



Pitt Community College

Emergency Procedures Manual

developed by the

Pitt Community College Safety Committee

Edited by

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EMERGENCY LEVELS

The following information is provided for use by knowledgeable individuals in dealing with emergencies. Additional resource people are provided with each individual section of this manual.

Emergency Levels		
<u>MINOR:</u> Only minor injuries anticipated No major damage to buildings or property No significant quantity of hazardous materials involved	<u>MAJOR</u> Injuries possible Hazardous materials involved Damage to buildings and property possible	<u>CATASTROPHIC</u> Injuries probable Large amount of hazardous materials involved Damage to buildings or property likely
<i>NOTIFY</i>	<i>NOTIFY</i>	<i>NOTIFY</i>
Immediate Supervisor <hr style="width: 25%; margin-left: 0;"/> Facilities Management 493-7330 Building Coordinators see page 7	Winterville Fire Dept. 9-911 Winterville EMT 9-911 Administrative Srvces/ITS 493-7442 Susan Everett Campus Police 493-7777 Alan Edwards Evening Programs 493-7267 Or Weekend College 493-7627 Alton Wadford PCC HazMat Team 493-7270 Judith Kasperek Media Relations 493-7287 Susan Nobles 252-527-1529 252-714-2428	Pitt County Emergency Services Coordinator 9-911 President 493-7220 VP Academic Affairs 493-7406 Pamela Hilbert VP Student Development 493-7211 Donald Spell <i>Also notify all individuals listed under major emergency.</i>
<i>EVACUATE</i>	<i>EVACUATE</i>	<i>EVACUATE</i>
Immediate area	Building	Campus

Declaration of Campus Emergency

Only the president or his designee may declare a state of emergency on the Pitt Community College campus. In the event that the president is unavailable, he has designated the following individuals as authorized to declare a state of emergency. Contact the individuals in the order listed.

		OFFICE	Cell	Home
1. President.....	Dennis Massey.....	493-7220.....	714-0373.....	355-1522
2. VP Academic Affairs.....	Pamela Hilbert.....	493-7406.....	725-3136.....	746-8991
3. VP Administrative Services/ITS.....	Susan Everett.....	493-7442.....	378-5322.....	946-4374
4. Director of Campus Police.....	Alan Edwards.....	493-7777.....	378-5059.....	355-5282
	Pager 757-5965		Nights and Weekends.....	916-8409
5. Director of Facilities Management.....	Ashley Dail.....	493-7330.....	378-5060.....	756-6913
			916-4580
6. VP Student Development Services.....	Donald Spell.....	493-7211.....	916-7494.....	756-7176
7. VP Institutional Advancement/Media Relations.....	Susan Nobles.....	493-7287.....	714-2428.....	527-1529
8. Ass't VP of Learning Resources.....	Lisa Driver.....	493-7354.....	341-2946.....	524-3140
9. Director of Weekend College & Evening Prog.....	Alton Wadford.....	493-7627.....	378-5344.....	756-9251

In the event that none of the above named individuals are available, any two of the following individuals acting together in time of emergency may declare a state of emergency. The declaration of emergency should be reported to the President or, in his absence, to the Chairman of the PCC Board of Trustees as soon as possible.

Division Deans

Arts and Sciences.....	Stephanie Rook.....	493-7383
Business Division.....	Donnie Lee.....	493-7307
Construction/Industrial.....	Van Madray.....	493-7428
Health Sciences.....	Donna Neal.....	493-7309
Legal Sciences/Public Service.....	Wayne Coates.....	493-7304
Continuing Education.....	David Lusk.....	493-7319

ADMINISTRATIVE PERSONNEL

Assistant to the President.....	Brian Miller.....	493-7421
Assistant V.P. of Academic Affairs.....	Dan Mayo.....	493-7224
Business Manager.....	Ricky Brown.....	493-7423
Registrar.....	Joanne Ceres.....	493-7208
Safety Officer.....	David Manning.....	493-7441

Campus State of Emergency

Once a campus state of emergency is declared, the following procedures will be in effect until and/or unless Pitt County Emergency Services supersedes them.

1. Only authorized PCC staff and faculty will be permitted on campus. I.D.'s will be required and must be displayed.
2. One designated command center will be established determined by the location and nature of the emergency. The primary command center will be the President's office unless the White Building is the site of the emergency. The secondary command center will be the Maintenance Building in the event the White Building cannot be used.
3. The individual declaring the state of emergency will designate one individual to be in charge of coordinating and directing all emergency responses.
4. All telephone calls on PCC phones will be limited to emergency calls.
5. Designated individuals should provide basic first aid and life support to any injured individuals until emergency services personnel arrive. After their arrival, follow the directions of emergency services personnel in dealing with injured individuals.
6. All news media contacts are to be made through the Media Relations Office. Refer all media personnel to Susan Nobles, Director of Media Relations or the senior administrator on campus.
7. Follow all directions given by emergency services personnel.

Reporting Emergencies

General Procedures

1. In a fire or rescue emergency on the Pitt Community College campus, dial 9-911 from a PCC office phone or 911 from a pay phone. Report all police emergencies to the Campus Police Office at 493-7777.
2. When reporting an emergency, stay calm. You will need to give the individual answering your call the following information.
 - a. Your location, location of the emergency, and your name and phone number.
 - b. The specific nature of the emergency in as much detail as you can provide
 - c. What help you need.
3. Stay on the phone until the dispatcher tells you to hang up.
4. After you have reported the emergency situation to the 911 number, notify the appropriate PCC contact people as soon as possible.
5. Do not discuss the emergency with anyone other than Pitt Community College personnel or emergency services personnel. Refer all other inquiries to Susan Nobles, Director of Media Relations or the most senior administrator on campus.

Day Contacts			Night/Weekend Contacts		
	Office			Office	
Dennis Massey	493-7220		Alton Wadford	493-7627	
Pamela Hilbert	493-7406		Susan Nobles	493-7287	252-527-1529 252-714-2428
Susan Everett	493-7442		Linda Leighty (Library)	493-7353	
Donald Spell	493-7211		<i>Also notify any appropriate individuals from the Day Contacts List.</i>		
Ashley Dail	493-7330				
Alan Edwards	493-7777				
Susan Nobles	493-7287	252-527-1529			
		252-714-2428			

Evacuation Procedures

Building Evacuation

1. A building should be evacuated anytime the building alarm sounds or upon notification that the building should be evacuated.
2. When notified to evacuate the building, gather all personal items, books, etc. Walk quickly to the nearest marked exit and alert others to do the same. Unless you smell gas or there is a bomb threat, close all windows, unplug electrical equipment, turn off gas-burning equipment and turn off the lights when leaving a room. **If you smell gas**, leave the room immediately without turning off any equipment or turning off the lights since this may cause a spark that could ignite the gas.
Evacuation routes from all rooms are posted near the exit door.
3. Assist the disabled in exiting the building.
4. Once outside the building, go to your designated meeting area and report to the building coordinator. The designated meeting areas are listed below.

Designated Meeting Areas

Everett:	East across Pitt Tech Drive to the grassy area in front of the building
Fulford:	East across Pitt Tech Drive to the grassy area in front of the building
Humber:	Tennis courts
Leslie:	The grassy area south of the building
Maintenance:	Parking lot to the south of the building
Masonry/Welding:	Parking lot to the north of the building
Pre-School:	Grassy area south of the pre-school
Reddrick	Parking lot across the road west of the building
Vernon White:	Flag pole to the east of the building
Warren:	Parking lot on the south side of the building
Whichard:	Parking lot to the west of the building
Whitley:	Parking lot to the south of the building.
North Trailers:	Tennis courts
South Trailers:	East across Pitt Tech Drive to the grassy area in front of the building
Tec Center	Parking Lot behind the building
Bernstein Ctr	Parking Lot on the west side of the building
Craig F. Goess	Parking Lot on the east side of the building

Building Coordinators

Responsibilities Of Building Coordinators

1. Maintain schedules for all classrooms and instructors who have offices on their assigned floor.
2. Know the location of all handicapped individuals in their assigned area.
3. When a building is evacuated, floor coordinators should report to the designated meeting place and determine that all individuals have safely exited the building. Report to the First Floor Coordinator for your building. The First Floor Coordinator will report this to the Campus Emergency Coordinator. After reporting to the First Floor Coordinator that to the best of your knowledge all individuals have safely evacuated the building, remain on stand-by to assist emergency personnel in locating individuals who may be trapped in the building.

Responsibilities Of Instructors

All instructors including evening and weekend instructors are responsible for the welfare of students in their classes. They are responsible for seeing that students are properly evacuated during an emergency and for following all emergency directives.

Building Coordinators

Note: This list is dynamic and is always changing. If you should need to contact one of the current building coordinators please call the PCC Campus Police at 493-7777 for the most up to date list.

Campus Evacuation

When a campus state of emergency is declared, all non-essential personnel and students should begin an orderly evacuation of campus. Campus Police officers will direct traffic to ensure the safest and quickest evacuation of campus. Cars on the west side of campus should exit onto Reedy Branch Road and those on the east side of campus should exit onto Hwy. 11S.

Before evacuating any person with special need in a campus evacuation, be sure you know how that individual will be exiting campus. If the individual needs to call someone to come and get them, he/she should make the call before exiting the building. If he/she rides with someone else on campus, an attempt should be made to contact that individual before exiting the building. If not, a staff or faculty member should stay with the individual until the individual makes contact his/her ride.

If the individual utilizes public transportation, notify Campus Police that there is an individual waiting in the building for public transportation. A staff or faculty member should all ways remain with the individuals until they are evacuated from campus.

In no case should any individual be left alone in a building to await a ride. Building coordinators should make sure that everyone has evacuated the building and notify Campus Police that the building is secure.

The following guidelines are provided to assist in the evacuation of people with disabilities.

1. Evacuating a disabled or injured person alone should be a last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.
2. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. If people with mobility impairments cannot exit, they should be moved to a safer area, i.e. most enclosed stairwells.
3. Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
4. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
5. In some multistory buildings the disabled person may be moved to the "Area of Rescue" located in the stairwells to await rescue by emergency personnel. The area of rescue has an intercom system for communication with emergency personnel. For buildings that do not have an "Area of Rescue" the disabled must be moved to the nearest stairwell to await rescue.
6. Notify Campus Police or fire personnel immediately about any people waiting to be rescued

7. Two physically capable occupants should be invited to *volunteer* to assist the disabled to evacuate. If a volunteer is not available, designate two people to assist who are *willing* to accept the responsibility. Ask the disabled person how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
8. DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or other disaster.
9. If disabled people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the rescuers. Certain lifts may need to be modified depending on the person's disability. Remember that two-person rescues are preferable.
10. DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.

Evacuating Persons with Blindness or Visual Impairment:

1. Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
2. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
3. Give other verbal instructions or information (i.e. elevators cannot be used).

Evacuating Persons with Deafness or Hearing Loss:

1. Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
2. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

Behavior of an Unusual Nature/Crises

Crisis on campus can be the result of violent, disruptive or criminal behavior. Everyone is asked to assist in making our college a safe place by being alert to suspicious situations or persons and promptly reporting them by calling Campus Police at 493-7777. Keep in mind that individuals taking prescription medications and those needing insulin as well as individuals using illegal drugs may appear disoriented or irrational. Also report individuals who appear to have no legitimate reason to be on campus. Approach all such individuals with caution.

Whenever calling Campus Police, be sure to indicate whether or not you need immediate assistance by using the designated "code name." Use the code name when you are not free to talk.

If you are a victim or a witness to any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc. seek safety and call Campus Police at 493-7777. Be prepared to provide the following information when reporting:

- Nature of the incident.
- Location of the incident.
- Description of person(s) and property involved.

Armed Intruder

If an armed intruder is observed on campus, call Campus Police at 493-7777 immediately. Provide the following information and do not hang up until told to do so:

- Description of the intruder.
- Exact location
- Type of weapon, i.e. handgun, shotgun, rifle, etc.
- Actions of the intruder.

Do not approach the person. Allow Campus Police officers to handle the situation. Should gunfire or discharge of an explosive occur, seek cover immediately using all available concealment.

Call 911 and request Emergency Medical Services should an injury occur.

Carefully follow directions of Campus Police and Emergency Services personnel until you have been told that the crisis has been resolved.

Domestic Issues/Restraining Orders

Any employee or student of the college who has a restraining/protective order should provide a copy to the Campus Police Office. Should the order be violated, notify Campus Police.

All staff and faculty members should be observant of actions and situations in the workplace, which indicate a domestic issue. Domestic issues must be reported to Campus Police number 493-7777 so that the situation may be handled.

Hostage Situations

Anyone observing a situation where a person is being held against their will should call Campus Police 493-7777. Do not hang up until told to do so. Provide detailed information as follows:

- Location of the incident.
- Identification of person(s) involved.
- Description of events

Do not attempt to intercede in a hostage situation. It is extremely important not to jeopardize your safety or that of the hostage.

If taken hostage the following steps should be taken:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay calm.
- If the captor is emotionally unbalanced, don't make mistakes that could present a hazard to your well being.
- Don't speak unless spoken to and then only when necessary.
- Don't talk down to the captor who may be in an agitated state.
- Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare.
- Attempt to establish rapport with the captor.
- Avoid speculating. Comply with instructions as best you can and expect the unexpected.
- Tell the captor if you or anyone else need medications, first aid, or restroom privileges.
- Remember that the captors in all probability do not want to harm persons being held hostage.
- Be observant. You may be released or escape. The information that you are able to provide law enforcement officers may prevent danger to others.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others.

If a psychological crisis occurs:

- Never try to handle a situation yourself.
- Call Campus Police at 493-7777 and advise that you need immediate assistance, give your location and the nature of the situation.

Terrorist Threat

Any information concerning a terrorist threat should be referred to Campus Police at 493-7777. Be prepared to provide detailed information to Campus Police such as:

- How the threat was received, i.e. verbally, email, telephone, etc?
- What were the details of the threat conveyed?

- Who made the threat, if known?
- When the threat was made?
- Where the threat is be carried out?
- Why the treat was made?

Unauthorized Protests, Marches, Assemblies

The College supports the free speech rights of anyone on our campuses.

Most demonstrations on campus such as marches, assemblies, picketing and rallies will have been approved in advance by the college. Most will be peaceful, unobtrusive and not obstructive.

A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Violations of law are occurring.
- There is a clear violation of college policies.
- There is interference with the normal operations of the college.
- Access is obstructed to offices, buildings or other facilities of the college.

If any of the above conditions exist call Campus Police at 493-7777. Any spontaneous demonstrations should also be reported to Campus Police in order that they may be monitored. Campus Police will notify the ranking college official on campus and take action as directed.

Additional Resource People

Administrative Services/ITS	493-7442
PCC Human Resources	493-7289
Carolina Centre	757-0123
Pitt County Mental Health Center	413-1600
Real Crisis Center.....	758-4357
Family Violence Center	752-3811
Alcohol Rehabilitation Center.....	830-3426
Winterville Police Department	
from a PCC office phone	9-911
from a pay/cell phone.....	911

Bomb Threat

1. If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call Campus Police at 493-7777 or dial 9-911 from a PCC office phone or 911 from a pay phone if you cannot reach Campus Police. Also notify Administrative Services/ITS at 493-7442. **DO NOT USE A CELL PHONE OR ANY OTHER MOBILE COMMUNICATION DEVICE. AS THESE COULD TRIGGER THE BOMB.**
2. Any individual receiving a bomb threat should ask the caller: (see the Bomb Threat Report Form below)
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of a bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following information on the Bomb Threat Report Form. **(Do not hang up the phone when the caller finishes)**
 - a. Time of the call
 - b. Age and sex of the caller.
 - c. Any noticeable speech patterns, accents, possible nationality, etc.
 - d. Emotional state of the caller.
 - e. Background noises.
4. Pitt Community College Campus Police and local police will conduct a detailed bomb search. Employees are requested to make a quick inspection of their area for suspicious objects and to report the location to the Campus Police office. **Do not move anything to search for the bomb, don't open drawers, doors or windows, do not turn any electrical equipment off or on, and do not touch the light switches.** If you locate any suspicious items, **do not touch them.** Call Campus Police immediately at 493-7777.
5. If you feel an emergency exists, **DO NOT** activate the fire alarm in the building. Evacuate the building by going room-to-room and asking the occupants to evacuate the building according to the evacuation plan. Using the fire alarm could trigger the bomb.
6. Follow the Emergency Evacuation plan for the building and report to your designated area. When evacuating a building for a bomb threat, do not close doors to common areas until after they have been searched and secured by Emergency Personnel.
7. Do not return to the building until Campus Police officers or emergency personnel tell you it is safe to do so.

Additional Resource People For Bomb Threats

Pitt County Fire Marshall 830-6345
(non-emergency calls)

Winterville Police Department and Pitt County Emergency Services
from a PCC office phone 9-911
from a pay phone911

BOMB THREAT CHECKLIST

Continue on top of next column

Number appearing on caller ID _____

1. **When** is the bomb going to explode? _____

2. **Where** is the bomb right now? _____

3. **What** does the bomb look like? _____

4. **What** kind of bomb is it? _____

5. **What** will cause the bomb to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Why do you want to kill or injure people? _____

9. What is your address? _____

10. Where are you now? _____

11. What is your name? _____

EXACT WORDING OF BOMB THREAT: _____

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Telephone number at which call is received: _____

Time call received: _____

Date call received: _____

CALLER'S VOICE

- | | |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |

- | | |
|---|--|
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar (<i>If voice is familiar, who did it sound like?</i>) | |

BACKGROUND SOUNDS:

- | | |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (<i>Please specify</i>) |

BOMB THREAT LANGUAGE:

- | | |
|--|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Knowledge of college buildings or personnel | |

REMARKS:

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____

Suspicious Packages or Devices

Suspicious Devices / Packages may have the following characteristics:

- Foreign mail, air mail, and/or special delivery
- Excessive postage (probably in stamps rather than a postal strip)
- An unofficial return address or no return address at all
- Hand written or poorly typed addresses
- Addressed to incorrect titles or title, but no name
- Restrictive markings such as “Confidential” or “Personal”
- Misspellings of common words
- Oily stains, discoloration, or a strange odor
- Excessive weight
- Rigid envelope
- Envelope with more than ordinary thickness (1/8” or more)
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material
- Visual distractions

If you see someone leaving a package fitting the above descriptions, call Campus Police immediately at 493-7777 with a description of the individual and, if known, their direction of travel.

If a suspicious device / package is found, treat it as suspect.

- DO NOT use cell phones or mobile communications devices as these may detonate the device. All communications must be done over land lines or in person.
- Call Campus Police at 493-7777.
- Do not handle it unnecessarily. Set it down where you are. Do not move the contaminated material.
- If any material spills out of the letter or packaged, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash or rinse your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
- Secure the location.
- Stay at the scene to answer questions from Campus Police and Emergency Services personnel. If anyone else has entered the area in which the suspicious letter or package was found, that person should also stay at the scene until released by Campus Police or Emergency Services personnel.

Gunfire on Campus

If you witness or hear gunfire on campus, seek concealment immediately. Report the gunfire to Campus Police at 493-7777 immediately. Remain in your concealed location until the situation is declared safe by Campus Police.

Be prepared to tell the Campus Police the following:

- Exact location of the incident and if the suspect is still shooting
- Condition of the victim(s) and the number of victim(s)
- Brief description of the clothing worn by the suspected shooter(s), vehicle description, and direction of shots fired.
- Type of weapon used (handgun, rifle, etc.).
- Direction of travel or location of the suspect.
- Anything you may have heard the shooter say.

Classrooms and Laboratories

If you are in a classroom when you hear gunfire, immediately do the following:

- If you have a key, secure the door by locking it . If you don't have a key, wedge a door stop and/or other material against the door to prevent the shooter from opening the door.
- Turn off the lights and close the blinds. Cover the window in the door to prevent someone from seeing into the room. Try to make the room look unoccupied.
- Move the students away from the door and out of the line of sight of the door.
- Make a barricade of desks in front of the students.
- Keep them as low to the floor as possible. Have the students be very quiet.
- Turn off all cell phones or set them on silent mode except one so that the suspected shooter cannot hear them. Use that one phone to notify Campus Police at 493-7777 that you have heard gunfire and give them your location and the number of the cell phone that you are calling from.
- Remain in your concealed area until the Campus Police or their designee tell you it is safe to leave.
- Do not speak with the media following the incident until cleared to do so by Susan Nobles, Director of Media Relations or by the president.

Offices and Work Areas

If you are in your office or work area when you hear gunfire, immediately do the following:

- Secure the door by locking it.
- Turn off the lights and close the blinds. Cover the window in the door to prevent someone from seeing into the room.
- Move away from the door and out of the line of sight of the door.
- Seek concealment underneath a desk or behind another piece of furniture. Stay as low to the floor as possible.
- Turn off all cell phones or set them on silent mode except one so that the suspected shooter cannot hear them. Use that one phone to notify Campus Police at 493-7777 that you have heard gunfire and give them your location and the number of the cell phone that you are calling from.
- Remain in your concealed area until the Campus Police or their designee tells you it is safe to leave.
- Do not speak with the media following the incident until cleared to do so by Susan Nobles, Director of Media Relations or by the president.

Hallways and Other Open Areas Indoors or Outdoors

If you are in a hallway or other open area when you hear gunfire, immediately do the following:

- If you are indoors, seek concealment in an open room or behind a substantial object.
- Do not expect those in barricaded room to open the room to admit you because they have no way of knowing that you are not the suspected shooter.
- If you are out-of-doors seek concealment behind cars, dumpsters, or other large objects. Use extreme caution when moving across campus because this makes you a visible target.
- If you spot the suspected shooter, call the Campus Police at 493-7777 and tell them.
 - Exact location of the incident and if the suspect is still shooting
 - Condition of the victim(s) and the number of victim(s)
 - Brief description of the clothing worn by the suspected shooter(s), vehicle description, direction of shots fired.
 - Type of weapon used (handgun, rifle, etc.).
 - Direction of travel or location of the suspect.
 - Anything you may have heard the shooter say.
- Remain in your concealed location until the Campus Police or their designee tells you it is safe to leave.
- Do not speak with the media following the incident until cleared to do so by Susan Nobles, Director of Media Relations or by the president.

Chemical, Biological, and Radioactive Accidents

All chemical spills must be reported immediately to Facilities Management at 493-7330 who will summon the appropriate individuals to deal with the spill. Do not attempt to deal with the spill unless you have received special HazMat training in dealing with chemical spills. If there is immediate danger to persons, the nearest building alarm should be activated and evacuation of the area initiated. Campus Police should also be contact to assist with the evacuation.

Chemical, biological, and/or radioactive accidents can result from a variety of causes. These include accidents in the laboratories and shops; hazardous materials brought on campus either legally or illegally; fires and/or explosions in campus buildings; vehicular accidents on campus or on the adjacent surface roads; natural disasters including hurricanes, tornadoes, and other severe weather; vandalism; or aircraft either crashing or dumping chemicals on the campus. Materials may be in the solid, liquid, or gaseous form and may be released into the air, soil or water or may be found in campus buildings. The nature of the spill will determine the procedure to be used in dealing with the particular spill.

The goal in dealing with any spill of chemical, biological, or radioactive material is to minimize the damage to people, property, and the local environment. Anyone using any hazardous materials on campus must be familiar with their properties before using the materials. Hazardous materials, as defined by the North Carolina Occupational Safety and Health Hazard Communication Standard Administrative Code 7C.0101 (a)(99) include all materials that are physical or health hazards. All such hazardous materials must have an MSDS [Material Safety Data Sheet] supplied by the manufacturer on file in the work area and in the Facilities Management Department. Before attempting to clean up any chemical, biological, or radioactive spill, locate and carefully read the MSDS for the spilled material.

Do not enter an area of contamination if you see individuals unconscious in the area. Potentially deadly fumes may be present. Immediately leave the area and summon qualified help. If you are unsure of who to contact, dial 493-7442 and have Administrative Services/ITS contact all available help. If no one can be reached at that number, dial 9-911 from a PCC office phone or 911 from a pay phone to summon Pitt County Emergency Services personnel.

Resources For Chemical/Biological/Radioactive Accidents

PCC HazMat Team	Office	Home	
Judith Kasperek.....	493-7270.....	756-7469	cell (714-5936)
Jeff Rorer	493-7736		
On-line Safety Information			
http://styx.pittcc.edu/sci/safety.htm			
Administrative Services/ITS			
Susan Everett	493-7442		
ECU Environmental Health and Safety		328-6166	
http://www.ecu.edu/oehs/			
Poison Control Center		1-800-222-1222	

Major / Catastrophic Spills

Major spills are those that are likely to cause personal injuries or result in damage to property. No one individual should attempt to deal with a major spill alone.

1. Summon help immediately when it is determined that the spill is classified as a major or catastrophic spill. See the previous page of this manual for the individuals to contact. Notify the HazMat Team and Administrative Services/ITS first.
2. Immediately begin evacuation of the building. Generally the fire alarm is the quickest way to evacuate a building. However, the fire alarm sounds only in that particular building and many individuals may not respond to it. Contact the building coordinators as well to insure evacuation of the building.

Minor Spills

Minor spills are those that are not anticipated to cause injury to individuals or property and that can be dealt with by a knowledgeable individual without causing further damage. If there is any doubt as to the hazardous nature of the spilled materials, before beginning cleanup contact your immediate supervisor or the PCC HazMat team. Every attempt should be made initially to contain the material and prevent further damage and/or contamination.

1. If materials are spilled on the clothing or skin, have the contaminated individual stand under the deluge shower for a minimum of 15 minutes. If the materials are in the eyes, rinse the eyes for a minimum of 15 minutes in the eye wash. Have the individual contact a physician as soon as possible after the exposure to the material even if no injuries are apparent. Send a copy of the MSDS of the suspected contaminating material with the individual to the physician.
2. If materials are spilled in the buildings, contain the spill in the smallest possible area using the Spill Control packages found in the Chemistry Laboratory or use other material to contain the spill. If there is a possibility that students may be affected by the spilled material, have them evacuate the area until the spill can be contained. Do **NOT** allow students to help you clean up the spill. Isolate all materials used to clean up the spill. Contact the Facilities Management to determine how they want you to dispose of the contaminated material. Do not put any chemicals or waste water down the drains into the water supply or into the regular trash. If you are not willing to drink it, it shouldn't go down the drains.
3. If materials are spilled outside the buildings, contact the PCC Facilities Management immediately for help in the cleanup. It is very important that any contamination of the local soil or water be avoided if at all possible. Substantial fines can result from such contamination.

See The Preceding Page For Resource People

Symptoms of Chemical Poisoning:

- Difficulty breathing
- Changes in skin color
- Headache or blurred vision
- Dizziness
- Irritated eyes, skin, throat
- Unusual behavior
- Clumsiness or lack of coordination
- Stomach cramps or diarrhea

Remember that you may be exposed to chemicals even though you may not be able to see or smell anything unusual.

Emergency Aid for Contaminated Persons

Administer any medical aid that you have been trained to give. Any ill or injured person must not be allowed to ingest anything, including water. Perform the following steps:

- While waiting for the arrival of Emergency Medical Services those contaminated must be isolated, remain in the vicinity and provide their names to Emergency Responders.
- Remove contaminated clothing or jewelry from the injury.
- Avoid contact with others as much as possible.
- Use lots of cool running water to flush the chemical from the skin. Running water will dilute the chemical fast enough to prevent the injury from getting worse.
- Use the same treatment for eye burns and remove any contact lens. Be careful to flush the eye from the nose outward.
- If no large amount of clean water is available, use a clean dry cloth and gently brush the chemical off the skin and away from the victim and you. Do not use your bare hands!
- If the chemical is on the face, neck, or shoulders, ask the victim to close his or her eyes before brushing off the chemical.
- Cover the wound very loosely with a dry, sterile or clean cloth so that the cloth will not stick to the wound.
- Do not put any medication on the wound.

Note: These procedures were taken from the American Red Cross and other national emergency management agencies.

Fire

Fires Should Be Reported To 911 or 9-911

Anyone observing smoke or fire in a building should activate the alarm device. When an alarm sounds all occupants are required **by law** to evacuate the building. Alarms must be activated manually at pull stations. Orders to evacuate may also be given verbally for emergencies such as bomb threats or gas leaks whereby electrical arcing might cause an explosion.

YOU MUST CALL 911 OR 9-911 any time you activate a fire alarm since the fire alarms are not tied into the Emergency Notification System. Also notify Campus Police at 493-7777 any time that you activate the fire alarm system.

1. All personnel should know the location of fire extinguishers, fire exits, and fire alarms in their work area and how to use them. All individuals who are expected to use fire extinguishers must have annual hands-on training in the use of fire extinguishers. Training and information are available through the Facilities Management Department.
2. If a small fire appears controllable, immediately direct the charge of the fire extinguisher toward the base of the fire. Also direct someone to call 493-7330 or 911/9-911 to report the fire.
3. For fires that do not appear controllable, immediately call 9-911 from a PCC office phone or 911 from a pay phone or cell phone and report the emergency. Also activate the building fire alarm and evacuate the building. Remove all personal belongs, books, and other materials when you evacuate the building since you may not be able to return for some time. If circumstances permit, close all doors and windows and turn off all electrical appliances and gas burning equipment. **TURN OFF THE LIGHT SWITCHES AND CLOSE BUT DO NOT LOCK THE DOORS. If you smell gas, do not turn off the electricity.**
4. Staff and faculty have a duty and responsibility for *directing* students and visitors to the proper safe area. Follow the Emergency Evacuation Plan for your building. Do not use elevators when evacuating.
5. Report to your Evacuation Area and remain there until released by Emergency Personnel. It is important that all individuals from the building be accounted for so that Emergency Personnel do not re-enter the building to search for you.
6. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue personnel. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency personnel of your location. Stay low to avoid smoke and toxic fumes. Always check doors to determine if they are hot before you open them. Do not open a door that feels hot to your hand.
7. Hands-on fire extinguisher training is required annually for all employees who are expected to attempt initial control of small fires.

The following guidelines are provided to assist in the evacuation of people with disabilities:

11. Evacuating a disabled or injured person alone should be a last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.
12. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Emergency conditions such as fire, smoke, loss of electricity must be considered in evacuation decisions. If people with mobility impairments cannot exit, they should be moved to a safer area, i.e. most enclosed stairwells.
13. Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
14. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
15. In some multistory buildings the disabled person may be moved to the "Area of Rescue" located in the stairwells to await rescue by emergency personnel. The area of rescue has an intercom system for communication with emergency personnel. For buildings that do not have an "Area of Rescue" the disabled must be moved to the nearest stairwell to await rescue.
16. Notify police or fire personnel immediately about any people waiting to be rescued
17. Two physically capable occupants should be invited to *volunteer* to assist the disabled to evacuate. If a volunteer is not available, designate two people to assist who are *willing* to accept the responsibility. Ask the disabled person how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
18. DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or other disaster.
19. If disabled people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the rescuers. Certain lifts may need to be modified depending on the person's disability. Remember that two-person rescues are preferable.
20. DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.

Evacuating Persons with Blindness or Visual Impairment:

4. Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
5. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
6. Give other verbal instructions or information (i.e. elevators cannot be used).

Evacuating Persons with Deafness or Hearing Loss:

3. Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
4. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

Additional Resource People For Fires And Fire Safety

David Manning	493-7441
Facilities Management	493-7330
Pitt County Fire Marshall	830-6345

Medical Emergency

Minor Injuries

Unless you are trained to deal with medical emergencies, call for help immediately. If the victim is conscious and does not appear to be seriously injured, recommend they go home or see their personal physician. Under no circumstances should you give your opinion about what might be wrong with the individual or recommend a specific health care provider. If the patient is too sick or injured to leave on his or her own, help arrange transportation. Under no circumstances should staff or faculty transport ill or injured persons. If necessary call **9-911 from a PCC office phone** or **911 from a pay phone** to summon the Emergency Medical Services.

Major Injuries

1. Do not move the victim unless leaving them where they are will result in more injuries. If you must move the victim, try to stabilize the head and neck. Avoid doing any further harm to the victim.
2. Activate the Emergency Medical Services System. If possible, one person should stay with the victim while someone else reports the emergency.
 - Dial 9-911 from a PCC office phone
 - Dial 911 from any pay phone or cell phone
 - Also contact Campus Police at 493-7777
3. Take measures to protect yourself against direct contact with the victim's body fluids including blood, urine, saliva, and other body secretions. Hepatitis, AIDS, meningitis, tuberculosis, colds, and flu can be spread by contact with body fluids.
4. Evaluate the victim's condition and level of consciousness. Look for medical identification bracelets, tags, or cards indicating that the victim may have a health problem. If the victim is conscious, ask the victim what is wrong.
5. Perform the ABC's of emergency care if you are trained to do this.
6. Reassure the victim that help is on the way. Keep the victim warm and dry until help arrives.
7. Ask the victim if there is anyone he or she wants notified about the emergency. Obtain the name and phone number of the individuals to be notified and ask someone to make the calls.
8. Unless you are specifically trained to do so, do not give medical advice or recommend treatment or specific physicians. You could be liable for any subsequent damages resulting from this information.

Death on Campus

In the event of a death on campus or if you discover a deceased individual, please do the following:

- Immediately clear the area of all individuals.
- Notify Campus Police at 493-7777.
- Secure the area until Campus Police arrive.
- Be prepared to provide as much information as possible about the deceased individual.
- Remain in the area until released by Campus Police officers.
- Do not speak with the media about the incident until cleared to do so by Susan Nobles, Director of Media Relations or the president.
- At a later date/time if you feel it is appropriate, contact April Risby at 493-7595 about counseling for those involved in the incident.

Utility Failure

Campus utilities include electricity, water, sewerage, natural gas, heating oil, heating and air-conditioning. During the day all problems with utilities should be reported to Facilities Management at 493-7330 or Administrative Services/ITS at 493-7442. Report problems after 5:00 p.m. to the Coordinator of Evening Programs 493-7267. On weekends, report problems to the Weekend College Administrator at 493-7627. When the College is closed on weekends and holidays, report the utility failure to any of the PCC Personnel on-call at 493-7330. This number is answered 24 hours a day.

Problems with computers, network services, and telephones should be reported to the PCC Helpdesk at 493-7487. This service operates 8-5 Monday through Friday. There is no service after 5 p.m. or on weekends.

Because a gas leak presents special problems, the follow protocol should be used if a gas leak is detected.

Gas Leak

- If a gas odor is detected, cease all operations immediately!
- Do not switch lights on or off or use electrical equipment. Electrical arcing could cause an explosion.
- Go to a safe area outside the building and call Facilities Management at 493-7330 for your campus. Do not use cell phones or radios until outside of the affected area. Arcing may cause an explosion!
- **Do not** pull fire alarms.
- Also call Campus Police at 493-7777 for help in evacuation of the building.
- Do not reenter the building until cleared to do so by Campus Police.

Additional Resource People For Utility Failure

Electricity/Natural Gas	Greenville Utilities	551-1567 or 752-5627
Water	Winterville	756-2221
Sewage	Contentnea Metropolitan Sewage District	252-524-5584
Propane	Ferrell Gas Co.	792-1018
Heating Oil	Blount Petroleum	758-7500

Severe Weather

Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes. In the event that severe weather requires closing Pitt Community College, the procedure for declaring a campus emergency, found on page 2, will be followed. The individual declaring the emergency will notify the Media Relations office, which will notify the media that the campus is closing or is closed.

In the event that severe weather presents an immediate threat to individuals on the campus, the following plan will be activated.

1. All trailers and modular units will be evacuated to main campus buildings. Campus Police officers and Facilities Management personnel will notify the occupants of the trailers and modular units.
2. All individuals in campus buildings should immediately move to the center hallways of the buildings. Close the windows in all rooms and close the doors as you leave the room. If the windows have blinds or curtains, close those also. See the additional guidelines for Tornadoes on the next page.
3. If time permits, disconnect all computer equipment before leaving the work area.
4. Do not leave the center hallway areas until told to do so by emergency personnel. You will be notified as soon as it is safe to return to your work area or classroom.
5. It is very likely that phone service and electricity will be cut-off during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated Pitt Community College personnel.

Additional Resource People for Severe Weather

PCC Campus Police	493-7777
PCC Administrative Services/ITS	493-7442
Linda Leighty-Library	493-7353
Pitt County Emergency Services Coordinator	830-6345
Pitt County Sheriff's Office.....	830-4142
WNCT Weather Line.....	355-8570
FAA New Bern	1-800-682-2649
Pitt Greenville Airport	758-4707
National Weather Service Emergency Weather Radio Evening Coordinator's Office	493-7267
Bernstein Center (Tavondia Burdett).....	757-3980
Weekend College (Alton Wadford).....	493-7627

Severe Thunderstorms

Severe thunderstorms are the most likely natural occurrence that could affect the college. To lessen the possibility of injury the following steps should be followed. Always follow any evacuation directions from Campus Police and Facilities Management personnel to move to a safety location.

Lightning causes around 100 deaths in the U. S. annually (more than hurricanes and tornadoes combined). Before lightning strikes, one should keep an eye on the sky. Look for darkening skies, flashes of light, or increasing wind. Listen for the sound of thunder.

If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to safe shelter immediately.

When a storm approaches find shelter in a building or hard top car (avoid convertibles). Keep car windows closed.

Telephone lines and metal pipes can conduct electricity. Avoid using the telephone or any electrical appliance. (Leaving electric lights on, however, does not increase the chances of being struck by lightning.) Avoid running water for any purpose.

Draw blinds and shades over windows. If windows break due to objects blown by the wind, the shades/blinds will prevent glass from shattering into the room.

If caught outside, go to a low-lying open place away from trees, poles, or metal objects. If necessary, take shelter under the shorter trees. Make sure the place you pick is not subject to flooding.

If you feel tingling or your hair is standing on end, be a very small target, squat low to the ground. Place your hands on your knees with your head between them. Make yourself the smallest target possible. Do not lie flat on the ground - this will make you a larger target!

If someone is struck by lightning follow the following guidelines:

- People struck by lightning carry no electrical charge and can be handled safely.
- Call for help. Get someone to call 911 and request Emergency Medical Services. Call Campus Police at 493-7777. Give your exact location and Campus Police will respond to the scene as well as direct Emergency Medical Services to the scene.
- The injured person has received an electrical shock and may be burned both where they were struck and where the electricity left the body. Check for burns in both places. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight.
- Give any medical assistance that you have been trained to administer. If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. Do not cease CPR before being relieved by higher trained emergency medical personnel. If the person has a pulse and is breathing, look and care for other possible injuries.

Tornado

Each year about a thousand tornadoes touch down in the United States. Only a small percentage actually strike occupied buildings, but every year a number of people are killed or injured. Winds of 200-300 mph can occur with the most violent tornadoes. You can greatly reduce the chance of injury by doing a few simple things:

SECONDS COUNT. If it takes more than 2 or 3 minutes to move all upper-floor people down, things get really risky! Though the average lead (advance) time on tornado warnings has gone up in recent years, remember that the average still includes some warnings with NO lead-time.

If a tornado "watch" is issued for your area, it means that a tornado is "possible."

If a tornado "warning" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

Weather is monitored on campus during impending severe weather and Campus Police and Facilities Management personnel will announce actions that should be taken when a tornado "watch" or "warning" is issued. Due to the absence of a public address system on campus, Campus Police and Facilities Management personnel will give verbal directions. It is imperative that staff and faculty assist by directing students and visitors to safe areas.

Be alert to what is happening outside. The following danger signs may be an indication that a tornado is imminent:

- A. A greenish or greenish-black color to the sky.
- B. If there is a watch or warning posted, then the fall of hail should be considered a real danger sign.
- C. A strange quiet that occurs within or shortly after a thunderstorm.
- D. Clouds moving by very fast, especially in a rotating pattern or converging toward one area of sky.
- E. A sound a waterfall or rushing air at first, but turning into a roar as it comes closer. The sound of a tornado has been likened to that of both railroad trains and jets.
- F. Debris dropping from the sky.
- G. An obvious "funnel-shaped" cloud that is rotating or debris such as branches or leaves being pulled upwards.

If you see a tornado and it is not moving to the right or to the left relative to trees or power poles in the distance, it may be moving towards you! Remember that tornadoes usually move from southwest to northeast, but, they also move towards the east, the southeast, the north, and even northwest.

FLYING DEBRIS is the biggest tornado hazard. For example, getting caught in a room with a lot of windows could result in a deathtrap of flying glass. That is why it is extremely important to comply with the following guidelines for protection from the tornado:

- A. If time permits, move to the interior area of the lowest floor possible. If there is not sufficient time to move to lower floors, seek hallways, rooms or corridors that are not exposed to the outside through windows, doors or walls of glass.
- B. Put as many walls as possible between oneself and the tornado.
- C. If feasible, evacuation to lower floors should begin before the storm threatens. The movement should begin when a tornado or severe thunderstorm watch is issued. Remember: Tornadoes can occur with little or no advance warning.
- D. Everyone should crouch as low as possible with head down, protecting the back of the head with the arms.
- E. Stay away from large open rooms such as auditoriums, cafeterias, and lounges. Lunches, meetings or assemblies in large rooms should be postponed if severe weather is approaching. Even severe thunderstorms can generate winds strong enough to cause major damage.
- F. If in a car, abandon it immediately! Most tornado deaths occur in cars and mobile homes.
- G. Leave the vehicle, go to a substantial structure or lie flat in the nearest ditch or depression and use your hands to cover your head.
- H. After a tornado passes the following steps should be followed:
 - I. Keep students assembled in an orderly manner, in a safe area.
 - J. Avoid broken glass and other sharp objects.
 - K. Stay away from power lines, puddles containing power lines, and emergency vehicle access areas.
 - L. Render aid you have been trained to give to those who are injured.
 - M. Keep everyone out of damaged parts of buildings; chunks of debris or even whole walls may fall down.
 - N. Ensure nobody is using matches or lighters, in case of leaking gas lines or fuel tanks.
 - O. Set a calm example for students at the disaster scene, and reassure those who are shaken. Campus Police will have contacted emergency services and will be directing them to your location.

PCC Motor Fleet Vehicles

All drivers must have a copy of their driver's license on file with Human Resources and are subject to a records check.

You must obey all traffic laws while driving a Motor Fleet Vehicles. Failure to do so will result in loss of your privileges to drive any college vehicle.

If You Have an Accident or Breakdown

First make sure that everyone is away from the vehicle and is safe.

Make sure that everyone receives any medical attention that they might need.

Cooperate fully with any law enforcement officials or emergency medical personnel that might be on the scene.

As soon as reasonably possible call 252-493-7330 and tell the individual who answers about what has happened. They will assist you in getting any help that you need.

Also call the Motor Fleet Management at 1-800-277-8181. This form is located in the vehicle packet. Facilities Management will assist you in filling out the accident report forms.

Do not admit liability for any accident. Do not volunteer information or argue with anyone. The less said the better.

Do not even tell anyone that you are sorry for what has happened. It can be construed as an admission of liability.

Refer all questions about insurance and damages to college officials.

If You Get a Ticket

If you get a ticket for an offense chargeable to you while driving a school vehicle, it is your responsibility to pay the ticket.

AND you will lose your privileges to drive any school vehicles.

Any Questions

Contact Facilities Management at 252-493-7330

PCC Vans

All van drivers must have a copy of their driver's license on file with Human Resources and are subject to a records check.

When You Pick Up a Van

You will receive the keys to the van, a fleet card and PIN number for gas if you are traveling far enough that you will need to refill and an emergency call number, which is 252-493-7330. This number is monitored 24 hours a day.

You will not receive insurance information. If you should need that during your trip, you can get that by calling 252-493-7330.

If You Have an Accident or Breakdown

First make sure that everyone is away from the van and is safe.

Make sure that everyone receives any medical attention that they might need.

Cooperate fully with any law enforcement officials or emergency medical personnel that might be on the scene.

As soon as reasonably possible call 252-493-7330 and tell the individual who answers about what has happened. They will assist you in getting any help that you need.

Do not admit liability for any accident. Do not volunteer information or argue with anyone. The less said the better.

Do not even tell anyone that you are sorry for what has happened. It can be construed as an admission of liability.

Refer all questions about insurance and damages to college officials.

If You Get a Ticket

If you get a ticket for an offense chargeable to you while driving a school van, it is your responsibility to pay the ticket.

AND you will lose your privileges to drive any school vehicles.

Any Questions

Contact Facilities Management at 252-493-7330

Motor Vehicle Fires

A fire in one's car or other motor vehicle is a frightening situation, which can quickly involve great personal danger to vehicle occupants and bystanders. Although every vehicle fire incident will have certain unique factors present at the time, the National Safety Council offers the following step-by-step general suggestions on what to do if your car (or other motor vehicle) catches on fire.

While you are moving on a roadway:

1. Signal your intentions and move to the right lane.
2. Get onto the shoulder or breakdown lane as rapidly as possible.
3. Stop the automobile on the side of the roadway as quickly and as safely as possible. Remember, fires in the electrical system can rapidly disable critical power steering and braking systems.
4. Turn off the ignition. This will stop the fuel pump from supplying the fire with additional fuel. Engage the emergency brake and place the transmission in the "park" position.
5. Get everyone out of, and away from, the automobile and maintain a safe distance from the fire. While explosions are rare, heat and toxic vapors from burning plastics, seat coverings and trim represent a significant inhalation hazard.
6. Get far away from the vehicle and stay away from it. Keep onlookers and others away.
7. Do not attempt to extinguish the fire alone or to enter a burning car to retrieve valuables. (The unseen danger is the possible ignition of fuel in the vehicle's tank.)
8. Warn oncoming traffic.
9. Notify the fire department.
10. Do not open the hood of the automobile. This could feed more oxygen to the fire causing additional damage to the vehicle and, more importantly, potentially cause severe burn injuries.

While the vehicle is stopped in traffic or parked:

1. Shut off the engine.
2. Get far away from the vehicle.
3. Warn pedestrians and other vehicles to stay away.
4. Notify the fire department.
5. Observe all the precautions noted above

In all vehicle fire situations, the first thing to think about is personal safety; any vehicle can be replaced—humans cannot. Think and act quickly, in the safest way possible.



**PITT
COMMUNITY
COLLEGE**

Pandemic Flu Policy

Fall 2007

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Introduction

This policy applies to all College personnel, including students, faculty, staff, and visitors.

This policy address strategies for screening and preventing the transmission of pandemic influenza as well as avian flu, should personnel become ill with influenza. It is intended to be consistent with the guidance issued by the Centers for Disease Control and Prevention (CDC) and will be updated as CDC guidance changes. Therefore, personnel are expected to comply with current and future guidelines.

A pandemic flu is a flu that causes a global outbreak, or pandemic, of serious illness that spreads easily from person to person. Pandemic flu can emerge any time during the year. It results from a new influenza virus that becomes easily transmitted from human to human. Because it is new, no one would be immune to the virus and there would not be a vaccine. The projected numbers of deaths for North Carolina would be around 5,600 and the disease might seriously affect people of all ages, not just the very old and very young. There were three flu pandemics in the 1900s: the Spanish flu in 1918 (550,000 deaths in the United States), the Asian flu in 1957 (69,800 deaths in the United States), and the Hong Kong flu in 1968 (33,900 deaths in the United States).

The rationale for the use of additional precautions for avian influenza as compared with human influenza include the following:

- The risk of serious disease and increase mortality from highly pathogenic avian influenza may be significantly higher than from infection by human influenza viruses.
- Each human infection represents an important opportunity for avian influenza to further adapt to humans and gain the ability to transmit more easily among people.
- Although rare, human-to-human transmission of avian influenza may be associated with the possible emergence of a pandemic strain.

Objectives

This policy is designed to achieve the following objectives:

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at every Pitt Community College facility.
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many college operations and services as possible as long as it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

Assumptions

This policy was developed based on the following assumptions:

- In the event of a pandemic, the State of North Carolina will have minimal resources available for local assistance and local authorities will be responsible for community based response plans.
- A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from the NC Public Health Department and/or the Pitt County Health Department.
- During a pandemic PCC may need to close facilities for eight weeks or longer.

Definitions Applicable to the Policy

- “CDC” means Centers for Disease Control and Prevention
- “Emergency Response Team” means those individuals selected by the College to respond to a influenza pandemic.
- “Travel Advisory” means notification by CDC that a disease is occurring in a particular area and a recommendation against non-essential travel to the area. The risk for the traveler is considered to be much higher because of community transmission or inadequate containment.

- “Travel Alert” means notification by CDC that an outbreak of a disease is occurring in a particular area. The risk for the individual traveler is felt to be definable and limited because transmission has occurred in defined settings or is associated with specific risk factors. There is no recommendation against non-essential travel to the area. The alert provides advice on precautions to safeguard travelers’ health.
- “Pandemic influenza affected areas” means areas identified by either the CDC or WHO as having a high risk of transmission of pandemic influenza
- “Quarantine” means restriction of freedom of movement of apparently well individuals who have been exposed to infectious disease.
- “Isolation” means separation of infected individuals (those who are sick) from those uninfected for the period of communicability of a particular disease.
- “Probable or Suspect Pandemic Influenza Case” means a case that meets the clinical and epidemiologic criteria; laboratory criteria confirmed, negative, or undetermined.

North Carolina’s Statewide Planning for an Influenza Pandemic

- North Carolina has had a Pandemic Flu Plan since October, 2004
- Seven regional response teams cover the state with increased capacity for early detection and response. These teams have the public health expertise to deal with potential health threats.
- The Office of Public Health Preparedness and Response has been created to provide expertise, establish partnerships with other first responders, and lead the response.
- Most local health departments have preparedness coordinators, who are working at the local level to prepare for a pandemic flu and other public health threats.
- Laboratory capacity for highly infectious agents has been doubled and regional capacity expanded as well.
- The North Carolina Hospital Emergency Surveillance System (NCHES) is the first electronic reporting system in the country for hospital emergency departments to report chief complaints on every Emergency Department visit to the health department. This will allow for the early detection of any unusual event in North Carolina, so public health officials can respond quickly.
- Twelve hospitals have medical epidemiologists in place to further enhance public health surveillance.
- Other technology that is in place for early alerting includes the Health Alert Network (HAN), which provides public health professionals’ early warning on any public health problem.

In the event of an influenza pandemic, Pitt Community College will play an integral role in protecting the health and safety of students, employees and their families. The College will work with state and local public health authorities, Pitt County Memorial Hospital, East Carolina University Brody School of Medicine, Pitt County Health Department, and other local authorities such as state and county Emergency Management organizations to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) Pitt Community College.

Emergency Response Team Members

The following individuals make up College’s Emergency Response Team to a Pandemic Flu Crisis:

- President
- Vice President, Administrative Services

- Vice President, Academic Affairs
- Vice President, Institutional Advancement
- Vice President, Student Development Services
- Assistant Vice President, Information Technology and Services
- Campus Police Chief
- Director, Facility Services
- Campus Safety Officer
- Dean, Health Sciences Division
- Preschool Director

Activation of the College's Emergency Response Team

Upon receiving information that the potential exists for an influenza pandemic, the College Emergency Response Team will be activated. The Team is identified above by defined roles and responsibilities for preparedness, response, and recovery planning utilizing the Pitt Community College Business Continuation Plan.

The Emergency Response Team must consider College functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Issues to consider include:

- Cancellation of classes, and other public events;
- Closure of campus, and public transportation (buses);
- Stockpiling non-perishable food and equipment needed in the case of an influenza pandemic;
- Ensuring that the Pitt Community College Business Continuation Plan identifies key contacts with local and state public health officials as well as the state's higher education officials (including back-ups) and the chain of communications, including alternate mechanisms;
- Testing the linkages between the College incident command system and the incident command systems of the local and/or state health departments, local and state emergency management organizations and the state's higher education agency;
- Implement an exercise/drill to test the Pitt Community College Business Continuation Plan;
- Participate in local or state exercises of the community's pandemic plan;
- Identify and review the Pitt Community College's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus; and,
- Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

Continuity of Student Learning and Operations

The College must develop and disseminate alternative procedures to assure continuity of instruction in the event of the closure of Pitt Community College. The following alternatives should be considered:

- Web-based distance instruction within the capabilities of the College's Information Technology Services;
- Instruction through telephone trees;
- Instruction through mailed lessons and assignments; and

- Instruction via local radio or television stations.

Continuity of Essential College Operations

The Pitt Community College Business Continuation Plan must address the essential operations of the college including, but not limited to:

- Identification of essential staff, faculty and back-ups;
- Cross-training of employees in essential roles
- Payroll;
- Ongoing communications with employees, students and families;
- Security;
- Maintenance;
- Housekeeping; and,
- Food service for essential staff.

Implementation of Infection Control Policies and Procedures

It is important to know that avian flu is contagious prior to symptoms being present. Therefore, it is extremely important for the College to implement infection control policies and procedures at the onset of a pandemic that help limit the spread of influenza on campus. Procedures to be considered are:

- Promotion of hand hygiene and cough/sneeze etiquette, etc.;
- Encouraging students and college employees to get annual influenza vaccinations;
- Procuring, storing and providing sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal);
- Establish sick leave and attendance policies for employees and students unique to pandemic influenza (i.e., non-punitive, liberal leave);
- Establish policies and procedures for employees and students suspected to be ill or who become ill on campus;
- Ensuring that employees and students with known or suspected pandemic influenza not remain on campus and allowing return only after their symptoms resolve and they are physically ready to return to campus;
- Consider a requirement for clearance by a physician prior to the return to campus of anyone known to have been infected by pandemic influenza;
- Restricting travel of college employees to and from affected domestic and international areas;
- Recalling nonessential employees working in or near an affected area when an outbreak begins; and,
- Distributing health information to persons who are returning from affected areas.

Communications

The Pitt Community College Business Continuation Plan should assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link the College with public health authorities and other key stakeholders. The plan must address the following:

- A dissemination plan for communication with employees, students, and families including lead spokespersons and links to other communication networks;
- Ensure language, culture and reading level appropriateness in communications;
- Developing and testing platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating college response and actions to employees, students, and families;
- Assuring the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information;
- Advising employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources;
- Disseminating information about the College pandemic preparedness and response plan;
- Disseminating information from public health sources covering routine infection control (e.g., hand hygiene and coughing/sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (including the U. S. Department of Health & Human Services' Pandemic Influenza Planning Guide for Individuals and Families at www.pandemicflu.gov/plan/tab3.html), and the at-home care of ill students or employees and their family; and,
- Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

References

To obtain additional information on Pandemic Influenza, Avian Influenza and a checklist for College and University planning, visit the following governmental web sites:

AvianFlu.gov or PandemicFlu.gov (either address will take you to the same site)

www.pandemicflu.gov/plan/collegeschecklist.html