

## EMERGENCY MANAGEMENT PLAN MOREHEAD CITY FIELD SITE

### UNC Institute of Marine Sciences

The University of North Carolina at Chapel Hill Institute of Marine Sciences (IMS) consists of a 7-acre campus with research, administrative, housing, and maintenance facilities located on the waterfront in Morehead City. The IMS shares boat storage and dock space with the adjacent NC Division of Marine Fisheries, to the west, and provides spaces for overflow trailer parking on weekends and holidays from the Crystal Coast Visitor Center and public boat launch to the east. The IMS hours of operation are Monday through Friday from 8:00 am until 5:00 pm and we follow the UNC academic calendar for holidays and wellness days. The building is locked outside of working hours and parking is unrestricted.

### General Crisis Management

The Crisis Manager for the IMS is Dr. Rick Luettich, Director. Dr. Antonio Rodriguez is the Morehead City Field Site Director and he will work closely with Dr. Luettich in coordinating a response to an emergency. Rodriguez is the primary point of contact for field site students. If he is unavailable, the person(s) next in line should be contacted.

#### Crisis Management Contact Information

1. Antonio Rodriguez	Office	252-726-6841 x-140
Director, MC Field Site	Mobile	252-269-7837
2. Rick Luettich	Office	252-726-6841 x-137
Director, IMS	Mobile	252-342-6437
3. Rachel Noble	Office	252-726-6841 x-150
Asst. Director, MC Field Site	Mobile	252-732-4671
4. Johanna Rosman	Office	252-726-6841 x-224
Asst. Director, MC Field Site	Mobile	650-575-8116
Prisca Lim	Office	NA
Residence Advisor	Mobile	919-637-9995

Students are staying close to the IMS at NC State's Coastal Quarters located at 3809 Guardian Ave. Morehead City, NC 28557. The Residence Advisor is Prisca Lim (cell phone: 919-637-9995) and she is in residence at the Coastal Quarters. Prisca will work with the field site team and students to create an inclusive environment that promotes personal development, citizenship, involvement, and leadership. She is a resource for the field site students and is a convenient

responder to emergencies associated with living at the Coastal Quarters, such as interpersonal conflicts, illness, or injury.

### **Severe Weather and Hurricanes**

IMS Operations- In the event of severe weather, Dr. Luettich receives information and guidance from the National Weather Service and in consultation / coordination with the UNC Director of Emergency Management and Planning and the Chair of the Department of Earth, Marine, and Environmental Sciences, may activate one of three UNC Adverse Weather Conditions (Conditions 1, 2, and 3). The weather in Morehead City is commonly different from main campus, so be aware that the condition IMS is operating under could be different from Chapel Hill. As a rule, individual students, faculty, and staff, must use their own best judgment about whether they can travel safely to and from IMS given local conditions. The imbedded link contains UNC's full [policy on Adverse Weather and Emergency Closing](#). This is summarized below:

**Condition 1 – Reduced Operations**- Classes will operate on a regular schedule; however, individual faculty may use discretion to adjust class schedules and arrange make-up work for students unable to report to class due to the weather event.

Current conditions may not pose severe safety risks or logistical challenges, but an event has significant potential to negatively affect – or already is affecting – local area commuting, important campus services, or the efficient functioning of campus buildings and grounds. Staff, faculty, and students should consider their own personal circumstances to determine whether to report late, leave early, or not report at all.

**Condition 2 – Suspended Operations**- Classes are cancelled, and the IMS is open only for mandatory operations.

Safety risks or logistical challenges are severe, and there is substantial interest in having a relatively limited number of individuals travel to or remain on campus. Classes are cancelled; all non-mandatory operations are suspended; only mandatory employees must report to or remain work.

**Condition 3 – Closure**- Classes are cancelled and the IMS is closed.

Conditions pose the most severe risks to health and safety or present the most difficult logistical challenges that will severely impede the efficient and effective functioning of the University. (Examples of such conditions include a substantial number of downed trees and/or power lines, uncontrolled flooding over a significant portion of the local commuting area, risks to building stability or safety, or loss of critical utilities). Classes are cancelled; offices and facilities are closed; only mandatory employees must report to or remain at work.

Evacuation- The threat of severe weather, may force local government officials to issue evacuation orders. The Morehead City Field Site will follow those orders. It is possible that Dr. Rodriguez, in consultation with Drs. Luettich, Noble, Rosman, and the UNC study abroad office, will decide evacuation is necessary, even if Carteret County has not issued evacuation orders.

This decision will be based on information from expert sources such as the National Weather Service and the National Hurricane Center.

The MC Field Site Team and the UNC Study Abroad Program will organize any necessary evacuation and keep students well informed. Students will typically evacuate to Chapel Hill, where temporary housing will be provided. Students need to pack personal items (not all belongings) and items needed to keep up with their studies (e.g., computer). Students will transport themselves to Chapel Hill during evacuation, but transportation will be provided if no alternative exists.

## **Pandemics - COVID-19**

As the Field Site begins this Fall, 2022 we are still affected by COVID. We will follow all procedures mandated by UNC and outlined in Carolina Together (<https://carolinatogether.unc.edu>). Those procedures and what is outlined here, evolve through time and we will constantly be evaluating our practices to limit the spread of COVID-19 and will immediately inform the IMS community (of which the Field Site is a part) of changes.

Preventing the spread of COVID-19 requires a synergistic community response including the UNC-IMS and Carteret County communities. Most of your time will be spent at the Coastal Quarters, the IMS, and in Carteret County. We can mandate certain behaviors be followed in the Coastal Quarters and at IMS and strongly encourage that those same behaviors extend beyond our campus when you are in the larger Carteret County community.

**COVID-19 can spread from person to person in the absence of symptoms.**

**COVID-19 can be deadly.**

**Infection by COVID-19 will adversely affect the quality of the field-site experience for you and your classmates.**

Resources for current information regarding behavior mandates to limit the spread of COVID-19:

UNC- <https://carolinatogether.unc.edu/>

Carteret County- <https://www.carteretcountync.gov/738/Health-Department>

Below are requirements mandated by UNC as communicated by the Office of the Chancellor

### **Masking**

Masks continue to be encouraged yet optional in all University buildings.

We will continue to follow UNC System guidance on masking policies as well as all state and county guidelines on masking.

There are many reasons why a person may decide to continue to wear a mask, and we respect that choice. Conversely, students, faculty and staff should not be penalized if they do not wear a mask in their classroom or office setting where it is now optional.

### **Vaccines**

UNC recommends you get vaccinated. If you are eligible for a booster, our infectious disease experts recommend you receive your booster now rather than waiting for a new vaccine later in the fall.

### **Optional Re-Entry Testing**

Students are not required to complete re-entry testing; however, we encourage students to test before arriving in Morehead City, especially if you are exhibiting any symptoms or could have come in contact with an individual who has tested positive.

### **Testing**

We will not have mandatory or voluntary testing for asymptomatic individuals. If you are symptomatic, please get tested right away.

At-home test kits are widely available at Pharmacies in town.

Free test kits are also available through the North Carolina Department of Health and Human Services and through the United States Postal Service. Additionally, most health plans offer up to eight free at-home test kits per month. More information on how to access test kits through health insurance can be found on the [NCDHHS website](#).

### **Isolation/Quarantine**

Students who test positive can isolate at home (strongly preferred) or in the IMS dorm (leaving only for food pick-up and medical care while wearing a mask). Arrangements for support if needed during the isolation and/or quarantine period are coordinated with the Field Site Team and partners such as Study Abroad, The Institute for the Environment, and Dean of Students Office.

All COVID-19 responses will be coordinated with the IMS Director to facilitate complementary responses by the broader IMS community.

**Practice Healthy Habits and Be Respectful-** Each time prior to coming to campus, all students should self-assess whether you are experiencing any symptoms. If you have any symptoms, you should take a COVID test and not enter IMS or attend any class until cleared. We have face masks and hand sanitizer available at multiple stations around IMS.

### **Accidental Injury**

The IMS manages accidental injury for both students and staff on a case-by-case basis. A first aid kit will always be with us in the field, and we are trained in CPR and First Aid. At the IMS, a first aid kit is located near the mailboxes and an AED is located next to the elevator. If you have a minor cut or scrape, please ask for the first-aid kit, or seek one out on your own. Treat the wound immediately to minimize the potential for escalation. The other common health issue associated with field work is dehydration. Always bring water on field trips and ask your instructor for water if you are empty (we will have that on hand). Remember that the purpose of field work and field trips is discovery and learning, not exertion and exhaustion. If you are not

feeling well, let your instructor know about it – our priority is the health and safety of the Field Site students.

We will assist you with more severe student injuries that may require a doctor's office visit or a trip to the emergency room. Please see Appendix 1 for a list of local health-care providers. Students that require emergency room visits or hospital admittance will be accompanied to the hospital by a Field Site Team member or will be met at the hospital as soon as possible (Please call Dr. Rodriguez (252-269-7837). The parent(s) or guardian(s) will be contacted by the student and/or a member of the field-site team on their behalf.

### **Psychological Referrals**

Mental well-being is important. The Field Site Team can help with small issues and direct students towards local services for larger issues that require a professional.

One-on-one contact is made with a student if a report is received that a student is exhibiting questionable behavior and, if warranted, psychological referrals are offered. If the questionable behavior does not warrant a psychological referral but is deemed as unacceptable, the student will be counseled by Dr. Rodriguez or his representative. The UNC Chapel Hill student code of conduct also applies to students at the IMS (<https://studentconduct.unc.edu/>). Continued behavior of an unacceptable nature by a student may result in expulsion from the program.

### **Discrimination, Harassment and Sexual Violence**

Title IX is a federal law prohibiting discrimination based on sex, which includes sexual harassment and sexual violence, in education programs and activities, such as the MHC Field Site. Visit [safe.unc.edu](https://safe.unc.edu) for comprehensive information. [Safe at UNC](https://safe.unc.edu) is an excellent resource for information related to discrimination, harassment, sexual violence, interpersonal violence, and stalking. In an emergency, call 911 or the Morehead City Police Department (252-726-3131) immediately. We have created a quick guide to other local resources that is included with this document. Be aware that confiding with Faculty and others at IMS about an incident described as, or suspected to be, discrimination or harassment based on any protected status under the Policy (i.e., age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status), sexual and interpersonal violence, sexual exploitation, stalking, complicity, and retaliation may not be confidential. UNC requires some employees to report all incidents to campus, regardless of where they take place. An employee required to report is anyone who is designated as a Campus Security Authority by the Clery Coordinator, faculty, with administrative or supervisory responsibilities (anyone who supervises another person), advisors to registered student organizations, and faculty and staff who take students abroad. If you want to talk confidentially about an incident, IMS Communications Coordinator, Kerry Irish, is not a required to report employee. If you want to talk confidentially to any other employee at IMS, remember to first ask them if they are required to report incidents.

### **Fire, Explosion, Chemical Spills**

911 is the first alert, followed by alerting the Safety Officer, and Stacy Davis (mobile: 252-241-7434). Students are not permitted to work in labs without proper training, administered by the Lab Manager. The Morehead City Fire Marshall tours the buildings with the Safety Officer annually or as requested and is made aware of the potential hazardous chemicals and gases stored at the facility. The buildings are on a fire alarm system that, when activated, dials key personnel and the Morehead City Fire Department. When the fire alarm sounds, vacate the building, congregate at a safe distance away from the structure, and if you are the last person in a room, close the door behind you as you leave.

### **Criminal Acts**

At the IMS and around Carteret County, we do not have campus police, we use local police and criminal court. Keep that in mind when making decisions and remember we follow the same policies provided by the UNC Office of Student Conduct.

If you witness something that does not look right, you can call Dr Rodriguez (252-269-7837) or Dr. Luettich (252-342-6437) for advice, but if it is obvious a crime is happening or someone is making you feel unsafe, Dial 911. The Morehead City Police Department is located at 300 N. 12<sup>th</sup> Street, Morehead City, NC 28557 and their phone number is 252-726-3131.

**Appendix: List of health care providers.**

Carteret Health Care: Emergency Room- (252) 499-6000 <http://www.carterethealth.org/>  
3500 Arendell St, Morehead City, NC 28557

This is just a sample list. Many other healthcare providers exist in the area. We know people who work at the practices listed below, and if you introduce yourself as being affiliated with UNC and IMS they should accommodate your needs.

BeachCare Urgent & Family Medical Center- (252) 808-3696  
<http://www.beachcaremedical.com/>  
5059 Hwy 70 W, Morehead City, NC 28557

Sound Medical Family Practice- (252) 247-3476  
<https://www.soundmedicalfp.com/>  
3608 Medical Park Ct, Morehead City, NC 28557

Crystal Coast Family Practice- (252) 726-8414  
<https://www.crystalcoastfp.net/>  
505 N 35th St, Morehead City, NC 28557

Carteret OB-Gyn Associates- (252) 247-4297  
<https://carteretobgyn.com/>  
3511 John Platt Dr, Morehead City, NC 28557

GirlTalk & Gynecology- (252) 222-0660  
<https://girltalkgyn.com/>  
4251 Arendell St, Morehead City, NC 28557

Barrett Davis Jr. DDS Family Dentistry- (252) 726-9555  
<http://www.barrettdavisdentistry.com/>  
304 Penny Ln, Morehead City, NC 28557



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## Quick Guide UNC Institute of Marine Sciences

- Sexual & gender-based discrimination
- Sexual harassment
- Sexual assault or sexual violence
- Interpersonal (relationship) violence
- Stalking

\* note: Use as many or as few of these options as needed

### 1. Contact Law Enforcement

- For an emergency, call 911
- For non-emergency situations, call Morehead City Police at 252.726.1911 & ask to speak with an investigator

### 2. Seek Confidential Medical Attention

If you have experienced physical or sexual violence:

- Go to Carteret General Hospital for evidence collection, treatment of injuries, & medication for sexually transmitted infections or pregnancy prevention.
- Forensic exams can be obtained for up to 5 days after an assault.

### 3. Report the Incident to the University

Reporting the incident to the University allows:

- You the option of addressing the incident under the University's Policy on Prohibited Discrimination, Harassment, & Related Misconduct.
- The University to provide any available interim protective measures such as academic accommodations, changes to housing, & changes to work or class schedules.

Regardless of when the incident occurred, you are encouraged to pursue one of these options by contacting any of the "Additional Support" individuals listed on this card.

### 4. Seek Confidential Support

Confidential emotional & psychological support can be obtained at any time from multiple sources listed on this card.

Additional information is available at [safe.unc.edu](https://safe.unc.edu)

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## Contact Information

### Law Enforcement

**For any emergency situation, call 911**

Morehead City Police Department  
252.726.1911 - 24 hour non-emergency number  
300 N 12th Street | Morehead City

### Confidential\* Support

\*Does NOT get reported to the University

Kerry Irish (252.269.4169) c / Room 111  
Carteret County Rape Crisis | 252.725.4040 (24 hours)  
Carteret County Domestic Violence | 252.728.3788 (24 hours)  
ComPsych Employee Assistance | 877.314.5841 (24 hours)  
University Ombuds Office | 919.843.8204

### Additional Support

\*Conversations MUST be reported to the University

Stacy Davis | Joel Fodrie | Rick Luettich | Nathan Hall | Rachel Noble | Janet Nye | Hans Paerl  
| Mike Piehler | Tony Rodriguez | Johanna Rosman |

#### **Additional support in Chapel Hill**

Title IX Investigator  
Ew Quimbaya-Winship | eqw@unc.edu | 919.962-6024  
Title IX Report & Response Coordinator  
Amy Holway | holway@unc.edu | 919.445.1322

### Other Information

For additional information on the University's policies and procedures regarding discrimination, harassment, sexual violence, interpersonal violence, and stalking, please visit:  
[Safe.unc.edu](https://Safe.unc.edu)