EMERGENCY RESPONSE and CRISIS MANAGEMENT PLAN

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BENNETT COLLEGE
EMERGENCY RESPONSE and
CRISIS MANAGEMENT PLAN

Table of Contents

Policy, Purpose, Scope 3
Concept of Operations 4
Notification Roster 6
NIMS Organizational Chart, Modified for Bennett College 9
Key Responsibilities during an Emergency by Organization 10
Selected Department & Roles 11
Notification 12
Emergency Response Team 13

EMERGENCY PROCEDURES AND PROTOCOLS

I: Fire 18
II: Bomb Threat 21
III: Natural Disasters 24
Evacuation Plan 28
IV: Adverse Weather Plan 29
V: Utility Failure 32
VI: Explosions 35
VII: Bio-Hazard 36
VIII: Violent or Criminal Behavior 39
IX: Hostage Situation 40
X: Psychological Crisis 41
XI: Medical Emergencies / Serious Injury 42
XII: Twenty-four (24) Hour Alert 44
XIII: Curfew 45
XIV: Civil Disturbance 46
XV: Campus Lockdown 48
XVI: Shelter in Place / Communication & Notification/ Food & Water Rations 49
XVII: Active Shooter 51

APPENDIX A: Building Captains 53
APPENDIX B: Incident Report 57

EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN

POLICY

It shall be the policy of Bennett College to:

- Notify students, faculty, staff and other stakeholders in a timely manner of any activity or condition that constitutes a threat to personal safety or to the wholesomeness of the College community.
- Immediately initiate procedures that support the physical and psychological well being of the campus community.

The Department of Campus Safety shall be the focal point for reporting of activities, conditions, and occurrences that can jeopardize the health and safety of the campus. Every member of the Campus community is responsible for reporting criminal activities or emergency situations occurring on campus or near campus. A Campus Safety Officer will respond to every such emergency call. When necessary, the Department of Campus Safety will contact appropriate external agencies and departments for assistance.

PURPOSE

The purpose of this plan is to outline the duties and responsibilities of designated College personnel in the event of an emergency. In general, this plan is designed to prevent/minimized injuries to faculty, staff and students and damage to College property.

These procedures will enable the **EMERGENCY RESPONSE TEAM (ERT**) of Bennett College in conjunction with the ERT of Guilford County and City of Greensboro Police Department to deploy equipment, personnel, and other resources to effectively minimize the effects of any disasters or emergencies that may occur on our campus.

SCOPE

These procedures are designed to be flexible in order to accommodate contingencies of various types. These procedures apply to all College personnel, all buildings and grounds owned, operated and maintained by the College.

CONCEPT OF OPERATION

When a situation on the campus occurs that endangers the lives of the staff, faculty or students or threaten damage to the College's property, the Campus ERT will be required to respond. If such should occur and the severity of the situation dictates a State of Emergency, then and only then shall it be proclaimed. **The President of Bennett College holds that authorization.**

The Director of Campus Safety will act as the "Emergency Response Team Coordinator" (ERTC) and will implement this plan and be responsible to designate a location for a Command Post/Staging Area.

Only the personnel who have been assigned special responsibilities identified by this plan are to assemble at the Command Post. They are as follows:

- President of the College
- Provost/ Vice President, Academic Affairs
- Vice President of Finance and Business
- Associate Vice President, Administrative Services
- Associate Vice President, Student Affairs
- Chief Communication and Marketing Officer
- Director, Campus Safety
- Director, Information Technology
- Director, Counseling and Health Services
- Director, Human Resources
- Director, Campus Life
- General Manager, Food Services
- General Manager, Facilities Management Services

The Director of Campus Safety will notify Facilities of any utility emergencies. The Department of Facilities will handle any emergency (i.e., waterline breaks, power distribution, heat distribution, etc.).

Other emergencies (natural disasters, bomb threats, hostage situations, etc.), that require the assistance of outside resources will be handled by the Director of Campus Safety. The director, after communicating with the President and Vice President for Administration and Finance, will notify the administrators listed above.

The Federal Emergency Management Agency ("FEMA") describes an emergency as "any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down a business, disrupt operations, cause physical or environmental damage, or threaten the facility's financial standing or public image." Obviously, numerous events can be "emergencies," and will be handled according to the following protocol.

Emergencies specifically dealt within this plan include:

- Bomb Threats
- Explosions
- Fires
- Fumes and/or Vapors
- Flooding
- Hazardous Substance Spills
- Mechanical Failures
- Medical Emergencies and Community Health issues
- Public Relations Emergencies
- Severe Weather
- Student Crisis
- Technology, Telecommunications, and Information Services
- Utility Failure
- Violent or Criminal Behavior

The plan itself has three components. First is the notification of the emergency. Second is the initial emergency response from key departments. Third is the need for a crisis management team.

Emergency Notification

Bennett College developed this guide to give instructions on what to do and who to notify if an emergency occurs. Printed single page quick reference brochures will also be produced and be distributed throughout campus. These documents are found as part of the Crisis Management Plan.

Emergency Response Team

The Emergency Response Team will continue with the following members:

- President (or designee)
- Provost/ Vice President, Academic Affairs
- Vice President, Finance and Business
- Associate Vice President, Administrative Services
- Associate Vice President, Student Affairs
- Chief Communication and Marketing Officer
- Director, Information Technology and Services
- Director, Counseling Center and Health Services
- Director, Human Resources
- Director, Campus Life
- Director, Campus Safety
- General Manager, Food Services
- General Manager, Facilities Management Services

The ERT will assemble following each crisis to evaluate how the situation was handled and make recommendations to better handle similar situations in the future. The will also assemble as needed to review the overall campus plan, individual department plans, and to evaluate trainings and emergency notification literature.

BENNETT COLLEGE
NOTIFICATION ROSTER

NAME/TITLE	CAMPUS PHONE
Campus Safety/Campus Emergencies	**336-370-8621**
President	**336-517-2225**
Provost/Vice President, Academic Affairs	**336-517-2155**
Vice-President, Finance and Business	**336-517-1543**
Associate Vice President, Administrative Services	**336-517-2168**
General Manager, Facilities Management Services	**336-517-2129**
Associate Vice-President, Student Affairs	**336-517-1374**
Director, Campus Safety	**336-517-1589**
Director, Counseling and Health Services	**336-517-2229**
Director, Campus Ministry	**336-517-2334**
Chief Communication and Marketing Officer	**336-517-2267**
Fire, Police, and Medical Services	**911**
Piedmont Natural Gas Company	**1-800- 275-6264**
Duke Power Company Electricity	**1-800-777-898** **1-800-769-3766 (Poweron)**

Scope of the Crisis Management Plan

The Crisis Management Plan will be enacted in serious incidents defined as any of the following:

- Death on campus or at a College sanctioned or sponsored event or in and around a College facility.
- Any death of a student or employee traveling to, from, on behalf of Bennett College.
- Serious damage to College property (including arson).
- Any threat to the health, safety, or welfare of the College community.
- Other incidents unique to the campus demanding special attention but not involving the above such as injury to a visitor or extraordinary damage to community property by students.
- Other incidents which, in the judgment of Senior Staff Members would require or benefit from input from the crisis team.

Authority for Implementing the Crisis Management Plan

The Crisis Management Team (ERT) is delegated full authority by the President of Bennett College.

Implement a swift, unified and comprehensive response to a serious incident; Investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident; Handle public and internal communication related to the event.

The Crisis Management Team will report to the President through the Vice President for Administration and Finance.

The composition of the Crisis Management Team shall be:

- President (or designee)
- Provost/Vice President, Academic Affairs
- Vice President, Administration and Finance
- Associate Vice President, Administrative Services
- Associate Vice President, Student Affairs
- Chief Communication and Marketing Officer
- Director, Information Technology and Services
- Director, Counseling Center and Health Services
- Director, Human Resources
- Director, Campus Life
- Director, Campus Safety
- General Manager, Food Services
- General Manager, Facilities Management Services

Active Management of Crisis

Any member of the Crisis Management Team (CMT) who becomes aware of a crisis unfolding should call a meeting of the CMT. The Vice President for Administration and Finance will be notified immediately and will assure that the President, Associate Vice President for Student Affairs and the Communication and Marketing Officer are aware of the incident. The Vice President for Administration and Finance will inform other executive officers as appropriate. The CMT will meet upon notification by the Vice President for Administration and Finance as soon as possible. If a team member is not present on campus his/her second in command will attend the meeting.

Members shall:

- Share all available information with the Team.
- Identify all affected parties and assign specific persons to follow-up with each of those parties.
- Where the incident involves alleged" victims," assure that all services possible are made available to the victims. Where the incident involves alleged "perpetrators/violators", assure that proper investigative procedures are followed.
- Establish contacts with parents and families as appropriate.
- Establish the College's "position/ statement" and who will make the initial statement.
- Information to be conveyed to the campus and/or public should come from the Office of Communication and Marketing or the Vice President for Administration and Finance designee.
- Take necessary and positive steps to manage the specific crisis.
- Involve others as appropriate in managing the crisis to the best of their ability.
- Communicate after the crisis ends to facilitate debriefing sessions for the campus community.
- Evaluate the responses to the crisis from various departments and agencies, and make recommendations for improvements. The Vice President for Administration and Finance or her designee shall make a written report for each incident to be placed on file. The report may include the facts of the incident, an analysis of the situation, any recommendations resulting from the incident, and other pertinent information.

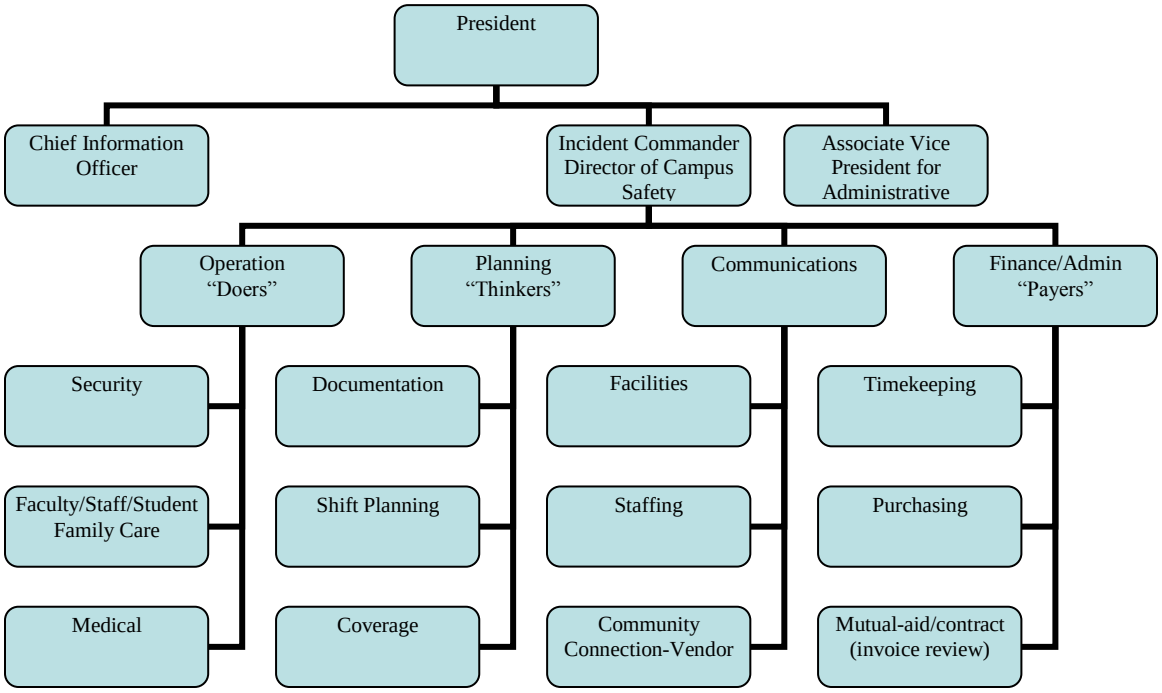
Threat Assessment Teams

These small subgroups should be called to assess threat of harm:

For student concerns:
Provost, Associate Vice President of Student Affairs, Director of Campus Life, Director of Campus Safety

For employee concerns:
Vice President for Administration and Finance, Legal Counsel, Director of Human Resources

NIMS Organizational Chart, Modified for Bennett College



Key Responsibilities during an Emergency by Organization and Positions Within Entity

Entity	Position Within Entity	Responsibilities
Local	• Law Enforcement • Fire Department • Emergency Medical Services • Emergency Preparedness Office • Public Works Office • Public Information Officer • City or County Attorney	• Conduct criminal investigations (sometimes, together with campus law enforcement) • Ensure that the perimeter is controlled • Provide personnel, equipment and other resources, and specialized personnel or equipment • Coordinate emergency communications • Coordinate with campus PIO
State and Regional Organizations	• National Guard • Civil Support Team • HazMat Personnel • State Emergency • Management Agencies • State Patrol • Public Health	• Provide personnel, equipment, supplies, and specialized resources • Conduct field assessments • Determine Declaration of Emergency • Seek federal assistance
Federal Organizations	• Federal Bureau of Investigation (FBI) • Federal Emergency Management Agency (FEMA) • Center for Disease Control (CDC)	• Lead criminal investigations • Provide federal recovery assistance • Provide specialized resources
Central Administration	• Campus Executive Leadership • Campus Public Safety Officers • Emergency Management Team • Campus Public Information Officer (PIO)	• Provide leadership on campus during an emergency • Institute the campus emergency management plan • Coordinate and support with partners • Serve as incident commander to establish the incident command system (sometimes, until partners arrive to take over ICS)

Source: Adapted from Homeland Security Planning for Campus Executives workshop, developed by VMC/West Virginia University for DHS/ FEMA under the agency's Training and Education Integration (TEI) Secretariat, available at http://vmcwvu.edu/projects.htm.

Selected Campus Departments and Roles

College or University Department*	Department Roles
Academic Affairs	• Develop procedures to communicate with and account for teaching faculty in an emergency situation • Develop plans to identify alternate facilities where institution activities can be conducted in the event of the destruction, disablement, or denial or lack of access to existing facilities • Identify and prioritize critical support services and systems • Identify and ensure recovery of critical assets
Business Office	• Develop the processes and procedures for tracking employees' time and issuing paychecks during disaster operations • Develop procedures for procuring emergency resources for responding to and recovering from emergencies • Develop the process for documenting the financial cost of emergency response and recovery operations • Develop a Business Continuity Plan (BCP)
Central Administration or Designee	• Provide resources and leadership support to drive the initiative • Develop procedures for declaring an emergency • Identify alternate administrative facilities • Develop procedures for increasing public information efforts • Develop and coordinate procedures for recruiting volunteers and additional staff • Develop procedures to coordinate and approve volunteers and manage donations during an emergency • Develop a Continuity of Operations Plan (COOP)
Counseling and Mental Health Services	• Identify and train appropriate staff to provide developmentally and culturally appropriate mental health services • Train mental health staff on specific interventions • Provide basic training on available resources and common reactions to trauma for all staff (including administrators) • Train teachers and other staff on early warning signs of potentially dangerous individuals • Assemble and train crisis recovery teams • Identify both internal and external partners (consider local mental health agencies who may be able to assist, and develop a structure for support) and develop partnership agreements • Develop template letters (that can be tailored) for alerting students, parents, families, staff, and the community to emergencies
Emergency Medical Services	• Develop and coordinate procedures for mobilizing resources needed for significant, longer-term emergencies • Identify sources for mutual aid agreements and assistance
Environmental Health and Safety (Guilford County)	• Participate in vulnerability and hazard assessments • Review and update office standard operating procedures to align with the campus emergency management plan • Develop procedures for pre-positioning resources and equipment • Review and update processes and procedures for state and federal disaster declaration requests • Develop, review, and update state and federally required environmental emergency response plans, including management procedures for the plans • Coordinate with public safety operations (see next entry) to develop process and procedures for increasing public information • Provide warning system information

NOTIFICATION

CAMPUS-WIDE EMERGENCY ALERT

- All faculty, staff and students are encouraged to register for Belle Alert at www.bennett.edu.

- The person(s) at the scene of an incident (staff, faculty, student, or administrator) will immediately notify the Department of Campus Safety (370-8621), of any conditions (criminal or otherwise) which constitute an apparent threat to campus safety. The Director of Campus Safety will immediately notify the President and the Vice President for Administration and Finance of the situation.

- If the President concurs that the condition constitutes a threat, he/she will convene the ERT in the Student Union building, ground floor. If the Student Union building is involved in the emergency the ERT will convene in the Holgate Library, ground floor, or another designated area.

- Once the Campus-Wide Emergency Alert has been declared, the ERT should consider the following:

    1) A Belle Alert will be sent.
    2) The need for students, parents, faculty, staff and the general public to know about the threat or other emergency.
    3) The extent to which the public has been or will be informed independent of the ERT's efforts. This will be conducted on accordance with the procedures outlines in Bennett College's Emergency Response and Communication Plan.
    4) The length of time which the treat or the emergency will last.
    5) The location of the threat (on campus or off campus).
    6) The geographical area of the threat and the possible number of people affected.

The Department of Campus Safety is usually the first department to have knowledge of a potential emergency. After evaluating the situation and notifying the President, the Director of Campus Safety will contact the College ERT and the appropriate agencies, if necessary, with following information:

1) Incident or nature of emergency
2) Location of emergency
3) Location of Command Post/Staging Area
4) Advise if any streets are blocked
5) Identification of any isolated areas
6) Identification of areas designated as "Off Limits"

The Director of Campus Safety (or designee) will contact the departments off duty officers and communicate the same information. The Director will also advise them against the usage of the radio for unrelated business. The radio network is best for giving the best directions to the Staging Area/Command Post and other information relative to the emergency at hand. The Manager of Facilities will notify his/her department.

EMERGENCY RESPONSE TEAM

PROCEDURE

1) Appoint the Incident Commander. The Director of Campus Safety or designee will appoint the Incident Commander.
2) Command Post and Staging Area will be established.

LINE OF AUTHORTIY

The Incident Commander is in charge. All other emergency personnel are to provide support and assistance to the Incident Commander.

RESPONSIBILITIES

***Emergency Response Team (ERT)* -** The role of the ERT is to assist the President in making informed decision about the emergency.

A. Facilities Management Services- Facilities is responsible for providing information to the ERT regarding damage assessment and recovery. The General Manager for Facilities Management Services will recommend appropriate actions regarding utility system shutdown (including steam, electrical, water, gas, pneumatic, etc.) and provide information regarding damage assessment and recovery. Facilities are also responsible for assisting in the annual review and update of this plan.

B. Campus Safety - The Department of Campus Safety is charged with the responsibility of establishing and securing a safety zone around the emergency area. The Office of Campus Safety will coordinate routing fire drills for each building on campus, and coordinate the annual review and update of this plan. The office is responsible for assisting in the annual review and update of this plan.

C. Counseling and Health Services - The Director of Counseling and Health Services is responsible for informing the Incident Commander of any potential health and safety hazards in the area/building. He/she will also submit recommendations and/or plans for removing the hazards.

D. Building Captains - Each Building Captain is responsible for submitting the following information to the Incident Commander:

1. Building contents and critical operations.
2. Information regarding the situation at hand.
3. Responsible for assisting in evacuating the building occupants from the building and keeping the occupants advised of the situation.

E. **Communication and Marketing**- The Vice President of Institutional Advancement is responsible for keeping the news media advised of the present situation. This information

will be coordinated through the President, designated administrators and the Incident Commander.

F. **Student Affairs** - The Associate Vice President for Student Affairs is responsible for assisting in the annual review and update of this plan.

G. **Department Heads** - Department heads are responsible for ensuring that employees under their supervision are informed of the requirements set forth in this plan.

H. **Communications** - Only those persons designated as part of the ERT shall communicate with ERT. Personnel under the supervision of a member of the ERT shall report to that individual, unless otherwise directed by the ERT. The mode of communication is a two-way radio that is assigned to each member of the ERT; these radios will be provided by the Department of Campus Safety. The ERT will designate one employee to log and record events as they occur.

Procedures

I. Reporting Emergencies

The Department of Campus Safety (370-8621) is the primary contact for any type of on-campus emergency. Personnel are available 24 hours a day, 7 days a week, and are professionally prepared to respond to any type of campus emergency.

DO NOT CALL OFF-CAMPUS RESOURCES. CALL THE COLLEGE CAMPUS SAFTY OFFICE at 370-8621.

A. When calling, stay calm, and carefully explain the problem and location to the officer.
B. Quickly notify your supervisor of the emergency and begin to take the appropriate action warranted by the situation. Resident Directors should notify Students. Resident Directors will notify the Director of Residence Life.

II. Types of Emergencies

Procedures for responding to specific types of emergencies are included in this plan:

Page #

I: Fire 19
II: Bomb Threat 22
III: Natural Disasters 25
Evacuation Plan 29
IV: Adverse Weather Plan 30
V: Utility Failure 33
Mechanical Failure 34
VI: Explosions 35

VII: Bio-Hazard 36
VIII: Violent or Criminal Behavior 39
IX: Hostage Situation 40
X: Psychological Crisis 41
XI: Medical Emergencies / Serious Injury 42
XII: Twenty-four (24) Hour Alert 44
XIII: Curfew 45
XIV: Death 46
XV: Civil Disturbance 47
XVI: Campus Lockdown 49
XVII: Shelter in Place / Communication & Notification/ Food & Water Rations 50
XVIII: Active Shooter 52

DECLARING CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College President or his/her designee as follows:

A. The Director of the Campus Safety Department shall immediately consult with the Vice President for Administration and Finance and President or her designee regarding the emergency and determine whether or not a campus-wide state of emergency exists. During the period of any major campus emergency the Campus Safety Department will immediately put into effect the appropriate procedures necessary in order to meet the emergency, safeguard people and property and maintain educational facilities.

B. When it is determined that a campus-wide state of emergency exists, only registered students, faculty, staff and affiliates (i. e., persons required by employment) are authorized to be on the Campus. Those who cannot present proper identification, showing their legitimate business on campus will be required to leave immediately.

C. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Department of Campus Safety will be allowed to enter the immediate disaster site.

D. In the event of earthquakes, aftershocks, fires, storm or major disasters occurring in or about campus, or which involve College property, the Department of Campus Safety will be dispatched to determine the extent of any damage to College property.

This section outlines the procedures to be followed during specific types of emergencies. **The procedures should always be followed in sequence, unless conditions dictate otherwise.**

When reporting emergencies, immediately notify Campus Safety at 370-8621. While talking on the telephone, stay calm and carefully explain the problem and location to the Public Safety Dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

***NOTE*:** The Public Safety Dispatcher will immediately report the incident to the Director of Campus Safety, who will immediately notify the President and Vice Presidents.

CAMPUS EVACUATION

A. Evacuation of all or part of the Campus grounds will be announced by the Department of Campus Safety via the Belle Alert System.
B. All persons (students, faculty, and staff, visitors or guests) are to immediately vacate the site in question and relocate to another part of the Campus grounds as directed by the Belle Alert.

MEDIA RELATIONS

A. Only an authorized College spokesperson (the president or designee) will meet or talk with the media on behalf of the College.
B. Only factual information is released; no speculation is offered. The President and other Senior Administrators will develop an institutional response to the emergency for release to the media, including periodic media updates.

DEFINITIONS

The College President or her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions are guidelines to assist the College in determining the appropriate response:

A. **MINOR-** A minor emergency is any incident or potential incident that would not seriously affect the College's ability to conduct "business as usual."

B. **MAJOR EMERGENCY-** A major emergency is an incident or potential incident that affects an entire building or buildings, or which disrupts the College's ability to do "business as usual." Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crisis.

C. **DISASTER-** A disaster is any event or occurrence that seriously impairs the College's ability to do "business as usual." In some cases, this might involve mass personnel casualties and severe property damage. The coordinated effort of all campus-wide resources is required to effectively control the situation.

EMERGENCY PROCEDURES AND PROTOCOLS

SECTION I
FIRE

A fire is the most likely disaster that may affect the campus of Bennett College and it is perhaps the most deadly one. The following measures should be reviewed and utilized in the event there is a fire at your location on campus.

There are basically two types of fires: **minor** fires that can be stopped with an extinguisher and **major** fires that require assistance from the Greensboro Fire Department. Both, however, call for calm and immediate action by the person discovering the fire.

If you smell smoke or have any other indication that something is burning:

A. Immediately contact the Department Campus Safety at 370-8621. Describe what you have observed and give your name and the exact location.
B. Alert other building occupants in the immediate area to prepare for evacuation and assist the handicapped in exiting the building.
C. Wait outside the building for the arrival of Campus Safety Officer(s) and/or the Greensboro Fire Department. Be prepared to provide additional information and your observations to the responding personnel.

If flames are observed:

D. Upon discovery of a small fire activate the nearest fire alarm. Proceed to the nearest fire extinguisher that in most cases is located near the fire alarm. Follow the basic operational directions to utilize the extinguisher. Contact the Department of Campus Safety 370-8621.
E. If the fire gets out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.
F. Immediately evacuate the building and go to the nearest phone. Call 370-8621 and report the fire, giving information as requested by the dispatcher. Stay on the line until released by the dispatcher.

Fire Evacuation Procedures:

Procedures

Most building can follow the basic building evacuation procedure outlined below. Some buildings may require additional procedures due to unique circumstances. In these cases, the special procedures will be outlined in that building's fire/evacuation plan.

In the event of a fire, RACE:

R Remove all persons from immediate danger
A Activate fire alarm system. Call Campus Safety at 370-8621
C Close all doors and windows
E Evacuate the building. Follow your assigned routed, report to a designate evacuation area. Extinguish the fire if you feel that you can extinguish it safely.

In addition to the RACE procedure, follow these simple guidelines as well:

- Crawl if there is smoke
- Feel doors before opening
- Go to the nearest exit
- Always use an exit stairway, not an elevator
- If you are on fire STOP, DROP, and ROLL
- If you get trapped, close the door and seal cracks
- Open the windows if it is safe
- Signal for help and phone Campus Safety at 370-8621
- Don't jump, the fire department will reach you

If you are disabled, even temporarily, it is imperative that you learn about fire safety, plan ahead for emergencies, and be aware of your own capabilities and limitations; in the event of an emergency, look for "areas of refuge" such as stairwell enclosures or the other side of the corridor fire doors. **ELEVATORS ARE NOT SAFE DURING FIRES**. Sometimes it may be safe to stay in your office/room. If possible, call 9-1-1 to report your location and receive instructions from the Emergency Operator.

If you hear an alarm sound:

A. Evacuate the building immediately and assist the handicapped in exiting the building. Proceed to the Unthankful Flag Pole as the rendezvous point for roll call.
B. If smoke is present, keep low to the floor.
C. Before opening a door, feel the upper portion of the door. If the upper portion of the door or door knob is hot, DO NOT OPEN THE DOOR.
D. If the door or door knob is not hot, brace yourself against the door and open it slightly.
E. If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
F. Keep the door closed and if windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke; open the bottom slightly to let in fresh air.
G. Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.
H. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
I. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage. **DO NOT USE ELEVATORS!**

J. If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in F through H.
K. After leaving the building DO NOT REENTER. Stay clear of responding emergency equipment and personnel.
L. DO NOT attempt to return to the structure to retrieve any items until the Department of Campus Safety officials clear the building.

In the event that arson is suspected, the Greensboro Fire Department (GFD) will be contacted immediately. The area should be protected until the GFD arrives.

Use of Fire Extinguishers

If the fire appears controllable, obtain the nearest fire extinguisher and attempt to extinguish the fire. Follow the **PASS** procedure.

P Pull the pin
A Aim at the base of the fire
S Squeeze the handle
S Sweep from side to side

If the contents of the extinguisher have been completely discharged and a fire remains, do not continue fighting the fire with additional fire extinguishers. Follow the RACE procedure and evacuate the building immediately.

SECTION II
BOMB THREAT

Bomb threats occur quite often. In rare instances, actual explosives are placed in the structure. Because of the hazards involved in such situations, it is necessary to develop a bomb threat plan for the campus of Bennett College. The purpose of this plan is to:

- Ensure the safety of the occupants of the structure
- Minimize anxiety and panic
- Minimize disruption of regular activities
- Protect the Bennett College family and property

When a bomb threat is received, the individual taking the call should be instructed in advance to:

A. Stay calm. Make a note of the date and time.
B. Try to keep the caller talking as long as possible. The more he/she talks, the more you may learn.
C. Try to record everything the caller says, if possible.
D. In most cases, the individual calling has not planted a bomb and he/she is making the call simply to intimidate an individual or agency. **The caller is to be taken seriously and you should treat the situation as if the bomb actually exists**. The following questions should be asked, as well as others deemed appropriate by the individual receiving the call:
    1. There are many people in this building, and we do not want anyone hurt. When is the bomb going to explode?
    2. Exactly where is the bomb located?
    3. What does the bomb look like?
    4. What kind of bomb is it?
    5. What will cause the bomb to explode?
    6. Did you place the bomb?
    7. Why?
    8. What is your address? (Usually the caller will not answer, but it does not hurt to ask).
    9. What is your name?
E. Listen closely to the voice of the caller and note the following:
    1. Sex of the caller
    2. Age of the caller
    3. Race of the caller
    4. Accent (Is the voice native to the area?)
    5. Speech impediments or peculiar voice characteristics (i.e., drunk, lisp, etc.)
    6. Attitude of caller (i.e., calm, excited, etc.)

F. Pay particular attention to any strange or peculiar background noises such as street noise, motor noise, music, television or radio programs, dishes rattling, baby crying, or other background noise that might offer a remote clue as to the origin of the call.

G. Once the caller hangs up, immediately contact the Director of Campus Safety. This information should be passed on to the dispatcher and all working units.

The Search

The regular occupants of the building can do the quickest and most effective search of a structure. Since bombs come in many forms, it is very difficult for Campus Safety or anyone not familiar with the building to identify any objects as being new or suspicious. Each individual should quickly inspect his/her area (i.e., residence halls, an office or a classroom). Anything found that arouses suspicion should not be moved or touched. A note should be made as to the description of the object and its exact location. This should be promptly reported to Campus Safety.

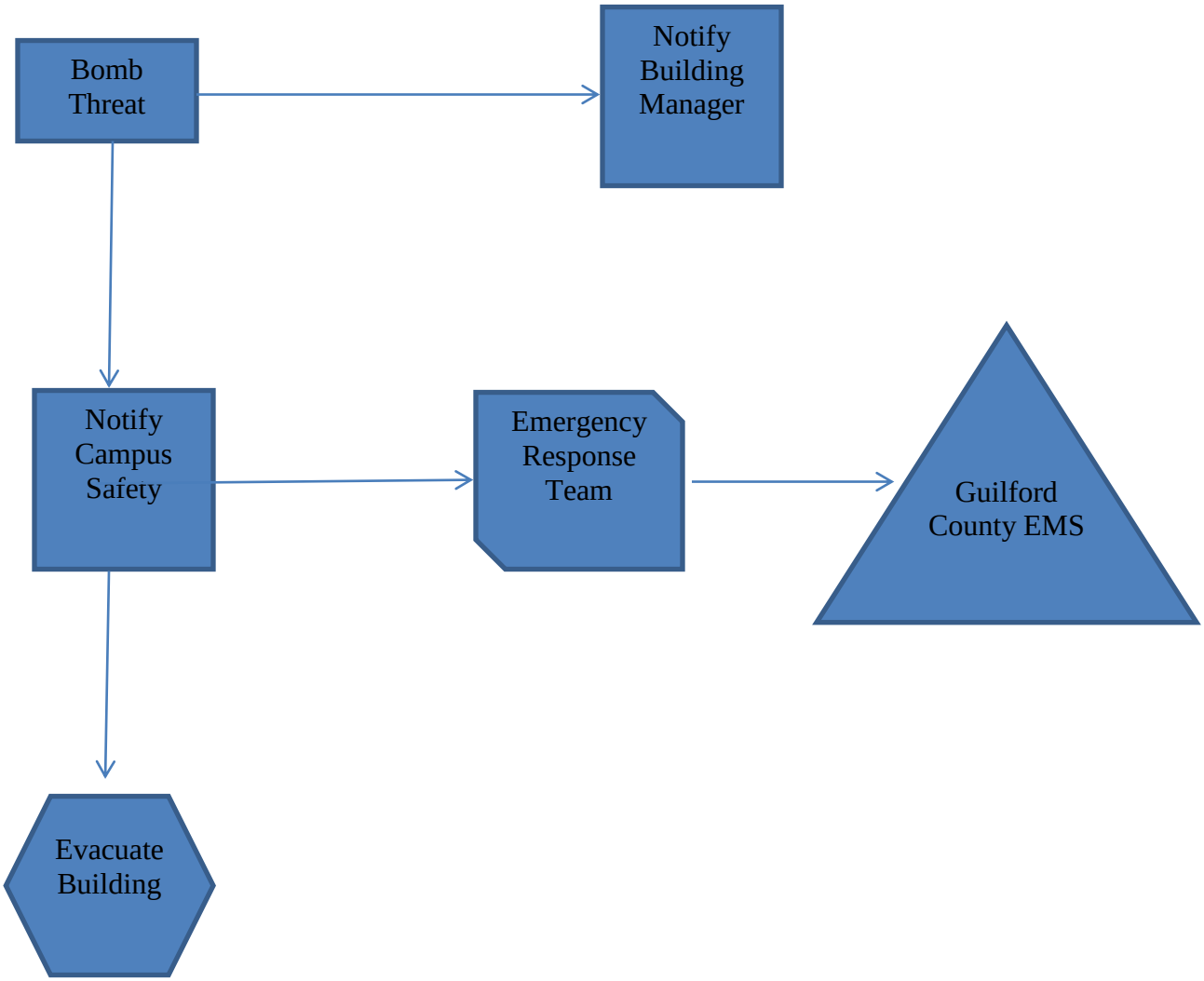
Evacuations

The order to evacuate a structure can be given by anyone who locates a suspicious object. The fire alarm may be utilized as a means of alerting occupants of an evacuation. Handicapped individuals should be assisted in exiting the building. **DO NOT** use elevators in the event of a fire.

DO NOT PANIC. Fire escape routes may be utilized in order to evacuate the structure in an orderly manner. If a suspicious object is found near an escape route, the evacuation should be rerouted as necessary. All doors should be left open when leaving the area. Occupants of the threatened structure should move as far away from the structure as possible.

In case of inclement weather, occupants may possibly take refuge in other structures that is a safe distance away. However, no automobiles are to be moved during the bomb threat. No one will be able to re-enter the building until the Director of Campus Safety or his/her designate has delivered the all clear message. These are the only individuals with the authority to issue this order.

BOMB THREAT FLOWCHART



SECTION III
NATURAL DISASTERS

HURRICANES/FLOODING

Because Bennett College is located inland, many people think that coastal hurricanes cannot affect the campus. Evidence indicates that as a hurricane moves inland, its wind forces weaken, but the floods caused by hurricanes are extremely hazardous. The tons of water that the storm picks up over the ocean can drown inland locations with rainfall sometimes measured in tens of inches. Officially, hurricane season begins in June and ends in November; but hurricane watches and warnings can be issued at any time during the year.

The Greensboro area is suited within striking distance of tornadoes and hurricanes. A **watch** is defined as "a forecast issued well in advance of a severe weather event to alert the public of the possibility of a particular hazard, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, and heavy snows." A watch is issued when conditions are possible within 24 to 36 hours. A **warning** is defined as "a forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar." Warnings state a particular hazard or imminent danger as tornadoes, severe thunderstorms, flash and river floods, winter storms, heavy snows, etc.

TORNADOES

Tornadoes are a major source of injury to thousands of people every year. In an effort to reduce the hazards of tornado damage on the campus of Bennett College, the following guidelines are provided. Individuals should become familiar with the evacuation steps given herein, should the situation call for such.

Tornado season begins in June and end in November; however, a tornado watch or warning can be issued at any time. A tornado **watch** means that tornadoes and severe thunderstorms are possible. A tornado **warning** means that a tornado has been detected; and you should take appropriate shelter immediately.

When you receive a warning of a possible tornado, the following safety precautions should be taken:

A. Take shelter immediately. **DO NOT** go outdoors
B. Close all windows and doors
C. If possible, seek refuge in a basement, this is the safest place to be during a tornado
D. If a basement is not available, seek refuge in a small room with no windows (i.e., closet, bathroom, etc.)
E. If there are no small rooms available, take cover under heavy furniture in a central room in the structure
F. If no central rooms are available, take refuge in a hallway, away from any doorways or windows. Sit with your back against the wall, with your knees drawn in to your chest.

All of these precautions should remain in effect until your area has been determined safe by a Campus Safety officer or other Campus Safety officials. The Department of Campus Safety should be informed of all events taking place during the emergency. Any requests for medical aid should also be directed to the department of Campus Safety. **DO NOT** attempt to take unnecessary risks unless told to do so by Campus Safety officials.

- A **watch** is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen to (weather band radios and local radio stations) for further advisories and be prepared to act promptly if a hurricane warning is issued.
    - During a **watch**:
        - Listen to radio or television for adverse weather progress reports
        - Check emergency supplies
        - Fuel vehicles
        - Bring in outside objects such as lawn furniture, equipment, etc.
        - Secure buildings by closing windows
        - Review evacuation plans

- A **warning** is issued when hurricane winds of seventy-four (74) miles an hour or higher, or a combination of dangerously high water and very rough seas are expected on a specific coastal area within a twenty-four (24) hour period.
    - During a **warning**:
        - Listen constantly to a radio or television for official instructions
        - Avoid elevators
        - Stay away from windows, skylights and glass door
        - Keep a supply of flashlights and extra batteries
        - Avoid open flames, such as candles and kerosene lamps, as a source of light.

EVACUATION

If evacuation is necessary, the following buildings have basements that are effective tornado shelters:

- Holgate Library
- Black Hall
- Student Union
- Player Hall
- Cone Hall

If possible, take a blanket, pillow, and other necessary supplies with you. In the event of a power outage, emergency lights are in buildings near exit/fire doors.

NOTE: The probability of tornadoes spawned by hurricanes is very high. When a hurricane approaches, listen for tornado watches and warnings. Be ready to take immediate action.

The following precautionary measures should be taken immediately:

A. Keep a battery-operated radio tuned to a local station, and follow instructions. Remain calm. If you are told to evacuate, move out of the structure to the designated high ground.
B. Turn off all utilities. **DO NOT** touch any electrical equipment unless it is in a dry clean area. Avoid the use of landline telephones.
C. Avoid travel in automobiles. Roads may be washed away by the floodwaters and rapidly rising water levels could carry the vehicle away.
D. If you are trapped in a structure by rapidly rising floodwaters, move to the top floor or the roof of the structure. **DO NOT** attempt to swim to safety. Wait for help.
E. **DO NOT** be fooled by the "eye" of the hurricane. If the storm center passes directly overhead, there will be a lull in the winds lasting from a few minutes to half an hour or more. At the other side of the "eye," the winds will increase rapidly to hurricane force and will come from the opposite direction.
F. Once the hurricane has passed, remain inside until informed by authorities that it is safe to leave. Assist the handicapped in exiting the building.
G. Keep your radio turned to a local station for updates on the situation and vital information. Stay out of disaster areas. Sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
H. Avoid loose or dangling wires, and report them immediately to the authorities.
I. Make a conscious effort to prevent fires. Decreasing water pressure may make fire fighting difficult.

FLOODING

If flood conditions occur:

- During business hours (8:00 AM – 5:00 PM, Monday through Friday) phone Facilities **517-2131**.

- After hours or on weekends phone Campus Safety at **370-8621**.

Please provide sufficient information as to building, floor, room, degree of flooding, or potential damage due to the flooding.

NOTE: If difficulty is encountered and flooding is extensive, call Campus Safety at **370-8621** immediately.

EARTHQUAKES

In the event that the campus of Bennett College is subjected to the effects of an earthquake, the following safety precautions should be observed:

A. The most important task and perhaps the most difficult one is **DON'T PANIC**. The motion of the earth is frightening; but, unless it shakes something down on top of you, it is harmless.
B. If the earthquake catches you indoors, stay indoors. Take cover under a desk, table bench, or in doorways or halls with your back against walls. Stay away from glass.
C. DO NOT use candles, matches or other open flames during or after the tremor.
D. If the earthquake occurs while you are outdoors, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
E. DO NOT run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
F. If you are in an automobile when an earthquake occurs, stop the vehicle in a clear area and remain in the vehicle.

Once the tremors have discontinued, the following steps should be taken:

A. Check for injuries. **DO NOT** attempt to move seriously injured persons unless they are in immediate danger or further injury. If emergency help is necessary, call 9-1-1.
B. Check your utilities; but **do not** turn them on. Each movement may have cracked water, gas and electrical conduits.
C. If the water pipes are damaged shut off the supply. Notify the authorities of the situation.
D. If electrical wiring is shorting out, shut off the current at the fuse box.
E. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
F. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons use only. **DO NOT** use elevators in the event of a fire, **DO NOT PANIC.**
G. Once outside the building, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.
H. If requested, assist emergency personnel as necessary.
I. Stay out severely damaged buildings. Aftershocks can cause severe damage.
J. **DO NOT** heed to or spread rumors. They often do great harm following disasters. Stay off the telephone except to report an emergency.
K. Turn on a battery-operated radio to hear any updates and emergency bulletins.
L. **DO NOT** go sightseeing outside until an "ALL CLEAR" has been instructed.

IMPORTANT: After any evacuation, report to your designated campus area assembly point (see next page). Stay there until an accurate head count is taken.

Bennett College Evacuation Plan

The following list first concentrates on buildings that do not provide adequate lower level shelter and are designed shelter locations during severe weather conditions. The latter portion of the list designates or suggests locations for assigned personnel, staff, and students to seek shelter in the event of a severe weather emergency. These buildings all have below ground or basement type rooms.

- **Shell Hall A, B, C -** the most vulnerable buildings on campus and must evacuate immediately. The suggested location is the basement of Merner Hall.
- **Global Learning Center** – The amount of glass in this structure creates a hazardous situation in the event of damaging winds. If staff personnel have sufficient warning they can relocate to the lower floor of Pfeiffer Science and enter through the rear door, otherwise take cover in the restrooms on the west end of the building.
- **Honors Hall** – The stairwells at the east and west wings of the building are steel reinforced and the safest locations with no windows in this area. If warning is received in a timely manner, students and staff can relocate to the lower level of Pfeiffer Science.
- **Maintenance Building** – Evacuate immediately to the Catchings Complex.
- **Enrollment Center** – Move to the lower level of Pfeiffer Science via the rear door.
- **Intergenerational Center** – The occupants and location of this facility presents numerous problems. If there is sufficient warning, the students will be moved to the Ida Goode Gymnasium, with assistance from Campus Safety and Maintenance. If warning is not received the stated building severe weather plan will be placed into effect.
- **Middle College Administrative Office (Old Copy Center)** – Move to Pfeiffer Science lower level.
- **Middle College (Ida Goode Gym)** – Move to the weight room area at the rear of the gym.
- **Alumnae House and Welcome Center** – Use the Gym Hallways as a Shelter.

The following campus structures either have a basement or lower levels that are suitable for use as shelter facilities during severe weather:

- **Residence Halls** – If advance warning is received move to the lower level of your respective residence hall. Without advance warning, move to the hall way away from windows or into the stairwells.
- **Administrative Buildings (Catchings, Merner, Black and Race)** – Move to the lower level
- **Academic Buildings** – If class is in progress, move staff and students to the lowest level of the respective building.

SECTION IV
ADVERSE WEATHER PLAN

PURPOSE

- To inform Bennett College employees of procedures and policies to be followed in the event of weather emergencies.
- To outline responsibilities and assign priorities in order to effectively manage the College during adverse weather conditions.

BASIC ASSUMPTIONS

The essential operations of Bennett College continue in all types of weather. It is important, therefore, that the campus is maintained in safe and passable condition during adverse weather condition. Different levels of effort will be required depending upon the severity of the weather conditions. Under worst conditions, all appropriate resources of the College must be used to assure the safety of students, employees, and visitors. This plan defines the types of conditions to be expected and the planned responses to the conditions. Obviously, there will be unexpected contingencies. The College community will be expected to adjust to these as they arise.

Administrative decision regarding campus conditions and activities will be communicated to students, employees, and visitors.

CONDITIONS

The three basic types of adverse weather the College can expect include snow and ice storms, hurricanes and tornadoes. Information regarding the development or presence of adverse weather can be obtained from the local weather service. The National Weather Service will announce information regarding the adverse weather in the form of a watch or a warning.

A. A **watch** is defined as **"a forecast issued well in advance of severe weather**" event to alert the public of the possibility of a particular hazard, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, and heavy snows. A watch is issued when conditions are possible within 24 to 36 hours.
B. A **warning** is defined as **"a forecast issued when severe weather has developed, is already developed, is already occurring and reported, or is detected on radar."** A warning state is a particular hazard or imminent danger, such as tornadoes, server thunderstorms, flash and river floods, winter storms, heavy snows, etc.

General as well as specific procedures and responsibilities regarding each condition are provided in this section. As a rule, when adverse weather is expected, the Vice President for Administration and Finance will contact unit directors to discuss campus needs to assure readiness. For example, the Facilities Director and the Campus Safety Director may need to address precautionary steps, such as preparing vehicles or applying de-icing materials.

Afterwards, the Facilities supervisors will confer with their staffs to ascertain the availability of manpower so as to assure implementation of the adverse weather plan. Each supervisor will review with his/her staff the responsibilities and expectations during adverse weather conditions and/or the high probability of such. Personnel assigned standby or early reporting will be notified in advance. Provisions will be made to assist equipment is needed, or if an outside vendor's service is required, the Facilities Director will follow emergency purchase order procedures.

EMERGENCY CLOSING (REFER TO THE EMPLOYEE HANDBOOK SECTION 4.5)

At times, emergencies such as severe weather, fires or power failures, can disrupt College operations. In extreme cases, these circumstances may require the closing of the College.

The President will declare the specific hours or days as an emergency closing due to inclement weather or other emergency conditions. This procedure applies to all Bennett College employees in positions affected by the inclement weather and emergency closings.

It is the responsibility of vice presidents, department chairs, deans, directors and supervisors to ensure the provisions of this plan are administered to all employees in a consistent manner. It is the responsibility of the supervisor to provide accurate time and leave information to the Payroll Department.

DEFINITIONS

Authorized Closing: Is the closing of College operations, as determined by the President for specific periods of time as needed. An authorized closing may be for an entire shift or a partial shift, such as in the case of late openings or early closings.

Emergency Conditions: Those conditions, as determined by the President, that severely hamper employees from traveling to and from work, or remaining at work (such as inclement weather, utility failure, fire or other forced evacuations).

Essential Personnel: Those employees identified by the employing department who are required to work during periods of authorized closings. Examples of essential personnel may be, but are not limited to Public Safety Officers, Physical Plant Personnel, Residence Directors, On-call Residence Directors and other positions on an as needed basis (i.e. Counseling, Health Services.) In the event of an authorized closing, a supervisor may change the status of any staff member to essential personnel based on the needs of the College.

Non-Essential Personnel: Those employees who are not required to work during periods of authorized closings.

ANNOUNCEMENT OF CLASS CLOSING AND DELAYS

Decisions to close the College due to adverse weather conditions or other emergency situations will be made by the President or designee. Individual vice-presidents, directors, department chairs, deans and supervisors **are not** authorized to make closing decisions without the approval and consent of the President or designee.

The President or a designee may make such a decision at any time during the calendar year to protect the best interest and welfare of the College. In the event it becomes necessary to delay opening or closing the College, information will be communicated in the following manner:

- An announcement will be sent to the local television stations – WFMY2 and WGHP FOX 8, between 5:30 a.m. and 6:00 a.m.
- The Office of Public Safety (336-370-8621) will have information regarding the status of delays or closing by 5:30 a.m.
- The Belle Alert System
- The College website (www.bennett.edu) will have an announcement on the homepage between 5:30 a.m. and 6:00 a.m.

Department of Campus Safety

All employees of the Campus Security Department are classified as "essential personnel."

All employees must make their own arrangements for transportation to work. It is of the utmost importance the Campus Safety personnel to report to work on time. In cases where personnel is unable to overcome weather conditions, it shall be the responsibility of the on-duty director or his/her designee to see that efforts are made to transport these individuals to work on time.

Food Service

In the event that the College closes and access to the dining facility becomes limited, students will be notified of meal stations through their Resident Directors and/or Belle Alert.

SECTION V
UTILITY FAILURE

In the event of a major utility failure during regular business hours (8:00 a.m.-5:00 p.m., Monday through Friday):

A. Immediately notify the Department of Campus Safety at 370-8621 and Facilities at 517-2131.
B. If there is potential danger to building occupants, or if the utility failure occurs after hours on weekends or holidays, notify the Campus Safety Dispatcher at 370-8621. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
C. Assist the handicapped in exiting the building.
D. Once outside, move to a clear area at least 500 feet away from the affected building. Keep the walkways, fire lanes, and hydrants clear for emergency personnel.
E. If requested, assist emergency personnel as necessary.
F. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post, unless you have official business.
G. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a member of the Campus Safety staff.

IMPORTANT: After any evacuation, report to your designated campus area evacuation point. Stay there until an accurate head count is taken.

PRODEDURES

Electric Utility Problems

In the event of a major electrical failure, contact Facilities at **517-2357 or 517-2131**. Unplug/disconnect or turn off major electrical devices (copiers, computers, etc.); otherwise, a fire may occur if the circuits become overloaded due to all devices coming back on the same time.

Emergency lighting should come on once main power is shut down. If the emergency lighting does not operate properly or if emergency lighting is not adequate, report this information to Facilities 517-2131.

Elevator Failure

All campus elevators should be equipped with emergency telephones directly connected to the Department of Campus Safety Office (x2131). **DON'T PANIC!** Pick up the receiver and inform the dispatcher of your situation. Remain calm, assistance will arrive shortly. If a phone is not available, press the alarm button and call for help.

Plumbing Problems

Inform your supervisor, Resident Director and/or Facilities and if necessary, vacate the area.

Natural Gas Leak

If you smell gas or vapor hold a wet cloth loosely over your nose and mouth and breathe through it in as normal fashion as possible.

Cease all operations. **DO NOT** turn on lights or any other electrical equipment. Remember that electrical "arcing" (a strong current, often brief, and luminous, where electrons jump across a gap) can trigger an explosion. Notify the Department of Campus Safety at 370-8621.

Ventilation

If smoke, foul odor or burning smells come from the ventilation system, report the problem to the Campus Safety Office who will contact the appropriate campus office and outside agency. If necessary, evacuate the building.

Note: If the building occupants are exposed to any life-threatening situation, activate the building fire alarm and evacuate the building immediately.

MECHANICAL FAILURES

Any emergency related to building or facility problems, such as equipment failure or erratic operation, must be reported to Facilities as soon as possible.

During normal working hours **370-8621** (8:00am – 5:00pm Monday through Friday)
If a failure occurs after-hours, weekends, or holidays, notify Campus Safety at **370-8621.**

Note: If there is potential danger to building(s) and/or its occupants call **911** immediately.

ADDITIONAL INFORMATION PROCEDURES

Always observe steps A and E on page 34, (Utility Failures) first whenever the following utility emergencies arise.

Computer Equipment:

The staff is asked to turn off as much computer equipment as possible, to prevent damage to equipment when power is restored.

Elevator Failure:

If you are trapped in an elevator, use the emergency phone to notify the Department of Campus Safety at 370-8621. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify the Department of Campus Safety at 370-8621 and Facilities at 517-2131 and if necessary, vacate the area.

Steam Line Failure:

Immediately notify the Department of Campus Safety at 370-8621 and Facilities at 517-2131. If necessary, vacate the area.

SECTION VI
EXPLOSIONS

In the event of an explosion:

A. Immediately take cover under tables, desks and other objects that will give you protection against falling glass or debris.
B. As soon as conditions permit, immediately notify the Department of Campus Safety at 370-8621. Give your name and describe the location and nature of the emergency.
C. If necessary or when directed to do so, activate the fire alarm then report the emergency to the Department of Campus Safety at 370-8621.
D. When the fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
E. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons. **DO NOT** use the elevators in case of fire. **DO NOT PANIC.**
F. Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Know your designated campus assembly area.
G. **DO NOT** return to an evacuated building unless told to do so by a member of the Campus Safety staff.

IMPORTANT: After any evacuation, report to your designated campus assembly area. Stay there until and accurate head count is taken.

EXPLOSION ON CAMPUS

- Report an explosion by calling **370-8621** immediately!
- If necessary, or when directed to do so, activate the building fire alarm system to evacuate the building.
- **CAUTION:** The building alarm rings inside the building, but the alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone **370-8621**.
- When the building evacuation alarm is sounded, proceed to emergency exits. All rooms should be evacuated and doors closed. **DO NOT LOCK DOORS.**
- Assist the disabled to an enclosed stairwell and notify emergency personnel of their location.
- **DO NOT USE THE ELEVATORS.**
- Once the building is evacuated, proceed to the Unthankful Flag Pole for muster/roll call.

SECTION VII
BIO-HAZRARD

CHEMICAL OR RADIATION SPILL

In case of a chemical or radiation spill:

A. Immediately report any spillage of a hazardous chemical or radioactive material to the Department of Campus Safety Department at 370-8621.
B. When reporting, be specific about the nature of the material involved and the exact location. The Department of Campus Safety dispatcher will contact the necessary specialized authorities and medical personnel.
C. The key person present should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of safety and fire personnel.
D. Anyone who is contaminated by the spill is to avoid contact with others as much as possible, remain in vicinity and identify themselves to the Campus Safety staff. Required first aid and clean up by specialized authorities should be started at once.
E. If an emergency exist, activate the fire alarm.
F. When the fire alarm is sounded go to an emergency exit. Walk quickly to the nearest marked exit and alert others to do the same.
G. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped use. **DO NOT** use elevators in case of fire. **DO NOT PANIC.**
H. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.
I. If requested, help emergency personnel as necessary.
J. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
K. **DO NOT** return to an evacuated building unless told to do so by a member of the Campus Safety Department.

IMPORTANT: After any evacuation, report to your designated campus assembly area. Stay there until a head count is taken.

Any spillage of a hazardous material must be reported to the Campus Safety Office and the Office of Health Services immediately. Hazardous materials include, but are limited to: chemicals, biological agents, radioactive materials, hazardous waste, and sewage.

A. When reporting a spill, be specific about the nature of the material/substance and the location. The Campus Safety Office, Facilities and the Health Services offices will respond immediately.

B. Vacate the contaminated area and seal it off to prevent further contamination of others.

C. All persons who may be exposed to the contamination must avoid contact with others and remain in the vicinity of the incident. Report to the First Responder on the scene. Required first aid and clean up, by designated/trained personnel, shall begin at once.

D. If necessary, follow the standard procedure for evacuating the building.

E. If the material spill is of such a nature to cause major illness or death the Greensboro Fire Department and the HAZ MAT Team will be summoned immediately.

F. Major incidents/accidents involving the release of the toxic materials in the close proximity of the campus, by transporting agents (train, truck, etc.), will require immediate action by the Department of Campus Safety.

   If the nature of the spill is of a vapor or concentrated gas, evacuation to an upward location/position must be done immediately.

FUMES/VAPORS

Toxic fumes can infiltrate into or through a building from various sources – improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines operated near air intakes, etc.

If the presence of toxic fumes is suspected, the area or areas affected should be evacuated. Use a telephone away from this area and always call **370-8621** if it is an emergency or **517-2131** (Facilities) if it is not an emergency. If it is during business hours call **370-8621** to notify a Campus Safety officer.

Ventilate the contaminated area (s)
It may be possible to clear an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by certified personnel (Greensboro Fire Department or an environmental company.)

EMERGENCY TREATMENT:
1. Don't endanger yourself or others.
2. Remove victims from area only if safely possible.
3. Call 9-911 for Police/Ambulance Services.
4. Assist victims as necessary.

HAZARDOUS SUBSTANCE SPILLS

- Any major spill of a hazardous substance must be reported immediately to the Greensboro Fire Department (911)**.**

- During non-business hours (before 8:00 am and after 5:00 pm, Monday through Friday and also on weekends and holidays) please call **370-8621** to have a Campus Safety Officer contacted.

- Personnel on site should be evacuated from the affected area at once. Seal off the area to prevent further contamination until arrival of trained responders.

- Persons who may be contaminated by a spill/release are to:
    - Seek medical attention immediately.
    - Avoid contact with others.
    - Alert responders/emergency personnel of injury.

SECTION VIII
VIOLENT OR CRIMINAL BEHAVIOR

Everyone in the College Community is asked to assist in making the Campus a safe place by being alert to suspicious situations and promptly reporting them. The reported incident should include the following:

A. In the event of a suspicious situation, all members of the College Community are asked to notify the Department of Campus Safety at 370-8621 as soon as possible and report the incident, including the following:
   a. Nature of the incident
   b. Location of the incident
   c. Description of person(s) involved
   d. Description of property involved

B. If you observe a criminal act or whenever you observe a suspicious person on the campus, immediately notify the Department of Campus Safety.
C. Assist Public Safety Officers when they arrive by supplying them with all additional information and ask others to cooperate.
D. Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment to protect yourself. If necessary, after the incident, seek emergency first aid from the Campus Safety Department.

SECTION IX
HOSTAGE SITUATION

IF YOU ARE TAKEN HOSTAGE:

A. Be patient. Time is on your side.
B. The initial forty-five (45) minutes are the most dangerous. Follow instructions; be alert and stay alive. The captor(s) is unbalanced. Don't make mistakes that could jeopardize your well-being
C. Don't speak unless spoken to and only when necessary. Don't talk down to the captor(s) who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor(s) at all times if possible; but do not stare. Treat the captor(s) like royalty.
D. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
E. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
F. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor(s). If anyone needs medications, first aid or restroom privileges say so. The captor(s), in all probability, do no want to harm persons held by them. Such direct action further implicates the captor(s) in additional offenses.

SECTION X
PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations and/or uncontrollable behavior. If a psychological crisis occurs:

A. Never try to manage a dangerous situation by yourself.
B. Notify the Department of Campus Safety of the situation, at 370-8621. Clearly state your need for immediate assistance; give your name, your location and the area involved.

SECTION XI
MEDICAL EMERGENCIES/SERIOUS INJURIES

If a serious injury or illness occurs on the campus, immediately dial the Department of Campus Safety at 370-8621; give your name, and describe the nature of the injuries, and the severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, trained personnel should provide first aid care. Only trained personnel should provide first aid treatment (i.e., first aid and CPR). Use only sterile first aid materials.

In case of serious injuries or illness immediately follow these steps:

A. **DO NOT** move the victim. Keep the victim still.
B. Ask victim "Are you okay?" and "What is wrong?"
C. Check breathing and give artificial resuscitation if necessary.
D. Control serious bleeding by direct pressure to the wound.
E. Continue to assist the victim until help arrives.
F. Look for emergency medical ID. Have victim's information ready to give to the paramedics (name, age, DOB, allergies, etc.)

Every Campus Safety Officer is trained in First Aid and CPR.

Individual Medical Emergencies

A medical emergency may consist of treatment for a medical condition or injury that may become more severe, or life-threatening if treatment or support in an emotionally intense situation is delayed.

Examples of medical emergencies include:

- Severe allergic reactions
- Severe asthma attacks; severe difficulty breathing
- Heart attack
- Seizures
- Profuse bleeding from wounds or orifices of the body
- Loss of consciousness
- Overdoses or poisonings
- Person is not breathing, has no pulse
- Severe burns from heat, chemical, or electricity
- A severe fall with possible fractures
- Psychiatric emergencies
- Insulin shock or diabetic coma

There are many other conditions that must be considered but are too numerous to list. One of the most important things to do in an emergency is NOT TO PANIC. Obtain assistance as soon as possible.

Procedure

1. Call the Department of Campus Safety at 370-8621. Place the call yourself of have someone nearby call. Have someone notify the designated first aid responder in your building or a professor, the Resident Director/Resident Assistance or other responsible person for assistance.
2. Give Department of Campus Safety the following information:

   Your name
   Name of person ill or injured
   Location
   Brief description of situation

3. The Department of Campus Safety officer will respond to the scene and assess the situation. The Emergency Medical Service (EMS) will be notified by the Department of Campus Safety to respond to the scene. The Department of Campus Safety will then notify the Student Health Service staff of the medical situation.
4. The paramedics, EMT, or individuals of the EMS will assess the individual and provide care when necessary. The paramedics will transport the individual to the emergency room.

Notification of Campus Personnel in the event of a Death on or near Campus:

The Department of Campus Safety will notify the Associate Vice President of Student Affairs and will assist in the notification of the appropriate personnel listed below:

- Health Care Administration for Student Health and Counseling Services
- Vice President for Academic Affairs/Provost
- College Chaplin
- Director of Residence Life (if student lives on campus)

Responsibilities

1. The Associate Vice President of Student Affairs shall notify the following individuals of situation.

   - President
   - Director of Communication
   - President of Student Government Association

2. Pronouncement and initial notification of death are the responsibility of medical personnel. The Associate Vice President of Student Affairs will contact the parents or next of kin to inform them of the incident, and extend condolences and offer assistance/support from the College.

SECTION XII
TWENTY-FOUR (24) HOUR ALERT

Upon the issuance of a twenty-four (24) hour alert; all Campus Safety personnel will remain on call and be prepared to report for duty upon request. Campus Safety personnel will remain at a location where they can be reached by telephone or in person.

SECTION XIII
CURFEW

The President of the College or her designee will impose curfew in extreme situations. The College is also subject to any curfews imposed by the Mayor, Governor, and the President of the United States of America. Curfews may be imposed under the following circumstances:

A. Severe weather conditions such as hurricane, tornadoes, flooding, earthquakes, etc.
B. Power outage in the City of Greensboro or on the Campus of Bennett College
C. Riot/Uncontrollable crowds

SECTION XIV
DEATH

If death occurs (natural or unnatural) on campus, immediately notify the Department of Campus Safety at 370-8621.

SECTION XIV
CIVIL DISTURBANCE

A Civil Disturbance is any annoying, disturbing, or alarming act or condition exceeding the bounds of social toleration, normal for time and place in question, which occurs in a public place or which occurs in, affects persons in, or is likely to affect persons in a place to which the public or substantial group has access.

Civil Disturbances are inclusive of, but not limited to, any disturbance intentionally caused by a person who:

1. Engages in a fight or violent conduct, or in conduct creating the threat of imminent fighting or other violence.
2. Makes or uses any utterance or gesture or display of abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause of a breach of the peace.
3. Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the President of the College or her authorized representative.
4. Refuses to vacate any building or facility of any public or private educational institution in obedience to:

    a. **An order of the President, or her representative.**
    b. **An order given by a fireman or Public Health Officer acting within the scope of his authority.**
    c. **A state of emergency which is occurring or is imminent to the institution, or an order given by a law enforcement officer acting within the scope of his authority**.

5. Shall, after being forbidden to do so by the President or her authorized representative:

    a. **Engage in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress, or egress of any person entitled to the use of any building or facility in its normal and intended purpose.**
    b. **Congregate, assemble, form groups of formations (whether organized or not), block, or in any manner otherwise interfere with the operation or function of any building or facility of the institution so as to interfere with the customary or normal use of the building or facility.**

6. Disrupts, disturbs, or interferes with the teaching of students engaged in conduct which disturbs the peace or order of discipline at the College or on the grounds adjacent too it.
7. Disrupts, disturbs, or interferes with a religious service or assembly or engages in conduct which disturbs the peace or order at any religious service or assembly.

As used in this section, the terms "building or facility" includes the surrounding grounds and premises of any building or facility used in connection with the operation of functioning of such building or facility.

Procedure

1. A civil disturbance or threatening situation should be reported to the Department of Campus Safety Office immediately and the following actions taken:

    a. Alert all employees in the area.
    b. Lock all doors; secure all files, documents, and equipment.
    c. If necessary, close down the operation and evacuate the building.

2. If you are the victim, or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., DO NOT TAKE ANY UNNECESSARY CHANCES. Notify the Department of Campus Safety (370-8621) and provide them with the following information.

    a. Nature of the incident
    b. Campus location
    c. Description of the person(s)
    d. Description of the property

3. Avoid provoking or obstructing anyone participating in a disturbance or demonstration.

4. Assist the Department of Campus Safety Officers when they arrive by providing them with all additional information relative to the situation.

5. The Department of Campus Safety Officers will assess the situation upon their arrival and conduct any necessary search or disperse demonstrators as necessary.

6. If a class or lecture is disrupted, the offending person or persons should be requested to leave. If they refuse call the Department of Campus Safety (370-8621).

SECTION XV
CAMPUS LOCK DOWN

In the event of a terrorist attack or a danger to life threat to the immediate area and conditions do not warrant or allow evacuation from campus, the campus will be secured to prevent any entrance to the campus until the incident has been resolved.

The order to secure the campus can be given from the office(s) of the President, Vice Presidents, Director of Campus Safety, and the on duty Campus Safety Supervisor. The following procedures will be implemented:

Securing Campus/Lockdown

1. No student, faculty or staff member will be allowed to leave campus until release is given by the President, Vice President(s), Director of Campus Safety or designee.

   If the threat has the possibility of becoming a long term incident the Incident Command Team will report to the Incident Center, which will be housed in the small or large conference room of the President's suite to coordinate campus operations.

   a) Each building captain will be contacted by an Incident Command Team member with instructions to secure his/her building by following Evacuation procedures.
   b) Additional information will be provided as it becomes available.
   c) Local authorities will be notified of the incident and the campus' action.
   d) All Department of Campus Safety officers will be called to duty, if deemed necessary .

   The Department of Campus Safety will remain in radio contact with the Director of Campus Safety and the Incident Command Center.

2. All gates will be closed to block the entrances and exits to the campus at all locations. Remaining Campus Safety officers will continuously patrol interior of campus, and man the gates.

SECTION XVI
SHELTER IN PLACE / COMMUNICATION & NOTIFICATION / FOOD & WATER RATIONS

Shelter in Place simply means locking all entrances and exits to a particular location and remaining inside. The office of the President, Vice President(s) and the Director of Campus Safety will issue the directive to shelter in place in the event of a terrorist attack or threat to the immediate area. Campus occupants will take shelter inside a campus facility.

Communications Following the Securing of the Campus

Parent notification will undoubtedly be done by the student. Campus Safety has three (3) lines open to take incoming calls outgoing calls. Outgoing calls will be made from other office phones,

- Given the nature of the incident, student may be required to remain on campus for an indeterminable period. If this occurs, food, water and shelter will be provided.
- Notification will be conducted by the Office of Student Affairs.
- Parents will be instructed to contact their child in their residence hall

Employee/Family Notification

- Employees will be allowed to contact their families following a report from the Department of Campus Safety Director that the campus is secured and all occupants are accounted for.
- Given the nature of the incident, employees may be required to remain on campus for an indeterminable period of time. If this occurs, food, water and shelter will be provided.
- Information concerning the campus will be posted on the Bennett College website and local media sources:
  - WFMY News 2
  - WGPH Fox 8
  - Belle Alert
  - Bennett College Website www.bennett.edu

Procedures

Employees/Faculty

1. Move indoors or remain in the area that you are in—avoid windows and areas with glass.
2. If available, take a radio or television to the room to track emergency status.
3. Keep telephone lines free for emergency responders, and do not call 9-1-1 for information. Keep cell phone batteries fully charged.
4. If hazardous materials are involved:

- Turn off all ventilation system close all inlets from the outside.
- Select a room(s) which is easy to seal and if possible, has a water supply and access to restrooms.
- If you smell gas or vapors, hold a wet cloth loosely over your nose and mouth and breathe in as normal a fashion as possible.

Students

1. Return to resident hall rooms and avoid windows and area with glass.
2. If available, take a radio or television to the room to track emergency status
3. Keep telephone lines free for emergency responders; do not call 9-1-1 for information.
    - Wait for Resident Life or an Advisor to provide further instructions.
4. If hazardous materials area involved:
    - Turn off all ventilation system and close all inlets from the outside
    - Select a room(s) which is easy to seal, and if possible, has a water supply and access to restrooms.

Food and Water Rations

If the campus is secured for an indeterminable period of time, food and water supplies will be provided on a restricted basis.

Food Rations

The dining facilities will prepare meals for all campus occupants. Rationing of food supplies will be determined by the Director of Food Services and the Incident Command Team. Available employees will assist in meal preparation and clean up. Meals will be served in the dining facilities according to the following schedule:

1. Resident Hall Occupants/Students
2. Employees / Faculty
3. Incident Command Team and others

Water Rations

Unless normal water supplies are disrupted or contaminates, water usage will not be restricted.

Restricted Water Rationing

Water will be supplied to the dining facility for cooking and cleaning purposed only. Water for restrooms, showers and hygiene use will be restricted to a minimum. Distribution of potable water will be the responsibility of the Incident Command Coordinator.

Order to Re-Open Campus

The Office of the President and Director of Campus Safety will determine when to re-open the campus at which time students, faculty and staff will be allowed to return to their residence halls or other places of business.

Campus Safety will direct traffic. The media will be asked to announce that the campus has been re-opened and normal operations resumed or that an evacuation has been ordered.

The campus website will also provided this information (www.bennett.edu)

- Campus Operator (336-370-8621)
- Radio/Television Stations:
    - WFMY News 2
    - WGPH Fox 8
    - Belle Alert

SECTION XVII
ACTIVE SHOOTER

Procedures

1. If you witness any armed individual on campus at any time, immediately contact Campus Safety at 336-370-8621. If the individual is acting in a hostile or belligerent manner, contact 911 Emergency. The Director of Campus Safety will be notified by the Base Dispatcher, so that proper notification will be sent out.

2. **If the shooter is outside the building:**

    a. Turn off all lights, close and lock all windows and doors.
    b. If you can do so safely, get all students on the floor and out of the line of fire. (Turn over tables/desk to use as a barrier if applicable.)
    c. Move to a core area of the building, if safe to do so, remain there until an "all clear" instruction is given by an authorized College official.
    d. If staff, faculty or students do not recognize the voice that is giving instruction, they should not change their status.
    e. Unknown or unfamiliar voices may be false and designed to give false assurances.

3. **If the shooter is inside the building:**

    a. If it is possible to flee the area safely and avoid danger, do so.
    b. Contact Campus Safety (370-8621) with your location, if possible.
    c. If flight is impossible, lock all doors and secure yourself in your space. (Pull the fire pull station to bring attention to the location, if possible.)
    d. Get down on the floor or under a desk and remain silent.
    e. Get students on the floor and out of the line of fire. (Turn over tables/desk to use as a barrier if applicable)
    f. Wait for the "all clear" instruction.

4. **If the shooter comes into your class or office:**

    a. There is no one procedure the authorities can recommend in this situation. (Turn over tables/desk to use as a barrier if applicable.)
    b. Attempt to get the word out to other individuals if possible, and call (336) 370-8621 if that seems practical.
    c. Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
    d. Attempting to overcome the individual with force is a last resort.

NOTIFICATION

Early notification with as much real-time information is critical to all campus personnel during any emergency or disaster event. One in particular that increasingly plagues a College campus is terrorism involving firearms.

1. If a confirmed terrorist / shooter is on campus a notification will be submitted via BelleNet to students and faculty/staff.

2. If the terrorist / shooter is in a building and firing upon personnel located outside:
   a. Card-access should remain operational to allow students and others to seek shelter. The BelleNet message broadcast will state, if known, the building occupied by the shooter. Students must secure (lock) their individual room door and not leave. Personnel should stay away from windows and doors.
   b. It may not be safe to evacuate the building in which the shooter is located. Personnel within the building will have to lock their door. If the door does not have a locking device, personnel may have to move to a more secure room. If known, the BelleNet message will state the exact location of the shooter.

3. If the terrorist / shooter is located in a building and firing upon personnel within the building:
   a. All buildings with the exception of the affected building should go to lockdown. No one leaves a building and only personnel entering a building, to seek shelter, can enter.
   b. The building in which the shooter is located should allow evacuation while at the same time College personnel, if safe to do so, should attempt to secure all exterior doors to prevent entry.
   c. The BelleNet emergency broadcast will state the necessary information in order to give real-time information to all.

4. If a suspected terrorist / shooter is on campus (enough creditable evidence to believe a person is armed):
   a. A BelleNet emergency broadcast will be issued to students and faculty/staff. Depending on circumstances, and as not to attempt to provoke the suspect, the message may be delayed if Greensboro Police can quickly intervene to diffuse the situation.

5. Once the campus is secured by local law enforcement the Emergency Operations Center (EOC) will be open. The President of the College or her designee has the authority to activate the EOC and the Crisis Management Team.

6. Location and scheduled times for announcements to the media will be determined by the College Public Information Officer (PIO).

7. During all terrorism events, the Department of Campus Safety is Incident Command for the College and will work under the National Incident Management System (NIMS) utilizing the Incident Command (IC) system with all responding agencies. The Greensboro City Police

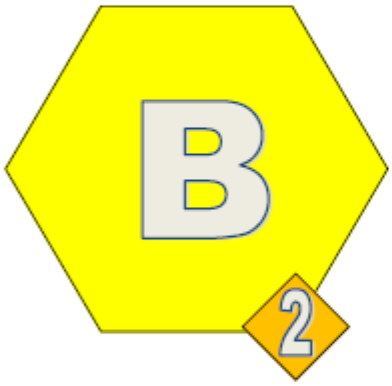
8. Department is the overall lead agency.

9. The Director of Campus Safety or his designee and Information Technology will oversee the BelleNet emergency broadcast to students and faculty/staff.

Adverse Weather ABC's

Closure (Condition 1)

- Due to sustained emergency conditions, College facilities are closed; can apply to entire college or specific buildings. Limited essential personnel remain.
- Personnel will not be required to charge leave unless directed by the Governor.



Suspended Operations (Condition 2)

- The college remains open on a very limited basis, but has formally suspended all but essential operations. Essential personnel must report to or remain at work; all other personnel may not report to work or must leave the workplace.
- Must use leave for any work time missed, unless authorized to work off site or Governor issues an Order permitting leave with pay .

Reduced Operations (Condition 3)

- The college remains open, but certain non-essential operations may be reduced due to more limited staff. Essential personnel must report to or remain at work. All other personnel have the option to report late, leave early or not work at all.
- Must use leave for any work time missed, unless authorized to work off site or Governor issues an Order permitting leave with pay.

**Essential personnel (Campus Safety, Residence Directors, Dining Services, and the Leadership Team)

BENNETT COLLEGE
BUILDING CAPTAIN LISTING

8/22/2019

	Building	Floor/Room #	Monitor	Office Phone #	Cell #
1	Black Hall	1st Floor	Jennifer Gardner	336-517-1817	
		2nd Floor	Yamuranal Kurewa	336-517-2180	
		Basement	Shanice Wade, Copy Manager	336-517-2289	
2	Campus Safety	1 st Floor	Keifer Bradshaw, Director, Campus Safety	517-1589	336-447-5849
3	Carnegie Libray (IT)	1st/2nd Floor	William Morris	336-517-2238	
4	Catching	1 st Floor	Elizabeth Ervin, Provost Office	336-517-2155	
		2nd Floor	Vacant	336-517-2266	
5	Chapel/Little Theater	1st/2nd Floor	Rev. Natalie McLean, Campus Chaplin	336-517-2334	
6	Enrollment Management Center		Sonia Allen-Tay	336-517-2222	
			Martinez Washington	336-517-2210	
7	Global Learning Center		Patricia Woodard	336-517-2264	336-255-5348
			Crystal Hall	336-517-2248	
8	Gym	1st/2nd Floor	Vacant		
9	Holgate Library	1st Floor	Joan Williams, Librarian	336-517-2141	
10	Intergenerational Center	1st Floor	Laura Neal, Director MDIC	370-8708	
11	Jones Dining Hall		Nichole Hart	336-517-2210	382-0033
12	JMS Building		Tamara Jeffries	336-517-2375	
			Thomas Libscomb	336-517-2304	
13	Maintenance Building	1st Floor	Shalandia Lewis, Admin. Assistant	336-517-2131	
			Andrew Pedersen	336-517-2129	
14	Merner Hall	1st Floor	Lucheia Graves	336-517-1501	
		2nd Floor	Tonya Doan	336-517-2185	
15	Middle College	1st Floor	Tracy Thacker, Secretary	336-517-1832	
			Thyais Maxwell, Principal		
				336-517-1883	
16	Pieffer Science	2nd Floor	Nadine Smith-McCain, Admins Assistant	336-517-2289	336-905-9616
		3rd Floor	Vacant		
		Basement	Vacant		
17	Race/Adminstration	1st Floor	Ebony Kendrick, Assistant Director, Human Resources		
			Patricia Hicks, A/P Coordinator	336-517-2119	
		2nd Floor	Courtney Murphy	336-517-2112	
18	Shell Hall, A, B, C	C4			
		B	Vacant		
		A			
19	Student Union	1st Floor	Betty Watson	336-517-2376	
		2nd Floor	Rachel Pridgen	336-517-2200	
		Basement	Donta Briggs, Mail Service Specialist	336-517-2214	336-908-4060

Appendix B:

Bennett College Department of Campus Safety Incident Report

Campus Safety Staff Information:	*Official Use Only*
Name & Badge No :	*Supervisor:*
Date/Time of report:	*Date Rec'd:*
	Case No:
Incident Report Information:	*Disposition:*
Date:	*C/L Case #:*
Time:	*GPD Report #*
Location	*Clery Comp:* Yes No

Type of Incident: (mark (X) to all that apply) Bold indicates Clery Compliant. Please refer to the Federal Bureau of Investigation's Uniform Crime Reporting for clarification.

☑	Abuse / Harassment	☐	Host Responsibility
☐	**Aggravated Assault**	☐	**Incest**
☐	Aggressive Behavior	☐	**Intimidation**
☐	**Alcohol & Liquor Law Violation**	☐	**Local, State or Federal Laws**
☐	**Arson**	☐	Lost/Stolen Property
☐	Auto Accident	☐	**Manslaughter by Negligence**
☐	**Burglary / Robbery (specify)**	☐	**Motor Vehicle Theft**
☐	**Criminal Homicide**	☐	**Rape**
☐	Destruction/Damage/Vandalism	☐	**Sexual Assault**
☐	**Dating Violence (VAWA)**	☐	**Sexual Misconduct (Fondling)**
☐	**Domestic Violence (VAWA)**	☐	Student Emergency
☐	**Drug Violation**	☐	**Stalking (VAWA)**
☐	Endangering Health & Safety	☐	**Statutory Rape**
☐	Failure to Comply	☐	**Weapons / Firearms**
☐	Fire Safety	☐	Other (Explain if specified below)
☐	**Hate Crimes**		

Persons Involved:

Staff / Faculty		Student / Non-Student	

Bennett College