



UNIVERSITY OF  
SOUTH CAROLINA

## *Emergency Management Plan*



Columbia Campus  
2007

**UNIVERSITY OF SOUTH CAROLINA – COLUMBIA CAMPUS**  
**EMERGENCY MANAGEMENT PLAN**

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**UNIVERSITY OF SOUTH CAROLINA – COLUMBIA CAMPUS  
EMERGENCY MANAGEMENT PLAN**

**I. PURPOSE AND SCOPE**

- A. This document establishes the Emergency Management Plan (Plan) for the University of South Carolina, Columbia Campus, and assigns responsibilities for the development, implementation, and maintenance of the Plan.
- B. The Plan is designed to maximize human safety and survival, preserve property, minimize danger, restore normal activities of the University, and assure responsible communications with University constituents.
- C. Individual academic and administrative units are responsible for developing unit-specific emergency plans to maintain continuity of business, instruction, or research operations in order to recover from an emergency as quickly as possible.
- D. The University Emergency Response Team will manage the Plan and will provide it to authorities with local and state emergency units for incorporation into their plans.

**II. POLICY STATEMENTS**

- A. The University is committed to supporting the safety and welfare of its students, faculty, staff, and visitors.
- B. All members of the University community are expected to take personal responsibility for following the policies and procedures of the University in the event of an emergency and for acting in accordance with instructions given by the Emergency Management Team.
- C. The University will conduct continuous planning to minimize the risk of personal injury, property, and research loss from critical incidents; will cooperate with local, state and federal agencies and public bodies that have responsibilities related to disaster preparedness, response and control; and will take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or disaster.

### III. DEFINITIONS

**Emergency** – An event that can cause death or significant injuries to faculty, staff, students, or the public; or that can suspend business, disrupt operations, create significant physical or environmental damage, or that can threaten the University’s financial standing or public image.

**Emergency Levels** – A ranking that classifies emergencies according to their severity and potential impact.

**Emergency Management Team (Team)** – The University administrators responsible for managing the Emergency Management Plan and coordinating the university’s response to an emergency. The Team consists of a Policy Group and a Response Team.

**Emergency Management Team Leader** – The administrator responsible for convening the Emergency Management Team and serving as the liaison to the President in times of emergency, normally the Vice President and Chief Financial Officer.

**Emergency Operations Center (EOC)** – A location selected by the Emergency Management Team to be used to coordinate the University’s emergency decisions and resources. The primary location is the Training Auditorium of the Division of Law Enforcement and Safety, 1501 Senate Street, Columbia, SC. The alternate location is Facility Services, 743 Greene Street, Columbia, SC. (See Attachment I for map of locations.)

### IV. EMERGENCY MANAGEMENT TEAM

- A. The Emergency Management Team Leader may convene the Emergency Management Team in an emergency.
- B. The Emergency Management Team consists of a Policy Group and a Response Team.
  1. The Policy Group makes recommendations to the President and consists of:
    - Vice President and Chief Financial Officer – Serves as the Emergency Management Team Leader, acting as the liaison to the University President. The Emergency Management Team Leader may confer emergency related responsibilities to the Director of Law Enforcement and Safety.
    - Vice President for Human Resources – Provides support for human resource elements of staffing, notification, and recovery. Coordinates the notification process with the members of the Administrative Council including the Vice

Provost for Regional Campuses and the Director of Athletics. Serves as the primary contact with the SC Office of Human Resources as necessary.

- Executive Vice President for Academic Affairs and Provost - Provides direction and coordination of all faculty matters and instructional facilities during an emergency, including decisions concerning cancelling or resuming classes. Coordinates the notification process to academic deans.
- Vice President for Student Affairs/Vice Provost for Academic Support – Provides support to all affected areas of student affairs including housing, admissions and enrollment, and the Thomson Student Health Center.
- Vice President for University Advancement – Responsible for the coordination of all internal and external communications to faculty, staff, students, and the general public during an emergency. Provides for all media and news related information issued through the Office of University Communications. This includes information posted to the University web site, <http://www.sc.edu>.
- Vice President and Chief Information Officer – Responsible for maintaining the 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 Emergency Management Team.
- General Counsel – Provides legal advice to the President and the Emergency Management Team during an emergency.
- Secretary of the Board of Trustees – Serves as liaison between the Board and the Emergency Management Team and provides an additional communication link between the Board and the President.

2. The Response Team determines the scope of an emergency and advises the Policy Group and the President. The Response Team also establishes response strategies and tactics, deploys resources, and initiates the recovery process. Although other officials may be added depending upon the nature of the emergency, the Response Team consists of:

- Vice President and Chief Financial Officer – Directs the Emergency Management Team during the time of the emergency. Assumes overall responsibility for ensuring that a workable emergency plan is in place that will address

anticipated crisis situations. Works with the President and other administrators in allocating and managing necessary personnel and resources during an emergency.

- Director of Law Enforcement and Safety – Provides leadership and oversight to both internal and external emergency personnel who respond to an emergency. Serves as advisor to the Emergency Management Team Leader during the emergency and is the liaison with the State Office of Emergency Preparedness and the Richland County emergency service units. Assumes the management role of the response team when the Team Leader deems it appropriate.
- Director of Environmental Health and Safety/Risk Manager – Provides technical and other support for non-police related safety issues during emergencies involving hazardous materials. Acts as liaison with insurance carriers and claims adjusters. Coordinates the insurance program with continuity planning programs.
- Director of Facility Services – Provides the planning, construction, operation and maintenance of University buildings, grounds, and utility systems. Provides equipment and personnel to perform debris clearance and emergency repairs. Furnishes emergency power and lighting systems. Surveys damage and provides information concerning alternate locations/facilities for resources and personnel.
- Director of University Housing – Organizes and coordinates arrangements concerning student housing, food services, and medical and counseling services.

## V. EMERGENCY LEVELS

- A. Level 1 – Minor incidents that occur in localized areas or campus buildings. They affect a small segment of the university community; they can be quickly contained or resolved with existing university resources. These incidents do not require the activation of the university’s Emergency Management Plan and they are not designated as “campus states of emergency.” Examples: localized fires, minor chemical spills, plumbing failure in buildings, sewer stoppages in an area of campus, etc.

In a Level 1 emergency, the administrator of the affected area or facility should coordinate an appropriate response with the assistance of the Division of Law Enforcement and Safety.

- B. Level 2 – Major incidents that affect sizable segments of the University community or disrupt entire portions of the University property. These

situations require a coordinated response beyond normal operating procedures. The Emergency Management Plan may or may not be activated based upon an assessment by the Emergency Management Team. Only the University President, or the President's designee, upon advice by the Emergency Management Team, may declare a Level 2 emergency. Examples: Major structural damage, severe flooding, major chemical spills, extensive utility outages, major fires, etc.

- C. Level 3 – Major incidents that affect the entire campus and the surrounding community. Such situations are wide-ranging, complex, and cannot be handled through the University's normal resource levels. They require a campus-wide response and extensive coordination with external jurisdictions. The University's Emergency Management Plan is activated and linked to those of surrounding external jurisdictions. The Emergency Management Team will coordinate University activities with those of local, state, and/or federal officials. Only the University President, or the President's designee, upon advice of the Emergency Management Team, can declare a Level 3 emergency. Examples: Hurricanes with major damage to the University, major earthquakes, widespread chemical spills, biological agent contamination, major fires, terrorist attacks, etc.

## VI. EMERGENCY NOTIFICATION SYSTEM

- A. During a Level 1 emergency, the appropriate response units, i.e., Division of Law Enforcement and Safety, Columbia Fire Department, etc., will alert and notify affected building managers, Department Heads, and/or Directors. This can be accomplished in person or by telephone, according to the circumstances. Periodic updates will be provided to affected areas as necessary and appropriate.
- B. During a Level 2 or Level 3 emergency, making timely internal and external emergency announcements requires a broader approach involving many participants. Students, faculty, staff, administrators, researchers, and visitors must know what happened, where it happened, and what to do next.
- C. The Vice President for University Advancement, or the Vice President's designee, is responsible for coordinating all internal and external communications during an emergency and is an integral part of the Emergency Management Team. The Vice President may use all available resources and personnel to accomplish this task. Other members of the Emergency Management Team will assist with communicating emergency information as necessary.

- D. The Office of University Communications will contact the news media for dissemination of information as directed by the President or the Emergency Management Team; prepare announcements for the media concerning the emergency; arrange for public announcements through local radio and TV stations; and establish, if necessary, an appropriate communications center for media operations during the emergency that is near, but not in the same location as the Emergency Operations Center.
- E. The University's Emergency LISTSERV will be used to disseminate information to all LISTSERV subscribers.
- F. The telephone, if functional, will be used to notify other affected personnel and units. All academic and administrative units will establish unit-specific emergency contact lists for emergency notifications of employees and/or students. Periodic updates and sign offs by the appropriate administrator are required.
- G. Building fire alarm systems may be used to evacuate buildings during fire and other emergencies.
- H. Emergency fax messages can be faxed to all University fax machines for posting.
- I. The University television channel, "Gamecock Cable Channel 8" and WUSC, 90.5 FM, as well as local television/radio stations and print media will be used to broadcast emergency information and status reports.
- J. The University's web page, <http://www.sc.edu>, will also be used to broadcast emergency information, status reports, and information about reporting to work or class.

## VII. RECOVERY/DEACTIVATION

- A. When conditions have stabilized and normal University operations can resume, the Plan will be deactivated by the Emergency Management Team based upon advice and recommendations from members of the Team and external participants, as appropriate. An official announcement will be disseminated.
- B. If the nature of the incident requires continuation of some emergency services, the Emergency Management Team may appoint special work groups to coordinate those activities. Continuing concerns may include: ongoing repairs to structures; academic or administrative space adjustments; support services for affected students, faculty, and staff; and community relief efforts.

- C. If necessary, the Emergency Management Team may appoint an Emergency Cost Recovery Work Group. The composition of the work group will be related to the nature and magnitude of the emergency, but will include a core membership representing the Office of the Provost, Vice President and Chief Financial Officer, the General Counsel, Vice President for Human Resources, Director of Facility Services, and the Risk Manager.
- D. Academic and administrative units will prepare post-event claims based on their loss(es) and submit them to the work group. Additional materials and documents from external funding sources, such as the SC Emergency Preparedness Division and FEMA, will be distributed as needed.

#### VIII. EMERGENCY UPDATES, DRILLS AND TRAINING

- A. The Emergency Management Team has overall responsibility for coordinating and implementing the Emergency Management Plan. The Team will meet regularly to evaluate the emergency procedures outlined in the Plan and to consider revisions and updates.
- B. The Director of Environmental Health and Safety will ensure that each campus building has appropriate building safety monitors assigned and that emergency evacuation procedures are posted throughout each facility.
- C. The Emergency Management Team will coordinate routine table-top exercises to test the Emergency Management Plan's validity and will conduct at least one mock disaster drill annually. After evaluating the results of the exercise and/or mock disaster drill, the Team will provide training to individuals and/or units as needed.
- D. The Director of Law Enforcement and Safety will ensure his personnel, as primary first responders for the campus, train with local and state emergency units when training is available.
- E. The Director of Environmental Health and Safety is responsible for training building safety monitors and other employees as appropriate and necessary. This training, which will include a familiarization with the University's Emergency Management Plan, will be made available to all University employees through coordination with the Professional Development Office of the Division of Human Resources.
- F. The Emergency Management Plan will be posted on the University's website with instructions for obtaining printed copies.

## IX. RESPONSIBILITIES OF ACADEMIC AND ADMINISTRATIVE UNITS

A. To prepare for their unique roles and responsibilities in an emergency, the academic and administrative units listed below will prepare a unit-specific written emergency plan that addresses how each will prepare for and respond to an emergency. Each plan must be posted on the unit's website with copies available in the event websites are not operational. Unit-specific plans must be submitted to the Emergency Management Team for review every two years. The units are responsible for communicating the plans and procedures to their faculty and staff.

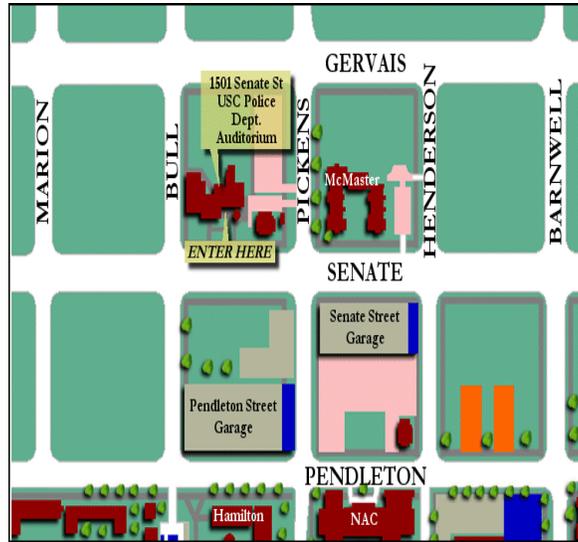
- Animal Research Facilities
- Athletics Department
- Business Affairs (Contract Services, Environmental Health & Safety, Facility Services)
- Campus Recreation (Blatt PE Center, Thurmond Wellness & Health Center)
- Child Development Center
- Coliseum
- Colonial Center
- Hospitality, Retail & Sports Management
- Human Resources
- Koger Center
- Library Instructional Services
- Mass Communications and Information Studies
- National Advocacy Center
- Office of the President
- Office of the Provost
- School of Medicine
- Student Health Center
- University Communications
- University Housing
- University Research Facilities
- University Technology Services

B. All other academic and administrative units on or off campus should prepare unit-specific emergency plans, submit them to the Emergency Management Team for review every two years, and communicate the plans and procedures to their faculty and staff.

# ATTACHMENT 1 – EMERGENCY OPERATION CENTER LOCATIONS

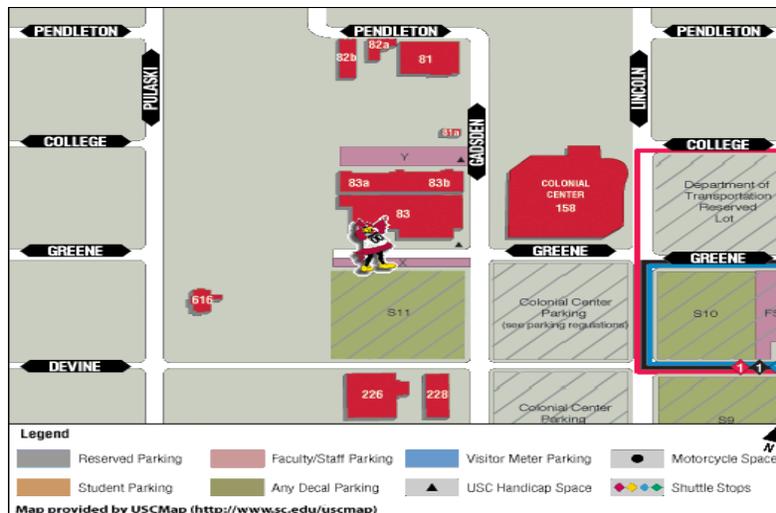
## PRIMARY LOCATION

Training Auditorium, Division of Law Enforcement and Safety  
 1501 Senate Street, Columbia, SC 29208



## ALTERNATE LOCATION

Facility Services  
 743 Greene Street, Columbia, SC 29208



## ATTACHMENT 2 – SPECIFIC EMERGENCY PROCEDURES

### BOMB THREAT

Anyone who receives a bomb threat should follow these procedures in the order shown:

**Important: Do not touch any suspicious object or potential bomb.**

- If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller.
- Record the conversation if at all possible.
- Call campus police at 911, give your name, location, and telephone number. Inform the police of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call.
- Do not evacuate the building and do not sound the alarm, but wait for further instructions. USC Law Enforcement personnel and other authorities will be responsible for evacuations of buildings or of the campus if necessary.
- If you spot something out of the ordinary that appears suspicious, report it to campus police at 911. Under no circumstances should you touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
- Immediately cease the use of all wireless transmission equipment (cellular phones, laptop computers, 2-way radios).
- If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to the building until told to do so by USC Law Enforcement personnel.
- In some cases, it will be necessary for Law Enforcement personnel to enlist personnel from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.
- Report bomb threats received by means other than the telephone to campus police at 911.

## CHEMICAL OR RADIATION SPILL

Observe the following procedures in the event of a chemical or radiation spill:

- Report immediately any spillage of a hazardous chemical or radioactive material to campus police at 911 and to the Office of Environmental Health and Safety at 7-5269.
- When reporting, be specific about the nature of the material involved and the exact location of the spill. Campus police will contact the necessary specialized authorities and medical personnel.
- Move away from the spill and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes, and smoke.
- Those who may be contaminated by the spill should avoid contact with others, remain in the vicinity, and give their names to campus police. As necessary, first aid and cleanup by specialized authorities should be started at once.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination until the arrival of campus police and personnel from Environmental Health and Safety Programs.
- If a building emergency exists, activate the building alarm. **Caution:** In some buildings, the alarm rings only inside the building. In that case, report the emergency by phone to campus police at 911.
- When a building evacuation alarm is sounded, an emergency exists. Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
- Assist the disabled in exiting the building. Elevators are reserved for disabled persons to use, but elevators should not be used in case of fire.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Assist emergency crews as requested.
- An Emergency Operations Center may be set up near the emergency site. Stay clear of this area unless you have official business there.
- Do not return to an evacuated building unless told to do so by an authorized University official.

- **Important:** After any evacuation, report to your designated campus area assembly location. Stay there until an accurate headcount is taken. The Building Emergency Coordinator will take attendance and assist in accounting for all building occupants.

## CRIMINAL BEHAVIOR

Members of the Carolina community are asked to help make the campus safe by avoiding risks, being alert to suspicious situations, and promptly reporting them. Campus police are located in the Police Station at 1501 Senate Street. They provide assistance and protection 24 hours a day, seven days a week on a year-round basis.

Observe the following procedures if you are exposed to violent or criminal behavior:

- If you are a victim or a witness to any on-campus offense, promptly notify campus police at 911 and report the incident. Include the following:
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved
  - Description of property involved
- If you observe a suspicious person on campus, immediately notify campus police and report what you observed.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- Should gunfire or discharged explosives jeopardize the campus, take cover immediately using all available concealment. When reasonably safe, contact campus police immediately by dialing 911.

## EXPLOSION

Observe the following procedures if you are in a building that suffers an explosion:

- Leave the building as soon as possible and activate the closest fire alarm. Do not stop to retrieve personal possessions or make phone calls. If objects are falling around you, get under a sturdy table or desk until they stop falling. Then leave quickly, watching for weakened floors and stairs and falling debris.
- If there is a fire, stay low to the floor and exit the building as quickly as possible. **DO NOT USE ELEVATORS.** Cover your nose and mouth with a wet cloth or handkerchief. When approaching a closed door, use the back of your hand to feel the lower, middle, and upper parts of the door. Never use the palm of your hand or fingers to test for heat. If the door is not hot, open it slowly and ensure that fire and/or smoke is not blocking your escape route before continuing. Be prepared to crawl as smoke, poisonous gases and heat rise. If the door is hot, do not open it, but try to escape through a window. If you are on a high floor, hang a white or light-colored cloth or rag outside the window to alert fire fighters of your location.
- If you are trapped in debris, do not light a match. Do not move about or kick up dust. Cover your mouth with a handkerchief or clothing. Rhythmically tap on a pipe or wall so rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort when you hear sounds and think someone will hear you. Shouting can cause the inhalation of dangerous amounts of dust.

**Evacuations** – Information concerning evacuations will be disseminated should it become necessary. Many factors determine if a building or dormitory will be evacuated. The Division of Law Enforcement and Safety, in consultation with many other departments and agencies, will advise the community of the need to evacuate during an emergency and of areas being used to temporarily house those being evacuated.

## FIRE

In case of fire, call 911 immediately to notify the fire service and campus police.

Observe the following procedures:

- Know the location of fire exits in the building. Know the location of fire extinguishers and alarm systems and know how to use them. Training and information is available through USC's Fire Safety Group.
- If a minor fire appears controllable, immediately contact the Columbia Fire Department and campus police. Then promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher.
- If an emergency exists, activate the building alarm. **Caution:** In some buildings the alarm rings only inside the building. In that situation you must report the fire by phone.
- For large fires that do not appear controllable, evacuate all rooms by closing all doors to confine the fire and reduce oxygen. Do not lock the doors. Notify the Columbia Fire Department and campus police.
- When a building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. **Do not use the elevators during a fire.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. In an evacuation, report to your designated building assembly location. Stay there until an accurate headcount is taken. The Emergency Building Coordinator will take attendance and assist in accounting for all building occupants.
- Assist emergency crews as requested.
- An Incident Command Post may be set up near the emergency site. Stay clear of this area unless you have official business there.
- Do not return to an evacuated building unless told to do so by an authorized University official.

**Note:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If a window is not available, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews to your location. Do not panic.

## HOSTAGE TAKING

If taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless 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 when possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

## INFECTIOUS DISEASE OUTBREAKS

Avian Flu, Measles, Mumps, SARs, and other infectious diseases can pose a threat to the University community as they do to communities worldwide. If there is an outbreak of infectious disease that threatens the University of South Carolina, University officials will collaborate with State and National officials in determining the best course of action regarding operations at the University. Information related to any widespread infectious disease outbreak will be available on the University's website and the Student Health Services website (<http://www.sa.sc.edu/tshe/>).

### **Current information regarding Avian Flu:**

- There have been no reported cases of Avian Flu in humans in the United States.
- A very few suspected cases of human-to-human transmission of Avian Flu have been reported globally, but these cases have been limited to those with unusually close contact with an ill person (such as a mother and child.) Even those cases are ambiguous, according to the World Health Organization, "since the family members are exposed to the same animal and environmental sources as well as to one another."
- Travelers should avoid contact with live animal markets and poultry farms in countries where cases have been reported.
- International students from affected countries, or members of the University community traveling to affected countries, may contact the Office of International Programs for Students if they have questions. The website is (<http://www.sa.sc.edu/ips>).

### **For more information:**

The University encourages concerned faculty, staff, students and families to check the student health services website (<http://www.sa.sc.edu/tshc/thomson.htm>) for updates. If you have specific questions or concerns about your personal health, please consult the Thomson Student Health Center or your family physician. The Student Health Services and Thomson Student Health Center websites have current information on Avian Flu and mumps. As other similar health issues arise, information specific to each issue will be posted. In addition, the Center for Disease Control has extensive information on these and other health threats on their website (<http://www.cdc.gov>).

## **MEDICAL OR PSYCHOLOGICAL EMERGENCY**

### Ambulatory Patient

Medical assistance can be provided to faculty, staff, and students by the Thomson Student Health Center if the individual needing assistance is ambulatory. The Student Health Center provides treatment of minor injuries and acute illness during scheduled operating hours of 8 a.m. to 5 p.m. Monday through Friday, and 4 p.m. to 8 p.m. Sundays in the fall and spring, and 8:30 a.m. to 4:30 p.m. Monday through Friday in the summer and all University holidays.

### Non-Ambulatory Patient

If the individual needing assistance is not ambulatory, call 911 to request assistance from Richland County Emergency Medical Services (EMS). This number connects with the campus police dispatcher who will contact EMS for you.

### Student Health Center Medical Support Plan

In the event a campus emergency or disaster results in (or has the potential to result in) the injury of faculty, staff, or students, the Student Health Center's Medical Support Plan can be activated by the President, the Vice President for Student Affairs, or the Director of Law Enforcement and Safety.

The Student Health Center staff will provide triage, emergency first aid, definitive treatment of minor injuries on a delayed basis, and coordinate evacuation of the seriously injured through the local Richland County EMS to supporting local hospitals. As a rule, patients with minor injuries will be evacuated to the Student Health Center, and EMS will determine the destination of other seriously injured patients.

### Accessing Emergency Medical Assistance

When calling for emergency medical assistance, provide the following information:

- Nature of the medical emergency (type of injury, number of injured)
- Location of the emergency (building and room number)
- Your name and the phone number from which you are calling
- If possible, stay on the phone until released by the campus police dispatcher.

## NATURAL DISASTERS

### Earthquake

During an earthquake, remain calm and quickly follow these steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. **Caution:** Always avoid power or utility lines as they may be energized. Know your assembly location and proceed there as soon as it is safe to do so.
- If you are in an automobile, stop in the safest place available, preferably away from power lines, trees, overpasses, and bridges. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services personnel at 911. Do not panic, but protect yourself at all times and be prepared for after-shocks.
- Report damaged facilities to campus police and Facility Services. **Note:** gas leaks and power failures create special hazards. Refer to the section on Utility Failures, Page 30.
- If an emergency exists, activate the building alarm. **Caution:** in some buildings, the alarm rings only inside the building. You must report the emergency by phone to campus police at 911.
- When a building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building. Do not use elevators in case of earthquake or fire.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Assist emergency crews if requested.
- Do not return to an evacuated building unless told to do so by an authorized University official.

- An Incident Command Post may be set up near the site of the emergency. Stay clear of this area unless you have official business there.

## **Hurricane**

Dangers from hurricanes include high winds, flooding, and flying debris. Although hurricanes typically threaten coastal areas, their damage can be inflicted far inland as well. Hurricanes may also spawn tornadoes.

A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less. The hurricane season lasts from June through November.

If a hurricane threatens the South Carolina coast and inland communities, go to the University's website for instructions and information about precautionary measures to be taken.

## **Tornado**

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm, and sometimes a hurricane. Tornado season is generally March through August; however they can occur at any time of year. They tend to occur in the afternoons and evenings.

If a tornado is approaching, seek shelter in an interior room on the lowest level of a building, preferably a basement.

Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas. Tornadoes are most destructive when they touch ground.

### **Tornado Watch**

A tornado watch means that conditions are favorable for tornado formation. Remain alert and do the following:

- Review actions to take should the situation change to a Tornado Warning, or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area. Clear any blocked doors, aisles, etc.

- Continue normal activities, but be alert to the weather outside. Monitor a radio/television or watch the sky for worsening weather conditions.
- Do not phone campus police or the campus operator for information. Keep telephone circuits clear for emergency messages.

### **Tornado Warning**

A tornado warning means a tornado has been sighted. Do the following:

- Take cover. Proceed to the nearest safe area or shelter. Because of possible electrical failures, use the stairs, not the elevator. Stay away from windows and other glass. Avoid auditoriums and gymnasiums with large, poorly supported roofs.
- In multi-story buildings, move to the basement or ground level. Inner hallways are usually safe areas.
- If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.
- Do not phone campus police or the campus operator for information. Keep telephone circuits clear for emergency messages.

### **Winter Storms**

In South Carolina, severe winter storms are most likely to bring ice, strong winds and freezing rain. These storms can cause downed trees, falling limbs, structural damage, and power outages.

A **winter storm watch** means severe winter weather is possible. A **winter storm warning** signals that severe winter weather is expected. A **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour, and a **traveler's advisory** means that conditions may make driving difficult or dangerous.

As a residential community, the University's Columbia campus remains open during severe winter storms. Nevertheless, occasions may occur when weather-related conditions necessitate that the University announce a delayed arrival time, an early dismissal time, or remain open for essential personnel only. In all cases, employees and commuting students must use their best judgment in determining their personal safety when traveling between home and the campus.

When weather affects the University's operating schedule, the University normally follows directions issued by the Governor for state agencies. However, because faculty, staff and students travel to campus from across the state, University officials may decide, independent of any state decision, that a delayed opening or closing is necessary. In some instances, University officials may opt to cancel classes although the University's administrative offices remain open. Unless the Governor issues a Declaration of Emergency, or unless University officials announce a delayed opening or an early closing, employees are expected to report for work.

A Declaration of Emergency or a delayed opening or an early closing may apply to all state employees, or only to those employees in one geographical region of the state. In such cases, non-essential employees who live or work in the specified region will not be expected to report to work.

The University's policy does not preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

When a Declaration of Emergency or a decision about a delayed opening or early closing occurs during regular working hours, supervisors will be notified by e-mail or telephone of the official time of opening or closing so they can relay the information to their employees.

During off-duty hours (5 pm to 8 am), Declarations of Emergency or delayed openings will be transmitted to the news media. Announcements will be made on the University's website as well. Local radio and television stations make regular announcements of any work schedule changes due to weather or emergency conditions.

The Division of Human Resources provides e-mail notices of emergency advisories affecting the Columbia campus. Advisories relate to delayed openings and closings resulting from hazardous weather. Faculty, staff, and students are encouraged to subscribe to this free service with multiple e-mail addresses to insure receipt of messages at work, at home, or through mobile devices that have text messaging capabilities. Messages e-mailed on this system are very brief and alert subscribers to check the University's website at [www.sc.edu](http://www.sc.edu) or to call the USC Columbia Emergency Information Network at 803-777-5700. For details on subscribing to the Advisory Listserv, visit the website at <http://hr.sc.edu/advisory.html>.

Each employee ultimately must decide if conditions make travel unwise. An employee who is unable to get to work because of weather-related conditions, even though the University is open, may use annual leave, make-up the time missed, or take the day without pay. If the Governor grants forgiveness for a weather-related absence, that information will be posted on the University's website as soon as it becomes available.

If classes have not been cancelled, commuting students who feel it is unsafe to travel to campus must clear their absence with the professors whose classes will be missed.

## TERRORISM

Terrorism is violence or the threat of force or violence against persons or property for purposes of intimidation, coercion, or ransom. Terrorists use threats or violent acts to create fear among the public and to obtain immediate publicity for their cause(s). Terrorism is no longer an event that only happens somewhere else.

Acts of terrorism range from threats, assassinations, kidnappings, hijackings, bomb scares and bombings, and cyber attacks, to the use of chemical, biological and nuclear weapons. High risk targets include military and civilian government facilities, international airports, large cities, and high profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, terrorists may spread fear by sending explosives or chemical and biological agents through the mail.

### **Biological/Chemical Weapon Attack**

**Biological warfare agents** are organisms or toxins that can kill or incapacitate people, livestock, and/or crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. 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, are very long lived. Biological agents can be dispersed by spraying them in the air, by infecting animals that carry disease to human beings or by contaminating food and water supplies.

Indicators of possible biological agent usage include:

- unusual dead or dying animals or fish;
- unusual illness for the region or area;
- the presence of unusual liquids, sprays or vapors.

**Chemical warfare 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 airplanes, 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).

Indicators of possible chemical agent usage include:

- unusual dead or dying animals (lack of insects);
- unexplained casualties (multiple victims; serious illness; nausea; disorientation; difficulty breathing; convulsions, etc.)

- unusual liquid, spray or vapor (droplets, oil film, unexplained odors, low clouds or fog not related to weather);
- suspicious devices/packages (unusual metal debris, abandoned spray devices, unexplained munitions).

**Steps to take:**

- Immediately report any of the above indicators to campus police, 911, and to the Office of Environmental Health and Safety, 7-5269. When reporting, be specific about the nature of the involved material and the exact location. Campus police will contact the necessary specialized authorities and medical personnel.
- Move away from the area, device or package and keep others away.
- Do not walk into or touch any of the suspicious material.
- Try not to inhale gases, fumes or smoke.
- Anyone who may be contaminated should avoid contact with others to the extent possible. Remain in the area and give identification to the campus police.
- If moved outside by the authorities, move to a clear area at least 500 feet away from the affected building(s) and keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Assist emergency personnel as requested.
- Do not return to an evacuated building unless told to do so by an authorized official.

**Surveillance/Probing Activity**

- Report attempts to test or conduct reconnaissance of security operations at critical infrastructure/key resource facilities, high profile venues, or sector-specific events.
- Report any persons showing uncommon interest in security measures or personnel, entry points or access controls, or perimeter barriers such as fences or walls.
- Report any persons showing uncommon interest in photographing or videotaping critical infrastructure/key resource facilities, networks, or systems.
- Report any theft of or missing official company identification documents, uniforms, credentials, or vehicles necessary for accessing critical infrastructure/key resource facilities, or sector-specific events.

- Report all suspicious attempts to recruit employees or persons knowledgeable about key personnel or critical infrastructure/key resource facilities, networks, or systems.
- Report any theft, purchase, or suspicious means of obtaining plans, blueprints, alarm system schematics, or similar physical security-related or sensitive information related to a facility with critical infrastructure or key resource facilities and systems.
- Report any discovery of documents (particularly foreign language products) containing pictures or drawings of critical infrastructure/key resource facilities or systems.
- Report any persons near critical infrastructure/key resource facilities who do not fit the surrounding environment, such as individuals wearing improper attire for conditions or those not normally in the area such as homeless persons, street vendors, demonstrators, or street sweepers.
- Report pedestrian surveillance near critical infrastructure/key resource facilities involving any surveillance activity of sensitive operations, including photography, videotaping, or extensive note-taking/use of audio recorder (regardless of the number of individuals involved), or mobile surveillance by cars, trucks, motorcycles, boats or small aircraft.

### **Suspicious Parcels and Letters**

Be wary of suspicious packages and letters. Biological agents such as anthrax can be transferred to targeted locations using a letter or package in the mail system. Additionally, packages and letters can contain explosives or chemical agents.

Be suspicious of letters or packages exhibiting a combination of the following characteristics:

- No return address or one that is illegible or incorrect;
- Excessive postage;
- Postmark that does not match the return address;
- Hand-written or poorly typed addresses;
- Misspelling of common words;
- Restrictive markings such as “Confidential” or “Personal”;
- Unusual weight, odd shape, or indication of a substance inside the envelope;
- Heavily taped exterior of the package or envelope;

- Addressed to someone no longer with the organization or otherwise outdated;
- Appearance that is stained or has a strange odor.

Do not open any letter or package that appears suspicious. Students who receive suspicious mail should take it to the mail room window in the Russell House for further disposition or, if the mail room window is closed, return the mail to the mailbox and call campus police at 911.

If the contents of a letter or package cause concern after opening, call campus police at 911 or have someone call for you. Identify yourself and provide your location. Then:

- If possible, carefully return the contents to the package or envelope.
- Set the package and contents down in a clear space.
- Do not attempt to investigate the contents and do not allow unqualified personnel to handle the contents or packaging.
- Wash your hands with soap and water or sanitizing gel, if available.
- Follow any other instructions given to you by the campus police.

## TRANSPORTATION ACCIDENT

Transportation accidents include injury or loss of life resulting from accidents involving University owned and/or operated vehicles or aircraft, as well as commercial conveyances carrying or otherwise coming in contact with University faculty, staff, or students.

### Aircraft Crash on Campus

Because of the unique location of an airport in close proximity to campus, the possibility of an aircraft crash on campus must be considered.

Take the following actions if you are in a structure affected by an aircraft crash:

- Immediately take cover under tables, desks, and other objects that will give protection from falling glass or debris.
- After the effect of the crash and/or fire has subsided, call campus police at 911. Give your name, location, and the nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm. **Caution:** In some buildings, the alarm rings only inside the building. You may have to use alternative methods of notifying building occupants to evacuate. Follow standard evacuation procedures and report to your designated building assembly location until an accurate headcount is taken.
- The Student Health Center's Medical Support Plan will be activated if injuries are incurred by faculty, staff, students, or visitors.
- Depending on structural damage to facilities, Facilities Management may cut off utilities to the structure for safety purposes.
- Law Enforcement and Safety will coordinate emergency response from non-University entities such as the Columbia Fire Department and the Richland County Emergency Medical Service.

## **Train Accident/Derailment on Campus**

A number of train tracks are located on or in close proximity to the campus; therefore, the potential for a train accident or derailment is of concern.

Take the following action in the event of a train accident or derailment on campus:

- Report the accident or derailment to campus police at 911.
- Stay away from the accident. Trains often carry hazardous materials that could leak or be released into the atmosphere if a train derails.
- If evacuation of a dormitory, classroom, or administrative building is ordered, follow the specific instructions from University officials about where to gather after the evacuation. Depending upon the substance that may have been spilled or released, low lying areas may not be safe.
- Law Enforcement and Safety will coordinate emergency response from non-University entities such as the Columbia Fire Department, Richland County Emergency Medical Service, and the South Carolina Department of Health and Environmental Services.

## **UTILITY FAILURE OR EMERGENCY**

Notify Facility Services immediately (7-4217) or campus police (911) in the event of a major utility failure or if there is potential danger to building occupants.

Follow the standard evacuation procedures if a building emergency exists. Always observe the following procedures if utility emergencies arise:

### **Electrical/Light Failure**

Campus buildings may not provide sufficient illumination in corridors and stairs for safe exiting. Have a flashlight and portable radio available for emergencies.

### **Elevator Failure**

If you are trapped in an elevator, use the emergency phone to notify campus police. If the elevator does not have an emergency phone, turn on the emergency alarm located on the front panel, which will signal for help.

### **Natural Gas Leak**

Cease all operations. Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion. Call campus police at 911 and Facilities Emergencies at 7-4217.

### **Plumbing Failure/Flooding**

Cease using all electrical equipment. Notify Facilities Emergencies at 7-4217. If necessary, vacate the area. If the incident occurs after 5 pm, call campus police at 7-4215.

### **Steam Line Failure**

Immediately call campus police at 911 or Facilities Emergencies at 7-4217. If necessary, vacate the area.

### **Ventilation Problem**

If smoke or other noxious odors come from the ventilation system, immediately notify campus police at 911 or Facilities Emergencies at 7-4217. If necessary, cease all operations and vacate the area.