

Davidson College Emergency Procedures

BOMB THREAT

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FIRE

HAZARDOUS MATERIALS

INJURY OR ILLNESS

**MEDICAL SERVICES FOR PARTICIPANTS IN
ON-CAMPUS EVENTS OR CAMPS**

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Introduction

- A. This emergency procedures guide is intended for use by faculty and staff members at Davidson College. It is designed specifically to meet possible emergency situations on this campus.
- B. Recipients of this guide should become familiar with its contents. In the even of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times, preferably beside the telephone. New employees should become familiar with it as part of the employing unit's orientation program.
- C. The names of First Aid qualified personnel in the employing unit (department) should be listed in the spaces provided under the Section titled "Injury or Illness." Other spaces provided for the entry of information should be filled in upon receipt of this emergency procedures guide.
- D. Designated meeting areas have been established for each building on campus should evacuation become necessary.

If there are further questions or comments, contact the Davidson College Department of Public Safety & Police at extension 2178.

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BOMB THREAT

- A. Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.
- B. The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the *checklist* given on the following page.
- C. Call Campus Police at 911 giving name, location, and telephone number. Inform Campus Police of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.
- D. Inform your supervisor and/or department head.
- E. Campus authorities and/or local supervisors will be responsible for building evacuation.
- F. If you should spot a suspicious object, package, etc., report it to authorities, but under no circumstances should you touch it, tamper with it, or move it in any way.
- G. If instructed to evacuate, move a safe distance away from the building to the designated meeting area. If inclement weather conditions exist, you may move to another building a safe distance away. Do not re-enter the building until instructed that it is safe to do so by authorized personnel.

PAGE 2: BOMB THREAT CHECKLIST

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BOMB THREAT CHECKLIST:

Date: ____/____/____

Question to Ask:	Exact Working of Threat
Where is the bomb located?	
What time is it set to go off?	
What does the bomb look like?	
What kind of bomb is it?	
Did you place the bomb?	
Why?	
What is your address?	
What is your name?	

Sex of caller: ____ Age: ____ Race: ____ Length of call: ____

CALLER'S VOICE (Please check those that apply)

Calm	Laughing	Lisp	Disguised
Angry	Crying	Raspy	Accent
Excited	Normal	Deep	Cracking Voice
Slow	Distinct	Ragged	Soft
Nasal	Deep Breathing	Loud	Stutter
Familiar	If voice is familiar, who did it sound like:		

BACKGROUND SOUNDS: (Please check those that apply)

Street Noises	House Noises	Clear	Crockery
Motor	Static	Voices	Office Machinery
Local	PA System	Factory Machinery	Long Distance
Music	Animal Noises	Booth	Other:

THREAT LANGUAGE:

Well Spoken	Foul	Irrational	Incoherent
Taped	Message read by threat maker (educated)		

Remarks:

Report call immediately to Public Safety & Police at 911.

Your Name: _____ Position: _____ Phone: _____

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CRIME IN PROGRESS

- A. In the event that you witness a situation which may involve criminal activity, do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- B. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name, if known. All this takes only a few seconds, and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note its license number, make and model, color, and outstanding characteristics.
- C. Call Campus Police at 911. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.
- D. In the event of civil disturbance, continue your normal routine to the extent possible. If the disturbance is outside, stay away from doors and windows.
- E. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.
- F. While police are en-route, stay calm and fill out the form on the next page before discussing the details with anyone.

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CRIME IN PROGRESS CHECKLIST

FILL IN ALL THE BLANKS Give to First Police Officer on the Scene						INSTRUCTIONS
Sex	Race	Age	Height	Weight	Weapon Type	<ol style="list-style-type: none"> 1. In the event of robbery, do not resist. 2. If you observe a crime or are a victim, report the following: <ol style="list-style-type: none"> a. Location of incident. b. Describe the person or person's clothing and physical features. c. Observe the person's direction of travel and description of vehicle. d. Report the crime immediately. 3. While police are en-route, stay calm, and fill out this form before discussing the details with anyone. <p style="text-align: center;">CRIME PREVENTION TIPS</p> <ol style="list-style-type: none"> 1. Remember to lock your residence, office and car door whenever you leave. 2. Avoid walking or jogging in poorly lighted areas. 3. Engrave driver's license number on all valuables. Keep a record of all credit cards and serial numbers to personal property. 4. When walking at night in the parking lot, have your keys ready. If you need to get into your car quickly to avoid trouble or attract someone's attention for help, valuable time will not be wasted. 5. Avoid leaving keys in the ignition, and valuables on the seat. Lock all valuables, such as a laptop computer, CD's, camera, or brief case, in the trunk.
Hair:			Hat (color/type)			
Glasses (type)			Tie:			
Tattoos:			Coat:			
Complexion:			Shirt:			
Scars:			Trousers:			
Auto License, Make, Color			Direction of Escape			
Report the Suspicious and Unusual						

BE ALERT, BE OBSERVANT- Features which you can remember regarding the physical characteristics of suspicious persons or assailants can greatly assist your police department in apprehending them.

A Safe Community is an Involved One

Call Public Safety & Police-

- 911 (Emergency)**
- 2178 (Non-Emergency)**
- (704) 609-0344 (Officer Duty Phone)**

Davidson College Emergency Procedures

FIRES

- A. If you smell smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, immediately call Campus Police at 911.
- B. Upon discovering a fire, immediately sound the building fire alarm and/or alert other occupants. The nearest fire alarm is _____.
- C. Call Campus Police at 911, giving your name, department, and location of fire.
- D. If the fire is small and you have received fire extinguisher training, you may wish to fight it. Be sure you are using the proper extinguisher for the type of fire you are fighting (see instructions on reverse). When in doubt, just get out.
- E. If the fire is large, smoky, and rapid-spreading or involves chemicals, flammable liquids, or compressed gases, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately.
- F. When you evacuate, do not stop for personal belongings or records. Leave immediately, using exit stairways.

DO NOT USE ELEVATORS

- A. Evacuate a safe distance away to the designated meeting area, and remain clear of emergency personnel/operations. Mobility impaired individuals on upper floors should proceed to the nearest stairwell for assistance by emergency response personnel.
- B. Do not walk through or stand in smoke.
- C. Notify either Campus Police or firefighters on the scene of the location of disabled individuals or if you suspect someone may be trapped inside the building.
- D. Do not return to the building until instructed to do so by authorized personnel.
- E. The nearest fire extinguisher is located at _____.

USE OF PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers must be labeled for the appropriate type fire:

- A. **Class A** -Fires in ordinary combustible materials such as wood, cloth, paper, rubber, and many plastics.
- Class B** - Fires in flammable liquids, oils, greases, oil-based paints, lacquers, and flammable gases.
- Class C** -Fires that involve energized electrical equipment where the electrical non-conductivity of the extinguishing agent is of importance.
- Class D** -Fires in combustible metals such as magnesium, sodium, potassium, titanium, lithium, and zirconium.

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HAZARDOUS GAS LEAKS

(Flammable, toxic, corrosive, cryogenic)

- A. If a gas cylinder or gas supplies on counters in the science laboratories should begin leaking, and if in the judgment of the person or persons responsible for such materials it presents any danger to themselves or the other building occupants, the following steps should be taken:
1. If possible and it is safe to do so, shut off the gas source or remove it to the outside.
 2. Confine the fumes or fire by shutting the room door.
 3. Sound the building fire alarm so evacuation can begin.
 4. Call Campus Police at 911, giving your name, department, and location of the emergency.
 5. Evacuate a safe distance away to the designated meeting place. Do not return to the building unless instructed that it is safe to do so by authorized personnel.
 6. Do not walk through or stand in smoke, vapors, or fumes.

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INJURY OR ILLNESS

- A. Do not move a seriously injured person unless the location of the victim poses a serious threat to the safety and life of the victim, rescuer, or by-standers.
- B. Call Campus Police at 911, giving your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- C. Return to the victim. Administer First Aid, and keep the victim as calm and comfortable as possible. You should list below the names of persons in your work area who are trained in First Aid, should they be needed. List also the location of the nearest First Aid kit, if one is available.

Name:	Location in Building
First Aid kit it located at:	

- 1. Remain with the victim until Campus Police arrive.
- 2. If the injured person is an employee, initiate reporting procedures as directed by Department Head and/or Supervisor

WORK RELATED INJURY OR ILLNESS

A. Employee Responsibility

- a. Report injury or illness to immediate supervisor no matter how slight it may seem.
- b. If treatment is necessary, obtain treatment at Davidson College Student Health Center.
- c. If Davidson College Student Health Center is closed, obtain treatment at the nearest clinic or Hospital.
- d. Notify supervisor of treatment received and work status.
- e. Complete Employee's Accident Report form.

B. Supervisor Responsibility

- a. Provide proper treatment for employee's injury or illness.
- b. **Immediately** notify the Human Resource Department if injury or illness is serious or will involve days away from work.
- c. Investigate incident for cause determination.
- d. Recommend and implement corrective action.
- e. Complete Supervisor's Accident Report form and forward to the HR Department within 3 working days.
- f. Maintain contact with employee during recuperation.

Davidson College Emergency Procedures

SEVERE WEATHER OR TORNADO

A. Definitions

1. **A severe weather/tornado watch** means that conditions are favorable for the formation of severe weather (thunderstorms/tornadoes) within the watch area.
2. **A tornado warning** means that a tornado has actually been sighted somewhere in the warning area.

B. If a tornado warning is issued for your location, the following procedures should be followed:

1. If time permits, go to the basement or interior hallway on the lowest floor.
2. If time does not permit, get into the safest area of your classroom or office (the inside wall) furthest away from doors and windows.
3. Avoid upper stories, elevators, windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs.
4. Take shelter underneath your desk or any heavy furniture available.
5. Assume a curled position so as to protect your head and eyes
6. If outdoors:
 - a. Seek indoor shelter if possible
 - b. Parked motor vehicles are unsafe, if indoor shelter is not available and there is not time for escape--lie flat in a ditch or low spot.
 - c. If caught on flat ground in the path of a tornado, move at right angles to its path.

Davidson College Emergency Procedures

SEXUAL ASSAULT OR RAPE

- A. If you are a victim of sexual assault or rape, go to a safe place as soon as possible.
- B. Do not wash, douche, brush your teeth, change clothes or even comb your hair. Do not disturb anything in the area where the assault occurred. This evidence is extremely important if you decide to prosecute.
- C. Report the crime to Davidson College Department of Public Safety & Police or other appropriate law enforcement agency. Reporting the assault does not mean that you have to prosecute. You may decide to file an anonymous report.
- D. Call a friend, family member, or the Rape Crisis Center for someone to be with you for emotional support.
- E. Get immediate medical attention. Go to the hospital emergency room for medical care and evidence collection. If the assault is reported within 72 hours, Rape Victim Assistance will assist with the medical bill. You may have injuries you do not know about and they can provide you with information and treatment for pregnancy and sexually transmitted diseases. A rape victim advocate can be with you during your examination.
- F. Seek counseling and follow-up through Davidson College Student Health Center and the Rape Crisis Center. All cases are handled confidentially.

For more information about Rape Victim Assistance and Victim Compensation, please contact:

N.C. Crime Victim's Compensation Commission
Division of Victim and Justice Services
N.C. Department of Crime Control and Public Safety
P.O. Box 27687
Raleigh, NC 27611
1-800-826-6200 or 1-919-733-7974

On-campus assistance for sexual assault victims includes:

Public Safety & Police	894-2178
Counseling Center	894-2451
Campus Ministry	894-2420
Student Health Center	894-2300
Residence Life	894-2188

Davidson College Emergency Procedures

EMERGENCY EVACUATION PLAN

- A. This plan is established to ensure that all members of the Davidson College community are prepared for emergencies which may require evacuation of campus facilities. Causes for evacuation could be fire, explosion, severe weather, chemical and radioactive material incidents, or other similar problems.
- B. This plan includes emergency escape procedures, procedures for employees who remain behind for critical operations, procedures to account for employees after evacuation, procedures to assist the physically impaired, rescue responsibilities, and means for reporting emergencies.
1. Appropriate exits are indicated on the building locators posted in each building.
 2. Alarm Systems:
 - a. Alarms include wall pull alarms, smoke and heat detectors, and sprinkler water-flow alarms.
 - b. Anyone discovering a fire, witnessing an explosion, or being made aware of chemical and radioactive material incidents should immediately activate the building fire alarm (wall pull station) and call Campus Police at extension 911.
 - c. Employees hearing the fire alarm should immediately evacuate to the designated meeting area, away from the exits, and remain clear of emergency personnel/operations.
 - d. On hearing the alarm, mobility impaired individuals on upper floors should proceed to the nearest stairwell for assistance by emergency response personnel.
 3. Physically impaired individuals should be identified for assistance by fellow occupants. Contact Campus Police and provide location information for individuals requiring additional assistance.
 4. After evacuation is completed, designated individuals should verify that all employees are accounted for (See duties of Fire Coordinators and Monitors on reverse).
 5. Do not re-enter the building until notified by proper authorities.
 6. Rescue and medical response will be coordinated by Campus Police.
 7. Training will be provided for designated employees when they are initially selected for special evacuation duties, as listed on reverse. Additional training will occur whenever duties change or when the plan is changed.
- C. Any questions concerning operation of this emergency evacuation plan should be referred to the Davidson College Department of Public Safety & Police Office at extension 2178.

DEPARTMENT

Fire Coordinator:

Alternate:

Monitor(s):

Alternate:

Assigned Meeting Place:

Duties:

Fire Coordinator:

1. Insures communication of plan to department employees.
2. Identifies disabled co-workers requiring assistance.
3. Coordinates evacuation.
4. Completes head count of employees at Meeting Place.
5. Notifies Campus Police of discrepancies.

Monitor:

1. Checks bathrooms and secluded areas for employees during evacuation.
2. Reports to Fire Coordinator at Meeting Place.

(Emergency Evacuation Plan attached)

Davidson College Emergency Procedures

Helpful Telephone Numbers

Davidson College Public Safety & Police	Emergency	911
	Non-Emergency	x2178
	Duty Officer	704-609-0344
Davidson College Health Center		x2300
	Nurse's Pager	704-337-7047
Davidson College Counseling Center		x2451
	Pager	704-356-2118
Poison Control Center		704-355-4000
Rape Crisis Center		704-375-9900
Suicide Hotline		704-358-2800
AIDS Hotline		800-342-2437
Shelter for Battered Women		704-332-2513
North Cross Urgent Care Center		704-896-1085
Lake Norman Regional Medical Center ER		704-660-4100
Presbyterian Hospital ER		704-384-4160
Carolinas Medical Center ER		704-355-2171
University Medical Hospital ER		704-548-5600
Pharmacies:	CVS—Davidson	704-892-3469
	CVS—Cornelius	704-896-3694
	Eckerds 24-Hour Pharmacy (Charlotte)	704-536-1010
Mecklenburg County Government Information		704-336-7600
Local Police Departments:	Davidson	704-892-5131
	Cornelius	704-892-1363
	Huntersville	704-875-6542
	Mooresville	704-664-3311

Davidson College Emergency Procedures

Evacuation [Routes](#) and Maps