

# Building Emergency Action Plan Reid Building October 2024



College of Education  
and Allied Professions

WHERE  
*whee* MAKE  
A DIFFERENCE!

[ceap.wcu.edu](http://ceap.wcu.edu)

# Table of Contents

Record of Changes	3
Record of Distribution	4
Calling Tree & Contact Information	4
Introduction	5
Purpose & Scope	5
Definitions	6
Building Information	6
Role of Building Coordinator	7
Building Evacuation	7
Emergency Notification Communications	8
Building & Departmental Communications	8
Hazard Specific Response Actions	9
General Response Action	10
Statement of ADA Accessibility during Emergency Evacuations	10
Shelter in Place	11
Campus Evacuation & Closure	12
Bombs & Bomb Threats	12-14
Explosions	15
Active Shooter	15-17
Chemical Spills/Releases	17
Medical Emergencies	18
Personal Injury Procedures	18
Mental Health Crisis	19
Civil Demonstration/Protest	20
Natural Disasters/Hazards	20
Other Hazards & Incidents	21
Utilities & Facilities Issues	22
Personal & Community Preparedness	22
Training & Maintenance of Plan	22
Appendix A: Evacuation Plans/Routes	23-29
Appendix B: Evacuation Assembly Areas	30
Appendix C: Areas of Refuge (Active Shooter)	31
Appendix D: Areas of Refuge (Severe Weather)	32
Appendix E: CEAP Directory	33-35

# Record of Changes

Change Number	Date Entered	Page and/or Section Changed	Description of Change	Name of Person Making Change
1	5/3/2016	Change p. 3; add App. F	Add Reid Evacuation Plan diagrams as new Appendix F, reference them on p. 3	Lee Nickles, Chair of CEAP Disaster Committee
2	11/3/2016	Update App. F	Update Reid Evaluation Plans with new versions	Lee Nickles, Chair of CEAP Disaster Committee
3	11/29/2017	Whole report update	Change entire plan to the new template	Lee Nickles, appointed by CEAP Leadership Council
4	8/23/2021	Whole report update	Update a few key names and information, and transfer to new template	Kim Winter on behalf of CEAP Leadership Council
5	9/11/2023	Whole report update	Update a few key names and information; Update directory	Kim Winter, on behalf of CEAP Leadership Council
6	10/15/2024	Update App E	Update directory	Kelly Tracy, Reid Building Coordinator
7				
8				
9				
10				
11				
12				
13				

# Record of Distribution

Department/Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)
All full-time faculty/staff in the college	CEAP (Reid)	Faculty and staff	Electronic via email with a few spare hard copies available in the dean's office–Killian 204  As soon as approved at all levels (Spring 2016)
All department offices	CEAP (Reid)	Staff	Hard copy, As soon as approved at all levels (Spring 2016)
<a href="#">College website</a> (all departments/units in CEAP)	public distribution	public distribution	Electronic/web  As soon as approved at all levels (Spring 2016)
<a href="#">College website</a> (all departments/units in CEAP)	public distribution	public distribution	Electronic/web  As soon as approved at all levels (Fall 2017)
All full-time faculty/staff in the college	CEAP (Reid)	Faculty and staff	Electronic via email with a few spare hard copies available in the dean's office–Killian 204  As soon as approved at all levels (Fall 2017)
All full-time faculty/staff in the college	CEAP: Reid, Killian, McKee	Faculty & Staff	Email & CEAP <a href="#">Governance webpage</a> (August, 2021)
All full-time faculty/staff in the college	CEAP: Reid, Killian, McKee	Faculty & Staff	Email & CEAP <a href="#">Governance webpage</a> (September, 2023)

## Calling Tree and Contact Information

The College of Education and Allied Professions is contracting with One Call Now, a service that allows the administration to quickly communicate with a group by text and phone. The building coordinator or alternates (see Building Information) will be able to initiate a communication alerting all employees of the college (or a subset of that group) about a building-specific emergency.

The Dean's Office will be responsible for coordinating with departments and units to acquire contact information for all employees and maintaining the list within the communication system. This list will

be updated at least once per semester. If there is an emergency in a building that houses CEAP personnel, it is the default action to alert the entire college as many units span more than one building and may need notification.

The CEAP communication system will be used for emergency notification specific to our buildings and will not take the place of the campus-wide communication systems. Additionally, the CEAP Leadership Council updates a contact sheet annually and includes direct office phones and cell phones of the Dean, Associate Dean, all three Department Heads, Director of Assessment and Technology, Director of Field Experiences, Director of Student Success, Business Officer, Dean’s Executive Assistant, and both a Faculty and Staff senate representative. In any emergency event, the Dean will contact the Associate Dean immediately and a decision will be made whether to call each Leadership Council member and/or simply use One Call Now.

**Reid Building Process:** Kelly Tracy (Building Coordinator) will contact Kim Winter (Dean) who will initiate One Call Now and update CEAP Leadership Council.

<b>Reid Building Coordinator: Kelly Tracy (Director, STL)</b>	<b>Alternate: Kim Winter (Dean, CEAP)</b>
Reid Main Office Phone: 828-227-7108	Killian Main Office Phone: 828-227-7311
Direct Line: 828-227-3302	Direct Line: 828-227-3306
Cell: 864-918-3843	Cell: 817-602-9278
Email: <a href="mailto:kntracy@wcu.edu">kntracy@wcu.edu</a>	Kim Email: <a href="mailto:kkruebel@wcu.edu">kkruebel@wcu.edu</a>

## Introduction

Each occupied University building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The Primary Building Safety and Security Representative, designated by a Dean, Department Head, or Director in the building, should coordinate the development of the BEAP with representatives from each Department located in the building.

In the event of a disaster or major emergency, Western Carolina University officials will alert the community using several methods. Immediate notifications will be made through WCU ALERT sirens, voice and text messages, and campus email. Subsequent emergency information will be posted online at <http://news-prod.wcu.edu/emergency-information/>.

When an emergency occurs, WCU community members can take steps to protect themselves. This plan details emergency procedures that will be taken by the departments and units within each building on campus.

## Purpose and Scope

This plan serves as a life safety and emergency response plan for the departments and units within this building. This plan does not provide for the business continuity and/or disaster recovery process of individual departments. This plan is applicable during or immediately following an emergency or disaster within the building. All occupants should become familiar with this plan.

# Definitions

**ALL Clear** - This means the immediate danger is over and that most functions may resume normal operations. Occupants may re-enter buildings and/or move about campus without restriction unless specifically directed otherwise. Specific guidance regarding Class Schedules and University Events will be posted to the emergency webpage.

**Evacuation** – This is the movement of persons from a dangerous or potentially dangerous place to a safe place. Examples are the evacuation of a building due to bomb threat or fire. In an extreme situation i.e. flood, large portions and/or the entire campus may be required to evacuate.

**Evacuation Assembly Area (EAA)** – This is the area(s) to which all building occupants should report following a building evacuation. Most EAAs are pre-identified locations, although specific incidents may require the EAA to relocate.

**Shelter and/or Secure in Place** – This is a term that may be used in an emergency (i.e., threat of violence, severe weather, or hazardous materials spill). This precaution is to enhance your safety while you remain inside in your facility. People should go indoors and take refuge there until an evacuation can be safely initiated or an all clear is given. During a threat of violence, students, staff and faculty may be directed to shelter and secure in place. This is a precautionary measure aimed at keeping you safe while indoors. When possible, exterior doors to buildings should be locked. During this time people whom you know or do not fit the description of the suspect(s) may be let into your building.

**Building Coordinator** – A pre-designated person(s) responsible for acting as a liaison for each building on campus. The duties of building coordinator include both planning and preparedness functions, as well as specific responsibilities during an emergency or disaster.

## Building Information

<b>Reid Building Coordinator &amp; Alternate</b>	<b>Building Coordinator:</b> Kelly Tracy, Director of the School of Teaching & Learning  <b>Alternate:</b> Kim Winter, Dean of the College of Education & Allied Professions
<b>Building</b>	Reid Gym
<b>Departments in Building</b>	School of Teaching & Learning Human Services - Parks & Recreation Management - Experiential & Outdoor Education
<b>Office Phone</b>	Main Office: 828-227-7108 Kelly Tracy Direct Line: 828-227-3302
<b>Cell Phone</b>	Kelly Tracy: 864-918-3843 Kim Winter: 817-602-9278
<b>Email</b>	Kelly Tracy: kntracy@wcu.edu Kim Winter: kkruebel@wcu.edu

# Role of Building Coordinators

The role of the Building Coordinator is to develop and maintain the Building Emergency Action Plan for his/her respective building(s). Additionally, the Building Coordinator shall direct and monitor shelter in place and evacuation activities related to a crisis. In cases where Floor or Department Captains have been appointed, the Building Coordinator shall coordinate with these team members to ensure the safety of students, staff, faculty, and visitors in their buildings. This includes actions described in this Building Emergency Action Plan. The Building Coordinator is also responsible for training staff and faculty on this Plan twice per academic year, at a minimum.

Departmental/Floor Captains Primary / Alternate Name	Room Number	Department	Cell Number	Email
Kelly Tracy Alternate: Kim Winter	RD 100 KL 204	Reid	864-918-3843 817-602-9278	<a href="mailto:kntracy@wcu.edu">kntracy@wcu.edu</a> <a href="mailto:kkruebel@wcu.edu">kkruebel@wcu.edu</a>
Theresa Paul	RD 150	Center for Career & Professional Development (CCPD)	Main Office Number: 828-227-7133	<a href="mailto:tcpaul@wcu.edu">tcpaul@wcu.edu</a>
Steve Wargo	RD 129	Exercise Area	828-227-3558	<a href="mailto:sjwargo@wcu.edu">sjwargo@wcu.edu</a>

## Building Evacuation

### [Incidents occurring inside this building]

In the event of a sudden emergency, such as a fire, natural gas leak, or hazardous materials spill within the building, all occupants may have to evacuate. Building evacuation plans with evacuation routes highlighted are posted throughout the building (SEE APPENDIX A). If an evacuation of the building is necessary:

- Pull the fire alarm for incidents that you may safely do so (see section V).
- Dial 828-227-8911 (x8911 from a campus phone) or 911 Jackson County Emergency Services and give details about the hazard to emergency personnel.
- Evacuate immediately. Close doors behind you and do not stop for belongings.
- Use stairways, not elevators.
- Evacuate to at least 50 feet from building and remain there until accounted for.
- Attempt to account for everyone in the department.
- Alert police and fire personnel about potentially trapped victims (e.g., mobility impaired, trapped, or injured victims).
- Do not re-enter the building until fire department officials, University Police, or other designated safety personnel communicate that it is safe to return.
- Occupants should congregate in evacuation assembly areas outside the building (included in Appendix).  
In the event of inclement weather and/or prolonged evacuations, department heads should determine whether employees should seek shelter in another facility or leave campus.

# Emergency Notification Communications

In an emergency, Western Carolina University Public Safety uses multiple methods of communication and notification to inform the campus community and general public about the nature of the emergency, what is being done, and what you should do. These systems make-up the WCU Alert System.

- RAVE o RAVE allows students, faculty, staff, and parents to receive voice, text, and email message in case of emergency. **Register for WCU Alerts today:** <http://news-prod.wcu.edu/emergency-information>
- Outdoor Siren System o The outdoor siren system alert means there is an emergency on campus, a potentially dangerous condition, or an impending threat (i.e. severe weather, hazardous materials spill, or a person with a gun). When the siren sounds, everyone on the WCU campus should take shelter indoors immediately. Close all windows and doors, if possible, and remain sheltered until an "all clear" is given. Check the University Emergency Information Web Page for updates <http://news-prod.wcu.edu/emergency-information>.
- Alertus Computer Pop-up Emergency Notification o The Alertus computer desktop emergency notification system allows WCU Public Safety to send emergency notifications and updates directly to staff, faculty, and classroom computers during an emergency. Additional information on Alertus can be found at <http://thereporter.wcu.edu/2013/07/new-desktop-emergency-notification-system-to-be-tested-on-campus-aug-2>.
- Campus Email o This system will send an email to the entire campus community – every student, faculty or staff member through their WCU mailbox.
- Emergency Information Web Page o In the event of an emergency, this page will provide the most current information on the nature of the emergency and the university's response to the situation. <http://news-prod.wcu.edu/emergency-information>
- WWCU-FM (90.5 FM) o This channel will broadcast updated information during an emergency <http://www.wwcufm.com>.

# Building and Departmental Communications

When an emergency or disaster is announced, or if building occupants are alerted to an emergency, all building occupants should notify others in the area.

- In coordination with the building coordinator, all occupants should ensure that the appropriate protective action (evacuation, shelter in place, etc.) is communicated as much as possible.
- Before and during an incident, departments should maintain a call roster (calling tree) of all faculty and staff so they may contact them. The Roster for all of CEAP, by Department and Program, is located in APPENDIX E.
- The decision to lockdown a building will be communicated through department heads (or designees) to each respective faculty and/or staff member.
- The building coordinator, in coordination with emergency officials and department heads, will make the determination to take proactive action.
- Communications during an emergency or disaster incident in the building will be face-to-face, by email, by phone, and by text.



# Hazard Specific Response Actions

## Fire

### Before the fire:

- Plan and practice escape routes.
- Post emergency numbers near telephones.
- Do not store combustible materials near a heat source, in hallways, stairwells or exit paths.
- Extension cords are for temporary needs only. Never run them under carpets or anywhere they can be pinched or crushed.
- Do not overload electrical outlets by using plug extenders or multiple power strips.
- Keep all electrical appliances away from anything that can catch fire. Remember always to turn them off at the end of the day.
- Pay attention to housekeeping issues. Keep your work area neat and tidy and keep combustible such as paper and trash to a minimum.

### During the fire:

- Immediately notify the fire department and your co-workers by pulling the fire alarm pull station. Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services from a safe location to provide details of the situation.
- If you have been trained, and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
- Evacuate as quickly and as safely as possible. On your way out, warn others.
- Close doors and windows if time permits, to delay the spread of the smoke and fire. Feel closed doors for heat before opening. Do not open them if they are hot.
- Use the stairs to evacuate. Do not use elevators.
- If you encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's Evacuation Assembly Area (EAA), tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.
- Wait for instructions from emergency responders. Do not re-enter the building until the all clear is given by emergency responders.
- **If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.**
- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breathe through your nose only.
- Signal for help. Call 828-227-8911 or 911 (9-911 from a campus phone) or hang an article of clothing out the window to help signal for help.

# General Response Action

## Evacuation

In the event of a sudden emergency, such as a fire, natural gas leak, or hazardous materials spill within the building, all occupants may have to evacuate. Building evacuation plans with evacuation routes highlighted are posted throughout the building. If an evacuation of the building is necessary:

- Pull the fire alarm for incidents that you may safely do so (see section V).
- Dial 828-227-8911 (x8911 from a campus phone) or 911 Jackson County Emergency Services and give details about the hazard to emergency personnel.
- Evacuate immediately using the Evacuation Routes for the Building (located in Appendix B). Close doors behind you and do not stop for belongings.
- Use stairways, not elevators.
- Occupants should congregate outside the building at the designated Evacuation Assembly Area (Appendix C). In the event of inclement weather and/or prolonged evacuations, Building Coordinator should determine whether employees should seek shelter in another facility or leave campus.
- Remain at Evacuation Assembly Areas until accounted for. Account for everyone in the building, as possible.
- The following table indicates who will be responsible for accountability for certain groups within the building:

Person Responsible for Accountability	Group Accountable For
Building Coordinator: Kelly Tracy Alternate: Kim Winter	All of Reid except the CCPD
Theresa Paul	Center for Career and Professional Development (CCPD)

- Alert police and fire personnel about potentially trapped victims (e.g., mobility impaired, trapped, or injured victims).
- Do not re-enter the building until fire department officials, University Police, or other designated safety personnel communicate that it is safe to return.

## Statement of ADA Accessibility during Emergency Evacuations

The Americans with Disabilities Act (ADA) requires that public establishments offer equal access and services to people who are physically and mentally disabled. Western Carolina University is responsible for ensuring that all buildings comply with ADA standards. Accessibility is a primary concern during emergency situations. The fire alarm system includes an ADA compliant strobe light to alert hearing-impaired individuals. Although alarm systems are designed for hearing impaired individuals, building occupants should ensure that all persons understand evacuation orders and assist disabled individuals during an emergency situation when possible.

Emergency evacuation is dependent upon occupants being able to hear audible warnings, and walk down stairways (elevators are not safe to use in fire emergencies without fire department supervision).

Therefore, special provisions may be needed to evacuate people with hearing or sight disabilities and for persons who are non-ambulatory. The following procedures describe the basic steps to follow:

- Auditory: communicate with the hearing impaired by writing a note, hand gestures, or by using another method to convey the message.
- Visual: describe the nature of the situation and offer to act as a “sighted guide” by offering your elbow and escorting him or her to a safe location. Determining a “buddy” before an emergency occurs can be a good start.
- Mobility: if a person cannot safely leave the building, a “buddy” can accompany the individual to an Area of Rescue without blocking the evacuation path. The individual with a mobility issue should call x8911 or 911 to provide his or her location while the buddy notifies on site emergency personnel of the situation.
- If the other evacuation options are not available or are unsafe (and danger is not immediate), the individual with a mobility issue can remain in a room with an exterior window, a telephone/ cell phone. Notify 911 and onsite emergency personnel.
- You should attempt a rescue evacuation of an individual with a disability as a last resort and only if you have had rescue training.
- Remember, this may also include short-term accessibility issues such as an employee with broken leg/hip.

**Notes:**

- Persons with disabilities should talk with other employees and students and develop a plan for emergency evacuation. Do this even if the disability is temporary.
- Disabled persons should assure that a telephone is readily available when working alone in University classrooms, gyms, or research buildings.

Floor	Area of Rescue Location
None required as there is no accessible access to the 2 <sup>nd</sup> floor or basement 1 <sup>st</sup> floor entirely accessible to the outside	

## Shelter In Place

When there is a threat of criminal violence or an emergency, it may be necessary for you to shelter-in-place. This precaution is to enhance your safety while you remain in your facility. Shelter-in-place means securing your current location by the use of locks, barricades, or means to restrict access to your location. Follow these instructions when notified of an incident that requires you to shelter-in-place:

When you receive an alert that requires you to shelter-in-place, secure your room by locking the door or barricading access by placing a large desk or other object that restricts access to your location.

- Avoid windows. If possible, ensure that you cannot be seen from any windows that front the hallway. Stay low to the floor. If possible, seek cover in closets or behind large desks.
- Listen to the radio (WWCU-FM), check for text messages, or monitor WCU Alerts.
- Stay where you are until the police arrive to evacuate you or you are told it is safe to leave the room.
- If you are outside, take cover until it is safe to enter a facility.
- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a

part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.

- If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:
  - ⇒ Can you see the area outside the door to determine that the individual is not under duress? Is it a trap?
  - ⇒ If a physical description of the subject was given in the lockdown alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.
- If the decision is made to let a person in, consider the following:
  - ⇒ Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
  - ⇒ Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

**The University Police Department and other law enforcement agencies will respond to an emergency. Follow any commands that law enforcement officers or university officials may issue.**

## Campus Evacuation / Closure

Certain disasters, such as severe flooding, severe winter weather, or disease outbreaks may cause a cancellation of classes and a closure of the campus. University officials will notify the campus community via the WCU ALERT Systems (listed above) if the campus must close because of a disaster or emergency. If the campus closes, take the following steps:

- When the university closes, all faculty and staff (except emergency personnel or critical and essential staff) must leave campus.
- Departments within the building should prepare for extended closures through business continuity planning.
- Before evacuating, review departmental checklists to secure offices or consult with supervisors for specific departmental tasks.
- Stay tuned to local media and the University emergency webpage for updates and information on the reopening of the campus. You will not be allowed to return to campus until the university is officially reopened.
- Review the Adverse Weather Policy for employees if the hazard is weather related.

## Bombs and Bomb Threats

### **When receiving a bomb threat over the telephone:**

- Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
- Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the Bomb Threat Checklist to record all information. This can be found on the next page.

- Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call University Police.
- After the caller hangs up, immediately call 828-227-8911 (x8911 from a campus phone) and notify the University Police.
- If an evacuation of the building is ordered, take the Bomb Threat Checklist with you and give it to the Police.

**When a suspicious object or potential bomb is discovered:**

- Keep people away from the area where the suspicious object is and call the University Police at 828-227-8911 (x8911 from a campus phone).
- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Be sure to include a description of the object and its location when reporting.

**Emergency Actions - when an evacuation is ordered:**

- Collect your personal belongings (e.g., purse, briefcase, etc.) and take them with you as you exit the building.
- Look around your desk and/or office for any suspicious items. Do not touch anything suspicious; instead report it to the Police after you exit the building. After evacuation, report to an Evacuation Assembly Area. Do not re-enter the building until instructed to do so by appropriate personnel (Police, Fire Department, or Emergency Services).

## Western Carolina University BOMB THREAT PROCEDURES

Date:	Time Received:	AM/PM
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Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the following checklist.

<b>IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE:</b> <ul style="list-style-type: none"> <li>Call (828) 227-8911 or 8911.</li> <li>Handle note as little as possible.</li> </ul>	<b>IF A BOMB THREAT IS RECEIVED BY EMAIL:</b> <ul style="list-style-type: none"> <li>Call (828) 227-8911 or 8911.</li> <li>Do not delete the email.</li> </ul>
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**IF A BOMB THREAT IS RECEIVED BY PHONE:**

- Remain calm. Be courteous. Listen to, and do not interrupt the caller. **DO NOT HANG UP**, even if the caller does. Leave the line open.
- Get the attention of another person – Give a note saying “Call Police – Bomb Threat. Call 8911.”
- If your phone has caller ID, record the number of the incoming call \_\_\_\_\_.
- Complete the Bomb Threat Checklist (below). Write as much information as you can, including exact words.

ASK CALLER:	
• Where is the bomb (Building, Floor, Room, etc.)?	
• When will it go off?	
• What does it look like?	
• What kind of bomb is it?	
• What will make it explode?	
• Did you place the bomb	Yes    No
• Why?	
• What is your name?	
• What is your phone number?	

INFORMATION ABOUT CALLER			
Male of Female?	Male	Female	Does the voice sound familiar?    Yes    No
Approximate age of caller?	If voice is familiar, who does it sound like?		

Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> Machinery
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Music
<input type="checkbox"/> Medium Pitch	<input type="checkbox"/> Slurred	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Party
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Stutter	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Quiet
<input type="checkbox"/> Pleasant	<input type="checkbox"/> If accented	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other	<input type="checkbox"/> Restaurant / Bar
<input type="checkbox"/> Raspy	Describe:	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Talking
<input type="checkbox"/> Soft		Describe:		<input type="checkbox"/> Television
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Traffic
<input type="checkbox"/> Unclear				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water / Wind

# Explosion

## Notification

- Call Campus Emergency Services at 828-227-8911 (x8911 from a campus phone) immediately.
- If source of explosion is known, provide this information to Emergency Services.

## Actions

- Evacuate if safe and you are directed to do so by emergency responders. Evacuate to Evacuation Assembly Area (See Appendix C)
- If instructed to evacuate, use the stairs - do not use the elevators.
- Account for Students, and Personnel
- If stuck in the building:
- Take cover under sturdy furniture.
  - Stay away from windows.
  - Do not utilize lighters or matches, create any spark, or open flame.
  - Move away from the hazard site to a safe location.

# Active Shooter

## **If You Hear Shots Fired: *Choose to Survive!***

### Notification

- Regardless of whether you evacuate or shelter-in-place, call for help.
- Call the University's emergency number at **828.227.8911** or the Jackson County 911.
- Be prepared to stay on the telephone line and give your location, a description of the events and their location, and what you see or hear. Also, give your name and telephone number.

### Actions

## **Run!**

- Have an escape route and plan in mind
- If you can safely do so, evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering the area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officer
- Generally, do not attempt to move wounded people
- Call 911 when you are safe
- Go to a predetermined assembly point when you evacuate. This allows for the accountability for all

individuals in classrooms or offices.

- Do not re-enter a facility until allowed by a law enforcement officer or University official.

## **Hide!**

**If you can't escape, find a place to hide where the shooter is less likely to find you. Your hiding place should:**

- Be out of the shooter's view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- Areas of refuge have been identified for Reid building. A listing of these locations can be found in Appendix A & C.

**To prevent a shooter from entering your hiding place**

- Lock the door
- Blockade the door with heavy furniture. If necessary, two or more people can hold a table or desk against a door to prevent entry.

**If a shooter is nearby**

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

**If escaping and hiding are not possible**

- Remain calm
- If possible, dial 911 to alert police to the shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## **As a Last Resort - Fight!**

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

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons i.e.: fire extinguisher, chair, trash can
- Yelling and committing to your actions
- Do not accept that you are a victim. Do something to facilitate your survival.
- Work with others in the room to "gang tackle" a shooter and hold him or her until help arrives.

## **Other Considerations:**

- Listen to the radio (WWCU-FM), check for text messages, or monitor WCU ALERTS.
- If you are outside, take cover until it is safe to enter a facility.
  
- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a



part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.

- Unless you are calling for help, do not use your cellular telephone. Responding public safety officials may need to use the cellular telephone for emergency communications. Too many callers can overwhelm the cellular telephone tower and prevent emergency communications.

## Chemical Spills/Release inside the Building

### Notification

- Call Campus Emergency Services at 828-227-8911 (x8911 from a campus phone) immediately.

### Actions

- Move away from the release area, informing others as you go.
- If spilled material is combustible or flammable, turn off ignition sources as you leave.
- Close doors to the affected area(s).
- Provide information to emergency personnel.
- Leave the area and warn others.
- If you are involved with the use of hazardous materials, you must be trained on the proper use and storage of hazardous materials, including proper procedures for preventing spills and the appropriate emergency procedures to be implemented if a spill occurs. All campus hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs.

## Medical Emergencies

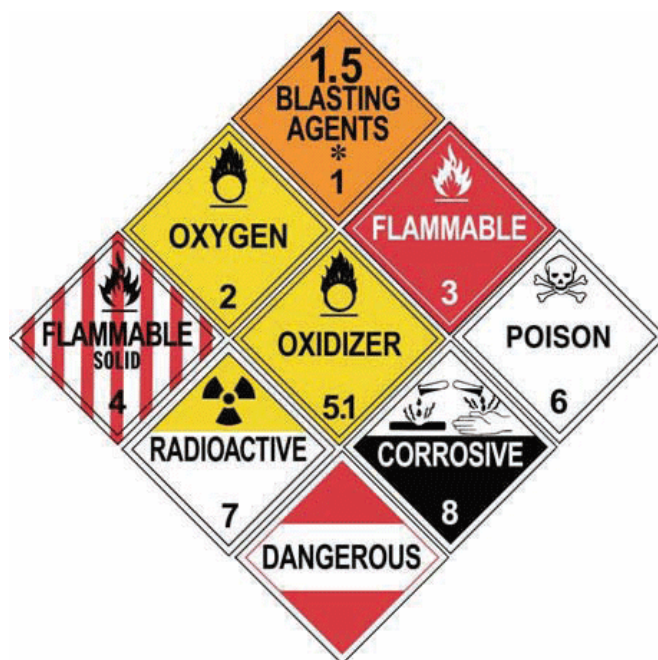
### Notification

- Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services and tell the dispatcher that you require medical assistance. Be prepared to provide the following information:
  - Location of injured person (e.g., which room, number, etc.).
  - Type of injury or problem.
  - The individual's present condition.
  - The sequence of events leading to the emergency.
  - Medical history and name of injured person's doctor, if known.
  - The phone number where you are.

### Actions

- Do not move the victim unless it is necessary to remove him or her from a dangerous location or situation.

- If trained, use pressure to stop bleeding.
- If trained, use CPR if there is no pulse and the victim is not breathing.



## Personal Injury Procedures:

- **Clothing on Fire:**
  - Do not run; drop to the floor and roll around to smother the flame or drench with water.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.
- **Hazardous Material Splashed in Eye:**
  - Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
  - Forcibly hold eye open to ensure water wash reaches under eyelids.
  - Obtain medical attention. Make sure to take Material Safety Data Sheet(s) of the chemical with you.
- Report incident to supervisor and/or the University Police, (828) 227-8911. **Minor Cuts and Puncture Wounds:**
  - Vigorously wash injury with soap and water for several minutes.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.
- **Radiation Spill on Body:**
  - Remove contaminated clothing.
  - Rinse exposed area thoroughly with water.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus

- phone, 828-227-8911 from a cell.
- Report incident to supervisor and/or the University Police, (828) 227-8911.
- **Biological Spill on Body:**
  - Remove contaminated clothing.
  - Vigorously wash exposed area with soap and water for one minute.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.

## Mental Health Crisis

### Students in Crisis

In the event that an individual present in your area is actively suicidal, homicidal or excessively agitated so that individuals are feeling threatened:

- Call University Police immediately at 227-8911 (8911 from a campus phone).
- While awaiting the arrival of UPD, try to move the individual to a quiet and secure space if possible. If this only agitates the individual, move all other personnel and students to a safe space apart from the individual. Enlist the help of a co-worker so that the individual of concern is not left alone and you are not left alone with the individual of concern.
- While waiting for UPD, you may call Counseling and Psychological Services (CAPS) (227-7469) to request assistance. Ask the front desk to find a clinician to respond to you.

### As a Result of an Emergency Situation

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, rape, violence, death, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

#### **For an unusual or potentially dangerous situation:**

- Never try to handle a dangerous situation by yourself.
- Call University Emergency Services 828-227-8911 (x8911 from a campus phone), and they will notify the on-call counselor.
- Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
- All suicide attempts should be reported to the University Police, so that proper procedures will be followed to ensure the safety of those involved.

# Civil Demonstration / Protest

## Notification

- If any of the following conditions, contact University Police at 828-227-8911 (x8911 from campus phone).
  - Disruption of the normal operations of the university
  - Obstructing access to offices, buildings, or other university facilities
  - Threat of physical harm to persons or damage to university facilities
  - Willful demonstrations within the interior of any university building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property
  - Unauthorized entry into or occupation of any university room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any university property, equipment, or facilities building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property

## Actions

- Remember that most demonstrations are peaceful.
- Try to carry on business as usual.
- If the noise becomes too great, or the crowds become too large, feel free to close and lock office doors and windows – this is a departmental decision.
- If it becomes necessary to evacuate, follow directions from the Police.
- If evacuating, proceed to your building's Evacuation Assembly Area (EAA) and wait for additional instructions.

# Natural Disaster/Hazards

## Earthquake

- Stay indoors.
- Crawl under a table or desk or brace yourself by standing in an interior doorway.
- Do not use elevators, electrical equipment or telephone.
- Do not use open flame.
- Be prepared for aftershocks.

## Flooding (flash floods and rising water)

- Stay indoors.
- Never attempt to walk or drive through flood waters.
- Avoid areas where electricity is exposed or near water.

## Tornado / high winds / hurricane

- Stay indoors.
- Move away from windows and open doors (preferably into an interior hallway).
- If possible, move to the lowest level of the building.
- A list of areas of refuge from severe weather can be found in Appendix E
- Do not use elevators, electrical equipment or telephone.
- Sit on the floor and cover your head with your arms to protect from flying debris.

## Winter Weather

- Dress in layers to remain warm and dry
- Walk in designated walkways as much as possible. Stay away from snow banks.
- Extend your arms out to your sides to maintain balance. Beware if you are carrying a heavy backpack or other load - your sense of balance will be off.
- Do not drive unless it is absolutely necessary
- Areas that may look wet could be black ice - use caution.
- Shaded areas and curves with little sunlight may still be slick - use caution.
- Drive slowly and keep a safe distance from the car in front of you, and give yourself plenty of time to stop.
- Avoid distractions - put electronic devices in the backseat. Don't talk on the cell phone and do not text while driving.

## Other Hazards and Incidents

### Trapped in an elevator

- Use the emergency telephone inside the elevator to call for assistance.
- Press the elevator alarm inside the elevator to signal for help.

### Flooding inside the building (busted pipes, etc.)

- Cease using electrical equipment.
- Evacuate the building if necessary and proceed to your building's Evacuation Assembly Area (EAA).
- Call Physical Plant at 828-227-7442 (x7442 from a campus phone) or University Police after hours at 262-2150 (2150 from a campus phone).
- If there are injuries; 828-227-8911, x8911 from a campus phone, or 911 to reach Jackson County Emergency Services

### Emergencies Not Listed

Emergencies that do not fit into the categories above may also occur. In these situations, or in any situation in which you are unsure of the appropriate response, call 828-227-8911 (x8911 from a campus phone) and report the emergency. The dispatcher will give you instructions on how to respond.

## Utility and Facility Issues

During regular business hours contact facilities management to report utility and/or facility issues. After hours and on the weekend, contact the University Emergency Communications Center on the non-emergency line, 828-227-7301.

## Personal and Community Preparedness

Emergency preparedness is the responsibility of every faculty member, staff member, and student of Western Carolina University. Every building occupant may prepare for emergencies and disasters through the following methods:

- Actively participate in fire safety training including fire extinguisher training and fire evacuation drills performed regularly by the Safety and Workers' Compensation Office (mandatory).
- Become familiar with your work areas and building. Pay attention to the location of fire evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Keep your work areas clean and free of debris and other combustible materials.
- Make building security your own responsibility. Ensure that doors are secured and notify the Physical Plant of any malfunctions in locking mechanisms.
- Immediately report suspicious persons to University Police.
- Use caution when approaching suspicious situations, people, packages, etc.
- Maintain accountability of your personal belongings.
- Take the time to read the emergency preparedness plans available at <http://www.wcu.edu/learn/departments-schools-colleges/ceap/about-the-college/index.aspx>
- Register your cell phone for emergency alerts on the WCUALERT system at <http://news-prod.wcu.edu/emergency-information/>
- Annually read this building emergency plan and make recommendations for improvement to your building coordinator.
- Remain aware of your surroundings.

## Training and Maintenance of Plan

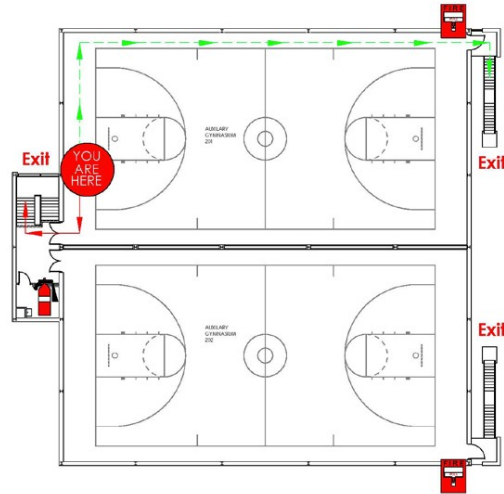
This Building Emergency Action shall be reviewed at least annually to ensure that any changes or updates are made. This maintenance of the Plan will be the responsibility of the Facility Coordinator. Appropriate staff and faculty will be trained on this Plan at least twice per academic year.

# Appendix A: Evacuation Plan/Routes

The most recent evacuation plans are attached on the following pages.

## EVACUATION PLAN

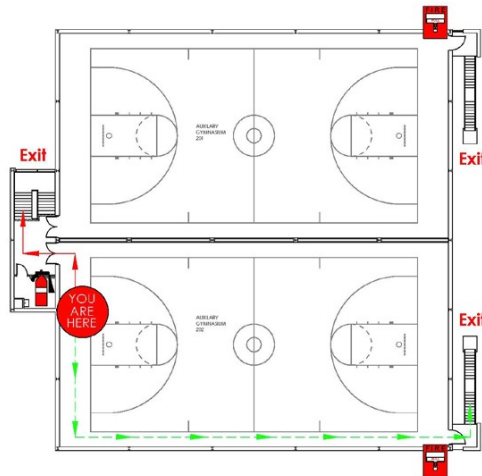
REID GYM  
SECOND FLOOR



In Case Of Fire	
<ul style="list-style-type: none"> <li>• Activate fire alarm</li> <li>• Assist persons with disabilities</li> <li>• Exit building using the nearest safe exit!</li> <li><b>Do Not Use Elevator!</b></li> <li>• Report to the nearest designated evacuation assembly point</li> <li>• Do not re-enter until authorized to do so</li> </ul>	
Plan Key	
Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

## EVACUATION PLAN

REID GYM  
SECOND FLOOR

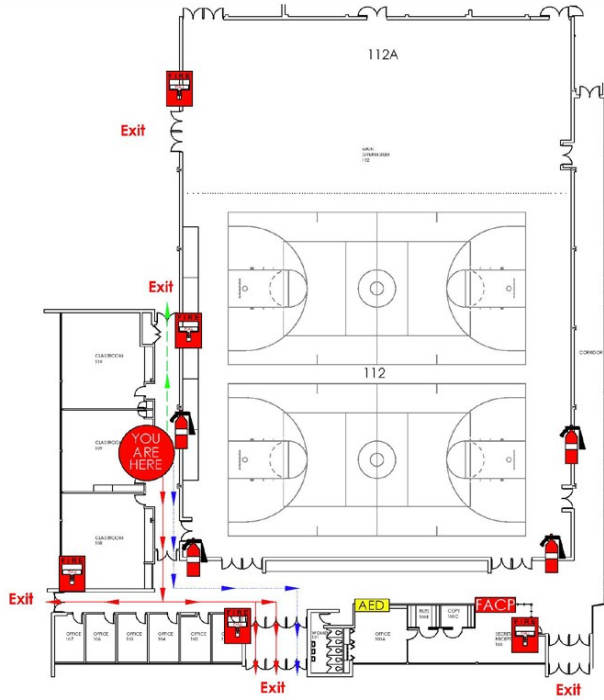
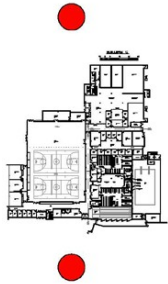


In Case Of Fire	
<ul style="list-style-type: none"> <li>• Activate fire alarm</li> <li>• Assist persons with disabilities</li> <li>• Exit building using the nearest safe exit!</li> <li><b>Do Not Use Elevator!</b></li> <li>• Report to the nearest designated evacuation assembly point</li> <li>• Do not re-enter until authorized to do so</li> </ul>	
Plan Key	
Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area



# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

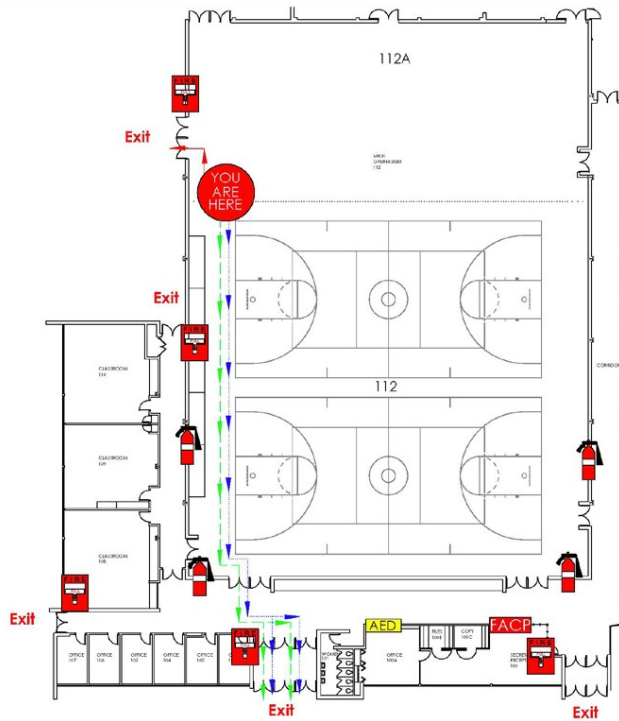
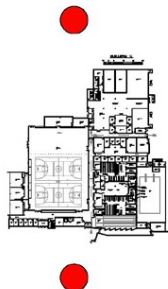
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- **Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- **Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

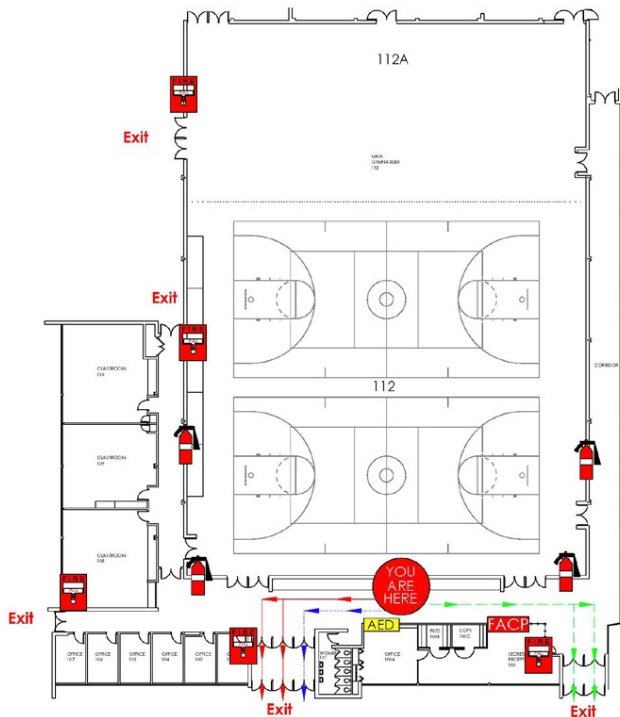
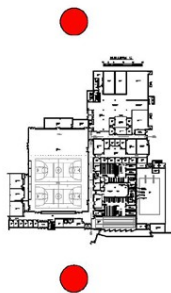
## Plan Key

Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area



# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

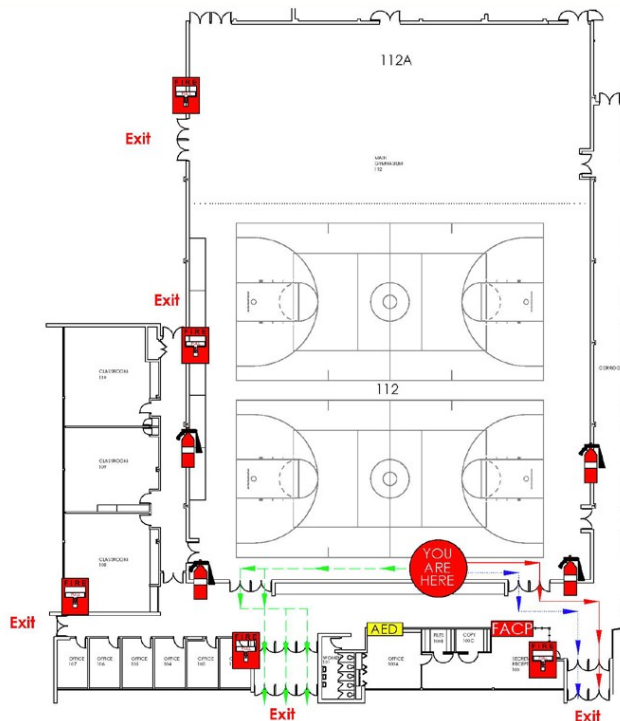
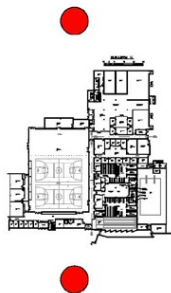
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- Do Not Use Elevator
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

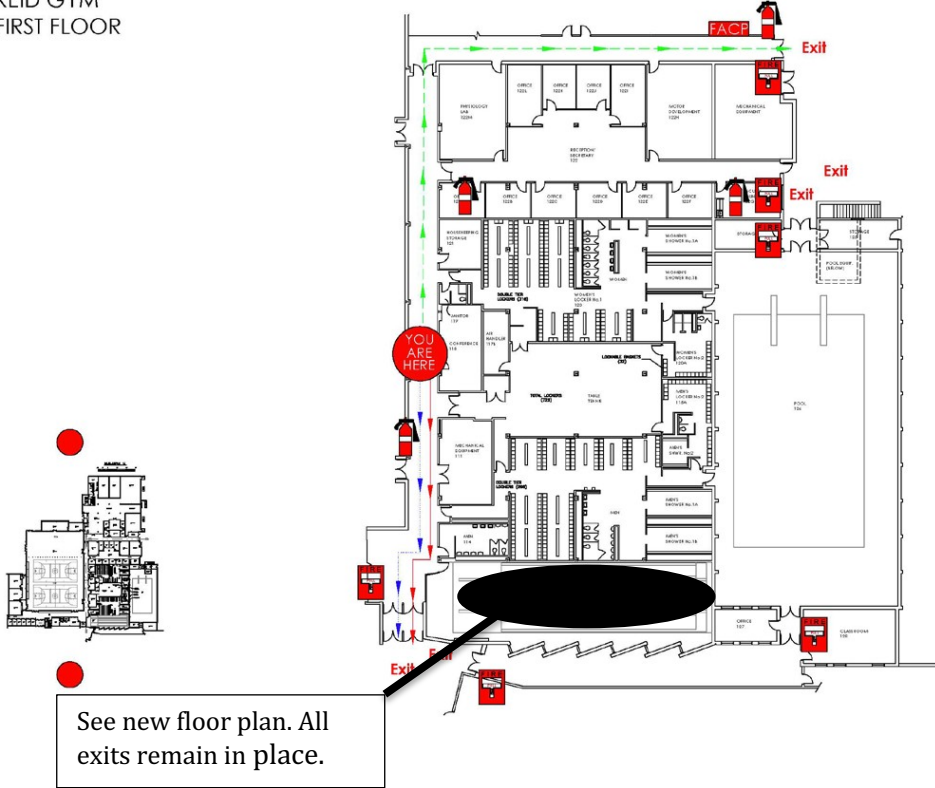
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- Do Not Use Elevator
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR

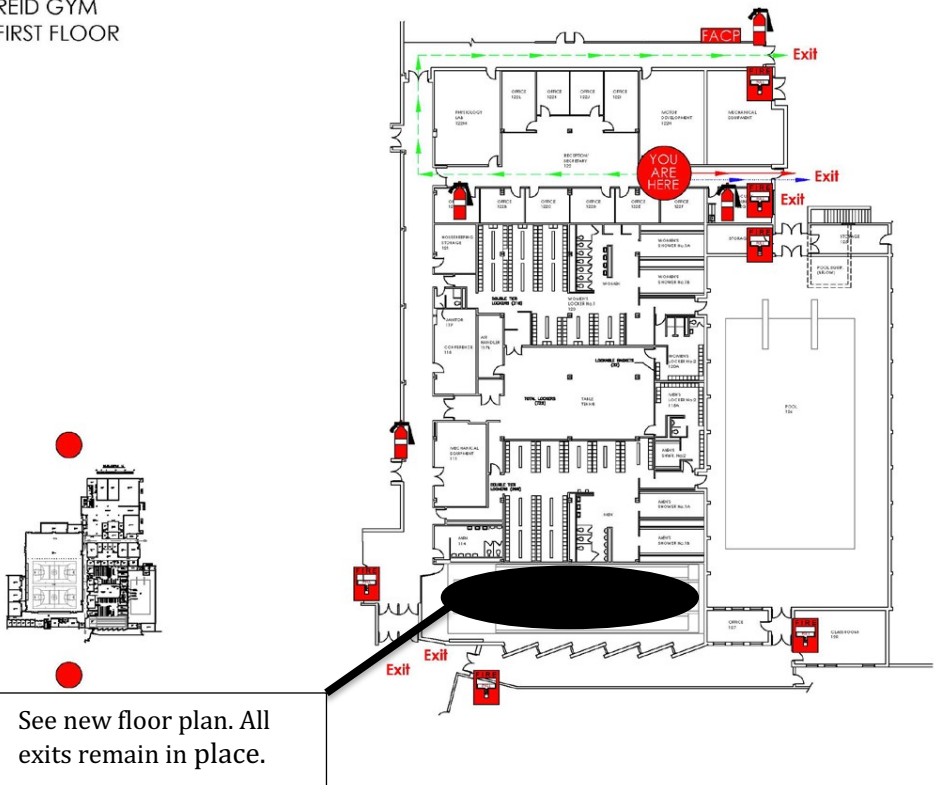


In Case Of Fire	
<ul style="list-style-type: none"> <li>• Activate fire alarm</li> <li>• Assist persons with disabilities</li> <li>• Exit building using the nearest safe exit</li> <li>• <b>Do Not Use Elevator!</b></li> <li>• Report to the nearest designated evacuation assembly point</li> <li>• Do not re-enter until authorized to do so</li> </ul>	
Plan Key	
Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

See new floor plan. All exits remain in place.

# EVACUATION PLAN

REID GYM  
FIRST FLOOR

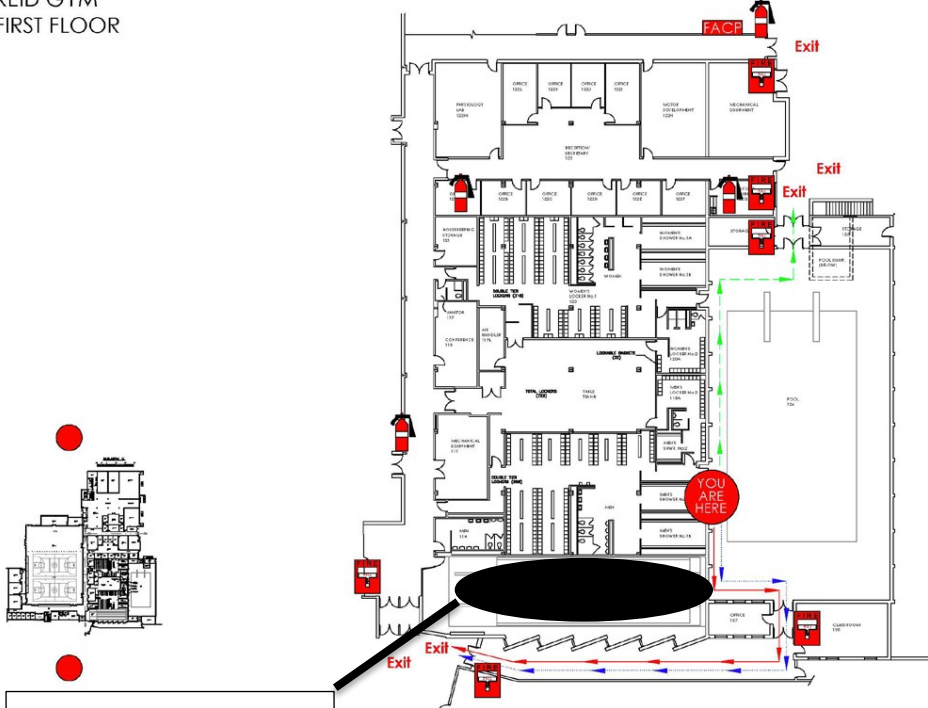


In Case Of Fire	
<ul style="list-style-type: none"> <li>• Activate fire alarm</li> <li>• Assist persons with disabilities</li> <li>• Exit building using the nearest safe exit</li> <li>• <b>Do Not Use Elevator!</b></li> <li>• Report to the nearest designated evacuation assembly point</li> <li>• Do not re-enter until authorized to do so</li> </ul>	
Plan Key	
Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

See new floor plan. All exits remain in place.

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



- In Case Of Fire**
- Activate fire alarm
  - Assist persons with disabilities
  - Exit building using the nearest safe exit
  - Do Not Use Elevator!**
  - Report to the nearest designated evacuation assembly point!
  - Do not re-enter until authorized to do so

**Plan Key**

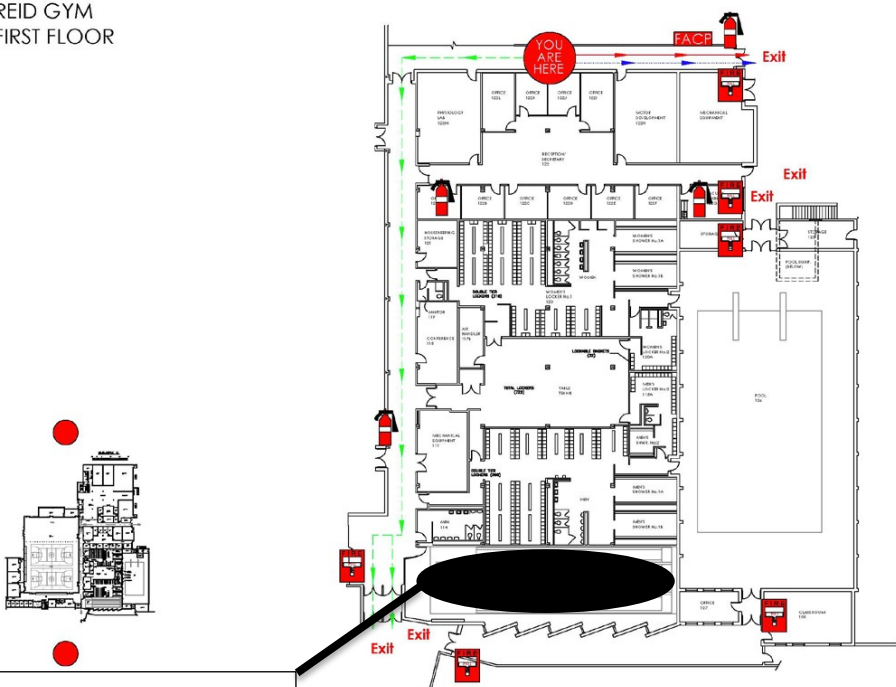
Exit	Exit
Primary Egress Route	Primary Egress Route
Secondary Egress Route	Secondary Egress Route
Accessible Egress Route	Accessible Egress Route
Fire Extinguisher	Fire Extinguisher
Fire Alarm	Fire Alarm
FACP	Fire Alarm Control Panel
AED	AED Defibrillator
Red Circle	Evacuation Assembly Area



See new floor plan. All exits remain in place.

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



- In Case Of Fire**
- Activate fire alarm
  - Assist persons with disabilities
  - Exit building using the nearest safe exit
  - Do Not Use Elevator!**
  - Report to the nearest designated evacuation assembly point!
  - Do not re-enter until authorized to do so

**Plan Key**

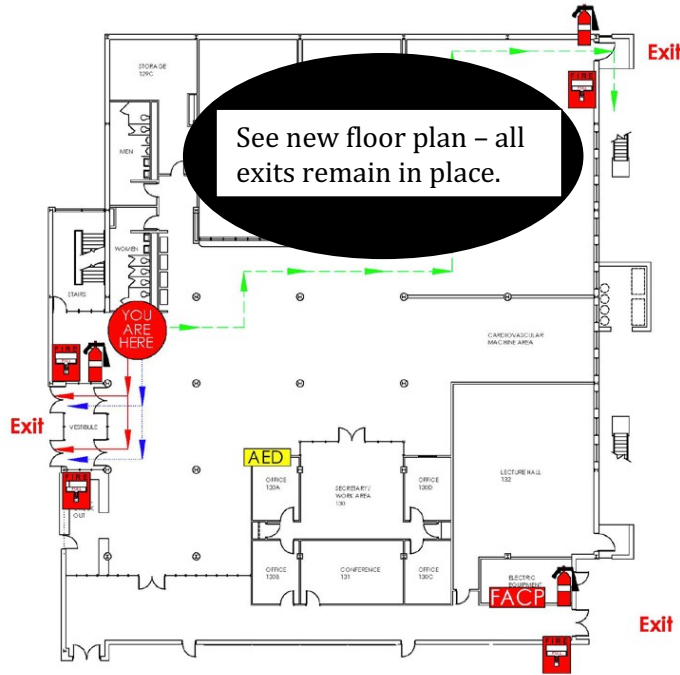
Exit	Exit
Primary Egress Route	Primary Egress Route
Secondary Egress Route	Secondary Egress Route
Accessible Egress Route	Accessible Egress Route
Fire Extinguisher	Fire Extinguisher
Fire Alarm	Fire Alarm
FACP	Fire Alarm Control Panel
AED	AED Defibrillator
Red Circle	Evacuation Assembly Area



See new floor plan. All exits remain in place.

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

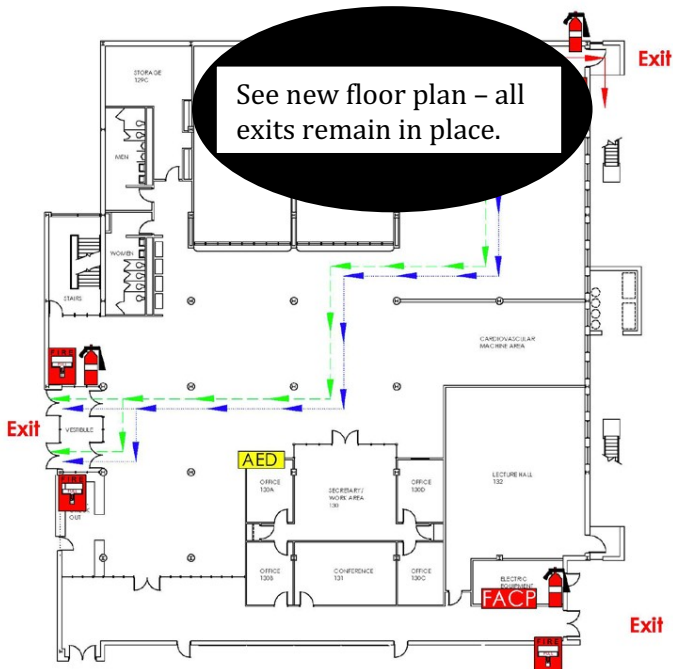
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- Do Not Use Elevator!
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
FIRST FLOOR



## In Case Of Fire

- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- Do Not Use Elevator!
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

## Plan Key

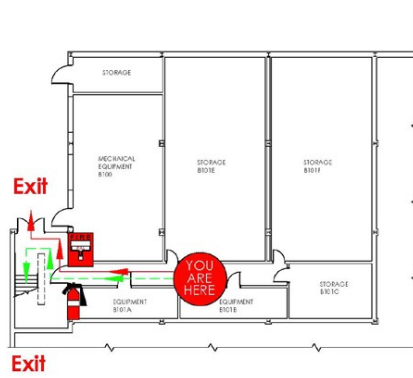
Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

# EVACUATION PLAN

REID GYM  
GROUND FLOOR



In Case Of Fire	
<ul style="list-style-type: none"> <li>• Activate fire alarm</li> <li>• Assist persons with disabilities</li> <li>• Exit building using the nearest safe exit</li> <li><b>Do Not Use Elevator</b></li> <li>• Report to the nearest designated evacuation assembly point</li> <li>• Do not re-enter until authorized to do so</li> </ul>	
Plan Key	
Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area

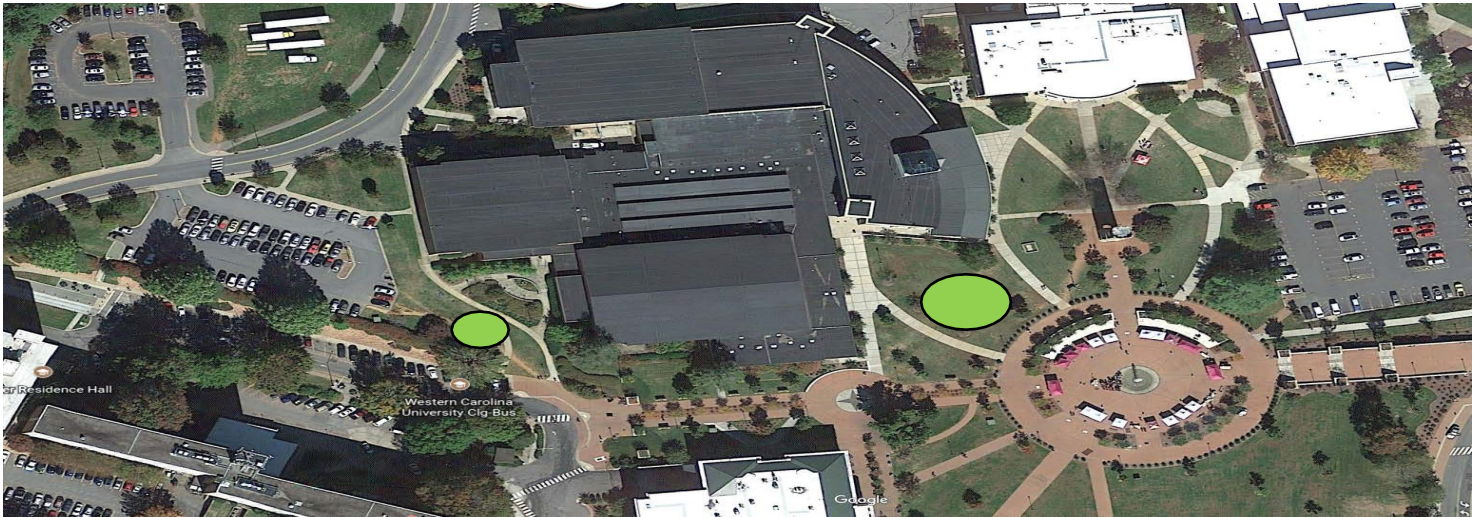




# Appendix B: Evacuation Assembly Areas

Reid Building Emergency Assembly Area in green.

Image is a trimmed screenshot from Google Earth: <https://earth.google.com/web/@35.31046827,-83.18365559,650.73187088a,536.61204506d,35y,0h,0.77761462t,0r>



# Appendix C: Areas of Refuge (Active Shooter Incident)

On recommendation of Emergency Management on the nature of our building, we recommend all individuals and classes follow the Shelter in Place procedure in whatever room you are in. See the procedure above.

# Appendix D: Areas of Refuge (Severe Weather)

- Stay indoors.
- Move away from windows and open doors (preferably into an interior hallway). Close all doors.
- If possible, move to the lowest level of the building.
- Do not use elevators, electrical equipment or telephone.
- In Reid, move to interior hallways and other windowless rooms and areas.
- Sit on the floor and cover your head with your arms to protect from flying debris.

Rooms that are suitable for use as tornado/high wind/hurricane shelters:

Floor	Rooms
First floor	Hallway between fitness center/fit lab (i.e., room 129) and the exterior doors to the alley
First floor	Hallway leading from outside to room 128
First floor	Shower areas in the men’s and women’s locker rooms, toward the back and away from the skylight windows
First floor	Rooms 122H and 122M



# Appendix E: CEAP Directory ([Link to File](#))

## FALL 2024 DIRECTORY



**Western  
Carolina**  
UNIVERSITY

College of Education  
and Allied Professions

Faculty / Staff	Ext.	Office	@wcu.edu
Andrews, Cathy	4900	BP 203	andrewsc@
Asberg, Kia	3451	KL 302 B1	kasberg@
Aton, Regina	3303	KL 204	rgaton@
Barrett-Tatum, Jennifer	3349	KL 114	jabarrett@
Barron, Tammy	2990	KL 203A	tbarron@
Beaudet, Bob	3543	RD 122C	rbeaudet@
Beck, Carla	2747	KL 203 C1	beckc@
Becker, Derek	2196	KL 218B	drbecker@
Bellara, Aarti	Remote	BP 205	abellara@
Berger, Christine	654.6562	BP 227	cberger@
Blair, Ellie	7108	RD 100	ejblair@
Bloom, Lisa	3288	KL 203 C4	bloom@
Boan-Lenzo, Candace	3369	KL 306E	cboan@
Bobilya, Andrew	3326	RD 130A	ajbobilya@
Bricker, Patricia	3352	KL 101	bricker@
Brittain, Ellie	3486	RD 130B/117	ebrittain@
Broomell, Alleyne	2189	KL 302M	abroomell@
Broyhill, Amie	7500	CAMP 138	abroyhill@
Buchanan, Susan	3297	KL 120	skbuchanan@
Buie, Hannah	3324	KL 306D	hbuala@
Buskey, Pam	3342	KL 212C	pbuskey@
Button, Lindsay	7500	CAMP 138	lbutton@
Cain, Bethany	3541	KL 206	bcain@
Campbell, Jonathan	3332	KL 306A	jmcampbell@
Campbell, Tara	3315	KL 201N	campbellt@
Castelblanco, Sam	3784	KL 302A	scastelblanco@
Chandler, Resa	2824	RD 122A	tmchandler@
Chapman, Amanda	3310	KL 201K	abchapman@
Clapp, Amanda	331.1775	CAMP 138	agclapp@
Cooper-Duffy, Karena	3285	KL 203B	kcooper@
Crow, Robert	Remote	BP 205	rcrow@
Curtis, Russ	654.6528	BP 214	curtis@
de Jong, David	3770	MK G49	ddejong@
Doss, Kristy	3286	KL 203C3	kdoss@
Elliott, Kim	399.1543	KL 210D	elliottk@
Eye, Karen	2223	KL 209E	keye@
Faetz, Melissa	2204	KL 212A	mkfaetz@
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Grube, Dan	3322	RD 102	dgrube@
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Harris, Donna	3346	KL 209D	dharris@
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Henderson, Amanda	7730	KL 209C	arhenderson@
Henderson, Rebekah	3845	RD 122E	rhenderson@
Henry, Deb	3313	KL 201N	dhenry@
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Howard, Travis	Remote	Remote	thoward@
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Kassel, Kayleigh	7500	CAMP 138	kkassel@
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Lakey Wachacha, Pamela	2473	MK G30	palakey@
Lekchiri, Siham	2493	KL 214C	slekchiri@
Lomotey, Kofi	Remote	BP 211	klomotey@
Lopez, Bridget	2000	KL 201E	blopez@
Lutken, Jane	3367	KL 302O	clutken@
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Lunsford, Virginia	3485	RD 130B/117	vlunsford@
Maddox, Gayle	2428	RD 122K	gwells@
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Mina, Heather	7108	RD 107	hmina@
Minnis, Sarah	3464	KL 214	sminnis@
Mishkin, Susie	3364	KL 302B	smishkin@
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Perry, April	3283	KL 208A	alperry@
Phillips, Adam	2823	RD 130C	phillipsa@
Pinter, Holly	3351	KL 224A	hhpinter@
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Powell, Roslynn	3971	RD 122J	powellr@
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Rector, Alex	3483	RD 118	arector@
Rector, Meghan	7500	CAMP 138	mrector@
Register-Smith, Tammie	7500	CAMP 138	tregistersmith@
Roberts, Lisen	2291	BP 228	lroberts@
Rogers, Carrie	2292	KL 114	crogers@
Rogers, Courtney	3358	MK G50	courtneyrogers@
Roper, Katie	3339	RD 100	kroper@
Rose, Terry	3348	KL 224C	rose@
Roth, Nathan	3368	MK G53	nproth@
Rush, Charmion	3392	KL 103A	cbrush@
Scales, David	2457	KL 301B	wdscales@
Scales, Roya	2061	KL 112	rqscases@
Schultz, Callie	3844	RD 122F	csschultz@
Schultz, Jeremy	2212	RD 122D	jschultz@
Sherlock, John	3380	KL 214	sherlock@
Sigler, Ellen	3365	KL 302F	esigler@
Sinyard, Alyssa	3552	RD 107	afsinyard@
Sinyard, Donald	3284	RD 104	dsinyard@
Solomon, David	3360	KL 306B	dsolomon@
Sorrells, JennieV.	3808	RD 130C	jsorrells@
Snelling, Evan	3482	RD 118	esnelling@
Stephan, Todd	Remote	Remote	tstephan@
Stewart, Jenny	3836	KL 201B	jstewart@
Stonehouse, Paul	2965	RD 122I	pstonehouse@
Stringer, Amy	3290	RD 105	astringer@
Stuckey, Adrienne	3787	KL 103B	aastuckey@
Tatham, Sarah	7500	CAMP 138	statham@
Tracy, Kelly	3302	RD 100A	kntracy@
Unruh, Lori	2738	MK G54	lunruh@
Valverde, Nancy	654.6551	BP 229	nvalverde@
Virtue, David	2474	KL 223	dvirtue@
Virtue, Emily	3371	KL 210B	evirtue@
Von Dohlen, Heidi	Remote	BP 209	hbvondohlen@
Wargo, Steve	3558	RD 129	sjwargo@
Watson, Myra	3350	KL 201J	mkwatson@
Watterson, Tom	3551	RD 122L	tawatterson@
Weiler, Jess	Remote	BP 202	jrweiler@
West, Keith	3284	RD 104	kwest@
Whatley, Mary	7361	KL 302J	mwhatley@
Wheeler, Amelia	2084	KL 103C	awheeler@
Wike, Rachel	3431	KL 201A	rwike@
Wilson, Annie M.	2938	KL 302G	amwilson@
Winter, Kim	3306	KL 204B	kkruebel@
Witzel, Bradley	3287	KL 123	bwitzel@
Yowell, Jennifer	2082	KL 206B	joyowell@



## College of Education & Allied Professions Program Coordinators

### Undergraduate Education Programs:

Birth-Kindergarten (BK) – Cathy Grist, x2272  
 Elementary (K-6) – Melissa Faetz, x2204  
 Middle Grades (6-9) – Holly Pinter, x3351  
 Secondary (9-12) & Special Subjects (K-12) – Pam Buskey, x3342  
 Inclusive Education – Tammy Barron, x2990  
 Health and PE (K-12) – Amy Stringer, x3290  
 Coaching Minor – Dan Grube, x3322  
 Health Liberal Studies & Health and Wellness Conc – Gayle Maddox, x2428  
 Adaptive Minor – Karena Cooper-Duffy, x3285  
 SPED Minor – Kelly Kelley, x3298  
 Call Me MISTER – Charmion Rush, x3392

### Allied Professions Programs:

Parks and Recreation Management – Callie Schultz, x3844  
 Psychology, Recruitment and Advising – Annie Wilson, x2938  
 Leadership Minor – Hannah Scott  
 Social Justice Minor – Hannah Scott

### Graduate Education Programs:

Special Education (K-12) – Karena Cooper-Duffy, x3285  
 MAED, Elementary (K-6), Middle Grades (6-9) – Jennifer Barrett-Tatum, x3349  
 MAT, STEM & TESOL – Jennifer Barrett-Tatum, x3349

### Graduate Allied Professions Programs:

Clinical Psychology – David Solomon, x3360  
 Educational Leadership – Emily Virtue, x3371  
 Higher Education Student Affairs – Yancey Gulley, x3372  
 Human Resources – Siham Lekchiri, x2493  
 School Administration & Post-Masters Certificate – Heidi Von Dohlen, x7310  
 School Counseling & Clinical Mental Health Counseling – Melodie Frick, x6564  
 Experiential and Outdoor Education – Andrew Bobilya, x3326  
 School Psychology – Lori Unruh, x2738  
 Doctorate of Psychology – David Solomon, x3360

## Education Programs in Collaboration With:

**College of Arts & Sciences: Interim Associate Dean – Jamie Wallen,**  
 Comprehensive Science, Undergraduate – Frank Forcino, x2888  
 English, Undergraduate – Michael Boatright, x3919  
 MAT & MAED English Ed Conc – Jonathan Bradshaw, x3270  
 Social Science, Undergraduate – Luke Manget, x3838  
 Math, Undergraduate – Nathan Borchelt, x2484  
 TESOL Certificate/Minor – Erin Callahan, x3925

**College of Fine & Performing Arts: Associate Dean – Jane Hughes, x2155**  
 Music, Undergraduate – Jeananne Nichols x7242  
 Art, Undergraduate & Graduate – Erin Tapley, 3141

**College of Health and Human Sciences: Associate Dean – C.Y. Wang, x7271**  
 Social Work: Faculty Teaching Course – Tonya Westbrook, x2194  
 Communication Science Disorders (Speech Language, K-12) – Leigh Odom, x3834

## University Liaison:

### Career Services

- Erin Waddell, x 3891

### Development

- Karen Eye, x7124, 703.231.8889

### Hunter Library

- Education - Jazmyne Baylor, x3423
- Psychology - Cara Barker, x3413
- Human Resources - Allison Cruse, x3876

## CEAP - Departments

<b>Dean's Office</b>	7311
KL 204	Fax 7388
<b>Human Services</b>	7310
KL 208	
Project Discovery	7137
Reid 117/130B	
<b>Psychology</b>	7361
KL 302B	
Psychology Clinic	2473
McKee G1	Fax 7005
<b>School of Teaching and Learning</b>	7108
RD 100 & KL 206	
The Catamount School	7500
Camp 138	
UP Program	3297
KL 120	Fax 7021
<b>Suite 201</b>	7027
KL 201	
Office of Field Experiences	7314
KL 201	

## University Units

Admissions	7317
Advising Center	7753
Biltmore Park	6498
Book Store	7346
Catering	3969
Creative Services	7725
Department of Campus Activities	7206
Educational Outreach	7397
Facilities	7224
Financial Aid	7290
Graduate School	7398
Health Services	7640
Human Resources	7218
International Programs	7494
IT Helpdesk	7487
Library	7485
POLICE - WCU	7301
Print Shop / Mailroom	7159
Purchasing	7203
Registrar Office	7216
Residential Living	7303
University Center	7206