

**Piedmont International University**  
**Emergency Preparedness Plan**  
Revised and Published September 3, 2014

In the event of an emergency, every precaution will be taken to protect the entire Piedmont community and to inform individuals of eminent danger. The faculty, staff, and resident assistants of Piedmont International University (PIU) have been trained in the procedures described in this manual.

The Director of Security and Director of Student Development are in charge of implementing all emergency procedures. The President and his cabinet will be apprised of any emergency situation.

The remainder of this manual addresses specific situations and the protocol to be followed. In designated situations the campus will be placed under the lockdown procedure that follows.

### **Campus Lockdown**

When you receive an announcement from our Emergency Notification System stating there is a lockdown, everyone is to stay where they are. Student Development personnel will immediately send the following announcement to the entire Piedmont community:

The established procedures are as follows:

Classroom instructors are to:

1. Quickly glance outside the room to direct any students or staff in the hall into the closest room immediately.
2. Lock all classroom doors. Those in D105 should move to the kitchen and/or private dining room and lock the door(s) there.
3. Lower or close any blinds.
4. Place students against the wall so that the intruder cannot see them if the intruder looks in the door.
5. Identify any safe corners.
6. Locate the class roll and account for all students.
7. Turn out lights
8. Keep students quiet.

Office personnel are to:

1. Quickly glance outside the office door to direct those in the hall into the closest room immediately.
2. Lock all office doors.
3. Lower or close any blinds.
4. Identify safe areas and position him/herself so that an intruder cannot see him/her while looking in the door.
5. Turn out lights
6. Remain quiet.

Library personnel are to:

1. Quickly glance outside the library doors to direct those in the reception area or stairwell into the library immediately.
2. Lock all library doors.
3. Lower or close all blinds.
4. Identify safe areas and direct staff and patrons to these locations.
5. Turn out lights.
6. Keep all staff and patrons quiet.

Cafeteria personnel are to:

1. Lock all external cafeteria doors.
2. Turn out lights.
3. Direct staff and patrons to either the kitchen or private dining room and then lock the doors of these areas.
4. Turn out the lights in the kitchen and private dining room.
5. Lower or close all blinds in the private dining room.
6. Keep all staff and patrons quiet.

In the Pope Activities Center should an athletic practice or physical education class be underway in the gymnasium, the instructor or coach should see that all participants are evacuated to the locker rooms. Those individuals in the two classrooms on the upper level should remain in the classrooms and follow the classroom procedures listed above. Individuals in the chapel should immediately evacuate to the locker rooms downstairs. The doors to the locker rooms should be locked once everyone is inside.

The Lee Hall/Patterson Hall residents should stay inside their rooms and should lock their doors immediately. Lights should be turned off. In Lee Hall, residents should move to the bathroom area and remain there

The Stevens Hall residents should remain in their apartments with their doors locked. Lights should also be turned off. Residents should move to their kitchens or bathrooms.

Individuals in restrooms at the time of a lockdown should lock the door and remain there. In restrooms without doors that can be locked, individuals should move to a stall, lock it, and stand on the toilet.

People who are outside buildings should seek shelter inside a building if possible, or take cover as much out of sight as existing cover allows and remain still. Security personnel or a campus administrator will give further directions to relocate as soon as possible.

The technology staff will electronically lock all doors that have proximity access. No access will be permitted by proximity card. The Director of Security and Director of Student Development will assist emergency responders with building access.

The Director of Security and/or Director of Student Development will use the following descriptions in communicating the nature of the lockdown.

## **Precautionary Lockdown - Stay inside and lock all exterior doors**

**Protective Lockdown- Hide inside and lock all interior and exterior doors. Be prepared to take defensive action to protect yourself.**

### **Triggers for a Precautionary Lockdown will be:**

1. Any situation where there is reason to believe that a person being sought for a crime might attempt to hide on or near our campus.
2. There is gunfire in our near vicinity which is close enough to create a threat
3. Serious crime has occurred outside the immediate area of the campus but close enough to be a legitimate concern if the perpetrator moves into our immediate area and there is the threat of such action being taken.
4. On the recommendation of police.
5. Any other situation that presents clear need for people to move inside the locked building as a precaution.

### **Triggers for a protective lockdown will be:**

1. There is immediate danger presented to PIU patrons where a weapon has been used on or near our campus or other dangerous situation.
2. There is an indication by the police that there is a need for a lockdown.
3. There is evidence of criminal activity with weapons involved and the police believe that the suspect might be in the immediate vicinity of our campus and there is a threat of bodily harm or a potential hostage situation if someone encounters the suspect.
4. There is evidence of a homicide, attempted homicide, rape, armed robbery, or other extremely serious crime which was recently committed or that is in progress on our campus and the perpetrator is still at large.
5. Any other situation where it is reasonable, given the totality of the information available, to believe the Protective Lockdown of the campus is prudent.

In the event of a bomb threat, the Director of Security and/or Director of Student Development will clearly communicate the nature of the event to the PIU community by activating the Emergency Notification System and the procedures under Man Made Crisis should be followed.

The Director of Security and/or Director of Student Development will lift the lockdown once the area is deemed safe. This may be done in concert with the police or apart from the police as the threat level is determined.

## **Fire or Chemical-related Emergency (gas leak, explosion, toxic fumes)**

In the event of this type of emergency, the fire alarm should be activated, 911 dialed immediately and all occupants of the affected building will evacuate to the designated area:

**Lee Hall** – Residents should assemble outside of Lee Hall near the corner of Apple and Green Street and should gather themselves by floor with the lower floors stationed closest to the corner and upper floors closest to the building. There should be clear divisions of floors so that an accounting of all occupants can be made. Each Resident Assistant should have a list with the number of people in each room. Each room number should be called off and one person from each room should indicate the presence of all occupants assigned to that room.

**Stevens Hall** – Occupants should assemble on the grass near the front of Deeds Hall.

**Deeds Hall** – Persons on the first floor should evacuate to the grassy area behind Grace Hall while those people on the second and third floors should assemble in the grassy area on the far side of the Deeds Hall parking lot. Those in classrooms or shared office space should assemble together as a group and should stay together until an all clear signal is given. Instructors should be the last out of the classrooms and should take roll for their classes once outside to ensure that all students have exited the building.

**Pope Activities Center** – Persons in the chapel or classrooms upstairs should assemble in the grassy area behind Grace Hall.

**Grace Hall** – Occupants should evacuate to the grassy area in front of Deeds Hall.

Anyone with specific knowledge of the location or extent of the emergency should contact security so that the information can be passed on to emergency responders or call 911 if it is obvious that time is of the essence. **DO NOT CALL 911 JUST TO FIND OUT WHAT IS HAPPENING.** This will delay response of emergency personnel.

It is important that no one is allowed back into an affected building until it is deemed safe again and police have processed the crime scene if one exists.

If toxic fumes are released into the atmosphere close to the campus, the fire plan will be followed unless directed otherwise by the city's emergency services or it is obvious that doing so would place people in greater peril. Individuals should be evacuated to the designated areas or to another area deemed safe by emergency services and/or the Director of Security.

In the event of an explosion of any kind, the area should be treated as a crime scene and nothing should be disturbed unless necessary to protect/rescue individuals. If this explosion is a result of a bomb, it is important to note that often a secondary device is planted. All building occupants should be evacuated to the designated assembly areas after it has been checked for suspicious packages or items. If there are secondary devices suspected, alternate locations may be used.

## **Natural Events (tornado, hurricane, severe thunderstorm)**

The Director of Student Development and Director of Security are responsible to track any projected storm or unstable weather pattern and to implement a contingency plan should a powerful storm move through the immediate area. When possible, campus occupants will be notified of any impending storm by use of the Emergency Notification System.

In the event of a tornado or hurricane warning, the first priority is evacuation of campus occupants to safe locations. Those on campus should move to these designated areas:

Deeds Hall – evacuate to D105

Grace Hall – take shelter in the basement

Lee Hall – take shelter in the hallway of floor A1

Stevens Hall – take shelter in the hallway of the first floor\*

Pope Activities Center – take shelter in locker rooms/hallway near the restrooms

\*Individuals should stay away from glass windows and doors.

In the residence halls, RAs should account for all floor residents. Faculty should ensure students from classrooms evacuate to the proper location. Supervisors should note the location of all employees.

Individuals should remain sheltered until all danger has passed. College officials will notify individuals when they may leave designated areas. Care should be taken to avoid any downed trees and power lines as well as broken glass and other hazards.

If there is extensive damage on campus, college personnel will determine whether it is safe to allow people to return to their respective buildings. If a residence hall is damaged to the extent that it is rendered uninhabitable, then alternative living quarters will be secured by college officials.

Though our campus is located inland, the Piedmont area of North Carolina may be battered by hurricanes. When a hurricane is more than three days out to sea, Security will check to make sure that all radios have spare batteries and that there is a means to recharge batteries in the event of an extended power outage. When a hurricane is less than one day from landfall, Security personnel will be placed on standby for activation should there be either extensive damage or power outages on campus.

In the event of a powerful storm, power may be affected for up to a week or more. The cafeteria should have meals planned that would be suitable for preparation in less than ideal conditions. Student Development would determine if resident students living within a reasonable driving distance should return home until power is restored.

## **Man-made Crisis (bomb threat, drugs or weapon discovered on campus, shooting on or near campus)**

### **Bomb Threat**

Any bomb threat should be taken seriously and passed along to authorities immediately. Anyone receiving such a call should immediately write down the displayed number of the incoming call. Once this information has been noted, the Director of Student Development and/or Director of Security should be notified immediately. They will call 911 and report the threat and will complete a Bomb Threat Assessment Form (available in the Bomb Threat section of this manual) to decide whether or not the building(s) should be evacuated.

If a decision is made to evacuate the buildings, the grassy area across the parking lot from Deeds Hall should be checked for any secondary explosive device. After this area has been deemed safe for evacuation, everyone in Grace Hall, Deeds Hall, Stevens Hall, and Lee Hall should proceed to this location and leave all personal belongings behind inside the buildings. Individuals in the Pope Activities Center and Griffith Hall should evacuate to Sparks Field located on the corner of Academy Street and Spring Street. Everyone should remain in these areas until released.

Upon receipt of a bomb threat, the Bomb Threat Assessment and Response Team will assemble in the conference room of Salem Baptist Church. The following individuals comprise the Bomb Threat Response Team:

Beth Ashburn- Provost

Barkev Trachian – Vice President of Graduate Studies

Paul Smeltzer- Director of Student Development

Rick Snider- Director of Technology

Kenny Long- Director of Security

George Jones - Director of Maintenance

**The third section of this manual contains forms and other information that will be useful to the Bomb Threat Assessment and Response Team.**

### **Drugs on Campus**

**Drugs possessed by and on the person of an individual** – In this case the person should be confronted by either the Director of Security or the Director of Student Development. The individual should be asked to report to the Student Development Department and there questioned about the drugs and their location. If there is reason to believe that the person may

have the drugs on his/her person then s/he will be asked to remove them and to turn them over to Student Development. The police should be contacted and the drugs turned over to the police upon their arrival.

**Knowledge or discovery of drugs that are not in the immediate or personal possession of any individual** – In this case, the drugs should be secured in place and the police contacted. If it appears that the owner of the drugs may return or that there might be a violent situation as a result of discovering or confiscating the drugs, then college officials may consider a campus lockdown. This may be localized to the particular building or the entire campus until the threat is determined.

## **Weapon on Campus**

If someone is aware of a weapon on campus, s/he should contact the Director of Security and/or the Director of Student Development immediately. Everyone should stay away from the weapon, and no one should touch it. The area should be treated as a crime scene since it is crime to possess a weapon on a school campus.

If an individual is known to have a weapon on campus and that person does not have the weapon on his person then the Director of Student Development and the Director of Security should be notified immediately. They will detain the individual and will have the Director of Security secure the weapon. The Director of Security will also notify the police.

If a person is wielding a weapon, the situation should be treated seriously. Call 911 and report it. then contact the Director of Security immediately. The Director of Security and/or the Director of Student Development will declare a lockdown and the entire campus will be notified immediately by way of the Emergency Notification System. All individuals on campus should stay in their locations until an all clear is given..

## **Shooting On or Near Campus**

In the event of a shooting on or near the campus, the campus will be locked down. Police should be contacted by dialing 911, and the Director of Security and/or Director of Student Development should be contacted immediately. While it is wise for a college official to place the 911 call, it may be prudent for someone else to place this call immediately. Anyone calling 911 in this situation should provide the following information to the emergency operator:

- Number of perpetrators and the type of weapon(s) being used
- Number of shots heard and specific location
- Number of victims if known
- Description of the shooter (race, sex, approximate height and weight, eye color, physical build, hair color and length, current location or direction of travel)
- Location from where call is being placed

The caller should also stay on the line with the emergency operator until the first police unit arrives and contact has been made with them. The caller should follow all directions of the emergency operator when practical.

The Director of Security and/or Director of Student Development will declare a campus lockdown. The Emergency Notification System will be used to alert people related to Piedmont International University. All individuals should remain where they are until the lockdown is lifted. Individuals should cooperate with law enforcement officers, fire department personnel and EMS personnel.

If the situation appears to be a mass event where people may be executed, individuals should be proactive. This may include instructing people to throw things at the shooter or attacking from multiple directions to subdue the individual. Nothing should be done to further empower the shooter.

If an individual finds him/herself in a one-on-one situation with an armed person, the individual should remain calm and reassure the shooter of his/her cooperation. However, care should be taken not to allow the armed person to take one to a secondary location. The individual should do whatever is necessary to prevent themselves from being moved or transported. In this situation, it is appropriate to take initiative and to fight back.