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Emergency Numbers

IMMEDIATE EMERGENCY RESPONSE
Salisbury Police Department  911
Salisbury Fire Department  911

NON-EMERGENCY RESPONSE
Catawba College Public Safety  704-637-4000
Catawba College Student Affairs  704-637-4410
Catawba College Threat Assessment Team  704-637-4410
Catawba College Facilities  704-645-4565
Catawba College Health Services  704-637-4404
Salisbury Police Department  704-638-5330
Salisbury Fire Department  704-638-5351
Novant Rowan Medical Center (Hospital)  704-210-5000

EMERGENCY CALLBOXES ON CAMPUS
Call boxes are emergency phones placed at various locations throughout the campus. Please note their locations below, as well as offices where incident reports may be filed.
REPORTING AN IMMEDIATE EMERGENCY ON CAMPUS
No matter where you are, dialing 911 from your cell phone or landline will direct your call to the nearest 911 call center.

When you call 911 in Salisbury/Rowan County, you are automatically connected to the Salisbury/Rowan 911 Call Center no matter where your cell phone is registered. When the dispatcher answers, tell that person your location. If you call 911 from a campus landline, it will automatically connect you to the Salisbury/Rowan 911 Call Center.

REPORTING AN INCIDENT TO EMERGENCY PERSONNEL
Dial 911 from your cell phone or campus phone when you need Police, Fire, or Emergency Medical Services. Remain calm- your actions influence others.

- Tell the dispatcher you are at Catawba College and give your exact address- street, building and room.
- Give your full name.
- Tell the nature of the emergency- describe clearly and accurately.
- Answer the dispatcher when more information is requested.
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else or yourself meet emergency personnel outside of the building.

CATAWBA COLLEGE PUBLIC SAFETY
To reach Public Safety in an emergency, dial 704-637-4000. If you are using a College landline, simply dial ext. 4000. Report to the officer your emergency. The officer will respond to your location and call 911, if necessary. Catawba College Public Safety is located in the Jann House on campus. It is located on Summit Avenue across from the McCracken-Epperson Theatre Arts Office.

For more information on the Catawba College Public Safety Office, please visit its website at www.catawba.edu/campus-life/services/public-sa/.
Emergencies, accidents, and injuries can occur at any time and without warning. Catawba College has established procedures for you to follow so that the effects of such situations can be minimized. Become familiar with your department/building emergency action plan and procedures. This will enhance your ability to protect yourself and others.

**HOW TO PREPARE AT WORK**

- Review the Emergency Response plans in this manual.
- Make an emergency kit catered to your work environment (see below).
- Participate in emergency preparedness exercises and training programs.
- Know your building’s floor plan- especially the locations of the stairwells, fire extinguishers, manual pull stations, Automatic External Defibrillators (AEDs) and alternate exits. Also be familiar with buildings that you visit often.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke or darkness, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass so that you will know when you reach the exit door.

**HOW TO PREPARE IN A RESIDENCE HALL**

- Review the Emergency Response plans in this manual.
- Keep fire alarms, smoke, carbon monoxide detectors, and sprinkler heads free of obstruction.
- DO NOT PLAY WITH THE EQUIPMENT.
- Participate in emergency preparedness exercises and training programs.
- Know your building’s floor plan.
- Do not overload circuits and electrical outlets.
- Secure valuables in your room.
- Know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke or darkness, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass so that you will know when you reach the exit door.
- ALWAYS LOCK YOUR DOOR.
- NEVER PROP OPEN EXTERNAL DOORS TO THE BUILDING.
HOW TO PREPARE AN AUTOMOBILE

- Build a car emergency preparedness kit and store it in your vehicle (see below).
- Secure valuables out of sight.
- Always lock your car doors.
- Keep a spare key in a secure location and remember where it is.

HOW TO PREPARE AN EMERGENCY KIT

Everyone should have some basic supplies (a kit) on hand ready to sustain them in an emergency. Prepare a large, fully stocked kit for home and smaller portable kits for your workplace, your car, and other places where you ordinarily spend time. For more information on emergency preparedness kits, visit: www.ncdhhs.gov/mhddas/services/disasterpreparedness.

A basic kit usually consists of the following:
- Non-perishable and high energy food items.
- Water in bottles or other sealed containers.
- Medications (must be properly labeled and safeguarded).
- First aid kit.
- Sunscreen.
- Warm clothes and comfortable shoes and socks.
- Thermal blanket.
- Flashlight and batteries.
- Battery-operated radio and batteries.
- Cash, about $20.
- Books, deck of cards, etc.
- Also include enough food and water for your pets.

Contents can be kept in a backpack or a plastic storage box. Check your kit every six months to make sure everything is in good order. Of course this list should be modified depending on whether you live in a house or in a residence hall or apartment.

CONTACT CARDS AND I.C.E. (IN CASE OF EMERGENCY) INFORMATION

Complete a contact card to carry in a wallet, purse, or backpack. Be sure that the card has on it:
- Your full name.
- Special health, diet, and medical needs. Include known allergies and current medications.
- An emergency contact (a friend or a relative, ideally one nearby and one a safe distance away) to notify and relay emergency news about you. Be sure that these people know that you’ve listed them as emergency contacts.

Josephine A. Doe
General Hall Catawba College

Drug allergies: Penicillin

Emergency contact: Mom Doe
000-000-0000
About the System
CatawbAlerts is the emergency notification system that alerts the college community to an emergency situation on campus. When an emergency occurs, an alert is promptly sent to the list of phone numbers and/or e-mail addresses you have registered. It is a brief summary of the emergency situation. Following the CatawbAlert, any supplementary details will be provided on the additional sources noted below.

You must sign-up to participate in the CatawbAlerts notification process.

Creating an Account
You must create an account to receive CatawbAlerts. To sign up, login to CatLink and click on the CatawbAlerts link. Once your account is created, you will be directed to the CatawbAlerts account management software (e2campus).

Validation of Registered Numbers and E-mails
IMPORTANT: Phone numbers and e-mail addresses registered in the system must be validated before they will receive CatawbAlerts. Registered text numbers will receive a validation code that you will need to enter under the "Services" section of the CatawbAlerts system. Registered e-mails will receive a validation e-mail which you will simply send a reply to. If you have registered someone else's contact information, be sure they send you the validation code (if a text number) or that they reply to the validation e-mail (without making edits) they receive after you register their contact information.

If your validation code or e-mail has been lost or deleted, you can easily resend the validation request from the CatawbAlerts system, and a new validation request will be sent to the registered numbers/e-mails.

Types of Emergencies
Emergencies include anything from inclement weather that results in a College closure or delay to a life-threatening situation. The system will NOT be used for solicitation or random, non-emergency announcements. Note that within the CatawbAlerts registration process, there may be optional groups you can subscribe to in order to get email and text alerts only regarding other situations. You will only get these additional non-emergency notifications if you subscribe to these optional groups. You are NOT automatically subscribed to any optional group (i.e. you must opt-in to get these notifications), and you may choose to unsubscribe at any time.
Notification Settings
The CatawbAlerts system allows you to register up to two text (cell) numbers, six (off-campus) e-mail addresses and four voice numbers. You can update these notification settings or your personal account information at any time by logging into the Catlink portal. Faculty and staff do not need to register their on-campus phone numbers and e-mail addresses. Catawba office phone numbers and e-mail addresses are included by default, but you must create an account to receive CatawbAlert notifications. Students are encouraged to register their parents' or guardians' numbers or e-mail addresses.

Text Alerts
You can register up to two text (cell) numbers in the CatawbAlerts system. In the case of an emergency, an CatawbAlert in the form of a text message will be sent to the cell phone numbers you registered. Due to the character limits on text messages, the CatawbAlerts are only a brief summary of the emergency situation. *Standard data rates apply.*

E-mail Spam Settings
To ensure that the CatawbAlerts sent from Catawba to e-mail addresses do not end up in your spam/junk folder, we highly recommend adding "omnilert.net" to your safe senders list. E-mails sent from our CatawbAlerts system will show up as coming from "CatawbAlerts."

Additional Sources
Additional details on the emergency situation will be posted on college website, Facebook, and Twitter after a CatawbAlert is sent. In the event that the Catawba website is unavailable, you can also find additional information at e2.catawba.edu.
Shelter-in-Place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

**HOW DO I SHELTER-IN-PLACE?**

- Remain calm!
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free-standing expanses such as auditoriums and gymnasiums.
- Do not use elevators.
- Await further instructions from CATAWBAAlerts and from emergency personnel.
- Do not leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table. And cover your head with your hands. Sheltering in bathrooms is often a good choice, getting under sinks if possible. For floods, go to the highest level possible.

**REMEMBER, ALWAYS USE COMMON SENSE. THERE ARE EXCEPTIONS TO THE GUIDANCE OF ALL SAFETY PLANS. USE YOUR BEST JUDGMENT.**
When we use the phrase “Secure-in-Place, it is referring to situations where you need to stay where you are or get to a secure place when the threat comes from violence or dangerous persons. This is different from “Shelter-in-Place” which we use to describe taking shelter from dangerous weather-related emergencies.

WHEN IT IS NECESSARY TO SECURE-IN-PLACE, YOU WILL BE SAFEST BY PLACING A LOCKED DOOR OR OTHER BARRICADE BETWEEN YOU AND THE ASSOCIATED VIOLENCE OR DANGER.

HOW DO I SECURE-IN-PLACE?

- Remain Calm!
- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize visibility from the threat, turn off lights, silence phones, draw blinds, and move away from windows.
- Be quiet.
- Await further instructions from CATAWBAAlerts and known emergency personnel.
- Do NOT leave until an “All Clear” is received from CATAWBAAlerts or from known emergency personnel.
**WHAT IF SOMEONE WANTS TO ENTER A SECURE AREA?**
If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Remaining secure means no one enters or leaves until the “All Clear” has been received. Allowing someone to enter a secure location may endanger you and others.

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:
- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:
- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground outside of the secure area.
- Have the subject lift up his or her shirt, coat or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

**WHAT IF SOMEONE WANTS TO LEAVE A SECURE AREA?**
Some individuals may panic or feel the need to get to loved ones or to go for help. THEY SHOULD NOT LEAVE ONCE IN A SECURED LOCATION.
- Do everything possible to calm the person and keep them there.
- Explain why not leaving is important to the safety of all in the secured area.
- If someone forces their way out of the secured location, let them go alone and re-secure your area.

*Chaos, panic and fear can only be minimized - never eliminated - when it is preceded by preparation and planning.*
In advance, locate the nearest exit from your work/class/building location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

**DURING AN EVACUATION**

- If time and conditions permit, secure your workplace or room.
- If time and conditions permit take important personal items with you that are easily accessible such as car keys, purse, medication, and glasses.
- Unless otherwise instructed, move quickly away from the building towards Catawba’s established evacuation safe zone for your area. Check in with your RA if you coming from a residence hall or with your team leader if you are leaving your work area. Students evacuating from classes will check in with their professor once in the safe zone.
- Follow instructions from emergency personnel.
- Check doors for heat before opening, and if the door is hot, do not open it.
- Walk, do not run, push or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities. See below for further instructions.
- Watch for falling glass and other debris.
- Do not return to the building/area until notified that it is safe.
EVACUATING INDIVIDUALS WITH MOBILITY LIMITATIONS

- The best way to help persons with disabilities is to ask them directly how to help them.
- Wheelchairs have movable parts and may be designed to fold up; some are not designed to withstand stress or lifting.
- Lifting a person with minimal ability to move may be dangerous to you or them.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Catawba Public Safety has a stair-chair to take non-ambulatory persons up or down stairs, call them at 704-637-4000 if time and conditions permit.
- Some non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.
- If a person with a mobility limitation cannot be safely evacuated, call 911 immediately and give your exact location.
- Offer to help the visually-impaired as a sighted guide; offer that person your elbow and escort him/her to the evacuation safety zone. As you walk, describe where you are and advise the individual of any obstacles.
- Hearing impaired persons may not hear emergency alarms. Write a note describing the emergency and nearest evacuation route. Or, turn the light switch on and off to gain attention and then indicate through gestures what is happening and what to do.

ADDITIONAL RESOURCES

Human Resources (for employees with disability needs)
www.catawba.edu/about/our-campus/offices/hr/ 704-637-4227

Disability Services (for students with disability needs) 704-637-4410
www.catawba.edu/about/our-campus/offices/student-affairs/counseling/types-services/disabilities/
CATAWBA COLLEGE BUILDING EVACUATION SAFETY ZONES (Fire Safety)

Hedrick Administration: 1st Floor: Grassy area behind flagpoles  
                           2nd Floor: Grassy field at south end of building (towards Hurley)  
                           3rd Floor: Grassy field at north end of building (towards Hollifield)  
                           4th Floor: Grassy area behind flagpoles

Library: All Floors: Grassy area inside parking circle in front of Library

Shuford Science Building: All Floors: Grassy area inside parking circle in front of Science building

Maintenance/Housekeeping All Floors: The basketball court next to the volleyball courts

Williams Music Hall: All Floors: Open field in front of building

Robertson College-Community Center: Lower parking lot at back of Community Center

Ketner Hall: All Floors: Grassy area between parking lot and basketball court

Abernethy PE Building: Grassy Area along side of interior campus parking lot

Hayes Field House: Area along baseball field fence

Cannon Student Center: Basement: Basketball court next to the volleyball courts at back of facility  
                       Ground Floor: Stanback Plaza along multi-level wall

NSSA: On sidewalk across Summit Avenue from this facility

Ruth Richards Athletic House: Flat grassy area across sidewalk on campus side

Omwake-Dearborn Chapel: Grassy area inside parking circle between spotlights and rose garden

Center for Environment: Parking lot behind the Community Center and the quad  
                       area between the Center and Shuford Building at steps to Center

Florence Busby Corriher Theatre:  
                                          All Exits: Top of the steps to the FBC complex in the parking lot of the  
                                          Community Center

Hoke Hall: All Floors: The grassy area at the back of Stanback Hall

Facilities Office (yellow brick house on Summit Ave.): All exits: Parking lot adjacent to the house

Jann House (Public Safety Office on Summit Ave.): All exits: Grassy area behind Jann House between  
                                                Hurley Hall and Williams Music Building

McCachren-Epperson Theatre Arts Office: Parking lot behind building

All Residence Halls All exits: 50 feet away from each building; or follow instructions of RA’s
<table>
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<th>WEATHER-RELATED SAFETY ZONES</th>
<th>(TORNADOES AND SEVERE THUNDERSTORMS)</th>
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<tr>
<td>Omwake-Dearborn Chapel</td>
<td>lower level or enclosed room with no windows</td>
</tr>
<tr>
<td>Corrher Linn Black Library</td>
<td>lower level central area away from windows</td>
</tr>
<tr>
<td>Shuford Science Building</td>
<td>lower level center hallway</td>
</tr>
<tr>
<td>Robertson College-Community Center</td>
<td>Keppel Auditorium- mezzanine seating area</td>
</tr>
<tr>
<td>Center for the Environment</td>
<td>lower level restrooms and classrooms away from windows</td>
</tr>
<tr>
<td>Facilities/Maintenance Building</td>
<td>basement</td>
</tr>
<tr>
<td>Heath Hill</td>
<td>kitchen area</td>
</tr>
<tr>
<td>Heath Hill Lodge</td>
<td>center of the building</td>
</tr>
<tr>
<td>NSSA</td>
<td>basement and landing area of the stairwell on 1st floor</td>
</tr>
<tr>
<td>Jann House/Public Safety</td>
<td>basement</td>
</tr>
<tr>
<td>Hurley Hall</td>
<td>laundry room in basement</td>
</tr>
<tr>
<td>Williams Music Building</td>
<td>basement hallway</td>
</tr>
<tr>
<td>Salisbury Rowan Hall</td>
<td>basement hallway away from windows</td>
</tr>
<tr>
<td>Hedrick Administrative Building</td>
<td>1st floor central hallway and Welcome Center reception area</td>
</tr>
<tr>
<td>Hollifield Hall</td>
<td>central hallway area</td>
</tr>
<tr>
<td>Stanback Hall</td>
<td>short hallways with no windows</td>
</tr>
<tr>
<td>Barger-Zartman Hall</td>
<td>basement and the long hallway</td>
</tr>
<tr>
<td>Hoke Hall</td>
<td>basement computer lab 108/109 and the center offices with no windows</td>
</tr>
<tr>
<td>Woodson Hall</td>
<td>basement level long hallway</td>
</tr>
<tr>
<td>Johnson Tennis Center</td>
<td>coach’s office or restrooms</td>
</tr>
<tr>
<td>Ketner Hall</td>
<td>first floor, Tom Smith Auditorium, File Room 101/102, short internal hallways and center offices away from windows</td>
</tr>
<tr>
<td>Cannon Student Center</td>
<td>service line area of cafeteria, hallway between post office and Wellness Center, lower level restrooms, center section of Proctor Health Center, SGA office, Student Affairs center hallway, and kitchen prep room off the Hurley Room for overflow</td>
</tr>
<tr>
<td>Graham, Purcell, and Fuller Halls</td>
<td>basement hallways</td>
</tr>
<tr>
<td>Goodman East and West Halls</td>
<td>bottom level ground floor, use stairwells for overflow</td>
</tr>
<tr>
<td>Pine Knot Hall</td>
<td>laundry room in the basement, 1st floor central hallway if needed</td>
</tr>
<tr>
<td>Ruth Richards House</td>
<td>basements</td>
</tr>
<tr>
<td>Abernethy Gym and PE Center</td>
<td>lower level center hallway, men and women’s PE locker rooms, weight room, athletic training room, exercise physiology lab</td>
</tr>
<tr>
<td>Newman Park</td>
<td>center of locker room area and rest rooms under the bleachers</td>
</tr>
<tr>
<td>(Ideally get to Hayes Field House or Abernethy Gym)</td>
<td></td>
</tr>
<tr>
<td>Shuford Stadium</td>
<td>under bleachers (Ideally get to Hayes Field House or Abernethy Gym)</td>
</tr>
<tr>
<td>Hayes Field House</td>
<td>team meeting room, conference rooms, kitchen area across from athletic training room, overflow to hallways without windows and locker rooms</td>
</tr>
<tr>
<td>President’s Home</td>
<td>central part of basement</td>
</tr>
<tr>
<td>Cloninger Guest House</td>
<td>basement and formal dining room if needed</td>
</tr>
<tr>
<td>Foil House</td>
<td>lower level central room, upper levels- central hallway</td>
</tr>
<tr>
<td>Maintenance &amp; Grounds (Smokestack)</td>
<td>lower level central rooms</td>
</tr>
<tr>
<td>McCachren-Epperson Theatre Arts Office</td>
<td>interior hallway on first floor or basement of building</td>
</tr>
<tr>
<td>Partners In Learning</td>
<td>Administrative Office- center of building and central offices</td>
</tr>
<tr>
<td>Building closest to Hayes Field House- central part of each room in the corners</td>
<td></td>
</tr>
<tr>
<td>Building closest to goal post- center hallway and restrooms</td>
<td></td>
</tr>
<tr>
<td>Building closest to woods- central part of each room in the corners</td>
<td></td>
</tr>
</tbody>
</table>
Power Outage

IF A POWER OUTAGE OCCURS
- Notify Catawba College Facilities (704-645-4565) during regular business hours, between 8:00 am and 5:00 pm.
- If it is after hours, notify Catawba Public Safety (704-637-4000). Remain calm.
- Wait a few minutes for emergency power to come on to provide emergency lighting.
- If evacuation of the building is required, assist any disabled persons and use the stairway to exit. Do not use elevators.
- Unplug all nonessential electrical equipment, televisions, and computers. Turn off light switches as a surge may blow out left-on lights and other equipment when power is restored.
- Contact Catawba Public Safety for information regarding scope and expected duration of outage.
- Do not light candles; use flashlights and cell phone lights only.
- Cannon Student Center and Ketner Building have emergency power generators. You may gather there if necessary.

IF YOU ARE TRAPPED IN AN ELEVATOR
If you are trapped in an elevator, push the “Call for Help” button. Speak with the dispatcher and identify the building, elevator number, and floor.

IF OTHERS ARE TRAPPED IN AN ELEVATOR
If someone is trapped in an elevator because of a power outage or malfunction, call Catawba Public Safety. Give specific directions to the inoperative elevator and have someone meet emergency personnel outside of the building. Tell passengers to remain calm, help is coming. Talk to passengers until emergency personnel arrive.

A POWER OUTAGE IN A LABORATORY OR RESEARCH FACILITY
- Lab personnel should secure experiments or activities that may present danger when electrical power is off. Also consider what could happen if power is unexpectedly restored.
- Notify the lab supervisor immediately.
- Take actions to preserve human and animal safety as well as research.
- Keep essential research refrigerators and freezers closed throughout the outage to keep them cold.
- If conditions are hazardous, notify Catawba Public Safety.
- If a lab fume hood is non-operational, cap all open containers and close the sash.
When severe weather occurs, College officials will determine whether the College will be closed/delayed. Check Catawba College’s website, check for CATAWBAAlerts, and/or listen to local TV and radio news broadcasts for this information.

WEATHER DEFINITIONS
- **WATCH**  Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.
- **WARNING**  Severe weather has actually been observed. Listen closely to instructions provided by weather and/or emergency officials.

GENERAL ADVICE FOR SEVERE WEATHER RELATED EMERGENCIES
- If weather conditions appear to be threatening, listen for a WATCH or WARNING through commercial radio, weather radio, phone apps, and local television. CATAWBAAlerts will also be activated for severe weather conditions.
- Use telephones for emergency calls only.
- Stay away from downed power lines. Do not handle live electrical equipment in wet areas.
- Leave the area immediately if you smell gas or vapors from chemicals.
- Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by calling 911. Do not move injured persons unless they are in immediate danger.
- Report damage on campus to Public Safety at 704-637-4000 or to Facilities at 704-637-4565.

WHAT TO DO IF THERE IS A SEVERE FLOOD
- Be prepared to shelter-in-place or to evacuate at a moment’s notice.
- Be aware of streams, drainage ditches, underpasses, and other areas known to flood suddenly. Flash floods can occur in these areas with or without warning.
- Shelter on high ground or on top levels of buildings.
- Do not drive through floodwaters in streets.
- Do not go wading in the floodwaters in case there are sewage leaks, snakes, downed power lines, etc. in the water.
WHAT TO DO WHEN THERE IS A TORNADO

- If you hear about a tornado in your area, do not wait until you see it to take cover.
- Seek indoor shelter in the lowest level possible, in an interior room or hallway away from windows and doors.
- Crouch near the floor or under heavy, well-supported objects. Cover your head.
- Avoid windows, corridors with windows, or large free-standing expanses such as gyms or auditoriums. Do not use elevators during a tornado warning.
- Use telephones for emergency calls only.

WHAT TO DO WHEN THERE IS A HURRICANE

- Follow the instructions of local emergency management personnel regarding evacuation. Catawba College will post any such campus evacuation online, and on CATAWBAAlerts and on local media.
- If hurricane conditions already exist outside where you are, stay put. Find shelter as best you can and wait it out. The most violent conditions are likely to pass in 24 hours or less.
- Secure the space by shutting and locking all windows and doors.
- There is usually time to prepare with food, water, a radio, first aid kit, emergency kit, needed medicines, etc.

WHAT TO DO WHEN THERE IS AN EARTHQUAKE

- If indoors, drop to the ground and take cover by getting under a sturdy table or a piece of furniture. Hold on until the shaking stops.
- If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from anything that could fall, such as lighting fixtures or heavy bookcases.
- Use a doorway for shelter only if it is nearby and if you know it is strongly supported.
- Stay inside until the shaking stops and it is safe to move about. Injuries most often occur when people inside buildings attempt to move during the earthquake. Beware of aftershocks.
- If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.

ADDITIONAL RESOURCES
National Weather Service
Charlotte area media

www.weather.gov
www.wbtv.com/weather
www.wsoc.tv/s/weather
www.wcnc.com/weather
http://www.twcnews.com/nc/charlotte/weather.html
http://www.fox46charlotte.com/
WHEN A FIRE ALARM IS ACTIVATED

- Proceed to the nearest exit.
- Using the back of your hand feel the top and bottom of the door for heat. Do not open the door if it is hot. Otherwise, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present. If you feel heat, proceed to an alternate exit.
- Exit the building in a calm manner using the stairs; never use elevators. Remember to close the stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- After you have left the building, go to your area’s designated safety zone and remain there. If there is no designated safety zone, stay at least 50 feet away from the building.
- Do not return to the area until instructed to do so by emergency personnel. Use a fire extinguisher on small (waste-basket sized) fires; but only if it is safe to do so.
- For larger fires, get out; close doors as you leave to confine the fire as much as possible.
- **If clothing catches fire, STOP…DROP…ROLL.**

IF TRAPPED IN A ROOM

- Retreat and close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering.
- Call 911 to report your location.
- Signal from a window, but do not break glass unless absolutely necessary as outside smoke may be drawn in.
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

IF CAUGHT IN SMOKE

- Drop to hands and knees and crawl or crouch low with your head 30 to 36 inches above the floor watching the base of the wall as you go.
- Hold your breath as much as possible.
- Breathe shallowly through your nose using a blouse or shirt as a filter.
IF FORCED TO ADVANCE THROUGH FLAMES
- Hold your breath.
- Move quickly covering your head and hair.
- Keep your head down and close your eyes as often as possible.

HOW TO USE A FIRE EXTINGUISHER
Use the PASS method below to learn more about how to use a fire extinguisher.
- **PULL** Pull the safety pin from the handle.
- **AIM** Aim the nozzle, cone or horn at the base of the fire.
- **SQUEEZE** Squeeze the trigger handle.
- **Sweep** Sweep from side to side and beware of re-flash.
IN THE EVENT OF A SERIOUS ILLNESS OR INJURY, CALL 911
Provide the following information to the dispatcher:

- Exact location of the victim.
- Call back information (your name and number) in case you are disconnected.
- Sex and approximate age of the victim.
- Nature of injury or illness.
- Pertinent medical history, if known.

WHAT TO DO UNTIL HELP ARRIVES
If a serious injury or illness occurs on campus, immediately call 911 and Public Safety at 704-637-4000. When you notify Public Safety, they can provide first aid assistance and direct EMS to the location of the person.

- Remain calm
- Keep victim still and comfortable. DO NOT move the victim unless s/he is in immediate danger.
- Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Ask the victim, “Are you okay?” and “What is wrong?” Note if the victim responds or not.
- Control serious bleeding by applying direct pressure to the wound.
- In case of a minor injury or illness, provide First Aid care. Note the location of the AEDs in your area (see below).

ADDITIONAL RESOURCES
Rowan County EMS
www.rowancountync.gov/GOVERNMENT/Departments/EmergencyServices/EMSDivision.aspx
Rowan County Rescue Squad  www.rowanrescue.org
Novant Rowan Medical Center  www.novanthealth.org/rowan-medical-center.aspx
Hefner VA Medical Center  www.salisbury.va.gov
American Red Cross- local chapter  www.redcross.org/mo2
AUTOMATIC EXTERNAL DEFIBRILLATORS

Open AED unit and clear instructions for use are in the lid of the unit.

Locations

- Hayes Field House, lobby
- Abernethy PE Center, Lobby near Concession Stand
- Ketner Hall, 2nd floor by elevator
- Hoke Hall, 2nd floor hallway
- Cannon Student Center, Student Affairs office
- Williams Music Building, main level lobby
- Hedrick Administration Building, 3rd floor lobby and 1st floor lobby by elevator
- Corriher-Linn-Black Library, 1st floor by elevator
- Omwake-Dearborn Chapel, entrance near fire extinguisher
- Robertson College-Community Center, lobby
- See map of AED locations on website at: http://catawba.edu/files/4914/3154/0102/AED.pdf

FIRST AID KIT
Keep a well maintained First Aid kit at your desk, in your car, and home/room. Each kit should contain at a minimum the following basic items:

- Adhesive bandages and roller bandages (ACE).
- 4” x 4” gauze pads.
- 1” cloth tape.
- Alcohol swabs.
- Eye wash.
- Hot/Cold pack.
- Medical shears and tweezers.
- CPR mask and nitrile gloves.
- Oral glucose (tube).
- Aspirin/Tylenol/Ibuprofen.
- Antacid and Pink Bismuth.
If you are a witness to violent acts or behavior, immediately move away from the incident and then dial 911 to summon the Salisbury Police Department. **If you hear about an incident on campus, please stay away from that area.**

**SUSPICIOUS PERSON OR PEOPLE**
If you witness a person acting in an odd or unusual manner, or if a person or situation makes you feel uneasy, trust your instincts and report it.

- Do not physically confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person’s access to an exit.
- Do not chase or follow the person.
- Call 911. Provide as much information as possible about the person and his or her direction of travel. In your description of the person, include age, race, clothing, height, weight, sex, and hair and eye color, weapons, and any other descriptors you noticed.
- If a suspicious person is standing at your car or near your parking spot, just keep going and call for help.

**SUSPICIOUS VEHICLE**
Signs of suspicious vehicles include:

- Missing or forged license plates.
- Covered or taped windows.
- Any vehicle that appears overloaded or has any substance leaking from it
- Any vehicle containing drums, barrels, or other bulk containers.
- Parked illegally, parked at an unusual location, or appears to be abandoned.
If you see a vehicle that appears to be suspicious, immediately call Catawba College Public Safety at 704-637-4000 or call 911. Give the dispatcher/office the following information:

- State that you are at Catawba College. Give the exact location of the vehicle in question.
- Give detailed description of the vehicle including license plate, vehicle color, vehicle make, model, and any other distinguishing features.
- Give your name and your number you are calling from
- Do not hang up as additional information may be needed
- Follow directions provided by emergency personnel

**NON-EMERGENCY REPORTING**
If you see a suspicious person or vehicle, but the situation is not urgent or is not an emergency, you may choose to use CatWatch to report it.

**YOU ARE CATAWBA'S EYES AND EARS!**
Help keep our campus safe! Through CatWatch, you can ANONYMOUSLY report suspicious persons, activities or incidents on campus. The information shared is used to prevent and solve cases at Catawba.

If there is an emergency situation in progress, call Catawba's Public Safety at 704-637-4000 or dial 911.

**TO REPORT AN INCIDENT ON CATWATCH**

1. Login to CatLink. Under the Home tab, click on the CatWatch link. **OR**
2. Go to the following link: [https://publicdocs.maxient.com/incidentreport.php?catawbacollege](https://publicdocs.maxient.com/incidentreport.php?catawbacollege)
CAMPUS VIOLENCE
The origin of a threat cannot be predicted. Assailants in incidents across the nation have been students, employees, and visitors. In many cases, there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and others. Violent incidents like an act of terrorism, active shooter, assaults, or other forms of violence can occur on or near the College with little or no warning.

SOME INDICATORS OF POTENTIAL VIOLENCE
- Attempts to harm or kill self.
- Extreme or sudden changes in behavior.
- Unexplained increase in absenteeism.
- Decreased performance in work or academics.
- Resistance to change or reasonable limits.
- Over-reacts to changes in policies and procedures.
- Numerous conflicts with others.
- Alienates or isolates self from others.
- Displays paranoia or distrust.
- Difficulty learning from past behaviors or experiences.
- Makes statements indicating approval of use of violence to resolve a problem.
- Identifies with or idolizes persons who have engaged in violence toward others.

KEEPING THE AREA SECURE
- The assailant may not stop until his or her objectives have been met or until engaged or neutralized by law enforcement.
- Always consider the risk of exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise try to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- If you hear a fire alarm, stay inside your secure location unless you see or smell smoke.
REPORTING AN INCIDENT BY CALLING 911
When calling 911, do not hang up. Be prepared to provide as much information as possible:

- **WHERE** is the incident taking place?
- Where are you located?
- Where is the assailant?
- **WHO** does the assailant look like?
- Do you recognize the assailant?
- Do you know his/her name?
- **WHAT** is the assailant carrying?
- What type of weapons did you see?
- Was s/he carrying a backpack, bag, or carrying case?
- What did it look like?
- What did you hear before, during, and after the confrontation? Explosions? Gunshots?
- **HOW** is the assailant communicating?
- What language is being used?
- What threats or commands are being said?

LAW ENFORCEMENT RESPONSE
- Catawba College Public Safety will immediately respond to the area, assisted by other local law enforcement agencies if necessary.
- Remember that help is on the way, so try to remain calm.
- Law enforcement will locate, contain, and stop the assailant BEFORE providing care for the victims.
- Remain inside a secure area. The safest place for you to be is in a secure room.
- The assailant may not flee when law enforcement arrives, but instead may target arriving officers.

IF THERE ARE INJURED PERSONS AROUND YOU
- **Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure. Be prepared to explain this to others. Once the threat is neutralized, emergency personnel will begin treatment and evacuation.**
- If you have injured persons in your secure area, those trained in first aid may assist.

EVACUATION
- Responding officers will establish safe corridors for persons to evacuate. This may be time consuming, so remain calm and be patient.
- You may be searched, instructed to keep your hands on your head, or even placed in handcuffs. Do your best to cooperate.
- You may be escorted out of the building by law enforcement personnel; listen carefully and follow their directions.
- After evacuation, you may be taken to a triage or other holding area for medical care, interviewing, counseling, etc.
- Remain in secure areas until instructed otherwise. Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.
ACTIVE SHOOTER OR ASSAILANT
An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more shooters. It can be a close encounter or from a distance. It can be targeted at a student, employee, or a random victim. It might involve just one room or multiple locations. No two situations are alike. A shooting can occur anytime, anyplace, and involve anyone.

WHAT TO DO IF THERE IS AN ACTIVE SHOOTER OR ASSAILANT
Try to remain calm as your actions will influence others. Have a survival mindset because the consequences are potentially catastrophic. You need to take immediate responsibility for your personal safety and security.

IMMEDIATE ACTIONS
- If possible, move away from the threat as fast as you can.
- If you cannot flee, lock and barricade the doors.
- If there are no locks, barricade the door with furniture.
- Take adequate cover/protection behind solid objects that are as far away from the door as possible. Examples are concrete walls, thick desks, and filing cabinets.
- If the assailant enters your room and leaves, lock or barricade the door after s/he has left.
- If it is safe to do so, allow others to seek refuge with you.

PROTECTIVE ACTIONS
- Close blinds, cover windows, and turn off lights.
- Turn off all computer monitors, radios, and other electronic equipment.
- Silence cell phones before calling 911.
- If it is safe to do so, place signs in exterior windows to identify your location and the location of those who are injured.

IF YOU ARE IN AN UNSECURED AREA
- If you find yourself in an open area, immediately seek protection.
- Put a barrier between you and the assailant.
- Consider trying to escape if you know the location of the assailant and there appears to be an escape route immediately available.
- If in doubt, find the safest area available and secure it the best way you can.
- If the shooter confronts you and you cannot flee, you may be able to hide. You may choose to play dead if there are other victims around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you cannot get into the first building you come to, keep moving and try the next building.
WHAT TO DO IF YOU RECEIVE A THREAT
Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic— but all calls must be taken seriously. If you receive a threat of any kind, immediately call 911. If possible, get a coworker or fellow student to do this while you continue talking with the caller. Permit the caller to say as much as possible without interruption. Then, you ask a lot of questions:

- Where is the bomb?
- When is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause the bomb to go off?

See the next page, Bomb Threat Checklist, for a detailed list of questions to ask, if possible.

RECORD WHAT YOU HEAR
Take notes on everything said and on your observations about background noise, voice characteristics, caller’s emotional state, etc. Write down the caller’s exact words. Also record the exact time that the call was received as well as the following information about the caller:

- The perceived sex, age, accent, and education of the caller.
- The location of the caller and any background noises that you hear.
- A description of the caller’s attitude.
- A description of the caller’s style of speech, speech impediments, or speech traits.

See the next page, Bomb Threat Checklist, for a detailed list of questions to ask, if possible.

CALL 911 IMMEDIATELY
Trained emergency personnel will advise you if evacuation is necessary. Follow their instructions.

WHAT TO DO IF YOU SEE A SUSPICIOUS PACKAGE

- If there has been a threat, and you see a package or foreign object, DO NOT TOUCH IT.
- Immediately call 911.
While a Bomb Threat Checklist may sound like something you will never need to use, you cannot be sure of this. You may not have the list nearby if a call comes in; but if you have read through it and familiarized yourself with its questions, you may be able to provide critical information to emergency personnel that can save lives and/or catch the threat maker.

**BOMB THREAT CHECKLIST**

- Date-
- Time Call Received-
- Time Call Terminated-
- Number where Call Was Received-
- Who Received the Call?-  
- Exact Wording of the Threat-

**WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS**

- When is the bomb going to go off?  
- Where is the bomb right now?  
- What does it look like?  
- What kind of bomb is it?  
- What will cause it to explode?  
- What is your name?  
- Did you place the bomb?  
- Why?  
- What is your address?  
- Is there a special way to identify the bomb?

**DESCRIBE THE CALLER’S VOICE**

- Calm
- Angry
- Excited
- Slow
- Laughter
- Crying
- Normal
- Distinct
- Stutter
- Lisp
- Fast
- Familiar
- Nasal
- Deep
- Disguised
- Accent
- Soft
- Slurred
- Loud
- Cracked Voice
- Ragged/Raspy
- Deep Breathing
- Clearing Throat

Other

**DESCRIBE THE CALLER’S LANGUAGE**

- Well Spoken
- Incoherent
- Irrational
- Message Read by Threat Maker
- Taped Message
- Foul Language

Remarks

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WHAT CONSTITUTES AN EXPLOSION
An explosion is caused by a rapid expansion of gas from chemical reactions of incendiary devices. Signs of an explosion may be:

- A very loud noise, a series of noises, such as hissing, popping, and cracking.
- Vibrations.
- Heat from fire or smoke.
- Falling glass, debris, and building damage.

DURING AND AFTER AN EXPLOSION

- Get out of the building as quickly and as calmly as possible.
- Call 911.
- If your building has a fire alarm system, activate it as you exit; otherwise call 911.
- If you are outside, you should stay outside. Move quickly to an open area away from buildings, trees, power lines, and roadways. If your department/class building has a designated assembly area, move to that location if it is safe to do so.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- Do not use elevators. Use handrails in stairwells; stay to the right.
- Assist others in exiting the building and move to the designated safety zones.
- Wait for and follow instructions from emergency personnel.
- Keep streets and walkways clear for emergency vehicles and crews.
- If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive. Moving debris can cause further collapse and bury victims even deeper.
SUSPICIOUS CHARACTERISTICS IN A LETTER OR PACKAGE
Watch for the following characteristics in a letter or package that is unexpected and suspicious:

- Excessive postage.
- Misspellings of common words.
- Excessive weight.
- Rigid envelope.
- Foreign mail, airmail, or special delivery.
- Handwritten or poorly typed address.
- Restrictive marking such as confidential, personal, etc.
- Excessive securing materials such as strapping tape, string, etc.
- Incorrect titles or titles without names present.
- Oily stains or discoloration.
- Any substance leaking from package.
- Visual distractions.
- Lopsided or uneven.
- No return address.
- Protruding wires or tinfoil.

SUSPICIOUS PACKAGE PROCEDURES
- From a safe location notify Catawba Public Safety or call 911.
- Move people away from the package and limit access to the area.
- Do not move or open the package, and do not investigate too closely.
- Do not cover, insulate or place the package into a cabinet or drawer.

WRITTEN THREAT
If a written threat warning of an explosive device (or other danger) is received, contact Catawba College Public Safety immediately at 704-637-4000. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, avoid unnecessary handling. Try to preserve evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks. These are essential to tracing the threat and identifying the author.
Cyber Crime

- Cyber crime refers to illegal activities that take place online, including fraud, spam, identity theft, computer viruses and worms, cyber stalking, harassment, drug trafficking, sexual predators, malware or spyware, phishing schemes and the like.
- So many people have access to a computer whether at home, school, or a local coffee shop. As a result, cyber crime can be committed from almost anywhere. And falling victim may be easier than you would think.
- Cyber crime includes receiving threats of harm or violence online from those you know and/or those you do not know. These can be direct threats via email or Facebook, for example, or indirect threats from blog postings, etc.
- Persons may also experience harassment or stalking via their landlines or cell phones.

If you believe that you are a victim of cyber crime, contact Catawba Public Safety at (704) 637-4000 and Catawba’s Information Technology at 704-637-4666.

HOW TO CONTACT INFORMATION TECHNOLOGY
Phone: (704) 637-4666
Online IT Service Request System (Help Desk): https://helpdesk.catawba.edu

Catawba IT offices are located on the first floor of Hoke Hall. The public entrance is on the North Park Drive side of the building. Hours of operation are:

- Monday and Thursday: 7:45am-6:30pm
- Tuesday, Wednesday, and Friday: 7:45am-5:00pm
- Saturday and Sunday: CLOSED
Hazardous materials are substances with dangerous ingredients—particularly chemicals that can hurt the environment, cause injury, or even death. When used with caution, they can be safely used in laboratory instruction, industry, agriculture, medicine, research, and even in our homes. But, if misused and released, they can be very harmful.

**DURING A SMALL OR MINOR SPILL**
Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned up by following the warnings and cautions on the container’s label or the material safety data sheet (MSDS). If you need assistance with the cleanup of a spill, contact Catawba Public Safety (704-637-4000), Catawba Facilities Management (704-645-4565), and/or Catawba Environmental Services (704-637-4242).

**DURING A HAZARDOUS MATERIALS EMERGENCY**
Procedures for laboratory personnel to handle chemical, biological, or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine the appropriate emergency response for their areas. A hazardous materials emergency exists when cleanup of a hazardous material spill is beyond the level of staff knowledge, training, or ability and/or the situation is immediately dangerous to the life and health of persons in the spill area.

If a hazardous materials emergency exists:
- Alert people in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people. In addition to safety equipment in the buildings with chemical laboratories, Proctor Health Services has an eyewash station.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the building.
- Notify Catawba Public Safety of the type of chemical, location, and size of the spill. Always call from a safe location.
REPORTING A HAZARDOUS MATERIALS EMERGENCY
Report the following information:
- Location of the spill, name of the chemical, and quantity.
- Name and telephone number of the caller.
- Extent of injuries, if any.
- Environmental concerns, such as the location of storm drains and streams.

CHEMICAL, COMMERCIAL CLEANING PRODUCTS, AND SOLVENT SPILLS
Any spill that could potentially cause injury to a person or property must be reported to the College through Public Safety. If an immediate hazard exists or medical assistance is required, call 911.
- Confine the spill,
- Evacuate and secure the immediate area; only allow authorized personnel to access the contaminated area. Notify area supervisor.

TOXIC FUMES RELEASE
- Evacuate the area immediately if you smell gas or other toxic fumes, experience irritation, coughing, burning eyes, and/or difficulty breathing.
- If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and call 911. Do not re-enter the area until advised to do so by emergency personnel.

RADIOACTIVE LEAK OR SPILL
- Limit the spread of the spill.
- Evacuate immediately.
- Notify others in the area that a spill has occurred. Keep untrained people out of the area.
- Call 911.
- If you have skin contamination, go to the nearest sink away from the spill and wash the affected area with tepid water.

BIOLOGICAL RELEASE OR SPILL
- Examples are blood or vomitus.
- Call Public Safety to notify Facilities personnel to come decontaminate the spill.
- If Facility personnel are not available, use personal protection such as gloves and glasses and decontaminate the spill with appropriate disinfectant.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, and then call Catawba Public Safety.
- If a blood borne pathogen exposure or needle stick injury has occurred, go to the nearest sink and wash affected area with warm water and soap.

ADDITIONAL RESOURCES
North Carolina Poison Control www.ncpoisoncenter.org
Environmental Protection Agency www.epa.gov
Occupational Safety & Health Administration www.osha.gov
COPING WITH EMOTIONS
You may be surprised at how you and others feel after a disaster. It can stir up a variety of unanticipated feelings, and they are as important to address as bodily injuries, damaged homes, and possessions. Children, senior citizens, people with disabilities, and people for whom English is not their first language are especially at risk and may need extra attention. It is important to calmly let them know that they are safe and that help is available. Some basic steps you can take to meet emotional needs are:
- Try to return to as many of your normal routines as possible.
- Get rest and drink plenty of water.
- Limit your exposure to the sights and sounds of disaster, especially on television, the radio, and other media outlets.
- Focus on the positive.
- Recognize your own feelings. Cry if needed, talk about your anger.
- Learn about survivor guilt from campus counselors.
- Reach out and accept help from others.
- Do something you enjoy.
- Seek comfort and support. Stay connected with your family or other supporters.
- Realize that recovery can take time.

If you have more questions or observe behaviors in others that concern you, contact a campus counselor or health professional at Counseling Services (704-637-4307) or Health Services (704-637-4404).
IMMEDIATELY AFTER A DISASTER

- Work on regaining your calm. Use deep breathing. Exercise off any adrenaline.
- Have injuries treated by a medical professional.
- Small wounds may be washed with soap and water and then bandaged to reduce the risk of infection. Replace bandages if they become soiled, damaged, or waterlogged.
- Pace yourself. You may find yourself in the position of taking care of other people. Listen carefully, and deal patiently with urgent situations first.
- You may need water and food if much time has passed. Eat very lightly, nothing rich.
- Check with local authorities to learn if your residence is safe to enter.
- Doors or windows may be cordoned off with yellow tape to indicate damage. If a structure bears a sign, do not enter it until you get official information about what the sign means and advice about the safety of entering.

CHECKING YOUR BUILDING/RESIDENCE

- Check your room/workspace for equipment damage and/or when rebooting after a power outage.
- Check for any structural damage. Report it to Catawba Facilities.
- Check to see if anything is missing. If so, report it to your RA and/or Public Safety.

REPLACING VITAL DOCUMENTS

<table>
<thead>
<tr>
<th>Document</th>
<th>Contact for Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catawba One Card</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Other School Records</td>
<td>Contact the issuing school</td>
</tr>
<tr>
<td>Government issued ID</td>
<td>Contact the issuing government agency</td>
</tr>
<tr>
<td>Driver’s License</td>
<td>Department of Motor Vehicles (in issuing state)</td>
</tr>
<tr>
<td>Vehicle Registration</td>
<td>Department of Motor Vehicles (in issuing state)</td>
</tr>
<tr>
<td>Insurance Policies</td>
<td>Your insurance agent or company</td>
</tr>
<tr>
<td>Military Records</td>
<td>File a Form SF-180 with the US National Archives</td>
</tr>
<tr>
<td>Passport</td>
<td>US Department of State, Forms DS-11 and DS-64</td>
</tr>
<tr>
<td>Green Card</td>
<td>File a Form I-90 with US Immigration</td>
</tr>
<tr>
<td>Other US Citizenship Papers</td>
<td>US Bureau of Citizenship and Immigration Services</td>
</tr>
<tr>
<td>Birth, Death &amp; Marriage Certificates</td>
<td>Bureau of Records for the state of issue</td>
</tr>
<tr>
<td>Social Security and Medicare Cards</td>
<td>File a Form SS-5 with the US Social Security Adm.</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>Contact your SS-5 with the US Social Security Adm.</td>
</tr>
<tr>
<td>Titles to Deeds</td>
<td>Contact your card issuer as soon as possible</td>
</tr>
<tr>
<td>Mortgage Papers</td>
<td>Records departments where the property is located</td>
</tr>
<tr>
<td></td>
<td>Contact your lending institution</td>
</tr>
</tbody>
</table>