



UNCSA QUICK REFERENCE FLIPCHART

EMERGENCY RESPONSE GUIDELINES



UNCSA

REPORT EMERGENCIES IMMEDIATELY

Call 55 from a campus landline or 336-770-3362 from any phone



**POLICE & PUBLIC SAFETY
EMERGENCY MANAGEMENT**

EMERGENCY NOTIFICATION SYSTEM

UNCSA implemented an emergency notification system with a number of tools including, but not limited to: text messages, email, recorded voice, Facebook/Twitter and outdoor speakers designed to send messages to the campus community in minutes. This system will be used to distribute information regarding emergencies that require immediate awareness or action. Some examples of alerts include severe weather, building evacuations, dangers requiring lock-down or shelter-in-place.

UNCSA ALERT

- To receive emergency messages to your personal email accounts and cellphone you must register online at: <https://unca.bbcportal.com/>
- Current UNCSA students and employees may register with your Banner ID/EZ Arts ID number and UNCSA email or phone number.
- Students and employees can add up to 10 phone numbers and 4 email addresses to include family members.
- Emergency messages will also go to everyone who has an **ACTIVE** UNCSA email address.
- Enrollment is strongly encouraged.



Outside Emergency Notification System

- UNCSA has Emergency Call Box locations throughout campus and Classroom Alerts in each High School classroom.
- You can activate any Call Box to contact police for immediate assistance in an emergency.
- Additionally, each Call Box and Classroom Alert has a set of speakers that can be activated by Police in an emergency. The speakers can be heard throughout campus, and will broadcast an audible tone followed by instructions related to the specific type of emergency.



Other mechanisms for emergency notifications and information include: faculty/staff with megaphones, police vehicle public address speakers, website messages, and media announcements. Generally, email and the website will be used to provide any detailed follow-up information about a complex or extended emergency situation. **When an emergency occurs you must immediately follow all instructions provided to you by the Police Department, Fire Department, and/or other responders. If you are given instructions to seek shelter inside a building you should remain there until given the “all clear” from emergency responders.**

EMERGENCY RESPONSE GUIDELINES

- ✚ You should refer to the UNCSA Overall Campus Emergency Management Plan for the guidelines and general operational procedures in the event of a natural disaster, critical incident, or other emergency situation. An emergency constitutes:
 - An immediate, campus-wide threat to the safety and security of the UNCSA community.
 - Requires a rapid unified response to contain emergent circumstances; deal with a threat to life, facilities, property and/or services; or render proper aid in a timely manner.
- ✚ This Emergency Response Guidelines Flipchart is provided as a general guide that can be read and posted for easy, quick reference, if needed.
- ✚ Read this Flipchart thoroughly and post it in a common, conspicuous location for easy reference before an emergency occurs. Familiarity with this information will better prepare you if an incident does occur.
- ✚ If you have questions about situations or incidents not included in this Flipchart or need additional emergency response information contact the Department of Police & Public Safety at 336-770-3321.
- ✚ What you can do to prepare:
 - Keep emergency supplies in your office or classroom (flashlights, batteries, portable radios).
 - Post this Emergency Response Guidelines Flipchart in a highly visible location.
 - Become familiar with the quickest exit routes from your office, classroom, building.
 - Locate the nearest fire extinguisher and fire alarm pull station.



ACTIVE SHOOTER WHAT TO DO

REPORT IT

- First - move to safe location.
- Contact UNCSA DPPS at “55” from campus phone; 336-770-3362 from other phones.
- Report your name, location, phone number.
- Describe the situation:
 - Shooter - location, path of travel, number of shooters, names (if known), race, gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shots, explosions, number of people trapped in the room/area, etc.
 - Number/ types of injuries.
- If possible, alert others in the immediate area about the current situation.

Watch the link below titled “Shots Fired on Campus/When Lightning Strikes (Student Edition)”

<http://www.uncsa.edu/campuspolice/shooter.htm>

IF SHOOTER IS IN YOUR BUILDING

If possible to escape the area safely and avoid danger, do so by the nearest exit or window.

If you encounter police, keep your hands above your head and listen for instructions; make no movement that may cause police to see you as a threat.

IF UNSAFE TO ESCAPE BUILDING

- Move out of the hallway and into an office or classroom.
- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep out of sight; take adequate cover by lying under a desk or other furniture.
- Silence cell phones.
- Place signs in exterior windows to identify your location and any injured persons.
- Stay at your location until police give you instructions.



ACTIVE SHOOTER PERSONAL RESPONSE

- ❖ **Get Out-** If there is a safe escape route, run to the nearest exit without running in a straight line.
- ❖ **Call Out-** Call **UNCSA DPPS** at **(336) 770-3362** or **55** from any campus phone.
- ❖ **Hide Out-** If not able to get out safely, hide in an area where you are well-hidden and well protected.
- ❖ **Keep Out-** Lock yourself in a room, turn off all lights, barricade door with heavy furniture, and turn off all noise-producing objects (includes cell phone). **Stay Quiet.**
- ❖ **Spread Out-** Do not huddle in groups.
- ❖ **Take Out-** If shooter comes into your area, do whatever it takes to survive: Distract and overcome by **everyone** throwing books, backpacks, chairs, and desks. As the very last resort, **everyone** rush the shooter at once.

ACTIVE SHOOTER POLICE RESPONSE



- UNCSA, Winston-Salem, and Forsyth County Police will likely be the first to respond.
- Officers will form up in teams and move in towards the shooter's location.
- **The officers' first obligation will be to locate and stop the shooter or determine that the threat has ended.**
- Expect the first team of officers to bypass the wounded to search and neutralize the shooter. If they encounter you and you know where the shooter is, and/or have the shooter's description, tell the officers or signal it to them immediately.
- Officers in designated "Rescue Teams" will follow shortly to aid the wounded, and eventually evacuate people to safety.
- To assist police, stay calm and patient during this time and do not interfere with their response.
- When you encounter police, keep your empty hands in plain view at all times.
- Listen to police instructions and follow them exactly and without delay.
- If you are evacuating, do not carry anything that could be mistaken for a weapon.

ACTIVE SHOOTER POLICE RESPONSE CONTINUED

- Officers will not know everyone's identity and may treat you as a suspect until they have had time to sort through what happened. BE PATIENT with this process.
- Officers will want to interview all of the victims and witnesses. This may take some time.
- Police will request that UNCSA ALERT be activated to notify the campus of the shooting incident. Information will likely be minimal at first until responders can develop more from the situation.
- Be aware that the police communications lines will likely be overwhelmed. Do not call the UNCSA or Winston-Salem Police Departments unless you have specific information about the incident.

BOMB THREAT

If caller makes a bomb threat, **record caller ID number right away**. Use the Bomb Threat Information Sheet to ask questions of caller, until s/he ends call.

Call UNCSA Department of Police & Public Safety at “55” from campus phone, or 336-770-3362 from other phones **immediately** upon receiving the bomb threat.

Complete the information on the Bomb Threat Information Sheet and provide to police.

Information needed in decision making about evacuation:

- Was there a sense of urgency by the caller?
- How exact was the message? Did the caller:
 - Provide a specific time it will detonate?
 - Pinpoint the location by building, room, area within a room?
 - Give specific description of the device?
- Did caller relate threat to any current cause or dissention on campus or broader geographical area?



Immediately follow all instructions of police and emergency responders.

BOMB THREAT INFORMATION SHEET

Phone number on display: _____

ASK THE CALLER

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why did you do it?

What is your address?

What is your name?

Sex of caller: Male Female

Approximate age:



CALLER'S VOICE – circle all that apply

Calm Loud Nasal Angry Laughing Stutter Excited

Crying Lisp Slow Normal Raspy Rapid Distinct Deep

Soft Slurred Accent Clearing Throat Familiar Cracking

Deep Breaths Electronically or Otherwise Disguised

If familiar voice, who did it sound like?

BACKGROUND SOUNDS – circle all that apply

Street Noise Factory Machines Voices PA System Music

House Noise Motor Vehicles Office Machinery Clear

Animal Sounds Appliances-Kitchen Noise Static Other:

THREAT LANGUAGE – circle all that apply

Well Spoken (educated) Taped Incoherent

Irrational Read Message/scripted Obscene Language

Unusual words/phrases:

Other:

Phone number call was received on: _____

Rec'd by (Name): _____

Position/Title: _____

SUSPICIOUS PACKAGE OR OBJECT

DO NOT TOUCH, TAMPER WITH, OR MOVE

IMMEDIATELY REPORT TO UNCSA PD

LETTER AND PARCEL BOMB RECOGNITION

Be cautious of:

- Unexpected foreign mail, air mail, and special deliveries.
- Restrictive markings such as “confidential” or “personal.”
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discolorations on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or tinfoil.
- Excessive tape or string.
- Visual distractions.
- No return address.



If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

- **Do not touch or move the item.**
- **Do not open the item.**
- **Isolate the item and evacuate the immediate area.**
- **If you have any reason to believe a letter or parcel is suspicious, do not take a chance.**

**For UNCSA DPPS call “55” from campus phone; or
336-770-3362 from other phones.**

SUSPICIOUS PERSON

DO

+ REPORT TO UNCSA DPPS
Immediately call **55** from campus phone; or **336-770-3362** from other phone.

+ Provide to Police:

- Location
- Description of suspicious person
- Direction of travel
- Any weapon?
- What is the suspicious behavior?
- Any vehicle license plate number?

DO NOT

- + Physically confront the person.**
- + Let the person into a locked building or office.**
- + Block the person's exit.**



BUILDING EVACUATION

- **Know evacuation routes for your building.**
- **If possible, secure your area: lock desks, doors, cash drawers.**
- **Take personal items, if easily accessible.**
- **Use closest exits.**
- **Do not use elevators.**
- **Follow directions given by police, fire, or emergency responders.**
- **Render assistance to others.**
- **Go to designated central gathering area.**

Evacuation is **MANDATORY** when:

- **Fire alarm is activated.**
- **Ordered by emergency personnel.**



CIVIL DISTURBANCE

Riots, major demonstrations, threatening individuals, that have become significantly disruptive.

- Contact UNCSA DPPS at “55” from campus phone; 336-770-3362 from other phones.
- Avoid provoking or obstructing crowds or demonstrators.
- Secure your area: lock doors, safes, file cabinets, etc.
- Avoid area of disturbance.
- Continue with normal routines, as much as possible.
- If the disturbance is outside, stay away from doors or windows.



MEDICAL EMERGENCIES

Immediately call UNCSA Department of Police & Public Safety at “55” from campus phone; 336-770-3362 from cell phones

CPR VICTIM NOT BREATHING; NO PULSE

- Clear victim’s airway. Tilt victim’s head back, raise chin, pinch nose shut, place your mouth over victim’s mouth (use shield if available), and give 2 slow breaths.
- If still not breathing, find where lower ribs meet breastbone.
- Place heel of your hand on breastbone.
- Place your other hand on top of first hand.
- Locate your shoulders over your hands.
- Compress 30 times using smooth, even rhythm.
- Give 2 slow breaths.
- Do 3 more sets of 30 compressions and 2 breaths.
- If still not breathing, continue until medical assistance arrives, or until victim starts breathing.



BURNS

- Remove victim from source of burn, if safe to do so.
- Flush burn with large amounts of water close to room temperature.
- Loosely cover burn with dry, clean or sterile dressing.
- Do not move unconscious victim unless in immediate danger.
- Electrical burns - make sure power source is off before touching victim.

STOP BLEEDING

- Apply pressure directly onto wound with sterile gauze, clean cloth or gloved hand.
- Maintain steady pressure for five or ten minutes.
- If bleeding from an arm or leg, elevate it.
- Stay with victim until help arrives.

POWER OUTAGE

- Call “55” from campus phone; or 336-770-3362 from other phones to report a power outage on campus.
- Locate any flashlights and batteries that you keep in the area for this type of emergency.
- Campus has emergency generators that will restore power to certain buildings and/or areas of buildings. The Hanes Student Commons does have generator power.
- Follow directions from UNCSA DPPS, Facilities Services, or other responders.
- Police may request that you gather in common areas to:
 - Facilitate communication.
 - Account for everyone’s safety.
 - Wait while they verify that the emergency is only an outage, and not part of a greater multi-faceted event.
- Provide assistance to persons with special needs.
- Unplug electrical equipment (especially computers) and turn off the light switches.
- Do not light candles or other types of flames for lighting.

If people are trapped in an elevator:

- Tell passengers to stay calm and that you are getting help.
- Call UNCSA DPPS and provide information.
- If possible, stay near the passengers and reassure them until police arrive.
- Do not attempt to rescue people from elevators stuck between floors.



FIRE

- **Manually activate the fire alarm by pulling the nearest pull station.**
- **You and others immediately evacuate the building using stairways, never elevators.**
- **If possible, close windows and doors behind you as you evacuate.**
- **Call UNCSA Department of Police & Public Safety at “55” from campus phone, 336-770-3362 from cell phones, or City dispatch at “911.”**
- **If caught in smoke - stay low, cover nose with cloth, and crawl to exit.**
- **Render assistance to persons in need.**
- **Extinguish the fire if trained, and it’s safe.**
- **Go to a central assembly location at least 1,000 feet from building.**
- **Tell responding emergency personnel immediately if someone is still in the building.**
- **Do not re-enter the building until authorized by emergency personnel.**

FIRE EXTINGUISHER FOR SMALL FIRES ONLY

- **Pull safety pin from handle.**
- **Aim at base of fire.**
- **Squeeze the trigger handle.**
- **Sweep from side to side at base of fire.**



WEATHER NOTIFICATIONS

The UNCSA DPPS subscribes to a weather alert notification service, and is also on the Winston-Salem Communications Center notification list. In the event of a tornado watch or warning, hurricane watch or warning, flood, or other imminent threat related to weather the UNCSA PD will:

- ✚ Activate UNCSA ALERT.
- ✚ Use loud speakers and megaphones across campus.
- ✚ Send officers into buildings to make notifications.

When circumstances first appear to be threatening, all Departments are encouraged to monitor local radio and/or television stations for up-to-date weather information.



The UNCSA Department of Police & Public Safety will send a “return to normal operations” message via UNCSA ALERT when the threat has officially passed. **Do not continue to call the Police Department to ask if the alert is over**, as this delays the ability to communicate with the broader campus community.

EMERGENCY ALERT STATIONS



Listen to the following television and radio stations for information regarding a potential or impending emergency for our surrounding area:

Local News and Weather Stations:

- **WXII12**
- **FOX8**
- **WFMY News 2**
- **WXLV abc 45**
- **News 14 Carolina**
- **The Weather Channel**



FM Radio Stations:

- **WFDD 88.5**
- **WQMG 97.1**
- **WOZN 98.7**
- **WMQX 93.1**
- **WJMH 102.1**
- **WKZL 107.5**

EARTHQUAKE

Although infrequent in North Carolina, you should stay prepared for the possibility of an earthquake.

- ❑ Most important – do not panic.
- ❑ Most casualties result from falling objects and debris.
- ❑ Do not use an elevator.
- ❑ Do not run outside during shaking.
- ❑ When the shaking starts “DUCK” or drop to the floor.
- ❑ Take COVER under sturdy furniture.
- ❑ If no cover available, crouch against an interior wall and protect your head and neck with your arms.
- ❑ Avoid windows, hanging objects, mirrors or anything that might fall.
- ❑ In a theater - stay in your seat. Protect your head with your arms. DO NOT try to leave until the shaking is over.

IF OUTDOORS

Move to a clear area, away from trees, signs, buildings or downed electrical wires and poles.



AFTER AN EARTHQUAKE

There are often after-shocks that could be as strong as the initial earthquake. Do not enter partially collapsed or damaged buildings. Avoid electrical wiring, indoors and out. Check buildings for signs of structural damage.

FLOODING

Minor or area flooding of campus (usually lower levels of campus, i.e., the Main St. Entrance) can occur as a result of major multiple rainstorms. In case of imminent, weather-related flooding, police receive emergency advisories to determine necessary action.

IMMINENT OR ACTUAL FLOODING

- Stay away from electrical lines, sockets, and equipment.
- Do not walk through flowing water or drive through heavily flooded areas.
- If you can safely do so:
 - Secure equipment, records, and any valuable items.
 - Move to safer ground.
 - Shut off all electrical equipment.
- Do not return to the area or your building until you have been instructed to do so by police.



BUILDING FLOODING DUE TO MALFUNCTIONS

- Business hours – Contact Facility Services at 336-770-3323.
- Outside business hours – Contact UNCSCA DPPS at “55” from campus phone; 336-770-3362 from other phones.

TORNADO WARNING



TORNADO WATCH – One could potentially develop.

TORNADO WARNING – One has actually been sighted. Seek safe shelter immediately.

FOR SAFE SHELTER:

- ✚ Steel-framed or reinforced concrete building is best. Use basement, underground excavation, or lowest floor.
- ✚ Use interior hallway or corridor.
- ✚ North or East walls are best.
- ✚ If no basement, seek shelter under heavy furniture - workbench, table, desk, etc.

IF POSSIBLE, AVOID THE FOLLOWING:

- ✚ Top floors of buildings.
- ✚ Areas with glass windows or doors.
- ✚ Long open rooms with large expanse roofs – i.e., auditoriums.
- ✚ Southwest walls.
- ✚ Vehicles.

IF IN A VEHICLE:

- ✚ Take right angle to tornado's path. Tornadoes usually move from southwest to northeast.
- ✚ Park under bridge. OR,
- ✚ Leave car and lie flat in a ditch, Best to curl up, with arms protecting your head.

STAY PREPARED BY HAVING:

- ✚ Flashlight
- ✚ Radio
- ✚ Portable or cellular telephone



HURRICANE

A hurricane is a powerful storm with a large low pressure center that produces intense winds and heavy rain.

Plan:

- ❖ Prepare a family emergency kit that includes a radio and batteries.
- ❖ Prepare a personal evacuation plan.
- ❖ Stock extra food, batteries, drinking water, clothing and medications.
- ❖ Prepare a plan to care for pets.

Take Action!

- ❖ Listen to local radio stations for announcements and instructions.
- ❖ Evacuate, when advised too.
- ❖ Gather food, water and medications.
- ❖ Cover windows with boards or tape.
- ❖ Put all important documents in plastic bags or high off the floor.
- ❖ Secure loose objects that may blow away.
- ❖ Leave areas that may flood.
- ❖ Stay clear of glass windows, doors and sharp objects.

Hurricane Scale

Category 1-winds: 74-95 mph

- Minimal damage
- No major damage to built structures

Category 2-winds: 96-110 mph

- Moderate damage
- Some damage to roof, door and windows
- Low lying areas may flood 2 to 4 hours before arrival of the hurricane's center

Category 3-winds: 111-129 mph

- Extensive damage
- Structural damage to residences is likely
- Mobile homes and signs are destroyed

Category 4-winds: 130-156 mph

- Extreme damage
- Extensive exterior damages to large buildings

Category 5-winds: 157 mph >

- Catastrophic damage
- Fallen trees and power poles
- Framed homes will be destroyed

EXTREME HEAT

Heat Index -a number in degrees Fahrenheit that tells you how hot it feels when humidity is added to the air temperature.

Heat Advisory - is issued by the National Weather Service when the heat index is at least 105F but less than 115F for less than 3 hours per day.

Excessive Heat -conditions are favorable for excessive heat for at least 2 days (daytime highs=105-110 Fahrenheit).

Do's

- ✓ Stay indoors as much as possible and limit exposure to the sun.
- ✓ Wear lightweight and light-colored clothing to reflect heat and sunlight and sunscreen.
- ✓ Drink plenty of water.
- ✓ Apply sunscreen frequently when outdoors.
- ✓ Seek immediate medical attention if you experience symptoms of heat illness.

Don'ts

- ✓ Stay in the sun for long periods of time.
- ✓ Leave children, elderly or pets in the car for any reason.

NOAA's National Weather Service

Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- ☐ Caution
- ☐ Extreme Caution
- ☐ Danger
- ☐ Extreme Danger

THUNDERSTORM & LIGHTNING

When lightning strikes:

- ❑ Postpone outdoor activities.
- ❑ Take shelter inside a home, building or hard top car.
- ❑ Use a battery operated NOAA weather radio for weather updates.
- ❑ Avoid contact with anything metal and electrical equipment.
- ❑ Stay away from windows and doors.



- Thunderstorms typically produce heavy rain from 30 minutes to an hour.
- Warm, humid conditions are highly favorable for thunderstorm development.
- Thunderstorms that produce hail at least three quarters of an inch in diameter, has winds of 58 mph or higher or produces a tornado.
- Lightning's unpredictability increases the risk to individuals and property.
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- Your chances of being struck by lightning are estimated to be 1 in 600,000 but could be reduced even further by following safety precautions.

Thunderstorm Watch: tells when and where thunderstorms are likely to occur.

Thunderstorm Warning: issued when a thunderstorm has been reported by spotters or indicated by radar.

Thunderstorm: a storm with thunder and lightning and typically has heavy rain or hail.

Lightning: natural electrical discharge of very short duration and high voltage.



THREAT ASSESSMENT TEAM

UNCSA has multiple mechanisms to track evolving behaviors and situations on campus, identify safety concerns, and intervene with persons to reduce or eliminate potential risks of violence on campus. The UNCSA Threat Assessment Team is the overarching body that deals with serious and imminent threats posed by or to students, faculty, staff or visitors. The team members are:

- Provost
- Vice Provost & Dean of Student Affairs
- Chief of Police
- Director of the Counseling Center
- Director of Human Resources
- UNCSA General Counsel serves as legal advisor
- Ad-Hoc members as appropriate

THREAT ASSESSMENT POLICY INFORMATION

What should I do if I think there is a threat, potential for violence, or person of concern that may need help on campus?

If you:

Are concerned that someone is likely to cause self-injury, injury to another, property damage or that someone may have a weapon, immediately notify the:

UNCSA DPPS



Dial “55” from a campus phone, or call 336-770-3362 from a cell phone.

If in immediate danger activate any Emergency Call Box located throughout campus.

Police will contact and involve administrators, other Departments, and members of the campus community, as needed.

Think a student is not a threat, but needs some help and support to be successful notify the:

Clinical Case Manager



Contact 336-770-3277

The Clinical Case Manager will contact and liaison with the High School Mitigation Team, the College Student Concerns Tram, UNCSA counselors, or other involved faculty/staff, as appropriate.

Think an employee is not a threat, but needs some help and support to be successful notify the employee’s manager or :

Director of Human Resources



Contact 336-770-3317

The Director of Human Resources will contact and liaison with UNCSA managers, the Employee Assistance program, or other resources, as needed.

LOCK DOWN & SHELTERING PROCEDURES

Lock down: stay where you are, allow no entry into your location. Activate all locking mechanisms.

- Suspicious Person-possibly armed
- Active Shooter

Shelter in place: seek immediate shelter in a safe location away from potential hazards.

- Hazardous Weather
- Hazardous Chemical Spill

Communicating need for either shelter in place or lockdown :

- UNCSA ALERT
- Email
- Classroom Alerts
- Emergency Outside Speakers

Procedures to follow when UNCSA is on Lockdown :

- ✓ Clear hallways and rooms that can not be secured
- ✓ Stay quiet and out of sight
- ✓ Lock all doors and windows
- ✓ Stay away from all doors and windows
- ✓ Close blinds
- ✓ Cut off lights
- ✓ Cut off or silence all electronic devices
- ✓ Barricade doors with the heaviest objects available (desks, chairs)
- ✓ Wait for the “all clear” to leave your area



EMERGENCY PHONE NUMBERS

REPORTING ON-CAMPUS CRIME OR OTHER TYPE OF POLICE, FIRE, OR MEDICAL EMERGENCY

*All area codes are (336)

ON CAMPUS: UNCSA POLICE

From campus phone	Dial "55"
From non-campus phone	770-3362
Non-Emergency	770-3321
Anonymous Crime Tip Line (leave recorded message)	770-1414

OFF CAMPUS: WITHIN THE CITY OF WINSON-SALEM

REPORTING OFF CAMPUS CRIME OR OTHER TYPE OF EMERGENCY OCCURRING OFF CAMPUS,
WITHIN THE CITY OF WINSTON-SALEM

City of Winston-Salem Police, Fire, Medical Emergency	"911"
City of Winston-Salem Police Non-Emergency	773-7700
Forsyth Medical Center Emergency Department	718-2001
Wake Forest Baptist Health Emergency Room	713-9000

ON CAMPUS: OTHER UNCSA RESOURCES

REPORTING CONCERNS, CRIMES, OR REQUESTING ASSISTANCE

Health Services and Counseling Center	770-3288
Associate Director for Student Conduct/Deputy Title IX Coordinator	631-1215
Assistant Dean of Student Affairs/Director of Residence Life Programs and Housing	770-3284
Vice Provost & Dean of Students Affairs	770-3283

UNCSA SAFE SHELTER LOCATIONS

In the event of an extreme weather emergency, such as a tornado or hurricane warning you should seek safe shelter immediately. Always remember to stay inside, away from windows and doors. Do not use an interior area with a large expanse of roof. There may be multiple safe area locations provided for each building. The decision of which safe shelter area to seek should be based on your location within the building and the estimated length of time before the predicted event.

BUILDING

SAFE AREA

Administration Annex (D&P Offices)	Lounge area outside of D&P offices
Administration Building	Lower level inner hallways
Aquarius/Film Editing (1696 Chapel St.)	Primary-Evacuate to Facilities Management designated area Secondary-Evacuate to Administration Building designated area
Bailey Street Apartments	Primary-Evacuate to Film School Buck Building designated area Secondary-Inside a lower level apartment away from doors and windows. Take cover in bathtub or use mattress for cover
Center Stage Apartments	Primary – Evacuate to Hanes Student Commons designated area Secondary – Inside a lower level apartment away from doors and windows. Take cover in bathtub or use mattress for cover
Central Receiving	Primary-Lower level inner hallways Secondary-Break Room
Communications/Foundation (1903 South Main St.)	Primary-Basement Secondary-Lower level inner hallways
Costume, Wig, and Makeup Studios	Inner Hallways, offices
DeMille Theatre	Hallways away from glass doors or windows
Design and Production	Primary-Administration Building designated area Secondary-Lounge area/inner hallway immediately adjacent to scene shop
Development Office (1919 South Main St.)	Primary-Basement area Secondary-Lower level inner hallways

UNCSA SAFE SHELTER LOCATIONS CONTINUED

BUILDING	SAFE AREA
Division of Liberal Arts (1903 Sunnyside Ave.)	Primary-Basement Secondary-Lower level inner hallways
Facilities Management	Lower level break room
Film Archives	Lower level inner hallways
Film Production Design Building	Lower level inner hallways away from glass doors and windows
Film School-Buck Building	Lower Level inner hallways
Film School Building 1-Ace Exhibition Complex (Main, Gold, Babcock, BB&T Lobby)	Lower level inner hallways
Film School-Building 2 (Administration)	Lower level inner hallways
Film School-Building 3 (Film Scoring Stage)	Primary-Evacuate to Film School-Building 2 designated area Secondary-Restrooms or Lobby
Fitness Center	Primary-Evacuate to Film School Buildings-Buck Building designated area Secondary- Restrooms located in the center of the building. Never stay in pool, gym or equipment areas.
Gray Building	Lower level inner hallways
Hanes Student Commons	Lower level interior areas away from glass doors and windows
Kenan Institute (1722 South Main St.)	Workplace West V designated area
Library	Primary- Technical Services area lower level Secondary-Inner hallways away from glass doors and windows

UNCSA SAFE SHELTER LOCATIONS CONTINUED

BUILDING	SAFE AREA
Music Complex	Lower level inner hallways
Outreach/Writing Center/ESL & Disability Services (1915 Sunnyside Ave.)	Primary- Basement Secondary-Lower level inner hallways
Performance Place	Lower level, dressing area hallway
Pierce Building	Lower level inner hallways
Police and Public Safety Building	Lower level inner hallways
Residence Halls (A-F)	Primary-Hanes Student Commons Designated area Secondary-lower level inner hallways
Sanford and Moore Residence Halls	Lower level inner hallways, at least 10 feet from the end and center doorways
VA Sculpture Studio	Primary-Evacuate to Administration Building designated area Secondary-Music Complex designated area
Welcome Center	Lower level inner hallways
Workplace Building	Dance offices, inside hall against the wall
Workplace West III (19 Banner Ave.) Workplace West V (1914 Sunnyside Ave.)	Lower level inner hallways