Emergency Response Plan

2021

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The Emergency Response Philosophy
Of Surry Community College

Surry Community College has the philosophy that an educational institution should be a safe learning and working environment. We believe that the community we serve should be confident that the College has taken appropriate steps to address possible adverse situations. Staff, faculty, and local authorities have worked together to make a conscious effort to prepare for possible extreme conditions.

The information within this emergency response document is intended as a guide for our College. Although every possible adverse situation that could potentially harm someone cannot be addressed, we assure the public that reasonable efforts will be made to protect our students, employees, and guests on our campus.

David R. Shockley Ed.D
President
Surry Community College

Timely Warnings

Timely Warnings:

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police, constitutes an ongoing or continuing threat, a campus wide "Timely Warning" will be issued. The warning will be issued through the SCC Alert system, and the campus e-mail system which includes students, faculty and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Surry Community College Police Department will also post a notice on the SCC website under campus crime alert through the Campus Police link detailing information concerning each incident at: https://www.surry.edu/police/, providing the college community with more immediate notification. In such instances, a copy of the notice will be posted on bulletin boards in each building on the SCC campus. Anyone with information concerning a certain warning should report directly to the Surry Community College Police Department, by phone (336) 386-3453 or in person at the information center located within the lobby of the "A" building.

Security Awareness Programs

Security Awareness Programs:

During new student orientation at the start of each semester and in ACA classes, an oral presentation by the Surry Community College Police Department (SCCPD) offers information on services available at SCC. These presentations outline the establishment of the SCCPD and their responsibilities as a certified sworn police department, policy requirements, general safety guidelines, responses to incidents such as lock down and evacuation procedures, parking regulations, communication and contact information. Students are made aware of how to report crimes and incidents and how access information through SCC's web site for critical warnings in the event one is issued. A proactive approach to reducing crime and victims of crimes is in education. Students are informed of simple crime prevention techniques with regards to vandalism, stalking, domestic related issues, drug and alcohol use, theft, and personal safety while attending classes. A common theme of all awareness and crime prevention programs is to

encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to presentations, information is disseminated through the student newsletter on general safety tips, security alerts, displays, and videos. Several forms of communication have been established to ensure the SCC community has firsthand information relating to their safety. SCC Alert is used to send messages to phone numbers and e-mail addresses the student lists at registration time. The public address system is an automated system that spans the campus inside and outside all buildings.

Security and Access

Access Policy:

During business hours, the College will be open to students, parents, employees, contractors, guests, and public functions. During non-business hours access to all College facilities is restricted by key, if issued, or by admittance via designated college personnel. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Corporate and Continuing Education or "J" building, the gym or "P" building, and the Emergency Services Training Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the area of education or training.

Emergencies may necessitate changes or altercations to any posted schedules. Areas that are revealed as problematic have security surveys conducted on them. Administrators review the results of these surveys and implement any changes that will enhance safety and deter future criminal activity. These surveys examine security issues such as landscaping, locks, alarms, lighting, traffic and communications. Additionally, during the academic year the Surry Community College Safety Committee meets bi-monthly to address issues of concern.

Reporting of Criminal Offences

To report a crime:

Contact the Surry Community College Police Department at (336) 386-8121 + O for the telecommunicator (non-emergencies), dial 9-1-1 for (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside or outside of buildings should be reported to the Campus Police Department. In addition, you may report a crime to the following areas:

Communication Center	Police Department "A" building Main Floor	(336) 386- 8121 + O for operator
SCC police Department	Chief M.W. Shropshire "A" building, Main floor	(336) 386-3453, (336) 386-3457, or (336) 386-3582
Student Services	Dean Sabrina Terry "A" building, Main floor	(336) 386-3530
Surry County Communications	Non-Emergency Line Only	(336) 374-3000
Yadkin Campus	Director Dr. Doug Underwood	(336) 679-4600 or ext. 5226
Yadkinville Police Department	Non-Emergency Line Only	(336) 679-2863
Center for Public Safety	Director Jim McHone	(336) 356-5300 or (336) 356-5303
Elkin Police Department	Communications Center	(336) 835-9800
Pilot Mountain Police Department	Communications Center	(336) 368-4725
Mount Airy Police Department	Communications Center	(336) 786-3535
Elkin Center	Director Sam Brim	(336) 386-3684
Pilot Center	Director Jill Harding	(336) 386-3331

Surry Community College Police Department has mutual aid agreements in effect with the Dobson Police Department, Surry County Sheriff's Department, Elkin Police Department, Mount Airy Police Department, and the Pilot Mountain Police Department. Each department augments the other within their jurisdictions during mutual investigations, arrest and prosecutions. The SCCPD attends preliminary meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for SCC's community.

Inclement Weather and Emergency Closing Practices:

Extreme weather conditions may require the College to cancel or delay classes. According to the Inclement Weather Policy, conditions must be extreme before classes will be cancelled. However, the safety of both students and SCC employees is the primary consideration in any such decision. When classes are cancelled or delayed, the faculty and staff workday is also cancelled or delayed unless otherwise specified. Instructional work missed due to such conditions must be made up, with the deans addressing methods to be used in specific divisions. The complete policy, including procedures to be followed, is included in the *SCC Policy Manual*.

It is the policy of Surry Community College to establish and follow procedures which will protect the safety of students and employees in the event of emergencies and disasters. Therefore, the safety committee of the College designed an emergency procedures guide to provide a contingency manual for college personnel so that they could have a plan for campus emergencies. This plan is contained in the *Surry Community College Emergency Response Safety Manual*. Each faculty and staff member should have access to a copy of the manual (located on the intranet under the College Manual and Reference information). Every employee should read and be familiar with the information in this manual; in an actual emergency, there may not be time to consult it for the proper steps to take.

The overall responsible institutional officer is the President of Surry Community College. The office responsible for handling all emergencies is the Surry Community College Police department. The Dean of Student Services is the person responsible for coordination of student-related health services. The Chief of Campus Police handles all emergencies on campus. In the event of an emergency, one of these officials should be contacted immediately. If these officials are not available, dial '0' and the SCCPD Communication Center will connect you with someone else who will be able to assist you. If an accident has already occurred and emergency relief is necessary, dial '911' which is the emergency response number for Surry County. For additional information, be sure to see the *Surry Community College Emergency Response Safety Manual.*

7. Confidentiality

The information contained in this plan is for the employees of Surry Community College and is considered sensitive information that is not to be shared or made available to third parties.

8. Purpose

This emergency response plan has been designed to provide contingency information to college personnel in order to address campus emergencies. While the plan does not cover every conceivable situation, it does describe the basic administrative reactions necessary to cope with most campus emergencies. This plan is provided to identify and insure continuous leadership throughout the duration of an emergency situation.

9. Declaration of State of Emergency

The authority to declare a campus state of emergency rests with the College President, the Vice President and Chief Financial Officer, and the Chief of the Surry Community College Police Department.

- During the period of a campus emergency, the authorities listed above will implement the appropriate procedures necessary to address the emergency, safeguard persons and property, and maintain facilities.

- In a state of emergency, faculty and staff will serve as official college representatives and have the authority to act in the best interest of the college. In rare instances, this authority can include initiation of any security measure they feel necessary to protect, in so much as possible, themselves and others.

10. Release of Information in a Crisis Situation

Any information released to the media or public related to an emergency on the campus will come through the College President.

- All information for release will be approved by the Incident Commander in conjunction with the College President.

11. Applicability

All faculty, staff, students, adjunct faculty, and visitors of Surry Community College are expected to comply with the provisions of this plan.

12. Plan Intent and Dissemination

It is essential that this institution be legally and morally prepared to meet the responsibilities inherent in emergency situations. This plan contains information to meet those requirements. Familiarization with the contents of this plan is essential to the orderly administration of the institution during emergencies or disasters.

The information in this plan will be broadcast through presentations, online training programs, and printed documents. The plan will be available for review as a component of the Faculty/Staff Handbook.

13. Responsibility

The overall responsible institutional officer is the President of Surry Community College. The Vice President and Chief Financial Officer and the Chief of the Surry Community College Police Department are responsible for the content of this emergency response plan.

- **Faculty –** All faculty members who are in the process of teaching a class are to remain with, and be accountable for, their students until directed to do otherwise. It is imperative that faculty members assume the calm leadership role that will help guide their students through the emergency as outlined in this plan.

- **Staff –** All staff should survey their work areas to identify customers and visitors and should direct those identified through the appropriate emergency response as outlined in this plan. It is imperative that staff members assume the calm leadership role that will help guide customers and visitors through the emergency as outlined in this plan.

- **Faculty/Staff –** During an evacuation, all employees not involved in the oversight of students, customers, or visitors of Surry Community College should report to the appropriate assembly area for the building they are in when the emergency is announced. They should assist with the oversight of students, customers, and visitors.

- **Response Team –** The Surry Community College Response Team is a group of pre-determined individuals who have received specialized training and/or instruction as it pertains to their response team assignments. This team will assist authorities in handling emergency situations as appropriate. All team members wear an employee identification badge that has an orange border, and during an emergency, have the authority to guide and direct other employees, students, and visitors.

14. Notification

The faculty and staff of Surry Community College will be notified of an emergency situation by way of the internal public address system and by use of the Re-group information system. In the event the public address system is unavailable, alternate communication means will be utilized as deemed appropriate by the College Police Department OIC or the Communication Center Coordinator.

When an emergency situation presents itself, the Communications Center operator or the College Police Department OIC will notify authorities/entities as appropriate.

15. Training and Preparation

- All Surry Community College employees and students will be trained on the provisions of this plan.

- Surry Community College will conduct at least fourteen emergency drills per semester to include but not limited to 5 lockdown, 7 evacuation, and 2 tornado/severe weather drills for all five campuses.

- Emergency Services' officials will be provided a copy of this plan in order to avoid confusion in the event of an emergency and to clarify a course of action so all agencies can perform their necessary duties. At times, these officials may be invited to take part in campus emergency drills and exercises.

16. Visitors

Visitors seeking a student or an employee should be directed to the Incident Command Post if available and activated.

17. Incident Debriefing

The College President, the Campus Police Department, and other members involved in any incident will meet as soon as possible after the resolution of any emergency situation to assess the overall effectiveness of this plan. The President will determine time and place.

18. Natural Disasters

1.1 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 safe shelter immediately.

b. When a storm approaches find shelter in a building or hard top car (avoid convertibles). Keep car windows closed.

c. Give any medical assistance that you have been trained to administer. If breathing has stopped, begin chest compressions. 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.

1.2 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.

   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.

c. As they make their way to safe shelter, Campus Police Officers 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, 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.

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.

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 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 building, 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.

d. If you cannot get out of the building in time, direct occupants to drop, cover and hold. Drop under a study desk or table; cover your eyes by pressing your face against your arm, and hold on.

e. 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.

f. Be prepared for aftershocks and call **911** if help is needed.

1.3 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.

19. Bomb Threat

2.0 All Threats Must be Considered Real

Bomb threats are rare occurrences; however, history has shown that the majority of bomb threats are false. Nonetheless, all threats must be considered real.

2.1 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 Campus Police. SCCPD Officers will do all that is practicable to ensure a route is safe prior to providing notice to evacuate.

2.2 Initial Process

a. The person receiving a bomb threat should obtain as much information as possible from the caller using the Bomb Threat Checklist.

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 should be turned over to SCC Campus Police.

d. Ensure that all cell phones are turned off since cell phones have been utilized to detonate explosive devices.

2.3 Reporting the Threat

Immediately upon receiving the threat, call **911** and provide details.

2.4 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 Security from a safe location.

d. DO NOT activate the fire alarm.

e. DO NOT use any mobile communication device in the area of a potential bomb.

f. Provide the exact location and description of the object and keep under observation from a safe distance to ensure that it is not approached by someone else.

2.5 Evacuation

When evacuation is ordered, direct evacuees to the predetermined evacuation areas for the building you are currently in.

2.6 Bomb Search

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

20. Initial Bomb Threat Process

Should the college receive mail, verbal threat, e-mail, or a telephone call that constitutes a threat of harm to the college or student body, one or more buildings or the entire campus may be evacuated. The receiver of a bomb threat is to complete the ATF Checklist. In the case of telephone calls, **DO NOT HANG UP THE TELEPHONE!**

❏ Fill out the ATF Checklist.

❏ When call is complete, **Do Not Hang Up the Telephone**.

❏ Go to another extension and report the call to the Information Center, "0" or extension 3319.

3.0 ATF BOMB THREAT CHECKLIST

Exact time of call _____

Exact words _____
_____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER'S VOICE (circle)

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

If voice is familiar, whom did it sound like? _____

BACKGROUND NOISES (circle)

Street noises	Voices	Animal noises	PA system	Long distance
Motor	Booth	Factory machinery	Crockery	House noises
Local	Clear	Office machinery	Music	Static

Other: (Please specify) _____

Remarks: _____
_____

Person receiving call: _____ Position _____ Date _____

Telephone number call received at: _____

DO NOT HANG UP THE PHONE. GO TO ANOTHER PHONE AND ALERT THE SWITCHBOARD OPERATOR OF THE CALL. THE OPERATOR WILL NOTIFY CAMPUS POLICE.

21. Hazardous Material Releases

4.0 Release Response Qualification

a. These procedures are general guidelines to be implemented when a hazardous material is spilled. These measures may be abandoned in lieu of more appropriate response actions if the individual causing, discovering, or responding to the release has knowledge of the properties of the material and determines that the situation warrants an alternate course of action.

b. 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.

4.1 Responsibilities

a. In the event of a spill of a hazardous material, it is the duty of the individual(s) responsible for or who first encounter the spill to take immediate action.

b. Depending on their level of confidence and expertise, such action would be to either:

    i. Begin remediating the spill, or

    ii. Alert a supervisor or the nearest SCC staff or faculty member.

4.2 Notification Requirements

a. Notify Surry County Communications 911 if a spill of a flammable liquid is detected of such magnitude that it poses a risk of fire and cannot be remediated by site personnel. Be prepared to provide as much detail as possible to the location, chemical and any injuries as a result of the incident.

b. Call Surry County Communications **911** if there are any injuries or damage to College property.

c. Contact Surry County Communications **911** if a release of any material is of a magnitude that Campus personnel determine they are unable remediate it. Surry 911 will then alert Surry Community College Police, who will coordinate emergency response actions.

d. Notify occupants in adjoining or nearby rooms for spills that occur inside a building.

4.3 Emergency Notification Information

In the event of a release, a notification will be sent out via Connect Surry. Some of the information may contain information obtained from the Safety Data Sheets (SDS) to alert every one of potential risks.

a. The name the spilled substance(s).

b. An estimate of the quantity spilled.

c. The time the spill occurred.

d. Whether or not any of the substance has evaporated and/or come in contact with the ground (i.e., soil).

e. Any health risks associated with the substance.

f. Any precautions that should be taken to protect the surrounding community.

g. Name(s) and telephone number(s) of person(s) to be contacted for further information.

4.4 **Spill Remediation** – Hazardous Solids (Any Quantity)

a. Clear the area surrounding the release to eliminate any contact of the hazardous material by people in the area.

b. Determine if there are any people with injuries or who have come into contact with the hazardous material. Respond to injuries by enlisting the support of nearby individuals to help provide assistance. Direct those who have come into contact with the material to immediately rinse the area of contact (i.e., skin or clothing) with a copious amount of water.

c. After donning appropriate personal protective equipment, sweep up the spilled substance and any associated debris and containerize it using either a heavy gauge plastic bag or sturdy cardboard box.

d. Seal the container and mark it with the words "HAZARDOUS MATERIALS SPILL RESIDUE" and attach a copy of the corresponding material safety data sheet(s) to the outside of the container.

e. Ensure that surfaces that have come in contact with the hazardous material and spill response equipment are decontaminated. Contact the Surry Community College Maintenance department at (336) 386-3476 for guidance, if necessary.

f. Immediately afterwards, submit a SchoolDude maintenance request to the SCC Maintenance Department to arrange for disposal.

4.5 **Spill Remediation – Hazardous Liquids (Major Quantity)**

a. Definition. A major quantity is defined as any amount that appears to be of such quantity, or seems to be endangering enough, that it cannot be adequately remediated by College personnel.

b. The steps listed below are to be followed in the event of a major spill.

   i. Eliminate contact with or exposure to the hazardous material by clearing the vicinity of the release. If a material is volatile, flammable, or is known to have (or suspected of having) toxic properties, activate the nearest fire alarm. Additionally, contact the Surry County **9-1-1** call center to report the incident.

ii. Determine if there are any people who are injured or who have come into contact with the hazardous material. Respond to injuries by enlisting the support of nearby individuals to help provide assistance. Direct those who have come into contact with the material to immediately rinse the area of contact (i.e., skin or clothing) with a copious amount of water.

iii. Alert Surry County Communications **911** regarding the nature and location of the alarm.

iv. Await the arrival of emergency response personnel. Upon their arrival, brief them on the details of the spill and the status of any injuries.

v. Coordinate the management of spill residues.

- Ensure that all waste is placed in a suitable container. Contact the SCC Maintenance Department at (336) 386-3476 for guidance, if necessary.

- Seal the container and label it, "HAZARDOUS MATERIALS SPILL RESIDUE."

- Attach a copy of the corresponding material Safety Data Sheet(s) to the outside of the container.

- Immediately afterwards, submit a SchoolDude maintenance request or contact the SCC Maintenance Department at (336)386-3476 to arrange for disposal.

4.6 Spill Remediation – Hazardous Liquids (Minor Quantities)

a. Definition. A minor quantity is defined as a spill that can be remediated by on-scene College personnel.

b. Take the following steps in the event of a minor spill.

i. Eliminate contact with and exposure to the hazardous material by clearing the area of the release.

Consider evacuating the room if the substance is volatile, flammable, or is known to have (or suspected of having) toxic properties.

If the release is inside a building, isolate the area to contain the spill by ensuring doors and windows are closed.

ii. Minimize potentially endangering conditions by:

Extinguishing open flames, removing any other ignition sources, and unplugging nearby electrical equipment; and

Closing interior doors (i.e., doors that lead to adjoining rooms or interior hallways).

iii. Respond to people who are injured or who have come into contact with the hazardous material. To address injuries, enlist the support of anyone who is nearby to provide

assistance. Direct those who have come into contact with the material to immediately rinse the area of contact (i.e., skin or clothing) with a copious amount of water.

iv. If possible, ventilate the room to the outdoors by opening exterior doors and windows.

v. Alert Surry County Communications **911** that a spill has occurred.

vi. After donning appropriate personal protective equipment, contain the spill by applying a liberal amount of the appropriate absorbent.

vii. Sweep up the absorbent and any associated debris and containerize the waste in a metal container. Ensure that surfaces that have come in contact with the hazardous material and spill response equipment are decontaminated. Contact the SCC Maintenance Department at (336)386-3476 for guidance, if necessary.

viii.   Mark the container with the words "HAZARDOUS MATERIALS SPILL RESIDUE" and attach a copy of the corresponding material safety data sheet(s) to the outside of the container.

ix. Immediately afterwards, submit a SchoolDude maintenance request or contact the SCC Maintenance Department at (336)386-3476 to arrange for disposal.

22. Crises

5.0 Overview and Reporting

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 by calling the SCCPD Campus Police Communications Center at (336) 386-8121-0 or 911 if applicable.

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 911 immediately. 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.

5.1 Domestic Issues/Restraining Orders

a. Any employee or student of the college who has a restraining/protective order should provide a copy to Surry Community College Campus Police. Should the order be violated, Campus Police will take necessary action to enforce the order.

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 SCC Campus Police Communications Center at (336) 386-8121-0

5.2 Hostage Situations

a. Anyone observing a situation where a person is being held against their will should call **911**, and be prepared to provide as much of the information listed below as is known:

i. Location of the incident.

ii. Identification/description of 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.

5.3 Psychological Crisis

a. A psychological crisis exists when an individual is threatening harm to himself/herself or to others. If a psychological crisis occurs:

b. Never try to handle the situation without assistance.

c. Call Surry County Communications **911** and report that you need immediate assistance; give your location and the nature of the situation.

5.4 Terrorism

a. Any information concerning a terrorist threat should be referred to SCC Campus Police immediately.

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 be carried out?

    vi. Why the treat was made?

5.5 Unauthorized Protests, 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 obstructive.

c. 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 operations 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 the SCCPD Communication Center at (336) 386-8121-0.

vi. Any spontaneous demonstrations should also be reported to Campus Police in order that they may be monitored.

vii. Campus Police will notify the ranking college official on campus and act as directed.

23. 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 the pre-designated assembly area assigned to the building you're in. Call Surry County Communications 911 and report the leak. DO NOT use cell phones or radios until outside of the affected area.

c. DO NOT activate fire alarms.

d. Campus Police will respond to the scene along with responding Fire/Rescue first responders to assist with evacuation of the building.

e. DO NOT reenter the building until cleared to do so by Campus Police and/or fire department.

f. If concentrations of gas are elevated, maintenance personnel/fire department 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.

g. Based on type of repair needed, this work may be completed by in-house personnel or an outside vender. The Director of Maintenance will notify and update appropriate personnel (to include Chief of Police or designee and President's offices) of the situation, and expected time of repair.

h. The College President or his designee will determine if the Crisis Management Team should be activated.

24. 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 Surry County Communications 911. Campus Police will be dispatched and will respond immediately.

c. Campus Police will contact SCC Maintenance Department and they will assist Campus Police in gaining access to the elevator. SCC Maintenance Department will contact the elevator service provider to check and or maintain the system to prevent future failures.

d. The Director of Maintenance will notify and update appropriate personnel (to include Chief of Police or designee) of the situation, and expected time of repair.

25. Utility Shutdown

a. Planned utility shutdowns must be coordinated with SCC Maintenance Department. These shutdowns must be scheduled in such a manner that disruption to school activities does not occur.

b. Unplanned utility shutdowns will be handled based on the necessity of the shutdown and the impact it will have on school activities. SCC Campus Police, working with the SCC Maintenance Department will notify all affected parties and maintenance personnel.

c. Utility shutdown procedures are the responsibility of SCC Maintenance Department. DO NOT attempt to turn on or off any system that may have failed.

d. Call Surry County Communications 911, and give the location, nature of the incident and description of the problem. Communications will contact Facility Services for any system that needs to be shut down.

26. Evacuation of People with Disabilities

a. Evacuating a disabled or injured person alone should be a last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

b. 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.

c. Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.

d. In some multistory buildings the disabled person may be moved to the "Area of Rescue" located in the stairwells to await rescue by emergency personnel. The area of rescue has an intercom system for communication with emergency personnel. For buildings that do not have an "Area of Rescue" the disabled must be moved to the nearest stairwell to await rescue.

e. Notify police or fire personnel immediately about any people waiting to be rescued.

f. Two physically capable occupants should be invited to volunteer to assist the disabled to evacuate. If a volunteer is not available, designate two people to assist who are willing to accept the responsibility. Ask the disabled person how he or she can best be assisted or

26

moved, and whether they require any special considerations or items that need to come with the person.

g. DO NOT use elevators, unless authorized to do so by fire department personnel. Elevators could fail during a fire or other disaster.

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.

i. DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.

6.0 Evacuating Persons with Blindness or Visual Impairment

a. Give verbal instructions to advise about 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. Provide other verbal instructions or information such as "elevators cannot be used."

b. 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.

c. Give other verbal instructions or information (e.g., elevators cannot be used).

6.1 Evacuating Persons with Hearing Disabilities

a. Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

a. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

27. Assumptions

This general plan makes the following assumptions:
- It is necessary for SCC to plan for and be prepared to carry out disaster response and short-term recovery operations, utilizing local resources.
- Implementation of this plan may reduce or prevent the loss of lives and damage to property.
- Officials of the College are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan.
- It is likely that outside assistance would be available in most major disaster situations affecting the College.

- The command, control and coordinating mechanisms described in this plan are implemented when:
  - o The Emergency Operations Center (EOC) is activated during or in advance of an event; or
  - o A county State of Emergency is declared; or
  - o Assistance from Surry County or municipalities is requested in either an advisory or field response capacity.

7.0 CONCEPT OF OPERATION

This Section describes general and specific operational concepts that are employed by SCC. It also describes the phases of emergency management and how they relate to emergency operations.

3.1 General:
- As required by General Statute 166A-2, it is the responsibility of county government to prevent, prepare for, respond to and recover from natural or man-made disasters or hostile military or paramilitary actions which occur within the country. Surry Community College has the responsibility of initial response and mitigation of emergencies on all Surry Community College campuses until additional municipal and/or county emergency responders arrive.
- SCC Campus Police will coordinate with municipal and county Emergency Management Directors and request needs.
- If the emergency warrants, elected officials may declare a State of Emergency to exist within the jurisdiction (or a part thereof) and begin implementing emergency procedures.
- The senior elected official or the designee of the jurisdiction will order evacuation and ensure coordination of shelter activation as necessary.
- The State of Emergency shall be terminated by the authority who proclaimed it.

28. Phases of Comprehensive Emergency Management.

8.0 Mitigation

Mitigation activities are those designed to either prevent the occurrence of an emergency or minimize the potentially adverse effects thereof. Some mitigation activities for Surry Community College include risk assessments in college facilities as well as regular inspections of fire extinguishers and emergency telephones.

8.1 Preparedness

Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

8.2 Response

Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster, help to reduce casualties and damage, and to speed recovery.

Response activities include direction and control, warning, evacuation, mass care, and other similar operations.

8.3 Recovery

Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return to vital life support systems to minimum operating standards; long-term recovery actions may continue for many years.

29. Emergency Operations

Most incidents occur locally. The initial response to the majority of domestic incidents is typically handled by local "911", emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses need go no further. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multidiscipline, multi-jurisdictional incidents requiring significant additional resources and operational support.

The Surry Community College Campus Police uses the Incident Command System and follows the command and control concepts discussed in the National Incident Management System (March 1, 2004).

Incident Command principles are employed at all operational levels, including:

- Single Agent Incident Command
- Unified Command
- Area Command

While NIMS provides a degree of latitude to coordination efforts that take place in EOCs, SCC duplicated the incident command structure to facilitate multi-agency coordination for multiple incident scenes. Should it become necessary to activate, the EOC will serve as the primary coordination point for an area command for large-scale emergencies within the county.

For each incident scene, the ICS will be instituted in order to facilitate communication, command and control. A single incident commander is sufficient for emergencies that do not cross-jurisdictional boundaries or require significant interagency or inter-jurisdictional coordination. Typically, the incident command is the first senior officer on scene.

In incidents requiring more extensive coordination, a unified command structure is established. Unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Typically, the incident commander in a unified command structure is appointed from senior officers within the jurisdiction that is the site of the incident, or in cases of interagency coordination, is the first senior office on scene.

30. EOC Activation Levels

The SCC EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The EOC is activated when a hazard has or could present conditions of such a magnitude that it will require a large commitment of resources from numerous sources over an extended period. The scope of the EOC and this plan shall establish the communication and bridge between operations personnel and policy makers. The following levels will serve as guidelines for such activation:

- **9.0. Level I Activation (Monitoring Activation) –** This level may be implemented whenever the College receives notice of an incident that may escalate to threaten the safety of the public. During this activation, the SCC Campus Police will disseminate information to identified SCC personnel via telephone, e-mail, and text messaging.

  For the purpose of notification, Monitoring Activation requires a stand-by notification of lead agency representatives and an active notification for EOC command staff and Section Chiefs.

- **9.1. Level II Activation (Event Specific Activation) –** This level may be implemented by the College President or his designee. This activation is in response to a hazard-specific event that requires response from Fire/Rescue, Law Enforcement, and Emergency Medical Services and EMS rescue teams.

  For the purposes of notification, Event Specific Activation involves a stand-by notification of the Planning and Finance/Administration Section Chiefs and active notification of the EOC Command Group.

- **9.2 Level III (Limited EOC Activation) –** This level may be implemented for a major event. For the purposes of notification, Limited EOC Activation involves an active notification of EOC personnel.

- **9.3 Level IV (Full Activation) –** This level builds upon the Limited ECO Activation level and includes representatives from affected municipalities as well as representatives from agencies that support the functional branches: including state and federal agencies.

31. Emergency Phases Shall Include:

- **10.0. Pre-Impact Response Phase** is the monitoring and preparedness phase before the emergency strikes. This phase may begin up to 72 hours before an incident and continue until the emergency occurs. This phase includes hazard monitoring/tracking, incident notification, EOC activation at the appropriate level, public information and warning, evacuation, sheltering (in place and relocation), and communications and coordination activities.

- **10.1. Impact Response Phase** begins once the emergency occurs and may continue for several weeks. This phase includes communications, public information, hazard abatement, search and rescue (SAR), emergency medical services (EMS) delivery, temporary shelter, impact/needs assessment, security, re-entry, traffic control, debris clearance, resource distribution, and volunteer management.

- **10.2. Short Term Recovery Phase** begins immediately after the emergency impact and continues for approximately six months. The Short-Term Recovery Phase includes the

implementation of both individual assistance programs, through the Disaster Application Centers (DACs) and American Red Cross (ARC) Services Centers, and public assistance programs through the damage survey teams and appropriate documentation. Other short-term activities include extended sheltering (e.g., hotels/motels, mobile homes and tent cities), on-going human service delivery, debris removal, contractor licensing, permits, and inspections. The Short-Term Recovery phase does not normally require 24-hour operations but may require 12 to 16-hour days.

- **10.3. Long Term Recovery Phase** begins within a week of the emergency impact and may continue for years. Long-term recovery activities include on-going human service delivery; rebuilding the economy, infrastructure, and homes; and implementation of hazards mitigation projects and funds recovery.

32. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

During a disaster that requires EOC activation, numerous representatives of the College must take on many responsibilities. For this reason, command and control, coordination, and decision-making must be defined at the outset. Specific responsibilities are outlined below in Section 4.2.

When on-scene command posts (CPs) are established, the ICS will be implemented. When the EOC is operational, it operates under the Incident Command Structure that facilitates coordination with incident commanders in the field, as well as State and Federal agencies providing assistance. The organizational structure described below in Section 4.1 is a synopsis of these plans.

33. Organization

Organization of SCC differs from the organization of the EOC. While normal lines of authority within the College or within a service area of the College do not change, it is necessary to organize responsibility in a way that maximizes operational expediency, decision-making, and information sharing. This is necessary due to the short-term tasks required of emergency response.

When an emergency exists at the College, lines of control related to emergency operations are organized along task-oriented, or functional, branches rather than the normal departmental structure used to accomplish long-term goals or to support everyday services.

When the College appoints representatives to lead the functional branches or to support EOC operations, it is critical that those representatives have the ability and authority to make decisions that affect emergency operations on behalf of the College. Delaying decisions such as allocation of resources and personnel or providing additional services to the public can lead to serious consequences within the increased tempo of the EOC environment.

The organizational structure utilized at SCC during emergencies originates from three sources:

- The National Incident Management System (NIMS)[1]

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[1] National Incident Management System, *Department of Homeland Security, March 1, 2004*

- The State of North Carolina Emergency Operations Plan
- Accepted Incident Command System Structure

The organizational structure is configured this way to maximize compatibility with Municipal, County and State assets, as well as incident commanders in the field. The Support format is compatible with State and Federal organizational structures, but these functions are placed in the context of ICS.

34. Campus/Building Evacuation Process

An announcement will be made over the public address system indicating a threat to the college. An example announcement might be, **"May I have your attention. Please evacuate all buildings (or a specific building). Instructors lead students to the designated (primary or secondary) assembly area for your building and remain with students until further notice. The Response Team should report to _____ immediately."** At the time of this announcement, the following procedures should be followed:

❑ Move quickly and quietly to designated assembly area.

❑ Take all personal belongings.

❑ Close doors as you exit.

❑ Do not use cell phones.

❑ Do not go to vehicles.

❑ Remain in designated area until further notice.

NORTH

BUILDING
Evacuation Assembly Areas

■ Primary

■ Secondary

SURRY
Community College

Vineyard

100

Emergency Services
Training Center

300

F
258

Baseball
Field

Parking

171

W
170

M
210

B
208

I
206

K
204

H
110

Parking

College Circle

Parking

Parking

Tennis
Court

R
201

F. Comer Blvd.

Parking

Parking

Parking

Spoon Street

P
275

J
163

V
329

G

C
165

Parking

S
361

A
157

E
184

T
115

Parking

Parking

Parking

Parking

Parking

Parking

Parking

Parking

Parking

Parking

SBVE
110

33

U.S. Business 601 / South Main Street

EVACUATION ASSEMBLY AREAS

	PRIMARY	SECONDARY

**A-Building
C-Building
Viticulture &
Enology** → 🔴 | 🟣

**E-Building
J-Building** → 🔵 | 🔴

**H-Building
F-Building
W-Building** → 🟢 | 🔵

**B-Building
M-Building
I-Building** → 🟡 | 🟣

P-Building → 🟡 | 🟣

**S-Building
T-Building
V-Building
G-Building** → 🟣 | 🟡

**R-Building
K-Building** → 🟡 | 🔵

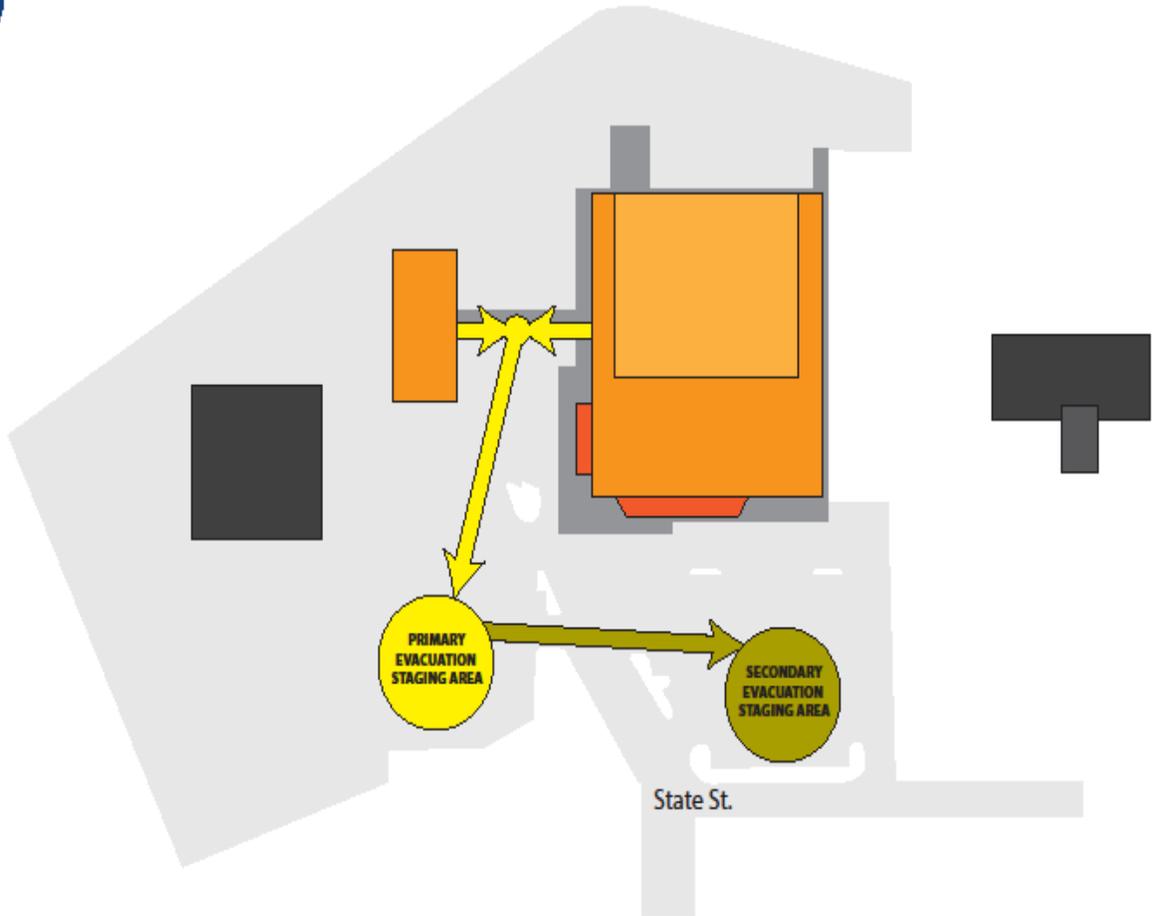**Note 1:** In a situation calling for a mobile command unit, the campus Police Chief and Emergency Services' authorities will designate an area for that specific purpose.
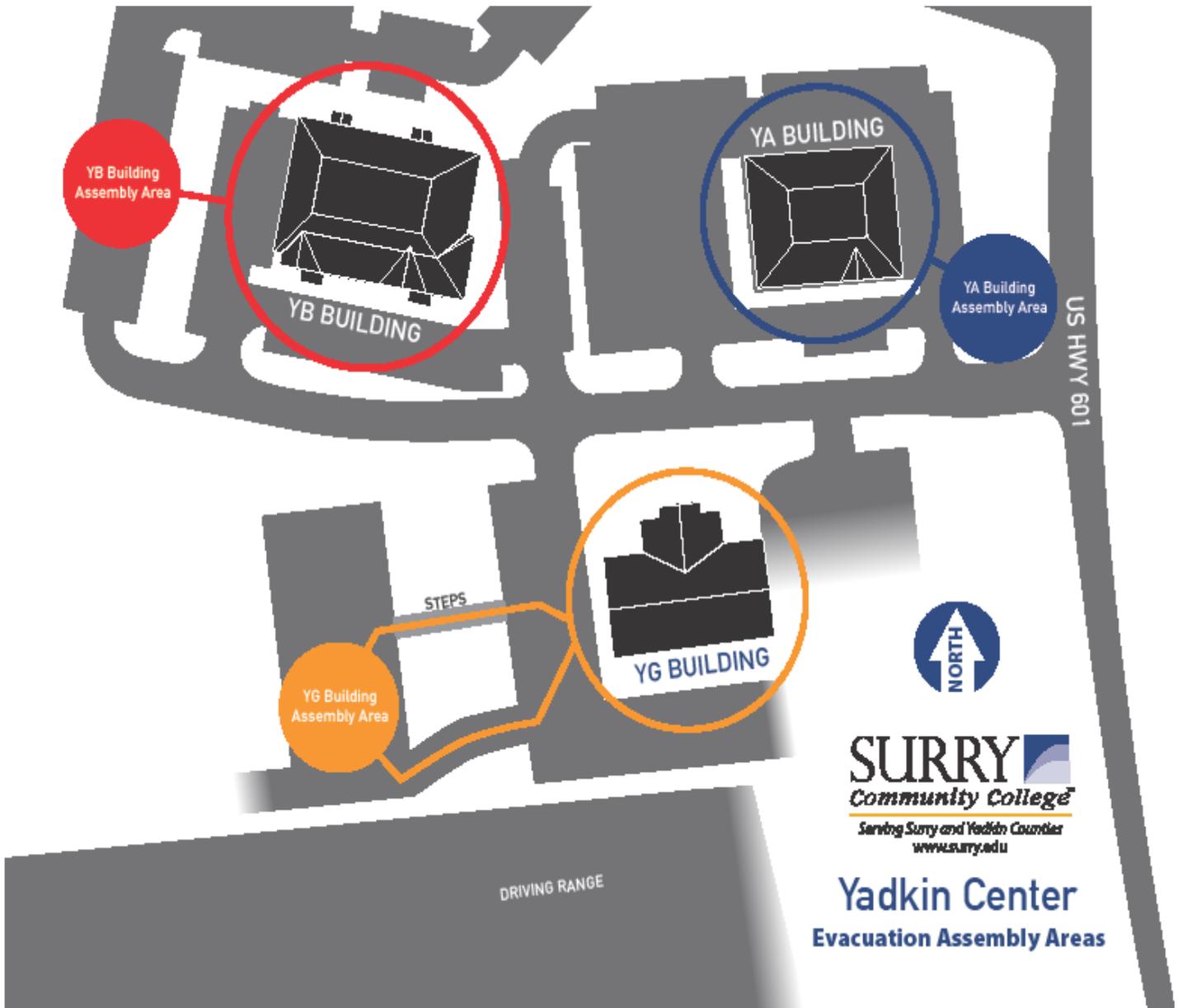
Note 2: In the case of a bomb threat, authorities will conduct a search.

NORTH

PRIMARY EVACUATION STAGING AREA

SECONDARY EVACUATION STAGING AREA

State St.

SCC MOUNT AIRY CENTER
Evacuation Assembly Areas

SURRY
Community College

YB Building Assembly Area

YB BUILDING

YA BUILDING

YA Building Assembly Area

US HWY 601

STEPS

YG BUILDING

YG Building Assembly Area

NORTH

SURRY
Community College
Serving Surry and Yadkin Counties
www.surry.edu

Yadkin Center
Evacuation Assembly Areas

DRIVING RANGE

NORTH

PRIMARY
EVACUATION
STAGING AREA

CC Camp Rd. / 268

N. Bridge St. / 21

SCC ELKIN CENTER
Evacuation Assembly Area

SURRY
Community College
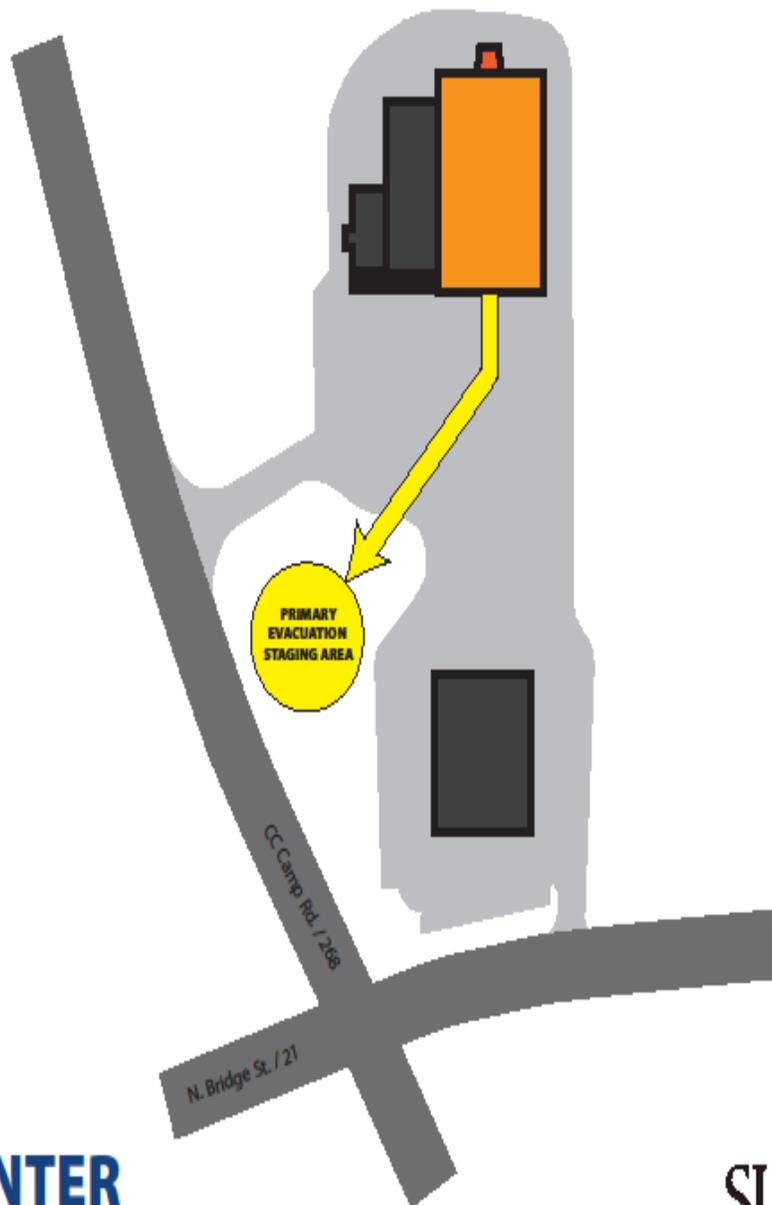
SCC PILOT CENTER
Evacuation Assembly Area

41. Campus/Building Lockdown Process

An announcement will be made over the public address system indicating a threat to the college. An example announcement might be, **"May I have your attention. Please initiate lockdown procedures immediately."** At the time of this announcement, the following procedures should be followed:

❑ Close and secure all doors.

❑ Display red card only in emergency situations under door and on window if available.

  ✧ **Red** = Immediate Attention Needed

❑ Move to furthermost point in room from windows and doors.

❑ Remain under lockdown until further notice.

42. Medical Emergency Process

Surry Community College does not maintain a Staff Nurse or First Aid Station. For all medical emergencies call 911 immediately.

Student Care:

Minor Illness/Injury:

❑ In the case of minor injury, report to SCC Communication Center.

❑ Recommend the student go home or see their personal physician.

❑ If the student is too sick or injured to leave on his or her own, notify EMS by dialing 911 and then report the call to the Information Center.

❑ All full-time and/or occupational students are covered by a student insurance policy for injury sustained in the line of study. Student should contact the Information Center for claim form.

43. Major Illness/Injury:

❏ Call 911; give your name, specific location (building and room), and nature of the emergency.

❏ Notify the campus Communication Center.

❏ Remain with the student and, under Good Samaritan protection, you may render whatever aid you can and/or trained to perform.

44. Employee Care:

Illness/Injury:

❏ In the case of illness, if the employee is able to make a decision concerning medical care, his or her wishes should be met. If the illness is such the employee cannot make a decision, those assisting should call 911; give name, specific location (building and room), and nature of the emergency.

❏ Remain with the employee and, with Good Samaritan protection, render whatever aid you can and/or trained to perform.

❏ Those assisting should notify the campus Communication Center.

❏ In the case of on-the-job injury, all employees of Surry Community College are covered under a Workers' Compensation Plan. The following steps must be followed in order to file a claim:

  ✧ Notify immediate supervisor. Supervisor should provide necessary paperwork for treatment.

  ✧ If the injury is of an emergency nature, the employee should obtain medical treatment from the nearest hospital emergency room and then notify supervisor as soon as possible.

45. Criminal Emergency Process

Any violation of the laws of North Carolina could be considered a criminal emergency and should be reported. Call the SCC Communication Center and share what information you may have and the College Police Department will handle the situation. Some examples of a criminal emergency are robbery, assault, weapon violations, personal threats, etc.

If you witness or are involved in a crime:

❑ Notify the campus Communication Center immediately.

❑ Preserve the scene in so much as is practical.

46. Sheltering Process

An announcement will be made over the public address system indicating a threat to the college. An example announcement might be, **"May I have your attention. Please initiate sheltering procedures immediately."** At the time of this announcement, the following procedures should be followed:

❑ Move quickly and quietly to the closest designated sheltering areas within the building.

❑ Remain in shelter area until further notice.

Pre-designated areas have been established in all buildings on the main campus of Surry Community College and are identified with the following symbol on the door:

EMERGENCY
SHELTER
AREA

The following is a list of all buildings on campus and their respective sheltering areas:

A-Building – In Auditorium, Use Stage Only

Knights' Grill Floor
    A-6 Student Government Office
    A-12 Male Restroom
    A-14 Female Restroom
    A-22 Unisex Restroom inside Grill
    A-25 Storage inside Grill

Main Floor – Fin. Aid & Student Development
    105A Office
    105B Office
    105C Office
    105D Office
    108A Records Room

Main Floor – Business Office
    A-131 Female Restroom
    A-132 Male Restroom
    A-134 Break Room

Third Floor is to evacuate by using the stairs and assemble in the Main Floor Sheltering Areas.

B-Building

Male and Female Restrooms

C-Building

Main Floor
    Male and Female Restrooms
    C-114 Storage and Break Room

Second Floor is to evacuate by using the stairs and assemble in the Main Floor Sheltering Areas.

E-Building

E-132 Classroom
E-133 Classroom
Male and Female Restrooms

F-Building

Male and Female Restrooms
Burn Building

G-Greenhouse

Do not stay in the building/area; go to the First Floor of V-Building and utilize the Male and Female Restrooms.

H-Building

First Floor
    H-149 Classroom
    H-155 Conference/Meeting Room
    Male and Female Restrooms

Second Floor
    Male and Female Restrooms

Third Floor is to evacuate by using the stairs to go to either the Second Floor or the First Floor Sheltering Areas.

Learning Center is to evacuate by using the stairs to go to either the Second Floor or the First Floor Sheltering Areas.

Administrative Suite
    H-223 Office
    H-228 Work Room

I-Building

Male and female restrooms
Tool/Storage room in rear work area.

J-Building

First Floor
    J-109 Mechanical Room
    J-129 Continuing Education File Room

Second Floor

J-208 Mechanical Room

Third Floor is to evacuate and use the stairs to go to the Second or First Floor Sheltering Areas.

K-Building

K-100A Storage in K-100 Lab
K-106A Storage in K-106 Lab
K-108A Storage in K-108 Lab
K-118 Mechanical Room in K-111

M-Building

Do not remain in the building/area; go to the B-Building and utilize the Male and Female Restrooms

P-Building - DO NOT USE THE LOCKER ROOMS

Male and Female Restrooms in Lobby
P-108 Storage Room
P-118 Female Coaches' Office
P-119 Storage Room
P-125 Male Coaches' Office
P-126 Storage Room

R-Building

First Floor
    Male and Female Restrooms

Second Floor is to evacuate by using the stairs and assemble in the First Floor Sheltering Areas.

Viticulture & Enology Center

Male and Female Restrooms
Server /Mechanical Room

S-Building

Male and Female Restrooms

T-Building

First Floor (ECHS)
    Male and Female Restrooms
    T-125 Auditorium

Second Floor is to evacuate by using the stairs and assemble in the First Floor Sheltering Areas.

V-Building

First Floor
    Male and Female Restrooms

Automotive Area
    V-116 Storage in V-119
    V-121 Storage in V-123

Second Floor is to evacuate by using the stairs and assemble in the First Floor Sheltering Areas.

W-Building

Male and Female Restrooms

Center for Public Safety

Male and female restrooms
CPS 104 office
CPS 105 office

Yadkin Campus

YA-Building

Male and female restrooms
Unisex restroom in office area
A-116
Storage room in shop area

YB-Building

Male and female restrooms
Hallway next to restrooms
B-119
B-138

YG-Building

Male and Female restrooms.
YG-112 Classroom

Elkin Campus

43

Male and female restrooms
Large conference room
Two storage rooms in rear classrooms
Storage room inside GED center
Break room in front office area

Pilot Campus

Male and female restrooms
PC 113
PC 108
PC 137
PC 139

YADKIN CENTER

Evacuation Process:

➢ Move quickly and quietly to designated assembly areas

A-Building to the area we have been using to the area next to US 601 to the BLUE SIGN.

B-Building to the area of the dumpster in the corner of SW corner of the upper lot to the RED SIGN.

➢ Take all personal belongings

➢ Close doors as you exit

➢ Do not use cell phones

➢ Do not go to vehicles

➢ Remain in designated areas until further notice

NOTE: We have not changed any of the evacuation assembly areas, however we have changed the signage for these areas. We are now using a color system that represents all evacuation areas. Please note that the evacuation assembly area sign is placed in a strategic location and everyone needs to report to the area where the sign is located, not just anywhere in the parking lot. Please refer to page 14 of the emergency response plan!

Lockdown Process:

➢ Close and secure all doors

➢ Display the red card only in emergency situations under door and on a window if available.

➢ Move to the furthermost point in the room away from windows and doors

➢ Remain under lockdown until further notice.

NOTE: Effective January 1, 2015 we will no longer use the **GREEN** cards on any campus as part of the lockdown process. All green cards have been removed. The **RED** card will remain in all areas and will only be used in the event you have an emergency within your area. If there is no emergency in your area then you will not display any cards, just simply follow the four steps above for the lockdown process. Please refer to page 19 of the emergency response plan!

REMINDER: Everyone on campus that has an office or classroom should take a few minutes to ecome familiar with the locking system for your doors. We have a list of areas already that thumb latches will be installed to simplify response procedures. Until this project is completed please make sure you can manipulate the lock and have the appropriate keys to do so. Please notify Chief Shropshire if you need certain keys for your areas. Also check your rooms and make sure that equipment/supplies/desks etc. are not stored in areas of the room that would inhibit everyone from getting out of view from windows and doors. If items need to be moved, contact maintenance by work order to have these areas cleaned out.

Note: The classroom doors in B-Building currently will have to be locked with your keys. New locks will be installed in all of the classrooms to correct this.

Severe Weather Sheltering Process:

- Move quickly and quietly to the closest designated sheltering areas within the building

- Remain in shelter area until further notice

NOTE: This is not a lockdown nor should it be confused with lockdown procedures. All areas on campus are designated with a yellow triangle affixed to the top center of the door to that area. Please refer to pages 22, 23, 24 for a complete list of all designated areas on all campuses.

Note: This information is currently being updated for the Yadkin Center B-Building. Please see the information below use now:

Yadkin Campus

YA-Building
Male and female restrooms
Unisex restroom in office area
A-116
Storage room in shop area
YB-Building
Male and female restrooms
Hallway next to restrooms
B-119
B-138
YG-Building
Male and Female restrooms
YG-112 Classroom

Medical Emergencies:

- For all medical emergencies call **911** immediately

NOTE: SCC does not house an on-site medical facility or nurse therefore no departments except for the SCCPD should be contacted in medical emergencies. There are several first responders employed with SCC and they will respond if available, but they are not the primary response for these situations. Yadkin County EMS is the primary response agency for all medical emergencies.

The response plan is also available from the link below through Knight Life!

https://myknightlife.surry.edu/policies/Documents/Emergency%20Response%20Plan.pdf