



EMERGENCY manual

[COASTAL CAROLINA UNIVERSITY]

PREFACE

Revised September 3, 2008

This emergency manual provides guidelines for University officials to prepare for and respond to a crisis situation, including: 1) the rapid identification of potentially harmful situations; 2) the methods for responding to those situations quickly and effectively; and 3) the protocol for communicating with the community in a timely fashion. The goal of these guidelines is to minimize risk to students, faculty, staff and visitors and protect university property in the event of an emergency or disaster.

For the purposes of this manual, a crisis is a major occurrence with a potentially negative outcome affecting the University as well as its publics, services or reputation. A crisis may cause life-threatening injuries or property damage and could place the institution in an emergency situation. Emergency circumstances can be as common as inclement weather or as unusual as fire, assault or even death. Controversial events may include police investigations, protests or other situations that demand a coordinated and public response.

This manual includes the **Emergency Response Plan** which contains detailed information about protection of life and property as well as the **Emergency Communication Plan** which outlines how emergencies are communicated to the University community and other relevant groups. The **Hurricane Plan** provides guidance and specific duties for faculty, staff and students in the event of a hurricane emergency and is available at;

<http://www.coastal.edu/emergency/pdfs/hurricanePlan.pdf>

All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the provost. Changes recommended by the provost will be forwarded to the president and the executive committee for evaluation and possible adoption.

To view the most current version of this manual, go to www.coastal.edu/emergency

COASTAL CAROLINA UNIVERSITY
EMERGENCY RESPONSE MANUAL

Table of Contents

SECTION I EMERGENCY RESPONSE PLAN

A. Introduction

 1. Purpose..... 6

 2. Scope..... 6

 3. Types of Emergencies 6

 4. Definitions of Emergencies 6

 5. Assumptions 7

B. Declarations of Emergencies/Emergency Communication 8

C. Emergency Management Team (EMT) 8

 1. Scope 9

 2. Membership 9

D. Stages of a Crisis 10

 1. Prevention and Preparation Phase 10

 2. Impending Disaster Phase 11

 3. Disaster Phase 11

 4. Post-Emergency Phase 12

E. Emergency Operations Center (EOC) 12

Table of Contents (continued)

F. General Roles and Responsibilities of CCU Administration, Faculty and Staff.....13

- 1. President 13
- 2. Provost 13
- 3. Chief of Public Safety 13
- 4. Director of Student Health Services 13
- 5. Director of Counseling Services 14
- 6. Assistant Vice President for Marketing Communications 14
- 7. Director of Facilities Management 14
- 8. Executive Director of Information Technology Services..... 14
- 9. Associate Vice President for Student Affairs and Dean of Students.....
14
- 10. Director of Residence Life 14
- 11. Food Service Director 15
- 12. Vice President for Business Affairs 15
- 13. Building Managers 15
- 14. Vice Presidents, Deans, Department Heads; Other Faculty and Staff
Supervisors 15
- 15. University Faculty, Staff and Students
15

Table of Contents (continued)

SECTION II EMERGENCY COMMUNICATION PLAN

Introduction.....16
Procedures16

APPENDICES SPECIFIC EMERGENCY PROCEDURES

APPENDIX A Reporting Emergencies 20
APPENDIX B How Will I be Notified in the Event of an Emergency?.....22
APPENDIX C Active Shooter/Hostile Intruder.....23
APPENDIX D Bomb Threat 25
 Bomb Threat Report Form27
APPENDIX E Campus Disturbance or Demonstration28
APPENDIX F Earthquake 31
APPENDIX G Evacuation Procedures 32
APPENDIX H Explosion, Aircraft Down on Campus 34
APPENDIX I Fire..... 35
APPENDIX J Hazardous Material Spill 37
APPENDIX K Hostage Situation38
APPENDIX L Medical Emergency39
APPENDIX M Psychological Emergency40
APPENDIX N Terrorist or Criminal Act 41
APPENDIX O Tornados 47
APPENDIX P Utility Failure49
APPENDIX Q Contact Information51
APPENDIX R Emergency Management Team (EMT) 53

SECTION I EMERGENCY RESPONSE PLAN

A. **Introduction**

The basic emergency procedures outlined in this plan are designed to protect people and property through the effective use of University and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president or his designated representative may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types or magnitudes.

1. **Purpose**

The emergency response plan provides a set of guidelines for University administrators in order to plan for and respond to campus emergencies. While no guide can cover every conceivable situation, this document does supply the basic administrative guidelines necessary to cope with most campus emergencies.

2. **Scope**

These procedures apply to all personnel, buildings and grounds owned and operated by the University.

3. **Types of Emergencies**

Types of emergencies covered in this manual are: civil disturbance or demonstrations; explosions; aircraft down on campus; earthquake; medical emergency; hazardous material spill/cloud; bomb threat; terrorist or criminal act; hostage situation; fire; utility failure; psychological crisis; tornado; intruder. In addition, the Hurricane Emergency Plan is available at;
<http://www.coastal.edu/emergency/pdfs/hurricanePlan.pdf>

4. **Definitions of Emergencies**

The University president or his designated representative serves as the overall emergency director during any major emergency or disaster. During any emergency, the Department of Public Safety initiates the appropriate procedures necessary to meet the emergency, safeguard people and property, and maintain University facilities.

The following definitions are provided as guidelines to assist campus administrators in determining an appropriate response:

Level One Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. These minor incidents occur in localized areas or campus buildings. They affect a small segment of the University community and can be quickly contained or resolved with existing University resources. Examples include: localized fires, minor chemical spills, plumbing failure in buildings, etc.

Level Two Emergency: Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the University. These major incidents affect sizable segments of the University community or disrupt major portions of the University property. Examples include: major structural damage, severe flooding, major chemical spills, extensive utility outages, major fires, etc.

Level Three Emergency: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. These incidents affect the entire campus and potentially the surrounding community. In some cases, massive personal casualties and severe property damage may occur. Outside emergency resources will be essential. Examples include hurricanes with major damage to the University (See the Hurricane Emergency Plan at; <http://www.coastal.edu/emergency/pdfs/hurricanePlan.pdf>); widespread chemical spills; intruder situation; hostage situation; major fire, etc.

5. Assumptions

The emergency response plan is based on several assumptions about the problems likely to be encountered on campus during a major emergency or disaster:

- a. an emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning;
- b. the sequence of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and check list, and require field modification in order to meet the requirements of the emergency; and
- c. disasters may affect residents in the vicinity of the University. Therefore, city, county and federal emergency services may not be available to assist University personnel. Off-campus emergency services may be delayed up to 48 - 72 hours or longer.

B. Declarations of Emergencies/Emergency Communication

The authority to declare a campus state of emergency rests with the University president or his designated representative as follows:

In a **Level One Emergency**, the administrator of the affected area or facility will coordinate an appropriate response with the assistance of the Department of Public Safety. The chief of public safety shall notify the assistant vice president for marketing communications who may activate all or a portion of the emergency communication plan. The Department of Public Safety will alert and notify the affected building manager(s), and deans/vice presidents.

In a potential **Level Two** or **Level Three Emergency**, the chief of public safety will immediately notify the president or his designee who will determine the need for a declaration of a state of emergency. The president will contact the assistant vice president for marketing communications who will initiate the emergency communication plan. The emergency management team (EMT) will be activated as these situations require a coordinated response beyond normal operating procedures.

A **Level Three Emergency** may be declared if information indicates that such a condition is developing or is probable.

When a **Level Two** or **Level Three Emergency** has been declared, only registered students, faculty, staff and essential personnel (i.e., persons required by employment) are authorized to be present on campus. Those who cannot provide proper identification (vehicle registration or employee identification card or other picture ID) 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 South Carolina's trespass law.

In addition, only those faculty and staff members who have been assigned specific duties or issued an emergency pass by public safety personnel will be allowed to enter the immediate disaster site.

C. Emergency Management Team (EMT)

The University emergency management team (EMT) is authorized to implement a swift, unified and comprehensive response to a serious incident; handle public and internal communication related to the event; and investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident.

Crisis communication about situations that are controversial or sensitive in nature but are not crises or emergencies (lawsuits, arrests, regulatory, negative news coverage, issues not affecting the majority of the campus community, etc.) will be handled by the appropriate administrative officer(s) and the assistant vice president for marketing communications.

1. Scope of Emergency Management Team (EMT)

The EMT will be convened to prepare for or respond to such events as:

- a. any death on campus or at a University - sanctioned or sponsored event in or/around a University facility;
- b. any death of a student or employee traveling to, from, or on behalf of the University;
- c. any near fatal accident or incident including, in some cases, attempted suicide;
- d. serious damage to University property;
- e. any threat to the health, safety, or welfare of the University community;
- f. other unusual incidents that demand special attention, such as serious injury to a visitor or extraordinary damage to community property; (transportation emergencies, riots, faculty/student threats, arson, etc.)
- g. other incidents which, in the judgment of the president or other senior cabinet officers require or would benefit from input or coordination from the EMT.

2. Membership

The EMT will be convened by the provost. The members are as follows (with designees listed in parentheses):

- a. President (Provost)
- b. Provost (Vice President for Business Affairs)

- c. Vice President for Business Affairs (Director, Administrative and Off-Campus Services)
- d. Associate Vice President for Student Affairs and Dean of Students (Assistant Dean of Students)
- e. Chief of Public Safety (Deputy Chief of Public Safety)
- f. Director of Residence Life (Assistant Director of Residence Life)
- g. Registrar (Associate Registrar)
- h. Director of Facilities (Director of Operations)
- i. Executive Director of Information Technology Services (Director of Administrative Computing Services)
- j. Director of Food Services (Assistant Director of Food Services)
- k. Assistant Vice President for Marketing Communications (Director of Media Relations)
- l. Others as appropriate and determined by the President and the Provost (such as Director of Counseling Services; Athletics Director; Director of Multicultural Student Services, Coordinator of Greek Life; Director of Student Health Services; Director of International Programs; Fire Marshal; Horry Georgetown Technical College; Horry County Public Schools; Department of Health and Environmental Control and/or other outside agencies as necessary.)

D. Stages of a Crisis

1. Prevention and Preparation Phase

Activities in this phase are designed to develop an effective University response and to organize all levels of administration to assure full utilization of all resources by completing the following: conducting public training, drills and education programs to insure a continuing capability to accomplish disaster response objectives; preparing and conducting public information programs on disasters to educate the campus population on prevention and protection measures to be taken during a disaster; posting emergency evacuation procedures in each

campus facility; establishing mutual support agreements, as necessary with other local adjacent governments; and preparing plans for disaster recovery phases.

2. **Impending Disaster Phase**

During this phase, the operational activities of the University will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster. In the event of a disaster with little or no warning, operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster.

3. **Disaster Phase**

The declaration of a **Level Two** or **Level Three Emergency** automatically triggers the implementation of the Emergency Response Plan as well as the establishment of the Emergency Operations Center; the provost convenes the EMT. (A **Level One Emergency** may also necessitate a meeting of the EMT.)

At the EMT meeting, members will:

- a. receive a situation and damage report to include type of disaster; date and time of disaster; status of mobilization of University resources; initial casualty, damage assessment; immediate support needed from off-campus agencies to bring incident under control; and resources necessary to return the facilities to normal operations.
- b. identify all affected parties and assign specific people to follow-up with each of those parties; where the incident involves alleged victims, insure that all services possible are made available to the victims while protecting their privacy. Where the incident involves alleged perpetrators/violators, insure that the assistant dean of students provides appropriate follow-up with student violators.
- c. activate the emergency communication plan (assistant vice president for marketing communications). Agree on the information to be conveyed to the campus and/or public.

4. Post-Emergency Phase

During this phase, the EMT will undertake operations necessary to administer to the sick and injured, restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide replacement facilities for damaged class and laboratory facilities. The president, or his designee, will be responsible for determining priorities, allocating resources to high priority objectives, assisting the affected population toward recovery, and restoring normal University functions.

In addition, the EMT will:

- a. re-convene, generally within 10 days after the crisis occurs to facilitate a crisis debriefing session. The purpose of this meeting is to review the specific emergency response procedure, discuss the effectiveness of the emergency communication plan, evaluate the responses to the crisis from various departments and agencies, and make recommendations for improvements.
- b. develop a narrative summary report to be placed on file. The report will include the facts of the incident, a timetable of the event and actions taken, and other pertinent information. Also included will be a written summary from each area noting the combined efforts of all involved agencies and departments; deficiencies observed; and recommended actions that should be taken to improve effectiveness.

E. Emergency Operations Center

When a major emergency occurs or is imminent, the chief of public safety will set up and staff an appropriate emergency operations center.

1. Field Emergency Operations Center

If the emergency involves only one building or a small part of campus, appropriate measures will be taken to provide for safety of individuals and assure that University property is accounted for.

Field emergency operations center equipment includes:

- a. barrier tape
- b. portable hand-held radio
- c. first aid kit
- d. campus telephone directory and local telephone directory to include yellow pages.

2. General Emergency Operations Center

If the emergency involves a large part of the campus, the emergency operations center will be set up in the public safety conference room in Atheneum Hall. If this site is unavailable, the chief of public safety will select an alternate location. This emergency operations center will be staffed and equipped as necessary to provide for the safety of individuals and insure that University property is accounted for.

F. General Roles and Responsibilities of University Administration, Faculty and Staff

1. **President** - The president or his designee is responsible for declaring a “Level Two or Three Emergency.” All emergency operations shall be directed by the president in conjunction with the provost who leads the emergency management team (EMT).
2. **Provost** – Convenes and leads the EMT.
3. **Registrar** – Provides information to the EMT as to the impact of the disaster on the academic mission of the institution; including recommendations concerning cancelling or resuming classes; communicates with deans, department heads and faculty; locates and operates temporary academic facilities to replace those lost in a disaster for an extended period of time.
4. **Chief of Public Safety** – Assumes responsibility for the operational management of the emergency; determines the type and magnitude of the emergency and establishes the appropriate emergency operations center; initiates immediate contact with the president and University administration and begins assessment of the University’s condition; notifies and utilizes public safety, University staff and, if necessary, student aides in order to maintain safety and order; meets with the EMT, and advises them of the nature of the emergency; notifies and conducts liaison activities with appropriate outside organizations such as fire, police, and emergency medical services, etc; insures that appropriate notification is made to off-campus staff when necessary; performs other related duties as may be required by the nature of the campus emergency.
5. **Director of Student Health Services** – Coordinates limited care facilities for treatment of minor injuries upon request, providing field support for the Department of Public Safety and emergency treatment of the sick and injured.

6. **Director of Counseling Services** – Coordinates counseling support to students, faculty, staff and families in the event of a crisis; coordinates post-emergency support programs as needed.
7. **Assistant Vice President for Marketing Communications** - Activates the Emergency Communication Plan; prepares all statements to the University community and to the media concerning the emergency; coordinates all media access.
8. **Director of Facilities** - Conducts damage assessments as requested; provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection; obtains the assistance of utility companies as required for emergency operations; furnishes emergency power and lighting 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 an alternate site; communicates with building managers to provide information and offer necessary support.
9. **Executive Director of Information Technology Services** – Maintains central data and computing infrastructure, assessing the operational status of computing services, directing restoration of central computing and networking infrastructure, and, as needed, establishing alternate means of computing services to support the priorities of the EMT; secures phone and internet service (if available) at emergency operations center; assists assistant vice president of marketing communications with the dissemination of information to campus and non-campus constituents.
10. **Associate Vice president for Student Affairs and Dean of Students** – Provides parent notifications as needed; communicates with faculty about situations involving students as needed; manages special situations that affect students and student events.
11. **Director of Residence Life** – Provides temporary relocation facilities for displaced residents and maintains records as to the location of students who have been displaced; maintains list of residence life staff members staying on campus and provides listing to the chief of public safety; provides bedding materials for University personnel required to remain on campus during the emergency; provides staff to assist at alternate location in the event of a campus-wide evacuation.

12. **Food Service Director** – Provides food and eating facilities as needed for emergency workers; continues normal food services (as possible) to student population.
13. **Vice President for Business Affairs** – Provides continuity of business services to internal and external customers during disaster and post-disaster phases, using an alternate plan as necessary; provides emergency requisitioning, procuring and issuing of specialized equipment and supplies as needed; assists department heads with the notification of families of injured faculty and staff; provides faculty and staff data in the event of a crisis.
14. **Building Managers** – Works with appropriate vice presidents, deans, department heads to educate employees concerning specific emergency procedures; informs all students, staff and faculty to conform to building evacuation guidelines during any emergency and report to a designated campus assembly area outside the building so that a head count can be taken.
15. **Vice Presidents, Deans, Department Heads; other Faculty and Staff Supervisors** – Educates employees concerning specific emergency procedures; maintains a roster of all personnel including campus, cellular and home phone numbers, email addresses for purposes of communication.
16. **University Faculty, Staff and Students** – Be familiar with the emergency operations procedures; regularly updates contact information so that supervisors and other University officials may provide notification in the event of an emergency.

COASTAL CAROLINA UNIVERSITY
SECTION II EMERGENCY COMMUNICATION PLAN

A. Introduction

It is the policy of the University to communicate with the public in a timely fashion with openness and clarity. The University receives public funds from the state of South Carolina and, as such, is subject to the South Carolina Freedom of Information Act. Also, the privacy of our students is protected by the Family Educational Rights and Privacy Act (FERPA).

The communications policy of the University during an emergency situation is based on the following guidelines:

- to establish positive stakeholder relations and public image prior to the crisis;
- to coordinate and assess the crisis response;
- to maintain consistency of message with a credible designated spokesperson, usually the president;
- to communicate accurately and openly about the crisis;
- to communicate quickly to maintain a proactive response to the crisis;
- to maintain flexibility consistent with the relative levels of uncertainty and ambiguity; and
- to closely monitor reactions in the media and from various stakeholder groups

B. Procedures

1. Determine the personnel who are relevant to the situation. This group may include the full emergency management team (EMT) and others who bring relevant or specific expertise to the group.

In addition to University officials, others may be included in communication related to the specific emergency, including:

- federal, state, local officials including legislators if necessary,
- first responders,
- law enforcement, (municipal, county, sheriff, highway patrol),

- military (state and/or federal),
 - private sector business and commerce,
 - media,
 - healthcare agencies,
 - HGTC; public and private schools in Horry County.
2. Based on a thorough discussion, determine the primary issues of the situation.

Draft a fact sheet/University statement containing the relevant facts of the situation. Anticipate information that will become available in the next 24-48 hours and discuss possible scenarios for the evolution of the situation and possible resolutions.

3. Compile a list of key publics/stakeholders and prioritize according to relevancy to current situation; develop message/statements for each public including but not limited to the following:
- students
 - parents
 - prospective students
 - faculty/staff
 - retired faculty/staff
 - members of the Board of Trustees
 - vendors
 - government officials
 - elected officials
 - area residents
 - financial partners
 - regulatory bodies
 - industry analysts
 - media
 - Horry Georgetown Technical College
 - Horry County public schools
4. Identify best channels to reach each public. Establish feedback mechanisms from these publics. Establish media and constituencies call log systems.

The following methods will be used to notify the University community of 1) inclement weather requiring a change in the college schedule/closing of the campus and 2) any incident posing an imminent threat to the health and safety of the university community.

For students, faculty and staff

1. CCU Alert (text messaging) for subscribers (*originates from Marketing Communications*)
2. Mass e-mail to CCU email accounts from “CCUAlert” (*originates from Marketing Communications*)
3. University website: www.coastal.edu and/or www.coastal.edu/emergency (*originates from Marketing Communications*)
4. University marquee on Highway 501, Conway, SC (*originates from Marketing Communications*)
5. Media notification (*originates from Marketing Communications*)
6. Campus siren system (*in progress*)
7. Building manager system (*in progress*)

For University students only

1. Door to door notification for students living in campus residence halls (*originates from Residence Life staff*)

For parents

1. CCU Alert (text messaging) for subscribers (*Note – students must enter the mobile phone number and/or email of the parent/guardian to their CCU Alert account.*)
2. University website: www.coastal.edu and/or www.coastal.edu/emergency
3. University marquee on Highway 501, Conway, SC

4. Identification of Spokesperson(s)

In most cases, the University spokesperson will be the president or his designee. The spokesperson must demonstrate knowledge and show control of the situation, genuine concern and calmness. The spokesperson should be available throughout the crisis (response and recovery phases). A back-up spokesperson should be named. Technical experts or advisors should be identified early (such as physicians, scientists, forensic pathologist).

6. Guidelines for establishment of a Media Center

Determine if the situation warrants the establishment of a media center. A media center should be distanced from a Command Center and must be easily accessible for television trucks and equipment. A media center may be established at the scene of the crisis or in a designated university space. Appropriate considerations for technical specifications, including telephone and computer/internet access, must be considered. Staffing considerations (such as for a telephone bank) must be established.

Checklist for Media center:

- Facilities, including restrooms
 - Portable structure
 - Storage of equipment and supplies
 - Furniture
 - Power sources
 - Office supplies
 - Computers/printers
 - Portable files
 - Database access
 - Forms/logs
 - Lectern/sound equipment
 - Press credentials
 - ID for university personnel
 - Photography/video
 - Portable radio, TV, clock
 - Cellular and/or satellite telephones
 - Food supplies/food service
7. Establish communication update schedule for internal and external publics, especially media. For example, tell the media you will give hourly updates at a given location and make sure it happens.
 8. Establish collateral materials that may be helpful for media gathering a story or anyone else seeking information about the company. Make the situation as simple as possible for reporters.
 9. Following the crisis, debrief, evaluate and adjust plan accordingly.

Appendix A

REPORTING EMERGENCIES

Step 1: *To report a Campus Emergency, contact: CCU Public Safety - ext. 2911 from on campus or 843-349-2911 from an off-campus line or cell phone; or look for and use a Campus Emergency Call Box. In an emergency in which Public Safety cannot be reached, call 9-911.*

Step 2: When calling stay calm and carefully explain the problem and location. Do not hang up until told to do so. Keep calm. Keep others calm.

Emergency Call Box Locations

Band Building	located on left side of building at parking lot
Baseball (Vrooman) Field	located adjacent to the Baseball stadium.
Brooks Stadium	located inside south-east elevator
Brooks Stadium	located inside north-east elevator
Atlantic Science Center	located in Wetlands Parking lot.
Atlantic Science Center	located at sidewalk near student main Entrance
Commons Cafeteria	located at crosswalk in front of Commons Area.
Cypress Residence Hall	located in the front of Cypress Dorm on grass
Thomas W. & Robin W. Edwards College of Humanities and Fine Arts	located inside at room 122 Ceramic Studio
Thomas W. & Robin W. Edwards College of Humanities and Fine Arts	located inside at room 140 Sculpture Studio
Thomas W. & Robin W. Edwards College of Humanities and Fine Arts	located inside elevator
Football Offices	located Inside main entrance
Foundation Building	located south parking lot
Foundation Building	located north parking lot
Spadoni College of Education/ Kearns Hall	located in the Parking lot behind Kearns Hall.
Spadoni College of Education/ Kearns Hall	located inside first floor hallway
Kimbel Library	located behind the library
Kingston Hall	located inside at the main entrance hallway.
Williams-Brice Recreation Center	located at the corner of University Boulevard and Chanticleer Drive West.
Eldred E. Prince Building	located inside elevator
Eldred E. Prince Building	located inside first floor beside the elevator
Santee Residence Hall	located inside elevator
Cathcart Smith Science Bridge	located at Wall building parking lot East side at Science bridge access.

Appendix A (Continued)

Cathcart Smith Science Center	located at North end of building near air handling Units.
Cathcart Smith Science Center	located inside first floor rear entrance
Edward M. Singleton Building	located at corner of Independence Drive and Canterbury Drive.
Lib Jackson Student Center/CINO	located behind student center near outside dining.
The Gardens Residence Hall	located adjacent Azalea Dorm parking lot.
Track and Field Facility	located adjacent track at Chanticleer West
University Hall	located in parking lot to the left of the main entrance.
University Hall	located inside elevator
University Place Apts.	located between buildings 950 and 960
University Place Apts.	located between buildings 960 and 970
University Place Apts.	located in front of building 985
University Place Apts.	located between buildings 980 and 990
University Place Apts.	located between buildings 995 and 1005
University Place Apts.	located between buildings 1000 and 1015
University Place Apts.	located between buildings 1010 and 1035
University Place Apts.	located between buildings 1020 and 1045
University Place Apts.	located next to building 1065
University Place Apts.	located next to building 1040
University Place Apts.	located next to maintenance shed near basketball court
Waccamaw Residence Hall	located in Waccamaw parking lot behind Elm Dorm.
Waccamaw Residence Hall	located inside elevator
E. Craig Wall Sr. College of Business Administration Bridge	located on Prince Lawn at the Wall building Bridge.
E. Craig Wall Sr. College of Business Administration Building	located inside elevator
Atlantic Center/ Burroughs & Chapin Center for Marine and Wetland Studies	located at bus stop between wetlands and WPDE building.

Appendix B

HOW WILL I BE NOTIFIED IN THE EVENT OF AN EMERGENCY?

The following methods will be used to notify the CCU community of 1) inclement weather requiring a change in the college schedule/closing of the campus and 2) any incident posing an imminent threat to the health and safety of the university community.

For CCU students

- CCU Alert (text messaging) for subscribers
- Mass e-mail to CCU email accounts from “CCUAlert”
- University website: www.coastal.edu and/or www.coastal.edu/emergency
- Door to door notification for students living in campus residence halls
- University marquee on Highway 501, Conway, SC
- Media notification

For CCU faculty/staff

- CCU Alert (text messaging) for subscribers
- Mass e-mail to CCU email accounts from “CCUAlert”
- University website: www.coastal.edu and/or www.coastal.edu/emergency
- Voice Mail message via AVAYA messaging system on campus telephones
- University marquee on Highway 501, Conway, SC
- Media notification

For parents of CCU students

- CCU Alert (text messaging) for subscribers (*Note – students must enter the mobile phone number and/or email of the parent/guardian to their CCU Alert account.*)
- University website: www.coastal.edu and/or www.coastal.edu/emergency
- University marquee on Highway 501, Conway, SC
- Media notification

Appendix C

ACTIVE SHOOTER/HOSTILE INTRUDER

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

When an active shooter in a *campus building* is actively causing harm or the threatening imminent deadly harm to people, you must immediately seek cover and call Public Safety. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

1. Do not sound the fire alarm to evacuate the building. Individuals may be placed in harm's way when they are attempting to evacuate the building.
2. Be aware of alternate exits if it becomes necessary to flee.
3. Persons should lock themselves in classrooms, residence hall rooms and offices as a means of protection. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under desk and remain silent.
4. Persons should stay low, away from windows and barricade or lock their door(s) if possible and use furniture or desks as cover.
5. If possible, close blinds of any windows or openings that have a direct line of sight into the hallway.
6. Students and staff should not attempt to leave the building until told to do so by Public Safety. The only exception to this is, given the specific circumstances, a person feels reasonably sure, that they are in more danger in staying in the building than in attempting to escape.
7. When you encounter Public Safety, keep your hands empty and in plain view at all times. If you are evacuating, carry nothing that could be mistaken as a weapon.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people on *campus grounds*, you must immediately seek cover and call Public Safety. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

1. Run away from the threat if you can, as fast as you can.

Appendix C (Continued)

2. Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
3. If you get away from the immediate area of danger, report the incident to Public Safety and warn others.
4. If you decide to hide, take into consideration the area in which you are hiding. Will you be found? Can you lock yourself in as a means of protection?
5. If the person is causing death or serious injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. If hiding or playing dead, do not give away your position or stand up until told to do so by Public Safety.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people *outside of your building*, you must immediately seek cover and call Public Safety. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

1. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
2. If you can do so safely, get all occupants on the floor and out of the line of fire.
3. If you can do so safely, move to the core area of the building and remain there until police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

When an active shooter *enters your office or classroom*:

1. If possible, call Public Safety and talk with a police dispatcher. If you can't speak, leave the phone line open so the police can hear what is going on.
2. Use common sense. If you are hiding and unable to flee, attempts to negotiate with the suspect may be successful. Playing dead may also be a good choice.
3. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.
4. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officers who may mistake you as the shooter.
5. While escaping, as soon as you see an officer put your hands over your head and immediately comply with the officers instructions.

What else can you do?

Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.

Appendix D

BOMB THREAT

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1 a. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT...** Clear the area and immediately call Public Safety. Do not hang up until told to do so.
- Step 1 b. Any person receiving a phone call concerning a bomb threat should ask the following questions while using the Bomb Threat Report Form:
- 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. Report the incident and do not hang up until told to do so

Appendix D (Continued)

- Step 2: University staff will conduct a search under the supervision of Public Safety. Employees are requested to make a cursory search of their area for suspicious objects and report the location to Public Safety. **DO NOT TOUCH THE OBJECT.** Do not open drawers, cabinets or turn lights on or off.
- Step 3: When told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the Disabled in exiting the building.
- Step 4: Once outside, move to the assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 5: Do not return to an evacuated building unless told to do so by Public Safety.

BOMB THREAT REPORT FORM

Time call received_____

Exact words of person placing Call:

Questions to ask:

1. When is bomb going to explode?__

2. Where is the bomb right now?__

3. What kind of bomb is it?_____

4. What does it look like?_____

5. Why did you place the bomb?__

Person monitoring/receiving the call:

Department:_____

Telephone No._____

Home Address:_____

Home Telephone No._____

Date:_____

Male_____ Female_____

Young___ Middle Age___ Old___

Tone of voice_____

Accent_____

Background noise_____

Is the voice familiar?_____

If so, who did it sound like?_____

Remarks:_____

Appendix E

CAMPUS DISTURBANCE OR DEMONSTRATION

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

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

1. Interference with the normal operations of the University.
2. Prevention of access to office, building or other University facilities.
3. Threat of physical harm to persons or damage to University facilities.

If any of these conditions exist, Public Safety should be notified and will be responsible for contacting and informing the President, Vice Presidents, and Dean of Students. (If the demonstration is lead by non-students, Public Safety should consult the President regarding options for action.) Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. 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:

- a. Arrangements will be made by the Chief of Public Safety to monitor the situation during non-business hours, or
- b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Appendix E (Continued)

2. **Nonviolent, Disruptive Demonstrations**

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

- a. Demonstrators will be asked to terminate the disruptive activity by the Dean of Students, Chief of Public Safety or other designated persons.
- b. The Dean of Students will consider and may request having a photographer be available.
- c. Key University personnel and student leaders may be asked by the Dean of Students to join him at the area and persuade the demonstrators to desist.
- d. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified activity within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by Law Enforcement. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- e. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- f. The Dean of Students may consult with the President and Chief of Public Safety and determine the need for an injunction and intervention by Law Enforcement.
- g. If determination is made to seek the intervention of Law Enforcement, the demonstrators should be so informed.

3. **Violent, Disruptive Demonstrations**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Dean of Students will be notified:

During Business Hours

- a. Public Safety will contact the Dean of Students.
- b. The Dean of Students will consider and may request having a photographer be available.

Appendix E (Continued)

- c. The Dean of Students may consult with the President and Chief of Public Safety and determine the need for an injunction and intervention by Law Enforcement.
- a. Public Safety will provide an officer with a radio for telephone communication between the University and Sheriff's Department as needed.

After Business Hours

- a. Public Safety should be immediately notified of the disturbance.
- b. The Chief of Public Safety will investigate the disruption and report and notify the Dean of Students.
- c. The Dean of Students will:
 - a) Report the circumstances to the President.
 - b) Notify key administrators, and if appropriate, the administrator responsible for the building or area.
 - c) Notify the Assistant Vice President for Marketing and Communications.
 - d) Arrange for a photographer.
 - e) If necessary, call for law enforcement assistance.

Appendix F

EARTHQUAKE

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

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

- Step 1: If indoors, seek refuge in a doorway or under a desk or a table. Stay away from glass windows, shelves and heavy equipment.
- Step 2: 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 area assembly location and go to that place immediately.
- Step 3: If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- Step 4: After the initial shock, assess the situation and if emergency help is necessary, report the emergency by telephone. Do not hang up until told to do so. Protect yourself at all times and be prepared for after shocks.
- Step 5: Damaged facilities should be reported to Public Safety and Facilities Management. Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- Step 6: When the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the Disabled in exiting the building.
- Step 7: An Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 8: Do not return to an evacuated building unless told to do so by Public Safety.

Appendix G

EVACUATION PROCEDURES

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

1. Building Evacuation

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.

When the building evacuation (Fire) alarm is activated during an emergency, leave by the nearest “SAFE EXIT” or by the Building Evacuation Plan and alert others to do the same.
- b. Assist the Disabled In Exiting The Building
- c. Once outside, proceed to the assembly point away from the effected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel. Know your assembly points.
- d. Do not return to an evacuated building unless told to do so by authorized persons.
- e. Important: After any evacuation report to your designated assembly point. Remain at the assembly point until you are instructed otherwise by Public safety.

2. Campus Evacuation

- b. Evacuation of all or part of the campus grounds will be determined by Public Safety.
- c. All persons (students, administrators, and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.
- d. After any evacuation, report to your designated assembly point. Remain at the assembly point until you are instructed otherwise by Public safety.

Appendix G (Continued)

3. Evacuation Assembly Locations

<u>Facility</u>	<u>Assembly Location</u>
Arcadia Hall (Athletic Administration)	UU Lot
Atheneum Hall (Human Resources and Equal Opportunity/ Public Safety)	Lot J Call Box
Athletic Practice Fields	Brooks Stadium Locker Room
Baseball Practice Area	QQ Lot
Billy Nichols Tennis Center	QQ Lot
Brooks Stadium	QQ Lot
Charles L. Watson Baseball Stadium / Vrooman Field	QQ Lot
E. Craig Wall Sr. College of Business Administration	Lot A
Edward M. Singleton Building	Lot J
Eldred E. Prince Building	Prince Lawn
Evergreen (Bursar's Office)	Lot E Bus Stop
Hampton Hall	Lot D
Indigo House (Career Services)	Lot J
Joseph W. Holliday Tennis Practice Courts	Lot SS
Kimbel Arena	Lot J
Kimbel Library	Lot G
Kingston Hall (Admissions / Financial Aid)	Lot H
R. Cathcart Smith Science Center	Lot D
Sands Hall (Print Shop / Purchasing / U.S. Post Office)	Student Activity Field
Shipping and Receiving	Field Rear of Building
Soccer Field	QQ Lot
Softball Field	SS Lot
Spadoni College of Education / Kearns Hall	G Lot
Spadoni Park/Graham Family Bell Tower	Lot E Bus Stop
Student Activity Field	Lot CC
Student Center / CINO Grille	Lot E Bus Stop
Student Health Center	Adjacent Parking Lot
The Commons / Student Dining Hall	Resident Hall Area Courtyard
The Gardens Residence Halls Azalea, Magnolia	Adjacent Parking Lot
The Rivers Residence Halls Waccamaw Santee	Waccamaw - Lot BB Santee – Student Activity Field
The Woods Residence Halls Oak Maple, Elm, Cypress, Dogwood, Palmetto	Lot EE Lot FF
Thomas W. and Robin W. Edwards College of Humanities and Fine Arts	Prince Lawn
Track and Field Facility	Practice Field
University Hall (Rotunda-Welcome Center / Bookstore / Credit Union)	Lot H
Wheelwright Auditorium	Lot E Bus Stop
Williams-Brice Recreation Center	Lot J
Winyah House (Facilities Management) Administrative / Engineering / Transportation, Maint. Shop	WW Lot

If instruction is given for:

A campus wide evacuation to an outdoor area **Brooks Stadium**

A campus wide evacuation to an indoor area **TBA**

Appendix H

EXPLOSION, AIRCRAFT DOWN ON CAMPUS

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

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

- Step 1: Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
- Step 2: After the effects of the explosion and/or fire have subsided, notify Public Safety. Give your name and describe the location and nature of the emergency.
- Step 3: If necessary, or when directed to do so, activate the building alarm. Caution: some campus buildings' alarm only ring inside the building - Report the emergency by telephone. Do not hang up until told to do so.
- Step 4: When the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist the Disabled in exiting the building.
- Step 5: Once outside, move to assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly location and go to that place immediately.
- Step 6: A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 7: Do not return to an evacuated building unless told to do so by a University official.

Appendix I

FIRE

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1: Know the location of a fire extinguisher, fire exits and alarm system in your area and know how to use them. Training and information are available through Public Safety.
- Step 2: If a minor fire appears controllable immediately contact Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- Step 3: If an emergency exists, activate the building alarm. Caution: the building alarm rings only in some buildings; you must report fire by phone.
- Step 4: On large fires that do not appear controllable, immediately notify Public Safety. Do not hang up until told to do so. Then evacuate all rooms, and close all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS.**
NOTE: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Step 5: When the building evacuation (Fire) alarm is sounded, an emergency exists. Go quickly to the nearest "SAFE EXIT" and ask others to do the same. **DO NOT USE ELEVATORS.** Assist the Disabled in exiting the building.
- Step 6: Once outside move the assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 7: An Emergency Operations Center may be set up near the emergency site. Keep clear of the area unless you have official business.
- Step 8: Do not return to an evacuated building unless told to do so by Public Safety.

Appendix I (Continued)

NOTE: If you become trapped in a building during a fire immediately notify Public Safety or see if 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 assembly area.

Remember:

- R – Report** the fire immediately to Public Safety.
- A – Activate** the building evacuation (Fire) alarm.
- C – Contain** by closing all doors to confine the fire and reduce oxygen.
- E – Extinguish** by knowing the location of fire extinguishers and how to use them.

Appendix J

HAZARDOUS MATERIAL SPILL

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1: Any spillage or release of a hazardous chemical or radiation material is reported immediately to Public Safety. Do not hang up until told to do so.
- Step 2: 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.
- Step 3: The key person on the 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.
- Step 4: 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.
- Step 5: When told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the Disabled in exiting the building.
- Step 6: Once outside, move to a safe area at least 500 feet away up wind from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
- Step 7: An Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 8: Do not return to an evacuated building unless told to do so by Public Safety.

Appendix K

HOSTAGE SITUATION

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

A. What to do if taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor may be emotionally imbalanced. Do not take actions which could be hazardous to your well being.
3. Do not speak unless you are spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Demonstrate respect towards the captor using a calm demeanor.
4. Try to relax. Avoid speculation. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. The personal safety of others may depend on your memory.
6. Be prepared to answer questions by law enforcement officials. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Appendix L

MEDICAL EMERGENCY

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1: If serious injury or illness occurs on campus, immediately call Public Safety. Give your name; describe the nature and severity of the medical problem and the campus location of the victim. Do not hang up until told to do so.
- Step 2: In case of minor injury or illness, provide first aid care. **NOTE: Only trained individuals should provide first aid treatment (i.e.: First Aid, CPR)** Use only sterile first aid materials.
- Step 3: In the case of serious injury or illness, properly trained personnel should quickly perform the following steps:
- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - Ask the victim, “Are you okay?” and “what is wrong?”
 - Check breathing and give artificial respiration if necessary.
 - Control serious bleeding by direct pressure on wound.
 - Continue to assist the victim until help arrives.
 - Look for emergency medical ID, question witness(es) and give all information to the paramedics.
- Step 4: Departments may have a person trained in first aid and/or CPR. Training is available through the University Public Safety Department and the University Physical Education Department.

Appendix M

PSYCHOLOGICAL EMERGENCY

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

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 may be manifested by hallucinations, uncontrollable behavior, or the person could be a hospital walk-away.

When an administrator, faculty member, or student is aware of an individual with a psychological emergency, one should assess the level of crisis and respond using the following as guidelines:

When an individual is *making or threatening an attempt on his or her life* you should:

- Notify Public Safety of the situation immediately and clearly state that you need assistance; give your name, location, and description of the individual(s) involved. Public Safety will call Counseling Services for assistance.
- Appear calm and confident that you can help the individual.

When an individual is *seriously depressed and has given thought to ending his or her life, might have a plan and means for carrying out that plan, might have experienced traumatic situations and behavioral changes*, you should:

- Remain with the individual.
- Appear calm and confident that you can help the individual.
- If student, offer to accompany the individual to Counseling Services. Public Safety will provide transportation.
- If employee, refer the employee to Human Resources, the employee’s supervisor, or Public Safety.

TERRORIST OR CRIMINAL ACT

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

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.

- Step 1: If you observe a terrorist or criminal act, or observe a suspicious person on campus, immediately notify Public Safety and report the incident. Give your name, nature of the incident, location of the incident, description of person(s) involved, description of property involved. Do not hang up until told to do so.
- Step 2: Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- Step 3: 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.

1. Terrorism

Terrorism is the threat or use of force or violence against persons or property in violation of the criminal laws purposes of intimidation, coercion or ransom. Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer-based), to the use of chemical, biological and nuclear weapons. One can prepare for terrorism in much the same way you would prepare for other crisis events.

2. Preparing For Terrorism

- a. Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.

Appendix N (Continued)

- b. Be aware of suspicious or unusual behavior. Do not accept packages from strangers. Unusual behavior, suspicious packages and strange devices should be promptly reported to Public Safety. **(Do not touch, disturb or attempt to open)**
- c. Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right. Promptly notify Public Safety as soon as possible.
- d. Learn where emergency exits are located in buildings. You should note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- e. In offices or residences, keep a personal flash light and assemble an emergency supply kit for basic first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.
- f. Be familiar with different types of fire extinguishers and how to use and locate them.

C. Chemical and Biological Attacks

1. **Chemical**

Chemical attack agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

- a. Lung-damaging (pulmonary) agents such as phosgene,
- b. Cyanide,
- c. Vesicants or blister agents such as mustard,
- d. Nerve agents such as: (tabun), (sarin), (soman)
- e. Incapacitating agents
- f. Riot-control agents (similar to MACE).

Appendix N (Continued)

2. Biological

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents which would likely be used by terrorist are bacteria, viruses, and toxins.

a. *Bacteria.*

Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.

b. *Viruses.*

Viruses are organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

c. *Toxins.*

Toxins are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals which carry the disease to humans as well through food and water contamination.

a. *Aerosols*—Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

b. *Animals*—Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading diseases through livestock is also referred to as agro terrorism.

c. *Food and water contamination*—Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.

Appendix N (Continued)

Anthrax spores formulated as a white powder were mailed to individuals in the government and media in the fall of 2001. Postal sorting machines and the opening of letters dispersed the spores as aerosols. Several deaths resulted. The effect was to disrupt mail service and to cause a widespread fear of handling delivered mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

D. What to do during a chemical or biological attack

1. Listen to University officials for instructions as whether to remain inside or to evacuate.
 - a. If you are instructed to remain inside, do not leave the building where you are, or other shelter during a chemical or biological attack:
 - b. Turn off all ventilation, including furnaces air conditioners (thermostats), vents and fans.
 - c. Seek shelter in an internal room, preferably one without windows.
 - d. Remain in areas where toxic vapors are reduced or eliminated.

If you are caught in an unprotected area, you should:

- a. Attempt to get up-wind of the contaminated area.
- b. Attempt to find shelter as quickly as possible.
- c. Listen to University officials for instructions.

E. What to do after a chemical attack

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. Decontamination is needed within minutes of exposure to minimize health consequences. Public Safety may direct individuals to a decontamination area.

Appendix N (Continued)

F. **What to do after a biological attack**

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment. Promptly notify Public Safety as soon as possible.

G. **Nuclear and Radiological Attack**

There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility.

Taking shelter during a nuclear attack is absolutely necessary

- a. **Shielding.** The heavier, dense materials—thick walls, concrete, bricks, books and earth—between you and the fallout particles, the better.
- b. **Distance.** The more distance between you and the fallout particles, the better. An underground area, such as a home or office building basement, offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.
- c. **Time.** Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1% of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.

H. **What to do during a nuclear or radiological attack**

1. Do not look at the flash or fireball—it can blind you.
2. If you hear of an attack notice:
 - a. Take cover as quickly as you can, and stay there unless instructed to do otherwise.

Appendix N (Continued)

- b. If you are caught outside, unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
 - c. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
3. Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero—radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: **shielding**, **distance** and **time**.

I. **What to do after a nuclear or radiological attack**

In a campus building:

1. Do not leave the building until Public Safety says it is safe. Follow their instructions when leaving.
2. Cooperate with University officials. Sheltering with many people in confined space can be difficult and unpleasant.

Appendix O

TORNADOS

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1: Once you have been notified of a serious weather situation with expected dangerous winds, take immediate shelter on the ground floor of buildings in corridors or hallways and alert others to do the same. Assist the Disabled in moving to shelter.
- Step 2: Avoid shelter locations with glass windows, shelves and heavy equipment.
- Step 3: Sit close to corridor walls and cover your head and face with your arms.
- Step 4: If outdoors, move quickly to ground floor of a building or seek refuge in a ditch. Caution: Always avoid power or utility lines and trees as they can be energized. Know your assembly location.
- Step 5: If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, exit the vehicle for appropriate shelter.
- Step 6: After the storm passes, evaluate the situation and, if emergency help is necessary, call Public Safety.
- Step 7: Report damaged facilities to Public Safety or Facilities Management. Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- Step 8: If the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist the Disabled in exiting the building.
- Step 9: Once outside move to the assembly area away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly location.

Appendix O (Continued)

- Step 10: An Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 11: Do not return to an evacuated building unless told to do so by Public Safety.

Appendix P

UTILITY FAILURE

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1: In the event of minor utility failure occurring during regular working hours, immediately notify Facilities Management.
- Step 2: If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Public Safety. Do not hang up until told to do so.
- Step 3: If the building evacuation (Fire) alarm is sounded or when told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the Disabled in exiting the building.
- Step 4: Do not return to an evacuated building unless told to do so by a University official.

A. Electrical/Light Failure

Campus building emergency lighting is temporary and may not always provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have your own flashlight and portable radios available for emergencies.

B. Plumbing Failure/Flooding

Cease all operations. Do not switch on any lights or any electrical equipment. Notify Public Safety.

C. Steam Line Failure

Immediately notify Public Safety or Facilities Management and, if necessary, vacate the area.

Appendix P (Continued)

D. Ventilation Problem

If smoke odors come from the ventilation system, immediately activate the building evacuation (Fire) alarm, notify Public Safety and vacate the area.

Appendix Q

CONTACT INFORMATION

1. Off Campus Contacts

(POLICE, FIRE, EMS –Dial **9-911** if calling from on campus)

American Red Cross	#843-839-4483
Conway City Fire Department	# 843-248-1720
Conway Fire Department Station No. 2	# 843-248-1726
Conway City Police Department	# 843-248-1790
Conway Medical Center	# 843-347-7111
Santee Cooper	# 843-248-5755
FBI (Bluffton, SC)	# 843-815-2180
Federal Aviation Administration	# 803-465-5931
Forest Fire Reporting	# 843-221-5718
Grand Strand Regional Medical Center	# 843-692-1000
Grand Strand Sewer and Water System	# 843-347-4641
Horry County Administrator	# 843-915-5020
Horry County Humane Society	# 843-915-5172
Horry County Building Inspector	# 843-248-1506
Horry County Communication Center	# 843-915-5100
Horry County Coroner (Conway, SC)	# 843-915-5110
Horry County Emergency Medical Services (EMS)	# 843-248-2900
Horry County Fire Marshal	# 843-915-5190
Horry County Jail (J. Ruben Long Detention Center)	# 843-915-5140
Horry County Police Department	# 843-248-1520
Horry County Sheriff's Office	# 843-205-5450
Horry Sanitary Sewer District – Solid Waste Authority	# 843-347-1651
National Response Center (Chemical & Oil Spills)	# 1-800-424-8802
National Weather Service (Columbia, SC)	# 803-822-8135

Appendix Q Continued

Poison Control Center	# 1-800-222-1222
Road Conditions – Road & Drainage Hotline	# 843-381-8000
Salvation Army – Boys and Girls Club	# 843-248-6274
SC Health Department, Horry County Branch of	# 843-381-8260
SC National Guard (City)	# 843-248-5788
SC State Governor’s Office	# 803-734-2100
SC State Highway Patrol Office (Georgetown, SC)	# 843-546-7300
SC State Wildlife Law Enforcement (Georgetown, SC)	# 843-546-8523
State Law Enforcement Division	# 803-896-7400
The American Red Cross – Local Chapter	# 843-477-0020
Time & Weather	# 843-293-6600
US Marshal Service (Florence, SC)	# 843-662-0750
US Secret Service (Marion, SC)	# 843-765-5448