

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section V - Safety

SUBJECT: EMERGENCY PREPAREDNESS

REVIEWER(S): Dean, Student Services and Enrollment Management
Director of Business and Finance
Safety Committee Chair

Related Documents/Policies to Consult:

Emergency Response Plan..\\..\Emergency Planning & Response\Emergency Response Plan\Emergency Response Plan.doc

Inclement Weather Policy (Sec. I)

I. POLICY:

Emergency preparedness is the ability of an organization to be ready to handle an emergency or disaster inside or outside the facility. It is the expectation that all CCHS staff know their assigned roles and perform them as the key to saving lives. As a subsidiary of Carolinas Medical Center and Carolinas Healthcare System, the college has access to rich resources to assist in recognizing and responding to emergencies to include the services of CHS Corporate Safety, CHS Medical Director, CHS Technical Services Group, and CHS Security.

II. PROCEDURE:

- A. Annual continuing education modules (ACE Modules) will assure all employees are competent and current in dealing with emergencies such as:
- Earthquake;
 - Hurricane;
 - Flood;
 - Large-scale power outage;
 - Utility failure;
 - Bomb threat;
 - Fire;
 - Computer system failure; or
 - Loss of water or electricity.
- B. In the event of a disaster or emergency, CHS Corporate Security will be notified. Other CHS entities may be engaged as needed.
- C. The college's Emergency Response Plan will be consulted in all emergency and disaster response planning and will guide response activities.
- D. Other CCHS safety policies will guide specific emergency responses such as fire, computer system failure, etc.
- E. Lincoln/Harris, which manages the Rankin Building, will be notified of all emergencies and disasters directly affecting the physical facility. Their phone number is 1.800.933.4357; facility number is CM0121.
- F. In the event that Rankin Education Center is not usable, CCHS will coordinate with Mercy School of Nursing, the AHEC library, and medical education to utilize available space at those locations. The institutional technology specialist will notify the IS administrator of the need for use of off-campus computer back-up files.
- G. The Emergency Preparedness Policy will be reviewed and updated bi-annually.

III. APPROVAL:

Name: _____

Title: President _____

Date: _____