



EMERGENCY GUIDELINES

Revised 06/07

Emergency Information

In the event of hazardous weather or other natural emergencies, medical alerts, or campus closings or delays employees should check their university e-mail or the university Web site, www.winthrop.edu, for the most up-to-date information. Should you **not** have access to e-mail, the Web, or other information, call the campus alert line, **323-2222**. Please do not call Campus Police for closing information, as this will tie up phone lines that may be needed for an emergency.

EMERGENCY INFORMATION

Criminal and Medical Emergencies

For any medical, emotional, personal or criminal emergency, please call Campus Police at 323-3333 for assistance. To reach a 911 emergency operator, dial 9-911 from any campus phone.

Other Important Numbers

Counseling Services	323-2233
Environmental Health and Safety	323-2328
Health Services	323-2206
Human Resources & Affirmative Action	323-2273
Facilities Management.....	323-2261
Residence Life	323-2223
University Relations	323-2236

CRIMINAL AND MEDICAL EMERGENCIES

Building Evacuation

1. Be aware of all marked exits from your building and know at least two exit routes from your work area to the outside of the building.
2. Building evacuations should occur when a building alarm sounds continuously and/or upon notification by Campus Police or your building coordinator.
3. Walk quickly to the nearest exit and ask others to do the same.
4. Be aware of any disabled individuals and assist them in exiting the building.
5. In a fire emergency do not use elevators; use stairwells only. In a **non-fire** emergency, elevators are reserved for use by disabled persons.
6. Once outside, move to a safe area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. Do not re-enter the evacuated building until you are told to do so by Campus Police, your building coordinator or other authorized personnel.

BUILDING EVACUATION

Inclement Weather

In the event of hazardous weather, employees should check their university e-mail or the university Web site, www.winthrop.edu for the most up-to-date information related to class and office schedules. Should you **not** have access to e-mail, the Web, or other information, call the campus alert line, **323-2222**. University Relations will also notify, as quickly as possible, the following local media outlets regarding closings and delays:

Radio: WRHI-AM (1340) WRHM-FM (107) WFAE-FM (90.7),
 WPEG-FM (98.0) WRFX-FM (99.7) STAR-FM (104.7),
 LINK-FM (107.9)

Television: WCBL-TV (CN2) WBTV (3) WSOC-TV (9)
 NBC 6 (36) Fox 18

Notices may also be listed in The Herald and The Charlotte Observer's main or York Section provided decisions to close or delay classes meet publication deadlines.

**Please do not call Campus Police for closing information,
as this will tie up phone lines that may be needed for an emergency.**

Employees should use their discretion in judging the safety of traveling to the university during periods of inclement weather.

INCLEMENT WEATHER

Earthquake

1. If indoors, quickly seek refuge away from windows, shelves and heavy equipment, preferably in a doorway or under a desk or table.
2. If outdoors, quickly move away from buildings, utility poles and other structures.
3. If in a vehicle, stop in a safe place away from buildings, utility poles and other structures; stay in the vehicle.
4. After the initial tremor, evaluate your situation and if you need emergency assistance, call Campus Police at **323-3333**.
5. Be prepared for aftershocks and protect yourself at all times.
6. Be aware of any structural damage around you, and if necessary leave the building per the **“Building Evacuation”** guidelines.

EARTHQUAKE

Tornado

A tornado watch means that tornadoes are possible.

A tornado warning means that a tornado has been sighted somewhere in the warning area. Usually the warning sirens will sound.

1. If indoors, quickly seek shelter in the lowest level of the building, preferably in an interior hallway or room. If time does not permit, go to the safest area of the room you are in, usually the inside wall, farthest away from doors and windows.
2. Doors to rooms should be closed.
3. Take shelter underneath a desk or other piece of heavy furniture. Assume a fetal position to protect your head and eyes.
4. If outdoors, immediately seek shelter, if available. Otherwise, take cover in the nearest ditch or depression, away from power lines, buildings and trees. Do not remain in a vehicle or a non-permanent structure or attempt to outrun a tornado.
5. After the tornado has passed, evaluate your situation and if you need emergency assistance, call Campus Police at **323-3333**.
6. Be aware of any structural damage around you, and if needed leave the building per the **“Building Evacuation”** guidelines.

TORNADO

Hurricane

A hurricane watch is declared for an area when there is a threat of hurricane conditions within 24-36 hours.

A hurricane warning is declared when hurricane conditions are expected in an area in 24 hours or less. Hurricane conditions include winds of 74 miles per hour or greater.

If a hurricane warning is in affect:

1. Move all furniture away from windows. Electrical appliances should be unplugged and off the floor, preferably in a closet.
2. All loose objects should be placed in drawers, file cabinets or closets.
3. Close all windows tightly, raise blinds and close all curtains or drapes.
4. Await instructions from Campus Police, your building coordinator, or other authorized personnel.

In the event of a hurricane:

1. Stay indoors until the storm is completely over. Do not leave your area until you are instructed to do so by Campus Police, your building coordinator, or other authorized personnel.
2. When instructed, quickly seek shelter in the lowest level of the building, preferably in an interior hallway or room.
3. During the peak of the storm, close doors and remain in hallways.
4. Stay away from windows, doors and other dangerous areas.
5. Power failure is likely to occur during a hurricane, therefore, do not attempt to use the elevators.
6. Do not attempt to open windows or doors.
7. Report all accidents, injuries, broken windows or excessive water to Campus Police at **323-3333**.

HURRICANE

Fire

In case of a fire:

1. Be aware of all marked exits from your area and building as well as the location of nearby fire extinguishers and/or building fire hoses.
2. Immediately sound a building alarm and/or alert others in your area.
3. Call Campus Police at **323-3333**, providing your name and the location of the fire. To reach a 911 emergency operator, dial **9-911** from any campus phone.
4. If the fire is small and you have been trained in the use of fire fighting equipment, you may want to fight the fire with a fire extinguisher or building fire hose. Be sure you are using the proper extinguisher for the type of fire and direct the extinguisher charge toward the base of the flame. Remember: **PASS** – Pull, Aim, Squeeze and Sweep.
5. If the fire is large, very smoky or rapidly spreading, evacuate the building per the **“Building Evacuation”** guidelines.
6. Close all doors as you leave. However, do not lock the doors.
7. Smoke is the greatest danger in a fire. Stay near the floor where the air will be more breathable.
8. If you are unable to leave your area, follow these guidelines:
 - Keep the doors closed.
 - Seal cracks and vents if smoke comes in.
 - If there is no smoke outside, open the windows from the top to let out heat and smoke and from the bottom to let in fresh air.
 - Hang an object out the window to attract the fire department’s attention.
 - If possible, call Campus Police at **323-3333** and report that you are trapped.

FIRE

Bomb Threat

If you receive a bomb threat by phone:

1. Remain calm and attempt to obtain as much information as possible from the caller.

Possible questions to ask the caller include:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why was the bomb placed there?

Also, note the sex, ethnic background, and age of caller, if possible. Be aware of the caller's voice and any background noises.

2. After all possible information has been obtained, call Campus Police at **323-3333**. Inform the dispatcher of the situation, including any information you may have obtained from the caller.
3. Follow the instructions given by Campus Police.

If you are informed of a bomb threat:

1. Make a casual inspection of your area for suspicious objects. If you see a suspicious object, do not disturb it. Call Campus Police immediately at **323-3333**.
2. Evacuate the building per the **"Building Evacuation"** guidelines.

BOMB THREAT

Nuclear Accident

Winthrop University is within the 10-mile emergency planning zone (EPZ) for state and local government response to an accident at the Catawba Nuclear Station. A radiological accident could require the university to take protective measures such as in-place sheltering of personnel and students or closing and evacuation of the campus.

ALERT AND NOTIFICATION: A nuclear accident siren will be a continuous three minute tone from the York County outdoor warning system. The three minute tone will cycle on and off for a total of fifteen minutes. Campus Police will notify university administration and your building coordinator, if special action is needed.

IN-PLACE SHELTERING: In the event that evacuation is not necessary or advised, in-place sheltering may be needed.

1. Stay indoors until you are told it is safe.
2. Close all windows and doors; turn off fans, air conditioners, heat pumps and forced-air heat.
3. Go to a basement or a low level room without windows or outside doors.
4. Listen to local radio or television for emergency alert system messages.

UNIVERSITY EVACUATION: Should an evacuation become necessary, the university will close and students, faculty and staff will be asked to leave campus and return to their homes. When at home, follow local evacuation plans, as determined by your hometown. Should you be unable to return home, you may request the university help you with the evacuation process. Please meet in the Dinkins Student Center where you will be assigned a temporary shelter.

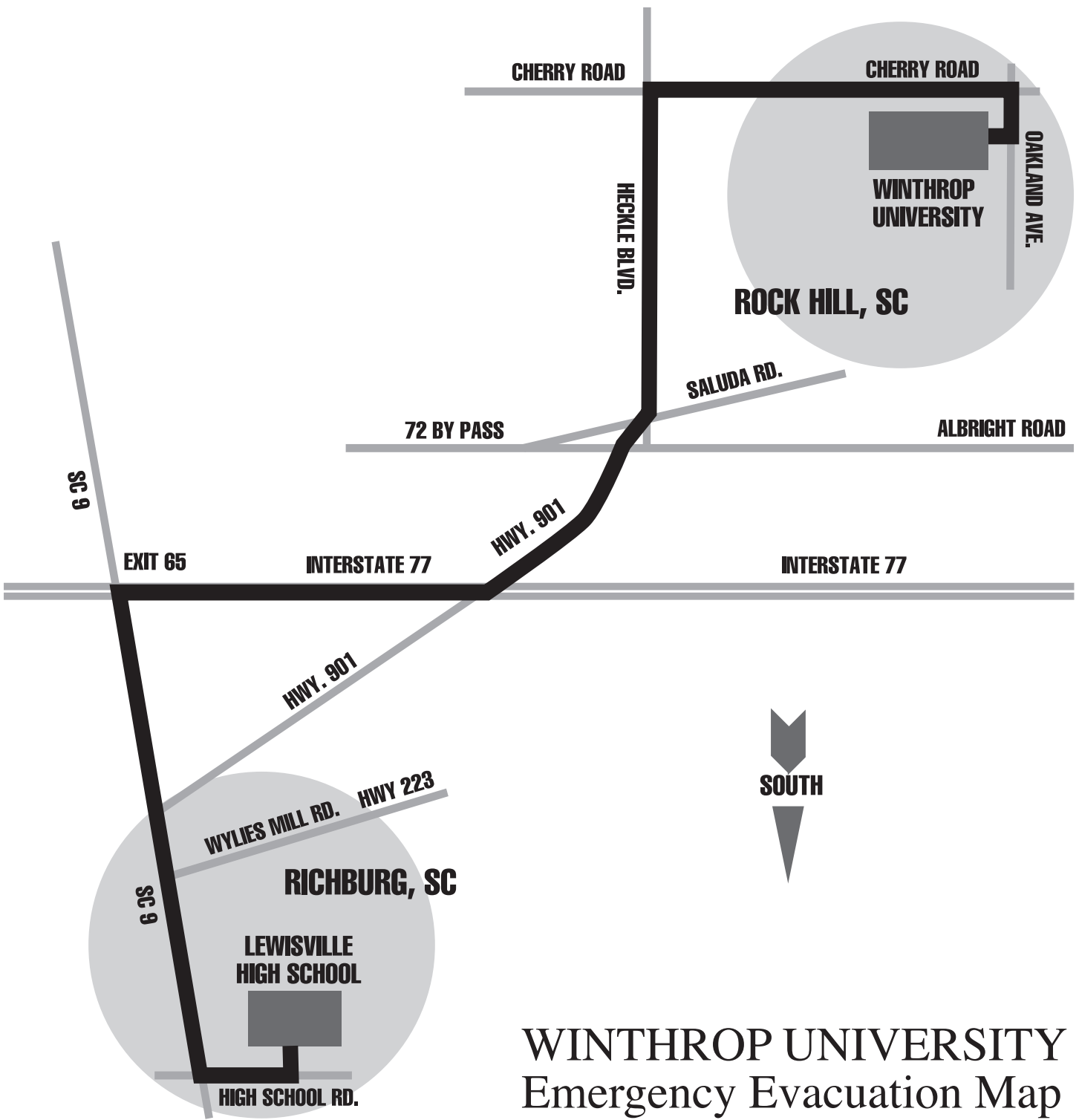
Evacuation route: Lewisville High School is the designated shelter for the Winthrop University area of the EPZ. The evacuation route from the university is to travel south on Cherry Road to Hwy. 901 (Heckle By-Pass). Turn left and continue on Hwy. 901 to I-77 South. Travel I-77 South to the exit 65 for Hwy. 9. Turn left at the top of the exit ramp and the high school will be on the left. See map, next page.

Before evacuating, please do the following:

1. Turn off all appliances and faucets.
2. Lock all windows and doors.
3. Pack appropriately.

You may return to the area when the "All Clear" signal has been given. Please listen to local radio or television stations.

NUCLEAR ACCIDENT



WINTHROP UNIVERSITY Emergency Evacuation Map