



STUDENT EMERGENCY ACTION PLAN

Revised February 2014

HALIFAX COMMUNITY COLLEGE EMERGENCY ACTION PLAN

INTRODUCTION

Halifax Community College is committed to preventing or reducing the risk of injury or property damage to students and employees resulting from foreseen or unforeseen danger. Risks include fire, utility disruptions, gas leaks, identity theft, bomb threats, criminal activity, violent intruder, hazardous material, tornado, hurricane, medical emergency, explosion, or terrorist activities. Risk may be avoided by the closing of the College or other risk management techniques if the risk is foreseen. Risk may be avoided or reduced by implementing the Emergency Response Plan if the risk is unforeseen, such as evacuation or “Sheltering-In” until evacuation is possible. It is acknowledged that emergency response connotes, for many people, evacuation only. HCC is committed to training students and staff (required by OSHA) about other possible alternatives, such as Sheltering in Place.

Procedures for rapid response to emergencies must be well known to students, faculty, and staff, and each person must understand and practice these procedures. Information will be communicated via student, faculty, and staff handbooks, College website, and other ways. In addition, all students and employees will be provided with a rapid response card that reminds them of what to do in a certain kind of emergency. Putting this plan into action with only seconds’ notice is the goal, and nothing short of excellence is expected in practicing and understanding the plan. Definition of “emergency”: a sudden and unexpected situation that needs immediate response.

EVACUATION DRILLS

Training of students and staff is crucial to effective evacuation and precedes each evacuation drill. Evacuation drills include fire, bomb threat, chemical spill, etc.

1. A drill will take place every semester – ALL building occupants
2. Refresher course on procedures—students and employees
3. Drills coordinated with Weldon Fire Department
4. Fire alarm silenced by campus police officer

EVACUATION ROUTES

Evacuation routes are identified in red on floor plans posted in classrooms and office areas. The route leads to a specific rally point outside.

SAFE AREAS

One Safe Area is designated for each building in addition to the hallway or nearest area without windows. It is located on the lowest level, in inner hallways or inner rooms. Occupants are instructed to

stay away from windows and glass areas. The purpose of the Safe Area is to provide a secure place in case of severe weather such as a tornado. Safe Areas are identified on the floor plans posted in classrooms and office areas. Instructors are responsible for taking their roll sheets with them and reporting to Security any students unaccounted for. Supervisors will be responsible for reporting to Security any staff unaccounted for.

SHELTER IN PLACE

Some emergencies require that students, employees, clients, and visitors take shelter inside the room where they are working or visiting. A violent intruder poses such an emergency.

If directed to Shelter in Place until further notice, students and staff are instructed as follows:

- Move into or stay inside your building area.
- Close and move away from windows and doors. Lock doors if possible.
Deadbolts have been installed on all classroom and safe area locations.

AUDIBLE ALERTS

HCC has a system in place to alert students, faculty, and staff to warnings and dangers. A telephone upgrade allows designated staff to use a special code and any campus telephone to activate ceiling speakers in all classrooms, hallways, and outside facing all parking lots; and speaker phones so that a verbal message can be transmitted in an emergency. Instructions will be provided concerning evacuation or other actions.

RESPONSIBILITIES OF PRESIDENT, VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS, FIRE SAFETY OFFICER, SECURITY, AND RALLY POINT LEADERS

DRILL INSTRUCTIONS FROM PRESIDENT OR DESIGNEE

Evacuation

1. This is an evacuation drill. Repeat. This is an evacuation drill. (pause)
2. Close all interior doors and turn off lights. Leave the building immediately using the route marked on the emergency map in your area.
3. If on the second floor, proceed in an orderly fashion down the stairs, single file, keeping to the right. **DO NOT USE ELEVATORS.** Students with a disability are to follow the instructions provided to you by your counselor.
4. All HCC employees are to assist students and visitors.
5. Proceed to the nearest Rally Point.
6. Remain outside the building at your assigned Rally Point.
7. Instructors, take your roll sheets with you so that you can take roll and account for all students. The Rally Point Leader is to call 252-536-2551 to report those unaccounted for.
(cont. on next page)
8. Await further instructions.

9. Do NOT go back into the building for ANY reason. If you have a problem or concern, notify your Rally Point Leader.

Severe Weather

IF THIS IS A DRILL SAY, START AND END MESSAGE WITH THE WORD DRILL.

IF IT IS A REAL OCCURRENCE SAY, START AND END WITH THIS IS NOT A DRILL.

1. This is a Severe Weather drill. Repeat. This is a Severe Weather drill.
2. Proceed immediately to your assigned Safe Area. Go to the nearest area without windows, if there is no time to get to the safe area.
3. The Safe Area is marked in green on the emergency map in your area.
4. If upstairs, proceed in an orderly fashion down the stairs, single file, keeping to the right. Students with a disability are to follow instructions provided by your counselor.
5. All HCC employees are to assist students and visitors.
6. Remain in your Safe Area.
7. Instructors, take your roll sheets with you so that you can take roll and account for all students. The Rally Point Leader is to call 252-536-2551 to report those unaccounted for.
8. Await further instructions.

Shelter in Place

1. This is a Shelter in Place drill. Repeat. This is a Shelter in Place drill.
2. Lock all doors and windows NOW. Repeat. Lock all doors and windows NOW.
3. Get down on the floor out of view of windows and doors.
4. Call 911 if you hear any loud or unusual noise.
5. Do NOT move until instructed to do so.

EMERGENCY (ACTUAL) INSTRUCTIONS FROM PRESIDENT OR DESIGNEE

Evacuation

1. This is NOT a drill. This is an actual evacuation. This is NOT a drill.
2. Evacuate immediately using the route marked on the emergency map in your area. Close all interior doors and turn off lights.
3. If upstairs, proceed in an orderly fashion down the stairs, single file, keeping to the right. DO NOT USE ELEVATORS. Students with a disability are to follow instructions provided by your counselor.
4. All HCC employees are to assist students and visitors.
5. Remain outside the building at your assigned Rally Point.
6. Instructors, take your roll sheets with you so that you can take roll and account for all students.
7. Await further instructions.
8. Do NOT go back into the building for ANY reason. If you have a problem or concern, notify your Rally Point Leader.

Vice President

In the event of emergencies (see [Quick-Reference Guide to Campus Emergencies](#)), Campus Police contacts the Vice President for Administrative Affairs or designee (day and evening), who notifies Assistant to President and other Vice Presidents. Vice Presidents serve on the EMERGENCY MANAGEMENT TEAM. Vice Presidents and other executive staff receive National Incident Management System (NIMS) training (NIMS 402: 100, 200, 700, 800 Overview for Executives/Senior Officials).

Fire Safety Officer (Director of Maintenance)

Responsibilities include but are not limited to

1. Detailed knowledge of the HCC Emergency Response Plan
2. Input into revision of the plan and related documents
3. Evacuation drills
4. Accountability for (via record keeping) and proper maintenance, repair, and readiness of all fire safety and fire fighting equipment
5. Detailed evaluation of all drills on record for three years

Campus Police

1. Notify Weldon FD at 911
2. Meet and assist Weldon FD
3. Locate fire alarm panels and location of alarm
4. Assist with orderly evacuation or entrance into safe areas
5. Assist students and employees with disabilities
6. Silence or reset fire alarm when Weldon FD gives permission
7. Inform Weldon FD of unaccounted-for students and employees

Rally Point Leader (1-3 per building) and Maintenance/Security

Responsibilities

1. Direct occupants in your area/hall during an emergency
2. Check rooms and bathrooms
3. Identify yourself as a Rally Point Leader
4. Report any hazards or suspicious activities to Security
5. Be familiar with all emergency procedures for your area
6. Determine who is missing at the Rally Point and report to Security-- call 252-536-2551 to report those unaccounted for
7. Ask that no one leave campus after the drill because "debriefing" needs to occur

RESPONSIBILITIES

STUDENT RESPONSIBILITIES

1. Know these for the area you are in at all times:
 - The Evacuation plan
 - The Severe Weather plan
 - The Shelter in Place plan
 - The location of your Rally Point
2. After the drill or incident is over:
 - If you have evacuated, do not reenter the building until given permission by campus police, Rally Point Leader, or other emergency personnel.
 - If you have gone to a safe area in case of severe weather, do not leave the area until instructed to do so.
 - If you have Sheltered in Place, do not move until you receive instructions.
 - Do not leave campus without notifying an official.

FACULTY RESPONSIBILITIES

Faculty is instructed as follows:

1. Review with your students (in relation to your area)
 - The Evacuation plan
 - The Severe Weather plan
 - The Shelter in Place plan
 - The location of your Rally Point
2. In case of evacuation, lead your students out of the designated exit.
3. In case of an order to proceed to a Safe Area or an order to Shelter in Place,
 - Close and lock all windows.
 - Remain in place until instructed to move to a safer location or evacuate by campus police, Rally Point Leader, or other emergency personnel.
4. Report to Rally Point Leader any student unaccounted for.
5. Maintain order until further instruction by Campus Police, Rally Point Leader, or other emergency personnel.
6. Know the procedure for Assisting Persons with Disabilities during an emergency. [Plan for each student should be provided by counselor.]
7. Make sure all student questions about safety are answered by you or the appropriate authority.
8. The instructor may choose to assign competent students for certain emergency duties, i.e., identify a primary and an alternate student or employee to assist a person with disabilities during an emergency. Instructors should designate these primary and alternate students during the first class period of each semester; supervisors should designate these employees as staff changes. (At no time should a student be placed in a position of unusual danger due to the task asked of him or her.)

STAFF RESPONSIBILITIES

1. Know for your area
 - The Evacuation plan

- The Severe Weather plan
 - The Shelter in Place plan
 - The location of your Rally Point
2. In the event of the need to evacuate, help visitors and students to the designated exit.
 3. Know the procedure for Assisting Persons with Disabilities in the Emergency Evacuation Plan.
 4. If ordered to Shelter in Place,
 - Remain in your area until instructed to move by campus police, Rally Point Leader, or other emergency personnel
 - If students are in your area, instruct them to do the same.
 - Close all windows and doors and stay away from windows and doors until instructed to move to a safer location or to evacuate.

PROCEDURES FOR ADMINISTRATORS

The President or designee will make the determination to activate the Emergency Response Command Center. The President or designee serves as Incident Commander and is in charge of the incident until it is turned over to the jurisdiction of others. The Incident Commander considers all response and recovery efforts. This may include implementation of the Crisis Communications Plan and Business Continuity Plan. College representation will be maintained at the Command Post/Emergency Operations Center even after another authority may have taken command of the incident.

EMERGENCY MANAGEMENT TEAM

The President and senior administrators receive NIMS training (NIMS-402: 100, 200, 700, 800 Overview for Executives/Senior Officials).

EMERGENCY SUPPORT TEAM

Campus Police Chief

Law Enforcement Coordinator

Fire/EMS Coordinator

Director of Maintenance

Deans

Public Information Officer

Director of Information Technology

Administrative Assistant(s) in charge of insurance, purchasing, credit cards

Personnel Officer

PERSONS WITH DISABILITIES

Individualized Emergency Care Plan

Every student receiving accommodations will have an Individualized Emergency Care Plan developed at the same time that accommodations are developed. The student shall sign a Release of Information Form which grants permission for Counseling Services to provide a copy of the Emergency Care Plan to each of the student's instructors, to security, and to the Dean of Student Services. A copy of the plan will

be given to the student as well. The plan will be reviewed each semester and revisions made accordingly.

Students are instructed as follows:

- Plan ahead for emergencies and know the evacuation route or shelter location beforehand. Refer to their Individualized Emergency Care Plan located on the back of the Accommodations Form. Identify the primary and alternate persons who will assist you in an emergency.

If you use a wheelchair

- If evacuation is ordered, proceed to the nearest designated exit.
- If in a building with more than one story, exit to the nearest stairwell and call campus police at 252.536.2551 or 252.536.4221.
- Ask someone else to notify campus police of your location.
- Remain with the assigned faculty or staff who has been assigned to assist you during an emergency.

If you have a Mobility Impairment (use crutches, cane, or walker)

- If evacuation is ordered, proceed to the nearest designated exit.
- If in a building with more than one story, exit to the nearest stairwell and call campus police at 252.536.2551 or 252.536.4221.
- Ask someone else to notify campus police of your location.
- Remain with the assigned faculty or staff who has been assigned to assist you during an emergency.

If you are Deaf or Hearing Impaired

- If evacuation is ordered, proceed to the nearest designated exit.
- Look for the visual fire alarm in the hallway.
- Ask for assistance by writing a note or using hand gestures.
- Remain with the faculty or staff who has been assigned to assist you during an emergency.

If you are Blind or Visually Impaired

- If evacuation is ordered, proceed to the nearest designated area.
- Listen for the audio fire alarm or other warning signal.
- Remain with the faculty or staff who has been assigned to assist you during an emergency.
- Tell the person how to assist you.
- Give the person assisting you additional instructions if you have a guide dog.

The instructor of each of the student's classes will be the primary assistant for the student with a disability. Additionally, the instructor shall identify an alternate faculty or staff person to assist individuals with disabilities during an emergency. The instructor will be responsible for identifying the alternate faculty or staff person during the first class period of each semester and reporting the name of

the alternate to the student and to Counseling Services. The instructor will name a new alternate immediately upon faculty or staff turnover.

AREAS WITH CLIENTS OR PATRONS

Follow the specific plan for your area. Patients and visitors must be accounted for.

The Centre
Cosmetology Child
Care Center Dental
Clinic

DISTANCE LEARNING

Emergency plans for distance learning are included in the Disaster Recovery Plan.

SAFE AREAS & RALLY POINTS

IMPORTANT: The secondary rally points are NOT to be publicized. Rally Point 1-7 signs encircle the campus buildings and are positioned for optimum visibility during an evacuation.

100 BUILDING

SAFE AREA

Room 108 (Auditorium)

RALLY POINTS

Primary

Allisha Hicks — RALLY POINT 1/ 100 Building, front parking lot

Margaret Murga—RALLY POINT 7

Derrick Hale—RALLY POINT 7

RALLY POINT LEADERS

Margaret Murga (from TV area to Welding)

Allisha Hicks (from President's Office and Administrative Services to TV area)

Derrick Hale (back hallway and hallway with Information Technology office and faculty Lounge)

Beverly Sessoms (upstairs Building 100)

LIBRARY

SAFE AREA (inside) Back room/workroom

RALLY POINTS (outside)

Primary

RALLY POINT 2 – Exit using back door (NOT door to courtyard) through pavilion to back parking lot by maintenance shop

RALLY POINT LEADERS

Jean McGee

Beth Gray-Robertson

300 BUILDING

SAFE AREA (inside)

Quiet Room (possible alternates: Registrar's office and Conference Room)

RALLY POINTS (outside)

Primary

Exit using rear door (not bookstore side)

RALLY POINT 2

RALLY POINT LEADERS

Daniel Lovett

Cindy Collins

COSMETOLOGY (Appendix CC. Follow separate plan.)

SAFE AREA (inside)

RALLY POINTS (outside)

Primary

Exit using back door

RALLY POINT 7 - Back parking lot by maintenance shop

RALLY POINT LEADERS

Gail Warner

400 BUILDING

SAFE AREA (inside)

Room 401 A & B

RALLY POINTS (outside)

Primary

RALLY POINT 2 – parking lot across from 400 building

RALLY POINT LEADERS

Sandra Hammack

Jason Bone

HEALTH SCIENCES

SAFE AREA

B128 and B126

RALLY POINTS

Primary

Out back door of clinic

RALLY POINT 6

RALLY POINT LEADERS

Dental Hygiene: Verna High and Angela Taylor

Nursing: Kelly Harvey and Tammy Pleasant

Phlebotomy: Tammy Glover

Medical Laboratory Technology & Phlebotomy: Lori Howard

500 BUILDING

SAFE AREA (inside)

Back hallway to labs

RALLY POINTS (outside)

Primary

RALLY POINT 2 - Parking lot across from 400 Building

RALLY POINT LEADERS

Brenda Cousins

Lori Howard

GREENHOUSE

SAFE AREA (inside)

Room 606 A & B

RALLY POINTS (outside)

Primary

RALLY POINT 4 - Beyond Trailer 1 – across from greenhouse

RALLY POINT LEADERS

Peggy Lynn

Tammy Graham

TRAILER 3 (greenhouse classroom)

SAFE AREA (inside)

Room 606 A & B

RALLY POINTS (outside)

Primary

RALLY POINT 4 - Beyond Trailer 1 – across from greenhouse

RALLY POINT LEADERS

Peggy Lynn

Tammy Graham

THE CENTRE (Appendix EE. Follow separate plan when occupied by patrons.)

SAFE AREA (inside)

auditorium

RALLY POINTS (outside)

Primary

RALLY POINT 6 - Front entrance parking lot

RALLY POINT LEADERS

Joanne Jolly (when no patrons)

CRIMINAL JUSTICE TRAILERS

SAFE AREA (inside)

Room 606 A & B

RALLY POINTS (outside)

Primary

RALLY POINT 4 - Beyond Trailer 1 – across from Greenhouse

RALLY POINT LEADERS

Wes Terry

Greg Parker

WELLNESS CENTER

SAFE AREA (inside)

700 Building

Showers, bathrooms, sauna rooms

RALLY POINTS (outside)

Primary

RALLY POINT 4 - Beyond Trailer 1—across from Greenhouse

RALLY POINT LEADERS

Scott Dameron

Work-study student 3-7 pm T-Th

BLET instructor early morning

CHILD CARE CENTER (Appendix CC. Follow separate plan.)

(45 children—4-digit code on keypad for fire and rescue to go directly in)

SAFE AREA (inside)

Hallway--all doors closed, as far away from exit doors as possible

RALLY POINTS (outside)

Primary

RALLY POINT 5 – The Centre—side of front parking lot

DENTAL CLINIC (Appendix DD. Follow separate plan when occupied by patrons.)

SAFE AREA

B128

RALLY POINTS

Primary

Out back door of clinic

RALLY POINT 3 - Back parking lot of The Centre

600 BUILDING

SAFE AREA

Room 606 A & B

RALLY POINTS

Primary

RALLY POINT 4 - Beyond Trailer 1 across from Greenhouse

RALLY POINT LEADERS

Kim Edwards

Thomas Bracy, Jr.

CRISIS DEBRIEFING

HCC's Director of Counseling will be responsible for Basic Critical Incident Stress Management (CISM) and will coordinate efforts in providing crisis debriefing following a critical incident. A streamlined approach and consistent practice will be used by counselors to provide an understanding of the nature of stress and the stress response, solid crisis intervention principles, and appreciation for the unique challenges presented when intervening with employees and workplaces vs. first responders. Further information is located at <http://eapcism.com>.