



EMERGENCY OPERATIONS PLAN

UNIVERSITY OF SOUTH CAROLINA - BEAUFORT

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1.0 Purpose

The University of South Carolina Beaufort is committed to providing a safe work environment that is free of recognizable hazards. To this end, it is the policy of the University to comply with all applicable state and federal standards, codes and regulations, including the occupational safety and health standards established by the Occupational Safety and Health Administration (OSHA).

Additionally, the USCB Emergency Operations Plan has been developed to provide a carefully prepared guideline of response actions for all-hazard emergency response scenarios on campus. The purpose of this plan is to save lives, reduce the incidence of personal injury, and prevent property damage.

This plan is a living document that shall be reviewed by the Emergency Management Coordinator who serves as the Environmental Health and Safety Manager at least annually and modified as changes occur. This plan incorporates the National Incident Management System (NIMS) requirements as well as the use of emergency notification/warning systems to include outdoor emergency tones, public address instructions, text messaging, emergency web alert notification and protocols found in the USCB Emergency Quick Reference Guide. It also establishes the Chief, USCB Police, as the single responsible authority for emergency response - including coordination, planning, communications, drills, and community liaison. To supplement the EOP and USCB Alert website, a quick reference Emergency and Safety Procedures guide, designed to help faculty, staff and students respond to on-campus emergencies is available and easily accessible.

2.0 Scope

The EOP divides the response procedures for campus emergencies into three distinct categories. An explanation of each category is outlined in section 3.0. In each case, the actions for emergency notification and response are intended to be sufficient to serve the entire campus community. Some departments have additional specific safety issues or concerns that are unique and beyond the scope of the general provision of this EOP (i.e., University Housing and USCB Athletics). It is the responsibility of these departments to develop a complementary emergency action plan to meet their specific needs as warranted. This effort is coordinated by the Chief, USCB Police. The USCB Emergency Management Coordinator is responsible to the Chief in developing and maintaining such plans and drills.

An emergency or 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 is not predictable; hence, these published emergency plans, and web "what do I do protocols" will serve as guides, but may require modification by first responders or the Chief, USCB Police as events unfold.

3.0 Generic Response Outline

Anyone with knowledge of an emergency on the USCB campus should immediately call 208-8911 for the Bluffton Campus and 812-8186 for the Beaufort Campus from a campus telephone or activate an emergency blue light phone to report the incident to the on-duty university police officer. University Police, available 24/7, will collect as much information as needed from the caller, and respond to the emergency as outlined in the applicable procedure

of the EOP. Abridged emergency protocols for campus and housing can be found on the Public Safety Web Page and the handy Emergency and Safety Procedures guide for quick reference and guidance. The detailed notification and response procedures of the EOP are divided into the three categories described below. All categories require specific actions from the **initiator** (person at the scene), the affected department, the **Chief of University Police (CP)** and duty officer (**first responder**), the university's designated prime contact and senior leadership who is notified by the Chief of University Police (**primary authority**), as well as maintenance or other **key support staff** who may be called upon to provide assistance. The Chancellor and Executive Vice Chancellor for Academic Affairs will be notified by the CP of all incidents. The CP will also notify the Vice Chancellor for Student Development about all incidents involving students, the Executive Vice Chancellor for Academic Affairs for all incidents involving faculty, and the Vice Chancellor for Finance & Operations for all incidents involving staff and damage to facilities and equipment. The Department of Public Safety may also call upon the Director for Facilities, Director of Human Resources, Vice Chancellor for Advancement and other administrators and their staffs to assist as the situation warrants. In many cases detailed information will not be broadly disseminated based on the need to protect the safety or privacy of the individuals involved. The Vice Chancellor for Advancement will update the emergency web alert page and provide media with any news releases.

3.1 Category I Event

A Category I event primarily affects **one department** or division of USCB and does not seriously impact the overall functional capacity or day-to-day operations of the university. It generally requires a **limited internal response**. Although a Category I incident affects only a small number of people, it has the potential of a broader impact on the University's reputation if handled improperly or insensitively. **Appendix C** contains procedures for Category I events. See a summary flow chart for emergency response notifications on *page 11*. Examples of Category I events include but are not limited to the following:

- Attempted suicide of a student, faculty or staff member
- The death of a student, faculty or staff member
- Accident or serious illness (drug/alcohol overdose, hazing)
- Major crime (victim of assault, robbery, rape/sexual assault)
- Arrest on a major charge
- Family emergency
- Small localized fires
- Hazardous chemical spills
- Mental health crisis

3.2 Category II Events

A Category II event impacts **multiple departments** of the University and requires a **coordinated university response**. In most cases it is confined within the borders of the campus, but requires the support of county and municipal agencies, including emergency response personnel. It is any serious incident, potential or actual, that disrupts the overall operation of the University, not including incidents listed in Category III which are catastrophic in scale involving the entire community. Upon notification of a Category II emergency, the CP will initiate the emergency response. Immediate action may involve activation of emergency notification systems (tone array, public address, emergency web alert instructions, text messaging). See **Appendix F** for emergency notification system configuration. Depending on the nature and severity of the emergency, the Chancellor or DP may assemble the **Emergency Action Team** and establish an **Incident Command Center**. Procedures for Category II events can be found in **Appendix D**. Examples of **Category II** events include but are not limited to the following:

Major fire
Electrical power outages
Missing persons
Structural or Facility disaster (explosion)
Gas Leak
Inclement weather
Bomb Threat and checklist
Hostage Crisis
Campus Wide Safety Alert
Active Shooter

3.3 Category III Events

A Category III event is an emergency that is **catastrophic in scale** and generally **affects the surrounding community**, as well as the university. Due to its nature and severity, a category III event is one that may seriously impair or halt university operations and requires a response far beyond the university's internal capabilities. Upon notification of a pending emergency or in reaction to an event that was unforeseen, immediate action will involve the CP or Duty Officer activating the emergency notification systems (tone, PA, emergency web alert instructions, text messaging). The Emergency Action Team will be assembled and an Incident Command Center established. Procedures to follow for Category III events can be found in **Appendix E**. Examples of Category III events include but are not limited to the following:

- Tornado or Hurricane
- Earthquake
- Violent Civil Disturbance (protest or riots, on/off campus)
- Large Transportation Accident
- Act of Terrorism
- Mass Casualty

4.0 Organizational Structure

Guidelines identifying who should be contacted for each type of event are provided in the individual emergency action procedures found in **Appendices A-E**. Basic roles and responsibilities for individuals on the flow chart are provided below.

4.1 Administrative Chain of Authority

During a campus emergency, the chain of authority is as follows:

1. Chancellor
2. Executive Vice Chancellor for Academic Affairs
3. Vice Chancellor for Business and Finance
4. Vice Chancellor for Student Development

Decisions relating to emergency response - such as the decision to activate emergency notification systems (tone warning, PA, web alert instructions, text messaging), are made by the DPS coordinating with the primary authority. The decision to cancel classes, to send employees home, or to close the university - are made by the top-ranking available person in the administrative chain of authority, based on input from other available administrators and emergency response personnel.

4.2 On-site Incident Command and Control

The authority to declare a campus state of emergency and to provide comprehensive oversight of emergency operations rests with the Chancellor or her designee as outlined above. In the absence of this authority, the Chief of Police will assume control of the on-site emergency.

Depending on the scope and severity of the emergency, the Chancellor or Chief of Police may activate an Emergency Action Team and establish an Incident Command Center. The Primary Authority will assist with this coordination effort. Suggested locations for the Incident Command Center are provided in **Appendix G**. The optimal location is dependent upon the unique circumstances of the emergency. Criteria to be considered in selecting an appropriate site are as follows:

- Availability of emergency power and lighting
- Availability of telecommunications and radios
- Requirements of safe haven
- Desired proximity to (or distance from) the location of the emergency

4.3 First Responders

Initiator/Informant The initiator/informant is an individual with firsthand knowledge of the incident. This person begins the emergency response by performing one or more of the following actions:

1. Pulling a fire alarm to prompt immediate notification of an emergency that requires a building evacuation.
2. Contacting university police (first responders) directly to report an emergency, or both.

To the degree that such detail is known, the initiator shall provide specific information regarding the type and nature of the emergency, the exact location and the person(s) involved. A response may also be initiated by offsite fire alarm monitoring who will call USCB police.

University Police The on-duty Police Officer or DPS Officer will immediately notify USC Dispatch, the USCB Police Chief and community resources for back-up support (using standard police protocol) and take any other actions required to contain and stabilize the emergency situation (on duty maintenance will assist for facility issues). If building evacuation is required and an alarm has not already been sounded, the officer will activate the appropriate alarm. If the campus must be immediately alerted to a situation, or locked down (intruder on campus), the officer will activate emergency notification systems (warning tone, pre-recorded PA message, web alert, and text messaging). It is the responsibility of the on-duty police officer to contact the following people or departments as needed:

1. Police Chief
2. Director of Maintenance, or on call maintenance technician
3. Notify USC Dispatch to contact the following as needed:
 - Beaufort County Sheriff's Office/SWAT
 - Beaufort County EMS
 - Bluffton Fire & Rescue Department

Police Chief once notified about the emergency, the Police Chief or Duty Supervisor shall provide appropriate guidance to the on-duty police officer, activate emergency notification systems, and contact the designated personnel in accordance with the applicable protocols and emergency procedures of this Emergency Action Plan. In the event that the Police Chief is not available, the on call Supervisor will assume these duties.

Facilities Maintenance, under the direction of the Facilities Maintenance Director, will respond to a facility emergency by performing one or more of the following actions:

1. Assisting Building occupants by providing appropriate guidance (during normal work hours).
2. Dispatching Operations personnel to effect damage control, and repairs.

Information Technology Department -The Police Chief shall contact the Chief Information Officer to report any emergency involving a communication or data systems failure. In most cases, an automated monitoring system will have already alerted computer services personnel to the problem. The police report will provide a second layer of reliability and ensure appropriate notification in the event of catastrophic system failure (when the automated alert is not operable).

University Housing -The Department of University Housing will respond to any emergency impacting student residents and/or housing facilities by (1) dispatching professional staff to coordinate student emergency response (2) contacting Resident Assistants (RA) to notify them of the crisis in order to provide guidance to student residents using housing Emergency Protocols (3) dispatching staff to implement University Housing specific emergency plans.

4.4 Emergency Action Team

Depending on the nature of the crisis at hand, an Emergency Action Team may be assembled in full or in part to assist carrying out emergency response. Guidelines for composition of the Team are provided in the individual procedures of this EOP. The team may include:

- Chancellor, or designee
- Executive Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Development
- Vice Chancellor for Finance & Operations
- Vice Chancellor for University Advancement
- Vice Chancellor of Enrollment Management
- Facilities Management Director
- Chief of University Police
- Director of Housing
- Emergency Management Coordinator
- Chartswell Manager
- Athletic Director
- Key support staff as needed

The Emergency Action Team will help University Police coordinate emergency response by:

- Collecting and evaluating incident information.
- Developing a strategic emergency response (Incident Action Plan coordinating with Public Safety authorities) using NIMS Field Guide, clear text and ICS terminology
- Activation of emergency notification systems (warnings and messages)
- Assembling and deploying university and community resources.
- Monitoring the situation, evaluating the effectiveness of response implementation and modifying actions as needed.
- Distributing information and maintenance of emergency alert information as necessary.
- Phone numbers for potential members of an Emergency Action Team are listed in **Appendix A**, along with the phone numbers of other personnel who may be able to assist in executing emergency response actions.

4.5 Other Roles and Responsibilities

Chancellor - See Section 4.1, Administrative Chain of Authority, and Section 4.2, On-site Incident Operations Chief. Additionally, the Chancellor will notify the Vice Chancellor for University Advancement of the incident and discuss information dissemination prior to press releases.

Primary Authority - The University's senior leadership team is accessible to assist with emergency management at all times. The designated Primary Authorities are:

- Executive Vice Chancellor, for faculty
- Vice Chancellor for Student Development, for students
- Vice Chancellor for Business /Finance, for staff and facilities

The Primary Authority can be called via cellular telephone. Additionally, an alpha-numeric message may be transmitted. In the event of a Category II or Category III emergency after normal business hours, the Chief of University Police should follow the same procedure and call the designated primary authority. The role of the primary authority is important to the early dissemination of information, organization of an Emergency Action Team and establishment of an Incident Command Center, freeing the Chancellor and other key personnel to deal directly with the emergency. The designated Primary Authority shall be directly responsible for contacting the following personnel, as outlined in **Appendices A-F**:

- **Appropriate Senior Administrators**

- Each emergency action procedure (**Appendices B-F**) designates a senior administrator (designated Primary Authority) who has primary responsibility for advising and assisting the Chancellor. The following thumb rules may apply:

- **Administrator Incident Type**

- Executive Vice Chancellor: Weather related, Involves faculty, Impacts class schedules
- Vice Chancellor for Student Life: Involves students and student issues
- Vice Chancellor for Finance & Operations : Requires Human Resource support, Involves staff ,Requires insurance claims for facility/equipment damage - Involves campus facilities and equipment
- Vice Chancellor for University Advancement: Generates media or public interest, Impacts campus events schedule, Directs the Chief Information Officer: Requires information distribution Impacts communication infrastructure - As the University's official spokesperson, the Vice Chancellor will assist in emergency management and notification in the following ways:
 - Provide clear and concise information to media, as necessary.
 - Distribute official University statements and emergency updates to the campus community using Web Alert emergency web page.

Emergency procedure (**Appendices B-E**) identifies specific USCB key support staff whose knowledge and expertise may be particularly valuable in emergency management and control efforts:

1. Director of Maintenance
2. Associate Director of Student Housing and Judicial Affairs
3. Assistant Director of Housing
4. Director of the Counseling
5. Director of Human Resources
6. Emergency Management Coordinator

Faculty - In the event that emergency evacuation is required, it is very important that faculty and part-time instructors be able to provide an accurate list of their class attendees, including those absent and present at the time of the emergency.

Environmental Health and Safety Manager (EHS) EHS will routinely schedule evacuation drills and provide EOP training. New employees will be given a copy of Emergency Quick Reference Guides emergency protocols, access to emergency app download and directed to study the web based EOP with their orientation package. EHS will be available to answer questions and provide EOPs.

5.0 Emergency Evacuation and Assembly

The foremost goal in any emergency response action is to protect human lives and reduce the potential for personnel injury. To this end it is critically important to know how and where to direct people. In the case of a building emergency such as a fire, people are to evacuate (**egress**) the building in a safe and orderly manner and assemble at their rally points. Other emergencies may involve evacuating to an offsite location or to the Athletic Field. Evacuation involving hazardous weather, or campus intruder, may require people to take shelter within a building (**ingress**) in a designated area or refuge. Individual safety procedures in **Appendices B - E** contain the planned responses. Egress and ingress plans for each building are posted in campus buildings.

5.1 General Procedures for Evacuation

Initiation The signal to evacuate a facility may be communicated in any of three ways. In most cases the preferred means shall be activation of the building fire alarm at the closest pull station. If the alarm is inoperative, emergency personnel may use portable air horns or voice announcements to signal the need for evacuation. In some instances it may be advisable to conduct an evacuation without sounding an alarm, i.e., a hostage crisis. In this case emergency response personnel will systematically move throughout the building to instruct occupants on how to evacuate.

Control and Coordination in Housing Resident Assistants (RA) who are present will assist in the evacuation by providing clear, concise instructions to building occupants. As conditions permit, RAs shall also survey their assigned areas, including Areas of Rescue Assistance (ARA), to verify a complete evacuation and will immediately notify first responders if any occupants remain in the building.

Upon exiting the building everyone is to remain together and move directly to the designated rally point closest to their facility exit. Personnel accountability and any further instructions, including those involving a campus evacuation to an off-site rally point, will be provided at the rally point and relayed through the emergency notification PA system. An all clear "signal tone" to return to the building will also be given through the emergency alert/warning system.

Evacuation of Buildings - The following are general rules which apply to the building evacuation process:

- Remain calm and orderly (walk fast, do not run)
- Listen carefully and follow directions given by DPS, University Police, RAs, or other first responders
- Follow the primary egress route unless it is blocked or you are directed otherwise
- Use the secondary route if the primary is obstructed or unsafe

- Use stairs, not elevators
- If disabled, in need of assistance, use phone at ARA to call first responder
- Be careful not to obstruct emergency vehicle traffic or first responders
- Do not re-enter the building until the all clear tone is sounded or you are informed by the RA or first responder that it is safe

Rally Point and Rescue - Once everyone has assembled at the rally point, DPS, University Police and RAs will compile a list of all present. When requested, the lists shall be given to first responder command authority, along with a list and information about personnel who did not evacuate, may be trapped, or who may be waiting for rescue. Rescue operations shall be conducted by trained professional emergency personnel only.

5.2 Evacuation of Individuals Unable to Evacuate

Not all are capable of safely evacuating a building without assistance. This is true for children, the very elderly, persons with physical disabilities, and those impaired by the emergency. A friend, associate, or even a stranger may be called upon to render aid.

- Faculty members or instructors shall identify any persons in their classrooms who are in need of special assistance and assign two individuals from the class to assist them during an evacuation.
- A person with limited mobility on a level other than ground level, who is unable to use the stairway and in need of emergency personnel assistance, should be escorted to a stairwell free of life-threatening hazards.
- If conditions permit, one willing escort should remain with the person in the stairwell until emergency personnel initiate the rescue.
- Upon exiting the building, any person aware of individuals unable to evacuate, including those waiting at stair wells, shall immediately report the location and condition of person(s) needing aid to first responders.

The following specific guidance is provided for those rendering assistance:

For People who are Visually Impaired or Blind - Advise the person without sight of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and of any obstacles in their path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

For People with Hearing Impairment - because people with hearing impairment may not hear an audible fire alarm, an alternate warning system must be used especially in buildings not equipped with strobe alarms. The best method is to jot a quick note "Fire alarm—evacuate!" additional writing can show the egress path.

For People Using Wheelchairs or Scooters - Most will be able to evacuate safely without assistance if they are on the ground floor. For floors above ground level, needs and preferences will vary. A person with limited mobility should always be consulted before assistance is rendered. In some cases the preference is to wait in the stairwell for rescue personnel. If immediate rescue is preferred or necessary determine:

- The preferred manner to handle the person safely, including removal from wheelchair/scooter.
- The number of people required for assistance
- Placement following evacuation (another wheelchair/scooter or stretcher)
- Whether immediate medical attention will be necessary or likely
- The wheelchair/scooter should be moved by others as soon as safely possible. Motorized scooters are very heavy and may require multiple people to transport.

For People Using Crutches/Canes or Walkers_- Persons using crutches, a cane or walker who are unable to negotiate stairs with nominal assistance, should be treated as if they were injured—similar to people using wheelchairs. Such persons should be led to a stairwell and offered a sturdy chair with arms, until further assistance can be provided.

Automated External Defibrillators_- The University has sixteen Automated External Defibrillators (AEDs) on campus in the event of a medical emergency. The Automated External Defibrillators (AEDs) use embedded computer chips to analyze and correct for heart rhythms instantly. First responders and those completing the Red Cross AED course are trained in their use.

5.3 Procedures for Ingress/Interior Shelter

In the event of an external threat, such as hazardous weather, chemical/biological incident (radioactive or toxic chemical plume), or campus violence, people may be directed to take shelter in areas of safe haven, and remain there until given the “all clear.” The requirement to seek shelter shall be communicated using every means possible including emergency tone, PA notification, text messaging, emergency alert web, e-mail, automatic voicemail messaging, two-way radios, and external announcements by University Police. An Incident Command Center may be established.

Communication and Locations - If electronic and telephonic communications are available; the Office of University Advancement shall take a lead role in information distribution, in cooperation with the IT Department. The Departments of Public Safety and University Housing shall work jointly to disseminate the necessary advisories and provide radios to remote locations to allow two-way communications with the Incident Command Center. RAs shall be employed within their respective areas to assist with communications and provide necessary reports, including accountability of persons taking refuge. People may be advised to move to another building for better shelter or improved communications. For example, during a hurricane, Housing residents may be offered shelter at USC-Aiken. Occupants will be instructed to shelter within a particular area of the building they are in, generally on the ground floor away from windows.

6.0 Notification and Incident Reporting

Students and employees of the University are expected to cooperate fully with Senior Administration, University Police, representatives of the Emergency Action Team, Beaufort County Sheriff’s Office, Beaufort Police Department, Hazardous Materials Teams, and other personnel directly involved in emergency response, by providing accurate information that is relevant to managing the incident and protecting the life and safety of people involved. However, to assure the accuracy and consistency of information released, and to protect the privacy of individuals concerned, unauthorized personnel shall refrain from relating sensitive information about an emergency to any other person or organization not directly responsible for handling the emergency.

6.1 Notification of Family Members

Information regarding the serious injury or death of a USCB employee or student shall be communicated to officially designated next-of-kin prior to the release of such information to the public or media. For incidents involving students, initial contact of next-of-kin shall be made by the Vice Chancellor for Student Life and Services, or others specifically granted such authority by the Chancellor. For incidents involving employees, initial contact shall be made by the senior administrator in the employee’s chain-of-command.

6.2 Release of Information to the Public

Official comments and release of information about any campus emergency, including statements made to the media and local, state, federal authorities, will be released to the public through the Office of University Advancement, the Chancellor, or others specifically granted the authority. To support this effort, the Vice Chancellor for Advancement should be immediately notified.

6.3 Activation of Benefits

Incidents resulting in a work-related injury, illness, or death of a USCB employee (including student employees) shall be reported to Human Resources as soon as practical to ensure proper activation of personnel benefits.

7.0 Plan Distribution and Employee Training

The USCB Emergency Action Plan is posted on the University's website. Employees may access the complete document at the web address: Hard copies of the EOP shall be held by the following persons/offices: Chancellor, Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Business and Finance, Vice Chancellor for Student Life and Services, Vice Chancellor for Enrollment Services, Vice Chancellor for University Advancement, Chief Information Officer, Facilities Planning Director, Director of University Housing, Director of Marketing and Community Relations, Emergency Manager, and University Police. Additionally, any persons serving on the Emergency Action Team shall maintain pertinent sections in their entirety. New employees, including student hires, shall carefully review the web based EOP as part of employee orientation. The quick reference Emergency and Safety Procedures guide will be distributed to all faculty and staff.

7.2 General Campus Training

The Chief, USCB Police, with assistance from the Emergency Manager, shall develop and maintain a training plan to ensure that all employees of the University are familiar with the EOP. Such training shall be accomplished through a combination of departmental meetings, new employee orientation sessions, emergency response drills, and meetings of the faculty and classified employee assemblies when appropriate. Particular emphasis shall be given to evacuation and immediate actions for life-threatening emergencies. In all cases the subject and content of training and attendance shall be documented. The Emergency Manager will maintain all EOP safety training records.

7.4 Plan Changes and Notifications

Official changes to the EOP shall immediately be incorporated into the electronic version of the document and shall be distributed via e-mail to the USCB List for temporary update of hard copies. Permanent revisions to hard copies shall be published as needed.

Appendix A—Emergency Contacts

Cabinet Primary Authorities Name Number

Chancellor Al Panu – 843-208-8242

Executive Vice Chancellor Eric Skipper – 843-208-8203

Interim Vice Chancellor for Development Anna Ponder- 843-208-8255

Vice Chancellor for Business and Finance Earle Holley – 843-368-1455

Vice Chancellor for Enrollment Management – Mack Palmour – 678-897-0262

Vice Chancellor for Student Development Doug Oblander – 843-368-7136

Chief Information Officer Eddie King – 803-318-2580

Functional Contacts Name and Cell

Chief of Police Henry Garbade – 843-540-9055

Facilities Manager Mike Parrott – 843-812-4141

Communications – Karren Jarvis – 843-208-8030

Residential Life – Deonne Yeager– 843-540-9357

Beaufort Campus Martha Moriarty – 843-812-8793

Emergency Manager William Winn – 843-540-9056

Appendix B - Evacuation Procedures

Procedure for Building Evacuations at USCB:

1. Occupants shall evacuate the building under the following conditions:
 - a. The fire alarm or a portable air horn sounds.
 - b. An order to evacuate is issued by University Police, or other emergency response personnel.
2. Occupants shall follow the posted evacuation routes, exiting through the closest exit or closest stairwell (red route) or alternative route (blue) if primary red route is blocked or unavailable. Elevators should not be used.
3. Occupants shall reassemble outside at least 200 ft. away at the designated exterior parking lot or field rally point(s) and wait for further instructions from a Police, or other first responder.
4. Upon arrival at a rally point, Public Safety and/or RAs shall enlist the assistance of appropriate faculty and staff to account for all personnel believed to have been in the building. A list of persons who have been accounted for and a list of those not accounted for shall be provided, to include each office and each classroom that was occupied during the time of the evacuation.

Procedure for Building Evacuations at Palmetto Village and Grace White House

1. Occupants shall evacuate the building under the same conditions
 - a. Either the fire alarm or a portable air horn sounds.
 - b. An order to evacuate is issued by Housing management, University Police or Resident Assistants (RA)
2. Staff and residents shall follow the posted evacuation routes, exiting through the closest exit or closest stairwell (red route) or alternative route (blue) if primary red route is blocked or unavailable.
3. Staff and residents shall reassemble at the designated exterior rally points below and wait for further instructions from Housing Staff, RAs, Police, or other first responders.
 - If you live in Palmetto Village you should report to the Basketball court or in the Campus Center parking lot when the alarm sounds.
 - If you live in the Grace White House across the street in front of the Catholic Church.
5. Upon arrival at a rally point, RAs shall account for all personnel believed to have been in the building. A list of persons who have been accounted for and a list of those not accounted for shall be provided to the Associate Director of Housing and judicial Affairs.

Appendix C - Category I Procedures

Suicide Attempt of a Student Faculty or Staff Member

Problem: Suicide attempt of a faculty member, staff member, or student on campus

Actions:

1. The initiator shall call USC Beaufort Police at 208-8911 or 812-8186
2. Initiator remain calm and stay with person until University Police
3. The on-duty USCB Police Officer shall:
 - a. Notify the USCB Police Chief
 - b. Perform First Aid if required
 - c. Call EMS if necessary
 - d. Call campus counseling center for mental health professional
4. Notify University Police Chief
 - a. Notify the Primary Authority

Death of a Student, Faculty, or Staff Member

Problem: Death of a faculty member, staff member, or student on campus

Actions:

1. The initiator shall call USC Beaufort Police at 208-8911 or 812-8186
2. The on-duty USCB Police Officer shall:
 - a. Notify the USCB Police Chief
 - b. Notify Beaufort County Dispatch Center and request for support from the coroner's office.
 - c. Refrain from moving the victim unless absolutely required.
 - d. Cordon off the area to prevent unauthorized personnel from the scene.
 - e. Determine the victim's identity
 - f. Conduct on-scene investigation, gathering as much information about the person and circumstances of the incident as possible.
 - g. Complete a written incident report.
3. The Police Chief shall:
 - a. Notify the Chancellor and other appropriate University Staff
 - b. Arrive at the scene as soon as possible to provide direct support
 - c. Serve as liaison between senior administration and local police authorities to relay important details and ensure prompt notification of next-of-kin.

Accident or Serious Illness of Student, Faculty, or Staff Member

Incident: All medical emergencies, drug/alcohol overdose, hazing (physical harm), illness

Actions:

1. The initiator shall call USC Beaufort Police at 208-8911 or 812-8186
2. The on-duty USCB Police Officer shall:
 - a. Notify the USCB Police Chief
 - b. Depending on the severity of the accident or illness, call EMS
 - c. Conduct an incident investigation.
 - d. Complete an incident report and supporting documentation to disseminate as appropriate, to be kept in Police files.
3. Police Chief or University Police Duty Officer
 - a. Notify Chancellor or appropriate Vice chancellor
4. If announcements concerning the incident need to be given, then protocol for "Campus Wide Safety Alert" may be activated.

Major Crime against a Student, Faculty Member, or Staff Member

Incident: Student, Faculty member, or Staff member is a victim of an assault, robbery, fight, rape, or other violent crime.

Actions:

1. The initiator shall call USC Police at 208-8911
2. The on-duty USCB Police Officer shall:
 - a. Talk to informant to obtain all necessary information and facts
 - b. Determine identity and location of victim(s) and perpetrator(s).
 - c. Assess situation to determine if EMS or other emergency agencies or needed.
 - d. If appropriate activate campus alert system (tone, PA, text message, alert web page)
 - e. Provide medical attention if needed.
 - f. Begin campus investigation.
 - h. Notify the USCB Police Chief
3. The USCB Police Chief must inform appropriate Vice Chancellor and Chancellor
 - a. Ensure that the USCB community is notified and given adequate warnings and precautionary advice if a violent crime has occurred that poses a threat to others using the "Campus Wide Safety Alert" protocol
 - b. If necessary at this point, activate campus alert system (tone, PA, text message, alert web page)

Arrest of Student, Staff Member, or Faculty Member

Incident: Student, Staff, or Faculty member arrested by USCB Police or other law enforcement agency

Actions:

1. USCB Police should:
 - a. Encourage students to notify parents or guardians about the incident.

- b. A Student Development staff member can contact the student's parents if requested by the student.
 - c. Remind student that he/she has the right to withhold notifications of parents or anyone else if the student is 18 years or older.
 - d. Notify the USCB Police Chief
 - e. Follow police protocol
2. The USCB Police Chief should notify the Vice Chancellor for Student Development
 3. Police Chief should:
 - a. Notify senior Administrator/immediate supervisor of person involved if faculty and staff.
 - b. For students, notify the Vice Chancellor for Student Development
 4. The Senior Administrator/Vice Chancellor should
 - a. Notify all appropriate supervisory administrators up to the Chancellor's office.
 - b. The Executive Vice Chancellor for Academic Affairs will notify appropriate faculty if incarceration of student will result in absence from class.
 5. The Director of the Counseling Center will provide support through counseling for student if needed.
 6. Any information release to the media should be handled through the Vice Chancellor for Advancement
 7. It is USCB policy not to post bond for an arrested individual.

Family Emergency

Incident: Student, Faculty, or Staff member needs to be informed of a family emergency **Actions:**

1. The person contacted by the family to notify the student, faculty member, or staff member should first contact the appropriate Vice Chancellor for Student Development
2. It's the responsibility of the Vice Chancellor for Student Development to locate and notify the person involved with the family emergency.
3. Support should be provided to the individual through the Counseling and Disability Services as needed.

Small, Localized Fires

Problem: An incipient (beginning stages) fire is occurring.

Actions:

1. In the case of an incipient fire, the person noticing or reporting the fire (initiator) should pull the fire alarm and then attempt to put it out with a fire extinguisher, if trained to do so. USCB Police should be contacted immediately.
2. USCB Police should:
 - a. Talk to informant to determine location of the fire.
 - b. Determine if there is evidence of an actual fire (i.e., smoke, flames, burning smells, sprinkler system activated).
 - c. Call on Facility Management to assist
 - d. Notify USCB Police Chief who will assist as needed
 - e. Appropriate faculty and staff must assist in the evacuation of the building until the "all clear" signal is given for people to re-enter the building.

- f. If there is evidence of an actual fire (smoke), then USCB Police will notify USC Dispatch Center and request fire department assistance. If the fire grows, then the procedure for "Major Fires" will be activated.
 1. The USCB Police Chief should notify the Vice Chancellor and the Department of Operations to assist as needed.
 2. Any information release to the media should be handled through the Vice Chancellor for Advancement

Hazardous Chemical Spills

Problem: Accidental spill of hazardous chemicals or materials on campus
Actions:

1. Initiator call USCB Police immediately.
2. USCB Police should:
 - a. Talk with informant to determine location and description of the spill. First responder should attempt to determine the severity of the situation.
 - b. Isolate the immediate area of the spill
 - c. Notify the Police Chief
 - d. Start evacuation of the building or area where exposure might occur if necessary.
 - e. Secure the building perimeter
 - f. Ensure that medical attention is given to those who are injured or might have been exposed.
3. The USCB Police Chief should:
 - a. Notify the appropriate Senior Administrator/ Vice Chancellor and the Department of Operations.
 - b. Assist officer at scene.
5. The Chancellor/Police may activate emergency notification systems.
6. The Supervisor of Operations and Maintenance will send the appropriate personnel to clean up the spill.
7. If the spill cannot be properly cleaned up by USCB personnel (e.g., maintenance, house-keeping, or grounds) or there is a potential for contamination of water or air, USCB Police will notify Beaufort County for possible assistance from HazMat Team.
8. If a building or area has to be closed for a prolonged period of time, temporary relocation of offices, classes, and/or residential housing needs will be determined by appropriate Senior Administrator. Campus announcements will be made following the protocol of the "Campus Wide Safety Alert".

Mental Health Crisis

Problem: Mental health crisis concerning a student, faculty member, or staff member

Actions:

1. Initiator contact the USCB Counseling & Disability Services about the situation and the location. If after hours, contact USCB Police.
2. The Counseling Services will send a trained counselor to attempt to de-escalate the situation. The trained personnel from the Counseling Services will contact USCB Police if needed.
3. While waiting for first responders to arrive on the scene, position yourself to ensure your personal safety:
 - a. If possible stay close to an exit or doorway and keep plenty of distance between

- yourself and the individual.
- b. Do not turn your back to the person.
 - c. Avoid eye contact.
 - d. If possible get below eye level.
 - e. Keep a calm steady voice.
 - f. Do a reality check; “where you and what are you doing.”
 - G. Do not make any elaborate gestures or quick movements and try to remain calm

Appendix D– Category II Procedures Major Fires

Incident: A major fire is occurring either on campus or nearby.

Actions:

1. If there is a fire on or near campus, initiator should leave the immediate area of the fire and report the fire to USCB Police immediately at 208-8911. If fire alarms in the building(s) are going off, then USCB Police have already been notified.
2. USCB Police should:
 - a. Talk to initiator to determine location and determine if it has already been reported to Beaufort County Dispatch Center.
 - b. Determine if there is evidence of an actual fire – i.e., smoke
 - c. If there is evidence of an actual fire, then USCB Police will notify USC Dispatch Center.
 - d. Notify the USCB Police Chief and during working hours, Operations or Housing Maintenance. If after hours, the on-call Maintenance should be contacted.
 - e. Notify Housing Staff and/or Resident Assistants (RAs) to help with evacuation procedures, if not already in progress.
 - f. Secure the perimeter to keep people from re-entering.
3. The USCB Police Chief should:
 - a. Contact additional support staff as needed.
 - b. Notify chancellor and appropriate vice Chancellors.
4. All decisions concerning the situation will be made by the Chancellor, or designee, based on input from administrators and university emergency response personnel.
5. Any information released to the public should be through the Vice Chancellor for Advancements.
6. The Counseling Services should provide counseling or emotional support to victims.

Electrical Power Outages

Incident: An unscheduled electrical power outage to a building(s) on campus.

Actions:

1. Initiator contact USCB Department of Facilities Management immediately. If after normal business hours, then contact USCB Police who will notify the on-call Maintenance personnel.
2. Department of Operations & Maintenance should:
 - a. Determine the location and description of the problem.
 - b. Send the appropriate USCB maintenance personnel to the scene.
 - c. Contact the appropriate USCB administrators if necessary.
 - d. Notify USCB Police, affected Building personnel and Housing if student housing is affected.
3. Maintenance
 - a. Check all equipment for phase out and secure the equipment.
 - b. Check other areas such as elevators to see if people need help.
 - c. Once power is restored, ensure that all building mechanical devices that were shut down or affected are restarted.
 - d. Contact South Carolina Electric & Gas or Palmetto Electric depending on

campus.

4. Director of campus support services should document all events and file reports to the insurance company as necessary.

Missing Persons

Incident: A student, faculty, or staff member is reported missing.

Actions:

1. Initiator contact USCB Police immediately 208-8911
2. USCB Police should:
 - a. Talk to informant to determine the last time the person was seen.
 - b. Notify the USCB Police Chief
 - c. Contact Beaufort County Sheriff's office, if necessary, to report the person missing.
 - d. Contact the local hospitals to see if the person was admitted.
 - e. If the person has not been located within 24 hours after the first report of the disappearance, then a formal missing person's report should be filed. If person is 17 years old or less input a NCIC missing person with two hours.
 - f. Document and file all necessary reports and complete notification of appropriate persons once the missing person has been located.
4. USCB Police Chief should notify primary authority(s) and any needed support staff.
5. The primary authority will contact the appropriate senior administrators including the Chancellor and Vice Chancellor for Student Development and keep them apprised of the situation at all times
 - a. For missing students, the Executive Vice Chancellor for Academic Affairs should be notified for a list of the missing student's classes. The Executive Vice Chancellor should notify necessary faculty of the student's disappearance and absence from class. Faculty members should be interviewed by First Responders to determine when the missing person was last seen.
 - b. For missing faculty, the Executive Vice Chancellor, immediate supervisor and co-workers should be interviewed by First Responders to determine when the missing person was last seen.
 - c. For missing staff members, Vice Chancellor for Business and Finance/ immediate supervisor and co-workers should be interviewed by First Responders to determine when the missing person was last seen.
6. Any information released to the public should be through the Director of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of Monday Group if needed.

Structural or Facility Disaster

Problem: Building related occurrence inflicting distress and damage to the structure as the result of an explosion, flooding, earthquake, wind storms, or other disasters.

Actions:

1. Initiator contact USCB Police immediately.
2. USCB Police should
 - a. Talk to initiator to determine location of the disaster, description of emergency, and approximate number injured.
 - b. Notify Police Chief and USC Dispatch of the situation as necessary.
 - c. Respond to the scene and secure the perimeter to prevent people from re-entering the building
 - d. May use *emergency alert/warning system*
3. Director of USCB Police contact appropriate personnel from the Department of Operations and Housing Maintenance and notify primary authority(s)
4. RAs must assist in the evacuation of the Student Housing to the closest rally point to await further instructions. In the event that the campus needs to be evacuated, rally points off campus will be made available.
6. The primary authority should notify the appropriate senior administrators including the Chancellor and the Vice Chancellor for University Advancement.

7. All decisions concerning the situation will be made by the Chancellor or designee based on input from administrators and university emergency response personnel. The USCB Web Site will be kept up-to-date to keep campus informed.
8. Any information released to the public should be through the Director of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of Monday Group.
9. The Counseling Center should provide counseling or emotional support of victims as needed.

Inclement Weather

Problem: Inclement weather such as severe snowstorm, hail, sleet, thunderstorms, lightning, or windstorms either during or after business hours that could affect the operation of the university and safety of the students, Faculty, and Staff members. Hurricane operations and actions are listed in Appendix H.

Actions:

1. The University of South Carolina Beaufort will remain open during normal business hours unless notified to close by the Governor or, in the event of major local weather disturbances or other emergency occurrences, the Chancellor or his designee will determine if closing the university is in the best interest of the students, faculty, and staff.

The Chancellor may use emergency warning and alert system to keep campus informed.

2. In the event of hazardous conditions after hours, or the potential for such conditions to develop, the Chancellor should make the decision by 6:00 a.m. In the event that the inclement weather develops during normal business hours, the decision should be made by the Chancellor before the weather becomes too severe. In the absence of the Chancellor, the Executive Vice Chancellor for Academic Affairs, in consultation with senior administrators, will make the decision.
3. The USCB Police Officer on duty will inform the USCB Police Chief who will, in turn, notify the Director, USCB Police who will inform the Chancellor or designee of existing conditions and any pertinent information available from local law enforcement or other emergency management agencies.
4. All messages provided to the media should come through the Office of Marketing and Community Relations. All messages to the media should be clear and concise. In the event that the weather is occurring during business hours the Chancellor may use the emergency warning/ alert system to keep the campus informed. .
5. In the event that the university does not close, or is not authorized to close by the Governor, employees who do not report to work shall use annual or compensatory leave time, take leave without pay, or make other arrangements such as working additional make-up hours at a time to be scheduled by USCB.

Bomb Threat

Problem: A telephone bomb threat to one of the buildings or areas on campus.

Actions:

1. Person receiving the call should talk to the caller and refer to the bomb threat checklist on the next page. Complete the bomb threat checklist immediately after hanging up the phone. After the call has ended, contact USCB Police.
2. USCB Police should:
 - a. Talk to informant to determine the exact time of the call, detonation time, exact location, caller description from voice, and background noise (i.e., bomb threat checklist)
 - b. contact USCB Police Chief
3. The USCB Police Chief should contact the Director, USCB Police and provide necessary police backup support.
4. Director, USCB Police should contact the primary authority(s) who will call the Chancellor to apprise him of the situation.
5. The Chancellor or designee should make a bomb threat assessment of the situation with the assistance of appropriate administrators and university emergency response personnel, as needed. *The Chancellor may use emergency notification systems (tone, PA announcements, text message, and web alert) to evacuate campus areas and keep campus informed.*
6. The following steps should be taken depending on the threat level assessed (refer to the Bomb Threat Assessment and Bomb Incident Plan).

Level 1 Immediate Evacuation – using the emergency alert/warning system - The USCB Police with the assistance of the appropriate staff and RAs should start an immediate evacuation of the target area and surrounding buildings to rally points as directed by the appropriate USCB personnel. Once at rally points, evacuees should await further instruction. CB Police should contact Beaufort County Dispatch Center and inform them of the situation and what resources (i.e., Bomb Squad), if any, are needed; then establish a secure 300ft perimeter from the target area.

Level 2 Controlled Evacuation

- The USCB Police, with the assistance of the appropriate staff and RAs, should start a controlled evacuation of the target area and surrounding buildings to rally points as directed by the appropriate USCB personnel. Once at rally points, evacuees should await further instruction.
- USCB Police along with key USCB personnel should search common areas of the campus for suspicious packages.
- If a package is found, then Level 1 procedures should be followed. If a suspicious package is not found, then the threat level will drop to a Level 3.

Level 3 Cursory Search

- USCB Police along with key USCB personnel will search the target area and surrounding areas without disruption of daily activities.
- No evacuations will take place, and USCB Police should not allow any person in or out of the target area during the search.
- If a package is found, then Level 1 procedures should be followed. If a suspicious package is not found, then the university will return to normal operations.

USCB Bomb Threat Checklist

Instructions: *Be calm. Be courteous. Listen. Do not interrupt the caller.*

Your Name: _____ **Date & Time:** _____

Caller's Identity:

Sex: Male ___ Female ___ Approximate Age: Adult ___ Juvenile ___ Years _____

Origin of call:

Local ___ Long Distance ___ Telephone Booth ___ Cell Phone _____

CHARACTERISTICS SPEECH LANGUAGE

___ Loud ___ Soft ___ Fast ___ Slow ___ Excellent ___ Good ___ High Pitch ___ Deep ___ Distinct
___ Distorted ___ Fair ___ Poor ___ Raspy ___ Pleasant ___ Stutter ___ Nasal ___ Foul ___ Intoxicat-
ed ___ Slurred Other: _____ Other: _____ Other: _____

MANNER BACKGROUND NOISES

___ Local ___ Not Local ___ Calm ___ Angry ___ Factory ___ Trains ___ Foreign ___
Region ___ Rational ___ Irrational ___ Machines ___ Animals ___ Race ___ Coherent
___ Incoherent ___ Music ___ Quiet
___ Deliberate ___ Emotional ___ Office ___ Voices ___
Righteous ___ Laughing ___ Traffic ___ Airplanes

BOMB FACTS

Pretend difficulty hearing – Keep caller talking – ask questions like:

When will it go off? _____ Certain Hour _____ Time Remain-
ing

Where is it located? Building _____ Area _____ what kind of bomb

What kind of package? _____ How do you know so much about the bomb

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with campus or building (by his/her description of the bomb loca-
tion)? Write out the message in its entirety and any other comments on a separate sheet
of paper and attach to this checklist. Notify your supervisor or USCB Police immediately.

Hostage Crisis

Incident: A person(s) on campus is holding faculty member, staff, or students as hostages.

Actions:

1. Informant should call USCB Police immediately
2. USCB Police should:
 - a. Talk to informant to determine the location of the situation, type of weapon being used, appearance and state of mind of person with the weapon.
 - b. Respond to the scene and contact Beaufort Public Safety if deemed necessary.
 - c. Contact the Chief of Police
 - d. Make the decision to evacuate the building and surrounding areas and inform others of the decision.
 - e. Advise Chancellor and appropriate Vice Chancellors
3. All decisions concerning the situation will be made by the Chancellor or designee based on input from appropriate administrators and emergency response personnel. Web alert can be used to keep campus informed
 - A. Any information released to the public should be through the Vice Chancellor of Advancement.
 - B. The Counseling Services should provide counseling or emotional support to victims as needed.

Campus Wide Safety Alert

Incident: A campus wide safety alert and announcement should be made regarding a pending situation (i.e., notification of a campus rapist, shooter, or emergency situation on campus, etc.)

Actions:

1. An announcement will be made from the Chancellor's Office concerning the situation.
2. Announcements can be made in any of the following ways:
 - ❖ **Campus emergency alert/warning systems using system computer control stations:** USCB Police or Chancellor's Office will be responsible for activating emergency notifications and warnings. The emergency alert web page also provides an alert and a means to keep the campus updated as events unfold.
 - ❖ **Text messaging:** USCB Police and Chancellor's Office may issue text messaging alert notification.
 - ❖ **Campus postings:** USCB Police may use posted notices across campus. Generally they are posted on the front and back of each door to each entry/exit of each building on campus. These notices will be displayed on florescent green paper and will be removed by USCB Police when the emergency has passed.
 - ❖ **E-mail and web:** Notices will be delivered via email to USCB List and posted to USCB emergency alert website by the Chancellor's office.
 - ❖ **Telephone:** Notice may be delivered via telephone tree. The Chancellor/VC will place a phone call to the departments/divisions that report to them. The phone call should begin with "I am calling to notify you of an emergency." Then proceed to give the department/division information about the emergency. Once each department/division receives this notification they are responsible for notifying the students, faculty, staff and guests in each of their buildings/areas.

◆ **Personal contact:** Notice may be delivered in person in situations where there is no technology (power failure or system failure) available. The Chancellor/VC will notify the departments/divisions that report to them in person. Once each department/division receives this notification they are responsible for notifying all faculty, staff, students and guests within their building/area.

◆ **Local media:** the Vice Chancellor for Advancement will be responsible for notifying local TV and radio stations to broadcast to the campus community and the public.

◆ **Surrounding community:** USCB Police will be responsible for notifying community law enforcement and community members whose homes/businesses border the campus. This may be accomplished through joint response through establishment of an Incident Command Center.

3. Announcements will state what the campus alert is all about and provide instructions on how to deal with the situation. The campus will be kept informed of any situation changes as they occur.

Active Shooter on Campus

Incident: A shooting incident has occurred on campus

Actions:

1. Informant should contact USCB Police immediately
2. USCB Police should:
 - a. Talk to informant to determine the location of the situation, type of weapon(s) being used, persons wounded, appearance and state of mind of person with the weapon.
 - b. Respond to the scene immediately while contacting USC Dispatch for backup
 - c. Contact the Chief of Police and execute active shooter police protocol
 - d. Make the decision to activate "active shooter" *emergency alert/warning systems with PA announcements*
 - e. *Use warning/ alert system to initiate a campus lock down*
3. The IT Department and RAs lock all doors and windows, initiate and follow active shooter protocol on web alert page.
4. The Chief of Police through the USCB Police and execute active shooter police protocol and establish Incident Command Center.
5. The Chief of police will notify Chancellor and appropriate Vice Chancellor
6. All decisions concerning the situation will made by the Chancellor or designee based on input from administrators and emergency response personnel. Web alert and text messaging can be used to keep campus informed and to follow the active shooter protocol.
7. Any information released to the public should be through the Vice Chancellor for Advancement.
8. The Counseling Services should provide counseling or emotional support to victims.
9. Request Beaufort County Sheriff's Office to implement County Shooter Incident Plan.

Campus Active Shooter Protocol:

If the shooter is outside your building:

- 1 Turn off all the lights, close blinds, close and lock all windows and doors. If you cannot lock the door, try to barricade the door (lock down condition directed through emer-

gency notification and web page/phone tree

- 2 If you can do so safely, the faculty should 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 it is safe to leave.
- 4 Keep quiet and out of sight, seek the safest spot in the room. Hide behind concrete wall or a heavy object.
- 5 Do not respond to anyone who knocks on the door, and keep it locked, unless you are certain it is a police officer or campus administrator known to you.

If the shooter is inside your building:

- 1 If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window.
- 2 As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.

If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you. **If the shooter enters your office or classroom:**

1. There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
2. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be successful.
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 police officers who may mistake you as the shooter.
5. While escaping, as soon as you see a police officer, put your hands over your head and immediately comply with the officer's instructions.
6. **While others are securing your place of refuge:** faculty or other designated person call 911 or 208-8911 and provide police with critical information as follows:
 - Your building and your location, in that building
 - The number of assailants involved and description (race, gender, height, weight, clothing)
 - Types of weapon's being used (handgun, shotgun, rifle etc.)
 - Number of people in your location, number injured and severity of injuries
 - Comfort the injured and if able, provide first aid.

Appendix E - Category III Procedure

Tornado or Hurricane Event

Problem: Either a tornado or hurricane is predicted to hit campus and/or the surrounding community. A tornado “watch” escalates to a “warning” condition

Actions:

1. Anyone who has knowledge of a tornado (sees funnel cloud) should contact USCB Police immediately.
2. USCB Police should:
 - a. Initiate *emergency alert/warning system tornado or hurricane warning with pre-recorded PA announcement.*
 - b. Contact USCB Police.
 - c. Call for medical assistance if necessary.
3. Everyone will be directed by the *emergency alert/warning system* to seek shelter indoors and stay indoors during the storm. Go to the closest weather-related designated rally point for shelter inside and await updates on the weather (media)
 - a. Move to the interior hallways on the lowest floor
 - b. Stay away from windows, doors, and outside walls.
 - c. Protect your head.
 - d. If outside and there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert and protect your head, if possible.
4. The USCB Police Chief should:
 - a. Activate Emergency Alert/warning system if not already initiated.
 - b. Notify Chief, USCB Police.
5. The Chief, USCB Police should notify primary authority (s) and county support deemed necessary for conditions
6. The primary authority should notify the appropriate senior administrators including the Chancellor and the Vice Chancellor for University Advancement.
7. All decisions concerning the situation will be made by the Chancellor or designee based on input from administrators and university emergency response personnel.
8. Any information released to the public should be through the Vice Chancellor for University Advancement
9. Refer to Annex H for more details.

Earthquake Event

Incident: An earthquake hits campus or the surrounding community.

Actions:

1. During an earthquake, do the following:
 - a. Drop to the ground and cover your head. If outdoors, move away from buildings, lights, and power lines. If in a vehicle, stop the vehicle but remain inside.
 - b. Stay away from the windows and stay inside until you feel it is safe to leave. Once outside the building, move away from the building as quickly as possible.
2. After the earthquake, do the following:
 - a. Check yourself and others for injuries. Contact USCB Police immediately to report injuries, fires, and other damage.
 - b. Once outside the building, evacuees should go to their designated rally points to await further instructions – *listen for emergency notification system PA instruc-*

tions and text messaging information.

- c. Be prepared for aftershocks and do not return to an evacuated building unless told to do so by an authorized official.

3. USCB Police should:

- a. Activate *emergency notification system for general emergency and make PA announcements/instructions and text messaging*
- b. Contact USCB Police Chief
- c. Call for medical assistance if necessary

4. The USCB Police Chief should contact Chancellor and appropriate staff.

All decisions concerning the situation will be made by the Chancellor or designee based on input from appropriate administrators and emergency response personnel. Web alert can be used to keep campus informed

5. Any information released to the public should be through the Vice Chancellor for University Advancement.

Civil Disturbance

Incident: Campus demonstrations such as marches, meetings, picketing, and rallies.

Actions:

1. Initiator contact USCB Police to report the disturbance.
2. USCB Police should:
 - A. Talk to initiator to determine the location of the disturbance.
 - B. Go to the location and assess the situation.
 - C. Notify USCB Police Chief
 - D. Call USC County Dispatch if deemed immediately necessary.
3. USCB Police Chief should contact Chancellor and appropriate USCB staff.
4. If the demonstration is non-violent, demonstrators should be allowed to continue but monitored by USCB Police until the demonstration is completed. If instructed by USCB officials to terminate the demonstrations and the demonstrators do not desist, they will be informed that failure to comply could result in disciplinary actions.
5. At that point if the demonstration becomes violent with failure to comply, then efforts should be made to identify the demonstrators, including taking photographs if deemed advisable.
6. USCB Police Chief should consult with the Chancellor or designee about the possible need for an injunction and intervention of civil authorities. The demonstrators should be informed if this is the case. Upon arrival of the authorities, the remaining demonstrators will be warned of the intent to arrest.
7. All contact with the media should be handled through the Vice Chancellor for Advancement

Large Transportation Accident

Incident: A large transportation accident such as a plane crash occurs on campus.

Actions:

1. Initiator should contact USCB Police
2. USCB Police should:
 - a. Talk to informant to determine location of the crash.
 - b. Contact Beaufort County Dispatch Center and clarify if there are medical or hazardous

materials emergencies.

- c. Notify USCB Police Chief, together determine if hazardous materials are involved.
- d. Go to the location of the emergency, unless HazMat team is called as first responder.

3. The USCB Police Chief should:

- a. USCB Police Chief
- b. Provide police backup as necessary

4. USCB Police Chief should contact Chancellor and appropriate USCB Staff. Determine if emergency notification system should be used for campus or partial evacuation.

5. All decisions concerning the situation will be made by the Chancellor based on input from appropriate administrators and university emergency response personnel.

6. Any information released to the public should be through the Vice Chancellor for Advancement

Act of Terrorism

Incident: An Act of Terrorism is occurring/has occurred on campus.

Note: Please refer to previous procedures that could possibly be applicable. For example, refer to category II procedures for a Bomb Threat or Hostage Crisis or to category II procedures for Large Transportation Accident. If none of these procedures are applicable, then refer to the following process:

Actions:

1. Initiator contact USCB Police immediately. USCB Police should:

- a. Talk to informant to determine location of the disaster, description of emergency, and approximate number killed or injured.
- b. Notify Beaufort County Dispatch Center of the situation.
- c. Notify USCB Police Chief
- d. Respond to the scene, following police protocol. Begin evacuation procedures if necessary.

2. USCB Police should:

- a. Talk to informant to determine location of the disaster, description of emergency, and approximate number killed or injured
- b. Notify Beaufort County Dispatch of the situation
- c. Notify USCB Police Chief
- d. Respond to the scene, following police protocol. *Activate emergency notification system* if appropriate and begin evacuation procedures if necessary.

3. Evacuate Buildings if necessary

4. The USCB Police Chief should:

- a. If appropriate at this time, activate alert/warning system.
- b. Contact the appropriate support staff as needed.
- c. Contact Chancellor and appropriate staff

5. All decisions concerning the situation i.e., establishment of Incident Command Center, additional use of emergency notification/warning systems or live announcements will be made by the Chancellor based on input from appropriate administrators and university emergency response personnel.

8. Any information released to the public should be through the Vice Chancellor for Advancement

Appendix F- Emergency Alert/warning System

The USCB Alert/warning System is operated by the USCB Department of Public Safety.

- A. Methods of Alert
 - a. Speakers throughout the campus
 - b. Telephone designated to receive emergency messages
 - c. Email alerts
 - d. Text Messages
- B. Activation
 - a. Activated by the Duty officer on each campus, or the Police Chief, or the Emergency Manager
- C. System Test
 - a. The System is tested each Friday on the Bluffton Campus and on designated days on the Beaufort Campus
 - b. Annual speaker test over fall break

Appendix G – Incident Command Center

Based on the incident a command center may be activated on campus to provide a location for USCB Incident Command team to function

Sites available include:

- PET conference room
- Student Government Room in Student Center
- DPS offices located in Beaufort Apartment
- DPS Guardhouse.
- Sandstone Library Conference room

Appendix H – Tropical Weather Threat

The USCB Hurricane response plan is a separate document.