Guilford College

Emergency Operations Plan



Promulgation Statement

Guilford College is committed to the safety and security of students, faculty, staff, and visitors on its campus. In order to support that commitment, college staff have conducted a thorough review of the emergency mitigation, prevention, preparedness, response, and recovery procedures relevant to natural and manmade emergencies and disasters.

The Emergency Operations Plan that follows is the official procedure of Guilford College. It is a result of a comprehensive review and update of policies in the context of our location within the City of Greensboro and Guilford County; as well as the State of North Carolina and matters pertaining to national response in the United States of America. We support its recommendations and commit this institution's resources to the ongoing training, exercise, and maintenance required of this plan and its supporting documents.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the college community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential. The approval of this plan provides clear delegation of authority for the Public Safety staff, as defined by the National Incident Management System, to conduct operations during events and incidents when activated.

Kyle Farmbry

President of Guilford College

Approval and Implementation Page

This Emergency Operations Plan (EOP) is hereby approved for Guilford College. This plan shall apply to all College personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any College sponsored events, whether on or off campus, and all public or private sanctioned activities. This plan is effective immediately and supersedes all previous editions.

Approved:	Date:	
Kyle Farmbry		
President of Guilford College		
Approved:	Date:	
Julie Earp		
Alex Maultsby		
General Counsel, Guilford College		
Approved:	Date:	
Vanessa White		
Director of Public Safety, Guilford College		

Record of Changes

Change#	Date of Change	Change Entered By	Description

Record of Distribution

Date	Distributed To	Number of Copies

Table of Contents

Promulgation Statement	1
Approval and Implementation Page	2
Record of Changes	3
Record of Distribution	4
Table of Contents	5
Purpose	7
Situation Overview	7
Capability Assessment	8
Mitigation Overview	8
Hazard Overview	9
Concept of Operations	11
General Requirements	12
Phases of Emergency Management	14
Emergency Operations Center	17
Types of Emergencies	18
Organization and Assignment of Responsibilities	19
Emergency Operations Center Groups and Functions	20
Direction, Control and Coordination	21
Training and Exercises	28
Administration, Finance, and Logistics	29
Plan Development and Maintenance	29
Authorities and References	30

Appendix A: Functional Annexes	32
Evacuation	33
Deny Entry or Closing (Lockdown)	36
Lockout	39
Shelter In Place	42
Accounting for All Persons	44
Communications and Notifications	46
Continuity of Operations (COOP)	50
COOP TEMPLATES	56
Appendix B: Hazard Specific Annexes	61
Active Shooter	62
Armed Intruder	64
Robbery	66
Suspicious Activity	68
Bomb Threat	70
Severe Weather	71
Tornadoes	73
Earthquakes	76
Winter Weather	78
Fire	81
Flooding	83
Hazmat Emergency	84
Power Outage	85

Purpose

The purpose of this plan is to outline the college's approach to all-hazard emergency operations. It represents a series of best practice guidelines and general guidance for emergency management activities and an overview of the college's methods of prevention, mitigation, preparedness, response, and recovery.

The plan describes the college's emergency response organization and assigns responsibilities for various emergency tasks. The plan and its corresponding annexes provide the framework for responding to major emergencies that threaten the health and safety of the college community or seriously disrupt programs and operations.

The college has developed this plan in order to promote a secure and resilient collegiate environment with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from hazards facing the community.

Situation Overview

"Campuses must build trust with their communities prior to a critical incident and then make sure not to lose the trust they have built once a critical incident occurs" (Stafford, 2014, p. 47). An effective way for Institutions of Higher Education (IHE) to build trust with their communities is to have a "thorough and systematic process to produce a quality plan to prepare for and manage emergencies on campus" (Department of Education, 2010 p. 1). At the heart of any high functioning emergency management program is a high-quality Emergency Operations Plan (EOP).

Guilford College is a private four-year residential institution located in Greensboro, N.C. The institution serves 1,576 students, of which 1,567 of those students are undergraduate students. The college employs approximately 280 faculty and staff members (Quick Facts).

The city of Greensboro is located within Guilford County and is categorized as one of North Carolina's biggest cities with a population of 294,722 (U.S. Census Bureau). Guilford County is also home to five other institutions of higher learning: The University of North Carolina at Greensboro, Greensboro College, North Carolina A&T State University, Bennett College, and High Point University. Greensboro is better known as "Tournament Town" for its wealth of athletic venues – courts, fields, stadiums and even pools (Greensboro History). Greensboro also houses a major international airport, Piedmont Triad International Airport.

An EOP is necessary in the higher education environment to provide guidelines for a comprehensive approach for incident management and to provide a template for emergency management regardless of cause, size, location, or complexity of the underlying incident. At Guilford College planning for emergencies is a part of normal organizational conduct. We acknowledge that all members of our campus community share a responsibility for emergency preparedness. An emergency can strike at anytime, anywhere, and a disaster will affect the entire Guilford College community. Guilford College places emphasis on several aspects of preparedness, including:

- Conducting comprehensive emergency operations planning
- Training college personnel to serve in a limited capacity as emergency response personnel
- Providing the campus community with awareness training on emergency response and
- Assuring the adequacy of resources to respond to on campus for campus-related emergencies

Capability Assessment

Guilford College operates its own Public Safety Department. The college does not operate its own emergency medical, fire, or sworn law enforcement agency. The college's leadership has the capability of utilizing this plan for maintaining continuity and coordinating recovery efforts. For any medical emergency, fire emergency, or police emergency of a large scale, outside resources will be required. Established inter-local agreements, contracts, and cooperative working relationships with outside agencies, as well as emergency response training provided to the faculty, staff, and students, build college response capability. Administrative support of this plan and its annexes bolsters the capability of emergency response personnel to perform the duties as outlined in these documents.

Mitigation Overview

The Hazard Mitigation Plan, as outlined in the Hazard Mitigation Annex, has developed goals, objectives, and courses of action to mitigate the effects of those threats and hazardous events identified as having the highest prevalence and/or potential impact. Mitigation actions for Guilford College include multiple and diverse efforts related to preventative measures, property protection measures, natural resource protection, emergency services measures, structural

projects, and public information and education activities

Hazard Overview

There are many types of hazards that can impact Guilford College. The following lists break down these hazards into four categories: Natural Hazards, Technological Hazards, Chemical Hazards, and Man-Made Hazards. This list is organic and as more hazards are identified, they will be added to this list.

Natural Hazards

Natural disaster is a major adverse event resulting from a natural process from earth. A natural disaster can cause a loss of life or property damage and has a high probability of causing economic damage. The list of Natural Hazards was amassed with the assistance of the Guilford County Hazard Mitigation Plan. The following Natural Hazards could potentially impact Guilford College:

- Drought
- Extreme Heat
- Hailstorm
- Hurricanes/Tropical Storms
- Lightning
- Nor'easter
- Severe Thunderstorm/High Wind
- Tornado
- Winter Storm/Freeze
- Earthquake
- Dam Failure
- Flood
- Wildfire

Biological Hazards

Biological hazards refer to organisms or organic matters produced by these organisms that are harmful to human health. The following list includes the biological health hazards that could impact Guilford College:

• Pandemic Influenza

- Sexually Transmitted Infections
- Contaminated Food

Technological Hazards

Technical Hazards are the results from accidents or failures of systems and structures. The following list includes the technological hazards that could impact Guilford College:

- Airplane Crash
- Dam Failure
- Power Failure
- Hazardous Materials Release
- Building Fires
- Sewage Spills

Man-Made Hazards

Man-made disasters are disastrous events caused directly by deliberate or negligent human actions that cause injury to people and damage to property. Most man-made disasters strike at any time, often without warning. This list includes Man-Made Hazards that could impact Guilford College:

- Sexual Misconduct
- Active Shooter
- Armed Intruder
- Physical violence
- Robbery
- Arson
- Gang Violence
- Bomb Threats
- Terrorist Attacks
- Cyber Attacks

Concept of Operations

Objectives

The objectives of our emergency management program and this operations plan are to protect public health and safety and preserve public and private property. To achieve these objectives in a structured manner this plan supports:

1. Organization, which will:

- a. Provide guidelines for the most critical functions during an emergency response.
- b. Provide an easy-to-follow format in which users can quickly determine their roles, responsibilities, and primary tasks.
- c. Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time overall response, in which all entities have access to the emergency response process and know what is going on at the college(s).

2. Communications and Information Management, which will:

- a. Serve as the central point of communications both for receipt and transmission of urgent information and messages.
- b. Serve as the official point of contact for the College during emergencies when normal channels are interrupted.
- c. Provide 24-hour, comprehensive communication services for voice, data and operational systems.
- d. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
- e. Provide a basis for training staff and organizations in emergency response management.

3. Decision Making, which will serve as a reference for:

a. Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear

decision process.

- 4. Response Operations, which will provide guidance for:
 - a. Utilizing college resources to implement a comprehensive and efficient emergency operations team.
 - b. Continuously preparing a pro-active emergency response guide, for the possibilities and eventualities of emerging incidents.
- 5. Recovery Operations, which will provide guidance for:
 - a. Transitioning response operations over to normal management processes as able.
 - b. Supporting business resumption plans and processes, as needed, during restoration phases.
 - c. Providing documentation and information support to the state and federal disaster assistance programs.

General Requirements

This section provides a clear methodology to realize goals and objectives for execution of the EOP. It describes general requirements and a sequence of response concepts employed by the college

- Guilford College will adopt and implement a multi-hazard emergency operations plan for use in the college's facilities. The plan will provide emergency management services and facilitate prevention, protection, mitigation, response, and recovery actions for presenting emergency or disaster situations.
- 2. It is the college's responsibility to protect public health & safety and to preserve property from the effects of hazardous events. The college has the primary role in identifying, mitigating, preparing for, responding to, and managing the recovery from hazards and emergency situations that affect the college community.
- 3. It is necessary for the campus community to prepare themselves to cope with emergency situations and manage their affairs and property in ways that will aid the college in managing emergencies. The college will assist the campus community in carrying out

- these responsibilities by providing training, public information, and instructions prior to and during emergency situations.
- 4. The college is responsible for organizing, training, and equipping public safety and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for establishing inter-local agreements or relationships for emergency services.
- 5. To achieve these general objectives, the college has organized an emergency management program that is both integrated (employs the resources of the college, local government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
- 6. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents.
- 7. Positions, departments, and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
- 8. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies, generally parallel to some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks
- 9. The college has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows for the integration of response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and

nongovernmental organizations.

10. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an incident of national significance, as defined in HSPD-5, the college will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

Phases of Emergency Management

Guilford College recognizes that most emergencies occur with little or no advance warning, requiring near-immediate activation of this plan and the commitment and deployment of all obligated resources and personnel. The coordination of this response is achieved through five emergency management phases. While not every emergency or disaster will require coordination through all phases, general response activities and emergency operations are accomplished through phase-specific objectives.



Prevention

The prevention phase focuses on preventing human-impact hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. This phase has much in common with the mitigation phase but is considered to be applicable to areas where actions can exceed mitigation's mere hazard impact reduction and prevent impacts entirely.

Preparedness

The preparedness phase includes activities to develop operational capabilities and effective responses to emergency situations or disasters. The college's goal under preparedness is to increase readiness and resilience. Preparedness activities include the following:

- Emergency planning
- Providing emergency equipment and facilities
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist the college during emergencies.
- Conducting periodic drills and exercises to test plans and training.
- Campus community information sharing, education, and outreach
- College and department-level policies and procedures

Response

Coordination and response actions are transitioned from the preparedness to the response phase when a hazard is recognized as active or imminent. The goals of response actions for the college surround protection of life, property, the environment, and the continuity of instruction and operation. Tactical response operations will utilize the incident command system (ICS) and establish an incident command post (ICP). All response phase decisions are designed as protective measures and are made via execution of a decision process that is outlined below.

1. Pre-Impact Response Phase: Hazard Control and Assessment. The college will act to perceive and assess the threat or hazard and begin to select control and mitigation

strategies. Primary operational priorities may include the following:

- a. Dissemination of accurate and timely emergency information and warnings
- b. Intelligence gathering and assessment of the evolving situation
- c. Resource allocation and coordination
- d. Incident access and control
- 2. Impact Response Phase: Protective Action Implementation. In this phase, the college will select protective action(s) appropriate to the evolving situation and deploy additional primary and support resources. Operational priorities may include the following:
 - a. Dissemination of accurate and timely emergency information and warnings
 - b. Law enforcement action and scene security
 - c. Emergency medical services (EMS), fire services, search, and Hazmat
 - d. Evacuation on small or large scales
 - e. Public health interventions
 - f. Determination of need for mutual aid
 - g. Engaging plans for continuity of instruction and operation
- 3. Assessment and Allocation of Short-term Needs. Short-term operational needs are determined and dependent upon actions and assessment during the Impact Response Phase. These operations often transcend the response and recovery phases. Short-term needs may include the following:
 - a. Dissemination of accurate and timely emergency information and warnings
 - b. Shelter operations
 - c. Access and security adjustments
 - d. Determination of need for (continued) mutual aid

Recovery

Following stabilization of the emergency or disaster situation and resolution or establishment of life-safety issues, the college will shift operational focus to recovery. Examples of recovery programs include resumption of regular instruction, restoration of college student and administrative services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities. Recovery priorities may include the following:

- Continuing continuity of instruction and operation efforts
- Physical restoration of essential services, facilities, and infrastructure
- Establishing and implementing restoration priorities
- Short-term operations seek to restore vital services to the college and provide for the basic needs of those stranded on campus
- Long-term recovery focuses on restoring the college to its normal state

Mitigation

The Mitigation Phase transcends all phases of emergency management, as it involves actions that occur prior to, during, and after an emergency or disaster event. Mitigation focuses on reducing the impact of hazards which exist and are a threat to life, property, and the environment.

Emergency Operations Center

The college does not operate a 24-hour dedicated emergency operations center (EOC). A stand-up multi-use EOC facility is available for college use in any emergency or disaster. The function of the EOC is to provide a centralized focus of authority and information to allow face-to-face coordination among personnel who must make decisions regarding priorities in the use of resources. Only minor activation level events or situations requiring social distancing protocols allow for the use of a virtual emergency operations center (VEOC), by internet chat or video conference, at the discretion of the college emergency management coordinator.

The EOC must provide for:

- An operations area (to perform emergency response and management functions);
- A conference/media room (for meetings and press briefings);

- A space that may be quickly secured (to prohibit unauthorized access);
- A location with redundant power (to continue operations in the event of power failure);
 and
- A location with internet and telephone access (to maintain communications, information gathering, and coordination functions).

The EOC follows command and control concepts described in the NIMS and the NRF to interface with ICS as it is utilized at the ICP. The EOC will activate when a hazard has or may present conditions of such a magnitude that a large commitment of resources from numerous sources may be required over an extended period of time or other implementation of college command and control measures are needed.

The function of the EOC is to:

- Receive and disseminate warnings
- Coordinate emergency operations between agencies and organizations
- Develop policies and determine the state of emergency for college officials
- Collect intelligence from and disseminate information to the various EOC representatives, other jurisdictions, state, and federal agencies
- Maintain current situational maps and information display boards
- Prioritize response and the allocation of resources
- Control and coordinate the operations and logistical support resources
- Manage communications and public information in crisis situations
- Coordinate mutual aid

Types of Emergencies

Guilford College classifies emergencies according to their level of severity and complexity.

Level 3 - A minor, localized department of building incident that is quickly resolved with existing college resources or limited external resources. Examples include a localized chemical spill, a small fire, a plumbing failure or water leak, and normal emergency services calls. A level

3 emergency has little to no impact on personnel or normal operations outside the locally affected area and does not trigger activation of the Emergency Operations Center. The people or areas affected by the incident coordinate a resolution directly with the public safety, student affairs, and facilities departments.

Level 2 - A major incident or potential threat that disrupts sizable portions of the campus community. These events may require assistance from external resources, especially if the incident or threat escalates quickly, threatens life safety, or has serious consequences for mission-critical functions. Examples lof Level 2 incidents include a structure fire, a structural collapse, the significant release of hazardous materials, an extensive power or utility outage, severe flooding, a multi-fatality incident, an act of terrorism not involving weapons of mass destruction, or any external emergency that may affect the college's personnel or operations. Level 2 incidents may require activation of the Emergency Operations Center.

Level 1 - A major disaster or imminent threat involving the entire campus and surrounding community. The effects of the emergency are wide ranging and complex, leading to a suspension of normal college operations. Examples include a major tornado, a multi-structure fire or major explosion, the major release of hazardous materials, a major earthquake, a snow emergency, or a terrorism incident involving weapons of mass destruction. Level 1 incidents require college-wide cooperation and extensive coordination with external agencies and jurisdictions. Level 1 incidents will most likely result in the activation of the Emergency Operations Center.

Organization and Assignment of Responsibilities

In addition to routine day-to-day responsibilities, all departments and divisions in the college maintain obligations to emergency functions to provide the most effective and efficient emergency operations in the college. Each department is responsible for understanding these obligations, as well as maintaining professional development practices, training, and plans (as necessary) provided by the college's emergency management to maintain its own emergency preparedness. All positions and departments within the college are components of the coordinated effort of emergency management and must understand their roles and scopes in the process.

The organizational structure used in the college during emergencies originates from three sources: Guilford College's Emergency Operations Plan, National Incident Management System, and the National Response Framework. A hybrid model of the traditional ICS structure blended with the ESF model is utilized in the EOC. At incident scenes traditional and accepted ICS

structures are used. The organizational structure is configured this way to maximize compatibility with local, state, and federal assets, incident commanders in the field, and modernize the response structure for the National Response Framework. The response function format is compatible with State and Federal organizational structures, but these functions are placed in the context of the ICS. Each function, branch, or unit may be scaled up or down to one or many positions depending on the size and scope of the incident and only necessary ESFs will be activated.

Emergency Operations Center Groups and Functions

This section provides an overview of the broad roles and responsibilities of faculty, staff and students and the key functions that external agencies may accomplish in support of an emergency at Guilford College. For details regarding the roles of key personnel/ departments during an emergency, see the Functional Annex Section on roles and responsibilities.

Faculty, Staff & Students

Individual preparedness for faculty, staff, and students is critical to emergency operations and response at Guilford. Faculty, staff, and students should become familiar with the college's emergency procedures, ensure they are signed up to receive emergency alerts from the college, and create their own personal plans for emergencies. Employees should know their responsibilities within their departments/offices in an emergency and determine how to communicate with coworkers and families in an emergency. Students should follow the directions of faculty, staff and emergency personnel during an emergency and create a plan to communicate with their parents and families off campus. Residential students should follow the directions of Residence Life staff and emergency personnel in an emergency situation. All Guilford College personnel should follow the directions of emergency authorities. For assistance in creating emergency plans and kits, students, faculty, and staff can ask the Guilford College Emergency Management Coordinator for guidance.

External Declarations of an Emergency

Emergency situations that may not originate at or directly affect Guilford College may be declared at the national level (by the president), the state level (by the Governor) or the local level (by the mayor). Guilford College may activate the EOP in support of such declarations.

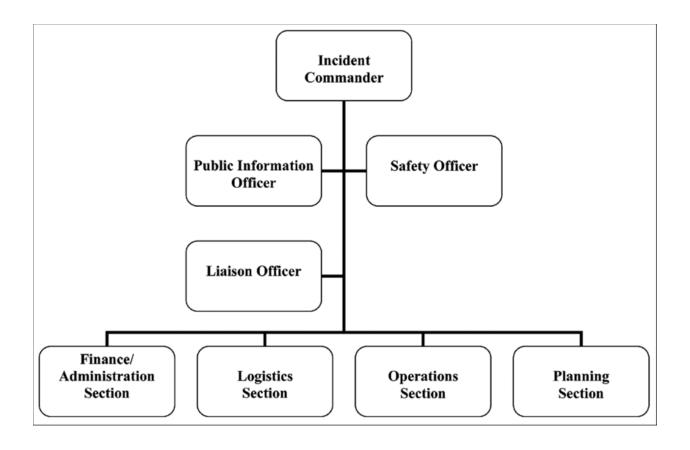
External Assistance

External assistance for an emergency situation at Guilford may be offered or arrive unannounced from any of the areas noted below. External offers for assistance will be referred to the Emergency Management Coordinator (or the EOC if activated) for determination whether or how to incorporate such resources into the emergency operation. Such assistance may include:

- external law enforcement agencies including, but not limited to, North Carolina Highway Patrol, City of Greensboro Police, Guilford County Sheriff's Department, etc.
- state agencies such as the Department of Transportation, Department of Agriculture, Department of Environmental Quality, Department of Labor & Industry, Justice Department, Public Health & Human Services, Military Affairs/ National Guard, etc.
- federal agencies such as FEMA, Department of Justice/FBI, Department of Ag, DHHS/CDC, USFS, etc.
- government-sponsored volunteer organizations such as Community Emergency Response Teams (CERT), etc.
- private-sector and volunteer organizations that assist with sheltering, feeding, services for
 persons with disabilities and disability advocacy groups, social services, health-related
 services, community and faith-based organizations, animal welfare and/or humane
 organizations, and business and industry offers for assistance.

Direction, Control and Coordination

This section provides a broad overview for all direction, control, and coordination activities involved in emergency management for the college. Our emergency management and EOC efforts will be organized congruently with the principles of the ICS, SEMS, and NIMS. The image below depicts our hierarchical structure of the EOC organization and reporting relationships as an organizational chart.



General staff positions and roles appear at the bottom of the image, while Command Staff positions and roles are located between the Incident Commander and the General Staff. Essentially, those occupying Command Staff positions and roles serve as assistants to the Incident Commander. All the members of the EOC organization are expected to demonstrate professionalism and teamwork.

The table below is a synthesis that provides responsibility associations at-a-glance for each position in the college EOC management organization.

Position	Responsibility Association
Incident Commander	Boss
Public Information Officer	Public Voice
Safety Officer	Quality Control

Liaison Officer	Intermediary
Finance/Admin Section	Payers
Logistics Section	Gatherers
Operations Section	Doers
Planning Section	Documenters

The following table provides a brief description of the responsibilities associated with each position within the ICS.

Position	Responsibilities
Incident Commander	 Coordination and direction of all activities conducted in the EOC in support of the on-scene responders and the College's overall response to the incident
Public Information Officer	 The conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event Develops accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest
Safety Officer	 Monitors incident or event operations and advises the Incident Commander on all matters relating to incident health and safety of emergency responder personnel Has emergency authority to stop and/or prevent unsafe acts during incident operations
Liaison Officer	Contact for representatives from support organizations outside the College
Finance/Admin Section	 Provides budget and financial support for response activities Provides procurement services
Logistics Section	Provides services and support systems to all the

	organizational components involved in the incident
	 Coordinates stress debriefings
	 Provides supplies & equipment
	Secures needed food services and support facilities
	Coordinates student housing needs and sheltering
Operations Section	 Provides support and coordination to the tactical operations that are being conducted on-scene at the incident.
	 Coordinates health services for students, faculty, staff, visitors, and first responders
	 Provides legal advice to emergency management decision makers.
	 Provides support for on-campus public safety operations
	 Coordinates physical plant support to response and recovery activities
Planning Section	Responsible for processing information needed for effective decision making
	 Maintains situational status and forecasts possible outcomes
	Maintains resource status
	• Evaluates future resource needs
	 Evaluates and updates the current tactical and strategic plans
	 Provides Information Technology support
	Prepares Incident Action Plan
	Provides documentation services

The table below describes the assignments of position responsibilities that usually reside within the **Operations Section.**

EOC Title	Position Description
Public Safety	 Provide first responder response, traffic control, evacuations, light search and rescue and other related services Sending ReGroup Mass Alert out to the campus community, enforcing emergency orders, providing facility security, ensuring access control to damaged areas and coordinating appropriate mutual aid resources
Facilities Management	 Maintenance and smooth operation of the college facilities; ensure all facilities are ready for use; coordinate repairs of problems that hinder operational capabilities Maintain a liaison with all utility service providers. Provide engineering services and expertise for emergency repair or construction requirements Participate in damage assessment efforts. Coordinate the use of construction materials, equipment, and labor needed for emergency operations
Student Coordination	Collection and dissemination of information relating to the safety and welfare of the students, to include their status, location and immediate plans
Parent Coordination	 In close coordination with the student coordination unit, establish and maintain timely information for the parents and guardians of students
Faculty and Staff Coordination	Collection and dissemination of information relating to the safety and welfare of faculty and staff, to include their status, location and immediate plans
Building Captains	 Manage evacuations, check assigned areas, provide damage assessment reports, and coordinate other emergency operations as directed Overall safety and property in their area

The table below describes the assignments of position responsibilities that usually reside within the **Planning Section.**

EOC Title	Position Description
Damage Assessment	 Maintain detailed records of damage assessment information and support the documentation process Collect initial damage/safety assessments from other units within the Operational Section. Provide detailed damage/safety assessments to the Planning Section along with associated loss damage estimates
Situation Status	 The collection, organization, analysis, and display of current incident/disaster situation information Assist the Planning Section Chief in the development of the EOC action plan for each operational period Ensure Situation Status Reports are developed for dissemination to the EOC staff to ensure all maps, status boards, and other displays contain current and accurate information. This may include short to long term weather reports or projections
Documentation Coordinator	 Review and, when necessary, prepare all incident or significant information reports for accuracy and legibility and to maintain the documentation, especially the EOC Action Plan Coordinate the timely distribution of incident documentation to all Section Chiefs Making accurate and complete incident files, providing copying services for EOC personnel, and preserving incident files for legal, analytical, historical and recovery purposes
Recovery	 Ensuring the college receives all emergency assistance and disaster recovery reimbursement for which it is eligible Conducts all initial recovery operations and prepares the EOC organization for transition to a recovery operations organization Review applicable state and FEMA funding recovery programs to ensure the college receives all available emergency assistance and disaster recovery reimbursement for which it is eligible

The table below describes the assignments of position responsibilities that usually reside within the **Finance Section.**

EOC Title	Position Description
Time Unit	 Personnel time recording and documentation essential to cost recovery efforts Tracks hours worked by Guilford College responder staff, volunteers, and contract labor Ensuring daily personnel time recording documents are prepared in compliance with Guilford College policy
Cost Unit	 Administering payment and gathering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures Ensuring all records identify scope of work and site-specific work location. Accurate and timely documentation is essential for financial recovery

The table below describes the assignments of position responsibilities that usually reside within the **Planning Section.**

EOC Title	Position Description
Personnel Unit	Obtaining, coordinating, and allocating all non-fire and non-law enforcement mutual aid personnel support requests received, providing additional workers for the EOC and for managing the EOC personnel issues and requests
Purchasing/ Supply Unit	 Ordering personnel, equipment, and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment.
Communications Unit	Developing plans and implementing operations for the effective use of communications resources. These responsibilities include the distribution of communication equipment to the Guilford College EOC and field and coordination with Greensboro Emergency Services.
Transportation Unit	Developing plans and implementing operations for effective

	transportation response. These responsibilities include the management of Guilford College transportation resources for the movement of faculty, staff, and students.
Care and Shelter Unit	 Providing care and shelter for disaster victims. Coordinate efforts with city and county representatives and the American Red Cross and other volunteer agencies for food and other hygiene support for responders (both field and EOC personnel). In addition, if determined by the EOC Director, this unit will make arrangements to provide shelter requirements for responder's dependents.

Training and Exercises

The Emergency Response Team provides on-going information, guidance, and training to the college and the community to prepare for emergencies. The following information and activities are provided to the college community to assist in responding to emergencies:

- 1. Training in emergency response procedures
- 2. Posted building Emergency Response Guides, fire extinguishers and automated external defibrillators
- 3. Fire and emergency drills
- 4. For certain staff members, emergency response exercises including an annual tabletop exercise

Members of the Emergency Response Team will be provided with training opportunities to better understand their roles and responsibilities during an incident. Awareness information and training will be provided to the campus community in the form of marketing campaigns or classes offered by the Public Safety Department. It is mandatory for members of the Emergency Response Team to complete the following online Emergency Management Institute courses:

- 1. 1S-100.B (Introduction to Incident Command System)
- 2. IS-200.B (ICS for Single Resources and Initial Action)
- 3. IS-700.A (National Incident Management System)
- 4. IS-800.B (National Response Framework, An introduction)

Administration, Finance, and Logistics

Preservation of important records and measures to ensure continued operation and reconstitution is necessary by the College prior to, during, and after an incident. It is the responsibility of the College officials to ensure that all legal documents of both a public and private nature recorded by the designated official be protected and preserved in accordance with applicable State and local laws.

Records will be utilized to determine reimbursement; therefore, detailed documentation of assets is necessary. Records deemed essential should be identified, and procedures should be established for their maintenance and protection; this includes backing up electronic files. Procedures should be put in place to assure all emergency costs are easily identified.

Incident Command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. All assets (human resources, facility, and equipment resources) of the College will become the purview of the Emergency Management Director to direct in any way to respond to an emergency.

During the Operation of the EOC, the EOC staff shall:

- 1. Provide operational and administrative support to department or agency personnel assigned to the EOC or disaster site
- 2. Document resource requests
- 3. Manage the College resources and determine where each will be used and assigned, implementing resource controls
- 4. To the extent possible, protect resources such as personnel and equipment during disaster situations

Maintain accurate and adequate records until all operations are completed and the obligations and accounts have been closed. This includes keeping records for damages, expenses, time, assistance, and recovery.

Plan Development and Maintenance

The Director of Public Safety is responsible for reviewing and updating this plan on an annual basis commencing one year from the approval date of this document or more often as necessary.

The revised plan shall be adopted formally.

Drafting an emergency plan is a community effort and relies heavily on the administrators and experts in the College and community to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

The Director of Public Safety or designee will coordinate with emergency response organizations/officials and College personnel to assure the development and maintenance of an appropriate emergency response capability. It is the responsibility of the Director of Public Safety to assure that this plan is tested and exercised on a scheduled basis. After each drill, exercise, or actual event, an incident review will take place. Any findings from these post-event reviews will be analyzed and incorporated as deemed necessary into a revised plan.

Authorities and References

Primary authority for the EOP is derived from recommendation of the document by the Emergency Management Planning Committee and approval by the college president. The approval is provided within the EOP via the Approval and Implementation Page. The Emergency Management Planning Committee is a college committee with responsibility for establishing college procedures related to emergency management.

Additional authority is contained via the Southern Association of Colleges and Schools Commission on College's Comprehensive Standard 3.11.2. The standard requires each member college to take reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

This EOP uses the foundation provided by the Homeland Security Presidential Directive (HSPD)-5, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) to describe a comprehensive, all-hazards approach to emergency management at Guilford College. This EOP also adheres to Public Law 106-390, the Disaster Mitigation Act of 2000, and Homeland Security Presidential Policy Directive (HSPD)-8: National Preparedness. Additionally, the document was written in accordance with the safety and security requirements outlined in the Higher Education Opportunity Act of 2008.

This EOP also adheres to the National Preparedness Goal, which emphasizes preparedness as an overarching mission that guides the entire emergency management program by identifying five mission areas: prevention, protection, mitigation, response, and recovery. Each mission area is

supported by several Core Capabilities, which are critical elements needed to achieve success in achieving preparedness on the national level. This EOP allows for coordination with local, state, and federal government entities to move towards one goal of preparedness. At the institutional level, Guilford College will engage the college community to build and maintain a comprehensive culture of preparedness, using this EOP as a guide.

Guilford College also takes into account and complies with additional federal legislation that applies to higher education institutions, including the following:

- 1. Higher Education Opportunity Act of 2008 (includes requirements covered by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act);
- 2. Family Education Rights and Privacy Act (FERPA); and
- 3. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

This EOP can be used in conjunction with other emergency operation plans including local, regional, and state plans and complies with county and state authorities pertaining to emergency management, operations, and response.

Ultimate responsibility for the protection of life, property, and environment as well as the preservation of health and safety of the university community rests with Guilford College.

Appendix A: Functional Annexes

Evacuation

Purpose

This section is designed to reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure.

Objectives

- To alert the campus community that a hazard exists
- To conduct an orderly and safe evacuation from the danger area via designated routes
- To notify necessary departments to assure that the evacuation is conducted in an orderly and safe manner
- To warn the campus population through the use of:
 - o ReGroup Mass Notification System
 - Guilford Guard Mobile App
 - Loudspeakers in Public Safety vehicles or handheld units
 - o Telephones, as available
 - o Building fire alarms
 - o Public Safety and college personnel

Procedures

When evacuation is deemed necessary by the Incident Commander and/or the Emergency Management Director, occupants will leave their buildings immediately and in an orderly manner via the nearest designated exit. Building Captains and/or Coordinators will be available to direct students, employees, faculty, and visitors to the designated assembly areas.

Evacuation from campus

If evacuation from campus becomes necessary, Public Safety personnel or EOC personnel will coordinate the evacuation route with civil authorities. Once determined, this route and information about the evacuation will be disseminated by emergency personnel.

Building evacuations

If it is determined that any building or buildings need to be evacuated, the following steps will be taken:

• Public Safety will send out a ReGroup Mass Notification

- Public Safety will activate the fire alarm or provide instructions
- Take your personal items (backpacks, keys, and purses) with you
- Do not stop to lock the doors
- Do not operate light switches or use cell phones

All Clear

An "All Clear" means it is safe to return to buildings

Evacuation of the Physically Impaired

In cases of emergencies, those individuals with physical impairments may need assistance with building evacuation. Evacuation of persons with disabilities will be given a high priority in all emergencies.

Ambulatory Individuals

Ambulatory individuals are those with disabilities that may impair rapid building evacuation. Examples include those who are blind, deaf, or whose mobility is restricted by the use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down the stairs to the designated meeting area.

Non-ambulatory Individuals

Non-ambulatory individuals are those with disabilities that require the use of wheelchairs. To assist these individuals, proceed as follows:

- 1. Call Greensboro Emergency Services at 911 or the Department of Public Safety at 336.316.2909
- 2. Provide the dispatcher with as much information as possible, most importantly, the location of the individual. If there is no immediate danger within the vicinity of the stairs, move the impaired individual into the stairwell and await assistance.
- 3. Send a runner to the building accountability area and report where the evacuation assistance is necessary.
- 4. If the hazard becomes life threatening, move the individual into a room and close the

door.

- 5. If evacuation is deemed necessary, proceed according to the established plan.
- 6. Immediately inform emergency personnel of the location of the non-ambulatory individuals.
- 7. Signal the emergency responders whenever possible by hanging an article of clothing from a window to attract attention and gain assistance.

Deny Entry or Closing (Lockdown)

Purpose

The purpose of this annex is to provide guidance regarding lockdown procedures and is implemented in response to unsafe conditions inside or outside of campus buildings. The goal is to keep the threat out, and the occupants in the buildings they are in until the threat is removed. This annex will be activated in the event of an actual or anticipated emergency impacting the campus that would prompt officials to order a lockdown.

Objectives

- Identify situations when lockdown will be used
- Communicate and train employees and students on lockdown procedures
- Activate the emergency notification system(s) with the appropriate lockdown direction(s)
- Identify the type of incident and additional steps needed (i.e., chemical, biological, radiological, explosion, etc.)
- Notify first responders of lockdown status and of anyone who might be trapped or in harm's way
- Ensure appropriate aftercare and support services are available to all in need

Procedures

Lockdown procedures will be used when there is an external threat that requires immediate action be taken to lock all outside doors and/or barricade/secure oneself in a room (e.g., gunman outside the building). The goal is to keep the threat out, and the occupants in the buildings until the threat is removed. This procedure should be followed as directed or as soon as a threat is determined. Any person on campus who recognizes a legitimate emergency requiring a lockdown may initiate this procedure and should immediately call 9-1-1. This person should make every attempt (if safe to do so) to notify all endangered persons to take action.

Campus Security

- Respond to the reported threat
- Notify local law enforcement
- Notify the Emergency Manager or designee
- Lock all doors manually if safe to do so
- Patrol the campus and direct individuals outside to a safe location

Emergency Manager

- Respond to the reported threat
- Make initial determination based on available information whether or not to order a lockdown
- Send notification by all means possible, including via phone system, emergency notification system, email, Website, or other communications device, to the entire campus (students, staff, faculty, and visitors) with the message. "This is a campus wide LOCKDOWN. Close and lock all doors and windows, barricade doors that do not lock, turn off lights, stay away from windows and doors, and remain silent. Please stay in the building until further notice."
- Send an "All Clear" message when the situation is over
- Notify the following:
 - ☐ The President
 - ☐ The EOC Team

Communications

- Send out updates via the emergency notification system as needed
- Post current warnings, notifications and updates on the website and social media

Students, Faculty and Staff

- Close and lock all external doors and windows if safe to do so
- Barricade doors that cannot be locked
- Close window shades, blinds, or drapes if safe to do so and stay away from doors and windows
- Remain silent
- Turn off all radios and other devices that emit sound
- Silence cell phones, follow directions of emergency responders
- If possible, record the names of everyone in your room and inform responders of any known missing persons
- Remain with your group until the "All Clear" message has been received from emergency responders
- If a hostile intruder is heard or seen, call 9-1-1 as soon as safely possible
- Remain calm and keep everyone together
- Do not sound the fire alarm. Once in a lockdown, if the fire alarms sound, do not exit your safe area unless there is obvious danger from smoke and/or fire in your location. The hostile intruder may use the alarms in order to increase the amount of victims.

Residence Life Staff

- Once a lockdown order has been received, quickly inform your RA Staff and all members
 of your residence hall of the situation, and direct them to stay in the building and follow
 lockdown procedures
- Follow directions of emergency responders
- Perform a head count of residents if possible and inform responders of any missing persons

Lockout

Purpose

A lockout is initiated to alert college staff that police activity is taking place near the college but note on college property. During a lockout, all exterior doors are secured and college staff should maintain an appropriate level of situational awareness and be prepared to implement additional emergency actions. A lockout is used to ensure the exterior security of the college building is in place and to raise the awareness level of all college staff to a situation in the general area of the college facility.

This action is considered appropriate for, but not limited to the following type of situation which could take place near a college facility:

- High risk police activity
- Crimes in progress
- Civil unrest or protests
- Dangerous Animals

Objectives

- Identify situations when a lockout will be used
- Communicate and train employees and students on lockout procedures
- Activate the emergency notification system(s) with the appropriate lockout direction(s)
- Notify first responders of lockout status and of anyone who might be trapped or in harm's way
- Ensure appropriate aftercare and support services are available to all in need

Procedures

Campus Security

- Respond to the reported threat
- Notify local law enforcement

- Notify the Emergency Manager or designee
- Lock all doors manually if safe to do so
- Patrol the campus and direct individuals inside to a safe location

Emergency Manager

- Respond to the reported threat
- Make initial determination based on available information whether or not to order a lockout
- Send notification by all means possible, including via phone system, emergency notification system, email, Website, or other communications device, to the entire campus (students, staff, faculty and visitors) with the message. "Attention please. There is an emergency situation taking place in the general area of our college facility. There is no immediate danger to the college. College staff will ensure all exterior doors and access points are secured. Any unusual activity should be reported to Public Safety immediately. Interior operations will continue as scheduled."
- Send an "All Clear" message when the situation is over
- Notify the following:
 The President
 - ☐ The EOC Team
- Should the situation move onto the campus be prepared to implement a lockdown

Faculty, Staff and Students

- Check to ensure all doors and access points are secured
- If outside, get into a building as soon as possible, if not pay close attention to the location of the activity and immediately move away from the area
- Maintain an appropriate level of situational awareness. Report all unusual activity to the Public Safety office. Continue with normal classroom and building interior activities
- Take student attendance. Report attendance to the Incident Commander/designee
- Should the emergency move onto the college campus be prepared to lockdown

Resident Life Staff

- Once a Lockout order has been received, quickly inform your RA Staff and all members of your residence hall of the situation and direct them to stay in the building and follow lockout procedures
- Follow directions of emergency responders
- Perform a head count of residents if possible and inform responders of any missing persons

Shelter In Place

Purpose

This section is designed to facilitate sheltering in place of students, employees, family, and friends following an emergency situation on campus or at a College sponsored event. Depending on the situation, emergency responders may recommend for those impacted to Shelter in Place. This recommendation may last from a few minutes to a few hours depending on the severity of the emergency.

Objectives

- To alert the campus community of Shelter in Place procedures
- To conduct an orderly and safe Shelter in Place during emergency via designated locations
- To notify necessary departments to assure that the Shelter in Place is conducted in an orderly and safe manner

Procedures

Some types of outdoor or off-campus incidents may make evacuation more dangerous than staying indoors. Leaving the area might take too long or put you in harm's way. In such a case, it may be safer for you to stay indoors than to go outside. "Shelter in Place" means to make a shelter out of the place you are in. Shelter in Place announcements are different from "take shelter" messages that may be associated with tornado warnings.

When Sheltering in Place is deemed necessary by the Emergency Incident Commander and/or the Emergency Management Director, individuals will Shelter in Place based on the severity and location of the emergency or event. Those on campus should seek shelter immediately at the nearest indoor facility upon notification.

Emergency Manager

- Determine the need to Shelter in Place.
- Notify campus population to Shelter in Place.

Faculty, Staff and Students

- Individuals outside of buildings should enter the nearest building and proceed to a secure area.
- Individuals who are off campus should remain off campus.
- Individuals who are inside of buildings should remain in classrooms, labs, assigned offices, or office areas.
- Encourage students, staff, and visitors to remain indoors and not to panic.
- Determine resources needed for individuals with special needs and any service animals who will be Sheltered in Place.
- Quickly lock interior doors and close windows.
- In laboratories, close containers, close fume hoods, and turn off external venting.
- Do NOT pull the fire alarm!
- Do NOT lock exterior doors of the building as this may prevent others from seeking shelter.
- If the Shelter in Place directive is issued because of a hazardous material release
 - ☐ Shut down any ventilation or exhaust systems that you can. If remotely controlled ventilation systems are not shutting down, call Facilities Management to shut down the ventilation systems.
 - ☐ If plastic or tape is available, seal off windows, doors, and air vents.
 - ☐ You may be told to relocate within the building (e.g., move to lower or higher floor) as further information becomes available.
- If the threat of an explosion exists, move everyone away from windows, doors, and to the center of the building.
- Establish communication with emergency responders.
- Stay in location until "All Clear" is given

Accounting for All Persons

Purpose

This section is designed to facilitate the accounting of students, employees, family, and friends following an emergency situation on campus or at a college sponsored event.

Objectives

- Ensure all faculty and staff are aware of available methods for identifying all students, faculty, and staff during an emergency situation
- Faculty and staff should be prepared to make use of their class roster or grade book to identify all individuals in college classrooms, buildings, facilities, and grounds
- Supervisors should note employees which are present or absent from work daily
- Faculty, Staff, Supervisors and Managers should identify those that have been missing during any incident on the college campus. Those names should be forwarded to the Department of Public Safety.

Procedures

The following basic steps must be followed when evacuating a building or campus:

- 1. Instructors should bring their class roster books with them
- 2. Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms
- 3. If evacuating because of a Bomb Threat, make sure students take personal belongings with them
- 4. Instructors should close the doors after following their students out of the building
- 5. The first student in line should be instructed to hold open the exit door(s) until all persons in the class have evacuated
- 6. Classes should proceed to designated evacuation assembly points. Once there, instructors should make note of students who are not present and furnish those names to public safety and school administrators as soon as possible

- 7. Instructors should remain with their students until an administrator provides an "all clear" signal
- 8. When an off-campus evacuation is called, instructors should follow the same basic steps as outlined in evacuating a building on campus

Communications and Notifications

PURPOSE

To identify the processes, procedures, and responsibilities necessary for the rapid and efficient notification of personnel before, during, or after a crisis situation.

OBJECTIVES

- Ensure all college community members are aware of the college's communication systems used during an impending or actual emergency
- Maintain and regularly test our Emergency Notification System
- Provide the college with timely, accurate and concise information to determine the type and scale of any given incident, with the guidance of appropriate resources.
- Send timely and efficient information via the Emergency Notification System
- Provide the college community with an "All Clear" notification when the scene has become stable, and the hazard has passed.

PROCEDURES

Guilford strives to operate efficiently, safely, economically, and according to well publicized pre-determined schedules. There are some occasions when conditions or other events require the college to take emergency measures or should not be opened or closed early. In those occasions, the college will provide timely notifications to students, faculty, and staff. Depending on the time of day this information will be given through voicemail, department heads, the local media, the Regroup Emergency Notification system, the college webpage, and various social media engines. Decisions to close or delay classes may also be made based on transportation safety and situations affecting campus safety.

Examples of Emergency Notifications that would be broadcasted via the Emergency Notification System are:

- 1. **Test Message** This is a test of the Campus Emergency Notification System. This is only a test. If this were an actual emergency, you would have received specific instructions. This is only a test.
- 2. **Severe Weather -** This is an emergency alert: The National Weather Service has issued a Severe Weather Warning. Seek shelter in the nearest building. Close and stay away from doors and windows. Listen for and be prepared for further instructions.

- 3. **Hazard Material -** This is an emergency alert: A hazardous material incident has occurred which threatens the safety of those persons outdoors. Seek shelter in the nearest building. Close and stay away from doors and windows. Turn off heating and air conditioning systems if you can and listen and be prepared for further instructions.
- 4. **Utility Failure -** This is an emergency alert: A power failure has occurred on campus. Emergency personnel are on scene. Classes are canceled immediately. Updated information will be posted as soon as possible.
- 5. Law Enforcement Activity This is an emergency alert: A law enforcement emergency is occurring. We are locking down the campus. Find a safe location out of sight, away from windows, and secure yourself behind locked doors. Remain quiet. Listen for and follow instructions of emergency personnel. If you need immediate assistance, call 911.
- 6. **Earthquake -** This is an emergency alert: A major earthquake has occurred in this area. Please move to an open area if you can safely do so. Avoid buildings, power lines, trees, and other hazards. Assume all power lines are live. Listen for and be prepared to follow further instructions.
- 7. **Fire** This is an emergency alert: There is a fire on campus in (Building Name). Please evacuate the building to the nearest parking lot. Emergency Personnel are on scene. Listen for and be prepared to follow further instructions.
- 8. **Aircraft Emergency Landing Warning -** This is an emergency alert: FAA has reported that an airplane may make an emergency crash landing on or near campus. Seek shelter in the nearest building. Close and stay away from doors and windows. Listen and be prepared for further instruction.
- 9. **Bomb Threat -** This is an emergency alert: The college has received a credible Bomb Threat. Take your personal belongings, including your car keys and evacuate to a designated staging area. Listen for and be prepared to follow further instructions.
- 10. **All Clear Message** Emergency personnel have given the ALL Clear. The on-campus emergency is over. You can return to normal activities.

Timely Warnings

The Clery Act requires institutions of higher education to alert the campus communities to certain crimes that are reported to campus security authorities or local law enforcement, and are considered a threat to students, faculty, and staff. These alerts must be done in a manner that is timely and will aid in the prevention of such crimes. The Clery Act does not include a specific definition of "timely." However, the intent of a timely warning is to enable our community members to protect themselves; therefore, warnings should be issued as soon as pertinent information is available. The decision to issue a timely warning will be made on a case-by-case basis, taking into account the nature of the crime, the danger to the campus community and the possible risk of compromising law enforcement efforts.

Colleges must include in the Annual Security Report a policy statement that accurately reflects the institution's timely warning policy and practice. The policy specifies the circumstances under which the college will issue a timely warning, how those timely warnings will be distributed, and the individual or office responsible for issuing a timely warning. Colleges must take appropriate steps to ensure that timely warnings are communicated to individuals with disabilities, including those who have hearing or vision disabilities, as effectively as they are to others.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student educational records. The law applies to all educational agencies and institutions that receive funds under any U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to students when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have been transferred are "eligible students." The Family Policy Compliance Office at the U.S. Department of Education administers FERPA.

Records created and maintained by the institution's law enforcement unit are not likely to fall into the protected definition of "education records." Treatment records are not considered education records. In a college setting, treatment records typically include those created and maintained at the campus health clinic. Postsecondary institution officials must balance safety interests and student privacy interests. FERPA contains exceptions, including the "health and safety emergency exception," and exceptions to the definition of education records, including "law enforcement unit records," which provide school officials with tools to support this goal. FERPA regulations permit college officials to disclose personal identifiable information from education records without consent from appropriate pirates only when there is an actual,

impending, or imminent emergency, such as an articulable and significant threat. Information may be disclosed only to protect the health and safety of students or other individuals. The U.S Department of Education would not fine an institution in violation of FERPA for disclosing FERPA protected information under the health and safety exception as long as the institution had a rational basis, based on the information available at the time, for making its determination that there was an articulate-able threat to the health and safety of the student or other individuals.

Continuity of Operations (COOP)

Purpose

Guilford College is committed to the safety and protection of its employees, students, facilities, and visitors. In support of this commitment, critical operations must be performed, or rapidly and efficiently resumed, in an emergency.

This Continuity of Operations Plan (COOP) will enable the campus community to maintain the infrastructure of essential functions at the institution. This plan includes instructions for continuing operations when the normal environment is disrupted, or specific operations are taken out of service. Every attempt will be made to continue the following essential functions requiring business continuity during an emergency:

- Sustain the safety and welfare of employees, students, and visitors
- Deliver academic programs to students
- Maintain critical business, finance, and infrastructure operations

This plan provides a framework to continue these essential functions in the event that an emergency on campus or in the region threatens operations or requires the relocation of personnel or functions. The COOP presents an approach to begin continuity operations within 12 hours of activation, continues essential functions within the identified recovery time objectives, and maintains essential functions for up to 30 days.

This plan is intended to provide guidance and assistance for all departments, units, and personnel. The COOP covers all campus facilities, systems, buildings, and vehicles. It will involve input from all areas, as well as follow a systematic approach. The COOP supports the performance of essential functions from alternate locations and provides for continuity of management and decision-making in the event that senior management or technical personnel are unavailable.

Procedure

This COOP provides a flexible, scalable strategy to manage and recover from situations or events that have a direct adverse impact on operations. If an incident results in serious injury or loss of campus leadership, reconstitution of leadership will be considered, and appropriate personnel reassigned.

It is important that the College mission is sustained during any emergency. First priority is always the safety of the students, staff, faculty, and visitors. The COOP focuses on campus operations and the sustenance of critical functions.

The objectives of this COOP are to minimize financial loss; continue to appropriately serve students, staff, faculty, and visitors; and mitigate the effects disruptions can have on long-range plans, reputation, operations, and ability to remain in compliance with applicable laws and regulations. Changing business processes and new threat scenarios require maintenance of an updated and viable COOP at all times.

Following initial crisis response and life safety efforts, the focus will shift to business continuity, including the functions, systems, and facilities, in an effort to fully restore operations. When necessary, reconstitution may require use of alternate locations, acquisition and installation of equipment and communications, and placement of personnel.

Continuity of Operations Process

Continuity planning will be conducted on an enterprise-wide basis. As part of this COOP, operational groups must consider the critical aspects of their operations in creating a Continuity of Operations Plan (COOP) for how it will respond to disruptions. This COOP is not limited to the restoration of information technology systems, services, or data maintained in electronic form, as such actions, by themselves, cannot always put a unit back in operation.

Each of the following operational groups is required to participate in the development of a COOP to address disruptions (See COOP Template in this annex):

- 1. Administration
- 2. Academics
- 3. Athletics
- 4. IT
- 5. Facilities
- 6. International/Overseas
- 7. Student Life
- 8. Marketing & Communications
- 9. Disability Services
- 10. Residential Life

The COOP should include the following:

Leadership Responsibilities

The Senior Leadership Team is responsible for:

- Allocating sufficient resources and knowledgeable personnel to develop the BCP
- Developing a continuity and succession of leadership section
- Setting policy by determining how the institution will manage and control identified risk
- Approving the BCP on an annual basis

The effectiveness of continuity planning depends on the leadership commitment and ability to clearly identify what makes existing operations processes work. Each operational group must evaluate its own unique circumstances and environment to develop a comprehensive COOP.

Essential Functions

The goal is to continue the following essential functions during an emergency requiring business continuity:

- Sustain the safety and welfare of employees, students, and visitors
- Deliver academic programs to students
- Maintain critical business, finance, and infrastructure operations

These essential functions guide the continuity planning efforts of all operational groups and capture unit-specific actions that will allow continuing functions.

Essential Personnel

Individual operational groups will identify in their COOP which employees are essential after an incident, which employees can work from relocated sites, and which employees can work from home if space at a relocated site is limited or if reporting to a relocated site is infeasible.

Essential personnel must be prepared to sustain essential functions remotely or from a relocation site for a period of up to 30 days. If a relocation site is used, staff will receive an orientation briefing regarding administrative issues from site staff upon arrival at the site. Supplies and equipment needed to perform essential functions will be pre-positioned, when possible, but individuals are responsible for their personal items. Campus leadership is expected to:

• Be fully informed and understand human capital tools, flexibilities, and strategies

- Regularly review and update personnel contact information and notification protocols to assure that information remains current
- Ensure employees have a clear understanding of their role in an emergency
- Develop, review, and update emergency guides as needed

Alternate Facilities

Normal operations may be disrupted and there may be a need to perform essential functions at alternate sites or facilities. Individual operational groups will identify in their COOP primary and secondary operating locations for their teams.

In addition, cooperative and mutual aid agreements completed or under development, will outline access to additional facilities outside the area that could support essential functions.

Essential Equipment and Information

The entire campus community relies heavily on information technology and associated communications infrastructure for communications, networking, data management, information security, and help-desk support. As such, the information technology and communication COOP and information technology and communication disaster recovery are intimately connected to effective continuity operations.

Vital Records, Systems and Equipment

The COOP will provide for the protection, accessibility, and recovery of vital records, systems, and equipment. These are the records, systems, and equipment that if irretrievable, lost, or damaged will materially impair the ability to carry out essential functions and to continue to conduct business.

Each operational group must identify those vital records and databases which must be available to support performance of designated essential functions.

Communications

Internal communications systems must support connectivity to other departments, students, faculty, staff, their families, and visitors under all circumstances.

Plan Implementation

The Continuity of Operations Plan will transition through three phases. These phases are:

- Activation and Relocation
- Continuity Operations
- Reconstitution

The COOP is activated based on known or anticipated threats and emergencies that may occur with or without warning. Once a disruption to operations exists, the period of BCP implementation begins.

Activation and Relocation

The decision to activate the plan will be based upon the best available information, previous experience, and upon the advice of campus leadership, and local emergency services agencies. Once information on an incident is received, an executive decision-making process will be used to review the emergency situation and determine the best course of action for response and recovery.

Decisions will focus on the way in which the emergency event may impact the capabilities to provide mission critical and essential functions. Recommended decisions and impacts may be modified based on the actual events. Once the decision is made to activate the COOP, the following actions may be required:

- Notify Facilities Management representatives of impending activation and relocation requirements
- Activate plans to transfer to alternate facilities if required
- Instruct advance team to ready alternate facilities
- Notify EOC Team personnel regarding activation of BCP and their status
- Prepare non-prepositioned documents and equipment required for essential functions
- Move to the designated alternate facilities and check in, if needed

Continuity Operations

Every effort will be made to perform any essential functions determined to be critical to operations from alternate facilities using temporary work orders or procedures as required. Responsibilities will be assigned to personnel in order to maintain essential functions and additional staff will be activated as required to provide other services and functions as necessary.

These procedures are detailed in each of the appropriate operational group COOP's. Activities during the continuity phase include, but are not limited to:

- Assessing the impact, damage or potential damage, or response requirements of the incident through the EOC if appropriate
- Coordinating with COOP members on response activities
- Executing activities that continue essential function operations
- Compiling updates and briefings on the status of the event, actions completed, actions in progress, and potential impact to specific departments
- Reprioritizing and recommending future response actions
- Initiating reconstitution planning, both internal and external
- Ensuring the President is apprised of departmental activities
- Keeping a record on actions taken and financial commitments

Reconstitution

Reconstitution involves actions needed to help return to full, normal operations. As soon as feasible, planning and preparation for demobilization and the transfer of communication, vital records, databases, and other essential activities back to the primary facilities will begin. The options for reconstituting normal operations include:

- Return to the normal department facilities
- Transfer operations to a long-term temporary site
- Transfer operations to a new, permanent location

General guidance and policies on demobilizing alternate operations and returning to a nonemergency status at the designated primary facilities will be developed. As soon as possible following deactivation, the EOC Director will convene a team to collect information on critical issues requiring leadership attention, lessons learned, and best practices associated with the response. All information is documented for future reference and is used to update planning documents and operating procedures. Once developed, new or updated procedures should be evaluated for effectiveness in an exercise.

COOP TEMPLATES

Order of Succession

Operational Group/College/Department /Division	
Order of Succession (Chain of Command)	
1st	
2nd	
3rd	
4th	
5th	
6th	
7th	
8th	
9th	
10th	

Essential Personnel

Leadership is expected to:

- Be fully informed and understand human capital tools, flexibilities, and strategies
- Regularly review and update personnel contact information and notification protocols to assure that information remains current
- Ensure employees have a clear understanding of their role in an emergency
- Develop, review, and update emergency guides as needed

Name	Must report for duty after emergency	Can work from alternate location	Can work from home

Alternate Facilities

- Normal operations may be disrupted and there may be a need to perform essential functions at alternate sites or facilities
- Individual operational groups will identify alternate operating locations for their teams
- Establish cooperative agreements and mutual aid agreements for the use of such facilities

Alternate Location	Signed Agreement

Alternate Delivery Methods

 What alternate delivery methods can be utilized if needed? 		

Essential Systems, Information, Records & Equipment

- Provide for the protection, accessibility, and recovery of vital records, systems, and equipment. These are the records, systems, and equipment that if irretrievable, lost, or damaged will materially impair the ability to carry out essential functions and to continue to conduct business.
- Identify vital records and databases which must be available to support performance of designated essential functions.

Item	Location	Preservation Method	Responsible Person
			_

Appendix B: Hazard Specific Annexes

Active Shooter

In any active shooter situation, there are three key things that you can do to help yourself and others: run, hide, or fight.

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Lock the door
- Block the door with heavy furniture
- Silence your cell phone
- Turn off any source of noise (i.e., radios, television)
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Work as a team
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets, cell phone)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Armed Intruder

While rare, it is important to prepare for an armed intruder situation just as you prepare for other types of emergencies. An armed intruder is defined by a person actively threatening lives in a populated area, and generally involves the use of firearms. These situations evolve very rapidly and require individuals to make decisions very quickly. Each situation is unique, and how to best respond to an armed intruder situation will be determined by the specific circumstances at the time of the event. If you find yourself faced with an armed intruder situation, try to remain calm and use the general guidelines outlined below to help make the best plan possible.

If an armed intruder is in the same building as you or outside of your building:

Go to a room that can be locked and lock the door behind you. If you cannot locate a room that will lock, find a room that you can barricade the door. Barricade the door with tables, bookcases, and other heavy items.

- Ensure all windows and doors are closed and locked
- Turn off the lights
- If possible, get everyone on the floor so no one is visible from outside the room
- Silence cell phones and similar devices
- Contact police (911) and inform them of what is happening and where you are
- Remain in place until you are instructed by the police that it is safe to leave the room.
 Note: Do not respond to any unfamiliar voices until you can verify their identity, as it may be the shooter attempting to lure victims from safety
- **Remember**: Always follow the instructions of law enforcement. Keep your hands visible, and do not make any unexpected movements.

If an armed intruder enters your office/area/classroom:

- Try to remain calm
- Contact police (911) if possible
- If there is absolutely no opportunity to escape or hide, attempting to "fight back" or "overpower" the shooter may be your only option. This should be considered as a last resort.
- If the shooter leaves the area, immediately proceed to a safer location, and call 911. Provide as much information as possible.

If you decide to Flee:

- Do not attempt to carry anything
- Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter
- Do not attempt to move injured people. Call 911 immediately and notify them of the situation and the location of the injured individuals.

For more information on how you should prepare and respond to an armed intruder situation on campus, contact Public Safety at 336-316-2909.

Robbery

In many cases, a robbery or theft situation may be able to be prevented. Taking simple actions can help prevent this situation from occurring to you and someone else.

Consider doing the following:

- When you leave your room, lock your door. Even if you are just going down the hall for a minute, lock your door.
- When working in a public area, do not leave your phone, laptop, bag, or other valuables unattended. Take them with you or have a friend watch them if you must leave.
- If you see someone or something suspicious, call Public Safety IMMEDIATELY. Do not
 wait to call. Call as soon as you see something. This may include someone hanging
 around a car and looking inside of the windows, someone looking inside of empty
 offices, etc.
- Lock your car doors, and do not leave valuables visible.
- Do not walk alone late at night. Walk in groups. If you are concerned, contact Public Safety for an escort, or utilize the Guilford Guard App to set up a Virtual Friend Walk.

If you are confronted with a robbery or theft situation:

- Do what you are told by the person(s) without argument during a robbery
- Encourage others around you to do the same
- As soon as it is safe, immediately contact the police (9-1-1). Provide as many details as possible:
 - A description of the individual(s).
 - Were weapons displayed/involved? If so, what kind?
 - Were threats made?
 - Where is the person(s) currently? Which direction did they go when they left?
 - Was anyone hurt?
 - Any other information you feel is important.
 - Do not attempt to argue or negotiate with the person(s).
- Have someone maintain visual contact with the person(s), only if it is possible to do so from a safe distance/location. Do not attempt to follow the person(s), especially if weapons were displayed.
- Follow the instructions of the police.

If you notice something has been stolen when you return to your room, office, or other location,

immediately contact Public Safety.

For more information on how you should prepare and respond to a robbery on campus, contact Public Safety at 336-316-2909.

Suspicious Activity

Suspicious activity can range from a suspicious person to a suspicious package. The most important thing to remember is that if you see something that does not look or feel right, call Public Safety IMMEDIATELY. Remember: See Something, Say Something! You could help prevent the next crime.

Suspicious Person

A suspicious person may present themselves in different ways. You may notice someone looking inside of empty offices or cars or trying to open doors to offices or vehicles. Other times you may notice someone trying to cut a lock off a bicycle. Remember, if something does not look or feel right, contact Public Safety IMMEDIATELY (336-316-2909). If you are off campus, dial 911.

- Do not confront the person
- Contact Public Safety IMMEDIATELY (336-316-2909). Off-campus dial 911
- Provide as much information as possible:
 - o A description of the individual
 - Where they are located; and what direction they may be going
 - What they are/were doing
 - Do they have any weapons?
- Follow the instructions of Public Safety
- Maintain awareness of your surroundings. Remember your safety is most important. Always call as soon as you witness a suspicious person or activity. If you wait, it may be too late to prevent something from happening.

Suspicious Substance

Suspicious substances are rare, but you may encounter a situation where you are presented with an unknown substance. Situations may include receiving an envelope from an unknown sender that feels like it has powder inside or maybe a strange substance in an unusual location.

- If you receive a letter or package and believe there is a suspicious/unknown substance (such as white powder) inside, do not open the package. Do not discard the package. Do not carry/move the package around.
- Contact Public Safety immediately: 336-316-2909. Off-campus dial 911.
- Provide as much information as possible:

- A description of the package.
- Is anything coming out of the package?
- Is anyone sick (coughing, difficulty breathing, etc.)?
- If the package was opened, and an unknown/suspicious substance was seen, do not move or carry the package. Do not discard the package. Set the package down and contact Public Safety immediately at 336-316-2909. Provide as much information as possible.
- Do not panic. Follow the instructions of emergency personnel.
- Do not evacuate the building unless instructed by Public Safety, or unless there is an immediate threat to your health and safety.

For more information on suspicious activity including what to do or what to look for, contact Public Safety at 336-316-2909.

Bomb Threat

A bomb threat may be presented in a number of ways including a note or phone call. The most important things to remember are to remain calm, and immediately call 911.

What to do in Case of a Bomb Threat:

If received by phone,

- Listen to the caller carefully. Be polite and show interest.
- Try to keep the caller talking so you can gather information.
- If possible, have someone else call 911 while you are talking with the caller.

If you receive a note,

• Contact Public Safety immediately and follow the instructions of the P-Safe Officers

DO NOT evacuate the building unless instructed by P-Safe or Greensboro Police, or unless there is an immediate threat to your health and safety.

DO NOT pull the fire alarm.

Record time, date, and phone number, if possible, of call or receipt of the written message.

Be prepared to answer questions:

- Who or what are you attempting to harm?
- What is to happen?
- When is it going to happen?
- Where is it going to happen?
- How is it going to happen?
- Why are you making the threat?

When the caller hangs up on you, call 911 immediately. Provide them with as much of the above information as possible. If necessary, quietly have a co-worker or someone nearby call 911 while you are on the phone with the caller.

DO NOT touch any suspicious or unfamiliar objects.

DO NOT conduct any type of search.

Severe Weather

Did you know that North Carolina is one of the leading states for lightning related injuries in the United States? Severe weather is possible throughout the year in North Carolina, and it is important to be prepared when it occurs. While the potential exists throughout the year, severe weather is most common during the spring.

Knowing what to do when severe weather occurs could mean the difference between life and death. When a severe thunderstorm warning is issued, you may have only a few minutes to make the right decisions. Understanding the basics of severe weather safety and preparing now could help reduce the chances of injury or death for you and your family.

Know the Difference – Severe Thunderstorm Watches vs **Severe Thunderstorm Warnings**:

• **Severe Thunderstorm Watch** – Means the potential exists for a severe thunderstorm to develop.

When a watch is issued, you should take the time to make sure you are prepared for severe weather. Be aware of rapidly changing conditions and be ready to take immediate action. Monitor local media outlets for up-to-date weather information. Review what actions you will need to take should there be severe weather.

• Severe Thunderstorm Warning – Means a "severe" thunderstorm has been detected.

When a warning is issued, you should take shelter immediately. Severe thunderstorms are classified as storms producing winds ≥ 58 MPH and/or hail 1" or greater in diameter (quarter size).

What to do during Severe Weather:

• At Home:

- Locate an interior room, away from windows.
- Avoid open areas such as porches. Lighting can still reach you!
- Do not use corded phones.
- Avoid plumbing. Do not do things such as washing hands, taking a shower, etc...
- Stay off items that are directly connected to electricity (stoves, computers, etc...).
- Remain inside until the storm has passed (see below for more information).
- o If you cannot find a permanent structure, you can take shelter inside of a fully enclosed vehicle (excluding convertibles). Be cautious not to use radio

- equipment/electronic devices.
- If you cannot locate a safe area or are too far from a vehicle/structure, remember to avoid tall objects, isolated trees, water, wet items, metal objects, open fields, and the tops of hills/ridges.

• At Work/School:

- During high winds or tornadoes, avoid large open spaces such as gyms and auditoriums.
- Stay off of electrical equipment that may be directly connected to electricity (computers, corded phones, etc...)
- Avoid plumbing. Do not do things such as washing hands, taking a shower, etc...
- If necessary, look for Severe Weather Shelter Areas (located in select facilities) marked by a sign.
- Remain inside until the storm has passed.
- If you cannot find a permanent structure, you can take shelter inside of a fully enclosed vehicle (excluding convertibles). Be cautious not to use radio equipment/electronic devices.

How you can Prepare for Severe Weather: Make a plan

Severe storms can bring a variety of hazards including deadly lightning, hail, heavy rain and damaging winds. Whether you are at home or work/school, you should have a plan in place outlining what you will do during severe weather, or any emergency.

Identify shelter areas in your home and office. Remember to look for the green Severe Weather Shelter Area signs in the area. During severe weather, especially during lightning storms, it is important to take shelter in a safe, permanent structure with plumbing and electricity. This will help protect you from lightning strikes.

A safe building (structure) is one that is fully enclosed with a roof, walls, and floor, and has plumbing or wiring. Examples may include a home, school, church, hotel, office building, or shopping center. If no safe building is near, a safe vehicle may serve as a substitute. A safe vehicle is any fully enclosed metal-topped vehicle.

Unsafe buildings include car ports, open garages, covered patios, picnic shelters, beach pavilions, golf shelters, tents of any kind, baseball dugouts, sheds, and greenhouses. Unsafe vehicles include convertibles, golf carts, riding mowers, open cab construction equipment, boats without cabins, and other similar vehicles.

Tornadoes

Tornadoes are possible throughout the year in North Carolina. For this reason, it is important to always be prepared for severe weather and the possibility of a tornado. While tornadoes are potential during the entire year in North Carolina, they are mostly likely during the spring season (March through May).

Knowing what to do when a tornado occurs could mean the difference between life and death. When a tornado is spotted or a warning is issued, you may have only a few critical moments to make some crucial decisions. Understanding the basics of tornado safety and preparing now could help reduce the chances of injury or death for you and your family.

Know the Difference – Tornado Watches vs Tornado Warnings:

• Tornado Watch – Means the potential exists for a tornado to develop.

When a tornado watch is issued, you should take the time to make sure you are prepared. Be aware of rapidly changing conditions and be ready to take immediate action. Monitor local media outlets for up-to-date weather information. Review where you will go should there be a tornado.

• Tornado Warning – Means a tornado has been spotted or indicated on radar.

During a tornado warning, you should take evasive action. Remain in shelter until the danger has passed and the warning has expired. Monitor local media outlets for up-to-date weather information.

What to do during a Tornado

Once you receive a message about a possible tornado, it is important to react quickly. DO NOT wait until you see the tornado to react, as it may be too late.

At Home:

- Go to an interior room, away from windows
- Go to the lowest level possible
- Do not open or close windows
- Crouch on the floor, and cover your head as much as possible
- Use sturdy furniture, such as flipping over a couch, for protection
- Use blankets, jackets, and other similar items to help cover and protect your head

At Work/School:

- Go to the lowest level possible, and find an interior room or hallway without windows
- Avoid large open spaces such as gymnasiums, auditoriums, and other similar rooms
- Crouch on the floor, and protect your head
- Use sturdy furniture, such as crouching under a sturdy desk, for additional protection
- Use blankets, jackets, and other similar items to help cover and protect your head
- Look for Severe Weather Shelter Areas (located in select facilities) marked by the green sign on the right

How you can Prepare for Tornadoes:

Make a plan

Whether you are at home or work/school, you should have a plan in place outlining what you will do during a tornado, or any emergency. Identify shelter areas in your home and your office. While on campus, look for the green Severe Weather Shelter Areas. Some areas may include a basement, underneath interior stairs, and interior closets. Remember to choose interior locations on the lowest level possible, away from windows. Avoid large open spaces such as auditoriums, gyms, and other rooms with large, open roof spans.

At home, know where and how to shut your utilities off (i.e.: gas, water, and electric shut offs). This may be important to know to prevent damaged and/or leaking /exposed utilities from creating more significant damage.

Know how you and your family will communicate after the tornado. Remember that phone lines may be down or busy after an emergency. Consider designating a friend or relative outside of your community to call after an emergency to report your location and condition, or to find out information on your family.

Build a Kit

Have an emergency kit for home and work that contains the essential items you may need following a disaster. Visit ReadyGuilford.org for more information on how to build a kit for you and your family. Remember, you may be on your own for several hours or several days. This includes periods of extended power outages.

Get Informed

Make sure you know how and when you will be alerted to emergencies both on campus and off

campus. Get a NOAA Weather Alert Radio. This will alert you to severe weather watches and warnings impacting your area. Register for Guilford's Emergency Notification System, ReGroup, for emergency communications such as text messaging. Also keep a battery powered radio with you at home and work. This will allow you to access up-to-date weather information if the power is lost.

Earthquakes

While earthquakes are rare in this part of North Carolina, there remains a potential for an earthquake to occur. Just like with other disasters, it is important to be prepared and understand what you should do to stay safe during an earthquake.

Safety During an Earthquake

If you feel the ground shake, take the following precautions immediately:

DUCK - When the shaking first starts: DUCK or drop to the floor.

COVER - Take COVER under a sturdy desk, table, or other furniture. If there is nothing available to take cover under, crouch against an interior wall and protect your head and neck with your arms. Stay away from windows, hanging objects, mirrors or anything that might fall over.

HOLD - If seeking cover under a piece of furniture, HOLD on to it and be prepared to move with it during the quake.

Use these tips if you find yourself in any of the following places when an earthquake strikes:

- High-rise building Stay near an interior wall. Do not use the elevators.
- Outdoors Remain outdoors. Move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
- Walking along the street Duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
- In your car Pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. STAY INSIDE THE VEHICLE UNTIL THE SHAKING IS OVER.
- In a mall or other public place Do not rush for the exits. DO NOT PANIC. Move away from anything that might fall.
- In the kitchen—Move away from the refrigerator, stove, and overhead cupboards.
- In a stadium or theater Stay in your seat and protect your head with your arms. DO
 NOT try and leave until the shaking is over.

Remember: If you are outside, remain outside. If you are inside, remain inside until the shaking stops and it is safe to exit. DO NOT try to re-enter a building until it has been determined safe to do so by the appropriate authorities.

References:

ReadyNC

United States Geological Survey Website

United States Geological Survey Recent Earthquakes Map

Winter Weather

Guilford College and the surrounding region are presented each year with the threat of winter storms. While some winters may pass with little or no winter weather, the unique geographic location of the Piedmont makes this region susceptible to significant winter weather events on occasion. These events may include ice storms, snow or a mixture of snow, sleet, and freezing rain.

It is important to be aware of the various types of winter events that impact this region, as well as the various hazards associated with winter storms. Many of the injuries and fatalities seen from winter storms occur from associated hazards such as vehicle accidents, fires, and other related hazards. Taking time to prepare now will help ensure the safety of you and your family during the next winter storm.

Terms to Know – Make sure you understand these commonly used winter weather terms:

Winter Weather Advisory

Cold, Ice and/or Snow are expected to impact the area that may result in a "significant inconvenience" and require extra caution.

• Winter Storm Watch

Means that there is a potential for significant winter weather to impact the area within 48 hours.

• Winter Storm Warning

Means significant winter weather is either impacting the area or is expected to impact the area within 24 hours.

How you can Prepare for Winter Weather:

Make a plan

Flooding can come with a variety of hazards. Know what to do when a flood occurs. Remember, never drive through standing water. Avoid flood streets. If your home or office is prone to flooding, know where you will go when waters rise. You should never walk into flood waters, as moving water could easily knock you off balance. It only takes a few inches of water to knock you off balance or carry your car away.

Build a Kit

Have an emergency kit for home and work that contains the essential items you may need following a disaster. Visit ReadyNC.org for more information on how to build a kit for you and your family. Remember, you may be on your own for several hours or several days. This includes periods of extended power outages.

Get Informed

Make sure you know how and when you will be alerted to emergencies both on campus and off campus. Get a NOAA Weather Alert Radio. This will alert you to severe weather watches and warnings impacting your area. Register for the ReGroup emergency notification systems, such as text messaging. Also keep a battery powered radio with you at home and work. This will allow you to access up-to-date weather information if the power is lost.

Know the Hazards

It is important to understand the hazards associated with winter weather. Understanding the hazards now will help you stay safe during the next winter weather event. Common hazards may include loss of power and heat, loss of communication services, fires (as the result of candles, inappropriate use of heaters, etc.), transportation disruptions, falling trees and limbs, and medical emergencies (i.e.: heart attack caused by overexertion). Make sure you know how to prevent or plan to handle these hazards.

What to do during a Winter Storm:

- If power is lost, use flashlights to light your home or office. Open flame items such as candles pose a significant fire hazard. Candles and other open flame devices are prohibited on campus due to the potential fire hazard and danger. Many of the facilities on campus are equipped with emergency lighting to help guide you to safety should you experience a power failure on campus.
- Generators should never be used indoors.
- Never use gas or charcoal grills indoors as a heating source or cooking appliance.
- Use extreme caution when utilizing indoor electric and kerosene heaters. Always follow the manufacturer's recommendations. Kerosene heaters are prohibited on campus, and only approved electrical heaters are allowed. If using a kerosene heater at home, always ensure you are using the correct fuel, and that you refuel the unit outdoors. Never leave a heater unattended, and always make sure there is at least 36 inches (3 feet) of clearance from combustibles around the heater.

- Use a carbon monoxide detector in your home if you have gas heating, appliances, etc. This will help monitor and detect dangerous levels of carbon monoxide, which is a clear and odorless gas that may present many safety hazards if it leaks in your home.
- If you must travel, allow extra time to get to your destination. Travel slowly and allow plenty of distance from other vehicles.
- When outside, use caution while walking and dress appropriately. Areas may be slick, even if it appears the area has been cleared of snow and ice. If you are on campus and notice an area of concern, notify your supervisor, or contact Public Safety at 336-316-2909. Dress warmly, in layers. Be sure to avoid overexertion, especially when removing snow and ice from walkways, driveways, etc.

Fire

While fires are rare on campus, they do occur both on and off campus each year. Prevention is the key to fire safety. Remember, it only takes a few minutes for a small flame to become an out-of-control fire that consumes an entire room, apartment, or other space.

If a fire occurs ON campus:

- If a burning odor, smoke and/or flames are present, EVACUATE the building IMMEDIATELY.
- Feel doors with the back of your hand for heat before opening them. If the door is hot, do not open it. Find a different way out, such as a window or alternate hallway.
- As you leave the building, pull a manual fire alarm box to activate the fire alarm system.
- If it is safe to do so, close doors as you leave the building to help contain the smoke and fire, as well as secure your office space or room.
- Remember: DO NOT use elevators.
- Remember: If there is smoke, crawl on your hands and knees as you leave the building. If possible, keep your mouth covered as you leave the building.
- Report to the building's assembly point or follow the directions of emergency personnel. Be prepared to assist others as you evacuate.
- Once you are at a safe location, call 9-1-1 and advise them of the situation (location, what you saw, if someone is trapped, etc.).
- DO NOT re-enter the building for any reason. Stay away from the building, parking lot and roadway around the building for your safety. Emergency personnel or Public Safety will provide further instructions and inform you when it is safe to re-enter the building.

If a fire occurs OFF campus:

- If a burning odor, smoke and/or flames are present, EVACUATE the building IMMEDIATELY.
- Feel doors with the back of your hand for heat before opening them. If the door is hot, do not open it. Find a different way out, such as a window or alternate hallway.
- As you leave the building, pull a manual fire alarm box to activate the fire alarm system if you are in a building or apartment complex that has one.
- If it is safe to do so, close doors as you leave the building to help contain the smoke and fire, as well as secure your office space or room.
- Remember: If there is smoke, crawl on your hands and knees as you leave the building. If possible, keep your mouth covered as you leave the building.

- Once you are in a safe location outside of the building, call 9-1-1 and advise them of the situation (location, what you saw, if someone is trapped, etc.).
- DO NOT re-enter the building for any reason. Stay away from the building, parking lot and roadway around the building for your safety. Emergency personnel will provide further instructions and inform you when it is safe to re-enter the building.

Fire Alarms:

- If the audible fire alarm sounds, evacuate the building immediately.
- If it is safe to do so, close doors as you leave the building to help contain the smoke and fire.
- Report to an assembly point immediately after exiting the building.
- Once you are in a safe location, contact emergency personnel (911) and advise them of the situation (location, what you saw, if someone is trapped, etc...).
- DO NOT re-enter the building until instructed to do so by emergency personnel.

Remember: There is never a false alarm. The fire alarm is going off for a reason. While it may not be a fire, you do not know that until the building is searched. ALWAYS treat fire alarms as if there is a real fire. DO NOT wait until it is too late to leave; your life could depend on it.

Prevention:

Simple steps can help keep you and those around you safe by preventing a fire. While you are on campus, remember that items with an open flame (such as candles) or an open heat source (such as hot plates) are prohibited. Household extension cords should never be used, and only commercial extension cords are approved for temporary use. Appliances (such as toasters and coffee makers) that are designed for household use only are also prohibited. Make sure you keep your workspace or living area clean, allow 36 inches of space around any heat source (such as a space heater). Ensure that emergency exits are not blocked by boxes, bags, or other items. Finally, you should never leave any food being cooked unattended. This includes food being prepared in microwave ovens.

While off campus, many of the same rules used on campus apply in the same ways. While items such as candles may not be prohibited, they can still be dangerous if not used properly. Never leave open flames or heat sources unattended. Items such as household extension cords can pose a fire hazard and should be avoided. Remember to regularly check your smoke detectors and replace the batteries.

Flooding

Flooding can occur at any time during the year in North Carolina. Flash flooding can occur quickly following an afternoon thunderstorm or during heavy rains. It only takes a few inches of water to sweep a car or person away.

Remember:

Flash Flood Warning or Flood Warning means that flooding is likely in a given area. Flash flooding can occur rapidly with little warning. Flooding may occur over an extended period of time. Regardless, any type of flooding can be dangerous and has the potential to lead to the loss of life. Always monitor local media outlets and NOAA weather radio for up-to-date weather information.

Make a Plan

Flooding can come with a variety of hazards. Know what to do when a flood occurs. Remember, never drive through standing water. Avoid flooded streets. If your home or office is prone to flooding, know where you will go when waters rise. You should never walk into flood waters, as moving water could easily knock you off balance. It only takes a few inches of water to knock you off balance or carry your car away.

Build a Kit

Have an emergency kit for home and work that contains the essential items you may need following a disaster. Visit https://www.ncdoi.gov/ for more information.

Hazmat Emergency

While rare, you may come across a hazardous material. Hazardous materials can be many things, including a chemical that has spilled, a leaking cylinder, or a gas leak from a car or building (for the purposes of this section). The response to these types of situations may vary depending on the material. The most important thing to remember is avoid the area and contact emergency personnel.

General Action Steps:

- Unless trained to do so, do not attempt to clean up the spill or stop the leak yourself.
- Evacuate the immediate area as necessary.
- If there is a fire, pull the fire alarm and evacuate the building.
- DO NOT pull the fire alarm to evacuate a building during a gas leak. Public Safety and the fire department will evacuate facilities as necessary. Activating the fire alarm may create additional hazards.
- Notify Emergency Responders at 9-1-1 and provide as much information as possible:
 - Where has the accident occurred?
 - What do you see/smell?
 - Is the leak inside or outside?
 - Is anyone injured?
 - Is the leak fast or slow?
 - What type of material is it?
 - Fire or smoke?
- Follow the instructions of emergency personnel.
- Wait in a safe location away from the immediate area for emergency personnel. DO NOT re-enter the area until instructed to do so by emergency personnel.

Power Outage

Notify Guilford College Facilities Operations during regular business hours, between 8:00 AM and 5:00 PM. If it is after hours, notify Public Safety.

REMAIN CALM. Wait a few minutes for emergency power to come on to provide emergency lighting. If evacuation of the building is required, assist any disabled persons and use the stairway to exit. DO NOT use elevators. Unplug all nonessential electrical equipment, televisions, and computers. Turn off light switches as a surge may blow out left-on lights and other equipment when power is restored. Contact Facilities Operations for information regarding scope and expected duration of outage.

A Power Outage in A Laboratory or Research Facility

Laboratory personnel should secure experiments or activities that may present a danger when electrical power is off. Also consider what could happen if power is unexpectedly restored. Notify the lab supervisor immediately. Take actions to preserve human and animal safety as well as research. Keep essential research refrigerators and freezers closed throughout the outage to keep them cold. If conditions are hazardous, notify Public Safety. If a laboratory fume hood is non-operational, cap all open containers and close the sash.

If You Are Trapped in An Elevator

If you are trapped in an elevator, push the "Call for Help" button. Speak with the dispatcher and identify the building, elevator number, and floor.

If Others Are Trapped in An Elevator

If someone is trapped in an elevator because of a power outage, call the Public Safety. Give specific directions to the inoperative elevator and have someone meet emergency personnel outside of the building. Tell passengers to remain calm, help is coming. Talk to passengers until emergency personnel arrive.