

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section V - Safety

SUBJECT: EMERGENCY PREPAREDNESS

REVIEWER(S): Dean of Student Affairs and Enrollment Management*
Safety Committee Chair

Related Documents/Policies to Consult:

[Emergency Response Plan](#)

[Inclement Weather Staffing and Emergency Event Staffing \(Sec. I\)](#)

I. POLICY

Carolinas College is committed to providing a healthy, safe, and secure environment for team members and students, to include the resources and education needed to deal with emergencies inside and outside the facility. It is the expectation that all *CCHS team members* know their assigned roles and perform them as the key to saving lives. As a subsidiary of Carolinas Medical Center and Carolinas Healthcare System, the College has access to rich resources to assist in recognizing and responding to emergencies to include the services of CHS Corporate Safety, CHS Medical Director, CHS POM Support Services, and CHS Security.

II. PROCEDURE

- A. Annual continuing education modules (ACE Modules) will assure all *team members* are competent and current in dealing with safety, emergency, and disaster situations.
- B. In the event of a disaster or emergency, CHS Corporate Security will be notified. Other CHS entities may be engaged as needed.
- C. The college's Emergency Response Plan will be consulted in all emergency and disaster response planning and will guide response activities.
- D. Other CCHS safety policies will guide specific emergency responses such as fire, computer system failure, etc.
- E. Lincoln/Harris, which manages the Rankin Building, will be notified of all emergencies and disasters directly affecting the physical facility. Their phone number is 1.800.933.4357; facility number is CM0121.
- F. In the event that Rankin Education Center is not usable, CCHS will coordinate with Cabarrus College of Health Sciences, the AHEC Library, and the *Department of Medical Education* to utilize available space at those locations. The institutional technology *manager* will notify the IS administrator of the need for use of off-campus computer back-up files.
- G. The Emergency Preparedness policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____

Title: President

Date: _____