

**TCL**  
**EMERGENCY**  
**RESPONSE PLAN**

**2014**

# TABLE OF CONTENTS

Emergency Response Plan.....	Page 1
Types of Emergencies.....	Page 2
Relevant Definitions Relating to an Emergency .....	Page 2
Assumptions .....	Page 3
Declaration of Campus State of Emergency .....	Page 3
Emergency Teams .....	Page 4
Emergency Command Posts .....	Page 5
Emergency Director and Emergency Resource Team .....	Page 5
College Notification Plan .....	Page 9
Services Available During an Emergency .....	Page 11
Emergency Procedures-State of Emergency .....	Page 12
Evacuation Procedures .....	Page 13
Information on Specific Emergencies/Disasters .....	Page 14
Hurricane Preparation .....	Page 15
Tornado Preparation .....	Page 16
Fire .....	Page 17
Explosion, Aircraft Down (Crash) on Campus .....	Page 17
Biochemical or Radiation Spill .....	Page 18
Bomb Threat .....	Page 18
Utility Failure .....	Page 18
Violent or Criminal Behavior .....	Page 19
Psychological Crisis .....	Page 19
Campus Disturbance or Demonstrations .....	Page 19

## **Table of Contents (Cont'd)**

### APPENDIX I

Emergency Contacts

Emergency Teams

### APPENDIX II

SC Emergency Operations Plan – Selected Items

Nuclear Accident

Hurricanes

Earthquakes

Civil Disturbances

Terrorism

## EMERGENCY RESPONSE PLAN

The Technical College of the Lowcountry is committed to providing a safe educational environment for students and employees. This plan is provided as a guide for college employees for basic information to assist in the event of an emergency on or near the college campus. With this plan, the College attempts to anticipate a needed response in the event of an emergency that may endanger life or health of persons or inflict major damage to College property.

While the plan does not cover every conceivable situation, it is intended to supply the basic administrative guidelines necessary to cope with most campus emergencies.

The College procedures, as stated herein, are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of the College guidelines. Any exception to these crisis management procedures will be conducted by, or with, the approval of those college administrators directing and/or coordinating the emergency operations.

While the plan is specifically applicable to TCL's main campus, the general information and building evacuation procedures are applicable to all locations. The TCL **Emergency Director** will coordinate emergency responses at "off-campus" locations with the director or administrator and local emergency officials. The Emergency Response at each Campus should include **911** reporting and notification of the appropriate Campus Director who will contact local law enforcement and the College's Emergency Director.

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions **that cannot be handled by routine measures**, the President or Vice President for Administrative Services may declare a state of emergency and these contingency guidelines may be implemented.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types or magnitudes. The procedures described are applicable to almost any disaster.

## TYPES OF EMERGENCIES

1. Hurricane
2. Tornado
3. Fire
4. Biochemical or radiation spill
5. Explosion, downed aircraft (crash) on campus
6. Bomb
7. Utility Failure
8. Violent or criminal behavior
9. Psychological Crisis

## RELEVANT DEFINITIONS RELATING TO AN EMERGENCY

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious affect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

## ASSUMPTIONS

The College emergency plan provides a realistic approach to the problems that are likely to be encountered on campus during a major emergency or disaster. Hence, the following are general assumptions and guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or Holiday, with little or no warning.
2. The succession of events in an emergency is not predictable. Hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the College. Therefore, city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

## DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College President or official designee in the absence of the President. The Vice President for Administrative Services will serve as the **Emergency Director**. In the absence of the Vice-President for Administrative Services, the President or designee in her absence shall appoint the person to serve as Emergency Director. During the period of any campus emergency, the Emergency Director as required by the President shall place into immediate effect the appropriate procedures necessary to meet the emergency and to safeguard persons, equipment, land and educational facilities.

The President shall immediately consult with the Vice-President for Administrative Services regarding the emergency and the possible need for a declaration of a *campus state of emergency*. When this declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. The Emergency Director, in coordination with the Beaufort County Emergency Preparedness Office, will issue passes to those persons who need to remain on campus for emergency procedures. All others will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest in accordance with the South Carolina Penal Code. Only those faculty and staff members who have been assigned emergency resource team duties will be allowed to enter the immediate disaster site.

In the event of an emergency or disaster occurring in or about a campus that involves College property, the Vice President for Administrative Services will be dispatched to determine the extent of any damage and report immediately to the President.

## **EMERGENCY TEAMS**

The responsibility for all emergency operations rests with the President or designee. The President, the Vice President for Academic Affairs, the Vice President for Marketing and Enrollment Management, the Vice President for Student Affairs, the Human Resources Director, and the Director of Public Relations will constitute the **Emergency Advisory Team**. The Emergency Advisory Team, under the direction of the President, will serve in the capacity of information, advisement, and public communication relating to all aspects of the emergency and will assist the President with decisions related to the emergency. The Emergency Advisory Team will also communicate necessary information to the Emergency Director.

The **Emergency Director** will have direct operational control of the campus emergency or disaster and will coordinate the activities of the **Emergency Resource Team**, which consists of the following personnel:

- Facility Management Director
- Security Personnel
- LRC Director
- Registrar
- IT Director
- Inventory Control Manager

In addition, the Facility Management Staff will be on stand-by for assistance and all other TCL employees are expected to be available if requested to assist with a campus emergency.

In the case of emergencies or disasters, the **Emergency Director** will adhere to a four phase alert system as appropriate:

1. Notification Phase
2. Stand-by
3. Mobilize
4. Action

## **EMERGENCY COMMAND POSTS**

When an emergency occurs, or is imminent and a “state of emergency” is declared, the **Emergency Director** has the responsibility of setting up and staffing an appropriate **Emergency Command Post**. Building 3, Anderson Hall, will be the command post unless circumstances make another location more feasible. If the emergency warrants, the Emergency Director will also establish a **Field Emergency Command Post** on location or near the scene of the emergency.

If the emergency involves only one building or a small part of a campus, a motor pool vehicle or vehicles will be placed as near to the emergency scene as is reasonably possible. At least one uniformed security officer is to staff the command post at all times until the emergency ends. A small office with a desk, chairs, and a telephone may also be required near the scene. If telephones are not operable, cellular telephones will be utilized.

The Field Emergency Command Post equipment is to include:

1. Barricades, barrier tape, and appropriate signs
2. Two portable hand radios; two cellular telephones
3. Portable public address system
4. First Aid kit
5. Campus telephone directory and local telephone directory.

In addition to establishing an Emergency Command Post, the Emergency Director shall immediately begin contacting all necessary members of the Emergency Resource Team.

## **EMERGENCY DIRECTOR AND EMERGENCY RESOURCE TEAM**

Team members will coordinate as necessary with the **Emergency Director** for implementation of the campus operation plan. Team members are to be in constant communication with the Emergency Command Post. A listing of team members and their general responsibilities follow.

**The Emergency Director** is the Vice President for Administrative Services or designee as appointed by the President of the Technical College of the Lowcountry. The **Emergency Director** is responsible for the operations of the College emergency response and,

1. Works with Emergency Preparedness Directors to maintain safety and order, assessing the emergency and preparing the College’s specific response.
2. Under direction of the President, declares and ends, when appropriate, the campus state of emergency.

3. Notifies and conducts liaison activities with the college administration, governmental agencies, Emergency Resource Team, and others as necessary.
4. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
5. Notifies and utilizes police, Campus Security and, if necessary, other personnel in order to maintain safety and order.
6. Notifies the members of the Emergency Resource Team and advises them of the nature of the emergency.
7. Notifies and conducts liaison activities with an appropriate outside organization such as the Fire Department, Police Department, Officer of Emergency Services, etc.
8. Insures that appropriate notification is made to off-campus staff when necessary.
9. Performs other related duties as may be directed by virtue of the campus emergency.
10. In conjunction with the Human Resources Director, the Environmental Health and Compliance Officer will prepare and submit a report to the President on the emergency including an evaluation of the college's response.

The duties of the members of the **Emergency Resource Team** are as follows:

**A. Facility Management Director**

1. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage procedures, damage assessment, debris clearance, emergency repairs, and equipment protection.
2. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicle as required to the Emergency Resource Team for emergency use.
3. Obtains the assistance of utility companies as required for emergency operations.
4. Furnishes emergency power and lighting systems as required.
5. Surveys habitable space and relocates essential services and functions.

6. Provides facilities for emergency regenerator fuel during actual emergency or disaster periods.
7. Provides for storage of vital records at alternate sites, (another campus, South Carolina Technical College System office, etc); coordinates with building and area coordinators for liaison and necessary support.
8. Establishes a Field Emergency Command Post, if required.

**B. Security Personnel**

1. As conditions dictate, performs immediate actions to protect students, staff, and others.
2. Contacts local law enforcement and/or emergency officials as directed.
3. Secures emergency sites as appropriate.
4. Secures access roads and directs emergency vehicles as required.
5. Maintains communication between emergency scene or Field Emergency Command Post and the Emergency Director for response as necessary to the emergency.

**C. LRC Director**

1. Provides initial notification to Central and West Campus Community of emergency information as directed by the Emergency Director.
2. Assists with evacuation process upon request by the Emergency Director.
3. Manages the communications between the Emergency Advisory Team, the Emergency Response Team, and other operational organizations assisting with the emergency.

**D. Registrar**

1. Provides initial notification to the East Campus Community of emergency information as directed by the Emergency Director.
2. Assists with the evacuation process upon request of the Emergency Director.
3. Provides support for students, staff, or family members as deemed necessary.

**E. IT Director**

1. Provides access to computer resources.
2. Advises and supports emergency communication efforts.

**F. Inventory Control Manager**

1. Assists with location of equipment for team use.
2. Assists with on-site operations as needed.

The **Emergency Advisory Team** will be responsible for public information, as well as internal information and communications, etc., as outlined in the following:

**A. Public Information**

1. Establishes liaison with the news media for dissemination of information as requested by the President.
2. Establishes liaison with local radio and cable services for public announcements.
3. Arranges for photographic and audio-visual services.
4. Advises the President or designee of all news concerning the extent of disaster affecting the College.
5. Prepares news releases for approval and releases to media concerning the emergency.

**B. Internal Information and Communications**

1. Obtain background information on employees and students as necessary for the emergency.
2. Make notifications as necessary to family members of staff and students.
3. Coordinate appropriate support for staff/students and family members.
4. Communicate necessary internal and public information to the Emergency Director.

### **C. College Closing/Class Cancellations**

1. The President and Emergency Advisory Team will evaluate conditions as it relates to the emergency and safety of students, faculty and staff.
2. College closings or cancellation of classes will be implemented in accordance with TCL Policy 2-1-217.

### **COLLEGE NOTIFICATION PLAN**

The telephone is the primary means of emergency notification at the Technical College of the Lowcountry. The College also has two-way radio transmission capabilities between the Business Office staff and Facility Management staff. A report of an emergency directly to the Business Office (Extension 8249 or 8333) may allow immediate contact with security or facility management staff that can provide assistance.

The **General Notification** process below should be used to report “**Incidents**” or other emergencies that involve no further danger to persons or property. The **Emergency Notification** process should be used in “**State of Emergency**” conditions.

#### **General Notification for Incidents**

1. If personal injury is involved, call EMS using 911 (or campus telephone, 9-911).
2. During business hours, call the Business Office at Extension 8249 or 8333.
3. Call Campus Security:  
Beaufort Campus: Extension 8301 or 986-6971  
New River Campus: Extension 6006 or 812-4115.
4. For the New River and Hampton Campuses, notify the campus administrator.

#### **Emergency Notification for State of Emergency Conditions**

1. If the emergency involves serious injury or threat of personal injury, the first person to the scene should report directly to the Police Department and/or EMS using 911 (or 9-911 from a campus telephone).
2. Upon declaration of a “State of Emergency” by the President, telephone notification will occur as follows:

The Emergency Director will notify all members of the Emergency Response Team and relay specific information concerning the emergency to members regarding mobilization, need for evacuation, and essential information on the

event.

- a) The Facility Management Director will notify facility management staff as required to mobilize.
- b) The LRC Director will notify the Instructional Division.
  - Division Dean, Health Sciences (8276) and/or Administrative Assistant (8267)
  - Division Dean, Arts & Sciences (8343) and/or Administrative Assistant (8281)
  - Division Dean, Business & Industrial Technologies (8238) and/or Administrative Assistant (8241)
  - Building 16 Contact (8290)
  - Building 10 Contact (8313)
  - Continuing Education Administrative Assistant (8205)
- c) The Registrar will notify the Student Services Division.
  - Registrar (8210) and/or Information Desk (8233)
  - Financial Aid Director (6054)
  - Campus Life Manager (8218), Student Support Services Director (8219) and Admissions Manager (8405)
  - Talent Search Director (8357) and/or Administrative Assistant (8331)
- d) The Office of the President will make contact with the members of the Emergency Advisory Team.
  - The Vice President for Academic Affairs (8257) and/or Administrative Assistant (8244)
  - The Vice President for Student Affairs (8226) and/or Administrative Assistant (8215)
  - The Human Resources Director (8248) and/or Administrative Assistant (8253)

- The Director of Public Relations (8231) and/or Graphic Artist (8232)
3. Back up communications.

In the event that telephone and two-way radio communications are inoperative during an emergency, the Emergency Director will communicate with the Emergency Resource Team members using staff messengers. Members will likewise need to communicate with the persons on their list in a similar manner. If it becomes necessary to communicate with a large group, the Emergency Director will use a “bull horn.”

4. Internal Communications

a) Communications between the Emergency Advisory Team and the Emergency Resource Team should be conducted through the President or designee and the Emergency Director.

b) Communications between Faculty/Staff and the Emergency Resource Team during emergency operations should be channeled through the established communication links or directly with the Emergency Advisory Team.

5. External Communications

All public announcements and official communications will be issued through the Emergency Advisory Team via the Public Relations Director, or the College President.

**IMPORTANT: DURING A STATE OF EMERGENCY, TELEPHONE USE WILL BE RESTRICTED TO EMERGENCY USE ONLY.**

**SERVICES AVAILABLE DURING AN EMERGENCY**

**Maintenance Operations: Trouble/Service**

After 5:00 p.m., trouble/service relating to maintenance operations should be reported to Campus Security at extension 8301 or 986-6971. For the New River Campus, dial extension 6006 or 812-4115.

Skilled maintenance workers are available Monday through Thursday from 7:00am to 4:00pm, 7:00 am to 12:30pm Fridays, and on short notice at other times. They are capable of providing the following emergency services:

1. **Utilities:** Repairs to water, gas, electric, and sewage systems.
2. **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
3. **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoe, forklifts, etc.
4. **Transportation:** Sedans, light trucks, and tractors.

### **Purchasing Department: Emergency Procurements**

Emergency procurement of materials and services can be arranged in direct support of any emergency situation. In addition to normal support from the procurement office, members of the Emergency Resource Team, including the Vice President for Administrative Services and Facility Management Director, are authorized to make emergency purchases.

## **EMERGENCY PROCEDURES-STATE OF EMERGENCY**

Once college officials become aware of an emergency, the first priority will be to take necessary and immediate action to protect human life/health. In most cases, this will require direct reporting of an emergency using **911 (9-911)** from campus telephone) by the first person that becomes aware of the emergency. Although the nature of the emergency or disaster will dictate the exact process that will be followed, the sequence outlined below has general application for “State of Emergency” conditions. Additional information is provided for specific emergencies in the next section. All members of the Emergency Advisory Team and Emergency Resource Team are to be thoroughly familiar with this information.

### **Sequence of Events for Emergency Procedures**

1. The first response action is to protect the life/health of persons.
2. The College President and Vice President for Administrative Services confer to evaluate facts and determine whether the emergency constitutes a “State of Emergency”.

**If it does not**, the emergency will be addressed using procedures applicable to “Incidents”.

**If a “State of Emergency”** is declared by the President then:

- The Emergency Advisory Team is activated.
- The President assembles the Emergency Advisory Team,

- The President names an Emergency Director, in the absence of the Vice President for Administrative Services.
- The Emergency Director activates the Emergency Response Team.
- The Emergency Notification Plan is activated.
- An Emergency Command Post is established,
- A Field Command Post, if needed, is established,
- The Emergency Director initiates actions as necessary based upon the conditions of the emergency.

### **EVACUATION PROCEDURES**

All employees should review the evacuation plan for their building. The plan is posted on an interior wall near major exits of the building. The plan indicates exit routes from each location within the building.

#### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons
6. **DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR AN EARTHQUAKE.**

## **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

## **Evacuation Provisions for Accommodating Persons with Disabilities**

In the event a building, an area of the campus, or the entire campus is required to be evacuated, the Emergency Director or Security personnel will initiate the notification process to those persons with disabilities who may require special assistance.

1. The Chairperson of the ADA Committee, who provides accommodations to students with disabilities, is responsible for providing Security and the Emergency Director the current schedules and specific needs of students requiring accommodations.
2. The emergency personnel will maintain a listing of faculty/staff who require special accommodations, the specific accommodations needed and current schedule of those individuals.
3. The Emergency Director will dispatch Security and the Facility Management staff to the evacuation area.
4. If emergency personnel (fire/rescue or police) are available, Security will inform them of the need for special accommodations. The Facility Management staff will assist emergency personnel as directed.
5. Upon arrival at the location, Security will make inquiries on the existence of others at the location that may require special assistance and direct action accordingly.

## **INFORMATION ON SPECIFIC EMERGENCIES/DIASTERS**

As an agency of the State of South Carolina, the Technical College of the Lowcountry falls within the directives of the State as to its response to regional and such state-wide disasters as hurricanes, earthquakes, nuclear accidents, terrorism, civil disturbances, and other disasters. The State has two separate plans that provide guidance, the *South Carolina Emergency Operations Plans (SCEOP)* and the *South Carolina Hurricane Plan*.

In general, state emergency officials work through the county emergency officials in responding to emergencies and follow the directives as outlined in the State plans. The College coordinates its emergency response to regional/state emergencies with the Beaufort County Emergency Management office. Copies of both state plans are maintained in the Business Office and are also available on the state website at:

[www.scemd.org](http://www.scemd.org)

South Carolina Emergency Management  
Division

Sections from the SCEOP on major disasters likely to affect this area have been reproduced for reference in the Appendix. Members of the TCL Emergency Advisory Team and Emergency Response Team should familiarize themselves with this information.

The following general information about specific emergency situations may be used by members of the emergency teams and TCL to assist in minimizing exposure to danger and property losses. It is by no means comprehensive, but includes information that is generally accepted as useful for each specific emergency, as well as specific information on TCL's expected response to the situation.

### **HURRICANE PREPARATION**

In the event of an approaching hurricane, the Vice President for Administrative Services will monitor its path and communicate with local emergency preparedness officials. Emergency supplies are stored in the maintenance warehouse and are readily accessible. These supplies are periodically inventoried and rotated.

Since most hurricanes give ample time for preparation, the Facility Management will ready the equipment; checking generators, chain saws, buckets, trucks (ensuring that there is ample fuel in each vehicle), plywood, sandbags, etc. The physical plant staff will also check drainage systems, remove awnings, anchor loose equipment, top off fuel tanks, and lower the temperatures in cold-storage areas.

This staff will coordinate boarding and taping glass and windows, covering computer terminals and other valuable equipment. They will install custom-made plywood panels that fit securely and lock over the windows on the east side of Building 3 facing the Beaufort River. These panels provide additional protection for the important records housed in the Business Office. This staff will also provide assistance with readying offices, placing records, etc. in the vaults located in Buildings 2 and 3.

## **TORNADO PREPARATION**

The following are some of the characteristics of a tornado:

- A sickly greenish or greenish black color to the sky.
- Hail should be considered as a real danger sign of a tornado.
- A strange quiet that occurs within or shortly after a thunderstorm.
- A sound like a waterfall or rushing air at first, but turns into a roar such as a train or jet.
- Debris dropping from the sky.
- An obvious “funnel-shaped” cloud that is rotating, or debris such as branches, leaves being pulled upward, even if no funnel cloud is visible.

If a tornado is spotted, the campus may be fortunate enough to have a fifteen (15) minute warning. With this warning, the facility management staff will turn off the electricity and gas service. Precautions that individuals can take are listed below:

1. Seek a hallway or closet and stay away from windows. Use something such as a chair cushion to cover the head.
2. Seek an area away from the west wall or south wall, the direction the tornado will usually approach.
3. Areas affording a measure of protection on the Beaufort campus include the basements of Buildings 1, 2 and 12. If these locations are not readily accessible, consider the options that follow.
  - a) Go to the lowest floor, preferably a basement; do not stay in an elevator.
  - b) Do not seek shelter in the auditorium or gymnasium.
4. Crouch under desks or sturdy furniture and hold on to it. If no furniture is available become a small target, squat low to the ground or floor, place hands on knees with head between them and cover head with a cushion or chair.
5. Do not get in a car, or if in a car, do not try to outrun the tornado. Leave the car and crouch in a ditch.
6. Do not waste time opening windows. Use all available time to seek shelter. Flying debris accounts for many injuries.

7. Do not send students home as there will not be enough time to evacuate.
8. Assist the handicapped.

### **FIRE**

Each faculty, staff, and student should become familiar with the fire exits posted on the walls in each building. Individuals should also locate the fire extinguishers in each building. If there is suspicion of something burning, notify the Business Office at extension 8249 or 8333 immediately. The Business Office will notify Facility Management personnel by radio to investigate to determine whether there is a fire and if it is necessary to call the fire department.

If there is definitely a fire, immediately call 911 and give the exact location of the fire. Then evacuate the building immediately. Report the fire to the Vice President for Administrative Services at 8249 or 8333.

**DO NOT USE THE ELEVATOR IF THERE IS A FIRE. GIVE ASSISTANCE TO ANY HANDICAPPED INDIVIDUALS WHO MAY NEED HELP.**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.

### **EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS**

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Vice President for Administrative Services at extension 8249 or 8333.
3. Follow the evacuation procedures posted in the buildings involved in the accident.
4. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
5. If requested, assist emergency crews as necessary.
6. Do not return to an evacuated building unless told to do so by a College Official.

## **BIOCHEMICAL OR RADIATION SPILL**

A disaster involving a biochemical or radiation spill will be under the direction of local, state or National Emergency Preparedness Officials. The initial contact will be with the County Emergency Preparedness Office.

## **BOMB THREAT**

If you observe a suspicious object or potential bomb on campus, **DO NOT ATTEMPT TO HANDLE THE OBJECT.** Clear the area and immediately call the Vice President for Administrative Services at 8249 or 8333 or Security at 8301 or 986-6971. For New River, contact the Campus Administrator at 6041 or Security at 6006 or 812-4115. For the Hampton Campus, contact the campus administrator at (803) 943-4262.

Any person receiving a phone call concerning a bomb threat should solicit as much information as possible from the caller by asking:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

Continue talking to the caller as long as possible and record the following:

1. Time of the call.
2. Age and sex of the caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of the caller.
5. Background noise.

After reporting a bomb threat, walk quickly to the nearest marked exit and alert others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.** 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.

## **UTILITY FAILURE**

In case of a utility failure, contact the Facility Management Director directly at 8282 or via the Vice President for Administrative Services at 8249 or 8333. The College heats some of the buildings with gas. If a gas leak is suspected, please notify the Facility Management Director immediately. If a gas rupture is evident, the building should be evacuated immediately. The Facility Management Director has emergency contact with all local utility providers who can generally respond quickly to meet most utility problems. The Facility Management Staff are immediately available to help minimize damage or danger resulting from any failures.

## **VIOLENT OR CRIMINAL BEHAVIOR**

If you are a victim of or a witness to any violent or criminal behavior on campus, **AVOID RISKS**. If there is an immediate threat, you should call **911**. As soon as possible report the incident to the Vice President for Administrative Services at **8249** or **8333** or Campus Security at **8301** or **986-6971**. For the New River Campus, dial **6006** or **812-4115**. For the Hampton Campus, contact the campus administrator at **(803) 943-4262**.

Include the following information:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Campus Security or the Vice President for Administrative Services. Should gunfire or a discharged explosive present a hazard to the Campus; you should take cover immediately using all available concealment.

## **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or is out of touch with reality due to severe drug reactions or a psychotic break. Never try to handle a situation you feel is dangerous on your own. Notify the office of the Vice President for Administrative Services or Campus Security and clearly state that you need immediate assistance giving your name, your location and the area involved. In extreme emergencies, contact the Beaufort County emergency number **911**.

## **CAMPUS DISTURBANCE OR DEMONSTRATIONS**

Most campus demonstrations including marches, meetings, picketing and rallies are peaceful and non-obstructive. A student demonstrating should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. **INTERFERENCE** with the normal operations of the College.
2. **PREVENTION** of access to offices, buildings or other College facilities.
3. **THREAT** of physical harm to persons or damage to College facilities.

If any of these conditions exists, Security and/or the Vice President for Administrative Services should be notified and will be responsible for contacting and informing the President. Also notify the off-site campus administrator if applicable. Depending on the nature of the demonstration, the following appropriate procedures should be followed.

### **Peaceful, Non-Obstructive Demonstration**

1. Generally, demonstrations of this kind should not be interrupted. They should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by the regular facility closing time,
  - a) Arrangements will be made by Security to monitor the situation during non-business hours, or
  - b) A determination will be made to treat the violation of regular closing hours as a disruptive demonstration as described on the next page.

### **Non-violent, Disruptive Demonstration**

1. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College.
  - a) Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or designee.
  - b) The Vice President for Student Affairs will contact Public Relations.
  - c) Key College personnel and student leaders will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to cease demonstration.
  - d) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by law enforcement authorities. The President will be consulted before such disciplinary actions are taken.
  - e) Efforts should be made to secure positive identification of the demonstrators, including photographs, if possible.
  - f) If determination is made to seek the intervention of law enforcement authorities, the demonstrators should be so informed prior to notification.

### **Violent, Disruptive Demonstrations**

The President, the Vice President for Administrative Services, and the Vice President for Student Affairs will determine if there is a need for an injunction. If deemed necessary, the Beaufort City Police Department, the South Carolina Law Enforcement Division (SLED) or other appropriate authorities will be notified.

# **APPENDIX I**

## **EMERGENCY CONTACTS**

### External

Emergencies		911
Poison Control Center		1-800-222-1222
Aircraft Accident		228-7301
 <u>Technical College of the Lowcountry</u>		
Vice President for Administrative Services (Business Office)		525-8249 525-8333
Security Office	Beaufort	525-8301
	New River	470-6006
Security-Emergencies:	Beaufort	986-6971
	New River	812-4115
	H. Mungin Ct.	(803) 943-4262
Facility Management		525-8282

## **OTHER EMERGENCY CONTACTS**

### Emergency Management

Beaufort County	255-4000
Colleton County	549-5632
Hampton County	(803) 914-2150
Jasper County	726-7607

## **TCL EMERGENCY TEAMS**

### **Emergency Leadership**

President	525-8247
Emergency Director	525-8249 525-8333

### **Emergency Resource Team**

Facility Management Director	525-8282
Security Personnel	525-8301
LRC Director	525-8236
Registrar	525-8210
IT Director	525-8271
Inventory Control Manager	525-8300

### **Emergency Advisory Team**

President	525-8247
VP Academic Affairs	525-8257
VP Marketing & Enrollment Management	525-8226
VP Student Affairs	525-8216
Human Resources Director	525-8248
Director of Public Relations	525-8231

## **APPENDIX II**

Note: Selected topics from the various South Carolina Emergency Plans have been reproduced herein for reference. The following South Carolina Emergency Plans are available through the South Carolina Emergency Management Division: South Carolina Emergency Operations Plan, South Carolina Hurricane Plan, South Carolina Recovery Plan.

The complete documents may be accessed through the State Home Page at: [www.scemd.org](http://www.scemd.org). Copies of these plans are also located in the Business Office in Building 3.