

***LENOIR-RHYNE  
UNIVERSITY***

**EMERGENCY  
PLAN**

Revised March 2, 2018

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# **Lenoir-Rhyne University**

## **INTRODUCTION**

## **FORWARD**

Four words that briefly describe a successful Emergency Plan are PREVENT, PREPARE, RESPOND, and RECOVER.

In its effort to provide a safe and secure environment for its students, staff and faculty, Lenoir-Rhyne University has prepared the following emergency policies and procedures manual. The goal of this manual is to avoid (through PREPARATION) potentially hazardous situations, to minimize injuries and damages (through quick RESPONSE) when disaster strikes, and to resume normal operations (RECOVER) as soon as possible in the aftermath of an emergency. Lenoir Rhyne University's Emergency Plan is based on the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

Regardless of the type of emergency that may develop on campus, it is imperative that all communication procedures be followed to ensure quick response and recovery. The main objective is for all personnel to understand that all communications related to an emergency must be coordinated with Safety and Security, Hickory Police/Fire/Rescue and Catawba Emergency Medical Services (EMS) – after which information is directed through the appropriate channels.

The departments of Physical Plant and Information Technology will work to restore essential University functions (utilities, communications, etc.). Local hospitals will stand by to administer emergency first aid and Information Technology and Information Desk will keep communications open. Preparation for an emergency and a quick response effort when confronted with an emergency by all University departments will result in a shorter, more effective and successful recovery period for the University as a whole.

## **PREFACE**

This Emergency Procedures Plan has been designed to provide a contingency manual for the Lenoir-Rhyne University administration in order that he/she may plan for campus emergencies. While the plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies, using the Incident Command System (ICS) and developing a working plan with all local, state and Federal agencies that could possibly be involved in any emergency situation.

The University policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the plan. Campus emergency operations will be conducted within the framework of the University guidelines and the Incident Command System and in conjunction with all emergency services involved. Any exceptions to those crisis management procedures will be conducted by, or with the approval of, those University administrators directing and/or coordinating the emergency operations.

All requests for procedural changes, suggestions or recommendations will be submitted in writing to the Director of Security and Safety for technical review. All changes recommended by the Director of Security and Safety will be submitted in writing to the administration for evaluation and adoption.

# **Lenoir-Rhyne University**

## **SECTION I**

### **EMERGENCY OPERATIONS CENTER Warning Messages and Building Contact Information**

## **SECTION I**

### **WARNINGS**

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## **WARNINGS**

### **I. PURPOSE**

To provide procedures to accomplish the responsibilities assigned in this emergency plan and to provide for the timely receipt and rapid dissemination of warnings.

### **II. CONCEPT OF OPERATIONS**

The Lenoir-Rhyne University warning system, RAVE Alert, consists of telephone, e-mail and text messaging. Faculty, Staff and Students can sign up for the RAVE Alert at <https://www.getrave.com/login/lr>.

The warning center is the Information Desk located in the Cromer Center. The Safety and Security Office, Dean of Students, Vice President of Administration and Finance and any designated person(s) are responsible for extending warning messages received from local and state officials with regard to disasters or potential disaster situations. After receiving emergency or potential disaster information, the Safety and Security Office will send out an appropriate warning message.

### **III. EMERGENCY OPERATIONS CENTER (EOC)**

Lenoir-Rhyne University will establish an Emergency Operation Center (EOC) during emergency situations. The EOC will be located in the Cromer Center at the Information Desk and Security Offices or in the Hickory Room. In the event these locations cannot be used for the EOC, the EOC can be relocated to alternative locations, such as the Lineberger Board Room, the Business Council Board Room, or the Rudisill Library basement. In the event of a catastrophic loss of structures on the Campus, the EOC will be set up at an off campus site, such as the Hickory Police Department or Hickory Fire Department.



#### IV. **EMERGENCY MESSAGES**

- A. **Tornado Watch** – Extend “Tornado Watch” Message.

“Our County is under a tornado watch, refer to Emergency Preparedness Guide and watch for changing weather conditions.”

- B. **Tornado Warning** – Extend “Tornado Warning” Message.

“A tornado has been sighted in our vicinity, refer to Emergency Preparedness Guide. Extend this message and take shelter immediately.”

- C. **Lightning Storm** – Director of Safety and Security should determine severity of lightning storm on campus. If severe, extend “Lightning Storm” Message.

“Our vicinity is experiencing a lightning storm. Stay away from metal objects and electrical appliances. Do not use telephone and remain in the building until the storm passes.”

- D. **Hazardous Materials Accident** – Extend Message.

“Our area has experienced a hazardous materials incident that requires evacuation. Remain available for additional information.”

- E. **Fire** – Extend Message.

“Area of building on fire (floor, type of fire, size of fire). Please evacuate.”

F. **Gas Leak** – Extend Message.

“A gas leak has been reported at (area or building, floor). Please evacuate.”

G. **Electric Power Loss** – Extend Message.

“An electric power loss has been reported at (area or building, floor). Further information will be provided when it becomes available. Supervisors will determine whether or continue working or to cease operations.”

H. **Disturbances** – Extend Message.

“A campus disturbance is in progress at (location, size of protesting group). Please avoid the area.”

I. **Bomb Threat** – Extend Message.

“A bomb threat has been received by (name of person, location of building, floor, and time).”

J. **Bomb/Dangerous Device Found** – Extend Message.

“A potential explosive device has been located at (location of building, floor, time). Please evacuate immediately.”

K. **Severe Injury/Illness** – Extend Message.

“A person(s) requiring immediate medial assistance is/are located at (location or area, building, floor).”

L. **Mentally Ill Persons** – Extend Message.

“A mentally ill person has been reported at (location of person, area, building, and floor).”

Notify: Safety and Security – Director for Safety and Security will make determination for further notification.

M. **Earthquake** – Extend Message.

“Our campus has experienced an earthquake, refer to your earthquake guidelines.”

N. **Water System Failure** – Extend Message.

“The (area or building location, floor, time) has experienced water line failure.”

O. **Major Vehicle Accident** – Extend Message.

“An accident involving (describe vehicle, trains, aircraft) has occurred at (location and time). Information will be provided when it becomes available. Avoid this area.”

P. **Active Shooter on Campus** – Extend Message

“There is an active shooter in (building or Location). Seek a safe and secure shelter/location until notified with further directions.”

Q. **Police Emergency** – Extend Message

“There is a Police Emergency on or in the vicinity of campus involving (describe emergency and location). Stay inside in a secure area and report information that may be related to the emergency.”

## V. DEPARTMENTAL EMERGENCY RESPONSE GRID

### DEFINITIONS:

**Level One** – Any event that results in significant damage to or loss of resources: people, buildings, or grounds.

**Level Two** – Any event that results in moderate damage to or loss of resources: people, buildings, or grounds.

**Level Three** – Any warnings for an event that may result in Level Two or Level One damages.

**Level Four** – Minor injuries that occurs on the campus.

**IMMEDIATE** – Office/department is most likely directly affected.

**Within Two Hours** – Office/department may be directly/indirectly affected. Knowledge/response is important.

**As Needed** – Is a minor emergency that will not seriously affect the overall functions of the campus. Response is situational.

## **GRID**

Level	Definition	Types of Events	Contacts
one	Any event that results in significant damage to or loss of resources: people, buildings, or grounds.	Tornado, straight line winds, major fire, blizzard resulting in the closing of campus, major gasoline leak, major disturbance, earthquake, student death, significant student injuries.	President VP-Finance VP-Academic Affairs VP-Student Affairs VP-Administration VP-Institutional Advancement Dir. - Physical Plant Dir. Security Dir. - Residential Life Dir. - dining Services Dir. IT Dir - Public Relations Chaplain Counseling Center
Two	Any event that results in moderate damage to or loss of resources: people, buildings, or grounds.	Serious student injury, contained fire, hail storm, isolated utility failure, evacuation of a building due to a hazardous material incident.	
Three	Any warnings for an event that may result in level II or I damages.	Tornado watch or warning, severe thunderstorm watch or warning, high winds, student injury resulting in hospitalization.	
Four	Minor injuries that occurs on the Campus	Minor injuries resulting in hospitalization, weather student, faculty, staff, administrator, or visitor.	
			Within 2 hours
			Immediate
			Immediate
			As Needed
			Immediate
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As needed

## VI. BUILDING CONTACTS

### **Cromer Center**

Information Desk	Main Floor	327-1741	
Dining Services	Main Floor	328-7144	328-7148
Security Services	Main Floor	328-7146	
Student Services	Rear Mezzanine	328-7247	

### **Russell House**

Administrative Assistant	2 <sup>nd</sup> Floor	328-7376	
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### **Monroe Auditorium**

Auditorium Manager	2 <sup>nd</sup> Floor	328-7234	
Stage Manager	Back Stage, 1 <sup>st</sup> Floor	328-7256	

### **Mauney Music**

Administrative Assistant	1 <sup>st</sup> Floor	328-7147	
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### **Lineberger Administration**

Business Office	2 <sup>nd</sup> Floor	328-7104	
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### **Rhyne**

Administrative Assistant	1 <sup>st</sup> Floor	328-7507	
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### **Minges Science**

Administrative Assistant	2 <sup>nd</sup> Floor	328-7265	
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### **Rudisill Library**

Circulation Desk	Main Floor	328-7677	
Periodical Desk	1 <sup>st</sup> Floor	328-7029	
Computer Lab	2 <sup>nd</sup> Floor	328-6651	

### **Schaeffer Hall**

Events Services	1 <sup>st</sup> Floor	328-7254	291-6839
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### **Mauney Hall**

Counseling Center	1 <sup>st</sup> Floor	328-7252	
Administrative Assistant	2 <sup>nd</sup> Floor	328-7225	

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### **Koinonia House**

University Pastor's Office	1 <sup>st</sup> Floor	328-7248	
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<b>IT House</b>	Main Floor	328-7244, 828-404-5819
<b>Shuford Gym</b>		
Administrative Assistant	Main Floor	328-7116
Athletic Director	Main Floor	328-7128
<b>Shuford PE Complex</b>		
Administrative Assistant	Main Floor	328-7129
<b>McCrorie Center</b>		
Training Room	1 <sup>st</sup> Floor	328-7127
Football Office	1 <sup>st</sup> Floor	328-7117
Weight Room	2 <sup>nd</sup> Floor	
Administrative Assistant	2 <sup>nd</sup> Floor	328-7182
Administrative Assistant	3 <sup>rd</sup> Floor	328-7367
<b>Lohr Hall, Admissions and Financial Aid</b>		
Administrative Assistant	1 <sup>st</sup> Floor	328-7228
Administrative Assistant	2 <sup>nd</sup> Floor	328-7300
Registrar	1 <sup>st</sup> Floor	328-7412
<b>Alumni House</b>		
Administrative Assistant	1 <sup>st</sup> Floor	328-7171
<b>Maintenance</b>		
Administrative Assistant		328-7179
Physical and Plant Director		328-7180
<b>Visual Arts Center</b>		
Faculty Office		328-7166
<b>Physician Assistant's Building</b>		328-7947
Administrative Assistant		



# **Lenoir-Rhyne University**

## **SECTION II**

### **SEVERE / INCLEMENT WEATHER**

## **SECTION II**

### **SEVERE / INCLEMENT WEATHER**

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**I. TORNADO WATCH, WARNING**

**II. PURPOSE**

The purpose of this section is to establish University procedures to be followed in the event of a tornado watch or a tornado warning, lightning, high winds, and winter storm conditions, including mechanical failure.

**III. POLICY**

It shall be the Lenoir-Rhyne University policy to provide rapid dissemination of emergency information to alleviate loss of life, personal injury and property damage due to inclement weather.

**IV. DEFINITION OF A TORNADO WATCH AND WARNING**

A. Tornado Watch

Issued by the National Weather Service designating a specific area in which, for a specific period of time, the probability for tornado development is dangerously high.

B. Tornado Warning

Exists when a funnel cloud or tornado has actually been sighted and has been reported by either the National Weather Service, police radio, etc. A warning gives the location of the tornado, the area through which it is expected to pass and the time period through which it will pass the area.

**V. DEPARTMENT ACKNOWLEDGEMENT OF TORNADO WATCH OR WARNING**

A tornado watch or warning is officially acknowledged by any of the following sources:

- A. By Safety and Security radio (a confirmed sighting)
- B. By the National Weather Service

- C. By an actual funnel cloud or tornado sighting by either a member of Safety and Security or other personnel
- D. Local Media

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**VI. SAFETY AND SECURITY DUTIES FOR A TORNADO WATCH**

When a tornado watch is in effect for the Lenoir-Rhyne University area, the Safety and Security Department shall extend the tornado watch message using the Rave Alert System: "Our County is under a tornado watch. Please tune into local news stations for updates and be prepared to take immediate action"

**VII. SAFETY AND SECURITY DUTIES FOR A TORNADO WARNING**

- A. When a tornado warning is in effect for the University area, the Safety and Security Department shall extend the tornado warning message using the Rave Alert System.

**VIII. "TORNADO WARNING" MESSAGE**

**TORNADO WARNING – "A TORNADO HAS BEEN SIGHTED IN OUR VICINITY; TAKE SHELTER IMMEDIATELY."**

- A. Safety and Security personnel should be aware that a tornado warning may be issued without a prior tornado watch warning.
- B. Local authorities will not issue an "All Clear" message.

**IX. TORNADO HITS AND PASSES CAMPUS**

In the event that a tornado hits and passes campus, the Safety and Security Department shall make the following notifications:

1. Have all Safety and Security personnel report to the Security office, or a designated area for direction
2. Notify all Physical Plant personnel to report to the Maintenance Office, or a designated area for direction
3. Assign squads and Physical Plant teams to check parking areas for downed wires, trees, or injured persons
4. Coordinate with all emergency services for additional assistance

## X. **TORNADO HIT / CAMPUS IS CLOSED**

In the event that a tornado hits the campus and the campus is closed, the following procedure will be in effect:

1. Have all Safety and Security personnel report to the EOC for direction
2. Notify all Physical Plant personnel to report to the EOC for direction
3. Assign squads and Physical Plant teams to check parking areas for downed wires, trees, or injured persons
4. Notify Catawba County EMS Center that additional help may be required

## XI. **LIGHTNING STORM PROCEDURE**

Upon receiving notification of an approaching storm from the Safety and Security officer on duty or by the National Weather Service radio, the security officer shall monitor the National Weather Service radio closely for information and shall notify the following of approaching storms:

- A. All Safety and Security personnel (on duty)
- B. Physical Plant personnel (on duty)
- C. If serious, campus-wide voicemail and email systems

## XII. **LIGHTNING STORM MESSAGE**

**“OUR VICINITY IS EXPERIENCING A LIGHTNING STORM. STAY AWAY FROM METAL OBJECTS AND ELECTRICAL APPLICANCES. DO NOT USE TELEPHONES, TURN OFF COMPUTERS, AND REMAIN IN THE BUILDING UNTIL THE STORM PASSES.”**

### **XIII. WINTER STORM, MECHANICAL FAILURE, EMERGENCY CLOSING PROCEDURES PRIOR TO CLASS OPENING**

Icing, heavy snow, blizzard or mechanical failure (prior to class opening)

- A. Safety and Security shall notify the Provost and Dean of the University of the conditions present. The Dean will evaluate the conditions and notify the President. The President will be notified if there is:
  1. Heavy snow, blizzard or icing
  2. Building not available for use due to mechanical failure or snow conditions
  
- B. The Provost and, or, the Dean of Students of the University shall make the decision to close the University or building(s) and contact the following with information:
  1. Information and Technology Director  

The IT Director will make the following notifications:

    - a. Campus-wide voicemail
    - b. Campus-wide email
  
  2. Emergency Contact System:
    - a. The designated person(s) to send out an emergency notification.

3. Associate Director of Public Relations

The Associate Director of PR will make the following notifications:

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- a. Regional TV Stations
  - i. WBTV (Channel 3)
  - ii. WSOC (Channel 9)
  - iii. WCNC (Channel 36)
  
- b. Local Radio Stations
  - i. WHKY (1290 AM)
  - ii. WNNC (1230 AM)
  - iii. WIRC (630 AM)

**XIV. REOPENING UNIVERSITY**

When the University reopens, the Provost and, or the Dean of Students of the University will make the following notifications:

1. Information and Technology Director

The IT Director will make the following notifications:

- a. Campus-wide voicemail
- b. Campus-wide email

2. Emergency Notification System:

- a. The designated person(s) to send an emergency message

3. Associate Director of Public Relations

The Associate Director of PR will make the following notifications:

- a. Regional TV Stations
  - i. WBTV (Channel 3)

- ii. WSOC (Channel 9)
- iii. WCNC (Channel 36)

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- b. Local Radio Stations
  - i. WHKY (1290 AM)
  - ii. WNNC (1230 AM)
  - iii. WIRC (630 AM)

**XV. HOUSING, TEMPORARY SHELTER, FOOD**

The Catawba County Emergency Management System is responsible for providing housing, temporary shelter and food. Requests for assistance should be made through the Catawba County Emergency Management System.

**XVI. EMERGENCY SUPPLIES**

Supplies required in emergency situations such as generators, temporary sanitation facilities, water, and construction equipment should be requested through the Catawba County Emergency Management System.



# **Lenoir-Rhyne University**

## **SECTION III**

### **FIRE**

## **SECTION III**

### **FIRE**

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**I. FIRE / QUICK RESPONSE SEQUENCE**

In the event a fire is detected within a University building, proceed according to the following plan:

- A. PERSONS DISCOVERING FIRE OR SMOKE IN ANY PART OF THE UNIVERSITY COMPLEX WILL:
  - 1. Activate a fire alarm from the nearest pull station
  - 2. Call Security at extension 7146 or 911
  - 3. Depending on the size and type of fire:
    - a. Use appropriate fire extinguisher to contain the fire (if appropriate)
    - b. Assist in evacuation
  
- B. REQUIRED INFORMATION FOR THE HICKORY FIRE DEPARTMENT
  - 1. Building and location
  - 2. Floor level
  - 3. Type of fire: flame or smoke
  - 4. Fire extinguisher used?
  - 5. Name of caller
  
- C. NUMBERS TO CALL

1. Hickory Fire Department: 911 (when calling from an LR extension, you must dial 9 before 911)
2. Security Department: Extension 7146

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## II. **SAFETY AND SECURITY RESPONSE**

### A. WHEN A FIRE IS REPORTED TO SECURITY, IT SHALL BE THE DUTY OF THE SECURITY OFFICER TO:

1. Call Hickory Fire Department.
2. Sound alarm via fire alarm system.
3. Set up fire lines (secure area from onlookers).
4. Assign personnel to direct the Hickory Fire Department to the location of the fire. Keep access roads open.
5. Initiate and supervise evacuation – direct evacuees to alternate shelter during inclement weather.
6. Assist the Hickory Fire Department as directed.

### B. PRIMARY NOTIFICATION

1. By radio (all security officers on campus) and Hickory Fire and Police Departments
2. University community by use of fire alarms, Emergency Contact System, email and voicemail

## III. **FIRES / FIRE ALARMS / FIRE DRILLS**

### A. Fires – Internal

1. Upon notification of a fire or explosion in a building, the Security Officer shall immediately notify the Hickory Fire and Police Departments of the location of the fire and

proceed to the location of the fire. Evacuate the building immediately.

2. Upon notification of a fire, the Security Officer shall immediately dispatch available officers to the location of the fire.

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3. If the fire alarm is not sounding, pull the nearest pull station.
4. Upon arrival, the Security Officer (if it is safe to do so) shall attempt to extinguish/contain the fire until Hickory Fire Department personnel arrive.
5. Notify Hickory Fire and Police Departments if any person(s) are in the building. Hickory Fire and Police Department personnel will arrange evacuation.

#### B. Fires – External

1. Upon notification of a fire outside of a building, the Security Officer shall immediately contact Hickory Fire and Police Departments and dispatch available officers to the area.
2. Upon arrival, the officers shall evaluate the fire to determine if the occupants of nearby buildings are in any immediate danger.

#### C. Fire Alarms

Upon the sounding of the fire alarm, the Security Officer shall immediately respond to the designated building to determine:

1. Validity of the alarm
2. If there is an actual fire, contact Hickory Fire and Police Departments.
3. Upon arrival, Security Officers (if it is safe to do so) shall attempt to extinguish/contain the fire until Hickory Fire Department arrives.
4. Notify the Hickory Fire Department if any person(s) are in the building. Hickory Fire Department will arrange evacuation.

## IV. DUTY OF OFFICERS

A. INSTRUCTORS

Instructors shall direct students to exits and make sure the room is vacated and the doors are closed.

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B. NOTIFICATION OF NEIGHBORING ROOM

Instructors in rooms next to a restroom or other rooms not under supervision of an instructor shall be sure that everyone in the room evacuates the room.

C. FIRE EXTINGUISHERS

Fire extinguishers are placed in strategic locations as recommended by the fire department. Review how to activate the fire extinguishers. (See IV Fire Extinguisher Use)

D. ASSEMBLY AREA

Upon reaching the designated assembly area outside the building, students and instructors shall await further instructions. In case of fire, groups will remain at designated assembly point as designated by on-site personnel until authorized to return to building or dismissed.

E. INDIVIDUALS WITH DISABILITIES

Special attention will be given to assist individuals with disabilities. Instructors should assign students to assist individuals with disabilities. **DO NOT use elevators.**

F. ALL CLEAR

The Hickory Fire Officer-in-Charge gives the all clear to return to building or other directions as situations dictate.

G. NEWS MEDIA

The Director of Public Relations/Marketing, or a designee, will act as the spokesperson when discussing the fire with the news media. All other personnel should be directed not to discuss the situation. The purpose is not to conceal information. The purpose is to provide accurate information and to minimize inquiries precipitated by inaccurate statements from uninformed persons.

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## V. **FIRE EXTINGUISHER USE**

### A TYPES OF FIRES AND CORRESPONDING EXTINGUISHERS

1. "A" - Wood, paper, etc.
2. "B" - Gas, oil, etc.
3. "C" - Electrical

### C. TYPES OF FIRE EXTINGUISHERS

1. Chemically pressurized water ("A" fire)
2. Gas pressurized water ("A" fire)
3. Carbon Dioxide CO<sub>2</sub> ("B" and "C" fires)
4. Dry Chemical ("A", "B", and "C" fires)

### D. USE

1. Determine type of fire
2. Select the appropriate extinguisher
3. Aim nozzle at the base in front of the fire
4. Pull pin on extinguisher and press handle
5. Walk around perimeter of fire

6. As burning area cools, work towards fire
7. If there is more than one person, walk in same direction
8. Replace spent fire extinguisher with charged fire extinguisher

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## VI. **FIRE PREVENTION**

Suggestions concerning fire precautions:

- A. Boiler room door – Personnel are ordered never to leave this door open.
- B. Fire doors must be kept closed at all times unless held open by fire release devices.
- C. Exits – All exits must be maintained absolutely clear of obstructions.
- D. Exit locks – Only original locks approved by the Fire Marshall can be exit locks. No other devices can be used.
- E. Panic bars – Never use chains or padlocks to lock doors.
- F. Exit doors – All doors must be operable.

## VII. **STORAGE AREAS**

- A. Storage should be restricted to area designed for that purpose.
- B. Storage space should be located so that a fire in the storage space will not include avenues of escape from the building.
- C. Storage for combustible materials should be designed so that a fire in the room will be confined. Chemicals should be sorted out and discarded if in a dangerous condition.



- D. No storage should be sited under a stairway unless the storage room is of fire resistant construction.
- E. Each storeroom will be given a periodic fire inspection. All things not of use will be thrown away. Do not accumulate flimsy constructed material. Large items should be secured.

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Lenoir-Rhyne University  
Fire

Emergency Plan

- F. Flammable liquids should be stored outside of buildings. When used in shop or laboratory work, they should be stored in small quantities, in proper containers, and in safe locations.
- G. Improper electric wires: Be sure all electrical wiring is safe. Never over-fuse; use only the specified size of fuse.
- H. Flimsy decorations – The use of crepe paper for false ceilings, murals, etc. is a fire hazard and should not be permitted.
- I. Fire extinguishers – Fire extinguishers of the type needed should be installed and regularly inspected and recharged.
- J. Disposal of waste paper – Every precaution should be taken to dispose of this material safely and promptly. Never allow it to accumulate in excess.

# **Lenoir-Rhyne University**

## **SECTION IV**

### **INJURY / ILLNESS**

## **SECTION IV**

### **INJURY / ILLNESS MEDICAL ASSISTANCE AND FIRST AID**

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- IV. EMERGENCY TREATMENT AREAS..... IV-5

## **INJURY / ILLNESS MEDICAL ASSISTANCE AND FIRST AID**

### **I. QUICK RESPONSE**

The following guidelines shall govern the action of Lenoir-Rhyne University employees requesting medical assistance for themselves or others in need.

- A. In the event that a student, visitor, or fellow employee injures him/herself or falls ill, the employee shall make every effort to assist that person, to include calling 911, if needed.
- B. Safety and Security shall be contacted by calling extension 7146.
- C. During regular business hours, refer minor injuries to Health Services by calling extension 7181.
- D. The caller should give the following information to the Security Office:
  - 1. Caller's name and location
  - 2. Injured person's exact location (must be specific)
  - 3. Injured person's condition, if known (i.e. fainted, bleeding)
  - 4. Caller should hold on the line until the emergency services are dispatched and should return to the injured party and wait for assistance to arrive.

- E. Security personnel shall render necessary aid and shall assess the situation and determine the need for further assistance.
- F. The Dean of Students Office shall notify parents or relatives if the injury to a student is serious. The Human Resources Office should be contacted about employee injuries.
- G. Complete required incident report forms.

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**IV. DEATH OR SEVERE MEDICAL PROBLEMS**

**IMMEDIATE ACTION**

**A. UNCONSCIOUS PERSON**

Do not presume death has occurred.

Call 911 and/or Security at extension 7246.

1. Description of the situation
2. Exact location
3. Your name

**B. FIRST AID**

1. Appropriate emergency first aid should be given by a person trained in first aid only.
2. Look for "Medic Alert" type tag with standard physician's symbol. This may be located around the arm, neck, or in a wallet. This tag will indicate special medical needs.

**C. DEATH**

If the coroner confirms death, notify Human Resources for employees, the Dean of Students for students, and Associate Director of Public Relations for all others.

#### D. PRECAUTIONARY MEASURES

Staff members and students with serious medical problems should notify their supervisors and co-workers of the medical problem as well as any standard emergency treatment related to the problem.

### IV-3

Lenoir-Rhyne University  
Injury / Illness

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#### III. **MENTALLY ILL PERSONS ON UNIVERSITY PROPERTY**

When a mentally ill person is encountered, personnel shall contact the Security Office at extension 7146 or the Hickory Police Department at 328-5551 or 911.

A psychological crisis exists when an individual is threatening to harm him/herself or others or they are out of touch with reality.

#### **IMMEDIATE ACTION**

- A. STAY CALM – DO NOT GET INTO AN ARGUMENT. Speak calmly and firmly to the person involved.
- B. LISTEN – Try to accept the person's point of view.
- C. VIOLENCE POTENTIAL – Be alert to the possibility of violence. Call the Security Office and give them the following information, if known:
  - 1. The person's name
  - 2. The symptoms
  - 3. The precise location of the person
- D. BE PATIENT – Gain as much time as possible since a persons' perception may be only temporarily distorted.

#### **GENERAL INFORMATION**

- A. CAUSES

Psychiatric crisis can be caused by many things ranging from scholastic pressures to drug withdrawal.

## B. ACTIONS

Psychiatric antagonism may be directed against the self or others; suicide and homicide being the most extreme forms.

IV-4

Lenoir-Rhyne University  
Injury / Illness

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## C. YOUR ATTITUDE

Staff should always be pleasant, considerate, helpful, and understanding. A mentally disturbed individual may only require a slightly abrasive experience to reduce him/her to depression.

## IV. **EMERGENCY TREATMENT AREAS**

In the event of a disaster requiring emergency treatment of the injured, responding Emergency Medical Services personnel will designate an emergency treatment area. Personnel trained in first aid should administer treatment until medical assistance personnel arrive. A Security Officer, or designated person, shall meet the responding Emergency Medical Services personnel and direct them to the scene of the injury or disaster.

In a large-scale disaster, medical assistance may be delayed due to a shortage of personnel responding to other disaster locations. Therefore, it may be necessary to render first aid, prevent panic, and make the injured as comfortable as possible until help arrives.

### TREATMENT AREAS

Emergency Medical Services personnel are trained to designate areas appropriate for treatment of injuries resulting from disaster.

Treatment areas should be large and easily accessible. Preferred areas are gymnasiums, conference rooms, or wide hallways.

# **Lenoir-Rhyne University**

## **SECTION V**

### **BOMB THREATS**



## **SECTION V**

### **BOMB THREATS**

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**I. PURPOSE**

The purpose of this plan is to establish procedures to be followed in bomb threat incidents with minimal disruption to students, staff, and faculty and with primary consideration being the safety of all personnel and facilities.

**II. POLICY**

Security will initiate a professional, systematic response to bomb incidents and coordinate the response with police, fire and disaster agencies as necessary to ensure the safety of all persons affected by the threat.

**III. PROCEDURES**

- A. The person receiving the call should obtain as much information as possible from the caller, recording information requested on a Bomb Threat Information Form (attachment).
- B. Immediately notify Security of the threat and give as much detail of the call as is available.
- C. The Director of Security or the Officer-on-Duty shall notify:
  1. Hickory Police Department
  2. Vice President of Student Affairs, Dean of Students, Vice President for Academic Affairs, Dean of Faculty, and Vice President for Finance

- 3. Director of Physical Plant
- D. The Director of Security and Hickory Police Department will determine the command post location.
- E. In the event a threat is received by letter, it should be preserved for investigation by the police for possible fingerprints and should not be handled once the letter has been opened.

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Lenoir-Rhyne University  
Bomb Threats

Emergency Plan

#### IV. **EVACUATION DECISION**

- A. The Director of Security shall direct the evacuation of the affected areas.
- B. Do not activate fire alarms, portable radios, or cell phones in the area of the building.
- C. Faculty and staff personnel shall assist in the orderly evacuation of the facility. Personnel in the facility and in buildings within 500 feet of the affected facility shall be directed to areas at least 500 feet from the suspected location.
- D. Faculty and students need to stay together to be accounted for.
- E. Doors to all evacuated areas shall be left open on exiting the area.
- F. Do not re-enter the building until authorized by a LRU Security Officer.

#### V. **SEARCH**

The Director of Security and the Hickory Police Department will coordinate a search of the buildings.

- A. Whenever possible, employees familiar with the premises may be invited to assist.
- B. Those searching for a device are to be instructed that if a suspicious device or package is located, it is not under any

circumstances to be touched or moved; the discovery of the device or suspicious package should be reported to Security or Police immediately.

## VI. **PRECAUTION**

- A. The use of two way radios and cell phones are prohibited (may activate electronic triggers).

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Lenoir-Rhyne University  
Bomb Threats

Emergency Plan

- B. Doors and window are to be left open upon exiting areas.
- C. Do not use elevators if evacuating.
- D. Physical plant personnel will turn off main gas valve if evacuation is ordered.

## VII. **DETONATION**

In the event of a detonation, without prior threat or evacuation or during evacuation, the situation will be handled as any other disaster or emergency. The Hickory Police Department, Hickory Fire Department and Emergency Medical Services will be notified immediately and called in under mutual aid agreements already in effect.

In addition to the above, Lenoir-Rhyne University Security, Hickory Police and Fire Departments and Emergency Medical Services personnel will be responsible for the following:

- A. Establishing a designated area of treatment for those injured who can be moved
- B. Assisting the injured
- C. Assigning public safety personnel to bring first aid supplies to the treatment area

## VIII. **LETTER THREATS**

In the event a threat is received by a letter, it should be preserved for investigation by Hickory Police Department for possible fingerprints and should not be handled once the letter has been opened.

**IX. APPENDICES**

- A. Appendix 1 – Bomb Threat Information Form
- B. Appendix 2 – Bomb Threat Call Checklist

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**BOMB THREAT INFORMATION FORM**

**BE CALM – KEEP TALKING**

**THREAT INFORMATION**

Time call received: \_\_\_\_\_  
When will it go off? \_\_\_\_\_  
Why was it placed? \_\_\_\_\_  
Exactly where is it? \_\_\_\_\_  
What kind of bomb? \_\_\_\_\_  
Where are you now? \_\_\_\_\_  
What is your name? \_\_\_\_\_

**BACK UP INFORMATION**

Caller was:                      Male      Female  
Voice sounded like:      Child      Teenager      Adult      Older Person

**VOICE CHARACTERISTICS**

Accent:                      Yes                      No  
Speech pattern:              Fast                      Medium      Slow      Hesitating  
Mannerisms:                      Agitated              Scared      Calm      Disoriented

**ADDITIONAL INFORMATION**

Background noises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you think that you have talked to this person before?      Yes      No  
If yes: When? Where? Who?

---

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Additional Information: \_\_\_\_\_

---

**PHONE NUMBERS**

LRU SECURITY - EXTENSION 7146  
HICKORY POLICE DEPARTMENT - 328-5551  
V-5

**BOMB THREAT CALL CHECKLIST**

1. **EXACT LOCATION OF THE BOMB?**

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2. **TIME SET FOR DETONATION?**

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3. **WHAT DOES IT LOOK LIKE?**

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4. **WHAT IS THE EXPLOSIVE?**

---

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5. **WHY WAS IT PLACED?**

---

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6. **HOW CAN IT BE DESARMED?**

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Obtain as much details as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death. Request more data by expressing a desire to save lives.

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Lenoir-Rhyne University  
Disturbances and Demonstrations

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# **Lenoir-Rhyne University**

## **SECTION VI**

### **DISTURBANCES AND DEMONSTRATIONS**

## **SECTION VI**

### **DISTURBANCES AND DEMONSTRATIONS**

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## **DISTURBANCES OR DEMONSTRATIONS**

Prevention of possible disturbances, through sound and relevant education programs, and open lines of communication with students, staff, parents, and the community, is essential and should be the prime concern of the entire community.

### **I. ALLOWABLE DEMONSTRATIONS**

Demonstrations that meet the following conditions may be allowed:

- A. Demonstrations that are of a peaceful nature only.
- B. Demonstrations that do not block entrances or exits of buildings.
- C. Demonstrations that do not obstruct the normal traffic on streets, sidewalks, or parking lots.
- D. Demonstrations that do not obstruct the normal business and classes of the University.

### **II. DEMONSTRATIONS – MOB ACTION**

A demonstration that does not meet the specification in Section I above will be considered mob action and the following actions will be taken:

- A. The Director of Security will advise the Vice President of Student Affairs and Dean of Students or other appropriate personnel as to what specification in the Section I the actions have violated.
- B. If the order to disperse is not carried out in the allotted time, the Vice President of Student Affairs or appropriate personnel will instruct the participants to leave the University campus.

### III. **ENFORCEMENT OF I AND II**

- A. In the event that the instructions to disperse are not followed, participants will be notified that further disciplinary action will be taken unless they disperse.

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Lenoir-Rhyne University  
Disturbances and Demonstrations

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- B. If this final notification will not result in dispersal, the Administrator in charge will notify Hickory Police Department and follow through with criminal charges.
- C. The Hickory Police Officer in charge or delegated authority will sign a complaint for one of the following actions:
  - 1. Criminal Trespassing
  - 2. Disorderly Conduct
  - 3. Any Other Appropriate Criminal Charges
- D. The duties of the Security personnel during such a demonstration are as follows:
  - 1. Notify the Director of Security who will in turn alert the appropriate personnel.
  - 2. The Director of Security shall notify Hickory Police to oversee the well-being of all Lenoir-Rhyne University students and staff to see that all University regulations as well as state, county, and local laws are upheld.
  - 3. Close all entrances to people who do not belong on the Lenoir-Rhyne University campus. Hickory Police will assist in this effort.

### IV. **DISTURBANCE / DEMONSTRATION PERSONNEL PROCEDURES**

GENERAL PROCEDURE

Security Officer will notify the Director of Security who will, in turn, notify the Hickory Police Department to prevent loss of control of the situation. The Director of Security will notify the appropriate Vice Presidents.

The Director of Security and the Administrator in charge should be present to communicate with participants and bystanders.

Normal classroom operations should be maintained as much as possible and all students encouraged to stay in classrooms.

If the disturbance is outside of a building, students should be kept away from windows.

### VI-3

Lenoir-Rhyne University  
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Students and staff should be advised against leaving the building.

No student or student group should be utilized in calming any disturbance that might place him or her in a situation where physical harm might occur, or that would jeopardize their normal relationship with their fellow students.

#### A. PERSONNEL PROCEDURE

The faculty should be continually informed of the situation using all available means of communication.

Faculty should be encouraged to record events that occur in their vicinity with names, time and place of events, and actions taken. This information should be reported to the Director of Security.

#### B. POLICE RELATIONS

The Director of Security will communicate with Hickory Police or other local law enforcement agencies as required.

NOTE: Security Officers should seek to alleviate the disturbance. Should a disturbance develop, local police should be called for assistance.

#### C. NEWS MEDIA RELATIONS

The Director of Public Relations should be the only correspondent with the news media. All other faculty and staff personnel should remain silent unless authorized by the Director of Public Relations, a Vice President, or President of the University.

A room should be equipped and provided for press conferences and statements by the Associate Director.

The news media should be informed of all changes in the situation.

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Lenoir-Rhyne University  
Disturbances and Demonstrations

Emergency Plan

#### D. CLOSING THE CAMPUS

If the decision to close the campus is made by the administration, all campus locations should be notified by the Emergency Notification System, email and voicemail. Students should be notified via available news media. Staff should help supervise the closing.

### V. PHASES OF OPERATION

#### PHASE ONE – RUMOR

Upon receiving a rumor that there may be a disturbance on campus, Security Officers will:

1. Notify the Director of Security. The Director will notify Hickory Police of the situation.
2. Attempts will be made to quell the rumors – possibly with assistance of the faculty, staff and student leaders.

#### PHASE TWO – IMMINENT OR ACTUAL DISTURBANCE

When it appears that a disturbance is imminent or if, in fact, there is a disturbance, some feedback from selected students will be sought by Security Officers.

- A. The Director of Security will ask Hickory Police to assign one or more officers to the affected area of the campus to assist officials with the situation. The Officer will:
1. Evaluate the problem and keep superiors advised of the situation.
  2. Assist campus officials in controlling the situation and take what police action is immediately needed, if assistance is requested.
  3. Work with campus officials to identify the leaders of the disturbance.
  4. Advise superiors if patrol cars are needed to patrol outside of the campus and what their recommended role should be.

VI-5

Lenoir-Rhyne University  
Disturbances and Demonstrations

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5. Meet with the Director of Security. It should be made clear that police intervention in this situation will be the last resort. Prior to any commitment of force, the Administration must attempt to meet with the demonstrators. The Administration should be advised that police intervention could well escalate the situation.

The initially assigned Police Officer shall furnish information as to the reasons for the disturbance, the number involved, and facts on just what the police will face.

- B. If an actual disturbance develops:
1. Campus officials will advise personnel of the situation and inform them of their roles.
  2. Physical Plant personnel will be used to help seal off and contain the disturbance to a certain area and will also be assigned to lock storage rooms and vital installations to prevent fires from being set and utilities from being shut off or destroyed. Personnel may also be assigned to the fire alarm pull stations to prevent false alarms.
  3. Instructors conducting classes when the disturbance begins should attempt to keep students in their class from joining the disturbance until they have been advised otherwise.

4. Campus personnel who might answer a threatening phone call in regard to the disturbance will follow the procedure outlined in the bomb threat guidelines in attempting to identify the caller.
5. The appropriate Vice President will make an announcement to individuals involved in the disturbance, stating that their actions are in violation of the campus regulations and state laws.
6. The decision to use police control will be made by the Hickory Police Department after alternative methods have failed.
7. Preparations for the implementation of Phase Three will be made.

VI-6

Lenoir-Rhyne University  
Disturbances and Demonstrations

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### **PHASE THREE – POLICE ACTION**

If the disturbance deteriorates to the point that it is beyond the control of the campus officials, then this phase will go into effect. It must be understood that if the situation is such that this phase has to be activated, then major decisions to be made during this phase are the responsibility of the Hickory Police Officer in charge.

1. The Director of Security will work directly with the assigned police officers to coordinate further implementations of this plan.
2. Notify the President.
3. Upon arrival of the police officials, an announcement will be made of their presence and that the disturbing individuals are in violation of specific statues and these laws will be enforced.
4. In conjunction with the Hickory Police, an emergency operational center may be set up within or near the campus. The Director of Security will select the location.
5. The Director of Security will advise those involved in the disturbance that the police do not want to use force, ask them to comply with Security and police requests and state that reasonable measures will be used to resolve the situation.
6. If there is no compliance, all campus staff personnel should be advised to leave and to remain out of the way.
7. No one will be allowed to re-enter areas being cleared after they have been cleared.

8. The Director of Security or designee will make the following information available to the Hickory Police:
  - a. Map and layout of campus
  - b. Any history of past disturbances and any unusual problems resulting from the incident
  - c. Suggestions as to an appropriate area where persons apprehended may be detained
  - d. Make-up of campus population and of those involved in the disturbance
  - e. Actions of disturbing group and reasons given for disturbance
  - f. Names and identities of known leaders of the group

VI-7

Lenoir-Rhyne University  
Disturbances and Demonstrations

Emergency Plan

#### **PHASE FOUR – AFTER ACTION ANALYSIS**

After the disturbance has come under control, the Hickory Police Department officials should meet with the Director of Security in an attempt to evaluate what actions occurred and to jointly develop a method of preventing further disruptions.

- A. Immediately after the disturbance is under control, officers will be available to assist the Administrator to maintain calm on campus.
- B. The Director of Security or designee should meet with individual employees to determine the facts regarding causes of the disturbance and suggestions of remedy.
- C. There should be a meeting of the same persons to determine any defects in the procedures that were followed and an analysis made of any such defects. The campus officials, prior to this meeting, should seek some feedback from selected students.
- D. There should be a debriefing of Security officers and Hickory Police officers involved to analyze their actions, correct any shortcomings, and improve overall procedure and plans.

#### **IV. PLANNING CONSIDERATIONS**

A. Probable areas of destruction

1. Administration buildings
2. Data processing area and records maintenance facilities
3. Security Offices
4. Any building where confrontation has taken place previously
5. Utility lines
6. Fire protection supply lines
  - a. Closing valves
  - b. Opening of fire hydrants
7. Vehicles, fire bombing, malicious destruction

VI-8

Lenoir-Rhyne University  
Disturbances and Demonstrations

Emergency Plan

B. Preplanning and Prevention

Provisions must be made for:

1. Adequate locking of rooms and buildings
  - a. Locks of a type suited for security
  - b. Keys issued only on basis of need and accounted for
2. Reinstallation of doors or protection of glass openings
3. Boarding up of damaged building areas; Physical Plant personnel designated to accomplish this.
4. Security of gasoline dispensing devices and other flammable liquid storage areas
5. Communications:
  - a. Telephone services, switchboard may require off-duty staffing
  - b. Radio communications, held-held radios
6. Sufficient clerical help
7. Liaison with prosecuting attorney counsel
  - a. Knowledge of riot and campus trespass laws
  - b. Written procedures of who is authorized to inform trespassers of their violation and previously drawn procedures for complying with trespass act requirements
8. Care for injured and first aid
9. Regular inspection and training in the use of fire extinguishing equipment



10. Identification of participants
  - a. Specific staff members assigned to this task
  - b. Written procedures to follow
11. Available persons knowledgeable in the operation of the automatic sprinkler system
12. Electronic surveillance alarms
13. Lighting survey to determine its adequacy for protection
  - a. Is it designed to illuminate trespassers and does it do that?
  - b. Is lighting protected to prevent tampering?
14. General exterior survey
  - a. Do not leave items near buildings that would assist illegal entry
  - b. Consider closing some access roads or parking lots

VI-9

Lenoir-Rhyne University  
Disturbances and Demonstrations

Emergency Plan

15. Vehicle protection
  - a. Supervised, well lighted area for campus vehicle parking
  - b. Protected parking areas for campus vehicles
16. Windows
  - a. For breakage problems, consideration could be given to plexiglass installations
  - b. Interiors of building behind windows which could be fire bombed should be free of unnecessary combustibles

Lenoir Rhyne University  
Hazardous Materials

VI-10

Emergency Plan

# **Lenoir-Rhyne University**

## **SECTION VII**

### **Hazardous Materials Incident Evacuation Plan**

## **SECTION VII**

### **HAZARDOUS MATERIALS INCIDENT EVACUATION PLAN**

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**HAZARDOUS MATERIALS INCIDENT EVACUATION PLAN**

**I. SITUATION AND ASSUMPTIONS**

**A. SITUATION**

1. University buildings are located within a half mile of main traffic routes and railroad tracks.
2. Various cargos are transported that are or can become hazardous to persons in the area in case of accidents or derailment.
3. Other situations such as air disasters, gas line leaks and environmental emergencies may pose dangers to persons in the area.

**B. ASSUMPTIONS**

1. The calculated possibility of a derailment, leak or fire of hazardous materials is considered slight; however, the possibility does increase as more materials are moved into and through the area.
2. It is not possible to predict all of the specific situations that might warrant evacuation of University property; however, personnel should be prepared in case of such an occurrence to take actions to maximize the preservation of life and property.

3. Most hazardous material accidents of a magnitude sufficient to warrant evacuation of an area require evacuation of an area with a radius of a half mile or more.
4. During such an emergency, police, fire and ambulance personnel would likely be involved in citizen evacuation, security, and firefighting and may be unavailable to assist University personnel in campus evacuation.

## II. **MISSION**

To maximize survival of the largest number of persons possible in the event of a hazardous materials accident in the proximity of our facility.

VII-2

Lenoir-Rhyne University  
Hazardous Materials

Emergency Plan

## III. **EXECUTION**

### A. **CONCEPT OF OPERATIONS**

1. Upon notification by telephone or by an emergency service representative (police fire, ambulance personnel) that an evacuation of University property is necessary, the Director of Safety and Security or designee will notify all personnel on campus by activating the Emergency Notification System, the campus-wide voicemail, email and emergency telephone call lists. Audio-hailers may be used to alert persons in open areas.
2. Affected personnel will be notified to stand by to evacuation or be given the order to evacuate.

### B. **WARNING**

Notice to stand by to evacuate campus property or the order to evacuate will be issued to the campus by the Director of Safety and Security or designee.

### C. **MOVEMENT OF UNIVERSITY PERSONNEL**

1. Immediately upon receipt of a stand-by alert or an evacuation message, the Director of Safety and Security or designee shall be immediately notified.

2. Students and staff should be directed to proceed by automobile to areas designated by emergency service representatives. Students and staff should be encouraged to share transportation to facilitate evacuation. Make sure all persons are evacuated. Campus vehicles will be used to facilitate evacuation if necessary.
3. Emergency services personnel shall determine the evacuation route to follow.
4. If a stand-by alert is announced prior to evacuation, the Director of Safety and Security or designee will arrange to notify instructors and personnel by the Emergency Notification System that the campus has been placed on stand-by alert for possible evacuation.

### VII-3

Lenoir-Rhyne University  
Hazardous Materials

Emergency Plan

5. When the order to evacuate is received, the following message should be extended to all personnel and students by Safety and Security personnel. Use the Emergency Notification System, voicemail and email systems.

**“We have been advised by authorities to evacuate the campus. Instructors, student, staff and guests/visitors are to leave campus in an orderly fashion and proceed to the designated (include location) area. Begin evacuation at this time. All classes are cancelled until further notice.”**

#### D. MEDICAL

In the event the incident results in mass or serious injuries or fire prior to evacuation, Safety and Security personnel will immediately notify 9-911.

Necessary emergency personnel will be dispatched to the scene and area hospitals will be notified.

## IV. **EMERGENCY EVACUATION RESPONSIBILITIES**

### A. THE PRESIDENT OF THE UNIVERSITY OR DESIGNEE

1. Shall report to the command center location, which will be established by the Director of Safety and Security.
2. Shall in consultation with local emergency services authorities determine when campus is safe for resumption of classes.

B. DIRECTOR OF SAFETY AND SECURITY OR DESIGNEE

1. Will assume overall direction of the evacuation procedures.
2. Will determine in consultation with local emergency services personnel the evacuation route to the designated reception area.
3. Will direct Safety and Security personnel to evacuate the campus via the evacuation routes designated by the Hickory Police or Fire Departments.

VII-4

Lenoir-Rhyne University  
Hazardous Materials

Emergency Plan

C. INSTRUCTORS

Instructors will be responsible for the direct supervision and welfare of their students by doing the following:

1. Notify Safety and Security immediately of any major injuries prior to leaving the campus.
2. Direct the evacuation of their students to the designated reception areas as directed by the appropriate person in charge.

D. UNIVERSITY SECRETARIES

1. Provide for the safety of essential school records and documents.
2. Maintain a list of injury reports, if any, from instructors.
3. Evacuate the building as directed by the appropriate authority.

E. STAFF

1. Act as messengers and carriers when directed.
2. Evacuate buildings as directed by appropriate authorities.

F. PHYSICAL PLANT PERSONNEL

1. Turn off main shut off valves for gas, water, electricity, and take any other preventative measures to avoid damage from broken lines.
2. Report all damage to your supervisor.
3. Direct or assist firefighting activities until regular fire personnel arrive. Conduct firefighting only if it is safe to provide this assistance.
4. Evacuate buildings as directed.

V. **APPENDICES TO HAZARDOUS MATERIALS INCIDENT EVACUATION PLAN**

- A. Appendix 1 – Reception Areas
- B. Appendix 2 – Map Location of Lenoir Rhyne University  
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Lenoir-Rhyne University  
Hazardous Materials

Emergency Plan

## **APPENDIX 1**

### **RECEPTION AREAS**

Most hazardous material accidents of a magnitude sufficient to warrant evacuation requires evacuating an area one half mile or greater.

Each evacuation situation depends on factors such as wind direction, time of day, weather conditions, warning time available, emergency personnel available, type of incident (train, truck or other) and many other considerations.

If evacuation is decided upon, students and employees (if necessary) will be evacuated by automobile to designated reception areas.

LOCAL RECEPTION AREAS will be determined by local or state emergency services personnel.

CAMPUS RECEPTION AREAS are to be determined by Safety and Security. Reception areas may include mall parking lots, open fields, parks or other public areas or any available location a safe distance away from the incident.



**NOTE: Special arrangements will have to be made by each instructor who has disabled students in his/her class. Automobiles should be used to transport disabled individuals.**

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Utilities

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# **Lenoir-Rhyne University**

## **SECTION VIII**

### **UTILITIES EMERGENCY**

## **SECTION VIII**

### **UTILITIES EMERGENCY**

I.	INTRODUCTION.....	VIII-2
II.	ALL BUILDINGS ON CAMPUS.....	VIII-2
III.	MAIN CUTOFFS ON CAMPUS.....	VIII-3 – VIII-6

## **UTILITIES EMERGENCY**

### **I. INTRODUCTION**

This section will describe the location of all “utilities” located on the Lenoir-Rhyne University campus. This should include gas, water and electricity.

This section will also provide the exact location of the main cutoff valves for those utilities on campus.

### **II. ALL BUILDINGS ON CAMPUS**

No information provided

### **III. MAIN CUTOFFS ON CAMPUS**

See next pages for locations of cutoff valves for all utilities.

**Lenoir-Rhyne University**

**UTILITIES**

**CUT OFF LOCATIONS**

## CUTOFFS

1. **LIBRARY**
  - a. Water = basement – trap door under main floor – all the way in the back in front of the building
  - b. Electric = main mechanical room in basement – breaker is labeled “Panel SDPH”
  - c. Gas = None
2. **SCIENCE**
  - a. Water = 1<sup>st</sup> floor mechanical room
  - b. Electric = 1<sup>st</sup> floor mechanical room
  - c. Gas = Parking lot side under center outside light on building
3. **RHYNE**
  - a. Water = basement mechanical room
  - b. Electric = main dist. panel in laundry room at gym beside boiler room (breaker turn off)
  - c. Gas = none
4. **LINEBERGER**
  - a. Water = mechanical room beside chiller
  - b. Electric = breaker in switch gear located in basement of Rhyne building
  - c. Gas = none
5. **MAUNEY-SCHAEFFER**
  - a. Water = basement mechanical room
  - b. Electric = main dist. panel labeled as “main disconnect” in basement

- c. Gas = natural gas in back of chiller tower (Schaeffer); supplies both buildings
- 6. **FRITZ-CONRAD**
  - a. Water = basement mechanical room
  - b. Electric = breaker in Rhyne building equipment room in switch gear panel
  - c. Gas = in back beside air handler; cut off on left side of unit
- 7. **AUDITORIUM**
  - a. Water = outside in front of building in the ground @ corner of Russell House
  - b. Electric = main breaker in small panel on outside wall
  - c. Gas = none
- 8. **MUSIC**
  - a. Water = outside facing CHI in the ground close to steps

### VIII-3

- b. Electric = main breakers in panels; one for 120/20 in panel; one for 277/480 in panel; both panels are located in back middle hallways; floor is taped off to stay clear in front of panels, but they have all kinds of stuff in the way
- c. Gas = None
- 9. **CROMER**
  - a. Water = basement mechanical room
  - b. Electric = main dist. panel in laundry room at gym beside boiler room (breaker turn off)
  - c. Gas = near loading dock behind dumpsters
- 10. **GYM COMPLEX**
  - a. Water = outside in front of pit outside of new women's weight room
  - b. Electric = main dist. panel in laundry room at gym beside boiler room (breaker turn off)
  - c. Gas = outside boiler shop
- 11. **McCRORE**
  - a. Water = basement mechanical room
  - b. Electric = main breaker in switch gear in basement equipment room
  - c. Gas = left side of building across from boilers
- 12. **LLC**
  - a. Water – 1<sup>st</sup> floor mechanical room
  - b. Electric – main mechanical room on 1<sup>st</sup> floor in main dist. panel marked "service disconnect"
  - c. Gas = outside behind building on left side (brown Pipe valve)

13. **VISUAL ARTS**
- Water = meter between Fritz and Maintenance at the edge of the road
  - Electric = main breaker in panel located in main hallway in equipment room
  - Gas = outside on the right side of building behind small AC unit (gray Pipe valve)
14. **MAINTENANCE**
- Water = manhole cover in front of BSA house
  - Electric = inside service panel located in break area
  - Gas = natural gas to the left side, facing building
15. **ISENHOUR**
- Water = 1<sup>st</sup> upper at end of hall towards baseball field
  - Electric = main dist. panel in laundry room at gym beside boiler room (breaker turn off)
  - Gas = outside behind building (gray Pipe valve)
- VIII-4
16. **MORGAN**
- Water = short side mechanical room and basement of long side
  - Electric = large panel in basement
  - Gas = behind building on long side
17. **BOILER PLANT**
- Water = same as Gym
  - Electric = main dist. panel in laundry room at gym beside boiler room (breaker turn off)
  - Gas = outside shop
18. **ALUMNI HOUSE**
- Water = basement mechanical room
  - Electric = main breaker in basement in panel
  - Gas = none
19. **ADMISSIONS**
- Water = meter out front
  - Electric = breaker in basement on right side near meter on the outside
  - Gas = none
20. **INTERNATIONAL HOUSE**
- Water = meter out front
  - Electric = main breaker on panel located in basement
  - Gas = behind house next to AC unit
21. **KOINONIA**
- Water = meter out front
  - Electric = main breaker on panel located in basement
  - Gas = left side of house
22. **RUSSELL**

- a. Water = out front
  - b. Electric = no meter visible, basement
  - c. Gas = water heater, right side facing Cromer
23. **NEEDLES**
- a. Water = under house in crawl space
  - b. Electric = main breaker outside in panel beside meter
  - c. Gas = none
24. **BSA**
- a. Water = ground valve in front of house
  - b. Electric = main breaker in panel located outside beside meter
  - c. Gas = outside right side in front of AC unit (gray Pipe valve)
25. **PI KAPPA**
- a. Water = basement mechanical room
  - b. Electric = main breaker in panel located in back right room
  - c. Gas = outside left side (green Pipe valve)

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26. **THETA XI**
- a. Water = basement mechanical room
  - b. Electric = main breaker in panel on back porch
  - c. Gas = outside right side (green Pipe valve)
27. **THETA CHI**
- a. Water = basement mechanical room
  - b. Electric = main breaker in panel located in back room at back door in closet
  - c. Gas = outside right side (green Pipe valve); use a wrench
28. **PRICE VILLAGE**
- a. Water = ground valve near main walking entrance
  - b. Electric =
    - i. Units A,B,G,P,U, and V = main breakers in panels inside units in mechanical rooms on 1<sup>st</sup> floor
    - ii. Units C,D,E,F,H,I,J,K,L,M,N,O,Q,R,S, and T = main breakers below meters outside on back of each unit
  - c. Gas =
29. **UNIVERSITY PARK**
- a. Water = meter in front of sidewalk
  - b. Electric = laundry rooms, rear apt., main breaker
  - c. Gas = none



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# **Lenoir-Rhyne University**

## **SECTION IX**

### **FLOOD**

## **SECTION IX**

### **FLOOD**

- I. INTERNAL FLOOD.....
- A. Safety and Security Office..... IX-2
- B. Physical Plant Office..... IX-2
- C. Vice President for Finance and Vice President for  
Student Affairs..... IX-3

**I. INTERNAL FLOOD**

A flood of internal areas of the campus caused by a broken water main, sewer back up, frozen pipes, roof leak, etc.

**A. THE SAFETY AND SECURITY OFFICE**

1. Call the Physical Plant Officer at Extension 7180. Tell them of the situation.
2. Notify Physical Plant personnel to shut off water at main valve, if leak is a problem.
3. Notify Physical Plant personnel to shut off gas at main valve, if necessary.
4. Evacuate the flooded area.

**B. PHYSICAL PLANT OFFICE**

1. Assign personnel to shut down any operation that requires water or electricity to operate safely.
2. Assign personnel to remove materials from the affected area.
3. Store any hazardous materials safely away from flooded area, preferably on a higher floor.
4. Assign personnel to assist in vital records removal to safe areas of the building.
5. Begin pumping and/or other protective measures as required such as sand bagging, greasing, and equipment.
6. Allow no flame, lighted cigarette, sparks, etc.
7. Beware of odors of gas or flammable liquid. Ventilate by opening windows and door.

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- C. VICE PRESIDENT OF ADMINISTRATION, VICE PRESIDENT OF FINANCE, VICE PRESIDENT FOR STUDENT AFFAIRS
  1. Notify other administrators of the flood situation.
  2. Consult with the President of the University whether to close the building, if necessary.

# **Lenoir-Rhyne University**

## **SECTION X**

### **EARTHQUAKE GUIDELINES**

## **SECTION X**

### **EARTHQUAKE, EXPLOSIONS, GUIDELINES**

- I. INTRODUCTION..... X-2
- II. DIRECTOR OF CAMPUS SAFETY AND SECURITY.....X-2
- III. DIRECTOR OF PHYSICAL PLANT.....X-3 – X-4
- IV. VICE PRESIDENT FOR FINANCE..... X-4

## **EARTHQUAKE**

### **I. INTRODUCTION**

These guidelines are developed to enable Lenoir-Rhyne University personnel to respond to earthquake damage on our campus. Although the chances of our experiencing the effects of a major earthquake are slight, we should be prepared to take action to reduce the effect of minor damage.

### **II. DIRECTOR OF SAFETY AND SECURITY**

Telephone service may be out. Police communications may have to serve as temporary emergency services command linkages. Safety and Security Officers may be pressed into a variety of support functions not part of their normal enforcement roles.

- A. Monitor all situation reports for possible security-law enforcement problems.
- B. Establish the priority for assignments.

- C. Make initial assessment of personnel requirements based on situation assessment.
- D. Assign personnel to search for and give assistance to the injured.
- E. Request emergency assistance, if required, from Hickory Fire and ambulance.
- F. Re-evaluate personnel requirements – shift status.
- G. Recommend traffic control procedures for use in any evacuations.
- H. Ensure that traffic control decisions and actions are made a part of any action plan developed for the next operational period.
- I. Recommend priorities for street debris clearance and restoration to the Director of Physical Plant.
- J. Assign volunteers to locations as required. Be sure they are clearly identified and distinctively marked.
- K. Maintain close liaison with the Director of Physical Plant.

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### III. **DIRECTOR OF PHYSICAL PLANT**

The following actions should be taken under an earthquake emergency affecting the campus. The degree of implementation for any function will vary depending upon the type, severity and duration of the incident.

- A. Assign disaster building inspection teams to survey campus/affected area for damage, hazards and debris problems.
- B. Direct the disaster building inspection teams to report damage/hazard to the Emergency Operations Center (EOC) at the Safety and Security Office or another location if the Safety and Security Office is damaged.
- C. Request Safety and Security personnel to report any damage or debris problem to the Emergency Operations Center.
- D. Maintain list/log of damage, damage areas, etc.
- E. Advise disaster building inspection teams to check for chemical and electrical hazards.



- F. Advise disaster building inspection teams to report any injuries so that emergency medical personnel can respond.
- G. Keep advised of information reported from disaster building inspections teams.
- H. Determine resources required for emergency repair and debris clearance.
- I. Arrange for contractor assistance if necessary. Refer to resource manual.
- J. Post all hazardous structures.
- K. Identify major debris problems.
- L. Establish priorities for repair and debris clearance.
- M. Activate and assign repair and debris clearance crews.
- N. Determine status of available equipment for repair and for debris removal.
- O. Determine mutual aid volunteer force required and request numbers and skills needed from Catawba County Fire/Rescue through Telecommunications.
- P. Identify need for barricades/cones. Procure or fabricate as necessary. Refer to resource manual.

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- Q. Provide a report on known hazard areas to Hickory Fire Department.
- R. Develop a report on known hazard areas to Hickory Police Department.
- S. Be prepared to submit periodic reports to the Emergency Operations Center on extent of damage, status of vital services, and actions being taken.
- T. Determine fuel requirements for vehicles and equipment
- U. Provide resources and support with estimated damage/loss cost to facilities, roads, and other property to the Vice President for Finance.

#### IV. **VICE PRESIDENT FOR FINANCE**

Maintain fiscal records on all disaster related expenditures; authorize expenditures for emergency operations; advise Administration on cost implications associated with various planning alternatives.

- A. Report to the Emergency Operations Center (EOC) and establish work situation in close proximity to the Director of Safety and Security and the Director of Physical Plant.
- B. Make emergency assignments for support staff.
- C. Initiate a records keeping system for all expenditures.
- D. Collect cost estimates of damage to facilities (obtain photographs)
- E. Coordinate with other campus offices for security of records in the event of evacuation or school closure.
- F. Make provisions for security of on-campus funds.
- G. Ensure that Emergency Operations Center personnel utilizing private vendor or contractor services are maintaining accurate records of equipment and personnel time.
- H. Develop periodic disaster-related cost report.
- I. Brief Administration personnel on all incident-related business management issues needing attention.
- J. Ensure that all time and cost records are kept current and are posted in a timely manner.
- K. Keep logs, records of calls, assignment and actions.
- L. Contact University insurance company.

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# **Lenoir-Rhyne University**

## **SECTION XI**

### **DISASTER REPORTING**

# RESPONSIBILITIES

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## SECTION XI

### DISASTER REPORTING RESPONSIBILITIES

- I. DISASTER REPORTING..... XI-2
- II. OUTSIDE ASSISTANCE.....XI-2
- III. UNIVERSITY PERSONNEL AREAS OF RESPONSIBILITY..... XI-2  
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- V. SPECIFIC FUNCTIONS OF COORDINATORS AND STAFF.....XI-6 – XI-9

VI. COOPERATIVE CONTINGENCY PLANNING.....XI-9 – XI-11  
VII. RESPONSE LEVELS AND RESPONSE GRID.....XI-12

**I. DISASTER REPORTING**

In the event of a campus emergency requiring the assistance of outside community resources, such as police, fire, rescue, or utility companies, a command post is established at the Cromer Center. In the event the Cromer Center building is damaged or not able to function as an EOC, the Director of Safety and Security will determine an alternate location.

**II. OUTSIDE ASSISTANCE**

When outside assistance is requested, a Safety and Security Officer(s) should proceed to campus entrance roads for the purpose of:

- A. Directing emergency response vehicles to the disaster scene.
- B. Informing the responders as to the location of the Command post.
- C. Keeping out curiosity seekers and unnecessary persons.

- D. Safety and Security Officer(s) should have a flashing light and barricades to establish a road block and only let emergency vehicles enter.

### III. **UNIVERSITY PERSONNEL – AREAS OF RESPONSIBILITIES**

In order to provide maximum preparation and efficient emergency response, appropriate personnel shall be designated to assume responsibility for various aspects of implementation of the Emergency Operations Plan (EOP).

- A. **PLAN ADVISOR AND PLAN COORDINATOR – Director of Safety and Security**

As the person primarily responsible for the protection of campus personnel and properties, the Director of Safety and Security shall serve as Advisor for the EOP by consulting with local police, fire, and Emergency Services agencies, and by utilizing information from appropriate safety organizations and other campus protection agencies, the Director of Safety and Security shall periodically review the EOP and recommend revisions as needed.

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- B. **PLAN EXECUTIVE - President**

In the event of EOP activation, the President of the University shall serve as Plan Executive, and as such, will be responsible for communication with the trustees and for major decisions needing executive authority.

- C. **PLAN COORDINATORS**

The following shall be designed as Plan Coordinators and shall be responsible for maintaining preparation for and supervision in the event of EOP activation.

- 1. **PHYSICAL OPERATIONS COORDINATOR - Director of Physical Plant.** The Director of Physical Plant shall be responsible for the coordination of all work efforts in and around the disaster site/or the maintaining of normal facility operations during the disaster situation.

2. STUDENT CARE COORDINATOR – Vice President and Dean of Students. The Vice President and Dean of Students shall be responsible for the coordination of all necessary services for student shelter, safety, and communications.
3. ACADEMIC OPERATIONS COORDINATOR – Provost and Dean of the University. The Provost and Dean of the University shall be responsible for the coordination of all necessary administration of educational services, faculty communication, and class relocation.
4. PUBLIC RELATIONS COORDINATOR – Director of Public Relations. The Director of Public Relations shall be responsible for the coordination of all media relations, and all other inquiries and/or contacts with the public. Also responsible for notification to alumni or other necessary personnel.

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5. FIELD REPRESENTATIVE/DONOR COORDINATOR – Vice President for Administration and Finance. The Vice President for Administration and Finance shall be responsible for the coordination and notification to field representatives, donors or other necessary personnel.
6. INSURANCE/PURCHASING COORDINATOR – Vice President for Administration and Finance shall be responsible for the coordination of necessary services for relations with insurance carriers, advice to disaster victim, and procurement of necessary items for EOP services.

#### C. DESIGNATED ALTERNATIVES

Each EOP coordinator will be responsible for the **emergency management team**. The emergency management team, comprised of personnel familiar with the day-to-day operations of specific areas, will carry out the Emergency Plan. The emergency management team meets yearly to discuss the

logistics and coordination of the various emergency operations and refine the plan. These meetings will also serve to inform each management team officer of the other resources and responsibilities.

#### IV. **PLAN ACTIVATION AND RESPONSE**

##### A. INITIAL RESPONSE TO EMERGENCY AND DISASTER

Following established procedures, Safety and Security shall be the first response team to any campus emergency that poses real or threatened danger to University personnel or property. The Safety and Security Office shall contact needed police, fire, and ambulance services according to established policy.

##### B. EOP ACTIVATION AND PERSONNEL NOTIFICATION

1. In any event that in the judgment of the Director of Safety and Security, the ` `(s) for Finance

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and Student Affairs, and the Director of Physical Plant, there is a major threat posed to a large number of University personnel and/or a large amount of campus property, they will activate the EOP and coordinate notifications of appropriate administrators and coordinators.

2. Initial notification of EOP personnel will include specific location and nature of the disaster, actions already being taken and recommended actions for each EOP administrator and coordinator. Appropriate coordinators will use pre-planned methods for contacting their personnel.

**NOTE:** It is conceivable that some disasters will not necessitate active participation by all coordinators (e.g.: a property disaster may not affect students), but all coordinators will be advised so that maximum preparation for needed participation can be maintained.

3. Upon notification of EOP activation, administrators and coordinators shall immediately respond to the Emergency Operations Center.

C. EMERGENCY OPERATIONS CENTER – RESPONSE AGENCIES

The Director of Safety and Security shall consult with the responding police, fire, and ambulance officers for the purpose of establishing an EOC for responding personnel.

D. EMERGENCY FIELD COMMUNICATIONS – UNIVERSITY EOC

A disaster situation will add extra traffic to existing radio and telephone systems, even if all are fully operational. The potential of power outages, etc. can complicate such communications even further. Therefore, the EOP shall utilize several means to provide emergency communications.

1. Telephone – Assuming telephone systems are not impaired by the disaster situation, regular extensions shall be

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supplemented by not less than five additional extensions (for the Plan Director and Coordinators) at the Emergency Operations Center.

2. Radio – Assuming regular transmitting system are not impaired by the disaster situation, the regular Physical Plant Department, Safety and Security and Residential Life dispatching system will be utilized.

V. **SPECIFIC FUNCTIONS OF COORDINATORS AND STAFF**

- A. In the event of plan activation, the following areas of responsibility shall be assumed by the various coordinators and their staff, all of whom shall have a prearranged emergency call-out procedure.

1. PHYSICAL OPERATIONS



Public Safety – As first responders to the site of the emergency, Safety and Security Officers shall provide initial site security and preventive patrol in the area to prevent complications or malicious activity. The Director of Safety and Security (at the EOC) shall coordinate the activation of off-duty officers as needed to provide for adequate site protection and response to other campus emergencies.

## 2. MECHANICAL AND MAINTENANCE OPERATIONS

The managers of Mechanical and Maintenance Services shall coordinate emergency repairs at the emergency site with priority being given to restoring services essential to life safety. Evaluation and commendations for major repair and renovation shall be made to the Physical Operations Coordinator.

## 3. FACILITIES MANAGEMENT OPERATIONS

The managers of Construction Services and Energy Resources shall coordinate with other Physical Operations

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crews to provide site damage surveys, recommendation concerning emergency repairs and coordination with outside contractors and utility companies.

## 4. HOUSING

In the event of an emergency that renders one or more residences unsafe or unfit for residency, alternate locations for temporary housing for students affected by the emergency will be permitted.

## 5. COUNSELING SERVICES

Appropriate staff shall be available for assistance to affected students in the areas of crisis counseling, advice concerning personal belongings, and, when necessary, notification of family members in the event of severe injury or death.

## B. ACADEMIC OPERATIONS

### 1. FACULTY NOTIFICATION

The Academic Affairs Office shall use a predetermined system to contact all academic departments and their faculty to advise concerning the nature of the emergency, recommended actions, and other contingency plans. This system (which shall be applicable whether or not telephone service is available) shall be used to keep academic staff advised of progress throughout the emergency.

### 2. CLASS RELOCATION

In the event of an emergency that allows for academic activities to continue, coordination shall be made which will relocate classes from areas that are rendered unsafe or unfit for occupancy. Appropriate communication of such contingencies shall be accomplished according to the emergency communications system described above, and

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through coordination with the Physical Operations Coordinator and staff.

### 3. CLASS CANCELLATION

In the event of an emergency that, in the opinion of the EOP personnel, creates conditions unfavorable to holding classes, coordination shall be made which will communicate to all appropriate parties the decision to cancel classes or "close the University".

## C. PUBLIC RELATIONS

### 1. MEDIA RELATIONS

The Director of Public Relations shall be available to provide a public information service to the press and shall be the "official voice" of the University throughout the

emergency. All media inquiries shall be directed to the Director of Public Relations and all official communications for the public from EOP personnel shall be forwarded to the Director of Public Relations for appropriate dissemination.

## 2. PUBLIC INQUIRIES

To assist the University switchboard, personnel shall be available to handle all inquiries and complaints from the public. Any and all telephone calls requiring official response or information concerning emergency status shall be forwarded to the Public Relations Coordinator's staff. This includes all inquiries from family members.

## 3. EMERGENCY TELEPHONE CALL CENTER

An emergency telephone call center will be established in the Hickory Room of the Cromer Center where multiple phone lines (up to 12) have been wired. These lines must be connected by the phone technician before usage is available.

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4. Field Representatives, off-campus administrators or other University personnel not otherwise accounted for in other communication plans shall be the responsibility of the Public Relations Coordinator and his staff.

## D. INSURANCE/PURCHASING

### 1. INSURANCE CLAIMS

Coordination shall be made to operate as official contacts with University insurance carriers, including any and all claims incurred by the emergency.

### 2. EMPLOYEE/STUDENT COVERAGE

With the assistance of the Human Resources Department, coordination shall be made to provide guidance to injured

or otherwise victimized personnel concerning insurance benefits and/or other available coverage.

3. EMERGENCY SUPPLIES

The Purchasing Department shall provide a system whereby goods and services can be procured for the affected area, especially items needed for emergency living contingencies and materials needed for emergency repairs.

4. LEGAL COUNSEL

Coordination shall be made to provide legal counsel for the University should the need arise.

**VI. COOPERATIVE CONTINGENCY PLANNING**

- A. In addition to the various responsibilities outlined in Section IV and V, the various Coordinators shall plan together to outline actions to be taken in the event of EOP activation, including the following areas:

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1. RESIDENCE/CLASSROOM RELOCATION

The Director of Physical Plant shall make recommendations for relocation of classroom, public assembly areas, and/or residences should the need arise. The Academic Operations and Residential Life Coordinators shall provide complete information of needed facilities as part of the planning process.

2. BUSINESS OPERATIONS

The Director of Physical Plant shall make recommendations for relocation of various business operations. The Plan Director shall delegate responsibilities to appropriate parties for planning needs of workspace and record keeping.

3. NEWS RELEASES

The Public Relations Coordinator shall establish a method for receiving and dissemination of news to the media and to the public. All EOP area Coordinators shall give regular reports through the Emergency Operations Center.

4. EMERGENCY MEDICAL SERVICE

Health Services shall either provide a staff of trained emergency medical personnel at the disaster scene (for purpose of triage and emergency treatment) and/or shall cooperate fully with Safety and Security Officers, Hickory Police, Fire and EMS personnel. Authority shall be established to prevent overlapping or conflicting procedures concerning immediate treatment of injured personnel.

5. CLOSING THE UNIVERSITY

Criteria shall be established, with appropriate authority lines, to determine if the emergency is of sufficient seriousness to warrant partial or full closing of the University.

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The following status situations shall be used:

- A. **STATUS 1 – EARLY OFFICE CLOSING** – Should weather or other threatening conditions exist, offices shall close early to allow employees to reach their homes safely. Evening classes cancelled. Students in University residences not affected.
- B. **STATUS II – CLASS CANCELLATIONS/OFFICE CLOSING** – Should weather or other disaster situation exist such that normal University operation cannot continue, classes, offices and all public events shall be closed and/or cancelled. Students in University residences not affected.

- C. **STATUS III – “UNIVERSITY CLOSED”** – Should a disaster situation exist such that the majority of campus is affected for a prolonged period of time and such that essential life safety services cannot be provided, the University shall be deemed “closed”. Students shall be evacuated from all residences with temporary shelter provided until transportation to permanent/alternative residences can be arranged.
6. Other contingencies may require preplanning by more than one area Coordinator.

Level	Definition	Types of Events	Contacts
one	Any event that results in significant damage to or loss of resources: people, buildings, or grounds.	Tornado, straight line winds, major fire, blizzard resulting in the closing of campus, major gasoline leak, major disturbance, earthquake, student death, significant student injuries.	President VP-Finance VP-Academic Affairs VP-Student Affairs VP-Administration VP-Institutional Advancement Dir. - Physical Plant Dir. Security Dir. - Residential Life Dir. - dining Services Dir. IT Dir - Public Relations Chaplain Counseling Center
Two	Any event that results in moderate damage to or loss of resources: people, buildings, or grounds.	Serious student injury, contained fire, hail storm, isolated utility failure, evacuation of a building due to a hazardous material incident.	
Three	Any warnings for an event that may result in level II or I damages.	Tornado watch or warning, severe thunderstorm watch or warning, high winds, student injury resulting in hospitalization.	
Four	Minor injuries that occurs on the Campus	Minor injuries resulting in hospitalization, weather student, faculty, staff, administrator, or visitor.	
			Within 2 hours
			Immediate
			Immediate
			As Needed
			Immediate
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As Needed
			As needed

# **Lenoir-Rhyne University**

## **SECTION XII**

### **DISASTER RESPONSE PLAN / PHYSICAL PLANT BUILDING PRIORITY PLAN**



## **SECTION XII**

### **EMERGENCY DISASTER PLAN BUILDING INSPECTION PRIORITY PLAN PHYSICAL PLANT DEPARATMENT**

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**EMERGENCY DISASTER PLAN  
BUILDING INSPECTION PRIORITY PLAN  
PHYSICAL PLANT DEPARTMENT**

**I. GOAL**

The goal of this plan is to provide for an emergency inspection of all buildings on campus immediately following an emergency situation.

**II. OBJECTIVE**

Teams of Physical Plant personnel will inspect every building on campus for structural integrity and utility damage that may lead to injury of campus personnel or additional building damage. Teams seek to stabilize utilities or provide information so that a qualified crew that can stabilize the utility can be directed to the problem.

Any injuries encountered during this inspection will be addressed by Physical Plant personnel, to the best of their ability, until an emergency medical crew can be directed to the location of the injury.

**III. THE PLAN**

We have developed various teams with the goal of having one team member from the following shops, or expertise in the following areas on each time: carpenter, electrician, mechanical maintenance.

The GROUNDS SHOP AND CUSTODIAL SERVICES also play key roles in this plan with all other Physical Plant employees on emergency standby for call as needed.

- A. CARPENTER SHOP personnel are basically the backup members of each group.
- B. GROUNDS SHOP personnel will be responsible to deliver and man barricades on campus streets, as directed by Safety and

Security, to ensure that unauthorized people do not enter dangerous areas. They will also be available to remove debris from streets, sidewalks, or other campus areas to allow the flow of traffic to return to normal. The actual plan is time sensitive. During the day and class hours, our primary focus will be towards academic and auxiliary buildings with residence halls and houses quickly to follow. During the evening and night hours, our initial response will be to the residence halls and houses with the auxiliary and academic buildings inspected as quickly as we can get to them.

Campus Cromer Center is our center for operations with the power plant as our designated backup location.

Our plan is initiated by either radioing or phoning each member of the teams. Each team member reports to the operations center, where he waits until at least one additional member of his team is present. Never is a team member allowed to begin inspection procedures alone.

Each team is assigned a radio with which to report from every building inspected, the status of the building and the utilities, and when they are proceeding to their next assigned building to inspect.

Information is gathered and compiled at the operations center and other trades persons are directed to respond as each situation dictates.

### **INSTRUCTIONS:**

The prime objective is to stabilize the utilities and provide information so the overall impact on the campus can quickly be determined. This will enable manpower to be properly committed.

1. Check the structural integrity of the building. Enter the building only if it is definitely sound.

2. If condition is questionable, shut off utilities and do not enter building.
3. If the building appears sound, enter and check for broken water mains and natural gas leaks where applicable. Shut off as needed and move on.
4. Report condition and follow-up needs while proceeding to the next building.

# **Lenoir-Rhyne University**

## **SECTION XIII**

### **EMERGENCY RESOURCES**

## **SECTION XIII**

### **EMERGENCY RESOURCES**

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	A. ALL RESOURCES (ALPHABETICAL ORDER)	

**I. GOAL**

The goal of this plan is to provide emergency shelter on campus during and after an emergency situation that may exist on the Lenoir-Rhyne University campus.

**II. OBJECTIVE**

Teams of personnel from Conference and Events, Food Services, Housekeeping, Nursing and Athletics will assist in the distribution of supplies, foodstuffs, equipment, and medical attention to students and personnel assigned to emergency shelter locations during the crisis situation.

**III. PLAN**

The Directors of Conference and Events, Food Service, Housekeeping, Nursing and Athletics or their designee will use the Cromer Center Cafeteria as a rallying point for their employees.

The Directors will assess the current needs and act within reason and safety to supply those needs to the relocated Lenoir-Rhyne University students and personnel.

The Directors will stay in contact with the EOC and its command staff, updating the staff on its current situation and receiving updated material from the EOC.

- A. Conference and Events personnel will locate and distribute blankets, sheets, pillows, towels, etc. to students and personnel at the shelter site.
- B. Housekeeping will attempt to keep the shelter sites clean and sanitized. This includes restrooms and shower facilities.
- C. Food Service will provide available foodstuffs and drinks to students and personnel, along with emergency responders.
- D. Nursing Department and Sports Medicine will decide on a triage site to attend to the injured until EMS is able to respond.

- E. Catawba County Emergency Medical Services can provide almost unlimited items and materials in case of a disaster occurring on campus. They have access to cots, generators, and other emergency supplies that they can and will provide.



**IV. HOUSEKEEPING RESOURCES**

Ladders, step	Some cleaning closets	Housekeeping
Cleaning supplies	Housekeeping closets – storage	Housekeeping
Soap	Housekeeping closets – storage	Housekeeping
Toilet Paper	Housekeeping closets – storage	Housekeeping
Washers / Dryers	Shuford Gym – bottom floor	Housekeeping
Housekeeping cleaning closets		
Admissions	Lower level	Housekeeping
Conrad	1 <sup>st</sup> and 2 <sup>nd</sup> floors	
Cromer Center	1 <sup>st</sup> floor	
Fritz	1 <sup>st</sup> and 2 <sup>nd</sup> floors. Basement	
Isenhour	1 <sup>st</sup> upper	
Lineberger	1 <sup>st</sup> floor	
LLC	1 <sup>st</sup> floor	
Mauney Hall	1 <sup>st</sup> floor in stairwell	
Mauney Music	1 <sup>st</sup> floor	
McCrorie	Main level restrooms	
Monroe Auditorium	1 <sup>st</sup> floor near women’s restroom	
Moretz	Lower level	
Morgan Hall	1 <sup>st</sup> long and 2 <sup>nd</sup> short	
Price Village	In laundry room	
Rhyne	1 <sup>st</sup> and 2 <sup>nd</sup> floors	
Rudisill Library	1 <sup>st</sup> and 2 <sup>nd</sup> floors	
Schaeffer Hall	1 <sup>st</sup> floor by kitchenette stairwell	
Shuford Gym	Women’s locker room hallway near football field	

**V. CONFERENCE AND EVENTS RESOURCES**

Blankets, 200	Morgan Hall – 1 <sup>st</sup> floor	Conference and Events
Extension cords, 2 outdoor	Morgan Hall – 1 <sup>st</sup> floor	Conference and Events
Pillows, 500	Morgan Hall – 1 <sup>st</sup> floor	Conference and Events
Towel, 800	Morgan Hall – 1 <sup>st</sup> floor	Conference and Events

**VI. SPORTS MEDICINE RESOURCES**

AED Deliberator	McCrorie – Athletic Training Room	Sports Medicine
Bio Hazard bags	McCrorie – Athletic Training Room	Sports Medicine
Coolers, 10 gallon; water bottles; cups	McCrorie – Athletic Training Room	Sports Medicine
Exam rooms with table	McCrorie – Athletic Training Room	Sports Medicine
Examining tables (8)	McCrorie – Athletic Training Room	Sports Medicine
General first aid supplies	McCrorie – Athletic Training Room	Sports Medicine
General orthopedic	McCrorie – Athletic Training Room	Sports Medicine
Ice machines	MCCrorie – Athletic Training Room	Sports Medicine
Towels, 200 hand towel size	McCrorie – Athletic Training Room	Sports Medicine
Wheelchairs	McCrorie – Athletic Training Room	Sports Medicine
Towels/washcloths, 200	McCrorie – Athletic Training Room	Sports Medicine
Washers / Dryers	McCrorie – Athletic Training Room	Sports Medicine
Golf carts	Baseball field	Sports Medicine
Golf carts	Football	Sports Medicine
Mini Van	Athletics	Sports Medicine

**VII. SECURITY SERVICES RESOURCES**

Barricades and cones	9 <sup>th</sup> Ave NE garage (behind house)	Security
Cell phones, (3)	Security	Security
Radios, 2-way (5)	Security	Security
Rechargeable flashlights (3)	Security	Security
Traffic vests (4)	Security	Security
Pick-up (1) and SUV (1)	Security	Security

**VIII. NURSING RESOURCES**

Crutches, walkers, splints	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Exam rooms with tables (3)	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
General first aid supplies	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
General first aid supplies	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
General first aid supplies	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Hospital beds (6)	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Stretcher	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Wheelchairs	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Wheelchairs (2)	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing

**IX. MAINTENANCE RESOURCES**

Ice machines	Maintenance	Maintenance
Ladders, full	Maintenance	Maintenance
Generators, portable	None	Maintenance
Radios (16)		
Mini-Vans (2)	Maintenance	Maintenance
Pick-ups (5)	Maintenance	Maintenance
Van (1-15 passenger)	Maintenance	Maintenance

**X. CAFETERIA RESOURCES**

Ice Machines	Cromer, Cafeteria	Cafeteria
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<b>Item</b>	<b>Location</b>	<b>Department</b>
Ice machines	Cromer, Cafeteria	Cafeteria
Blankets, 200	Morgan Hall, 1 <sup>st</sup> floor	Conference and Events
Extension cords, 2 outdoor	Morgan Hall, 1 <sup>st</sup> floor	Conference and Events
Pillows, 500	Morgan Hall, 1 <sup>st</sup> floor	Conference and Events
Towels, 800	Morgan Hall, 1 <sup>st</sup> floor	Conference and Events
Ladders	Some cleaning closets	Housekeeping
Cleaning supplies	Housekeeping closets - storage	Housekeeping
Soap	Housekeeping closets - storage	Housekeeping
Toilet paper	Housekeeping closets - storage	Housekeeping
Washers / Dryers	Shuford Gym, bottom floor	Housekeeping
Ice machines	Maintenance	Maintenance
Ladders, full	Maintenance	Maintenance
Generators, portable	None	Maintenance
Crutches, walkers, splints	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Exam rooms with tables (3)	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
General first aid supplies	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
General first aid supplies	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
General first aid supplies	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Hospital beds (6)	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Stretcher	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Wheelchairs	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Wheelchairs (2)	McCrorie, 3 <sup>rd</sup> floor and School Nurse	Nursing
Barricades and cones	9 <sup>th</sup> Av NE garage (behind house)	Security
Cell phones (3)	Security	Security
Radios, two-way (5)	Security	Security
Rechargeable flashlights (3)	Security	Security
AED Deliberator	McCrorie, Athletic Training Room	Sports Medicine
Bio-Hazard Bags	McCrorie, Athletic Training Room	Sports Medicine
Coolers (10 gal), water bottles, cups	McCrorie, Athletic Training Room	Sports Medicine
Exam rooms with table	McCrorie, Athletic Training Room	Sports Medicine
Examining tables (8)	McCrorie, Athletic Training Room	Sports Medicine
General first aid supplies	McCrorie, Athletic Training Room	Sports Medicine
General orthopedic	McCrorie, Athletic Training Room	Sports Medicine
Ice machines	McCrorie, Athletic Training Room	Sports Medicine
Towels (200)hand towel size	McCrorie, Athletic Training Room	Sports Medicine
Wheelchairs	McCrorie, Athletic Training Room	Sports Medicine

Towels/wash cloths (200)	McCrorie, Football laundry room	Sports Medicine
Washers /Dryers	McCrorie, Football laundry room	Sports Medicine
<b>Vehicles</b>		
Golf Carts	Baseball field	Sports Medicine
Golf Carts	Football field	Sports Medicine
Mini Van	Athletics	Sports Medicine
Mini Vans (3)	Maintenance	Maintenance
Pick-ups	Maintenance	Maintenance
Pick-ups (2)	Security	Security
Van (1 – large)	Maintenance	Maintenance
Golf Cart	Softball field	Sports Medicine
<b>Housekeeping Cleaning Closets</b>		
Admissions	Lower level	Housekeeping
Conrad	1 <sup>st</sup> and 2 <sup>nd</sup> floors	
Cromer Center	1 <sup>st</sup> floor	
Fritz	1 <sup>st</sup> and 2 <sup>nd</sup> floors, basement	
Isenhour	1 <sup>st</sup> upper	
Lineberger	1 <sup>st</sup> floor	
LLC	1 <sup>st</sup> floor	
Mauney Hall	1 <sup>st</sup> floor in stairwell	
Mauney Music	1 <sup>st</sup> floor	
McCrorie	Main level restrooms	
Monroe Auditorium	1 <sup>st</sup> floor near women’s restroom	
Moretz	Lower level	
Morgan Hall	1 <sup>st</sup> long and 2 <sup>nd</sup> short	
Price Village	In laundry room	
Rhyne	1 <sup>st</sup> and 2 <sup>nd</sup> floors	
Rudisill Library	1 <sup>st</sup> and 2 <sup>nd</sup> floors	
Schaeffer Hall	1 <sup>st</sup> floor by kitchenette, stairwell	
Shuford Gym	Women’s locker room, hallway near football field	
Maintenance Warehouse	Bulk Cleaning Supplies	Housekeeping

# **Lenoir-Rhyne University**

## **SECTION XIV**

### **ACTIVE SHOOTER ON CAMPUS**

## **SECTION XIV**

### **ACTIVE SHOOTER ON CAMPUS**

- I. PROTOCOL.....XIV-2 – XIV-3
  - A. Caller
  - B. Administration

## I. **PROTOCOL** **Active Shooter on Campus**

### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS ON CAMPUS

Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of employees and managers during an active shooter situation. The following is the recommended procedure to implement should you find yourself or others in an active shooter situation.

#### **PROTOCOL**

A. Persons in the immediate affected area should enact a Run, Hide, or Fight strategy in response to this dangerous situation.

1. **RUN:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. **HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:



- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **FIGHT**: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

B. Persons who are outdoors and become aware of a situation inside or near the building should evacuate to the opposite end of campus or to an emergency destination previously designated.

C. When in a secure location, call 911 and advise them of the situation with as much specific information as possible.

- Location
- Direction of Travel
- Number of subject(s) involved
- Any specific information such as description of subject(s), person(s) injured, or any other pertinent information requested by Law Enforcement

D. Administration will work with the responding police units and assist as requested by the officer in charge. When law enforcement arrives:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

# **Lenoir-Rhyne University**

## **SECTION XV**

## **EVACUATION**

## **SECTION XV**

### **EVACUATION**

- I. ON CAMPUS..... XV-2
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  - B. Temporary "outside" evacuation rally points
  
- II. STAGING AREA FOR EVACUATION OF CAMPUS  
AND PROTOCOL.....XV-2 – XV-3
  - A. Protocol
  - B. Locations
  
- III. EVACUATION SITES OFF CAMPUS.....XV-3 – XV-5
  - A. One half mile from campus
  - B. Evacuation site dictated by Catawba County Emergency Services
  
- IV. EVACUATION OF DISABLED STUDENTS..... XV-5 – XV-6

## EVACUATION

During an emergency situation, the "crisis" itself will dictate how the campus will react. Can we shelter our students here on campus because the crisis has abated? Is our infrastructure and power plant so damaged that we must evacuate the whole campus in an orderly and controlled atmosphere or is the situation so dire and immediate that we must evacuate the campus immediately?

**The President of the University or his designee will make the decision on where students should be relocated.**

### I. ON CAMPUS

#### A. TEMPORARY EVACUATION SHELTERS

1. **Shuford Gym / Moretz Gym**  
Located on the west side of the campus near two residence halls. It offers inside climate controlled shelter with restrooms and shower facilities.
2. **Rudisill Library**  
Located on the east side of the campus near one residence hall. It offers inside climate controlled shelter with restrooms and shower facilities.

#### B. TEMPORARY "OUTSIDE" EVACUATION RALLY POINTS

1. **Moretz Football Stadium**  
A large open area offering some shelter and restroom facilities. It is near two residence halls.
2. **Soccer Field**  
Large open area with some shade. It is near one residence hall. No immediate restroom facilities.

### II. STAGING AREA FOR EVACUATION OF CAMPUS AND PROTOCOL

#### A. PROTOCOL

1. Catawba County EMS will be contacted and the request will

- be made for transportation off the campus to one of their designated shelters.
2. All students and nonessential Lenoir-Rhyne University personnel are to immediately report to the staging area. No personal vehicles.
  3. "Hot" area will determine if students/employees can retrieve their personal vehicles for transportation to the shelter or to leave for their residences.
  4. The Vice President of Student Affairs or designee will have in place a procedure to account for the names of the evacuated students.

#### B. LOCATIONS

1. **Stadium Parking Lot, 5<sup>th</sup> Street NE**  
Access to large paved open parking lot with two entry/exit locations. It is near two residence halls and has nearby inside shelter with restroom facilities. West side of the campus.
2. **Intramural Field, 6<sup>th</sup> Street NE**  
Open grassy field with streets running beside it with two residence halls nearby to offer shelter and restroom facilities. North end of the campus.
3. **7<sup>th</sup> Avenue NE Parking Lot**  
Moderate sized paved parking lot, remote. Located at the south end of the campus.

### III. EVACUATION SITES OFF CAMPUS

Depending upon what type of evacuation is needed, the following sites can be reached by walking or by vehicle.

Catawba County Emergency Services will have access to buses and other vehicles to transport students away from the campus.

They also have pre-designated shelters for mass evacuation to those points. Emergency Services decides which shelters are to be used and that decision is based on mitigating circumstances.

## A. ONE HALF MILE FROM CAMPUS

1. **Highland Recreation Center**

Take 8<sup>th</sup> St. NE (north) to 13<sup>th</sup> Ave. NE

Plenty of parking and open space. Inside shelter along with restroom facilities. Excellent location.

2. **Cliff Teague Park**

Take 8<sup>th</sup> Ave. NE to C Ave. SE to 13<sup>th</sup> St. SE

Limited parking, shaded lot.

3. **SALT Block Museum**

7<sup>th</sup> Ave. NE to 5<sup>th</sup> Ave. Pl.

5<sup>th</sup> Ave. Pl. to 5<sup>th</sup> Ave. NE

5<sup>th</sup> Ave. NE to 3<sup>rd</sup> St. NE

Ample parking and open area. Inside shelter and restroom facilities. Excellent location.

4. **Hickory High School**

8<sup>th</sup> Ave. NE to 5<sup>th</sup> St. NE

5<sup>th</sup> St. NE to 10<sup>th</sup> Ave. Dr. NE

Ample parking and open area. Inside shelter and restroom facilities.

B. EVACUATION SITE DICTATED BY CATAWBA COUNTY  
EMERGENCY SERVICES1. **New Hope Baptist Church**

410 26<sup>th</sup> Ave. NE

8<sup>th</sup> Ave. NE to Hwy. 127 North (right onto)

Hwy. 127 to 26<sup>th</sup> Ave. NE (right)

Go .5 miles

2. **Viewmont Baptist Church**  
1246 2<sup>nd</sup> St. NE  
  
5<sup>th</sup> Ave. Pl. to 5<sup>th</sup> Ave. NE  
5<sup>th</sup> Ave. NE to Hwy. 127, turn left  
Turn right onto 3<sup>rd</sup> Ave. NW  
Take SR 1355 and bear right onto 2<sup>nd</sup> Ave. NW
3. **Bethany Lutheran Church**  
1644 Main Ave. Dr. NW  
  
6<sup>th</sup> St. NE then turn right onto 7<sup>th</sup> Ave. Pl. NE  
Go to 8<sup>th</sup> St. NE onto Highland Ave. NE  
Turn right onto 1<sup>st</sup> Ave. SE  
Continue onto 1<sup>st</sup> Ave.  
Turn right onto 17<sup>th</sup> St. SW  
Turn right onto Main Ave. Dr. NW
4. **Hickory Metro Convention Center**  
1960 13<sup>th</sup> Ave. SE  
  
LRU Blvd. South  
Turn left onto 13<sup>th</sup> Ave. SE
5. **CVCC**  
2550 Hwy. 70 SE  
  
LRU Blvd. to I-40  
Take Exit 126 and turn left  
Go to Hwy. 70 and turn left  
University is on the right

#### IV. **EVACUATION OF DISABLED STUDENTS**

Disabled students will be located in various classrooms in both day and evening classes along with residing in residence halls located on campus. In several instances, they will need assistance to evacuate their classroom or residence hall.

A. LISTING OF STUDENTS

1. The Director of Disability Services and Deaf and Hard of Hearing Services will have on hand and will provide to Security Services a document identifying the residence hall location and classroom schedule of each and every disabled student. This will be done at the beginning of each semester.

B. PROCEDURE TO LOCATE AND EVACUATE

1. The Vice President of Student Affairs or the selected designee will send "runners" to locate these disabled.
2. "Runners" should take necessary transportation equipment, such as wheelchairs, to aid in the evacuation process.
3. If safety reasons preclude the "runners" from gaining access to areas, then "emergency response personnel" will immediately be notified of that location and will respond accordingly.



# **Lenoir-Rhyne University**

## **SECTION XVI**

# **COMPUTER EMERGENCY PLAN**

## **SECTION XVI**

### **COMPUTER EMERGENCY PLAN**

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**I. INTRODUCTION**

The personnel, equipment, software systems, and databases which comprise the Administrative Computing Department are necessary in order for the University to function in an effective manner. The purpose of this plan is to provide guidance in recovering from any disaster which might occur by minimizing downtime and to assist users in accommodating their critical processing requirements.

**II. AUTHORITY**

The decision to implement disaster recovery procedures is the responsibility of the Director of Information Technology. The Disaster Recovery Team will convene as soon as possible after a disaster has occurred to assess damages and make recommendations as to the responsible party.

**III. DISTRIBUTION**

This plan will be distributed to and used by those persons responsible for its implementation and completion. These individuals are identified in Appendix A. This document will be maintained and updated by the Information Technology Department whenever significant changes occur.

**IV. BASIC RECOVERY PLAN REQUIREMENTS**

The basic requirements for the recovery team are as follows:

- A. Disaster Recovery Team (Karl Byas, Judy Spencer, John Noyes, Tim Runion, Matthew Coffey, Ann Marie Blackmon)
- B. Disaster Recovery Documentation (in progress)
- C. Backup Computer Facilities (location to be determined)

**V. DISASTER RECOVERY TEAM**

The Disaster Recovery Team has been established and organized to assess the damage to the computer facilities, to control recovery/backup actions, and to make recommendations on behalf of the University. The team will consist of a diverse group of persons responsible for one or more of the following functions:

- A. Recovery Administration – Insurance Notification, Supplies Organization
- B. Systems Software
- C. Application Software
- D. Communications
- E. Operations
- F. Facilities
- G. Hardware

The Director of Information Technology will serve as Chair. In the absence of the Director, the Vice President of Administration and Finance is to serve as the Chair. The disaster recovery team shall review the current document and make recommendations for changes. All changes must be submitted in writing to the team and agreed upon by the majority before the changes are made. It is the responsibility of the Chair to make the necessary changes and distribute the new document to the appropriate persons.

In the event of a disaster of major failure, the team should convene with as many team members as possible. All members of the team should assess the damages and report to the Chair at the earliest opportunity.

**VI. OFFSITE STORAGE OF SYSTEM BACKUP TAPES**

In the event that disaster befalls the Administrative Computing Systems, having backup tapes stored offsite is crucial. The most current full system backup, monthly, and year-end backup should be stored far enough away from the computer room as to be protected from the disaster. Near offsite storage has been designated as the existing vault in the Rhyne Building. Far offsite storage has not been

located to date.

## VII. **BACKUP FACILITIES**

Depending on the type of scale of the disaster, it may become necessary to move the computer room to a backup location or hot site. The location designated is to be determined.

## VIII. **RECOVERY PLANS**

Several recovery plans have been identified, depending upon the circumstances.

**DISASTER PREPARATION** – Being ready and planning ahead is the easiest way to be sure to quickly and efficiently recover from a disaster.

**EMERGENCY RESPONSE** – These are the first actions taken in an emergency situation, designed to bring administrative systems back to operation status, even if not at full capacity or in a degraded state.

**RECOVERY PROCEDURE** – These are the procedures designed to return the administrative systems to a fully operational state, or degraded state, including implementing a hot site.

## IX. **DISASTER PREPARATION**

This section outlines the minimum steps needed to insure full recovery from a disaster.

- A. The disaster plan must be kept current and all of the personnel on the recovery team must be made aware of any changes.
- B. Current copies of the insurance information and the replacement documents for the system should be kept up to date.
- C. The offsite storage location should be inspected periodically to insure it is clean, organized and that the correct backups are in

- storage.
- D. All department heads should be made aware of the consequences of a disaster and what they can and cannot do while recovery is in progress.
- D. The Safety Department should have the telephone numbers of the Recovery Team members to contact in case of an emergency that occurs during off hours.
- F. Procedures and lead times for replacement equipment and communications should be established.
- G. All computing personnel should be informed of the proper emergency and evacuation procedures.
- H. Procedures for informing end users should be established.

In the event there is a warning of an impending disaster, the following steps should be taken:

- A. Notice should be given to all recovery team members.
- B. The Chair of the team should be briefed and a decision should be made whether to shut down the systems.
- C. The recovery team should convene and review whatever actions may be needed.

#### X. **EMERGENCY RESPONSE**

- A. The Chair of the recovery team should be notified as soon as possible.
- B. The Disaster Recovery Team should be notified and assembled as soon as reasonable under given circumstances.
- C. Team members should assess damages to their individual area of expertise.
- D. Team members should advise the Chair as to the extent of the recovery procedures necessary so that the decision to move the administrative computing center can be made after the assessment of the damage done to the current facility.
- E. Pertinent vendors should be contacted and negotiations should be made for the delivery of equipment; delivery time should be noted.
- F. All department heads should be informed of the decision and

- given an estimated time to the return of full or degraded service.
- G. Each member of the Disaster Recovery Team should supervise their own area of expertise.
- H. The computer facility should be secured.

## XI. **RECOVERY PROCEDURES**

Recovery from a complete failure to a degraded mode of service may be necessary. In this case, it may be possible to bring up individual departments on a priority basis.

The decision to operate in a degraded mode and the order in which departments are to be brought back into service should be made by the Chair of the team in consultation with team members.

If it is decided, transfer the administrative computing center to the hot site location to be determined.

- A. It is assumed that the basic emergency procedures have been followed as detailed.
- B. An inventory and status of existing equipment and files should be compiled.
- C. The move should be coordinated by the Chair of the team.
- D. Vendors should be contacted to initiate delivery of replacement equipment to the hot site. Estimated delivery times should be noted.
- E. A new offsite backup storage facility should be located and used immediately.
- F. All facility systems should be verified to be operational.
- G. Systems should be tested and loaded as soon as replacement equipment and software are received.
- H. Communications, networking, operations, and applications software personnel should be prepared to install and/or setup their individual function in the appropriate order.
- I. Department heads should be made aware of the progress or setbacks.
- J. Existing safety and emergency procedures at the backup facility should be examined for adequacy.

**XII. RECOVERY TIME TABLE**

The following time table does not take into account the amount of time required to input data held on hardcopy during the recovery period, or re-entry of data which may have been lost during the disaster and recovery periods.

- Day 1            Convene the Disaster Recovery Team and assess damages, contact vendors, and discuss options.
  
- Day 2-4        Take delivery and set up new equipment. Determine priority of data processing.
  
- Day 5-6        Restore program and data; test integrity of programs and data. Begin restoration of networking and communications capabilities.
  
- Day 7           Restore partial operations to priority departments.
  
- Day 8-14      Restore full networking and communications capabilities. Work with departments to verify data and operations of clients PC's and applications.

**XII. DISASTER RECOVERY PLAN REVIEW**

The following steps will be taken to insure that the Disaster Recovery Plan is current, feasible, and effective:

- A.    The Disaster Recovery Plan will be reviewed twice a year.
- B.    The Disaster Recovery Team will review the Plan and Appendices and make update/revisions at this time (April and October).
- C.    The Disaster Recovery Plan will be tested with a mock disaster simulation once per year (April).



XVI-7  
**Faculty and Staff Response**

In the event of an incident involving an active shooter or an armed person on campus, faculty and staff should do the following:

- A. Faculty and staff in the immediate affected area should begin lock down procedures, instruct all students to take cover, contact 911 and Security (if possible), providing as much information as possible.

Lock Down Procedures:

Designated persons in each building will be responsible for locking all exterior doors. Keys and/or tools will be provided or accessible. All faculty members will be given keys to enable the locking of all classroom doors and all exterior doors. These keys must be in possession of the faculty at all times while on campus. It is also strongly recommended that all faculty and staff carry their cell phones with them at all times while on campus.

- B. Faculty and staff, upon receiving an emergency message, should follow the instructions of the message such as to begin lock down procedures or to evacuate to a designated area.

Emergency Messages:

Messages sent to faculty and staff may be different than messages sent to students. Faculty and staff should follow the instructions given unless new developments in the situation would make it unsafe to follow the instructions.

Evacuations:

If the emergency message gives directions to evacuate, faculty and staff should assist students to the evacuation destination given in the message. Two designated evacuation sites are Shuford Gym and Rudisill Library. The location of the incident would dictate which location students, staff, and faculty should go and the situation might dictate another evacuation location. Evacuations should be done without hesitation and as swiftly as possible, following the specific instructions given in the emergency message.

# **APPENDIX C**

## **CHEMICAL HYGIENE PLAN**

## **POLICY AND PURPOSE**

Lenoir-Rhyne University will implement policies and programs to keep exposures to hazardous chemicals in laboratories at the lowest practical levels and below the Permissible Exposure Limits (29 CR 1910.1000, Subpart 2) established by the Occupational Safety and Health Administration (OSHA). The control of laboratory exposures to hazardous chemicals will be accomplished by implementing a Chemical Hygiene Plan containing work practices, procedures, and policies that provide a safe and healthy environment.

The OSHA Laboratory Standard (29 CFR 1910.1450) was established to protect laboratory workers from harmful exposures to hazardous chemicals. All laboratories in which chemicals are used are covered by this Standard. The Lenoir-Rhyne University Safety and Security has coordinated the development of the Lenoir-Rhyne University OSHA Laboratory Standard Compliance Program to ensure campus compliance with this Standard. One element of the compliance program is the development of this Lenoir-Rhyne Model Chemical Hygiene Plan.

## **RESPONSIBILITIES**

### **PRINCIPAL INVESTIGATORS AND LABORATORY SUPERVISORS:**

- A. Maintain an up to date copy of the Lenoir-Rhyne University Model Chemical Hygiene Plan or equivalent and ensure that laboratory workers comply with the plan.
- B. Train or arrange for training of laboratory workers and maintain records documenting such training.
- C. Implement and enforce the use of safety procedures including any necessary personal protective equipment.
- D. Ensure the availability of Material Safety Data Sheets and relevant reference materials.

### **LABORATORY WORKERS:**

- A. Follow all health and safety procedures.
- B. Report all hazardous conditions to the supervisor.
- C. Wear or use prescribed personal protective equipment.
- D. Report any job related injuries or illness to the supervisor immediately.

- E. Request information or training when unsure about how to handle a hazardous chemical.

#### SAFETY AND SECURITY OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

- A. Maintain a library of Material Safety Data Sheets and other safety resources.
- B. Maintain the Lenoir-Rhyne University Chemical Safety Guide.
- C. Maintain the Lenoir-Rhyne University Model Chemical Hygiene Plan.
- D. Provide training and consultative services upon request.

Campus safety policies, including responsibilities, can be found in the Environmental Health and Safety Manual which can be obtained in the Safety and Security Office.

#### **CHEMICAL HYGIENE PLAN DETAILS**

Unless a Principal Investigator or Laboratory Supervisor has adopted a separate Chemical Hygiene Plan with at least equivalent provisions, the following procedures from the Lenoir-Rhyne University Chemical Safety Guide applies to laboratories:

TOPIC	LOCATION IN CHEMICAL SAFETY GUIDE
Standard Operating Procedures	Chapter 3, Entire Chapter
Controlling Chemical Exposures	Chapter 2, Part
Fume Hoods and Other Engineering Controls	Chapter 3, Part
Employee Information and Training	Chapter 4, Entire Chapter
Prior Approval for Certain Hazardous Materials	Chapter 3, Part
Medical Consultation	Chapter 5, Entire Chapter
Chemical Hygiene Officers	Chapter 3, Part
Special Provisions for Section Carcinogens, Reproductive Toxins and Acutely Toxic	

Chemicals

Chapter 3, Part

Emergency Procedures

Chapter 6, Entire Chapter

**Up to date copies of the Lenoir-Rhyne University Model Chemical Hygiene Plan (this document) and the Chemical Safety Guide will be available on the Lenoir-Rhyne University website. A copy of the OSHA Laboratory Standard (29 CFR 1910.1450) appears as Appendix 1 in the Chemical Safety Guide. For additional assistance, contact the Safety and Security Office, Environmental Health and Safety Director.**