

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**

Facility	Assembly Location
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**