

**Greensboro College
Emergency Action Plan
Emergency Response Procedures**

2023-2024

Hazard Specific Procedures

I. Template: The following are templates for hazard-specific procedures that may be used to respond to various emergencies. Responsible parties are urged to review these procedures to assess their applicability for specific work spaces and locations, and include them in drafting procedure manuals as needed for their spaces.

II. Procedures: These procedures are offered to give leaders a point to begin, but are not intended to be all encompassing. Response procedures generally encompass three categories of behavior: 1) Reporting; 2) Directed Response; 3) Post-response activity. Directed Responses to an emergency generally will involve remaining in the building or evacuation from the building. Responsible parties who need professional advice on adapting these procedures or establishing specialized procedures for your work area may contact the Emergency Action Officer for assistance when questions arise.

A. Shelter-in-place: Shelter-in-place is used when evacuation may be more dangerous to life and safety than remaining in place during an emergency. Severe weather (tornado warning for this area) is most likely to be the cause of a “shelter-in-place” directive from the GC Alert system.

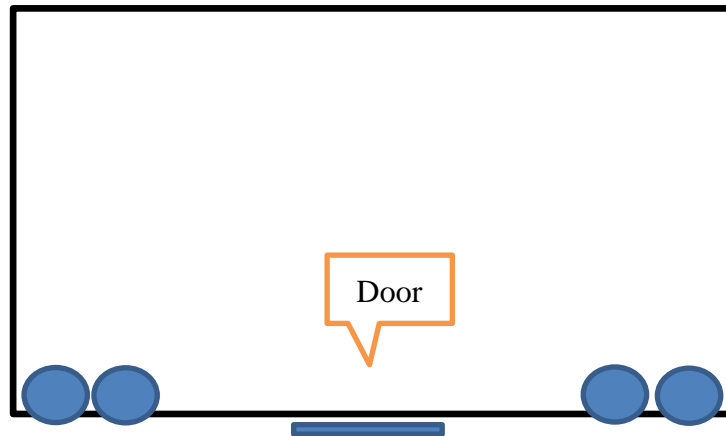
The following typically characterize ideal shelter areas:

- 1) A basement or ground floor of interior structure
- 2) Away from windows lose equipment or other debris
- 3) No chemicals or other hazardous materials present
- 4) No open electrical lines or other hazards
- 5) Have closeable, sturdy doors
- 6) Internal stairwells of buildings are generally considered excellent options for sheltering in place. (If sheltering in Proctor Hall East, shelter in basement, if possible.)
- 7) Other options include interior restrooms, some closets, or elevator lobbies.

B. Lock down: The order to “Lock Down” always indicates an “**active threat**” (see page 7) may be present on campus and represents a situation that demands securing of personal space until an “all clear” message has been received. Notification to lock down will always come primarily via GC Alert and may be augmented by multiple other methods. If you receive direction to “Lock down,” follow these procedures:

- 1) If indoors, stay where you are and lock or block the door if you are able. Follow the sheltering procedures and directions of responsible authorities for the building you are in.
Do not attempt to walk or run to your vehicle or residence hall.
- 2) If off campus: Stay off campus! Do not return to campus.

- 3) If outdoors on campus and you feel that you can do so safely, find a rapid way to get away from campus. If you do not feel safe, find the nearest structure and take shelter, following the instructions of the authority on site, if encountered.
- 4) Once inside, lock the interior doors, close windows, blinds and/or curtains. Get down low near the floor, preferably at as sharp an angle from the door as possible. See example below where shelter areas are marked with circles:



- 5) If the room offers further shelter, like a closet or lavatory that might provide an extra layer of protection, go there; close and lock any other doors that may separate you from the emergency environment.
- 6) Remain calm and quiet: Turn off all cell phone ringers. Use phones only when communication is necessary and use text messaging whenever possible. Call or text 911 or send a text to Security at (336) 312-9911 if you have information that may be helpful.

C. FIRE: The most common type of emergency requiring evacuation will be a fire. Like any other emergency, any fire alarm will be treated as an actual emergency until proven to be otherwise. All faculty, staff and students are expected to comply with all fire alarms and know the procedures to follow in their respective buildings if a fire alarm sounds. The following are the procedures to follow for any fire or fire alarm. **(See Appendix "A" for Building Specific Evacuation Instructions)**

- 1) If a fire of any size is known or suspected to exist, pull the nearest sound alarm and evacuate. **Do not use elevators.**
- 2) Call campus security from a safe location: (336) 312-9911.
- 3) If the fire is small and contained anyone may use a fire extinguisher to extinguish a fire if they feel safe and confident in doing so.
- 4) WHEN IN DOUBT—GET OUT!! Do not spend time deciding whether or not a fire can be extinguished. If there is any doubt, pull alarm and evacuate.
- 5) Do not break windows unless that opening is your only escape option.
- 6) Feel closed doors before opening. Do not open a hot door. If the door is hot or if smoke is

coming from under a closed door, DO NOT OPEN THE DOOR. Select another route.

7) Do not attempt to save possessions and close the door upon leaving an empty room.

8) Follow instructions of emergency responders and staff guiding evacuations.

9) Seek-out and assist the disabled with evacuation.

10) Proceed to pre-designated marshalling/assembly area for the building. **(See Appendix "A")**

11) Account for personnel and report anyone missing (regardless of their suspected location) to emergency personnel. **(See Appendix "A")**

12) Do not return to the building until cleared by authorities.

D. SUSPICIOUS OBJECT OR PACKAGE: The following characteristics observed in a package should be considered suspicious and potentially harmful. Do not touch any package displaying these characteristics:

- Excessive postage
- Illegible or missing return address
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven in appearance
- Protruding wires or aluminum foil
- Excessive sealing material (tape, string)
- **Any** sounds from inside the package
- Marked with restrictive endorsements,
- Says "Personal" or "Confidential"
- Postmark City other than return address
- Foreign, Air mail, Special Delivery
- Unbalanced weight

1. When a Suspicious Object or Package Is Discovered:

- a. Leave the building before contacting security at (336) 312-9911.
- b. Remain calm.
- c. Do not disturb or move the package/object.
- d. Retreat to a safe distance and warn others to avoid the area.
- e. Be available to direct police to the package location.
- f. Follow instructions from law enforcement.
- g. Do not spread rumors.
- h. If you have already opened a package and then decide the contents are suspicious, put it down and call security. Do not attempt to move it again.

2. If you open a package or letter to discover suspicious contents such as powders, or other substances that appear to be tainting the contents:

- a. Put the suspicious material down immediately and call, or have someone call, security at (336) 312-9911.
- b. Move away from it slowly. Panic may spread powders or other chemicals.
- c. Move far enough away to stop further exposure, but remain in a closed place if possible to minimize spreading the suspected contaminant.

- d. If physical symptoms have begun to appear, report symptoms and request medical assistance.
- e. Do not attempt to empty the contents of any suspicious envelope or package if any of it remains contained.
- f. If possible, place the envelope or package in a plastic bag or some other type of container to prevent leakage or spreading of contents. If you do not have any container, cover the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover.
- g. Have everyone leave the immediate area and keep others away.
- h. Wash hands with copious amounts of soap and water to prevent spreading any powder to your face.
- i. List all who were present when suspicious letter or package was opened.
- j. Do not try to clean anything up.
- k. If possible, safely place heavily contaminated clothing and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders. Cutting clothing off is preferred to pulling anything up over the head to remove.
- l. Take a full and thorough shower with soap and water as soon as possible. Do not use bleach or other chemicals.

E. Hazardous Material (HAZMAT): It is not uncommon for a college to have substances that are hazardous in certain environments, amounts, or concentrations. Where these hazardous substances are known to be in use, appropriate safety measures are in force to prevent spills. It is important to note that current laws permit charging individuals with negligence, if they do not follow known safety protocols when working with hazardous materials. **(See Appendix “A” for building specific evacuation plans.)**

- 1. When spills happen, most chemicals or substances in use at Greensboro College will not be used in such quantities that a large-scale emergency event is likely to result.
- 2. All departments, (faculty and Staff) are expected to know which hazardous materials they use, and to have all Material Safety Data Sheets (MSDS) on file, and, to have staff and students trained and supervised in the safe uses of these materials.
- 3. Anyone who discovers a suspected or actual spill of a hazardous substance is expected to report the spill to campus security at (336) 312-9911.
- 4. Those in authority at the scene shall:
 - a. Know the hazards and emergency response procedures for the chemicals you are using before a crisis happens.
 - b. Faculty and Staff who work with students are expected to have hazard specific spill procedures to be followed so they will be prepared to manage a spill if one happens.
 - c. If the MSDS for that substance requires, an evacuation should be conducted. If the MSDS

emergency procedures allow for safe clean up without evacuation, no evacuation is necessary.

d. In cases of large spills that require evacuation, shut down the source of the spill (if you are able to do so safely) prior to evacuation.

e. Processes involving flammable materials should be shut down (if safely possible), prior to leaving the area. Be prepared to report:

- 1) Time and location of the release
- 2) Type (name) and quantity of substance released and any other information from the MSDS as may be requested.
- 3) Whether the release entered a storm sewer or drain
- 4) Damages or injuries caused by the release

F. Medical Emergency: When a medical emergency occurs, immediately contact 911 and call Greensboro College Security at (336) 312-9911. Provide the following information when calling for assistance:

- 1) Location of emergency, number of people in need of assistance and suspected problem.
- 2) If inside a building, report the building and room number. If in a common area (lounge, lavatory), report the nearest room number.
- 3) Report the suspected problem: "Possible allergic reaction", "Choking", "Seizure", "Psychological," "Alcohol or drugs," or "Injury": If the victim is injured, describe the injury and what caused it.
- 4) If there is a Automatic External Defibrillator (AED) nearby, remove it from the mount—even if you don't believe its use is required: An alarm will sound, which will help guide emergency responders to your location.
- 5) If trained to do so, apply first-aid or CPR (or seek assistance of others).
- 6) Comfort (and try not to move) the victim.
- 7) Ask others to help direct Fire & Rescue personnel
- 8) If Cardio Pulmonary Resuscitation (CPR) is indicated, begin CPR (if trained to do so) and do not stop until relieved by emergency responders.
- 9) Help identify victims if their identity is not known at the time of the call.
- 10) More on AEDs: The quick application of proper CPR and defibrillation can save lives. The purpose of an AED is to rapidly identify cardiac problems and provide early defibrillation to the victim when needed. AEDs are located in multiple buildings (make sure you are familiar with AED locations in buildings you frequent).

G. Power outage/Utility Failure: Most power outages or utility failures will NOT result in an emergency. Yet, if the outage is prolonged, conditions could reach emergency proportions. All faculty, staff, and students should be prepared to adjust routines. Personnel charged with building management

responsibility should for how prolonged power outages will be managed. If a power outage occurs, contact campus security to report it and await instructions. If there is any hint of an emerging dangerous condition (i.e., the smell of gas, or something burning), follow previously established procedures for evacuation and personnel accountability; then call Greensboro College Security at (336) 312-9911, and follow instructions.

Reminder: A power outage will stop elevators where they are. If safe to do so, take note of the elevators and attempt to verify if there is anyone aboard. If people are stuck in an elevator, include that in your report to security. If you get stuck in an elevator when it stops, remain calm, sound any available elevator alarms, and use the elevator phone or cellular phone to call Greensboro College Security at (336) 312-9911.

1. In the event of an Extended Power Outage: Unnecessary electrical equipment and appliances should be turned off and unplugged.
2. If a power outage during cold temperatures is expected to be prolonged, equipment containing fluids should be moved to heated areas or drained of liquids. Upon restoration of power, electronic equipment should be allowed to sit in re-warmed spaces prior to energizing to prevent short-circuits caused by water condensing on circuit boards. All staff and students should monitor their buildings and sanitary fixtures for leaks after a prolonged power outage and report problems promptly.

H. Active Threat: An “active threat” is defined as any incident involving a person who acts with deliberate intent (or threat) to inflict serious harm or death. Examples of types of active threat include:

1. Active shooter/Sniper
2. Hostage situation
3. Bomber/suicide bomber
4. Armed subject/weapon on campus
5. Known or suspected threat of any kind that a reasonable person would classify as an active threat.

a. Notification Procedures: If an active threat is spotted or suspected, report it immediately. Call 911 and Greensboro College Security at (336) 312-9911, and follow instructions.

b. **Upon receiving report of a potential active threat, Campus Security will most likely issue an order to “Lock Down” (See previously specified lock down procedures) via a GC Alert message, and announcements using any method deemed appropriate.**

That order will remain in effect until the situation is resolved.

c. In addition to following explicit instructions during an active threat, all Greensboro College personnel shall:

- 1) Minimize use of cell phones
- 2) Follow these guidelines for self-protection during an active threat:
 - a) Once sheltered in a secure location, DO NOT open the door for anyone but the Police
 - b) While taking shelter, invite other known personnel who are unsheltered to join you but do not delay taking shelter in an attempt to convince others to take shelter.

- c) Once the door is shut, leave it shut. Do not open the door. Attackers will sometimes pose as victims in an attempt to gain access.
- d) DO NOT approach police officers at any time unless directed to do so. If you spot police during an active threat, you may call out to identify yourself, but stop moving. When directed, stop talking, and follow all instructions explicitly. Do not argue. Do not insist on stating your intent or moving toward them for any reason until given permission.

NOTE: At the height of a crisis, police officers may not be able to distinguish victims from perpetrators. Any unexpected movement by you may be viewed as a threat. You may initially be directed to get on the ground, and may initially be restrained with handcuffs or other devices. Relax and comply. Once police are satisfied that you are not a threat, you will be released.

Medical evacuations: Rescue personnel will not enter an area until the threat has been resolved. That means that while the threat exists, no emergency responders will enter an area and police are trained to treat the evacuation of the wounded (even the seriously wounded) as a secondary priority to finding and neutralizing the threat.

I. Weather Emergencies: The Greensboro College Security staff will monitor weather conditions and reports during periods of severe weather (i.e. blizzards, severe thunderstorms, tornadoes) or natural disasters. College personnel will be notified via GC Alert or other timely warning message when weather conditions pose a threat to safety.

1. **Inclement Weather Procedures:** In the event that developing weather conditions are deemed serious enough to impact Greensboro College; officials will modify the operating schedule. This may involve delays or closures. Information will be published via GC alert or other timely notification message, i.e., web homepage and/or television posting.

2. **Planned Emergency Closures:** In the event that a planned emergency closure occurs, all staff and students will be required to leave campus just as they would for any planned semester break. Students and their parents should work out a plan for what to do in the event of a planned emergency closure. Staying in the dorms during any planned closure (including emergency closures) is not an option.

J. Network Attack: Any significant interruptions to service should be reported to IT by emailing techsupport@greensboro.edu or calling IT at x5300. If there are technology related attacks or security issues, IT will notify faculty, staff, and students as appropriate via email or other means available.

Appendix A
Building Specific Evacuation Instructions
(Listed Alphabetically)

Campbell Athletic Center

- Use the nearest available clear exit for your floor
- Avoid use of stairs unless more direct exit is blocked by heat or fire
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble by activity in the lawn space behind Main Building.*** Instructors/trainers are responsible for accounting for occupants to the degree possible and reporting any known missing person(s) to the Emergency Action Officer.
- DO NOT ATTEMPT TO MOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER

Cowan Humanities Building

- Use the nearest available clear exit for your floor
- DO NOT ATTEMPT TO USE THE ELEVATOR
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble across the street in the lawn space immediately in front of Finch Chapel by class/office.*** Instructors are responsible for accounting for class attendees to the degree they are able and reporting any known missing person(s) to the Emergency Action Officer.
- DO NOT ATTEMPT TO MOVE A VEHICLE UNLESS INSTRUCTED BY RESPONDER

Fowler Dining Hall/Alumni Dining Room/Gold Dining Room

- Use the nearest available clear exit
- Do not attempt to use stairs unless fire is in the dining hall/kitchen area or other exits pose a threat to safe use
- DO NOT ATTEMPT TO USE FREIGHT ELEVATOR IN THE KITCHEN
- ***Assemble in the parking area toward Market Street behind Jones Library.*** Report any known missing person(s) to the Emergency Action Officer or representative.
- DO NOT ATTEMPT TO MOVE A VEHICLE UNLESS INSTRUCTED BY RESPONDER

Greensboro Residence Hall/Student Health Center

- Use the nearest available clear exit as marked
- Do not attempt to climb stairs
- DO NOT ATTEMPT TO USE FREIGHT ELEVATOR
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble in the lawn area along College Place next to Main Building by floor.*** RHD, RAs, and Student Health Director are responsible for accounting for residents/office personnel and reporting any known missing person(s) to the Emergency Action Officer or representative.

- DO NOT ATTEMPT TO MOVE A VEHICLE UNLESS INSTRUCTED BY RESPONDER

Hanes Gymnasium

- Use the nearest available clear exit
- Do not attempt to climb stairs unless other exits are blocked by heat or fire
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble in the lawn space behind Main Building and report any known missing person(s) to the Emergency Action Officer.***
- DO NOT ATTEMPT TO MOVE A VEHICLE UNLESS INSTRUCTED BY RESPONDER

Hill Residence Hall

- Use the nearest available clear exit
- DO NOT ATTEMPT TO USE THE ELEVATOR
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- Do not attempt to climb stairs unless fire is in or beneath you area and other exits pose a threat to safe use
- ***Assemble in the lawn area along College Place behind Main Building by floor. RHD and RAs are responsible for accounting for residents to the degree they are able and reporting any known missing person(s) to the Emergency Action Officer or representative.***
- DO NOT ATTEMPT TO MOVE A VEHICLE UNLESS INSTRUCTED BY RESPONDER

Honors House (110 College Place)

- Use the nearest available clear exit
- ***Assemble in the lawn area across the street, directly in front of Finch Chapel by class/office. Staff/instructor is responsible for accounting for occupants to the degree possible and reporting known missing persons to the Emergency Action Officer.***

Jones Library/Sternberger Cultural Center

- Use the nearest available clear exit
- Do not climb stairs unless more direct exits pose a threat to safety
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble by class or room of use on the center sidewalk on front campus. Instructors are responsible for accounting for occupants to the degree possible and reporting known missing persons to the Emergency Action Officer.***
- DO NOT ATTEMPT TO REMOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER

Main Building

- Use the nearest available clear exit
- DO NOT ATTEMPT TO USE THE ELEVATOR
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary

- ***Assemble by floor and office/location on the center walk area directly in front of Main Building between the fountain and Market Street. Staff are responsible for accounting for occupants and reporting known missing person(s) to the Emergency Action Officer.***
- DO NOT ATTEMPT TO REMOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER

Odell Building

- Use the nearest available clear exit
- Avoid climbing stairs unless a more direct exit poses a threat to safety
- DO NOT ATTEMPT TO USE THE ELEVATOR
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble in the lawn area next to Main Building by class/department. Instructors are responsible for accounting for classroom occupants to the degree possible and reporting known missing person(s) to the Emergency Action Officer.***
- DO NOT ATTEMPT TO REMOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER

Proctor Hall East

- Use the nearest available clear exit
- DO NOT ATTEMPT TO USE THE ELEVATOR
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble at the north end of the rear parking area toward Market Street by class/department. Instructors are responsible for accounting for classroom occupants to the degree they are able and reporting known missing person(s) to the Emergency Action Officer or representative.***
- DO NOT ATTEMPT TO REMOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER

Proctor Hall West

- Use the nearest available clear exit
- If going to Proctor Hall East is your best option, DO NOT USE THE ELEVATOR
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble on the central walkway on front campus by class/department. Instructors are responsible for accounting for classroom occupants to the degree possible and reporting any known missing person(s) to the Emergency Action Officer or representative.***
- DO NOT ATTEMPT TO REMOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER

Reynolds Center

- Use the nearest available clear exit
- DO NOT ATTEMPT TO REMOVE VEHICLE(S) FROM THE PARKING AREA
- Touch doors before opening – DO NOT OPEN A HOT DOOR – use another exit, if necessary
- ***Assemble by class/office/activity in the parking area behind residences on Rankin Place and Troy Bumpass Inn. Instructors and staff are responsible for accounting for occupants to the degree possible and reporting any known missing person(s) to the Emergency Action Officer.***

Welcome Center

- Use the nearest available clear exit
- DO NOT ATTEMPT TO REMOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER
- ***Assemble by office/activity across the street on the lawn of front campus.*** Supervisory staff are responsible for accounting for occupants/guests to the degree possible and reporting any known missing person(s) to the Emergency Action Officer.

West Residence Hall

- Use the nearest available clear exit
- Close door upon leaving the room
- DO NOT ATTEMPT TO MOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER
- ***Assemble across College Place in the lawn area next to Main Building*** by floor. RHD and RAs are responsible for accounting for occupants to the degree possible and reporting any known missing person(s) to the Emergency Action Officer.

501 Guilford Avenue

- Use the nearest available clear exit
- Close door upon leaving the room, if applicable
- DO NOT ATTEMPT TO MOVE VEHICLE UNLESS INSTRUCTED BY RESPONDER
- *Assemble along the western boundary of the property at the rear of the adjoining lot.* Supervising faculty are responsible for accounting occupants the degree possible and reporting any known missing person(s) to the Emergency Action Officer.