

EMERGENCY ACTION PLAN

Quick Reference Guide

KNOW YOUR SPACE

- Locate the AED, first aid kit, fire extinguisher and fire alarm ahead of an emergency.
- Identify the safest space in your building in case of an active shooter or weather event.
- Know your building captain, building name and classroom number.
- Familiarize yourself with the locations of stairwells, entry and exit points.

COMMUNICATION

- RAVE Emergency Alert System
 - Students and employees are automatically in the system
 - Manage your account at getrave.com
 - Type Wingate University in drop-down menu and log in with your Wingate University email address and password
 - Sends email, text and phone call
 - Can customize weather alerts
 - @BulldogAlerts on Twitter is connected to RAVE and will post simultaneous alerts

MEDICAL EMERGENCIES

- Call 911 (Know your building name and classroom number to relay to 911 dispatcher)
- Call Campus Safety at 704-233-8999
- Stay with the victim
- Dismiss other students from class (Use your best judgment)
- AEDs
 - Locate the closest one in your building
- Basic first aid kit
 - Kits will be distributed to each school/department

SHOOTER

- Siren (constant tone) will sound on campus
- Emergency alert will go out via RAVE
- Call 911
 - Determine the best way to protect yourself: run, hide, fight
 - Lock the door to the room you are in, implement the floor locking system if available, try to move to a room with a lock on it, or find other ways to barricade the door
 - Close the blinds, turn off the lights
 - Lie on the floor away from doors and out of sight of windows
 - One person should call 911
 - Remain in lockdown until the police or University gives the all-clear

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BOMB THREATS

- If a suspicious package is observed, do not touch it. Evacuate the building and call 911.
- If someone calls with a bomb threat, write down the information and call 911 to report it.

FIRE

- Sound the alarm if your building has one. If not, rouse people from their offices with your voice.
- Ask ONE PERSON to call 911 (give details of the fire location) from a cell phone while exiting the building
- Everyone
 - Leave the building through the closest door
 - Gather in a common meeting place determined by your building captain
 - Take a roll call
 - Anyone with mobility issues will be designated a helper in case of an emergency
 - Do not re-enter the building until cleared by the Fire Department or University Campus Safety
- Locate where a fire extinguisher is in your building before an emergency
 - Remember, human safety first
 - For small fires: If there is a clear exit path, 911 has been alerted and everyone has evacuated, use the PASS method:
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the trigger
 - Sweep the spray from side to side. Empty the entire contents of the extinguisher

WEATHER

- Tornado
 - Siren (rise and fall tone) may sound on campus
 - Emergency alert will go out via RAVE
 - Take cover with your cell phone in a windowless room, toward the inside of the structure
 - Do not come out until the all-clear message is sent
- Severe Thunderstorm
 - Same as above, do not use electrical equipment.
- Earthquake
 - Same as above, take cover under a desk, table or in a doorway.

