



# EMERGENCY RESPONSE GUIDE



North Carolina  
A&T State University

# CONTENTS

---

---

Contents .....2

My Building Information ..... 3

Emergency Contacts ..... 4

Emergency Notifications .....5

Preparing For Emergencies .....6

Fire ..... 7

Tornado/ Severe Weather ..... 8

Medical Emergencies .....9

Active Shooter/ Active threat..... 10

Bomb Threat ..... 11

Bomb Threat Checklist ..... 13

Suspicious Package ..... 14

Chemical Spill .....15

Utility Failure .....16

Earthquakes .....17

Emergency Kits ..... 18

Resources/ Training ..... 19

# MY BUILDING INFORMATION

---

---

Complete your building emergency information below using a ball-point pen, marker, or pencil.

**1. Building Name & Address:**

---

**2. Location of nearest AED & Stop the Bleed kit:**

---

**3. Location of severe weather shelter:**

---

**4. Fire evacuation assembly area:**

---

**5. Location of nearest fire alarm pull station:**

---

**6. Location of nearest fire extinguisher:**

---

# EMERGENCY CONTACTS

---



---

The NCAT University Police Department is the primary contact for all campus emergencies.

**NCAT Police:**

Emergency .....336-334-7675  
 Primary Phone . . . . . 336-334-7128

**NCAT Office Of Emergency Management (OEM):**

Office ..... 336-285-2405

**NCAT Departments:**

University Health Center ..... 336-334-7880  
 Parking Services ..... 336-285-2027  
 Campus Enterprises ..... 336-334-7876  
 EHS ..... 336-334-7675  
 IT ..... 336-334-7195  
 Housing & Residential ..... 336-334-7708  
 Student Affairs ..... 336-334-7679  
 Athletics ..... 336-334-7678

**Guilford County :**

Police Non-Emergency ..... 336-373-2222  
 Fire Non-Emergency ..... 336-373-2356  
 Emergency Management ..... 336-641-2278

# EMERGENCY NOTIFICATIONS

---

---

NCAT utilizes several methods to notify the campus community in the event of an emergency that may impact students, faculty, staff, and visitors on campus. Some steps you should take to be prepared to receive information in an emergency. Learn more about emergency preparedness at

**<https://www.ncat.edu/campus-life/university-police-department/emergency-management/index.php>**

**AGGIEALERT!** - AggieAlert! is the University text notification system for emergencies, life-threatening situations, and inclement weather.

For more information visit:

**WEBSITE - <https://www.ncat.edu/aggiealert/index.php>**

## **DIFFERENT WAYS TO RECEIVE EMERGENCY NOTIFICATIONS:**

- Text messages and emails (registered students, faculty and staff with AggieAlert!)
- University e-mail to EHRA/SHRA employees and students
  - WNAA 90.1 FM Radio
  - Social media (Facebook and Twitter)
  - A&T website @ <http://www.ncat.edu/>
    - WNAA's website
  - Aggie InfoLine (336.334.7325)
    - Campus two-way radios
  - Aggie Net (plasma screens)

## PREPARING FOR EMERGENCIES

---

---

In larger emergencies first responders may not be able to reach you immediately. You can take several simple steps to be better prepared to handle emergencies on your own:

- Know what emergencies are most likely to impact you and plan for each.
  - Make a basic emergency kit for your home and car.
  - Fill out the emergency contact information in your cell phone to allow access to the information even if your phone is locked.
  - Get trained - CPR, AED, Stop the Bleed, CERT, MRC.

Safety Tips for Emergencies:

### **Escape**

1. Know when to escape - Fire, bomb threat, hazmat, active shooter or threat.
2. Identify at least two emergency exits.
3. Know if you or others will need help to evacuate safely.

### **Shelter**

1. Know when to shelter or barricade - severe weather, threat outside your room and/or building.
2. Identify your safe locations.
3. Do you or anyone else need assistance sheltering.

### **Communicate**

1. Know when to communicate.
2. Know how to communicate - NCAT AGGIEALERT! , weather alerts, FEMA app
3. Create a plan for contacting family and friends during and after an emergency - Text, social media, phone, emergency meet locations.

# FIRE

---

---



- Evacuate the building immediately, when the fire alarm is activated, evacuation is mandatory.
- CALL 911 immediately.
- Notify others as you leave.

- Do not use the elevators.
- Always use the stairs to exit upper floors, and if smoke is present, stay low.
- Take your personal belongings (purse, wallet, keys, etc.) as long as these items do not hinder your ability to exit the building quickly.
- Follow directions given by your building's emergency coordinator, the fire department, or the police.
- Assist individuals who may need assistance to move to a safe area.
- Meet with students and staff at an established outside evacuation location.
- Do not re-enter the building until authorized to do so by emergency personnel.

**Contact the NCAT Environmental Health and Safety at (336)-398-5352 for fire prevention tips and for upcoming fire safety classes to take.**

## TORNADO / SEVERE WEATHER

---

---

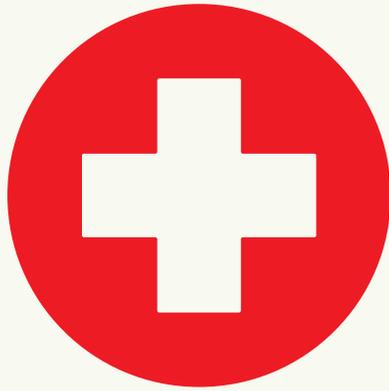


- A **tornado watch** is issued by the National Weather Service (NWS) when tornadoes are possible in the area.
- A **tornado warning** is issued by the NWS when a tornado has been sighted or indicated by weather radar in the area.
- Monitor TV & radio stations, NOAA weather radio, weather related websites & apps, outdoor warning sirens, etc., for severe weather updates.
- Be prepared to take shelter in the interior hallways or rooms on the lowest level of your building or residence hall if a tornado warning is issued.
- Do not pull the fire alarm to alert others of a tornado warning.
- Stay away from windows and exterior doors.
- Wait for an all clear notification prior to returning to your work area, classroom or living area.
- If outdoors, lie in a ditch, low-lying area or crouch near a building if shelter is not available or if there is no time to get indoors.
- If in a car with no nearby shelter, buckle your seat belt and stay low.

# MEDICAL EMERGENCIES

---

---



- **CALL 336-334-7675.**
- Provide the emergency dispatcher with your name, location, number of people injured, and a description of the medical emergency.
- Stay on the phone for instructions of how you can assist.
- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s).
- Do not move the person unless there is an immediate threat to the injured person in that location.
- Be sure to wear personal protective equipment and avoid body fluids.
- Provide aid to the level of your training.
- NCAT has many campus buildings equipped with a number of Automated External Defibrillators (AEDs).
- For life threatening bleeding, Stop the Bleed kits are located in all AED cabinets.
- Report the medical injury to your supervisor once the victim receives professional medical attention.

# ACTIVE SHOOTER / ACTIVE THREAT

---

---



- **CALL 336-334-7675.**
- Take the necessary precautions and actions to protect your well-being.

- Do not pull the fire alarm to alert others as this may put others in danger.
- **AVOID** the threat by fleeing the area if it is safe to do so.
- **DENY** access by hiding and barricading if unable to escape - doors locked, lights off, remain silent.
- **DEFEND** yourself by fighting back as last resort.
- **REMAIN** in place until authorities advise it is safe.

Go to <https://www.ncat.edu/campus-life/university-police-department/emergency-management/index.php> for more information on how to be prepared for an active threat.

# BOMB THREAT

---

---

Most bomb threats are received by phone. Act quickly, but remain calm and obtain as much information as possible from the caller.

If a bomb threat is received by phone:

1. **Remain calm.** Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. **Listen carefully.** Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

# BOMB THREAT

---

---

- **CALL 336-334-7675** to give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- If the bomb threat is received by a handwritten note, call the NCAT Police and handle the note as minimally as possible.
- If the bomb threat is received via email or social media, call the NCAT Police and do not delete the message.
- Notify your supervisor, a building representative and/or the Dean's Office at the building where you are located.
- Follow instructions from the Building Safety and Security Representative and the first responders in regards to evacuation assembly areas.

## **DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

# BOMB THREAT CHECKLIST

---

---

- Date:
- Time:
- Phone number where call was received:
- Time Caller Hung Up:

## **Ask Caller**

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes or No
- Why?
- What is your name?

## **Exact Words of Threat:**

## **Information About Caller:**

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

## SUSPICIOUS PACKAGE

---

---

- Do not open or handle the suspicious item. If you have opened it, remain calm.
- **CALL 336-334-7675.**
- Do not move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth or any part of your face. **Do not touch others or let others touch you.**
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Make a note of the package appearance including whether it was hidden, any stains or leaks, approximate size and shape, and any addressing or labels. Provide this information to the police.
- Follow all instructions given by the NCAT Police.

# CHEMICAL SPILL

---

---

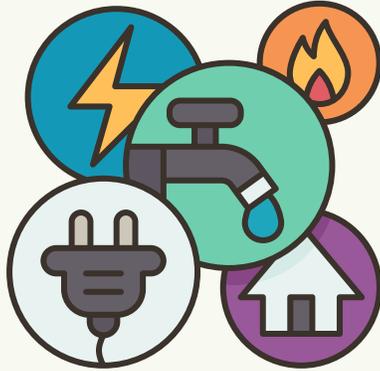


- Call 336-398-5352.
- **Do not attempt to clean up the spill.**
- Remove yourself and others from the area.
- Cordon off the area and do not let others enter the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- **Do not pull the fire alarm unless there is a fire.**
- Provide first responders with information about the spill, chemical, and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an “all clear” is provided by first responders.

# UTILITY FAILURE

---

---



## Gas Leaks:

- **Evacuate the area immediately.**
- Do not attempt to shut off or manipulate valves.
- Activate building emergency notification procedures to ensure everyone in the building is notified.
- CALL 911.
- Do not switch on lights or any other electrical equipment. Do not smoke in the area.
- Account for all building personnel once outside and wait for further instructions from first responders.

## Power Outage:

- Help co-workers in darkened areas move to safer locations.
- Secure current experimental work and keep refrigerators and freezers closed.
- Unplug personal computers, appliances and non-essential electrical equipment.
- Open windows for additional light and ventilation.
- Check all building elevators for stranded personnel/ students. Advise NCAT Police of locations of any disabled elevators with occupants.
- Follow the instructions given by the first responders or FMD personnel.

## Elevator Failure:

- Report the problem to the NCAT Police through the elevator emergency phone.
- Do not attempt to exit the elevator or remove passengers if it is stuck between floors.
- In most situations, NCAT Police will send an officer and the elevator contractor to assist in restoring service to the elevator and safely removing passengers.

# EARTHQUAKES

---

---



- **DROP/COVER/HOLD.**

- Take cover immediately under a desk, chair or table for shelter.

- Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway.
- Do not run outside during the shaking or use the stairways or elevators.
- If outside, move to an open area, away from buildings.
- Report injuries and/or building damage to the **NCAT Police at 336-334-7675.**
- Be alert for aftershocks, do not use elevators and evacuate carefully.
- Await instructions from first responders and do not re-enter buildings until they are deemed safe for re-entry.

## EMERGENCY KITS

---

---



Emergency kits are essential collections of supplies and equipment that can be used in situations where immediate assistance is needed. These kits are typically prepared in advance for emergencies like natural disasters, power outages, or accidents.

### **Emergency Kit:**

1. Food & water (3 days)
2. Can opener
3. Plastic utensils, etc.
4. First aid kit
5. Extra cell phone battery or charger
6. NOAA weather radio
7. Flashlight/batteries
8. Dust Mask
9. Wrench/pliers to turn off utilities
10. Local maps
11. Cash & change
12. Sleeping bag/warm blankets
13. Change of clothes
14. Fire Extinguisher
15. Matches/lighter
16. Personal hygiene supplies - including items for sanitation.

## RESOURCES / TRAINING

---

---

N.C. A&T Police Department partners with other community to ensure your safety. You may contact the resources below:

- American Red Cross
- Center For Disease Control
- FEMA READY Government
- Ready NC
- Ready Guilford

N.C. A&T has resources to help if you, or a friend, have personal issues or a crisis. You Can call:

- Student Health Center
- Counseling & Testing Center
- Dean of Students Office
- Human Resource Services

For additional resources and training reach out to the OEM at **[oem@ncat.edu](mailto:oem@ncat.edu)** or visit our website at **<https://www.ncat.edu/campus-life/university-police-department/emergency-management/index.php>**

