

NC STATE



Emergency Procedures

In the Event of an Emergency, Follow Instructions of Authorities
and Use Good Judgement in the Absence of Instruction.

In An Emergency Dial:
911

Emergency Information

In the event of an emergency, there are many ways to receive information. Please see below for communication methods.

Text Messaging

Text messages will be sent to users who are registered in the Centennial Campus Emergency Communication System. You can enroll in this for free by texting **LAKE** to 67283.

Audible Warning Sirens

Outdoor sirens will emit a pulsed warning signal when the University community should seek indoor shelter

Emergency Information Webpage

Additional emergency information will be provided for preparation and actions related to emergency events at wolfalert.ncsu.edu

**Do not call 911
for additional information.**

Social Media

The University social media accounts will post the emergency message. Follow the University at: Facebook - NC State University, Twitter - @ncstate

Persons With Disabilities

Individuals who need assistance during an evacuation, even temporarily due to broken leg, illness, medications, etc. should plan in advance. It is important to be aware of your own capabilities and limitations.

Rescue is the fire department's first priority.

What to do during a building evacuation emergency?

- Exit the building immediately using the most direct route
- If unable to evacuate on your own, ask for assistance to the nearest exit or stairs or remain in your room. Ask someone leaving the building to notify emergency responders of your location
- If a phone is available, call 911 and communicate your location

What to do during a shelter-in-place emergency?

- Seek shelter in a room with no windows on the interior of the building if possible
- If a phone is available, call 911 and communicate your location

For assisting individuals with disabilities:

- Check on people with disabilities during an emergency
- Ask if someone needs help, how you can properly provide assistance, and if any items need to accompany them
- Do not use elevators for emergency evacuation

Weather/Adverse Conditions

Centennial Campus will operate normally unless one of the following statuses is publicly announced. It is up to your business to choose whether or not to remain open during a significant weather event. Please note how the condition change affects Centennial Campus facilities availability. In case of an emergency during any Emergency Condition, dial 911.

Condition 1 – Reduced Operations

- Classes are in session and the University is open. Mandatory employees must report to or remain at work. Non-mandatory employees should take reasonable precautions to report to or stay at work.
- University Facilities will operate at normal function on Centennial Campus.

Condition 2 – Suspended Operations

- Classes are canceled. The University is open on a very limited basis. Mandatory employees must remain at or report to work. Non-mandatory employees must leave or not report to work.
- Only Mandatory University Facilities operations will function.

Condition 3 – Closure

- Classes are canceled and the university is closed. Mandatory employees must remain at or report to work. Non-mandatory employees do not report to work.
- University Facilities will not function.

Status of the University is announced via the Emergency Conditions Hotline 919-513-8888, NC State homepage, or local news media outlets

Fire/Life Safety

In the event of a fire, it is necessary and safest for occupants to evacuate. **Centennial Campus policy is total evacuation. Call 911 once you have evacuated the building.**

If the fire is very small and you know how to use a fire extinguisher safely, you may attempt to put out the fire. Be sure you have the right fire extinguisher for the type of fire you are attempting to fight. Fire extinguisher use in work locations should be operated by trained personnel only.

A building evacuation should occur whenever

- A building fire evacuation alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus
- Presence of smoke or the odor of burning
- Uncontained release of hazardous gas

Building Evacuation Action Guidelines - RACE

Rescue

- Assist individuals with disabilities and others if it is safe

Alert

- Inform the people around you about the fire
- Activate the nearest fire alarm pull station and call 911 from a safe location

Confine

- Close doors behind you to inhibit the fire from spreading

Evacuate

- Leave the building immediately via the nearest exit
- If smoke is present, stay low and crawl to the nearest exit
- Do not use elevators
- Do not re-enter the building until authorized by emergency responders

Fire extinguisher instructions:

- P** PULL safety pin from handle
- A** AIM at the base of the fire
- S** SQUEEZE the trigger handle
- S** SWEEP from side to side

Medical/AED/First Aid

Emergency Response

- Dial 911
- Use a blue light phone. These are located around Centennial. Each emergency phone has a line of sight to another emergency phone.

Medical Assistance

- Local urgent care or hospital emergency departments:
 - WakeMed Raleigh Urgent Care, 2406 Blue Ridge Rd Raleigh, NC 27607, 919-789-4322
 - REX Express Care of Raleigh, 3050 Duraleigh Rd Raleigh, NC 27607, 919-215-6990
 - UNC REX Hospital, 4420 Lake Boone Trail Raleigh, NC 27607, 919-784-3100
 - WakeMed Raleigh Campus, 3000 New Bern Ave, Raleigh, NC 27610, 919-350-8000
 - Duke Raleigh Hospital, 3400 Wake Forest Rd, Raleigh, NC 27609, 919-654-3000

Common medical emergencies

- Do not attempt to move the victim unless he or she is in danger of further injury
- Properly trained individuals should begin CPR, if necessary
- Properly trained individuals should commence first aid, particularly to stop heavy bleeding, while waiting for assistance

Emergency Service Devices - Automatic External Defibrillator (AED)

- Locate the nearest AED to your campus location
- AED information and location map available at go.ncsu.edu/AED

The American Heart Association can provide CPR training. Visit www.heart.org for information.

Notify University Police at 911 immediately.

Give as much information as possible regarding:

- Nature of the illness or injury
- Victim's location
- Status of victim: conscious, breathing, bleeding
- Victim's injury if known
- Hazardous materials involved

Hazardous Materials

Hazardous Materials Spills

Hazardous materials include biological, radiological, chemical and gases. Any hazardous material spill should be reported to 911, who will then contact University Environmental Health and Safety.

Small Hazardous Material Spill/Leak

In case of emergencies,
call 911 immediately

- Evacuate the area and find a safe location
- Call 911
- Do not walk in or touch any of the spilled substance
- If possible hold your breath or cover your mouth with cloth while quickly leaving the area; try not to inhale gases, fumes, or smoke
- Stay away from accident victims until the hazardous material has been identified
- Try to stay upwind and uphill of the accident
- Keep others away
- Remain in a safe location to direct emergency personnel to the affected area
- If you think you have been exposed to a hazardous material, inform emergency responders immediately
- Assist with obtaining information regarding the hazardous material

Large Hazardous Materials Release

- Stay informed and follow directions from University officials and emergency responders
- If told to evacuate, do so immediately. While evacuating, avoid inhaling the hazardous material by covering your mouth with a cloth or shirt
- If told to shelter-in-place, do so immediately:
 - Take refuge in a small interior room with few, if any windows or other connections to the outside environment
 - Close windows and doors
 - Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials
 - Turn off ventilation system, if possible

Utility Failure

For major utility failure in your building, contact your power provider to report utility failure. Be prepared to provide the following information:

- Your name
- Phone number
- Building name
- Nature of incident
- Floor(s) or area affected
- Room number

In the event of a major utility failure notify:

- 911
- Duke/Progress Energy 800-419-6356
- NC State Facilities 919-515-2991

Electrical Failures

- Turn off all electrical equipment, including computers. Do not turn back on until power is restored or when advised
- Evacuate the building, using stairs. Elevators will not function during a power failure
- In buildings equipped with emergency generators, limited electricity to crucial areas, including fire alarm system and emergency lighting may be provided
- In the event of an extended, campus wide, or area wide power outage, instructions and information will be provided through the building property management company

Flooding/Water Leaks

- Turn off the water if possible
- Stop using all electrical equipment
- Avoid contact with the water due to potential for electrocution
- For minor leaks, contact the building property management company
- For extensive leaks or flooding, call 911 or the building property management company

Gas Leaks

- Stop what you are doing immediately, do not use cell phones or other electronic equipment
- Evacuate the building/area, move at least 300 feet away
- Call 911 immediately from a safe location

Active Shooter/Hostile Situation/Threats

In the event of an active shooter in your building, **CALL 911 immediately**. Be prepared to give the following information:

- Name
- Phone Number
- Building Name
- Building Address
- Where you are located in the building (floor/room)
- Communicate you are on NC State Centennial Campus

When confronted with an active shooter: Run, Hide, Fight.

Protect Yourself (Act Out): As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by the following:

- Acting as aggressively as possible against him/her
- Throwing items and use improvised weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives

- Put down any items in your hands
- Keep hands visible
- Avoid making quick movements toward officers
- Follow all instructions
- Do not stop to ask officers for help or directions when evacuating, proceed in the direction that officers are entering the premises

THREATS

If threat is made by phone:

- Make note of the caller's number if Caller ID is available
- Remain calm and obtain as much information as possible

If threat is written:

- Do not handle note any more than necessary
- Notify Police: Call 911 immediately
- Notify your supervisor and do not touch any suspicious packages

Suspicious Persons/Concerning Behavior

SUSPICIOUS PERSONS

Suspicious behaviors may include:

- Going from door to door, office to office
- Loitering in a hallway or common area
- Entering a private office unescorted
- Offering items for sale in buildings
- Entering a secured area
- Asking for an unknown person
- Leaving a package
- Asking for money

Provide a description and where you last saw the person; alert others on your floor or area.

CONCERNING BEHAVIOR

- **Disruptive Behavior:** Communications (verbal or written) or actions which prevent or significantly impair effective workplace or classroom activities, but do not threaten personal safety
- **Harassing Behavior:** Unwanted, unwelcome, and uninvited behavior that threatens, intimidates, demeans, alarms, annoys, or puts a person in fear for their safety
- **Threatening Behavior:** An expressed or implied threat to harm an individual(s) that cause reasonable fear that personal harm is about to occur
- **Psychological Crisis:** An individual is threatening to harm him/herself or others, or is not in touch with reality due to severe drug/alcohol reaction or a psychotic breakdown. A psychotic breakdown may be manifested by delusions, hallucinations, disorganized speech, uncontrollable behavior, or catatonic behavior
- **Suicide Threat:** A verbal or written statement (verbal, written, text, via social media, etc.) indicating an individual's plan to harm himself/herself

Notify Police of any suspicious persons or activities immediately.
Call 911

IN RESPONSE TO DISRUPTIVE BEHAVIOR

- Do not ignore disruptive behavior
- Consider discussing your concerns with the individual
- Document exactly what you are concerned with, what you witnessed, heard, read
- Keep evidence that supports your concern
- Call 911