

# **Wilkes Community College**

# **Emergency Response**

# **Plan**

**For**

**Faculty, Staff, Students and Visitors**

**Revised August 19, 2020**

**(On the web at [www.wilkescc.edu](http://www.wilkescc.edu))**

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## **A: INTRODUCTION**

### **Purpose**

The Wilkes Community College (WCC) Emergency Response Plan (ERP) is designed for use by the entire WCC community. The ERP establishes standard operating guidelines, based upon existing policies and procedures, for the response to an emergency impacting WCC. The ERP describes the emergency management roles and responsibilities and provides a strategy to be as prepared as possible for the most likely hazards. The ERP is designed to protect lives and property through effective use of college, local, state, and federal resources. Since an emergency may be sudden and without warning, the ERP is intended to be flexible to accommodate contingencies of various types and magnitudes. The WCC ERP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

### **Scope**

The ERP outlines the prevention, preparation, response, mitigation, and recovery actions of WCC personnel and other resources for all hazards that could negatively impact WCC. The WCC Safety and Security Manager continuously collaborates with local, state, and federal emergency response agencies in the development, implementation, and maintenance of the WCC ERP.

WCC personnel and equipment shall be utilized in accordance with the guidelines set forth in the ERP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Protection of Public Safety and Health
- Priority 3: Protection of WCC Assets
- Priority 4: Maintenance of Critical WCC Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of WCC Operations

### **Assumptions**

The WCC ERP is based on a realistic approach to the challenges likely to be encountered during a major emergency; therefore, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency is not predictable; therefore, the WCC ERP should serve only as a guide and may require modifications to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or probable.
- All emergencies begin locally; therefore, most emergencies impacting WCC will begin on a campus.
- Major emergencies may become county or statewide; therefore, it is necessary for WCC to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Assistance from local, state, and federal emergency response agencies may not be immediately available.

## **B: EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES**

### **1. College President**

#### **General Emergency Management Responsibilities**

The college president is responsible for ensuring the ongoing mission and operations of WCC. The WCC ERP is promulgated under his/her authority. All policies and procedures related to the safety and security of the college community shall be approved by the college president, Administrative Council, and WCC Board of Trustees.

#### **Emergency Response Role**

The college president has the authority to declare a college state of emergency. All decisions concerning the cessation of college-wide functions or operations remain with the college president. If the college president is unavailable during an emergency, the following designees are authorized to assume this role:

- Sr. Vice President of Administration and Finance
- Sr. Vice President of Instruction
- Chief of Campus Police

### **2. Senior Vice President of Administration and Finance**

#### **General Emergency Management Responsibilities**

The Senior Vice President of Administration and Finance serves as WCC's chief financial officer and maintains overall administrative and fiduciary responsibility for general institutional services and management of business and financial activities. S/he reports to the president.

#### **Emergency Response Role**

During a declared college state of emergency, the Senior Vice President of Administration and Finance will provide leadership, strategic planning, and oversight for all financial and administrative services and activities. S/he is authorized to activate the WCC emergency notification resources and to alert the general college community of an emergency situation.

### **3. Chief of Campus Police**

#### **General Emergency Management Responsibilities**

The Chief of Campus Police is responsible for the overall management of the college's emergency preparedness functions, including the development, implementation and maintenance of the WCC ERP. S/he provides direction and oversight of college police and security resources. The Chief of Campus Police has the authority to assign members from his/her division to emergency management roles and responsibilities in support of the WCC ERP and other emergency preparedness initiatives. S/he reports to the Senior Vice President of Administration and Finance.

#### **Emergency Response Role**

The Chief of Campus Police provides direction, management and oversight of the WCC Police department and serves as the liaison between WCC administration and federal, state and local emergency resources. S/he is responsible for notifying the appropriate college administrative personnel of a major campus emergency in accordance with WCC policy. The Chief of Campus

Police is authorized to activate the WCC emergency notification resources and to alert the general college community of an emergency situation.

#### **4. Campus Associate VP/Deans/ Directors**

##### **General Emergency Management Responsibilities**

Campus associate VP, deans and directors are responsible for ensuring the ongoing mission and operation of his/her campus or center. S/he has the authority to assign members of his/her staff to emergency management roles and responsibilities in support of the WCC ERP. In an emergency situation, each report directly to the college president.

##### **Emergency Response Role**

A campus associate VP, dean or center director has the authority to declare a state of emergency and order immediate protective actions (SHELTER-IN-PLACE, EVACUATION, or TEMPORARY CLOSURE) at his/her respective location. If unavailable, the responsibility may be delegated to a capable and qualified person.

#### **5. Public Information Officer**

##### **General Emergency Management Responsibilities**

The Public Information Officer (PIO) is responsible for the college's activities relating to external and internal communications. The PIO is the college's point of contact with all media agencies. S/he is responsible for assisting the Safety and Security Director with informing the college and community on matters related to a MAJOR EMERGENCY through the appropriate media outlets. The PIO reports to the college president.

##### **Emergency Response Role**

The Public Information Officer is the primary college official responsible for coordinating media activities related to a MAJOR EMERGENCY. If a campus state of emergency is declared, the PIO will assist the impacted campus by providing media relations support.

#### **6. Director of Facilities**

##### **General Emergency Management Responsibilities**

The Director of Facilities provides direction and management of college-wide resources in facilities, grounds, construction, custodial and physical plant operations. S/he has the authority to assign members from his/her division to emergency management roles and responsibilities in support of the WCC ERP and other emergency preparedness initiatives. The Director of Facilities reports to the Senior Vice President of Administration and Finance.

##### **Emergency Response Role**

During a declared college state of emergency, the Director of Facilities should serve as the primary logistics and operations manager for prevention, mitigation, and recovery activities related to WCC facilities.

#### **7. Associate Vice President of Information Technology**

### **General Emergency Management Responsibilities**

The Associate Vice President of Information Technology provides the vision and leadership for evaluation of short and long-range goals for all instructional and administrative technology needs of the college. The Associate Vice President of Information Technology has the authority to assign members from his/her division to emergency management roles and responsibilities in support of the WCC ERP and other emergency preparedness initiatives. S/he reports to the Senior Vice President of Administration and Finance.

### **Emergency Response Role**

During a declared college state of emergency, the Associate Vice President of Information Technology should serve as the logistics and operations manager for prevention, mitigation, and recovery activities related to WCC information technology and computer networks. S/he is authorized to activate the WCC emergency notification resources and to alert the general college community of an emergency situation.

## **8. Faculty & Staff**

### **General Emergency Management Responsibilities**

Faculty and staff are seen as leaders on their respective campus and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures, and evacuation routes for their assigned work locations.

In addition to the items listed above, faculty members are encouraged to include the following public safety and emergency preparedness information in their course syllabi and review this information with their students at the beginning of each term.

- Phone Number of Campus Police Department: Ext. 6275 or 336-838-6275
- Location of classroom evacuation map
- Emergency Quick Reference Guide located in each classroom

### **Emergency Response Role**

If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 911 and/or the WCC Police Department. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any protective actions.

## **9. Students**

### **General Emergency Management Responsibilities**

Students are responsible for familiarizing themselves with emergency procedures and evacuation routes in the buildings they use frequently. This information can be found posted near the exit door of each campus classroom and lab area.

### **Emergency Response Role**

If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and/or the WCC Police Department. Students should be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any protective actions. Students are expected to implement protective actions in an orderly manner when directed by faculty, staff, and emergency response personnel or in compliance with a WCC Emergency Action Message (EAM).

#### **10. Local Level Emergency Response Agencies**

##### **Wilkes Campus/Health Sciences Center**

The Wilkes campus and Health Sciences Center reside within the jurisdiction of the City of Wilkesboro. The Wilkesboro fire department is the primary emergency response agencies for fire and medical emergencies on these campuses. The Wilkes Community College Police Department serves as the primary law enforcement agency on these campuses.

##### **Ashe Campus**

The Ashe Campus resides within the jurisdiction of the town of West Jefferson. The West Jefferson police and fire departments are the primary emergency response agencies for the Ashe Campus.

##### **Alleghany Center**

The Alleghany Center resides within the jurisdiction of the town of Sparta. The Sparta police and fire departments are the primary emergency response agencies for the Alleghany Center.

##### **North Wilkesboro Center**

The North Wilkesboro Center resides within the jurisdiction of the town of North Wilkesboro. The North Wilkesboro police and fire departments are the primary emergency response agencies for the North Wilkesboro Center.

#### **C: PREPAREDNESS & PREVENTION/MITIGATION ACTIONS**

##### **Collaboration**

Collaboration with off-campus emergency response agencies is critical due to the location of campuses within multiple law enforcement and fire jurisdictions. WCC is committed to enhancing collaboration and communication with these agencies to avoid duplication of effort, ensuring that WCC's emergency policies, plans, and procedures are consistent with local, state and federal plans, and being as prepared as possible for a major campus emergency of any type.

##### **Planning**

Emergency preparedness and planning processes are the responsibility of the entire college community. Students, faculty, and staff can access the latest version of the ERP via the WCC website under the Campus Safety and Security tab. The Chief of Campus Police is responsible for distributing a copy of the entire ERP and updated campus floor plans to all supporting emergency response agencies on an as needed basis.

## **Hazard Analysis**

Due to WCC's vulnerability to a wide range of hazards, the ERP is broad in scope. Examples of the college's vulnerabilities are listed below by hazard category.

### **Natural Hazards:**

- Severe Weather Events
- Fires
- Floods
- Pandemics/Infectious Diseases

### **Accidental Technological Hazards:**

- Utility/Telecommunication Failures
- Hazardous Material Spills/Releases
- Major Vehicle Accidents

### **Intentional Human-Generated Hazards:**

- Criminal Activity/Active Shooters/Hostile Intruders
- Cyber Security Attacks
- Civil Disturbances/Demonstrations/Riots
- Destructive Devices
- Terrorist Incidents

## **Emergency Preparedness Exercises**

The Chief of Campus Police is responsible for the development, implementation, and coordination of periodic emergency preparedness exercises. The Chief of Campus Police will analyze the academic calendar to determine the best times to conduct the exercises and work with WCC administration to finalize the exercise schedule. Emergency preparedness exercises should be designed and scheduled to allow for adequate involvement of faculty, staff, and students. The Chief of Campus Police will attempt to hold exercises in conjunction with the local, state, and federal emergency response agencies.

## **D: EMERGENCY ORGANIZATION STRUCTURE**

WCC will utilize the Incident Command System (ICS) in response to a declared college or campus state of emergency. Advantages of utilizing Incident Command System:

- Assists in college-wide coordination
- Authorizes WCC officials to take immediate action
- Ensures efficient resource use and reduces workload for college personnel
- Ensures that college policies and priorities are implemented consistently

### **1. Senior Vice President of Administration & Finance Responsibilities**

- Takes general direction from college president
- Provides overall leadership for college-wide response
- Sets overall college-wide priorities
- Allocates critical resources based upon college-wide priorities
- Approves incident press releases
- Approves college-wide incident action plans

### **2. Chief of Campus Police Responsibilities**



- Provides leadership and coordinates the initial WCC emergency response
- Ensures that the necessary outside emergency resources are notified
- Initiates emergency notification procedures
- Ensures the incident(s) are properly managed and delegates authority to others
- Ensures that incident(s) objectives are met and do not conflict with college policies

**3. WCC Campus Police/Security Department Responsibilities**

- Initiate emergency response and emergency notification procedures
- Directs evacuation efforts
- Maintains traffic and crowd control
- Controls access to incident scene
- Secures campus incident command post
- Coordinates campus response with the local emergency response agencies

**4. Dean of Student Services Responsibilities**

- Organizes student crisis counseling services

**5. Director of Facilities Responsibilities**

- Assesses facility personnel needs and initiates emergency call back of essential staff
- Organizes necessary work activities and the clearance and removal of debris
- Conducts preliminary damages assessments

**6. Associate Vice President of Information Technology Responsibilities**

- Maintains the operation of campus telephone and network communications
- Identifies information technology resources and services required to support the incident
- Implements backup controls and redundancies to maintain critical technology services
- Maintains information security controls

**7. Public Information Officer Responsibilities**

- Distributes emergency information via college website and social media resources
- Advises incident commander and college president on media relations activities
- Coordinates release of information to media outlets
- Provides each campus and center with media relations support

**E: EMERGENCY RESPONSE OPERATIONS**

**Incident Identification & Threat Assessment**

The most critical steps in the emergency response process are incident identification and threat assessment. The WCC ERP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and/or the Campus Police Department. This notification is the initial step in the activation of the WCC ERP and emergency response. The local 911 Communications Center will dispatch the appropriate resources to the incident scene. The first responding campus police and/or security officers are responsible for safely assessing the scene for threats, report known threats to the Chief of Campus Police and other responding officers and confirm the emergency severity and type to the 911 Communications Center. The first responding WCC Police or Security Officer or campus associate VP/dean/center director is then responsible for initiating the emergency notification process as outlined under the Emergency Notification section.

Once the appropriate college personnel are notified of an incident, the threat assessment process begins. The WCC Chief of Police and WCC administrators must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:

- Type of incident
- Location of incident
- Time of incident
- Information received from local law enforcement & fire rescue agencies
- Information received from WCC Police/Security personnel on scene
- Information received from local, state, and federal intelligence reports

### **Emergency Response Levels**

In responding to any emergency, it is important for college personnel to identify and classify the severity of the incident to ensure the appropriate resources are allocated in a timely fashion. There are three levels of emergency response. The higher the level of emergency, the more resources and coordination is needed to manage it. Any given level may be bypassed if necessary to allow a response to proceed to a higher level.

#### **1. Minor Emergency**

A MINOR EMERGENCY is defined as a localized incident with a limited threat to life/safety and no impact to normal campus/college operations. Response to a MINOR EMERGENCY is managed at the campus level with limited support from outside resources. The WCC ERP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

#### **2. Major Emergency**

A MAJOR EMERGENCY is defined as an incident that threatens life/safety and/or severely impacts normal campus/college operations. Response to a MAJOR EMERGENCY can be managed at the campus level and could require significant resources internal and external to WCC. The WCC ERP is activated for a MAJOR EMERGENCY.

#### **3. Critical Incident**

A CRITICAL INCIDENT is defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses/centers for an extended period of time. Response to a CRITICAL INCIDENT is managed at the administrative level and requires mutual aid from external agencies. The WCC ERP is fully activated for a CRITICAL INCIDENT.

### **Protective Actions**

There are three protective actions (SHELTER-IN-PLACE, EVACUATION, and TEMPORARY CLOSURE) that can immediately be issued and implemented by Campus Police/Security or designated administrative personnel in response to a spontaneous MAJOR EMERGENCY.

#### **1. Lockdown/Shelter-In-Place**

One of the protective actions that may be issued by WCC Administration or Campus Police/Security personnel is LOCKDOWN/SHELTER-IN-PLACE. A LOCKDOWN/SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active

shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff and visitors safe while remaining indoors. LOCKDOWN/SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff and visitors are required to immediately LOCKDOWN/SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or in compliance with an emergency action message (EAM).

## **2. Evacuation**

One of the protective actions that may be issued by WCC Administration or Campus Police/Security personnel is building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. This protective action is aimed to keep students, faculty, staff and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and proceed immediately to the designated evacuation assembly area for their respective building. Detailed evacuation maps are located near the exit door of each campus classroom and laboratory. Designated campus evacuation assembly areas are marked with appropriate signage.

### **Evacuation Provisions for People with Disabilities**

On all floors of each building where there is no exit at grade level, a location for rescue assistance should be designated. Whenever possible, these locations should be in approximately the same place on each floor, close to but not in, a stairwell. These designated locations will allow for the swift evacuation of persons with disabilities by emergency personnel. The location must be clearly identified on emergency evacuation plans, so that faculty, staff, students, visitors and emergency personnel may easily locate them.

## **3. Temporary Closure**

One of the protective actions that may be issued by WCC administration or Campus Police/Security personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they ordered to leave by WCC Police/Security staff or local emergency response agency personnel. Current information regarding the status of all WCC campuses during an emergency can be obtained through the WCC website and social media outlets.

## **Notification Provisions**

### **1. Public Information**

Public Information is a priority response action. The increased demand for public information after a major emergency can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to a MAJOR EMERGENCY, WCC administration will authorize the release of public information through the Public Information Officer.

## **2. Official Spokesperson**

The WCC president is the official spokesperson for WCC who is authorized to complete interviews with the media during a declared emergency. The WCC president is authorized to designate other WCC official spokespersons as needed.

## **3. Designated Areas for Media**

The WCC ERP was developed under the assumption that there will be increased media presence during a MAJOR EMERGENCY or CRITICAL INCIDENT; therefore, WCC will designate staging areas for media near each campus/center. A media staging area will be positioned outside the present and potential hazard zone and the secure perimeter of response operations, but close enough to accurately report the incident. The Chief of Campus Police will work with the Public Information Officer and WCC administration to identify potential locations that could serve as designated media staging areas during and after a declared emergency.

## **4. Student & Employee Accountability**

Family reunification is a priority after a major life threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the college's internal communication resources and negatively impact WCC's response capabilities. Increased demand on external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, WCC administration will immediately evaluate the need to implement an external accountability system for the college community to report their welfare status. Once the need for student and employee accountability is determined, WCC will request assistance from the Wilkes /Alleghany Chapter of the American Red Cross or other suitable relief agency as needed.

### **Maintenance of Critical Services**

A MAJOR EMERGENCY may cause a campus location or the entire college to cease certain WCC operations. In order for WCC to effectively respond to a MAJOR EMERGENCY, continue to protect life and property and restore critical operations, the following services must be maintained throughout the incident:

- Public Safety and Security
- Facility Operations/Maintenance
- Facility Safety & Security Systems
- Computer & Network Services
- Telecommunications
- Purchasing
- Payroll

### **F: RECOVERY OPERATIONS**

#### **Damage Assessment**

WCC Facilities Director shall use the following process to determine the extent of damages after a major emergency or disaster and the length of time needed to resume normal operations at a campus/center. The color coded key listed below will be used to assess damage from a MAJOR EMERGENCY or CRITICAL INCIDENT no matter the cause.

- GREEN = No damage, operational
- YELLOW = Minor damage, operational within 24-48 hours
- RED = Major damage, operational within one to six weeks

- BLACK = Extensive damage or destroyed, cannot resume operations without being rebuilt or replaced

WCC Facilities Director is responsible to work with the Senior Vice President of Administration and Finance to collect all damage assessment data and provide a report to the WCC president.

### **Critical Operations Restoration**

As the immediate threat to life, property, and the environment subsides, the restoration of critical WCC operations becomes the priority. A MAJOR EMERGENCY or DISASTER may cause a campus or the entire college to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses/centers are determined to be safe and secure for all personnel. The Administrative Council will be responsible for designing and initiating strategies for the recovery processes while emergency response actions are still being implemented. The specific processes and responsibilities regarding the restoration of critical WCC operations are not covered in the WCC ERP. Specific information regarding the restoration of critical WCC operations will be covered in the WCC Business Continuity Plan.

# APPENDICES

## Emergency Notification Procedure

### Wilkes Campus

1. Once it is determined that an emergency situation exists, the reporting person should call 911 to report the emergency.
2. The reporting person should then alert WCC campus police/security staff of the emergency by calling Ext. 6275 or 336-838-6275
3. The WCC campus police/security officer on duty will notify the chief of Campus Police or an approved WCC administrator.
4. The WCC administrator shall initiate an EAM, by directly activating the InformaCast system or contacting one of the trained operators.

### Ashe Campus

1. Once it is determined that an emergency situation exists, the reporting person should call 911 to report the emergency.
2. The reporting person should then alert the approved WCC administrator of the emergency.
3. The WCC administrator shall initiate an EAM, by directly activating the InformaCast system or contacting the trained operator.

### Alleghany Center

1. Once it is determined that an emergency situation exists, the reporting person should call 911 to report the emergency.
2. The reporting person should then alert the director of the Alleghany Center or the administrative assistant of the emergency.
3. The director or administrative assistant shall initiate emergency notification, by directly activating the telephone intercom system and making an announcement.
4. The person who initiates emergency notification shall immediately contact the WCC administrator for the Ashe Campus and alert him/her of the emergency.

### North Wilkesboro Center

1. Once it is determined that an emergency situation exists, the reporting person should call 911 to report the emergency.
2. The reporting person should then alert the director or the administrative assistant of the North Wilkesboro Center of the emergency.
3. The director or administrative assistant shall initiate emergency notification, by directly communicating the emergency by word of mouth to faculty, staff and students in the immediate area.
4. The person who initiates emergency notification shall immediately contact an approved WCC administrator for the Wilkes Campus and alert him/her of the emergency.

### **Outside Directives from Local Authorities**

Upon the receipt of directives from local authorities ordering an evacuation or lockdown of a WCC campus or center, the following procedure should be followed:

1. Obtain proper identification from the person issuing the directive and what agency they represent (i.e. police, sheriff, fire department, etc.) and a telephone contact number for the person.
2. Inquire as to the nature of the emergency and immediately communicate this information to the WCC administrator or director for the site or location.
3. The administrator or director shall direct all WCC faculty, staff and students into full compliance with the directives of local authorities and initiate an EAM or emergency notification as appropriate.

### **Conflicting Orders**

In any event where a conflict arises related to emergency notification, the directive of the highest ranking WCC administrator on site at the time of the emergency shall be followed.



**BUILDING-** \_\_\_\_\_ **ROOM #** \_\_\_\_\_ **EVAC AREA #** \_\_\_\_\_

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## **EMERGENCY PROCEDURES QUICK REFERENCE**

### **EVACUATION**

- **In the event of a fire alarm or should an announcement be made calling for the orderly evacuation of the building. (DO NOT USE ELEVATORS if on second floor of a building.)**
- **Faculty and staff will ensure that students evacuate the building.**
- **All employees should conduct a visual sweep of the building as they leave to ensure that everyone has exited the building and/or emergency area.**
- **Faculty and staff should assist any individuals who are unable to evacuate because of health or other reasons.**
- **All persons should proceed directly to the designated evacuation assembly area and remain there until further instructed.**

### **SHELTER IN PLACE/ LOCKDOWN**

- **All faculty and staff should direct all students and visitors to an area that can be secured.**
- **All doors into the area should be locked and/or barricaded.**
- **Instructors and students should move to the area of the room that places the most substantial barrier(s) (i.e. away from windows, doors and behind filing cabinets, under desks, etc.) between you and the hazard (i.e. bullets, flying glass and other projectiles).**
- **If possible, close all blinds/drapes and turn off lights.**
- **Remain sheltered or under lockdown until you have been officially advised that the crisis has been resolved.**
- **Once the lockdown has been cancelled, faculty and staff should assist with directing police, security, EMS, rescue teams, etc. to any injured persons in their respective area.**



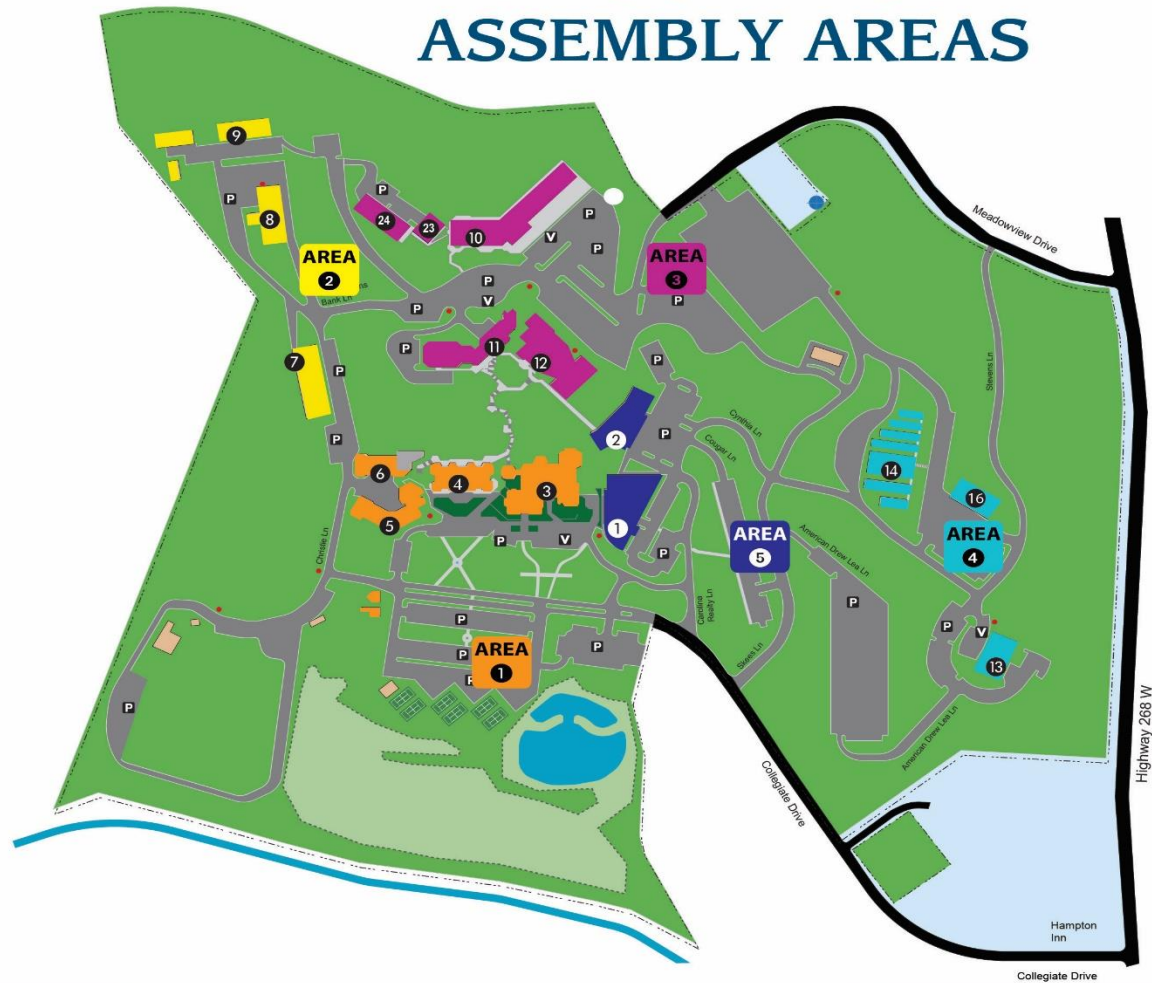
# WILKES CAMPUS EVACUATION ASSEMBLY AREAS

1. Alumni Hall
2. Lowe's Hall
3. Thompson Hall
4. Hayes Hall
5. Lovette Hall
6. Center for Faculty & Staff Development
7. Building 7
8. Power Mechanics
9. Industrial Classroom Building
10. Daniel Hall
11. Randolph Hall/ Bumgarner Gym
12. Walker Center
13. Kendrick/Church Hall - Workforce Development & Community Education
14. Agriculture Complex
16. Stone Culinary Center
23. Collision Repair
24. McNeill Automotive Center

**P** Student Parking

**V** Visitor Parking

**●** Fire Hydrant



## **EMERGENCY EVACUATION ASSEMBLY AREAS**

Area (1) – Lower campus located on both sides of the lawn at the clock near tennis courts

Buildings reporting to area (1) are: Thompson Hall, Hayes Hall, Lovette Hall, Cont. Ed and Visitor Center

Area (2) – Lower lawn of the Power Mechanics building

Buildings reporting to area (2) are: Industrial Lab, Power Mechanics, and Building 7

Area (3) – Parking lot across from the John A. Walker Center (Gray Lot)

Buildings reporting to area (3) are: Daniel Hall, John A. Walker Center, Randolph Hall, and Automotive Technology Complex

Area (4) – Upper campus parking lot above greenhouses

Buildings reporting to area (4) are: Beacon Hall and Horticulture buildings

Area (5) – 2<sup>nd</sup> level parking lot behind Alumni Hall

Buildings reporting to area (5) are: Lowe's Hall and Alumni Hall