



# Emergency Action Plan

Fayetteville State University



The Office of Environmental Health and Safety

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## I. Introduction

The Emergency Action Plan (EAP) is a joint effort by Emergency Management, Environment, Health and Safety, and FSU Police & Public Safety to increase the University's resiliency and improve its ability to respond to and recover from an incident. The purpose of the EAP is to provide guidelines for Fayetteville State University building occupants and visitors so action can be taken to prevent or limit serious injury, property loss and/or loss of life in the event of an actual or potential emergency. An emergency may include, but is not limited to fire, tornado, hurricane, active assailant, bomb threat, severe weather or hazardous chemical spill. In the event of an emergency, this EAP describes the initial responsibilities and actions to be taken by all faculty and staff to help protect building occupants and/or visitors until the appropriate University or emergency responders take over.

This Emergency Action Plan is divided into two parts:

Emergency Action Plan (EAP) Organization	
<b>Base Plan</b>  The base EAP contains general emergency action guidelines that apply to every building on campus. All faculty and staff should become familiar with these guidelines.	<b>Building Appendix</b>  The Building Appendix contains building-specific information for occupants within the building, such as evacuation maps, locations of evacuation assembly areas and shelter locations, and unique building hazards. The appendix is drafted by the Building Emergency Coordinator and Emergency Preparedness Committee.

The development of the EAP is an integral part of the campus safety mission at the University. Departments within a building, led by the Building Emergency Coordinator, are responsible for the creation of their EAP Building Appendix. The EAP will be used as the basis for coordinated building and departmental preparedness, response, evacuation, secure-in-place or shelter-in place actions. A well-developed EAP reduces the impact of incidents on people, property and departmental functions.

## II. Reporting Emergencies

For emergencies, dial 911 from your cell phone or campus phone dial 1911 when you need police, fire or emergency medical services. Remain calm – your actions influence others.

- Tell the dispatcher your location, and provide the exact address or building, if possible.
- The nature of the emergency (describe clearly and accurately).
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else or yourself meet emergency personnel outside of the building.

## III. Emergency Notification System

The FSU Emergency Notification System communicates in multiple ways with students, faculty and staff, as well as visitors, local residents, parents and the news media in the event of an emergency or dangerous situation.

The FSU System Protocols direct the University to inform the campus community using four different types of notifications:

- **Emergency Warning** - Alerts campus to a confirmed significant emergency or dangerous situation involving an immediate threat to health or safety on campus.
- **Crime Alert** - Notifies the campus community of any Clery Act crime as soon as the information is available so people can protect themselves and/or their property from similar crimes.
- **Adverse Conditions** - Circumstances exist that do not represent an immediate threat to health or safety, yet action may enable people to protect themselves and/or their property (adverse weather, utility outage, etc.).
- **Informational** - Informs campus when a situation is not an emergency or does not pose an immediate threat to the campus community but is of significant interest to campus.

### How To Receive Alert Notifications

Any FSU affiliate can register their cell phone to receive emergency text messages from the University. Students, faculty and staff should register their cell phone number in the campus directory with Police & Public Safety to receive emergency text messages from the University.

### Emergency Notification System

An important reminder: The text messaging service is just one of the methods the University will use to communicate emergency information. Emergency details and schedule changes will be posted on the University's emergency page. Alerts and information may also be sent (based upon alert type) utilizing the following:

- University email accounts

- Alertus Desktop Notification which grabs the attention of desktop computers users immediately with a full screen pop-up alert (the software must be downloaded and **only activates for users on the FSU campus network (i.e. wired, wireless, VPN)**)
- Digital screens across campus

#### **What to Do if You Hear a Campus Outdoor Siren?**

The outdoor sirens will only sound if the University issues an Emergency Warning because of a significant emergency or dangerous situation involving an immediate threat to health or safety:

- An armed and dangerous person on or near campus
- A major fire or hazardous materials incident outdoors
- A tornado warning for Fayetteville issued by the National Weather Service

Be prepared to:

- Seek shelter inside away from exterior windows
- Seek a safe, secure location within a building
- Follow directions from Police & Public Safety and Emergency Management.

## **IV. Evacuation Procedures**

A building may need to be evacuated due to a fire or another unforeseen emergency such as chemical spill, structural damage or violence. In these situations, the fire alarm system or FSU Alert may be used to initiate a building evacuation; however, verbal commands from staff, faculty, police, or other emergency response personnel may also be used.

All buildings must have continuously unobstructed exit paths to allow timely evacuation and immediate access for emergency response personnel. An exit path consists of:

- Corridors, stairways, and/or aisles leading to an exit door
- An exit door, and the path or way outside of the exit door that leads away from the building.

**Before an emergency requiring evacuation**, employees should locate the nearest exit from their work location and determine the route they will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe. Once outside, know where your designated Assembly Area (Appendix A) is located for your building/department. If you are unsure, talk with your supervisor or Building Emergency Coordinator.

*It is the responsibility of supervisors, faculty, and staff to ensure that employees and students are familiar with evacuation alerts, evacuation routes, exterior designated Assembly Areas, and other procedures related to evacuation.*

**In the event of an evacuation**, all building occupants must respond to emergency alarms and notifications.

- Immediately stop what you are doing and remain calm.

- If you are in a lab, secure any hazardous materials/equipment before leaving.
- If time, conditions and safety permit, take important personal items with you (e.g. car keys, purse, medication, glasses, etc.). Leave everything else. Instruct students to do the same.
- Check doors for heat before opening and if the door is hot, **DO NOT** open it.
- Walk directly to the nearest exit, assisting students and visitors with evacuation procedures. Move quickly; however, do not run, push, or crowd.
- Assist persons with disabilities (see “Disabilities and Special Needs Procedures” section for more details). Occupants who are unable to evacuate should contact 911.
- Use the stairs for evacuation; do not use elevators. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions. Follow instructions from emergency personnel.
- Once outside, move quickly away from the building and to your Assembly Area, unless otherwise instructed.
- Report missing persons to emergency response personnel.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles and personnel.
- **DO NOT** return to the building until instructed to do so by emergency personnel.

## 4.1. Evacuation Options

During an evacuation, building occupants generally have two evacuation options:

1. **Horizontal Evacuation:** using building exits to the outside ground level. Some buildings may be connected to other buildings via ramps, tunnels or bridges. If this is the case moving to an unaffected adjacent building may be another safe option.
2. **Stairway Evacuation:** using steps to move people from top or bottom floors to a floor that allows an individual to exit the building.

Individuals that are unable to use the two above options have the following options:

3. **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

*The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.*



4. **Area of Refuge:** with an evacuation assistant, go to an identified area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability.

## 4.2. Shelter-In-Place Procedures

Shelter-in-place events are usually weather-related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from outdoor danger. **DO NOT** lock doors behind you as others may also need to shelter-in place.

An appropriate shelter area capable of providing protection from severe weather should have the following characteristics:

- Located in an interior room of hardened structure (e.g. conference room, classroom, hallway, bathroom or office). Seek shelter in a hardened structure if you are in a modular, prefabricated or temporary structure.
- Be free of exterior windows and other glass structures.
- Be at the lowest level possible in the building.

### How Do I Shelter-In-Place?

- **REMAIN CALM!**
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the conditions or situation yourself.
- Avoid large free-standing expanses such as auditoriums and gymnasiums.
- **DO NOT** use elevators.
- If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.
- Await further instruction from FSU and emergency personnel.
- **DO NOT** leave until an “All Clear” message is received from FSU.

***Remember, always use instinct or intuition. There are exceptions to all guidance and prescribed directions.***

## 4.3. Secure-In-Place Procedures

Secure-in-place events are primarily used in the event of an armed and dangerous person or active assailant event. Unlike shelter-in-place where you are seeking shelter from a danger outside, secure-in-place focuses on protecting yourself from a threat located within your building or environment. This concept is to create as many barriers as possible between yourself and where the potential threat might be.

An appropriate secure-in-place area capable of providing protection from an armed and dangerous person or active assailant should have the following characteristics:

- Located in a room with lockable doors (be sure you are comfortable with the locking mechanisms on your door and how they function).
- Have limited interior windows or the ability to cover them with shades or other items.
- Have movable items that you could place in the entryways for an additional layer of security.

#### **How Do I Secure-In-Place?**

- REMAIN CALM!
- If you are outside, immediately seek a safe, secure location in the closest available building.
- Find an accessible room and immediately close and lock the door.
- Scan the area for any additional doors that you need to lock.
- Pull down any available shades to cover the windows and turn off the lights.
- If movable furniture is available, place these items in front of the doors to add additional layers of security.
- Silence cell phones and other technology, and make sure you are able to receive updates from FSU News.
- **DO NOT** leave until the “All Clear” is issued from FSU or emergency personnel.

## **V. Disabilities and Special Needs Procedures**

The following are general guidelines for evacuation procedures for persons with disabilities. Faculty, staff, students and visitors who may need additional assistance should develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use. They should:

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Inform your instructor or supervisor if you need assistance in an emergency.
- Discuss in advance how they can best assist you.
- Familiarize your support team with your schedule, how best to assist you, how to operate any necessary equipment.

### **5.1. Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

#### **Wheelchair User**

Persons using wheelchairs should stay in place or move to an area of refuge with a self-identified evacuation assistant when the alarm sounds. The self-identified evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the arriving emergency personnel of their location of the person's



location. If alone, the individual should call 911 with their location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Trained emergency personnel should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair downstairs is never safe.

### **Non-Wheelchair User – Other Physical Need**

Persons with mobility impairments who can walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with a mobility impairment may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary. In this case, the person with a mobility impairment should call 911 to alert them to their location and request further information to ascertain the necessity of evacuation.

### **Deaf or Hard of Hearing**

Buildings on campus have fire alarms with audible and visual notification. The visual notification consists of flashing strobes when alarm is active.

### **Vision Loss**

Most people with low vision will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are blind or have low vision may need assistance in evacuating. The assistant should offer their elbow to the individual with low vision and guide that person along the evacuation route. During the evacuation, the assistant should communicate as necessary to ensure safe evacuation.

### **Functional Needs**

Those with functional needs under usual circumstances can function on their own or with support systems. However, during an emergency, their level of independence may be challenged. All standard building egress systems require the ability to process and understand information to safely evacuate. Plan to ask for assistance if you may need help from a friend or coworker in the buildings you frequent. Review and practice emergency evacuation procedures and understand how notifications will occur.

## 5.2. Assisting Individuals with Disabilities

- **Ask** how you can help **before** giving assistance.
- **Respect** that the person with the disability has **authority** on how to be evacuated.
- Offer help but let the person **explain what help is needed**.
- Carrying a person is not advisable **except** in the most extreme of circumstances.
- Once outside, direct the person to the Assembly Area designated for that building.

## 5.3. Additional Information

We recognize the aforementioned information is only a starting point for assisting those with disabilities during an evacuation. Students, faculty and staff with questions or concerns are encouraged to have a conversation with the [Student Disability Services](#).

# VI. Accountability Following Evacuation

Each building occupied by a department or work unit must have at least one emergency evacuation and accountability point. A department accountability contact should be assigned to each evacuation point to ensure that all departmental employees are safe and accounted for. It is encouraged that each department create a roster of those that work in the building. That roster should be maintained by a person assigned for accountability and this list should be readily available during an evacuation, this will be assigned in the form of a building manager and can be found in the specific building emergency action plan (BEAP).

Immediately following an evacuation, attempt to identify missing persons and relay the names and suspected location to emergency response personnel. Please see **Appendix A** for specific assembly points after an evacuation. Local Emergency response personnel and FSU police & public safety will ensure no one re-enters an evacuated building until the emergency has been addressed and the building is declared safe. If building re-entry is not permissible, employees will be given further instruction as applicable by those in authority (supervisor, fire department).

# VII. Coping After an Emergency

There are a variety of resources in place at the University for both employees and students in case an emergency occurs in our community. These resources can help you return to a state of normalcy after an emergency.

## Coping with Emotions

You may be surprised at how you and others feel after a disaster. It can stir up a variety of unanticipated feelings, and they are as important to address as bodily injuries, damaged homes and possessions. Some basic steps you can take to meet emotional needs are:

- Try to return to as many of your routines as possible.

- Get rest and drink plenty of water.
- Limit your exposure to the sights and sounds of the disaster, especially on television, the radio and other media outlets.
- Focus on the positive.
- Recognize your own feelings.
- Reach out and accept help from others.
- Do something you enjoy.
- Seek comfort and support. Stay connected with your family or other supporters.
- Realize that recovery can take time.

The University offers free resources to help manage stress and re-center yourself, such as [Counseling Services](#).

## VIII. Training & Drills

A robust training and drill program is essential to ensuring that all campus community members are prepared to respond effectively during an emergency. The University is committed to fostering a culture of safety and preparedness through regular training and biannual drills. These initiatives provide an opportunity to practice emergency procedures, identify areas for improvement, and build confidence in responding to various scenarios.

### Biannual Fire Drills

Fire drills are conducted twice a year to prepare the campus community for safe and orderly evacuations in the event of a fire or other emergencies. These drills are designed to meet compliance standards and ensure that all building occupants are familiar with evacuation procedures, assembly points, and any special hazards unique to their locations.

- **Residential Halls:**

Residential halls will undergo fire drills designed to mimic real-life scenarios. These drills emphasize the importance of prompt evacuation, adherence to safety protocols, and the coordination of residents, staff, and emergency responders. Drills will also focus on assisting individuals with disabilities or special needs.

- **Academic and Administrative Buildings**

Academic and administrative buildings have unique evacuation challenges due to their diverse functions and varying occupancy levels. Drills in these spaces will be tailored to address these complexities, ensuring that faculty, staff, and students are well-versed in evacuation routes and procedures.

## Guidelines and Expectations

### 1. Pre-Drill Preparation

- All drills will be scheduled in advance and communicated to building occupants to minimize disruptions.
- Building-specific EAPs will serve as the foundation for planning evacuation routes, assembly points, and addressing unique hazards.

### 2. Drill Execution

- Drills will be conducted with precision and professionalism, simulating realistic emergency conditions to assess preparedness.
- Occupants will be expected to respond promptly to alarms, following all evacuation protocols outlined in their building's EAP.

### 3. Post-Drill Evaluation

- After each drill, a debriefing will be held with key stakeholders to review the effectiveness of the drill and identify areas for improvement.
- Detailed reports will be generated, highlighting successes and recommending enhancements for future drills.

## Training Opportunities

To complement the biannual drills, the University offers regular training sessions on emergency preparedness topics, including fire safety, evacuation procedures, and the use of portable fire extinguishers. These training opportunities are open to all faculty, staff, and students and are designed to build confidence and competence in responding to emergencies.

By conducting biannual fire drills and maintaining a rigorous training program, the University reinforces its commitment to the safety and well-being of its community. Through these efforts, we aim to reduce risks, improve preparedness, and ensure a coordinated response during emergencies. Please refer to your building's specific EAP for detailed evacuation routes, designated assembly points, and information on special hazards.

## IX. Recordkeeping

The Environmental Health and Safety Office will retain training records of all Building Manager.

## X. Annual Review

The Emergency Action Plan will be reviewed by the Environmental Health and Safety Office. The annual review will include current training, and any documents associated with this program. When new tasks, procedures, and/or positions are added or modified/revised which affect the Emergency Action Plan, it will be updated immediately to reflect these changes.

## **XI. Response to Specific Hazards**

Potential hazards that may impact Fayetteville State University have been identified with specific response actions individuals should take for each.

- a. Active Assailant/Armed Intruder
- b. Bomb Threat
- c. Bomb Threat Report Form
- d. Civil Disturbance
- e. Earthquake
- f. Fire / Explosion
- g. Hazardous Materials Release
- h. Hurricane
- i. Infrastructure/Utility Failure
- j. Medical Emergency
- k. Suspicious Object/Person
- l. Suspicious Odor
- m. Tornado and Severe Weather
- n. Winter Weather

## a. Active Assailant/Armed Intruder

An active assailant/armed intruder is an individual(s) actively engaged in killing or attempting to use deadly physical force on other people in a confined and/or populated area.

Active assailant/armed intruder situations are unpredictable and dynamic and evolve quickly. Given these incidents are often over within minutes, before law enforcement arrives, it is essential to be prepared mentally and physically to do whatever necessary to protect yourself. Your actions during that time could be the difference of life and death.

### **RUN, HIDE, FIGHT**

*NOTE: The following does not necessarily represent sequential actions to be taken. Existing circumstances may yield one of these actions as the only viable option for an individual to protect him/herself.*

- **RUN:** Self-evacuate, distancing yourself from the threat as quickly and safely as possible. If you are unsure of where the threat is, your best option is to secure-in-place in a safe, secure location.
- **HIDE / Secure-in-Place:** If you can't safely evacuate or are unsure of the location of the threat, hide in a safe, secure location out of the threat's view, block entry to your hiding place, and if possible, lock doors and silence mobile devices. Remain calm and quiet
- **FIGHT:** If there are no other safe options, and you are confronted by the assailant/intruder, disrupt and/or disarm the assailant/intruder using all available resources (acting aggressively, yelling, throwing items, improvising weapons).

### **What You Should Do:**

- Make sure you have an escape route in mind.
- Do not attempt to carry anything in your hands while fleeing; move quickly.
- Keep your hands visible, and follow instructions given by any police officers you may encounter.
- If you know where the shooter is located, tell the officers.
- Do not try to move any injured people; leave them where they are and notify the authorities of their location as soon as possible.
- Call 911 as soon as you can safely do so. Do not assume that someone else has already called. You may have important information for first responders.

### **If Your Best Option is to Secure-In-Place, Remember:**

- REMAIN CALM!
- If you are outside, immediately seek a safe, secure location in the closest available building.



- Find an accessible room and immediately close and lock the door.
- Scan the area for any additional doors that you need to lock.
- Pull down any available shades to cover the windows and turn off the lights.
- If movable furniture is available, place these items in front of the doors to add additional layers of security.
- Silence cell phones and other technology and make sure you can receive updates from the FSU Police & Public Safety.
- **DO NOT** leave until the “All Clear” message is issued from FSU Police & Public Safety.

**What You Should Expect:**

- Responding police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims. Rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.
- The first officers on the scene will likely be from the University. Depending on the situation, they may be joined by officers from different agencies and dressed in different uniforms. There may even be some officers in civilian clothes wearing external bulletproof vests. Some officers may be wearing and/or armed with special tactical equipment. Do as the officers tell you and do not be afraid of them.

**Use Good Judgement:**

- The circumstances and environment at specific locations vary, so exercising independent judgement and discretion, in the interest of safety for you and those around you, remains an understood and necessary option.
- There are possible risks associated with whatever decision you make during these situations.
- Personal safety should be the first consideration of building occupants when taking actions to assist others during an active assailant situation. Furthermore, building occupants are not required (and during extremely volatile situations, not encouraged) to assist those seeking refuge in their building/office/classroom with gaining access.
- If you choose to allow someone into your building/office/classroom, have them:
  - o Leave anything, they are carrying outside.
  - o Lift their shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if they are concealing a weapon.

## **b. Bomb Threat**

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this decision will be made by police. While many bomb threats are false and are primarily intended to elicit a response from the building occupants, all bomb threats are assumed to be real and considered a threat.

In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the FSU Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

## i. Bomb Threat Checklist

**INSTRUCTIONS:** Be calm, courteous, and listen. Do not interrupt the caller. Try to keep the caller on the phone as long as possible. Do not use the phone with which you answered the caller again after the call. Remain available to be interviewed by police.

**Time Received:** \_\_\_\_\_ **Time Caller Hung Up:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number from Caller I.D.:** \_\_\_\_\_

**Caller's Identity:** ☐ Male ☐ Female | ☐ Adult ☐ Juvenile | Est. Age: \_\_\_\_\_ | Accent: \_\_\_\_\_

**If possible, keep caller talking. Ask the following questions:**

<b>Where is the bomb located?</b> (building, floor, room, etc)	<b>When will it go off?</b>	<b>What does it look like?</b>
<b>What kind of bomb is it?</b>	<b>What will make it explode?</b>	<b>Did you place the bomb?</b>
<b>Why?</b>	<b>What is your name?</b>	<b>Are you a FSU student or employee?</b>
<b>Exact Words of Threat:</b>		

### Caller's Voice:

☐ Angry ☐ Calm ☐ Clearing throat ☐ Coughing ☐ Cracking voice ☐ Crying ☐ Deep ☐ Deep breathing  
☐ Disguised ☐ Distinct ☐ Excited ☐ Laughter ☐ Lisp ☐ Loud ☐ Nasal ☐ Normal ☐ Rapid ☐  
 Raspy ☐ Slow ☐ Slurred ☐ Soft ☐ Stutter

### Background Sounds:

☐ Animal noises ☐ House noises ☐ Kitchen noises ☐ Street noises ☐ PA system ☐ Conversation  
☐ Music ☐ Motor ☐ Clear ☐ Static ☐ Office machinery ☐ Machinery ☐ Local ☐ Long  
 Distance

### Threat Language:

☐ Incoherent ☐ Message read ☐ Taped message ☐ Irrational ☐ Profane ☐ Well-spoken ☐ Normal

### Further Instructions:

Use another phone to call 911. On a separate sheet of paper, write any further remarks/comments. For example: Did the caller appear familiar with the building (by his/her description of the bomb location)? Is the voice familiar? If so, who does it sound like? If you saw, or think you might have seen the bomber, provide a physical description. Attach this information to this checklist.

### c. Civil Disturbance

A civil disturbance can include riots, demonstrations, and threatening groups or individuals that have become unlawful and dangerous.

#### **What to do?**

- Contact the police. Dial 911 or utilize an emergency callbox.
- Provide the address, location and any details available to the dispatcher.
- Do not provoke or become part of the disturbance.
- Secure your work area, log off computers and secure sensitive files, if safe to do so.
- Lock your office or classroom door if you feel threatened.
- Remain inside and away from doors and windows.

#### **If you are confronted by angry, belligerent, or violent individuals, use the following steps when communicating with them:**

- Remain calm.
- Be courteous and confident.
- All the opportunity for the person to express their feelings and concerns.
- Listen respectfully and objectively
- Alert the police immediately if a threat exists.
- Notify your supervisor and your department chair as soon as possible.

#### **Do not:**

- Corner or crowd the hostile individual
- Attempt to touch the individual
- Blame anyone
- Dismiss the hostile individual

## d. Earthquake

The probability of significant, damaging earthquake events affecting our region surrounding Fayetteville State University is considered to be unlikely. However, it is likely that future earthquakes resulting in light to moderate perceived shaking and damage ranging from none to very light may affect the Region to some degree. The 2011 East Coast earthquake reminded North Carolinians that earthquakes in other states can cause problems in our state.

Most injuries occur when people inside buildings try to move to a different location in the building or try to leave. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside. Injuries can be avoided if you drop to the ground before the earthquake drops you.

### **If you are indoors:**

- Stay inside until the shaking stops.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Be aware of aftershocks, power outages, or fire alarms activating.
- Do not use the elevators.
- Do not re-enter until notified by emergency personnel.

If you are outdoors, stay there. Move away from buildings, overhangs, streetlights, trees, and power lines to a clear area such as a large open public area or field. Stay there until the shaking stops.

If you are in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges or ramps that might have been damaged by the earthquake.

## e. Fire / Explosion

A fire may include visible flames, smoke or strong odors of burning. An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. The appropriate emergency action is for people to evacuate the building quickly and safely and dial 911.

When a fire alarm is activated, all individuals must begin exiting the building and proceed to the designated Assembly Area. The building shall be completely evacuated, even if there does not appear to be signs of fire or smoke. It is unlawful to not vacate a building during a fire alarm.

- If you observe smoke or fire, activate the fire alarm using a manual pull station.
- If you are in a lab, secure any hazardous materials or equipment before you leave.
- EVACUATE the building at the nearest exit.
- When evacuating, use the closest stairs. If you encounter heavy smoke in a stairwell, go back and try another stairwell.
- DO NOT use elevators.
- Notify emergency personnel of persons with disabilities who are unable to evacuate.
- As you exit, move to a designated assembly area that is a safe distance away.
- Do not re-enter until notified by emergency personnel.

If you are trapped in a room, follow these recommendations:

- Retreat and close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering. **CALL 911** to report your location.
- Be prepared to signal from a window but DO NOT break the glass unless necessary as outside smoke may be drawn in.
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the fire department to your location. If you have a flashlight, use it to signal at night.

### Portable Fire Extinguisher Use

Portable fire extinguishers are in buildings across campus. Portable extinguishers are intended as a first line of defense to cope with fires of limited size. Employees are encouraged to know where fire extinguishers are located within the primary areas/buildings they frequent.

If you are confident that you can control the fire with a portable fire extinguisher and have been properly trained in the use of portable fire extinguishers, attempt to extinguish the fire **ONLY** if it is safe to do so. Otherwise, evacuate the area, close doors to help contain the fire/smoke, pull the fire alarm, and evacuate the building.



### How to Use a Fire Extinguisher

Use the “P-A-S-S” method below to learn more about how to use a fire extinguisher.

- **Pull** the safety pin from the handle.
- **Aim** the nozzle, cone, or horn at the base of the fire.
- **Squeeze** the trigger handle.
- **Sweep** from side to side and beware of re-flash.

Fire extinguisher training is provided by contacting Environmental Health and Safety.

## f. Hazardous Materials Release

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. Minor hazardous materials spills may be managed locally by personnel who are trained and familiar with the materials. FSU Environmental Health and Safety is available to provide guidance and support for minor hazardous materials incidents. A major hazardous materials incident constitutes an emergency that endangers life safety or the environment and requires assistance from emergency response agencies such as the fire department or regional hazardous materials response team.

### General Procedures

- Do NOT attempt to clean the spill.
- Inform others in the area and evacuate to a safe location.
- Call 911 and follow the instructions of emergency personnel.
- Attend to anyone contaminated (including yourself) by utilizing emergency safety showers or eye washes.
- Notify emergency personnel if you have been exposed or have information about its release.

### Detailed Hazardous Material Information

#### a. Chemical, Commercial Cleaning Products, and Solvent Spills

Any spill that could POTENTIALLY cause injury to a person or property must be reported to EHS. If an immediate hazard exists or medical assistance is required, **CALL 911**. For small spills or that pose no immediate danger to life or property:

- Confine the spill
- Evacuate and secure the immediate area; only allow authorized personnel to access the contaminated area
- Notify area supervisor

#### b. Mercury

Mercury is a silver-colored, odorless, non-flammable metal, that is in the liquid form under normal atmospheric conditions. Mercury can be dangerous to human health if it comes into contact with your skin or if vapors are inhaled. Potential sources of mercury can include fluorescent light bulbs, thermometers and older lab equipment. If there is a spill in your area, close off the area and contact EHS at 919-962-5507. EHS Emergency Response Team will respond to the spill and has the proper equipment and procedures in place to deal with mercury spills.

#### c. Indoor Air Quality/Black Water Events/Mold

There can be many causes of poor indoor air quality including mold, dust, volatile organic compounds (VOCs) and others. Generally, an indoor air quality concern is not considered an emergency and you can request for Indoor Air Quality Investigation through FSU's office of EHS if you are experiencing air quality issues.

If flooding has occurred, close off the affected areas including the area directly below, if on an upper floor, and report flooding to Facilities Services at 910-672-2411. For a “black water event” or flooding that is a result of sewage overflow, follow the same procedure and ensure to decontaminate any clothing or body parts that have come in contact with the flood water. Contact EHS at 910-672-1443 for decontamination concerns.

## g. Hurricane

To get ready for a hurricane:

- Build an [emergency kit](#).
- Make a [family communications plan](#).
- Know the routes you need to leave (evacuation routes). Locate your local emergency shelters.
- Monitor the news and FSU News for any updates or instructions.
- Put fuel in all vehicles and withdraw some cash from the bank. Gas stations and ATMs may be closed after a hurricane.
- If authorities ask you to leave, do so quickly.
- If you leave (evacuate), be alert to flooded or washed-out roads. Just a few inches of water can float a car.

## h. Infrastructure/Utility Failure

If you discover an infrastructure or utility failure, contact Facilities Services Customer Service at 910-672-2411. Be prepared to provide:

- Building name
- Floor
- Room number
- Nature of problem
- Person to contact and phone number

If there is a possible danger to building occupants:

- Remain calm, turn off sensitive equipment, and secure any hazardous materials/equipment.
- Exit the building and call 911. Provide assistance to others if necessary.

***Note about power outages:*** campus-wide power outages are rare. They are usually limited to a portion of campus and last less than an hour. Preparation is most important in those even rarer occasions when a power outage lasts for more than a couple of hours.

### **Compromised/Failure of Fire Suppression Systems**

**Fire Watch Procedure:** Any building with a compromised fire suppression system due to failure, damage, or power outage that exceeds 10 hours within a 24-hour period will result in a fire watch to be conducted in accordance with NFPA.

**Responsible parties:** FSU Facilities and/or EHS will initiate a Fire Watch when a Fire suppression malfunction/failure is detected and repairs/restoring the system has an anticipated timeline exceeding 10 hours. Police & Public Safety are responsible for ensuring all employees are trained to understand and comply with NFPA standards for Fire Watch.

**After Hours:** FSU Police & Public Safety having access to FSU's Fire Panel Alert System may also initiate a Fire Watch if failure occurs after hours or over the weekend, especially if the offline building is a residential hall.

**Long Term Fire Watch:** Any Fire Watch with anticipating repairs exceeding 30 days may require a contracted Fire Watch Service to ensure university compliance with NFPA standards.

## i. Medical Emergency

Medical emergencies will occur on campus, and it is important that members of the FSU community understand how to respond to protect human health and safety. Medical emergencies can occur at any time and may be the result of traffic accidents, slips or falls, preexisting health conditions, workplace accidents, etc.

Unless trained, do not attempt to render first aid before assistance arrives. Protect yourself from blood or body fluid exposures. Call 911 and follow directions from the dispatcher. Give as much information as possible regarding:

- Nature of the illness or injury
- Victim's location
- Whether victim is conscious, breathing, bleeding
- Victim's injuries
- Chemicals or radioactive materials involved.

To prepare for a potential medical emergency, consider the following:

- Receive CPR and First Aid Training.
- Know the locations of Automatic External Defibrillators (AED)\* and receive AED Training.
- Maintain an adequate supply of prescription medication(s) with you, if necessary.
- Ensure your emergency contact information is up to date with Human Resources.
- Notify your supervisor and/or co-workers of health conditions—if you are comfortable doing so—as it may be necessary for your safety in the event of an emergency.
- Know or maintain contact information for your primary care physician and the location of hospitals near your work and home.
- Do not move a seriously injured person unless they are in a life-threatening situation.

*\* An AED is a device that is designed to analyze a heart rhythm and advise trained or “lay” personnel when to push a button on the unit to deliver a potentially lifesaving shock (defibrillation) to the victim of a sudden cardiac arrest.*

### **Mental Health Emergencies**

If you are concerned about a member of the FSU community, several resources are available to assist. Please contact the emergency help numbers listed below or the FSU Police at 910-672-1991 for 24-hour assistance.

For life-threatening medical or mental health emergencies, call 911 or visit the nearest hospital emergency department.

## j. Suspicious Object/Person

### **If You Find or Open a Suspicious Package, Letter, Box, or Object:**

- Do not handle the package. Move away and call 911.
- If you have opened a suspicious package or letter, leave the package or envelope in place and move away slowly. Leave the room slowly; notifying others to leave the room also, closing doors behind you as you go.
- Do not operate any power switches.
- Do not activate the fire alarm.
- Do not allow re-entry into the area/location where the package is located.
- Follow the instructions you will receive from police or other emergency personnel.
- Move to a safe area if asked to evacuate. Take personal belongings if time and safety permit.

### **Signs of a Suspicious Person Include but are not limited to:**

- A person who does not belong, gaining, or trying to gain access to a restricted area.
- A person forcibly enters a locked vehicle or door.
- A person who photographs, videotapes, sketches or asks detailed questions about infrastructure.
- A person acting in an unusual manner or seems out of the ordinary.

### **Suspicious Person Response**

- Dial 911 and provide the following information:
  - Area where the suspicious person is.
  - What the suspicious person is doing.
  - Description of the suspicious person.
- Do not let anyone into a locked room or building without proper authority.
- Do not engage in a confrontation with the person.
- Do not block the person's exit.



## k. Suspicious Odor

When reporting an unusual or abnormal odor, be prepared to provide the following information:

- Description of odor (e.g. natural gas odor).
- Time(s) of detection.
- Abnormal conditions, activities or materials at the time of detection (e.g. construction activities).

If the source associated with the odor is potentially hazardous to persons in the area (e.g. natural gas), dial 911. For other common or unknown odors, follow the specific procedures listed below:

**Natural gas smells** - Immediately leave the area and dial 911.

**Rotten egg or sewer smells** - These odors typically occur when a drain trap dries out. If the odor is moderate, run water down nearby sinks and check to see if the odor dissipates. If the odor is strong or persists after refilling drains traps, contact Facilities Services to report the odor.

**Exhaust or diesel smells** - These odors typically enter a building through air intakes when motor vehicles or construction equipment are left idling nearby. These odors are normally dependent on the wind direction and typically last for a short duration. If this type of odor persists, contact EHS to report the odor.

For additional concerns or questions about these or any other unknown odors, contact EHS to report the odor.

## I. Tornado and Severe Weather

Weather emergencies can pose serious threats to university employees and students. Severe weather includes high winds, thunderstorms, lightning storms, hail, floods, tornadoes, hurricanes, extreme heat or cold, and other weather systems that have the potential to create safety hazards or cause property damage.

### Definitions

- **Watch:** A “watch” is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plan in motion can do so.
- **Warning:** A “warning” is issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property. If you are in the affected area, you should seek safe shelter immediately.
- **Advisory:** Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.
- **Severe Thunderstorm:** A thunderstorm that produces a tornado, winds of at least 58 mph, and/or hail at least one inch in diameter.
- **Tornado Watch:** A tornado watch is issued when severe thunderstorms and tornadoes are possible in and near the watch area. When a tornado watch is issued, stay tuned to local radio, TV, or NOAA weather radio for further information and possible warnings. Consider shelter options and be prepared to take cover if necessary.
- **Tornado Warning:** A tornado warning is issued when a tornado has been sighted or indicated by weather radar. When a tornado warning is issued, seek safe shelter immediately.

### During a tornado warning:

- Remain calm and avoid panic.
- Shelter-in-place (Rooms and corridors in the innermost part of a building).
- Avoid exterior windows, corridors with windows or large freestanding expanses.
- Relocate to the lowest level possible in the building.
- DO NOT use elevators during a tornado warning.
- Persons with mobility concerns should go to an area of safety at the time of a tornado watch. DO NOT wait for a tornado warning.
- Close all doors, including main corridors, making sure they latch.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low-lying ditch and cover your head.
- Be alert for fire.
  - In the event of a fire, the fire plan should be utilized

## m. Winter Weather

While the danger from winter weather varies across North Carolina, severe winter weather may impact our campus. Winter storms can range from ice, moderate snow over a few hours, or a blizzard with blinding, wind-driven snow that lasts for several days. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet, and freezing rain.

### Definitions

- **Winter Storm Outlook:** Winter storm conditions are possible in the next three to five days.
- **Winter Weather Advisory:** Issued for winter precipitation that is not expected to produce significant risks to life and/or property, but that could still impact travel or other activities.
- **Winter Storm Watch:** Winter storm conditions are possible within the next 36 to 48 hours. People in a watch area should review their winter storm plans and stay informed about weather conditions.
- **Winter Storm Warning:** Issued when winter precipitation that could lead to a threat to life or property is expected. A warning is the most serious of the winter weather messages and indicates that action should be taken immediately to get ready for the storm.

Should a winter storm impact the FSU community in a manner that necessitates closing the campus and/or cancelling classes, the University will utilize the appropriate communication methods to keep you informed. Remain aware and monitor local radio and television stations, official government or University websites, and social media for winter weather and storm information updates for the local jurisdiction you reside in.

Winter storms create a higher risk of car accidents, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion. Winter storms and blizzards can bring extreme cold, freezing rain, snow, ice, and high winds.

### Cold Weather Safety Information:

- Dress for the season:
  - Wear loose, lightweight, warm clothes in layers. Trapped air insulates.
  - Remove layers, as necessary, to avoid perspiration and subsequent chill.
  - Outer garments should be tightly woven, water repellent and hooded.
  - Wear a hat. Half your body heat loss can be from the head.
  - Cover your mouth to protect your lungs from extreme cold.
  - Mittens, snug at the wrist, are better than gloves.
  - Wear appropriate footwear for conditions.
  - Try to stay dry.
- When walking on campus:
  - Watch for ice on sidewalks, in parking lots and when crossing roads.

- Do not walk in the roadways. Always utilize our sidewalks.
- Wear footwear appropriate for conditions.
- When driving:
  - Minimize travel based on weather advisories.
  - If travel is necessary, keep cold weather supplies in your vehicle.
  - For information on car safety and how to make an emergency kit for your car, go online to [ready.gov/car](https://www.ready.gov/car).
  - Drive appropriately for weather conditions.

## **XII. Appendix**