

**Rockingham Community College
Emergency Action Plan**

Emergency Telephone Numbers

Emergencies (fire, medical sheriff)	911	When calling from a campus telephone, callers must first dial "9" to be connected to an outside line; callers then can dial "9-1-1."
Campus Security	ext. 2299, ext. 2326, red emergency phones, or blue call boxes	Security guards are on campus at all times . Guards can be reached via their radios by dialing ext. 2299, or in the Campus Security Office in Whitcomb Student Center, ext. 2326. Red phones in each building will automatically dial Security when the receiver is picked up. Blue call boxes located at various locations around campus will also connect directly to Security (see Appendix *)
Emergency Coordinator	ext. 2213	Dr. Tony Gunn, Associate Vice President for Facilities and External Affairs
College Switchboard	0	Monday thru Thursday 7:45 AM-7:00 PM Friday 7:45 AM-3:00 PM
Weekend Administrator		On weekends, college administrators reached through Campus Security.

Building

Administration
Advanced Technologies
Bishopric Lifelong Learning Center
Center for Creative Arts
Emergency Services Training Center
Horticulture Building
Industrial Technology I
Industrial Technology II
James Library
Keys Gymnasium
Humanities
Maintenance
Owens Health Sciences
Science
Whitcomb Student Center

Street Address

215 Wrenn Memorial Road
560 County Home Road
568 County Home Road
360 Wrenn Memorial Road
222 NC Highway 65
380 Wrenn Memorial Road
311 Wrenn Memorial Road
351 Wrenn Memorial Road
315 Wrenn Memorial Road
558 County Home Road
310 Wrenn Memorial Road
555 County Home Road
562 County Home Road
312 Wrenn Memorial Road
484 County Home Road

Severe Weather Conditions (Inclement Weather)

College Schedule Changes

In the event of severe weather conditions (inclement weather), the President, or his designee, will make the decision regarding the closing of the college. Public service announcements will inform all students, faculty and staff of the decision. If RCC is closed, designated staff members may, at the discretion of the supervisor, be asked to report. In the event that weather conditions allow for classes to begin on a delayed schedule, regularly scheduled classes will begin at the hour designated.

Major TV and radio stations in the area will be requested to broadcast information about the college's closing. A memo listing these stations will be distributed from the President's Office to students, faculty and staff each fall.

Severe Weather Preparedness (Tornadoes, Hurricanes, and Severe Thunderstorms)

In severe weather situations, RCC follows the procedure below:

Tornado “Watch”: A “watch” is issued by the National Weather Service (NWS) when conditions are favorable for tornadoes. When a tornado or severe thunderstorm “watch” is issued, RCC administrators monitor conditions via weather radios, TV, and Internet.

Tornado “Warning”: A tornado “warning” is issued by the NWS when a tornado or funnel cloud has been sighted visually or detected by radar.

Administrators may notify the campus of a “warning by:

- Campuswide e-mail.
- Telephone calls to building secretaries.
- “Eagle Alerts” text-messaging.
- Announcements via emergency call boxes.

Imminent Situations: If a tornado (or other severe weather) is imminent for the campus, an administrator will issue one long blast (of at least 30 seconds) on the building horn system.

When this blast is heard, all occupants will proceed to the refuge areas designated in each building. Applicable staff should first lock safes, vaults, file cabinets and other pieces of furniture/ equipment containing valuable tapes, documents, records, etc. Instructors should instruct students to proceed to their designated refuge area(s) and to

position themselves in a curled position. If available, coats and jackets can be used to cover heads, arms and legs as a means of protection from flying glass and other debris.

Students, faculty, and staff should remain in the refuge area until an "all-clear" signal is given: two short blasts (of 10 seconds each) on the horn system.

If the "watch" is issued after business hours, security guards will coordinate the notification in consultation with administrators.

Tornado vs. Lockdown

Note: A tornado alarm on RCC's horn system is signaled by one long blast of at least 30 seconds. A campus lockdown alarm is signaled by short blasts for at least 30 seconds. The "all-clear" for both alarms is two short blasts of 10 seconds each.

Fire Procedures

Fire Safety

Fire extinguishers are provided in conformance with appropriate safety laws at specified locations in all college facilities. These extinguishers are visually checked monthly by building custodians and checked annually by an outside fire service vendor. The tag on the extinguisher is initialed when inspected. All extinguishers are serviced according to a set schedule for that type extinguisher. However, more frequent service may be required as a result of the monthly or annual inspection. If an extinguisher is used, the appropriate dean should notify the Associate Vice President for Facilities and External Affairs so that the extinguisher may be recharged. Use of a fire extinguisher for any purpose other than fire fighting is strictly prohibited. In the event of a fire in any facility, the person discovering the fire should follow the procedures outlined below for requesting emergency assistance. Evacuation instructions are addressed below.

A. Upon Discovery of Fire

1. The person discovering a fire will use the appropriate fire extinguisher if good judgment lends itself to the use of this mode of remedial action. If deemed inappropriate, or if this action proves ineffective, the person discovering the fire will sound the alarm by shouting "FIRE! FIRE! FIRE!" and proceed to pull the nearest fire alarm.
2. Call 911; indicate type of emergency and give the name and street address of the building and exact location of the fire and if there are any injuries.
3. Ensure the switchboard operator is notified by dialing "0" and immediately state that 911 has been contacted. If after normal operating hours, dial Security at ext. 2299.
4. Assist those in need of evacuating the buildings. DO NOT use elevators in case of fire. An evacuation plan is posted in each building. Follow posted EXIT signs for evacuation from the building.
5. Close doors inside the building, thereby slowing the spread of the fire.

B. Evacuation Procedures

The building supervisor (during normal operating hours) or Security (after normal operating hours and/or holidays and weekends) will:

1. Follow the posted evacuation route.
2. Proceed to the predetermined assembly point.

Assembly points are as follows:

<u>Building</u>	<u>Assembly Point</u>
Humanities Science James Library Industrial Technology I Industrial Technology II Administration	Grassy area between IT-1 and Library
Center for Creatvie Arts Horticulture	Lot C
Whitcomb Student Center Gym Advanced Technologies	Grass field between Gym and County Home Rd.
Owens Health Sciences Building Bishopric Lifelong Learning Center	Soccer Field II (across the drive beside the Owens Health Sciences Building)

Lockdown Procedures

In certain situations, a lockdown on campus may be required. The following procedures are to be followed:

Lockdown – Appropriate when a member of the college community is believed to be in imminent danger.

Only the President, or President’s designees, may invoke a lockdown.

Any person who believes a member of the college community is in imminent danger should take the following steps:

- Call 911 and advise them of the emergency
- Call the main switchboard and report the emergency

Lockdown: In-Classroom Procedures

The college will notify individuals on campus of a lockdown by the following means:

- * Short blasts over the college's horn system for at least 30 seconds.
- * A campuswide e-mail.
- * Telephone calls to building secretaries.
- * A message on "Eagle Alerts," the college's text-messaging system.
- * The announcement "lockdown, lockdown" in person by a college administrator or security officer.

When notified of a campus lockdown, the following actions are required:

1. Students must remain calm and follow the instructor's instructions.
2. Faculty are to direct any students/staff into a classroom immediately.
3. Faculty are to close any blinds and place students against a wall or in a corner away from the door.
4. Turn off lights and computer monitors or other equipment.
5. Faculty should locate and hold on to class rosters.
6. Do not allow use of phones/cell phones except for emergency information.
7. Remain in locked classrooms until the "all clear, all clear" announcement is made. Do not permit students to leave until authorized.
8. If evacuation occurs, all persons will be directed to a specific location.
9. Once evacuated, faculty should take roll to account for all students present.

Lockdown: General Campus Procedures

1. Persons in hallways and other open areas inside buildings should be directed to nearest classrooms or lockable areas by building personnel.
2. Anyone in a restroom should move to a stall, lock the door, and stand on the toilet.
3. Staff should remain in the areas where they are located, secure the doors, and turn off lights.
4. Persons in the library should remain there. Librarians should lock the doors, turn off lights, and locate a secured area to which students should be directed.
5. Remain in designated areas until directed by an RCC administrator or law enforcement officer, or an all-clear signal (two short blasts on the horn system) is given.

If you are outside and a lockdown or active shooter event occurs, you should:

1. Try to remain calm.
2. Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
3. Move or crawl away from any gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
4. Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration. When you reach a place of relative safety, stay down, and do not move. Do not peek or raise your head in an effort to see what may be happening.
5. Try to warn other faculty, staff, students and visitors to take immediate shelter.
6. Wait and listen for directions from public safety and/or law enforcement personnel.

Lockdown: General Information

Never open doors during a lockdown, even in the event of a fire alarm. RCC administrators and law officers will have keys to open doors, and announcements will be made via campus telephones or in person. If required, all persons will be evacuated to a safe location by an administrator or law enforcement officer.

Medical Emergencies

In the event of a serious illness or injury of a student, faculty or staff member, the immediate concern is to aid the injured or ill person. Proceed according to the following plan, depending on the seriousness of the illness or injury.

If you need an ambulance, dial extension 0 and tell the switchboard operator your specific location and the type of illness or injury. The switchboard operator is to notify Security.

If assistance is needed before after hours, dial 9 and then 911. Instructors will not be held responsible for any fees involving the use of medical emergency vehicles. After hours and on weekends, also notify Security at ext. 2299. Security will notify the administrator on call.

First-aid kits are available at the following locations for minimal medical needs:

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<u>Kit Location</u>	<u>Contact</u>
Administration Building - Front Desk	Lori Powell
Advanced Technologies	
Room 107 (in desk at administrative area)	Kathy Martin
Learning Center	Charlotte Meeks
Emergency Services Training Center - Lobby	Randy Evans
Greenhouse	Vickie Hall
Gymnasium Office C	Lynne Haynes
Humanities Building	
Room 110 (workroom closet)	Kaye Willard
Room 101 (art studio)	Kaye Willard
Center for Creative Arts	
Room 103	Kaye Willard
Room 104	Kaye Willard
Industrial Technologies I	
Room 101 (cabinet in administrative area)	Vickie Hall
Room 104	Keith Elliott
Room 110	Kris Brooks
Room 113	Kris Brooks/Bill Rose
Industrial Technologies II	
Room 101	Keith Sigmon
Room 103E	Anthony Edwards
Room 105	Keith Elliott
Building Trades Lab (project house behind Center for Creative Arts)	Keith Elliott/Brad Overby
Rockingham County Farm Bureau Horticulture Building & Greenhouse	Brad Overby
James Library	
Circulation Desk cabinet on main floor	Mary Gomez
Break Room cabinet on ground floor	Mary Gomez
Maintenance Building	
Director of Physical Plant's office	Jeff Knight
Owens Health Services Building	
Room 201B (administrative asst. area)	Katherine Leebrick
Science Building	
Room 110 (drawer in admin. asst. area)	Kaye Willard
Room 115	Kaye Willard
Room 116	Kaye Willard
Room 117	Kaye Willard
Room 118	Kaye Willard
Whitcomb Student Center	
Information Desk	Chris Smoot
Security Office	Chris Smoot
Security Vehicles	Chris Smoot
Bishopric Lifelong Learning Center	Sarah Tucker

