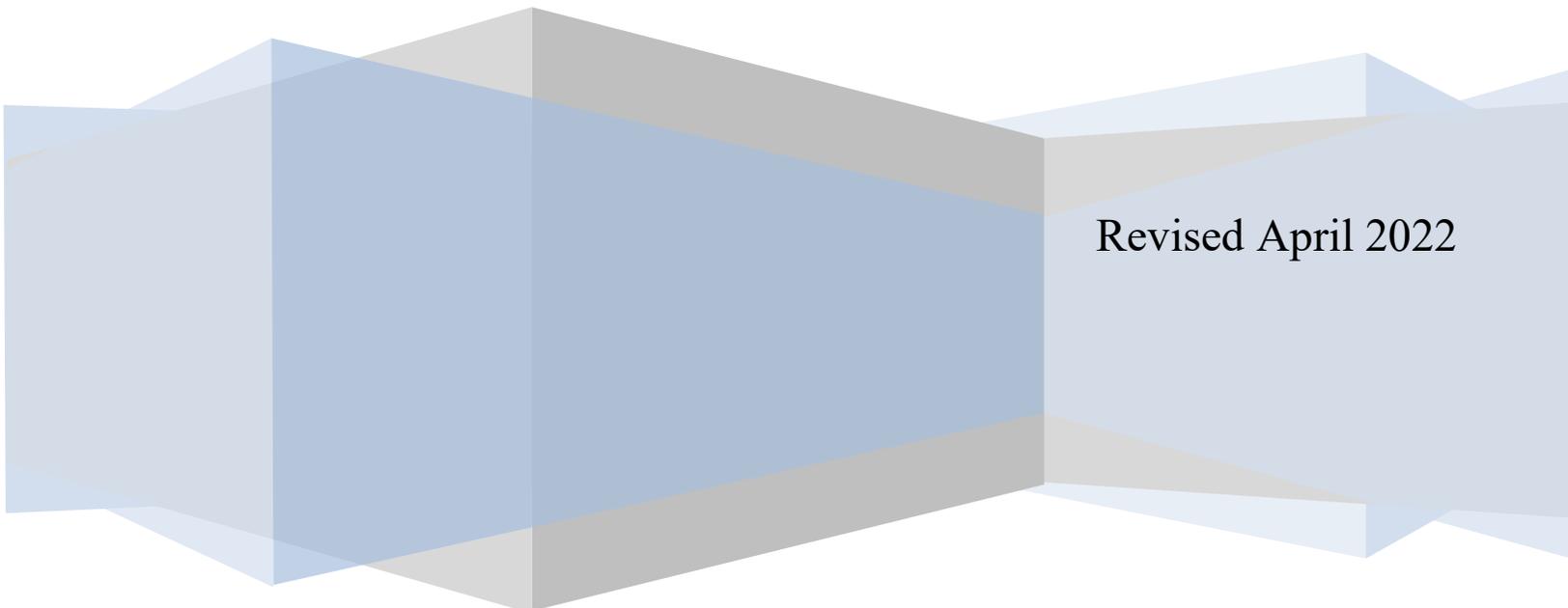


# **Brunswick Community College**

## **All Emergency Action Plan**



Revised April 2022

**ALL EMERGENCY ACTION PLAN  
TABLE OF CONTENTS**

INTRODUCTION..... 4

PURPOSE ..... 4

SCOPE ..... 4

CATEGORIES OF ACTION..... 4

BUILDING TEAM LEADERS ..... 5

ASSUMPTIONS ..... 5

SUMMON OUTSIDE ASSISTANCE..... 5

REPORTING ..... 6

NOTIFICATION..... 6

MITIGATION..... 7

MEDIA RELATIONS..... 7

MEDICAL FIRST AID..... 7

AUTOMATED EXTERNAL DEFIBRILLATION (AED)..... 8

TYPES OF EMERGENCIES..... 9

BOMB THREAT ..... 9

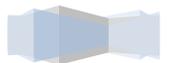
BOMB THREAT CHECKLIST ..... 11

PSYCHOLOGICAL CRISIS ..... 12

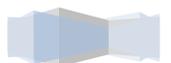
SUSPICIOUS BEHAVIOR ..... 12

VIOLENT OR CRIMINAL BEHAVIOR..... 13

ACTIVE SHOOTER/HOSTILE INTRUDER..... 13



HAZARDOUS MATERIAL SPILL.....	15
SEVERE WEATHER.....	15
SEVERE THUNDERSTORMS.....	16
HURRICANE.....	16
TORNADO.....	18
FIRE.....	19
FIRE DRILLS.....	21
ASSEMBLY POINTS - DIAGRAMS.....	22
CAMPUS WIDE EVACUATIONS.....	26



# **BRUNSWICK COMMUNITY COLLEGE ALL EMERGENCY ACTION PLAN**

## **INTRODUCTION**

This Emergency Action Plan (EAP) has been designed to provide a contingency manual for Brunswick Community College (BCC or the College) personnel in order to plan for campus emergencies. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president, or his/her designee, may declare a state of emergency; this action may result in the implementation of the EAP. Emergency procedures covered in this EAP range from simple to complex and are meant to offer responses for various natural or man-made disasters.

All college personnel whose responsibilities and authority cover the operational procedures herein are expected to follow the procedures found in this guide. Campus emergency operations will be conducted within the framework of the college guidelines. Any exceptions to those crisis management procedures will be conducted by, or with the approval of, those college administrators directing and/or coordinating the emergency operations. All requests for procedural changes, suggestions or recommendations will be submitted in writing to the Executive Vice President. All changes recommended will be submitted to the College President for evaluation and adoption.

## **PURPOSE**

The emergency procedures outlined in this EAP are to enhance the protection of lives and property through effective use of college and campus community resources. 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.

## **SCOPE**

The EAP applies to all personnel, buildings and grounds owned, leased or operated by BCC. The EAP specifies the responsibilities and the duties of BCC personnel during emergencies and potential emergencies. These responsibilities and duties provide for prompt action to protect college personnel and property.

## **CATEGORIES OF ACTION**

There are three main protective actions that you may be required to perform during an emergency and those are; evacuate, shelter in place, and lock down.

- **EVACUATE** – determine in advance your nearest exit and emergency evacuation route and move quickly away from the building, heading to your designated assembly point, unless otherwise instructed by those individuals managing the emergency. Do not return until notified that it is safe to do so. (Example – fire in the building.)



- SHELTER IN PLACE – immediately seek shelter inside the nearest sturdy building, staying away from windows, glass, or unsecured objects that may fall. Seek shelter in interior rooms and corridors, on a first level if instructed to do so. Do not leave until an “all clear” is announced. Work activities may continue as warranted. (Example – severe weather.)
- LOCK DOWN – as quickly as possible, get secured behind a locked door and get out of sight. The additional precaution of barricading the door will put added barriers between you and the violence or danger. Turn off lights, silence phones, draw blinds, and move away from windows. Do not leave until an “all clear” is announced. (Example – shooter on campus.)

## **BUILDING TEAM LEADERS**

Building Team Leaders are identified for each building and are charged with assisting students, staff, and faculty in the case of emergencies. Building Team Leaders are responsible for training any new staff and faculty who work in their buildings. They assist in evacuations and drills. Training specifically for Building Team Leaders is conducted on an annual basis. Assigned leaders are updated as needed due to personnel changes.

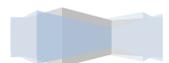
## **ASSUMPTIONS**

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.

## **SUMMON OUTSIDE ASSISTANCE**

The personnel of the Sheriff’s Office at BCC have direct radio contact with the Brunswick County Emergency Communications Center. Anyone can summon outside assistance when there is a need to do so. Any member of the campus community can summon the fire department or emergency medical services by dialing 911 from any campus telephone. It is always best to err on the side of safety and no one will be criticized for doing so if they reasonably believe time is of the essence to meet an emergency.



## REPORTING

The procedure for reporting an emergency is:

- Dial 911
- The Brunswick County Emergency Services center (911) will immediately alert the Sheriff's Office at BCC by radio and a Deputy will be immediately sent to the location.
- An emergency call box is located at parking lot 7 [building 'H'] and the Dinah E. Gore Fitness and Aquatics Center pool area. The call is automatically sent to 911. Push the button and speak clearly.

Information to be given to the Sheriff's Office personnel will include: the nature of the emergency, the exact location of the emergency, and if any injuries are involved. The President or their designee will make, or cause to be made, proper notification to college personnel and/or students as necessary once confirmation has been received.

## NOTIFICATION

Brunswick Community College is committed to the safety of faculty, staff, students and visitors. In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, college officials will notify the campus community. New voice-over phones and all phones in the classrooms and offices will be activated at one time with the emergency message. A message will be sent out on the Emergency Notification System as soon as possible.

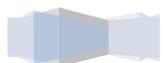
College officials, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of reasonable authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Upon receipt of a report threatening the safety of the college community, the Sheriff's Office personnel will confirm that an emergency exists, inform BCC administration officials, and the notification system will be activated.

Messages conveyed through the Emergency Notification System go out through text messaging, e-mail, outside speakers, BCC phones, BCC social media and electronic monitors throughout the campus.

**All employees and students need to opt in to be enrolled in the Emergency Notification System.** Employees and students have the ability to opt out via text messaging.

BCC will disseminate emergency information to the larger community in a timely manner that will not significantly affect or interfere with response efforts. Dissemination will be by the use of radio,



television and newspapers.

BCC will test its emergency response procedures and systems annually. As a part of the testing process, BCC will direct faculty, staff and students to response procedures publicized on the college website and document all announced and unannounced exercises.

## **MITIGATION**

Once the emergency has been mitigated and it is safe to return to the affected area or building, the President, or their designee will announce that it is safe for students and employees to return. In the case of a Declaration of Campus Emergency, the President or their designee will notify the media of the campus status.

## **MEDIA RELATIONS**

The College has two basic guidelines to observe in crisis situations:

- Only the President or their designee shall meet or talk with media.
- Only factual information is released. **NO** speculation shall be offered.

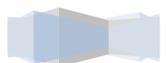
The BCC Sheriff's Office and the President shall be informed immediately of any information relating to existing emergencies. Complete details shall be made available to them, including what it is, how it happened, who is involved, and what is happening now.

## **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.

In cases of injury or illness, administer first aid to the best of your ability until trained personnel arrive on scene.

- Keep the victim still and comfortable. Do not move the victim.
- Ask the victim, "Are you okay?" and "What's wrong?"
- Check breathing and give CPR if necessary.
- Control serious bleeding by applying direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification, question witness(es), and give all information to the EMS personnel.

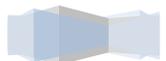


## **AUTOMATED EXTERNAL DEFIBRILLATION (AED)**

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.

Employees are advised that, should such an emergency occur in your presence, help may be obtained by dialing 911 for the Brunswick County EMS. AED's are located in buildings A, B, C, D, E, J, L, OWA, Southport, and Leland campuses. (See list below)

<b>Building</b>	<b>Address</b>	<b>Location</b>
<b>A</b>	50 College Rd	LaDane Williamson Student Center
<b>B</b>	110 College Rd	Science/EMS area
<b>C</b>	60 College Rd	Admin Office Early College High School
<b>D</b>	40 College Rd	Outside of Room 121
<b>E</b>	30 College Rd	Lobby
<b>J</b>	115 College Rd	Main Hallway by Lockers
<b>L</b>	210 College Rd	Pool Area and Front Desk
<b>OWA</b>	150 College Rd	Wall near Women's restroom in Lobby
<b>Southport</b>	701 N Lord St	Main hallway
<b>Leland</b>	2045 Enterprise Dr	Wall near Elevator 1st Floor



## TYPES OF EMERGENCIES

### **BOMB THREAT**

Use the following guidelines if a bomb threat is received by phone:

- Ask the caller:
  - “Where is the bomb located?”
  - “When is the bomb going to explode?”
  - “What kind of bomb is it?”
  - “What does it look like?”
  - “Why did you place the bomb?”
  - “What is your name?”
- Also, record the following for future investigative purposes:
  - Time of call
  - If your phone has a display, copy down the number or ID
  - Sex and possible age of the caller
  - Speech pattern, accent, possible nationality, threatening language, etc.
  - Emotional state of the caller
  - If the voice is familiar
  - Background noise

Remain calm, try to keep the caller on the line and do not hang up even if the caller does. Listen carefully and if possible, slip a note to a colleague who can contact 911.

The BCC Sheriff’s Office and other local law enforcement 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 Sheriff’s Office personnel.



Do not move anything to search for the possible bomb; do not open drawers, doors or windows. Do not turn anything electrical on or off, and do not touch any light switches. If a suspicious object or potential bomb is observed on campus, do not handle the object. Do not use a cell phone or any other mobile communication device as these could trigger the possible bomb. Do not activate the fire alarm system in the building.

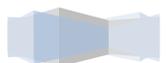
Clear the area immediately and call the BCC Sheriff's Office (dial 911).

Do:

- Evacuate the building by going room-to-room and asking the occupants to evacuate the building according to the emergency plan.
- Walk quickly to the nearest safe exit and ask others to do the same. Assist the disabled in exiting the building.
- Once outside, move quickly away from the area creating distance of at least 500 ft. Keep streets and walkway clear for emergency vehicles and crews.
- Do not return to an evacuated building until the all clear signal is given.

In the event that the college receives a general threat, where no building or area is named, the person receiving the threat will contact the Sheriff's Office at BCC immediately. Sheriff's Office personnel, in consult with college leadership will, based on the information given, decide if an evacuation is needed and what areas will be cleared.

**See below for a Bomb Threat Checklist that can be used for documentation.**



**BOMB THREAT CHECKLIST**  
**Brunswick Community College Use Only**

Time and date reported \_\_\_\_\_

Number or name 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: \_\_\_\_\_ Approximate age: \_\_\_\_\_

Length of call: \_\_\_\_\_ Name of person receiving of call \_\_\_\_\_

**Caller's voice:**

- |                                   |                                |                                    |   |
|-----------------------------------|--------------------------------|------------------------------------|---|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal | <input type="checkbox"/> Rasp      | <input type="checkbox"/> Crying           |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Angry | <input type="checkbox"/> Rapid     | <input type="checkbox"/> Whispered        |
| <input type="checkbox"/> Stutter  | <input type="checkbox"/> Loud  | <input type="checkbox"/> Normal    | <input type="checkbox"/> Accent           |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp  | <input type="checkbox"/> Slurred   | <input type="checkbox"/> Familiar (if so, |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow  | <input type="checkbox"/> Disguised | who did it                                |
|                                   |                                |                                    | sound like?                               |

**Background sounds:**

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

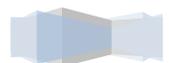
**Bomb Threat language:**

- |                                      |  |                               |                                |
|--------------------------------------|--|-------------------------------|--------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Incoherent                                  | <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Knowledge of college buildings or personnel |                               |                                |

Your name \_\_\_\_\_ Your position \_\_\_\_\_

Your telephone number \_\_\_\_\_

Date checklist completed: \_\_\_\_\_



## **MENTAL HEALTH CRISIS**

A psychological crisis exists when an individual is threatening harm to themselves or to others, or is out of touch with reality. This 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.

If a psychological crisis occurs:

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

The Sheriff's Office personnel have received 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.

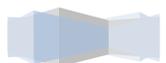
## **SUSPICIOUS BEHAVIOR (See Something-Say Something)**

Crisis on campus can be the result of violent, disruptive, or criminal behavior. Report any individuals who seem to have no legitimate reason to be on the college campus. 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 Sheriff's Office at BCC. This would include but not limited to suspicious or threatening behavior, suicidal tendencies, severe mood changes among fellow students, e-mails/web-blogs/texts that you may have received or seen, papers that have been turned in 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 Sheriff's Office at BCC by dialing 755-7330 (7330 from a college phone)

Be sure to give 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 the Sheriff's Deputies to handle the situation.

## **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, promptly call the Sheriff's Office at BCC 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.

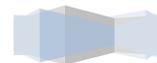
Safe bystander practices include:

- Confront abusive behavior if you can remain safe doing so
- Keep an eye on someone in a vulnerable situation and offer your help
- Distract the perpetrator by saying something or letting them know they are being observed

## **ACTIVE SHOOTER/HOSTILE INTRUDER**

Active Shooter situations are defined as those where an individual is actively engaged in killing or attempting to kill people in a confined and populated area.

Active Shooter situations are unpredictable and evolve quickly. Individuals must be prepared to deal with an active shooter situation before law enforcement personnel arrive on scene. By being prepared to act when faced with this type of a situation, you will drastically increase your chances of survival. **Always dial 911 when you are safe to do so.**



The Department of Homeland Security endorses Run - Hide - Fight

- Run (Escape)
- Hide (Lockdown/Out of Sight)
- Fight (Last Resort/Physical Aggression)

**Run:** If you know the location of the shooter and there appears to be a safe route immediately available, then proceed quickly and safely. If you decide to evacuate, do not spend time convincing others. Encourage them if necessary, but keep moving. Do not attempt to remove injured person(s). Leave your belongings behind, you will be able to retrieve those items at a later time. Follow instructions of any first responder on scene as you exit.

**Hide:** If you decide not to run, and cannot Lockdown: try to place yourself somewhere out of view. Find an object large enough to shield you and provide protection from a bullet. If you choose to hide, leave yourself multiple exits to avoid cornering yourself.

**Fight:** If running or hiding are no longer options, you should prepare yourself to fight back. This is dangerous, but depending on your situation, this could be your last option. If you find yourself in this situation act with extreme aggression. Take objects around you to utilize as improvised weapons. If your only option is to fight, commit to taking the shooter down, no matter what.

Know help is on the way so try to remain calm. Lock Doors, barricade if necessary, silence cell phones, and stay out of sight.

Law enforcement's primary objective is to stop the killing and neutralize the threat. Once the threat is neutralized, Law Enforcement and Emergency Medical Services will triage victims and begin evacuation.

During evacuation follow the instructions of Law Enforcement Officers. This may include being searched, leaving belongings behind, and being told to place your hands over your head.

All individuals will be evacuated to a reunification location for possible medical care, counseling, and interviews.

When calling 911 be prepared to provide as much information as possible:

- Where: Where is the incident taking place? Where are you located? Where is the suspect?
- Who: What does the suspect look like? Do you recognize the suspect?
- What: What is the suspect carrying? What type of weapon did you see? Was it a rifle or handgun? Did they have a backpack? What did you hear before, during, and after the confrontation? Gunshots or Explosions?
- How: How is the suspect communicating? Are they making threats?



## HAZARDOUS MATERIAL SPILL

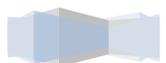
- Any spill, release, or threatened release of a hazardous material must be reported immediately (dial 911). Do not hang up until told to do so.
- When reporting, be specific about the nature of the involved material and its exact location.
- The emergency personnel shall evacuate the affected area at once and seal it off to prevent further contamination of other areas (evacuate and isolate). If the Emergency Coordinator or their designee determines the spill or release to be an emergency, facility personnel will take no further actions to mitigate, contain, or clean-up the release. The Emergency Coordinator will contact the necessary specialized authorities, medical personnel, and regulatory agencies.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to emergency response personnel. If necessary, or if directed to do so, activate the building alarm. When the building alarm is sounded or when told to leave by college officials, immediately evacuate the building according to the EAP.
- When told to leave by College officials, walk quickly to the nearest safe exit and ask others to do the same. Assist the disabled in exiting the building.
- Once outside, move to a safe area at least 500 feet away and up wind from the affected 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.
- If the Emergency Coordinator determines the spill or release not to be an emergency, the spill or release will be contained and cleaned up by properly trained and qualified personnel according to the procedures given on the Material Safety Data Sheet (MSDS) for the material.

## SEVERE WEATHER

Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes. In the event that severe weather requires closing BCC, the procedure for campus closing will be followed. The President or their designee will notify the media that the campus is closing or is closed.

In the event of severe weather such as thunderstorms or tornadoes, the BCC Sheriff's Office will provide as much prior warning as is reasonably possible. The action for severe weather is to shelter in place. Take the following actions:

- Immediately take cover in sheltered areas in each building, such as hallways and bathrooms.



- 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.
- Do not leave shelter areas unless told to do so by a college official.
- Do not return to any 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 emergency 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. Follow any evacuation directions from BCC personnel.

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

- 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, seek shelter immediately.
- If someone is struck by lightning, call 911 immediately.

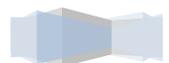
### **Hurricanes**

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 watch is issued, the maintenance department and the BCC Sheriff's Office will take the following actions:

### **Maintenance**

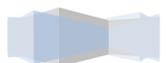


- Check battery powered equipment.
- Ensure emergency lighting and alarm system back-up batteries are fully charged and operating.
- Ensure that fresh batteries are available in case of extended power outage.
- Ensure emergency generators are working and adequate fuel supplies are available for extended operation.
- Ensure adequate supply of plastic tarps and duct tape is available if needed to cover computers and electrical equipment.
- Remove all loose objects from the premises, (trash cans, lawn furniture, book deposit, cigarette butt containers, portable signs, etc.) and store them inside.
- Fuel any vehicles that may be needed after the hurricane passes. Fuel may not be available due to power outage.
- If time permits, check all roof drains and clear any blockage which may obstruct run-off.

#### **Sheriff's Office at BCC**

- Ensure all necessary emergency equipment is available and in good working order (radios, flashlights, cellular phones, etc.).
- Complete any necessary arrangements for extended stay on campus.
- Direct traffic as needed for orderly evacuation.
- Check campus buildings to ensure all windows are closed and locked, blinds and drapes are closed, and all office doors are closed and secured.
- Leave security alarms off to avoid false alarms due to high winds.
- Lock-off and secure elevators.
- Complete damage assessment as soon as possible when hurricane passes and report to College administration.

When a hurricane warning is issued and the threat is eminent, the President will suspend classes and close the campus. Before evacuating the campus, each department should secure their area by closing blinds, drapes, and outer office doors and moving items away from windows in case of high winds and glass breakage. The College's Chief Information Officer may issue directions specific to



protecting computer equipment and other technology. Employees should secure offices, classrooms, and other locations that are prone to flooding by getting items off the floor if possible.

## **Tornado**

You can greatly reduce the chance of injury from a tornado by doing a few simple things:

- Seconds count, move to a safe interior location as quickly as possible.
- 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 by radar, and it is time to shelter in place.
- 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 a 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 the 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 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:
  - Keep students assembled in an orderly manner, in a safe area.
  - Avoid broken glass and other sharp objects.
  - Stay away from power lines, puddles containing power lines, and emergency vehicle access areas.
  - Render first aid to those who are injured.
  - Keep everyone out of damaged parts of buildings; chunks of debris or even whole walls could collapse.
  - Ensure nobody is using matches or lighters, in case of leaking gas lines or fuel tanks.

## **FIRE**

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. Fire prevention applies to all personnel, buildings and grounds, owned, leased or operated by BCC. All BCC personnel are to provide prompt action to protect the health and safety of all individuals and preserve property from potential or actual fire hazards.

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:

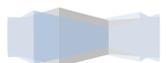
- All flammable liquids must be stored in approved cabinets and/or locations.
- Flammable liquid storage containers must be kept securely closed at all times except when transferring from one container to another.
- When transferring flammable liquids from one container to another, the two containers must be electrically interconnected (grounded) to prevent sparks from static electricity.
- All oily rags must be stored in a covered metal container.
- Access to fire extinguishers must remain clear at all times.
- All hot work, such as welding or cutting operations or use of spark-producing power tools, is allowed only under supervision of a qualified instructor or responsible person in charge.

Proper housekeeping procedures are essential to minimize the potential for fire hazards. Housekeeping procedures include the following:

- Sufficient waste receptacles for paper, plastic and other trash are provided and must be emptied on a regular basis.
- No unnecessary accumulation of trash or rubbish is permitted.
- All work areas must be maintained in a neat and orderly manner. All aisles, passageways, and exits must remain clear and unobstructed at all times.
- Oily rags shall be kept in a covered metal container.
- All machinery and power tools must be kept clean and working properly, with no excess accumulation of lubricants or flammable liquids permitted. Attic or overhead storage of combustible materials is prohibited.
- Combustible materials must be kept away from all sources of ignition.

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

- Know the location of the nearest 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 (example – small fires only such as a trash can fire), 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 alarm.
- Close all windows and turn off gas-burning equipment.
- Evacuate all rooms, and close all doors to confine the fire and reduce oxygen.

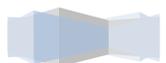
*NOTE: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.*

- 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.
- Once outside, move quickly to the fire assembly area for your building. (See the following pages for fire assembly areas.) 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.

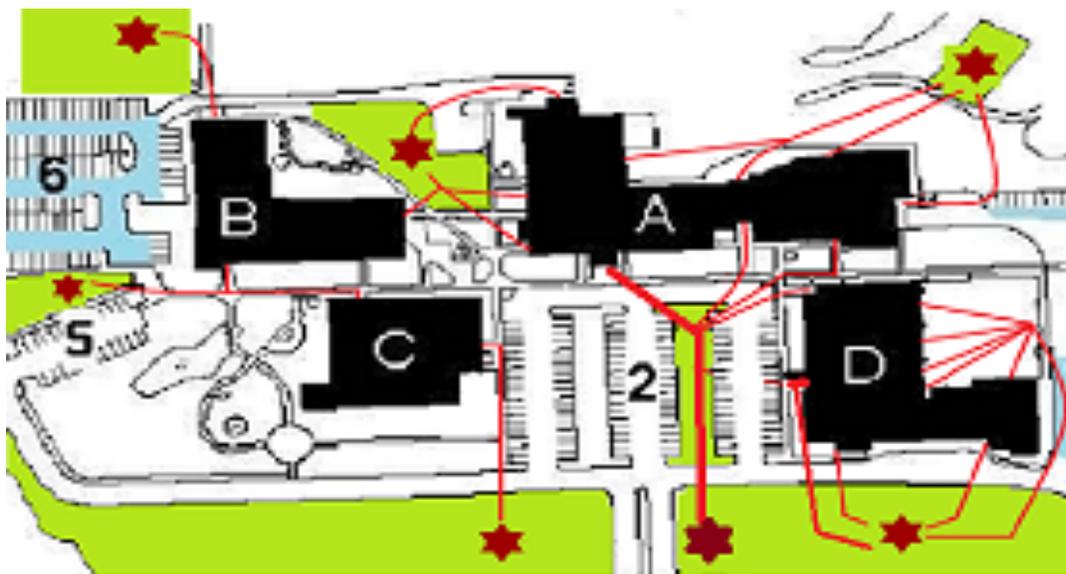
## **Fire Drills**

Brunswick Community College is committed to the safety and security of all students, employees and visitors while on campus. Fire drills/training will be conducted once a semester. As is the case with all drills on campus, fire drills should be treated as authentic emergencies and everyone should act as such.

Students and employees should not leave campus during a fire drill. Once your group has reached the assembly point, remain with the group. Supervisors and instructors are to account for individuals in their respective classes and areas. As soon as the all clear has been given you may return to your buildings.



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



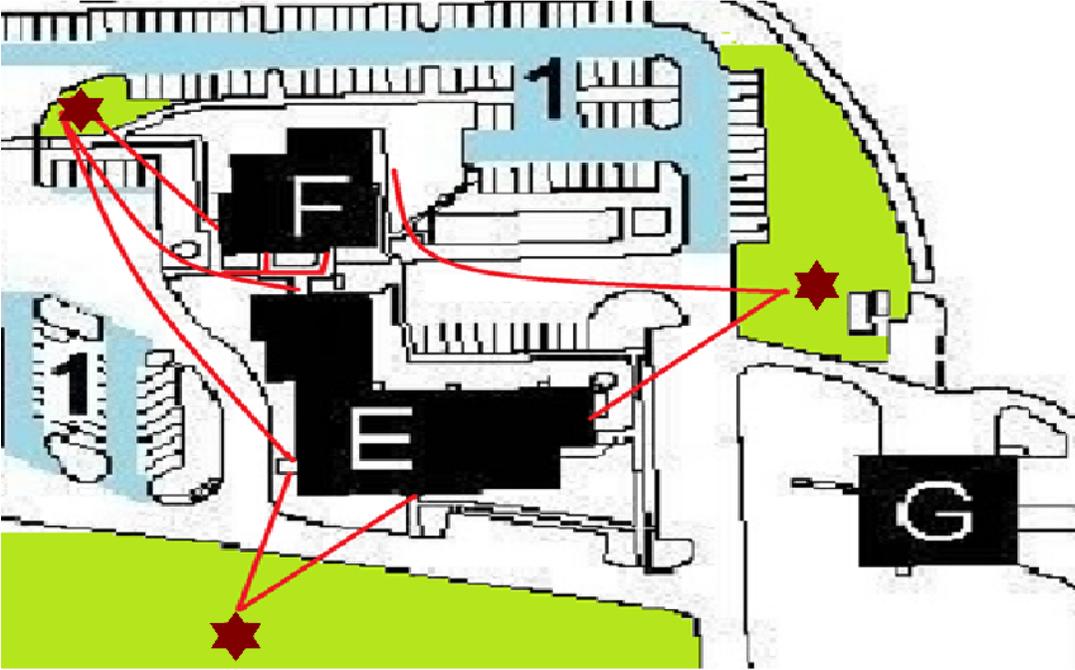
### Exit Area

### Assembly location

Exit Area	Assembly location
<b>Building A</b>	
Business Office/Print shop	Grassy area near garden at B building
Front/Student Center/Bookstore	Wooded area across College Rd
ECHS Café/ Student Center/Cafeteria	Old basketball court
<b>Building B</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
<b>Building C</b>	
Front	Wooded area across College Rd
Side nearest B building	Grassy area between Parking Lots 5 & 6
<b>McLamb Building (D)</b>	
Side nearest College RD	Wooded area across College Rd
Front/Side near A building	Wooded area across College Rd
Back	Wooded area across College Rd



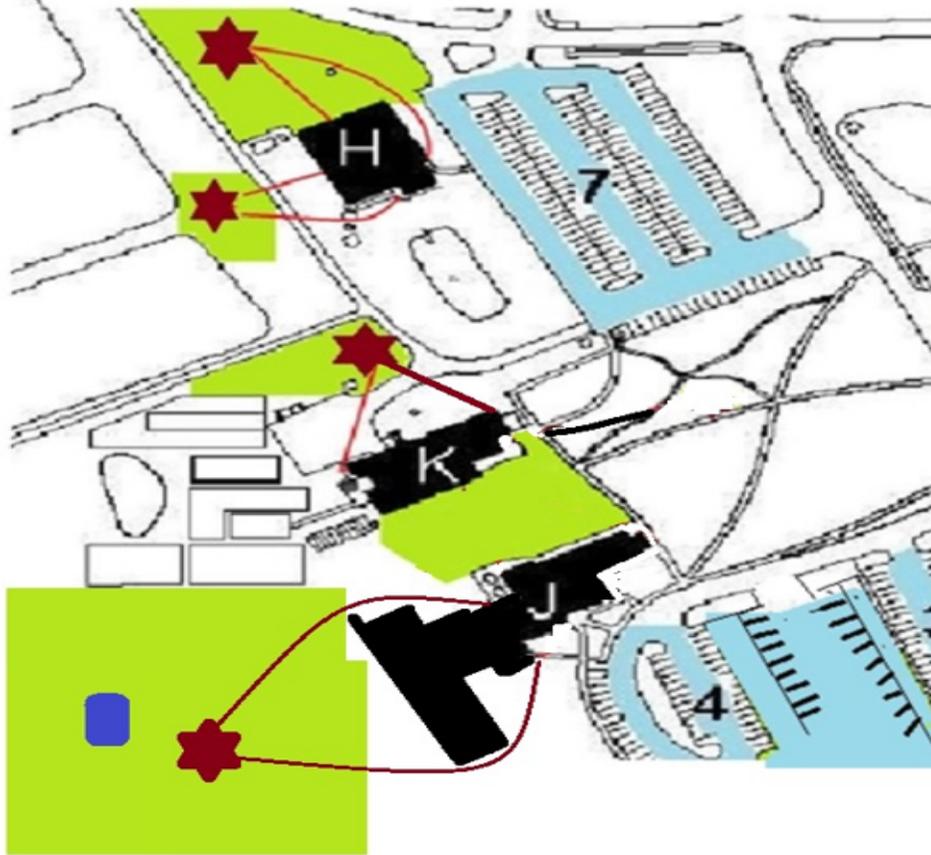
# Fire Assembly Points for Buildings E and F



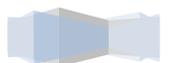
<b>E (BIP) &amp; F (Lunchroom)</b>	
Front E	Wooded area across College Rd
Side E/Back E/Front F/Side F- nearest Parking Lot 1	Grassy area at Parking Lot 1
Side E&F facing Maintenance	Grassy area across parking lot near generator
<b>Building G</b>	
All exits	Grassy area across parking lot near generator



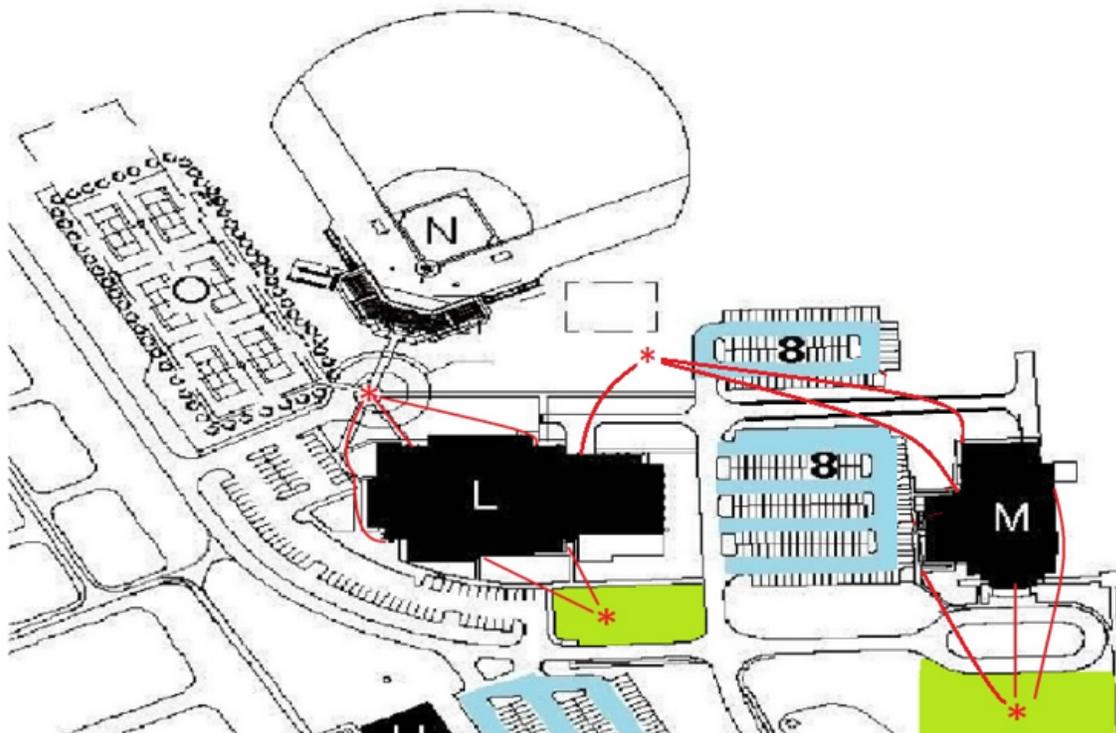
## Fire Assembly Points for Buildings H, J and K



<b>Building H</b>		
Front/Side facing L Building		Grassy area directly from Side Door
Back/Side facing K Building		Pond Area
<b>Building J</b>		
All classrooms and labs		Grassy area between J & K
All Offices		Grassy area between J & K
<b>Building K</b>		
Bays/Back		Pond Area
Front		Wooded area



## Fire Assembly Points for Buildings L and M



<b>Dinah E Gore (L)</b>	
Backside/Front/Gym	Circle at Baseball Field
Side facing Parking Lot 7/Pool	Grassy area nearest Odell Williamson Aud.

<b>Odell Williamson Auditorium (M)</b>	
Front/Side facing woods	Grassy area past OWA circle
All other Exits	Back Parking Lot at OWA

<b>Brunswick Education Transitional Center</b>	
All Exits	Supply Baptist Church rear lot

<b>Leland Center</b>	
All Exits	BLET Training Area across parking lot

<b>Southport Center</b>	
All Exits	Open field across from main entrance



## **CAMPUS WIDE EVACUATION PROCEDURES**

When a campus state of emergency is declared, all non-essential personnel and students should begin an orderly evacuation of campus. Sheriff's Office Deputies will direct traffic to ensure the safest and quickest evacuation of campus.

All employees will assist persons with special needs. Call 911 if additional assistance is needed and emergency personal will be dispatched.

In no case should any individual be left alone in a building to await a ride. Building Team Leaders should make sure that everyone has evacuated the building and notify emergency personnel that the building is secure. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

All employees are responsible for the safety and welfare of students and visitors. They are responsible for seeing that all individuals are properly evacuated during an emergency and for following all emergency directives. They are to assist emergency personnel if necessary to provide care as needed to anyone injured.

Maintenance and Custodial Staff may be needed to assist emergency personnel in gaining access to any and all buildings and rooms, and assisting with the evacuation of the campus. The principal of the Brunswick County Early College High School is to assign duties to the staff to include student location, first responders, transportation and communication and follow other emergency protocols as established by Brunswick County Schools. In the event that an evacuation is required, and when it is safe to do so, the principal will set up an emergency pick up location at the designated location. The buses will transport students to the predetermined reunification site and parents will be advised to pick students up at that location.

The Director of Brunswick Interagency Program in conjunction with Brunswick Transit will transport all special needs students from the campus to their home or a safe location depending on the type of emergency and the amount of time needed for notification.

