

Writing Center

Emergency Response Plan

Campus Siren

If you hear the campus siren (*pulsating* tone):

1. Immediately secure your area (close and, if possible, lock doors)
2. Confirm the reason for the siren by checking the UNCW website or your cell-phone text alert (to sign up, www.uncw-campus.info click “questions/comments”). Based on this reason, follow the appropriate instructions below.
3. If you cannot confirm the reason for the siren, assume a “Shelter in Place” or “Lockdown” order has been given and follow the instructions provided below.



Tornado or Other Weather Emergency

1. Get to an inner room with no windows—bathrooms or offices
2. Secure doors and remain alert

Violent Situation (Active Shooter, etc.)

- I. If “Shelter in Place” or “Lockdown” order is given:
 - A. Lobby** (Front Desk Workers and any students in the lobby)
 1. Go to lobby bathrooms, lock doors
 - B. Writing Lab**
 1. Close and barricade doors
 2. If blinds are on the windows, close them
 3. Turn off lights, cell phones, etc. (stop anything that attracts attention)
 4. Get away from windows and doors
 5. Turn over table(s) and get behind it for protection
 - C. Tutoring Rooms and Offices**
 1. Close and barricade doors
 2. If blinds are on the windows, close them
 3. Turn off lights, cell phones, etc. (stop anything that attracts attention)
 4. Get away from windows and doors
 5. Turn over table(s) and get behind it for protection
 - D. All Areas**
 1. Remain quiet
 2. Spread out in the room as much as possible so as to present less of a target
 3. Remain in secure area until police secure the building and give the all-clear, or you hear a *continuous* tone of the siren
 - II. If no “Shelter in Place” or “Lockdown” order is given, **and it is deemed safe to do so**, employees and students should attempt to exit the rear door of the Writing Center into the stairwell and out the West exit located in the stairwell.
- If there is no siren, but a violent situation is occurring in DePaolo Hall or there is a disgruntled student in the office:
1. Follow the above directions as closely as possible
 2. If possible, alert ULC Administrators, Staff or other student workers
 3. When ULC Administrators or Staff are not present, phone **Campus Police (ext. 2222 or 911)**

A First Aid Kit is located in the 1003 workroom, above the mailboxes.