

# Memorandum

**To:** All Faculty, Staff and Students in the Watson College  
**From:** Watson College Emergency Response Committee  
**Date:** 9/3/2014  
**Re:** Reminders

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As we settle into the new academic year, the Watson College Emergency Response Committee would like to remind you of the following actions that need to be taken with regard to emergency preparedness. As you know, the best time to figure out what to do in an emergency is before it happens! All employees and students are encouraged to do the following:

- Sign up for text and voice alerts from UNCW Alert at MySeaport <https://myseaport.uncw.edu>. On the left-hand side, please see the final bullet under Emergency Information. This is just one mechanism of the UNCW Alert Emergency Notification Tools. More information is available at [www.uncw.edu/alert](http://www.uncw.edu/alert)<<http://www.uncw.edu/alert>>.
- Know the “shelter in place” for all buildings that you visit frequently. The “shelter in place” in the Education Building is Room 162.
- Become familiar with the UNCW Alert suite of communication tools, including the Seahawk Warning Siren. The siren will only sound to signal a “shelter in place” scenario such as a Tornado Warning, active shooter, or chemical spill. The various tones can be heard at [www.uncw.edu/siren](http://www.uncw.edu/siren)<<http://www.uncw.edu/siren>>.
  - There are two distinct siren tones. One is a slow, high/low tone that indicates that everyone outside should take shelter inside the nearest substantial building. The second is a steady tone that indicates the situation is “all clear.” Familiarize yourself with the two tones at [www.uncw.edu/siren](http://www.uncw.edu/siren)<<http://www.uncw.edu/siren>>. Please note the university performs biannual tests of the siren system; the campus community is notified in advance of those tests via email, a homepage advisory, and social media messages.
  - In situations when the siren has sounded, generally the best course of action is to “shelter in place” in a room with sturdy locking doors and no windows. However, if you are alerted to special conditions that may make remaining in the building a greater threat, such as gunshots or chemical clouds, you should exercise judgment and exit the building if you deem necessary. Ultimately, you are responsible for deciding your own actions during extraordinary events at your location.
  - When the UNCW campus siren sounds, take shelter immediately. Remember, lead by example and encourage others to take shelter quickly. Tornado warnings in the New Hanover County area typically do not afford much advance warning and timely sheltering is required.

Do not go outside to “check the weather,” or wait to confirm a weather condition via an online source or local media. Consider the siren your indication to immediately take shelter.

- Once you are safely in your designated shelter, check other sources of information such as your UNCW email inbox, your cell phone (if you’ve signed up for alerts), the UNCW hotline (1.888.657.5751), website ([uncw.edu](http://uncw.edu)), social media ([facebook.com/UNCW](https://www.facebook.com/UNCW) and [twitter.com/uncwilmington](https://twitter.com/uncwilmington)) to obtain more information regarding the nature of the emergency. Be aware that these sources may take several minutes to update in the event of an emergency, as we want to provide information quickly but also accurately and effectively.
- When conditions are safe, the all-clear tone and message will be issued. The siren will be your first method of notification; do not exit your shelter until the all-clear tone has sounded. The university will issue an all-clear message via email, text alert and the homepage as quickly as possible after the siren has sounded. UNCW text message alerts and emails are sent to thousands of recipients at once and because they are subject to cellular provider capacity restrictions, not everyone will receive the message at the same moment. If a colleague receives an emergency alert text or call but you haven’t yet received one, please follow the instructions in the message your colleague has received.

The Watson College Emergency Response Committee encourages everyone to take this opportunity to plan for the next emergency. If we can be of assistance, please do not hesitate to let us know. The committee consists of Mr. Brian Brinkley, Dr. Kathy Fox, Ms. M.J. Giammaria, Dr. Tracy Hargrove (Chair), and Mrs. Cindy Wiseman.