

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

ADMINISTRATIVE

SUBJECT: EMERGENCY RESPONSE AND NOTIFICATION

REVIEWER(S): Chair, Safety Committee*
Dean of Student Affairs and Enrollment Management
Program Coordinator, CLSE

POLICY

Carolinas College is committed to providing a healthy, safe, and secure environment for teammates and students, to include the resources and education needed to deal with emergencies inside and outside the facility. In the event of short-term or long-term emergencies, the safety of students and teammates is the College's first consideration. As a subsidiary of Atrium Health, the College has access to resources to assist in recognizing and respond to emergencies.

PROCEDURE

- A. Emergency Preparedness: It is the expectation that all Carolinas College teammates know their assigned roles and can perform them during emergency situations.
 - 1. Annual Regulatory Learning modules (ARL Modules) will assure all teammates are competent and current in dealing with safety and emergency situations. The ARL Modules include training on alcohol and illegal drugs, sexual assault and violence and general safety and security.
 - 2. In the event of an emergency, Atrium Health Public Safety will be notified. Other Atrium Health entities may be engaged as needed.
 - 3. Cushman and Wakefield, who manages the college building, will be notified of all emergencies directly affecting the physical facility.
 - 4. Teammates and students are expected to report criminal activity or other emergency situations to campus Public Safety by calling 704-355-3333. For after hours notifications, call the Atrium Health Public Safety Command Center is 704-355-3333 or dial 911.
- B. Short-Term Emergency Protocol: In the event of inclement weather or other short-term emergencies (i.e., slight injuries, petty thefts, etc.) that have a minor impact on college operations, the administrator responsible will determine the best response. For inclement weather events, the College will follow directions provided by Atrium Health and/or follow the delay or closing as announced by other local commuter schools.
 - 1. Inclement weather (snowstorms, ice storms, etc.) may necessitate the delay or closing of the college. For purposes of coordination with Atrium Health policies, all college teammates are considered non-essential.
 - 2. Students and teammates should monitor the college's Information Portal and/or the college's Inclement Weather Hotline (704.446.7854) for information. Additionally, the college's emergency alert system may be utilized to communicate college updates.
 - 3. Class/clinical time missed due to inclement weather will be made up according to a schedule developed by the faculty and approved by the program chair. Faculty members are responsible for communicating any alternate schedules to students.
- C. Long-Term Emergency Protocol: In the event of long-term emergencies (i.e., communicable disease, severe weather, etc.) that have a major impact on college operations, the Emergency Response Plan will be activated, and the Emergency Response Team will determine the best response. In the event of a long-term emergency, operational protocols may be altered to adjust for the specific event (i.e., remote work, online classes, etc.) and policies may be altered or adapted (i.e., withdrawal/leave of absence, progression, academic calendar, etc.) to allow maximum flexibility for teammates and students and limit the impact of the event on student success and/or academic progress. Any changes to operations or policies will be made by the Emergency Response Team or by the Leadership Team.

- D. Emergency Protocol (Fire and other Emergency Situations): This plan provides guidance to ensure students and teammates respond appropriately in the event of a fire and comply with applicable safety regulations.
1. In the event of fire, criminal activity, or other emergency situation, students and teammates are instructed to follow the emergency procedures outlined below. These procedures represent the preferred means of responding to a fire or other emergency situation.
 - a) If you first see and identify the emergency:
 - 1) If the best action is to evacuate the building, pull the nearest Fire Alarm Pull Station or advise a bystander to do so while you begin the next step.
 - 2) If the best action is to remain in the building, find a secure location to shelter in place until security authorities arrive.
 - 3) Dial 911 AND THEN CALL SECURITY (704-355-3333). NOTE: If the circumstances warrant, evacuate first, and call from a safe location.
 - ~ After dialing, give the following information: Your name, address (915 Pearl Park Way, Charlotte, NC 28204) and a description of the event or situation.
 - ~ Evacuate the building exiting through the nearest exterior door. Assemble across Pearl Park Way, at least 100 feet from the building.
 - ~ If you hear the emergency alarm or if you are advised of an emergency situation, evacuate the building using the closest exit or follow the provided instructions.
 2. Teammates at this facility are not expected to perform rescue and/or medical duties. If required, rescue and/or medical duties will normally be performed by members of the Charlotte Fire Department or other trained medical rescue personnel who may respond.
- E. Emergency Response Plan: The College maintains an emergency response plan to address significant emergencies. This is maintained in cooperation with the Atrium Health Department of Emergency Management. The Emergency Response Plan is available in the Emergency Response Information in the Resources section in the college's information portal (Canvas). w.
1. The College's Emergency Response Plan should be consulted in all long-term emergencies and will guide response activities.
 2. In the event the college building is not usable following an emergency situation, leaders will coordinate with Cabarrus College of Health Sciences, the Charlotte AHEC Library, and/or the Atrium Health Medical Education Division to utilize available space at those locations.
- F. Academic Continuity Plan: All efforts will be made to ensure academic continuity for enrolled students. Regularly, the academic support team will assess the ability of college teammates to continue academic operations in an emergency event. Necessary resources, training, and support will be provided, within reason, to ensure operations are functional. These may include technology and resources to transition to alternative course delivery methods.
- G. Emergency Response Notification Protocol: Emergency notifications are issued when significant emergencies or dangerous situations arise occurring on or imminently threatening the campus community. Emergency notifications will be issued immediately upon confirmation of the situation. Timely warnings are issued for all reported Clery crimes that represent a potential ongoing threat. Timely warnings will be issued as soon as information is available. The emergency response notification protocol exists for making decisions and communicating information related to all emergency situations. The Dean of Student Affairs and Enrollment Management is primarily responsible for making decisions regarding college hours during emergency events with backup from the provost. The protocol is available in the Emergency Preparedness folder and linked below.
- H. Automated External Defibrillator (AED): The college will provide AED devices appropriate for the space. All AED devices will be maintained according to Atrium Health standards, manufacturer guidelines, and best practices.
- I. The Emergency Response and Notification policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College: HUMAN RESOURCES - Paid Time Off Benefits

Atrium Health: ADM 200.17 - Automated External Defibrillator (AED) Management

Related Documents

Emergency Response Plan

Academic Continuity Plan

Emergency Response Notification Protocol