EMERGENCY RESPONSE PLAN

WAKE TECHNICAL COMMUNITY COLLEGE

9101 FAYETTEVILLE ROAD, RALEIGH, NC 27603
EMERGENCY PHONE: (919) 866-5911

WAKE TECH COLLEGE POLICE

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I. Objectives

The administration and staff of Wake Technical Community College are committed to providing a safe learning and working environment on our campuses. We have made a conscious effort to prepare for emergencies and believe that the community served should be confident that the college is prepared to address adverse situations.

This Emergency Response Plan has been established to cope with major incidents that may endanger the safety and well-being of our students, staff, faculty and visitors. The procedures contained herein are intended only as a guide for our college and cannot address every conceivable situation. However, it does provide the basic administrative guidelines necessary to identify and insure continuous leadership to cope with most campus emergencies throughout their duration.

Policy Statement: The authority to declare a campus state of emergency and activate the Crisis Management Team rests with the College President. All students, staff, faculty and visitors of Wake Technical Community College are expected to comply with the provisions of this plan. Familiarization with the contents is essential to the orderly administration of the institution during emergencies. College staff and faculty have a duty and responsibility to guide students and visitors through the proper response to emergencies including evacuations.

Dr. Scott Ralls
President
Wake Technical Community College

II. Overview

A disaster is any event that adversely affects normal operations of the College. Disasters can affect operations in widely varying ways. Different sites maintained by the College may or may not be affected by a particular event. All sites that are owned, leased, or have facilities owned or leased by Wake Technical Community College are represented in the Business Continuity Plan process. These sites are listed in Table 1.

Anyone conducting Wake Tech business at any site not owned or leased by the College must follow the emergency response plan of the owner/host.

Campus	Address
Perry Health Sciences Campus	2901 Holston Lane., Raleigh, NC 27610
Southern Wake Campus	9101 Fayetteville Rd., Raleigh, NC 27603
Scott Northern Wake Campus	6600 Louisburg Rd., Raleigh, NC 27616
Eastern Wake Campus	5401 Rolesville Road, Wendell, NC 27591
Public Safety Education Center	321 Chapanoke Rd., Raleigh, NC 27603
Western Wake Campus	3434 Kildaire Farm Rd., Cary, NC 27518
Beltline Education Center	3200 Bush Street., Raleigh, NC 27609
Vernon Malone College and Career Academy	2200 S Wilmington St., Raleigh, NC 27603
North Wake College and Career Academy	931 Durham Rd, Wake Forest, NC 27587
Research Triangle Park Campus	10908 Chapel Hill Road, Morrisville 27560

Table 1: List of Sites Supported by Wake Technical Community College

III. College Police Emergency Response Plan

The initial responders to disasters are referred to as Emergency Operations Response Team. The Emergency Response Team for Wake Technical Community College is directed by the Chief of Campus Police or his designee, Facilities Manager, and the College Engineering Officer. This Emergency Operations Response Plan is intended to provide guidelines for handling emergency situations on all Wake Technical Community College Campuses. All emergencies must be reported to the College Police emergency number, **919-866-5911**.

Campus	Telephone Number
Perry Health Sciences Campus	(919) 747-0400
Early College at Health Sciences Campus	(919) 212-5800
Southern Wake Campus	(919) 866-5000
Scott Northern Wake Campus	(919) 866-5502
Early College at Northern Wake Campus	(919) 532-5641
Eastern Wake Campus	(919) 866-5000
Public Safety Education Campus	(919) 866-6100
Western Wake Campus	(919) 335-1000
Beltline Education Center	(919) 334-1500
Vernon Malone College and Career Academy	(919) 856-8119
North Wake College and Career Academy	(919) 694-8650
Research Triangle Park Campus	(919) 335-1400

Table 2: Main Telephone Numbers for Wake Tech Campuses

IV. Mitigation

A. College Police

1.0 Evacuation Plan Overview

This evacuation plan has been established to cope with crises and emergencies that may endanger health, safety, property or the ability of the college to function. The plan defines the procedures to follow when evacuation of one or more buildings or an entire campus is necessary.

2.0 Evacuation Procedures

2.1 Alarm Activation

a. Anyone observing smoke or fire in a building should activate the fire alarm.

b. When an alarm sounds all occupants are required by law to evacuate the building. Alarms may be activated manually at pull stations or automatically through sensors. Orders to evacuate may also be given verbally for emergencies such as bomb threats or gas leaks in to order to ensure a safe egress.

c. The following guidelines should be followed for evacuations:

i. Occupants should move quickly and quietly a safe distance from the building and emergency vehicle access areas.

ii. Staff and faculty members have the duty and responsibility for directing students and visitors a safe distance from the building.

iii. Take the shortest route to an exit except when it is blocked by fire, debris or other hazards.

iv. DO NOT use elevators when evacuating.

v. If the building is consumed by smoke, evacuees should get as close to the floor as possible and crawl to the nearest exit.

vi. All personal belongings should be taken if time permits.

vii. All doors should be closed upon exiting the room/building.

viii. DO NOT reenter an evacuated building for any reason until cleared to do so by proper authorities.

2.2 Evacuation of People with Disabilities

a. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Emergency conditions such as fire, smoke, loss of electricity must be considered in evacuation decisions. If people with mobility impairments cannot exit, they should be moved to a safer area, e.g., most enclosed stairwells.

b. Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.

c. In some multistory buildings the disabled person may be moved to the "Area of Rescue" located in the stairwells to await rescue by emergency personnel. The area of rescue has an intercom system for communication with emergency personnel. For buildings that do not have an "Area of Rescue" the disabled must be moved to the nearest stairwell to await rescue.

d. Notify college police or fire personnel immediately about any people waiting to be rescued.

e. Two physically capable occupants should be invited to volunteer to assist the disabled to evacuate. If a volunteer is not available, designate two people to assist who are willing to accept the responsibility. Ask the disabled person how he or she can best be assisted or moved, and whether they require any special considerations or items that need to come with the person.

f. DO NOT use elevators, unless authorized to do so by fire department personnel. Elevators could fail during a fire or other disaster.

g. If disabled people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the rescuers. Certain lifts may need to be modified depending on the person's disability. Remember that two-person rescues are preferable.

h. DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.

2.3 Evacuating Persons with Blindness or Visual Impairment

a. Give verbal instructions to advise about the safest exit route, direction and distance using words such as “right, left, forward, backwards and turn around.” Allow the blind individual to use their cane as you talk them through evacuation. Provide other verbal instructions or information such as “elevators cannot be used.”

b. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

c. Give other verbal instructions or information (e.g., elevators cannot be used).

2.4 Evacuating Persons with Hearing Disabilities

a. Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

b. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

2.5 Shelter in Place

a. Shelter in place directives will be given for hazards outside a building.

b. Stay where you are within a building until further directed by Campus Police.

3.0 Emergency Lockdown

3.1 Purpose

The purpose of emergency lockdown is protection from an armed intruder or hostage situation on campus. Emergency lockdown is necessary in situations where there is reason to believe that exiting a sheltered area will expose individuals to greater danger than remaining in place.

3.2 Authority to Initiate Lock Down

All faculty and staff have the authority to initiate an emergency lockdown. Such situations where an emergency lockdown may be warranted include:

a. observing an armed intruder,

b. hearing a gunshot, or

c. any situation where exposure to outside conditions may endanger staff, faculty, students and/or visitors.

3.3 Methods of Announcing Lockdown

a. A lockdown should be initiated when an armed intruder is observed. Call Wake Tech College Police at **919-866-5911** to report the situation. A lockdown notification will be sent out via email and text through **WakeTech Warn**.

b. Your observations may be the only criterion for determining that a lockdown should be implemented.

c. Staff and faculty members should announce the lockdown to others in their area and direct building occupants into a room which can be locked or out of the building if you are a safe distance from the shooter.

3.4 Steps to Follow in Lockdown

a. DO NOT expect to hear an audible alarm and DO NOT activate the fire alarm system. There have been cases where active shooters have activated fire alarms to lure victims outside.

b. College Police and Security Officers have other duties to perform during a lockdown and may not be available to assist in announcing the lockdown or providing directions.

3.5 Armed Intruder or Shooting Situations

Remember the following:

1. **Gunfire may sound artificial**. Assume that any popping sound is gunfire.

2. **Figure out your course of action immediately**. In the initial moments, decide what is occurring and which option listed below will provide the greatest degree of security.

   - **Run:** If there is **considerable distance** between you and the gunfire, quickly move away from the sound of the gunfire and find a secure place to hide or at least a place that will provide protection from gunfire or explosions such as a brick wall, trees, or buildings. Evacuate whether others agree to or not and leave your belongings behind.

   - **Hide:** If the shooter is in close proximity to your location, lock and barricade the door if possible. Silence your cell phone and remain very quiet. If there are two or more persons in the same place when an active shooting begins, you should spread out in the room to in order to not be seen.

   - **Fight:** If discovered or confronted by an active shooter, an attempt to overpower the shooter may be your only option. Improvise weapons and attempt to incapacitate the shooter.

3. **Report what is going on.** DO NOT assume that someone else has reported the emergency. Call **911** immediately. The information that you are able to provide law enforcement officers may be critical, e.g. number of shooters, physical description, number and type(s) of weapons, and location of the shooter.

4. **Do not leave the lockdown until advised to do so**. The first group of law enforcement officers will not stop to assist you as they go through the building. Their priority is to move toward the sound of gunfire to neutralize the shooter.

4.0 Medical Emergency Protocol

4.1 Availability of Medical Aid on Campus

Wake Technical Community College does not have a staff physician or nurse. However, College Police and Security Officers are trained in CPR, first aid and the use of automated external defibrillators (AED).

4.2 Minor Illness/Injury

For minor illness, recommend to the patient to go home or see their personal physician. If the patient is too sick or injured to leave on his/her own, help arrange transportation. Under no circumstances should staff or faculty transport ill or injured persons. A patient's condition may worsen during transportation beyond your capability to handle. For minor injuries, contact Wake Tech College Police at **919-866-5911** for assistance.

4.3 Major Illness/Injury

a. Call **919-866-5911** to report the medical emergency. Stay on the phone and answer questions from the dispatcher.

b. College Police will come to your location as well as direct the responding Emergency Medical Services to the scene.

c. Stay with the patient and keep them still and comfortable until security arrives.

d. Render whatever aid you are trained to perform until relieved by higher trained medical personnel.

4.4 Blood and Body Fluids

a. When responding to illnesses or injuries where blood or body fluids are present, do not come in contact with either due to the risk of exposure to blood borne pathogens.

b. Call the Wake Tech College Police, **919-866-5911** to report the presence of blood or body fluids. Arrangements will be made for a biohazard cleanup.

4.5 Reporting Illness/Injury

Any staff or faculty member who responds to an illness/injury should complete an Incident Report (WTCC Form 821) as soon as possible and forward to the AVP of Business Services.

5.0 Response to Fires and Alarms

5.1 Fire

a. Fire alarms may be activated manually at pull stations or automatically by sensors. Evacuation of a building is required by law when a fire alarm is sounding.

b. Any person who sees smoke or fire in a building should immediately activate the fire alarm and initiate evacuation of the building.

c. DO NOT USE ELEVATORS WHEN EVACUATING.

d. Staff and faculty members should take charge of people in their immediate area and direct them out of the building via the nearest safe, unblocked exit.

e. Close doors as you evacuate.

f. Go to a safe place and call **919-866-5911**. Give the exact location of the smoke or fire (building, room number, etc.). DO NOT hang up until told to do so.

g. Call Wake Tech College Police, **919-866-5911** to report the fire. College Police and/or Security Officers will respond to your location to assist with evacuation as well as direct the fire department to the scene.

h. DO NOT allow anyone to reenter a building after it has been evacuated.

i. DO NOT allow evacuees to congregate close to the building or in areas that might impede access by emergency vehicles and personnel.

j. Do not reenter the building until the “all clear” is given by College Police.

5.2 False Alarms

a. All alarms must be treated as a real event. It is a violation of local fire code to disregard alarm activation.

b. DO NOT attempt to silence any alarm. Alarms should be allowed to sound until it has been determined that all occupants of the building have been evacuated. Only fire department personnel should silence

and reset the alarm once it is confirmed that an emergency does not exist.

6.0 Natural Disasters

6.1 Severe Thunderstorms

Severe thunderstorms are the most likely natural occurrence that could affect the college. To lessen the possibility of injury the following steps should be followed:

a. If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to safe shelter immediately.

b. When a storm approaches find shelter in a building or hard top car (avoid convertibles). Keep car windows closed.

c. Give any medical assistance that you have been trained to administer. If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. DO NOT cease CPR before being relieved by higher trained emergency medical personnel. If the person has a pulse and is breathing, look and care for other possible injuries.

6.2 Tornado

a. It is the responsibility of staff and faculty members to take charge during tornadoes. Be aware that the only alert of a tornado may be your own observations; you may be the first to learn of a watch or warning. Know the difference. Wake Tech College Police will also issue a warning through **WakeTech Warn** if possible.

   i. Tornado Watch. A tornado is possible in and near the watch area. Review and discuss your emergency plans. Be ready to act quickly if a warning is issued or you suspect a tornado approaching. Acting early will help save lives.

   ii. Tornado Warning: A tornado has been spotted or indicated by weather radar. Tornado warnings indicate imminent danger to life and property. Immediately go to the Severe Weather Shelter Area for the building you occupy. If time does not permit reaching the Severe Weather Shelter Area, go to an interior room (closet, hallway or restroom) on the lowest floor possible away from windows. Crouch beside an interior wall, lower and cover your head with your arms.

b. Upon learning of a warning, staff and faculty members must immediately announce “tornado” to everyone in their area and begin directing building occupants to the Severe Weather Shelter Area within the building. Remember, time is of the essence in getting people to the Severe Weather Shelter Area.

c. As they make their way to safe shelter, College Police and Security Officers will go through buildings spreading the word and assisting in directing occupants. In the event of a tornado warning or a tornado sighting, the actions listed below are appropriate:

   i. DO NOT activate fire alarms; no one is to exit the building

   ii. Additionally, DO NOT expect to hear an audible alarm during a tornado.

   iii. If a tornado strikes before you can reach the Severe Weather Shelter Area, go into an interior room (closet, hallway or restroom) away from windows and doors.

   iv. Once in the Severe Weather Shelter, instruct occupants to crouch against an interior wall, lower and cover their heads with their arms.

   v. Remain in the Severe Weather Shelter Area until the tornado has passed or an “all clear” is given by College Police.

   vi. Evacuate the building when it is safe to do so. When exiting a building, watch for fallen power lines.

   vii. If you smell gas or hear a blowing or hissing noise, open a window and quickly get everyone out of the building and advise Wake Tech College Police at **919-866-5911**.

   viii. Check for injuries. If you are trained, provide first aid to victims until emergency responders arrive.

   ix. Stay out of damaged buildings.

6.3 Earthquake

a. Because an earthquake generally occurs without warning, ensure that your work environment earthquake safe (e.g., do not place heavy objects above where you sit or work).

b. Remain familiar with evacuation routes and alternate evacuation routes in buildings you use frequently. Be aware that emergency lights may be out or your vision may be obscured by heavy smoke or dust.

c. If you can safely evacuate the building, direct occupants to move quickly away from buildings, utility poles and other structures. Find a clear spot and drop to the ground. Avoid downed power or utility lines.

d. If you cannot get out of the building in time, direct occupants to drop, cover and hold. Drop under a study desk or table; cover your eyes by pressing your face against your arm, and hold on.

e. If a table or desk is not nearby, instruct occupants to sit on the floor against an interior wall or in an interior doorway. Have occupants move away from windows, shelves filing cabinets, bookcases, light fixtures and heavy objects that could fall, tip over, or shatter.

f. Be prepared for aftershocks and call **919-866-5911** if help is needed.

6.4 Hurricanes and Winter Storms

There are sufficient advance warnings for hurricanes and winter storms so that immediate emergency action is not required. For these occurrences the College Severe Weather Policies will apply.

7.0 Bomb Threat

7.1 All Threats Must be Considered Real

Bomb threats are not rare occurrences; however, history has shown that the majority of bomb threats false. Nonetheless, all threats must be considered real.

7.2 Evacuation Decisions

a. Allow proper authorities to make evacuation decisions when the emergency is a bomb threat. DO NOT evacuate until directed to do so.

b. When directed to evacuate, use the route specified by College Police and Security personnel. (Officers will do all that is practicable to ensure a route is safe prior to providing notice to evacuate.)

7.3 Initial Process

a. The person receiving a bomb threat should obtain as much information as possible from the caller using the Bomb Threat Checklist (See page 26).

b. When the bomb threat is received by telephone, keep the caller talking as long as possible. Do not hang up the telephone. Go to another extension to report the bomb threat.

c. Documents (including envelopes) containing a threat should be turned over to College Police.

d. Ensure that all cell phones are turned off since cell phones have been utilized to detonate explosive devices.

7.4 Reporting the Threat

Immediately upon receiving the threat, call Wake Tech College Police, **919-866-5911** and provide details.

7.5 Suspicious Object or Potential Bomb

a. DO NOT touch any object that has been identified as, or that you may suspect to be, an explosive device.

b. DO NOT open drawers, cabinets, or turn lights on or off as these may be used to trigger an explosive device.

c. Evacuate the area surrounding the object and send someone to call Wake Tech College Police at **919-866-5911** from a safe location.

d. DO NOT activate the fire alarm.

e. DO NOT use any mobile communication device in the area of a potential bomb.

f. Provide the exact location and description of the object and keep under observation from a safe distance to ensure that it is not approached by someone else.

7.6 Evacuation

When evacuation is ordered, direct evacuees to a safe area as far from the building as is reasonably practical.

7.7 Bomb Search

a. Once the building has been evacuated, College Police will assemble a search team and coordinate the bomb search.

b. DO NOT allow anyone to reenter the building until cleared to do so.

8.0 Hazardous Material Releases

8.1 Release Response and Notification

a. No individual is to involve themselves in an incident involving hazardous materials unless they have received spill response training and have donned appropriate personal protective equipment.

b. In the event of a spill notify the Wake Tech College Police, **919-866-5911,** who will coordinate the emergency response process. Be prepared to give the following information:

   i. The name the spilled substance(s).

   ii. An estimate of the quantity spilled.

   iii. The time the spill occurred.

   iv. Whether or not any of the substance has evaporated and/or come in contact with the ground (i.e., soil).

   v. Any health risks associated with the substance.

   vi. Any precautions that should be taken to protect the surrounding community.

   vii. Name(s) and telephone number(s) of person(s) to be contacted for further information.

c. In addition to notifying Wake Tech College Police, you will also need to notify the Director of Environmental, Health and Safety at **919-866-5548.**

9.0 Crises

9.1 Overview and Reporting

a. A Crisis on campus can be the result of violent, disruptive or criminal behavior. Everyone is asked to assist in making our college a safer place by being alert to suspicious situations or persons and promptly reporting them by calling Wake Tech College Police at **919-866-5911**.

b. If you are a victim or a witness to any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc. seek safety and call Wake Tech College Police at **919-866-5911**. Be prepared to provide the information listed below when reporting.

   i. Nature of the incident.

   ii. Location of the incident.

   iii. Description of person(s) and property involved.

9.2 Domestic Issues/Restraining Orders

a. Any employee or student of the college who has a restraining/protective order should provide a copy to Wake Tech Campus Police. Should the order be violated, Campus Police will take necessary action to enforce the order.

b. All staff and faculty members should be observant of actions and situations in the workplace, which indicate a domestic issue. Domestic issues must be reported to Wake Tech College Police at **919-866-5911**.

9.3 Hostage Situations

a. Anyone observing a situation where a person is being held against their will should call Wake Tech College Police, **919-866-5911**, and be prepared to provide as much of the information listed below as is known:

   i. Location of the incident.

   ii. Identification/description of person(s) involved (hostage taker and hostages).

iii. Description of events.

iv. Whether or not the hostage taker(s) are armed.

v. Number and types of weapons.

b. You may be directed to implement the Emergency Lockdown procedures in a hostage situation. DO NOT attempt to intercede in a hostage situation. You may jeopardize your safety or that of the hostage.

c. If taken hostage, remember that the captor may be emotionally unbalanced. In general, however, a captor does not want to harm persons being held hostage, so patience will be your greatest asset. Eventually, law enforcement officers will intercede and negotiate with the captor.

d. When in a hostage situation, following the guidelines listed below will ensure the greatest amount of safety to all involved:

i. Remain alert and be observant—upon your release, the information you are able to provide law enforcement officers may be critical.

ii. Avoid drastic or sudden actions as well as any behavior that could further endanger you.

iii. Follow the instructions of the captor.

iv. DO NOT speak to the captor unless spoken to; however, tell the captor if you or anyone else needs medication, first aid, or restroom privileges.

v. DO NOT talk down to the captor.

vi. Avoid appearing hostile.

vii. DO NOT stare at the captor.

viii. Avoid speculating.

9.4 Psychological Crisis

a. A psychological crisis exists when an individual is threatening harm to himself/herself or to others. If a psychological crisis occurs:

b. Never try to handle the situation without assistance.

c. Call Wake Tech College Police, **919-866-5911** and report that you need immediate assistance; give your location and the nature of the situation.

9.5 Terrorism

a. Any information concerning a terrorist threat should be referred to Wake Tech College Police at **919-866-5911**.

b. When reporting such a threat, be prepared to answer as many of the questions listed below as possible.

   i. How the threat was received, e.g., verbally, email, telephone, etc?

   ii. What were the details of the threat conveyed?

   iii. Who made the threat, if known?

   iv. What time was the threat made?

   v. Where and when the threat is be carried out?

   vi. Why the treat was made?

9.6 Unauthorized Protests, Marches, Assemblies

a. The College supports the free speech rights of anyone on our campuses.

b. Most demonstrations on campus such as marches, assemblies, picketing and rallies will have been approved in advance by the college.

c. Most will be peaceful, unobtrusive and not obstructive.

d. A demonstration should not be disrupted unless one or more of the conditions listed below exists as a result of the demonstration.

   i. Violations of law are occurring.

   ii. There is a clear violation of college policies.

   iii. There is interference with the normal operations of the college.

iv. Access is obstructed to offices, buildings or other facilities of the college.

v. If any of the above conditions exist call Wake Tech College Police, **919-866-5911**.

vi. Any spontaneous demonstrations should also be reported to College Police in order that they may be monitored.

vii. College Police will take action as necessary.

B. Facilities

1.0 Facility Failures – Power Outages

1.1 Power Outages

a. Should a power outage occur on any Wake Tech campus, call the Campus emergency number, **919-866-5911**, and report the location and extent of the outage Campus Police will report the outage to Wake Tech Facilities Services.

i. All buildings with power outages will be evacuated. The building "Captain" system will be activated. The building Captains will ensure that their area of responsibility is completely evacuated and assign staff or faculty to all exterior doors to prevent reentry. The building Captain will be given an alternate building for evacuees remaining on campus to be directed.

ii. A power outage could be the result of a fire. If smoke or fire is detected, activate the nearest fire alarm and immediately evacuate the building. Call the Campus Police emergency number, **919-866-5911**, to report the fire**.**

iii. If you are trapped in an elevator as a result of a power failure, do not panic; use the emergency telephone to call Wake Tech College Police, **919-866-5911,** for assistance. All elevators have emergency telephones with backup power.

1.2 Traffic Control

a. The provisions of this section apply when a power outage occurs on the Main, Northern Wake or Health Sciences Campus and traffic lights are not functional on streets leading from the affected campus.

b. Contact Wake Tech Communications **919-866-5911**. College Police will contact NCDOT and direct traffic if available.

1.3 Gas Leak

If a gas odor is detected cease all operations immediately and follow the procedures listed below.

a. DO NOT switch lights on or off or use electrical equipment. Electrical arcing could cause an explosion.

b. Evacuate the affected area and go to a safe place to call the College emergency number, **919-866-5911**, and report the leak. DO NOT use cell phones or radios until outside of the affected area.

c. DO NOT activate fire alarms.

d. Security will respond to the scene along with building Captains to assist with evacuation of the building.

e. DO NOT reenter the building until cleared to do so by security, building Captains and/or fire department.

f. Communications will contact Facilities Services who will investigate the leak.

g. If concentrations of gas are elevated, maintenance personnel will shut off the main gas valve and lock in the “closed” position. After locating the source of the leak, arrangements will be made to repair.

h. Based on type of repair needed, this work may be completed by in-house personnel or an outside vender. Facilities Manager will notify and update appropriate personnel (to include Campus Police, Facilities Engineering, and President’s offices) of the situation, and expected time of repair.

i. The College President or his designee will determine if the Crisis Management Team should be activated.

1.4 Ventilation Failure

a. If the ventilation system fails or odors are detected coming from the ventilation system, go to a safe area and call the Campus emergency number, **919-866-5911**, give your location and a description of the problem. Follow the same procedures listed above in section IV.B.1.3.

b. Communications will contact Facilities Manager and/or maintenance personnel. Maintenance personnel will determine the cause of the failure and provide an estimated time of repair. Facilities Manager along with maintenance personnel will access air quality requirements within the area to determine any further actions to be taken. Facilities Manager will notify and update appropriate personnel.

1.5 Elevator Failure

a. If trapped in an elevator, do not panic; use the emergency telephone to call for assistance. All elevators have emergency telephones with backup power in the event of electrical failures.

b. The emergency telephones located in elevators on all campuses call the Wake Tech College Police, **866-5911**. College Police respond to these calls. College Police should reassure trapped persons that help is on the way and inform them of actions being taken.

c. College Police will contact Facilities Manager and/or maintenance personnel. Maintenance personnel will try to determine if anybody is trapped inside the elevator. Facilities Services will contact the elevator service contractor for repairs if necessary.

d. If the elevator cannot be restored in a reasonable time, call **919-866-5911** and request the fire department. Persons trapped in elevators should be extracted by fire department personnel only.

e. Facilities Manager will notify and update appropriate personnel (to include Chief of Police or designee and Facilities Engineering office) of the situation, and expected time of repair.

1.6 Flooding/Plumbing Failure

a. If flooding occurs due to a plumbing failure or other causes, cease using all electrical equipment!

b. Go to a safe area and call the Wake Tech College Police, **919-866-5911**. College Police will respond to the problem and contact Facilities Services.

b. If the flooding causes potential danger to building occupants, begin evacuation of the building. DO NOT pull the fire alarm!

1.7 Utility Shutdown

a. Planned utility shutdowns must be coordinated with Facilities Services. These shutdowns must be scheduled in such a manner that disruption to school activities does not occur.

b. Unplanned utility shutdowns will be handled based on the necessity of the shutdown and the impact it will have on school activities. The Facilities Manager, working with the facility engineering office will notify all affected parties and maintenance personnel.

c. Utility shutdown procedures are the responsibility of Facility Services. DO NOT attempt to turn on or off any system that may have failed.

d. Call Wake Tech College Police, **919-866-5911**, and give the location, nature of the incident and description of the problem. Communications will contact Facility Services for any system that needs to be shut down.

1.8 Network Failures

a. Network failures are not a threat to life safety and do not require an emergency response regardless of when they occur.

b. Contact Information Technology Services to report network failures.

BOMB THREAT CHECKLIST

(Place this card under your phone)

Exact time of call: _____ Date: _____ Number where called is received: _____

EXACT WORDING OF THE THREAT: _____

_____

Sex of caller: _____ Race: _____ Age: _____

QUESTIONS TO ASK

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will cause it to explode? _____
- Did you place the bomb? _____
- Why? _____
- Where are you calling from? _____
- What is your address? _____
- What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken	Stutter
Slow	Sincere	Lisp	Rapid	Giggling	Deep
Crying	Squeaky	Excited	Stressed	Accent	Loud
Slurred	Normal	Raspy	Soft	Deep breathing	Clearing throat

If voice is familiar, whom did it sound like: _____

BACKGROUND NOISES (circle)

Street noises	Voices	PA system	Motor	Animal noises	House noises
Office noises	Clear	Music	Static	Factory noises	

THREAT LANGUAGE (circle)

Well-spoken	Educated	Foul	Irrational	Incoherent	Taped	Message read by caller

LENGTH OF CALL: _____ **REMARKS:** _____

_____

_____

_____

PERSON RECEIVING CALL: _____

POSITION: _____ **PHONE NUMBER**: _____

CALL REPORTED TO: _____ **POSITION**: _____