



The University of North Carolina at Charlotte

RISK MANAGEMENT, SAFETY, AND SECURITY
EMERGENCY MANUAL



EMERGENCY.UNCC.EDU

JANUARY 2015

FOR CAMPUS POLICE CALL
911 (CAMPUS PHONE)
704-687-2200 (CELL)

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SECTION I

INTRODUCTION

The Risk Management, Safety, and Security (RMSS) department assesses risk, develops plans, and implements programs to protect lives and property, prevent accidents and incidents, and preserve the learning environment and reputation of The University of North Carolina at Charlotte. RMSS includes Police and Public Safety, Business Continuity Planning, Environmental Health and Safety, and Risk Management and Insurance.

- A. This reference manual is for students, faculty, and staff members at UNC Charlotte. It provides reference information to assist the university community with various RMSS guidelines.
- B. Recipients should become familiar with the manual contents, including the documents and plans referenced throughout. It should be easily accessible at all times, preferably beside the telephone. New employees should become familiar with the manual as part of the employing unit's orientation program.
- C. The names of first aid qualified personnel in the employing unit should be listed in the spaces provided under the Section titled "Serious Injury or Illness." Other blank spaces should be completed upon receipt.
- D. Designated meeting areas have been established for each building on campus should an evacuation become necessary. Refer to Building Evacuation Plans on the EH&S website for the designated assembly point for your building.
- E. This guide is also available at the UNC Charlotte Emergency Management website: emergency.uncc.edu.
- F. Contact the UNC Charlotte Office of Business Continuity Planning with questions.

To Reach Campus Police In The Event Of An Emergency:

Using campus phone - 911

Using cell phone - 704-687-2200

<http://www.police.uncc.edu>

UNC Charlotte Office of Business Continuity Planning:

704-687-7884

<http://www.bcp.uncc.edu>

UNC Charlotte Environmental Health and Safety Office:

704-687-1111

<http://www.safety.uncc.edu>

UNC Charlotte Center City:

Building emergency - 911

Building security - 704-687-1512

Sign Up For Text Message Alerts At:

<http://emergency.uncc.edu>

SECTION II

ACTIVE SHOOTER

If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life. You are your own first responder. Since campus guests and visitors are likely to follow the lead of faculty, staff, or students during an active shooter situation, it is best to adhere to these guidelines developed by the Federal Bureau of Investigations (FBI):

A. When an active shooter is in your building, you have three choices:

1. Run.

- Remain calm and do not panic.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands VISIBLE.

2. Hide.

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors.
- An ideal "*safe area*" meets the following criteria:
 - At least one lockable door removed from a hallway or entrance way.
 - Solid wood or steel door that can be locked from the inside.
 - Located on an exterior wall, preferably with a window (for evacuation if needed).
 - Access to a phone or computer.

3. Fight.

- Choose this option only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.
- Call police when it is safe to do so, and report:
 - Your location.
 - Number of shooters.
 - Description(s) of shooter(s).
 - Type of weapons or explosives.
 - Location of shooter(s).
 - Direction of movement of shooter(s).

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911

B. When law enforcement arrives on the scene:

- Remain calm and follow officers' instructions.
- Immediately raise hands and spread fingers.
- Keep hands VISIBLE at all times.
- Avoid making quick movements toward officers, including attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating; exit in the direction from which officers entered.

SECTION III

BOMB THREAT

- A. If you receive a bomb threat by telephone, try to keep the caller on the line as long as possible.
- B. Remain calm, obtaining as much information as possible using the “Bomb Threat Checklist” on the next page.
- C. As soon as possible, call Campus Police (or 911) with your name, location, telephone number, and any information you may have regarding the location of the bomb, when it is set to explode, and when you received the call.
- D. Inform your supervisor and/or department head.
- E. If you spot a suspicious object, package, etc., report it to authorities, but do not touch, tamper, or move it in any way.
- F. If instructed to evacuate, move a safe distance away from the building to the designated meeting area. If adverse weather conditions exist, you may move to a building a safe distance away.
- G. Do not re-enter the building until permitted by authorized personnel.

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911

BOMB THREAT CHECKLIST

Ask:

Exact wording of the threat

- 1. Where is the bomb located? _____
- 2. What time is it set to go off? _____
- 3. What does the bomb look like? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. What is your address? _____
- 9. What is your name? _____

Gender of caller: _____ Age: _____ Race: _____ Length of call: _____:_____:_____

Hours Minutes Seconds

Caller's Voice:

- | | | | | |
|----------------------------------|-----------------------------------|-------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal | <input type="checkbox"/> Ragged | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughing | <input type="checkbox"/> Stuttering | <input type="checkbox"/> Deep breathing | If voice is familiar, who |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying | <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking | did it sound like? |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Disguised | _____ |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep | <input type="checkbox"/> Accent | _____ |

Background Sounds:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Music | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> House noises | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Motor | <input type="checkbox"/> Clear | <input type="checkbox"/> Booth |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Static | Other _____ |

Threat Language:

- Well spoken (educated) Foul Irrational Incoherent Taped Message read by threat maker

Remarks: _____

Date ____/____/____ Phone Number _____

Name: _____ Position: _____

SECTION IV

BOMBS (SUSPICIOUS PACKAGE)

- A. The U.S. Postal Service identifies the following common characteristics of letter and package bombs:
1. Type: Foreign, Priority, Special Delivery.
 2. Restrictive endorsements: Confidential, Personal, To Be Opened by Addressee Only.
 3. Visual distractions: Fragile, Rush, Handle with Care.
 4. Excessive postage (usually postage stamps).
 5. Fictitious or no return address; incorrect titles; titles but no names; misspellings of common words.
 6. Oily stains or discolorations.
 7. Excessive weight or uneven weight distribution.
 8. Rigid, lopsided or uneven envelope.
 9. Protruding wires, screws or other metal parts.
- B. If you are suspicious of a piece of mail or package:
1. Do not open.
 2. Isolate and evacuate the immediate area.
 3. Do not place in water or a confined space.
 4. If possible, open windows in immediate area to assist in venting potential explosive gasses.
 5. Call Campus Police (or 911).

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911

SECTION V

BUILDING EVACUATION

A. Building specific evacuation plans can be found on the Environmental Health and Safety website:



<http://safety.uncc.edu/fire-life-safety/building-evacuation-plans>

B. Building Evacuation Plans facilitate actions during workplace emergencies. Well-developed emergency plans and proper employee training will result in fewer and less severe employee injuries and can minimize structural damage to the facility during emergencies.

C. A standardized approach to emergency evacuation allows many emergency actions to become routine. Each building at UNC Charlotte has an emergency evacuation plan that is flexible enough to allow day-to-day operations, while allowing, at a moment's notice, safe facilitation of a full evacuation. Each employee is required to review his or her assigned building evacuation plan when initially hired, and as the plan is updated. All UNC Charlotte employees are encouraged to review the plan annually and become familiar with building evacuation plans that may affect them.

D. Information on building evacuation for people with disabilities can be found at this link:



<http://ds.uncc.edu/students/emergency-evacuation>

For more information, contact the UNC Charlotte Environmental Health & Safety Office.

Environmental Health & Safety:

704-687-1111

SECTION VI

CHEMICAL SPILLS

A. If identity of the chemical spill is unknown, treat it as a hazardous/toxic material. **DO NOT ATTEMPT TO CLEAN UP.**

Contact Campus Police (or 911) immediately.

B. If, in the judgment of the person or persons responsible, building occupants are in danger:

1. Call Campus Police (or 911) giving your name, department, and location of the emergency.
2. Pull the manual fire alarm so evacuation can begin.
3. If safe to do so (using proper personal protective equipment), confine or stop the spill with absorbent materials; avoiding contact with skin, eyes, and clothing; and shutting the doors of the room.
4. If flammable liquids are spilled, extinguish all sources of ignition, but **DO NOT SWITCH LIGHTS OR OTHER ELECTRICAL EQUIPMENT ON OR OFF** or place calls from the area.
5. Evacuate to the designated meeting area a safe distance away. Do not return to the building until instructed by authorized personnel.
6. Do not walk through or stand in any smoke, vapors, or fumes.
7. After evacuating, stay with co-workers or classmates so supervisors and instructors can determine if all personnel have safely evacuated the building.
8. When safe, report the chemical spill to the Environmental Health & Safety office.

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911
Environmental Health & Safety:
704-687-1111

SECTION VII

CRIME IN PROGRESS

- A. If you witness a situation which may involve criminal activity, do not attempt to apprehend or interfere with the criminal except in the case of self-protection.
- B. If possible, observe and remember the description of the criminal, noting:
- Height.
 - Weight.
 - Sex.
 - Ethnicity/color.
 - Approximate age.
 - Clothing.
 - Method and direction of travel.
 - Name (if known).
 - If the criminal enters a vehicle, note its license number, make, model, color, and outstanding characteristics.
- C. Call Campus Police (or 911), with your name, location, department, and contact information. Provide situation details, remaining where you are until contacted by an officer.
- D. While police are en route, stay calm and complete the “Crime In Progress Checklist” (next page) before discussing with anyone.

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911

CRIME IN PROGRESS CHECKLIST

Provide as much detail as possible and give to the first police officer on the scene

Sex	Race	Age	Height	Weapon type
-----	------	-----	--------	-------------

Hair	Hat color/type
Glasses type	Tie
Tattoos	Coat
Complexion	Shirt
Scars	Trousers

Report the suspicious and unusual

Auto license, make, color	Direction of escape

INSTRUCTIONS

- A. In the event of robbery, do not resist.
- B. If you observe a crime or are a victim, immediately report:
 1. The location of incident.
 2. The person or person's clothing and physical features.
 3. The person's direction of travel and description of vehicle.
- C. While police are en route, stay calm and fill out this form before discussing the details with anyone.

CRIME PREVENTION TIPS

- A. Lock your residence, office, and car door whenever you leave.
- B. Avoid walking or jogging in poorly lighted areas.
- C. Engrave driver's license number on all valuables. Keep a record of all credit cards and serial numbers to personal property.
- D. When walking to your car at night, have your keys ready. If you need to get into your car quickly to avoid trouble or attract someone's attention for help, valuable time will not be wasted.
- E. Avoid leaving keys in the ignition or valuables on the seat. Lock all valuables, such as cell phones, CDs, cameras, or brief cases, in the trunk.

BE ALERT, BE OBSERVANT – Every detail can greatly assist your police department in apprehending suspicious persons or assailants.

AN INVOLVED COMMUNITY IS A SAFE ONE

CALL CAMPUS POLICE

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911

SECTION VIII

FIRE

- A. Prepare now by noting the location of the nearest fire extinguisher: _____
- B. If you smell smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, immediately pull the nearest fire alarm to alert other occupants.
- C. Call campus police (or 911) from a safe location, providing your name, department, and location of fire.
- D. If the fire is small, and you have received fire extinguisher training and feel comfortable, you can attempt to extinguish the fire. Be sure you are using the proper extinguisher for the type of fire you are fighting (see instructions on reverse). When in doubt, however, just get out.
- E. If the fire is large, smoky, and rapidly spreading, or involves chemicals, flammable liquids, or compressed gasses, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately.
- F. Use the nearest safe exit stairways to evacuate. **DO NOT USE ELEVATORS.**
- G. Evacuate a safe distance away to the designated meeting area, remaining clear of emergency personnel/operations. Do not stop or re-enter the building for personal belongings or records.
- H. Individuals with disabilities may need assistance with evacuating from the building. Staff should notify either Campus Police (or 911) or firefighters of individuals with disabilities or individuals trapped inside the building.
- I. Do not walk through or stand in smoke.
- J. Do not return to the building until instructed by authorized personnel.

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911

USE OF PORTABLE FIRE EXTINGUISHERS

- A. Portable fire extinguishers are labeled for the appropriate type fire:
1. Class A Ordinary combustible materials such as wood, cloth, paper, rubber, and many plastics.
 2. Class B Flammable liquids, oils, greases, oil-based paints, lacquers, and flammable gasses.
 3. Class C Energized electrical equipment where the electrical non-conductivity of the extinguishing agent is of importance.
 4. Class D Combustible metals such as magnesium, sodium, potassium, titanium, lithium, and zirconium.
- B. Proper fire extinguisher use requires the P. A. S. S. technique:
1. **P**ull the pin.
 2. **A**im at the base of the fire.
 3. **S**queeze the trigger.
 4. **S**weep extinguishing agent across the base of the fire.
- C. Training on the use of portable fire extinguishers is available through the UNC Charlotte Environmental Health and Safety Office. Refer to <http://safety.uncc.edu/training> for additional information.

SECTION IX

HAZARDOUS GAS LEAKS (Flammable, toxic, corrosive, cryogenic)

- A. If a gas cylinder begins leaking, and the person or persons responsible for such materials determines that the leak presents any danger to building occupants:
1. If possible and safe to do so, shut off the gas source or remove it to the outside.
 2. Otherwise, confine the vapors or fire by closing the room door.
 3. Sound the building fire alarm so evacuation can begin.
 4. Call Campus Police giving your name, department, and location of the emergency.
 5. Evacuate to the designated meeting place. Do not walk through or stand in smoke, vapors or fumes.
 6. Do not return to the building unless instructed by authorized personnel.

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911

SECTION X

ADVERSE WEATHER

(Reference University Policy Statement #701 for complete information)



<https://legal.uncc.edu/policies/up-701>

- A. The University will operate on a normal schedule unless the Chancellor (or designee) publicly announces a change in operating status as set forth in this policy. Notification of a change in the status of University operations will be available through the University website and designated media outlets.
- B. Recorded announcements regarding the status of campus conditions will be available on the Adverse Weather Hotline at 704-687-1900.
- C. Essential personnel will be designated in advance. Others may receive special notice as required.
- D. Below are the three campus operational status conditions for the University:

Operational Status 1 (OS1) - Normal Schedule

All campus operations are running fully and/or with only slight interruption. OS1 may include:

- Minor utility outages.
- Snow/ice with light accumulations.
- Temporary detours/closures due to construction.

Classes are in session, all offices are open, pedestrian and vehicular egress has been provided to permit safe navigation on campus. Employees are encouraged to exercise caution and due diligence when traveling to and from work each day, and are expected to be available for duty.

Operational Status 2 (OS2) - Adverse Weather

OS2 may include:

- Widespread utility outages.
- Snow/ice with moderate accumulations.
- Delayed openings.
- Other hazardous events.

Adverse Weather Hotline:

704-687-1900

Classes are cancelled for students while the University remains in OS2, all offices are open, campus and local areas should be navigated with caution. Restoration of campus infrastructure must be completed and is anticipated to span no more than 12 hours of operations.

Operational Status 3 (OS3) - Emergency Event

OS3 may include:

- Severe weather events (hurricane, tornado, flood, heavy snow/ice) where law enforcement is advising travel to be limited to emergency needs only.
- Hazard events creating imminent danger to life/safety.

While the University remains in OS3, classes are cancelled for students, offices are closed, and the campus and local areas cannot be navigated safely. Restoration of campus infrastructure must be completed and is anticipated to span more than 12 hours of operations.

SECTION XI

SERIOUS INJURY OR ILLNESS

A. Prepare now by identifying people in your work area who are trained in first aid and the location of the nearest first aid kit.

Name	Location in building
_____	_____
_____	_____
_____	_____

First aid kit location _____

- B. In the event of a serious injury or illness, do not move the person unless his or her location poses a serious threat to the safety and life of the victim, rescuer, or bystanders.
- C. Call Campus Police (or 911) with your name, location, and telephone number, and as much information as possible regarding the nature of the injury or illness, and the status of the victim.
- D. Stay with the victim until help arrives.
- E. Administer first aid as appropriate, keeping the victim as calm and comfortable as possible. If the injured person is an employee, initiate reporting procedures as directed by Department Head and/or Supervisor.
- F. If the injured person is not an employee of UNC Charlotte, contact Risk Management and Insurance at the number listed below.

Campus Police:
From Campus Phone: 911
From Cell Phone: 704-687-2200
From Center City: 911
Risk Management and Insurance:
704-687-8448

WORK RELATED INJURY OR ILLNESS REPORTING

A. Employee Responsibility

1. Report injury or illness to your supervisor immediately using the Employee Incident form (see link below).



<http://safety.uncc.edu/forms>

2. Visit the Student Health Center if treatment is needed. If the Student Health Center is closed, visit a local Urgent Care provider.
3. For severe injury or illness, obtain treatment at a local hospital.
4. Notify Supervisor of treatment received and return to work status.

B. Supervisor Responsibility

1. Escort employee with Employee Incident Form to the Student Health Center or an authorized treatment facility for appropriate treatment.
2. Notify Environmental Health and Safety Office if injury or illness is serious or will involve days away from work.
3. Investigate incident for cause determination.
4. Recommend and implement corrective action.
5. Complete Supervisor's Incident Report Form (see link below).



<http://safety.uncc.edu/forms>

6. Fax Employee and Supervisor Incident Report Forms to Environmental Health and Safety Office within 24 hours of occurrence.
7. Forward original incident forms to the Environmental Health and Safety Office.
8. Accommodate any medical restrictions indicated by treating physician. Maintain contact with employee during recuperation.

Environmental Health & Safety:

704-687-1111

SECTION XII

SEVERE WEATHER

A. Definitions:

1. “Watch” vs. “Warning”: What’s the difference?
 - A **watch** indicates that weather conditions are favorable for a hazard to occur. It literally means, "Be on guard!" During a weather watch, gather awareness of the specific threat and prepare. Monitor the weather to determine if conditions deteriorate. Discuss protective action plans with your family.
 - A **warning** requires immediate action. It means a weather hazard is either occurring (e.g., a tornado has been spotted), or is about to occur. During a weather warning, it is important to take action. Grab the emergency kit you have prepared in advance and immediately head to a safe location.
2. Terms to know
 - **Severe thunderstorm:** A strong storm with wind gusts in excess of 58 mph and/or hail with a diameter of 3/4" or more. Severe thunderstorms can produce tornados.
 - **Tropical storm:** A tropical cyclone with sustained wind speeds between 38 and 74 mph. Tropical storms can produce tornados.
 - **Hurricane:** A severe tropical cyclone with sustained winds over 74 mph. Hurricanes can produce tornados.
 - **Inland flooding:** More than 50% of hurricane-related deaths come from inland flooding. Be aware of the rivers, creeks, and floodplains in your area. Do not drive through flooded streets or walk through flooded areas.
 - **Tornado:** A violently rotating column of air in contact with the ground and extending to the thunderstorm base. It can be a few yards across to a mile wide. A tornado warning means that a tornado has actually been sighted or indicated on radar within in the warning area.
 - **Winter storm:** A heavy snow event. A snow accumulation of more than six inches in 12 hours or more than 12 inches in 24 hours.

B. If a tornado warning is issued for your location:

1. Go to the basement or interior hallway on the lowest floor, if time permits.
2. If time does not permit, get into the safest area of your classroom or office (the inside wall) farthest away from doors and windows.
3. **AVOID** upper stories, elevators, windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs.
4. Take shelter underneath your desk or any heavy furniture available.
5. Assume a curled position to protect your head and eyes.
6. If outdoors:
 - a. Seek indoor shelter if possible.
 - b. If indoor shelter is not available and there is no time for escape--lie flat in a ditch or low spot. Do not seek shelter in a parked car.
 - c. If caught on flat ground in the path of a tornado, move at right angles to its path.

C. If you hear the outdoor siren:

1. Seek shelter inside the nearest building.
2. Check your email, www.uncc.edu, and local media for more information.
3. Wait for the “All Clear” signal to go outdoors.

SECTION XIII

SEXUAL ASSAULT OR RAPE

- A. If you are a victim of sexual assault or rape, go to a safe place as soon as possible.
- B. Do not wash, douche, brush your teeth, change clothes or even comb your hair. Do not disturb anything in the area where the assault occurred. This evidence is extremely important if you decide to prosecute.
- C. Report the crime to UNC Charlotte Campus Police or other appropriate law enforcement agency. Reporting the assault does not mean that you have to prosecute. You have the option of filing an anonymous report.
- D. Call a friend, family member, or the Rape Crisis Center for emotional support.
- E. Get immediate medical attention. ****You may have injuries you do not know about.**** Go to a hospital emergency room for medical care and evidence collection. You can have a rape kit completed anonymously if you choose to; it will be saved if you are undecided about prosecuting. If you decide to prosecute later, that rape kit and all the evidence collected can be used in the case. If the assault is reported within 72 hours, Victim Services will assist with the medical bill. They can provide information and treatment for possible pregnancy and sexually transmitted diseases. A rape victim advocate can be with you during your examination.
- F. Seek counseling and follow-up through Student Health Services and the Rape Crisis Center. All cases are handled confidentially.
- G. For more information about Victim Services, please contact:

North Carolina Department of Public Safety Victim Services

Mailing Address

North Carolina Department of Public Safety
Victim Services
N.C. Department of Public Safety
4232 Mail Service Center
Raleigh, NC 27699-4232
Telephone:
Toll Free:

Office Location

512 N. Salisbury St.
Raleigh, NC 27604-1159
Fax: 919-715-4209
www.ncdps.gov
919-733-7974
1-800-826-6200

Safe Alliance – Victim Assistance / Rape Crisis

601 E. Fifth Street Suite 400
Charlotte, NC 28202

Administrative Line: 704-332-9034
Rape Crisis Line: 704-375-9900
Mecklenburg Domestic Violence Hotline: 704-332-2513
Fax: 704-943-9548
Website: <http://www.safealliance.org/>

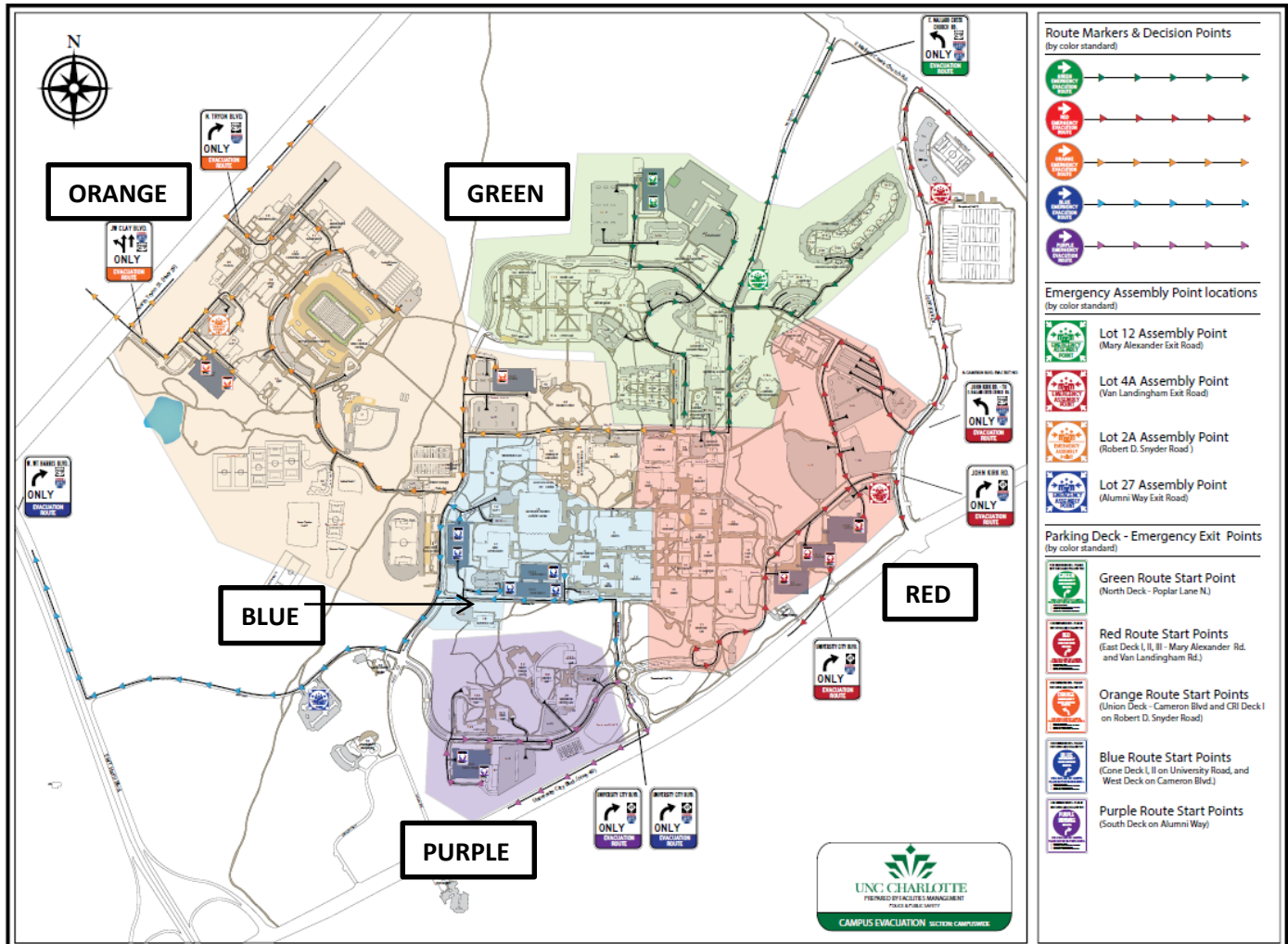
Important Phone Numbers

UNC Charlotte Police: 704-687-2200 / 911 (or nearest blue light emergency phone)
Counseling Center: 704-687-0311
Interrelationship Violence (Health Center): 704-687-7348
Dean of Students Office: 704-687-0345
Title IX Coordinator: 704-687-6130
Associate Title IX Coordinator: 704-687-0343
Student Health Services: 704-687-7400

SECTION XIV

CAMPUS EVACUATION

- A. During large scale incidents, evacuation of the campus (or parts of campus) may be necessary. The information below highlights an evacuation zones map as well as general information about campus evacuation. For more detailed information refer to emergency.uncc.edu.



*For a high-resolution version of the Campus Evacuation Map, go to emergency.uncc.edu.

How To Prepare:

- Go to emergency.uncc.edu
- Sign up for text alerts.
- Read and be aware of the Campus Evacuation Plan at emergency.uncc.edu
- View the Campus Evacuation Map to preplan your evacuation route.

How To Evacuate:

1. When an evacuation is ordered, (via email/text message/siren/video board/classroom computers/etc.) determine the color zone in which you are located.
2. Follow the color-coded signs off campus or to the campus assembly points.
3. Go to emergency.uncc.edu, check your email and text messages for further information.
4. Register for Red Cross Safe & Well at <http://www.redcross.org/find-help/contact-family/register-safe-listing>

49ER GO KIT CHECKLIST

I. Backpack (bag)

- Sturdy bag with multiple pockets and compartments. Pack like items in smaller bags/containers.

II. Water, Food, and Fire

Water, food, and fire starting items often can be easily packed inside of a reusable bottle.

- Bottled water – as many as you can fit
- Large reusable bottle – multiple uses (water container, waterproof container, packing)
- Non-perishable food – some form of long lasting food (nuts, dried fruit, jerky, hard candy, MREs)
- Eating utensils
- Lighter and/or waterproof matches

III. Tool Kit and Protection

Pack rugged multipurpose tools. Consider packing multi-tools and other critical items.

- Multi-tool w/scissors
- Screwdriver (multi-head)
- Wrench
- Zip-ties (multiple)
- Duct tape
- Small sewing kit
- Flashlight
- Rope – paracord, bungee cords, shoe laces, climbing rope, Kevlar survival cord, rubber bands, etc.
- Garbage bags – multiple use (pack as many as you can)
- Whistle – many of the nicer hiking/camping bags have a whistle attached to strap

IV. First Aid/Medical

Consider purchasing a small prepackaged first aid kit that can fit into the backpack easily. Pack other care items as necessary (e.g. prescriptions, eye care items, etc.).

- First aid kit
- Bandages
- Medical tape
- Gauze
- Wrap bandages
- Medical scissors
- Aspirin/acetaminophen/ibuprofen
- Prescription medicines (if necessary)
- Soap
- Toothbrush and toothpaste
- Lip balm/ointment
- Toilet paper
- Feminine care items

V. Clothing and Comfort

When packing these items consider space available in bag; pack multi-use clothing items (layers) and consider season.

- Bandanas (2) – survival experts credit a bandana with over 20 uses
- Solar blankets (2)
- Hand/foot warmer packets
- Extra clothing – jacket, gloves, hat, pants, shirt, underwear, socks

VI. Documents and Records

Make copies of important documents and records, store in a waterproof container. Documents may be necessary for medical attention, admittance to shelters, identification and guidance/reference purposes.

- Photo identification – government issued
- Medical documents – history, prescriptions, allergies, etc.
- Paper map/atlas
- First aid/survival guide
- Paper, pen, pencil
- Cash

VII. Optional Items

Optional items should be packed as space and budget provide.

- Meals Ready to Eat (MREs)
- Eye protection – glasses, sunglasses
- Batteries
- Hammer – add to tool kit
- Towels
- Phone and other electronic wires/charges
- Laptop, computer, tablet
- Radio
- Items for babies/children, seniors, and/or pet

Note - These are recommended items to store in your car, office, or residence. Each person should customize the go kit to fit their individual needs.