



## Emergency Action Plan Reid Building



**Be Ready. Be Safe.**

**November 2016**

Reid Building Emergency Action Plan

Reid Building  
Building Emergency Action Plan  
Signature Page

Dawn M. Deasey  
Building Emergency Action Plan Developer

3/17/16  
Date

Dawn M. Deasey  
Facility Coordinator

3/17/16  
Date

John S. Scott  
Director, Emergency Services

03/29/2016  
Date

## **Acknowledgement**

This plan is based on an initial draft created for the Health & Human Sciences building in May 2015 by Environmental Health Students as a project for their chapter of the American Society of Safety Engineers (ASSE) with their advisor Dr. Tracy Zontek.

Students: Sophia Calhoun, Alexandra Cassell, Shelby Clark, Amber Hartis, Jessica Hucks, Ryan Lutz, Jennifer Meeks, Marcus Mentzer, Jessica Ricchio, Natalie Roberts, Rebecca Williams, Maria Vargas

The Emergency Action Plan committee for the College of Education and Allied Professions included: George "Lee" Nickles (instructional technology & chair), Dan Grube (School of Teaching and Learning), Ben Tholkes (Department of Human Services), Matt Meier (Department of Psychology), Steve McClure (Reid Cage) and Steve Wargo (Suite 201).

## **Contents**

Introduction .....	1
Purpose and Scope.....	1
Role and Responsibilities of the Building Coordinator and BEAP Team .....	1
Definitions.....	2
Hazard Specific Response Actions.....	3
Building Evacuation [Incidents occurring inside this building] .....	3
EMERGENCY ASSEMBLY AREA (EAA) LOCATION.....	4
Campus Evacuation / Closure .....	4
Fire .....	5
Shelter in Place.....	6
Statement of ADA Accessibility during Emergency Evacuations .....	6
Chemical Spills/Release inside the Building.....	8
Explosion.....	8
Bombs and Bomb Threats.....	8
Active Shooter.....	9
Medical Emergencies .....	11
Automatic External Defibrillator (AED).....	11
Personal Injury Procedures:.....	12
Mental Health Crisis.....	12
Campus Resources for Responding to Mental Health Emergencies.....	13
What You Can Do .....	13
As a Result of Emergency Situation .....	14

## **Reid Building Emergency Action Plan**

Civil Demonstration / Protest .....	14
Natural Disaster/Hazards.....	14
Other Hazards and Incidents.....	15
Emergency Notification Communications .....	16
Building and Departmental Communications.....	16
Personal and Community Preparedness.....	17
Training .....	18
APPENDIX A.....	19
APPENDIX B.....	20
APPENDIX C.....	21
APPENDIX D.....	22
APPENDIX E .....	23
APPENDIX F .....	24

## Introduction

Each occupied University building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The Primary Building Safety and Security Representative, designated by a Dean, Department Head, or Director in the building, should coordinate the development of the BEAP with representatives from each Department located in the building.

In the event of a disaster or major emergency, Western Carolina University officials will alert the community using several methods. Immediate notifications will be made through WCU ALERT sirens, voice and text messages, and campus email. Subsequent emergency information will be posted online at <http://news-prod.wcu.edu/emergency-information/>.

When an emergency occurs, WCU community members can take steps to protect themselves. This plan details emergency procedures that will be taken by the departments and units within each building on campus.

## Purpose and Scope

This plan serves as a life safety and emergency response plan for the departments and units within this building. This plan does not provide for the business continuity and/or disaster recovery process of individual departments. This plan is applicable during or immediately following an emergency or disaster within the building. All occupants should become familiar with this plan.

## Role and Responsibilities of the Building Coordinator and BEAP Team

The Facility coordinator (Dean, Dr. Dale Carpenter or designees, Dan Grube and Steve McClure) will follow all instructions from the incident commander and WCU Emergency Manager.

## Definitions

**ALL Clear** - This means 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. Specific guidance regarding Class Schedules and University Events will be posted to the emergency webpage.

**Evacuation** – This is the movement of persons from a dangerous or potentially dangerous place to a safe place. Examples are the evacuation of a building due to bomb threat or fire. In an extreme situation i.e. flood, large portions and/or the entire campus may be required to evacuate.

**Evacuation Assembly Area (EAA)** – This is the area(s) to which all building occupants should report following a building evacuation. Most EAAs are pre-identified locations, although specific incidents may require the EAA to relocate.

**Shelter and/or Secure in place** – This is a term that may be used in an emergency i.e. threat of violence, severe weather, or hazardous materials spill. This precaution is to enhance your safety while you remain inside in your facility. People should go indoors and take refuge there until an evacuation can be safely initiated or an all clear is given. During a threat of violence, students, staff and faculty may be directed to shelter and secure in place. This is a precautionary measure aimed at keeping you safe while indoors. When possible, exterior doors to buildings should be locked. During this time people whom you know or do not fit the description of the suspect(s) may be let into your building.

**Facility Coordinator** – A pre-designated person(s) responsible for acting as a liaison for each building on campus. The duties of facility coordinator include both planning and preparedness functions, as well as specific responsibilities during an emergency or disaster.

The Reid facility coordinator is designated as the Dean, Dr. Dale Carpenter or in his absence, his designees Dan Grube and Steve McClure.

## Hazard Specific Response Actions

### Building Evacuation [Incidents occurring inside this building]

In the event of a sudden emergency, such as a fire, natural gas leak, or hazardous materials spill within the building, all occupants may have to evacuate. Building evacuation plans with evacuation routes highlighted are posted throughout the building. If an evacuation of the building is necessary:

- Pull the fire alarm for incidents that you may safely do so (see section V).
- Dial 828-227-8911 (x8911 from a campus phone) or 911 Jackson County Emergency Services and give details about the hazard to emergency personnel.
- Evacuate immediately. Close doors behind you and do not stop for belongings.
- Use stairways, not elevators.
- Evacuate to at least 50 feet from building and remain there until accounted for.
- Alert police and fire personnel about potentially trapped victims (e.g., mobility impaired, trapped, or injured victims).
- Do not re-enter the building until fire department officials, University Police, or other designated safety personnel communicate that it is safe to return.
- Occupants should congregate in evacuation assembly areas outside the building. In the event of inclement weather and/or prolonged evacuations, department heads should determine whether employees should seek shelter in another facility or leave campus.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- Accounting for occupants:
  - Course instructors should gather their students and use their most recent class roll and student feedback to determine if any students are missing.
  - Employees and student workers should gather with their departments or units where the unit personnel in the green and/or purple levels of each unit present should work to determine if all employees in the department or unit are out of the building.
  - It is understood that it will be nearly impossible to have 100% accuracy; however, any persons that appear to have not evacuated should be reported to police and fire personnel.

See APPENDIX F for Evacuation Plans for the Reid Building provided by Facilities Management.

## **EMERGENCY ASSEMBLY AREA (EAA) LOCATION**

After you have evacuated the building, proceed to green areas on map below (Figure 1).

- Do not block road for emergency responders.
- Do not leave.
- Stay with your class/department.

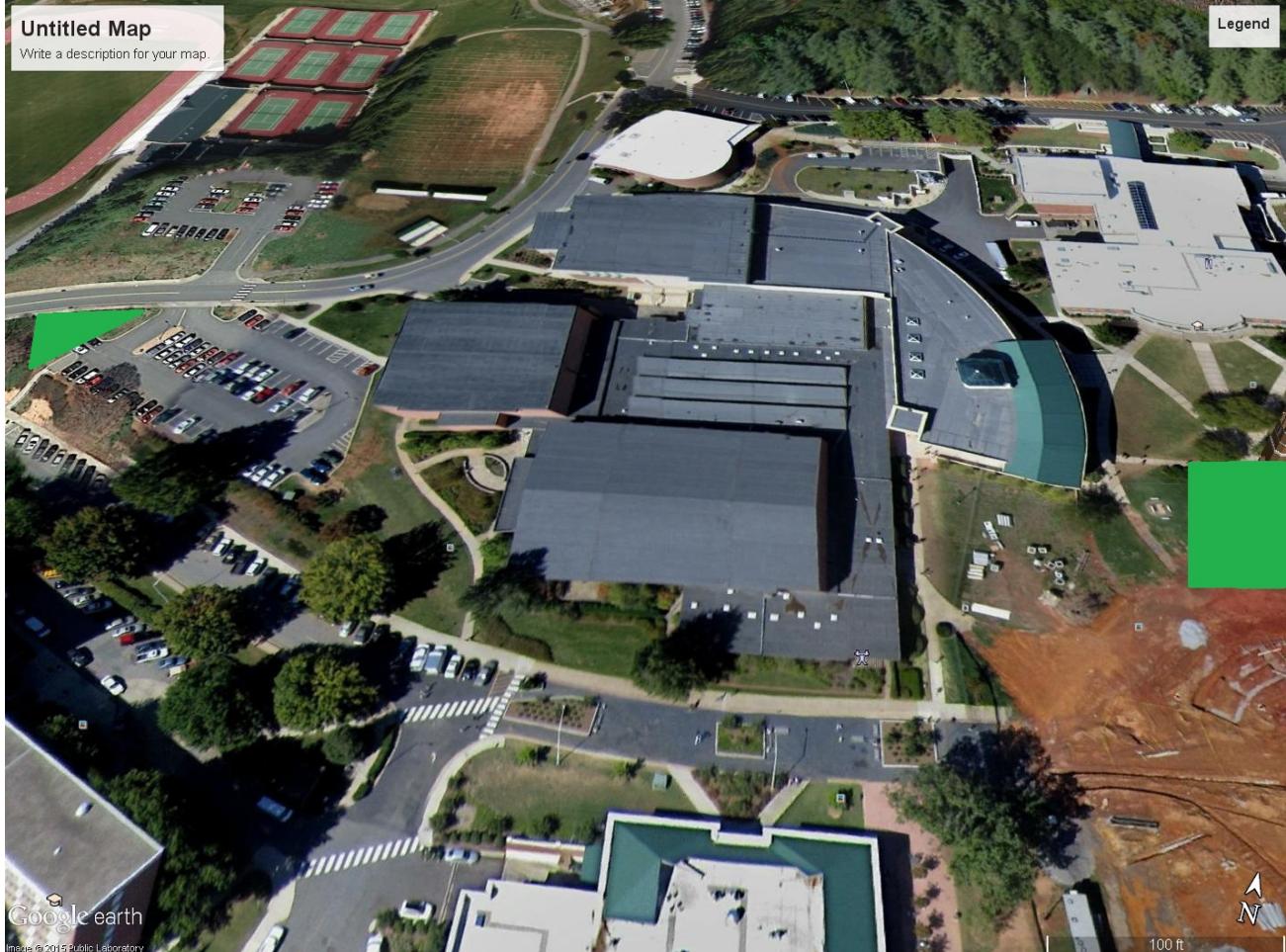


Figure 1. Reid building emergency assembly areas.

## **Campus Evacuation / Closure**

Certain disasters, such as severe flooding, severe winter weather, or disease outbreaks may cause a cancellation of classes and a closure of the campus. University officials will notify the campus community via the WCU ALERT System (Cat Tracker) if the campus must close because of a disaster or emergency. If the campus closes, take the following steps:

- When the university closes, all faculty and staff (except emergency personnel or critical and essential staff) must leave campus.

## **Reid Building Emergency Action Plan**

- Departments within the building should prepare for extended closures through business continuity planning.
- Before evacuating, review departmental checklists to secure offices or consult with supervisors for specific departmental tasks.
- Stay tuned to local media and the University emergency webpage for updates and information on the reopening of the campus. You will not be allowed to return to campus until the university is officially reopened.
- Review the Adverse Weather Policy for employees if the hazard is weather related.

## **Fire**

### **Before the fire:**

- Plan and practice escape routes.
- Post emergency numbers near telephones.
- Do not store combustible materials near a heat source, in hallways, stairwells or exit paths.
- Extension cords are for temporary needs only. Never run them under carpets or anywhere they can be pinched or crushed.
- Do not overload electrical outlets by using plug extenders or multiple power strips.
- Keep all electrical appliances away from anything that can catch fire. Remember always to turn them off at the end of the day.
- Pay attention to housekeeping issues. Keep your work area neat and tidy and keep combustible such as paper and trash to a minimum.

### **During the fire:**

- Immediately notify the fire department and your co-workers by pulling the fire alarm pull station. Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services from a safe location to provide details of the situation.
- If you have been trained, and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
- Evacuate as quickly and as safely as possible. On your way out, warn others.
- Close doors and windows if time permits, to delay the spread of the smoke and fire. Feel closed doors for heat before opening. Do not open them if they are hot.
- Use the stairs to evacuate. Do not use elevators.
- If you encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's Evacuation Assembly Area (EAA), tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.
- Wait for instructions from emergency responders. Do not re-enter the building until the all clear is given by emergency responders.

## **Reid Building Emergency Action Plan**

- If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.
- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breathe through your nose only.
- Signal for help. Call 828-227-8911 or 911 (9-911 from a campus phone) or hang an article of clothing out the window to help signal for help.

## **Shelter in Place**

When there is a threat of criminal violence or an emergency, it may be necessary for you to shelter-in-place. This precaution is to enhance your safety while you remain in your facility. Shelter-in-place means securing your current location by the use of locks, barricades, or means to restrict access to your location. Follow these instructions when notified of an incident that requires you to shelter-in-place:

- When you receive an alert that requires you to shelter-in-place, secure your room by locking the door or barricading access by placing a large desk or other object that restricts access to your location.
- Avoid windows. If possible, ensure that you cannot be seen from any windows that front the hallway. Stay low to the floor. If possible, seek cover in closets or behind large desks.
- Listen to the radio ([WWCU-FM](#)), check for text messages, or monitor WCU Alerts.
- Stay where you are until the police arrive to evacuate you or you are told it is safe to leave the room.
- If you are outside, take cover until it is safe to enter a facility.
- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.
- The University Police Department and other law enforcement agencies will respond to an emergency. Follow any commands that law enforcement officers or university officials may issue.

## **Statement of ADA Accessibility during Emergency Evacuations**

The Americans with Disabilities Act (ADA) requires that public establishments offer equal access and services to people who are physically and mentally disabled. Western Carolina 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

## **Reid Building Emergency Action Plan**

impaired individuals, building occupants should ensure that all persons understand evacuation orders and assist disabled individuals during an emergency situation when possible.

Emergency evacuation is dependent upon occupants being able to hear audible warnings, and walk down stairways (elevators are not safe to use in fire emergencies without fire department supervision). Therefore, special provisions may be needed to evacuate people with hearing or sight disabilities and for persons who are non-ambulatory. The following procedures describe the basic steps to follow:

- If an immediate life threatening condition exists, classmates, faculty and staff should assist handicapped persons in leaving the building.
- When the fire alarm is sounding but no immediate threat to life are apparent, persons unable to leave the building without assistance should seek an area of refuge. University Police should be notified of this location by telephone and the officer in charge (Incident Commander) should be notified by people from the area. If evacuation is subsequently required, the fire department will supervise this.

### **Notes:**

- Persons with disabilities should talk with other employees and students and develop a plan for emergency evacuation. Do this even if the disability is temporary.
- Disabled persons should assure that a telephone is readily available when working alone in University classroom or research buildings.

## **Chemical Spills/Release inside the Building**

- Call Campus Emergency Services at 828-227-8911 (x8911 from a campus phone) immediately.
- Move away from the release area, informing others as you go.
- If spilled material is combustible or flammable, turn off ignition sources as you leave.
- Close doors to the affected area(s).
- Provide information to emergency personnel.
- Leave the area and warn others.
- If you are involved with the use of hazardous materials you must be trained on the proper use and storage of hazardous materials, including proper procedures for preventing spills and the appropriate emergency procedures to be implemented if a spill occurs. All campus hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs.

## **Explosion**

- Take cover under sturdy furniture.
- Evacuate if safe and you are directed to do so by emergency responders.
- Stay away from windows.
- Do not utilize lighters or matches or create any spark or open flame.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs - do not use the elevators.

## **Bombs and Bomb Threats**

### **When receiving a bomb threat over the telephone:**

- Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
- Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the Bomb Threat Checklist to record all information. This can be found in APPENDIX E of this Plan.
- Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call University Police.
- After the caller hangs up, immediately call 828-227-8911 (x8911 from a campus phone) and notify the University Police.
- If an evacuation of the building is ordered, take the Bomb Threat Checklist with you and give it to the Police.

**When a suspicious object or potential bomb is discovered:**

- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Keep people away from the area where the suspicious object is and call the University Police at 828-227-8911 (x8911 from a campus phone).
- Be sure to include a description of the object and its location when reporting.

**Emergency Actions - when an evacuation is ordered:**

- Collect your personal belongings (e.g., purse, briefcase, etc.) and take them with you as you exit the building.
- Look around your desk and/or office for any suspicious items. Do not touch anything suspicious; instead report it to the Police after you exit the building.
- After evacuation, report to an Evacuation Assembly Area.
- Do not re-enter the building until instructed to do so by appropriate personnel (University Police, Sylva Police Department or Cullowhee Fire Department).

**Active Shooter**

*If you have not seen the video "Shots Fired", contact the Office of Emergency Management to schedule a presentation.*

**If You Hear Shots Fired: *Choose to Survive!***

**Get Out!**

- If you hear gunshots or are otherwise alerted to a life-threatening situation, determine if you can safely evacuate the facility.
- If it is possible to do so, leave the facility by the closest exit.
- Be prepared to respond to the commands of arriving law enforcement officers. Remember that responding law enforcement officers will not be able to tell the "bad guys" from the "good guys." Therefore, be prepared to respond to commands such as "show your hands" or "get on the ground."
- Understand that law enforcement officers have been trained to respond to active shooters and other emergencies in a particular way. Do not argue with or ignore the commands from law enforcement officers. These officers issue these commands for their protection and the protection of others.
- Remember that active shooters and other life-threatening incidents are rapidly evolving, fluid events. Public safety and University officials must often make split-second decisions in how they respond to events.
- Go to a predetermined assembly point when you evacuate. This allows for the accountability for all individuals in classrooms or offices.
- Do not re-enter a facility until allowed by a law enforcement officer or University official.

## **Reid Building Emergency Action Plan**

### **Call Out!**

- Regardless of whether you evacuate or shelter-in-place, call for help.
- Call the University's emergency number at **828.227.8911** or the Jackson County 911.
- Be prepared to stay on the telephone line and give your location, a description of the events and their location, and what you see or hear. Also, give your name and telephone number.

### **Hide Out!**

- If you cannot safely evacuate an area, then you should shelter-in-place.
- Stay low to the ground and conceal yourself behind desks or other objects. Understand that concealment is not cover and that bullets may penetrate walls, desks, and other objects.
- If possible, hide behind large desks or other large objects.
- Cover windows so a shooter cannot see into a room.
- Turn out the lights so that people and objects in the room are not illuminated.
- Unless you are calling for help, turn off your cellular telephone and other noise-emitting objects that can reveal your location.

### **Keep Out!**

- Secure your room by locking the door.
- If you cannot lock the door, barricade access by placing a large desk or other object that restricts access to your location. If necessary, stack furniture against the door.
- If necessary, two or more people can hold a table or desk against a door to prevent entry.
- Keep the room secured until law enforcement officers arrive to evacuate you.

### **Take Out!**

- Do not be passive regarding your safety. If a shooter enters your area, be prepared to take him or her out!
- Remember that the only thing a shooter cares about is shooting people.
- Be prepared to move to action. While a shooting event is terrifying, do not let panic and fear control you. One person moving to action can motivate others.
- Do not accept that you are a victim. Do something to facilitate your survival.
- Use books, chairs, and other objects that can be thrown or used to distract or incapacitate a shooter.
- Yell, scream, kick, and punch at the shooter. A shooter may not be prepared for someone fighting back and these actions can take him or her by surprise.
- Work with others in the room to "gang tackle" a shooter and hold him or her until help arrives.

### **Other Considerations:**

- Listen to the radio ([WCU-FM](#)), check for text messages, or monitor WCU ALERTS.
- If you are outside, take cover until it is safe to enter a facility.

## **Reid Building Emergency Action Plan**

- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.
- Unless you are calling for help, do not use your cellular telephone. Responding public safety officials may need to use the cellular telephone for emergency communications. Too many callers can overwhelm the cellular telephone tower and prevent emergency communications.

## **Medical Emergencies**

- Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services and tell the dispatcher that you require medical assistance. Be prepared to provide the following information:
  - Location of injured person (e.g. which room, number, etc.).
  - Type of injury or problem.
  - The individual's present condition.
  - The sequence of events leading to the emergency.
  - Medical history and name of injured person's doctor, if known.
  - The phone number where you are.
- Do not move the victim unless it is necessary to remove him or her from a dangerous location or situation.
- If trained, use pressure to stop bleeding.
- If trained, use CPR if there is no pulse and the victim is not breathing.

## **Automatic External Defibrillator (AED)**

An Automated External Defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

In Reid, AEDs are located on each floor.

Floor	AED Location
1	Fitness Center area across from the cage
1	In the main hallway near the women's restroom

## Personal Injury Procedures:

- **Clothing on Fire:**
  - Do not run; drop to the floor and roll around to smother the flame or drench with water.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.
- **Hazardous Material Splashed in Eye:**
  - Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
  - Forcibly hold eye open to ensure water wash reaches under eyelids.
  - Obtain medical attention. Make sure to take Material Safety Data Sheet(s) of the chemical with you.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.
- **Minor Cuts and Puncture Wounds:**
  - Vigorously wash injury with soap and water for several minutes.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.
- **Radiation Spill on Body:**
  - Remove contaminated clothing.
  - Rinse exposed area thoroughly with water.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.
- **Biological Spill on Body:**
  - Remove contaminated clothing.
  - Vigorously wash exposed area with soap and water for one minute.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.

## Mental Health Crisis

Working with college students on a day-to-day basis provides many rewarding experiences as well as unexpected challenges. Some of those unexpected challenges arise because many of our students are struggling with issues in their personal lives that may have the potential to impact our campus community. It's with those students in mind that the [Division of Student Affairs](#) provides, ["Helping Students"](#) - *A guide for Assisting Students in Need*. Getting students the help they need before they're in crisis is a goal we should always be working towards. Please take a few moments to review the guide, developed specifically for faculty and staff, to familiarize you with the many programs and resources available to our students (Be sure to add url address/hyperlink to the "helping students" guide).

## **Reid Building Emergency Action Plan**

### **Campus Resources for Responding to Mental Health Emergencies**

The university encourages and supports a staff member's or professor's decision to respond to students in distress. Students in distress may display troubling behavior. Such behaviors may include the following:

- Suicidal gestures, intentions or attempts
- Other behavior posing a threat to the student (e.g., drug abuse)
- Threats or aggression directed toward others
- Demonstrated inability to care for oneself

For consultation with a [Counseling and Psychological Services](#) counselor, call 828.227.7469 Monday-Friday from 8:00 am to 5:00 pm.

Counseling and Psychological Services staff is on call for emergency consultations 24 hours a day, seven days a week, when school is in session. For after-hours emergency services, please call [WCU Police](#) at 828.227.8911, and they will contact the counselor-on-call to consult with you or the student.

If the student requires immediate medical attention, hospitalization, or is unmanageable (aggressive, hostile, refusing care), or if you feel directly threatened by a student or feel others are at risk, [call WCU police at 828.227.8911. They will provide assistance and transport the student to the appropriate facility.](#)

### **What You Can Do**

- Move the student to a quiet and secure place if possible.
- Enlist the help of a co-worker so that the student isn't left alone and you aren't left alone with the student.
- Listen attentively and respond in a straightforward and considerate way.
- When contacting a campus resource, have available as much information as possible, including your name; the student's name and location; a description of the circumstances and the type of assistance needed; the exact location of the student in the building; and an accurate description of the student.
- Alert the [Office of Student Affairs](#) as soon as possible at 828.227.7234.

## **As a Result of Emergency Situation**

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:**

- Never try to handle a dangerous situation by yourself.
- Call University Emergency Services 828-227-8911 (x8911 from a campus phone), and they will notify the on-call counselor.
- Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
- All suicide attempts should be reported to the University Police, so that proper procedures will be followed to ensure the safety of those involved.

## **Civil Demonstration / Protest**

- Remember that most demonstrations are peaceful.
- If protestors begin to enter your building, let them in and call University Police at 828-227-8911 (x8911 from a campus phone)
- Try to carry on business as usual.
- 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.
- If it becomes necessary to evacuate, follow directions from the Police.
- Proceed to your building's Evacuation Assembly Area (EAA) and wait for additional instructions.

## **Natural Disaster/Hazards**

- **Earthquake**
  - Stay indoors.
  - Crawl under a table or desk or brace yourself by standing in an interior doorway.
  - Do not use elevators, electrical equipment or telephone.
  - Do not use open flame.
  - Be prepared for aftershocks.
- **Flooding (flash floods and rising water)**
  - Stay indoors.
  - Never attempt to walk or drive through flood waters.
  - Avoid areas where electricity is exposed or near water.

## Reid Building Emergency Action Plan

- **Tornado / high winds / hurricane**

- Stay indoors.
- Move away from windows and open doors (preferably into an interior hallway).
- If possible, move to the lowest level of the building.
- Do not use elevators, electrical equipment or telephone.
- In Reid, move to interior hallways and other windowless rooms and areas.
- Sit on the floor and cover your head with your arms to protect from flying debris.

**Rooms that are suitable for use as tornado/high wind/hurricane shelters:**

Floor	Rooms
First floor	Hallway between old fitness center and room 132
	Hallway leading to room 128

## Other Hazards and Incidents

- **Trapped in an elevator**

- Use the emergency telephone inside the elevator to call for assistance.
- Press the elevator alarm inside the elevator to signal for help.

- **Flooding inside the building (busted pipes, etc.)**

- Cease using electrical equipment.
- Evacuate the building if necessary and proceed to your building's Evacuation Assembly Area (EAA).
- Call Physical Plant at 828-227-7442 (x7442 from a campus phone) or University Police after hours at 262-2150 (2150 from a campus phone).
- If there are injuries; 828-227-8911, x8911 from a campus phone, or 911 to reach Jackson County Emergency Services

- **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 828-227-8911 (x8911 from a campus phone) and report the emergency. The dispatcher will give you instructions on how to respond.

- **Utility and Facility Issues**

During regular business hours contact facilities management to report utility and/or facility issues. After hours and on the weekend you may contact the University Emergency Communications Center on the non-emergency line, 828-227-7301.

## Emergency Notification Communications

In an emergency, Western Carolina University Public Safety uses multiple methods of communication and notification to inform the campus community and general public about the nature of the emergency, what is being done, and what you should do. These systems make-up the WCU Alert System.

- **RAVE**
  - RAVE allows students, faculty, staff, and parents to receive voice, text, and email message in case of emergency.
  - **Register for WCU Alerts today:** <http://news-prod.wcu.edu/emergency-information>
- **Outdoor Siren System**
  - The outdoor siren system alert means there is an emergency on campus, a potentially dangerous condition, or an impending threat (i.e. severe weather, hazardous materials spill, or a person with a gun). When the siren sounds, everyone on the WCU campus should take shelter indoors immediately. Close all windows and doors, if possible, and remain sheltered until an "all clear" is given. Check the University Emergency Information Web Page for updates <http://news-prod.wcu.edu/emergency-information>.
- **Alertus Computer Pop-up Emergency Notification**
  - The Alertus computer desktop emergency notification system allows WCU Public Safety to send emergency notifications and updates directly to staff, faculty, and classroom computers during an emergency. Additional information on Alertus can be found at <http://thereporter.wcu.edu/2013/07/new-desktop-emergency-notification-system-to-be-tested-on-campus-aug-2>.
- **Campus Email**
  - This system will send an email to the entire campus community – every student, faculty or staff member through their WCU mailbox.
- **Emergency Information Web Page**
  - In the event of an emergency, this page will provide the most current information on the nature of the emergency and the university's response to the situation.  
<http://news-prod.wcu.edu/emergency-information>

## Building and Departmental 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.

## **Reid Building Emergency Action Plan**

- In coordination with the facility coordinator, 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 department heads (or designees) to each respective faculty and/or staff member.
- The facility coordinator, in coordination with emergency officials and department heads, will make the determination to take proactive action.
- The majority of communications during an emergency or disaster incident in the building will be face-to-face.

## **Personal and Community Preparedness**

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

- Actively participate in fire safety training including fire extinguisher training and fire evacuation drills performed regularly by the Safety and Workers' Compensation Office (mandatory).
- Become familiar with your work areas and building. Pay attention to the location of fire evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Keep your work areas clean and free of debris and other combustible materials.
- Make building security your own responsibility. Ensure that doors are secured and notify the Physical Plant of any malfunctions in locking mechanisms.
- Immediately report suspicious persons to University Police.
- Use caution when approaching suspicious situations, people, packages, etc.
- Maintain accountability of your personal belongings.
- Take the time to read the emergency preparedness plans available at [emergency.appstate.edu](http://emergency.appstate.edu).
- Register your cell phone for emergency alerts on the WCUALERT system at <http://news-prod.wcu.edu/emergency-information/>
- Annually read this building emergency plan and make recommendations for improvement to your facility coordinator.
- Remain aware of your surroundings.

## Training

- Training is an integral part of the safety and preparedness program for the Reid building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.
- Exercises should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the EAP should be incorporated into the EAP.
- Additional Training resources will be developed in coordination with WCU Emergency Services
- **EAP Syllabus Statement** - Reid faculty must include the following statement in syllabus:

*Western Carolina University is committed to a safe and healthful environment that protects its students, faculty, staff, and the public, as well as its property. Employees and students at every level are responsible and accountable for the University's overall safety. Complete and active participation by everyone, every day is necessary. All staff and students are responsible for following all procedures detailed in the Reid Building Emergency Action Plan as well as working safely to prevent incidents.*

*As a student you must know:*

- *The location of the closest emergency exit throughout the building for all your classes and other common areas (these may be exits you don't normally use).*
- *Safe procedures for emergency evacuation, shelter in place, and adverse weather as well as other emerging situations.*
- *Emergency evacuation assembly areas.*
- *How you will be contacted during emergencies - consider signing up for the RAVE system.*

*The Reid Building Emergency Action Plan can be found in entirety here:*

<http://www.wcu.edu/learn/departments-schools-colleges/CEAP/resources-for-ceap-faculty-and-staff/index.asp>

## **APPENDIX A**

### **Record of Changes**

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
1	5/3/2016	Change p. 3; add App. F	Add Reid Evacuation Plan diagrams as new Appendix F, reference them on p. 3	Lee Nickles, chair of CEAP disaster committee
2	11/3/2016	Update App. F	Update Reid Evaluation Plans with new versions	Lee Nickles, chair of CEAP disaster committee
3				
4				
5				
6				
7				
8				
9				
10				
11				

## APPENDIX B

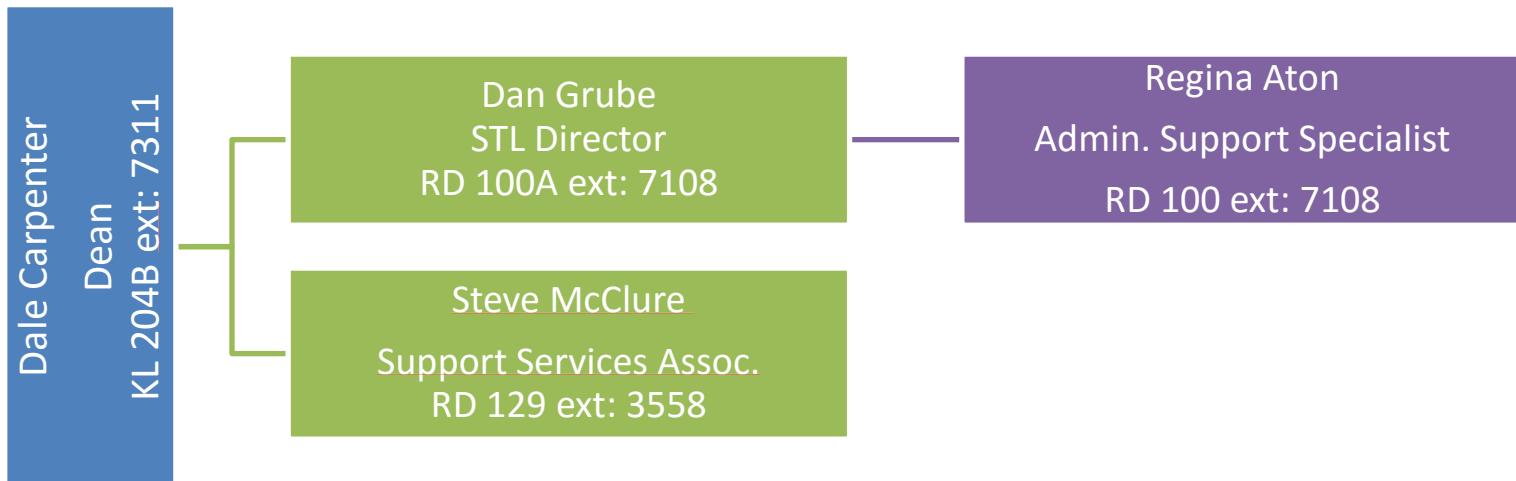
### Record of Distribution

Department/Group	Date	How Distributed (electronic or hard-copy)
All full time faculty & staff in the college	As soon as approved at all levels (Spring 2016)	Electronic via email with a few spare hard copies available in the main office – Reid 100
All department offices	As soon as approved at all levels (Spring 2016)	Hard copy
The Internet via the college website: <a href="http://www.wcu.edu/learn/departments-schools-colleges/CEAP/resources-for-ceap-faculty-and-staff/index.asp">http://www.wcu.edu/learn/departments-schools-colleges/CEAP/resources-for-ceap-faculty-and-staff/index.asp</a>	As soon as approved at all levels (Spring 2016)	Electronic/web

## APPENDIX C

### Calling Tree and Contact Information

Individual units are responsible for their own call trees. The Blue level calls all personnel at the Green level. If the Green level person cannot be reached, the Purple level personnel are contacted. Then, the Green level contact the Purple level personnel and activates the unit's call tree.



## APPENDIX D

### Information for Emergency Responders

The following areas are of particular note to emergency responders:

- **First floor**
  - Reid has many visitors and children that are unfamiliar with emergency action plan.
  - Oxygen tanks are stored in room Reid 122M and in the equipment room in Reid 112A.
  - Pool chemicals are stored Reid 125.
  - Cleaning supplies are stored in Reid 121.
  - Camping stove fuels are stored in the equipment room in Reid 112A.
  - There is a single room, Reid 128, accessible via a corridor that is between the main Reid building and the Campus Recreation Center. This room opens onto an office space within Reid Pool
- **Basement & Second Floor**
  - Reid has a basement area and two second floor gyms that are accessible from a single stairwell located in the former fitness center

Reid Gym is a 96,000 SF building constructed in 1956. It has a main first floor where nearly all of the square footage is located. There is a second floor with two basketball gyms and a basement which is currently storage; these are accessible through a single stairwell located in the former fitness center. The main first floor includes classrooms, offices, a main gymnasium space in the center of the building, a bowling alley, an equipment cage, an instructional fitness center, a fitness lab, a pool, and locker rooms. Reid 128 is a conference room accessible via a corridor running between Reid and the Campus Recreation Center with an external door. The main gymnasium has historic value due to being the location of the first three-point shot in NCAA basketball. The building receives significant traffic from students and faculty using the pool (partly managed with the Campus Recreation Center) and the community due to events such as swimming lessons.

## APPENDIX E

### Bomb Threat Checklist and Procedures

**Western Carolina University  
BOMB THREAT PROCEDURES**

Date:	Time Received:	AM/PM
-------	----------------	-------

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

IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE:	IF A BOMB THREAT IS RECEIVED BY EMAIL:
<ul style="list-style-type: none"> <li>• Call (828) 227-8911 or 8911.</li> <li>• Handle note as little as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Call (828) 227-8911 or 8911.</li> <li>• Do not delete the email.</li> </ul>

**IF A BOMB THREAT IS RECEIVED BY PHONE:**

- Remain calm. Be courteous. Listen to, and do not interrupt the caller. DO NOT HANG UP, even if the caller does. Leave the line open.
- Get the attention of another person – Give a note saying “Call Police – Bomb Threat. Call 8911.”
- If your phone has caller ID, record the number of the incoming call\_\_\_\_\_.
- Complete the Bomb Threat Checklist (below). Write as much information as you can, including exact words.

ASK CALLER:	
• Where is the bomb (Building, Floor, Room, etc.)?	
• When will it go off?	
• What does it look like?	
• What kind of bomb is it?	
• What will make it explode?	
• Did you place the bomb	Yes    No
• Why?	
• What is your name?	
• What is your phone number?	

INFORMATION ABOUT CALLER				
Male or Female?	Male	Female	Does the voice sound familiar?	Yes    No
Approximate age of caller?	If voice is familiar, who does it sound like?			

Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> Machinery
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Music
<input type="checkbox"/> Medium Pitch	<input type="checkbox"/> Slurred	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Party
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Stutter	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Quiet
<input type="checkbox"/> Pleasant	<input type="checkbox"/> If accented	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other	<input type="checkbox"/> Restaurant / Bar
<input type="checkbox"/> Raspy	Describe:	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Talking
<input type="checkbox"/> Soft		Describe:		<input type="checkbox"/> Television
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Traffic
<input type="checkbox"/> Unclear				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water / Wind

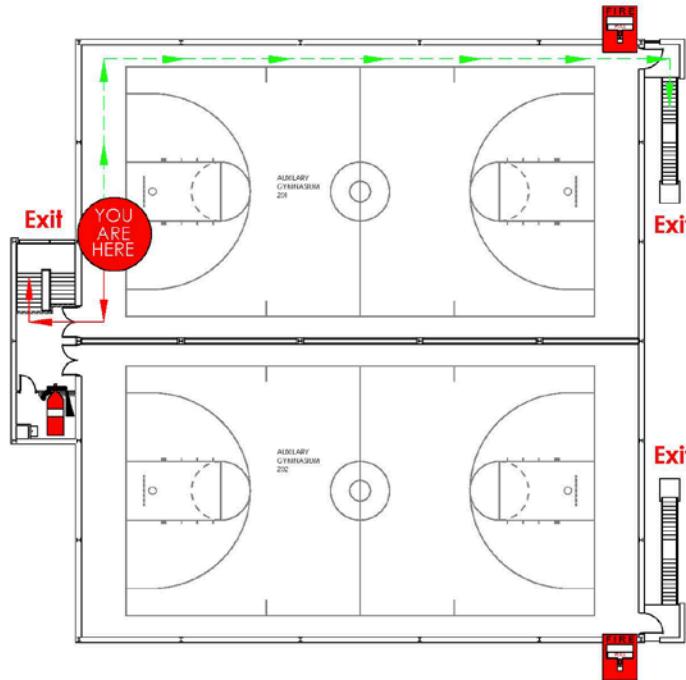
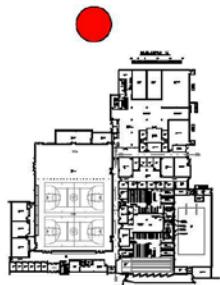
## **APPENDIX F**

### **Evacuation Plans for Reid**

The most recent evacuation plans are attached on the following pages.

# EVACUATION PLAN

REID GYM  
SECOND FLOOR



## In Case Of Fire

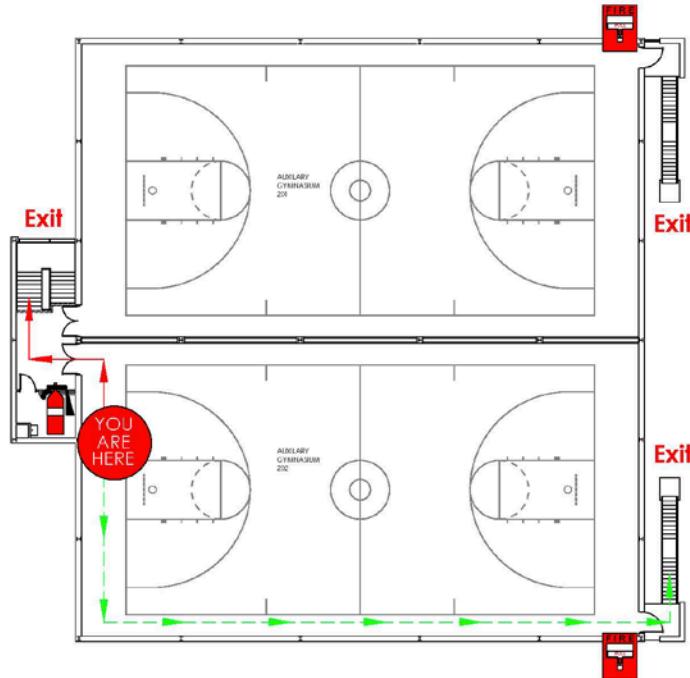
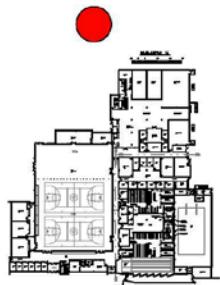
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- Do Not Use Elevator**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
—→	Primary Egress Route
- - - →	Secondary Egress Route
—→	Accessible Egress Route
Fire Extinguisher	
Fire Alarm	
FACP	Fire Alarm Control Panel
AED	AED Defibrillator
●	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
SECOND FLOOR



## In Case Of Fire

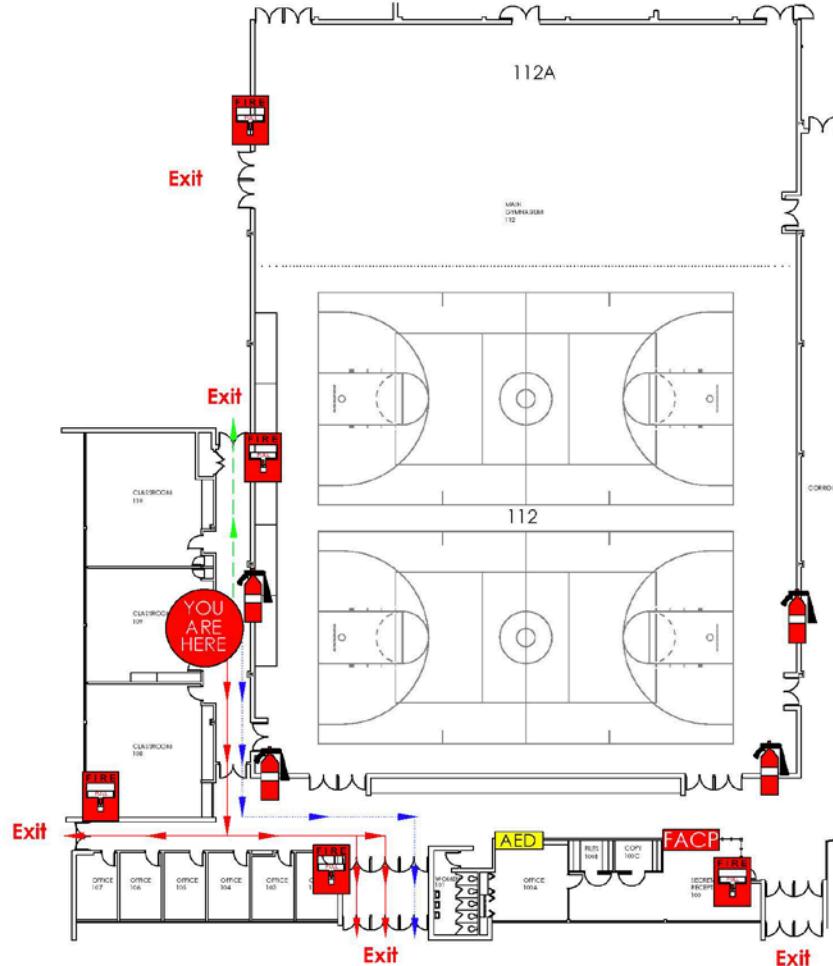
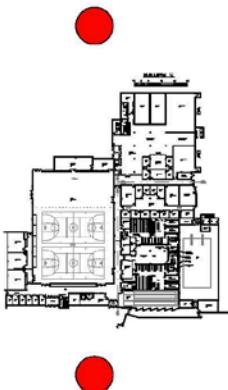
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit  
**Do Not Use Elevator**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
→	Primary Egress Route
→	Secondary Egress Route
→	Accessible Egress Route
Fire Extinguisher	
Fire Alarm	
FACP	Fire Alarm Control Panel
AED	AED Defibrillator
●	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

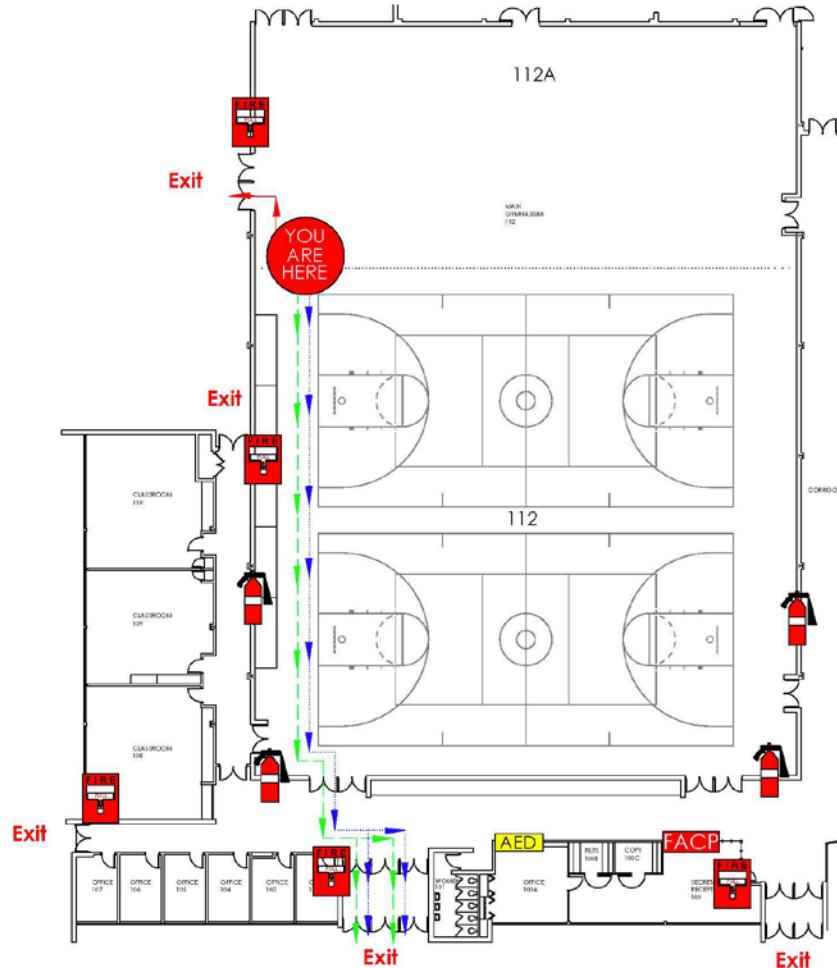
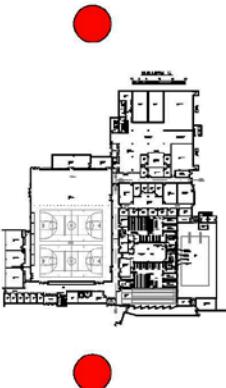
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit  
**Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

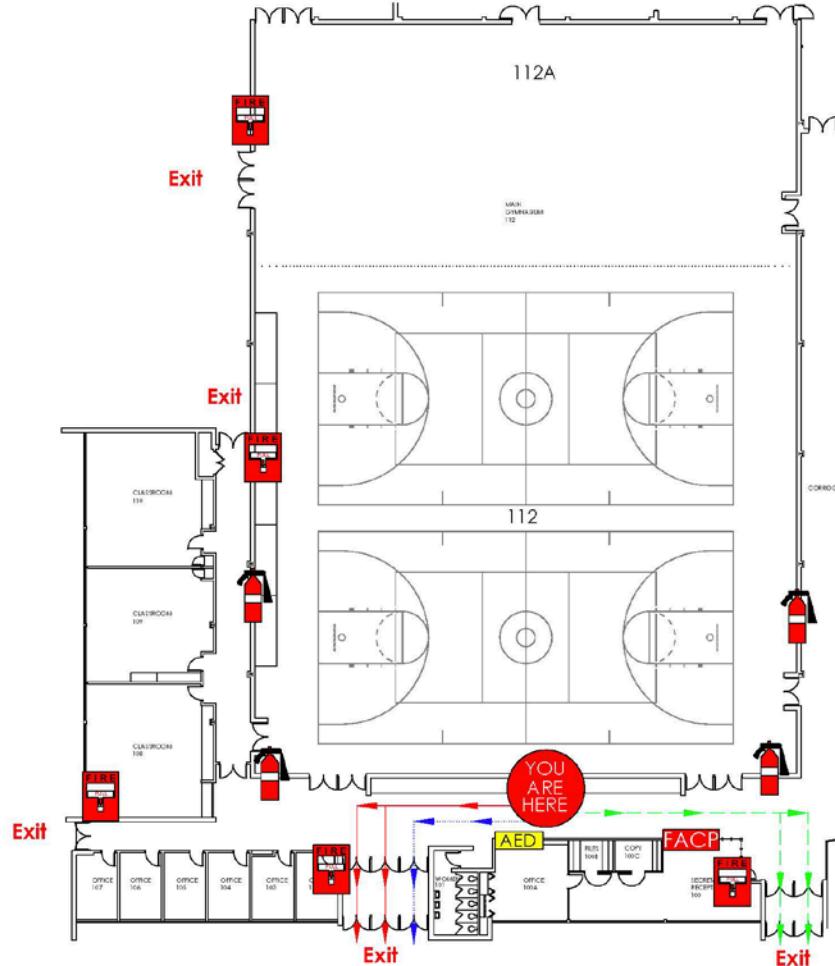
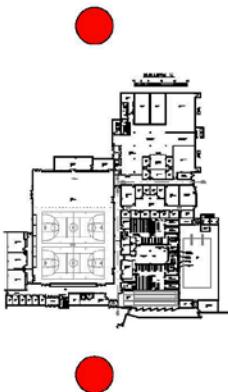
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit  
**Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

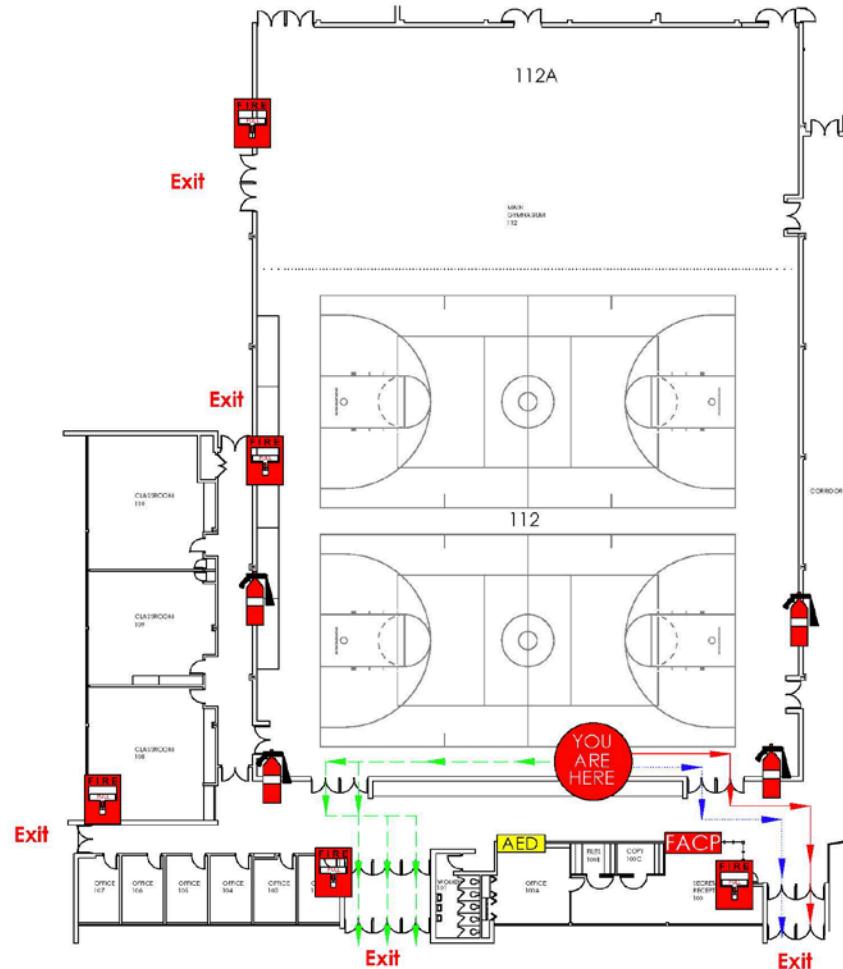
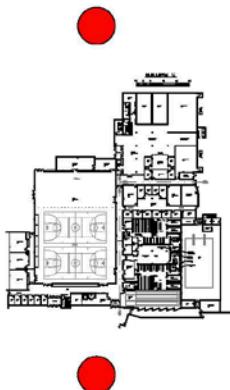
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit  
**Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



In Case Of Fire

- Activate fire alarm
  - Assist persons with disabilities
  - Exit building using the nearest safe exit  
**Do Not Use Elevator!**
  - Report to the nearest designated evacuation assembly point
  - Do not re-enter until authorized to do so

## Plan Key

	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

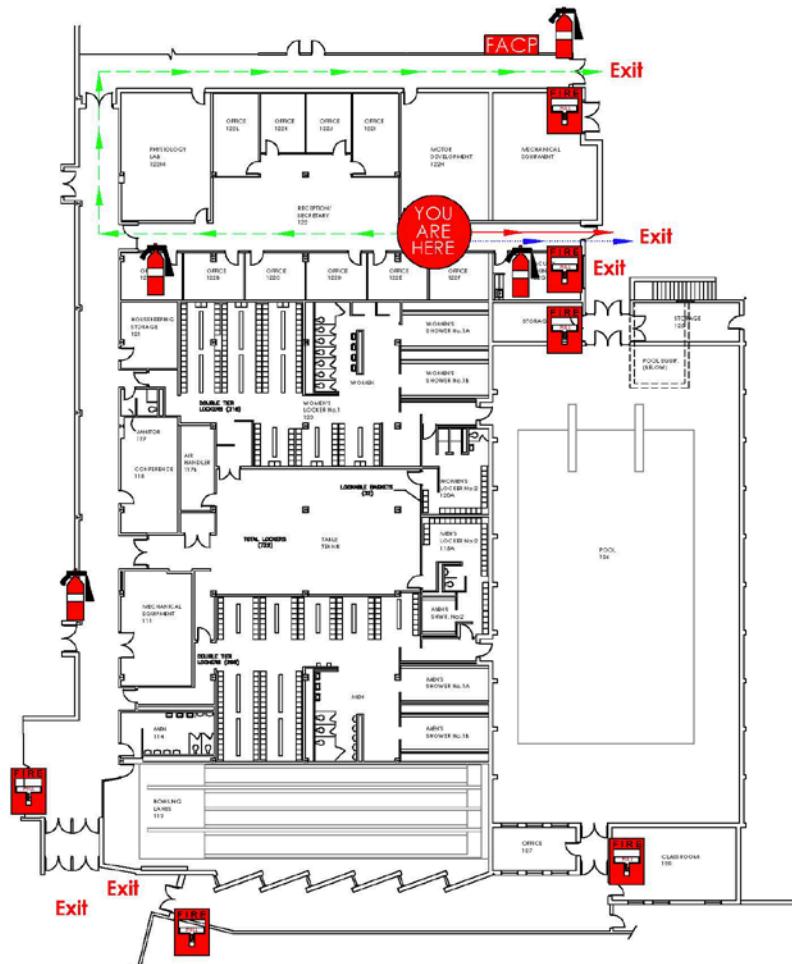
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
→	Primary Egress Route
→	Secondary Egress Route
→	Accessible Egress Route
Fire Extinguisher	
Fire Alarm	
FACP	Fire Alarm Control Panel
AED	AED Defibrillator
●	Evacuation Assembly Area

# **EVACUATION PLAN**

REID GYM  
FIRST FLOOR



### **In Case Of Fire**

- Activate fire alarm
  - Assist persons with disabilities
  - Exit building using the nearest safe exit  
**Do Not Use Elevator!**
  - Report to the nearest designated evacuation assembly point
  - Do not re-enter until authorized to do so

Plan Key

	Exit	Exit
		Primary Egress Route
		Secondary Egress Route
		Accessible Egress Route
		Fire Extinguisher
		Fire Alarm
		Fire Alarm Control Panel
		AED Defibrillator
		Evacuation Assembly Area

# **EVACUATION PLAN**

REID GYM  
FIRST FLOOR



### In Case Of Fire

- Activate fire alarm
  - Assist persons with disabilities
  - Exit building using the nearest safe exit

**Do Not Use Elevator!**

  - Report to the nearest designated evacuation assembly point
  - Do not re-enter until authorized to do so

Plan Key

	Exit	
	Primary Egress Route	
	Secondary Egress Route	
	Accessible Egress Route	
	Fire Extinguisher	
	Fire Alarm	
	FACP	Fire Alarm Control Panel
	AED	Defibrillator
	Evacuation Assembly Area	

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

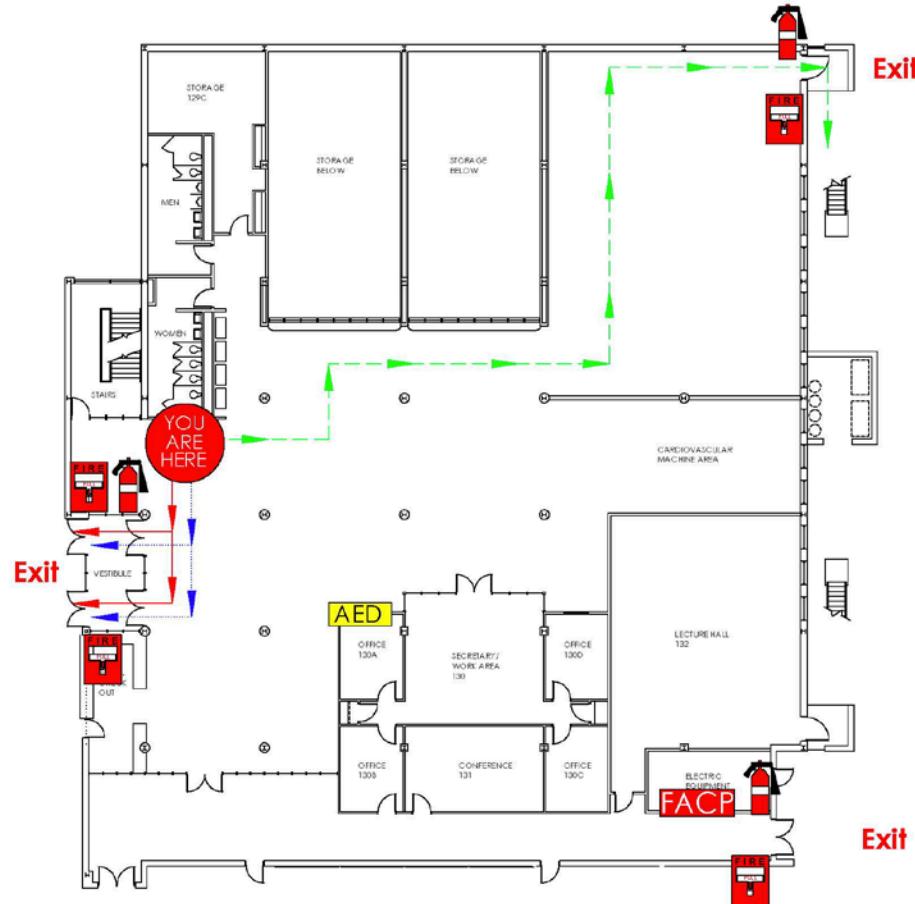
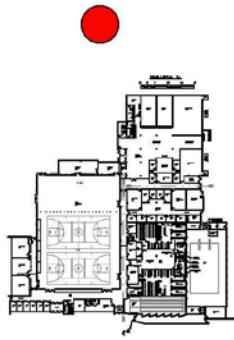
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
→	Primary Egress Route
→	Secondary Egress Route
→	Accessible Egress Route
Fire Extinguisher	
Fire Alarm	
FACP	Fire Alarm Control Panel
AED	AED Defibrillator
●	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

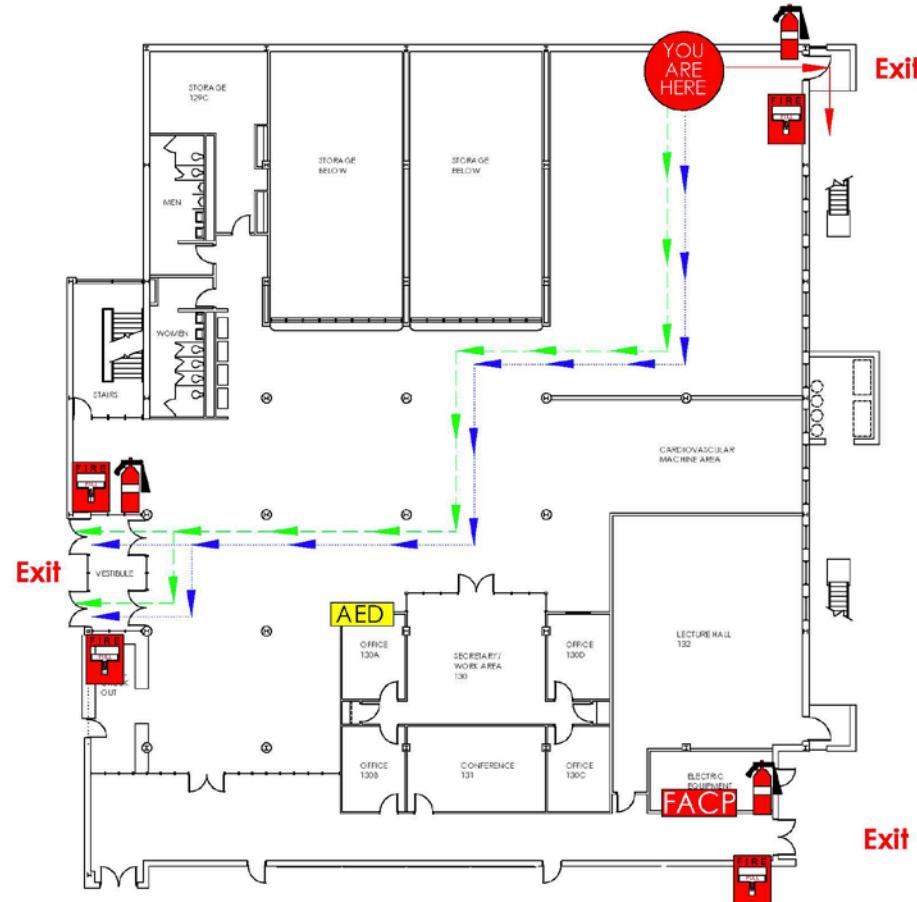
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit!  
**Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
—→	Primary Egress Route
—→	Secondary Egress Route
—→	Accessible Egress Route
Fire Extinguisher	
Fire Alarm	
FACP	Fire Alarm Control Panel
AED	AED Defibrillator
●	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

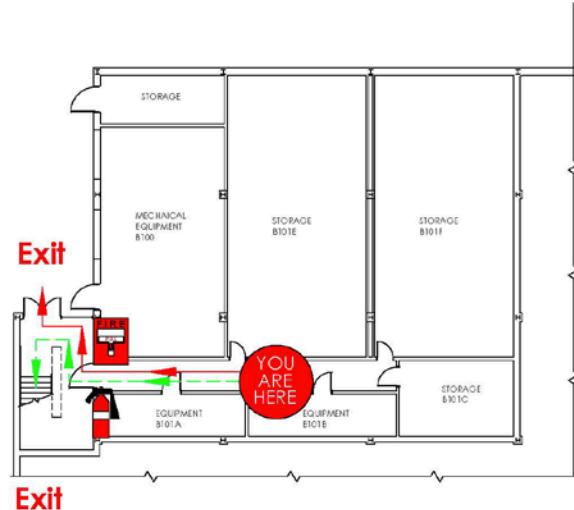
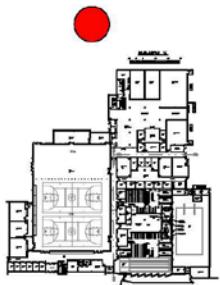
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit!
- Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
—	Primary Egress Route
—	Secondary Egress Route
—	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	FACP Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
GROUND FLOOR



## In Case Of Fire

- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- **Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	AED Defibrillator
	Evacuation Assembly Area