Emergency Action Plan

Introduction

This document is a plan to prepare for university emergencies in accordance with OSHA CFR 1910.38. By auditing the workplace, training employees, obtaining, and maintaining the necessary equipment, and by assigning responsibilities, human life and university resources will be preserved. The intent of this plan is to ensure all Fayetteville State University (FSU) employees a safe and healthy workplace. Employees assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected at the university such as fire/smoke, hurricanes, bomb threats, etc.

Scope

This plan serves as a life safety and emergency action plan for the colleges, departments, dorms, and offices within FSU. This plan is applicable during or immediately following an emergency or disaster within the university. All employees should become familiar with this plan.

Definitions

All Clear – The immediate danger is over and that most functions may resume normal operations, occupants may re-enter buildings and/or move about campus without restriction unless specifically directed otherwise.

Evacuation – The movement of occupants from a dangerous or potentially dangerous place to a safe place.

External Evacuation Point – A designated location outside a building where occupants go during incidents that occur inside the building.

Internal Evacuation Point – A designated location(s) within a building where occupants go during incidents that occur outside the building.

Building Manager – A pre-designated person(s) responsible for acting as a liaison for each building on campus.

General Information

Location of the “Emergency Action Plan”

The Emergency Action Plan shall be available for review and posted on the FSU EHS Homepage

Contact Information

Building Managers and Alternates will vary by building. See Appendix 1 for emergency contacts.
## Facility Life Safety Specifics

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<td>External Evacuation Point</td>
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</table>

### Evacuation Routes and Assembly Points

Emergency route maps have been posted in each work area and common area hallways. The following information is marked on evacuation maps:

- Exit Route
- Internal Evacuation Point
- External Evacuation Point
- Fire Alarm Pull Station
- Portable Fire Extinguisher
- Automated External Defibrillator

*All personnel should familiarize themselves with at least two evacuation routes.*

### Plan Outline/Description

#### Means of Reporting Emergencies

All fires and emergencies will be reported by one or more of the following means as appropriate:

- Verbally to the building manager during normal working hours.
- By telephone if after hour/weekends.
- By the building alarm system.

The emergency contact list (Attachment 1) will be posted throughout the building and should be saved in all FSU faculty and staff mobile devices.

#### Alarm System Requirements

Alarm system requirements for notifying employees during an emergency are the following:

- Provides warning for safe escape.
- Can be perceived by all employees.
- Alarm is distinctive and recognizable.
• Employees have been trained on the alarm system.
• Emergency phone numbers are posted.
• Emergency alarms have priority over all other communications.
• Alarm systems are properly maintained.

Sounding the Alarm

The signal for immediate external evacuation of the facility will be the fire alarm. The alternate means of notification will be the FSU ALERT System, which includes the warning siren, voice, text messages, mass emails, the University homepage, and the FSU Emergency webpage.

Evacuation Plans

Emergency evacuation escape route plans are posted in key areas of buildings and on the FSU EHS Home Page. All employees shall be trained on evacuation routes.

Evacuation Accountability

In the event of an evacuation, all occupants shall promptly exit the building via the nearest exit. Go to your designated evacuation point and report to your supervisor. Each supervisor will account for each assigned employee via a head count. All supervisors shall report their head count to University Police.

Building Re-Entry

Once evacuated, no one shall re-enter the building. Once the Fire Department or other responsible agency has notified us that the building is safe to re-enter, then personnel shall return to their work areas.

Hazardous Weather

A hazardous weather alert consists of FSU ALERT System, which includes the warning siren and voice. When a hazardous weather alert is made, all employees shall immediately report to the closest internal evacuation point. They will stay at this point until given the all-clear sign by University Police.

Emergency Response/Evacuation Authority/Security

• FSU Police shall exercise at all times those means that may be effective in protecting all university buildings and grounds, and the persons within those buildings and grounds from fire, bombs, bomb threats, or any other emergency or potentially hazardous conditions, including both the ordering and control of the evacuation of those buildings and grounds. FSU Police may employ the assistance of other available law enforcement agencies and emergency agencies to aid and assist in evacuations of those buildings and grounds.
• Senior leadership and/or the Emergency Manager will initiate the Emergency Action Plan when an emergency event occurs or appears imminent.
• Emergency Management, Environmental Health and Safety, and supervisors will take immediate action in all emergency response events/drill to oversee the evacuation and accountability of faculty, staff, students, and visitors by use of assigned Building Managers.
• Building Managers are designated, trained and responsible during an event for the safety and well-being of the employees and visitors. Building Managers will assist in the building evacuation by ensuring all employees and visitors have been accounted for and evacuated.
Press Releases/Release of Information to News Media

All press releases concerning Fayetteville State University facilities, faculty, staff, or student, and operations should be made by the FSU Chancellor or Public Information Officer.

Responsibilities/Accountability

Senior Management & Supervisors

- Senior Management is responsible for the review, approval, and enforcement of this plan.
- Supervisors shall review the Emergency Action Plan (EAP) with all employees annually.
- Senior Management will appoint Building Managers from each department and allow designees time for annual training, meeting attendance, and other duties identified by Emergency Management and Environmental Health & Safety.
- Supervisors shall orient new hires and transferred employees to their new workstations and include “Life Safety” specific information to include locations of exits, AED’s, evacuation floor plans, fire extinguishers, evacuation procedures, assigned assembly location, etc.
- Supervisors shall be familiar with and follow evacuation procedures – See “Hazard Specific Response Procedures” section of this plan.
- Supervisors shall be accountable for their employees during emergencies using an Accountability Form (See Attachment 4)

Employees

- Employees shall be familiar with and follow procedures as set forth in this EAP.
- Employees shall be familiar with and follow evacuation procedures – See “Hazard Specific Response Procedures” section of this plan.
- Employees are responsible for their visitors; therefore, they are encouraged to arrange meetings on the first floor or ground floor to ensure accessibility to the facility.
- Employees shall know the location of emergency exits and evacuation points.
- Employees are to report to assigned evacuation points during an evacuation wearing their FSU ID.
- Employees are responsible for informing their supervisors, Emergency Management, EHS, and/or Building Manager if they are unable to self-evacuate due to physical impairment.
- Employees shall not hold card-access doors open allowing breaches of security.

Emergency Management & Environmental Health and Safety will:

- Inform Building Managers of the location of the Command Center.
- Assign an alternate Command Center site as deemed necessary.
- Ensure all Building Managers and alternates are trained in their required duties annually.
- Update the Building Manager list and provide it to all current Building Managers any time personnel are added or removed.
- Ensure exit routs and assembly areas are reviewed with Building Managers annually and/or whenever changes are made.
- Create an evacuation plan for any known onsite physically impaired persona to include: an “Area of Refuge”, special communications during an event; a goal of having an assigned Building Manager and Emergency Responder notification procedures. This plan is to be shared with the person, their supervisor, and Building Manager.
• Complete an evacuation summary for each incident of evacuation.
• Coordinate annual fire drills, severe weather drills, and lockdown drills.
• Initiate actions to locate missing employee if not accounted for.
• Ensures that internal and external evacuation signs are identified and labeled.
• Inform personnel of any changes to the EAP.

During the evacuation, Emergency Management & Environmental Health and Safety will:

• Don a safety vest, and take airhorn/whistle, pen, and After-Action Form to the Command Center.
• Determine if External / Internal evacuation points are adequate and safe. If not, instruct Building Managers to move employees to an alternate location, or other safe location as the situation warrants.
• Receive information from Building Manager’s regarding which areas have been cleared of employees; location of employees still in the building; and event information. This information is then communicated to the University Police.
• Assign Building Managers as door guards to keep personnel from re-entering the building until directed by the University Police.
• Assign Building Managers to control traffic entering and exiting the evacuation point where personnel are staged.
• Provide status updates to Senior Management/Management as information is received concerning the event.
• Provide re-entry directions to Building Manager after the University Police indicate it is safe to re-enter; Facility Maintenance has determined the fire alarm system has been reset and has held for five (5) minutes; and re-entry has been coordinated with University Police.
• Create and maintain a listing of personnel assigned as Building Managers.

Building Manager

Designation and Selection of Building Managers

• On an annual basis, the FSU cabinet will coordinate the appointment of building manager and alternate in every academic and administrative building owned or under the control of FSU. The Building Manager and Alternate will receive initial training and serve as the point of contact for the building.
• Emergency Management shall contact the department head(s) within each building on campus to identify the Building Manager and Alternate.
• Although faculty and staff may volunteer (department heads should provide faculty and staff the opportunity to volunteer) for the Building Manager and Alternate positions, the following criteria should be considered when department heads appoint the Building Manager and Alternate. The employee chosen should be:
  1. A responsible employee that can make decisions in a high stress environment.
  2. Knowledge about numerous University departments and the general responsibilities of departments.
  3. Someone who maintains a regular work schedule within the building.
  4. Someone who can build relationships and effectively communicate with other departments within the building.
  5. Not already committed to perform other functions during an emergency or disaster.
• Current Building Managers can be found on Attachment 5.

If the department head(s) within a building do not identify a Building Manager and Alternate within a reasonable period of time, the next level of management above the department head (dean, vice chancellor) shall appoint the Building Manager and Alternate.
Role and Responsibilities of the Building Manager (BM)

The following duties are assigned to the BM in the role of building emergency preparedness coordinator:

- Providing building occupants with emergency planning information and distribute safety related information.
- Working as a building liaison to other campus departments and units that provide support, assistance, and input to emergency preparedness planning.
- Attending all training workshops/activities specifically organized for BMs.
- Ensure all exit routes are marked with an exit sign illuminated by a reliable light source, evaluate the alarm system, and notify Environmental Health and Safety if it appears to be operating improperly.
- Ensure “Exit Paths of Travel”, “Exit Doors”, and the “Exit Discharge” are free of obstructions at all times.
- Monitor work areas for smoke, flames, unusual odors or sounds, audible alarms, and flashing strobe lights.
- With Environmental Health & Safety and/or Emergency Management, create a specific evacuation plan for any known onsite physically-impaired person to include: an “Area of Refuge”; special communications during an event; potential use of an Evacuation Chair; and emergency responder notification procedures.
- Be trained on the use of the Evacuation Chairs or assign and document the responsibility to willing employee.

Emergency Response (During Normal Operating Hours)

- In consultation with department heads and emergency personnel as available, make the determination to take protective measures such as a lockdown or shelter in place.
- Coordinate with building occupants to ensure the building is secured, as possible.
- Search, notify, and direct building occupants during an emergencies (incl. fire drills) and assist Supervisors in accounting for each employee using the Accountability Form (See Attachment 4).
- Knock loudly and attempt to open all closed doors to notify occupants there is an emergency.

  NOTE: During a bomb threat, doors will be kept in the same position as when the bomb threat was reported.

- Ensure all employees are directed away from primary traffic lanes during an evacuation and report to their assigned external evacuation point.

Training for the Emergency Action Plan:

- The EAP shall be practiced during each evacuation, whether actual or simulated.
- EAP training shall be conducted annually and assigned as necessary to maintain proficiency.
- Employees will be proficient in the duties assigned.
- Employees will be trained to assist in the procedures for safe and orderly evacuation, assembly, and accounting for employees.

Drills

- Evacuation drill will be conducted at least quarterly or when changes to procedures are implemented. Drills are conducted by Emergency Management and Environmental Health and Safety.
- Attachment 3 will be used when recording the drills.
Communications

University Level Communications

During an emergency incident, University officials will alert the campus community through at least one of the following methods, depending on the severity of the incident:

- FSU Campus siren system
- FSU Voice and text messaging
- University Email
- Occupants should plan to (1) seek safe shelter following official university warnings and then (2) seek information on the University website.

Building & Departmental Level Communications

- When an emergency or disaster is announced, or if building occupants are alerted to an emergency, all building occupants should notify others in the area.
- Emergency personnel should be notified.
- In coordination with employee supervisors, all occupants should ensure that the appropriate protective action (evacuation, shelter in place, etc.) is communicated as much as possible.
- Following the immediate incident, departments should maintain a call roster of all faculty and staff so they may contact them later.
- The decision to lockdown a building will be communicated through police and public safety
- The supervisors, in coordination with emergency officials and department heads, will make the determination to take proactive measures.

Preparedness

Emergency preparedness is the responsibility of every faculty, staff, and student of Fayetteville State University. Every occupant of each building may prepare for emergencies and disasters through the following methods:

1. Actively participate in fire safety training including fire extinguisher training and fire evacuation drills performed regularly by EHS and Emergency Management
2. Become familiar with your work areas and building. Pay attention to the locations of fire evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
3. Recognize potential fire hazards and report them immediately.
4. Keep your work areas clean and free of debris and other combustible materials.
5. Make building security your own responsibility. Ensure that doors are secured and notify Facilities Management of any malfunctions in locking mechanisms.
6. Immediately report suspicious persons to University Police.
7. Use caution when approaching suspicious situations, people, packages, etc.
8. Maintain accountability of your personal belongings.
9. Take the time to read this plan.
10. Annually, read this building emergency plan and make recommendations for improvement to FSU EHS.
11. Remain aware of your surroundings.
Hazard Specific Response Procedures

Active Shooter

- If there are reports of an active shooter on campus (not inside your building), employees shall:
  1. If possible, escape the building safely and avoid danger by leaving through the nearest exit.
  2. Since these situations are incident specific, each department and employee will have to decide based on the available information.

- If fired shots are heard, employees shall:
  1. Get Out
     a. Move quickly and not wait for others to validate the decision.
     b. Leave belongings behind.
        i. Survival chances increase if the employee is not where the shooter is or if the shooter cannot see the employee.
  2. Call Out
     a. Once in a safe location, call the police by dialing 911 (1911 from a campus phone) or use the emergency call boxes located throughout campus.
     b. Advise others in the immediate area to stay away from the shooter’s location.
  3. Hide Out
     a. If the shooter is blocking the exit, then hide out.
     b. Move out of the hallway and look for a well-hidden and well protected room.
        i. Avoid places that might trap or restrict movement.
  4. Keep Out
     a. Try to find a room that can be locked; if the room cannot be locked try to barricade or block the door with heavy furniture or other heavy objects.
     b. Turn out the lights, all noise-producing devices, and stay silent.
     c. Call 911 (1911 from a campus phone) if able to do so without alerting the shooter.
  5. Spread Out
     a. If there are two or more employees, do not huddle together.
        i. Spreading out gives more options and makes it harder for the shooter.
        ii. Quietly develop a plan of action in the event the shooter enters the room.
        iii. Remain calm. This can have a contagious effect on others.
        iv. Stay focused on survival. Keep others focused.
  6. Take Out
     a. Assume the shooter’s intentions are lethal.
        i. Develop a survival mindset: actively choose the position that it takes to survive when your life is on the line.
        ii. Be prepared to do whatever it takes to neutralize the threat.
        iii. Throw things, yell, and use improvised weapons.
        iv. If there are two or more employees, plan to overcome the shooter.
• When Law Enforcement arrives, employee(s) shall:
  1. Remain calm and follow their instructions.
  2. Put down any items in your hands (e.g. bags, jackets, laptops cases).
  3. Immediately raise hands and spread fingers.
  4. Keep hands visible at all times.
  5. Avoid making quick movements toward officers.
  6. Avoid pointing, screaming, and/or yelling.
  7. Do not stop to ask officers for help or direction when evacuating, just proceed to the nearest exit as directed.

• Information to provide to Law Enforcement or 911 Tele-Communicator:
  1. Location of the active assailant(s)
  2. Number of assailant(s)
  3. Physical description of assailant(s)
  4. Number and type of weapons held by the assailant(s)
  5. Number of potential victims and their location(s)

• Workplace violence reporting
  All incidents of workplace violence shall be immediately reported to Management and Human Resources

Bombs & Bomb Threats

• If a bomb threat occurs via telephone, the receiving employee shall:
  1. Keep the caller on the line and talking if possible (pretend to have difficulty in hearing – ask the caller to repeat what they said).
  2. Try to record every word spoken by the caller especially information pertaining to:
     a. When the bomb will go off?
     b. Where the bomb will go off?
     c. What they want us to do?
     d. Where they are calling from?
  3. If possible, have someone else use another line to call police.
  4. Focus on any background noise.
  5. Listen closely to the voice. Is it male or female, do they have an accent, speech characteristics or impediments?
  6. Advise the caller that the building is occupied, and that detonation of the bomb could result in serious injury or death to innocent employees.
7. After the caller hangs up, the employee will utilize the FEMA Bomb Threat Call Checklist (Attachment 2) to report all information then immediately call 911 (1911 from a campus phone).
8. Contact and inform the Building Manager, Emergency Management, and Environmental Health and Safety.
9. Exit the building quickly and calmly via the nearest emergency exit and report to the external evacuation point at least 150 yards from the building.
10. Remain in the external evacuation point until further instructions from University Police.
   a. Do not block entrances, roadways, walkways, or fire hydrants.
11. Not re-enter and wait for instructions or the “all clear” from emergency responders.

Civil Demonstration/Protest

- Remember that most demonstrations are peaceful.

- If protestors begin to enter the building, employees shall:
  1. Let them in and call University Police.
  2. Try to carry on business as usual.
  3. If the noise becomes too great or the crowds become too large, feel free to close and lock office doors and windows – this is a departmental decision.
  4. If it becomes necessary to evacuate, follow directions from the authorities.
  5. Proceed to your building’s external evacuation point and wait for additional instructions.

Earthquake

- If there is an earthquake, employee(s) shall:
  1. **(Indoors)**
     a. Seek shelter an inside wall, doorway, or take cover under a desk or table ensuring to stay away from overhead fixtures, windows, filing cabinets, and outside doors.
     b. Crouch and cover their face and head with their arms
        **If trapped under debris:**
        i. Minimize movement that will stir up dust or cause debris to shift.
        ii. Cover your mouth with a handkerchief or clothing
        iii. Tap various patterns on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort.
     c. Once over, employees exiting the building shall use extreme caution, refrain from lighting cigarettes near the building, and stay clear from fallen or damaged electrical lines and meet at the external evacuation point for accountability.
  2. **(Outdoors)**
     a. Stop and lay on the ground or stay low and away from overhead electrical wires, poles, or anything that may shake loose and fall.
     b. When safe, contact their supervisor for accountability.
  3. **(In a vehicle)**
     a. Pull off the road and stop, ensuring to stay away from overhead electrical wires, poles, or anything that may shake loose and fall.
     b. When safe, contact their supervisor for accountability.
Explosion

- If there is an explosion, employee(s) on scene shall:
  1. Take cover under sturdy furniture.
  2. Evacuate if safe (using stairs, not elevators) and are directed to do so by emergency responders.
  3. Stay away from windows.
  4. Not utilize lighters or matches or create any spark or open flame.
  5. Move away from the hazard site to a safe location.
  6. Call 911 or (910) 672-1911
  7. Remain in the external evacuation point until further instructions from University Police.
     a. Do not block entrances, roadways, walkways, or fire hydrants.
  8. Not re-enter and wait for instructions or the “all clear” from emergency responders.

Fire & Fire Prevention

Before a fire, employees will:
- Plan and practice escape routes.
- Post emergency contacts near telephones
- Know location of closest fire extinguisher
- Review FSU Fire Prevention Plan

- If a **small** incipient fire is discovered, trained employee(s) on scene shall:
  1. Identify the fire class (See below image).
  2. Follow the procedures for P.A.S.S (see below image) and extinguish the fire using the appropriate fire extinguisher.
  3. Notify supervisor once extinguished.

<table>
<thead>
<tr>
<th>Fire Classification</th>
<th>PASS Procedures</th>
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<tbody>
<tr>
<td>A Common Combustibles</td>
<td>Pull pin</td>
</tr>
<tr>
<td>B Flammable liquids and gases</td>
<td>Aim at base of fire</td>
</tr>
<tr>
<td>C Live electrical equipment</td>
<td>Squeeze handle</td>
</tr>
<tr>
<td>D Combustible metals</td>
<td>Sweep side to side</td>
</tr>
<tr>
<td>K Cooking media</td>
<td>Cooking oils and fats</td>
</tr>
</tbody>
</table>

- If a **large** fire is discovered, employee(s) on scene shall:
  1. Evacuate (using stairs, not elevators) as quickly and as safely as possible.
     a. Close doors and windows to the affected area(s)
  2. Notify other occupants as they leave and pull the fire alarm pull station. Pull stations are typically located exiting the building.
  3. Meet at the external evacuation point noted on the building’s evacuation map for accountability.
     a. Do not block entrances, roadways, walkways, or fire hydrants.
  4. Inform their supervisor they are out of the building and report injured or trapped persons and any signs of building damage they observed.
  5. Do not re-enter and wait for instructions or the “all clear” from emergency responders.
6. Additional information
   a. If time permits, close doors and windows to delay the spread of the smoke and fire.
   b. Feel closed doors with the back of hand for heat prior opening. If hot, do not open.
   c. Use stairs to evacuate, not elevator.
   d. If encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke.

- If unable to leave the building, find a location away from the smoke and heat where they can signal for firefighter assistance.
  1. Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke inhalation
  2. Do not break windows. Flames and smoke can come back in from the outside. If air is needed, slightly open the window.
  3. Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over nose and mouth; breathe through nose only.
  4. Signal for help. Call 911 (1911 from a campus phone) or hang an article of clothing out the window to help signal for help.

- If employee’s clothing is on fire, employee shall:
  1. Drop to the floor and roll around to smother the flame or drench with water.

Fire Prevention (See Fire Prevention Plan)

Flooding

- If there is flooding inside the building (busted pipes, etc.), employee(s) shall:
  1. Cease using electrical equipment.
  2. Evacuate the building if necessary and proceed to the building’s external evacuation point.
  3. Call University Police

- If there is flooding outside the building (Heavy rain fall), employee(s) shall:
  1. Move to higher ground if the flood is imminent and there is enough time.
  2. Not attempt to walk or drive through a flooded area.
  3. Turn off electric power at the main switch (Facilities Management)
  4. Not cross a flowing stream where water is above the knees.
  5. Once over, clear, and safe to move, employees shall assemble at the external evacuation point for accountability and further instructions.

Gas Leak

- If gas is detected inside the building, employee(s) on scene shall:
  1. Immediately communicate the issue with their supervisor who will communicate it with facilities maintenance.
  2. If gas detected is heavy, employee(s) will evacuate (using stairs, not elevators) as quickly and as safely as possible.
     a. Close doors and windows to the affected area(s)
     b. Turn off ignition sources (i.e. burners, etc.) as they leave.
  3. Notify other occupants as they leave and pull the fire alarm pull station. Pull stations are typically located exiting the building.
4. Meet at the external evacuation point noted on the building’s evacuation map for accountability.
   a. Do not block entrances, roadways, walkways, or fire hydrants
5. Inform their supervisor they are out of the building and report the gas leak issue to their supervisor and proper authorities.
6. Not re-enter and wait for instructions or the “all clear” from emergency responders.

- If gas is detected outside the building, employee(s) on scene shall:
  1. Immediately communicate the issue with their supervisor who will communicate it with facilities maintenance.
  2. Not utilize lighters or matches or create any spark or open flame.
  3. Evacuate 50 feet from the hazard site to a safe location.
  4. Notify surrounding occupants to steer clear of the area.
  5. Wait for instructions or the “all clear” from facilities maintenance.

**Hazardous Materials and Chemical Spills and/or Releases**

- If a hazardous material is released or spilled near untrained personnel, employee(s) on scene shall:
  1. Evacuate (using stairs, not elevators) as quickly and as safely as possible.
     a. Close doors and windows to the affected area(s)
     b. If spilled material is combustible or flammable, turning off ignition sources as they leave.
  2. Notify other occupants as they leave and pull the fire alarm pull station. Pull stations are typically located exiting the building.
  3. Meet at the external evacuation point noted on the building’s evacuation map for accountability.
  4. Inform their supervisor they are out of the building and report the hazardous material / chemical spill to their supervisor and proper authorities.
  5. Do not re-enter and wait for instructions or the “all clear” from emergency responders.

- If a chemical or radioactive material spills on the employee’s body, the employee shall:
  1. Remove contaminated clothing (if safe to do so) and rinse exposed area thoroughly with water.
  2. If unable to do so, employee will drench body using the emergency shower station.
  3. Report incident to supervisor.

- If biological material spills on the employee’s body, the employee shall:
  1. Vigorously wash exposed area with soap and water for one minute.
  2. Obtain medical attention.
  3. Report incident to supervisor.

- If an employee is involved with the use of hazardous, radioactive, or biological materials, they must be trained on the proper handling and storage, including proper procedures for preventing spills and the appropriate emergency procedures to be implemented if a spill occurs.

- If hazardous, radioactive, or biological material splashes into an employee’s eye, the employee shall:
  1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
  2. Forcibly hold eye open to ensure water wash reaches under eyelids.
  3. Obtain medical attention ensuring to take the Safety Data Sheet(s) of the chemical with them.
  4. Report the incident to their supervisor.
Medical Emergencies

- If an employee needs medical attention, employee(s) on scene shall:
  2. Dial 911 (1911 from a campus phone) and tell the dispatcher that they require medical assistance.

3. Provide the following information:
   a. Location of injured person (e.g. which room, number, etc.).
   b. Type of injury or problem.
   c. The individual’s present condition.
   d. The sequence of events leading to the emergency.
   e. Medical history and name of injured person’s doctor, if known.
   f. The phone number where you are.

4. Not move the patient unless it is necessary to remove them from a dangerous location or situation.

5. Send someone to meet with emergency responders at building entrance.

6. Acquire the first aid kit and AED if locations are known.
   a. If first aid trained, stop the bleeding by applying firm pressure on the wound (avoid contact with blood or other bodily fluids by using rubber or latex gloves).
   b. If trained, use CPR if there is no pulse and the patient is not breathing.
   c. If patient was exposed to hazardous materials, consult with the “Safety Data Sheets”, wear the appropriate PPE, and provide First Aid as directed in the “SDS”.

7. Once medical services arrive, they will stabilize and transport all injured or ill employee(s) requiring emergency medical care for life/death medical emergencies or minor injuries to the nearest medical treatment facility.

- If an employee is choking, trained employees on scene shall:
  1. Clear the air passage using the Heimlich Maneuver (See below image).

- If an employee suffers a minor cut and/or puncture wound, the employee should:
  1. Vigorously wash injury with soap and water for several minutes.
  2. Obtain medical attention.
  3. Report incident to supervisor.
Psychological Crisis

- A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, rape, violence, death, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

- For an unusual or potentially dangerous situation, employees shall:
  1. Never try to handle a dangerous situation by themselves.
  2. Call University Police and they will notify the on-call counselor.
  3. Clearly state that immediate assistance needed and provide them name, location, and nature of the problem.
     a. All suicide attempts should be reported to University Police, so that proper procedures will be followed to ensure the safety of those involved.

Suspicious Packages/Objects [Foreign-like substance (i.e. white powder) or potential bomb]

- If a suspicious object is discovered, the receiving employee shall:
  1. **Stop!** Put the item down gently and not touch or open it.
  2. Evacuate other personnel from the area and prevent entry into the area.
  3. Close the door to the area.
  4. Keep people away from the area where the suspicious object is and call 911 (1911 from a campus phone).
     a. Be sure to include a description of the object and its location when reporting.
  6. **Contaminated and Potentially Contaminated personnel are to REMAIN in place until**
     evacuated by Emergency Responders. Keep all other persons clear of the area.
  7. **HVAC systems are to be shut down!**
  8. Be cautious of well packaged, unsolicited items or deliveries by non-recognized services.

Receiving Mail: Be alert for the following

<table>
<thead>
<tr>
<th>Excessive Postage</th>
<th>Incorrect titles or titles w/o names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oily stains or discoloration</td>
<td>Odor emanating from the item</td>
</tr>
<tr>
<td>No return address</td>
<td>Handwritten or poorly typed address</td>
</tr>
<tr>
<td>Rigid, lopsided, or uneven envelope</td>
<td>Unusual bulk, weight, or balance</td>
</tr>
<tr>
<td>Misspellings of common words</td>
<td>Unusual or needless instructions</td>
</tr>
<tr>
<td>Restrictive markings (i.e. Confidential)</td>
<td>Excessive securing material such as masking tape</td>
</tr>
<tr>
<td>Foreign mail, Air Mail</td>
<td>Round/cylindrical/angular contour/thickness</td>
</tr>
<tr>
<td>Visual distractions</td>
<td>Excessive precautionary labeling</td>
</tr>
<tr>
<td>Protruding wires or foil</td>
<td>External wire or metallic tape</td>
</tr>
<tr>
<td>String/twine passing into item</td>
<td></td>
</tr>
</tbody>
</table>

Opening Mail: Be alert for the following

<table>
<thead>
<tr>
<th>Unusual Inner Sheath Wrapping</th>
<th>Any inner binding, wire, or twine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unusual resistance to withdraw contents</td>
<td>Electrical or mechanical items</td>
</tr>
<tr>
<td>Unusual metallic, plastic, or rubber-like material or items</td>
<td>Wooden boxing or containers within containers</td>
</tr>
</tbody>
</table>
Suspicious Person

- If a suspicious person is spotted, employee(s) shall:
  1. Call University Police at (910) 672-1775, “See Something, Say Something”
  2. Not open or hold doors for strangers

Tornado / Hurricane

- **Tornado Watch:** Conditions are favorable for severe thunderstorms/tornadoes.
- **Tornado Warning:** Tornado sighting in the area.

- If a tornado / hurricane occurs, employee(s) shall:
  1. Not leave the building.
  2. Move to the lowest level of the building (using stairs, not elevators) and to the internal evacuation point located on the building’s evacuation map.
  3. Sit on the floor and cover your head with your arms to protect from flying debris.
  4. Be ready to leave if emergency authorities deem so.
  5. Once “all clear”, employees shall assemble at the external evacuation point for accountability and further instructions.

Other Hazards/Incidents

- If trapped in an elevator, employee(s) shall:
  1. Use the emergency telephone inside the elevator to call for assistance.
  2. Press the elevator alarm inside the elevator to signal for help.

Other Emergencies Not listed

- Emergencies that do not fit into the categories above may also occur. In these situations, or in any situation in which you are unsure of the appropriate response, call 910-672-1911 or 910-672-1775 (1911 or 1775 from a campus phone).

**Americans Disability Act (ADA) Statement**

The Americans with Disabilities Act (ADA) requires that public establishments offer equal access and services to people who are physically and mentally disabled. Fayetteville State University is responsible for ensuring that all buildings are in compliance with ADA standards. Accessibility is a primary concern during emergency situations. The fire alarm system includes an ADA compliant strobe light to alert hearing-impaired individuals. Although alarm systems are designed for hearing impaired individuals, buildings occupants should ensure that all persons understand evacuation orders and assist disabled individuals during an emergency when possible.

**Information & Training**

Employee training is provided when this plan is initiated, when employees required responsibilities change, the plan changes and initially for new hires. Subjects to be covered include:

- Emergency escape procedures/routes
• Fire extinguisher locations and proper use
• Head count procedures
• Major facility fire hazards
• Fire prevention practices
• Means of reporting fires/emergencies (use of alarm systems)
• Names/titles of Building Manager
• Availability of the plan to employees
• Housekeeping practices
• No smoking areas
• Hazardous weather procedures
• Special duties as assigned to Building Managers and those listed above.

Recordkeeping

The EHS Officer / Professional will:
• Retain training records of all Building Manager

Annual Review

The Emergency Action Plan will be reviewed by the EHS Officer / Professional. 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.
Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td><strong>FSU Contacts</strong></td>
<td></td>
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<tr>
<td>University Police (Emergency)</td>
<td>911, (910) 672-1911, or 1911 Campus phone</td>
</tr>
<tr>
<td>University Police (Non-Emergency)</td>
<td>(910) 672-1775</td>
</tr>
<tr>
<td>Victim Assistance &amp; Crime Prevention</td>
<td>(910) 672-1775 or (910) 672-2656</td>
</tr>
<tr>
<td>Housing &amp; Residence Life</td>
<td>(910) 672-1884 or (910) 672-2599</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(910) 672-1259</td>
</tr>
<tr>
<td>Center for Personal Development (During Hours)</td>
<td>(910) 672-1222</td>
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<tr>
<td>Center for Personal Development (After Hours)</td>
<td>(800) 510-9132</td>
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<tr>
<td>Emergency Manager</td>
<td>(910) 672-1456</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>(910) 672-1827</td>
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<tr>
<td>Report a Gas Leak (Facility Maintenance)</td>
<td>(910) 672-1881 or (910) 672-1050</td>
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<tr>
<td>Specific Building Manager</td>
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<tr>
<td>Specific Alternate Building Manager</td>
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<tr>
<td><strong>Non-FSU Contacts</strong></td>
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<tr>
<td>Fayetteville Police Department</td>
<td>910-433-1529</td>
</tr>
<tr>
<td>Fort Bragg Provost Marshall</td>
<td>(910) 396-0391 or (910) 396-1179</td>
</tr>
<tr>
<td>National Response Team (Hazardous Materials Release &amp; Oil and Chemical Spills)</td>
<td>(800) 424-8802 or (202) 267-2675</td>
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<tr>
<td>Poison Control</td>
<td>(800) 222-1222</td>
</tr>
<tr>
<td>Animal Control (During Hours)</td>
<td>910-321-6852</td>
</tr>
<tr>
<td>Animal Control (Sheriff) (After Hours)</td>
<td>910-323-1500</td>
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**Revision Date:** 1 August 2020
Telephone Bomb Threat Checklist

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
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 (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:
- Call ____________
- Handle note as minimally as possible.

If a bomb threat is received by email:
- Call ____________
- Do not delete the message.

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

DO NOT:
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one):
- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

Ask Caller:
- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:
- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller’s Voice
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Stutter

Background Sounds
- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Distinct
- Static
- Female
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language
- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:

Homeland Security

Attachment 2
Fire Drill Report

Date of Drill: ________________

Name(s) of Person Conducting Drill: _________________________________________________________

Building Name: ________________________________________________________________

Evacuation Data

Time Fire Alarm Activated: ________________

Time Police Notified: ________________

Time Police Arrived: ________________

Everyone Accounted For

☐ Yes  ☐ No

Was Fire Alarm Audible & Visible:

☐ Yes  ☐ No

Did Everyone Evacuate:

☐ Yes  ☐ No

Did All Evacuate to External Evacuation Point:

☐ Yes  ☐ No

Was Fire Alarm System Reset in “Ready” Position:

☐ Yes  ☐ No

Time Fire Drill Completed: ________________
# Accountability Form

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Note: Ext. stands for Extension.
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</tr>
<tr>
<td>Seabrook Auditorium</td>
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<tr>
<td>Smith Hall</td>
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<tr>
<td>Southeastern NC Nursing Education &amp; Research Center</td>
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<tr>
<td>Spaulding Infirmary</td>
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<tr>
<td>Taylor Social Science</td>
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<tr>
<td>Tele-Communications Center</td>
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<td>University Place Apartments</td>
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<tr>
<td>Vehicle Maintenance</td>
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<td>Williams Hall</td>
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