Crisis Management Response

2026-2027

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WINGATE UNIVERSITY
CRISIS AND EMERGENCY PLAN
2026-2027

I. Purpose

The purpose of this Crisis Management Plan is to coordinate the use of the University and community resources to protect life, provide necessary communication to key constituencies, and maintain or restore normal University operation as soon as possible during or immediately after any natural or human-caused emergency at Wingate University. However, it is impossible to appropriately plan for every crisis or emergency ahead of time. For this reason, this Crisis and Emergency Plan is a guideline for the Crisis Management Team (CMT) to decide what actions are necessary and how to handle each individual, unique occurrence when it happens.

II. Goals

1. To save lives,
2. To protect human health and safety,
3. To protect University operation,
4. To communicate with key constituencies, and
5. To support community needs.

III. What is an Emergency?

An emergency is any unplanned event or series of events that seriously disrupts the operation of the University. For the purposes of this plan, there are several different categories of crises/emergencies: life threatening emergencies, natural disaster, and human-caused crisis/emergency.

A. Life Threatening Crises/Emergencies

A life threatening crisis/emergency is classified as any unplanned event or series of events that necessitate the involvement of local law enforcement or fire officials.

A life threatening crisis may include the following:

- Bomb threat
- Terrorism
- Death, murder, or suicide on campus
- Explosion
- Fire or major damage to University property
- Rape, sexual assault, or domestic violence
- Theft of property from the University, students, employees, or visitors

- Highway 74 traffic accident (endangering University)
- Train derailment or accident
- Active Shooter

B. Human-Caused Crisis/Emergency

A human-caused crisis/emergency may be classified as any:

- Epidemic
- Gas leak
- Hazardous materials incident
- Loss of electricity
- Civil disturbance
- Disorderly gathering of students
- Disorderly conduct of fans or fight on or off field
- Safety hazard on campus
- Radiological accident

C. Natural Disaster

A natural disaster is classified as any natural occurrence. Class 1 natural disasters allow time for officials to make necessary preparations. Class 2 natural disasters are spontaneous occurrences that allow little or no time for preparation, and the aftermath is the central focus for officials.

Class 1

- Hurricane
- Winter Storm

Class 2

- Tornado
- Earthquake
- Flood

D. Emergency Mass Notification System

In the event a situation arises, whether on campus or in the immediate vicinity, that constitutes a direct or potential threat to the campus community, the University will, without delay, and taking into account the safety of the community, disseminate a timely warning to the campus community. Campus Safety, in conjunction with the Crisis Management Team if necessary, will determine the content of the notification and initiate the emergency notification, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Methods of communication that may be employed to alert community members of a potential threat or during an immediate emergency include those listed below. The type of emergency will dictate which method of communication, or combination of methods, will be used:

- Siren system
- Cell phone text/voice messaging
- All campus email alerts
- University website notification
- Rave Mobile Alert System
- Public media (TV, radio, news, websites)
- Direct on foot and in person notifications
- Social media post

The institution will conduct periodic drills and tests to ensure operability, accuracy, and timelines of emergency mass notification systems. These tests may be either announced or unannounced.

E. Course of Action for Specific Crises and Emergencies

During emergencies, where deemed appropriate, the University's siren system and the Rave Mobile Alert System will be activated to communicate the following:

- **Emergency Weather Tone:** (Rise and Fall Tone) Activated for Tornado Warnings and other weather related emergencies. Take cover in a designated safety area for your particular location and prepare for weather emergency as appropriate. A cell phone message from the University will be sent with information and instructions. Remain in the designated area until notified with specific instructions or "All Clear" by staff or cell phone message.

- **Emergency Incident Tone:** (Solid-Consistent Tone) Activated for immediate danger event (Active Shooter, railroad accident, etc.) which signifies immediate lockdown. Take cover in your current indoor location and stay away from windows or doors. Cell phone/text/email message from the University will be sent along with tone activation; additional safety instructions will be provided. Remain in this location until notified by emergency personnel or "All Clear" by message.

Rave Mobile Alert System - This system allows designated administrators to send either voice or text messages concerning a situation to all students, faculty, staff. Parents must

be added by their student in order to receive Rave messages. It may be employed following the use of the siren system.

The decision to activate the Siren System and send out a Rave Mobile Alert is made by members of the Crisis Management Team. Use of these two resources allows the University to quickly and accurately spread information regarding a situation which may affect the campus community.

Crisis Management
Wingate University

The primary concern in managing a crisis is the safety, health, and well-being of faculty, staff, students, and the public, restoring academic programs, university property, and resources.

Introductory Information

- Dial 911 for emergencies.
- Dialing 911 from any campus phone reaches the Union County Communication Center.
- For the emergency call boxes – Press the button, and when you receive a response, state your problem.
- Non-emergency calls for Campus Safety 24 hours a day, dial 704-233-8999
- Union County Sheriff's Office: 704-283-3789
- N. C. State Highway Patrol: 704-283-8101
- Union County Communications: 704-289-1591 (non-emergency)
- Atrium Health Union: 980-993-3100
- American Red Cross: 704-283-7402
- Wingate University Health Center: 704-233-8102
- Atrium Health Urgent Care – Monroe: 704-283-8193

IDENTIFICATION CARDS: All students must carry student identification cards or mobile credentials that are obtained from Residence Life. Identification must be presented to security officers, law enforcement working on campus, and University officials upon request.

LIABILITY: Although Wingate University seeks to protect the property of members of the Wingate community, the University cannot be responsible for property that is lost, stolen, or damaged by accident, by nature, or by others. Therefore, the University recommends personal property insurance, especially when you bring valuables to campus, including, but not limited to, vehicles.

AUTHORIZED ENTRY: Authorized individuals may enter student rooms or employee offices for purposes of routine maintenance, housekeeping, inspection, or search. These individuals include, but are not limited to, residence hall staff, maintenance and housekeeping personnel,

security officers, university officials, health inspectors, and fire inspectors. When authorized individuals enter rooms, they shall exercise reasonable effort to maintain the safety and security of persons and property.

ROOM INSPECTION: In order to encourage health and safety, a room or office will be inspected periodically by authorized individuals, including, but not limited to, residence hall staff. Although such entry is not for purposes of search, if, in the course of such inspections, items are discovered which suggest violation of university policies or applicable law, they will be seized and disciplinary action may result.

ROOM SEARCH: Where reasonable cause exists, authorized university officials, including residence hall staff and Campus Safety Officers, may enter and search student rooms and employee offices should life or property appear to be in danger or to investigate alleged violations of university policies or municipal, state, or federal laws.

Confidential and Anonymous Reporting

If you are a victim of a crime or would like to report a crime confidentially, the University has a Campus Conduct Hotline that is a confidential, independent, call-in service that provides a simple, anonymous way for you to help preserve the values and reputation of our institution. The number you can call is 1-866-943-5787. If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you should still consider making a confidential report. To report crimes confidentially, individuals may contact the Office of Campus Safety at 704-233-8999 or the Office of Residence Life by dialing 704-233-8245 or 980-210-4950 for the on duty professional and stipulating that you, as the caller, would like to remain anonymous. With your permission, the Chief of Campus Safety, Associate Vice President for Student Life, or their designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Should local authorities or Campus Safety need to be notified to protect the campus community, appropriate action will then be taken. With such information, the University can keep an accurate record of the number of incidents involving students and employees, identify any emerging crime patterns with regard to location, method, or assailant, and alert the campus community to potential danger. Reports filed in this matter are counted and disclosed in the annual crime statistics for the institution.

Types of issues that may be reported, but are not limited, to the following:

- Donor gifting concerns
- Research grant misconduct
- Data privacy violation
- Accounting/Audit irregularities
- Misappropriation of costs
- Conflicts of interest

- Falsification of university records
- Fraud
- Policy issues
- Theft of cash, goods, services, or time
- Workplace violence threats
- NCAA violations
- Academic fraud

CLERY ACT MANDATORY REPORTERS (CSAs)

A. How is this different from other mandated reporting requirements?

Certain individuals may have been notified already that you are a mandated reporter for Title IX, which covers sexual harassment. This is different from Title IX.

B. What is the Jeanne Clery Act?

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S. Code § 1092), usually referred to as the Clery Act, Wingate is required to disclose statistics concerning specific crimes that occurred within specific geography that are reported to local police agencies or Campus Security Authorities (CSA's).

C. What is a Campus Security Authority (CSA)?

The law defines a CSA as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." Examples include:

- All members of the Wingate University Department of Campus Safety;
- All employees or independent contractors who have any responsibility for campus safety and campus security;
- Vice President for Operations;
- Director of Residence Life, Associate Director of Residence Life, Assistant Director(s) of Residence Life, Residence Directors, and Resident/Community Assistants
- Athletic Director;
- All head coaches, assistant coaches, and graduate assistants involved in coaching;
- All advisors to student groups/organizations;
- All directors of campus involvement and all employees who oversee Greek Life;

- All directors of campus recreation;
- Title IX and Deputy Title IX Coordinators;
- Office of Community Standards personnel, including Assistant Director for Community Standards;
- VP and Chief Diversity Officer
- Director of the Health Center

Faculty members are not normally CSA's unless they are involved with additional student-facing duties that are separate and apart from teaching, research, and academic advising.

D. What do CSA's need to report?

If identified as a CSA YOU ARE REQUIRED TO REPORT THE FOLLOWING:

a. Criminal Offenses

1. **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Deaths caused by suicides, fetal deaths, traffic fatalities, accidental deaths, and justifiable homicides are excluded. Assaults with intent to murder and attempts to murder should be classified as aggravated assault.

2. **Manslaughter by Negligence:** The killing of another person through gross negligence.

3. **Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

4. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.

5. **Fondling:** Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

6. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

7. **Statutory Rape:** Sexual intercourse with a person who is under the statutory

age of consent.

8. **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

9. **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

10. **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For Clery reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

11. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle by persons not having lawful access to the vehicle.

12. **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

b. Hate Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is a pre-formed negative opinion or attitude towards a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity. For Clery purposes, hate crimes include any of the above offenses and the addition of the categories below:

1. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

2. **Simple Assault**: The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.

3. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

4. **Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

E. Violence Against Women Reauthorization Act (VAWA Offenses)

The Violence Against Women Reauthorization Act ("VAWA") imposes obligations on colleges and universities under its Campus Sexual Violence Act ("SAVE Act") provision, Section 304. Under this law the additional crime categories collected are:

1. **Domestic Violence:** includes misdemeanor and felony crimes of violence committed against a victim when the offender is the spouse of the victim, a former spouse of the victim, or an intimate partner of the victim, or has a child in common with the victim. Domestic violence also includes misdemeanor or felony crimes of violence when the victim is a minor subject to the control of the offender, or is an incapacitated individual subject to the control of the offender.

2. **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between persons involved in the relationship.

3. **Stalking:** a course of conduct directed (two or more acts) at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Note: the physical location of the course of conduct or portions of it does not matter.

4. **Sexual Assault**: this crime is included by the FBI as a Criminal Offense and is discussed above under the section titled "Criminal Offenses".

F. Violations of Weapons, Drug Abuse and Liquor Laws

The third category of crime statistics is the number of arrests and the number of referrals for

disciplinary action for the categories listed below:

1. **Weapon Law Violations:** the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

2. **Drug Abuse Violations**: violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics; and dangerous non-narcotic drugs).

3. **Liquor Law Violations:** violations of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned.

The locations for which we are required to disclose statistics are:

- Wingate University campus (property owned and controlled by the University),
- Public property that is contiguous to Wingate University property
- Location or land over which the University has temporary control through a lease or agreement

How do you report?

- Campus Safety: 704-233-8999
- Union County Sheriff's Office (non-emergency): 704-283-3789
- Police (emergency): 911
- Address: 204 North Main Street Wingate, NC 28174
- Making an incident report here.

CONTROLLED SUBSTANCES OTHER THAN ALCOHOL

In compliance with the Drug-Free Schools and Communities Act of 1989, the University provides the following information descriptive of the effects of selected controlled substances and the types of sanctions, which may be imposed either by the University or because of legal statutes. Although summaries contained herein constitute a good-faith effort to provide information mandated by law, Wingate University does not guarantee that they are error-free or exhaustive.

University Policy: The illegal possession, use, or distribution of drugs or paraphernalia associated with drug use is specifically prohibited.

- **Illegal Possession of Drugs:** The illegal possession and/or use of any narcotic drug, hallucinogenic drug, or other controlled substance by any person on University property or at University-related functions is specifically prohibited.

- Sanctions: Sanctions include mandatory referral to the Department of Community Standards for assessment. Additional sanctions, including, but not limited to, fines or suspension may be imposed.

- **Illegal Possession of Drug Paraphernalia:** The illegal possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, pipes, or rolling papers, while on University property or while attending a University-related function is specifically prohibited.

- Sanctions: Sanctions include mandatory referral to the Department of Community Standards for assessment. Additional sanctions, including, but not limited to, fines, the loss of campus housing, or suspension, may be imposed.

- **Illegal Distribution:** The illegal distribution, delivery, or sale of any narcotic, hallucinogenic drug, or other controlled substance while on University property or while attending a University-related event is strictly prohibited.

- Sanctions: Members of the Wingate University community who distribute illegal drugs should expect expulsion or termination.

North Carolina Statutes: Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell, deliver, or possess with the intent to manufacture, sell, or deliver drugs designated as "controlled substances". Sanctions include terms of imprisonment and heavy fines.

United States Statutes: The federal government provided portions of the summary, which follows. Although the summary represents a good-faith effort to provide information, Wingate University does not guarantee that it is error-free or exhaustive.

18 U.S.C. 922(g). Conviction: Ineligibility to receive or purchase a firearm.

21 U.S.C. 844(a). First conviction: Imprisonment for up to one year, a fine of at least $1,000 but not more than $100,000, or both.

After one prior drug conviction: Imprisonment for at least fifteen days but not more than two years, a fine of at least $2,500 but not more than $250,000, or both.

After two or more prior drug convictions: Imprisonment for at least ninety days but not more than three years, a fine of at least $5,000 but not more than $250,000, or both. See special sentencing provisions for possession of crack cocaine.

21 U.S.C. 884(a). Civil fine of up to $10,000.

21 U.S.C. 835(a). Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

21 U.S.C. 853(a)(2) and 881(a)(7). Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. See special provisions for the possession of crack cocaine.

21 U.S.C. 881(a)(4). Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. [Vehicles may be impounded in cases involving any controlled substance in any amount.]

Special sentencing provision for possession of crack cocaine: Mandatory at least five years in prison, not to exceed twenty years, and fine of up to $25,000, or both, if (a) first conviction and the amount of crack possessed exceeds five grams; (b) second crack conviction and the amount of crack possessed exceeds three grams; (c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Miscellaneous: Authorization to revoke certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, are vested within the authorities of individual federal agencies.

Effects of Selected Drugs: The following is a summary of health risks associated with the use of certain illicit drugs. Although a part of the summary was provided by the federal government, Wingate University does not guarantee that the summary is error-free or exhaustive.

- ***Marijuana:*** Marijuana and related compounds are ordinarily used to encourage relaxation or to produce an altered sense of reality. Marijuana is usually smoked, and it is toxic to the lungs. Disorders of memory, including loss of memory and of mood, including apathy about life, school or work, often occur in chronic users.

- ***Cocaine (stimulant):*** Cocaine, crack and related forms, are usually used for stimulation or because they produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to abandon. Criminal activity to support the

habit often results. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

- ***Amphetamines (stimulants):*** Amphetamines and their derivatives, "crystal" and "ice", are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

- ***LSD and PCP (hallucinogens):*** These chemicals are used to produce "altered states," in an effort to escape reality. They are very dangerous and can cause psychosis.

- ***Valium, Barbiturates, et cetera (depressants):*** These and similar prescription drugs are ordinarily used for their sedative or hypnotic effects. Some of these drugs are highly addictive, and others can cause seizures (convulsions) in individuals who take them over long periods.

- ***Heroin, codeine, et cetera (narcotics):*** These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Persons who use needles to support consumption are in a high-risk group for infection with human immunodeficiency virus, believed to be the cause of AIDS.

- ***Other:*** Many medications and drugs, including those that are prescribed for you, have the potential for abuse.

Emergency Response Plan

Level 1: Emergency Lockdown Procedures

Department: All Campus Departments

Emergency Contact: Emergency - 911 and Non-Emergency - Campus Safety - 704-233-8999

What is a lockdown?

A lockdown is implemented when there is a serious security risk (e.g., violent or armed intruder) to building occupants.

How will I know a lockdown is occurring?

- Siren system
    - A solid, consistent tone will sound.
- Cell phone text/voice messaging
- All campus email alerts
- University website notification via Rave Mobile Alert System
- @BulldogAlerts on X
- Public media (TV, radio, news, websites)
- Direct on foot and in person notifications

Lockdown Steps:

If a lockdown occurs, secure an area as follows:

1. Move immediately to the nearest room you feel is safe with as many people as possible.
2. Lock and barricade the door.
3. Turn off the lights or maintain minimal lighting.
4. Cover all windows with blinds, curtains, etc.
5. Keep back from windows and doors.
6. Lie flat on the floor or take cover out of sight.
7. Silence cell phones except to report injured people.
8. Keep calm and quiet.
9. Stay in the room until Police arrive. Remember it may be several hours before you can be safely evacuated.

What if someone is injured?

Follow these steps when safe to do so:

1. Call 911 from a hardwired line, if possible.
2. Place a sign in an exterior window to identify the location of the injured people

3. **Who to call?**
    - Call 911 for all campuses.

What to report? When contacting authorities, report the following:

1. Your specific location, building name and office/room number;
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries; and
4. If you have seen an assailant or identified a threat:
    - Location and number of suspects;
    - Direction of travel;
    - Their clothing and description;
    - Their identity if known;
    - Any weapons or accessories (e.g., backpack); and
    - Any unusual or threatening sounds (e.g., gunfire or explosion)

What if a fire alarm sounds?

- DO NOT respond normally as a fire alarm during a lockdown, may be a ploy by an armed intruder.
- Remain calm in your lockdown secure area, if safe to do so.
- In Case of Fire, follow Fire/Evacuation procedures.

Level 2: Shelter-In-Place (Soft Lockdown)

Annex: Shelter-In-Place Plan

Department: All Campus Departments

Emergency Contact: Emergency - 911 and Non-Emergency: Campus Safety - 704-233-8999

What is a "Soft Lockdown" Procedure?

- A soft lockdown is used when a possible threat is identified in the surrounding area. This would involve any safety risk that is happening outside of the school - for example, a bank robbery, burglary. If there is any suspicious activity that could bring potential danger on campus, administrators may opt to institute a soft lockdown.

Priorities

In the event of a sheltering-in-place situation, Campus Safety will work with University Administration to identify the need for a shelter-in-place. Depending upon local events, Campus Safety could be notified by the Emergency Operations Center or other Emergency Personnel and directed to shelter-in-place. Following this notification, Campus Safety will notify faculty, staff, and students through the Rave Mobile Alert Notification System. The information provided will give direction on how to respond to the emergency.

Communications

Wingate University may communicate with the campus community by any of the following means:

How will I know a lockdown is occurring?

- Siren system
    - Solid consistent tone will sound
- Cell phone text/voice messaging
- All campus email alerts
- University website notification via Rave Mobile Alert System
- @BulldogAlerts on X
- Public media (TV, radio, news, websites)
- Direct on foot and in person notifications

If a situation requires a shelter-in-place, take the following action:

- Close all windows and exterior doors.
- Follow all University Emergency Information sources.
- Bring everyone into the room(s).
- Stay indoors until officials advise it is safe to go out.
- During Shelter-in-Place, students and staff are brought inside the building; and all exterior doors are locked.

BUILDING EVACUATION

All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by the University Campus Safety.

Please follow the building evacuation guidelines below:

- If necessary or if directed to do so by a designated emergency official, activate the building alarm.
- Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary. (NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and smoke tower stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.)
- Do not use elevators during emergency evacuation; emergency response personnel may use an elevator for evacuation after review of the circumstances.
- When the building evacuation alarm is sounded or when told to leave by an emergency official, walk quickly to the nearest marked exit and ask others to do the same.

- Once outside, move to an emergency assembly point:
- Academic Buildings here
- Residential Buildings here
- Remain at the emergency assembly point until a head count is taken, and further instructions are provided by emergency personnel or University Campus Safety personnel.
- Do not return to an evacuated building until advised to by the Fire Department or Campus Safety.

Restrictive Access:

- Some emergencies may warrant securing campus buildings, roads, or campus entrances.
- Campus buildings – Buildings with card access may be programmed to restrict card entry. Buildings without card access may be secured by key lock, controlled by an officer posted at the doors, or restricted by perimeters with yellow caution tape.
- Roads/streets, sidewalks, and open areas may be restricted by officers directing traffic, barricades, or perimeters with yellow caution tape.
- It is important for everyone to always have his or her Campus ID in the event of a situation that warrants limited access.

Quick Response:

- When the alarm sounds, leave immediately.
- Alert others to the emergency and ask if they will need help in evacuation.
- Do not use elevators unless instructed to do so by emergency personnel.
- Go to an emergency assembly point.

BOMB THREATS

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

Call 911 and report the incident.
If a suspicious object is observed:

- Do not touch it!
- Evacuate the immediate area.

Important: After evacuation, report to an Emergency Assembly Area. Do not re-enter the building until instructed to do so by appropriate personnel (University Campus Safety, Law Enforcement, or Fire Department).

Respond in the following manner:

- If a suspicious object or potential bomb is discovered, do not handle the object. Evacuate the immediate area, and call 911. Be sure to include the location and appearance of the object, your name, location, and phone number. Stay on the line with the Police Communications until told you can hang up.
- If a phone call bomb threat is received, ask the caller the following questions and record the answers:
    - When is the bomb going to explode?
    - Where is the bomb located?
    - What kind of bomb is it?
    - What does it look like?
    - Why did you place the bomb?
    - Exactly what did the caller say (word for word)?
- Keep the caller talking as long as possible and try to determine and record the following information:
    - Time of call
    - Sex and appropriate age of caller
    - Speech pattern (accent, possible nationality, slur, etc.)
    - Emotional state of caller
    - Background noise

Immediately call 911, and notify University Campus Safety. Do not evacuate unless directed to do so by the University Campus Safety, Law Enforcement, or the Fire Department. Early evacuation before the route of travel has been searched may place more people in jeopardy than not evacuating at all.

FIRE AND EXPLOSION

Quick response…Protect yourself.

Fire

- Everyone should evacuate to an assembly area
    - Academic Buildings here
    - Residential Buildings here

Explosion

- Take cover.
- Assist the injured.
- Everyone should evacuate to the assembly area.
- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

Small Fire Procedures

- Avoid personal injury and excessive risks.
- Alert people in the immediate area and activate the alarm.
- Call 911. Give details of the fire location.
- Know your exits.
- Avoid smoke and fumes. Stay low.
- Do not re-enter the building until advised by the Fire Department or Campus Safety.

If you are trapped in a building:

- If a window is available, place an article of clothing (shirt, coat, etc.) outside a window as a marker for rescue crews.
- If there is no window, stay near the floor. Shout at regular intervals to alert emergency crews of your location. Do not panic.
- If the door is warm, do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.

WINGATE

UNIVERSITY

Wingate University Fire Safety Evacuation Procedure

Office of Residence Life

Fire Safety Evacuation Procedure
Office of Residence Life

In the event of a fire on campus, Residence Life personnel will play a key role as primary university responders to the event. In the event of a fire, Residence Life personnel should have a clear understanding of their role and responsibility, as well as the evacuation plan as set by the Office of Residence Life and Campus Safety.

Roles and Responsibilities

Resident/Community Assistant:

In the event of a fire in a residential facility, Resident/Community Assistants' responsibilities include:

- Evacuating the building
- Notifying the appropriate emergency personnel
- Notifying Campus Safety and Resident Life Staff on Duty
- Gathering as much information as possible from residents as to the location and cause of fire and notifying appropriate emergency personnel
- Moving students to the designated evacuation area (see Map of Fire Evacuation Points)

Resident Director:

In the event of a fire in a residential facility, Resident Directors' responsibilities include:

- Evacuating the building
- Notifying the appropriate emergency personnel
- Notifying Campus Safety and the appropriate On Call Professional or Level I Responder (see Call Protocol)
- Gathering as much information as possible from residents as to the location and cause of fire and notifying appropriate emergency personnel
- Acting as University Liaison to emergency personnel, and assisting first responders until relieved by On Call Professional
- Moving students to the designated evacuation area (see Map of Fire Evacuation Points)

General Policies and Procedures

Residence Life staff are prohibited from putting themselves in harm's way. In the event of a fire alarm, Resident Assistants are required to do all that is necessary to evacuate their areas, only as they themselves are exiting the building. This can include knocking on doors and informing residents as the building clears. **Primary responsibility should include IMMEDIATELY calling 911.**

When a Resident Director is informed of a potential fire in a residential facility, they must immediately respond. As they respond, they should make sure that they can contact the appropriate administrators and emergency personnel.

If at any time personnel see or smell smoke, or any other indicator that the presence of a real fire exists, it is important to make emergency personnel (911) aware.

Call Protocol

Level 1: **On Call Professional**

Resident Director on Duty – 980-210-4950

Level 2: Director of Residence Life

Jessica Head - 704-467-7338

If the issue involves the safety of a Wingate University student, or is the result of a maintenance concern, the following individuals can be contacted.

Level 1: Campus Safety Officer – 704-233-8999
Chief Mike Easley – 704- 233-8299

Level 2: Glenda Bebber-Associate VP of Campus Operations – 704-233-8221

FIRE EVACUATION AREAS FOR STUDENT RESIDENTS

Alumni Residence Hall	Academic Quad
Cannon Residence Hall	McGee Promenade
CM Black Residence Hall	McGee Promenade adjacent to Fountain
Helms Residence Hall	Grass Area in front of Helms
JM Smith Residence Hall	Commuter Lot in front of Batte Fine Arts Center
South Village Complex (Buildings 1-6)	Klondike
Watson Village including Laney, Lowery, McIntyre, Henricks, Bennett, Holbert	North Parking Lot at Batte Fine Arts Center
East Wilson Residence Hall	Parking Lot adjacent to Soccer Stadium
Cooper Residence Hall	Parking Lot adjacent to LaVerne
Tucker Residence Hall	East Parking Lot Adjacent to the Tucker Residence Hall and Art Complex parking lot

WINGATE UNIVERSITY

Fire Evacuation Locations
Residential Buildings

1. Alumni Residence Hall	Academic Quad
2. Cannon Residence Hall	McGee Promenade
3. CM Black Residence Hall	McGee Promenade Near Fountain
4. Faculty Drive Apts	Large Lot Acress Street
5. Helms Residence Hall	Grassy Area
6. JM Smith Residence Hall	Commuter Lot
7. South Village Complex	South Village Clubhouse
8. University Place Apts	Lot Across Pearl Circle
9. Watson Village	North Lot at Batte Center
10. Yellow Apts	Levine Health Sciences Lot
11. GA House on Faculty	Large Lot Across St
12. East Wilson	Socccer Stadium Lot
13. West Wilson	LaVerne Lot
14. Northeast Dorm	Rear of Lot Away from Building

Questions?
Call Campus Safety at
704-223-8999

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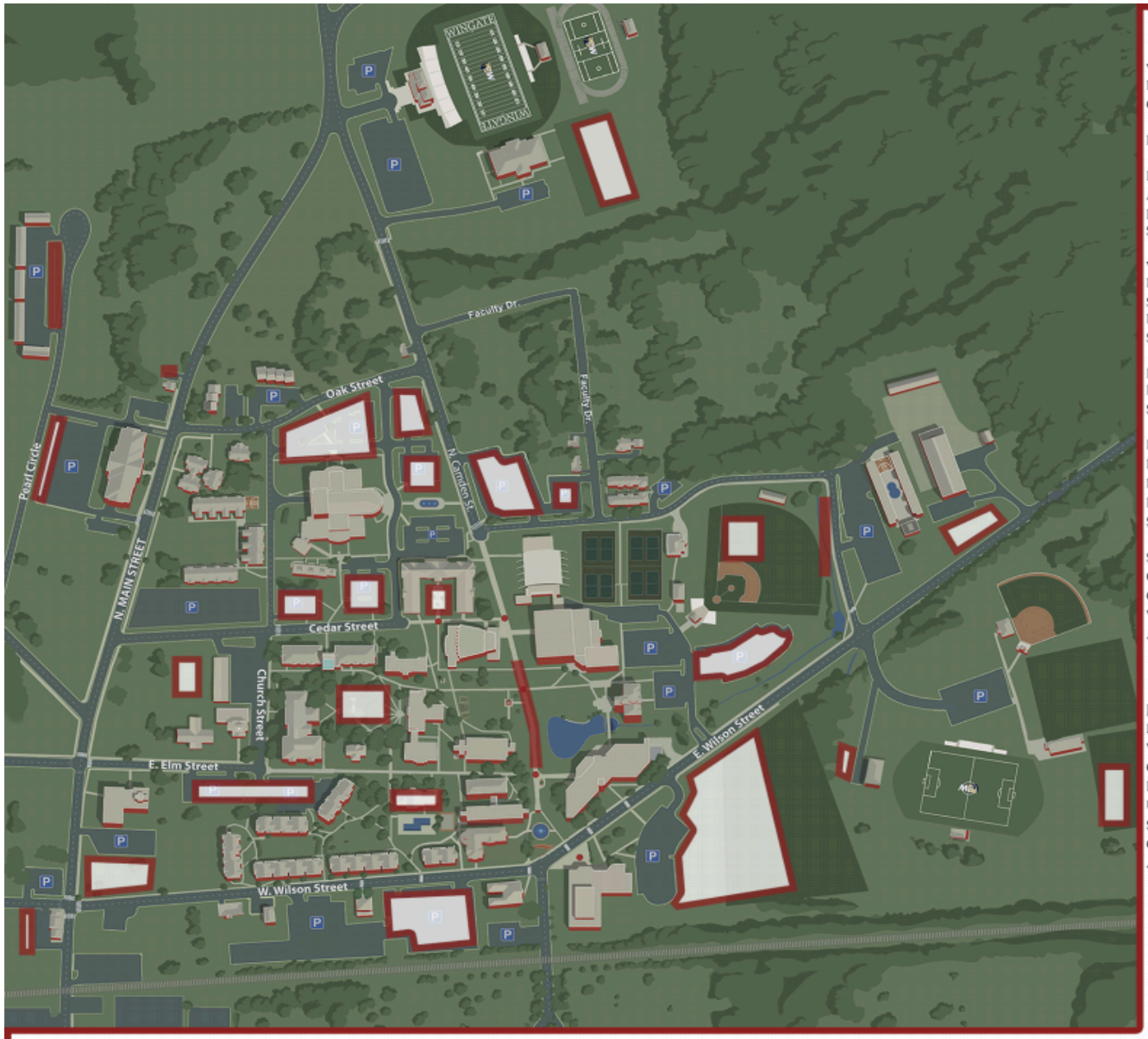
FIRE EVACUATION POINTS FOR CLASSROOM BUILDINGS AND ADMINISTRATIVE BUILDINGS

Art Complex	Parking Lot Adjacent to Building
Woodall Sports Medicine	Intramural Field
Austin Auditorium	Courtyard at JM Smith Residence Hall
Baseball Clubhouse	Baseball Field
Bridges Science	Academic Quad
Burris	McGee Promenade at the Wellspring
Burnside Dalton	McGee Promenade at the Wellspring
Neu	Field by Parking Lot
Campus Safety	Parking Lot
Cannon Athletic Complex, Sports Sciences	Baseball Field
Crowder Welcome Center, Dickson Palmer Student Center	McGee Promenade
Ethel K. Smith Library	Academic Quad
Efird	South Village Parking Lot - Elm Street
Plyer Fieldhouse	Practice Field
George A. Batte Jr. Fine Arts Center	North Side Commuter Lot
Goodman Service Center	Front Lawn
Hayes	McGee Promenade
Hinson Art Gallery	Faculty/Staff Lot on Cedar Street
Holbrook Health Center	South Village Parking Lot - Wilson Street
Klondike (Contains Chick-fil-A, Wild Blue, and Freshens)	Elm Street Promenade
Levine Health Sciences	Back of Student Parking Lot
McGee Center	Parking Lot across Haskins
Paw Print	Gravel Lot adjacent to Building
Smith Science	Faculty/Staff Parking Lot across Cedar Street
Soccer Fieldhouse	Soccer Stadium
Hucks Softball Clubhouse	Intramural Field
Stegall Administration	Baseball Parking Lot
W. T. Harris Dining Hall and LaVerne Banquet Hall	Parking Lot
Watson House	Parking Lot
Wingate Baptist Church	Playground - Back Side of Church
Young International House	South Village Parking Lot - Wilson Street



Academic & Administrative Buildings

WT Harris Dining Hall, LaVerne Banquet Hall, Dickson-Palmer Center..... LaVerne Field
George A. Batte Jr. Fine Arts Center..... North Side Commuter Lot
Holbrook Building, Guest House .....South Village Parking along Wilson St.
Byrum School of Business ..... Field by Parking Lot
Austin Auditorium.....J M Smith Hall Courtyard
EKS Library, Efird Archives, South Village Clubhouse .....South Village Lot along Elm St.
Wingate Baptist Church & Fellowship Hall.....Church Playground
Stegall, Cannon Atheltic Complex, Baseball Clubhouse..... Baseball Lot
Sanders-Sykes Gymnasium.....J M Smith Parking Lot
Burris, Hayes, Alumni, Burnside Dalton.....McGee Promenade
Smith Science.....K & C Lot across Cedar St.
Bridges Science, Hinson Art Gallery .....Faculty Lot across Cedar St
Levine Health Science.....Rear of Parking Lot
Football Field House.....Practice Field
Softball Clubhouse, AT Building ..... Intramural Field
Soccer Complex..... Parking Lot
Goodman Service Center ..... Front Lawn
Campus Safety Station ..... Parking Lot
Wingate Outfitters & Outpost at Wingate .....Gravel Parking lot to rear of Building

Residential Buildings

J M Smith.....East Batte Center Lot
Faculty Drive Apts ..... J M Smith Lot
Watson Village .....North Batte Center Lot
CM Black..... South Village Lot along WIlson St.
Helms ..... Across Haskins St. near Baseball Field
University Place Apts. ..... Parking Lot near street
South Village ..... South Village Clubhouse
Cannon .....McGee Promenade
Alumni ..... Academic Quad

Questions? Call Campus Safety at 704-233-8999 or stop by the station

FIRE EVACUATION POINTS

General Evacuation Procedures are to:

R – Remove all persons in immediate danger to safety to include patients, visitors, students, and employees.

A – Activate manual pull alarm/dial 911. Give the following information: The exact location of the fire (Building and Location-Area, Building Zone or color or Zone Floor, Room Number) and the name of the person calling and phone number.

C – Close all doors and windows to prevent the spread of fire and smoke.

E – Extinguish the fire with a portable fire extinguisher or evacuate the area. Do not use the elevator.

Fire Alarm Evacuation Policy

Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action.

Once a fire alarm sounds, do not assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. Fire alarm activations may be associated with incidents other than fire. It is possible that an individual has falsely activated the alarm system. If you observe criminal or suspicious activity, report it immediately to Campus Safety.

CRIMINAL BEHAVIOR

Between Campus Safety, Residence Life, and Union County Sheriff's Office, the campus is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

Quick Response….
In-Progress Incidents – Do not attempt to apprehend or interfere with the crime except in case of self-protection. When calling the police, give your name, location, phone number, and make sure the dispatcher understands that the incident IS IN PROGRESS.

Reporting crimes still in progress:

Call 911 and provide the following information:

- Nature of the incident. Advise that the incident IS IN PROGRESS.

- Location
- Description of suspect(s) involved
- Description of weapons
- Description of property
- Auto license of vehicle
- Direction of travel upon escape

NOTE: Stay on the line with the Police Communications until they tell you to disconnect.

Report all threats and suspicious activities or persons. **Remember – No firearms or weapons of any kind are allowed on campus.**

Reporting crimes that have already occurred: All crimes should be reported.

- Call 911. Do not touch or move anything that may relate to the crime.
- When the Sheriff's Office responds, provide a description of property and the names/descriptions of any suspects or witnesses.

Crime intervention

- Always lock your office, car, and room door(s) when you leave (even if it is just for a few minutes).
- Avoid walking or jogging alone. Avoid poorly lighted areas.
- Engrave driver's license number on all valuables. Keep a record of all credit cards and property serial numbers.
- When walking to a parking lot at night, have your keys ready so that you can get into your car quickly and without attracting someone's attention. Be alert to your surroundings.
- Do not leave keys in your car or valuables in view. Lock all valuables, (radios, cell phones, sporting equipment, camera, briefcase, luggage, etc.) in the trunk.
- Never leave ThinkPads, iPods, wallets, purses, book bags, etc., unsecured or unattended.

SEVERE WEATHER AND NATURAL DISASTERS

Violent weather is by its nature unpredictable; however, the approach of such weather is often known in advance. Good communication and quick response throughout the Wingate University community will minimize serious injuries. Every reasonable effort will be made to advise faculty, staff, students, and visitors of the approach of violent weather (via voicemail, email, building announcements, etc.)

Ice Storms and Freezing Rain
The University will make every effort to clear the streets and sidewalks for the safety of the campus community. In doing so, staff members will be working in and around slick and dangerous areas. Please do not interfere with their efforts and understand that they are working diligently to make the campus safe for you.

Remain inside as much as possible; but if you must go outside, remember:

- Adhere to all safety signs and cautioned off areas.
- Stay clear of icy trees, rooftops, and power lines as falling ice/icicles are very dangerous.
- Do not walk near ice and snow removal equipment.

Tornado Warning/Severe Thunderstorm Warning/Hurricane Policy

- Stay calm and remain inside.
- Stay away from doors and windows.
- Go to an interior hallway, bathroom or closet and close the door (take a pillow, blanket and flashlight).
- Use a flashlight in case of a power failure.
- DO NOT USE CANDLES. (Candles are extremely hazardous in wind storms.)
- Stay away from back roads; they may be flooded.

Earthquake

- Stay inside.
- Watch for falling objects.
- Crawl under a table or desk or stand in a doorway and hang onto something.
- Do not use an open flame.
- Do not use phones or elevators.
- Remain calm and be prepared for aftershocks.
- If evacuation is ordered, proceed to the assembly area.

Quick Response

Remain calm and act - Don't react! Seek refuge away from windows. Call 911, if assistance is necessary. Evacuate, if an alarm sounds.

University Closings and Delays Due to Inclement Weather

The University offers students, faculty, and staff a variety of ways to learn about campus closings and delays due to inclement weather. Announcements can be found in a timely manner through:

- Email messages to students, faculty, and staff
- Voicemail messages to students, faculty, and staff on campus telephones
- Wingate University website

HAZARDOUS MATERIALS

The range and quantity of hazardous substances used in laboratories requires pre-planning in order to respond to chemical spills.

Quick Response

Protect yourself from spills, leaks, and incidents. Secure the area. Assist the injured. Evacuate, if necessary.

Chemical Spills Procedures
For major spills:

- Call 911 and ask for the Safety Response Team.
- Do not enter the contaminated area.
- Alert people in the area to evacuate.
- If spilled material is flammable, turn off ignition and heat sources.
- Close doors to the affected area.
- Locate appropriate Material Safety Data Sheets.
- Have persons knowledgeable in the area assist emergency personnel.

For minor spills:

- Alert people in the immediate area of the spill, and avoid breathing vapors from the spill.
- Put on protective equipment, including eye protection, suitable gloves, and a long-sleeved lab coat.
- Confine spill to small area.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place it in an appropriate container, and dispose of it as chemical waste.
- For other chemicals, use appropriate kit or absorb spills with vermiculite, dry sand, or absorbent pads.
- Clean spill area with water.

Biological (blood) Spills Procedures
Healthcare or custodial personnel trained in spill cleanup should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings, or on outside surfaces, contact Facilities and Campus Services at Ext. 8999.

- Wear disposable gloves and absorb fluids using a blood spill kit.
- Clean area of all visible fluids with detergent (soap and water).
- Decontaminate area with an appropriate disinfectant, (e.g. bleach).
- Place all disposable materials into a plastic leak-proof bag.

Radiological Spills Procedure
A major radiological spill is one in which the laboratory staff is not capable of handling safely without the assistance of safety and emergency personnel.

- Call 911 and protect yourself first.
- Attend to injured or contaminated persons and remove them from the spill area.
- Alert people in the area to evacuate.
- Have potentially contaminated personnel stay in one area until they have been monitored and shown free of contamination.
- Close doors and prevent entrance into the affected area.
- Have a person knowledgeable of the incident and area assist emergency personnel.
- Document names of persons potentially contaminated.

Wingate University Crisis Management Team

In the event of a crisis or emergency involving Wingate University, the Crisis Management Team (CMT) will assemble and make decisions on measures to be taken.

Authority for Implementing the Crisis Management Plan

The Wingate University Crisis Management Team described below is delegated full authority by the President of Wingate University to:

1. Implement a swift, unified and comprehensive response to a serious incident.
2. Investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident.
3. Handle public and internal communication related to the event.
4. Provide guidance depending on the situation.
5. Oversee and manage events to cope with the emergency.
6. Locate resources available to cope with the emergency.
7. Establish liaisons with other agencies.
8. Monitor the progress of the emergency operations and respond accordingly.
9. Determine individual actions for faculty and staff
10. Keep the President informed of the events to allow for his/her guidance in overall decisions.

Crisis Management Team Members

- **Team Leader**: Manages the team and provides for safety and well – being of employees, students, and facilities. In addition, keeps the President informed of the events to allow for his/her guidance in overall decisions.
- **Administrative Support**: This person is responsible for supporting the team leader and members, as well as After Action reviews.
- **Risk, Security, Safety Compliance**: The person on this team covering these areas will be the advocate for managing risk, compliance, and security.
- **Academic Administration**: Responsible for covering areas related to academic life of the Institution.
- **Campus Life:** Responsible for oversight for student support and campus housing.
- **Operations:** Responsible for overseeing the University operations and campus safety response.
- **Community Relationships:** Responsible for communicating with campus and community partnerships for information and support.
- **Information Technology**: Responsible for oversight of information technology impacts and solutions.
- **Communication:** Responsible for communicating to all constituencies along all platforms.

I. Objectives of the Crisis Management Team

A. Assess the situation and campus-wide conditions. Gather, discuss, and assess up to the minute facts and unknown status of situation. Develop a recovery strategy. Decide if declaration of state of emergency on campus is necessary.
B. Prioritize actions and determine the resources necessary to cope with emergencies.
C. Locate resources available to cope with the emergency.
D. Establish liaisons with other agencies.
E. Determine individual actions for faculty and staff.
F. Monitor the progress of the emergency operations and respond accordingly.
G. Keep the President informed of the events to allow for his/her guidance in overall decision.

II. Crisis Management Plan Implementation

1. Communication Plan

Wingate has a fundamental responsibility to provide accurate and timely information to those affected by a crisis.

This plan is designed to complement and enhance the University's Crisis Management Plan by providing the communication strategies warranted by the situation. Upon the determination by the Crisis Management Team that an emergency or crisis exists that necessitates a communication's response, this plan will be immediately implemented by the Communications Specialist/University Spokesperson.

2. Constituencies

a. Internal Constituencies

- Students of all categories (resident, commuter, graduate, and undergraduate)
- Employees, full and part time
- Immediate family of students
- Immediate family of employees
- Trustees
- Board of Visitors
- Alumnae
- Donors

b. External Constituencies

- Law enforcement (Police, FBI, SBI, etc.)
- Environmental safety agencies (EPA, etc.)
- Government agencies (city, county, or state agencies, FEMA, etc.)
- Local community
- Mass media (newspapers, radio, or television)

3. **Spokesperson**

The University Spokesperson will address the media unless another University official, including the President or Provost, are designated to do so.

4. **Formulate and Disseminate Information**

The designated crisis communications staff will:

a. attend Crisis ManagementTeam meetings in order to compile facts relating to the crisis;

b. get necessary information to key constituencies in the order determined in step 3; determine which method of disseminating information (etc.)

5. **Contacting External Constituencies**

a. Government, Environmental, and Law Enforcement Agencies
Vice President of Campus Life and Operations will be in charge of contacting and providing appropriate information, paperwork, or request aid to these agencies.

b. Local Community and Media Outlets
The University Spokesperson will be responsible for providing information to the media, which is the most likely where the community will obtain their information. These constituents will have access to the Wingate website and @BulldogAlerts on Twitter. Depending on the crisis, media outlets should be notified by whatever means possible: phone, cell, email, etc.

8. **Post Crisis Evaluation**

a. Notes should be taken during the crisis pertaining to the effectiveness of different forms of communication.

b. Effectiveness of the plan should be considered and altered if necessary.

C. Course of Action for Specific Crises and Emergencies

1. Natural Disasters

In the event of a Class 1 natural disaster, the Crisis Management Team will assemble immediately after the course of the storm is determined. The Vice President of Operations will give the best location for students who cannot or will not evacuate. If possible, Residence Life will determine the most efficient way to evacuate students and do their best to maintain a record of the location of all students evacuated and present. The Communications Leader for the Crisis Management Team will be responsible for posting information to the web. The Communications Leader will notify the media, and all other constituencies involved in the decided course of action. Senior Vice President for Finance and Administration, COO/CFO

will be responsible for organizing locations and meals for evacuating students. Preparation should not take longer than a day, which would give students time to reach their destinations.

2. Epidemic

In the event of a campus-wide epidemic, Residence Life, Campus Operations, and the Health Services will be responsible for determining course of action. All affected students should be quarantined in their apartment or dorm. Medical care should be provided as necessary by the hospital or visiting doctor.

3. Explosion or Gas Leak

In the event of an explosion, call 911. Local officials will determine necessary action. The Crisis Management Team will assemble in the safest location and determine the severity of the situation and how to communicate to the concerned constituencies. Students may need to be relocated or receive immediate medical attention. The Health Center may be converted into an emergency treatment center for minor injuries.

4. Terrorism or Bomb Threat

In the event of a bomb threat or terrorist act, call 911 and notify them with as much information. The Crisis Management Team will assemble in the safest location and determine the severity of the situation and how to communicate to the concerned constituencies. The Crisis Management Team will be available to help the Police, FBI, etc., in any way possible. The primary concern of the Crisis ManagementTeam is to provide information to the University's constituencies.

5. Train Derailment or Highway 74 Accident Endangering University

In the event of a train derailment, call 911. The Crisis ManagementTeam will assemble in the safest location and determine the severity of the situation and how to communicate to the concerned constituencies. If necessary, the University may need to relocate students and employees.

6. Hazardous Materials Incident or Safety Hazard on Campus

In the event of hazardous materials or safety hazard incident, notify Campus Safety, Union County Sheriff's Office, and Wingate Fire Department. The Crisis Management Team will assemble in the safest location and determine the severity of the situation and how to communicate to constituencies. Evacuation may be necessary in which Residence Life, and Campus Safety will be responsible for accounting for students and their safe departure.

7. Radiological Accident

In the event of a radiological accident, the Crisis Management Team will assemble in the safest location and determine the severity of the situation and how to communicate to the concerned constituencies. Everyone should stay indoors until they receive notification that it is safe to go outside. If anyone experiences any health related concerns, call 911 and notify Campus Safety.

IV. Post Crisis Evaluation

Crisis Management Team will meet as soon as possible immediately following the resolution of the crisis or emergency in order to evaluate the team's response to the situation.

The team should review the incident to complete an after action report and address any other issues pertinent to the crisis including the following:

- Time taken to notify and assemble Crisis Management Team
- Effective communication with the constituencies
- Knowledge of Crisis Management Team members of the plan
- Outside sources of aid knowledgeable of the plan
- Accomplishment of goals
- Fulfillment of objectives
- Time taken to resolve the crisis
- Opinion of those involved on how crisis was handled
- Evaluation of media coverage