



**ENVIRONMENTAL HEALTH AND
SAFETY REPORT
UNC PEMBROKE
2022**

Submitted March 20, 2023

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EXECUTIVE SUMMARY

Each year, workplace injuries cost the university hundreds of thousands of dollars which are paid out to injured employees via workers compensation claims. The following information is a summary of the activities of the Environmental Health and Safety Office undertaken on behalf of the university to educate, inform, and promote situational awareness to all members of the campus community (not just employees) to minimize incidents and injuries on campus which will lead directly to a reduction in the direct and indirect costs associated with these injuries.

UNC SYSTEM REGULATION 300.8.3(R) - INSTITUTIONAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

In fall 2019, the University of North Carolina (UNC) System Office approved Regulation 300.8.3(R) of the UNC Policy Manual to provide guidance to the individual universities of the UNC System concerning the establishment and regulation of Occupational Health and Safety Programs. [Regulation 300.8.3\(R\)](#) establishes the roles and responsibilities for the universities and their respective Environmental Health and Safety Offices. Pursuant to Regulation 300.8.3(R), the Environmental Health and Safety Director of each university is required to make an annual report to the chancellor concerning the major programs and activities conducted on behalf of the university in support of the Health and Safety Program.

THE UNC PEMBROKE ENVIRONMENTAL HEALTH AND SAFETY OFFICE

The UNC Pembroke (UNCP) Environmental Health and Safety (EHS) Office strives to keep the safety and well-being of every member of the campus community as its' utmost priority. EHS works in collaboration with all offices on campus to educate students, faculty and staff, reinforce core safety concepts such as situational awareness and accident prevention, and maintain a campus which is free of known hazards. In support of its' mission, EHS routinely:

- Conducts a variety of health and safety-related training classes for students, faculty and staff.
- Conducts fire and life safety inspections in all campus residential, academic and administrative buildings, and athletic grounds and areas.
- Conducts accident investigations whenever a person is injured on campus to determine the root cause of the accident and prevent future incidents if caused by a hazardous feature of the UNCP campus (uneven walking surface, poor lighting, etc.).

The EHS Office is responsible for authoring, updating and disseminating numerous occupational safety and health-related policies, regulations and programs whose sole purpose is to provide a safe and healthy environment for the students, parents, faculty, staff and visitors who make up the campus community of UNC Pembroke.

ENVIRONMENTAL HEALTH AND SAFETY MISSION STATEMENT

EHS is dedicated to reducing injuries and incidents, reducing the environmental impact of the campus and achieving regulatory compliance within all campus departments. We strive to achieve this by providing high-quality and informative training, comprehensive workplace evaluations, emergency response, guidance on proper hazardous material and hazardous waste management and by promulgating applicable regulatory guidance across campus.

ENVIRONMENTAL HEALTH AND SAFETY STRATEGIC GOALS

The primary and all-encompassing goal of EHS is to ensure that all students, faculty, staff and visitors have a safe experience while on university grounds and leave campus without incident or negative experience due to an unsafe environment created or caused by a physical feature or hazardous condition existing on campus.

To accomplish this goal, EHS has developed the following list of priority actions:

1. The EHS Office will continue to develop world-class safety-oriented training classes to be delivered in traditional classroom settings as well as online learning management system (LMS) offerings.
2. The EHS Office will continue to strengthen collaborative partnerships with all offices and departments across campus to ensure all employees have the highest degree of information possible relevant to their position and assigned duties on campus.
3. The EHS Office will continue to hire, develop and retain highly trained and motivated employees with the skills and training necessary to educate other employees on workplace hazards and to recognize potential hazards and mitigate them prior to injury or incident.
4. The EHS Office will reduce total injuries on campus by educating and promoting situational awareness among all employees and students so that every individual recognizes the hazards around them and reacts in a safe and proper manner.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE 2016-22

In September 2015, the university hired the current EHS Director, Michael Bullard, to extensively update, redesign and develop the outdated and non-compliant EHS safety program, the fire and life safety building inspection process and the Environmental Health and Safety training curriculum for the UNCP campus. Nine months later, an additional EHS professional was hired by the EHS Office to facilitate this process and increase the number of services the EHS Office provides to the campus. Additionally, in August of 2022, a third FTE was approved and hired to assist the EHS Office in the implementation EHS goals and programming. From fall 2015-2022, the EHS staff have:

- Created or updated at least 23 Occupational Safety and Health Act (OSHA) required [training programs](#) for the campus.
- Created and implemented an [accident/incident reporting program](#) for campus.
- Facilitated the creation of the [UNCP Chemical Hygiene Plan](#).
- Initiated North Carolina Fire Code compliant emergency evacuation drills for all residence halls and university apartments (twice per semester).
- Updated and maintained the university [Environmental Health and Safety website](#).
- Collaborated with the Robeson County planning and Geographic Information System (GIS) mapping office to assign [Campus 911 addresses](#) to each campus building and athletic field. This allows emergency responders such as outside police, fire and emergency medical services to arrive on scene during an emergency on campus much more quickly.
- Successfully coordinated the installation of a weather station on campus. The [UNCP WeatherSTEM](#) platform provides an array of weather information related to the immediate area surrounding campus including a lightning strike indicator that actively informs users of the proximity of lightning strikes to the campus.
- Became certified as powered industrial truck and aerial lift course instructors and have begun teaching these classes to staff and students on campus.
- Implemented an eyewash and safety shower inspection program.

- Written over 2094 work orders to address non-compliances or violations of the North Carolina Fire Code, OSHA regulations or Environmental Protection Act (EPA) regulations.
- Has been awarded the North Carolina Department of Labor Gold Level safety award in 2017, 2018, 2019, 2020 and 2022. The Department of Labor metric for calculation of the Days Away, Restricted, or Transferred (DART) rate was updated in 2021 and, due to this, the award was not received in 2021.
- Managed the [Unmanned Aircraft System \(UAS\) program](#) for campus as all UAS's flights must be pre-approved by the UAS committee per the [Purchase and/or Operation of Unmanned Aircraft Policy](#).
- Created and implemented a [LASER safety program](#) for the university.
- Served on multiple committees to promote health and safety awareness and hazard recognition as well as improve risk reduction on campus. These include:
 - Health and Safety Committee
 - Faculty Senate Subcommittee for Health and Safety
 - Enterprise Risk Management Committee
 - Lab Safety Committee
 - Emergency Operations Center Committee
 - Employee Emergency Relief Fund Committee
 - Title IX and Clery Compliance Committee
- Presented safety program information such as blood borne pathogens and slips/trips/falls at the annual Braves Kick-Off.
- Implemented an online inspection platform used to document inspections of critical Fire and Life Safety equipment such as fire extinguishers, Automatic External Defibrillators, fire pumps, generators, etc.
- Formalized and coordinated the bi-annual hazardous waste turn-in on campus for several departments including the Departments of Chemistry and Physics, Biology, Art, the Campus Print Shop and Facilities Operations.
- Chaperoned multiple inspections by outside regulators such as the North Carolina Office of State Fire Marshal and the Office of State Human Resources - Safety Division. The EHS Office ensures that the findings from the regulator's reports are documented in the university work order system and addressed in a timely manner.
- Became certified to teach:
 - American Heart Association CPR/AED courses
 - Mobile Elevated Work Platform courses
 - Lift Truck Certification courses
 - 10 and 30-hour General Industry OSHA certification courses.

COVID-19 PANDEMIC RESPONSE – MARCH 2020 TO DECEMBER 2022

EHS, along with every other department and program on the UNC Pembroke campus, was drastically impacted by the COVID-19 pandemic. Most traditional EHS duties were slowed or suspended in March of 2020 to assist in the university's efforts to limit the spread and impact of COVID-19 at UNC Pembroke. The EHS Office worked closely with multiple offices on campus to provide a variety of services during this time, including:

- Collaborating with Human Resources and Student Health Services to establish a COVID-19 working group which developed a COVID-19 contact tracing system that was used to record, monitor and manage positive and negative COVID-19 cases among the students, faculty, staff and contractors on campus.
- Collaborating with Student Health Services, Police and Public Safety, Housing and Residence Life, Facilities Operations and Management and SODEXO to ensure sick students (which remained on

campus) were efficiently moved to on-campus quarantine housing, food and supplies were safely delivered to them and that classrooms, offices and residential areas needing disinfection were properly cleaned (either by Facilities staff or a private contractor) as safely as possible in a timely manner.

- Working with Human Resources and Student Health Services to develop educational resources to be used by individual offices as employees returned to campus. Many conversations occurred with individual department chairs, directors and supervisors to ensure everyone remained calm, had the most current information and were properly equipped to return to work on campus.
- Developing an EHS Office COVID-19 website dedicated to providing the most current information possible to enable the campus community to make informed and safe decisions on how to protect themselves and their families from COVID-19.
- Collaborating with Human Resources and Student Health Services to host multiple supervisor informational sessions (via WebEx) to update employees and ensure they knew the current conditions and safety protocols for returning to campus.
- Participating in weekly COVID-19 Emergency Operations Committee meetings (via WebEx) to ensure departments were working smoothly together to serve the campus community and to identify potential issues that might impact campus.
- Providing information to Jodi Phelps and Travis Bryant to populate the UNCP campus dashboard and the Veoci COVID-19 master COVID-19 tracking document for the UNC System Office.

As the impacts of COVID on campus decreased in 2022, the EHS office transitioned back to a traditional role of inspection, training, and health and safety assessments of campus.

EHS OFFICE TRAINING PROGRAMS

The EHS Office has developed training curriculums and programs to address many safety hazards present on campus and, each year, trains hundreds of students, faculty and staff on OSHA related curriculums, such as:

- American Heart Association Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)
- Powered Industrial Truck (Forklift)/Aerial Lift
- Blood Borne Pathogens
- Chemical Hygiene Safety Program
- Golf Cart Safety
- New Employee Safety Training
- Lock Out Tag Out
- Heat/Cold Stress
- Electrical Safety
- Confined Space Safety
- Compressed Gas Cylinder Safety
- Fire Extinguisher/Fire Safety
- Hazardous Waste Operations and Emergency Response (HAZWOPER)
- Hazard Communication
- New Employee Orientation
- Personal Protective Equipment
- Heat Related Illness
- Laser Safety Training
- 3-Dimensional Printer Safety
- Accident Reporting and Investigation



- Animals on Campus
- Asbestos Awareness
- Drone/Unmanned Aircraft Systems
- Fall Protection
- Hearing Conservation
- Hot Work Program
- Job Hazard Analysis
- Respiratory Protection Program

From January 2016-December 2022, EHS staff have taught hundreds of safety-related training classes for students, faculty, staff and contractors on campus. The breakdown for the number of individuals taught, by year, is as follows:

YEAR	NUMBER TRAINED
2015	47
2016	378
2017	478
2018	348
2019	498
2020	327
2021	308
2022	525

FIRE AND LIFE SAFETY INSPECTIONS AND WORK ORDERS

There are currently 66 owned or leased university buildings with over 1.87 million square feet of heated space that EHS inspects to ensure compliance with applicable federal, state and local laws, regulations, codes and policies. The current EHS inspection process is to inspect a building, write work orders for any facility related non-compliances found during the inspection and send a fire and life safety inspection report to the responsible department(s) for the building.

The departments are given thirty days to correct the departmental items found during the initial inspection. If the items have not been corrected prior to the follow-up inspection, the owning department is subject to the EHS Office fee for non-compliance (\$250.00 per the 2022-23 UNCP Miscellaneous Fee Schedule).

Since fall 2015, EHS has written over 2,094 work orders to address non-compliances or violations of the North Carolina Fire Code, OSHA regulations or the Environmental Protection Act (EPA) regulations. Items that exceed the scope of a simple work order become projects which are managed under the Facilities Office of Planning, Design and Construction. There have been numerous successful collaborations between the EHS Office and Facilities Management and Operations and the Facilities Office of Planning, Design and Construction.

Examples include the fall protection carpeting installed in the foyer of Lumbee Hall as well as the handrails installed on the exterior roof of Lumbee Hall to provide fall protection for anyone working on the third-floor roof of the building.



INSPECTIONS BY OUTSIDE REGULATORS

UNCP is subject to inspection by several outside regulatory organizations which enforce applicable federal, state and local environmental health and safety laws and regulations on campus. These regulators include the North Carolina Department of Labor, the North Carolina Office of State Human Resources - Safety Division, the North Carolina Office of State Fire Marshal and the North Carolina Department of Environmental Quality. The UNC Pembroke EHS Office acts as a liaison with the individual inspectors from each organization, accompanies them during their inspections of campus and works to ensure their report findings are resolved in a timely manner. The EHS Office also drafts the official response to the outside regulator's inspection report. Numerous work orders are generated annual due to these inspections and these are also submitted and certified as closed by the EHS Office.

As of March 20th, all items noted on the 2022 North Carolina Office of State Fire Marshal inspection have been addressed except for three items which are project management items that are still in progress. They are:

- The floor in the hallway in the Magnolia House on Dogwood Lane needs to be assessed by a Professional Engineer and repairs made to the hallway floor.
- Room signage needs to be installed on the mechanical room located under the pool in the Jones PE Building.
- Handrails need to be installed on the rear entrance of Pine Cottage.

Due to COVID-19, the 2020 Office of State Human Resources (OSHR) Safety inspection was a virtual event and there was no inspection in 2021 or 2022. The 2023 OSHR inspection has been scheduled to take place in late May.

EMPLOYEE COMPLAINT INVESTIGATIONS

While EHS encourages every employee to refer environmental health and safety questions and concerns directly to EHS, occasionally an employee complaint is referred off-campus to an outside regulatory agency, such as the North Carolina Department of Labor, to report or resolve a perceived issue on campus. Once the outside agency contacts the campus, EHS works with the affected departments to investigate the complaint, ascertain the validity of the complaint and take action to resolve the issue that generated the employee complaint. As these types of complaints most often involve facility issues, Facilities Management is also involved in the investigation process to determine the scope of the issue and the best resolution. Once the investigation is complete (and the issue resolved), EHS will

contact the outside regulator in writing to report the resolution for the complaint.

WORKPLACE INCIDENTS AND ACCIDENT INVESTIGATIONS

One of the programs developed by EHS in collaboration with the Office of Human Resources is the [Accident Reporting Program](#). Guidance to university employees who have suffered an accident are as follows:

- If an employee suffers an on-the-job injury, the employee's supervisor must be notified immediately so the supervisor can assess the nature and extent of the injury. All medical care provided to the employee will be selected and approved by UNC Pembroke. If the injury is serious and requires immediate medical attention, the supervisor will call 911 to facilitate the stabilization and transport of the injured employee to a hospital or other appropriate medical care facility. Less serious injuries that still require medical attention will be referred by Human Resources via the supervisor to an approved medical provider. First aid cases may be directed to an approved physician's office or treated in the department, depending on the nature and extent of the injury.
- As soon as it is feasible at the time of the incident, the employee should complete the [North Carolina Employee Incident Report](#) and their supervisor should complete a copy of the [North Carolina Supervisor Incident Investigation Report](#). These forms are available in each respective department, on the Human Resources website and on the [EHS Accident Reporting](#) webpage. These forms should be completed and forwarded as soon as possible to accidentreporting@uncp.edu. If off-campus medical care is required, the supervisor should contact HR for a copy of the Workers Compensation Authorization/ Physicians Report/Pharmacy Guide and provide this form to the injured employee. The employee will then take it to the attending physician's office where it will be completed by the medical provider. This form will be used to verify the initial treatment authorization for medical services.
- As soon as possible after an incident, the employee's supervisor should contact EHS so a thorough investigation of the events surrounding the incident can take place. A root cause analysis will be conducted to identify the cause of the incident. Once a cause has been determined, remedial action (policy changes, work orders, re-training, etc.) will be implemented to ensure the hazards are mitigated and a repeat incident will not occur.
- After medical treatment has been provided to the employee, the injured employee and/or his/her representative should return the Workers Compensation Authorization/Physicians Report/Pharmacy Guide to HR via the supervisor. Approved physician offices will be aware of the necessity to complete the paperwork in a timely manner and will be prepared to do so. If an employee is returned to work with restrictions, alternate duty work will be made available to the employee when possible. Priority for alternate duty work will be first to return the employee to the employing department, second to the employing division and third to return the employee to work in another university division.
- If the employee is unable to return to work, HR will consider the case for referral to a third-party administrator for rehabilitative case management. Ongoing medical care for the injured employee will be coordinated by HR and the designated case manager until the employee is released to return to work.
- If a student, contractor or visitor has an accident on campus, they are still required to report the incident to EHS via the [Accident Reporting Form for Students and Visitors](#). The incident will be investigated by EHS and the root cause of the accident determined, if possible.

The number of incident investigations conducted since October 2015 are as follows:

	EMPLOYEE	STUDENT	VISITOR	CONTRACTOR
2015	6	3	1	0
2016	24	7	5	3
2017	29	5	3	4
2018	27	9	4	0
2019	43	18	4	1
2020	30	5	1	2
2021	22	10	2	4
2022	26	8	8	4

Per [OSHA Recordkeeping and Reporting](#) regulations, any injury that requires treatment of an injured employee that exceeds basic first aid must be classified and reported as a recordable injury. Each recordable injury in a calendar year is recorded on the OSHA Form 300—Log of Work-Related Injuries and Illnesses. EHS maintains a permanent record of injuries via an electronic copy of the OSHA 300 Log maintained on the campus servers. The OSHA Form 300A is a summary of the work-related injuries and illnesses which were recorded on the OSHA Form 300 Log during a calendar year. Per OSHA, the Form 300A for the previous year must be posted for viewing by all campus employees no later than March 2 of each calendar year. The UNC Pembroke Form 300A is posted each year on the bulletin board outside of the HR suite in Lumbee Hall and in the Facilities break room in the Pinchbeck Building.

The 2022 OSHA Form 300A - Summary of Work-Related Injuries and Illnesses for UNC Pembroke is shown on the following page.

OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete. Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35. In OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G)	(H)	(I)	(J)
0	1	0	6

Number of Days	Total number of days of job transfer or restriction
(K)	(L)
11	0

Injury and Illness Types

Total number of... (M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
(M)	7	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 38 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3614, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information	
Your establishment name	University Of North Carolina at Pembroke
Street	One University Drive
City	Pembroke
State	North Carolina
Zip	28372
Industry description (e.g., Manufacture of motor truck trailers)	College, Universities, and Professional Schools
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)	8 2 2 1
OR North American Industrial Classification (NAICS), if known (e.g., 336212)	
Employment Information	
Annual average number of employees	
Total hours worked by all employees last year	
Sign here	
Knowingingly falsifying this document may result in a fine.	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.	
Gabriel Estenhas Company executive	Vice Chancellor for Finance and Administration
910-775-4697 Phone	1/20/2023 Date

WORKERS COMPENSATION CLAIMS

Every year, there are hundreds of thousands of dollars paid out in workers compensation claims due to employee injuries that occur on campus. Below are the total workers compensation expenditures for UNC Pembroke from Fiscal Year 2016-20. These numbers are provided throughout the year by the North Carolina Office of State Human Resources-Safety Division.

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
Total Reported New Workers' Compensation Claims	15	13	19	14	14	10
Total Workers Compensation Expenditures	\$318,122	\$272,196	\$323,037	\$503,119	\$310,477	\$397,163

In an ongoing effort to mitigate the potential for accidents on the UNCP campus and limit the liability to the university, EHS routinely conducts fire and life safety inspections of campus-owned and leased buildings, provides classroom instruction on multiple safety-related topics, and provides instruction to students, faculty and staff on accident avoidance and situational awareness.

As indicated by the table above, (assuming all workers compensation cases were paid out evenly), **each accident costs the university an average of \$24990**. If an additional EHS Full Time Employee (FTE), through increased inspections, training events and hazard prevention efforts, prevents just 3 injures per year, they will save the university more than enough in direct costs to pay their annual salary. This does not include the indirect costs associated with each injury on campus. Additional criteria justifying additional staff are:

- Upon completion of the West Hall renovation and the Thomas School of Business building in 2022, the heated space in campus increased to 1,873,529 square feet, an increase of 9% over the previous total. This additional space will also require inspection by EHS.
- In the fall of 2017, there were approximately 6,200 enrolled students. By the fall of 2022, the number had risen to over 8300. This is an increase of over 32%. In 2022, the number fell slightly to 7666 but the increase in student support services still has impacted the EHS office.
- In 2021, there were 1019 permanent employees with 1728 temporary/contract employees (up from 981 permanent and 1540 contract employees) which is an increase of over 8%. All new employees must complete the New Employee Safety Course (as well as various other EHS related trainings) which also adds to the workload of EHS.

EMERGENCY OPERATIONS COMMITTEE AND EMERGENCY MANAGEMENT

In fall of 2022, the EHS Office added a third FTE to complement the existing two FTEs. This position was approved to aid the EHS Office in accomplishing strategic goals as well as to improve the timeliness of services offered to the campus community. Around the same time that the FTE was added, Travis Bryant, the person that the EHS Office Director reported to at that time, announced his retirement. The decision was made to incorporate some duties previously performed by Travis into the EHS Office and Campus Police and Public Safety. The EHS Office Director inherited the responsibilities of the Emergency Operations Committee Manager and some Emergency Management responsibilities. Efforts were made and are ongoing to update the following:

- [Emergency Management website](#)
- [Emergency Operations Plan](#)
- Emergency Operations Center staff training updates

As part of the efforts to increase training for campus staff to be ready for an emergency, the EHS Office worked with the Robeson County Emergency Services Director/Fire Marshal (Stephanie Chavis) to host a tabletop and full-scale training exercise in October of 2022. Both exercises involved over 40 participants from Robeson County Emergency Management, State Emergency Management, UNCP Emergency Management/EHS Office, UNCP Campus Police, the Hazardous Materials Regional Response Team, and local Fire, Police, 911 dispatch, and EMS first responders.



Additionally, the EHS Office will be working with All Clear Communications, LLC, an emergency management company under contract with the UNC System Office, to schedule, plan, and implement a tabletop exercise to be held on the UNC Pembroke Campus during the fall of 2023.

HEPATITIS B VACCINATION PROGRAM

In fall of 2022, the EHS Director discovered that on-campus Hepatitis B vaccinations were not being administered per the [UNCP Bloodborne Pathogens Exposure Control Plan](#) to Category I/II employees. These are employees who may be exposed to another person's body fluids (as part of their job duties) and fall under the following offices:

- Campus Police
- Nursing Department
- Student Health Services
- Facilities Housekeeping, Housing, and HVAC departments
- Athletics Coaching staff and athletic trainers
- EHS Office
- Campus Recreation

While the requirements of the program had been being communicated to new employees during the New Employee Safety Orientation, Hepatitis B vaccinations were not taking place. Meetings were held by the EHS Office, Student Health Services, and the Office of Human Resources to determine a path forward for closing the gap for the roughly 145 employees who had not been closed out upon hire. Once the baseline list of employees was identified, supervisors were notified of the requirement and employees were subsequently notified. Employees are required to complete one of three steps.

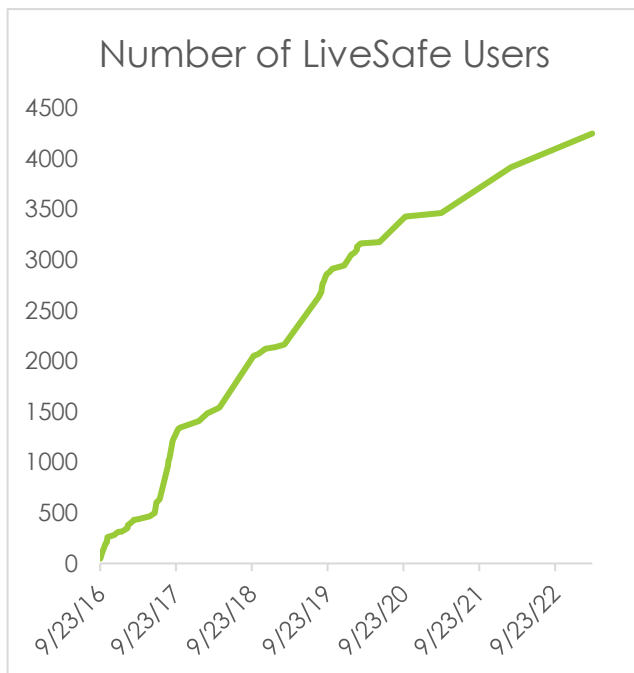
- Provide written proof of previous completion of the three-shot series of the Hepatitis B vaccine.
- Complete a declination form and submit it to Sheila Hardee in Human Resources.
- Complete the three-shot series of the Hepatitis B vaccine.

Going forward, new employees will be identified upon hire as a Category I/II employee based on information supplied by the Office of Human Resources to the EHS Office. Affected employees will be required to begin the process of completing one of the three steps above within 10-days of hire by the University.

LIVESAFE MOBILE APP



During fall 2016, EHS collaborated with UNCP Police and Public Safety (PPS) to roll out the [Live Safe App](#) to the campus community. The LiveSafe App is a free mobile application that, when downloaded to the user's mobile device, is designed to allow the user to interact directly with a PPS dispatcher on the UNCP campus. Since its implementation, the number of users on campus has risen to 4,294 users, has been used 243 times for emergency calls/tips and has been used 600 times to report tips types such as:



TIP TYPE	NUMBER
➤ Traffic/Parking	212
➤ Drugs/Alcohol	69
➤ Suspicious Activity	40
➤ Safety/Repair Issues	38
➤ Other	176

The LiveSafe App has also been used by UNCP registered users 830 times for a monitored “safe walk” on campus and there have been 103 broadcasts from campus police to the campus community.

FIRE SAFETY ON CAMPUS

The following actions should be taken in the event a fire is discovered in any campus building or elsewhere on campus:

- Upon discovering a fire, immediately sound the building's fire alarm and alert other occupants by activating the nearest fire pull station. Each individual is asked to take note of each fire pull station location within the building they are working or residing.
- Call 9-911 from a campus phone or 911 from any other phone, giving your name and location of the fire.
- After calling 911, you should notify Campus Police and Public Safety (910.521.6235).
- If the fire is small, a fire extinguisher may be used to extinguish the fire **if you are trained and confident to do so**. Always use your judgment and training before attempting to extinguish any fire.
- If the fire is large, very smoky or rapidly spreading, evacuate the building immediately.
- Inform others in the building (who may not have responded to the alarm) to evacuate immediately.
- When you evacuate, do not stop for personal belongings. Leave immediately. Do not use elevators to exit the building.
- Familiarize yourself with other residents on your floor or hall and provide this information to emergency personnel if they are not accounted for during the evacuation and are suspected to still be inside the building.
- Evacuate to a distance of at least 300 feet from the building and stay out of the way of emergency personnel. Do not return to the building until allowed to do so by authorized personnel.
- **DO NOT WALK THROUGH OR STAND IN A SMOKE CLOUD.** Stay low.
- If your clothes are on fire - immediately stop, drop and roll.
- Each individual is asked to take note of the location of each fire extinguisher and fire hose within the building they are working or residing.

At no point must a fire be allowed to get between the person attempting to extinguish it and their nearest exit. ALWAYS consider your safety first in any emergency situation. Always use your judgment and training before attempting to extinguish any fire.

***Please note we have asked you to call 911 instead of the university police to report a fire or serious injury. Calling 911 first will result in emergency units being dispatched without undue delay. After alerting emergency units, the 911 operators normally dispatch the university police to the location. As a precaution, though, we recommend that you make a follow-up call to the university police at 910.521.6235 to help ensure you receive immediate assistance.**

BUILDING EVACUATION DRILLS

During fall 2017, EHS in conjunction with PPS and Housing and Resident Life, began documented evacuation drills of all on-campus residence halls and campus-owned apartments. Per table 405.2 and section 408.3 of the [North Carolina Fire Code](#), evacuation drills must be conducted four times annually (twice per semester) with one taking place within ten days of the start of classes and another after the hours of sundown.

If a building must be evacuated, all personnel should move to an area at least 300 feet away from the building and away from roadways and parking lots. Never use an elevator to evacuate. Once a building has been evacuated, no person will be permitted to re-enter unless authorized personnel grant permission to do so. Evacuation maps for all buildings on campus can be found at [911 Building Addresses and Evacuation Maps](#).

The following is information for each on-campus Housing and Residence Life residential building.

BELK RESIDENCE HALL

911 Address - 81 Faculty Row



BELK HALL FEATURES

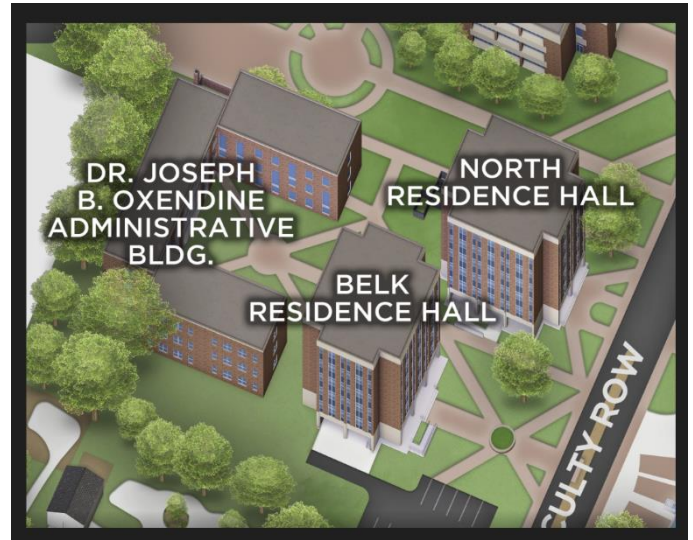
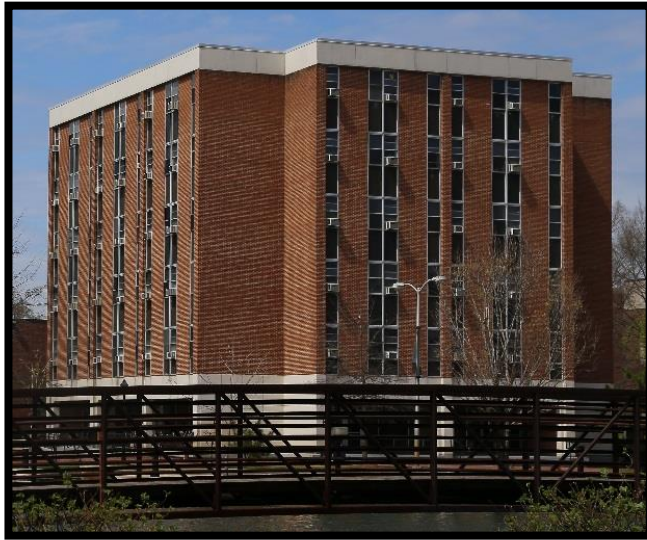
- 200-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has four separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using the emergency doors located off the north and south stairwells.
- Once outside, residence should proceed across Faculty Row and congregate between the buildings of D.F. Lowry and Livermore Library at least 300 feet away from the building.

NORTH RESIDENCE HALL

911 ADDRESS - 105 FACULTY ROW



NORTH HALL FEATURES

- 200-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has four separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using the emergency doors located off the north and south stairwells.
- Once outside, residence should proceed across Faculty Row and congregate between the buildings of D.F. Lowry and Livermore Library at least 300 feet away from the building.

OAK RESIDENCE HALL

911 Address - 287 Faculty Row



OAK HALL FEATURES

- 360-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has seven separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using one of the seven emergency doors. Three exits are located in the three stairwells and the other four are spread around the perimeter of the building.
- Once outside, residence should congregate between the University Center and the Jones Health and Physical Education Buildings or behind the basketball court on the west side of Pine Hall, at least 300 feet away from the building.

PINE RESIDENCE HALL

911 ADDRESS – 239 FACULTY ROW



PINE HALL FEATURES

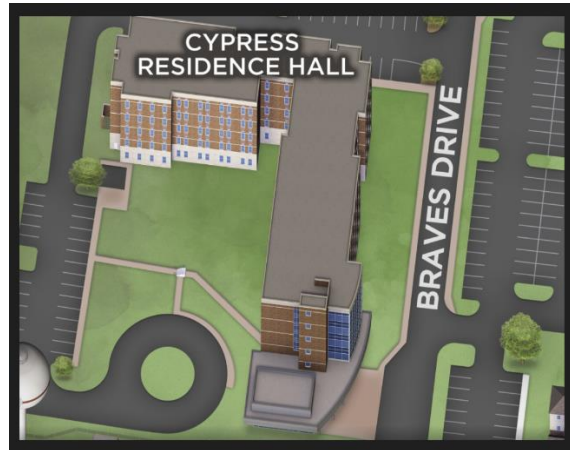
- 360-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has five separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using one of the seven emergency doors. Three exits are located in the three stairwells and the other four are spread around the perimeter of the building.
- Once outside, residence should congregate near the Business Administration building or behind the School of Education building, at least 300 feet away from the building.

CYPRESS RESIDENCE HALL

911 ADDRESS – 62 BRAVES DRIVE



CYPRESS HALL FEATURES

- 476-bed residence hall
- Contains an automatic wet pipe sprinkler system
- Has an automatic fire alarm system with linked smoke detectors
- Has six separate emergency egress routes

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell.
- Residents should evacuate the building using one of the seven emergency doors. Three exits are located in the three stairwells and the other four are spread around the perimeter of the building.
- Once outside, residence should congregate in the east parking lot on the other side of Braves Drive or in the grassy areas to the south and west of the building.

COURTYARD APARTMENTS

911 ADDRESSES

BUILDING 1000 – 519-A UNIVERSITY ROAD
BUILDING 2000 – 519-C UNIVERSITY ROAD
BUILDING 3000 – 567-A UNIVERSITY ROAD
BUILDING 5000 – 567-C UNIVERSITY ROAD
BUILDING 7000 - 570 UNIVERSITY ROAD
BUILDING 9000 - 575 UNIVERSITY ROAD

BUILDING 1000 – 519-B UNIVERSITY ROAD
BUILDING 2000 – 519-D UNIVERSITY ROAD
BUILDING 4000 – 567-B UNIVERSITY ROAD
BUILDING 6000 – 567-D UNIVERSITY ROAD
BUILDING 8000 - 573 UNIVERSITY ROAD
BUILDING 10000 - 574 UNIVERSITY ROAD

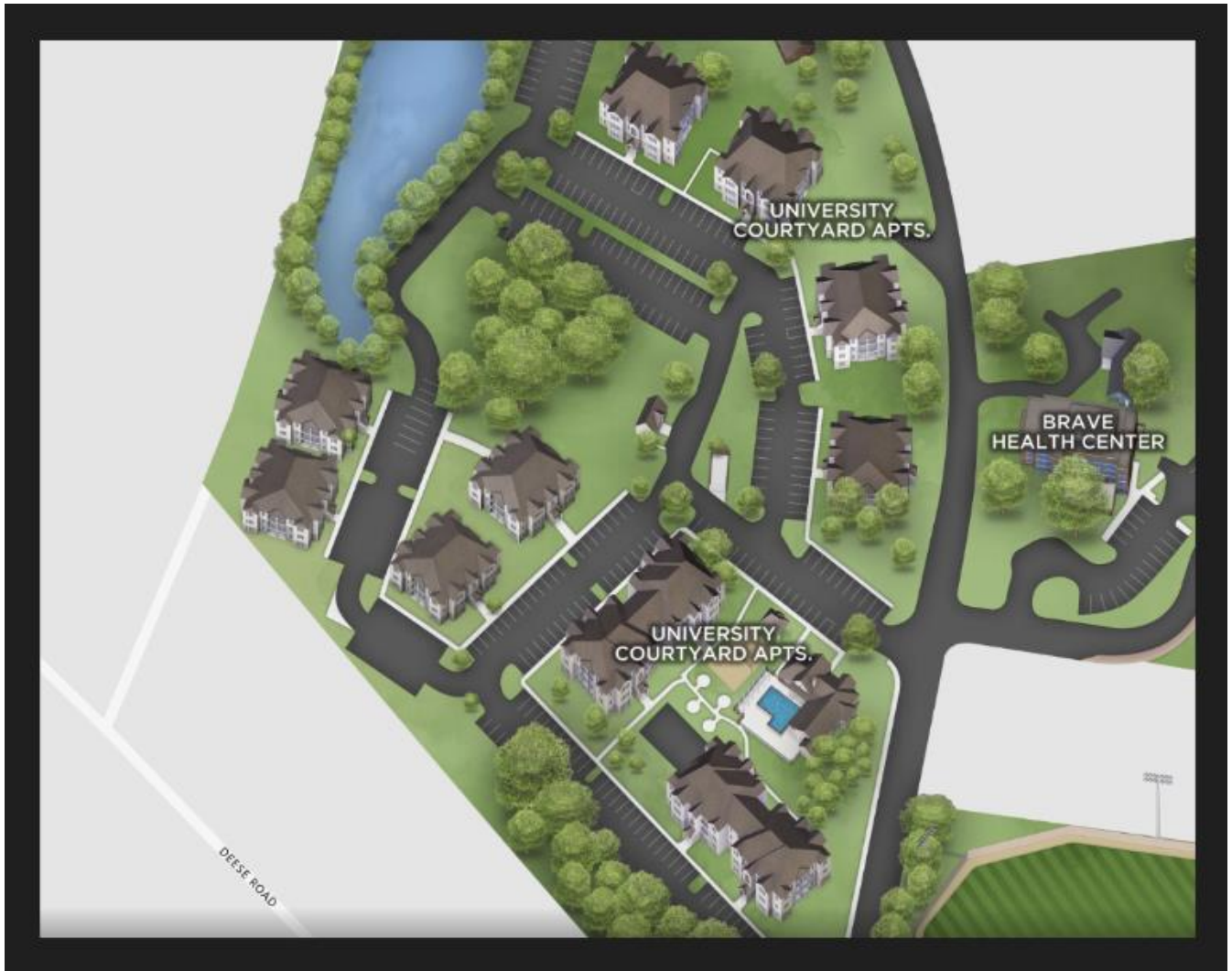


COURTYARD APARTMENTS FEATURES

- 339-bed apartment complex.
- Contains an automatic wet pipe sprinkler system in each building.
- Units 1000 through 6000 have unlinked smoke detectors and no monitored fire alarm system.
- Units 7000 to 10000 have a monitored fire alarm system with linked smoke detectors.
- Each floor has front and rear egress routes for the occupants of the apartments on that floor.

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell (located at the front and rear) of the floor they are on and evacuate down the stairwell.
- Once outside, residence should congregate away from the building at the assembly point away from the building on the other side of (and out of) the roadway.



VILLAGE APARTMENTS

911 ADDRESSES

BUILDING 100 – 717-C UNIVERSITY ROAD
BUILDING 300 – 717-D UNIVERSITY ROAD
BUILDING 500 – 717-F UNIVERSITY ROAD

BUILDING 200 – 717-B UNIVERSITY ROAD
BUILDING 400 – 717-A UNIVERSITY ROAD



VILLAGE APARTMENTS FEATURES

- 360-bed apartment complex.
- Contains an automatic wet pipe sprinkler system in each building.
- Units have unlinked smoke detectors and no monitored fire alarm system.
- Each floor has front and rear egress routes for the occupants of the apartments on that floor.

EMERGENCY EVACUATION INFORMATION

- Fire drills conducted twice per semester.
- To evacuate the building, residents should proceed to the nearest stairwell (located at the front and rear) of the floor they are on and evacuate down the stairwell.
- Once outside, residence should congregate away from the building at the assembly point away from the building on the other side of (and out of) the roadway.



CAMPUS FIRE REPORT AND FIRE LOG

The **Higher Education Opportunity Act**, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The Higher Education Opportunity Act places two safety-related requirements on institutions that participate in federal student financial aid programs, and are described as follows:

- **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time and general location of each fire in on-campus student housing facilities. UNCP complies with this rule by including all fire-related incidents in the [Daily Crime/Fire Log](#).
- **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information about campus fire safety practices and standards. UNCP complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the [Annual Security and Fire Safety Report](#). Information contained in this annual fire safety report includes:
 - Number and cause of fires at all on-campus student housing facilities; number of fire-related deaths
 - Related injuries
 - Value of fire-related property damage
 - Information on evacuation procedures
 - Fire safety education and training programs
 - Fire safety systems in each student housing facility
 - Number of regular mandatory supervised drills
 - Policies and regulations on portable electrical appliances, smoking in and around buildings and possessing implements that emit open flames

The Annual Security and Fire Safety Report must include the prior three calendar years of data.

The 2022-23 Housing and Residence Life [Residential Handbook](#), provided to all students residing in student housing, includes detailed information on fire safety and what appropriate action students and Resident Life employees are to take during a fire alarm or fire emergency. This information is also presented to students when they are moving into the residence halls. All community directors and resident advisors receive the Residence Life Staff Manual, which includes detailed information on fire safety, evacuations and fire extinguisher use; both are trained yearly on fire safety and prevention and evacuation procedures.

All employees and students are provided access to the UNCP [Employee Health and Safety Handbook](#), which addresses fire safety, procedures for if they experience a fire and contact information. New employees are provided a copy of the UNCP Employee Safety and Health Handbook during new employee onboarding.

The fire alarm systems alert building occupants and community members of potential hazards, and all are required to heed their warnings and evacuate buildings immediately. Occupants should use the nearest available exit to evacuate the building. Occupants should familiarize themselves with the exits in each building. When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire-safe floor. Occupants should use the stairs to evacuate the building and refrain from using the elevators. If caught in an elevator during a fire, push the emergency phone button. Elevator emergency phones route directly to UNCP Campus Police and Public Safety. Upon receiving the emergency phone call, dispatch will alert a university police officer who will assist with removal from the elevator.

FIRE PROTECTION EQUIPMENT/SYSTEMS

Excluding Village Apartments and the original Courtyard Apartments, all residential buildings and university buildings are equipped with automatic fire detection and alarm systems, which are monitored by a contracted alarm monitoring service, 24 hours a day, 365 days a year.

EHS CONTACT INFORMATION

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Office location: Pinchbeck Maintenance Building Room 138 and 130

Phone: 910.521.6792, 910-775-4772, and 910-521-6791

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