



**Livingstone Risk Management, Police and Security**  
**Emergency Manual**  
November 20, 2018

Livingstone Campus Police/Security department assesses risk, develops plans and implements programs to protect lives and property. The primary goal is to stop or reduce any accidents or incidents from occurring at Livingstone College. It is our goal to provide a quiet and peaceable learning environment for our institution. The various departments to assist in this matter, includes police/security, physical plant, business finance, and student affairs.

1. This is a manual for Livingstone College's Blue Bear family to provide reference information in assisting our institution with guidelines necessary to accomplish our goals and objectives.
2. We ask that everyone familiarize themselves with the information in this manual. This information is ready available on our website for easy accessibility at all times.
3. Various locations have been named for meeting areas to establish a mutual place for each building on our campus, if it becomes necessary to vacate any building.
4. The contact information for Livingstone Campus Police/Security department is 704-216-6164. During business hours, you may also call 704-216-6244 with any questions.
5. Of course, if there is a major emergency, dial 911

In the event an active shooter enters our campus, we ask that everyone not panic, but understand every second is critical in making the right decision for survival. It is very possible, you may come face to face with the shooter(s) and it becomes a life or death situation. You must be prepared to use whatever means necessary to survive. (Of course, this is in the event your life or the life of those around you are in jeopardy). We are sharing some information that the Federal Bureau of Investigations has provided for active shooter situations.

**1. Run**

- Do your best to remain calm and not panic
- Have/create 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 shooters view
- Block entry to your hiding place and lock the doors
- An ideal “safe place” meets the following criteria: Solid wood or steel door that can be locked from the inside. Access to a phone or computer

**3. Fight**

- Choose this option only when your life is in imminent (Immediate) danger
- Attempt to dismember the active shooter
- Act with physical aggression and throw items at the active shooter(s)
- Call police when it is safe to do so, and report your location, number of shooters, description of shooter(s), type of weapon(s) or explosives and the direction they are moving towards. If you can't speak, leave the line open and allow the dispatcher to hear what is going on.

**4. Law Enforcement**

- When law enforcement arrives on the scene, remain calm and follow the officer's instructions

- Immediately raise your hands and spread your fingers

### **Page 3**

- Keep hands visible at all times
- Avoid making quick movements toward the officer(s), including attempting to hold on to them for safety
- Avoid pointing, screaming/yelling
- Do not stop to ask officers for help or direction when evacuating. Exit in the direction from which officers entered
- Memorize as much about the shooter(s) as possible for police: tattoos, marks, scars or sound of voice(s), clothing, type weapons and how many

**Bomb Threat**

1. If you receive a bomb threat by telephone, try to keep the caller on the line as long as possible
2. Remain calm, obtaining as much information as possible, using the bomb threat checklist
3. Dial 911 as soon as possible or call Campus Police at 704-216-6164, giving your name, location and telephone number. Include any information you can provide concerning the bomb location. Do you know or can you see displayed a time to explode?
4. Inform your supervisor or department head of the matter
5. If you received a suspicious package or object, report it to the campus police at 704-216-6164 or Salisbury police at 704-638-5333. Do not touch or tamper with the package
6. If instructed to evacuate, move to a safe distance away from the building to the designated meeting area, unless advised to move farther away by authorities.
7. DO NOT re-enter the building until advised by authorized personnel

Ask:

1. Where is the bomb located \_\_\_\_\_
2. What time is set for explosion?  
\_\_\_\_\_
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 there?  
\_\_\_\_\_
7. Why?  
\_\_\_\_\_  
\_\_\_\_\_
8. What is your address?  
\_\_\_\_\_
9. Are you a student or ex-student?  
\_\_\_\_\_
10. Do you work at the college or an ex-employee?  
\_\_\_\_\_
11. Did or do you have any family attending or working here?  
\_\_\_\_\_

12. What is your name?

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13. What is your age, race and how long they talked with you?

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**Caller's Voice (Circle all that applies)**

1. Calm
2. Angry
3. Excited
4. Slow
5. Soft
6. Loud
7. Laughing
8. Crying
9. Normal
10. Distinct
11. Nasal issues

**Page 6**

12. Stuttering
13. Raspy
14. Deep
15. Ragged
16. Deep breathing
17. Cracking
18. Disguised
19. Accent
20. Familiar (Who did it sound like to you?)

**Background Sounds**

1. Street noises
2. Voices

- 3. PA Sounds
- 4. Music
- 5. Motor Vehicle sounds
- 6. Office/gardening vehicles
- 7. Animals
- 8. Any other unique sounds

**Threatening Language(s)**

- 1. Educated Speaker
- 2. Disrespectful Language (Profanity)
- 3. Incoherent
- 4. Recorded Voice
- 5. Sound of someone reading something

List any remarks or special request by caller:

\_\_\_\_\_

**Page 7**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

- A. The U.S. Postal Service identifies the following common characteristics of letter and package bombs:
1. Type: Foreign, Priority, special Delivery
  2. To be open by addressee only
  3. Confidential
  4. Personal
  5. Visual distractions: Fragile, Rush, Handle with Care
  6. Excessive postage
  7. Fictitious or no return address
  8. Incorrect titles/names/no names

9. Oily or discolorations on packages or boxes
  10. Excessive weight or uneven weight distribution
  11. Rigid, lopsided or uneven envelope
  12. 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 a window(s) in immediate area to assist in venting potential explosive gases
  5. Call Campus Police @ 704-216-6244/704-216-6164 or Salisbury PD @ 704-638-5333 or 911

## Page 9

## Building Evacuation

- A. On occasion you may, without notice, be asked to evacuate the building. The reasons for this could be fire alarms, bomb threats, natural gas leaks, etc. When you are notified to evacuate, follow these procedures:
- B. Anytime an evacuation order is issued, either by alarm or verbally, **you must evacuate immediately!**
- C. Close all windows and doors and walk to the nearest exit. If the alarm stops sounding, continue evacuation and warn others who may attempt to enter or re-enter the building.
- D. Assist disabled persons or visitors leaving the building.
- E. Do not use elevators.
- F. Proceed to other college buildings or stand 100 feet away from building in the designated meeting area. Keep the streets and sidewalks open for emergency personnel. Do not return to the building until directed to do so

by police and security. The silencing of audible sirens or horns does NOT mean it is safe to re-enter the building.

G. Safety and Security does NOT set off fire alarms on a random basis. All tests are announced prior to their activation.

**DO:**

1. Leave immediately.
2. Walk, don't run, unless it is an extreme emergency.
3. Do not use elevators.
4. When instructed, evacuate and go a safe distance from your building (pre-designated assembly points for your building).
5. If you know of hazards or trapped persons, tell the nearest campus security or police officer.
6. Do not re-enter the building until the police or emergency management personnel tell you it is safe.

**Page 10**

**Designated Meeting Areas**

1. Presidents Building (Hood) everyone evacuating the hood building will meet at the Library for briefing and updates to assure everyone is safe and out of the building.
2. Price Building (Business Building) everyone will meet at the Library along with the hood building employees.
3. Goler Hall (Female Residence) will meet at Varrick Auditorium for briefing.
4. Library employees/students inside will evacuate to Varrick Auditorium for briefing and updates. (Only if circumstances arises that deems it necessary the library must be evacuated). (Then both Hood and Price employees would meet at Varrick Auditorium).
5. Success Center employees/students will evacuate to Varrick Auditorium for briefing and updates.
6. Ballard Hall employees/students will meet at Varrick Auditorium for briefing and updates.

7. Duncan Science employees/students will meet at Varrick Auditorium for briefing and updates
8. Tubman employees/students shall meet at the Event Center for briefing and updates.
9. Honors Residence Hall staff/students shall meet at Varrick Auditorium for updates and briefing.
10. Dancy Hall (Male Residence Hall) shall meet at New Trent Gym for briefing and updates.
11. Harris Hall (Female Residence Hall) shall meet at New Trent Gym for briefing and updates.
12. Tucker Hall (Male Residence Hall) shall meet at New Trent Gym for briefing and updates.
13. Babcock Hall (Female Residence Hall) shall meet at New Trent Gym for briefing and updates
14. Cafeteria staff/students shall meet at New Trent Gym for briefing and updates.
15. Wall Center employees/students, shall remain at the wall center unless extreme dangers exist that the building has to be evacuated. If the building has to be evacuated, everyone shall meet at New Trent Gym for briefing and updates.

**Page 11**

16. Health Center employees/students shall evacuate to New Trent Gym for briefing and updates.
17. If there is no extreme emergency that there is no reason to evacuate to another building, please evacuate at least 150 feet away from the building you are in for safety purposes.
18. College Park (Male/Female) apartment complex shall evacuate to Kelsey Scott Park in case of an emergency
19. Livingstone College Hospitality and Culinary Arts building (530 Jake Alexander Blvd) shall evacuate to the rear of the building near the picnic area for briefing and updates.

20. Teachery Apartments shall evacuate to the parking area near the building unless circumstances prevent same.

**Page 12**

### **Chemical Spills**

- A. If identity of any chemical spill is unknown, treat same as a hazardous toxic material. (PLEASE DO NOT ATTEMPT TO CLEAN)
- B. Contact Campus Police/Security at 704-216-6164 or 911 immediately (Give your name, department and location of the emergency. Also give your cell number)
- C. Pull the fire alarm, so evacuation of building will begin.
- D. Evacuate to designated area or a safe distance away from the building. (At least 150 feet away).
- E. Do not return to the building unless instructed by fire or authorized personnel.
- F. Do not walk through or stand in any areas where vapors or fumes are.
- G. Stay together as a group until everyone is accounted for and cleared by authorized personnel.

- A. If you witness a situation which may involve criminal activity, do not attempt to apprehend or interfere with the suspect(s), except in the case of self-protection.
- B. If possible, document the description of suspect(s) as: Height, Weight, Sex, Race, Approximate age, Clothing, Walking/direction of travel, vehicle and make, tag/color and names if known.
- C. Call Campus Police/Security or 911 giving your name, location and contact information, in case contact is lost during phone conversation. Provide enough information for the officer receiving the call: They are armed with a gun/knife, etc... (Officer may possibly see suspect while on way to the scene).
- D. Remain calm and stay on the line with the operator, until an officer arrives or the dispatcher clears the call.

- E. Give any special details to the dispatcher as tattoos, marks, limp when walking or particular sounding voice.
- F. If the crime is a robbery, please do not take chances. Give the suspect(s) what they want. (Remember, everything can be replaced except your life)

### **Prevention Tips**

- A. Lock all residence all doors, office doors and vehicle doors at all times.
- B. Do not walk/run/jog alone at night in poorly lighted areas
- C. Keep up with all credit cards and valuable information. Give copies of serial numbers and names of properties to parents/guardians
- D. Do not leave keys in your door or inside your vehicle when you are not around. Keep strangers out of your room at all times.
- E. Be careful going to other student's rooms that you are not familiar with.
- F. Do not give your personal information to anyone, license #, Social Security Number or credit card information.
- G. Be careful what apps you use when ordering on line.
- H. Be aware of your surroundings at all times. Don't be easily distracted.

### **Page 14**

### **Fire**

1. Learn where each fire extinguisher is in your building
2. Call Campus Police/Security at 704-216-6164 or 911 in case of a fire or you smell smoke. In cases of a working fire, pull the fire alarms to warn others.
3. Immediately evacuate the building, at a safe distance from danger.
4. Keep the area clear for fire and police personnel.
5. Leave fighting the fire to professionals and keep yourself and others clear from danger.
6. Do not pull the fire alarms for false calls as a prank. It is against the law and campus policies. You will be charged a \$500.00 fine and may be arrested.
7. Use the safest exit to clear your building and do not use elevators

8. Do not re-enter a building once you have left. Stay with your group, until everyone is accounted for and cleared to re-enter the building.
9. Do not walk through or stand around in smoke areas. Assist everyone you can with evacuating the building.

- A. If you smell gas inside of a building, contact campus police/security and physical plant. Physical Plant may be reached at 704-216-6131.
- B. If the smell is inside of a room, close all doors and leave the room. Report the exact location of the smell to campus police/physical plant workers. Once the fire department is on the scene, give them a full detail of what you smelled or saw and location.
- C. Leave the area and do not return until advised by proper authorities.
- D. If other chemicals are in the building or room, please advise fire department and campus police. If known, advise the type of chemical and how much.

What is the difference between a watch and a warning?

1. A watch is an indicator that the weather conditions are likely to become dangerous. The alert is basically preparing you to be proactive. This is a time for the President or his designee to meet with Business Finance, Academic Affairs, Student Affairs, Campus Police, Physical Plant, Public Relations and Admissions personnel.
2. A warning is a sign, something must be done right away to prevent loss of life or serious injuries. Something has been spotted or about to occur and shelter must be sought immediately.
3. If a tornado warning is issued for our area, go to a place without windows if possible. If that is not possible, go somewhere that may present some type of

safety to you. Hide under a desk or something heavy for protection. Do not stay inside of any vehicle if possible.

4. Make sure being proactive, that your cell information and or email information is correct and on file at the Campus Police Department.
5. Stay away from all elevators.
- A. Livingstone College will operate business as usual unless the President of the institution announces a change in the operations for that moment. The Blue Bear Family will receive a notification from Blackboard Connect advising every one of any changes. You may also visit the college's website at [www.livingstone.edu](http://www.livingstone.edu) , social media sites as tweeter and Facebook. You may also receive notifications on our campus radio station WLJZ 107.1 FM; and by calling the Livingstone College Weather Hotline at **704-216-6999**.
- B. Essential personnel will be on site for any assistance to faculty/staff/students.
- C. Information as travelling will be shared from Campus Police or Salisbury PD as to safety precautions.
- D. The emergency notifications will deal with hurricanes, tornado, flood dangers, heavy rain, snow and ice. Notifications will advise of all closings and delays of the college's operations.

**Page 17**

### **Basic Disaster Supply Kit**

Upon hearing of a disaster, some faculty/staff/students may have already left the campus prior the disaster arriving. Listed are some things that would be good to keep inside of your vehicle.

1. Three to four day supply of non -perishable food
2. Three to four day supply of drinking water
3. Portable battery powered radio or television and extra batteries
4. Flashlights
5. First aid kit
6. Sanitation and hygiene items
7. Matches/lighter and waterproof containers

8. Extra clothing
9. Can opener and other kitchen utensils
10. Cash & Coins
11. Sleeping bag or warm blanket

- A. Upon being injured on the job, contact your immediate supervisor. The supervisor shall document the incident and contact the Human Resources Department. The Human Resource Department will then contact the employee and advise what steps will be taken concerning their injury.
- B. If immediate emergency treatment is needed, call Campus Police or 911.
- C. Keep your immediate supervisor updated of your injury.
- D. Do not keep information from your supervisor that may cause problems at a later date. Be truthful and accurate when giving information.
- E. All injuries, whether small or great shall be reported to your supervisor.

- A. Anyone being the victim of sexual assault/rape is encouraged to immediately report same to the proper authorities. (Campus Police at 704-216-6164) as soon as possible. Victims are encouraged not to bathe, although you may want to. Keep on the clothes that the suspect(s) took off of you. Do not brush your teeth or even comb your hair. Doing any of the things listed, could cause major evidence to be lost or destroyed.
- B. You are encouraged to contact the college's counselor Mrs. Elizabeth Alston – Pinckney at 704-216-6100 for support.
- C. The Campus Police will transport you to the Rowan Regional Hospital for a rape kit along with checking for and treating any injuries. If you do not wish to ride in the police vehicle, an ambulance will be called to transport you to the hospital. It is the choice of the victim as to how they desire to be transported to the hospital, or if they are willing to go.

- D. The Campus Police shall notify as soon as possible, the college's title IX Coordinator concerning the incident. The case will be investigated by the Salisbury Police Department, with the Campus Police doing the initial report.
- E. All evidence will be packaged by Salisbury Police Department.