

BELMONT ABBEY COLLEGE

THAT IN ALL THINGS GOD MAY BE GLORIFIED

Emergency Procedures Manual

Developed by:

Belmont Abbey College
Campus Safety and Police

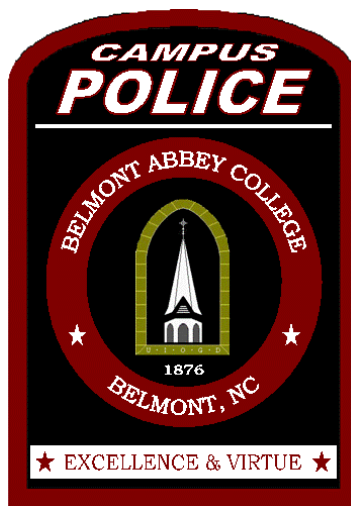


Table of Contents

| | |
|--|----|
| I)Purpose | 4 |
| Mission Statement..... | 4 |
| Disclaimer | 4 |
| II)General | 5 |
| Definitions..... | 5 |
| Building Evacuation Rally Points..... | 6 |
| Accountability of Personnel | 7 |
| General Response Guide..... | 8 |
| III)Serious Illness/Injury | 9 |
| Notification..... | 9 |
| Student/Visitor Illness or Injury Response | 10 |
| Faculty/Staff Illness or Injury Response..... | 10 |
| IV)Fire Emergencies | 11 |
| Alarm Response Procedures | 11 |
| Use of Portable Fire Extinguishers..... | 12 |
| Evacuation Procedures | 13 |
| Building Marshal List | 14 |
| Marshals' Duties..... | 14 |
| Emergency Coordinator:..... | 14 |
| Monitor:..... | 14 |
| Door Security: | 15 |
| V)Hazardous Materials (HAZMAT) Emergencies..... | 15 |
| Notification..... | 15 |
| Response Guidelines | 15 |
| Evacuation Guidelines..... | 16 |
| VI)Weather Emergencies..... | 17 |
| Severe Weather..... | 17 |
| Notification..... | 17 |
| Response Guidelines..... | 17 |
| Winter Weather | 18 |
| Notification..... | 18 |
| Television | 18 |
| Radio | 18 |
| Response Guidelines..... | 19 |
| VII)Animals on Campus | 20 |
| Policy..... | 20 |
| Notification Procedures..... | 21 |
| Standard Response Guidelines | 21 |
| VIII)Crime in Progress..... | 22 |

| | |
|--|----|
| Notification/Instructions | 22 |
| CRIME IN PROGRESS CHECKLIST | 23 |
| Civil Disturbance Guidelines | 24 |
| | |
| IX)Sexual Assault or Rape..... | 25 |
| Instructions..... | 25 |
| Notification..... | 26 |
| Victim Assistance | 26 |
| | |
| X)Active Shooter Emergencies | 27 |
| Notification/Lockdown Procedures | 27 |
| NOTICE | 28 |
| | |
| XI)Bomb Threat/Bomb Scare Emergencies..... | 29 |
| Notification Procedures..... | 29 |
| Instructions..... | 29 |
| TELEPHONE BOMB THREAT CHECKLIST | 31 |
| | |
| Appendix A | 32 |
| Important Telephone Numbers | 32 |
| | |
| Appendix B..... | 33 |
| Personnel Accountability Worksheet..... | 33 |
| | |
| Appendix C..... | 34 |
| Building Evacuation Maps..... | 34 |
| | |
| Appendix D..... | 35 |
| Rally Point Maps | 35 |

I) Purpose

Mission Statement

This Emergency Response Guidebook is intended for use by faculty and staff members of Belmont Abbey College. It is designed to meet possible emergency situations which may arise on campus.

Recipients of this Guidebook shall become familiar with its contents. In the event of an emergency, this Guidebook will serve as a quick reference to aid in acting effectively.

This Guidebook should be kept in an easily accessible area at all times, preferably near a telephone. Also, all new personnel shall become familiar with this Guidebook upon assignment to an area.

All personnel certified in First Aid and/or CPR shall be listed in the appropriate areas under the section on Serious Injury/Illness, and all personnel responsible for fire responses shall be listed in the appropriate areas under the section on Fire Emergencies.

Any further comments or questions are welcomed, and may be addressed by contacting Belmont Abbey Campus Police at Ext. 6200 (on campus) or (704) 461-6200 (off campus).

An on-line version of this Guidebook is available at Belmont Abbey College's official website:

<http://www.belmontabbeycollege.edu/student-life/CampusSafety/campus-safety.aspx>

Disclaimer

While this Guidebook has been designed with campus emergencies in mind, there is no guarantee that it will encompass all emergencies that may arise. Furthermore, no guarantee is given that following the guidelines of this manual will prevent any or all harm and/or damages. This Guidebook is merely a reference to assist personnel of Belmont Abbey College in responding to emergencies, and neither the College, nor Belmont Abbey Campus Police, nor any other agency assume any liability for damages and/or harm arising from the use of this Guidebook.

II) General

Definitions

- Active Shooter:** A person or persons who cause death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement based on the information and circumstances at hand. The immediate response of the first officers on the scene will be to take aggressive action to find and neutralize the shooter or shooters.
- Bomb Scare:** A situation arising from a suspicious package, object, or person which may indicate the presence of an explosive device. Any suspicious objects or activities will be investigated and dealt with by means deemed necessary by law enforcement officials.
- Bomb Threat:** A message received from a person or persons that an explosive device has been put in place and is set for detonation. This message may be received by means of any media, and should be treated as legitimate until proven otherwise by law enforcement officials.
- Building Marshal:** Any member of faculty or staff designated to respond in the event of a fire emergency in a particular building. Building Marshals are assigned as either coordinators, monitors, and/or to door security details.
- Hazardous Materials:** (a.k.a. HAZMAT) Any material or substance which poses an unreasonable risk to safety, health, and property. HAZMAT includes, but is not limited to, gas leaks, academic chemicals, landscaping chemicals, fuels, and industrial chemicals.
- Rally Point:** A predetermined area where evacuees are to meet in the event of an emergency situation for the purposes of safety and accountability.

Building Evacuation Rally Points

In the event that your building needs to be evacuated due to an audible fire alarm sounding, you shall proceed to the following areas:

| Building Name | Primary Rally Point | Secondary Rally Point |
|---------------------------|----------------------------|------------------------------|
| Adoration Chapel | O'Connell Parking Lot | Residence Life Office |
| ADP Building | Basilica Parking Lot | Basilica |
| Alumni House | Science Quad Yard | Science Building |
| Basilica | Basilica Parking Lot | Stowe Hall |
| Carpentry Shop | Basilica Parking Lot | Haid Parking Lot |
| Chi Rho House | Softball Field | Alumni House |
| Cuthbert Allen Apartments | Raphael Arthur Parking Lot | Wheeler Center |
| Haid | Haid Parking Lot | Library |
| Holy Grounds | Haid Parking Lot | Library |
| Library | Science Quad Yard | Science Building |
| Maintenance Building | 100 yards from building | Monastery Lane |
| O'Connell Dorm Hall | Tennis Courts | Student Commons |
| Poellath Dorm Hall | Tennis Courts | Student Commons |
| Raphael Arthur Dorm Hall | Cuthbert Allen Parking Lot | Wheeler Center |
| Science Building | Science Quad Yard | Library |
| St. Leo's Hall | St. Leo's Parking Lot | Haid |
| Stowe Hall | St. Leo's Parking Lot | Haid |
| Student Commons | Tennis Courts | Haid |
| Wheeler Athletic Center | Soccer Field | Tennis Courts |

Note: Maps of these areas are posted near all exits and common areas. It shall be your responsibility to be familiar with the assigned Rally Point for the building you are in and its location.

Note: Secondary rally points should only be used in the event that the primary rally point is affected by the incident that is responsible for the evacuation. Secondary rally points should be used in the event of inclement weather during a building evacuation.

Accountability of Personnel

In an effort to enhance the safety and security of all personnel (faculty, staff, students, and visitors) on campus, accountability of personnel during an emergency situation shall be a priority.

To aid in accounting for all affected personnel, you will find worksheets in Appendix D of this Guidebook. This worksheet may be reproduced in whatever quantity necessary to properly account for personnel.

Teaching Faculty shall utilize their class rosters to assist Building Marshals with accountability if academic buildings are affected. Department Heads and/or supervisors shall assist Building Marshals with accounting for their personnel during emergency situations.

If you are ordered to evacuate, go to your assigned Rally Point and notify a Building Marshal of your presence so as to aid in accountability.

General Response Guide

If you encounter a situation not covered in this Guidebook, proceed as follows:

- 1) Notify the Campus Police Officer on duty by calling ext. 6200 (BAC phones only) or (704) 461-6200 (all phones).
- 2) Tell the Officer **WHERE** your emergency is, your name, and the nature of the situation.
- 3) If qualified to do so, render whatever aid you can while waiting for the Officer to respond.
- 4) When the Officer arrives, direct him to the emergency, and give him as much information as you can about the situation.
- 5) Follow all orders and/or directives issued by the Officer, or other emergency personnel, until the “All Clear” is given, and you are advised that you may resume normal activity.

III) Serious Illness/Injury

Notification

Whenever a person has suffered a **SERIOUS** injury or illness, call Campus Police at ext. 6200 (BAC phones only) or (704)461-6200 (all phones), and tell the Officer where the victim is located.

If the injury or illness is **LIFE THREATENING** call 911 immediately, and follow the directions of the dispatcher.

NEVER move a seriously injured person unless their location poses a threat to the life and safety of the victim, rescuer, or bystanders.

Any personnel in your department or building who are trained in First Aid or CPR should be listed below, as well as, the location of the nearest First Aid Kit.

| <u>Name</u> | <u>Location in Building</u> |
|-------------|-----------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

First Aid Kit is located at _____

Student/Visitor Illness or Injury Response

- 1) If the injury or illness is not serious, refer the victim to the College Wellness Center located at the rear of the Haid Building.
- 2) Notify Campus Police or 911, and any of the trained persons on the list on the previous page.
- 3) Try to reassure the victim and keep them calm.
- 4) While waiting for Campus Police and/or EMS, try to gain as much information as possible about the victims' injury/illness to tell the responders when they arrive.
- 5) Remain with the victim until Campus Police arrive and release you.

Faculty/Staff Illness or Injury Response

- 1) Employees are to report ALL injuries to their supervisors regardless of severity.
- 2) If the injury or illness is not serious, but still requires treatment, refer the employee to the College Wellness Center located at the rear of the Haid Building, or to the hospital of their choice if the College Wellness Center is closed.
- 3) The employee shall inform their supervisor of any treatments received and their work status.
- 4) When feasible, employees shall complete the Employee's Accident Report Form, and forward it to their supervisor.
- 5) If the injury or illness is serious, notify Campus Police immediately, and proceed as above.
- 6) Regardless of severity, supervisors are to notify Campus Police of any occurrence within 24 hours by phone or fax, investigate the incident for cause determination, recommend and implement corrective actions, and complete the Supervisor's Accident Report Form and forward it to Campus Police within three working days.

IV) Fire Emergencies

Alarm Response Procedures

- 1) If you smell smoke or other unusual odors that may suggest a fire may be occurring, or may occur, ***IMMEDIATELY NOTIFY CAMPUS POLICE at Ext. 6200 (or 704/461-6200).***
- 2) If you discover a fire, immediately activate an alarm pull station, and begin evacuation procedures.
- 3) Once evacuations start, call Campus Police at Ext. 6200 (or 704/461-6200) and give the officer your name and the location of the fire (building and room).
- 4) When evacuating, proceed calmly to the designated Rally Point for your building and notify a Building Marshal of your presence.
- 5) Do not stop to get personal belongings or records during evacuation. Leave immediately using stairways. ***DO NOT USE ELEVATORS DURING A FIRE EMERGENCY!!!***
- 6) Mobility-impaired personnel on upper levels should proceed to the nearest stairway and await assistance of emergency personnel.
- 7) Do not stand in or walk through smoke if at all possible.
- 8) If you believe someone to be trapped in the building, either by disability or the fire itself, inform Campus Police or firefighters on the scene of their possible location.
- 9) Remain in the Rally Point and do not return into the building until the “All Clear” has been given by emergency personnel.

Use of Portable Fire Extinguishers

Several portable fire extinguishers are located throughout all buildings on campus, and their locations marked on the evacuation maps near all exits and common areas.

Should you encounter a fire that is small, you may attempt to put out the fire with a portable fire extinguisher.

However, if the fire is large, rapidly spreading, extremely smoky, or in a location with flammable liquids or compressed gases, **DO NOT** attempt to extinguish the fire. Activate an alarm pull station, and proceed with fire evacuations as listed on Page 12 of this Guidebook.

When using portable fire extinguishers, be sure that the extinguisher being used is appropriate for the type of fire present. Portable fire extinguishers are labeled according to the type of fire they are designed to combat. The types of portable fire extinguishers are as follows:

- Class A Fires involving common combustibles (paper, wood, cloth, rubber, and many plastics).
- Class B Fires involving flammable liquids and gases, oils, grease, oil-based paints, and lacquers.
- Class C Fires involving energized electrical equipment where the non-conductivity of the extinguishing agent is important.
- Class D Fires involving combustible metals (such as magnesium, sodium, potassium, titanium, lithium, and zirconium).

NOTE

MOST of the portable fire extinguishers at the College are “ABC” extinguishers, and will work on most fires encountered on campus.

The proper application of portable fire extinguishers requires the use of the P.A.S.S. technique:

Pull the pin near the charging handle

Aim the nozzle at the base of the fire

Squeeze the trigger

Sweep the nozzle from side to side across the base of the fire

Evacuation Procedures

In the event that an emergency arises that requires evacuation, the following procedures are to be put into effect:

- 1) Personnel hearing an alarm shall immediately exit the building and proceed to their assigned Rally Point.
- 2) Once evacuations have begun, a Building Marshal shall notify Campus Police at Ext. 6200 (or 704/461-6200) and advise them the location of the emergency and the nature (if known).
- 3) Upon arrival to your Rally Point, notify a Building Marshal of your presence and any other personnel under your supervision.
- 4) Stay clear of exits and emergency operations.
- 5) **DO NOT** re-enter the building for any reason until the “All Clear” is given.
- 6) If you are mobility-impaired and on an upper floor, proceed to the nearest stairway and await assistance in evacuating.
- 7) Do not use elevators.
- 8) All exits are marked on the evacuation maps located throughout all buildings, and are also designated by a lighted “EXIT” sign.
- 9) If you are aware of personnel stranded or trapped in the building, notify the Campus Police Officer or other emergency responder on the scene of their possible location.

Building Marshal List

Building Name: _____

Emergency Coordinator: _____

Alternate Coordinator: _____

Monitor(s): _____

Alternate Monitor(s): _____

Door Security: _____

Alternate Door Security: _____

Rally Point: _____

Marshals' Duties

Emergency Coordinator:

- 1) Ensures communication of departmental plan to employees.
- 2) Identifies disabled coworkers requiring assistance.
- 3) Coordinates evacuations.
- 4) Completes head count of personnel at Rally Point.
- 5) Notifies Campus Police of any discrepancies.

Monitor:

- 1) Checks restrooms and secluded areas for personnel during an evacuation.
- 2) Reports findings to Emergency Coordinator at Rally Point.

Door Security:

- 1) Maintains entry/exit security for assigned door.
- 2) Ensures no one blocks exit, or re-enters building.

V) Hazardous Materials (HAZMAT) Emergencies

Notification

If you encounter an emergency situation that may involve hazardous materials (HAZMAT), which include but are not limited to; academic chemicals, industrial chemicals, landscaping chemicals, fuels, and/or gas leaks, you are to immediately activate an alarm pull station and initiate evacuation procedures. Once evacuations have begun, call Campus Police at Ext. 6200 (BAC phones) or 704/461-6200 (all phones), and advise the officer of the location and nature of the emergency.

Response Guidelines

- 1) Begin evacuation procedures to the Rally Point designated for your building.
- 2) Contact Campus Police at Ext. 6200 (BAC phones) or 704/461-6200 (all phones) and tell the officer **WHERE and WHAT** the emergency is.
- 3) Once at your Rally Point, notify a Building Marshal of your presence, and the location of any trapped or mobility-impaired personnel, if you are aware of any.
- 4) **DO NOT** walk through any visible fumes or smoke.
- 5) Follow all orders and directives given by emergency personnel.
- 6) Remain in the Rally Point until the “All Clear” has been given by emergency personnel.

Evacuation Guidelines

If you are evacuated from your building due to a HAZMAT emergency, be aware that the Standard Rally Point may be compromised by the situation. Campus Police and/or emergency personnel may, upon arrival, direct you to an alternate Rally Point.

- 1) If you see that your Rally Point is in danger of compromise, alert the nearest Campus Police officer/emergency responder immediately.
- 2) If you are ordered by emergency personnel to change Rally Points, move to the newly designated area and check-in with a Building Marshal once again.
- 3) Due to weather conditions, you may have to change locations more than once, and **MUST** check-in with a Building Marshal with each move.
- 4) Follow all orders and directives of emergency personnel until the situation is deemed “All Clear” and the scene is opened back up to regular activity.

VI) Weather Emergencies

A) Severe Weather

Notification

A severe weather emergency shall mean one of the following:

- 1) A Severe Thunderstorm/Tornado Watch (meaning that conditions are favorable for the formation of severe thunderstorms/tornados in the affected areas) has been issued by the National Weather Service.
- 2) A Tornado Warning (meaning that a tornado has been sighted in the affected areas) has been issued by the National Weather Service.
- 3) A Flash Flood Advisory (meaning that flash flooding may occur or is occurring in the affected areas) has been issued by the National Weather Service.

Note: The Campus Police Department has a National Oceanographic and Atmospheric Administration (NOAA) weather radio, which is monitored at all times. Anytime a National Weather Service advisory is issued, Campus Police will notify the College administrators for a determination of actions to be taken.

Response Guidelines

In the event that a severe weather emergency develops, the following guidelines are to be followed:

- 1) All personnel will move to the inner-most area of the building.
- 2) Be mindful to stay away from windows and exterior doors
- 3) If outdoors, seek shelter immediately.
- 4) Should your building become damaged or threatened by severe weather, notify Campus Police for assistance if at all possible.

- 5) If you have to evacuate your building due to severe weather, move in an orderly fashion to the location to which you are directed by Campus Police or a Building Marshal.
- 6) Should evacuation become necessary, follow the standard guidelines found on page 14 of this Guidebook.

B) Winter Weather

Notification

In the event of inclement winter weather, the College will operate on its normal schedules unless the Chancellor, or his designee, publicly announces otherwise. Faculty, staff, and students are expected to use their own judgment concerning travel safety when facing winter weather. In the event of extreme emergency conditions, every possible effort will be made to communicate the procedures to be followed to the College community.

Specific employees will receive standing instructions, in writing, requiring the employee to report to work, and other employees may receive special notice during certain emergency closings.

During inclement winter weather, any inquiries regarding the status of campus conditions are to be directed to the general telephone number of the College, 704/461-6700. This number will provide a recorded announcement as to the operating schedule of the College during such winter weather incidents.

Faculty, staff, and students are advised to monitor local television and radio stations for class cancellations. The decision to cancel classes is made by the Vice President of Academic Affairs, and is reported to the news media by the Office of Public Relations. Only closings or delays will be announced. No announcement will be made that the College is operating as usual.

The College notifies the following television and radio stations of closings or delays:

Television

- A) WBTW (Channel 3)
- B) WSOC (Channel 9)
- C) WCNC (Channel 36)

Radio

- A) WBT (1110 AM)

B) WFAE (90.7 FM)

C) WSOC (103.7 FM)

Additionally, a “marquee” on the College’s official website, www.belmontabbeycollege.edu, will carry announcements of closings or delays.

Response Guidelines

In the event that inclement winter weather arises while on campus, the following guidelines are to be followed:

- 1) Notify your manager/supervisor of any travel safety concerns you have.
- 2) If you are a member of essential personnel for the College, follow the procedures set forth in your standing instructions.
- 3) If the College is operating on a regular schedule, but you are unable to safely travel to the College due to conditions around your place of residence, notify your manager/supervisor as soon as possible. If you cannot contact your manager/supervisor, call Campus Police at 704/461-6200, and advise the officer on duty of your name, department, manager/supervisor, and situation. A Campus Police Officer is on duty 24 hours a day, seven days a week, and can relay your message when the need exists.
- 4) Any decision to close the College after it has opened will be made by the Vice President of Academic Affairs, and will be issued to the College community as needed.
- 5) Additional information with regards to the College’s Inclement Weather policy can be found on page 20 of the BAC Student Handbook, or on the College’s official website link:

www.belmontabbeycollege.edu/student-life/student-handbook.pdf

VII) Animals on Campus

Policy

In consideration of personal safety, as well as sanitation, privately owned animals are not permitted in residence halls, administrative buildings, or classroom buildings of Belmont Abbey College.

The only exceptions to this policy shall be the following:

- 1) Seeing-eye or leader dogs for the visually-impaired.
- 2) Animals which are brought on campus for a specifically authorized and approved animal show, contest, or other event involving the display or demonstration of skills of trained animals.
- 3) Animals which are being used for research purposes.
- 4) Animals on campus under the provisions above must be leashed, caged, and/or attended at all times while on campus.
- 5) Persons found in violation of this policy will be ordered to leave campus with their animal immediately, and may be subject to being restricted from returning to campus with their animal.
- 6) Unattended animals will be impounded by Campus Police, and may be turned over to the Gaston County Animal Control Bureau.

NOTE: Animals are allowed outside on College grounds provided they are leashed and attended at **ALL TIMES**.

Notification Procedures

If you come in contact with any stray, unattended, or wild animals on campus, you should do the following:

- 1) Immediately contact Campus Police at ext. 6200 (BAC phones) or 704/461-6200 (all phones), and tell the officer what kind of animal you have encountered, and where.
- 2) **DO NOT** attempt to catch, hold, restrain, contact, or approach any stray or wild animal.
- 3) If safe to do so, remain in the area until Campus Police arrive. Once the officer is in the area, advise him of the location of the animal, if still known, and wait until the officer releases you from the area.

Standard Response Guidelines

- 1) Once Campus Police have been notified, remain a safe distance away from the animal.
- 2) Campus Police will contact Gaston County Animal Control for assistance, if necessary.
- 3) If the animal poses a serious threat of physical harm, or disrupts normal College operations, the area will be secured by Campus Police, if possible, until the animal is captured or deemed to have left the area.

VIII) Crime in Progress

Notification/Instructions

- 1) In the event that you witness a situation or suspicious persons which may involve criminal activity, ***DO NOT*** attempt to apprehend or interfere with the criminal in any way, except in the case of self-defense.
- 2) If safe to do so, take a moment to gather a good description of the perpetrator, to include the following: race, sex, approximate height, approximate weight, approximate age, clothing, method and direction of travel, and the suspect's name, if known.
- 3) If the suspect is entering a vehicle, note its make, model, color, and license plate, as well as its direction of travel, and any other distinguishing characteristics (such as damage, unusual paint, custom wheels, etc.)

This information is of vital importance to responding Campus Police officers when attempting to locate and apprehend the suspect. It only takes a few seconds for you to gather enough information to aid the officers' efforts of stopping the criminal before he can victimize someone else.

- 4) Call Campus Police at ext. 6200 (BAC phones) or 704/461-6200 (all phones), as soon as it is safe to do so, and tell the officer your name, location, and situation. Remain where you are until the officer contacts you. If safe to do so, the officer may request that you stay on the phone until he arrives, or locates the suspect.
- 5) While Campus Police are en route to your location, remain calm, and try to fill out as much of the form on the following page as you can. Do not discuss the situation with anyone until you have spoken with Campus Police.



CRIME IN PROGRESS CHECKLIST

**FILL IN ALL THE BLANKS
YOU CAN AND GIVE TO THE
FIRST POLICE OFFICER
ON THE SCENE.**

SEX _____
RACE _____
AGE _____
Height _____
Weapon Type _____

Hair Color _____
Hair Style _____
Hair Length _____
Hat _____

Glasses _____
Shirt _____
Pants _____
Coat _____
Shoes _____

Tattoos _____
Scars _____

REPORT THE SUSPICIOUS AND UNUSUAL

Vehicle Tag # _____
Vehicle Make _____
Vehicle Model _____
Vehicle Color _____
Dents or Dings _____

Direction of Travel _____

INSTRUCTIONS:

1. In the event of robbery
2. If you observe a crime or are a victim, report the following:
 - A. Location of Incident
 - B. Describe the person(s) clothing and physical features.
 - C. Observe the person's direction of travel and description of Vehicle.
 - D. Report the crime immediately.
3. While police are in route, stay calm and fill out this form before discussing the details with anyone.

CRIME PREVENTION TIPS:

1. Remember to lock your house, Office and car whenever you leave.
2. Avoid walking or jogging in poorly lighted areas or Walking or jogging alone.
3. Engrave Driver's license # on all valuables. Keep a record of all credit card & serial numbers to personal property.
4. When walking at night in a parking lot, have your keys Ready. If you need to get into your car quickly to avoid trouble or to attract someone's attention for help valuable time will not be wasted.
5. Avoid leaving keys in the ignition , and valuables on the seat. Lock all valuable items such as cell phones,

CD's, cameras, brief case,
or purses in the trunk.

BE ALERT, BE OBSERVANT – Features which you can remember regarding the physical characteristics of suspicious persons or assailants can greatly assist your police department in apprehending them.

A SAFE COMMUNITY IS AN INVOLVED ONE

CALL CAMPUS POLICE TO REPORT SUSPICIOUS PERSONS OR VEHICLES

Civil Disturbance Guidelines

Should you encounter a civil disturbance (i.e.: protest, strike, “mob”, etc.), you should respond according to the following guidelines:

- 1) Contact Campus Police at ext. 6200 (BAC phones) or 704/461-6200 (all phones), and advise the officer of your name, location, and the situation at hand.
- 2) Continue with your normal routine to the extent possible. If the disturbance is outside, stay away from doors and windows. If the disturbance is inside, secure your office as best you can, and await Campus Police.
- 3) Do not interfere with those causing the disturbance, nor with law enforcement authorities on the scene.
- 4) Remain available at the scene to give an eyewitness statement to law enforcement, after the situation has been resolved.
- 5) If you become fearful of your safety during a civil disturbance, evacuate to an area that you deem safe, and notify Campus Police, or other authorities on the scene, of your location. Remain in this location until you are contacted by Campus Police and cleared to leave.

IX) Sexual Assault or Rape

Instructions

In the unfortunate event that you are the victim of a sexual assault or rape, understand first that it is **NOT** your fault, and that you are not to blame.

The following are instructions and tips for you to follow if you are a victim of sexual assault or rape:

- 1) Go to a safe place as soon as possible.
- 2) Do not bathe, douche, brush your teeth, change your clothes, or comb your hair. Do not disturb anything in the area where the assault occurred. Evidence from your person and the area will be of vital importance to identifying and apprehending the perpetrator should you decide to prosecute.
- 3) Report the crime at once to Belmont Abbey Campus Police, if the assault occurred on campus. If the assault happened off campus, report it to the appropriate law enforcement agency. Reporting the crime does not mean that you have to prosecute, you may even choose to give an anonymous, or blind, report.
- 4) Call a friend, family member, or the Rape Crisis Center so as to have someone with you for emotional support during your time of need.
- 5) Get immediate medical attention. Go to the nearest hospital emergency room for medical care and evidence collection. If the assault is reported within 72 hours of its happening, the Rape Victim Assistance Fund will help you with the costs of your treatment. You may have injuries that you are unaware of, and the emergency room staff can provide you with information for treatment of pregnancy or sexually transmitted diseases. A rape victim's advocate can be requested to be with you during your examination.
- 6) Seek counseling and follow-up treatment through the College Wellness Center and/or the Rape Crisis Center. All cases are handled in confidence.

7) If you have any questions, or would like to request more information, about the Rape Victim Assistance and Victim Compensation Program, please contact:

NC Crime Victim's Compensation Commission
Division of Victim and Justice Services
NC Department of Crime Control and Public Safety
P.O. Box 27687
Raleigh, NC 27611
1 (800) 826-6200 or 1 (919) 733-7974

Notification

If you are the victim of a sexual assault or rape, contact Campus Police as soon as it is safe to do so. If the assault occurred off-campus, Campus Police will assist you with contacting the appropriate agency with which to file the report.

Campus Police can be reached 24-hours a day, 7 days a week at ext. 6200 (BAC phones) or 704/461-6200 (all phones), or by coming to the Campus Police Department located in Raphael Arthur Hall (300 Drexel Ct).

All reports given to the Campus Police Department are handled in strict confidence.

Victim Assistance

The College can help you with getting assistance during your time of crisis. Contact the College Wellness Center at ext. 6877 (BAC phones) or 704/461-6877 (all phones) for information. Additional contact information is provided in Appendix A of this Guidebook.

X) Active Shooter Emergencies

Notification/Lockdown Procedures

If you are indirectly involved in a situation where a person, or persons, has entered the area and began shooting, the following guidelines are advised:

- 1) Exit the building immediately, if safe to do so.
- 2) Seek safe shelter as far from the gunfire as possible.
- 3) Notify anyone you encounter of the situation.
- 4) Call Campus Police at ext. 6200 (BAC phones) or 704/461-6200 (all phones) or dial 911.
- 5) When speaking with Campus Police or the 911 dispatcher, give them the following information:
 - A) Your name
 - B) The location of the incident.
 - C) Number of shooter(s), if known.
 - D) Identity of the shooter(s), if known.
 - E) Number of people who may be injured or fatally injured.
 - F) Your current location.

If you are directly involved in an active shooter situation, and exiting the building is not possible, the following guidelines are recommended:

- 1) Go to the closest classroom or office.
- 2) Close and lock the door if possible. If the door will not lock, barricade it with furniture (i.e.; desks, shelves, tables, etc.)
- 3) Cover the doors and windows if possible.

- 4) Keep quiet and act as if no one is in the room.
- 5) Turn your cell phone to vibrate or silent.
- 6) **DO NOT ANSWER THE DOOR.**
- 7) Notify Campus Police or dial 911 as above, and give the officer or dispatcher the information listed above.
- 8) If there are injured people around you, try “playing dead”. The shooter may pass you by if he/she thinks you are already injured.
- 9) Run away from the threat if you can do so safely. Do not run in a straight line, and try to keep vehicles, bushes, trees, or anything else that could shield your movements, between you and the shooter.
- 10) Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances.
Only you can decide if this is something you should do.
Remember that there may be more than one shooter.

NOTICE

Active shooter incidents are dynamic situations that usually evolve rapidly, and require an immediate response from law enforcement. The primary goal of the first officers on the scene will be to take aggressive action to locate and neutralize the shooter(s).

Officers **WILL NOT** stop to assist injured victims until the active threat has been eliminated.

Due to the unpredictability of an incident of this nature, neither the College nor the Campus Police Department can ensure that any single measure or plan will guaranty an individual will escape a situation of this nature without serious injuries or death. The College and the Campus Police Department can, however, put into effect general evacuation procedures to be followed, and offer recommendations for actions to take if this type of situation occurs, so as to give individuals a better chance of escape and survival. The primary recommendations of the College and the Campus Police Department have been listed in this section for your benefit.

XI) Bomb Threat/Bomb Scare Emergencies

Notification Procedures

Should you receive a bomb threat, or suspect that a package may contain an explosive device, call Campus Police as soon as possible at ext. 6200 (BAC phones) or 704/461-6200 (All phones). When an officer answers, give him your name, location, and a brief explanation of the situation. Stay at your location until the officer arrives, unless ordered to evacuate by the officer or a Building Marshal.

Instructions

Most usually, bomb threats occur by telephone. If you receive a bomb threat by phone, the following instructions should be followed:

- 1) Remain calm and attempt to gain as much information as you can from the caller by using the checklist on page 3x of this Guidebook.
- 2) Call Campus Police and give your name, location, and telephone number. Inform Campus Police of the situation, including any information you may have as to the location of the bomb, the time it is set to explode, and the time you received the call. **DO NOT use cell phones or two-way radios near the suspected device, radio signals have the potential to detonate a bomb.**
- 3) Inform your supervisor and/or department head of the situation.
- 4) Campus Police, College authorities, and/or Building Marshals will be responsible for ordering building evacuations. Do not initiate an evacuation unless ordered to do so by proper authority. If you are ordered to evacuate proceed as stated on page 14 of this Guidebook.
- 5) **DO NOT** touch, tamper with, disturb, or move an item suspected to contain an explosive device. Report any such item to Campus Police or other proper authorities.

- 6) If evacuated from your building, do not re-enter the building for any reason until the "All Clear" has been given by authorized emergency personnel.

Additionally, you may encounter a letter or mail bomb, listed below are suggestions and advice from the United States Postal Service (U.S.P.S.) in regards to incidents of this type.

If you suspect that a letter or parcel may contain an explosive device, the United States Postal Service (U.S.P.S.) suggests the following:

- 1) Do not open the article.
- 2) Isolate the article and evacuate the immediate area.
- 3) Do not place the article in water or a confined space.
- 4) If possible, open windows in the immediate area to assist in venting potential explosive gases.
- 5) Call Campus Police at ext. 6200 (BAC phones) or 704/461-6200 (All phones).

The U.S.P.S. has also identified some common characteristics of letter and parcel bombs:

- 1) Type of mail (Foreign, Priority, Special Delivery, etc.).
- 2) Restrictive endorsements (Confidential, Personal, To Be Opened By Addressee Only, etc.).
- 3) Visual distractions (Fragile, Rush, Handle With Care, etc.).
- 4) Excessive postage (usually postage stamps).
- 5) Fictitious or no return address, incorrect titles, titles but no names, misspellings of common words.
- 6) Oily stains or discolorations.
- 7) Excessive weight or uneven weight distribution.
- 8) Excessive binding materials (masking tape, electrical tape, strapping tape, string, twine, or wire).
- 9) Rigid, lopsided, or uneven envelope.
- 10) Protruding wires, screws, or other metal parts.

Did the caller appear familiar with the building (by his/her description of the bomb location)?
Write out the message in its entirety and any other comments on a separate sheet of paper and
attach to this checklist. Notify your supervisor immediately.

Appendix A

Important Telephone Numbers

Belmont Abbey Campus Police (24 hours).....704/461-6200

Belmont Police Department (24 hours).....704/825-3792

Belmont City Fire Department (24 hours).....704/825-0502

Gaston County Emergency Medical Services (24 hours).....911

Gaston County Police Department (24 hours).....911

Mount Holly Police Department (24 hours).....704/822-2930

Rape Hotline (24 hours).....704/375-9900

Belmont Abbey Counseling
Center.....704/461-7080

Belmont Abbey Wellness
Center.....704/461-6877

Belmont Abbey Dean of
Students.....704/461-5068

Appendix B

Personnel Accountability Worksheet

Building: _____

*******Attach class rosters as applicable*******

| | |
|----------------------------|------------------------|
| Room/Office # _____ | # Persons _____ |
| Room/Office # _____ | # Persons _____ |
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Room/Office # _____ **# Persons** _____

Building Marshal: _____ **Date:** _____

Appendix C

Building Evacuation Maps

Appendix D

Rally Point Maps