

2022

EMERGENCY RESPONSE PLAN



1247 JIMMIE KERR ROAD GRAHAM, NC 27253 (MAIN CAMPUS)
1304 PLAZA DRIVE BURLINGTON, NC 27215 (DILLINGHAM CENTER)

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I. Objectives

The administration and staff of Alamance Community College (ACC) are committed to providing a safe learning and working environment on our campuses. We have made a conscious effort to prepare for emergencies and believe that the community served should be confident that the college is prepared to address adverse situations.

This Emergency Response Plan has been established to cope with major incidents that may endanger the safety and well-being of our students, staff, faculty and visitors. The procedures contained herein are intended only as a guide for our college and cannot address every conceivable situation. However, it does provide the basic administrative guidelines necessary to identify and ensure continuous leadership to cope with most campus emergencies throughout their duration.

Policy Statement: The authority to declare a campus state of emergency and activate the Crisis Management Team rests with the College President or his designee. All students, staff, faculty and visitors of Alamance Community College are expected to comply with the provisions of this plan. Familiarization with the contents is essential to the orderly administration of the institution during emergencies. College staff and faculty have a duty and responsibility to guide students and visitors through the proper response to emergencies including evacuations.

II. Overview

A disaster is any event that adversely affects operations of the College. Disasters can affect operations in widely varying ways. Different sites maintained by the College may or may not be affected by a particular event. All sites that are owned, leased, or have facilities owned or leased by Alamance Community College are represented in the Business Continuity Plan process. These sites are listed in Table 1.

Anyone conducting Alamance Community College business at any site not owned or leased by the College must follow the emergency response plan of the owner/host.

Campus	Address
Carrington-Scott Campus (Main Campus)	1247 Jimmie Kerr Rd. Graham, NC 27253
Dillingham Center (Burlington Campus)	1304 Plaza Drive Burlington, NC 27215
The Covington Farm	2610 S. Jim Minor Road Mebane, NC

Table 1: List of Sites Supported by Alamance Community College

III. ACC Public Safety Emergency Response Plan

The initial responders to disasters are referred to as Emergency Operations Response Team. The Emergency Response Team for Alamance Community College is directed by the Director of Public Safety or his designee and Facilities Manager. This Emergency Operations Response Plan is intended to provide guidelines for handling emergency situations on all Alamance Community College Campuses. All emergencies must be reported to the ACC Public Safety emergency number, 4286.

Main Telephone Numbers	
Campus	Telephone Number
Main Campus	336-506-4222
Switchboard	336-506-4000
Maintenance	336-506-4117
Public Safety: External	336-506-4286
Dillingham Center	336-506-4300
Public Safety (DC)	336-506-4329
Public Safety Officer (Cell)	336-260-9203 (24 hour)

Table 2: Main Telephone Numbers for Alamance Community College

IV. Mitigation

A. ACC Public Safety

1.0 Evacuation Plan Overview

There are many reasons a campus may have to be evacuated. The most common reason for evacuation is due to fire alarm activation. Other reasons for

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evacuating a campus include but are not limited to a bomb threat, environmental condition, or a physical threat. This evacuation plan has been established to cope with crises and emergencies that may endanger health, safety, property or the ability of the college to function. Please review the steps for these scenarios should a fire alarm sound or you are asked to evacuate any facility by Safety & Security personnel or law enforcement. The plan defines the procedures to follow when evacuation of one or more buildings or an entire campus is necessary.

2.0 Evacuation Procedures

2.1 Alarm Activation

- a. Know your building or classroom's floor plan. Know where the doors, windows, stairs, and fire extinguishers are.
- b. Determine in advance the nearest exit from your work or classroom location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area, or the areas you frequent on campus.
- c. Anyone observing smoke or fire in a building should activate the fire alarm.
- d. When an alarm sounds all occupants are required by law to evacuate the building. Alarms may be activated manually at pull stations, or automatically through sensors. Orders to evacuate may also be given verbally for emergencies such as bomb threats or gas leaks in order to ensure a safe egress.
- e. The following guidelines should be followed for evacuations:
 - I. When the fire alarms sound and the strobes are activated, or upon notification by ACC Public Safety or emergency responders, occupants must evacuate the building and assemble at the predetermined evacuation locations.
 - II. If time and conditions permit, take only your most important personal items such as a purse, car keys, or glasses, and secure your workplace.
 - III. **Staff and faculty members have the duty and responsibility for directing students and visitors a safe distance from the building.**
 - IV. Leave by the nearest marked exit and alert others to do the same.
 - V. DO NOT use elevators when evacuating.

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- VI. Follow instructions from ACC Public Safety or emergency responders.
- VII. Check the door for heat with the back of your hand before opening it. Do not open the door if it is hot.
- VIII. Walk, do not run. Do not push or crowd.
- IX. Keep noise to a minimum so you can hear emergency instructions.
- X. Use handrails in stairwells, and stay to the right.
- XI. Once outside, move quickly away from the building and proceed to the closest evacuation location. You should try to be at least 500 feet away from the affected building.
- XII. Assist people with disabilities to the closest interior evacuation location, if it is safe to do so. If this is not a safe location given the emergency, assist them to the nearest perimeter location.
- XIII. Attempt to keep existing groups and classrooms of students together. This will assist in identifying if anyone was left behind or is missing from the group.
- XIV. If the building is consumed by smoke, evacuees should get as close to the floor as possible and crawl to the nearest exit.
- XV. All doors should be closed upon exiting the room/building.
- XVI. DO NOT re-enter an evacuated building for any reason until cleared to do so by proper authorities.

2.2 Evacuation of People with Disabilities

- Students and staff need to advise faculty and supervisors of their needs in an emergency.
- Faculty and supervisors need to establish a "buddy" system to assist persons with disabilities. The buddy system is teaming up with someone and solving the problem that is facing them. This team will maintain audio/visual contact when feasible.
- ACC Public Safety is available to assist students and employees with a disability before an emergency in determining evacuation routes and assembly areas.
 - a. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Emergency conditions such as fire, smoke, loss of electricity must be considered in evacuation decisions. If people with mobility impairments cannot exit, they should be moved to a safer area, e.g., most enclosed stairwells.
 - b. Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.

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- c. In some multi-story buildings the disabled person may be moved to the “Area of Rescue” located in the stairwells to await rescue by emergency personnel. For buildings that do not have an “Area of Rescue” the disabled must be moved to the nearest stairwell to await rescue.
- d. Notify ACC Public Safety or fire personnel immediately about any people waiting to be rescued.
- e. Ask the disabled person how he or she can best be assisted or moved, and whether they require any special considerations or items that need to come with the person.
- f. DO NOT use elevators, unless authorized to do so by fire department personnel. Elevators could fail during a fire or other disaster.
- g. Assist the person to the nearest area where there are no hazards. Alert ACC Public Safety or Emergency Responders that a disabled person is waiting for rescue. Specify the building, room number and any additional location information. If possible, signal out the window to alert an on-site ACC Public Safety or emergency responder.
- h. If disabled people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique. Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the rescuers. Certain lifts may need to be modified depending on the person’s disability. Remember that two-person rescues are preferable.

2.3 Evacuating Persons with Blindness or Visual Impairment

- a. Announce the type of emergency occurring.
- b. Identify yourself and offer your assistance, or your arm for guidance.
- c. **DO NOT** grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- d. Give verbal instructions to advise about obstacles encountered and/or the safest exit route, direction and distance using words such as “right, left, forward, backwards and turn around.” Allow the blind individual to use their cane as you talk them through evacuation.
- e. Provide other verbal instructions or information such as “elevators cannot be used.”
- f. When you reach safety, ask if further assistance is needed.

2.4 Evacuating Person with Hearing Disabilities

- a. Get the attention of a person with a hearing impairment by touch and eye contact. Turn lights on and off to gain the person's attention.
- b. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.
- c. Gestures and pointing are helpful, but be prepared to write a note or use electronic means to convey evacuation instructions or directions based on the emergency.

2.5 Shelter in Place

- a. During certain emergency situations, particularly chemical, biological, or radioactive material releases, and some weather emergencies, you may be advised to shelter-in-place rather than evacuate the building or classroom.
- b. Stay inside the building (or if you are outside, go inside as quickly as possible.)
- c. Do not use elevators where you can become trapped.
- d. If possible, go to a room or corridor where there are no windows, vents, or an area with few doors.
- e. If there is time, shut and lock all windows and doors. Locking them may provide a tighter seal against chemicals.
- f. If possible, put a wet towel, or piece of clothing against the crack between the door and the floor to seal it.
- g. Most of the campus buildings are controlled centrally by Facility Operations. If your room does have local controls, turn off or block any heat, fans, air conditioning, or vents.
- h. Use a radio or the internet to check for additional information via the ACC web page, or monitor local radio stations for emergency information and further details.
- i. Shelter in place information will be given for hazards outside a building
- j. Stay where you are within a building until further directed by ACC Public Safety or Emergency Responders.

3.0 Emergency Lockdown

3.1 Purpose

The purpose of emergency lockdown is protection from an armed intruder or hostage situation on campus. Emergency lockdown is necessary in situations

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where there is reason to believe that exiting a sheltered or secured area will expose individuals to greater danger than remaining in place.

3.2 Authority to Initiate Lockdown

All faculty and staff have the authority to initiate an emergency lockdown. Such situations where an emergency lockdown may be warranted include:

- a. Observing an armed intruder,
- b. Hearing a gunshot, or
- c. Any situation where exposure to outside conditions may endanger staff, faculty, students, and/or visitors.

3.3 Methods of Announcing Lockdown

- a. A lockdown should be initiated when an armed intruder is observed. Call ACC Public Safety at 336-506-4286 or 4286 if dialing from an interior desk phone to report the situation. A phone marked "Emergency" will automatically dial the ACC Public Safety Front Desk. A lockdown notification will be sent out via email, text, phone call, and through the speaker system via the ACC ALERT System.
- b. Your observations may be the only criterion for determining that a lockdown should be implemented.
- c. Staff and faculty members should announce the lockdown to others in their area and direct building occupants into a room which can be locked or out of the building if you are a safe distance from the shooter.

3.4 Steps to Follow in Lockdown

- a. DO NOT expect to hear an audible alarm and DO NOT activate the fire alarm system. There have been cases where active shooters have activated fire alarms to lure victims outside.
- b. ACC Public Safety have other duties to perform during lockdown and may not be available to assist in announcing the lockdown or providing directions.

3.5 Armed Intruder or Shooting Situations

Remember the following:

1. **Gunfire may sound artificial.** Assume that any popping sound is gunfire.
2. **Figure out your course of action immediately.** In the initial moments, decide what is occurring and which option listed below will provide the greatest degree of security.

RUN: If there is **considerable distance** between you and the gunfire, quickly move away from the sound of the gunfire and find a secure place to hide or at least a place that will provide protection from gunfire or explosions such as a brick wall, trees, or buildings. Evacuate whether others agree to or not and leave your belongings behind.

HIDE: If the shooter is in close proximity to your location, lock and barricade the door if possible. Silence your cell phone and remain very quiet. If there are two or more persons in the same place when an active shooting begins, you should spread out in the room in order to not be seen.

FIGHT: If discovered or confronted by an active shooter, an attempt to overpower the shooter may be your only option.

3. **Report what is going on.** DO NOT assume that someone else has reported the emergency. Call **911** immediately. The information that you are able to provide law enforcement officers may be critical, e.g. number of shooters, physical description, number and type (s) of weapons, and location of the shooter.
4. **Do not leave the lockdown until advised to do so.** The first group of law enforcement officers will not stop to assist you as they go through the building. Their priority is to move toward the sound of the gunfire to neutralize the shooter.

4.0 Medical Emergency Protocol

4.1 Availability of Medical Aid on Campus

Alamance Community College does not have a staff physician or nurse. However, ACC Public Safety are trained in CPR, first aid and the use of Automated External Defibrillators (AED).

4.2 Minor Illness/Injury

For minor illnesses, recommend to the patient to go home or see their personal physician. If the patient is too sick or injured to leave on his/her own, help arrange transportation. Under no circumstances should staff or faculty transport ill or injured persons. A patient's condition may worsen during transportation beyond your capability to handle. For minor injuries, contact ACC Public Safety at **336-506 4286 or on an interior phone 4286** for assistance.

4.3 Major Illness/Injury

- a. Call ACC Public Safety to report the medical emergency. Stay on the phone and answer questions from the operator.
- b. ACC Public Safety will come to your location as well as direct responding Emergency Medical Services to the scene.
- c. Stay with the patient and keep them still and comfortable until ACC Public Safety arrives.
- d. Render whatever aid you are trained to perform until relieved by higher trained medical personnel.

4.4 Blood and Body Fluids

- a. When responding to illnesses or injuries where blood or body fluids are present, do not come in contact with either due to the risk of exposure to blood borne pathogens.
- b. Call the ACC Public Safety, to report the presence of blood or body fluids. Arrangements will be made for a biohazard cleanup.

4.5 Reporting Illness/Injury

Any staff or faculty member who responds to an illness/injury should report it to ACC Public Safety as soon as possible.

5.0 Response to Fires and Alarms

5.1 Fire

- a. Fire alarms may be activated manually at pull stations or automatically by sensors. Evacuation of a building is required by law when a fire alarm is sounding.
- b. Any person who sees smoke or fire in a building should immediately activate the fire alarm and initiate evacuation of the building.
- c. DO NOT USE ELEVATORS WHEN EVACUATING
- d. Staff and faculty members should take charge of people in their immediate area and direct them out of the building via the nearest safe, unblocked exit.
- e. Close doors as you evacuate.
- f. Go to a safe place and call ACC Public Safety. Give the exact location of the smoke or fire (building, room number, etc.). DO NOT hang up until told to do so.
- g. Once the call to ACC Public Safety is made, ACC Public Safety and the Fire department will respond to your location to assist with evacuation
- h. DO NOT allow anyone to re-enter a building after it has been evacuated.
- i. DO NOT allow evacuees to congregate close to the building or in areas that might impede access by emergency vehicles and personnel.
- j. Do not reenter the building until the "all clear" is given by ACC Public Safety and the Fire Department.

5.2 False Alarms

- a. All alarms must be treated as a real event. It is a violation of local fire code to disregard alarm activation.
- b. DO NOT attempt to silence any alarm. Alarms should be allowed to sound until it has been determined that all occupants of the building have been evacuated. Only fire department personnel, trained maintenance or ACC Public Safety Officers will silence and reset the alarm once it is confirmed that an emergency does not exist.

6.0 Natural Disasters

6.1 Severe Thunderstorms

Severe thunderstorms are the most likely natural occurrence that could affect the college. To lessen the possibility of injury the following steps should be followed:

- a. If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to a safe shelter immediately.
- b. When a storm approaches, find shelter in a building or hard top car (avoid convertibles). Keep car windows closed.
- c. For persons believed to have been struck by lightning, give any medical assistance that you have been trained to administer. If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. DO NOT cease CPR before being relieved by higher trained emergency medical personnel. If the person has a pulse and is breathing, look and care for other possible injuries.

6.2 Tornado

- a. It is the responsibility of staff and faculty members to take charge during tornadoes. Be aware that the only alert of a tornado may be your own observations; you may be the first to learn of a watch or warning. Know the difference. ACC Public Safety will also issue a warning through the ACC Alert System if possible.
 - i. Tornado Watch. A tornado is possible in and near the watch area. Review and discuss your emergency plans. Be ready to act quickly if a warning is issued or you suspect a tornado approaching. Acting early will help save lives.
 - ii. Tornado Warning: A tornado has been spotted or indicated by weather radar Tornado warnings indicate imminent danger to life and property. Immediately go to the Severe Weather Shelter Area for the building you occupy. If time does not permit reaching the Severe Weather Shelter Area, go to an interior room (closet, hallway, or restroom) on the lowest floor possible away from windows. Crouch beside an interior wall, lower and cover your head with your arms.

b. Upon learning of a warning, staff and faculty members must immediately announce “tornado” to everyone in their area and begin directing building occupants to the Severe Weather Shelter Area within the building. Remember, time is of the essence in getting people to the Severe Weather Shelter Area.

d. As they make their way to safe shelter, ACC Public Safety will go through buildings spreading the word and assisting in directing occupants. In the event of a tornado warning or a tornado sighting the actions listed below are appropriate:

- i. DO NOT activate fire alarms; no one is to exit the building.
- ii. Additionally, DO NOT expect to hear an audible alarm during a tornado.
- iii. If a tornado strikes before you can reach the Severe Weather Shelter Area, go into an interior room (closet, hallway, or restroom) away from windows and doors.
- iv. Once in the Severe Weather Shelter Area, instruct occupants to crouch against an interior wall, lower and cover their heads with their arms.
- v. Remain in the Severe Weather Shelter Area until the tornado has passed or an “all clear” is given by ACC Public Safety.
- vi. Evacuate the building when it is safe to do so. When exiting a building, watch for fallen power lines.
- vii. If you smell gas or hear a blowing or hissing noise, open a window and quickly get everyone out of the building and advise ACC Public Safety.
- viii. Check for injuries. If you are trained, provide first aid to victims until emergency responders arrive.
- ix. Stay out of damaged buildings.

6.3 Earthquake

- a. Because an earthquake generally occurs without warning, ensure that your work environment is earthquake safe (e.g., do not place heavy objects above where you sit or work).
- b. Remain familiar with evacuation routes and alternate evacuation routes in buildings you use frequently. Be aware that emergency lights may be out or your vision may be obscured by heavy smoke or dust.
- c. If you can safely evacuate the buildings, direct occupants to move quickly away from buildings, utility poles and other structures. Find a clear spot and drop to the ground. Avoid downed power or utility lines.
- f. If you cannot get out of the building in time, direct the occupant to drop to cover and hold. Drop under a study desk or table; cover your eyes by pressing your face against your arm and hold on.
- g. If a table or desk is not nearby, instruct occupants to sit on the floor against an interior wall or in an interior doorway. Have occupants move away from windows, shelves filing cabinets, bookcases, light fixtures and heavy objects that could fall, tip over, or shatter.
- h. Be prepared for aftershocks and call **ACC Public Safety or 911** if help is needed.

6.4 Hurricanes and Winter Storms

There are sufficient advance warnings for hurricanes and winter storms so that immediate emergency action is not required. For these occurrences the College Severe Weather Policies will apply.

7.0 Bomb Threat

7.1 All Threats Must be Considered Real

Bomb threats are not rare occurrences; however, history has shown that the majority of bomb threats are false. Nonetheless, all threats must be considered real.

7.2 Evacuation Decisions

- a. Allow proper authorities to make evacuation decisions when the emergency is a bomb threat. **DO NOT** evacuate until directed to do so.

- b. When directed to evacuate, use the route specified by ACC Public Safety and Emergency personnel. (Officers will do all that is practical to ensure a route is safe prior to providing notice to evacuate.)

7.3 Initial Process

- a. The person receiving a bomb threat should obtain as much information as possible from the caller using the Bomb Threat Checklist (see page 26).
- b. When the bomb threat is received by telephone, keep the caller talking as long as possible. Do not hang up the telephone. Go to another extension to report the bomb threat.
- c. Documents (including envelopes) containing a threat must not be handled and should be turned over to ACC Public Safety.
- d. Ensure that all cell phones and two way radios that are not intrinsically safe are turned off since they could detonate explosive devices.

7.4 Reporting the Threat

Immediately upon receiving the threat, call ACC Public Safety, and provide details.

7.5 Suspicious Object or Potential Bomb

- a. DO NOT touch any object that has been identified as, or that you may suspect to be, an explosive device.
- b. DO NOT open drawers, cabinets, or turn lights on or off as these may be used to trigger an explosive device.
- c. Evacuate the area surrounding the object and send someone to call ACC Public Safety from a safe location. DO NOT activate the fire alarm.
- d. DO NOT use any mobile communication device in the area of a potential bomb.
- e. Provide the exact location and description of the object and keep it under observation from a safe distance to ensure that it is not approached by someone else.

7.6 Evacuation

When evacuation is ordered, direct evacuees to a safe area as far from the building as is reasonably practicable.

7.7 Bomb Search

- a. Once the building has been evacuated, ACC Public Safety will assemble a search team and coordinate the bomb search.
- b. DO NOT allow anyone to reenter the building until cleared to do so.

8.0 Hazardous Material Releases

8.1 Release Response and Notification

- a. No individual is to involve themselves in an incident involving hazardous materials unless they have received spill response training and have donned appropriate personal protective equipment.
- b. In the event of a spill, ACC Public Safety will coordinate the emergency response. Be prepared to give the following information:
 - I. The name of the spilled substance(s).
 - II. An estimate of the quantity spilled.
 - III. The time the spill occurred.
 - IV. Whether or not any of the substance has evaporated and/or come in contact with the ground (i.e., soil).
 - V. Any health risks associated with the substance.
 - VI. Any precautions that should be taken to protect the surrounding community.
 - VII. Name(s) and telephone number(s) of person(s) to be contacted for further information.

9.0 Crises

9.1 Overview and Reporting

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- a. A Crisis on campus can be the result of violent, disruptive or criminal behavior. Everyone is asked to assist in making our college a safer place by being alert to suspicious situations or persons and promptly reporting them to ACC Public Safety at **336-506-4286**.
- b. If you are a victim or a witness to any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc. seek safety and call ACC Public Safety. Be prepared to provide the information listed below when reporting.
 - I. Nature of the incident.
 - II. Location of the incident.
 - III. Description of person(s) and property involved.

9.2 Domestic Issues/Restraining Orders

- a. Any employee or student of the college who has a restraining/protective order should provide a copy to ACC Public Safety.
- b. All staff and faculty members should be observant of actions and situations in the workplace, which indicate a domestic issue. Domestic issues must be reported to ACC Public Safety.

9.3 Hostage Situations

- a. Anyone observing a situation where a person is being held against their will should call ACC Public Safety, and be prepared to provide as much of the information listed below as is known;
 - I. Location of the incident.
 - II. Identification/description of the person(s) involved (hostage taker and hostages).
 - III. Description of events.
 - IV. Whether or not the hostage taker(s) are armed.
 - V. Number and types of weapons.
- b. You may be directed to implement the Emergency Lockdown procedures in a hostage situation. Do NOT attempt to intercede in a hostage situation. You may jeopardize your safety or that of the hostage.

- c. If taken hostage, remember that the captor may be emotionally unbalanced. In general, however, a captor does not want to harm persons being held hostage, so patience will be your greatest asset. Eventually, law enforcement officers will intercede and negotiate with the captor.
- d. When in a hostage situation, following the guidelines listed below will ensure the greatest amount of safety to all involved:
 - I. Remain alert and be observant-upon your release, the information you are able to provide law enforcement officers may be critical.
 - II. Avoid drastic or sudden actions as well as any behavior that could further endanger you.
 - III. Follow the instructions of the captor.
 - IV. DO NOT speak to the captor unless spoken to; however, tell the captor if you or anyone else needs medication, first aid, or restroom privileges.
 - V. DO NOT talk down to the captor.
 - VI. Avoid appearing hostile.
 - VII. DO NOT stare at the captor.
 - VIII. Avoid speculating.

9.4 Mental Crisis

- a. A mental crisis exists when an individual is threatening harm to himself/herself or to others. If a mental crisis occurs:
 - b. Never try to handle the situation without assistance.
 - c. Call ACC Public Safety and report that you need immediate assistance; give your location and the nature of the situation.

9.5 Terrorism

- a. Any information concerning a terrorist threat should be referred to ACC Public Safety.

- b. When reporting such a threat, be prepared to answer as many of the questions listed below as possible.
 - i. How the threat was received, e.g., verbally, email, telephone, etc.?
 - ii. What were the details of the threat conveyed?
 - iii. Who made the threat, if known?
 - iv. What time was the threat made?
 - v. Where and when the threat is to be carried out?
 - vi. Why was the threat made?

9.6 Unauthorized Protest, Marches, Assemblies

- a. The college supports the free speech rights of anyone on our campuses.
- b. Most demonstrations on campus such as marches, assemblies, picketing and rallies will have been approved in advance by the college.
- c. Most will be peaceful, unobtrusive and not destructive or violent.
- d. A demonstration should not be disrupted unless one or more of the conditions listed below exists as a result of the demonstration.
 - I. Violations of law are occurring.
 - II. There is a clear violation of college policies.
 - III. There is interference with the normal operation of the college.
 - IV. Access is obstructed to offices, buildings or other facilities of the college.
 - V. If any of the above conditions exist, call ACC Public Safety.
 - VI. Any spontaneous demonstrations should also be reported to ACC Public Safety in order that they may be monitored.
 - VII. ACC Public Safety will take action as necessary.

B. Facilities**1.0 Facility Failures – Power Outages****1.1 Power Outages**

- a. Should a power outage occur on any Alamance Community College campus, call ACC Public Safety emergency number and report the location and extent of the outage. ACC Public Safety will report the outage to ACC Facilities Services.
 - i. All buildings with power outages may be evacuated. ACC Public Safety will ensure that the building is completely evacuated and assign staff or faculty to all exterior doors to prevent reentry. ACC Public Safety will work with Campus Administrators to obtain an alternate building for evacuees remaining on campus to be directed.
 - ii. A power outage could be the result of a fire. If smoke or fire is detected, activate the nearest fire alarm and immediately evacuate the building. Call the ACC Public Safety emergency number to report the fire.
 - iii. If you are trapped in an elevator as a result of a power failure, do not panic; use the emergency telephone to call ACC Public Safety for assistance. All elevators have emergency telephones with backup power.

1.2 Traffic Control

- a. The provisions of this section apply when a power outage occurs on ACC campuses and traffic lights are not functional on highways leading to the affected campus.
- b. Contact ACC Public Safety. ACC Public Safety will contact NCDOT.

1.3 Gas Leak

If a gas odor is detected cease all operations immediately and follow the procedures listed below.

- a. Do NOT switch lights on or off or use electrical equipment. Electrical arcing could cause an explosion.
- b. Evacuate the affected area and go to a safe place to call ACC Public Safety and report the leak. Do NOT use cell phones or radios until outside of the affected area.
- c. Do NOT activate fire alarms.
- d. ACC Public Safety will respond to the scene to assist with evacuation of the building.

- e. DO NOT reenter the building until cleared to do so by security, or fire department.
- f. ACC Public Safety will contact Facilities Services who will investigate the leak.
- g. If concentrations of gas are elevated, maintenance personnel will shut off the main gas valve and lock in the “closed” position. After locating the source of the leak, arrangements will be made to repair it.
- h. Based on the type of repair needed, this work may be completed by in-house personnel or an outside vendor. Facilities Manager will notify and update appropriate personnel (to include ACC Public Safety and President’s offices) of the situation, and expected time of repair.
- i. The College President or his designee will determine if the Crisis Management Team should be activated.

1.4 Ventilation Failure

- a. If the ventilation system fails or odors are detected coming from the ventilation system, go to a safe area and call ACC Public Safety, give your location and a description of the problem. Follow the same procedures listed above in section IV.B1.3.
- b. ACC Public Safety will contact Facilities Manager and/or maintenance personnel. Maintenance personnel will determine the cause of the failure and provide an estimated time of repair. Facilities Manager along with maintenance personnel will access air quality requirements within the area to determine any further actions to be taken. Facilities Manager will notify and update appropriate personnel.

1.5 Elevator Failure

- a. If trapped in an elevator, do not panic; use the emergency telephone to call for assistance. All elevators have emergency telephones with backup power in the event of electrical failures.
- b. The emergency telephones located in elevators on all campuses call the ACC Public Safety. ACC Public Safety responds to these calls. ACC Public Safety should reassure trapped persons that help is on the way and inform them of actions being taken.

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- c. ACC Public Safety will contact Facilities Manager and/or maintenance personnel. Maintenance will try to determine if anybody is trapped inside the elevator. Facilities Services will contact the elevator service contractor for repairs if necessary.
- d. If the elevator cannot be restored in a reasonable time, ACC Public Safety will request the fire department. Persons trapped in elevators should be extracted by fire department personnel only.
- e. Facilities Manager will notify and update appropriate personnel of the situation, and expected time of repair.

1.6 Flooding/Plumbing Failure

- a. If flooding occurs due to a plumbing failure or other causes, cease using all electrical equipment!
- b. Go to a safe area and call the ACC Public Safety. ACC Public Safety will respond to the problem and contact Facilities Services
- c. If the flooding causes potential danger to the building occupants, begin evacuation of the building. DO NOT pull the fire alarm!

1.7 Utility Shutdown

- c. Planned utility shutdowns must be coordinated with Facilities Services. These shutdowns must be scheduled in such a manner that disruption to school activities does not occur.
- d. Unplanned utility shutdowns will be handled based on the necessity of the shutdown and the impact it will have on school activities. The Facilities Manager, working with the facility engineering office will notify all affected parties and maintenance personnel.
- e. Utility shutdown procedures are the responsibility of Facility Services. DO NOT attempt to turn on or off any system that may have failed.
- f. Call ACC Public Safety and give the location, nature of the incident and description of the problem that needs to be shut down.

1.8 Network Failures

Network failures are not a threat to life safety and do not require an emergency response regardless of when they occur. Submit a help desk ticket to Information Services

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BOMB THREAT CHECKLIST (Place this card under your phone)

Exact time of call: _____ Date: _____ Number where call is received: _____

EXACT WORDING OF THE THREAT: _____

Sex of caller: _____ Race: _____ Age: _____

Questions To Ask:

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

Where are you calling from? _____

What is your address? _____

What is your name? _____

CALLER'S VOICE (circle)

Calm	Stutter	Disguised	Slow	Nasal	Angry	Broken	
Giggling	Deep	Accent	Rapid	Sincere	Crying	Lisp	Normal
Stressed	Soft	Raspy	Excited	Loud	Squeaky	Clearing Throat	
				Deep breathing	Slurred		

BACKGROUND NOISES (circle)

Office noises	Voices	PA System	Motor	Animal noises	House noises
Street noises	Clear	Music	Static	Factory noises	

THREAT LANGUAGE (circle)

Educated Well-Spoken Foul Irrational Incoherent Taped Message read by caller

LENGTH OF CALL: _____ **REMARKS:** _____

PERSON RECEIVING CALL: _____ POSITION: _____ PHONE
NUMBER: _____ CALL REPORTED TO: _____ POSITION:

Intentionally Left Blank