

BRUNSWICK COMMUNITY COLLEGE
EMERGENCY ACTION PLAN
July 2017

INTRODUCTION

Whenever an emergency affecting Brunswick Community College (BCC) reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or their designee, may declare a state of emergency; this action may result in the implementation of the Emergency Action Plan (EAP). These emergencies are:

- Large scale civil disorder.
- Large scale natural/man-made disaster.

PURPOSE

While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

DEFINITIONS

The following definitions of an emergency are provided as guidelines to assist administrators and public safety officials in determining the appropriate response.

- **Level One Emergency** – Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. These minor incidents occur in localized areas or campus buildings. They affect a small segment of the College community and can be quickly contained or resolved with existing College resources.
- **Level Two Emergency** - Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. These major incidents affect sizable segments of the College property. Outside emergency services will most likely be required, as well as major efforts from campus support services.
- **Level Three Emergency** - Any event, or occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and/or severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.
- **Adverse Publicity** - Any occurrence, potential or actual, which may, by its nature, create adverse publicity concerning campus resources and/or instrumentalities of the college.

TYPES OF EMERGENCIES

Bomb Threats	Explosion	Nuclear/Radiological
Chemical Spill	Fire	Psychological Crisis
Civil Disturbances	Hurricane	Severe Weather
Downed Aircraft	Media Relations	Utility Failure
(Crash on Campus)	Medical and First Aid	Violent or Criminal Acts

ASSUMPTIONS

The BCC EAP is predicated on the realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster; hence, the following are general guidelines:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday with little or no warning.
- The succession of events in emergencies are not predictable, hence, published support and operational plans serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College; therefore, local, county and federal emergency services may not be available. A delay of off-campus emergency services may be expected, unless life-threatening emergencies exist.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

MEDICAL AND FIRST AID

In the event of a serious injury or illness on campus, immediately dial 911. Give your name; describe the nature and severity of the medical problem and the campus location of the victim. Send someone to meet and direct the Emergency Medical Services (EMS) unit to the scene.

- Keep the victim still and comfortable. Do not move the victim.
- Ask the victim, “Are you okay?” and “What’s wrong?”
- Control serious bleeding by applying direct pressure on the wound.
- Continue to assist the victim until help arrives.

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

The college is equipped with several automated external defibrillation (AED) devices. This equipment is used to treat heart attack victims when the victim is not breathing, has no pulse, and is unresponsive. Use of these devices is restricted to those individuals who have completed the special training required to operate them. Numerous college employees have been trained to use the equipment.

For prompt medical treatment, call “911” and advise them of a possible heart attack so they dispatch accordingly.

Building	Address	Name
A	50 College Rd	Police Office
C	60 College RD	Admin Office Early College High School
L	210 College RD	Pool Area Front Desk
OWA	150 College Rd	Wall near Women’s restroom in lobby
SBIC	9400 Ocean Hwy	Right of bar at event center
Leland	2045 Enterprise Dr.	Wall near elevator 1st floor

VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, or if you observe a suspicious person on campus, **AVOID RISKS!** Promptly call the College Police Department by dialing “911 and report the incident, including the following:

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

Assist law enforcement officers on their arrival by supplying them with requested additional information and ask others to cooperate. In the event of gunfire or explosion, take cover

immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

HOSTAGE

Be patient. Time is on your side. Avoid drastic action. The first few minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor may be emotionally imbalanced.

- Do not speak unless spoken to and then only when necessary.
- Do not talk down to the captor who may be in an agitated state.
- Avoid appearing hostile.
- If the situation allows, attempt to establish rapport with the captor.
- Avoid speculating.
- Comply with instructions as best you can.
- Avoid arguments.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them.

FIRE PREVENTION

Fire prevention refers primarily to measures taken to avoid the inception of a fire, forestalling loss of life and property. Fire protection is the detecting and extinguishing of fires. Because fires have such a destructive impact in terms of loss of life and property, BCC takes a special interest in fire prevention and protection in the college facilities.

Potential fire hazards for these facilities consist of flammable liquids (gasoline, diesel fuel, waste motor oil, paints, solvents and laboratory chemicals) and combustible solids (paper and cardboard). Potential ignition sources that may be found at the college include open flames and electrical sources. These potential hazards may be controlled by the following procedures:

- All flammable liquids must be stored in approved cabinets and/or locations.
- Smoking is permitted in designated areas only and never in flammables storage areas.
- Access to fire extinguishers must remain clear at all times.

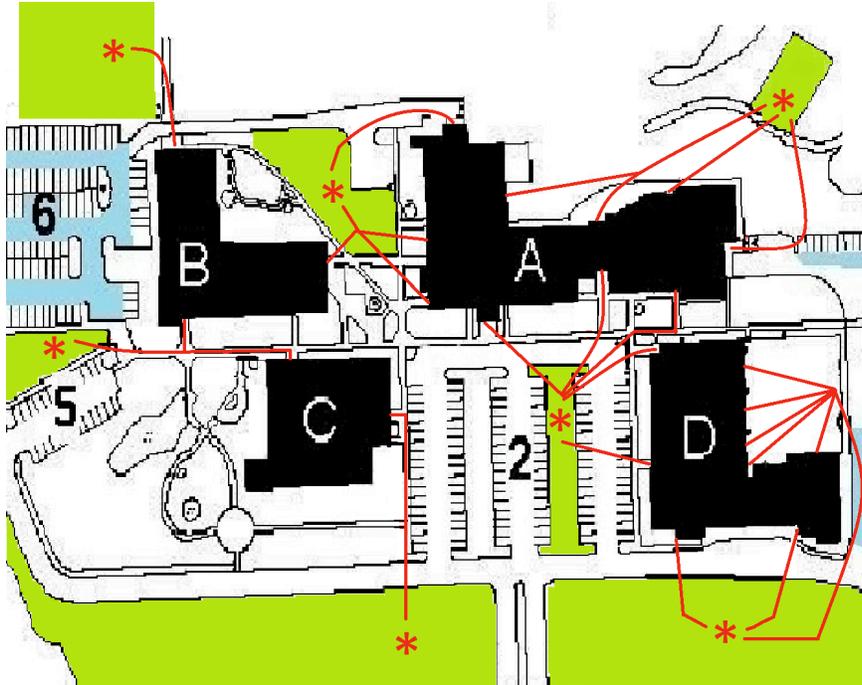
In the event of a fire you should do the following:

- Know the location of a fire extinguisher, fire exits and alarm systems in your area and know how to use them.
- In case of fire call 911. Use a fire extinguisher when possible and if it can be done safely, direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, find the nearest fire alarm pull station and activate system.
- All building evacuations will occur when an alarm sounds and/or upon notification by emergency personnel.
- Evacuate all rooms, and close all doors to confine the fire and reduce oxygen.

NOTE: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

- Walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the disabled in exiting the building. **DO NOT USE ELEVATORS.**
- Assist the disabled in exiting the building.
- Close all windows, unplug electrical equipment, turn off gas-burning equipment, and turn off the lights when leaving a room.
- Once outside, move quickly to the fire assembly area. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a College official.

Fire Assembly Points for Buildings A, B, C and D



Exit Area

Assembly location

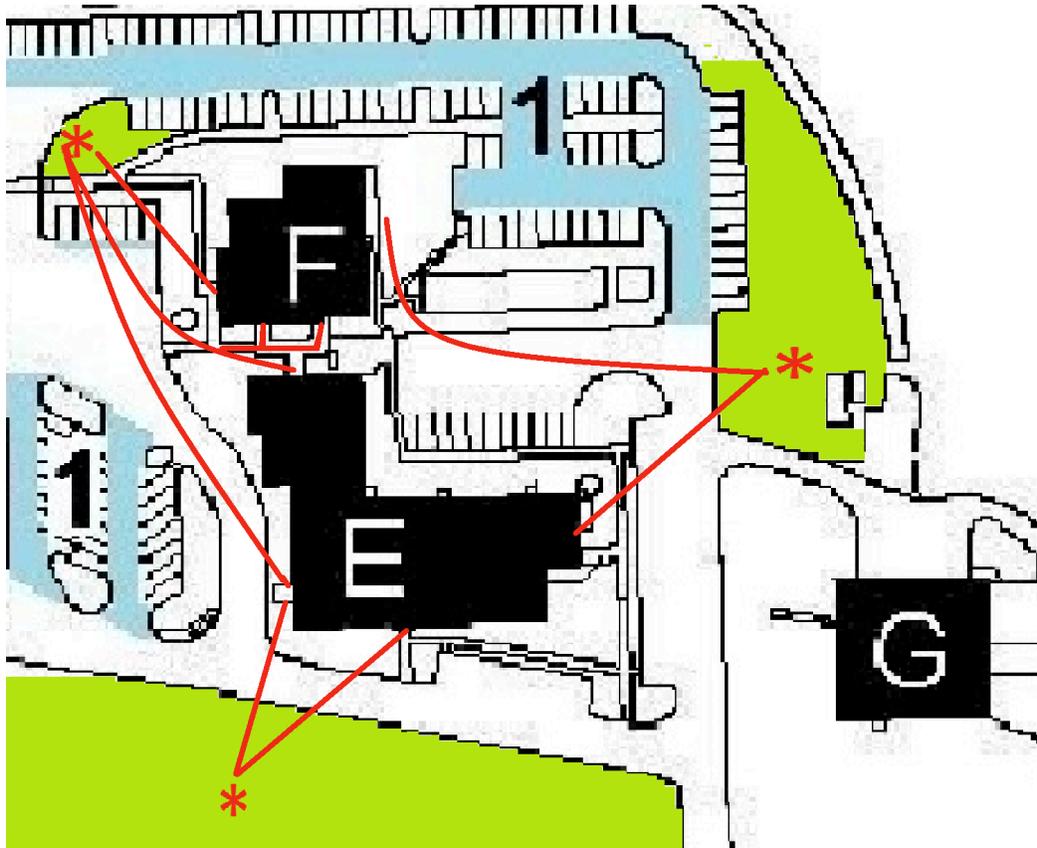
Building A	
Business Office/Print shop	Grassy area near garden at B building
Front/Student Center/Bookstore	Grassy area in Parking Lot 2
ECHS Café/ Student Center/Cafeteria	Old basketball court

Building B	
Side nearest Odell Williamson Auditorium	Grassy area at Odell Williamson Auditorium
Front	Grassy area near garden at B building
Side nearest C building	Grassy area between Parking Lots 5 & 6

Building C	
Front	Wooded area across College Rd
Side nearest B building	Grassy area between Parking Lots 5 & 6

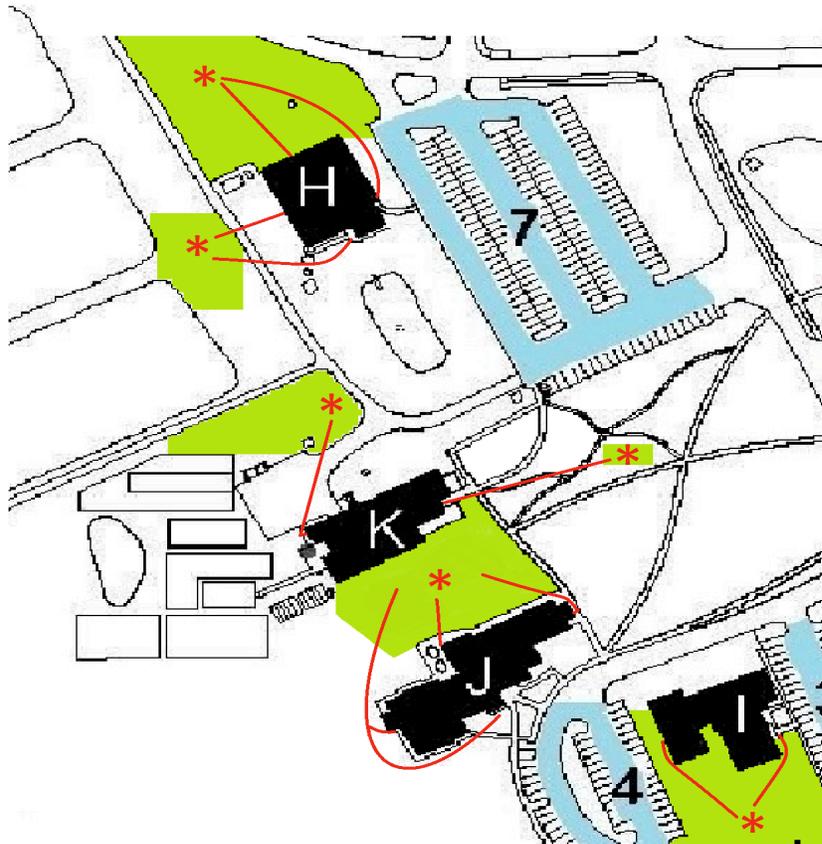
(McLamb) Building D	
Side nearest College RD	Wooded area across College Rd
Front/Side near A building	Grassy area in Parking Lot 2
Back	Wooded area across College Rd

**Fire Assembly
Points for Buildings
E, F and G**



E (BIP) & F (Lunchroom)	
Front E	Wooded area across College Rd
Side E/Back E/Front F/Side F- nearest Parking Lot 1	Grassy area at Parking Lot 1
Side E&F facing Maintenance	Grassy area across parking lot near generator
Building G	
All exits	Grassy area across parking lot near generator

Fire Assembly Points for Buildings H, I, J and K



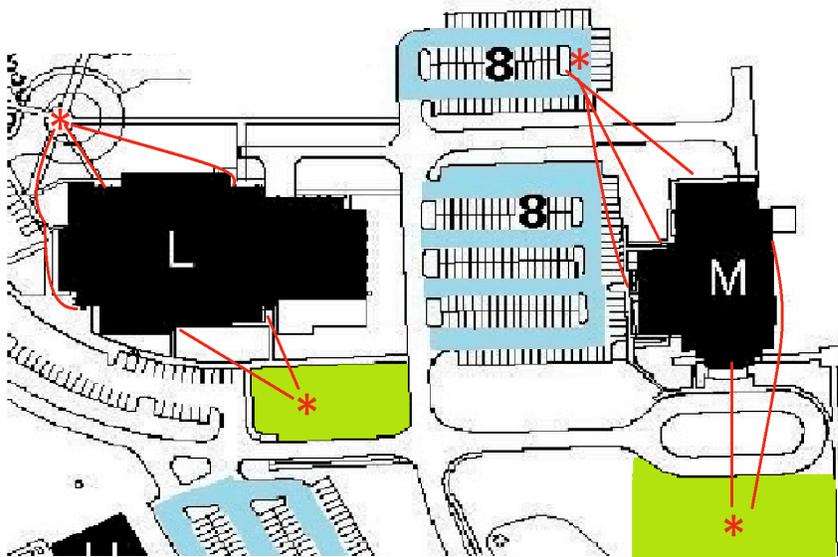
Building H	
Front/Side facing L Building	Grassy area directly from Side Door
Back/Side facing K Building	Pond Area

Building I	
All exits	Grassy area near Old Ocean Hwy

Building J	
All Childcare classrooms	Grassy area between J & K
Regular classroom/Offices	Grassy area between J & K

Building K	
Bays/Back	Pond Area
Front	Wooded area

Fire Assembly Points for Buildings L and M



Dinah E Gore	
Backside/Front/Gym	Circle at Baseball Field
Side facing Parking Lot 7/Pool	Grassy area nearest Odell Williamson Aud.
Odell Williamson Auditorium	
Front/Side facing woods	Grassy area past OWA circle
All other Exits	Back Parking Lot at OWA
Brunswick Education Transitional Center	
All Exits	Supply Baptist Church rear lot
Leland Center	
All Exits	BLET Training Area across parking lot
South Brunswick Island Center	
All Exits	Grassy Area near main entrance
Southport Center	
All Exits	Open field across from main entrance

Campus Evacuation

When a campus state of emergency is declared, all non-essential personnel and students should begin an orderly evacuation of campus. BCC Police Officers will direct traffic to ensure the safest and quickest evacuation of campus.

- Evacuation of all or part of the campus grounds will be determined by emergency personnel.
- All persons (students, administrators, faculty and staff) are to vacate the site in question immediately.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to themselves or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

Keep in mind that individuals taking prescription medications and those needing insulin as well as individuals using illegal drugs may appear disoriented or irrational. Report any individuals who seem to have no legitimate reason to be on the college campus.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Call 911.
- Clearly state that you need immediate assistance, give your name, location and the area involved.

BCC Police Officers have received specialized training in this area and the legalities of involuntary commitment to psychological or psychiatric treatment. They may also summon outside assistance if there is a need to do so.

SUSPICIOUS BEHAVIOR

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 to the Police Department. This would include but not limited to suspicious or threatening behavior, suicidal tendencies, severe mood changes among fellow students or any behavior you feel may be a threat or a security issue for you, others or the institution.

- For emergencies dial 911.

- For non-emergencies contact the Police Department by dialing 755-7330 or 7330 from a college phone.
- To leave information anonymously, dial 755-7410 and leave a message on the recorded line or by e-mailing the following: tipline@brunswickcc.edu.

All e-mails and phone messages will be checked several times daily and all information will be addressed promptly.

Be sure to include the following information:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Type of weapon (if any), i.e. handgun, shotgun, rifle etc.
- Actions of suspicious person(s).

DO NOT approach the person. Allow BCC Police Officers to handle the situation.

SEVERE WEATHER

Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes.

In the event of severe weather such as thunderstorms or tornadoes, the Police Department, Faculty and Staff will provide as much prior warning as is reasonably possible. Take the following action:

- Immediately take cover in sheltered areas in each building. Hallways, bathrooms, and windowless rooms are safest areas.
- 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.
- Once the effect of severe weather has subsided, all shall return to their respective locations and a head count taken to ensure all are accounted for.
- Do not leave shelter areas unless told to do so by a college official.
- Do not return to the damaged building areas unless asked to assist emergency crews.

- 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 BCC personnel.

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 the College Police Department to move to a safety location.

- Telephone lines and metal pipes can conduct electricity. Avoid using the telephone or any electrical appliance. 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 someone is struck by lightning follow the following guidelines:

- People struck by lightning carry no electrical charge and can be handled safely.
- Call “911” from a campus phone or get someone to call and request Emergency Medical Services. Give your exact location and emergency personnel will respond.
- 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.

Hurricane

Thanks to modern detection and tracking devices, the National Weather Service can usually provide 12 to 24 hours of advance warning prior to a hurricane actually striking a specific area. Advisories are issued by the weather service of NOAA when hurricanes approach land.

A “hurricane watch” is issued when a hurricane becomes a threat to coastal areas. Everyone in the area covered by the “watch” should listen for further advisories and be prepared to act promptly if it is upgraded to a “hurricane warning”, or an evacuation order is issued.

A “hurricane warning” is issued when hurricane force winds (74 MPH or greater) are expected in a specific area within 24 hours. Precautionary measures should begin immediately.

When a “hurricane warning” is issued and the threat is eminent, the President will suspend classes and close the campus

Tornado

Each year about a thousand tornadoes touch down in the U.S. 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.
- If a tornado “watch” is issued for your area, it means that a tornado is “possible.”
- If a tornado “warning” is issued for your area, 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 conditions. 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 greenish or greenish/black color to the sky.
 - If there is watch or warning posted, then the fall of hail should be considered a real danger sign.
 - A strange quiet that occurs within or shortly after a thunderstorm.
 - Clouds moving by very fast, especially in a rotating pattern or converging toward one area of sky.
 - A sound of 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.
 - Debris dropping from the sky.
 - An obvious “funnel-shaped” cloud that is rotating or debris such as branches or leaves being pulled upwards.
- 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:
 - Move to the interior area of the lowest floor possible.

- Put as many walls as possible between yourself and the tornado.
- Crouch as low as possible with head down, protecting the back of the head with the arms.
- Stay away from large open rooms such as auditoriums, cafeterias, and lounges.
- If in a car, abandon it immediately and go to a substantial structure or lie flat in the nearest ditch or depression and use your hands to cover your head.
- After a tornado passes the following steps should be followed:
 - Avoid broken glass and other sharp objects.
 - Stay away from power lines, puddles containing power lines, and emergency vehicle access areas.

ACTIVE SHOOTER/HOSTILE INTRUDER

When an active shooter in a *campus building* is actively causing harm or threatening imminent deadly harm to people, you must immediately seek cover and call 911. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

- Do not sound the fire alarm to evacuate the building.
- Be aware of alternate exits if it becomes necessary to flee.
- People should lock themselves in classrooms, labs, and offices as a means of protection. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under desks and remain silent.
- Cell phones should be set on silent mode so that the suspect cannot hear them. Use the phone to notify 911, let them know that you have heard gunfire and give them your location and the number of the cell phone that you are calling from.
- If possible, close blinds of any windows or openings that have a direct line of sight into the hallway.
- Students and staff should not attempt to leave the building until told to do so by emergency personnel.
- When you encounter the police, keep your hands over your head and comply with the officers instructions. If you are evacuating, carry nothing that could be mistaken as a weapon.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people on ***campus grounds***, you must immediately seek cover, shelter in place and call 911. Give as many details as possible your name, location, number of assailants and other pertinent information.

- Run away from the threat if you can, as fast as you can.
- If you get away from the immediate area of danger, report the incident by calling 911.
- If you decide to hide, take into consideration the area in which you are hiding. Will you be found? Can you lock yourself in as a means of protection?
- If the person is causing death or serious injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. If hiding or playing dead, do not give away your position or stand up until told to do so by emergency personnel.

If an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people ***outside of your building***, you must immediately seek cover and call 911. Give as many details as possible your name, location, number of assailants and other pertinent information.

- Close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
- If you can do so safely, get all occupants on the floor and out of the line of fire.
- If you can do so safely, move to the safe area of the building and remain there until police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

When an active shooter ***enters your office or classroom***:

- If possible, call 911. If you can't speak, leave the phone line open so the Brunswick County Emergency Services dispatchers can hear what is being said.
- Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances
- If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officials who may mistake you as the shooter.
- While escaping, as soon as you see an officer put your hands over your head and immediately comply with the officers instructions.
- Please review videos on website found under Public Safety:

- [Run, Hide, Fight – Surviving an Active Shooter Event \(video\)](#)
- [Surviving an Active Shooting Incident \(video\)](#)

TERRORIST THREATS

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or a witness to any on offense, avoid risks.

Definition

Terrorism is the threat or use of force or violence against persons or property in violation of the criminal laws for purposes of intimidation, coercion or ransom. Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares, bombings, cyber attacks (computer based), to the use of chemical, biological and nuclear weapons. One can prepare for terrorism in much the same way you would prepare for other crisis events.

Preparing For Terrorism

Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.

- Be aware of suspicious or unusual behavior.
- Do not accept packages from strangers.
- Unusual behavior, suspicious packages and strange devices should be reported immediately to the BCC Police Department. **DO NOT TOUCH, DISTURB, OR ATTEMPT TO OPEN.**
- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right. Promptly notify the BCC Police Department.
- Learn where emergency exits are located in buildings. You should note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- Be familiar with different types of fire extinguishers and how to use and locate them.

Revision Page

Initial	10/19/2009		Cheryl Yount, Sgt
Reviewed/Revised	2/18/2011	General Revision	Cheryl Yount, Sgt
Reviewed/Revised	7/27/2011	General Revision	Cheryl Yount, Sgt
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