IN CASE OF EMERGENCY
DIAL 9-911
From any campus phone.
Then alert security at:

(843) 525-8301 – Beaufort  (843) 470-6006 – New River
(843) 538-1613 – Colleton  (803) 943-4262 – Hampton
Business Office at (843) 525-8249 or 8333

IN A NON-EMERGENCY SITUATION CONTACT SECURITY

(843) 525-8301 – Beaufort  (843) 470-6006 – New River
(843) 538-1613 – Colleton  (803) 943-4062 – Hampton
The Business Office at (843) 525-8249
Director Facilities Management at (843) 525-8282 or (843) 521-7431

EMERGENCY PHONE NUMBERS
**BEAUFORT CAMPUS**
City of Beaufort Police .................................. (843) 322-7900
SCE&G ......................................................... (843) 525-7700
SCE&G 24 hour emergency ...................... 1 (888) 333 4465
Beaufort Jasper Water & Sewer Authority .... (843) 987-9292
Beaufort Memorial Hospital ...................... (843) 522-5200

**NEW RIVER CAMPUS**
Beaufort County Sheriff ............................... (843) 255-3200
SCE&G ........................................................ (843) 525-7700
SCE&G 24 hour emergency ..................... 1 (888) 333 4465
Beaufort Jasper Water & Sewer Authority .... (843) 987-9292
Coastal Carolina Medical Center ................. (843) 681-6122

**HAMPTON CAMPUS**
Varnville Town Police ...................................(803) 943-2979
Varnville Fire Department ..........................(803) 943-5042
Hampton County EMS...................................(803) 914-2151
City of Varnville Water Dept. ...................... (803) 943-2979
SCE&G ........................................................ (843) 525-7700
SCE&G 24 hour emergency ..................... 1 (888) 333 4465
Hampton Regional Medical Center .............. (803) 943-2771

**COLLETON CAMPUS**
Colleton County Sheriff ................................ (843) 599-2211
Colleton County Fire and Rescue ............... (843) 539-1960
City of Walterboro Water Dept. ................... (843) 549-2548
SCE&G ........................................................ (843) 525-7700
SCE&G 24 hour emergency ..................... 1 (888) 333 4465
Colleton County Medical Center ............... (843) 782-2000

**COMMON PHONE NUMBERS**
Poison Control Center .............................. 1 (800) 222 1222
FBI Beaufort ............................................... (843) 525-0858
FBI Columbia ............................................... (803) 551-4200
ACTIVE SHOOTER/HOSTAGE

Follow these procedures within the building whenever a person:

• Has a weapon.
• Says they have a weapon.
• Is holding another person against their will.
• Building moves to LOCKDOWN procedure immediately.

OVERALL PROCEDURES

• Call 9-911 and the Business Office at (843) 525-8249.
• Notify the administrator in charge. Relay accurate information.
  – Where in the building is the event occurring?
  – How many involved (perpetrators and hostages)?
  – What demands, if any have been made?
  – Is anyone injured?
• Render the appropriate assistance.
ADMINISTRATOR RESPONSIBILITIES
- Immediately declare LOCKDOWN.
- Call 9-911.
- Await the arrival of emergency responders.
- Provide assistance as needed.
- Coordinate with police/EMS personal.

FACULTY/STAFF RESPONSIBILITIES
- If a weapon has been seen, follow the above procedures.
- Open window blinds/treatments and close, lock and barricade your classroom door.
- Turn off lights. Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight.
- Keep yourself out of sight and take adequate cover/protection.
- Make a list of all students, when the lockdown was declared.
- Record the names of students who enter the room after a lockdown.
- If directed to leave your classroom take your class record roll books with you.
- Await further instructions from the administrator in charge.

If weapon is found, isolate the area. Do not touch the weapon. Police will secure the weapon for evidence.

If subject is visible, stay calm and do not approach. Do not attempt to confiscate the weapon; communicate and cooperate with the subject.

If Law Enforcement breaks into the scene get on the floor, do not raise up until told to by Law Enforcement.
BOMB THREAT/BOMB THREAT REPORTING

ADMINISTRATOR RESPONSIBILITIES
• Ensure emergency personnel have been notified.
• Activate evacuation and secure affected area.
• Monitor situation and update staff.

FACULTY/STAFF RESPONSIBILITIES
• If directed, evacuate the suspected or threatened area in a quiet and orderly manner.
• Close windows and doors prior to leaving. Doors should be unlocked if possible.
• Quickly scan area for unusual or suspicious items. Do not touch or attempt to inspect anything that looks suspicious. Report suspicious items to security or responding emergency services personnel.

• Account for all students on attendance roles. Report missing students to emergency personnel.
• Do not re-enter the building
• Await further instruction from emergency personnel and college officials.

BOMB THREAT REPORTING
The person receiving the threat should remain calm and write down the message exactly as possible. They will then immediately notify the administrator.

ADMINISTRATOR RESPONSIBILITIES
• Notify Law Enforcement.
• Have the person who took the call available for interview by Law Enforcement.
• Decide to evacuate or go to lock down. (An evacuation that requires students to move through the areas where a bomb may be concealed increases the risk of injury.)
• Coordinate any search with Law Enforcement. It is not the responsibility of Law Enforcement to search the campus. They may assist. A bomb squad team may be called in for a thorough search if necessary.

FACULTY/STAFF RESPONSIBILITIES
• Do not move or touch any suspicious device or object found on the premises.
• Evacuate students from the immediate area.
• Notify the administrator in charge.
• Turn off two-way radios, cell phones, and all electronics.
• Keep noise to a minimum – device may be sensitive.
CIVIL DISTURBANCES OR DEMONSTRATIONS

Any free expression activity on campus properties such as demonstrations, marches, meetings, flash mobs, picketing and rallies, must comply with regulations of the College and Federal, State or local law.

- Do not obstruct or provoke a peaceful, non-disruptive demonstration.
- Alert Campus Security so they can monitor the situation.
- Move away from windows and close blinds/window treatment if possible.

If demonstration becomes violent and disruptive, alert Campus Security.

- Do not open doors or attempt to leave the building without consulting police.
- If demonstrators gain entry into building avoid provoking or obstructing them in any way.
- Lock yourself in your office until police can assist you in leaving the building safely.

DISORDERLY PERSON

An individual who causes a significant disruption to normal college functions.

ADMINISTRATOR RESPONSIBILITIES

- Ensure emergency personnel have been notified if situation warrants.
- Monitor situation and communicate with college officials.

FACULTY/STAFF RESPONSIBILITIES

- Contact Campus Security.
- Notify program Dean as appropriate.
- Avoid any behaviors which are confrontational or which may further incite an angry, aggressive, assaultive or threatening person.
- Isolate disorderly persons if possible and remain until instructed by a College Official.
DEATH ON CAMPUS
i.e. natural causes, accidental, suicide or homicide

ADMINISTRATOR RESPONSIBILITIES
• Identify the problem and the location. Secure and isolate the area.
• Call 9-911.
• Call Business Office at (843) 525 8249.
• Assist the police in locating and identifying possible suspect(s)/victim(s).
• Assess whether the suspect(s) can be safely isolated/detained.
• Secure emergency information on the suspect/victim if possible.
• Provide the Police/EMS with emergency information.

FACULTY/STAFF RESPONSIBILITIES
• Identify the problem and the location. Secure and isolate the area.
• Call 9-911.
• Notify the administrator in charge.
• If possible, calmly remove the students from the area.
• Discourage discussion.
• Wait for the police/EMS responders to arrive.
• Identify students in need of immediate support.
EARTHQUAKE

IF YOU ARE INSIDE:
• Quickly duck under a desk or sturdy table.
• If no desk or benches available sit or stand against an inside wall or in an inside doorway.
• Stay away from windows, appliances, and heavy objects that could fall on you such as bookcases or file cabinets.
• Do not use elevators.
• Stay indoors until shaking stops than cautiously move outdoors.

IF YOU ARE OUTSIDE:
• Move into open space away from all utility lines, trees and buildings if possible.
• Stay away from outside walls and outside doors.

EXPLOSION

Whenever dealing with any explosions in your building, all persons should be alert to the potential for secondary or subsequent explosions.

ADMINISTRATOR RESPONSIBILITIES
• Ensure emergency personnel have been notified.
• Activate evacuation.
• Monitor situation and communicate with college officials.
• Activate all clear when resolved.

FACULTY/STAFF RESPONSIBILITIES
• Follow the evacuation procedures.
• Do not re-enter the building.
• Await further instruction from emergency personnel and college officials.
EVACUATION PROCEDURES

Given when an incident or situation calls for a specific area of campus to be evacuated and secured. Example: Gas Leak

ADMINISTRATOR RESPONSIBILITIES
- All building evacuations will occur when a fire alarm sounds and/or upon notification by text alert, and/or phone tree alert.
- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate ALL CLEAR when resolved.

FACULTY/STAFF RESPONSIBILITIES
TAKE THIS BOOK WITH YOU.
- Close your classroom/office doors when leaving the room.
- Do not touch the light switches.
- Remain quiet.
- Do not use the elevators in case of fire.
- Direct students to walk out via designated exits taking their possessions with them to the nearest Evacuation Assembly Area (EAA). Refer to evacuation routes posted in each building hallway. If there is no indicated EAA proceed to a clear area at least 300 feet from the affected building.
- Take closest and safest way out as posted. Use a secondary route if primary route is blocked or hazardous.
- Assist persons with disabilities to stairwell to await rescue.
- If possible take class rosters with you.
- Keep the streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personal.
- Take attendance and notify emergency personnel of missing people or those who need medical attention.
- Do not re-enter the building.
- Await further instruction from emergency personnel and college officials.

FACULTY MANAGEMENT RESPONSIBILITIES
- Assist building evacuation by checking restrooms, Student Center, Library (LRC), Computer Labs etc.
FIRE/ARSON
Arson means the unauthorized starting of a fire on college property, or assisting another in starting a fire.

ADMINISTRATOR RESPONSIBILITIES
• Evacuate the building by using the fire alarm.
• Call 9-911 with location, if known.
• Assist in the evacuation of the building.
• Signal an all clear when appropriate.

FACILITY MANAGEMENT RESPONSIBILITIES
• Assist building evacuations by checking restrooms, Student Center, Library LRC, Computer Labs etc.
• Assist the Fire Department with locating the utilities.
• In the event of a natural gas fire, sound alarm and then TURN OFF MAIN GAS VALVES. If the fire is small, use a fire extinguisher AFTER the gas is turned off. If unable to turn off gas let the fire burn.
• In the event of an electrical fire, sound alarm and then TURN OFF ALL ELECTRICITY. DO NOT use water or water acid extinguishers on electrical supported fires. ONLY small fires should be fought with an extinguisher.

FACULTY/STAFF RESPONSIBILITIES
• Activate the fire alarm. If in doubt PULL THE ALARM.
• Notify the administrator in charge. (Business Office at (843) 525-8249)
• Follow the evacuation procedure. TAKE THIS BOOK WITH YOU.
• Do not use elevators.
• Do not re-enter the building.
• Notify authorities of any persons trapped or in need of assistance.
• If trapped, seal off the area by closing doors, signal for help from a window if possible.
• Take your record/attendance books, if possible, and close your classroom door.
• Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets fire lanes, hydrants and walkways clear.
• Re-assemble your students at the designated area.
• Take roll call.
• Report missing students to the administrator in charge.
• Re-occupy the building when an ALL CLEAR is announced.
• If arson is suspected, inform the responding Police/Fire personnel.
• Assist the Police/Fire Department.
• Help locate any possible suspects and/or witnesses.
• If the fire was extinguished, still report the fire to the Fire Department for investigation.
• All intentionally set fires, no matter how small, shall be reported to the Fire Department.
• All staff will be responsible to check the classrooms on either side and make sure that they were informed of the fire as well.
• Await further instruction from emergency personnel and College Officials.
HAZARDOUS MATERIALS ACCIDENT

Note: most chemical agents cannot produce a visible cloud

INDICATORS OF CHEMICAL HAZARD

- Blisters or rashes.
- Unexplained coughing, fatigue, tearing in eyes, dizziness.
- Unusual liquid droplets or oily film.
- Unexplained animal sickness or death.
- Unexplained odors.

The scene of any hazardous material accident should be secure and access denied until the arrival of the Fire Department. If any students or staff are contaminated consider isolating those individuals, notify 911 and the administrator in charge.

ADMINISTRATOR RESPONSIBILITIES

- If chemical release is suspected turn off HVAC systems.
- Call 9-911.
- Control the traffic of persons going in/out of building.
- Use telephone announcement directing staff and students to remain in classrooms or move to a pre-designated safe/assembly area.
- If possible see that the Materials Safety Data Sheets (MSDS) are obtained for the affected area.

HAZARDOUS MATERIALS ACCIDENT
**FACULTY/ STAFF RESPONSIBILITIES**

- If a chemical release is suspected notify administrator’s office.
- Advise of injuries/anyone in immediate danger.
- Stay calm and keep students calm.
- If release is in the classroom consider evacuating students and bring MSDS sheet out with you.
- If outside with students seek shelter immediately.
- Have students cover nose and mouth with handkerchiefs or other material.
- Notify others in your area that a spill has occurred.
- Prevent others from coming into contact with the spilled chemical.
- If the release is outside of the classroom remain in the room with outside doors and windows closed and locked. Seal gaps under doorways and windows with wet towels.
- Take attendance and keep class roster in your possession. Await further instructions.
LOCKDOWN PROCEDURES

Given when an incident or situation calls for a specific area of campus to be secured. *Example:* Active Shooter

**ADMINISTRATOR RESPONSIBILITIES**
- Signal with announcement that a LOCKDOWN IS IN PLACE. CALL 9-911.
- Ensure emergency personnel have been notified
- Monitor situation and communicate with college officials.
- Activate ALL CLEAR when resolved.

**FACILITY MANAGEMENT RESPONSIBILITY**
- Close and lock building exterior doors

**FACULTY/STAFF RESPONSIBILITIES**
- Students are to be cleared from the hallways immediately and to report to the nearest available classroom.
- Assist those needing special assistance.
- Close and lock classroom/office door sand windows.
- Direct students and staff to the floor if gunshots or explosions are heard.
- Turn off lights.
- Stay away from doors and windows out of the line of sight.
- BE QUIET.
- Silence cell phones.
• Be prepared to remain in lockdown for extended period.
• Wait for further direction from emergency personnel, or Administrator.
• Do not attempt to leave a safe area until given ALL CLEAR by police officials or Administrator.
MEDICAL EMERGENCY

In the event of an obvious serious or life threatening injury Call 9-911 first.

Then proceed with the following:

ADMINISTRATOR RESPONSIBILITIES

- Call 9-911 if necessary.
- Report to the scene. Secure and isolate the area.
- Assign an individual to meet and escort emergency medical respondents to the scene.
- Notify a family member.
- Provide the police/EMS emergency information.
- Ensure proper reports have been filed.

FACULTY/STAFF RESPONSIBILITIES

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safer and secured area.
- Notify the Administrator in charge ASAP. Advise them of the situation. Give the location.
- Call 9-911 if necessary.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Provide first aid and comfort at the level of your training and ability.
- Stay with the injured/sick person, if possible, until the arrival of response personnel.
- Follow standard precautions regarding possible Blood Borne Pathogens exposure.
- Assist the emergency medical responders.
- If the scene is not safe (i.e., electrocution, downed wires, etc.) wait for Police/Fire Department.
SEVERE WEATHER

**Tornado watch:** conditions are right for a tornado. **Tornado warning:** a funnel cloud has been sighted. TAKE COVER.

At the first sign of lightning, all students should be inside the building. Move to an interior room or hallway on the lowest floor of the building possible. Stay away from windows. Do not leave shelter to outrun a tornado in your car. Occasionally, tornadoes develop so rapidly that advanced warning is not possible. Remain alert for signs of an approaching tornado. Flying debris from tornadoes causes most deaths and injuries.

**ADMINISTRATOR RESPONSIBILITIES**

- Office staff to monitor the early warning whether radio.
- Administrators should monitor developing weather conditions.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the nearest shelter.
- If there’s a medical emergency call 9-911.
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building the administrator is to evacuate the affected area on campus.
- Discourage the release of students until the severe weather passes.
FACULTY/STAFF RESPONSIBILITIES

- Go to the nearest shelter or proceed to other areas of the building as directed.
- Account for all classroom occupants. Keep students quiet and calm.
- Remain calm, close windows and doors – do not lock.
- Take your record attendance book and “EMERGENCY RESPONSE MANUAL.”
- If you have additional or missing students notify the Administrator/emergency responders.
- Await further instruction from the Administrator.
- Return to your designated area when “ALL CLEAR” is announced.

FACILITY MANAGEMENT RESPONSIBILITIES

- Monitor developing weather conditions.
- Contact the Administrator in charge for direction.
- If conditions warrant protective measures should be taken.
- If there’s a medical emergency call 9-911.
- If damage has occurred to the building evacuate the affected area on campus.
- Check for gas leaks, electrical system damage, or water damage.
NATIONAL TERRORISM ADVISORY SYSTEM

*The following information is taken from the U.S. Department of Homeland Security website.

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

**Imminent Threat Alert**
Warns of a credible, specific, and impending terrorist threat against the United States.

**Elevated Threat Alert**
Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.
These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to Law Enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

**Sunset Provision**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires – there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

**Alert Announcements**

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – http://www.dhs.gov/alerts
- Via email signup at – http://www.dhs.gov/alerts
- Via social media
- Facebook – http://facebook.com/NTASAlerts
- Twitter – http://www.twitter.com/NTASAlerts
- Via data feeds, web widgets and graphics
- http://www.dhs.gov/alerts
UTILITY EMERGENCIES
For all utility emergencies, notify Facilities Management and Campus Security.

POWER FAILURE

ADMINISTRATOR RESPONSIBILITIES
• Contact the Facilities Management Department to address the problem (843-525-8282).
• Ensure that the utility company has been contacted.
• In the event of an unexpected power outage (or planned outage lasting more than 1 hour), the college may call for the cancellation of classes, evacuation of buildings and the orderly shutdown of Administrative and Computer Network Systems.

• In non-daylight hours, battery operated emergency lighting will stay on for approximately 15 minutes before batteries are depleted. Gather essential items before evacuating to another part of campus or taking other action as directed by public safety.

FACILITY MANAGEMENT RESPONSIBILITIES
• Determine the full extent of the power outage for the building administrator.
• Contact the utility company as required.
• Keep the building administrator advised of the situation.
GAS/WATER LEAKS

ADMINISTRATOR RESPONSIBILITIES
- Call 9-911.
- Contact the Facilities Management Department to address the problem. (843-525-8282)
- Do not use the fire alarm.
- Ensure that the utility company has been contacted.

FACULTY / STAFF RESPONSIBILITIES
- Notify the administrator in charge of any suspected gas leak.
- Do not use cell phones, radios, pagers, flashlights or anything capable of producing static electricity, sparks, electrical arcs or open flame.
- Move students away from the immediate area.
- Do not turn any electrical switches on or off.
- Assist with, an orderly evacuation when directed.
- Do not enter the building until given all clear by Fire Department or Administrator.
Bldg 1 Owen Hall – Assessment and Placement Center

Bldg 2 Coleman Hall – Admissions • Career Planning/Job Placement Center • Career Services • Criminal Justice Technology • Financial Assistance • Front Desk • General Business Program Public Relations • Paralegal Program • Research & Planning • Cashier • PILAU Program • Student Records • Student Success Center • TRiO Programs

Bldg 3 Anderson Hall – Business Office • Conference Room Personnel • Grants Administration • Purchasing • Vice President for Administrative Services • Vice President for Student Affairs

Bldg 4 – Health Sciences

Bldg 6 – Distance Learning • Early College Credit Opportunity • President • Vice President for Academic Affairs • Vice President for Student Affairs

Bldg 8 Moor Hall – Future Administrative Offices (Building scheduled for renovation)

Bldg 9 – Academic Support Center • Arts & Sciences

Bldg 10 – Biology • Chemistry • Cosmetology • Early Childhood Development Program • Physical Therapist Assistant Program

Bldg 11 – Security

Bldg 12 Maclean Hall – Auditorium • Boardroom • Bookstore • Learning Resources Center/Open Lab • Grants Administration Student Center • TCL Foundation

Bldg 13 – Storage

Bldg 14 – Computer Technology • Electronics Technology

Bldg 15 – Business Technologies • Heating, Ventilation & Air Conditioning • Office Systems Technology • ReadySC • TCL Campus Counselor

Bldg 16 – Building Construction Technology • Civil Engineering Technology • Computer Assisted Design (CAD)

Bldg 19, 26 – Physical Plant/Maintenance Office • Receiving

Bldg 20, 21 – Greenhouses

Bldg 22, 23, 24 – Continuing Education & Workforce Development