

**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, ext 2001, <b>red emergency phones, or blue call boxes</b>	Security guards are on campus <b>at all times</b> . Guards can be reached via their radios by dialing ext. 2299, or in the Campus Security Office in Whitcomb Student Center, ext. 2326. <b>Red phones in each building will automatically dial Security when the receiver is picked up.</b> <b>Blue call boxes located at various locations around campus will also connect directly to Security (see Appendix)</b>
Emergency Coordinator	ext. 2213	Dr. Tony Gunn, Associate Vice President for Facilities and External Affairs
College Switchboard	0	<b>Monday thru Thursday 7:45 AM-7:00 PM Friday 7:45 AM-3:00 PM</b>
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.
- Mass notification system (Alertus beacons and pop-ups)

**Imminent Situations:** If a tornado (or other severe weather) is imminent for the campus, an administrator will issue a tornado alert using the college's mass notification system.

When the alert is issued, 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

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

## 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. Security will subsequently contact the President, the Associate Vice President for Facilities and External Affairs, and the Director of Physical Plant. On holidays or weekends, Security will notify the administrator on call.)
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 individual responsible for the building (during normal operating hours) or Security (after normal operating hours and/or holidays and weekends) will:

1. Follow the posted evacuation route.
2. Ensure the affected building is evacuated and that occupants are at 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	<b>Grassy area between IT-1 and Library</b>
Center for Creative Arts Horticulture	<b>Lot C</b>
Whitcomb Student Center Gym Advanced Technologies	<b>Grass field between Gym and County Home Rd.</b>
Owens Health Sciences Building Bishopric Lifelong Learning Center	<b>Soccer Field II (across the drive beside the Owens Health Sciences Building)</b>

Center for Creatvie Arts Horticulture	<b>Lot C</b>
Whitcomb Student Center Gym Advanced Technologies	<b>Grass field between Gym and County Home Rd.</b>

## **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 faculty or staff member 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:

- \* Issue a lockdown alert on the campus mass notification system.
- \* 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 or other lockable area 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 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**

As appropriate, **RUN, HIDE, FIGHT.**

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, in person or via the campus mass notification system. 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 9 and then 911. Then notify Security by dialing extension 2299, or 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 minor medical needs:

<u>Kit Location</u>
Administration Building - Front Desk
Advanced Technologies Room 107 (in desk at administrative area)
Emergency Services Training Center - Lobby
Gymnasium Office C
Humanities Building Room 105-A (Faculty/Staff Lounge)
Center for Creative Arts Room 103 Room 104
Industrial Technologies I Room 101 (cabinet in administrative area) Room 104 Room 110 Room 113
Industrial Technologies II Room 101 Room 103E Room 105
Building Trades Lab (behind CCA)
Rockingham County Farm Bureau (Horticulture) Building & Greenhouse
James Library Circulation Desk cabinet on main floor Break Room cabinet on ground floor
Maintenance Building Director of Physical Plant's office
Owens Health Services Building Room 201B (administrative asst. area)
Science Building Room 110 (drawer in admin. asst. area) Room 115

Room 116  
 Room 117  
 Room 118

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 Whitcomb Student Center

Welcome Desk  
 Security Office  
 Security Vehicles

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 Bishopric Lifelong Learning Center

First Floor  
 Second Floor

### **Use of Automated Electronic Defibrillators (AED)**

Automated Electronic Defibrillators (AED) are located in all buildings on campus. When needed, personnel should immediately call 911 and use the AED according to instructions.

<u>Building</u>	<u>Location</u>
Administration	Lobby near the switchboard
Advanced Technologies	Main Lobby
Bishopric Lifelong Learning Center	First floor near offices
Center for Creative Arts	Main hall near restrooms
Emergency Services Training Center	Lobby
Horticulture	Main room
Industrial Technology I	Back Hallway
Industrial Technology II	Main hall across from room 102
James Library	Main Lobby
Gymnasium	Hallway off main lobby
Humanities	Near back door
Owens	Stairwell of Main Lobby
Science	Outside 110
Whitcomb Student Center	Upper Lobby near Security



### APPENDIX: Callbox Locations

