










Emergency Response Plan
as of 8/31/2017 9:26:31 AM
Sherman College of Chiropractic



This plan was created using
School Dude
schooldude.com

Emergency Response Plan

 Medical	 State of Emergency	 Evacuation
 Fire	 Sexual Violence	 Threats
 Suspicious Person	 Severe Weather	 Shelter in Place
 Active Shooter	 Power / Utility Outage	 Suspicious Package / Bomb
 Incident Reporting		



Medical

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Quick Links

- [Response](#)
- [Local Hospitals](#)

Response

If an individual suffers an injury or becomes ill and requires immediate medical attention, the following actions should be taken:

1. Immediately contact emergency services by dialing [911](#) or Sherman College [Security](#) and relay the following information:
 - Location of the emergency (building, floor, room)
 - Nature of the injury or illness
 - Identity and description of the victim
 - Suspected or known cause of the injury or illness

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2. If trained, provide first aid or medical assistance as necessary.
3. Do not move the victim if they are unconscious, unless they are in immediate danger.
4. Remain with the victim until emergency response personnel arrive.

*Do not provide First Aid or CPR if you are not properly trained. In the event of a life threatening injury/illness, contact emergency services immediately by dialing [911](#) or Sherman College [Security](#). Do not attempt transport individuals to a medical facility.

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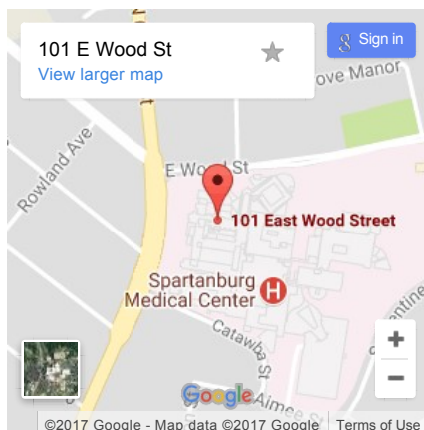
Local Hospitals (Emergency)

Spartanburg Regional Healthcare System

[\(864\) 560-6000](#)

[101 East Wood Street](#)

[Spartanburg, SC 29303](#)

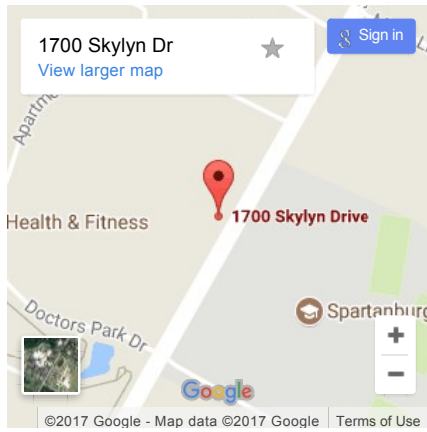


Mary Black Health Center

[\(864\) 573-3000](tel:8645733000)

[1700 Skylyn Drive,](#)

[Spartanburg, SC 29307](#)



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Incident Report Form for Medical

Please describe the incident:

Be specific. Who? What? Where?

Is medical attention required?

☐ Yes ☐ No

Have responders been called?

☐ Yes ☐ No

Include Photo:

No file selected

🔍 Filter items...

 Organization: Emergency Response	
Phone	911 
 Organization: Sherman College Name: Daytime Security	
Phone - Mobile	864-909-3682 
 Organization: Sherman College Name: Evening Security	
Phone	864-316-7576 



State of Emergency

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State of Emergency

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community the College President will declare a state of emergency. The College will then initiate emergency notification procedures (unless such efforts will compromise efforts to contain the emergency) and will initiate the emergency response 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 (Scene Administrator).


As soon as a State of Emergency is declared you will be notified by:

1. An announcement via Public Address System and / or T. V. Monitors or Text message with one of the following emergency notifications:
 - A - A campus-wide Emergency has been declared LOCK ALL DOORS AND REMAIN IN PLACE UNTIL FUTHER NOTIFICATION.
 - B - A campus-wide Emergency has been declared EVACUATE THE CAMPUS IMMEDIATELY.
 - C - A campus-wide Emergency has been declared ASSEMBLE IN THE NEAREST PARKING LOT.
 - D - A campus-wide Emergency has been declared REPORT TO THE NEAREST TORNADO SHELTER.
2. An additional announcement over the P.A. System will be made with any additional instructions deemed necessary.
3. Student Affairs will send a text message to all students detailing the emergency and necessary procedures. To receive a text message each student must be signed up with Student Affairs.
4. If Necessary the Health Center Receptionist or an alternate will place a message on the phone system advising patients that the Health Center is closed until further notice.
5. Security will use the megaphones to warn those outside and Maintenance will lock the student parking lot and Health Center gates when directed by the Scene Administrator and then proceed to the Staff, Visitor and Olsen entrances to assist employees and direct police and first responders.


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 Organization: Emergency Response

Phone 911 ➤

 Organization: Sherman College
Name: Daytime Security

Phone - Mobile 864-909-3682 ➤

 Organization: Sherman College
Name: Evening Security

Phone 864-316-7576 ➤



Evacuation

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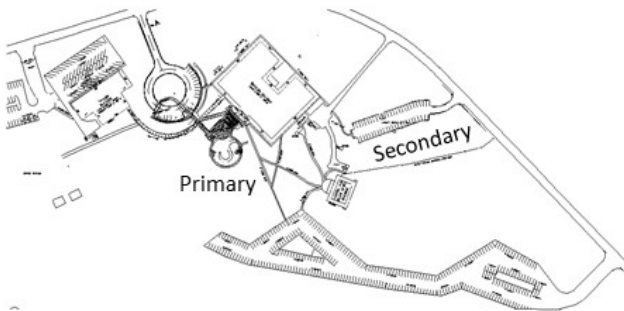
Evacuation Procedures:

Each student should familiarize themselves with the Evacuation maps located in their assigned areas at the beginning of each quarter.

When instructed to evacuate:

1. Close door and turn off lights when leaving room.
2. Evacuate the building from the nearest exit.
3. Assemble in the predetermined area and answer roll call.
 - [primary assebley area](#) - terrace area below the Sherman Honor wall
 - [secondary assembly area](#) - the ball field
4. Report any missing students / staff to Administrators or Security.
5. Await further instructions from main office or Security.
6. Reoccupy building when given "All Clear, All Clear return to class."

â€œ



sherman campus



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Fire

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- [Reporting](#)
- [Evacuation](#)

Reporting a Fire

1. If you discover fire or smoke, immediately activate the nearest fire alarm pull station. .
2. If unable to activate a pull station or the alarm won't activate, knock on doors and yell "fire" as you exit the building
3. Call [911](#) or Sherman College [Security](#).
4. If safe, use fire [extinguisher](#).
5. All personnel shall evacuate by means of the **nearest** available exit.
6. Reassemble in the assembly areas
 - primary assembly area - terrace area below the Sherman Honor wall
 - secondary assembly area - the ball field
7. Notify security/maintenance of location of fire

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Evacuation Procedures

When you hear an alarm or someone announces a fire:

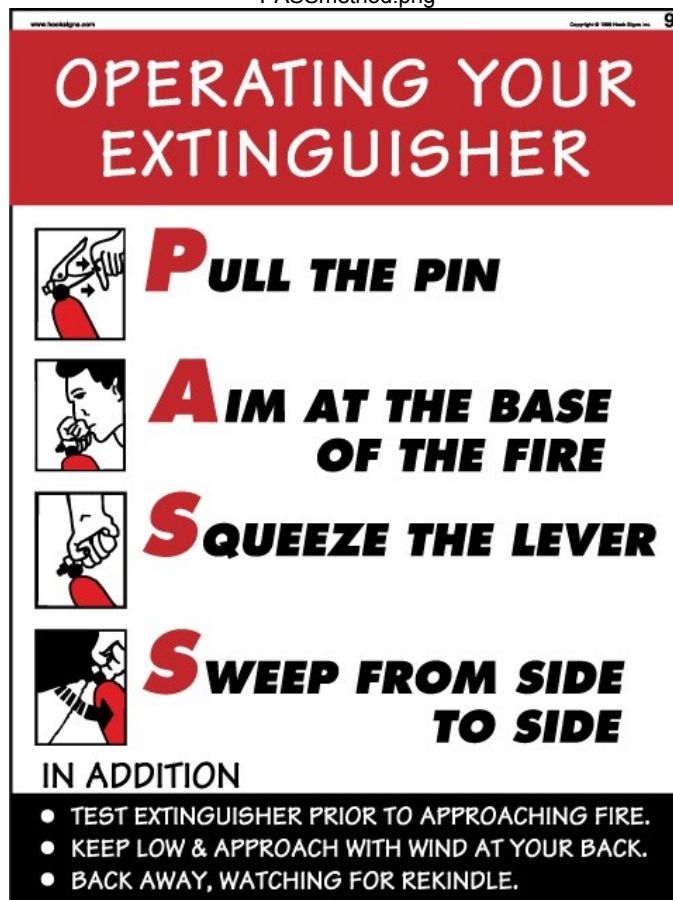
1. Immediately walk to the nearest marked exit, do not use elevators.
2. Close doors as you leave.
3. Feel closed doors with the back of your hand. Do not open if doors are hot.
 - If door is hot, seek an alternate route.
 - If you are surrounded by smoke, get down on the floor and crawl to safety
 - If you become trapped, seal off cracks around doors and vents with cloth or rugs (soak them in water if possible).
 - If possible, signal for help from a window.
4. Remain calm, keep moving and continue to exit even if the alarm stops
5. Once outside, get away from building and report to nearest evacuation assembly point.
6. Notify emergency personnel of any persons injured or needing assistance.
7. Do not re-enter the building until authorized by public safety or emergency personnel.

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PASSmethod.png



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Sexual Violence

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Quick Links

- [Get to a Safe Place](#)
- [Call Someone](#)
- [Get Medical Attention](#)
- [Emotional Care](#)

Immediate Actions

Get to a Safe Place and call the police. Get to a place where you will be safe from further attack. For your own protection, call the [911](#) immediately, especially if the assailant is still nearby. The police will help you whether or not you choose to prosecute the assailant. For an assault on campus, you can also call Sherman College [Security](#).

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Call Someone You Trust. Don't deal with the situation alone; it is important to tell someone. It is an enormous burden to bear alone. Call a friend, family member or someone whom you feel you can talk to.

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Here are resources you can also talk to:

SAFE Homes Rape Crisis Coalition Center: [800-273-5066](#) (confidential)

Vice President of Student Affairs Office: [phone](#)

Assistant Dean of Student Affairs: [phone](#)

Sherman College Security: [cell](#)

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Get Medical Attention. It is extremely important that you seek medical attention immediately to assess and treat physical injuries you may have sustained. Some treatments must be initiated soon after the assault to be effective, however a medical exam is strongly recommended even if some time has elapsed.

Do not drink, bathe, douche, brush your teeth, change your clothes, or comb your hair. It's only natural to want to do these things, but you may be destroying evidence. If changing clothes is necessary, clothing worn during the assault should be placed in a paper bag.

Note: seeking medical attention or preserving evidence does not require a survivor to report an attack to the police or to move forward with prosecution.

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Emergency Medical Services: [911](#)

Hospitals (Emergency):

Spartanburg Regional Healthcare System

[\(864\) 560-6000](#)

[101 East Wood Street](#)

[Spartanburg, SC 29303](#)

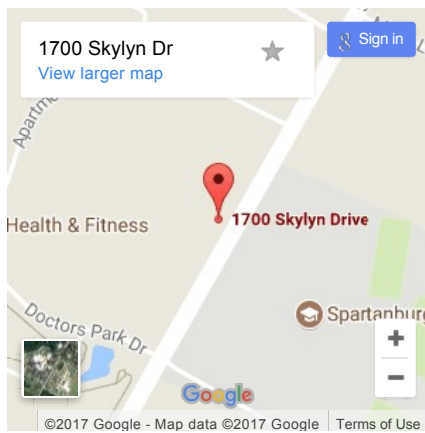


Mary Black Health Center

[\(864\) 573-3000](tel:8645733000)

[1700 Skylyn Drive,](#)

[Spartanburg, SC 29307](#)



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Emotional Care: *Regardless of whether you decide to report the assault, it is often helpful to seek counseling for the traumatic experience you have survived. Remember, the survivor is never to blame - the perpetrator is always responsible for their own behavior.*

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Incident Report Form for Sexual Violence

Submit Report

Describe Situation

Attach Photo (Optional):

Choose File

No file selected

Name (Optional)

Number (Optional)

Email (Optional)

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Phone - Mobile	864-909-3682 ➡
🏢 Organization: Sherman College Name: Evening Security	
Phone	864-316-7576 ➡
🏢 Organization: Sherman College Title: Vice President of Student Affiars Name: LaShanda Hutto Harris	
Email	lhuttoharris@sherman.edu ➡
Phone - Office	864-578-8770,224 ➡
🏢 Organization: Sherman College Title: Asst, Dean of Student Affairs Name: Michelle Schutrumpf	
Email	mschutrumpf@sherman.edu ➡
Phone - Office	864-578-8770,208 ➡

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Threats

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Threats

1. Treat all threats or rumors of violence as serious.
2. **Call [911](#) if you:**
 - a. Consider the threat to be immediate.
 - b. See a weapon
 - c. Are told someone on campus has a weapon
 - d. Are told someone intends to bring a weapon to campus.

Report threatening behavior to the [Director of Security](#) or the security [Guard](#)

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Phone - Mobile	864-909-3682 
 Organization: Sherman College Name: Evening Security	
Phone	864-316-7576 
 Organization: Sherman College Title: Vice President of Student Affiars Name: LaShanda Hutto Harris	
Email	lhuttoharris@sherman.edu 
Phone - Office	864-578-8770,224 
 Organization: Sherman College Title: Asst, Dean of Student Affairs Name: Michelle Schutrumpf	
Email	mschutrumpf@sherman.edu 
Phone - Office	864-578-8770,208 



Suspicious Person

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Suspicious Person(s)

1. Stay at least **three** feet away.
2. Be **aware** of non-verbal actions.
3. Do **not** physically confront the person(s).
4. Do **not** block the person's access to an exit.
5. **Note** the person's description in detail and his/her travel direction

Immediately report all suspicious circumstances to [Director](#) of Security or the security [Guard](#).

🔍 Filter items...

📞 Organization: Emergency Response

Phone 911 ➡

📞 Organization: Sherman College
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Phone - Mobile 864-909-3682 ➡

📞 Organization: Sherman College
Name: Evening Security

Phone 864-316-7576 ➡



Severe Weather

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- [Severe Thunderstorm/Lightning](#)
- [Winter Storms/Extreme Cold](#)
- [Flooding](#)
- [Extreme Heat](#)
- [Hurricane/Tornado](#)
- [Earthquake](#)

Severe Thunderstorm/Lightning

- Severe thunderstorm/lightning can occur without notice or warning and can create dangerous situations.
- Stay indoors and do not go outside unless absolutely necessary.
- Avoid water, using electrical appliances and landline telephones.
- Stay away from open doors and windows.
- Save all work and turn off computers (if possible). Power surges from lightening may damage them.
- If the power goes out, please see "Utility Outage" information for guidance.
- In the event of an injury or life threatening situation contact [911](#) immediately and notify your manager or someone else in management.

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Winter Storms and Extreme Cold

- Be aware of winter storm "warnings": storms occurring within 12 to 24 hours and "watch" advisories: storms occurring within 12 to 48 hours.
- Stay indoors during the storm.
- If you must go outside, walk carefully on snowy, icy, walkways.
- Drive only if it is absolutely necessary. If you must drive: travel in the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts.
- If the power goes out, please see "Utility Outage" information for guidance.
- In the event of an injury or life threatening situation contact [911](#) immediately and notify your manager or someone else in management.

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Flooding

- If an evacuation is required, please refer to "Evacuation" information for guidance. If you are instructed to leave the office, please remember these tips:
- In the event of an injury or life threatening situation contact [911](#) immediately and notify your manager or someone else in management.
- If the power goes out, please see "Utility Outage" information for guidance.
- Wait for guidance from your manager or someone else in management or local authorities.
- Stop using all electrical equipment.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be swept away quickly.

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Extreme Heat

In the event of heat exhaustion or heat stroke contact [911](#) immediately and notify your manager or someone else in management.

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Hurricane or Tornado


- Stay indoors and away from windows and glass doors.
- Close all interior doors. Keep blinds closed. Do not have a false sense of security if the weather calms, it could be the eye of the storm and winds can pick up again.
- Go to the center of a small interior room, closet or hallway on the lowest possible level of the building.
- Lie on the floor under a table or other sturdy furniture.
- Do not use elevators.
- In the event of an injury or life threatening situation contact [911](#) immediately and notify your manager or someone else in management.
- Evacuate if you are directed by local authorities, management, or if you feel you are in danger. Be sure to follow any instructions you are given.

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Earthquake

- Stay away from glass, windows or anything that could fall.
- Identify a safe place.
- Drop to the ground, take cover under a sturdy table or other piece of furniture and hold on firmly until the shaking stops.
- Use a doorway as a shelter only if it is close to you and it is strongly supported.
- If no furniture is available, crouch in an inside corner of the building and cover your face and head with your arms.
- Do not use elevators.
- Be aware that aftershocks can occur after an earthquake.
- In the event of an injury or life threatening situation contact [911](#) immediately and notify your manager or someone else in management
- Wait for instruction from management or local authorities before exiting the building to ensure it is safe to leave.
- If an evacuation is required, please refer to "Evacuation" information for guidance.

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Shelter in Place

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When there is an environmental or hazardous danger outside, shelter-in-place (SIP) should be followed. Examples include, but not limited to: a tornado warning or a hazardous material spill.

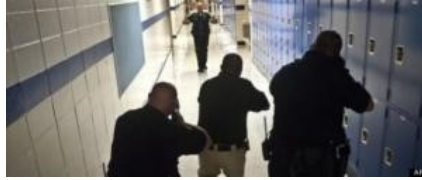
1. **Stop** all activities immediately.
2. **Seek** shelter inside a building in an interior room, with the fewest windows, doors or vents.
3. **Close** and lock all windows, exterior doors, and any other openings to the outside and seal them, if possible.
4. **Turn off** air conditioners, fans and heaters.
5. **Remain** in place until additional instructions or information is received from emergency personnel or Public Safety.

 Filter items...	
 Organization: Emergency Response	
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Active Shooter

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- [Run](#)
- [Hide](#)
- [Fight](#)

When there is an active threat near, you should:

Run

1. Escape from the threat immediately, by exiting the building or leaving the area, if possible.
2. Notify others to exit the building or escape from the threat.
3. When safe, call [911](#) and relay the following:
 - Your name and location
 - Location of the incident (building and floor)
 - Identity and description of the threat(s)
 - Number and type of weapon(s) used

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Hide

If you can't safely escape from the threat or the threat is nearby:

1. Proceed to the nearest room, and close and lock the door, if possible.
2. If you cannot lock the door:
 - Block the door with furniture and/or equipment.
 - Take cover behind equipment or furnishings.
3. Turn off all the lights.
4. Cover all visible openings.
5. Remain quiet and put cell phones on silent/vibrate.
 - Quietly call [911](#) if you have information on threat location or description.
6. Follow instructions of law enforcement personnel. Keep your hands raised and visible.

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Fight

In the event that you are confronted by a threat, as a last resort:

1. Fight to defend yourself and others by whatever means necessary.
2. Use any and all items to incapacitate the aggressor until law enforcement arrives.

3. If aggressor loses the weapon, place weapon in nearest trash can, never take it with you as you exit the building.
4. Follow instructions of law enforcement personnel. Keep hands raised and visible.

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🔍 Filter items...

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Power / Utility Outage

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- [Reporting](#)
- [Power Outage](#)
- [Plumbing Failure](#)
- [Gas Leak](#)

Reporting

Immediately report all critical utility (electric, water/plumbing, gas, heating, ventilation or air conditioning) failures to [Director of Maintenance](#). If any injuries occur, immediately call [911](#).

Although some utility failures are not dangerous by themselves, many life safety systems (fire suppression & alarm systems, security systems and emergency lighting) are dependent upon the proper operation of utilities to function.

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Power Outage

1. Immediately suspend all activities.
2. If able, power down and unplug computers, appliances and non-essential equipment.
3. Evacuate the building if the fire alarm activates and/or upon notification from the [Director of Maintenance](#).
4. Do not use elevators.

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Plumbing Failure

1. Cease using all plumbing fixtures.
2. If flooding occurs, cease using all electrical equipment.
3. If necessary, evacuate the building, and notify the [Director of Maintenance](#).

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Gas Leak

1. If you smell gas, immediately cease all activities and do not operate any electrical equipment, including lights.
2. Immediately evacuate the building, and notify the [Director of Maintenance](#).

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Suspicious Package / Bomb

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 - [Characteristics](#)
 - [Key Appearances](#)
 - [What to Do](#)
- [Bomb Threat](#)

Suspicious Package

Suspicious packages are any items capable of concealing or containing harmful substances that has been left unattended and/or visibly shows indicators of posing a potential threat.

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Characteristics of Suspicious Packages

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles, title without a name or not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- Postmarked from a city or state that does not match the return address.

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Key Appearances

- Oily stains and discolorations
- Odor
- Excessive packaging material and excessive weight
- Ticking sound and/or protruding wires or aluminum foil

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What to Do with a Suspicious Package, Letter or Container

- Do not panic. It is important for all of your actions to be careful & deliberate.
- Do not touch or move the package and any unknown materials.
- Isolate the area and evacuate all personnel from the immediate area.
- Do not use radios or cell phones.
- Contact [911](#) as soon as possible.
- All personnel who may have had contact with the unknown material should wash their hands with soap and warm water and shower with soap and warm water as soon as possible.
- Make a list of names and contact information for all personnel who have come into contact with the unknown material.
- Carefully follow the instructions provided by law enforcement and health officials.

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Bomb Threat

If a bomb threat is received by phone:

1. Remain calm.
2. Note the time of the call and phone number.
3. Keep the caller on the phone as long as possible by asking:
 - What is your name?
 - When is the bomb going to explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Is the bomb yours?
 - Why was it placed here?
 - Where are you calling from?
 - What are you located?
4. Make notes about:
 - The speaker's exact words.
 - Background noise.
 - The speaker's voice.
5. Contact [911](#) immediately after receiving the threat and follow the dispatchers instructions.

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suspicious package example



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Incident Reporting

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Students, faculty and staff are invited to report any observed campus safety hazards by **clicking on the Hazard sign in the upper right-hand corner**, completing a short description in the box, and clicking Submit. The report is **anonymous** (unless you chose to provide us your information) and will be routed to the appropriate office for review and/or correction. For emergencies call [911](#). Examples of campus hazards include:

1. Sidewalks, streets and stairwells
2. Indoor and outdoor lighting
3. Ice and water spills
4. Door access and building security
5. Suspicious persons
6. Dangerous behaviors
7. Broken windows
8. Trees and branches
9. Any obstacles blocking safe passage
10. Electrical
11. Plumbing
12. Unusual odors
13. Café and food safety
14. Labs
15. Classrooms
16. Traffic and parking

Submit Report

Please Choose

If Other Please Explain:

Describe Situation

Attach Photo (Optional):


Choose File No file selected

Name (Optional)


Number (Optional)

Email (Optional)


🔍 Filter items...

 Organization: Emergency Response

Phone 911 ➤

 Organization: Sherman College
Name: Daytime Security

Phone - Mobile 864-909-3682 ➤

 Organization: Sherman College
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Phone 864-316-7576 ➤