Central Piedmont Community College

All Hazards Emergency Response Plan

Building Emergency Captain

Handbook

Purpose

Central Piedmont Community College is dedicated to providing a safe environment for all students, faculty, staff and visitors. The Building Emergency Captain Program has been established to continue that commitment during an emergency. Building Emergency Captains will partner with personnel from the Security Department of each campus to assist students, faculty, staff and visitors in the safe evacuation or "shelter in place" procedures in times of crisis. The Building Emergency Captain program is an important part of the CPCC All Hazards Emergency Response Plan which also includes the Crisis Communication Plan, Emergency Evacuation Plans and Shelter in Place Procedures. As a participant in the Building Emergency Captain Program, you provide a valuable service to the College Community should an incident occur.

Program Structure

Each Campus at CPCC will have an assigned number of Building Emergency Captains based on the size and location of the building. Captains will be assigned for both the day and evening shifts and alternates will be appointed for each Building Emergency Captain position. The Building Emergency Captain Coordinator will be the Assistant Director of College Security for each Campus with assistance from the Safety and Emergency Preparedness Coordinator.

Expectations

As a Building Emergency Captain, you can expect to receive the following:

- Information on emergency evacuation plans, shelter in place procedures, and assembly points for your area.
- The necessary equipment to perform your duties.
- Training pertaining to life-safety.
- Scheduled meetings with College Security and the Safety and Emergency Preparedness Coordinator to keep information current and provide an avenue for you to express concerns.

Building Captain Responsibilities

As a Building Emergency Captain, your role will be to:

- Direct occupants in your area during an emergency evacuation.
- Introduce yourself to individuals in your area and identify yourself as a Building Captain.

- Ensure that the radio (if you are assigned a radio) is on and tuned to the correct channel for your campus at all times.
- Report any suspected hazards or suspicious activities to Security.
- Be familiar with the location of occupants in your area.
- Be familiar with the evacuation routes and shelter in place procedures in your area.

Equipment

The following equipment will be issued to Emergency Building Captains:

- One two way handheld radio with batteries and charger. Note: Not all building captains will have radios.
- One bullhorn if your area is designated to have one.
- One identification vest to be worn during incidents.
- One flashlight with batteries.
- One Building Emergency Captain Handbook.
- One emergency "Quick Guide" with listing of potential emergencies, actions to be taken and phone numbers.

Training

Training will include evacuation and shelter in place drills along with Tabletop drills to assist you in becoming familiar with emergency procedures and to test the effectiveness of the program. Emergency training will be provided by Security and the Safety and Emergency Preparedness Coordinator.

Additional safety training opportunities you would like to pursue will be provided by Health & Safety and Security upon request.

Changing Positions or Leaving Your Building

In the event that you relocate, change positions or no longer want to serve as a Building Emergency Captain, it is your responsibility to notify the Assistant Director of College Security in your area and return all equipment.

Attachments

Emergency Evacuation Plans
Shelter in Place Safe Locations
Emergency procedures assisting for persons with disabilities
Emergency Quick Guide for each Campus*
Two Way Radio Instructions
Equipment Checklist*

*The documents will be issued separately.

For additional information go to:
http://www1.cpcc.edu/emergency-services

Emergency Evacuation Procedure

WHEN AN ALARM SOUNDS:

1. Evacuate the building when required to do so by Security, Facilities Service or Building Emergency Captain personnel or upon hearing an alarm - even if no one advises you to leave. Close all interior doors and turn off lights behind you.
2. Move to the closest EXIT and proceed down the EXIT stairwell in a safe and orderly manner, single file, keeping to the right. Do not use the elevators.
3. All CPCC faculty and staff must assist students and visitors in a prompt and orderly evacuation to designated assembly areas.
4. Remain at least three hundred (300) feet outside of the building in the *designated assembly area and await further instructions from emergency personnel.
5. Do not go back into the building for any reason! If you have a problem or concern, please inform Security personn**el.**

*Designated Assembly Areas

Central Campus designated assembly areas include all CPCC parking lots and the Quad, which is the area bordered by Van Every, Terrell, Learning Resource Center, (LRC), Giles, Science, Kratt Hall, Citizens, and Belk Buildings.
Cato, Harper, Harris, Levine and North designated assembly areas are the parking lots.

Central Campus Designated Areas of Rescue Assistance*	
Professional Development Building	First Floor loading dock, First Floor Entrance Lobby, First Floor Back Stairwell.
Information Technology Building	First Floor Entrance Lobby, First Floor Back Loading Dock

Sloan Morgan Building	First Floor Front Stairwell
Academic and Performing Arts	First Floor Theater Lobby, First Floor Outside Stairway

*Designated Areas of Rescue at these locations are equipped with two way communication.

Additional Instructions for Persons with Disabilities

Persons using wheelchairs:

If you are on a ground floor, you may not need assistance exiting the building. Proceed to the designated assembly area to wait for instructions on when the building may safely be reentered.

If you are located in a multi-level building, exit to the nearest fire safe stairwell or elevator lobby with fire safe doors separating the lobby from the incident. Ask for assistance. Contact Security at (704) 330-6911 or have someone let Security know where you are located in the building.

Persons with mobility impairments:

These individuals may use crutches, canes or walkers. Ask for assistance. If you are unable to use stairs, follow the procedure for persons using wheelchairs (see above).

Persons who are deaf or hard of hearing:

Most buildings are equipped with visual fire alarm systems.

Be familiar with the evacuation route in your building before an incident occurs.

Ask for assistance by writing a note or using hand gestures.

Persons who are blind or visually impaired:

Most buildings are equipped with audio fire alarm systems.

Ask for assistance evacuating and let the person know how to assist you.

If you have a guide dog, instruct the person on how to assist you.

IF YOU DISCOVER A FIRE

1. Get people out of danger if possible.
2. Close the door to isolate fire.
3. Pull the manual fire alarm pull station to start evacuation procedures.
4. Notify security at 6911 so the Fire Department can be contacted at 911.
5. Follow procedure for evacuation as outlined in the plan.
6. Use a fire extinguisher on a small, confined fire only if you have been trained and it is safe to do so.
7. Report any personnel unaccounted for to the Fire Department.

Shelter in Place Safe Locations

Some emergencies may require that CPCC students, faculty, staff and visitors take shelter inside the building. Incidents such as severe weather, violent intruder, or hazardous materials spill are examples where it may be safer to shelter in place. In case of a tornado, safe areas have been identified in every building at all campuses. Listed below are the safe areas for each building.

Central Campus

1. **Overcash Academic & Performing Arts:** Second floor and below, stairwells, interior hallways, restrooms, Art Wing hallway, and Green Room.
2. **Administration 2:** First floor interior rooms and hallway.
3. **Administration 4:** First floor interior rooms and hallway.
4. **Advanced Tech. Center:** First floor, Lab 101, restrooms, rear stairwell (enclosed).
5. **Belk:** Fourth floor and below center interior hallways, first floor lab, rooms 119,120, 122, faculty offices and hallway.
6. **Central High:** Second floor and below interior hallways, Career Services area, restrooms.
7. **Ceramics:** Restroom
8. **Citizens:** Kitchen, locker room, second floor hallway.
9. **Center for Automotive Technology:** Lower level back area, second floor office area, and interior hallway.
10. **Disher:** Second floor and below interior hallway, restrooms.
11. **Facilities Services Center:** First floor interior hallways, restrooms, rear stairwell.
12. **Giles:** Third floor and below interior hallways, restrooms.
13. **Hunter:** First floor restroom.
14. **Information Technology:** Third floor and below interior hallways, restrooms, Room 1116, Room 1118.
15. **Kratt:** Second floor and below office corridor, restrooms.
16. **LRC:** Third floor and below stairway, restrooms.
17. **Pease:** Interior hallway, restroom.
18. **LRC Annex:** Offices, restrooms.

19. **Professional Development:** Second floor interior corridors, restrooms. First floor shipping/receiving area.
20. **Sloan Morgan:** First floor auditorium, interior hallways, restrooms.
21. **Sommers:** First floor interior hallways, interior offices, restrooms.
22. **Taylor Hall:** Locker rooms, interior hallways, restrooms.
23. **Terrell:** Third floor and below interior hallways, stairwell, restrooms.
24. **Van Every:** Second floor and below office corridor, restrooms.
25. **Visual Arts:** First floor interior hallway, restroom.

Cato Campus

1. **Cato (Phase I) -** First floor interior hallway, restrooms, do not shelter in lobby.
2. **Cato (Phase II) -** First floor rear hallway, first floor lobby, first floor auditorium, restrooms. Second floor interior hallway, restrooms.
3. **Horticulture Center -** Interior offices, restroom. Do not shelter in greenhouse**.**

Harper Campus

1. First floor interior hallways, restrooms, second floor rear interior hallway, offices and restrooms, third floor interior hallways. Do not shelter in courtyard or print shop.

Harris Campus

1. **Harris Conference Center -** Rear stairwell, front hallway, and restrooms.
2. **Harris Campus -** First floor interior hallway, auditorium, rear stairwell, restrooms.

Levine Campus

1. **Levine (Phase I) -** First floor maintenance corridor, restrooms, first and second floor rear stairwell.
2. **Levine (Phase II) -** First floor exercise lab, locker rooms, restrooms.
3. **Hendrick Automotive Center -** Interior hallway, restrooms.

North Campus

1. **Belk Center for Justice -** Interior classrooms/offices, restrooms. Stay out of hallways.
2. **Claytor Building -** Interior hallways, restrooms.
3. **North Campus Phase III -** First and Second interior hallways, restrooms.

Assisting Persons with Disabilities

- **PERSONS USING WHEELCHAIRS:** Persons using wheelchairs may depend on a respiratory device to breath, and/or may have no upper trunk or neck strength. When assisting a person in a wheelchair:
  - Always ask what assistance is needed first.
  - Individuals at ground floor locations may exit without help.
  - In multi-level buildings, move the person to the nearest stairwell (fire safe exit) or elevator lobby with fire doors separating the lobby from the incident. Contact Security immediately to give the location of the person needing assistance. Security or Emergency responders will determine if the elevator can safely be used. Never try to move a person in a wheelchair down a stairway. Emergency personnel will determine when the use of an evacuation chair is necessary.
  - If a wheelchair is left behind, DO NOT leave it in the exit path or doorway. This may block other people exiting the area.

- **PERSONS WITH MOBILITY IMPARIMENTS:** These individuals may use crutches, canes or walkers. Ask the individual if they need assistance and if they are able to use the stairs. If the person is unable to use stairs, follow the procedure for persons using wheel chairs (see above).

- **PERSONS WHO ARE DEAF OR HARD OF HEARING:** Most buildings are equipped with both audio and visual fire alarm systems. In locations where no visual alarms are present, or notification has been given to evacuate or move to a safe location in the building, two methods of alerting hearing impaired individuals are:
  - Turn room lights on and off to gain the persons attention. Follow with hand gestures to show the person the direction to evacuate.
  - Write a note and hand it the hearing impaired person or write a message on the white board, i.e. “Fire Alarm, Please Go!”

- **PERSONS WHO ARE BLIND OR VISUALLY IMPAIRED:**
  Most persons who are blind or visually impaired will be familiar with their surrounding area and routes during normal activities on campus. In an emergency:
  - Announce the type of emergency to the visually impaired person.
  - Offer to guide the person by letting him/her take your arm.
  - Tell the person where you are and any obstacles you encounter as you walk.
  - When you reach the designated area, let the person know and ask if further assistance is needed.
  - If the individual has a guide dog, let him/her direct you on how to assist them.

Two Way Radio Instructions

Turning On the Radio

- Turn On/Off/Volume Control knob clockwise. If the radio successfully powers up, you will hear the Self Test Pass tone and see the LED light green. If the radio fails to power up, you will hear the Self Test Fail tone.

Turning Off the Radio

- Turn On/Off/Volume Control knob counterclockwise until you hear a click.

Adjusting the Radio Volume

1. Press and hold Volume Set button (preprogrammed by your dealer) until you hear a continuous tone.
2. Turn On/Off/Volume Control knob to adjust volume level.
3. Release Volume Set button at desired volume level.

Selecting a Radio Channel

- Turn Channel Selector knob clockwise or counterclockwise to reach desired channel. *** Your radio has been preprogrammed to a specific channel for your campus.**

Receiving

1. Turn on the radio.
2. Adjust the volume level.
3. Select the radio channel.

Transmitting

1. With radio on, turn Channel Selector knob to required channel.
2. Press PTT and speak clearly with mouth about 2.5 to 5 cm (1 to 2 inches) away from microphone.
3. Release PTT when call is completed.

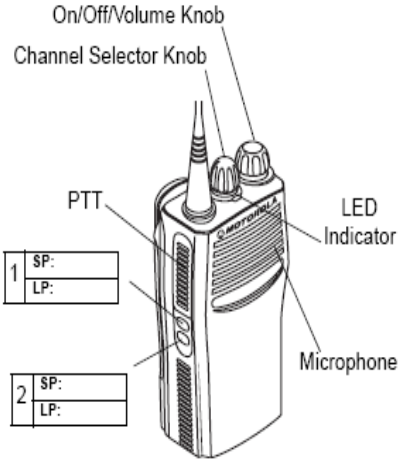
LED Indicators

LED State/Color	Indication
Red Flashing Red	Transmitting Receiving
Scan Flashing Green	Scanning for activity
Low Battery Flashing Red while transmitting	Low battery level
Call Alert† Flashing Yellow	Indicates receiving a Call Alert
Selective Call† Flashing Yellow	Indicates receiving a Selective Call
Sticky Monitor/ Monitor Yellow	While monitoring.
Battery Charge Status Green Yellow Flashing Red None	 Good Sufficient Low Very Low

†Available for 4W and 5W models only.

MOTOROLA

CP150™/CP200™ Quick Reference Card



NOTE: Enter the functions for your radio's two programmable buttons in the boxes provided above. **SP** represents *Short Press*, while **LP** represents *Long Press*.