investigate and correct the issue or contact qualified contractors.
Once repairs are complete, Maintenance will notify the Administrator/Safety Official when reentry is safe.
-

4. Water Outage or Contamination

a. Water Leak or Flooding

1. Report: Notify Facility Services immediately so maintenance can begin repair and cleanup.
2. Restrict Access: Prevent others from entering the affected area to avoid injury.
3. Relocate Activities: Coordinate class or meeting relocations with supervisors and notify the Switchboard of the new location.

b. Water Service Interruption

1. Notification: Maintenance will inform the Director, Facility Services (or a Vice President if unavailable) when water is shut off.
2. Potential Campus Closure: A full water shut-off may require early dismissal or temporary closure, determined by the President or designee.
3. Closing Procedures: If closure occurs, follow the College's Severe Weather Closing process.

c. Water Contamination

1. Immediate Closure: The campus will close and follow emergency procedures for severe weather events.
 2. Water Supply Shutdown: The Director, Facility Services will shut off all water to prevent use of contaminated sources.
 3. Notification:
 - Person County Campus: Roxboro Public Works – (336) 599-5658
 - Caswell County Campus: Yanceyville Public Works – (336) 694-6659
-

B. Medical & Physical / Psychological Crisis

Each medical or psychological emergency is unique. However, all incidents requiring medical attention must be reported to the College.

1. General Medical Emergencies

1. Ensure Scene Safety before providing aid. If emergency contact 911 immediately.
2. Contact College Safety; they will direct emergency services.
3. Have another person also notify the Switchboard.
4. Provide First Aid (if qualified):

- Do not move injured individuals unless there is imminent danger.
 - Comfort and reassure the victim.
 - Avoid contact with blood or bodily fluids. Do not attempt cleanup.
5. AED Locations:
- BDEC – Inside, near main entrance
 - Building A – Hall near President’s Executive Assistant’s desk
 - Building D – Timberlake Art Gallery, near circular drive entrance
 - Building E – Outside Vice President’s Office (Student Development)
 - Building G – Nursing Lab
 - Building H – Learning Commons, upstairs lobby
 - Building K – Lobby
 - Building P – Hallway outside Room 112
 - Building S – Hallway beside restrooms
 - Building T – Main Office Area
 - South Campus – Lobby area
6. First Aid Kits:
- Building A – Switchboard
 - Building E – Student Development
 - Building F – Welding Shop
 - Building G – Nursing Lab & Cosmetology
 - Building H – Child Development Center & Learning Commons
 - Building K – Switchboard Desk
 - Building L – Room 105
 - Building P – Room P116
 - Building S – Kitchen
7. Remain at the Scene: Stay until emergency responders arrive or designate someone to do so.
-

2. Psychological Crisis

If a psychological emergency occurs (e.g., suicide attempt, panic attack, confusion, or severe distress):

1. Call College Safety. Provide your name, phone number, and location.
 2. Stay with the individual unless doing so poses a risk to your own safety.
 3. Remain calm and avoid escalating the situation.
 4. Provide empathy and discretion, being sensitive to the individual’s privacy and to family or friends.
-

C. Pandemic Preparedness & Exposure Guidelines

1. Pandemic Preparedness

Piedmont Community College's Pandemic Preparedness Plan aligns with Infectious Diseases Policy 2.13 and aims to protect students, employees, and visitors while maintaining essential operations.

Objectives

- Safeguard the health and safety of all college community members.
- Communicate effectively throughout the duration of a pandemic.
- Sustain critical operations as long as safely possible.
- Promote infection prevention through hygiene and health education.

Assumptions

- State assistance will be limited; local response will be essential.
- High levels of absenteeism are expected.
- Vaccines and antivirals may be initially limited.
- The NC Department of Health or county health departments may order closures or quarantines.
- College facilities may need to remain closed for weeks or longer.

Roles & Responsibilities

- Safety Officials / Task Force Members:
 - Coordinate with local health authorities.
 - Support Point of Distribution (POD) operations if requested.
- Faculty & Staff:
 - Stay informed of college communications and share information with students.
 - Follow and enforce safety measures, including closures, distancing, and hygiene protocols.

Critical Operations

Essential personnel and functions must be identified to ensure continuity of vital services during extended campus interruptions.

Government Response

The College will follow federal, state, and local guidance—such as CDC's *Considerations for Institutions of Higher Education*—to determine appropriate protective measures.

2. Exposure to Bloodborne Pathogens

Any employee, student, or contractor exposed to blood or bodily fluids must follow Policy 2.13 Exhibit A: Guidelines for Exposure to Blood or Bodily Fluids (refer to Appendix E of the College Safety Plan).

Code 200/300: Violent & Nonviolent Acts / Active Threat

A. Definition

Campus Violence refers to any threatening behavior, act of violence, or property damage occurring on college property or at college-sponsored events, regardless of the perpetrator's relationship to Piedmont Community College (PCC).

This includes actions committed by students, faculty, staff, vendors, visitors, spouses or friends of employees/students, or other individuals.

Examples of campus violence include, but are not limited to:

- Physical assaults or attempts to inflict harm
- Threatening behavior, verbal or non-verbal
- Harassment or intimidation
- Property damage or vandalism
- Disruptive behavior that interferes with safety or campus operations

PCC maintains a zero-tolerance policy toward any form of violence or threats of violence on its campuses.

B. Responding to Non-Threatening Disruptive Behavior

Although non-threatening disruptive behavior may not initially appear to be a safety concern, properly addressing such behavior can prevent escalation into violent or threatening incidents.

When dealing with non-threatening disruptive behavior, follow these steps:

1. Remain calm and respond in a quiet, controlled manner.
2. Do not take the behavior personally.
3. Show concern by listening attentively and asking clarifying questions.
4. Communicate clearly, restating what the individual expressed to ensure understanding.
5. Identify areas of agreement and work toward resolving the concern.
6. Notify your Supervisor, Appropriate Administrator, or College Safety Officials to document the incident.

If disruptive behavior continues:

- Evaluate whether the individual appears dangerous.
 - If not dangerous, set clear limits and boundaries (e.g., ask them to lower their voice, remain patient, or leave the area).
 - If the individual refuses to comply, inform them that College Safety will be contacted and follow through if necessary.
-

C. Responding to Threatening Behavior

1. Follow the general de-escalation guidelines listed in Section B.
 2. Remain in a public area; avoid isolation.
 3. Do not touch or attempt to physically remove the individual.
 4. Have someone contact College Safety using a college phone or cell phone to report the incident immediately. Provide as many details as possible.
 5. Avoid mentioning disciplinary action or the involvement of Safety Officials if it may escalate the situation.
 6. If necessary, find a safe excuse to leave the area and seek assistance (e.g., “I need to check on some files”).
-

D. Responding to an Active Shooter or Other Violent Incidents

Violent incidents, including active shooter situations, are unpredictable and require immediate, situation-dependent responses. The following procedures outline recommended best practices for personal safety and emergency coordination.

1. If Safe, Exit the Building

If you can safely escape the area:

- a) Leave the building immediately and move away from the path of danger.
- b) Warn others to exit the building or seek shelter as you evacuate.
- c) Move to a safe location and take protective cover. Remain there until directed otherwise by emergency personnel.
- d) Call 911 and provide the following information:
 1. Your name
 2. Exact location of the incident

3. Number of assailants (if known)
4. Description of the assailant(s) (gender, clothing, physical features, weapons, etc.)
5. Your current location
6. Number and nature of any injuries (if known)

Request that the dispatcher relay this information to College Safety so they can update Campus Safety Officials at:

- Person County Campus: (336) 504-9243
 - Caswell County Campus: (336) 514-1940
 - South Campus College Safety: (336) 322-2337
-

2. If You Cannot Exit the Building

If escape is not possible, shelter in place and take the following actions:

- a) Go to the nearest secure room or office.
- b) Lock the door or barricade it using heavy furniture if no lock is available.
- c) Turn off lights, radios, and computer monitors.
- d) Close blinds and block windows if possible.
- e) Take cover behind solid objects (e.g., concrete walls, heavy desks, filing cabinets).
- f) Stay quiet and act as though the room is empty. Silence all cell phones.
- g) Do not open the door for anyone until law enforcement identifies themselves.
- h) If safe to do so, call 911 and provide:

1. Your name
2. Your location
3. Number of assailants (if known)
4. Description of the assailant(s)
5. Information about any injuries

Request that the dispatcher notify College Safety to update at the numbers listed above.

3. Law Enforcement Response

Remain sheltered until directed by law enforcement or College Safety to exit.

Follow all instructions carefully—officers may not know who the threat is and will secure the area before providing assistance.

Local law enforcement agencies are trained to respond to violent incidents. During the initial phase, College Safety will assess the situation and coordinate immediate protective actions. Once the Sheriff's Office arrives, they will assume command of all tactical operations.

4. Special Considerations for the Child Development Center (CDC)

- If possible, remain sheltered in classrooms until contacted by a College Safety Official.
 - If conditions become unsafe and evacuation is required, and it is possible to do so safely, relocate all children and staff to Building S, Room 100.
 - Always assist children, elderly individuals, and persons with disabilities during evacuation or sheltering.
-

E. Key Reminders

- Trust your instincts—if something feels wrong, report it.
- Maintain situational awareness and know the nearest exits in every building.
- Stay calm, act decisively, and prioritize safety over personal belongings.
- Provide accurate and timely information to responding authorities.
- Never re-enter an area until it has been declared safe by law enforcement or College Safety Officials.

Code 400: Bomb Threats, Suspicious Packages, Fire Drills, and Hazardous Materials/Chemical Spills

A. Bomb Threats

1. Receiving a Threat

If you receive a bomb threat—by phone, email, or in person—remain calm and attempt to obtain as much information as possible, including:

- The exact location of the device (building, floor, room).
- The time the bomb is set to detonate.
- A description of the device.

- Any reason or motive given by the informant.
 - Characteristics of the caller's voice or background noises that may assist authorities.
2. Reporting the Threat
- After the call or notification, immediately contact College Safety Officials, preferably in person. They will contact appropriate administrators.
3. Initiating Evacuation
- The Administrator(s) or Safety Official will initiate evacuation procedures for the affected building(s) while notifying the Sheriff's Office and emergency services.
4. Evacuation Procedures
- Follow evacuation instructions immediately.
 - Assist individuals with disabilities.
 - Avoid using communication devices.
 - Avoid using elevators when possible.
 - Faculty and staff familiar with the area may be asked to assist emergency responders by identifying items that are out of place or potentially suspicious.
5. Post-Evacuation Assembly
- Move to a designated safe area at least 500 feet from the affected building(s) (red zone signs).
- Avoid gathering near parking lots, power lines, or utility equipment.
 - Keep fire lanes and access routes clear for emergency vehicles.
6. Media and Communication
- Refer all media inquiries to the Director, Marketing and Communications/PIO. Do not provide information independently.
7. All-Clear Notification
- Only emergency response personnel and College Safety Officials may authorize re-entry once the area is deemed safe.
-

B. Suspicious Letters and Packages

Letters or packages may contain explosive devices or hazardous biological or chemical materials. Be alert for suspicious characteristics such as powdery residues, oily stains, excessive postage, misspellings, or mismatched postmarks and return addresses.

If you receive a suspicious letter or package:

1. Do Not Open It.
2. Isolate the Item.
 - Place it gently on a stable surface.
 - If possible, cover it with a trash can or similar item to reduce exposure or contamination.
3. Evacuate the Area.
 - Leave the immediate area and restrict access.
 - Notify College Safety and report the exact location of the item.
4. Wash Hands Thoroughly with soap and water.
5. Provide Information.
 - Be prepared to identify anyone who may have handled or been near the item.
6. Follow Safety Officials' Instructions once they arrive on scene.

If you recognize the potential threat only after opening the letter or package, immediately follow steps 2–6 above.

Special Note:

If evacuation of the Child Development Center (CDC) is necessary, relocate all individuals to Building S, Room 100, if conditions allow.

C. Fire Drills and Emergency Evacuations

1. Evacuation Information

All College buildings have clearly marked and exit signs indicating evacuation routes. These signs are regularly inspected, and buildings are equipped with emergency lighting systems to support safe evacuation.

Important: There are no unannounced fire drills. Always treat every alarm as an actual emergency.

2. Employee Responsibilities

Each employee must be familiar with building evacuation routes and procedures. Faculty members and supervisors serve as evacuation coordinators for students and subordinates.

3. Evacuation Procedures

- Inform students/staff of the nearest exits and fire extinguishers in advance.

- If trained and the fire is small, use a fire extinguisher; otherwise, evacuate immediately.
- Move calmly and quietly; assist persons with disabilities.
- Secure sensitive areas containing important records, if time and safety allow.
- Use stairs only, not elevators.
- Assemble as a group at least 150 feet from the building (green zone signs).
- Do not block fire lanes, building entrances, or main entrance roadway.
- Supervisors must report any unaccounted individuals to emergency responders.
- Remain in the assembly area until cleared by Safety Officials.

4. If Trapped Indoors

- Seal the bottom of doors to reduce smoke.
- Stay low to the ground.
- Signal your location to responders through windows or by phone.

5. Assisting Persons with Disabilities

- Instructors will identify a primary and alternate assistant for each person requiring help during evacuation.
- Seating arrangements should allow quick access to exits when possible.

Special Fire Drill Procedures:

- Child Development Center: Evacuate behind Building L.
- PECIL: Evacuate to Parking Lot #3.
- Unannounced monthly fire drills are conducted only for the CDC and PECIL.

D. Hazardous Materials and Chemical Spills

Hazardous materials (HazMat) include solids, liquids, or gases that can harm individuals, property, or the environment. These substances are subject to strict handling and emergency regulations.

1. Inside the Building

Instructors and Supervisors should:

1. Notify College Safety immediately or contact 911 in emergency situations.
 2. Retrieve the Safety Data Sheets (SDS) for the affected material and inform occupants of the potential hazards.
 3. Evacuate the area in an orderly manner, assisting individuals with disabilities or others requiring aid.
 4. Secure sensitive areas containing student or employee records, if it is safe to do so.
 5. Ensure all occupants have evacuated and station personnel at entrances to prevent re-entry.
 6. Direct evacuees to designated assembly points.
 7. Keep emergency access routes clear.
 8. Communicate all known information to responding officials.
 9. Do not allow re-entry until the “All Clear” is issued by a College Administrator.
-

2. Outside the Building

Instructors and Supervisors should:

1. Notify College Safety immediately or contact 911 in emergency situations.
2. Alert building occupants of the external hazard and instruct them to remain indoors unless told otherwise.
3. Close all windows, doors, and ventilation sources.
4. Contact College Safety or an Administrator for evacuation instructions and relay this information to occupants through faculty or staff.

Special Note:

If evacuation of the Child Development Center (CDC) is required, relocate all individuals to Building S, Room 100, if safe to do so.

Code 500: Severe Weather

A. Severe Thunderstorms

1. Weather Alerts

The National Weather Service (NWS) issues a *Severe Thunderstorm Watch* when conditions are favorable for severe thunderstorms to develop, and a *Severe Thunderstorm Warning*

when such storms have already formed and pose an imminent threat.
College Administrators will actively monitor both “watch” and “warning” alerts.

2. Notification and Shelter Procedures

If a thunderstorm is deemed to pose a danger to Piedmont Community College (PCC) personnel or facilities, College Administrators or Safety Officials will activate the Emergency Communications System (ECS).

- All employees must immediately alert individuals outdoors.
- Time permitting, move to a building with a basement (Person County Campus: Buildings E, F, G, or H) or a designated Severe Weather Shelter (marked by green tornado signs).
- Refer to Appendix H for campus shelter signage.

3. During a Thunderstorm

- Indoors: Move quickly to interior hallways or enclosed rooms away from windows.
- Outdoors: Seek immediate shelter in the nearest safe building or sturdy structure. Avoid trees, light poles, and open areas.
- Follow all instructions from Safety Officials.

4. Post-Storm Reporting

Any injuries, damages, or hazards resulting from the storm must be reported immediately to Safety Officials and the individual’s immediate supervisor.

B. Tornadoes

Tornado “watch” and “warning” protocols mirror those for severe thunderstorms; however, tornadoes can develop rapidly, and the potential for damage is significantly higher.

1. If Indoors During a Tornado Warning:

- a) Remain inside the building.
- b) Stay away from windows, mirrors, glass doors, and unsecured or overhead objects.
- c) Move to an interior hallway or windowless room; crouch low and cover your head and neck with your arms.
- d) Do not use elevators.
- e) Assist persons with disabilities to the nearest safe area on the same floor.
- f) Prepare for potential power outages and structural damage.
- g) Administer first aid to the injured, if safe to do so, and report injuries or damages to Safety Officials and supervisors immediately.

2. If Outdoors During a Tornado Warning:

- a) Seek immediate shelter in the nearest safe structure.
 - b) If driving, stop and exit the vehicle—do not attempt to outrun a tornado.
 - c) If no shelter is available, lie flat in a low-lying area (such as a ditch) away from trees, power lines, and poles; cover your head and neck.
 - d) Be alert for hazards such as downed wires and unstable debris.
 - e) Report injuries or damages to Safety Officials and supervisors immediately.
-

C. Winter Storms

- 1. The **President** will monitor weather and road conditions and update accordingly.
 - 2. Only the **President or designee** has the authority to cancel classes or alter schedules.
 - 3. Any decision to delay opening, close early, or cancel classes will follow PCC Policy 2.10: Inclement Weather Procedures.
-

D. Flooding

- 1. Flooding may result from hurricanes, heavy rainfall, water main breaks, or plumbing failures. College Administration will monitor all weather “watches” and “warnings.”
- 2. If flooding poses a threat to personnel, facilities, or operations, the President or designee will determine and announce any class cancellations or campus closures.
- 3. If instructed to do so, individuals should:
 - Move quickly to designated safe areas or evacuate as directed.
 - Secure essential materials, records, and electrical equipment if safe.
 - Assist individuals with disabilities.
- 4. Once evacuated, avoid flood-prone areas and await further instructions.
- 5. Remain in assigned groups until a Safety Official declares the area safe for re-entry.
- 6. Report any hazardous materials (e.g., oil, chemicals) suspected of mixing with floodwaters to Safety Officials immediately.
- 7. If ordered to evacuate campus, do so promptly to avoid entrapment by rising waters.
- 8. If a vehicle stalls in floodwaters, abandon it immediately and move to higher ground. Never attempt to drive or walk through flooded areas.

E. Hurricanes

1. Definitions

- Hurricane Watch: A hurricane is possible within 36 hours.
- Hurricane Warning: A hurricane is expected within 24 hours.

2. Preparedness

The Buildings, Grounds, and Safety Committee will review and update all hurricane action plans and emergency contact information as needed. Plans must address:

- Initial preparations
- Protection of property, records, and facilities
- Scheduling and class adjustments
- Required supplies and equipment
- Timelines for preparation
- Emergency service coordination
- Recovery operations and community assistance
- Personnel assignments

3. Storm Monitoring and Final Preparations

a) Safety Officials and Administration will monitor updates from the National Weather Service and Emergency Management Offices and notify the President of any status changes.

b) The President or designee will determine and communicate plans for class suspensions or closures.

c) At the *Watch* stage, finalize all preparations.

d) At the *Warning* stage, complete all preparations, release non-essential personnel, and retain only emergency response staff on campus.

4. During the Hurricane

- Remain indoors and away from windows.
- Expect loss of power, phone, and radio communication.
- Safety Officials will maintain patrols as long as conditions allow.
- Stay sheltered until an official “All Clear” is issued—do not exit during a lull.

5. Recovery Period

Once the “All Clear” has been issued:

- a) Safety Officials will patrol the campus to assess damage and deter unauthorized access.
 - b) The designated Recovery Centers (Primary and Secondary: S Building and E Building) will serve as operational hubs for recovery teams.
 - c) Facility Services and College Safety will assess and report damages to the President.
 - d) If College facilities are used for County or community response, assigned personnel must display identification badges and check in/out for accountability.
 - e) The Director, Facility Services will coordinate contractors for repairs and debris removal.
 - f) Non-emergency personnel and students must remain off campus until officially notified to return.
-

F. Earthquakes

1. Immediate Actions

If you feel the ground shake, take immediate protective measures:

- Duck: Drop to the floor.
- Cover: Take cover under sturdy furniture or crouch against an interior wall, protecting your head and neck.
- Hold: If under furniture, hold on and be prepared to move with it.

2. Location-Specific Safety Tips

- Multi-story building: Stay near an interior wall; do not use elevators.
- Outdoors: Move to an open area away from trees, buildings, and power lines.
- Walking: Move into a doorway for protection from falling debris.
- In a vehicle: Pull over safely, avoid overpasses and hazards, and remain inside until shaking stops.
- Public area: Do not panic or rush exits; move away from objects that could fall.
- Kitchen: Move away from appliances and overhead cabinets.
- Trails: Be alert for falling rocks, landslides, or trees dislodged by shaking.

Methods of Communication

A. Emergency Alert System (EAS)

Piedmont Community College's Emergency Alert System (EAS) is designed to communicate vital information to students and employees before, during, and after a campus emergency. The system ensures the rapid dissemination of alerts to protect the safety of the College community.

Activation Process

- The EAS is activated when the appropriate officials are notified of an incident and contacts a College Safety Official, the President, or any available Vice President.
- The President or designee determines when a message is to be broadcast and instructs appropriate personnel to activate the system.

Communication Channels

Emergency notifications will be distributed via:

- Connect (text messages, voice calls, and email)
- Voice/IP speaker phones
- Verbal communication from College Safety Officials
- Alertus (digital screens)

All faculty and staff are expected to assist in relaying emergency information, as some students and visitors may not receive or fully understand automated messages.

Class Cancellation Notifications

Class cancellations will be announced on the following radio stations:

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

And on these television stations:

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

B. Alarm Systems

Each PCC campus is equipped with electronic alarm systems designed to alert for fires or break-ins. These systems are maintained and monitored by the College's contracted alarm companies.

When an alarm is activated:

- The appropriate alarm company contacts both the College's designated emergency contact and emergency services.
 - Only authorized emergency contacts may cancel an alarm call.
 - County 911 Centers maintain current emergency contact information for after-hours incidents.
-

C. Dealing with the Media

Media presence is common during campus incidents. Inaccurate or unauthorized communication can interfere with emergency response efforts, damage the College's reputation, and increase liability. All College personnel must follow the procedures below.

1. Employee Response Guidelines

- a) Do **not** make statements to media personnel during or after a crisis without explicit direction from the Director, Marketing and Communications/PIO.
 - b) Refer all media inquiries directly to the Director, Marketing and Communications/PIO.
 - c) Immediately notify the Director, Marketing and Communications/PIO if contacted by any media representative.
 - d) Maintain confidentiality of student and employee information in compliance with FERPA, HIPAA, and other applicable privacy regulations.
-

2. General Media Guidelines

The President, administrator in charge, or Director, Marketing and Communications/PIO may restrict media access on college grounds for safety and operational reasons. Media representatives must comply with the following procedures:

- a) All reporters must sign in at the **Public Information Office** in the *Timberlake Building (Building D)* or at the designated public information center. Authorization from College administration is required before entering campus areas.
 - b) Reporters must not interrupt classes, College programs, or investigations. Media access to college activities, classrooms, employees, or students is granted only at the discretion of authorized administrators.
 - c) Reporters are strictly prohibited from entering classrooms during testing sessions.
-

3. Emergency Media Guidelines

- a) During emergencies or significant incidents, the college relies on the media to inform the public with accurate, timely updates.
- b) College staff must follow procedures outlined in the Campus Safety Plan when reporting incidents or emergencies.
- c) Media cooperation with these procedures allows college personnel to prioritize student and employee safety.

All media inquiries must be referred to the Director, Marketing and Communications/PIO, who will issue official statements consistent with the College Safety Plan.

Off-Campus Facilities Safety Plans

A. Definition

Off-campus facilities are an integral part of Piedmont Community College's educational and community outreach efforts. These facilities, located throughout Person County and Caswell County, house college employees who provide instruction, workforce development, and public service programs.

Unlike the main College campuses, off-campus facilities do not have switchboard operators. As a result, each site maintains location-specific safety procedures that align with the College's overall Safety Plan, while accounting for unique operational needs and available local resources.

All off-campus facility personnel should adhere to the College Safety Plan for reporting and emergency response, except where additional site-specific considerations are noted below.

B. Business Development and Entrepreneurship Center (BDEC)

1. Chain of Command

1. Dean, Technical & Manufacturing Programs
2. Director, College and Career Readiness
3. Vice President, Instruction / Chief Academic Officer

2. Specific Emergency Information

- Emergencies that cannot be managed by college personnel must be immediately reported by dialing 9-1-1 for Roxboro / Person County Emergency Services.
 - All reportable incidents must be documented on a College Incident Report Form (see *Appendix D*) and submitted to the Director, College Safety.
-

C. Kirby Cultural Arts Complex

1. Chain of Command

1. Director / Instructor, Cultural Arts Program
2. Dean, University Transfer and General Education
3. Vice President, Instruction / Chief Academic Officer

2. Specific Emergency Information

- Emergencies that cannot be managed by college personnel must be immediately reported by dialing 9-1-1 for Roxboro / Person County Emergency Services.
- All reportable incidents must be documented on a College Incident Report Form (see *Appendix D*) and submitted to the Director, College Safety.

D. South Campus (CHATT)

1. Chain of Command

1. Dean, Technical and Manufacturing Programs
2. Vice President, Instruction / Chief Academic Officer

2. Specific Emergency Information

- Emergencies that cannot be managed by college personnel must be immediately reported by dialing 9-1-1 for Timberlake / Person County Emergency Services.
- All reportable incidents must be documented on a College Incident Report Form (see *Appendix D*) and submitted to the Director, College Safety.

2.11 College Safety Plan

Last Revised: June 2023

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:

Purpose

The purpose of this policy is to support the College's efforts to provide a safe and secure working and learning environment for its faculty, staff, students, and visitors.

Definitions

N/A

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

Procedure:

Section 1: Provision of a Safe and Secure Environment

1.1. Safety at PCC requires a partnership between the College and its constituents.

1.1.1. It is also the responsibility of the faculty, staff, students, and visitors to protect themselves and their possessions.

1.2. The following actions contribute to a safe and secure working, teaching, and learning environment.

1.2.1. controlled access to facilities and distribution of keys

1.2.2. the presence of sworn law enforcement officers and/or college safety officials

1.2.3. heightened awareness of criminal activity through regular reporting and educational programs

1.2.4. compliance with all the crime awareness education and reporting requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

1.2.5. the College Safety Plan, which is available on the College's website

1.2.6. regular meetings of the Buildings, Grounds, and Safety Committee that informs policy and procedure updates as needed

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, August 2021, June 2023

Appendix B

Internal Points of Contact and External Emergency Resources

I. Incident Notification Procedures

When incidents occur involving college facilities—such as break-ins, thefts, or vandalism—administrative officials must be notified immediately.

Notification should follow the order listed below for the appropriate campus. If the first individual is unavailable, proceed to the next person in sequence.

A. Person County Campus Contacts

1. Director, College Safety - (336) 322-2253
2. Director, Facility Services - (336) 322-2121

When appropriate, contact the Safety Specialist at (336) 322-2222 or (336) 504-9243. The Safety Specialist will notify the appropriate administrative officials.

B. Caswell County Campus Contacts

1. Executive Director, Caswell County Campus (336) 694-8042
2. Executive Assistant to the Executive Director, Caswell County Campus (336-694-8060)

3. Director, Student Development – Caswell County Campus (336) 694-8046

When appropriate, contact the Safety Specialist at (336) 694-8076 or (336) 592-1940. The Safety Specialist will notify the appropriate administrative officials.

C. Student-Related Emergency Contacts

In the event of an emergency involving students, contact the following personnel in order:

1. Vice President, Student Development — (336) 322-2163
2. Vice President, Instruction / Chief Academic Officer — (336) 322-2106

II. Emergency Services (Person and Caswell Counties)

Emergency: Dial 9-1-1

Carolinas Poison Control Center: 1-800-222-1222

III. Non-Emergency Contacts

A. Person County

Agency / Department	Phone Number
Emergency Management & EMS Office	(336) 599-3136
Health Department	(336) 597-2204
Person Memorial Hospital	(336) 599-2100
Roxboro Fire Department – Station One	(336) 599-9222
Roxboro Fire Department – Station Two	(336) 598-5689
Roxboro Fire Department – Station Three	(336) 598-5691
Roxboro Police Department	(336) 599-8345
Sheriff's Office	(336) 597-0500

Agency / Department	Phone Number
Timberlake Fire Department	(336) 364-1681

B. Caswell County

Agency / Department	Phone Number
Emergency Medical Services	(336) 694-5177
Fire Marshal	(336) 694-9731
Health Department	(336) 694-4129
Sheriff's Office	(336) 694-9311

Appendix C

Disaster Recovery Team – Responsibilities and Duties

<u>Administrator</u>	<u>Function</u>	<u>Possible Delegates</u>	<u>Description of Duties</u>
President	Incident Commander	Vice Presidents	a. Sets incident objectives, strategies, and priorities, and assumes overall responsibility for the incident or event. b. Communicates emergency status to the Public Information Officer. c. Directs and supervises the operations of the Disaster Recovery Team.

<u>Administrator</u>	<u>Function</u>	<u>Possible Delegates</u>	<u>Description of Duties</u>
Vice President, Administrative Services / CFO	Facilities & Finance Operations	Controller, Director, Facility Services	a. Monitors all costs related to the incident; oversees accounting, procurement, time recording, and cost analysis. College Finance manages accounts payable and payroll. b. Leads the recovery process. c. Prioritizes salvage operations. d. Establishes a target date for resuming normal operations.
Vice President, Instruction / Chief Academic Officer and Vice President, Student Development	Academic Operations	Deans	a. Serve as the highest level of authority on academic issues during and after an emergency. b. Participate in planning and coordinating the resumption of academic classes.
Vice President, Instruction / Chief Academic Officer	Continuing Education Operations	Deans	a. Serve as the highest level of authority on continuing education issues during and after an emergency. b. Participate in planning and coordinating the resumption of continuing education classes.
Director, Marketing and Communications	Public Relations & Information	Vice Presidents	a. Collects accurate information and presents it clearly to the campus community, government officials, the public, and the news media. b. Collaborates with College Administration to effectively communicate emergency instructions and updates to the public.

<u>Administrator</u>	<u>Function</u>	<u>Possible Delegates</u>	<u>Description of Duties</u>
College Attorney (as needed)	Legal Affairs	—	Advises the College Administration on all legal matters related to emergency response and recovery.
Director, Human Resources & Organizational Development	Employee Relations	Payroll & Benefits Specialist, Business Partner	a. Directs interpretation and application of personnel policies for all employees. b. Coordinates specialized staffing needs as required by the emergency situation.
Vice President, Information Technology/Chief Information Officer	Technology & Communications Support	IT Staff; Contracted Support	a. Maintains critical electronic communication systems and equipment. b. Identifies and implements alternate communication methods if standard systems fail.
Director, College Safety	Safety Officer	Director, Facility Services	a. Monitors safety conditions and develops procedures to ensure the safety of all assigned personnel. b. Coordinates with local agencies for hazardous materials response. c. Communicates and collaborates with local emergency response personnel.

Appendix D

Piedmont Community College

Incident Report

Complete all fields that apply to the incident.

Incident # (Official use only)	Date of Incident	Date Reported
	Click here to enter a date.	Click here to enter a date.

Type of Incident	Time of Incident	Time Reported
Choose One Item		

Emergency Services Responder: Choose an item.

Incident Location: Click here to enter text.

Campus: Choose an item.

Building: Click here to enter text.

Room: Click here to enter text.

Type of involvement: (Select one of the following for each person/employee involved)
“RP” Reporting Person, “V” Victim, “W” Witness, “O/S” Offender/Suspect or “R” Responder

Complete the box below about the person involved in the incident.

Person Involved: Choose an item.			
Last Name:	First Name:	M.I.:	
College ID#	or SS#		
Home Address:	City:	State:	Zip Code:
Phone Number:			

Complete the box below if there is more than one person involved in the incident.

Person Involved: Choose an item.		
Last Name:	First name:	M.I.:
College ID#	or SS#	

Home Address:	City:	State:	Zip Code:
Phone Number:			

Complete the box below if a vehicle was involved in the incident.

Vehicle Involved:	Make:	Model:	Color:
Tag:	State:	Owner:	

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

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

Description of Incident:

[Click here to enter text.](#)

Response Actions by PCC Employee(s):

[Click here to enter text.](#)

☐ Yes

☒ No

Witness Statement form provided:

Witness Statement form submitted to: Choose an item.

Report completed by:

The completed incident reporting form should be sent to the Director, College Safety who will distribute to the appropriate administrator(s). These reports should be handled in a confidential manner, as they may contain personally identifying information.

Description of Incident (Continuation Page):

[Click here to enter text.](#)

**PIEDMONT COMMUNITY COLLEGE
GUIDELINES FOR EXPOSURE TO
BLOODBORNE PATHOGENS**

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 the assistance of the Director of Human Resources & Organizational Development/designee or the appropriate Dean/Director of specific program/designee.
- **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 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 PCC employees will receive Bloodborne Pathogen training. Yearly training will be scheduled for all employees.

Appendix F

Piedmont Community College Person County Campus



Piedmont Community College Caswell County Campus

