

COAA Performing Arts Services

Student Safety & Operations Information

Last Update: September 8, 2016

SAFETY

SAFETY CHECKLIST – “To Do”

- ✓ Program the Campus Police number into your phone: 704-687-2200
- ✓ Sign up for emergency text alerts from UNCC. Go to: www.unccharlottealerts.com
- ✓ Download the “Live Safe” app (iPhone/Android).
- ✓ Make sure you know where the emergency call boxes are in Robinson.
- ✓ Watch the two safety videos.

HOW TO REACH CAMPUS POLICE

IF YOU’RE ON CAMPUS:

- Using your cell phone – dial 704-687-2200
- Using a campus phone – dial 911
- If you dial 911 **from your cell phone**, it will go to Char/Meck EMS, not Campus Police.

LET CAMPUS POLICE HELP YOU:

- They can respond faster than calling 911.
- They can direct EMS personnel to your site quicker.
- They have first aid and AED equipment with them

LIVE SAFE APP

- For iPhone/Android
- Make sure to register your app with Campus Police. (Settings menu within app.)
- You can do the following:
 - **CONTACT** – get in touch with Campus Police directly from your phone anywhere on campus.
 - **WALK** - Use the “Safe Walk” feature and have a friend watch you walk back to the dorm or other location on campus.
 - **RIDE** - Use the “Safe Ride” feature and see real time location of all campus shuttles.
 - **ALERT** - Get Campus Alert Information / sign up for campus alerts.
 - **REPORT** – Report a tip to Campus Police - anonymously if you prefer.
 - **READ** – Emergency procedures on how to handle a variety of situations, such as: active shooter, bomb threat, crime in progress, etc.
 - **HELP** - Find out how to receive campus assistance for counseling needs, sexual assaults, student health issues, disability services, or LGBTQ support.
 - **FIND** - Locate any building on campus.

SAFETY VIDEOS

- Available on Campus Police website (police.uncc.edu)
- Click on “Safety Videos” link – left column
- Log in with your UNCC ID in the yellow box.
- Two Safety Videos: About 20 minutes each.
 - “Shots Fired on Campus! When Lightening Strikes, Student Edition”
 - “Flash Point on Campus: Recognizing and Preventing Violence on Campus, Student Edition”

FIRST AID BOXES

First aid kits are restocked twice a year. If you find that something is out, please let us know.

First Aid Kit Locations:

- 118 – Dance Studio
- 125 – Dressing Room
- 130 – Scene Shop (*also has eye wash station*)
- 158 – Box Office
- 230 – Costume Shop (*also has eye wash station*)
- 332 – Faculty/Staff Lounge
- Rowe 160 - Recital Hall backstage
- Rowe 206 – Dance Studio
- JBC - rehearsal room

AED's

- Locations:
 - Robinson: on Floors 1-3 near the freight elevator
 - Rowe: in main lobby near Lecture Hall 130
 - JBC: in the rehearsal area
- If you're in a situation where an AED is needed:
 - First, make sure the situation is safe for you to enter.
 - Before assisting the victim, contact Campus Police or make sure someone is doing it for you. You can also use “Live Safe” or one of the emergency call boxes.
- You don't have to be trained to use an AED. The machine will tell you what to do and let you know if it's safe to use the AED on a victim.
- There are many classes and videos available to train you on CPR and AED use. The Red Cross and the American Heart Association both have great options. If you can, take a CPR/AED course!

FIRE ALARM - BUILDING EVACUATION

- If the fire alarm goes off, leave immediately. **Don't assume it's a false alarm.**
- Gathering Locations – 50 feet from the building
 - Robinson Back Entrance: Back campus quad
 - Robinson East Side: Garden area
 - Robinson Front Entrance: At the water harp sculpture
 - Rowe: Bell tower quad or closest exterior area
 - JBC: Garden area
- Stay where you are until cleared to return to the building.
- Assist anyone you can that may need help. If you're unable to help them, make note of their name and location and tell the first responders.
- Stay with your group until everyone is present and accounted for. Don't leave the area without letting your professor/group leader know.
- Full version of the emergency evacuation plan is located on the EH&S website.

SHELTER IN PLACE

You may need to shelter in place to minimize exposure to outside risks such as:

- Weather
- Violent or criminal behavior in the area
- Dangerous air quality due to the accidental or intentional release of hazardous materials

Follow all instructions given by the University.

- Make sure you're signed up to receive emergency messages from the University. Go to: www.unccharlottealerts.com
- Watch the Active Shooter and Violence on Campus videos on the Campus Police website.

Additional information about the Campus Emergency Alert System is available at:

<http://bcp.uncc.edu/emergency-alert-system-eas>

PERSONAL SAFETY

- Be aware of your circumstances at all times.
- Avoid being in the building late at night or on the weekends by yourself.
- Try to schedule rehearsal times with a friend.
- Use "Live Safe", "SafeWalk" and "SafeRide."
- Report any unusual activity/persons to Campus Police.
 - Trust your instincts. Call Campus Police if you are the least bit suspicious. They would rather you call them and be wrong than ignore a potential problem.
 - If you find someone in a space that's not supposed to be there, call Campus Police. Don't confront them yourself.
- Make sure to close all doors securely when you enter or exit.
- Don't let people in. If they're supposed to be in the building, they will already have card access.

OPERATIONS ~

BUILDING HOURS

Building hours vary depending on scheduled events and activities. Normal hours are:

- Academic Year
 - 6:30am – 9:00pm M-F
- Staff Workdays/No Classes
 - 7:30am – 5:00pm M-F
 - Exception: Reading Day. Building open until 9:00pm on Reading Day.
- Summer
 - 7:30am – 5:00pm M-F

MAINTENANCE PROBLEMS

During Working Hours, report any building problems to Beverly Lueke or the Music Office. You may also email bblueke@uncc.edu or call 7-0151.

After Hours/Weekends, contact Campus Police. They are the clearinghouse for all maintenance and housekeeping calls after hours. It's ok to call them with a problem of this nature.

LOST and FOUND

- **FOUND IT:**
 - Bring any found item to Beverly Lueke or the Music Office.
- **LOST IT:**
 - Check with Beverly Lueke or the Music Office. You can also email bblueke@uncc.edu
 - Check your email regularly. If we find it and can identify who it belongs to, we will email you.
 - Valuable items (phones, computers, wallets, keys, jewelry) will be held until the end of the day, after which they'll be turned over to Campus Police. All other items will be kept until the end of the semester. If they're not claimed, they will be donated.

RECITAL SCHEDULING

- Make an appointment with Beverly Lueke to schedule your recital. Call or email to set this up.
- Recitals must be scheduled for a Monday, Wednesday, Friday, or Saturday. Curtain time will be 7:30pm.
- Dates are on a first come, first served basis. If you wait until the last minute, your recital date options will be very limited.
- For Junior Recitals, consider sharing the recital with another person.
- Make sure your committee is available for both your recital and hearing before picking a date.
- If you need to cancel your recital, first get approval from your applied instructor. If they concur, notify the following people by email: Lisa Newman, Beverly Lueke, Chris Buess, Ben Stickels.