

Evacuation and Lockdown Plan

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1 Introduction

The ECPI University (ECPI) Evacuation and Lockdown Plan is a component of the full Emergency Management Plan for the University. It outlines appropriate responses to be taken by campus management, students, visitors, and employees in the event of a threat to the well-being of a campus and its occupants. The following sections outline the approved approach to evacuation and lockdown responses at ECPI and provide detail about the steps to be followed in the execution of the plan.

2 Evacuation

The orderly evacuation of a campus building shall proceed via well-defined, permanent routes posted in each classroom and public area of the building. These routes take into consideration the traffic flow through the building in order to ensure that no “bottlenecks” exist and that all exits are being used within their capacities. Evacuation routes and exits shall be adequately marked so that persons unfamiliar with the building can quickly find a safe exit in the event of an emergency.

The guidelines contained in Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.36 shall be used as a basis for the designation of approved evacuation routes in a facility.

2.1 General guidelines

In the event of an emergency requiring evacuation, occupants are alerted by the sounding of an alarm and strobe light. If an emergency alert system (such as the Alertus Localized Emergency Notification System) is in place at the campus, it shall be activated with an appropriate emergency message advising evacuation of the building. All occupants shall evacuate immediately by means of the nearest available marked exit, except that the following employees may remain in the workplace to shut down or monitor critical operations before they evacuate:

- University President
- Director of Facilities
- Any Vice President of the University
- Campus President
- Campus Night Manager/Campus President designee
- Campus Facilities/maintenance manager
- Any employee(s) designated by the Campus President or University Administration to assist with clearing each floor of the building.

Students shall evacuate with their class and faculty member via the evacuation route posted in the classroom.

Portable fire extinguishers are provided in the workplace. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. Per OSHA guidelines, extinguishers shall be used only if the fire is no higher than the height of the person, covers less than 60 square feet in area, is not present in the walls or ceiling, and can be fought from a standing position. Otherwise, all employees must evacuate and no attempt to extinguish the fire shall be made.

Any employee who is a licensed EMT, paramedic, or other first responder may perform rescue or medical duties during an emergency.

After an emergency evacuation, students, visitors and employees are to gather in the designated area within the parking lot at least 200 feet from the building. If possible, signs should be used to indicate the appropriate distance from the building. In the event of hazardous weather, the emergency response team may make a decision to move evacuees to a nearby shelter in a safe area.

2.2 Evacuation of persons with disabilities

Persons with disabilities are to be assisted by other students and employees if it is safe for them to do so. A “buddy system” may be implemented so that a designated employee or employees will help the disabled person in the event of an emergency. If evacuation is not possible, emergency personnel shall be made aware of the persons’ location in the building and their requirements for safe evacuation. Persons who do not speak English may also require special assistance and shall be escorted from the building if assistance is required.

2.3 Accountability for students

After an emergency evacuation, the procedure for accounting for all students includes use of classroom rosters to account for all students present on campus at the time of the emergency. Each faculty member will immediately report missing students to the Campus President or Night Manager/Campus President designee as available. Students are required to rejoin their class or, if that is not possible, otherwise contact their faculty member in the parking lot after an evacuation.

2.4 Accountability for employees

Immediately after an evacuation, each employee is required to contact his or her supervisor so that an accurate head count may be made. Supervisors are to account for each of their direct reports and report any missing employees to the Campus President or Night Manager/Campus President designee as available.

2.5 Accountability for visitors

Accountability for campus visitors shall be achieved by using the sign-in sheets from the reception area. Any visitor should be escorted out of the building by the employee(s) with whom they are meeting.

2.6 Leaving premises

In certain circumstances, students and/or employees may be allowed to leave the campus property after an evacuation. In these cases, those leaving the premises must inform their faculty or supervisors so that their absence can be recorded. Because of the absolute necessity to account for the safety of each student and employee, the University President and Campus Presidents/President designee are the only persons who may authorize students and/or employees to leave campus during or after an emergency or drill.

2.7 Further Assistance

For further assistance with emergency evacuation procedures, the following individuals may be contacted:

- Mark Dreyfus, University President
- Director of Facilities
- Campus President
- Night Manager/Campus President designee
- Campus Facilities/maintenance manager

2.7.1 State Emergency Management Offices

Each state in which ECPI operates has Emergency Management offices available to assist citizens and businesses in the state with emergency planning. The following contact information may be used to contact them for additional resources:

2.7.1.1 Virginia

Virginia Department of Emergency Management
10501 Trade Ct.
Richmond, VA 23236
Phone: 804.897.6500 (or 804.674.2400 after hours)
www.vaemergency.com

2.7.1.2 North Carolina

Support Services Branch
North Carolina Division of Emergency Management
116 West Jones St.
Raleigh, NC 27603
Phone: 919.733.3867
www.ncem.org

2.7.1.3 South Carolina

South Carolina Emergency Management Division
2779 Fish Hatchery Rd.
West Columbia, SC 29172
Phone: 803.737.8500
www.scemd.org

3 Lockdown and “Shelter-in-place”

In the event of a chemical, radiological, or other airborne release, regardless of the source, it may be preferable to request students, employees, and visitors to remain in the building. The presence of an intruder or other immediate threat of bodily harm inside the building may necessitate additional measures, such as a lockdown. The advice of emergency planning personnel should be followed in these

situations. However, if no such advice is forthcoming, the following procedure may be used until better information becomes available.

1. The need for a lockdown shall be communicated to employees and students via email message, text message for faculty, staff, and students (where student has given permission for the University to send emergency text messages), and “screen pop” on campus computers where available. If an emergency notification system is available on the campus, it shall be activated with an appropriate message displayed to desktops and alert beacons. Vocal notification may also follow. Any notifications shall be given by the Campus President, the campus Night Manager, or one of the campus employees appointed by the Campus President to have access to the system being used and training in its use. If none of these people are available, the person designated as being in charge of campus operations at that time shall initiate the notification process.
2. The initial message to be used shall be a pre-approved message provided by the emergency notification system (where available) so that notification occurs as quickly as possible. If an emergency notification system is not available, messages should simply say that an emergency situation exists on the campus and a lockdown or “shelter-in-place” is now required.
3. Further information may be communicated by campus management via emergency notification system, email, text message, screen pop, and/or telephone when it is safe to do so.
4. The external doors to the campus building shall be locked and the campus shall be closed so that additional hazards (e.g., contamination) will not enter the campus in this manner and so that additional persons are not exposed to the emergency situation.
5. The automated answering systems shall be used to inform callers that the campus is closed and that all personnel are being sheltered in place until it is safe to leave the premises.
6. All employees, students, and visitors shall remain inside the building.
7. Students, employees, and visitors may call their emergency contacts to let them know that they are safely sheltered.
8. Windows and air vents shall be closed by the employee(s) closest to them. If a tool is required to close the air vents, it shall be stored in a clearly-labeled location within the room.
9. Any mechanical air handling systems, fans, and HVAC systems must be shut down by building maintenance or other person designated by the Campus President.
10. All shades, blinds, and curtains shall be closed by any employees or students near them.
11. All disaster supplies shall be gathered in an easily accessible location. The Campus President may do this or may designate another employee for this task.
12. Faculty, staff, and students shall be moved to interior rooms and hallways, away from outside walls, windows, and doors, in which both cellular and “land-line” telephones should be available so that emergency contacts may be called.
13. If possible, available employees should cover vents, windows, and doors with plastic sheeting or any other available covering. Plastic will typically be available from janitorial supply or maintenance areas of the building.
14. In each room or hallway, one employee should document all actions taken, and record the names of the people being sheltered in the room.

15. If a radio, TV, or internet connection is available in the room, monitor appropriate channels and resources for the latest information about the emergency.

4 Access control

The campus president shall identify at least two people who have access control to all areas of the campus site at any time it is open for business. This includes times when classes are not in session but when students, employees, and/or visitors still may be on the premises. This requires that two people must have master keys and passcodes to all rooms and storage locations on the premises at any time the building is open. In the event of an emergency, these people shall assist first responders in accessing any affected parts of the campus premises.

A list of possible employees with the appropriate level of access control may include (but is not limited to):

- University President
- Director of Facilities
- University Vice Presidents
- Campus President
- Campus Night Manager/Campus President designee
- Campus Facilities/maintenance manager

5 Response team organization

The response team organization for each campus location will be responsible for interfacing with emergency first responders, selecting the correct set of emergency procedures and checklists from the emergency plan document, implementing the procedures, and securing the campus premises. The following campus personnel would be expected to serve on the campus's response team:

- Campus President
- Campus Night Manager/Campus President designee
- Campus Facilities/maintenance manager

If the University President and/or Vice Presidents are on the premises, they would also be expected to assist.

In the event that an adequate number of designated response team members are not available at the campus location when an emergency situation occurs, additional "ad hoc" members may be appointed by the local response team. These persons may include other campus management officials such as the Director of Admissions, Department Heads, or any persons who have emergency response training.

Appointed members of the campus site's response team should meet at least twice a year for emergency response training, simulated emergency exercises, and any other needed preparation.

6 Routine emergency preparation activities

6.1 Fire drills

Fire drills must be held at least twice a year at each campus site. Typically these drills are conducted in the spring and fall of the year. Local emergency responders shall be contacted for assistance in conducting the drill. The evacuation criteria established by local ordinance shall be followed by the campus. The evacuation shall be timed, and the results shall be analyzed after the drill to look for ways to improve the evacuation routes and processes.

Documentation of the fire drills and subsequent analyses shall be maintained and sent to the Director of Facilities.

6.2 Fire inspections

Fire inspections shall be conducted by local fire department personnel at each campus location periodically, as required by local ordinance. Annual inspections are preferred if they can be arranged with the locality; however, less frequent inspections may be conducted as long as local ordinances are followed. Any recommendations made by the fire inspector shall be resolved within the time frame provided by the inspector.

Documentation of the fire inspections and corrective actions shall be maintained and sent to the Director of Facilities.

6.3 Crime reporting

Any criminal activity observed on campus shall be reported to local law enforcement authorities. All relevant information shall be documented including names of people involved, complete description of the incident, exact location of the incident, date and time of occurrence, and steps taken to resolve the situation. This documentation shall be maintained at the campus site and shall be forwarded to the Director of Facilities and Chief Information Officer at University Administration.

6.4 Safety audit

An annual Safety Audit shall be conducted by each campus location. This audit shall check to see that all preparations described in this plan have been made at the campus and shall include “walk-throughs” that allow assessment of the safety of the site. Fire extinguishers shall be inspected at this time to determine if they require maintenance, and if so, the needed maintenance shall be completed. A checklist to be used for the safety audit is attached in the appendix of the Emergency Management Plan. Upon completion, the checklist shall be maintained at the campus with copies returned to the Director of Facilities and the Chief Financial Officer.

6.5 Update lists

Lists of personnel serving on response teams at the campus sites, personnel with access control to campus premises, and personnel who may assist with evacuation and securing of a campus site shall be updated at least annually or whenever a personnel change has occurred at the site. Lists are expected to be kept current and are subject to audit at any time.

6.6 First aid supplies

Needed first aid supplies, to include an appropriate workplace first aid kit, shall be checked at least annually as part of the safety audit to determine if any supplies are dated and require replacement. If food and water are stored for possible shelter-in-place at a campus site, it shall also be checked for expiration and replaced if out of date.

6.7 Training

Campus response teams and campus management shall receive regular training to prepare them for fast, correct response in the event of an emergency. A base level of training should be established for emergency response and hazmat to keep all campuses equally trained. Training shall be held a minimum of two times a year. Training may include, but is not limited to, first aid training, CPR, OSHA training, hazmat response training, “tabletop” exercises (in which emergency scenarios are presented for possible response), simulation drills, Community Emergency Response Team (CERT) training, or other emergency management education.

Students and employees also will benefit from periodic safety and emergency response awareness education. These activities may include presentation of safety awareness videos, “safety minutes” at the beginning of each meeting conducted on campus that address some aspect of campus safety, practiced responses to weather-related emergency, hurricane tracking, or any other interactive presentation of safety-related topics. Links may be provided to various emergency planning websites, and emergency plans may be included as part of classroom assignments.

6.8 Annual review of plan

In order to ensure that the entire emergency management plan is current and is meeting the needs of the University and its campus locations, this plan shall be reviewed annually by the Director of Facilities, Chief Financial Officer and Vice President of Operations. If changes are required, the new plan shall be distributed to the Campus Presidents for further distribution to employees. If no changes are required, Campus Presidents shall be notified that the plan will remain in effect for the upcoming year. This review shall be conducted in the spring and shall take effect at the start of the academic year on July 1.

7 Communication plan

In the event of an emergency situation at a campus, the emergency response team (which may be a first responder) shall determine what information will be disseminated to the public. If that is not possible, the Campus President shall contact the University President for further instructions about what information may be released. The University President will handle all media releases about the incident on behalf of the campus.

No employee may release information about the emergency situation to the media without approval of the University President.

Internal communications proceed from the emergency response team available at the time of the emergency. The highest ranking ECPI employee available to serve on the emergency response team shall

be the point of contact for students and employees and shall provide any necessary communication to them.