



HIGH POINT UNIVERSITY

Emergency Action Plan (EAP)

Choose to be extraordinary! SM



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Emergency Contact Information

Security Department

- **Emergency: (336) 841-9111 or ext. 9111 from any campus phone.**
- **Press the emergency call button on any C.A.R.E. point.**
- **Non-Emergency: (336) 841-9112 or ext. 9112 from any campus phone.**

Emergency Action Plan

This Emergency Action Plan (EAP) outlines important safety information in case of an emergency or critical incident at High Point University. For more information, contact the Environmental Health, Safety & Preparedness (EHS) or Security Department:

- **Gus Porter, Environmental Health, Safety & Preparedness Manager** safety@highpoint.edu
O: (336) 841-9562
- Security@highpoint.edu (336) 841-9111 or extension 9111 from any campus phone.

Before an emergency:

- ✓ Be alert and aware of your surroundings.
- ✓ Know at least two means of escape from your area, as well as the designated rally point.
- ✓ Identify the hazards in your building and take precautions to avoid or minimize the associated risk(s).
- ✓ Locate safety equipment like fire extinguishers, fire alarm pull stations, AEDs, and first aid kits.
- ✓ Maintain and update contact information for individuals in your department.
- ✓ Trust your instincts. **If you see something, say something.**

During an emergency:

- ✓ Take action. No matter what, don't freeze.
- ✓ Assess your surroundings.
- ✓ Assist those with disabilities or problems with mobility if safe to do so.
- ✓ Follow directions provided by University officials or emergency responders.

After an emergency:

- ✓ Know where to report to and who to make aware of your status and location.
- ✓ Reach out to others in your department to make sure everyone is accounted for.
- ✓ Provide any follow-up information to the proper authorities.

1.0 Emergency Notification

Emergency notification is broadcast through the Panther Alert system and can be sent by text, email, and voice call as well as campus phones and computers, Facebook, Twitter, the HPU webpage, outdoor sirens, and interior building speakers. Members of campus should follow the provided directions, as well as the emergency action plan procedures described in this EAP, unless instructed otherwise.

Outdoor sirens provide warning of extreme weather and non-weather emergencies. They will most likely not be heard if you are inside of a building.

Updates will be shared as necessary depending upon the situation. Make sure you have a method to receive updates. **It is important to update your emergency contact information in Workday to make sure you can be reached in the event of an emergency. Log into Workday, click on Personal Information, then choose Contact Information. Click the top left Edit button and enter your preferred method of notification under the Primary Phone Section. Be sure to input a mobile cell number that you use the most. *Students use MySiff to update contact information.**



Crime Alerts/Timely Warnings

In compliance with the Jeanne Clery Act, campus security will release Timely Warning Notifications as necessary to inform the campus population of crimes or events, on or near campus, considered to pose an ongoing threat to members of campus.

2.0 Evacuation, Protect-in-Place, and Shelter-in-Place

Evacuation Plan

Each department at High Point University should develop an individual emergency evacuation plan that outlines:

- Conditions under which an evacuation would be necessary.
- Conditions under which it may be better to shelter-in-place.
- Specific evacuation procedures, including routes and exits.
- Procedures for assisting visitors, employees, and those with mobility issues to evacuate.
- Designation of what, if any, employees will remain after the evacuation to shut down critical operations or perform other duties.
- A means of accounting for employees after an evacuation.



Designated outdoor rally points for each building on campus can be found on the High Point University website at <http://www.highpoint.edu/safety/files/2017/08/Rally-Points-Updated-June-2017.pdf>.

Evacuation

Depending on the incident, evacuations may be total or partial according to the conditions. A situation may require the evacuation of an entire building or just a specific area. It is important to

become familiar with the layout of facilities you work in or frequent and to identify at least two escape routes.

- Do not use elevators. Use stairwells and hallways to exit the building.
- If safe to do so, assist people with special needs as indicated by that person, or direct them to the nearest stairwell. Contact Security at (336) 841-9111 (or ext. 9111 from a campus phone) for assistance.
- Anticipate that you may not be able to re-enter the building for hours or longer. If safe to do so, collect essential items such as your car keys, wallet or purse, critical medication, and outerwear appropriate for the weather.
- Assemble outside at a designated rally point. Supervisors should conduct an accountability check to determine if all students and staff members have exited the building and are safe.
- Personnel who remain to operate or shut down critical facility operations must do so quickly and safely, and evacuate as soon as possible. Do not attempt to remain if your life is in immediate danger.
- Do not reenter the building until receiving an ALL CLEAR from campus officials or emergency responders.

Protect-in-Place/Lockdown

In the event of an armed intruder, the campus may be instructed to protect-in-place. Protect-in-place is a temporary sheltering technique to limit exposure and safely barricade against an ongoing active threat. When alerted, building occupants will lock all doors and windows and barricade entry points in order to bar entry or exit to anyone until the all clear has been sounded. More information on steps to take during an active threat event can be found in the Incident Specific Information section.



- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.

Please take note of any notifications or verbal instructions you receive and follow them accordingly.

Shelter-in-Place

Shelter-in-place is used in emergencies related to severe weather and hazardous materials releases. It means taking refuge in a small, interior room with no or few windows. It does not mean barricading the room as you would while protecting-in-place with an armed intruder. Stay in place until directed to do so otherwise. A list of severe weather shelter locations can be accessed at <http://www.highpoint.edu/safety/files/2017/08/Severe-Weather-Shelter-Locations-2017.pdf>.

3.0 Incident-Specific Information

Active Shooter/Armed Assailant

An untrained active shooter can shoot a bullet every four seconds. Most active shooter situations are over before law enforcement arrives. Survival depends on the decisions you make. Quickly determine the most reasonable way to protect your own life: **RUN – HIDE – FIGHT**. Run if it's safe to evacuate. Hide and barricade if it's safe to hide. Fight the attacker if you have no other options. Choose one and act quickly.

RUN

If there is an accessible escape path, attempt to get away. Be sure to:

- Have an escape route and plan.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Leave your belongings behind.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 or Security at (336) 841-9111 (or ext. 9111 on a campus phone) when you are safe.



HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you and barricade the room. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Block the door with heavy furniture.
- Tie rope or materials around the self-closing door hinge to keep the door closed.
- Be creative. Do anything necessary to keep the threat from entering the area.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

ACTIVE SHOOTER FACTS

- Incidents last 12 minutes on average.
- 70% of incidents end in 5 minutes or less.
- Most incidents are over by the time police arrives.
- **Survival depends on the quick actions you take.**

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to incapacitate the shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions, especially with a group of people.



Acting aggressively and creating noise and distraction will quickly deteriorate the shooter's thinking process, increasing your chance for survival.

Law Enforcement Response

Law enforcement's primary goal is to stop the shooter as quickly as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four.
- The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers.
- Officers may be armed with rifles, shotguns, or handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground.

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers. Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
- Do not leave until law enforcement authorities have instructed you to do so.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter(s)
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooters
- Number of potential victims at the location

Airborne Chemical Hazard

During an airborne chemical release, you may be asked to shelter-in-place for safety. There may be no information available about the duration of the release or the airborne concentration of toxic industrial chemicals.

- Close all outside doors and windows.
- If safe to do so, turn off A/C and air handling systems.

- Move away from outside windows and doors, as well as air ducts and ventilation systems.
- If possible, attempt to seal off doors and windows with towels, tape, or clothing.

Bomb Threat/Explosion

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Do not operate any power switch and do not activate the fire alarm.

Move to a safe area and contact Security immediately at (336) 841-9111 (or ext. 9111 from a campus phone). Security will determine what action to take next.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Move away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.

If you receive a bomb threat:

- Stay calm and try to keep your voice calm.
- Pay close attention to details. Check the caller ID and write down the phone number. Talk to the caller to obtain as much information as possible. Note the tone of their voice, how they are speaking, if they sound nervous or anxious, etc.
- Take notes. Ask questions.
- Call Security or 911 and submit your notes from the telephone call or the bomb threat letter. Follow any instructions Security or the police give you.

If you are told by emergency responders to evacuate the building, follow evacuation procedures and note these additional steps:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Get away from the building and follow instructions of emergency responders.

Chemical/Toxic Poisoning

Recognize and respond to symptoms of poisoning including:

- Difficulty breathing
- Irritation of the eyes, skin, throat, or respiratory tract
- Changes in skin color
- Headache or blurred vision
- Dizziness
- Clumsiness or lack of coordination



- Cramps or diarrhea

If someone is experiencing poisoning symptoms or has been exposed to a toxic chemical, call the National Poison Control Center at **1- (800) 222-1222** and find any containers of the substance that are readily available in order to provide requested information.

- Follow the emergency operator or dispatcher's first aid instructions carefully. The first aid advice found on containers may be out of date or inappropriate. Do not give anything by mouth unless advised to do so by a medical professional.
- Discard clothing that may have been contaminated. Some chemicals may not wash out completely.

Decontamination Guidelines

- Use extreme caution when helping others who have been exposed to chemical agents. • Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put contaminated clothing and items into a plastic bag and seal it. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of bleach to decontaminate them and then rinse and dry.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Seek medical treatment immediately.

Fire

Familiarize yourself with buildings you work in and frequent, and be sure to know where the nearest two exits are. In a fire, smoke is blinding and will bank down in the rooms and hallways which may force you to crouch or crawl to escape. Being aware of your surroundings, knowing where the nearest exits are, and having an evacuation plan will greatly increase your ability to deal with sudden emergencies.



- If you notice smoke, an explosion, or fire in a building, immediately activate the closest fire alarm pull station.
- Move quickly to the nearest accessible exit.
- Notify, and assist others to evacuate along the way.
- Exit the building and proceed to the designated rally point. Rally point information for each building is posted at <http://www.highpoint.edu/safety/files/2017/08/Rally-Points-UpdatedJune-2017.pdf>.
- When you have safely evacuated, call Security at (336) 841-9111 (or ext. 9111 from a campus phone) to provide the location of the fire and any special hazards of the building.

There are many fire-resistant doors on campus that reduce the spread of fire and smoke between rooms, floors, and hallways. Close doors to help prevent the spread of smoke and fire if safe to do so.

If you get caught in smoke:

- Stay low. Smoke will rise to ceiling level first.
- Drop to hands and knees and crawl towards the nearest exit.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt, towel, or handkerchief.
- Be aware of your surroundings. Take note of and follow EXIT signs. **If your clothes catch fire:**
- Activate a safety shower if one is available nearby or **STOP, DROP, and ROLL.**
- Cover your face to protect it from the fire.

Fire Extinguishers

Fire extinguishers are located in every building throughout every floor. They may be in cabinets or on wall-mounted on brackets. A fire can double in size every 30 seconds. In an emergency situation, you don't want to waste time looking for a fire extinguisher. Know where they are before an emergency situation occurs.

- Only try to put out a small fire (no larger than a small trash can) with a fire extinguisher if you are confident in fire extinguisher use.
- If you do fight the fire, use only ONE (1) extinguisher, then evacuate the building.
- As a reminder: you are NOT obligated to fight fires of any size. If you have any doubt, do not attempt to fight the fire.



Remember PASS:

- **P**ull the pin on the handle.
- **A**im the nozzle at the base of the fire.
- **S**queeze the trigger slowly.
- **S**weep the fire extinguisher from side to side.

Hazardous Materials Spill

- Leave the area and proceed to a safe location nearby. Assess if you have the proper training and protective gear to clean up the spill.
- Contact your supervisor. If you can clean up the spill, follow proper procedures and use proper personal protection. Manage the generated waste as appropriate.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- All hazardous material releases should be reported to Security by calling (336) 841-9111 (or ext. 9111 from a campus phone).

Severe Weather Incident

Severe weather refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of life such as tornadoes and severe thunderstorms. Tornadoes are spawned from powerful thunderstorms and appear as a rotating, funnel-shaped cloud with winds that can reach 300 miles per hour. North Carolina experiences approximately 16 tornados per year.

Severe Thunderstorm Watch

A severe thunderstorm watch means conditions are favorable for severe storms. You may continue normal activities but be aware of your surroundings and pay attention to any notifications from your cell provider or you can add the WeatherBug app and choose High Point, NC and choose HPU as your location.

Severe Thunderstorm Warning

A severe thunderstorm warning means severe thunderstorms are actively occurring in the area.

- Be aware of your surroundings and seek shelter immediately, especially if you are outdoors or in a vehicle.
- Stay away from windows and exterior doors until the storm passes.

Tornado Facts:

- Tornadoes are most likely to occur between 3 pm and 9 pm but can occur at any time.
- They can strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average forward speed of a tornado is 30 mph, but may vary from stationary to 70 mph.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.



Tornado Watch

A tornado watch means conditions are favorable for the development of a tornado. You may continue normal activities, but be aware of your surroundings and pay attention to any notifications from the Panther Alert system.

Tornado **Warning**

A tornado warning **means a tornado has been spotted** or has been indicated on radar.

Recommended Actions	
If you are inside a structure:	• Be aware of your surroundings and seek shelter immediately, especially if you are outdoors or in a vehicle. • Go to an interior hallway or enclosed area on a lower floor and away from windows and exterior doors. • Avoid large spaces such as gymnasiums and auditoriums due to the risk of roof collapse. • Go to the center of a small interior room on the lowest level away from corners, windows, doors, and outside walls. Get under a sturdy table and use your arms to protect your head and neck. • Do not open windows.
If you are outside with no shelter:	If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors affect your decision. Possible actions include: • Take cover in a stationary vehicle. Put the seat belt on and cover your head. • Lie in an area noticeably lower than the level of the roadway and cover your head with your arms, a blanket, coat, etc.
In all situations:	• Do not get under an overpass or bridge. You are safer in a low, flat location. • Never try to outrun a tornado in congested areas in a car or truck. • Instead, leave the vehicle immediately for safe shelter. • Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Severe Weather Shelter Locations Residence Halls

**GET INSIDE.
GO TO THE LOWEST LEVEL OF YOUR
BUILDING.
STAY AWAY FROM WINDOWS AND
FREE-STANDING FURNITURE.**

Belk Hall	Seek shelter in the restrooms and shower stalls
Blessing Hall	Seek shelter on the 1st floor hallway, closing all doors
Caffey Hall	Seek shelter in the 1st floor guest restroom
Centennial Square 1 and 2	Seek shelter in the 1st floor guest restroom
Finch Hall	Seek shelter on the 1st floor hallway
Greek Village	Seek shelter in the interior stairwell and inside restrooms
Millis Hall	Go to the 1st floor hallway
North College Court	Go to the bathrooms inside each room
North College Terrace	Go to the 1st floor hallways away from doors and glass
North College Townhomes	Go to the bathrooms and laundry rooms
Point Place Apartments	Go to the restrooms in each unit
University Center 2	Go to the basement near the laundry room
University Houses	Go to the go to your basement (if accessible) or innermost interior room away from windows.
U-Ville	Go to the bathrooms and laundry rooms
Village 1 and 2	Go to the 1st floor hallway away from windows
Wanek Center	Go to the ground floor (Theater, Jamba Juice, Arcade)
Wilson Hall	Go to the basement outside Health Services
Women's Complex	Go to the first floor hallways away from windows
York Hall	Go to the first floor hallway away from windows

These locations are the **BEST AVAILABLE REFUGE AREAS**, a term used to identify areas within existing buildings that are likely to provide the best option for safety during a tornado or extreme wind event. This term should not be confused with a tornado safe room, which is specifically built to FEMA 361 standards.

Severe Weather Incident Shelter Locations Non-Residential Halls

GET INSIDE.

GO TO THE LOWEST LEVEL OF YOUR BUILDING.

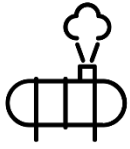
STAY AWAY FROM WINDOWS AND FREE-STANDING FURNITURE.

Congdon School of Health Sciences	Go to the basement and move towards the center of the building away from glass
Couch Hall	Seek shelter on the 1st floor hallways or offices/classrooms without windows
Cottrell Hall	Go to ground floor restrooms or the Wanek Center
Hayworth Chapel and Hall	Go to the Fellowship Hall, the lowest level in the hallway and restrooms
Hayworth Fine Arts Center	Go to the lowest level near the Music Department
Millis Athletic Center	Go to the lower level hallways away from doors and glass
Norcross Graduate School	Go to the 1st floor hallways away from doors and glass
North College Admin	Go to the farthest point in the room away from windows, first floor hallway.
Norton Hall	Go to the lowest level away from the center atrium
Oak Hollow Administration	Seek shelter in restrooms or 1st floor hallways, stay away from windows or glass
Oak Hollow Center	Seek shelter in restrooms or 1st floor hallways, stay away from windows or glass
Phillips School of Business	Go to the lowest level away from windows
Qubein School of Communication	Go under 1st floor stairwells or interior offices/classrooms without windows
Roberts Hall	Go to the lowest level in the hallway away from windows
Stout School of Education	Go to the 1st floor hallway or interior offices without windows
Slane Center	Go to the ground floor away from windows or go to the stairwells
Smith Library	Go to the bottom floor of the library
Steele Center	Go to the restrooms and locker rooms
Village Grille	Go to the interior of the Grille as far away from windows and doors
Wanek Center	Go to the ground floor (Theater, Jamba Juice, Arcade)
Wanek Undergraduate Sciences	Go to the lowest level interior hallway
Webb Conference Center	Go to the ground floor interior staircase
Wilson School of Commerce	Go to the lowest level offices of Foreign Languages and the back corner or stairwell in the Ceramics Studio
Witcher Athletic Center	Go to the 1st floor away from windows or in restrooms and locker rooms
Wrenn Hall	Go to the lowest level of the building in the mail room or back hallway

These locations are **BEST AVAILABLE REFUGE AREAS**, a term used to identify areas within existing buildings that are likely to provide the best option for safety during a tornado or extreme wind event. This term should not be confused with a tornado safe room, which is specifically built to FEMA 361 standards.

Utilities Incidents

Gas Leaks



Natural gas is colorless, odorless, and combustible. For your safety, gas companies add an unpleasant odorant called mercaptan to natural gas to give it a strong, unpleasant odor so you will be able to detect escaping natural gas.

- If you smell natural gas, do not attempt to locate the source of the odor. Evacuate the premises immediately and call Security at (336) 841-9111 (or ext. 9111 from a campus phone)
- If the odor is very strong or you hear a blowing or hissing noise, evacuate the building immediately, leaving doors unlocked as you go. Warn others as you exit. **Do nothing that could create an ignition source.** Do not light a match or use any type of phone or battery-powered equipment. Do not turn electrical equipment or light switches on or off.

Power Outage

Try to obtain the following information prior to calling Security at (336) 841-9111 (or ext. 9111 from a campus phone):

- Is the entire building or only a portion of the building affected by the power outage?
- Are there any potentially hazardous chemicals or sensitive operations in the affected areas?



General Guidance:

- Shut off electrical appliances and computers before the power comes back on.
- If the outage involves research laboratories or areas with chemicals and hazardous materials, notify the department head/chair or supervisor so that action can be taken for areas that require special attention.
- Cease activities or operations that involve potentially hazardous conditions.
- Keep an alternate source of light to facilitate safe exit in the event of a power outage on your person or in your immediate work area. Do not use open flames for supplementary lighting.

Elevators

Contact Security or Campus Enhancement if an elevator does not seem to be operating or functioning properly. If you are trapped, each elevator is equipped with an emergency phone that dials Security directly.

4.0 Safety Resources

Emergency Telephones – C.A.R.E. Points

Security has installed dozens of blue light C.A.R.E. (Campus Assistance & Response to Emergency) points around campus for easy 24/7 access. When activated, your location is pinpointed and Security is called immediately.

LiveSafe

The LiveSafe mobile application enables two-way, real-time interaction between members of campus and Security. Users can submit tips with photos, videos, and audio messages attached and can text back and forth with the dispatcher using the chat feature. Users are encouraged to use the LiveSafe app to submit a variety of tips, including but not limited to, disturbances, suspicious activity, possible alcohol or drug violations, theft, and other concerns. This information can be entered anonymously through the app.



This app will show you locations of CARE points and AEDs (automated external defibrillator) in buildings near you.



LiveSafe can also be used to dial 911 as well as call or text Security. **HPU does not promote LiveSafe as an emergency reporting tool. Emergencies should be reported by dialing 911 (HPPD, HPFD, EMS) or (336) 841-9111 (HPU Security).**

LiveSafe

The LiveSafe application can be downloaded from the App Store (iPhone) or the Google Play Store (Android).

5.0 Campus Safety and Security

Suspicious Activity

A suspicious person may present themselves in different ways. You may notice someone who is looking inside of empty offices, cars, or houses, or trying to open doors to offices or vehicles. Remember, if something does not look or feel right, contact Security immediately at (336) 841-9111 (or ext. 9111 from a campus phone). If you are off campus, dial 911.

- Do not confront the person.
- Maintain awareness of your surroundings. Remember your safety is most important.
- Call Security immediately at (336) 841-9111 (or ext. 9111 on a campus phone). If off-campus, dial 911.
- Provide as much information as possible:
 - A description of the individual.
 - Where they are located; and what direction they may be going.
 - What they are doing.
 - Do they have any weapons?

Individuals who wish to report suspicious or criminal activity may remain anonymous. If uncomfortable reporting to Security, the information may be sent anonymously through LiveSafe or provided to High Point Police by calling 911.

Theft and Missing Property

Report any theft or missing property immediately to Security. Prompt reporting ensures situational awareness and allows an investigation to be conducted in a timely manner.



Property theft is the most prevalent and most preventable campus crime. Protect yourself and your property by following these basic precautions:

- Never leave your possessions unattended.
- Lock your door, even if you are only going to be gone for a moment. Most thefts occur in under a minute.
- Avoid leaving messages on your door advertising your departure or arrival.
- Carry only the personal information, cash, and credit cards you need. Keep them secure in your wallet or purse.
- Immediately report incidents of theft, missing property, or suspicious activity to Security.
- Get to know your workplace and neighbors and watch out for each other.
- Keep a record of the serial numbers of all your valuable items. HPU Security can provide you an engraving tool, stop by the Security Service Center in located in the lobby of the Wanek Center.
- Never leave valuables, such as GPS devices, visible in your car.

Security Safety Tips

- Stay alert and be aware of your surroundings at all times.
- Wherever you are on campus, make sure you know two exit paths you may use in the case of an emergency.
- Make yourself familiar with the location of fire extinguishers, fire alarm pull stations, AEDs, and first aid kits, as well as the layout of buildings you frequent.
- If you own a vehicle, make sure to lock your doors to prevent theft.
- Lock your classrooms and offices when not in use, even if you will be away for a short period of time.
- Lock and secure your computer and other valuable equipment when not in use or you're leaving for the day.
- Ask unescorted visitors entering your office to identify themselves and whom they are meeting.
- Call Security immediately if you see suspicious activity. Trust your gut feeling. If something doesn't seem right, chances are, your instincts may be telling you something. **If you see something, say something.**
- Never leave your identification, passport, wallet or purse unattended.
- If you lose your passport, contact Security IMMEDIATELY. Your passport will need to be deactivated in order to restrict accessibility to your student funds and the campus.
- Never leave doors propped open or allow a vehicle to tailgate you when entering campus.
- Maintain an updated list of important contacts to have in your phone from your department, as well as other departments.
- Avoid dark areas and places where it is easy for someone to hide.
- Avoid talking on your cellphone or having ear buds in at night while you are walking on and off campus.
- Walk confidently and assess your surroundings when walking on and off campus.
- If you think you are being followed, quickly head to a lighted area, a group of people you deem safe, a blue light C.A.R.E. point, or Security.

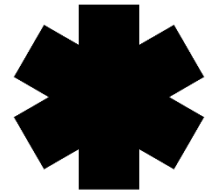


- Already have your car or house keys in your hand as you approach your vehicle or home.
- If you see anything out of the ordinary, call Security immediately.

Medical Treatment Safety

Whenever you encounter a person who is ill or injured, follow these steps:

- Call Security (336-841-9111 or 911 as soon as possible.
- Do not move the victim any more than is necessary for his or her safety.
- Keep the victim as comfortable as possible.
- Provide first aid if you are able to, to the level you have been trained.
- Control access to the scene.
- Take precautions to prevent contact with body fluids and exposure to blood borne pathogens.
- Send someone to meet the ambulance at the nearest entrance or emergency access point and direct them to victim(s).
- If the person is unresponsive or is having chest pains send someone to retrieve an AED device.



AED Locations on Campus

High Point University maintains more than 40 AEDs.

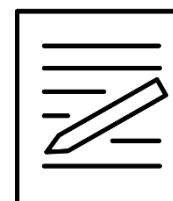
Below is a list of publicly accessible devices:

Building	Location
Budd Maintenance Warehouse	Beside the supervisor's office
Congdon School of Health Sciences	• 1st floor outside Biomechanics Lab • 2nd floor near elevator by Physician Assistant program • 3rd floor beside room 3103
Cottrell	1 st floor outside Starbucks
Couch Hall	2 nd floor hallway across from room 224
Employee Wellness Center	Between the men's and women's restrooms
Estate	Inside the Garage
Hayworth Chapel	2 nd floor beside the stairwell
Hayworth Fine Arts Center	Main level by the theater entrance near the restrooms
Millis Gymnasium	• On the gym floor behind the visitor bleachers • In the office leading into the swimming pool
North College Administration	1 st floor beside the printer
Norton Hall	Beside room 105
Oak Hollow Center	• Mounted on the wall next to the Observation Desk (HPRH space) • In hallway by exam rooms (Community Clinic)

Qubein School of Communication	Outside the 1 st floor stairwell by the theater
Roberts Hall	Underneath the Reception Desk
Security	All Security Welcome Centers are equipped with an AED
Slane Student Center	• 1st floor beside the Rec Desk • 2nd floor outside the Admissions Office
Smith Library	2 nd floor by stairwell (on the McEwen side)
Steele Athletic Center	1 st floor next to the Training Room
Wanek Center	Great Day Bakery seating area near the Security Service Center (SSC)
Webb Conference Center	1 st floor beside the stairwell
Wilson Hall	Inside Student Health
Wilson School of Commerce	Across from room 222
Williard Baseball Stadium	Inside the blue light tower / CARE Point
Witcher Athletic Center	• 1st floor beside the elevator • In the CARE Point at the concession stand

Campus Security Authorities (CSA) – Crime Reporting

High Point University, is required by a law commonly referred to as the Clery Act to collect, disclosure and annually publish statistics concerning the occurrence of select crimes on campus property (including residential facilities), non-campus property, and public property, recorded or known to High Point University Security, local law enforcement agencies, or any individuals identified by the University as "Campus Security Authorities" (CSA). Campus Security Authorities are defined as, "an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures."



It is the policy of High Point University to ensure that victims and witnesses to crime are aware of their right to report criminal acts to HPU Security or to the Police and to report University policy violations to the appropriate office. However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

CSAs are highly encouraged to report incidents immediately in order to preserve detail integrity. All submitted information is directly sent to Investigations in Security. CSAs must follow High Point University Policy by completing the Crime & Incident Reporting Form at the end of the year advising if a specified crime was reported to them but forgot to report it.

As a CSA for High Point University, please follow the guidelines set forth by your department for reporting one of the Clery Act specified crimes. A person reporting a specified crime/incident to a CSA shall also

be encouraged to report the crime to High Point University Security and local law enforcement agencies.

Procedures:

If you are one of High Point University's CSAs and you receive a report or otherwise become aware of the occurrence of a Clery-reportable incident, please do the following:

- Encourage the crime victim(s) and/or witness to report the incident to HPU Security or local law enforcement.
- If the incident indicates the possibility of an imminent community threat, inform High Point University Security without delay.
- If the incident reported is a sexual assault or other violent crime:
 - Inform the victim(s) and/or witnesses to contact the Title IX Director (336) 841-9457 and/or HPU Security (336) 841-9112.
 - Complete the Crime & Incident Report form.

The Campus Security Authorities (CSA) Crime and Incident Report Form can be found at <http://www.highpoint.edu/safety/crime-incident-reporting-form/>.

If you have any questions concerning this form, please call (336) 841-9085.

Remember:

- ✓ Be alert and aware of your surroundings at all times.
- ✓ Be familiar with the layout of buildings you frequent and always have two exit strategies.
- ✓ If you see suspicious behavior or something just doesn't feel right, contact Security immediately. Your gut is trying to tell you something. **If you see something, say something.**
- ✓ In the event of an emergency, communicate your status and location to the appropriate personnel.
- ✓ Don't freeze up. **Take action.**

HPU Security	(336) 841-9111 or ext. 9111 from any campus phone. Press the emergency call button on any C.A.R.E. point.
High Point Police Department	911 Non-Emergency: (336) 883-3224
High Point Fire Department	911 Non-Emergency: (336) 883-3374
National Poison Control Center	24-Hour Hotline: (800) 222-1222

Emergency preparedness is a University-wide initiative.

Ask questions. State concerns. Provide recommendations.

We are all in this together.