

Sherman College of Straight Chiropractic

Emergency Response Plan



SHERMAN COLLEGE
of STRAIGHT CHIROPRACTIC

November 2006

Emergency Phone Numbers

Ambulance	911	
Fire	911	
Hazardous Material Spill	911	
Police	911	
Business Office	578-8770	Ext 243 or 246
Health Center	578-8777	
Maintenance and Security	599-4852	2-way radio Ch. 12
President's Office	578-8770	Ext 226,227 or 300
Student Affairs	578-8770	Ext 224 or 278

Code Words

To be used on PA to notify Staff of an emergency:

"Paging Doctor Handle"	=	Handled within the college
"Code Red"	=	Call 911
"Medical Alert, Medical Alert"	=	Emergency Response Team should report to area designated
"Outside Assistance"	=	Call 911
"Code Blue, Code Blue"	=	Emergency. Give directions, i.e., hold students, lock classrooms, etc.
"All Clear, All Clear"	=	Will be stated two times when the emergency has ended

Purpose

To properly protect lives and property, a comprehensive emergency preparedness plan is essential. Although no plan can cover all aspects of an emergency, a plan stipulates orderly procedures to apply in the event of a disaster or emergency and a return to normal operations.

Mission Statement

The Emergency Response Plan provides a standardized emergency response plan for Sherman College of Straight Chiropractic.

Safety and the maintenance of the educational process are the foremost goals. The categories are broken down and color-coded in terms of severity and the manner in which these incidents would be dealt with.

State of Emergency

The college president will declare a state of emergency, and will initiate the emergency preparedness plan. In the president's absence, the plan shall be initiated by the president's designated representative or in his/her absence the senior administrator on site.

Public Relations

During times of emergency, it is important to provide prompt and accurate information to students, staff, faculty and media. The president or his/her designated spokesperson will release information to the media. **No one should make statements to the media except thru the president's office or public relations.**

Access

Access to sites by the public and media should be restricted. Persons answering phones should be given explicit instructions on what statements to make.

Defend-In-Place

A defend-in-place methodology will be used where appropriate to prevent false alarms, minimize disruption, and provide a safe method of evacuation when necessary.

Defend-in-place is a response to acts of violence that allows minimum exposure to possible sources of violence. If an alarm is sounded unless the instructor or employee sees, hears or smells definite signs of danger such as flames, smoke or other danger signals they are to lock the door and wait for instructions. Maintenance and Security will investigate to determine if the alarm is an actual emergency or not. If there is an emergency directions will be given to evacuate, or take shelter as appropriate.

Authority

The Spartanburg Emergency Preparedness Department is responsible for meeting the problems and dangers to the county and its residents resulting from disasters of any origin, and may issue proclamations and regulations concerning disaster relief and related matters that, during an emergency, shall have the full force and effect of the law.

Planning

All college departments within should develop emergency plans. Prior to adopting the plan the following must be considered:

1. Establish and maintain current a list of all department employees including phone numbers and addresses
2. Determine which employees may be needed for a call back to duty in various types of emergencies
3. Determine which supplies and equipment will be needed to handle the emergency and how to keep them available

Organization / Control Center

The Scallon Building reception desk will normally be the control center. If the Scallon Building is unusable the Maintenance Shop will be the alternate control center. Phone lines with interior and exterior capabilities are available at both locations.

Education

Training and practice drills are necessary to allow students and employees on campus to understand and respond to warnings quickly and safely.

Instructors and department heads should instruct students and employees who may be engaged in emergency situations as to safety and public relations responsibilities. Employees and students should be familiar with the procedures in this manual and be able to execute them properly.

Alcohol And Other Drugs

Instructor / Staff Procedures

1. If an employee suspects that a student is under the influence or in possession of a controlled substance, notify the Security immediately
2. Follow up with written documentation
3. If an employee has knowledge of possible alcohol or drug issues he/she should submit a referral to Student Affairs.

College Administrative Procedures

1. Assess seriousness of the incident and determine the level of assistance needed (i.e. police, counselor).
2. Identify parties involved.
3. Isolate parties involved for interview and investigation.
4. Determine disciplinary consequences.
5. Determine what intervention / follow-up is necessary.
6. Document incident / secure witness statement(s) if appropriate.

Harassment / Discrimination

Verbal Threats, Threatening Behavior, Hazing, Intimidation, and Discrimination

Instructor / Staff Procedures

1. Assess the seriousness of the situation and determine the level of assistance needed.
2. Identify the parties involved and give specific verbal direction to diffuse the situation.
3. Document the incident immediately / ASAP and give the report to the president.

College Administrative Procedures

1. Assess seriousness of the incident.
2. Identify parties involved.
3. Seek written documentation from witnesses.
4. Determine disciplinary consequences.
5. Determine what intervention / follow-up is necessary, (i.e. counselor, psychologist, etc.).
6. Notify parents / legal guardian / appropriate personnel.
7. Complete report of description and resolution of incident; send copy to Director of Student Affairs.

Accidents

Instructor / Staff Procedures

1. Evaluate the accident scene.
2. If scene is safe, proceed to injured party and utilize blood borne pathogens procedure.
3. Call 911 or send responsible student/additional staff for help to nearest first responder or health care employee.
4. Stabilize injured party in position found until emergency medical personnel arrive.
5. Notify Student Affairs if injured party is a student or Department head if injured party is an employee.
6. Initiate emergency response plan by sending the following message over the PA system, "Medical Alert, Medical Alert, please report to room (area) immediately."
7. File accident report with Director of Security.
8. The president (or his/her designee) and the dean of student affairs must be notified when serious illness, injury or death occurs. The dean of student affairs and other designated personnel should remain on the scene. The president (or his/her designee) should contact the family and notify the Administration, Chaplain and Faculty. No one other than the president (or his/her designee) should make any statements about the situation to students or the public.
9. **No one should make statements to the media except thru the president's office or public relations.**

Health Assistant Procedures

1. Assess the severity of the injury.
2. Ensure 911 has been called.
3. Stabilize injured party in position found until emergency medical personnel arrive.
4. Assist emergency medical personnel by clearing away bystanders.

College Administrative Procedures

1. Report to the scene to ensure crisis team has responded.
2. Ensure First Responder has been called.
3. Notify Student Affairs if injured party is a student or Department head if injured party is an employee.

Death

Instructor / Staff Procedures

1. Assess situation.
2. Send responsible party to office to call 911.
3. Secure area, remove and isolate witnesses with a responsible staff member.
4. Initiate emergency response plan by sending the following message over the PA system, "Code Red, Code Red."
5. Return to classrooms/work areas after the "All Clear, All Clear" has been announced.
6. Document incident ASAP for administration.

Student Affairs

1. Document any observation regarding the death and the immediate area.
2. Identify students/staff who may need counseling.
3. Initiate crisis response team; provide follow-up support services for students and staff.

College Administrative Procedures

1. Ensure 911 has been called.
2. Secure scene and protect evidence, cooperate and facilitate investigations by the County Sheriff's Officers.
3. Notify Student Affairs Staff.
4. Notify President.
5. Coordinate support services.
6. If an employee dies OSHA must be notified within 8 hours.
7. File incident report; send copy to Security and President's Office.
8. The president (or his/her designee) and the dean of student affairs must be notified when serious illness, injury or death occurs. The dean of student affairs and other designated personnel should remain on the scene. The president (or his/her designee) should contact the family and notify the Administration, Chaplain and Faculty. No one other than the president (or his/her designee) should make any statements about the situation to students or the public.
9. **No one should make statements to the media except thru the president's office or public relations.**

Bomb Threat Procedures

Switchboard operators or receptionists usually receive bomb threat calls. These people should be thoroughly familiar with the following procedures. Other personnel as designated by the college should also be trained.

There are two basic reasons for bomb threats:

1. The CALLER has definite knowledge or has reason to believe that a bomb has been or will be placed and they want to minimize personal injury or property damage.
2. The CALLER wants to create an atmosphere of anxiety and panic in the activities and routines at the installation where the device is reportedly located.

Procedures For Receiving The Call Executive Phones (16 Button Phones):

1. When the caller has communicated the threat **STAY CALM** do not panic, **IMMEDIATELY PRESS RECORD** recording length is 60 seconds at 50 seconds you will hear a tone to extend recording time press 4 for 30 more seconds as often as necessary. To stop recording, press RECORD again. Then using the same outside line dial 9 then *57 this will activate BellSouth call tracing.
2. Keep them talking .The more they say the more we can learn. Keep asking for the location of the bomb and the time of detonation.
3. Write down the conversation, and note any background noise such as TV, Radio, traffic, etc. distinctive words or accents, age, sex, and if they sound drunk or excited.
4. Inform the caller that the building is occupied and that innocent people may die. Try to reason with the person.
5. As soon as the caller hangs up press record again to stop recording. **Immediately notify security and the president or his designated representative.** Do not discuss this with anyone else, and **do not spread this information.**

Procedures For Receiving The Call (4 Button Phones):

1. When the caller has communicated the threat **STAY CALM** do not panic, **IMMEDIATELY PRESS MUTE THIS WILL BEGIN RECORDING.** The recording length is 60 seconds at 50 seconds you will hear a tone to extend recording time press 4 for 30 more seconds as often as necessary. Press RECORD again to stop recording. Hang up and using the same outside line dial 9 then *57 immediately. This will activate BellSouth call tracing.
2. Keep them talking .The more they say the more we can learn. Keep asking for the location of the bomb and the time of detonation.
3. Write down the conversation, and note any background noise such as TV, Radio, traffic, etc. distinctive words or accents, age, sex, and if they sound drunk or excited.
4. Inform the caller that the building is occupied and that innocent people may die. Try to reason with the person.
6. As soon as the caller hangs up press record again to stop recording. **Immediately notify security and the president or his designated representative.** Do not discuss this with anyone else, and **do not spread this information.**
5. A copy of this procedure is to be maintained at each receptionist's desk. Every receptionist should be familiar with this procedure.

College Administrative Procedures

1. Call 911 for Sheriff's Department.
2. If there is sufficient time evaluate the threat based upon Sheriff's Department evaluation. If time is critical evacuate building(s). There may be more than 1 bomb and there may be one placed in the usual evacuation area so choose an alternate location as a staging area.
3. Coordinate with the Security Office. Security should carefully inspect the alternate staging area and alert the administration if there is any suspicious object in the area.
4. File incident report; send copy to Office.

Security Procedures

1. Inspect the staging area for any suspicious objects and advise the administration if clear or if another area needs to be chosen.
2. If the caller has identified a location carefully search for a suspicious object and report it to the arriving officers and the administration.
3. Assist with evacuation procedures.

Hazardous Material Release

A Hazardous Accident or spill may occur sufficiently near the campus to necessitate emergency procedures. In that event Local Authorities will notify the campus and recommend specific procedures. In this event:

- a. The president or assigned representative will determine along with local authorities if an evacuation is necessary.
- b. When instructed, Security will direct the evacuation route. Never move into the wind or down wind, but always move crosswind.

Instructor / Staff Procedures

1. Evaluate level of hazardous exposure.
2. Avoid direct or indirect contact with released material; wind may be a factor.
3. Contact main office.
4. Keep students and staff away from area.

College Administrative Procedures

1. Call 911 for fire department.
2. Evacuate or proceed to shelter area based upon Fire Department evaluation.
3. Contact Security Office.
4. File incident report; send copy to Office.

Demonstrations / Large Group Altercations

Instructor / Staff Procedures

1. Assess the seriousness of the incident; determine and secure nearest available assistance.
2. Take control; give specific verbal directions to diffuse the situation.
3. Send responsible parties to contact Security and the main office. **STAY ON THE SCENE.**

College Administrative Procedures

1. Assess the seriousness of the situation; determine measures to secure the area. If necessary, contact 911 for police.
2. Monitor situation and try to diffuse potential violent actions.
3. Identify participating parties.
4. Cooperate with police in dispersing group.
5. If medical needs exist, follow Emergency Response Procedure for Medical Emergency.
6. Determine what intervention and follow-up is necessary.
7. Document incident and file report, send copy to Security and dean of student affairs.

Fights

Instructor / Staff Procedures

1. Assess seriousness of situation; determine need and secure nearest available assistance.
2. STAY ON SCENE, take control and give specific directions to stop.
3. Send responsible parties to contact main office.
4. Document incident ASAP and get report to Security and Student Affairs.

College Administrative Procedures

1. Assess seriousness of the incident and determine the level of assistance needed (i.e. police, counselor).
2. Identify parties involved.
3. Determine medical assistance needed and involve first responders' assistance.
4. If blood is involved, utilize Blood borne Pathogens procedures and notify Security.
5. Determine disciplinary consequences.
6. Determine intervention and follow-up as necessary.
7. Document incident and file report (i.e. for police, student file, etc.).

Threatening Person Inside Building

Instructor / Staff Procedures

1. Report threatening person to security, give description, location, and describe the activity the threatening person is involved in.
2. Keep classroom/students secure. Lock classroom / office doors.
3. Once classroom is secure assess threat; determine degree of immediate intervention.

College Administrative Procedures

1. Determine level of response.
2. During threatening situation, announce "Code Red, Code Red Lockdown all doors" over the PA system.
3. Call 911 for police; direct to specific entrance of building if possible.
4. Locate threatening person and assess situation.
5. Administrator will meet police and direct them to location.
6. Announce "All Clear, All Clear" when situation is controlled.
7. Notify President's Office.
8. File incident report and send copy to Office.

Threatening Person Outside Building

Instructor / Staff Procedures

1. Determine degree of threat, send responsible party to main office, and give description and location of threatening person. Security will investigate and report via 2-way radio. Maintenance and Administrators will lock all outside doors.
2. Assess measures for student safety. Take control and give direction (i.e. lockdown, direct individuals outside to enter a safe building, move to alternate location, or take cover and hit the deck).
3. Move students into safe area / building as soon as safely possible.
4. Remain in rooms until "All Clear, All Clear" has been announced.

College Administrative Procedures

1. Determine level of response.
2. During severe situation, announce "Code Red, Code Red (give specific instructions)" over the PA system.
3. Call 911 for police.
4. Meet police and assist, give description and last location of threatening person.
5. Announce "All Clear, All Clear" when situation is controlled.
6. Notify Office.
7. File incident report and send copy to Security

Suicide Threat: Verbal or Written

Instructor / Student Affairs Staff Procedures

- a. Take all threats seriously and report.
- b. Assess seriousness of crisis level.

Level A: Minimum Threat (rumor or hearsay)

1. Immediate interview by member of Student Affairs staff.
2. Consult with another member of Student Affairs for decision-making support.
3. Contact parent/guardian to discuss impressions, recommendations, and referral source.
4. Document incident ASAP for building administrator.

Level B: Moderate Threat

(Person is in need of psychological consultation within a reasonable amount of time)

1. Immediate interview by member of Student Affairs Staff.
2. Consult with another member of Student Affairs for decision-making support.
3. Contact parent/guardian to discuss impressions, recommendations, and referral source. Determine if police contact is necessary.
4. Work with parent/guardian to ensure arrangements for appropriate care.
5. Secure parent/guardian permission to share information with treatment provider to further assist student.
6. Notify referral source to ensure that follow through has taken place.
7. Document incident ASAP for building administrator.

Level C: Immediate Threat (person in immediate danger of injuring self)

1. Do not leave person unattended, access support team.
2. Immediate interview by member of Student Affairs.
3. Contact parent/guardian and police.
4. Request immediate conference with parent/guardian.
5. Support parent/guardian in decision-making and/or documentation of counseling plan.
6. Secure parent/guardian permission to share information with treatment provider to further assist student.
7. Notify referral source to ensure that follow through has taken place.
8. Document incident ASAP for building administrator.

College Administrative Procedures

1. Contact Student Affairs Office.
2. Participate in conference and follow-up if necessary.
3. File incident report; send copy to the security office.

Explosion / Fire

Explosion

Instructor / Staff Procedures

1. Activate fire alarm.
2. Follow these fire drill procedures.
3. Defend in place. Instructors and all other employees will check the halls for smoke and prepare to evacuate. Security and Maintenance will determine which station has been pulled and if it is a false alarm or a true emergency. An administrator or the Receptionist will announce, "Stay where you are unless you see smoke or other obvious signs of danger."
4. If there is no danger an announcement will be made "All clear continue with classes." OR an announcement will be made to: "Evacuate using the closest exit."
5. The Director of Security will designate an assembly point. The default assembly point will be the far corner of the parking lot adjacent to each building.
6. When instructed to evacuate:
 - a. Close door and turn off lights when leaving room.
 - b. Reassemble students / staff at predetermined area and take roll.
 - c. Report any missing students /staff to Administrators.
 - d. Await further instructions from main office.
 - e. Reoccupy building when given "All Clear, All Clear return to class."

College Administrative Procedures

1. Determine if there is a real emergency.
2. If necessary, signal evacuation of building by making an announcement.
3. Call 911 and give specific location if known.
4. Assist in evacuation of building.
5. Assist in location of missing students / staff.
6. If students will be dismissed, announce dismissal and provide for orderly dispersal or
7. Signal "All Clear, All Clear return to class" when appropriate.
8. File incident report; send copy to Security Office.

Fire

Instructor / Staff Procedures

If you are the first to see signs of smoke or fire:

1. Activate fire alarm.
2. Follow fire drill procedures.
3. If safe, use fire extinguisher.
4. Notify security/maintenance of location.

If you are in class or an office:

1. **Defend in place:**
 - a. Instructors and all other employees will check the halls for smoke and prepare to evacuate.
 - b. Security and Maintenance will determine which station has been pulled and if it is a false alarm or a true emergency.
 - c. An administrator or the Receptionist will announce, "Stay where you are unless you see smoke or other obvious signs of danger."
2. If there is no danger an announcement will be made "All clear continue with classes." OR an announcement will be made to: "Evacuate using the closest exit."
3. When instructed to evacuate:
 - a. Close door and turn off lights when leaving room.
4. Reassemble students / staff at predetermined area and take roll. The default assembly point will be the far corner of the parking lot adjacent to each building.
 - a. Report any missing students /staff to Administrators.
 - b. Await further instructions from main office.
 - c. Reoccupy building when given "All Clear, All Clear return to class."

College Administrative Procedures

1. Determine if there is a real emergency.
2. If necessary signal evacuation of building by making an announcement.
3. Call 911 and give specific location if known.
4. Assist in evacuation of building.
5. If fire is extinguished, advise fire department.
6. Assist in location of missing students / staff.
7. If students will be dismissed, announce dismissal and provide for orderly dispersal or
8. Signal "All Clear, All Clear return to class" when appropriate.
9. File incident report; send copy to Security Office.
10. Notify maintenance staff to recharge/replace fire extinguishers.

Gas Leak Propane

Instructor / Staff Procedures

1. Evacuate area. The default assembly point will be the far corner of the parking lot adjacent to each building.
2. Use fire drill evacuation procedures; pull fire alarm in an area that is away from the suspected gas leak.
3. Notify maintenance.
4. Gas shut-off is located in Cafe next to stove or in the courtyard behind the brick wall. Turn it off.
5. **Do not operate any electrical switches or cause any sparks.**

College Administrative Procedures

1. Contact maintenance.
2. Notify building staff of evacuation via the PA system; or Megaphones if PA system is inoperable, or follow alternate door-to-door procedure in areas where sparking presents a danger.
3. Call 911 for emergency personnel.
4. Reoccupy building only when cleared by authorities.
5. File incident report; send copy to Security Office.

Maintenance Procedures

1. Do not operate any electrical switches.
2. Ventilate area via opening windows/doors.
3. Shut off main gas lines.
4. Assist in location of leak.
5. Keep building administrator advised of situation.

Medical Emergency

Instructor / Staff Procedures

1. Evaluate the accident scene.
2. If scene is safe, proceed to injured party and assess the severity of injury.
3. Call 911 or send responsible student / additional staff for help to nearest teacher, associate principal, or principal.
4. Stabilize injured party and administer first aid / CPR if trained to do so.
5. Assist emergency personnel by clearing away bystanders.
6. File incident report; send copy to Office.

College Administrative Procedures

1. Activate "Medical Alert, Medical Alert."
2. Confirm that 911 has been called.
3. Report to the scene.
4. Page first responders.
5. Notify Student Affairs if injured party is a student or Department head if injured party is an employee.
6. If more than 3 employees are affected or if an employee dies OSHA must be notified within 8 hours.
7. The president (or his/her designee) and the dean of student affairs must be notified when serious illness, injury or death occurs. The dean of student affairs and other designated personnel should remain on the scene. The president (or his/her designee) should contact the family and notify the Administration, Chaplain and Faculty. No one other than the president (or his/her designee) should make any statements about the situation to students or the public.
8. **No one should make statements to the media except thru the president's office or public relations.**

Sexual Assault

Instructor / Staff Procedures

1. Contact Security and Student Affairs.
2. Stay with victim until building administrative staff arrives.
3. Preserve the scene keep everyone away from the scene until Officers arrive to prevent contaminating the evidence.

College Administrative Procedures

1. Call 911 for police and ambulance.
2. Contact EMS assistance to provide first aid.
3. Provide support in a private area for the victim with an adult.
4. Secure scene / evidence. Allow no one in the area until Police arrive.
5. Assist police investigation as needed.
6. Contact President and Public Relations Office.
7. Follow Sexual Assault Policy 3067.

Shootings

Instructor / Staff Procedures

1. When shots are heard, tell students and other staff to take cover.
2. If safe Identify source and location.
3. Implement measures for student safety lock all doors. Take control and give direction.
4. Call 911.
5. Notify Security, Reception or main office by cell phone or other means and request "Code Red, Code Red Lockdown."
6. Be alert.
7. Check for any injuries and/or missing students.
8. Keep everyone in safe location until "All Clear, All Clear" has been announced.

College Administrative Procedures

1. Confirm that 911 for police and/or emergency personnel have been called.
2. Institute lock-down by announcing "Code Red, Code Red Lockdown" over the PA system.
3. Cooperate and facilitate investigations by the proper authorities.
4. Determine what intervention and follow-up is necessary.
5. Notify the Security Office of follow up plans.
6. Follow site plan for responding to news media and community.
7. Document incident and file report (i.e. for police and Security Office).

Weapons On Site

Instructor / Staff Procedures

1. Assess the seriousness of the situation; determine level of assistance needed. Notify the Security Office and if necessary, call 911.
2. Attempt to diffuse potential violent actions.
3. If the person is uncooperative, determine the level of response which may include:
 - Isolate
 - Separate
 - Evacuate the area or room
 - Lock down
4. Contact the main office.
5. Document and file incident report.

College Administrative Procedures

1. Announce "Code Red, Code Red (give instructions)" over the PA.
2. Confirm that 911 has been called. Give specific entrance to building if possible.
3. Proceed to the scene.
4. Assign someone to meet police to give location.
5. Announce "All Clear, All Clear" when situation is under control.
6. Determine disciplinary consequences.
7. Document and file incident report (police, student file).

Tornado

Tornado Watch means conditions are favorable for a tornado to develop.

Tornado Warning means a funnel cloud has been sighted. Take cover.

All employees should be familiar with these procedures and be able to respond independently if they are the first to hear a Tornado Warning Alert or if the warning occurs after hours or during quarter breaks.

When a Tornado Warning occurs:

- **The first person to hear the warning is to alert Security and Maintenance.**
- The Director of Security and the Administrators will monitor the emergency broadcast system and/or have severe weather alert e-mail service.
- The Director of Security will announce the warning over the Public Address / phone system and/or use megaphones.
- Employees, students, and visitors will evacuate to designated shelter areas. Close and lock all doors as you leave.

Instructor / Department Head Procedures

1. Proceed to designated shelter areas as indicated by the floor plans posted in the halls. Close and lock all doors as you leave. Shelter areas are located on bottom floor of the building interior hallways.
2. Instructors will take roll call of students from their own classes / Department Heads will account for all departmental employees; receptionists are to carry visitor logs and account for visitors.
3. Assume ready position, sitting, and knees up, hands around knees.
4. Assume alert position; bring head to knees and hands behind head.
5. Maintain position until "All Clear" is announced.

College Administrative Procedures

1. Director of Security will announce a tornado warning. If the Public Address system is inoperable the Director of Security and Administrators will use megaphones or follow alternate door-to-door procedure
2. Building Responsibilities:
3. Maintenance or Security personnel will alert the occupants of the portables and will dispatch maintenance personnel to each building to assist in emergency preparations.
4. For Olsen: Dean or Associate Dean of Students
5. For Health Center: Dean of Chiropractic Health Services, Reception Coordinator, or Director of Interns.
6. For Scallon: the President or his designated representative.
7. Ensure students / staff members have relocated to designated shelter areas.

Post Tornado Procedures

Instructor / Staff Procedures

1. Instructors take roll. Department Heads account for all departmental employees.
2. Identify missing or injured students, employees, and/or visitors.
3. Assess students and/or staff injuries, call for assistance (additional staff, first responders).
4. Restore calm.
5. Monitor students and employees until further instructions.

College Administrative Procedures

1. Contact 911 for medical response if needed.
2. If building has been damaged, evacuate area cautiously.
3. Continue to monitor weather conditions.
4. Senior Administrators in conjunction with Director of Security will determine if the college will return to normal schedule or close.
5. Announce All Clear and give instructions for recovery procedures.
6. All administrators will file an incident report with an assessment of problems, and send copies to President's Office and Director of Security.

After Hours Procedures

The H/C Receptionists, the Gym Work Study Student and the Security Officer will all be provided with a weather alert radio. When an alert is sounded they will be responsible for directing the evacuation to shelter areas.

HC Reception will be responsible for the H/C. Security will notify the people in the Scallon Building and the Work Study will direct anyone in the Olsen Building to the designated shelters.

Evacuation Procedures:

Instructor / Staff Procedures

Each Instructor and Staff member should familiarize themselves with the Tornado / Evacuation maps located in their assigned areas at the beginning of each quarter. The Director of Security will designate an assembly point for each building depending on circumstances. The default assembly point will be the far corner of the parking lot adjacent to each building.

When instructed to evacuate:

1. Close door and turn off lights when leaving room.
2. Assemble students / staff and lead them to the predetermined area and take roll.
3. Report any missing students /staff to Administrators or Security.
4. Await further instructions from main office or Security.
5. Reoccupy building when given "All Clear, All Clear return to class."

College Administrative Procedures

9. Determine if there is a real emergency.
10. If necessary, signal evacuation of building by making an announcement.
11. Call 911 and give specific location if known.
12. Assist in evacuation of building.
13. Assist in location of missing students / staff.
14. If students will be dismissed, announce dismissal and provide for orderly dispersal or
15. Signal "All Clear, All Clear return to class" when appropriate.
16. File incident report; send copy to Security Office.

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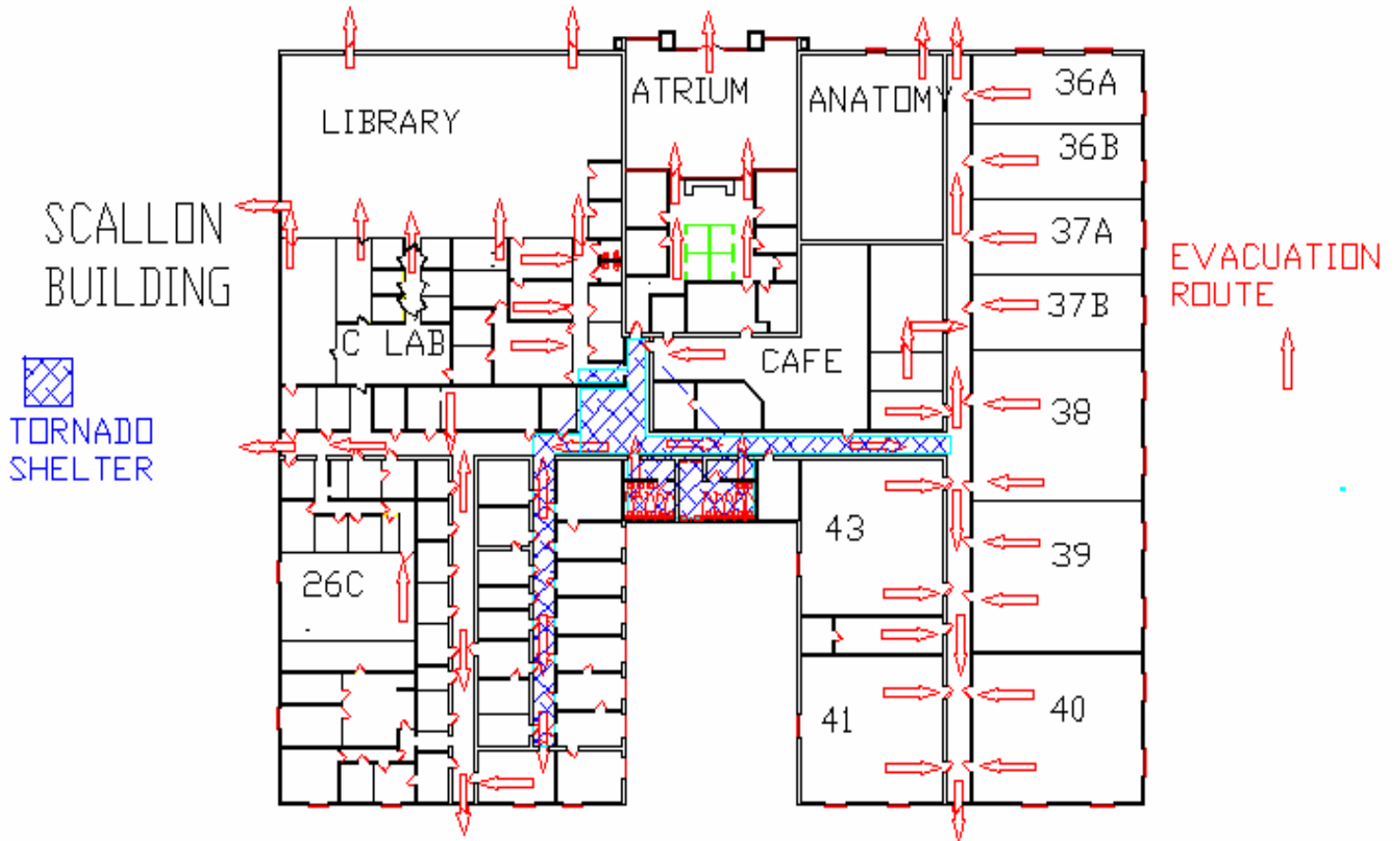
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W

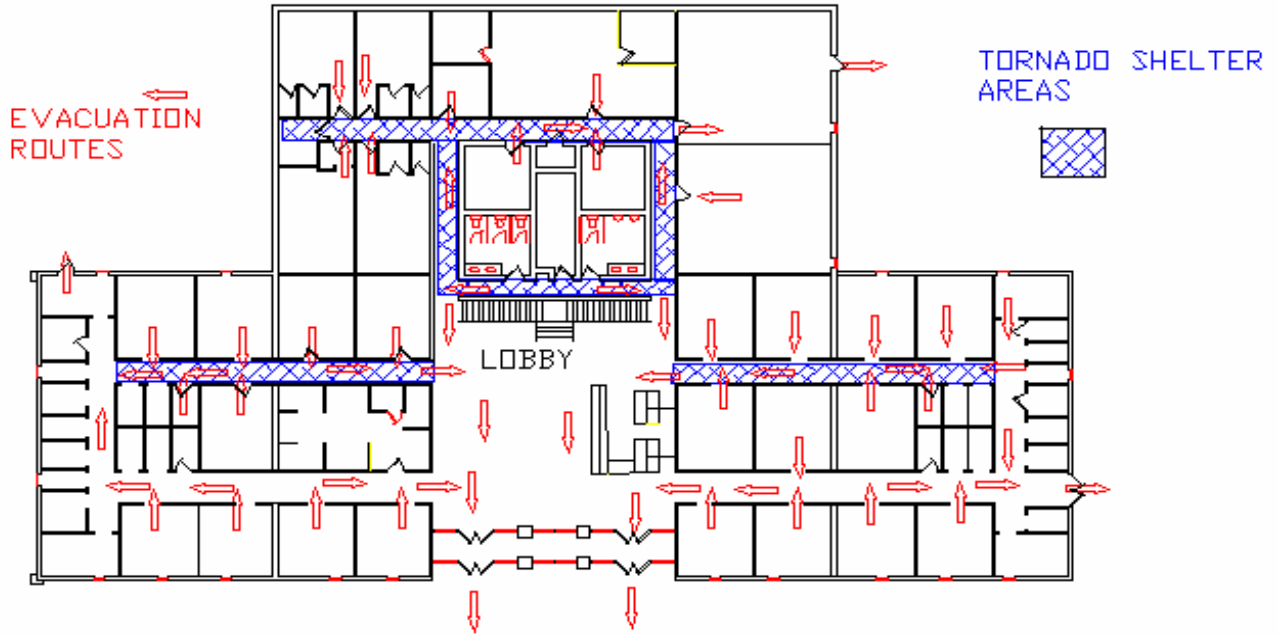
Weapons On Site, 22

Addendum 1:

Evacuation / Tornado Shelter Floor Plan



TAYLOR BUILDING LOWER LEVEL



TAYLOR BUILDING UPPER LEVEL

