

ELON UNIVERSITY

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**EMERGENCY**  
RESPONSE GUIDE

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*MAIN CAMPUS*

 FOR EMERGENCIES CALL **9-1-1**

Campus Safety & Police **(336) 278-5555**

Campus Extension **x5555**

# **POLICE, FIRE & SERIOUS MEDICAL EMERGENCIES**

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**IN AN EMERGENCY**

**CALL 9-1-1**

## **Remember... Stay calm.**

**Help others remain calm. When you are reporting an emergency situation, give concise, accurate answers to the 911 operator.**

**DO NOT HANG UP UNTIL TOLD TO DO SO.**

The authority to declare a campus state of emergency will be made by the University President or his designee. During the period of any campus major emergency, the University shall place into effect the appropriate procedures necessary in order to meet the emergency needs to maintain educational facilities, with the primary concern being the safety of personnel. Campus Safety & Police shall immediately consult with the President, Provost, and the Vice President for Business Finance and Technology regarding the emergency and the possible need for a declaration of a state of emergency.

When the declaration is made, only authorized persons will be permitted on campus. Unauthorized persons remaining on site may be subject to arrest in accordance with the North Carolina Crimes statutes.

This guide was designed to provide the Elon University community with the general knowledge of certain emergency conditions as they may be related to weather, terrorist attacks, natural disasters and the reporting of medical situations and criminal activities.

**Keep this guide by your telephone or in a central location for quick reference.**

**Campus Safety and Police 336-278-5555--campus ext. 5555**

# REPORTING AN EMERGENCY

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IN AN EMERGENCY

 CALL 9-1-1

## Remember... Stay calm.

Help others remain calm. When you are reporting an emergency situation, give concise, accurate answers to the 911 operator.

**DO NOT HANG UP UNTIL TOLD TO DO SO.**

**First call 911.** The Alamance County communications center handles all emergency (911) calls for assistance and will dispatch police, fire or EMS services. Please DO NOT hang up the phone until the operator has obtained all necessary information. The operator may ask a variety of questions to properly inform the responding personnel of the situation. Emergency telephones are located throughout campus [Blue Light phones and interior building phones are listed on the Campus Safety and Police Web Site]. Anyone may use them for emergency communications.

**What the 911 operator will need to know:**

1. **THIS PHONE NUMBER:** Where you are?      INSERT PHONE # \_\_\_\_\_.
2. **THIS ADDRESS:** Where are you located?      INSERT ADDRESS \_\_\_\_\_.
3. **NATURE OF PROBLEM:** What's wrong?      Fire, Police, Medic/Ambulance

**Then call Elon University Campus Dispatch at 336-278-5555** and inform them of the incident. The on-site security officer or police officer will respond to all **fire alarms, minor illnesses and injuries to students.**

TO REPORT A CRIME, A NON-EMERGENCY:

 DIAL 336-278-5555

Consult Information pages in your telephone directory for the appropriate administrative agency for your non-emergency problems.

# CAMPUS EVACUATION

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IN THE EVENT OF A CAMPUS EVACUATION

## FOLLOW THESE GUIDELINES

1. Remain calm.
2. Listen carefully to instructions.
3. Arrange for transportation out of the Elon area by driving yourself, or arranging a ride with a friend or coworker.
4. If you cannot obtain transportation, meet at one of the two designated evacuation points on campus for emergency bus transportation.

**1) Moseley Center Parking Lot by Boney Fountain**

**2) Back of McMichael Science Center in the parking lot**

**\*\*IF THE EMERGENCY IS LOCATED AT MOSELEY CENTER AND/OR  
McMICHAEL, OTHER EVACUATION POINTS WILL BE DETERMINED AT THE  
TIME OF THE INCIDENT.\*\***

5. Do not take your possessions with you. Take only what you need.
6. Follow the evacuation route out of the Elon University area and listen for further instructions on your radio, E-net, digital signage, e-mail, text messages, broadcasts alerts through telephone speakers, desktop message alert system, and loud speakers on police cars.
7. Do not return to campus until you have been instructed to do so.

# FIRE

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IN THE EVENT OF A FIRE

 CALL 9-1-1

## Remember... Stay calm.

Help others remain calm. When you are reporting an emergency situation, give concise, accurate answers to the 911 operator.

**DO NOT HANG UP UNTIL TOLD TO DO SO.**

Report all fires to the 9-1-1 operator immediately by using any of the emergency telephones found in the building. Activate your building's fire alarm.

Follow **BUILDING EVACUATION** procedures.

Take essential personal possessions with you (e.g. car keys, glasses, purse, and medications).

### Survival Tips:

1. If you are trapped in a building on fire, hang an article of clothing, towel, etc. outside the window to mark your location. Stay close to the floor where the air is more breathable. Shout at regular intervals to alert emergency personnel.
2. Know the locations of fire extinguishers, fire exits, alternate exits and where the alarm system stations are in case you need to activate one.
3. There are few false fire alarms, so every alarm needs to be taken seriously. It is a myth to think you are safe if you don't see or smell smoke. Fires travel quickly and may block your escape route(s) within minutes.

# BUILDING EVACUATION

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IN THE EVENT OF A BUILDING EVACUATION

 FOLLOW THESE GUIDELINES

## Remember... Stay calm.

Help others remain calm. When you are reporting an emergency situation, give concise, accurate answers to the 911 operator.

**DO NOT HANG UP UNTIL TOLD TO DO SO.**

**Campus Safety and Police phone number is 278-5555 campus ext. 5555.**

Any person is authorized to pull an emergency fire alarm in any situation that in his or her best judgment requires urgent evacuation notification to others in the building. The alarms will be transmitted to campus dispatch, but may be delayed in registering, so call directly to the Alamance County Communications Center by dialing-911, then Campus ext. 5555.

When a building alarm sounds - or when told to evacuate by any authorized personnel - walk quickly and calmly to the nearest exit. Persons who refuse to cooperate with a building emergency evacuation will be subject to the University Judicial authorities.

**Take essential personal possessions with you (e.g. car key, glasses, medications, purses).**

Assist disabled persons. Do not move injured persons unless there is an imminent threat to their lives - if an injured person's life is in danger, move him or her only as far as necessary for safety (usually the nearest stairway landing or ground floor exit). **Do not use elevators** - in case of a fire they can become inoperable which may result in serious injury or death.

Once outside, move to your building's designated rally point. Check in with a member of your department or instructor. Stay away from building entrances and any emergency vehicle access areas until the all clear is given.

 **Rally point evacuation information and shelter locations are posted in each building.**

Do not re-enter a building until notified by emergency personnel.

# BUILDING EVACUATION

# EMS/MEDICAL EMERGENCIES

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IN THE EVENT OF A MEDICAL EMERGENCY

 CALL 9-1-1

## Remember... Stay calm.

Help others remain calm. When you are reporting an emergency situation, give concise, accurate answers to the 911 operator.

**DO NOT HANG UP UNTIL TOLD TO DO SO.**

In case of minor injuries, you can contact Campus Police at ext. 5555. An officer will respond to assess the situation and render assistance. Elon University **does not** provide transport to doctors office visits, pharmacies, or out-patient care services.

Students who need transport to/from Alamance Regional Medical Center (ARMC) or other medical or psychological providers should contact Golden Eagle Cab Company at (336) 227-0550. They should indicate they are an Elon student and need transport for a medical appointment or the hospital. Students will complete a "charge slip" but do not have to pay at the time of service. The "charge slip" will be forwarded on to the R.N. Ellington Health Center who will pay the cab company directly and then will charge the student via their student account.

### Things to remember:

1. Keep the victim still and comfortable.
2. Do not move any injured person unless there is an immediate threat to his or her life - then move the victim only as far as necessary.
3. Ask the victim "Are you OK?" or "What is wrong?"
4. Check breathing and give cardio-pulmonary resuscitation (CPR) if necessary.
5. Control serious bleeding by sustained direct pressure on the wound.
6. Continue to assist the victim until help arrives.
7. Look for a Medic-Alert or other medical ID tag.
8. Question witnesses.
9. Give all information to the 9-1-1 operator.

**Medical assistance should only be administered by a certified provider.**

# HAZARDOUS MATERIALS LEAKS & SPILLS

IN THE EVENT OF A DANGEROUS RELEASE

 FOLLOW THESE GUIDELINES

## Remember... Stay calm.

Help others remain calm. When you are reporting an emergency situation, give concise, accurate answers to the 911 operator.

**DO NOT HANG UP UNTIL TOLD TO DO SO.**

A dangerous good or hazardous material is any solid, liquid or gas that can harm people, other living organisms, property, or the environment. A dangerous good or hazardous material may be radioactive, flammable, explosive, bio-hazardous, toxic, corrosive, oxidizing, asphyxiating, pathogenic, allergenic or may have other characteristics that render it dangerous or hazardous under certain conditions.

Upon witnessing or discovering an unintentional/ intentional release of dangerous goods or hazardous materials, Elon University Campus Safety and Police recommend that the person(s) responsible for the area or activity perform the following tasks:

1. Remain Calm- Provide for the life safety of those at risk.
2. Summon help- activate the building fire alarm - dial 911 from a safe location and contact Campus Safety and Police – 5555.
3. Identify the materials involved- secure a copy of the Material Safety Data Sheets – located at Physical Plant (As well as online and various places in McMichael Science Center).
4. Secure the area.
5. Deny entry.
6. Account for the occupants.
7. Wait for help in a safe location.

**Priorities are always**

**Life Safety- Stabilization- Conservation of Property and Environment**

# UTILITY FAILURE

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## IN THE EVENT OF A UTILITY FAILURE

## FOLLOW THESE GUIDELINES

- A. In case of a major utility failure during regular business hours (8 a.m.-5 p.m. weekdays), immediately notify the **Physical Plant office at ext. 5500**.
- B. If you believe there is potential danger to building occupants, **dial 911**. The Campus Safety and Police phone number is 278-5555—campus ext. 5555.
- C. If the utility failure occurs after regular hours for non-emergency reporting call **ext. 5555 Campus Safety and Police**, or in an emergency, **dial 911**.

### Survival tips for other utility emergencies

1. **Power Outage** – In the event of loss of power, contact Campus Safety & Policy at ext. 5555. Department offices should have flashlights on hand should you not keep one.
2. **Elevator Failure** - If you are trapped, use the emergency telephone in the elevator front control panel to contact Campus Safety & Police at ext. 5555. If the elevator does not have an emergency telephone, use the emergency alarm to signal for help.
3. **Plumbing Failure/Flooding** - Stop using any electrical equipment. Vacate the area if necessary. Notify Campus Safety & Police at ext. 5555 Notify Physical Plant at ext. 5500.
4. **Gas Leak** - Stop what you are doing. Do not turn on lights or any electrical equipment - a spark from an electrical switch can cause an explosion. Vacate the area. Dial 911.
5. **Steam Line Failure** - Vacate the area. Notify Campus Safety & Police at ext. 5555. Notify Physical Plant at ext. 5500.
6. **Ventilation Problems** - If smoke or noxious odors come from the ventilation system, vacate the area. Notify Campus Safety & Police at ext. 5555. Notify Physical Plant at ext 5500.

# CAMPUS WIDE EMERGENCY

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## IN THE EVENT OF A CAMPUS EMERGENCY E FOLLOW THESE GUIDELINES

Notification of a CAMPUS WIDE EMERGENCY or a disaster will be made to the campus community by using one or more of the following communication channels:

1. Broadcast alerts through telephone speakers located in classrooms, office phones, and common/area hall phones in residence halls
2. Campus wide email.
3. WSOE and/or other local radio or TV stations.
4. Public address system announcements through Campus Police.
5. Person to person in academic and administration buildings through faculty and administrators, physical plant employees or building coordinators.
6. Person to person in Residence halls by Residence Life staff.
7. Desktop computer alerts
8. Campus Digital Signage will broadcast the emergency message
9. E-Net Text message alerts – must be signed up through E-Alert: Elon's Notification System online: [tiny.cc/elontext](http://tiny.cc/elontext)

### **What You Should Do in an Emergency:**

Depending on the type and extent of the emergency, you will be instructed to evacuate a building or a portion of the campus and move to a safe area, or you will be instructed to remain in the building and await further instructions. In the unlikely event that the entire campus needs to be evacuated, you will receive instructions on how to leave the Elon University and surrounding metropolitan area via a pre-designated evacuation route.

### **Campus Emergency:**

1. Remain calm.
2. Listen carefully to instructions.
3. Move out of the building you are in and go to other campus buildings/areas as instructed or remain in the building and await further instructions.
4. Do not return to your residence halls or office in another building to retrieve personal possessions unless you are instructed to do so.
5. Stay in the building until the emergency has passed and you receive instructions that it is safe to leave.

# BOMB THREAT

IN THE EVENT OF A BOMB THREAT

## FOLLOW THESE GUIDELINES

The primary goal of the bomb threat procedure is to minimize injury to people, damage to the facility, and avoid disrupting normal schedules. The purpose of this policy is to establish procedures for handling bomb threats and actual bomb emergencies. All bomb threats should be taken seriously and any employee receiving a telephone bomb threat should attempt to remember all details of the conversation. Employees should never take safety for granted.

**If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately notify Campus Police by dialing (336) 278-5555.**

**If you RECEIVE a Bomb Threat:**

1. Remain calm in obtaining as much information from the caller as is possible. For help with proceeding, view the Bomb Threat Report Form (see next page).
2. If your building is the OBJECT OF THE THREAT, call 911 immediately and alert all persons in the threatened area to evacuate. University employees are suggested to make a cursory inspection of their area for suspicious objects, and report their findings to law enforcement upon arrival. Remember not to approach or touch suspicious objects.
3. If you receive a threat of another building or location in the area call 911 immediately. A Campus Police Officer will be dispatched to handle the necessary evacuation. Again, provide your location and name and number for contact.
4. Provide concise, accurate information to the operator.  
**DO NOT HANG UP UNTIL ASKED TO DO SO.**
5. Make yourself available to responding authorities in the event that additional information is required.
6. As a reminder, the Bomb Threat Report Form serves as a guide to what information concerning the call is necessary to diffuse the situation in a safe and timely manner.

**What NOT To Do!**

- Do NOT panic!
- Do NOT look for the bomb!
- Do NOT give any information about the bomb threat to anyone except Law Enforcement Personnel.
- Do NOT give any statement to the media. Press releases will be coordinated from the University Relations Department.

The senior Elon University Police Officer on the scene is the official in charge at the scene and all communications should go through him/her.

## **BOMB THREAT PROCEDURES**

# BOMB THREAT REPORT FORM

**Instructions: BE CALM, BE COURTEOUS, LISTEN, And DO NOT INTERRUPT THE CALLER. IF POSSIBLE, NOTIFY THE UNIVERSITY DISPATCHER while the caller is on the line.**

Date: \_\_\_\_\_ Time started: \_\_\_\_\_ Time Hung Up: \_\_\_\_\_

Exact words of person placing the call:

## QUESTIONS TO ASK

1. When is bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_

Try to determine the following: [circle as appropriate]

Caller's Identity:		Male	Female	Age yrs.:	Adult	Juvenile		
Voice:	Loud	Soft	High Pitch	Deep	Raspy	Pleasant	Quiet	Intoxicated
Accent:	Local	Not Local	Foreign	Region/Nationality: _____				
Speech:	Fast	Slow	Distinct	Distorted	Stutter	Nasal	Slurred	Lisp
Language:	Excellent	Good	Fair	Poor	Foul			
Manner:	Calm	Angry	Rational	Irrational	Coherent	Laughing		
	Incoherent	Deliberate	Emotional	Righteous	Intoxicated			
Background noises:	Office	Machines	Factory Machines	Bedlam	Music			
	Train	Animals	Quiet	Voices	Mixed	Street Traffic		
	Airplane	Party	Laughing in Background					

**After the Caller hangs up:** Notify your supervisor, and the University Dispatcher.  
TALK TO NO ONE other than instructed by Campus Police.

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Receiving Telephone Number

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Person Receiving the Threat

# BOMB THREAT REPORT FORM

# SEVERE WEATHER

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IN THE EVENT OF SEVERE WEATHER

## FOLLOW THESE GUIDELINES

**Flooding/Heavy Rains:** Flash floods can strike any time and any place with little or no warning. In mountainous or flat terrain, distant rain may be channeled into gullies and ravines, turning a quiet streamside campsite into a rampaging torrent in minutes. City streets can become rivers in seconds.

Observe these flash flood safety rules. They could save your life.

1. Keep alert for signs of heavy rain (thunder and lightning), both where you are and upstream.
2. Watch for rising water levels, know where high ground is and get there quickly if you see or hear rapidly rising water.
3. Be especially cautious at night. It's harder to recognize the danger then.
4. Do not attempt to cross flowing water which may be more than knee deep. If you have doubts, don't cross.
5. Don't try to drive through flooded areas, if your vehicle stalls, abandon it and seek higher ground immediately.
6. During threatening weather; listen to commercial radio or TV, or NOAA Weather Radio for Watch and Warning Bulletins.

**Flash Flood WATCH:** This means that it is possible that rains will cause flash flooding in the specified area. Be alert and prepared for a flood emergency.

**Flash Flood WARNING:** This means flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately.

**Weather Related Information Call 278-SNOW[7669]**

# SEVERE WEATHER

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IN THE EVENT OF SEVERE WEATHER

## FOLLOW THESE GUIDELINES

**Hurricane WATCH:** Hurricane conditions pose a possible threat to your area. Listen to NOAA Weather Radio and commercial radio and television for the latest information and instructions for your location.

**Hurricane WARNING:** Hurricane conditions are expected in your area within 24 hours. Areas subject to storm surge or tides should be evacuated as well as areas which could be isolated by flood waters. Follow the instructions of local officials. You will not be asked to leave your home unless your life is threatened. When your area receives a hurricane warning:

1. Leave low-lying areas.
2. Protect your windows with boards, shutters, or tape, and secure outdoor objects or bring them indoors.
3. Fuel your car.
4. Save several days' water supply.
5. Stay at home if it is sturdy and on high ground.
6. Leave mobile homes for more substantial shelter.
7. Stay indoors during the hurricane.

**Tornado WATCH:** If a tornado "watch" is issued for your area, it means that a tornado is "possible."

**Tornado WARNING:** If a tornado "warning" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately. If a tornado warning is issued seek shelter in the following places:

- a. Basement or ground floor windowless interior room
- b. Basement or ground floor windowless closet or bathroom
- c. Basement or ground floor interior hallway with no windows or under a stairwell with no windows.

If possible cover yourself with thick padding (mattresses, blankets, etc.) If you are to evacuate campus you will be notified by the proper campus authority.

**Earthquakes:** Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you. Drop under a sturdy desk or table, hold on, and protect your eyes by pressing your face against your arm. If there's no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you.

**Weather Related Information Call 278-SNOW[7669]**

**SEVERE WEATHER**

# THEFT, HARASSMENT, & HARASSING PHONE CALLS

TO REPORT A CRIME, A NON-EMERGENCY:

 DIAL 336-278-5555

Anyone can be a victim of crime. Most criminals select their victims based upon opportunity, usually seeking opportunities of crime as opposed to targeting a specific person. If you are a victim on campus, you should immediately report it to Campus Police.

1. **Theft** is one of the more prevalent crimes on campus. Thefts occur most often when property is left unattended or unsecured. Keep your belongings close to you or secured if you're going to be away from them. For Non-emergency reporting, call ext. 5555 Campus Safety and Police.
2. **Harassment** can be, and usually is, a crime directed specifically at you. It could be a problem with a personal relationship, or that someone felt offended during a brief encounter you had with him or her, or that you represent an organization that the actor has had a negative interaction with. For non-emergency reporting, call ext. 5555 Campus Safety and Police.

Harassment is more than just being annoyed at someone's words or accusations. Given we work for an organization which provides a customer service; we are subject to persons being angry at what we do or not do. Sometimes we must deal with people venting their anger or frustration, but when that is displayed in a threatening, harassing, obscene, or violent manor, it's harassment.

In part, by legal definition, harassment is when someone "strikes, shoves, kicks or otherwise subjects the other person to physical contact..." or threatens to do so, follows you "in or about a public place", "repeatedly commits acts which serve no legitimate purpose", communicates to you in a lewd, threatening, or obscene manner, or repeatedly communicates in an anonymous manner. If you feel that someone's conduct towards you rises to this level, call Campus Police.

**For further information, refer to the Identity-Based Bias and Violence section.**

3. **Counseling Services:** Remember, there are a variety of counseling services available to victims of crime. If you have been mentally or physically traumatized by an incident that occurred to you, there is help available.

**Survivors/victims can make an appointment with Student Health Services by calling 336.278.7230.**

# **THEFT, HARASSMENT, & HARASSING PHONE CALLS**

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**TO REPORT A CRIME, A NON-EMERGENCY:**

 **DIAL 336-278-5555**

## **Harassing Phone Calls**

If you receive obscene, abusive, harassing, or threatening calls, the following are suggestions that may prevent further problems of this nature and/or assist in identifying the caller:

1. Hang up at the first obscene word.
2. Hang up if the caller remains silent the second time you say hello.
3. Do not give any information such as your name, address, or verify your phone number until the caller has been properly identified as someone you know. The best response from you is as little as possible.
4. Remain calm, don't give any indication the call upsets you.
5. Keep a record of the calls. Write down the date and time of the call, what was said, and the characteristics of the caller, such as a deep or high voice, accent, background noise, intoxicated, etc. If your phone has a caller ID feature, record or save the callers number.
6. If calls persist, call Campus Police at ext 5555 and file a report.
7. Be selective with whom you tell about the calls. Many obscene or harassing phone calls are made by acquaintances or someone you may have had a recent negative encounter with. Handle calls properly by discussing them only with the proper authorities that can help you deal with this.
8. You may also contact the Director of Inclusive Community Wellbeing — (336) 278-5017 or [lroyster@elon.edu](mailto:lroyster@elon.edu).

**For further information refer to the Identity-Based Bias and Violence section**

# **IDENTITY-BASED BIAS AND VIOLENCE**

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IN AN EMERGENCY OR YOU ARE IN IMMEDIATE DANGER

 **CALL 9-1-1**

For confidential advocacy and to learn your options for reporting and support call SAFEline at (336) 278-3333

For non-emergency reporting and to access other resources, call Campus Safety and Police at (336) 278-5555

A. Identity-based Bias, Harassment, Discrimination or Violence is any act which a victim or survivor's identity (gender identity, gender expression, sex, sexual orientation, race, ethnicity, national origin, religion, language, class, ability) is used to degrade, discriminate, harass or intimidate the victim/survivor. Actions that cause the victim/survivor to be afraid or intimidated or degrading language, images or conduct which are based on the victim or survivor's identity but do not break the law are classified as Bias Incidents. Crimes committed which are based on a victim or survivor's identity, including threats, destruction of property or physical violence, may be classified as Hate Crimes.

Options for support or reporting:

- Call SAFEline to speak with a confidential advocate – (336) 278-3333
- Send an email or call the Director for Inclusive Community Wellbeing – (336) 278-5017 or [lroyster@elon.edu](mailto:lroyster@elon.edu)
- Report online at <http://www.elon.edu/e-web/org/inclusive-community/>
- Call Campus Safety and Police at (336) 278-5555

Other information responding to identity-based bias incidents and hate crimes can be found at the website for Inclusive Community listed above.

SAFEline is a confidential phoneline that Elon community members can call to receive support and resources related to identity-based or interpersonal violence.

# **IDENTITY-BASED BIAS AND VIOLENCE**

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Elon University recognizes the serious and negative impact of interpersonal violence, including sexual violence, on individuals and the University community. Elon has zero tolerance for offenders who commit interpersonal violence. The University strongly supports a victim's right to seek justice through the legal/judicial system and/or university processes. Survivors/victims are encouraged to seek support through one of the multiple avenues offered by the University, including confidential advocacy through SAFEline, the Coordinator for Violence Response and university counseling services.

**A. Sexual violence** – Any attempted or actual sexual contact directed toward another person in the absence of active consent including groping, touching, sexual exploitation, sexual assault or rape. Sexual harassment is any unwelcome sexual advances, requests for sexual favors or other sexually expressive behavior that creates an intimidating or offensive environment.

**Options for victims and survivors:**

- Survivors/victims can call SAFEline (24/7) at (336) 278-3333 to talk or meet with a confidential advocate who can provide support, give resources and information and be with the survivor/victim through any process or action chosen, including reporting.
- Survivors/victims can call Campus Safety and Police at (336) 278-5555 or another police department to file a report and receive support. Victims/survivors can file an initial report without pressing charges.
- Survivors/victims can go to the local hospital for a Sexual Assault Forensic Evidence exam (rape kit) without having to file a report. In order to preserve evidence, survivors/victims should not shower, bathe, clean the scene of the assault, dispose of or wash clothing.
- Survivors/victims can receive medical attention through local hospitals or urgent care center or by making an appointment at Student Health Services by calling (336) 278-7230.

**B. Relationship Violence** is a broad term that encompasses any form of relationship abuse such as physical (pushing, hitting), sexual (rape, exploitation), verbal (threats), social (isolation), emotional (degrading language) or economic abuse. Stalking is a term used to describe any course or pattern of behavior that would cause a reasonable person to feel fear or intimidation. Stalking can be a form of relationship abuse.

**Options for victims and survivors:**

- Survivors/victims should get to a safe place and consider the following:
- Survivors/victims can call SAFEline (24/7) at (336) 278-3333 to talk or meet with a confidential advocate who can provide support, give resources and be with the victim/survivor through any process or action they choose, including reporting.
- Survivors/victims can call Campus Safety and Police at 336.278.5555 or another police department to file a report and receive support. In order to preserve evidence, victims/survivors should keep any physical evidence including voicemails, text messages or emails.
- Survivors/victims can receive medical attention through local hospitals or urgent care center or by making an appointment at Student Health Services by calling (336) 278-7230.

# **IDENTITY-BASED BIAS AND VIOLENCE**

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Other helpful information can be found on the Sexual and Relationship Violence Prevention and Response website at

<http://www.elon.edu/e-web/students/saa/default.xhtml>

or by calling (336) 278-5009.

**Policies related to the Clery Act:**

Campus Security Authorities (CSAs) are described at Elon as campus and local police departments, Student Life professional and student staff, student organization advisors, athletic directors and coaches and Title IX Officers.

CSAs must submit all reports of bias-motivated crime, sexual offenses, dating and domestic violence or stalking to Campus Safety and Police – (336) 278-5555.

**Policies related to Title IX legislation:**

Mandatory reporters are described at Elon as the president and senior administrators, Human Resources staff, Campus Safety and Police staff, Student Life professional staff, student organization advisors, athletic directors and coaches, Title IX Officers, faculty who serve as department chairs or program coordinators, and any employee who leads international or domestic overnight trips or courses.

Sexual harassment and violence that is reported to any mandated reporter must be reported to the Title IX Officer by calling (336) 278-7200.

# LOCK DOWN

## IN THE EVENT THAT CAMPUS IS LOCKED DOWN FOLLOW THESE GUIDELINES

### Potential “LOCK DOWN” scenarios:

1. An active shooter in progress on campus.
2. Hazardous Materials exposure.
3. Chemical weapons attack.
4. Pandemic-contagious medical outbreak.
5. Severe Weather (refer to Severe Weather section of this document)

**LOCK DOWN will begin from the incidents “hot zone”** (area most dangerous)

1. Lock-Down will begin from the incident’s “hot zone” until the entire campus is locked-down.
2. Building lock-down requirements

#### A. Communications with Campus

1. Audible alerts from police vehicles using public address systems.
2. Elon’s telephone switch will simultaneously alert campus.
3. E-Net posting the alert.
4. All User email alert.
5. Campus digital signage will carry alert.
6. Student Life to notify Resident Life staff.
7. Alert WSOE for broadcast if necessary.
8. Desktop alerts.
9. The University Emergency Response Team will be assembled in the designated Command Center.

#### B. Physical locking of buildings

1. Campus Safety and Police will secure exterior doors that have card swipe capabilities.
2. Campus Safety and Police will be responsible to secure exterior doors of buildings without card swipe capabilities, beginning at the “hot zone”.
3. Invoking police mutual aid agreement vehicle access and egress will be blocked.

# LOCK DOWN

## IN THE EVENT THAT CAMPUS IS LOCKED DOWN FOLLOW THESE GUIDELINES

### Tips for survival during an Active Shooter Scenario

1. When an active shooter is in your vicinity
  - a. Evacuate if possible and it is safe to do so:
    - i. Have an escape route and plan in place, leave your belongings behind, & keep your hands visible.
  - b. Hide if you cannot evacuate safely:
    - i. If you cannot get out safely - hide in an area out of the shooter's view, find a room that locks or has items to hide behind- avoid places that trap or restrict your movement – if there are two or more of you, spread out.
    - ii. Block entry to your hiding place, lock and/or barricade doors, silence your cell phone and/or pager.
  - c. Take action as a last resort:
    - i. As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter – make a plan and act as a team to overcome the shooter.
    - ii. Act with physical aggression and throw items at the active shooter – throw, yell, use improvised weapons.

### CALL 911 WHEN IT IS SAFE TO DO SO

2. When Law Enforcement Arrives
  - a. Remain calm and follow instructions.
  - b. Put down any items in your hands.
  - c. Raise hands, spread fingers, and keep hands visible at all times.
  - d. Avoid quick movements toward officers such as holding on to them for safety.
  - e. Avoid pointing, screaming or yelling and don't stop to ask officers for help or direction when evacuating.
3. Information to Provide to Law Enforcement or 911 Operator
  - a. Location of the active shooter and number of shooters.
  - b. Physical description of shooters and number and type of weapons held by shooters.
  - c. Number of potential victims at the location.

Always take note of nearest exits in any facility and be aware of your environment and any possible dangers.

(SOURCE: U.S. DEPARTMENT OF HOMELAND SECURITY <http://www.dhs.gov/active-shooter-preparedness>)

# RAILROAD EMERGENCIES

IN THE EVENT A RAILROAD EMERGENCY OCCURS SUCH AS A RAILCAR EXPLOSION, VEHICLE/TRAIN COLLISION, OR A TRAIN DERAILMENT



## TAKE THE FOLLOWING ACTION:

1. Notify Police, Fire, and EMS immediately by dialing 9-1-1. Give your name and describe the location and details of the accident and do not hang up until told to do so. Dialing 911 will initiate the quickest response with local Police, EMS, Fire, Hazmat, and other railroad emergency response resources.
2. Notify Campus Safety and Police at 336-278-5555 – on campus ext. 5555.
3. Treat the accident as a potential hazardous materials site. Do not approach the area. Potential hazardous materials include diesel fuel from the train engine as well as other items transported on the train.
4. In the event a train derailment involves a chemical spill responding emergency personnel will identify the chemicals and determine if an evacuation is necessary or just a shelter in place. Listen and check your phone for announcements from Campus Safety and Police and other emergency responders.
5. If outside, attempt to get upwind (into the wind) and uphill of the contaminated area to keep hazardous materials and any plume behind you.
6. After you have secured your own safety, notify emergency personnel of any injured people or if individuals remain in the affected building or at the accident site. If requested, assist emergency crews as necessary.
7. A campus incident command post may be set up near the disaster site. Keep clear, unless you are authorized by emergency personnel.

### RAILROAD SAFETY TIPS

- Trains Can't Stop Quickly - A freight train with 150 cars traveling at 60 miles per hour will require 1.5 miles or more to complete an emergency stop.
- If your car stalls while crossing the tracks, get out immediately and call 911 and then the emergency notification number located on the railroad signal equipment (if available). If a train is coming, abandon the car! Proceed quickly toward the train at a 45 degree angle so that if the train strikes your car you will be safe from flying debris.
- Trains Can't Swerve - Trains cannot swerve or stop to miss you. Collisions and/or emergency stopping procedures can cause a train to leave its tracks (derail), exposing anyone within the right of way to the danger of being crushed by a derailed train.
- Trains Can Approach You Without Your Knowledge - Although trains are huge machines, environmental conditions can muffle sounds, whistles, and other train noises. Snow machines, motorcycles, and ATV's pose a special problem because operators may not hear an approaching train over the roar of their own vehicles. Joggers and walkers wearing radio or tape head sets are also prime candidates for an encounter which may end in a tragedy.
- Trains Present Special Hazards - Those who walk or ride near the tracks also can become targets of flying debris stirred up by trains. Railroad rights of way are off limits to joggers, walkers, bicyclers, hikers, hunters, fishermen, three-wheelers, others - out of concern for their safety and the safety of train crews and passengers.
- Walking on or near the railroad tracks is dangerous - and illegal.
- Always look both ways before crossing railroad tracks and cross only in designated areas. Do not cross tracks when gates are down.
- Always stop your vehicle when crossing gates are down or lights are flashing. Wait for the crossing gates to rise and lights to stop flashing. Look both ways, listen and proceed with caution. For your safety, obey all signs and signals at railroad crossings.
- Never stop your car on railroad tracks. When approaching an intersection at railroad tracks, keep your car behind the white lines.

(SOURCES: Railroad Police and Norfolk Southern Operation Lifesaver Brochure, NCDOT Rail Division Website, University of North Dakota Emergency Management Website)

# RAILROAD EMERGENCIES

# **HOMELAND SECURITY**

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## **FEDERAL OFFICE OF HOMELAND SECURITY GUIDELINE RESOURCES**

The Federal Office of Homeland Security recommends all Americans be prepared for an emergency or disaster.

- One way you can be prepared is to have a “Go Kit” packed and ready with essential emergency supplies. This kit is to be used in an emergency, and taken with you if you have to evacuate a building or area.
- You can also be prepared by having a plan of action already in place.
- Finally, you can be prepared by staying informed about the potential risks and what to do in the event of a terrorist attack or other emergency.



### **Federal Web Resources**

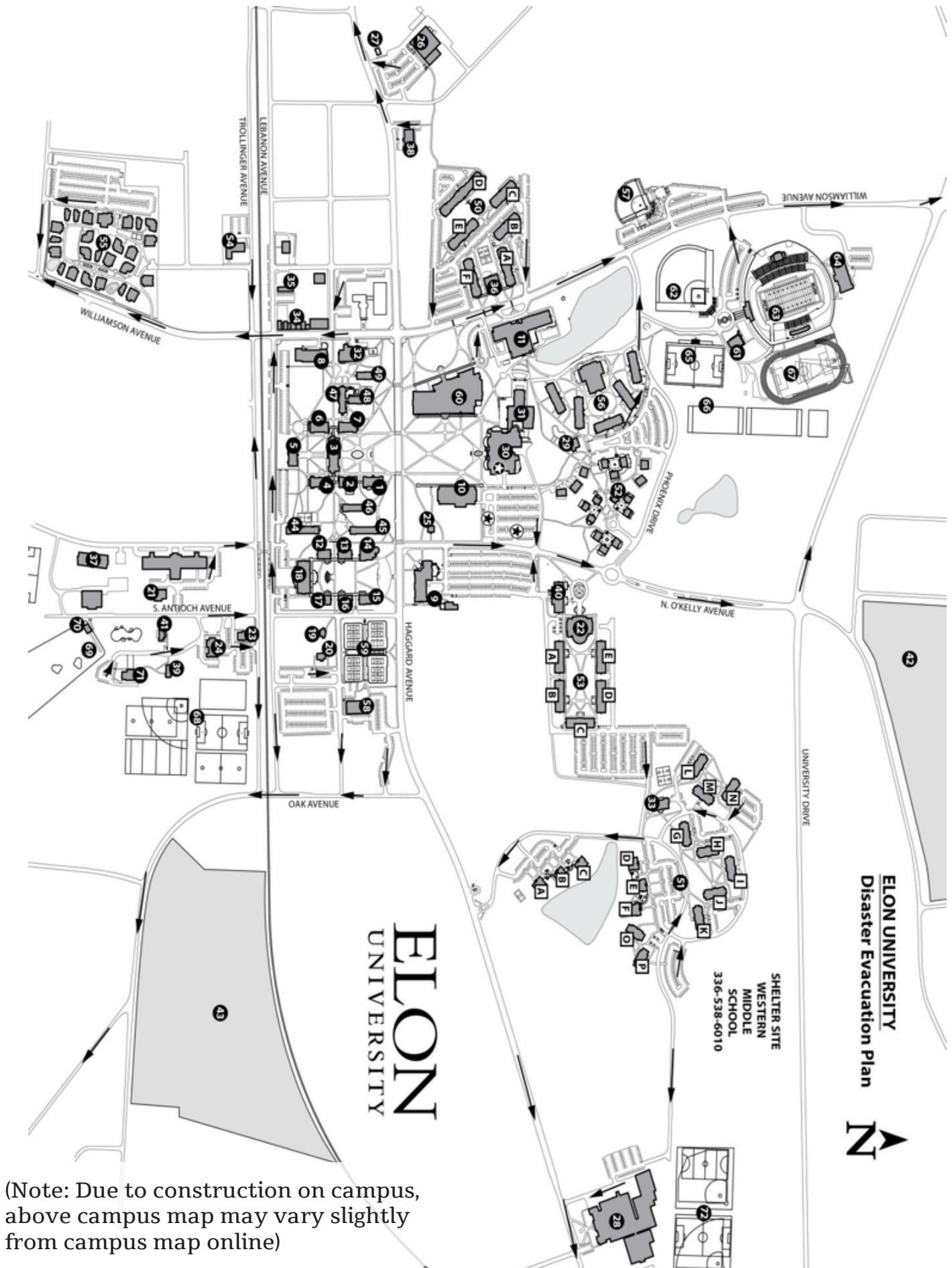
Make a Kit: [http://www.ready.gov/america/get\\_a\\_kit.html](http://www.ready.gov/america/get_a_kit.html)  
Make a Plan: [http://www.ready.gov/america/make\\_a\\_plan.html](http://www.ready.gov/america/make_a_plan.html)  
Be Informed: [http://www.ready.gov/america/be\\_informed.html](http://www.ready.gov/america/be_informed.html)  
Federal Office of Homeland Security: <http://www.ready.gov>

**ELON UNIVERSITY**  
Disaster Evacuation Plan



SHELTER SITE  
WESTERN  
MIDDLE  
SCHOOL  
336-238-6010

**ELON**  
UNIVERSITY



**CAMPUS EVACUATION PLAN MAP**

## Administrative & Academic Buildings

1. Powell  
*Office of Admissions*
2. Duke
3. Alamance
4. Mooney  
*School of Education*
5. Long
6. Whitley Auditorium
7. Carlton  
*Isabella Cannon  
Global Education Center*
8. McEwen
9. Dalton L. McMichael Sr.  
Science Center  
*Hompl Engineering Workshop  
Greenhouse*
10. Carol Grotnes Belk Library
11. Center for the Arts  
*McCrary Theatre  
Yeager Recital Hall*
12. Isabella Cannon Pavilion
13. Ella Darden and  
Elmon Lee Gray Pavilion
14. Numen Lumen Pavilion
15. William Henry Belk Pavilion
16. Luvene Holmes and  
Royal H. Spence Jr. Pavilion
17. William R. Kenan Jr.  
Honors Pavilion
18. Martha S. & Carl H. Lindner III Hall  
*Elon College, The College of  
Arts and Sciences*
19. Sklut Hillel Center
20. Powell House
21. Financial Planning
22. Ernest A. Koury Sr.  
Business Center  
*Martha and Spencer Love  
School of Business*
23. Truitt  
*University Communications*
24. Johnston Hall  
*Parent Programs  
University Advancement*
25. Martin Alumni Center
26. Arts West
27. Purchasing
28. Gerald L. Francis Center  
*School of Health Sciences*
29. The Center for Leadership

## Support Facilities

30. Moseley Center  
*Admissions Welcome Center  
Admissions visitors start here*
31. Lakeside Dining hall
32. McEwen Dining Hall  
*Varsity Sports Grille*
33. Daniel Commons
34. Downtown Elon  
*Bookstore  
Acorn Coffee Shop*
35. Campus Technology Support
36. Caroline D. McCoy Commons  
*Campus Safety and Police*
37. R. N. Ellington Center for  
Health and Wellness
38. Business Services
39. Holt Chapel
40. The Colonades Dining Hall
41. Holland House  
*Newman Center*
42. Elon University Forest
43. Loy Farm

## Residence Halls

44. Hook, Brannock and Barney  
Halls
45. Carolina Hall
46. Smith Hall
47. West Hall
48. Virginia Hall
49. Sloan Hall
50. The Oaks (A-F)
  - A. Williams Hall
  - B. Council hall
  - C. Brown Hall
  - D. Sullivan Hall
51. Danieley Center (A-P)
  - L. Chander Hall
  - M. Colclough Hall
  - N. Maynard Hall
52. Loy Center  
*Greek Houses*
53. Colonades (A-E)
  - A. Story Hall
  - B. Moffit Hall
  - C. Harper Hall
  - D. Staley Hall
  - E. Kivette Hall
54. Trollinger House
55. The Station at Mill Point
56. Global Neighborhood

## Athletic Facilities

57. Hunt Softball Park
58. East Gym
59. Jimmy Powell  
Tennis Center
60. Koury Center  
*Alumni Gym  
Jordan Gym  
Stewart Fitness Center  
Beck Pool*
61. Koury Field House
62. Latham Park
63. Rhodes Stadium
64. Alumni Field House
65. Rudd Field
66. Hunt Field
67. Belk Track & White Field
68. Phoenix Club  
Sports Fields
69. Driving Range &  
Putting Green
70. Worsley Golf  
Training Center
71. Harden Clubhouse
72. Recreation Fields

## Directions to Campus

- Take Interstate 85/40 to Exit 140 (University Drive). From southbound 85/40, exit right and turn right. From northbound 85/40, exit right and turn left.
- Stay on University Drive for 1.4 miles and turn right on Highway 70 East/ S. Church Street.
- Take Highway 70 East/S. Church Street to Williamson Avenue (.7 miles). Turn Left on Williamson.
- Follow this road for 1.7 miles. You will cross rail road tracks as you enter the campus area.
- Turn right at the stoplight on Haggard Avenue.
- Turn left at the stoplight on N. O'Kelly Avenue. Take the first left into the Visitors Parking lot at Moseley Center.

# CAMPUS MAP LEGEND