

**ELIZABETH CITY STATE UNIVERSITY**  
**Housing and Residence Life Emergency Operations Policy**

In the event of an emergency that will require the closing of the residence halls, the Vaughan Center will operate as a shelter.

It will be the responsibility of each person to provide their own bed linens, pillows, towels, toiletries, and any medications in the shelter. Weapons, illegal drugs, alcohol, and pets are not allowed in the shelter. The shelter meets the standards as prescribed by the American Red Cross, and is prepared to provide basic emergency services. **The shelter is not designed to satisfy any particular needs and personal conveniences.**

The directive to open the Vaughan Center as a disaster shelter will come from the Vice Chancellor for Student Affairs. The Associate Vice Chancellor for Student Affairs will then direct the Director of Residence Life to begin Residence Hall Pre-close down procedures. The residence hall close down procedures begins with communications to all residence hall staff on duty. They will be instructed to commence Pre-close down. Pre-close down consists of the following:

1. Posting Notices from the Public Information Officer throughout the residence halls,
2. Establishing a sign out log for students to include Name, Date and Destination,
3. Staff will visually and manually inspect all exterior doors, windows, and locks to ensure that they are locked.

The Pre-close down is complete once all students have vacated the building. At this point the staff will work through the Close down Checklist. At the completion of the Checklist, the checklist and hall keys will be delivered to the Director of Residence Life. The Director of Residence Life will notify Campus Police that all halls are secured.

The Vaughan Center shelter will operate as a disaster shelter for ECSU students only. The shelter will be staffed by 4-6 Residence Hall staff and 1 Resident Security Officer. The suites of Staff will include check-in, desk coverage, and security patrols. When weather permits, staff will be rotated every 12 hours. The Director of the Student Health Center will provide emergency medical supplies for the designated shelter area. The medical staff will operate an emergency staff throughout the emergency period. It will be the responsibility of each person in the shelter to bring their own special medications. The Director of Student Activities will provide games, cards, televisions, and other sources of entertainment for students for the duration of the emergency. When appropriate, the Director of Student Activities will provide staff on site for the purpose of facilitating student recreation. The Vaughan Center staff will be prepared to remain on site throughout the emergency as established in the Shelter Operation Guide.

Students will be required to check in at the Vaughan Center by completing the Shelter Residence Card. After completion of the residence card, the students will be given the Shelter Occupancy Rules and Policies.

The Residence Halls will reopen following the directive from the Vice Chancellor for Student Affairs. The Associate Vice Chancellor for Student Affairs will issue the directive to the Director of Residence Life. The Residence Life staff will implement the Residence Hall Reopening Protocol. The Director of Residence Life will notify Campus Police when halls have been reopened.