



SUMMARY EMERGENCY PROCEDURES MANUAL

Office of Police/Public Safety
910-672-1295
Office of University Safety & Health
910-672-1827

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INTRODUCTION

This Emergency Procedures Manual is intended for use by faculty, staff, students and administrators at Fayetteville State University. It is specifically designed as a “quick reference” to meet several emergency and potential emergency conditions on the campus.

Everyone should become familiar with the contents of this manual. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times; preferably beside your telephone. New employees should become familiar with the manual as part of their orientation process.

If there are further questions or comments, please contact the Department of Police/public Safety at Fayetteville State University at 672-1341.

AIR CRASH

Fayetteville State University has never an air crash on its campus. Therefore, the possibility of one occurring is remote but not impossible. Helicopters, airplanes and light air gliders fly over and/or near the campus which increases the probability of a crash.

In the event of an air crash:

- 1- Telephone the police department at extension 1911 or use the emergency call box nearest you, providing your name, location and telephone number. Also, please provide as much detailed information as you can concerning the exact location and situation.
- 2- Move a safe distance from the crash (at least 500 feet or more).

ANIMALS ON CAMPUS

POLICY:

In consideration for personal safety, as well as sanitation, privately owned animals are permitted on the grounds or in the buildings only in the following cases:

- 1- Seeing or leader dogs for the visually impaired.
- 2- Animals which are brought on campus for specifically authorized and approved animal shows, contest or other events involving the display or demonstration of skills of trained animals.

PROCEDURES AND REGULATIONS:

Any animal on the campus (under the provision of 1 and 2 above) must be leashed and attended at all times. Persons violating this policy will be requested to leave the campus immediately with their animal(s). Animals found unattended may be impounded by the Campus Police and turned over to the Cumberland County Animal Control.

To report the presence of an unauthorized animal, please telephone the campus Police at 1911 or use the nearest call box.

BOMB THREAT

- 1- Bomb threats usually occur by telephone.
- 2- The person receiving a bomb threat should, if at all possible, remain calm in order to methodically obtain as much information as possible from the caller by using the *bomb threat checklist* provided on the following page.
- 3- Telephone the police Department at extension 1911. Inform them of the situation including any information you may have as to the location of the bomb, time set to explode and the time you received the call.
- 4- Inform your supervisor and/or department head.
- 5- Local supervisors and/or campus authorities will be responsible for building evacuation.
- 6- If you should spot a suspicious object, package, *etc.* report it to the authorities. Under no circumstance should you touch it, tamper with it or move it in any way.

BOMB THREAT CHECKLIST

- 1- Where is the bomb? _____
- 2- What time is it to explode? _____
- 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- What is your name? _____
- 9- What is your address? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

CALLER'S VOICE:

- Calm Loud Nasal Cracking
- Angry Laughing Raspy Disguised
- Excited Crying Deep Familiar
- Slow Normal Ragged
- Distinct Deep breathing

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

BACKGROUND SOUNDS:

- Street Motor Clear
- Voices Office machinery Static-filled
- PA system Factory Local
- Music Animal Noises Long Distance
- House noises
- Other: _____

THREAT LANGUAGE:

- Well spoken Foul Irrational Incoherent Taped
- Message read by threat maker

REMARKS: _____

Reported call immediately to _____, Phone Number _____

Fill out completely, immediately after bomb threat. Date ____/____/____

Name _____ Position _____

CHEMICAL SPILLS

If chemical spill is unknown, treat the chemical as a toxic material. If in the judgment of the person responsible for such materials, the chemical presents a danger to themselves and/or other building occupants, the following steps should be taken:

- 1- Sound the building's fire alarm so evacuation can begin.
- 2- Telephone the Police Department at extension 1911, giving your name, department and location of the emergency.
- 3- Confine or stop, if possible, the spill by using absorbent materials on hand, avoiding contact with the skin, eyes or clothing and shutting the doors of the room.
- 4- Evacuate to a safe area at least 500 feet from the building. Stay with your department, co-workers or classmates so that supervisors/instructors or emergency personnel can determine if all persons safely evacuated the building.
- 5- Remain in the designated assembly area until officially instructed otherwise.
- 6- Do not return to the building until officially instructed to do so by authorize personnel.
- 7- Do not walk through or stand in or near smoke clouds.

CRIME IN PROGRESS

- 1- For your personal safety do not attempt to apprehend or interfere with the criminal except in cases of self-defense.
- 2- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel and name, if known. All this information takes only a few moments to collect and is the utmost help to the investigating officer. If criminal enters a vehicle, note the license number, make and model and outstanding characteristics.
- 3- Telephone the Police Department at extension 1911 or use the emergency call box nearest you. Provide your name, location and department. Advise the police of the situation and remain where you are, if possible, until contacted by a police officer.
- 4- In the event of civil disturbance, continue as much as possible with your normal routine. If the disturbance is outside, stay from doors and windows.
- 5- Do not interfere with those persons creating the disturbance or with the law enforcement authorities on the scene.
- 6- Fill out crime-in-progress checklist as soon as possible.

CRIME IN PROGRESS CHECKLIST



SEX	RACE	HEIGHT	WEAPON	
Hair :		Hat:		
Glasses:		Coat:		
Tattoos:		Shirt/Blouse:		
Complexion:		Pants:		
Scars:		Tie:		
Auto license, make, color		Direction of escape		

INSTRUCTIONS:

- 1- In the event of robbery, do not resist.
- 2- If you observe a crime or are a victim, report the following:
 - ❖ Location of incident
 - ❖ Description of clothing and physical features of the person(s)
 - ❖ The person's direction of travel and description of vehicle.
- 3- Report the crime immediately.
- 4- While police are en route, stay calm, and fill out this form before discussing the details with anyone.

CRIME PREVENTION TIPS

- 1- Remember to lock your dormitory, office and car door whenever you leave.
- 2- Avoid walking or jogging in poorly lighted areas.
- 3- Engrave driver's license number on all valuables. Keep record of all credit cards and serial numbers to personal property.
- 4- When walking to the parking lot after dark, have your keys and whistle ready to avoid wasting valuable time if you need to get into your car quickly to avoid trouble or attract someone's attention for help.
- 5- Avoid leaving keys in the ignition and valuables in view. Lock all valuables (cameras, briefcase *etc.*) in the trunk.

REPORT THE SUSPICIOUS AND UNUSUAL, BE ALERT, BE OBSERVANT

Features which you can remember regarding the physical characteristics of suspicious persons or assailants can greatly assist the police department in their apprehension.

FIRE

- 1- Upon discovering a fire, immediately sound the building fire alarm system and/or alert other occupants.
- 2- Telephone the Police Department at extension 1911, giving your name, department and location of fire.
- 3- If the fire is small you may wish to fight it with the fire extinguisher. When in doubt “GET OUT”
- 4- **DO NOT USE ELEVATOR!**
- 5- Evacuate at least 500 feet from the building and out of the way of emergency personnel and vehicles. Do not return to the building until instructed to do so by authorized personnel. Do not wander away from the assembly area.
- 6- Do not walk through or stand in a smoke cloud.
- 7- Notify Campus Police or Fire Fighter if you suspect someone may still be in the building.

HAZARDOUS GAS LEAK
(Flammable, Toxic, Corrosive, Cryogenic)

If a gas cylinder should begin leaking (and if in the judgment of the person(s) responsible for such materials), it presents a danger to themselves and/or other building occupants, the following steps should be taken:

- 1- Extinguish any open flame (cigarettes, Bunsen burner, *etc.*) if you suspect a gas leak.
- 2- Confine the fumes/fire by closing the room door.
- 3- Sound the building fire alarm system so evacuation can begin.
- 4- Telephone the Police Department at extension 1911, providing your name, department and location of the emergency.
- 5- Evacuate to a safe area at least 500 feet away from the building. Do not return to the building unless instructed to do so by authorized person(s).
- 6- **DO NOT USE ELEVATOR!**
- 7- Do not walk through or stand in a smoke cloud.
- 8- Notify either the campus Police or emergency crew on the scene if you suspect someone may still be inside the building.

HURRICANE/TORNADO

A *Hurricane* is created by a severe tropical cyclone with wind exceeding approximately 119 kilometers or 74 miles per hour, originating in the tropical regions of the Atlantic or Caribbean Sea, traveling north, northwest, or northeast from point of origin and usually involving heavy rains.

A *Tornado* is rotating column of air (a mixture of cool and warm), usually accompanied by a funnel-shaped downward extension of cumulonimbus cloud and having a vortex several hundred yards in diameter whirling destructively up to 300 miles per hour (category 5).

Normally, since a hurricane develops over the ocean/sea, ample notice for safety will be given when a hurricane develops.

A tornado/severe *thunderstorm watch* means that a tornado and severe thunderstorm are possible. A tornado/ severe *thunderstorm warning* means that a tornado accompanied by a severe thunderstorm has been sighted somewhere in the warning area.

You should consider doing the following if a hurricane or tornado is sighted approaching the campus:

- 1- Go to the basement or interior hallway of the lowest floor, if time permits. Otherwise, get into the safest area of your classroom, residence hall, office or office building (inside wall), farthest away from doors and windows.
- 2- Avoid auditoriums, gymnasiums or other structures with wide, free span roofs.
- 3- Take shelter underneath your desk or any heavy furniture available.
- 4- Assume a curled position to protect your head and eyes.

INCLEMENT WEATHER
(Snow, Food, Rain/Hail)

Normally, the university remains open and observes its schedules. As such, faculty, staff and students are expected to use personal judgment concerning travel safety when the weather is inclement. In the event of extreme emergency conditions, every possible effort will be made to communicate by way of radio, television and newspaper, the procedures to be followed by the university community.

Employees are given the option to offset time not worked by utilizing compensatory time, vacation leave or making up the time at a later date. Time must be made up within 12 months from the occurrence of the absence. If it is not made up within 12 months, then vacation or leave without pay must be charged.

TRAIN DERAILMENT ON CAMPUS

A train track is located in close proximity to the heart of our campus; therefore, the potential for a train accident or derailment is likely.

Action to take

- ❖ Report the accident to campus police at 1911
- ❖ Stay away from the accident. Trains often carry hazardous material that could leak or be released into the atmosphere if the train derails.
- ❖ If evacuation of a dormitory, classroom or administrative building is ordered, follow the specific instructions of the emergency official about where to gather after the evacuation. Depending upon the substance that may be spilled or released, low lying areas may not be safe.
- ❖ Law enforcement and safety officials will coordinate emergency response from entities such as Fayetteville Fire Department's HAZMAT Team and CSX rail Company

TERRORISM

Terrorism is violence or threat of force against persons or property for purposes of intimidation, coercion, or ransom. Terrorists use threats or violent acts to create fear among the public and to obtain immediate publicity for their cause(s). Terrorism is no longer an event that only happens somewhere else.

Acts of terrorism may range from threats, assassinations, kidnapping, hijacking, bomb threats, bombing and cyber attacks to use of chemical, biological and nuclear weapons. High risk targets include military and civilian government facilities, international airports, large cities and high profile landmarks. Terrorism might also target large public gatherings, water, food supplies, utilities and corporate centers. Additionally, terrorists spread fear by sending explosive or dangerous agents through the mail.

Biological /Chemical Weapon Attacks:

Biological warfare agents are organisms or toxins that can kill or incapacitate people, livestock and crops. Three basic groups of biological agents that would likely be used as weapons are bacteria, viruses and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and environmental factors, while others such as anthrax are very long lived. Biological agents can be dispersed by spraying them in the air, by infecting animals that carry disease to human beings or by contaminating food and water supplies.

Indicators of possible biological agent usage include:

- ❖ Unusual dead or dying animal or fish
- ❖ Unusual illness for the region or area
- ❖ The presence of unusual liquids, spray or vapors

Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from airplanes, boats or vehicles or used as liquid to create a hazard to people and environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or delayed effect (several hours to several days).

Indicators of possible chemical agent usage include:

- ❖ Unusual dead or dying animals (lack of insects)
- ❖ Unexplained casualties (multiple victims, serious illness, nausea, disorientation, difficulty breathing and convulsion)
- ❖ Unusual liquid spray or vapor (droplets, oil film, unexplained odors, low clouds or fog not related to weather)

- ❖ Suspicious devices/packages (unusual metal debris, abandoned spray devices, unexplained munitions)

Actions to take:

- ❖ Immediately report any of the above indicators to campus police at 1911 and the safety office 1827. When reporting, be specific about the nature of the involved material and the exact location.
- ❖ Move away from the area, device or package and keep others away.
- ❖ Do not walk into or touch any of the suspicious material
- ❖ Try not to inhale gases, fumes or smoke
- ❖ Anyone who may be contaminated should avoid contact with others to the extent possible
- ❖ If directed by emergency officials, move to a clear area at least 500 feet from the affected building(s) and keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews
- ❖ Do not return to the evacuated area unless directed to do so by an authorized emergency official

SERIOUS INJURY/ILLNESS

If you encounter a person with a serious injury/illness, the following procedures should be followed:

- ❖ Do not move a seriously injured/ill person unless there is a life-threatening situation.
- ❖ Have someone telephone the Campus Police at extension 1911, giving their name, location and telephone number and providing as much information as possible regarding the nature of the injury/illness to include whether or not the victim is conscious, unconscious or convulsive.
- ❖ Stay with the victim until an emergency medical team arrives.
- ❖ If it becomes necessary, administer first aid.
- ❖ If the injured or ill person is an employee, initiate reporting procedures as directed by your department head and/or supervisor.
- ❖ If a person has fallen and complains of back pain, do not attempt to move him/her. By moving them you could possibly compound the injury.

ACTIVE SHOOTER

1. **Active Shooter Incident.** An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.
 - a. **Active Shooter Response.** Officers from Fayetteville State University and Fayetteville Police and Cumberland County Sheriff's Office will likely be the first to respond to the scene. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.
 - b. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.
 - c. To assist the police, please stay calm and patient during this time, and do not interfere with police operations. If you know where the shooter is, and/or have the shooter's description, tell the police.
 - d. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.
 - e. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.

2. **If the shooter is outside your building:**
 - a. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
 - b. If you can do so safely, get all occupants on the floor and out of the line of fire.
 - c. If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

3. **If the shooter is inside your building:**

- a. If it is possible to escape the area safely and avoid danger, do so by the exiting the nearest exit or window. Leave in the room books, backpacks, purses, etc.
- b. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- c. If you get out of the building and do not see a police officer, attempt to call the police by dialing 1911 or 1295 from any campus phone or use a campus Emergency Blue Light Phone if available and safe. Tell the dispatcher your name and location and follow their instructions.
- d. If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.

4. **If the shooter enters your office or classroom:**

- a. There is no set procedure in this situation. If possible call 1911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
- b. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
- c. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.
- d. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
- e. While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.