



A Palmetto College Campus

Emergency Response Manual

The Emergency Response Manual is a general guide for handling an emergency on campus. This publication is intended to support campus policies and procedures and to be a quick reference in case of an emergency. This publication is produced in the office of the Associate Dean for Administrative and Financial Services.

Emergency Response Manual - Preface

This emergency procedures guide has been designed to provide a contingency manual for administrators at the University of South Carolina Sumter, in order to plan for campus emergencies. While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of these guidelines. Any exception to those crisis management procedures will be conducted by, or with the approval of, those university administrators directing and/or coordinating the emergency response.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Associate Dean for Administrative and Financial Services for technical review. All changes recommended by the Associate Dean will be submitted in writing to the Executive Committee for evaluation and forwarded to the Dean of the University for final approval.

NOTE: Due to the size and staffing of the University of South Carolina Sumter campus, the duties of the Public Safety Office are included in the daily activities of the Associate Dean for Administrative and Financial Services.

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PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of university and campus resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the Dean of the University, or his designate may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/man made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

SCOPE

These procedures apply to all personnel, buildings and grounds, owned and operated by the University of South Carolina Sumter to include those peripheral areas adjoining the University.

TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

- Bomb Threat
- Chemical Spill
- Civil Disturbances or Demonstrations
- Earthquake
- Explosion, Downed Aircraft (crash) on campus
- Fire
- Media Relations
- Medical and First Aid
- Psychological Crisis
- Severe Weather Alert
- Utility Failure
- Violent or Criminal Behavior

In addition, there are sections on how to report all emergencies, building evacuations and first aid instructions.

DEFINITIONS OF AN EMERGENCY

The Dean of the University or his designate, serve as the overall Emergency Director during any major emergency or disaster. The following definitions are provided as guidelines to assist building and area coordinators (to be appointed by the Dean of the University) in determining the appropriate response:

MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University, report immediately to the Associate Dean for Administrative and Financial Services by dialing the campus extension 3838.

MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the university. Outside emergency services will probably be required, as well as major efforts from the campus administration during times of crises, report to Public Safety at campus extension 3400 during the hours of 8:30 a.m. - 5:00 p.m. Mon. - Fri., 911 at all other times.

DISASTER: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency resources

will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident which has the potential for adverse publicity concerning campus resources, and /or instrumentalities of the University should be promptly reported to the Associate Dean for Administrative and Financial Services at extension 3838 during business hours.

ASSUMPTIONS

The University Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and check list, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the University. Therefore, City, County, State and Federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the Dean of the University or his designate as follows:

- During the period of any campus major emergency the Associate Dean for Administrative and Financial Services as required, will place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Associate Dean for Administrative and Financial Services will immediately consult with the Dean regarding the emergency and the possible need for a declaration of a campus state of emergency.
- When this declaration is made only registered students, faculty, staff and affiliates, (i.e., persons required by employment) are authorized to be present on campus. Those who cannot provide proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus Public Safety Department will be allowed to enter the immediate disaster site.
- In the event of earthquakes, aftershocks, fires, storms or major disasters occurring in or about the campus, or which involves University property, the Maintenance Department will be dispatched to determine the extent of any damage to University property.

DIRECTION AND COORDINATION

EMERGENCY DIRECTOR

All emergency operations will be directed by the Dean of the University, or his designates, as listed below:

The Emergency Coordinator: Associate Dean for Administrative and Financial Services.

In the absence of the Dean, or his designate, the on-duty faculty or staff member will assume operational control of the emergency until relieved.

EMERGENCY COORDINATOR

The Associate Dean for Administrative and Financial Services or delegated alternate will coordinate all emergency operations. The direct operational control of the campus major emergency or disaster is the sole responsibility of the University Emergency Coordinator or his designates. The coordination of campus emergency resource teams is the responsibility of the Associate Dean for Administrative and Financial Services who will coordinate all on-campus emergency functions as directed.

EMERGENCY COMMAND POST

When a major emergency occurs, or is eminent, it will be the responsibility of Public Safety to set up and staff an appropriate emergency Command Post as directed. The regular department facilities in the Williams-Brice-Edwards Administration Building are also to be kept fully operational at all times.

FIELD EMERGENCY COMMAND POST

If the emergency involves only one building or a small part of the campus, a Public Safety Officer is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer, or Public Safety Dispatcher, is to staff the command post at all times or until the emergency ends. A small office with a desk, chairs and a telephone may also be required near the scene.

Field Emergency Command Post Equipment included:

- Barricades, barrier tape and signs for the scene.
- Two portable hand radios.
- Portable public address system.
- First aid kit.
- Campus telephone directory and local telephone directory to include Yellow Pages.

GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus the Command Post is to be set up in the Williams-Brice-Edwards Administration Building Room 214. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer or Public safety dispatcher is to staff the Command Post at all times until the emergency situation ends. The Public Safety Office for operations of the combined on-site emergency resource team will establish a marshaling area for outside and local agency assistance. A conference room with facilities for emergency teams or media press and which is designed to accommodate multiple telephone and/or electrical appliances is desirable.

CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post as necessary, The Public Safety Office will immediately begin contacting all necessary members of the Campus Emergency Resource Team, which consists of the following personnel:

Emergency Director: Dean of the University

Emergency Coordinator: Associate Dean for Administrative and Financial Services

Damage Control: Superintendent of Buildings and Grounds

Campus Public Safety: Administrative Assistant to the Associate Dean for Administrative and Financial Services

Public Information: Director of Marketing and Public Relations

Environmental Health and Compliance: Division Chair: Science, Mathematics and Engineering

Building Coordinator: Every floor in every building must assign one individual

Team members may coordinate as necessary with the Emergency Coordinator for implementation and coordination of campus operation plan and support as it pertains to their areas.

Team members are to be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below:

EMERGENCY DIRECTOR: *Dean of the University*

- The Dean or designate is responsible for the overall direction of the University Emergency response.
- Works with the Associate Dean for Administrative and Financial Services and others in assessing the emergency and preparing the University's specific response.
- Declares and ends, when appropriate, the campus state of emergency as provided for in the Introduction of this guide.
- Notifies and conducts liaison activities with the University Administration, governmental agencies, Emergency Resource Team and others as necessary.

EMERGENCY COORDINATOR: *Associate Dean for Administrative and Financial Services*

- The coordinator is responsible for the overall coordination of the University Emergency Response.
- Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- Initiates immediate contact with the Dean and University Administration, begins assessment of the University's condition.
- Notifies and utilizes Police, maintenance personnel and University Administration and, if necessary, student aides in order to maintain safety and order.
- Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.
- Notifies and conducts liaison activities with an appropriated outside organization such as fire, police, etc.
- Insures that appropriate notification is made to off-campus staff when necessary.
- Performs other related duties as may be directed by virtue of the campus emergency.
- In conjunction with the Environmental Health and Compliance Officer (i.e., the Division Chair: Science, Mathematics and Engineering) prepares and submits a report to the Dean appraising the final outcome of the emergency.

DAMAGE CONTROL: *Superintendent of Buildings and Grounds*

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the Emergency Response Team for emergency use.

- Obtains the assistance of utility companies as required for emergency operations.
- Furnishes emergency power and lighting systems as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency regenerator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at alternate sites, coordinates with building and area coordinators for liaison and necessary support.

CAMPUS PUBLIC SAFETY AND COMMUNICATIONS: *Administrative Assistant to the Associate Dean for Administrative and Financial Services*

- Maintains the public Safety control office in a state of constant readiness.
- Notifies University administrators of major emergencies.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- Obtains assistance from the City, County and Federal Government for radiological monitoring and first aid as required.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as required.
- Provides and equips an alternate site for the Emergency Command Post.
- Maintains liaison with the Director of Computer Services for telecommunications support as necessary.

PUBLIC INFORMATION: *Director of Marketing and Public Relations*

- Establishes liaison with the news media for dissemination of information as requested by the Dean.
- Establishes liaison with local radio and television services for the public announcements.
- Arranges for photographic and audio-visual services.
- Advises the Dean or designee of all news concerning the extent of disaster affecting the campus.
- Prepares news releases for approval and releases to media concerning the emergency.

BUILDING COODINATORS: *Assigned by the Dean*

- Facilitates an orderly evacuation of their assigned area.
- Conducts headcount and reports information to Emergency Coordinator as needed.

RESPONSIBILITIES

DEAN OF THE UNIVERSITY

The Dean of the University, or designated alternate Campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

ASSOCIATE/ASSISTANT DEANS AND DEPARTMENT HEADS

Every Associate/Assistant Dean and Department Head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:

1. Emergency Preparedness
2. Building evacuation information will be distributed to all employees with follow-up discussions, on-the-job training or explanation as required. Contact Public Safety for assistance.

3. Time will be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact Public Safety for assistance.
4. Emergency Situations
5. Inform all employees under their direction of the emergency condition.
6. Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
7. Maintain emergency telephone communications with officials from their own activity (or from an alternate site if necessary).

FACULTY AND STAFF

Each faculty and staff supervisor has the responsibility to:

1. Educate their students and/or employees concerning campus emergency procedures as well as evacuation procedures for their building and/or activity.
2. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
3. Evaluate, survey and estimate their assigned building facility or activity in order to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to Public Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Maintenance Department via E-mail.

IMPORTANT: Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.

BUILDING COORDINATOR

1. Each floor in every building must have a designated person to act as building coordinator.
2. Same as #3 above.
3. Conduct the head count at the designated assembly point.
4. Communicate with the Emergency Coordinator of any missing people.

NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at the University of South Carolina Sumter. This system is intended for the immediate transmission of specific information regarding an emergency or all affected areas of the campus.

PUBLIC SAFETY OFFICER ON DUTY

The Public Safety Office is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each University administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.

The officer on duty will notify the Superintendent of Buildings and Grounds of any campus emergency as necessary and will initiate the notification system by calling the following University administrators as appropriate:

- Dean of the University
- Associate Dean for Administrative and Financial Services
- Associate Dean for Academic Affairs

- Executive Associate Dean for Academic and Student Affairs
- Assistant Dean for University Relations

IMPORTANT: During an emergency campus phones must be restricted to University official notification only. In the absence of phone services the Department of Public Safety may provide runners for emergency notification (contingent on available personnel).

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

ON CAMPUS ASSISTANCE

Campus Public Safety Emergency Dispatcher (Admin. Assist. For Administrative and Financial Services)

While dialing from ON-CAMPUS telephone extension #3838. Additionally, police help is readily available from the Sumter Police Department by dialing 9-911 from any extension on campus.

Maintenance Operations: Trouble/Service extension #3743.

After 5:00 P.M., contact 773-3598 (Home number of Superintendent of Buildings and Grounds)

Skilled workers are available from Maintenance at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

- UTILITIES: Repairs to water, gas, electric and sewage systems.
- STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, etc.
- TRANSPORTATION: Sedans, light trucks and vans.
- Purchasing Department
- Emergency procurement of materials and services can be arranged in direct support of any contingency.
- Receiving (located at Maintenance)
- Emergency procurement of items needed for campus support.
- Emergency Shutdown Procedures:

NOTE: In the event of a natural disaster in which major structural damage is sustained it is advisable to turn off hazardous utilities: Electricity and natural gas are of primary concern.

OFF CAMPUS ASSISTANCE

DISASTER RESOURCES (Current Telephone Listing)

Ambulance Service (Local): 911

American Red Cross (County): (800) 448-3543

After 5:00 p.m. (Palmetto Health Tuomey): 803-774-9000

Animal Control: 803-436-2066

Civil Defense and Public Safety (County): 911

Emergency Management Agency (Federal - FEMA): (800) 621-3362

Emergency Services, Office of (State): (803) 737-8500

Emergency Services, Sumter (803) 436-2158

Environmental Engineers (County and State): 803-436-2114

Fire Department and Paramedic Units (Local): 911 or 803-436-2600
Governor s Office (State): 734-5049
Health Department (County): 803-773-5511
Highway Departments (State and County): 803-775-8559
Law Enforcement (Local): 911 or 803-437-2727
Law Enforcement Agencies (State): 734-4002
National Guard (Sumter): 803-254-8456
National Guard (State): 773-4151
National Response Center (Oil and Toxic Chemical Spills): (800) 424-8802
National Weather Service : 822-8135
Poison Control: (800) 922-1117
Shaw AFB (Switchboard Assistance): 803-668-8110
Sheriffs Office: 911 or 803-436-2000

Television and Radio Stations (Local and surrounding areas)

WDXY (Radio): 803-775-2321
Community Broadcasters- (Local): 803-778-2017
WLTX (Columbia) – 803-776-3600
WIS-TV – 803-799-1010
WNOK/WCOS – 803-343-100
WWDM – 803-695-860

EMERGENCY PROCEDURES GUIDE

CAMPUS EMERGENCY GUIDELINES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

SPECIFIC EMERGENCY PROCEDURES

Reporting Emergencies
Building Evacuation
Civil Disturbance or Demonstration
Explosion, Aircraft Down on Campus
Earthquake
Medical and First Aid
Chemical Spill
Bomb Threat
Fire
Violent or Criminal Behavior
Utility Failure
Media Relations
Psychological Crisis
Severe Weather Alert

REPORTING EMERGENCIES

- Campus emergency service extension #3400.
- In an emergency in which campus security cannot be reached, dial # 9-911 from a campus phone.
- When calling stay calm and carefully explain the problem and location to the Dispatcher.
- DO NOT HANG UP UNTIL TOLD TO DO SO.
- Keep calm
- Keep others calm

Building	Building Coordinator	Assembly Point Location
WBE Administration 1st floor	Carol Reynolds	Sign, in front of fountain
WBE Administration 2nd floor	Mary Fran Smith	Sign, in front of fountain
Science Building	Jim Privett	Steps of Anderson Library
Business Admin. Building	Kay Oldhouser	Steps of Anderson Library
Anderson Library 1st floor	Sharon Chapman	Student Union patio
Anderson Library 2nd floor	Bob Thompson	Student Union patio
Anderson Library Classroom Rear	Allen Turner	Student Union patio
Student Union Building	Frank Marsh	Steps of Anderson Library
Schwartz Building	Richard Bell	Parking lot at Arts & Letters.
Nettles Building	Kris Weissmann	Student Union patio
Arts & Letters	Hayes Hampton	Parking lot at Schwartz

IMPORTANT

After any evacuation, report to your designated assembly point. Stay there until an accurate HEAD COUNT is taken. The Building Coordinator will take attendance and assist in accounting for all building occupants.

EVACUATION PROCEDURES

IN AN EMERGENCY --- POLICE/FIRE/AMBULANCE ---- DIAL 9-911 (when told to hang up, dial # 3400)

Building Evacuation

- All building evacuations will occur when the fire alarm sounds and/or upon notification by Public Safety or Building Coordinator.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked Exit and alert others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING!!! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKES.
- Once outside proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- DO NOT return to an evacuated building unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate HEAD COUNT is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

Campus Evacuation

- Evacuation of all or part of the campus grounds will be announced by Public Safety as described.
- All persons (students and staff) are to immediately vacate the side in question and relocate to another part of the campus grounds as directed.

CAMPUS DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstrating should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with the normal operations of the University.
- PREVENTION of access to office, buildings or other University facilities.
- THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exists the Public Safety Office should be notified and will be responsible for contacting and informing the Dean. Depending on the nature of the demonstration the appropriate procedures listed below should be followed:

PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATION

- Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
- If demonstrators are asked to leave but refuse to leave by regular facility closing time:
- Arrangements will be made by the Director of Public Safety to monitor the situation during non-business hours, or
- Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2 below)

NONVIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

- Demonstrators will be, asked to terminate the disruptive activity by the Executive Associate Dean for Academic and Student Affairs or his designate.
- The Executive Associate Dean for Academic and Student Affairs will consider having a photographer available.
- Key University personnel and student leaders will be asked by the Executive Associate Dean for Academic and Student Affairs to go to the area and persuade the demonstrators to desist.
- The Executive Associate Dean for Academic and Student Affairs or his designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Attachment A). Except in extreme emergencies the Dean will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- After consultation with the Dean and Associate Dean for Administrative and Financial Services by the Executive Associate Dean for Academic and Student Affairs the need for an injunction and intervention of civil authorities will be determined.
- If determination is made to seek the intervention of civil authorities the demonstrators should be so informed. Upon arrival of the Police Department the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Dean and the Executive Associate Dean for Academic and Student Affairs will be notified:

During Business Hours (8:30 a.m. - 5:00 p.m., M-F)

- In coordination with the Executive Associate Dean for Academic and Student Affairs, Public Safety will contact the Sumter Police Department.
- If advisable the Executive Associate Dean for Academic and Student Affairs will alert the Dean who will then call a photographer to report to an advantageous location for photographing the demonstrators.

- The Dean, in consultation with the Executive Associate Dean for Academic and Student Affairs and the Associate Dean for Administrative and Financial Services, will determine the possible need for an injunction.
- Public Safety will provide an officer with a radio for communication between the University and the Sumter Police Department as needed.

After Business Hours (After 5:00 p.m. M-F and weekends)

- Public Safety should be immediately notified of the disturbance.
- Public Safety will investigate the disruption and report and notify the Associate Dean for Administrative and Financial Services and the Executive Associate Dean for Academic and Student Affairs.

The Executive Associate Dean for Academic and Student Affairs will:

- Report the circumstances to the Dean.
- Notify key administrators and if appropriate the administrator responsible for the building area.
- Notify the Director of Marketing and Public Relations.
- Arrange for a photographer.
- If necessary the Dean or the Executive Associate Dean for Academic and Student Affairs will call the Sumter Police Department for assistance.

NOTE: The Associate Dean for Administrative and Financial Services reserves the right to call for Police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

ATTACHMENT A

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violation of the rules the University of South Carolina Sumter. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University). (In no way will the Administration of this University accede to demands backed by force). Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order - including calling for Police assistance. Any student who continues to participate in this demonstration is subject to suspension.

ATTACHMENT B

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the University each of you is hereby suspended, subject to later review.

The Police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following actions:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- After the effects of the explosion and/or fire has subsided notify the Sumter Police Department (9-911) and Campus Public Safety (3400). Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm.
- When the building evacuation alarm is sounded or when told to leave by University officials walk quickly to the nearest marked EXIT and ask others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
- Once outside move to a clear area that is at least 500 feet away from the affected building or area. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested assist Emergency Crews as necessary.
- A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation report to your designated campus area assembly point. Stay there until an accurate Head Count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

EARTHQUAKE

During an earthquake remain calm and quickly follow the steps outlined below.

- IF **INDOORS** seek refuge in a doorway or under a desk or a table. Stay away from glass windows, shelves and heavy equipment.
- IF **OUTDOORS** move quickly away from buildings, utility poles and other structures. CAUTION: Always avoid power or utility lines and trees as they can be energized. Know your assembly point.
- If in an automobile stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safely permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary call Campus Public Safety (3400), if on campus, or the Police if off campus. Protect yourself at all times and be prepared for after shocks.
- Damaged facilities should be reported to Campus Public Safety (#3400) and Maintenance (#3243). NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- If an emergency exists activate the building alarm. CAUTION: THE BUILDING ALARM MAY NOT SOUND IN ALL BUILDINGS, you may have to report the emergency by phone or in person.
- When the building evacuation alarm is sounded walk to the nearest marked EXIT and ask others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

- Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested assist Emergency Crews as necessary.
- A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation report to your designated campus area assembly point. Stay there until an accurate Head Count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

MEDICAL AND FIRST AID

- Call the campus public safety office if you need assistance
- Emergency on campus telephone number #3400.
- Off campus emergencies dial 911.
- If serious injury or illness occurs on campus immediately dial 911, then 3400. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
- In case of minor injury or illness provide first aid care*. Use only sterile first aid materials.
* Only Red Cross trained personnel should provide first aid treatment (i.e.: first aid, CPR)
- In case of serious injury or illness Red Cross trained personnel should quickly perform the following steps:
- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
- Ask victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witness(es) and give all information to the paramedics.
- Every office should have a person trained in first aid and CPR. Training is available through the local Red Cross and Student Life Center.

* Only Red Cross trained personnel should provide first aid treatment (i.e.: first aid, CPR)

IMPORTANT: After any evacuation report to your designated campus area assembly point. Stay there until an accurate Head Count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

CHEMICAL OR RADIATION SPILL

- Any spillage of a hazardous chemical or radiation material is reported immediately to Campus Public Safety at #3400 and the Campus Chemical Safety Officer at #3844.
- When reporting be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety Personnel.

- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Public Safety. Required first aid and clean up by specialized authorities should be started at once.
- If an emergency exists, activate the building alarm.
- When the building evacuation alarm is sounded walk to the nearest marked EXIT and ask others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
- Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested assist Emergency Crews as necessary.
- A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation report to your designated campus area assembly point. Stay there until an accurate Head Count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

BOMB THREAT

If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately call Public Safety on Extension #3400.

Any person receiving a phone call concerning a bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of the call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

Immediately notify Public Safety, extension #3400. Report the incident.

The Sumter Police Department/Shaw AFB Officers will conduct a detailed bomb search. Employees are requested to make a cursory search of their area for suspicious objects and to report the location to Public Safety. DO NOT TOUCH THE OBJECT!!! Do not open drawers, cabinets or turn lights on or off.

If an emergency exists, activate the building alarm.

When the building evacuation alarm is sounded walk to the nearest marked EXIT and ask others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.

If requested assist Emergency Crews as necessary.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

VIOLENT OR CRIMINAL BEHAVIOR

Campus Public Safety is located in the Williams-Brice-Edwards Administration Building and provides you with 8 hours of help and protection. This service is provided five days a week during regular semester class meeting days.

On Campus Emergencies, Dial # 3400 or 9-911

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on campus offense...AVOID RISKS!!!!

Promptly notify Public Safety at extension # 3400 as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety and report the incident.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance seek emergency first aid if necessary.

FIRE

- IN AN EMERGENCY, DIAL # 9-911 from a campus office extension.
- On Campus Emergency, Dial # 3400 8:30 a.m. - 5:00 p.m. M-F, # 9-911 after 5 p.m. and weekends.
- IN ALL CASES OF FIRE, THE SUMTER FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!
- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information is available through the Maintenance Department.
- If a minor fire appears controllable IMMEDIATELY contact the Sumter Fire Department and Campus Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS, you must report the fire by phone.

- On large fires that do not appear controllable, IMMEDIATELY notify the Sumter Fire Department and Campus Public Safety. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen - DO NOT LOCK THE DOORS!!!
- When the building evacuation alarm is sounded an emergency exists. CLOSE your doors and WALK quickly to the nearest marked exit and alert others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested assist Emergency Crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC.

IMPORTANT: After any evacuation report to your designated campus area assembly point. Stay there until an accurate Head Count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

UTILITY FAILURE

- In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify Maintenance at extension #3743.
- If there is potential danger to building occupants, notify Campus Public Safety at extension #3838.
- If the utility failure occurs after hours, weekends or holidays, notify Maintenance at 773-3598 or 469-6509.
- All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
- Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested assist Emergency Crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps A1" and A2" above whenever the following utility emergencies arise.

ELECTRICAL/LIGHT FAILURE

If an electrical or lighting failure occurs, campus building lighting may not provide sufficient illumination in corridors or stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE

If you are trapped in the elevator use the emergency phone to notify Campus Public Safety (#3400). If the elevator's emergency phone is not working, turn on the emergency alarm (located on the front panel) which will signal for help.

PLUMBING FAILURE/FLOODING

Cease all operations. **DO NOT SWITCH ON ANY LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER electrical arcing can trigger an explosion!!!** Notify Maintenance at extension # 3743 during the day or 773-3598 on nights, weekends and holidays.

VENTILATION PROBLEM

If smoke odors come from the ventilation system, immediately notify Maintenance at extension #3743 during the day or 773-3598 on nights, weekends and holidays and if necessary cease all operations and vacate the area.

MEDIA RELATIONS

CALL THE CAMPUS PUBLIC SAFETY OFFICE IF YOU NEED ASSISTANCE, #3838.

On Campus Emergencies Dial: #3400

USC Sumter has two basic guidelines to observe in crisis situations.

- Only authorized spokespersons (Dean of the University, Director of Marketing and Public Relations) will meet or talk with the media.
- Only factual information is released; no speculation is to be offered.

OTHER GUIDELINES

- All executive and supervisory personnel are notified to report emergencies to the Dean. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the University.
- The Dean and other top administrators and the Director of Marketing and Public Relations are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it happened, who is involved, what is happening now and what help has been called for.
- The Dean and the Director of Marketing and Public Relations and any other person involved will confer and decide on the appropriate action.
- All calls from the media are referred directly to the Dean of the University at extension #3888.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break maybe manifested by hallucinations, or uncontrollable behavior, or the person could be a mental patient walk-away.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Notify the Public Safety Officer of the situation, dial extension #3400. Clearly state that you need immediate assistance, give our name, our location and the area involved. In extreme emergencies, contact the Sumter Police Department at #9-911 from a campus office extension.

SEVERE WEATHER ALERT

If severe weather threatens the campus, the alarm system will be activated. (The alarm will be differentiated from the general fire or evacuation alarm.)

During a severe weather alert remain calm and quickly follow the steps outlined below.

- IF INDOORS seek refuge in an interior hallway or under a desk or a table. Stay away from glass windows, shelves and heavy equipment.
- IF OUTDOORS move quickly into the nearest building. Stay away from utility poles and other structures. CAUTION: Always avoid power or utility lines and trees as they can be energized.
- If in an automobile stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safely permits, but stay in the vehicle for the shelter it offers.
- After the storm, evaluate the situation and if emergency help is necessary call Campus Public Safety (3400), if on campus, or the Police if off campus. Protect yourself at all times and be prepared for additional gusty winds.
- Damaged facilities should be reported to Campus Public Safety (#3400) and Maintenance (#3743). NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- If an emergency exists activate the building alarm. CAUTION: THE BUILDING ALARM MAY NOT SOUND IN ALL BUILDINGS, you may have to report the emergency by phone or in person.
- When the building evacuation alarm is sounded walk to the nearest marked EXIT and ask others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
- Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested assist Emergency Crews as necessary.
- A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate Head Count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

Last modified Thursday April 19, 2007