Emergency Procedures Manuals
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SECTION I. INTRODUCTION

A. This emergency procedures guide is intended for use by faculty and staff members at UNC Charlotte. It is designed specifically to meet possible emergency situations on this campus.

B. Recipients of this guide should become familiar with its contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times, preferably beside the telephone. New employees should become familiar with it as part of the employing unit's orientation program.

C. The names of First Aid qualified personnel in the employing unit should be listed in the spaces provided under the Section titled "Injury or Illness." Other spaces provided for the entry of information should be filled in upon receipt of this emergency procedures guide.

D. Designated meeting areas have been established for each building on campus should evacuation become necessary.

E. This guide also may be viewed on-line at the UNC Charlotte Safety Office website:
http://www.safety.uncc.edu

F. If there are further questions or comments, contact the UNC Charlotte Safety Office at extension 7-4291.
SECTION II. ANIMALS ON CAMPUS

(Reference University Policy Statement #43)  http://www.legal.uncc.edu/policies/ps-43.html

A. POLICY

In consideration of personal safety, as well as sanitation, privately owned animals are permitted on the grounds or in the buildings only in cases of:

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 used for research purposes and housed in the Vivarium.

B. PROCEDURES

1. Animals under the provisions of 1, 2, and 3 above must be leashed, caged, and/or attended at all times.

2. Persons violating these procedures will be requested to leave campus with their animal immediately.

3. Animals found unattended may be impounded by the Department of Police and Public Safety and turned over to the Charlotte/Mecklenburg Animal Control Bureau.

4. Stray animals on the grounds or in the buildings should be reported immediately to Campus Police. [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200]

   a. Campus Police will contact Charlotte/Mecklenburg Animal Control for assistance.

   b. If the animal poses a serious threat of physical harm or disrupts normal University operations, the area will be secured by Campus Police when possible.

NOTE: INDIVIDUALS SHOULD NOT ATTEMPT TO CATCH, HOLD, RESTRAIN, CONTACT, OR APPROACH ANY STRAY ANIMAL ON CAMPUS.
SECTION III. BOMB THREAT

A. Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.

B. The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page.

C. Call Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] giving name, location, and telephone number. Inform Campus Police of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.

D. Inform your supervisor and/or department head.

E. Campus authorities and/or local supervisors will be responsible for building evacuation.

F. If you should spot a suspicious object, package, etc., report it to authorities, but under no circumstances should you touch it, tamper with it, or move it in any way. (See Section IV for more information).

G. If instructed to evacuate, move a safe distance away from the building to the designated meeting area. If inclement weather conditions exist, you may move to another building a safe distance away. Do not re-enter the building until instructed that it is safe to do so by authorized personnel.
**BOMB THREAT CHECKLIST**

**Questions to ask:**

1. Where is the bomb located?
2. What time is it set to go off?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**Exact wording of the threat:**

---

**Sex of caller:** ________  **Age:** ________  **Race:** ________  **Length of call:** ________

**Caller’s Voice:**

- [□] Calm
- [□] Laughing
- [□] Lisp
- [□] Disguised
- [□] Angry
- [□] Crying
- [□] Raspy
- [□] Accent
- [□] Excited
- [□] Normal
- [□] Deep
- [□] Familiar
- [□] Slow
- [□] Distinct
- [□] Ragged
- If voice is familiar, who did it sound like: __________
- [□] Laughing
- [□] Crying
- [□] Normal
- [□] Deep breathing
- [□] Cracking voice
- [□] Laughing
- [□] Crying
- [□] Normal
- [□] Deep breathing
- [□] Cracking voice

**Background Sounds:**

- [□] Street noises
- [□] House noises
- [□] Clear
- [□] Other: __________
- [□] Crockery
- [□] Motor
- [□] Static
- [□] Factory machinery
- [□] Long distance
- [□] Office machinery
- [□] Local
- [□] Factory machinery
- [□] Long distance
- [□] Office machinery
- [□] Local

**Threat language:**

- [□] Well-spoken (educated)
- [□] Foul
- [□] Irrational
- [□] Incoherent
- [□] Taped
- [□] Message read by threat maker.

Remarks: ____________________________________________________

---

Report call immediately to: ________________, Phone number: ________________

---

Fill out completely, immediately after bomb threat. Date: _____/____/____ - Phone Number:_____

Name: ______________________________ Position: ____________________________
SECTION IV. BOMBS (LETTER OR MAIL BOMBS)

A. The U.S. Postal Service has identified some common characteristics of letter and parcel bombs:

1. Type mail: Foreign, Priority, Special Delivery;
2. Restrictive endorsements: Confidential, Personal, To Be Opened by Addressee Only;
3. Visual distractions: Fragile, Rush, Handle with Care;
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 material: masking, electric or strapping tape, string, twine;
9. Rigid, lopsided or uneven envelope;
10. Protruding wires, screws or other metal parts.

B. If you are suspicious of a mailing, follow these guidelines issued by the postal service:

1. Do not open the article.
2. Isolate the article and evacuate the immediate area.
3. Do not place article in water or a confined space.
4. If possible, open windows in immediate area to assist in venting potential explosive gases.
5. Call Campus Police. [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200]
SECTION V. CHEMICAL SPILLS

A. If identity of the chemical spill is unknown, treat it as a hazardous/toxic material. **DO NOT ATTEMPT TO CLEAN UP.** Contact Campus Police immediately.

B. If, in the judgment of the person or persons responsible for such materials, it presents any danger to themselves or the other building occupants, the following steps should be taken:

1. Call Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] giving your name, department, and location of the emergency.

2. Sound the building fire alarm so evacuation can begin.

3. If safe to do so (using proper Personal Protective Equipment), confine or stop the spill by using absorbent materials on hand; avoid contact with skin, eyes, and clothing; and shut the doors of the room.

4. If flammable liquids are spilled, extinguish all sources of ignition, but **DO NOT SWITCH LIGHTS OR OTHER ELECTRICAL EQUIPMENT ON OR OFF.**

5. Evacuate a safe distance away to the designated meeting area. Do not return to the building until instructed to do so by authorized personnel.

6. Do not walk through or stand in any smoke, vapors, or fumes.

7. After evacuating, stay with co-workers or classmates so supervisors and instructors can determine if all personnel have safely evacuated the building.
SECTION VI. CRIME IN PROGRESS

A. In the event that you witness a situation which may involve criminal activity, do not attempt to apprehend or interfere with the criminal except in the case of self-protection.

B. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name, if known. All this takes only a few seconds, and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note its license number, make and model, color, and outstanding characteristics.

C. Call Campus Police. [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.

D. In the event of civil disturbance, continue your normal routine to the extent possible. If the disturbance is outside, stay away from doors and windows.

E. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.

F. While police are en-route, stay calm and fill out the form on the next page before discussing the details with anyone.
CRIME IN PROGRESS CHECKLIST

FILL IN ALL THE BLANKS
Give to first Police Officer on the scene

<table>
<thead>
<tr>
<th>Sex</th>
<th>Race</th>
<th>Age</th>
<th>Height</th>
<th>Weapon Type</th>
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<tr>
<th>Hair</th>
<th>Hat (color/type)</th>
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<tr>
<th>Glasses type</th>
<th>Tie</th>
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<thead>
<tr>
<th>Tattoos</th>
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<table>
<thead>
<tr>
<th>Complexion</th>
<th>Shirt</th>
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<table>
<thead>
<tr>
<th>Scars</th>
<th>Trousers</th>
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Report the Suspicious and Unusual

<table>
<thead>
<tr>
<th>Auto license, Make, Color</th>
<th>Direction of escape</th>
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INSTRUCTIONS:

1. In the event of robbery, do not resist.
2. If you observe a crime or are a victim, report the following:
   A. Location of incident.
   B. Describe the person or 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 residence, office and car door whenever you leave.
2. Avoid walking or jogging in poorly lighted areas.
3. Engrave driver's license number on all valuables. Keep a record of all credit cards and serial numbers to personal property.
4. When walking at night in the parking lot, have your keys ready. If you need to get into your car quickly to avoid trouble or 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 valuables, such as a cellular phone, CD’s, camera, or brief case, 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
FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200
SECTION VII.  EMERGENCY EVACUATION PLAN

A. This plan is established to ensure that all members of the UNC Charlotte community are prepared for emergencies which may require evacuation of campus facilities. Causes for evacuation could be fire, explosion, severe weather, chemical and radioactive material incidents, or other similar problems.

B. This plan includes emergency escape procedures, procedures for employees who remain behind for critical operations, procedures to account for employees after evacuation, procedures to assist the physically impaired, rescue responsibilities, and means for reporting emergencies.

1. Appropriate exits are indicated on the building locators posted in each building.

2. Alarm Systems:
   a. Alarms include wall pull alarms, smoke and heat detectors, and sprinkler water-flow alarms.
   b. Anyone discovering a fire, witnessing an explosion, or being made aware of chemical and radioactive material incidents should immediately activate the building fire alarm (wall pull station) and call Campus Police. [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200]
   c. Employees hearing the fire alarm should immediately evacuate to the designated meeting area, away from the exits, and remain clear of emergency personnel/operations.
   d. On hearing the alarm, mobility impaired individuals on upper floors should proceed to the nearest stairwell for assistance by emergency response personnel.

3. Physically impaired individuals should be identified for assistance by fellow occupants. Contact Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] and provide location information for individuals requiring additional assistance.

4. After evacuation is completed, designated individuals should verify that all employees are accounted for (See duties of Emergency Coordinators and Monitors on reverse).

5. Do not re-enter the building until notified by proper authorities.

6. Rescue and medical response will be coordinated by Campus Police.

7. Training will be provided for all employees upon initial assignment and for designated employees when they are initially selected for special evacuation duties, as listed. Additional training will occur whenever duties change or when the plan is changed.

C. Any questions concerning operation of this emergency evacuation plan should be referred to the UNC Charlotte Safety Office at extension 7-4291.
Emergency Coordinator:

Alternate:

Monitor(s):

Alternate:

Entry Door Security:

Alternate:

Assigned Meeting Place:

Duties

Emergency Coordinator:

1. Insures communication of plan to department employees.
2. Identifies disabled co-workers requiring assistance.
3. Coordinates evacuation.
4. Completes head count of employees at Meeting Place.
5. Notifies Campus Police of discrepancies.

Monitor:

1. Checks bathrooms and secluded areas for employees during evacuation.
2. Reports to Emergency Coordinator at Meeting Place.

Entry Door Security:

1. Maintains security for ______________________________ door.
SECTION VIII.  FIRE

A. If you smell smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, immediately call Campus Police. [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200]

B. Upon discovering a fire, immediately sound the building fire alarm and/or alert other occupants. The nearest fire alarm is ________________________________.

C. Call Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] giving your name, department, and location of fire.

D. If the fire is small and you have received fire extinguisher training, you may wish to fight it. Be sure you are using the proper extinguisher for the type of fire you are fighting (see instructions on reverse). When in doubt, just get out.

E. If the fire is large, smoky, rapid-spreading or involves chemicals, flammable liquids, or compressed gases, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately.

F. When you evacuate, do not stop for personal belongings or records. Leave immediately, using exit stairways. DO NOT USE ELEVATORS.

G. Evacuate a safe distance away to the designated meeting area, and remain clear of emergency personnel/operations. Mobility impaired individuals on upper floors should proceed to the nearest stairwell for assistance by emergency response personnel.

H. Do not walk through or stand in smoke.

I. Notify either Campus Police or firefighters on the scene of the location of disabled individuals or if you suspect someone may be trapped inside the building.

J. Do not return to the building until instructed to do so by authorized personnel.

K. The nearest fire extinguisher is located at: ________________________________.
USE OF PORTABLE FIRE EXTINGUISHERS

A. Portable fire extinguishers must be labeled for the appropriate type fire:

   Class A  Fires in ordinary combustible materials such as wood, cloth, paper, rubber, and many plastics.

   Class B  Fires in flammable liquids, oils, greases, oil-based paints, lacquers, and flammable gases.

   Class C  Fires that involve energized electrical equipment where the electrical non-conductivity of the extinguishing agent is of importance.

   Class D  Fires in combustible metals such as magnesium, sodium, potassium, titanium, lithium, and zirconium.

B. Proper use of a fire extinguisher requires the P. A. S. S. technique:

   1. Pull the pin

   2. Aim at the base of the fire

   3. Squeeze the trigger

   4. Sweep extinguishing agent across the base of fire

UNC CHARLOTTE
The WILLIAM STATES LEE COLLEGE of ENGINEERING
A. If a gas cylinder should begin leaking, and if in the judgment of the person or persons responsible for such materials it presents any danger to themselves or the other building occupants, the following steps should be taken:

1. If possible and it is safe to do so, shut off the gas source or remove it to the outside.
2. Confine the fumes or fire by shutting the room door.
3. Sound the building fire alarm so evacuation can begin.
4. Call Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] giving your name, department, and location of the emergency.
5. Evacuate a safe distance away to the designated meeting place. Do not return to the building unless instructed that it is safe to do so by authorized personnel.
6. Do not walk through or stand in smoke, vapors, or fumes.
SECTION X. INCLEMENT WEATHER
(Reference University Policy Statement #13)

A. In the event of severe inclement weather, the University will operate on its normal schedules unless the Chancellor (or appropriate designee) publicly announces otherwise. Faculty, students, and staff are expected to use personal judgment concerning travel safety when the weather is inclement. In the event of extreme emergency conditions, every possible effort will be made to communicate procedures to be followed by the University community.

B. Specific employees will receive advanced written standing instructions requiring the employee to report to work, and others may receive special notice during certain emergency closings.

C. Telephone number (704) 687-2877 has been established to provide a recorded announcement to answer inquiries regarding the status of campus conditions during inclement weather.

D. See Policy Statement #13 for information regarding Procedures and Regulations.

INCLEMENT WEATHER (704) 687-2877
SECTION XI.  SERIOUS INJURY OR ILLNESS

A. Do not move a seriously injured person unless the location of the victim poses a serious threat to the safety and life of the victim, rescuer, or by-standers.

B. Call Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] giving your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.

C. Return to the victim. Administer First Aid, and keep the victim as calm and comfortable as possible. You should list below the names of persons in your work area who are trained in First Aid, should they be needed. List also the location of the nearest First Aid kit, if one is available.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location in Building</th>
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First Aid kit is located at ________________________________

D. Remain with the victim until Campus Police arrive.

E. If the injured person is an employee, initiate reporting procedures as directed by Department Head and/or Supervisor.
WORK RELATED INJURY OR ILLNESS

A. Employee Responsibility

1. Report injury or illness to immediate supervisor no matter how slight it may seem.
2. If treatment is necessary, obtain treatment at Student Health Services.
3. If Student Health Services is closed, obtain treatment at University Hospital.
4. Notify supervisor of treatment received and work status.

B. Supervisor Responsibility

1. Provide proper treatment for employee’s injury or illness.
2. **Immediately** notify Safety Office if injury or illness is serious or will involve days away from work.
3. For all other injuries, notify Safety Office of the occurrence within **24 hours** by telephone a. 704-(687-4291) or FAX 704-(687-3570).
4. Investigate incident for cause determination.
5. Recommend and implement corrective action.
6. Complete Supervisor's Accident Report form and forward to the Safety Office within 3 working days.
7. Maintain contact with employee during recuperation.
SECTION XII SEVERE WEATHER OR TORNADO

A. Definitions

1. A severe weather/tornado watch means that conditions are favorable for the formation of severe weather (thunderstorms/tornadoes) within the watch area.

2. A tornado warning means that a tornado has actually been sighted somewhere in the warning area.

B. If a tornado warning is issued for your location, the following procedures should be followed:

1. If time permits, go to the basement or interior hallway on the lowest floor.

2. If time does not permit, get into the safest area of your classroom or office (the inside wall) furthest away from doors and windows.

3. Avoid upper stories, elevators, windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs.

4. Take shelter underneath your desk or any heavy furniture available.

5. Assume a curled position so as to protect your head and eyes.

6. If outdoors:
   a. Seek indoor shelter if possible.
   b. Parked motor vehicles are unsafe, if indoor shelter is not available and there is not time for escape--lie flat in a ditch or low spot.

C. If caught on flat ground in the path of a tornado, move at right angles to its path.
SECTION XIII  SEXUAL ASSAULT OR RAPE

A. If you are a victim of sexual assault or rape, go to a safe place as soon as possible.

B. Do not wash, douche, brush your teeth, change clothes or even comb your hair. Do not disturb anything in the area where the assault occurred. This evidence is extremely important if you decide to prosecute.

C. Report the crime to UNC Charlotte Campus Police or other appropriate law enforcement agency. Reporting the assault does not mean that you have to prosecute. You may decide to file an anonymous report.

D. Call a friend, family member, or the Rape Crisis Center for someone to be with you for emotional support.

E. Get immediate medical attention. Go to the hospital emergency room for medical care and evidence collection. If the assault is reported within 72 hours, Rape Victim Assistance will assist with the medical bill.* You may have injuries you do not know about. They can provide you with information and treatment for pregnancy and sexually transmitted diseases. A rape victim advocate can be with you during your examination.

F. Seek counseling and follow-up through Student Health Services and the Rape Crisis Center. All cases are handled confidentially.

* For more information about Rape Victim Assistance and Victim Compensation, please contact:
  N.C. Crime Victim's Compensation Commission
  Division of Victim and Justice Services
  N.C. Department of Crime Control and Public Safety
  P.O. Box 27687
  Raleigh, NC 27611
  1-800-826-6200 or 1-919-733-7974

IMPORTANT TELEPHONE NUMBERS

When dialing to the (704) area code region, the (704) must be dialed before the telephone number.

UNC Charlotte Police ......................... (704) 687-2200/911 (or nearest blue light emergency phone)
Charlotte/Mecklenburg Co. Police.... 9-911
Rape Hotline...................................... (704) 375-9900 (24 hours)
Counseling Center ......................... (704) 687-2105 (8:00-5:00 Mon.-Fri.)
Dean of Students Office ............... (704) 687-2375 (8:00-5:00 Mon.-Fri.)
Student Health Services ............... (704) 687-4617