



# **Emergency Action Plan July 2018**

**Prepared for  
Chancellor's Office**

**USC Aiken Police**

**Environmental Health & Safety**



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## 1.0 Purpose

Our Emergency Action Plan is congruent with USC and is National Incident Management System (NIMS) compliant making it possible for us to work together seamlessly with local, State and Federal first responders.

Each of us must also take personal responsibility to prepare for a crisis and follow the policies and procedures established by the **Crisis Action Team (CAT)**. Every member of the Aiken campus community should understand their role in emergency situations. Please review this plan, as well as the safety instructions found on the USC Aiken (Pacer) Alert website at <http://usca.edu/alert/> and your Building Emergency Response Plan (BERP) so you can support your colleagues and protect our students, faculty, staff, and community should an emergency arise. It is important to participate in drills and apply lessons learned.

This Plan follows (NIMS) Incident Command System (ICS) which provides a consistent nationwide template so that the university can work effectively in **preparation, response** and **recovery** from domestic incidents. The NIMS Incident Command System Field Guide should also be used with this Plan, as well as your specific campus Building Emergency Response Plans thereby meeting the requirements of 29 CFR 1910.38 (a).

This plan is a living document that shall be reviewed by the USCA CAT, Police Chief (PC) and Environmental Health and Safety Manager (EHS) at least annually and modified as changes occur. Revision 19 incorporates the National Incident Management System (NIMS) requirements as well as the use of emergency notification/warning systems to include outdoor emergency tones, public address instructions, Alertus, Alertus cell phone App, text messaging and emergency web alert notification and protocols found on <http://usca.edu/alert/>. **The USCA Police Chief, is the single responsible authority for emergency response** - including coordination, planning, communications, drills, and community liaison with assistance from EHS as necessary. To supplement the EAP and USCA Alert website, a quick reference **Pacer Alert - Emergency and Safety Procedures** “flip” guide, designed to help faculty, staff and students respond to on-campus emergencies is also available and easily accessible (every employee and every classroom). A 10 minute PPT description of how these plans work together can be found on <http://usca.edu/alert/>.

## 2.0 Scope

The EAP divides the procedures for campus emergencies into three distinct categories. An explanation of each category is outlined in section 3.0. In each case, the actions for emergency notification and response are intended to be sufficient to serve the entire campus community, however, USCA Buildings have additional specific safety issues and department safety concerns that are beyond the scope of the general EAP provisions. It is the responsibility of departments working together in a campus building, to develop a complementary plan to meet their Building and department specific needs. A building plan template can be found on <http://usca.edu/alert/>. This effort is coordinated by the Police Chief (PC). EHS is available to assist in developing such plans and drills. An emergency or disaster may occur at any time of the day or night, weekend, or holiday with little or no warning. The succession of events in an emergency is not predictable; hence, these published emergency plans, and web protocols will serve as guides, but may require modification by first responders or the Police Chief as events unfold.

### 3.0 Generic Response Outline

Anyone with knowledge of an emergency on the USCA campus should immediately call **6111** from a campus telephone or pick up an emergency blue light phone to report the incident to the on-duty university police officer. Callers from off-campus phones or cell phones should dial **803-648-4011**. University Police, available 24/7, will collect as much information as needed from the caller, and respond to the emergency as outlined in the applicable procedure of the EAP. Abridged emergency protocols for campus and housing can be found on the **emergency alert web page** <http://usca.edu/alert/> and the handy **Pacer Alert - Emergency and Safety Procedures** “flip” guide for quick reference and guidance. The detailed notification and response procedures of the EAP are divided into the three categories described below. All categories require specific actions from the **initiator** (person at the scene), the affected department, the **USCA Police duty officer (first responder)**, the university’s designated **prime contact and senior leadership** (primary authority) who is notified by the Police Chief as well as maintenance or other **key support staff** who may be called upon to provide assistance. The Chancellor and Vice Chancellor for University Advancement will be notified by the PC of all incidents. The PC will also notify the Vice Chancellor for Student Life and Services about all incidents involving students, the Executive Vice Chancellor for Academic Affairs for all incidents involving faculty, and the Vice Chancellor for Business and Finance for all incidents involving staff and damage to facilities and equipment. The PC may also call upon the Senior University Facilities Executive, Director of Human Resources, Director of Marketing and Community Relations, and other administrators and their staffs to assist as the situation warrants. In many cases detailed information will not be broadly disseminated based on the need to protect the safety or privacy of the individuals involved. The Director of Marketing and Community Relations will update the emergency web alert page as well as provide media with any news releases.

#### 3.1 Category I Event

A Category I event primarily affects **one department** or division of USCA and does not seriously impact the overall functional capacity or day-to-day operations of the university. It generally requires a **limited internal response**. Although a Category I incident affects only a small number of people, it has the potential for a broader impact on the University’s reputation if handled improperly or insensitively. **Appendix C** contains procedures for Category I events. See a summary flow chart for emergency response notifications on *page 14*. Examples of Category I events include the following:

- Attempted suicide of a student, faculty or staff member
- The death of a student, faculty or staff member
- Accident or serious illness (drug/alcohol overdose, hazing)
- Major crime (victim of assault, robbery, rape/sexual assault)
- Arrest on a major charge
- Family emergency
- Small localized fires
- Hazardous chemical spills
- Mental health crisis

#### 3.2 Category II Events

A Category II event impacts **multiple departments** of the university and requires a **coordinated university response**. In most cases it is confined within the borders of the campus, but requires the support of county and municipal agencies, including emergency response personnel and members of the Aiken Regional Medical Center campus. It is any serious incident, potential or actual, that disrupts the overall operation of the university, not including incidents listed in Category III which are catastrophic in scale involving the entire

community. Upon notification of a Category II emergency, University Police will initiate the emergency response. Immediate action may involve activation of emergency notification systems (tone array, public address, emergency web alert instructions, text messaging). See **Appendix F** for emergency notification system configuration. Depending on the nature and severity of the emergency, the Chancellor or PC may assemble the **Crisis Action Team** and establish an **Incident Command Center**. Procedures for Category II events can be found in **Appendix D**. See a summary flow chart for emergency response notifications on *page 14*. Examples of **Category II** events include the following:

- Major fire
- Electrical power outages
- Missing persons
- Structural or Facility disaster (explosion)
- Gas Leak
- Inclement weather
- Bomb Threat and checklist
- Hostage Crisis
- Campus Wide Safety Alert
- Active Shooter

### 3.3 Category III Events

A Category III event is an emergency that is **catastrophic in scale** and generally **affects the surrounding community**, as well as the university. Due to its nature and severity, a Category III event is one that may seriously impair or halt university operations and requires a response far beyond the university's internal capabilities. Upon notification of a pending emergency or in reaction to an event that was unforeseen, immediate action will involve the PC activating the emergency notification systems (tone, PA, Alertus, emergency web alert instructions, text messaging). The Crisis Action Team will be assembled and an Incident Command Center established. Procedures to follow for Category III events can be found in **Appendix E**. See a summary flow chart for emergency response notifications on *page 14*. Examples of Category III events include the following:

- Tornado or Hurricane
- Earthquake
- Violent civil disturbance (protests or riots, on /off campus)
- Large Transportation Accident
- Act of terrorism

## 4.0 Organizational Structure

An emergency response notification flow chart has been included (*page 14*) to illustrate the systematic approach for notifying appropriate authorities, and anyone on campus, in the event of an emergency. Use of the flow chart will vary depending on the scope and severity of the emergency. Guidelines identifying who should be contacted for each type of event are provided in the individual emergency action procedures found in **Appendices A-E**. Basic roles and responsibilities for individuals on the flow chart are provided below.

### 4.1 Administrative Chain of Authority

During a campus emergency, the chain of authority is as follows:

1. Chancellor
2. Executive Vice Chancellor for Academic Affairs
3. Vice Chancellor for Student Life and Services
4. Vice Chancellor for Business and Finance

Decisions relating to emergency response - such as the decision to activate emergency notification systems (tone warning, PA, Alertus, web alert instructions, text messaging), are

made by the PC coordinating with Network Administrator and the Primary Authority. The decision to cancel classes, to send employees home, or to close the university - are made by the top-ranking available person in the administrative chain of authority, based on input from other available administrators, emergency response personnel, Aiken County Emergency Coordinator and Governor as applicable.

**4.2 On-site Incident Command and Control**

The authority to declare a campus state of emergency and to provide comprehensive oversight of emergency operations rests with the Chancellor or her designee as outlined above. In the absence of her authority, the PC will assume full control of the on-site emergency. Depending on the scope and severity of the emergency, the Chancellor or PC may activate a Crisis Action Team and establish an Incident Command Center (see flow chart page 14). The Primary Authority will assist with the coordination effort. Suggested locations for the Incident Command and Center and counseling area are provided in **Appendix G**. Generally the location will be Pickens-Salley House Conference Room, however selection is dependent upon the unique circumstances of the emergency. Criteria to be considered in selecting an appropriate site are as follows:

- Availability of emergency power, lighting and communications
- Availability of telecommunications and radios
- Requirements of safe haven
- Desired proximity to (or distance from) the location of the emergency

**4.3 First Responders**

Initiator/Informant

The initiator/informant is an individual with firsthand knowledge of the incident. This person initiates the emergency notification by performing one or more of the following actions:

1. Pulling a fire alarm to prompt immediate notification of an emergency that requires a building evacuation (this also notifies the offsite alarm monitoring facility).



2. Contacting university police (first responders) using blue light or cell phone

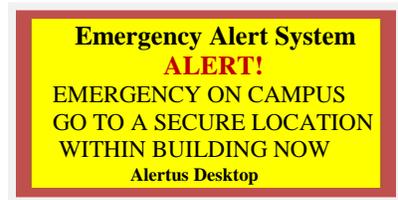


To the degree that such detail is known, the initiator shall provide specific information regarding the type and nature of the emergency, if anyone is injured and the exact location and person(s) involved. A response may also be initiated by offsite fire alarm monitor who will notify USCA Police and Director of Physical Plant.

University Police

The on-duty Police Officer will immediately call the USCA Police Chief (PC) and community resources for back-up support (using standard police protocol) and take any other actions required to contain and stabilize the emergency situation (on duty maintenance will assist for facility issues). If building evacuation is required and an alarm has not already been sounded, the officer will activate the appropriate alarm. If the campus must be immediately alerted to a situation, or locked down (intruder on campus), the officer will activate emergency notification systems (warning tone, pre-recorded PA message, Alertus, web alert, Alertus App, Desktop, and text messaging). It is the responsibility of the on-duty police officer to contact the following people or departments as needed:

1. Police Chief
2. Aiken Public Safety/Aiken County Sheriff’s Office/SWAT/EMS
3. Director of Physical Plant, or on-call maintenance technician



Police Chief (PC)

Once notified about the emergency, the Police Chief shall provide appropriate guidance to the on-duty police officer, activate emergency notification systems, and contact the designated personnel in accordance with the applicable police protocols and emergency procedures. This includes the Building Emergency Coordinator(s) (BEC) of the affected building(s), who will execute their Building Emergency Response Plan (BERP). In the event that the PC is not available, the senior Officer-in-Charge will assume these duties.

Operations Department

The Department of Operations, under the direction of the Senior University Facilities Executive, (SUFE) will respond to a facility emergency by performing one or more of the following actions:

1. Assist Building Emergency Coordinators (BECs) by providing appropriate facility operations guidance (during normal work hours).
2. Dispatch Operations and contracted personnel to effect damage control, and repairs.

Computer Services Department

The PC shall contact the Vice Chancellor for Information Technology to report any emergency involving a communication or data systems failure. In most cases, an automated monitoring system will have already alerted computer services personnel to the problem. The police report will provide a second layer of reliability and ensure appropriate notification in the event of catastrophic system failure (when the automated alert is not operable).

University Housing

The University Housing Director will respond to any emergency impacting student residents and/or housing facilities by (1) dispatching professional staff to coordinate student emergency response (2) contacting Resident Mentors (RM) to notify them of the crisis in order to provide guidance to student residents using Housing Emergency Protocols (3) dispatching staff to implement University Housing specific emergency plans. **See Appendix I.**

**4.4 Crisis Action Team**

Depending on the nature of the crisis at hand, an Crisis Action Team (CAT) may be assembled in full or in part to assist carrying out emergency response. Guidelines for composition of the Team are provided in the individual procedures of the EAP. The team may include:

- Chancellor, and/or designee
- Executive Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Life and Services
- Vice Chancellor for Business and Finance
- Vice Chancellor for University Advancement
- Vice Chancellor for Information Technology
- Director of Marketing and Community Relations
- Senior University Facilities Executive
- Police Chief
- Director of the Counseling Center
- Director of Human Resources
- EHS Manager and key support staff as needed

The Crisis Action Team will help University Police coordinate response by:

- Collecting and evaluating incident information.
- Developing a strategic emergency response (Incident Action Plan coordinating with Public Safety authorities) using NIMS Field Guide, clear text and ICS terminology
- Appointing NIMS Liaison officer (LNO) who will use NIMS Field Guide checklist
- Activation of emergency notification systems (Alertus warnings, text messages, cell phone App Alertus)

- Assembling and deploying university and community resources.
- Monitoring the situation, evaluating the effectiveness of response implementation and modifying actions as needed.
- Distributing information and maintenance of emergency alert information as necessary.

#### 4.5 Other Roles and Responsibilities

##### Chancellor

See Section 4.1, Administrative Chain of Authority, and Section 4.2, On-site Incident Command and Control. Additionally, the Chancellor will notify the Vice Chancellor for University Advancement of the incident and discuss information dissemination prior to press releases.

##### Primary Authority

The University’s senior leadership team is accessible to assist with emergency management at all times. The designated Primary Authorities are:

- Executive Vice Chancellor, for faculty
- Vice Chancellor for Student Life Services, for students
- Vice Chancellor for Business /Finance, for staff and facilities

The Primary Authority can be called via cell. Additionally, an alpha-numeric message may be transmitted. In the event of a Category II or Category III emergency after normal business hours, the Police Chief should follow the same procedure and call the designated primary authority. The role of the primary authority is important to the early dissemination of information, organization of an Crisis Action Team, and establishment of an Incident Command Center, freeing the Chancellor and other key personnel to deal directly with the emergency. The designated Primary Authority shall be directly responsible for contacting the following personnel, as outlined in **Appendices A-F**:

1. Appropriate Senior Administrators.
2. Other key support staff, as necessary.

##### Appropriate Senior Administrators

Each emergency action procedure (**Appendices B-F**) designates a senior administrator (designated Primary Authority) who has primary responsibility for advising and assisting the Chancellor. The following thumb rules may apply:

##### **Administrator**

Executive Vice Chancellor

##### **Incident Type**

Weather related

Involves faculty

Impacts class schedules

Vice Chancellor for Student Life and Srv.

Involves students and student issues

Vice Chancellor for Business and Finance

Requires Human Resource support

Involves staff

Requires insurance claims for facility/equipment damage

Vice Chancellor for University Advancement

Generates media or public interest

Impacts campus events schedule

Vice Chancellor for Enrollment Services

Impacts university schedule

Senior University Facilities Executive

Involves campus facilities and equipment

Vice Chancellor for Information Technology

Requires information distribution

Impacts communication infrastructure

##### Director of Marketing and Community Relations

As the University’s official spokesperson, the Director of Marketing and Community Relations will assist in emergency management and notification in the following ways:

1. Provide clear and concise information to media, as necessary.
2. Distribute official University statements and emergency updates to the campus community using Web Alert page <http://usca.edu/alert/> cell phone App. etc.
3. Operate Chancellor’s computer console emergency control station for Emergency Notification System activation and text messaging alerts.

### USCA Key Support Staff

Each emergency procedure (**Appendices B-E**) identifies specific USCA key support staff whose knowledge and expertise may be particularly valuable in emergency management and control efforts:

1. Director of Physical Plant
2. Associate Director of Student Housing
3. Assistant Director of Housing
4. Director of the Counseling Center
5. Director of Human Resources
6. Vice Chancellor for Information Technology
7. Data Communication Manager
8. EHS Manager
10. Student Health Clinic nurse or counselor

### Building Emergency Coordinators

The following are the primary responsibilities of Building Emergency Coordinators:

- Assist with information collection and dissemination as required.
- Direct the orderly evacuation of building personnel and rally point designation using the BERP
- Check rooms and ARA for personnel remaining in building using Floor Leaders
- Establish a list of building evacuees, provide accountability information to first responders.
- Establish a list of faculty, staff, students, and guests who cannot be accounted for
- Distribute emergency notification system information to building occupants
- Develop and maintain the Building Emergency Response Plan (BERP)

### Faculty/Instructors

In the event that emergency evacuation is required, it is very important that faculty and part-time instructors be able to provide an accurate list of their class attendees, including those absent and present at the time of the emergency. These lists shall be provided to the Building Emergency Coordinators.

### Human Resources/Records/Housing

The Office of Human Resources, Housing, and Records shall be called upon as necessary to assist in developing a list of employees and students who were likely to be near the scene at the time of an emergency.

### Environmental Health and Safety Manager (EHS)

EHS will assist the PC in scheduling routine evacuation drills and EAP training. New employees will be given a copy of Pacer Alert Emergency and Safety Procedures and directed to study the web based EAP with their orientation package. EHS and PC will be available to answer questions and help develop and update BERPs.

## **5.0 Emergency Evacuation and Assembly – Building Emergency Response Plan**

The foremost goal in any emergency response action is to protect human lives and reduce the potential for personnel injury. The BERP lists who and where to direct people. In the case of a fire, people are to evacuate (egress) the building via the closest exit in a safe and orderly manner and assemble at their rally points (grassy area or parking lot). Other emergencies may involve evacuating to an offsite location either to the Convocation Center parking area, Pacer Park, Aiken Technical College, or Aiken High School. Evacuation involving hazardous weather, or a campus intruder, may require people to take shelter within a building (ingress) in a designated area or refuge identified in the BERP. Individual safety procedures in **Appendices B - E** contain general planned responses. Egress and ingress plans for each building are provided in the **Building Emergency Response Plans**.

## 5.1 General Procedures for Evacuation

### Initiation

The signal to evacuate a facility may be communicated in any of three ways. In most cases the preferred means shall be activation of the building fire alarm at the closest pull station. If the alarm is inoperative, emergency personnel (BECs or RMs) may use portable air horns to signal the need for evacuation. In some instances it may be advisable to conduct an evacuation without sounding an alarm, i.e., a hostage crisis. In that case emergency response personnel will systematically move throughout the building to instruct occupants on how to evacuate.

### Control and Coordination

Building Emergency Coordinators (BEC) and Resident Mentors (RM) who are present will don orange vests and/or hats and assist in the evacuation by implementing their BERP procedures, providing clear, concise instructions to building occupants. As conditions permit, BECs and RMs shall also survey their assigned areas, including Areas of Rescue Assistance (ARA), to verify a complete evacuation and will immediately notify first responders if any occupants remain in the building.

Upon exiting the building everyone is to remain together and move directly to their designated rally points. For a grassy area and general parking lot rally points see **Appendix K**. Personnel accountability and any further instructions, including those involving a campus evacuation to an off-site rally point, will be provided at the rally point and relayed through the emergency notification PA system and text messaging. USCA buses will be used to evacuate children from the Child Care Center. An all clear “signal tone” to return to the building may also be given through the emergency notification system and text messaging. Check <http://usca.edu/alert/> to hear emergency tones.

### Emergency Response Notification Flow Chart

The **Initiator** actions are color coded **light brown** and include how the emergency was initiated – by student, faculty, staff, visitor or outside monitoring facility.

**First Responder** actions are color coded **blue** and include the on-duty Police Officer and Police Chief.

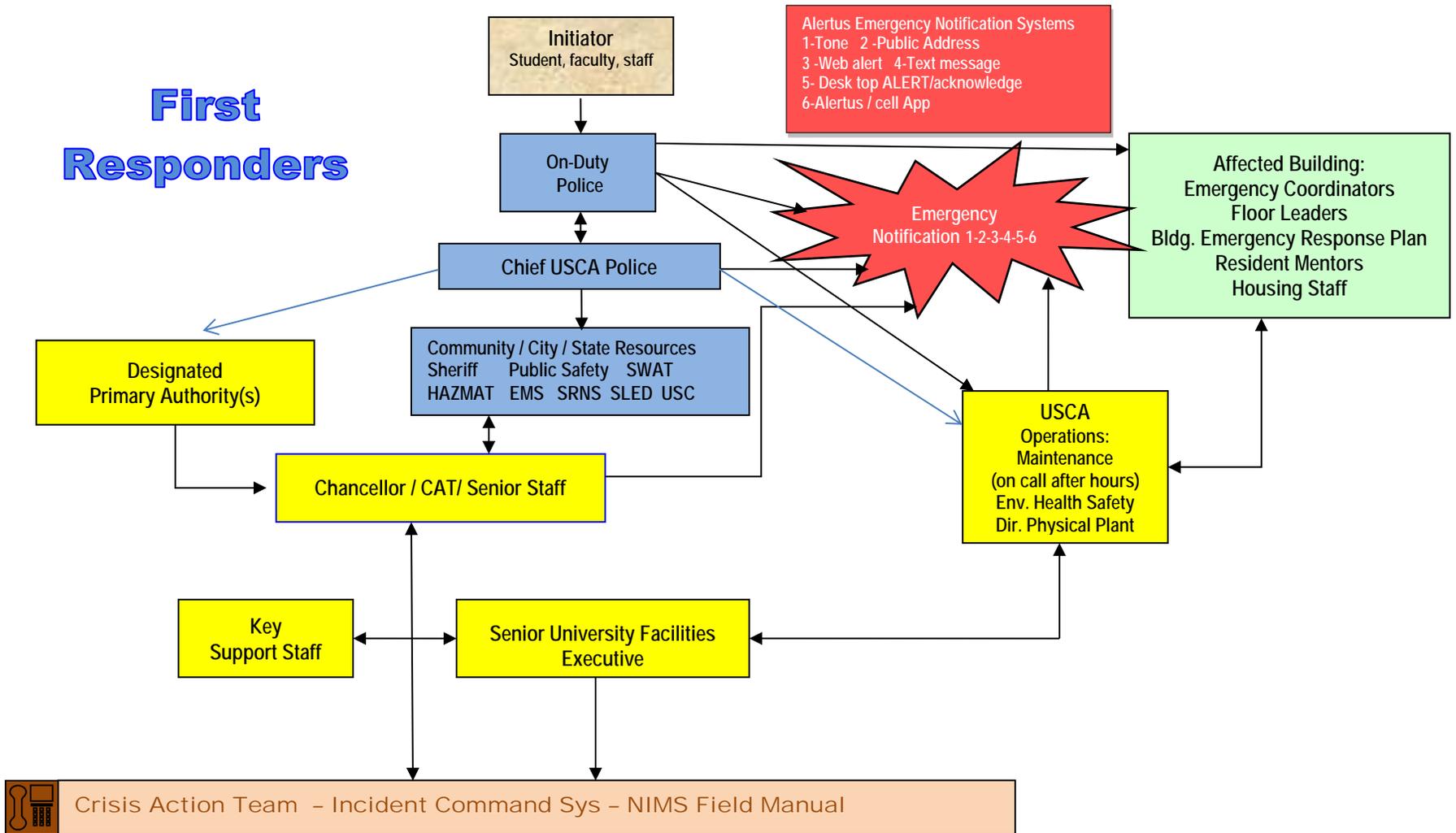
**Administration** actions and **Crisis Action Team** are color coded **yellow** and involve Primary Authorities, Senior Administrators and Key Support Staff.

**Incident Command Center** actions are color coded **brown** and involve Chancellor’s Crisis Action Team, support staff, and other emergency personnel.

**Emergency Notification System** options are color coded **red** and involve emergency tone, public address, web alert, Alertus, iPhone App and text messaging.

**Affected Building** is color coded **green** and involves Building Emergency Coordinators (classroom /administrative) and Resident Mentors (housing).

# Emergency Response Notification Flow Chart



### Evacuation of Buildings

The following are general rules which apply to the building evacuation process:

- Remain calm and orderly (walk fast, do not run)
- Listen carefully; follow directions given by BECs, FLs, RMs, or other first responders
- Follow the primary egress route to the closest exit, unless it is blocked
- Use secondary route (closest exit in the opposite direction) if the primary is obstructed
- Use stairs, not elevators
- If disabled, in need of assistance, use phone at ARA to call first responder
- Be careful not to obstruct emergency vehicle traffic or first responders
- Do not re-enter the building until the all clear tone is sounded or you are informed by the BEC/RM/PA announcement or first responder that it is safe
- See BERP for any building specific information

### Rally Point and Rescue

Once everyone has assembled at the rally point, BECs and RMs will compile a list of all present. When requested, the lists shall be given to first responder command authority, along with a list and information about personnel who did not evacuate, may be trapped, or who may be waiting for rescue at an ARA. Rescue operations shall be conducted by trained professional emergency personnel only.

## **5.2 Evacuation of Individuals Unable to Evacuate**

Not all are capable of safely evacuating a building without assistance. This is true for children, the very elderly, persons with physical disabilities, and those impaired by the emergency. A friend, associate, or even a stranger may be called upon to render aid.

- Faculty members or instructors shall identify any persons in their classrooms who are in need of special assistance and assign two individuals from the class to assist them during an evacuation.
- A person with limited mobility on a level other than ground level, who is unable to use the stairway and in need of emergency personnel assistance, should be escorted to a stairwell ARA (free of life-threatening hazards). ARAs are identified on building emergency evacuation maps and BERP (generally at the top of stairs by phone and emergency evacuation device).
- If conditions permit, one escort should remain with the person at the ARA until emergency personnel initiate the rescue.
- Upon exiting the building, any person aware of individuals unable to evacuate, including those waiting at ARAs, shall immediately report the location and condition of person(s) needing aid to first responders.
- Emergency evacuation devices (EED) are located at ARAs to assist trained rescue personnel. See BERP and **Appendix G** for ARA and EED locations.

### For People who are Visually Impaired or Blind

Advise the person without sight of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and of any obstacles in their path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

### For People with Hearing Impairment

Because people with hearing impairment may not hear an audible fire alarm, an alternate warning system must be used especially in buildings not equipped with strobe alarms. The best method is to jot a quick note "Fire alarm—evacuate!" additional writing can show the egress path.

For People Using Wheelchairs or Scooters

Most will be able to evacuate safely without assistance if they are on the ground floor. For floors above ground level, needs and preferences will vary. See BERP for specific building information. A person with limited mobility should always be consulted before assistance is rendered. Only when it is safe, the preference may be to wait at the ARA for trained rescue personnel. If immediate rescue is preferred or necessary determine:

- The preferred manner to handle the person safely
- The number of people required for assistance
- If an EED, seat cushion or pad is needed and available
- Placement following evacuation (another wheelchair/scooter or stretcher)
- Whether immediate medical attention will be necessary or likely
- The wheelchair/scooter should be moved by others as soon as safely possible. Motorized scooters are very heavy and may require multiple people to transport.

For People Using Crutches/Canes or Walkers

Persons using crutches, a cane or walker who are unable to negotiate stairs without assistance, should be treated as if they were injured—similar to people using wheelchairs. Such persons should be led to an ARA, when requested and safe to do so, and offered a sturdy chair with arms, until further assistance can be provided – see BERP for any building specific information.

Emergency Evacuation Devices

Emergency evacuation devices (EEDs) have been placed in ARA locations on campus; see BERP for your building. These emergency rescue devices are to be used in case of fire, natural disaster, terrorism, earthquake, tornado, hurricane, or act of violence. These EEDs will aid in safely evacuating people with limited mobility from any building. Because speed and safety are the key factors in an evacuation, the EEDs will allow the trained rescuer to descend the stairwell with the evacuee safely restrained inside the unit in a vertical, seated position.

Automated External Defibrillators

There is an Automated External Defibrillators (AEDs) for each building on campus. First Responders will also have an AED with them. The Automated External Defibrillators (AEDs) use embedded computer chips to analyze and correct for heart rhythms instantly. First responders and those completing an AED course are trained in their use.

**5.3 Procedures for Ingress/Interior Shelter**

In the event of an external threat, such as hazardous weather, chemical/biological incident (radioactive or toxic chemical plume), or campus violence, people may be directed to take shelter in areas of safe haven designated in the BERP, and remain there until given the “all clear.” The requirement to seek shelter shall be communicated using every means possible including emergency tone, PA notification, text messaging, Alertus, emergency alert web, cell phone App, e-mail, automatic voicemail messaging, two-way radios, and external announcements by University Police.

Communication and Locations

If electronic and telephonic communications are available, the Office of University Advancement shall take a lead role in information distribution, in cooperation with the Computer Services Department. The Departments of Operations and University Housing shall work jointly with University Police to disseminate the necessary advisories

and provide radios to remote locations to allow two-way communications with the Incident Command Center. BECs and RMs shall be employed within their respective areas to assist with communications and provide necessary reports, including accountability of persons taking refuge. People may be advised to move to another building for better shelter or improved communications. For example, during a hurricane, Pacer Downs residents may be offered shelter at Pacer Crossing. Occupants will be instructed to shelter within a particular area of the building they are (see BERP) generally on the ground floor, an interior hallway or room away from windows.

## **6.0 Notification and Incident Reporting**

Students and employees of the University are expected to cooperate fully with Senior Administration, University Police, representatives of the Crisis Action Team, Aiken County Sheriff's Department, Aiken Public Safety, Hazardous Materials Teams, and other personnel directly involved in emergency response, by providing accurate information that is relevant to managing the incident and protecting the life and safety of people involved. However, to assure the accuracy and consistency of information released, and to protect the privacy of individuals concerned, unauthorized personnel shall refrain from relating sensitive information about an emergency to any other person or organization not directly responsible for handling the emergency.

### **6.1 Notification of Family Members**

Information regarding the serious injury or death of a USCA employee or student shall be communicated to officially designated next-of-kin prior to the release of such information to the public or media. The PSHS or SAC conference room can be used as a counseling center for this purpose. For incidents involving students, initial contact of next-of-kin shall be made by the Vice Chancellor for Student Life and Services, or others specifically granted such authority by the Chancellor. For incidents involving employees, initial contact shall be made by the senior administrator in the employee's chain-of-command.

### **6.2 Release of Information to the Public**

Official comments and release of information about any campus emergency, including statements made to the media and local, state, federal authorities, will be released to the public through the Office of University Advancement, the Chancellor, or others specifically granted the authority. To support this effort, the Director of Marketing and Community Relations (641-3738 or 641-3434) shall be notified as soon as practical in the event of any emergency situation.

### **6.3 Activation of Benefits**

Incidents resulting in a work-related injury, illness, or death of a USCA employee (including student employees) shall be reported to Human Resources (641-3645) as soon as practical to ensure proper activation of personnel benefits.

## **7.0 Plan Distribution and Employee Training**

The USCA Emergency Action Plan (EAP) is posted on the University's secure intranet. Employees may access the complete document at the web address:

<http://usca.edu/alert/>. Hard copies of the EAP shall be held by the following

persons/offices: Chancellor, Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Business and Finance, Vice Chancellor for Student Life and Services, Vice Chancellor for Enrollment Services, Vice Chancellor for University Advancement, Vice Chancellor for Information Technology, Senior University Facilities Executive, Director of University Housing, Director of Marketing and Community Relations, Environmental Safety and Health Manager, and University Police. Additionally, Building Emergency Coordinators and any persons serving on the Emergency Management Team shall maintain pertinent sections in their entirety. New employees, including student hires, shall review the web based EAP as part of employee orientation. The quick reference Pacer Alert Emergency and Safety Procedures guide has been distributed to all faculty, staff, new employees and classrooms.

**7.2 General Campus Training**

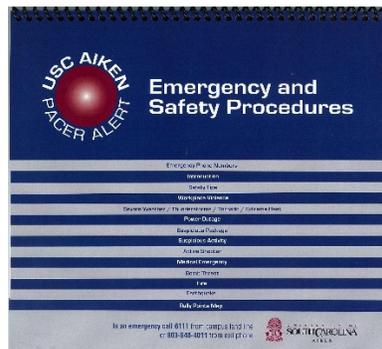
USCA Police Chief, with assistance from the Environmental Health and Safety Manager (EHS), shall develop and maintain a training plan to ensure that all employees of the University are familiar with the EAP. Such training shall be accomplished through a combination of departmental meetings, new employee orientation sessions, and emergency response drills. Particular emphasis shall be given to evacuation and immediate actions for life-threatening emergencies. The BECs and EHS will maintain all EAP safety training records.

**7.3 Building Emergency Coordinators Training**

BECs shall attend refresher training conducted by PC and EHS with lessons learned, drill results and other information provided by University Police. These training sessions shall address specific duties and responsibilities of BECs in support of the EAP, any emergency protocol changes, good practices, and use of the emergency notification system (tone, PA messages, web alert messages, text messaging). Additionally BECs shall participate in annual evacuation drills involving their BERP requirements. It is recommended that they take the online ALICE training course.

**7.4 Plan Changes and Notifications**

Official changes to the EAP and Safety Procedures shall immediately be incorporated into the electronic version of the document (on the USCA intranet) and shall be distributed via e-mail to the USCA List for temporary update of hard copies. Permanent revisions to hard copies shall be published as needed.





## Appendix A—Emergency Contacts

<u>Primary Authorities</u>	<u>Name</u>	<u>Number</u>
Chancellor	Sandra Jordan	641-3434
Executive Vice Chancellor	Jeff Priest	641-3201
Vice Chancellor for Student Life and Services	Ahmed Samaha (acting)	641-3411
Vice Chancellor for Business and Finance	Cam Reagin	641-3662
Vice Chancellor for University Mary Driscoll Advancement		641-3448
Vice Chancellor for Information Technology	Ernest Pringle	641-3345
Senior Univ. Fac. Executive	Brian Enter	641-3254

### Building Emergency Coordinators

<u>Name</u>	<u>Building</u>	<u>Office #</u>	<u>Extension</u>	<u>Cell#</u>
<b>Carla Hayes</b> <a href="mailto:carlah@usca.edu">carlah@usca.edu</a>	<b>Penland</b>	<b>116B</b>	<b>3645</b>	<b>803-640-1334</b>
<b>Jeanie Griffin</b> <a href="mailto:jeanieg@usca.edu">jeanieg@usca.edu</a>	<b>Penland</b>	<b>227A</b>	<b>3446</b>	<b>803-215-2191</b>
<b>Linda Cox</b> <a href="mailto:lindac@usca.edu">lindac@usca.edu</a>	<b>Penland</b>	<b>236E</b>	<b>3355</b>	<b>803-265-0810</b>
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<b>Gina Buckley</b> <a href="mailto:ginab@usca.edu">ginab@usca.edu</a>	<b>B&amp;E</b>	<b>223</b>	<b>3340</b>	<b>803-646-5978</b>
<b>Karen Edgington</b> <a href="mailto:karine@usca.edu">karine@usca.edu</a>	<b>B&amp;E</b>	<b>111</b>	<b>3587</b>	<b>970-988-9172</b>
<b>Lynn Williams</b> <a href="mailto:lynnw@usca.edu">lynnw@usca.edu</a>	<b>Children's Center</b>	<b>N/A</b>	<b>3385</b>	<b>803-646-0145</b>
<b>Kathy Temples</b> <a href="mailto:kahyt@usca.edu">kahyt@usca.edu</a>	<b>Children's Center</b>	<b>N/A</b>	<b>3385</b>	<b>803-292-0617</b>
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<b>Michael St John</b> <a href="mailto:michaels@usca.edu">michaels@usca.edu</a>	<b>Etherredge Center</b>		<b>3328</b>	<b>xxx</b>
<b>Paul Crook</b> <a href="mailto:paulc@usca.edu">paulc@usca.edu</a>	<b>Etherredge Center</b>		<b>3327</b>	<b>xxx</b>

<b>Robert Amerson</b> ramerson@usca.edu	<b>Library</b>	<b>105</b>	<b>3485</b>	<b>803-528-4296</b>
<b>Stan Price</b> stanleyp@usca.edu	<b>Library</b>	<b>N/A</b>	<b>3510</b>	<b>706-425-9720</b>
<b>Lloyd Dawe</b> lloyd@usca.edu	<b>H&amp;SS</b>	<b>208B</b>	<b>3706</b>	<b>580-678-8749</b>
<b>Mark Hollingsworth</b> markh@usca.edu	<b>H&amp;SS</b>	<b>204</b>	<b>3784</b>	<b>580-421-7911</b>
<b>Kenny Thomas</b> kennyt@usca.edu	<b>BASE</b>	<b>HernStadOfc</b>	<b>3410</b>	<b>803-640-6055</b>
<b>Kathy Simmons</b> kathys@usca.edu	<b>Nursing</b>	<b>101A</b>	<b>3392</b>	<b>706-414-1704</b>
<b>Karen Morgan</b> karenmo@usca.edu	<b>Nursing</b>	<b>101</b>	<b>3277</b>	<b>803-634-1289</b>
<b>Taylor Rufus</b> taylorb@usca.edu	<b>DOWN</b>	<b>Ofc</b>	<b>3788</b>	<b>706-414-1704</b>
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<b>Randy Ducket</b> randyd@usca.edu	<b>Pickens-Salley</b>	<b>N/A</b>	<b>3480</b>	<b>706-414-1704</b>
<b>Gary Senn</b> senng@usca.edu	<b>RPSEC</b>	<b>303</b>	<b>3558</b>	<b>Unk</b>
<b>Angel Miano</b> angelm@usca.edu	<b>SAC</b>	<b>S.L.Ofc.</b>	<b>3776</b>	<b>803-646-9652</b>
<b>Melissa Stoudemayer</b> melissas@usca.edu	<b>Sciences</b>	<b>302</b>	<b>2869</b>	<b>Unk</b>
<b>Brad Reinhart</b> bradr@usca.edu	<b>Sciences</b>	<b>106</b>	<b>3425</b>	<b>803-640-2727</b>
<b>Billie Murphy</b> billiem@usca.edu	<b>Convocation Ctr</b>	<b>Athletic Suite</b>	<b>3486</b>	<b>706-414-1704</b>
<b>Jim Herlihy</b> jimh@usca.edu	<b>Convocation Ctr</b>	<b>Athletic Suite</b>	<b>3406</b>	<b>205-306-6325</b>
<b>Annette Beeler</b> annetteb@usca.edu	<b>Ops/Purchasing</b>	<b>N/A</b>	<b>3452</b>	<b>803-640-2765</b>
<b>Holly Guy</b> hollyg@usca.edu	<b>Wellness Center</b>	<b>20</b>	<b>3734</b>	<b>706-414-1704</b>

## Appendix B - Evacuation Procedures

### General Procedure for Building Evacuations – Specifics in BERP

1. Occupants shall evacuate the building under the following conditions:
  - a. The fire alarm or portable air horn sounds.
  - b. An order to evacuate is issued by University Police, Building Emergency Coordinators (BEC) or other emergency response personnel.
2. Occupants shall follow the posted evacuation routes, exiting through the closest exit or closest stairwell or alternative route if primary route is blocked or unavailable. Elevators should not be used.
3. Occupants shall reassemble outside at the designated exterior parking lot or field rally point(s) and wait for further instructions from a BEC, Police, or other first responder. See Building Emergency Response Plan.
4. Upon arrival at a rally point, BECs or RMs shall enlist the assistance of appropriate faculty and staff to account for all personnel believed to have been in the building. A list of persons who have been accounted for and a list of those not accounted for shall be provided, to include each office and each classroom that was occupied during the time of the evacuation; See BERP.

### Procedure for Building Evacuations at Pacer Downs, Pacer Commons, and Pacer Crossing:

1. Occupants shall evacuate the building under the same conditions
  - a. Either the fire alarm or a portable air horn sounds.
  - b. An order to evacuate is issued by Housing management, University Police or Resident Mentors (RM)
2. Staff and residents shall follow the posted evacuation routes, exiting through the closest exit or closest stairwell or alternative route if primary route is blocked or unavailable. Elevators should not be used.
3. Staff and residents shall reassemble at the designated exterior rally points below and wait for further instructions from Housing Staff, RMs, Police, or other first responders.
  - If you live in Pacer Downs, you should report to the soccer field parking lot when the alarm sounds.
  - If you live in Pacer Commons, you should report to the back of the east parking lot by the soccer fields.
  - If you live in Pacer Crossings, you should report to the back of the big parking lot on the east side of the building.

5. Upon arrival at a rally point, RMs shall account for all personnel believed to have been in the building. A list of persons who have been accounted for and a list of those not accounted for shall be provided to the Associate Director of Housing.

# Appendix C - Category I Procedures

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### **Suicide Attempt of a Student, Faculty, or Staff Member**

**Problem:** Suicide attempt of a faculty member, staff member, or student on campus

**Actions:**

1. The initiator shall call USC Aiken Police (UP) at 6111 or 648-4011
2. Initiator remain calm and stay with person until UP or mental health professional arrive
3. Primary Authority initiate call list and post-Crisis procedures

The on-duty USCA Police Officer shall execute police protocol.

- a. Notify the USCA Police Chief
- b. Perform First Aid if required
- c. Call EMS if necessary
- d. Call campus counseling center for mental health professional

Police Chief call Primary Authority

### **Death of a Student, Faculty, or Staff Member**

**Problem:** Death of a faculty member, staff member, or student on campus

**Actions:**

1. The initiator shall call USC Aiken Police at 6111 or 648-4011
2. The on-duty USCA Police Officer shall execute police protocol.
  - a. Notify the USCA Police Chief
  - b. Notify Aiken Public Safety or Aiken County Sheriff's office, including a request for support from the coroner's office.
  - c. Refrain from moving the victim unless absolutely required.
  - d. Cordon off the area to prevent unauthorized personnel from the scene.
  - e. Determine the victim's identity
  - f. Conduct on-scene investigation, gathering as much information about the person and circumstances of the incident as possible.
  - g. Complete a written incident report.

Police Chief shall notify the Primary Authority and provide police backup as needed

The Primary Authority (or designee) shall :

1. Notify the Chancellor immediately.
2. Arrive at the scene as soon as possible to provide direct support.
  - a. Ensure the next-of-kin has been notified.
  - b. Serve as liaison between the Chancellor and Vice Chancellor for University Advancement to disseminate information about the incident to the USC Aiken family and broader community
  - c. Arrange for family notification / counseling (PSHS conference room)

### **Accident or Serious Illness of Student, Faculty, or Staff Member**

**Problem:** All medical emergencies, drug/alcohol overdose, hazing (physical harm), illness

**Actions:**

1. The initiator shall call USC Aiken Police at 6111 or 648-4011
2. The on-duty USCA Police Officer shall execute police protocol.
  - a. Notify the USCA Police Chief
  - b. Depending on the severity of the accident or illness, call EMS
  - c. Conduct an incident investigation.
  - d. Complete an incident report and supporting documentation

3. The USCA Police Chief should notify Primary Authority
4. The Primary Authority shall:
  - a. Notify other Cabinet members as appropriate
  - b. Verify that the next of kin has been notified.
  - c. Inform all appropriate supervisory administrators
  - d. Monitor and follow-up as needed
5. If a student, faculty, or staff member dies, then protocol for “Death of Student, Faculty, or Staff member” is activated.
6. If announcements concerning the incident need to be given, then protocol for “Campus Wide Safety Alert” may be activated.

### **Major Crime against a Student, Faculty Member, or Staff Member**

**Problem:** Student, Faculty member, or Staff member is a victim of an assault, robbery, fight, rape, or other violent crime.

**Actions:**

1. The initiator shall call USC Aiken Police at 6111 or 648-4011
2. The on-duty USCA Police Officer shall execute police protocol.
  - a. Notify the USCA Police Chief
  - b. Talk to informant to obtain all necessary information and facts
  - c. Determine identity and location of victim(s) and perpetrator(s).
  - d. Assess situation to determine if Aiken Public Safety needs to be notified.
  - e. If appropriate activate campus alert system (tone, PA, text message etc)
  - f. Provide medical attention if needed.
  - g. Begin campus investigation.
3. The USCA Police Chief should notify Primary Authority
4. The Primary Authority should:
  - a. Inform the Chancellor and Vice Chancellor for University Advancement
  - b. Implement Campus wide Alert procedure if appropriate

### **Arrest of Student, Staff Member, or Faculty Member**

**Problem:** Student, Staff, or Faculty member arrested by USCA Police or Aiken Public Safety

**Actions:**

1. USCA Police should:
  - a. Encourage students to notify parents or guardians about the incident.
  - b. A Student Life staff member can contact the student’s parents if requested by the student.
  - c. Remind student that he/she has the right to withhold notifications of parents or anyone else if the student is 18 years or older.
2. Notify the USCA Police Chief; execute police protocol.
3. The USCA Police Chief should notify the Primary Authority
4. The Senior Administrator/Vice Chancellor should
  - a. Notify all appropriate supervisory administrators up to the Chancellor’s office.
  - b. The Executive Vice Chancellor for Academic Affairs will notify appropriate faculty if incarceration of student will result in absence from class.
5. The Director of the Counseling Center will provide support through counseling for student if needed.
6. Any information release to the media should be handled through the Director of Marketing and Community Relations.

## Family Emergency

**Problem:** Student, Faculty, or Staff member needs to be informed of a family emergency

**Actions:**

1. The person contacted by the family to notify the student (faculty member, or staff member should first contact the appropriate Vice Chancellor or Administrative Supervisor).
2. It the responsibility of the Vice Chancellor or Administrative Supervisor to locate and notify the person involved with the family emergency.
3. Support should be provided to the individual through the Counseling Center as needed.

## Small, Localized Fires

**Problem:** An incipient (beginning stages) fire is occurring.

**Actions:**

1. In the case of an incipient fire, the person noticing or reporting the fire (initiator) should pull the fire alarm and then attempt to put it out with a fire extinguisher, if trained to do so. USCA Police should be contacted immediately.
2. USCA Police should execute police protocol.
  - a. Talk to informant to determine location of the fire.
  - b. Determine if there is evidence of an actual fire (i.e., smoke, flames, burning smells, sprinkler system activated).
  - c. Call on building BECs to execute BERP
  - d. Notify USCA Police Chief who will assist as needed
  - e. BECs or appropriate faculty and staff must assist in the evacuation of the building until the "all clear" signal is given for people to re-enter the building.
  - f. If there is evidence of an actual fire (smoke), then USCA Police will notify Aiken Public Safety and proceed to the scene. If the fire grows, then the procedure for "Major Fires" will be activated.
3. The USCA Police Chief should notify the Primary Authority
4. The Senior Administrator/Vice Chancellors should notify all appropriate supervisory administration up to the Chancellor's office.
5. The Department of Operations will work with the Building Emergency Coordinators to restore operations.
6. Any information release to the media should be handled through the Director of Marketing and Community Relations.

## Hazardous Chemical Spills

**Problem:** Accidental spill of hazardous chemicals or materials on campus

**Actions:**

1. Initiator call USCA Police immediately.
2. USCA Police should:
  - a. Talk with informant to determine location and description of the spill. First responder should attempt to determine the severity of the situation.
  - b. Isolate the immediate area of the spill
  - c. Notify the Police Chief
  - d. Start evacuation of the building or area where exposure might occur if necessary.

- e. Secure the building perimeter
  - f. Ensure that medical attention is given to those who are injured or might have been exposed.
  - g. Check with BECs at rally points for any missing personnel.
3. The USCA Police Chief should notify Primary Authority, and assist officer at scene.
4. Director, Police should notify the appropriate Senior Administrator/ Vice Chancellor and the Department of Operations.
5. The Chancellor/Police may activate emergency notification systems (hazardous Material warning tone, web alert, text message)
6. The Department of Operations will send the appropriate personnel to help clean up the spill if EHS determines it is safe to do so. Assist Building Emergency Coordinators to restore operations.
7. If the spill cannot be properly cleaned up by USCA personnel (e.g., maintenance, housekeeping, or grounds) or there is a potential for contamination of water or air, USCA Police will notify Aiken Public Safety for possible assistance from HazMat Team.
8. If a building or area has to be closed for a prolonged period of time, temporary relocation of offices, classes, and/or residential housing needs will be determined by appropriate Senior Administrator. Campus announcements will be made following the protocol of the "Campus Wide Safety Alert" and emergency notification systems.

### **Mental Health Crisis**

**Problem:** Mental health crisis concerning a student, faculty member, or staff member

**Actions:**

1. Initiator contact the USCA Counseling Center about the situation and the location. If after hours, contact USCA Police.
2. The Counseling Center will send a trained counselor to attempt to de-escalate the situation. The trained personnel from the Counseling Center will contact USCA Police if needed.
3. While waiting for first responders to arrive on the scene, initiator position yourself to ensure your personal safety:
  - a. If possible stay close to an exit or doorway and keep plenty of distance between yourself and the individual.
  - b. Do not turn your back to the person.
  - c. Avoid eye contact.
  - d. If possible get below eye level.
  - e. Keep a calm steady voice.
  - f. Do not make any elaborate gestures or quick movements and try to remain calm

## Appendix D– Category II Procedures

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## Major Fires

**Problem:** A major fire is occurring either on campus or nearby.

**Actions:**

1. If there is a fire on or near campus, initiator should leave the immediate area of the fire and report the fire to USCA Police immediately at 6111 or 648-4011. If fire alarms in the building(s) are activated, then USCA Police have already been notified by the remote alarm monitoring company, who will also notify Operations.
2. USCA Police should:
  - a. Talk to initiator to determine location and determine if it has already been reported to Aiken Public Safety.
  - b. Determine if there is evidence of an actual fire – i.e., smoke
  - c. If there is evidence of an actual fire, then USCA Police will notify Aiken Public Safety and Firehouse 3 will respond (they have all USCA building floor plans and emergency power and gas cutoff valve locations). If Convocation Center Graniteville FD will be called.
  - d. Notify the USCA Police Chief and during working hours, Operations or Housing Maintenance. If after hours, the on-call personnel should be contacted.
  - e. Verify Emergency Coordinators (BECs) and Resident Mentors (RMs) have executed evacuation.
  - f. Secure the perimeter to keep people from re-entering.
3. BECs or RMs must assist in the evacuation of the building(s) to BERP rally point to await further instructions. In the event of a major catastrophe, rally points off campus will be made available (Pacer Park, Convocation Center, Aiken High School) with announcements via the emergency notification systems (tone/PA, web alert, text msg.)
4. The USCA Police Chief should:
  - a. Notify Primary Authority
  - b. Contact additional support as needed.
5. The primary authority should notify additional senior administration including the Chancellor and the Vice Chancellor for University Advancement.
6. All decisions concerning the situation will be made by the Chancellor, or designee, based on input from administrators and university emergency response personnel.
7. Any information released to the public should be through the Director of Marketing and Community Relations.
8. The Counseling Center should provide counseling or emotional support to victims.

## Electrical Power Outages

**Problem:** An unscheduled significant electrical power outage to a building(s) on campus.

**Actions:**

1. Initiator contact USCA Department of Operations immediately 641-3452. If after normal business hours, then contact USCA Police who will notify the on-call Maintenance personnel.
2. Department of Operations should:
  - a. Determine the location and description of the problem.
  - b. Send the appropriate USCA maintenance personnel to the scene.
  - c. Contact the appropriate USCA administrators if necessary.
  - d. Notify USCA Police, affected BECs and RMs.

3. Maintenance
  - a. Check all equipment for phase out and secure the equipment.
  - b. Check other areas such as elevators to see if people need help.
  - c. Once power is restored, ensure that all building mechanical devices that were shut down or affected are restarted.
  - d. Contact South Carolina Electric & Gas Company at 888-333-4465

### Missing Persons

**Problem:** A student, faculty, or staff member is reported missing.

**Actions:**

1. Initiator contact USCA Police immediately 6111 or 648-4011
2. USCA Police should:
  - a. Talk to informant to determine the last time the person was seen.
  - b. Notify the USCA Police Chief - execute police protocol
  - c. If the person has not been located within 24 hours after the first report of the disappearance, then a formal missing person's report should be filed.
  - d. Document and file all necessary reports and complete notification of appropriate persons once the missing person has been located.
3. The USCA Police Chief should notify Primary Authority
4. The Primary Authority will contact the appropriate senior administrators including the Chancellor and Vice Chancellor for University Advancement and keep them apprised of the situation. Web alert system may be used.
  - a. For missing students, the Executive Vice Chancellor for Academic Affairs should be notified for a list of the missing student's classes. The Executive Vice Chancellor should notify necessary faculty of the student's disappearance and absence from class. Faculty members should be interviewed by First Responders to determine when the missing person was last seen.
  - b. For missing faculty, the Executive Vice Chancellor, immediate supervisor and co-workers should be interviewed by First Responders to determine when the missing person was last seen.
  - c. For missing staff members, Vice Chancellor for Business and Finance/ immediate supervisor and co-workers should be interviewed by First Responders to determine when the missing person was last seen.
5. Any information released to the public should be through the Director of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of the Chancellor's Cabinet if needed.

### Structural or Facility Disaster

**Problem:** Building related occurrence inflicting distress and damage to the structure as the result of an explosion, flooding, earthquake, wind storms, or other disasters.

**Actions:**

1. Initiator contact USCA Police immediately.
2. USCA Police should
  - a. Talk to initiator to determine location of the disaster, description of emergency, and approximate number injured.
  - b. Notify Police Chief and Aiken Public Safety of the situation

- c. Respond to the scene and secure the perimeter to prevent people from re-entering the building
  - d. May use emergency notification systems (PA, web alert, text message)
- 3. Police Chief notify Primary Authority
- 4. BECs and RMs execute BERP and await further instructions. In the event that the campus needs to be evacuated, rally points off campus will be made available, and BECs will be notified of the rally points by USCA Police with announcements via the emergency notification systems (PA, web alert, text message).
- 5. The Primary Authority should notify the appropriate senior administrators including the Chancellor and the Vice Chancellor for University Advancement.
- 6. All decisions concerning the situation will be made by the Chancellor or designee based on input from administrators and university emergency response personnel. The web alert page will be kept up-to-date to keep campus informed. Incident Command Center may be implemented.
- 7. Any information released to the public should be through the Director of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of the Chancellor's Cabinet.
- 8. The Counseling Center should provide counseling or emotional support of victims as needed.

### **Inclement Weather**

**Problem:** Inclement weather such as severe snowstorm, hail, sleet, thunderstorms, lightening, or windstorms either during or after business hours that could affect the operation of the university and safety of the students, Faculty, and Staff members.

#### **Actions:**

- 1. The University of South Carolina, Aiken will remain open during normal business hours unless notified to close by the Governor or, in the event of major local weather disturbances or other emergency occurrences, the Chancellor or her designee will determine if closing the university is in the best interest of the students, faculty, and staff. *The Chancellor may use emergency notification systems (weather tone, PA announcements, text message, cell App, web alert) to keep campus informed.*
- 2. In the event of hazardous conditions after hours, or the potential for such conditions to develop, the Chancellor should make the decision by 6:00 a.m. In the event that the inclement weather develops during normal business hours, the decision should be made by the Chancellor before the weather becomes too severe. In the absence of the Chancellor, the Executive Vice Chancellor for Academic Affairs, in consultation with senior administrators, will make the decision.
- 3. The USCA Police Officer on duty will inform the USCA Police Chief who will, in turn, notify the Primary Authority who will inform the Chancellor or designee of existing conditions and any pertinent information available from local law enforcement or other emergency management agencies.
- 4. All messages provided to the media should come through the Office of Marketing and Community Relations. All messages to the media should be clear and concise. In the event that the weather is occurring during business hours the Chancellor may use emergency notification systems (weather tone, PA announcements, text message, web alert) to keep campus informed.
- 5. In the event that the university does not close, or is not authorized to close by the Governor, employees who do not report to work shall use annual or compensatory leave.

## Bomb Threat

**Problem:** A phone bomb threat to one of the buildings or areas on campus.

**Actions:**

1. Person receiving the call should talk to the caller and refer to the bomb threat checklist on the next page. Complete the bomb threat checklist immediately after hanging up the phone. After the call has ended (or during the call if there is someone next to you that can help) contact USCA Police .
2. USCA Police should:
  - a. Talk to informant to determine the exact time of the call, detonation time, exact location, caller description from voice, and background noise (i.e., bomb threat checklist )
  - b. Contact USCA Police Chief – execute police protocol.
3. The USCA Police Chief should contact the Primary Authority
4. The Chancellor or designee should make a bomb threat assessment of the situation with the assistance of appropriate administrators and university emergency response personnel, as needed. The Chancellor may use emergency notification systems (tone, PA announcements, text message, and web alert) to evacuate campus areas and keep campus informed.
5. The following steps should be taken depending on the threat level assessed:

**Level 1 Immediate Evacuation using emergency notification systems**

- The Department of Operations and USCA Police with the assistance of the BECs and RMs should start an immediate evacuation of the target area and surrounding buildings to rally points as directed by the appropriate USCA personnel. Once at BERP rally points, evacuees should await further instruction.
- USCA Police should contact Aiken Public Safety and inform them of the situation and what resources (i.e., Bomb Squad), if any, are needed; then establish a secure 300ft perimeter from the target area.

**Level 2 Controlled Evacuation**

- The Department of Operations and USCA Police, with the assistance of the BECs and RMs, should start a controlled evacuation of the target area and surrounding buildings to rally points as directed by the appropriate USCA personnel. Once at BERP rally points, evacuees should await further instruction.
- USCA Police along with key USCA personnel should search common areas of the campus for suspicious packages.
- If a package is found, then Level 1 procedures should be followed. If a suspicious package is not found, then the threat level will drop to a Level 3.

**Level 3 Cursory Search**

- USCA Police along with key USCA personnel will search the target area and surrounding areas without disruption of daily activities.
- No evacuations will take place, and USCA Police should not allow any person in or out of the target area during the search.
- If a package is found, then Level 1 procedures should be followed. If a suspicious package is not found, then the university may return to normal operations.

# USCA Bomb Threat Checklist

**Instructions:** *Be calm. Be courteous. Listen. Do not interrupt the caller.*

**Your Name:** \_\_\_\_\_ **Date & Time:** \_\_\_\_\_

**Caller's Identity:**

Sex: Male\_\_\_ Female\_\_\_ Approximate Age: Adult\_\_\_ Juvenile\_\_\_ Years \_\_\_\_\_

**Origin of call:**

Local\_\_\_\_\_ Long Distance\_\_\_\_\_ Telephone Booth\_\_\_\_\_ Cell Phone \_\_\_\_\_

**SPEECH CHARACTERISTICS**

\_\_\_ Loud      \_\_\_ Soft      \_\_\_ Fast  
\_\_\_ High Pitch    \_\_\_ Deep      \_\_\_ Distinct  
\_\_\_ Raspy      \_\_\_ Pleasant    \_\_\_ Stutter  
\_\_\_ Intoxicated    \_\_\_ Slurred

**LANGUAGE**

\_\_\_ Slow      \_\_\_ Excellent    \_\_\_ Good  
\_\_\_ Distorted    \_\_\_ Fair      \_\_\_ Poor  
\_\_\_ Nasal      \_\_\_ Foul

Other:\_\_\_\_\_ Other:\_\_\_\_\_ Other:\_\_\_\_\_

**ACCENT**

\_\_\_ Local    \_\_\_ Not Local  
\_\_\_ Foreign    \_\_\_ Region  
\_\_\_ Race

**MANNER**

\_\_\_ Calm      \_\_\_ Angry  
\_\_\_ Rational    \_\_\_ Irrational  
\_\_\_ Coherent    \_\_\_ Incoherent  
\_\_\_ Deliberate    \_\_\_ Emotional  
\_\_\_ Righteous    \_\_\_ Laughing

**BACKGROUND NOISES**

\_\_\_ Factory      \_\_\_ Trains  
\_\_\_ Machines      \_\_\_ Animals  
\_\_\_ Music      \_\_\_ Quiet  
\_\_\_ Office      \_\_\_ Voices  
\_\_\_ Traffic      \_\_\_ Airplanes

## BOMB FACTS

***Pretend difficulty hearing – Keep caller talking – ask questions like:***

When will it go off? \_\_\_\_\_ Certain Hour \_\_\_\_\_

Time Remaining \_\_\_\_\_ Where is it located? Building \_\_\_\_\_

Area \_\_\_\_\_ What kind of bomb \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with campus or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor and USCA Police immediately.

## Hostage Crisis

**Problem:** A person(s) on campus is holding faculty member, staff, or students as hostages.

**Actions:**

1. Informant should call USCA Police immediately
2. USCA Police should:
  - a. Talk to informant to determine the location of the situation, type of weapon being used, appearance and state of mind of person with the weapon.
  - b. Respond to the scene and contact Aiken Public Safety if deemed necessary.
  - c. Contact the Chief of Police and appropriate personnel in Operations.
  - d. Make the decision to evacuate the building and surrounding areas and inform others of the decision (this may be a silent evacuation).
3. Chief of Police notify Primary Authority (emergency systems silent alarm may be activated (web alert, text messaging, phone).
4. The Primary Authority should notify appropriate senior administrators including the Chancellor & Vice Chancellor for University Advancement
5. All decisions concerning the situation will be made by the Chancellor or designee based on input from appropriate administrators and emergency response personnel. Web alert site can be used to keep campus informed
6. Any information released to the public should be through the Director of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of the Chancellor's Cabinet.
7. The Counseling Center should provide counseling or emotional support to victims as needed.

## Campus Wide Safety Alert

**Problem:** A campus wide safety alert and announcement should be made regarding a pending situation (i.e., notification of a campus rapist, shooter, or emergency situation on campus, etc.)

**Actions:**

1. An announcement will be made from the Chancellor's Office concerning the situation.
2. Announcements can be made in any of the following ways:
  - Campus emergency notification/warning systems using system computer control stations:** USCA Police (police station at Pacer Downs) or Chancellor's Office (Pickens-Salley House) will be responsible for activating emergency notifications and warnings. See Appendix F for emergency tones, pre-recorded emergency public address messages and text messages linked to each emergency type. The emergency alert web page also provides an alert and a means to keep the campus updated as events unfold.
  - Text messaging:** USCA Police and Chancellor's Office may issue text messaging alert notification.
  - Campus postings:** USCA Police may use posted notices across campus. Generally they are posted on the front and back of each door to each entry/exit of each building on campus. These notices will be displayed on florescent color paper and will be removed by USCA Police when the emergency has passed.

- **E-mail and web:** Notices will be delivered via Alertus flashing notification and email to USCA List and posted to USCA emergency alert website and cell App - by the Chancellor's office.
  - **Telephone:** Notice may be delivered via telephone tree. The Chancellor/VC will place a phone call to the departments/divisions that report to them. The phone call should begin with "I am calling to notify you of an emergency." Then proceed to give the department/division information about the emergency. Once each department/division receives this notification they are responsible for notifying the students, faculty, staff and guests in each of their buildings/areas.
  - **Personal contact:** Notice may be delivered in person in situations where there is no technology (power failure or system failure) available. The Chancellor/VC will notify the departments/divisions that report to them in person. Once each department/division receives this notification they are responsible for notifying all faculty, staff, students and guests within their building/area.
  - **Fax:** Notice delivered via fax. The Chancellor/VC will notify the departments/divisions that report to them via fax. A standard fax coversheet will be provided, which will include appropriate notification instructions. Once each department/division receives this notification they are responsible for notifying the students, faculty, staff and guests in each of their buildings/areas.
  - **Local media:** the Office of Marketing and Community Relations will be responsible for notifying local TV and radio stations to broadcast to the campus community and the public.
  - **Surrounding community:** USCA Police will be responsible for notifying community law enforcement and community members whose homes/businesses border the campus. This may be accomplished through joint response through establishment of an Incident Command Center.
3. Announcements will state what the campus alert is all about and provide instructions on how to deal with the situation. The campus will be kept informed of any situation changes as they occur.

### Active Shooter on Campus

**Problem:** A shooting incident has occurred on campus

**Actions:**

1. Informant should contact USCA Police immediately – If you cannot speak dial 911 and leave line open - occupants should **evacuate** if safe to do so, implement **ALICE**
2. USCA Police should:
  - a. Talk to informant to determine the location of the situation, type of weapon(s) being used, persons wounded, appearance and state of mind of shooter
  - b. Respond to the scene to immediately counter shooter while contacting APS
  - c. Contact the Chief of Police and execute active shooter police protocol **ALICE**
  - d. Make the decision to activate "active shooter" emergency notification/warning Use emergency notification systems text messaging and web alert to initiate **ALICE**

**Alert** – may be gunshot, PA announcement, text, Alertus

**Lockdown** – if evacuation not safe, barricade entry; prepare to evacuate or counter

**Inform** – communicate real time info on shooter location using any means possible

**Counter-** as last resort, distract shooter, move toward exits while making noise, throw objects or swarm shooter

**Evacuate** – run from danger when safe to do so using windows; any possible exit

3. BECs and RMs execute BERP and follow ALICE active shooter protocol
4. The Chief of Police notify Primary Authority and execute active shooter police protocol (establish Incident Command Center)
5. The Primary Authority should notify the Chancellor and all appropriate senior administrators
6. All decisions concerning the situation will be made by the Chancellor or designee based on input from administrators and emergency response personnel. Web alert and text messaging to keep campus informed and to follow the active shooter ALICE protocol.
7. Any information released to the public should only be through the Director of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of the Chancellor's Cabinet.
8. The Counseling Center should provide counseling or emotional support to victims.

### **Campus Active Shooter Protocol: ALICE**

#### **If the shooter is outside your building and you are told to lockdown:**

1. **If you cannot evacuate**, turn off all the lights, close blinds, close and lock all windows and doors. If you cannot lock the door, try to barricade the door with heavy furniture, use belt to help keep it closed (see ALICE video)
2. Keep quiet and out of sight, seek the safest spot in the room. Hide behind concrete wall or a heavy object. be ready to Counter shooter as he enters (throw objects, yell, swarm to take down if necessary)
3. Do not respond to anyone who knocks on the door, and keep it locked, unless you are certain it is a police officer or campus administrator known to you.

#### **If the shooter is inside your building:**

1. If it is possible to **escape** the area safely and avoid danger, do so by the nearest **exit or window**.
2. As you exit the building, **keep your hands above your head and listen for instructions** that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
3. If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Be ready to **Counter** shooter as he enters (throw objects, yell, swarm to take down if necessary)

**If the shooter enters your office or classroom:**

1. There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
2. **Counter** shooter as he enters (throw objects, yell, swarm to take down if necessary) Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.
3. If the shooter exits your area and you are able to escape, **leave the area immediately.** Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
4. While escaping, as soon as you see a police officer, **put your hands over your head** and immediately comply with the officers instructions.
5. **While others are securing your place of refuge:** BEC, faculty or other designated person call 911 or 6111 or 803-648-4011 and provide police with critical information as follows:
  - Your building and your location, in that building
  - The number of assailants involved and description (race, gender, height, weight, clothing)
  - Types of weapons being used (handgun, shotgun, rifle etc.)
  - Number of people in your location, number injured and severity of injuries
  - Comfort the injured and if able, provide first aid.

**Note: ALICE online training is available**



## **Appendix E - Category III Procedures**

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## Tornado or Hurricane Event

**Problem:** A tornado or hurricane is predicted to hit campus and/or the surrounding community. A tornado “watch” escalates to a “warning” condition, funnel cloud in area is reported.

**Actions:**

1. Anyone who has knowledge of a tornado (sees funnel cloud) should contact USCA Police immediately, or when Weather Radio (National Weather Service) issues tornado warning
2. USCA Police should:
  - a. Initiate emergency notification /warning system tornado or hurricane warning with pre-recorded PA announcement.
  - b. Notify BECs to execute BERP advise faculty, staff, and students.
  - c. Call for assistance as necessary.
3. Everyone will be directed by the emergency notification system to seek shelter indoors and stay indoors during the storm. Go to the closest weather-related BERP designated tornado shelter area for shelter inside and await updates on the weather (media)
  - a. Move to the interior hallways on the lowest floor
  - b. Stay away from windows, doors, and outside walls.
  - c. Protect your head.
  - d. If outside and there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert and protect your head, if possible.
4. The USCA Police Chief should:
  - a. Activate emergency notification system message tone and public address message, if not already initiated.
  - b. Notify Primary Authority
5. The primary authority should notify the appropriate senior administrators including the Chancellor and the Vice Chancellor for University Advancement.
6. All decisions concerning the situation will be made by the Chancellor or designee based on input from administrators and university emergency response personnel.
7. Any information released to the public should be through the Office of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of The Chancellor’s Cabinet.
8. The Counseling Center should provide counseling or emotional support of victims as needed.

## Earthquake Event

**Problem:** An earthquake hits campus or the surrounding community.

**Actions:**

1. During an earthquake, do the following:
  - a. Drop to the ground. Take cover by moving under a door frame, sturdy table or other piece of furniture. Do not use elevators. If outdoors, move away from buildings, lights, and power lines. Drop to knees in fetal position, cross your arms over the back of your neck for protection. Stay in open area. If in a vehicle, stop the vehicle but remain inside. Avoid stopping near or under buildings. Avoid bridges or ramps that might have been damaged by the earthquake.
  - b. Stay away from the windows and stay inside until you feel it is safe to leave. Once outside the building move away from the building as quickly as possible.

2. After the earthquake, do the following:
  - a. Check yourself and others for injuries. Contact USCA Police immediately to report injuries, fires, and other damage.
  - b. Do not use matches, lighters or other sources of ignition.
  - c. Once outside the building, evacuees should go to their designated rally points to await further instructions – listen for emergency notification system PA instructions and text messaging information.
  - d. Be prepared for aftershocks and do not return to an evacuated building unless told to do so by an authorized official. Open doors carefully.
3. USCA Police should:
  - a. Activate emergency notification system for general emergency and make PA announcements/instructions and text messaging
  - b. Contact primary Authority
  - c. Call for assistance as necessary
4. The primary authority should notify appropriate senior administrators including the Chancellor & Vice Chancellor for University Advancement
5. All decisions concerning the situation will be made by the Chancellor or designee based on input from appropriate administrators and emergency response personnel. Web alert and cell App can be used to keep campus informed
6. Any information released to the public should be through the Director of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of The Chancellor's Cabinet.
7. The Counseling Center should provide counseling or emotional support to victims as needed.

### **Civil Disturbance**

**Problem:** Campus demonstrations such as marches, meetings, picketing, and rallies.

#### **Actions:**

1. Initiator contact USCA Police to report the disturbance.
2. USCA Police - execute police protocol
  - a. Talk to initiator to determine the location of the disturbance.
  - b. Go to the location and assess the situation.
  - c. Notify USCA Police Chief
  - d. Call Aiken Public Safety if deemed immediately necessary.
3. USCA Police Chief should contact the Primary Authority and provide any necessary police backup and Operations support.
4. If the demonstration is non-violent, demonstrators should be allowed to continue but monitored by USCA Police until the demonstration is completed. If instructed by USCA officials to terminate the demonstrations and the demonstrators do not desist, they will be informed that failure to comply could result in disciplinary actions.
5. At that point if the demonstration becomes violent with failure to comply, then efforts should be made to identify the demonstrators, including taking photographs if deemed advisable.
6. USCA Police Chief should consult with the Chancellor or designee about the possible need for an injunction and intervention of civil authorities. The demonstrators should be informed if this is the case.
7. All contact with the media should be handled through the Office of Marketing and Community Relations

## Large Transportation Accident

**Problem:** Large transportation accident i.e., a train derail or plane crash occurs on/near campus.

### Actions:

1. Initiator should contact USCA Police
2. USCA Police should:
  - a. Talk to informant to determine location of the crash.
  - b. Contact Aiken Public Safety and clarify if there are medical or hazardous materials emergencies.
  - c. Notify USCA Police Chief, together determine if hazardous materials are involved.
  - d. Go to the location of the emergency, unless HazMat team is called as first responder.
3. The USCA Police Chief should:
  - a. Notify the Primary Authority
  - b. Call for backup as necessary
4. The Chief and Primary Authority should determine if emergency notification system should be used for campus or partial evacuation. The Primary Authority should notify the appropriate senior administrators including the Chancellor or designee and the Vice Chancellor for University Advancement.
5. All decisions concerning the situation will be made by the Chancellor based on input from administrators and university emergency response personnel.
6. Any information released to the public should be through the Office of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of The Chancellor's Cabinet.
7. Incident Command Center may be established

## Act of Terrorism

**Problem:** An Act of Terrorism is occurring/has occurred on campus.

*Note: Please refer to previous procedures that could possibly be applicable. For example, refer to category II procedures for a Bomb Threat or Hostage Crisis or to category II procedures for Large Transportation Accident. If none of these procedures are applicable, then refer to the following process:*

### Actions:

1. Initiator contact USCA Police immediately.
 

USCA Police – follow Police protocol

  - a. Talk to informant to determine location of the disaster, description of emergency, and approximate number killed or injured.
  - b. Notify Aiken Public Safety of the situation.
  - c. Notify USCA Police Chief
  - d. Police Chief respond to the scene, following police protocol. Begin evacuation procedures if necessary. Activate emergency notification system if appropriate
2. If an evacuation of a building is necessary, the BECs and RMs will be instructed to do so by USCA Police. BECs and RMs must assist in the evacuation of the building(s) to the BERP assigned rally point to await further instructions.

3. The Primary Authority should notify the appropriate senior administrators including the Chancellor or designee and the Vice Chancellor for University Advancement.
4. All decisions concerning the situation i.e., establishment of Incident Command Center, additional use of emergency notification/warning systems or live announcements will be made by the Chancellor based on input from appropriate administrators and university emergency response personnel.
5. Any information released to the public should be through the Office of Marketing and Community Relations. The Vice Chancellor for University Advancement will contact the remaining members of The Chancellor's Cabinet.
6. The Counseling Center should provide counseling or emotional support for victims as needed.

# **Appendix F**

## **Emergency Notification**

## **Emergency Warning System Configuration**



## Appendix G – Incident Command Center Matrix, Emergency Phones, First Aid Kits, Areas of Rescue Assistance, & EEDs

### Incident Command Center Matrix

<b>Building</b>	<b>Location</b>
Penland Building	Admissions office
Supply and Maintenance Building	Admin. area
Business and Education Building	Basement
Pickens-Salley House	Conference room
Convocation Center	Athletic offices area
Student Activities Center	Banksia Conference Room

### Emergency Phones and Locations

<b>Location (643)</b>	<b>Name</b>	<b>Phone #</b>
Penland	Penland Parking Lot B Side	6902
Penland B Lot	Strobe Tower Parking Lot B	6903
H&SS Quad	H&SS Building	6905
Science Quad Steps Old Phone	Science Quad Side Steps	6908
Science Old Phone	Science Parking Lot D Side	6909
Etherredge	Etherredge Center Quad Side	6911
Etherredge C Lot -Old Phone	Etherredge Parking Lot C Side	6912
B&E Quad Side - Old Phone	B&E Quad Side	6913
B&E - Old Phone	B&E Parking Lot C Side	6914
B&E Wellness- Old Phone	B&E Wellness Center Door	6915
Operations	Operations Mailroom Side	6916
B&E C Lot	Strobe Tower Parking Lot C	6917
RPSEC	Ruth Patrick	6918
SAC Pool- Old Phone	Nataorium SAC	6920
SAC	SAC Parking Lot A Side	6921
Seniornet	Senior Net	6922
SAC A Lot	N/A	6923
Nursing	Nursing	6924
Academic Spare	N/A	6925
Pacer Downs Pool	Pacer Downs Pool	6926
Campus Police	University Police Front	6927
Soccer	Soccer Field	6931
Pacer Downs Hill	Strobe Tower PDowns to PCommons	6932
Pacer Commons Rear 1	Strobe Tower East End PCommons Parking Lot	6933
Pacer Commons Rear 2	Strobe Tower West End PCommons Parking Lot	6934
Pacer Commons Rear House	Pcommons Back Entrance Card Access	6935
Pacer Commons Front	Strobe Tower Pcommons Front Parking Lot	6936
Pacer Commons House	Pacer Commons Lobby	6937

Pacer Crossings 1	Strobe Tower Pcrossings Parking Lot Entrance	6939
Pacer Crossings House	Pacer Crossings Lobby	6941
Pacer Crossings 2	Strobe Tower Pcrossings Parking Lot South End	6942
Pacer Crossings 3	Strobe Tower Pcrossings Parking Lot North End	6943
Housing Spare	Currently Susan Glenn	6940
Hernandez	Baseball Field Concessions	6944
Convo Building 1 Front Hern	Convocation Front Left Side	6945
Convo Building 2 Rear Hern	Convocation Rear Left Side	6946
Convo Building 3 Front Kents	Convocation Front Right Side	6947
Convo Building 4 Rear Kents	Convocation Rear Right Side	6948
Convo Parking 1 Front Hern	Strobe Tower Convocation Left Front Parking Lot	6949
Convo Parking 2 Rear Hern*	Strobe Tower Convocation Left Rear Parking Lot	6950
Convo Parking 3 Rear Kents	Strobe Tower Convocation Left Front Parking Lot	6951
Convo Parking 4 Front Kents	Strobe Tower Convocation Left Rear Parking Lot	6952
Convo Loading Dock	Convocation Center Loading Dock	6953

### **First Aid Kits and Locations**

All USCA First Aid Kits are intended for minor injuries, abrasions, cuts or lacerations where bleeding is light to moderate, except for the first aid kits maintained by USCA police. The Cintas Medical First Aid Kits in the Etherredge, Convocation Center athletic mail room area, Natatorium, Wellness Center, Sciences, Pickens-Salley House, Maintenance Shop, Children's Center, Pacer Commons are all maintained by the Cintas Medical representative.

### **USC Aiken AED Locations**

Business & Education	Room 122B	+ 2/20/17 Cintas
Children's Center*	Middle Hall by Main Office	+ 2/20/17 Cintas
Convocation Center	Room 148	+ 2/20/17 Cintas
Etherredge Center*	Front desk	+ 2/20/17 Cintas
Gregg-Graniteville Library	Adjacent to Equipment room First Floor	+ 2/20/17 Cintas
Humanities & Social Sciences	Quad entrance right side wall	+ 2/20/17 Cintas
Natatorium	Front wall by office	+ 2/20/17 Cintas
SAC	Student Life Ofc	+ 2/20/17 Cintas
Penland Admin Building	Front entrance Admission side	+ 2/20/17 Cintas
Pickens-Salley House	Judy Waters Office portable	+ 2/20/17 Cintas
Ruth Patrick Science Ed Center	Front entrance office area	+ 2/20/17 Cintas
Sciences Building	Second Floor between rooms 211 & 213	+ 2/20/17 Cintas
School of Nursing	Front Lobby Left Wall	+ 2/20/17 Cintas
Sports Athletic Director	Portable room 148	+ 2/20/17 Cintas
Police Station*	First Responder Bag	Police verification
Police mobile unit 1*	First Responder Bag	Police verification
Police mobile unit 2*	First Responder Bag	Police verification
Housing Community bldg.	Entrance area	3/20/17 Cintas
Pacer Commons	Entrance area	3/20/17 Cintas
Pacer Crossing	Entrance area	3/20/17 Cintas

**Areas of Rescue Assistance (ARA) on the USCA Campus**

<b>Building</b>	<b>Location of ARAs</b>
Penland Administration	Second Floor, top of the North and South stairwells
Gregg-Graniteville Library	Second Floor, top of the East stairwell by elevator and South stairwells by the Seminar Room (Rm 218)
Humanities & Social Science Sciences	Second Floor, top of the North and South stairwells First Floor, West end of the building immediately outside &
Business & Education	Second Floor, West End of the building immediately outside
Wellness Center	Second Floor, top of the North and South stairwells, Gym East side and West side stairwells

**Locations of Emergency Evacuation Devices (EEDs)**

Emergency Evacuation Devices (EEDs) have been placed in all campus building ARA locations.

**Areas for Counseling Family members**

Privacy, comfort and close location of restrooms are considerations for counseling areas:

- PSHS conference room
- SAC conference room area
- Graniteville display area of Library:



## Appendix H - Campus Building Egress Maps

Emergency Egress Maps showing the Evacuation Routes and Evacuation Assembly Points are found in the Building Emergency Response Plans and posted in the various locations in all campus buildings:

- 901 – Senior Net trailer; 960square feet
- 902 - Tennis trailer; 960 sq ft
- 903 - Penland Administration Building (1<sup>st</sup> and 2<sup>nd</sup> Floors); 58,150 square feet
- 904 - Gregg-Graniteville Library (1<sup>st</sup> and 2<sup>nd</sup> Floors & basement); 44,228 sq ft\*
- 905 - Student Activities Center; 64,195 sq ft
- 905A- Natatorium; 15,432 sq ft
- 906 - Humanities & Social Sciences(1<sup>st</sup> and 2<sup>nd</sup> Floors); 39,944 sq ft
- (907 – Concession stand; 920 sq ft)
- 908 - Supply & Maintenance Bldg; 12,285 sq ft
- 909 - Etheredge Center & Theater; 57,549 sq ft
- 910 - Sciences Building (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Floors & basement); 61,670 sq ft
- 911 - Children's Center; 4,596 sq ft
- 912 - Pickens-Salley House; 4,427sq ft
- (913 – Softball Office; 720 sq ft)
- (914 – Softball Locker Room;1,100 sq ft)
- 915 - Ruth Patrick Science & Education Center (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Floors & roof); 41,259 sq ft
- 916 - Business & Education Building (1<sup>st</sup> and 2<sup>nd</sup> Floors); 103,488 sq ft
- 918 - Soccer Complex; 2,620
- 921 - Convocation Center (lobby, concession stands, elevator, restrooms); 101,186
- 926 - Alan B. Miller Nursing Bldg; 23,641 sq ft
- 927 - Pacer Downs Apartments; 82,800 sq ft
- 927A-Pacer Downs Community Bldg; 4,097 sq ft
- 928 - Pacer Commons (1<sup>st</sup> , 2<sup>nd</sup> , 3<sup>rd</sup> Floors); 206,243
- 929 – Pacer Crossing; 88,930 sq ft

Total square footage = 1,410,544 sq ft

Campus land area = 160 acres

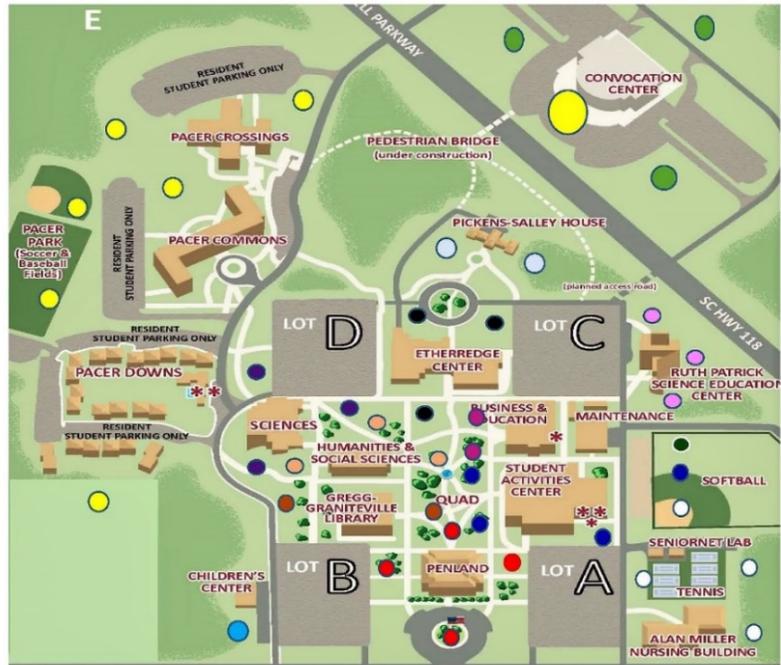
Evacuation rally points are placed in the hard copies of the BERP and the parking lot assembly on the last page of the pamphlet “Pacer Alert Emergency and Safety Procedures.” They can also be found on the web: <http://usca.edu/alert/>



# Appendix K – Rally Points

## Grassy Area Rally Points

- Convocation Center
- Housing
- Pickens-Salley House
- Etherredge
- Sciences
- Humanities & Social Sciences
- Gregg-Graniteville Library
- Children Ctr
- Penland
- Alan Miller Nursing
- Student Activities Center - Wellness Center
- Natatorium
- Business & Education
- Supply & Maintenance
- Ruth Patrick Science Education



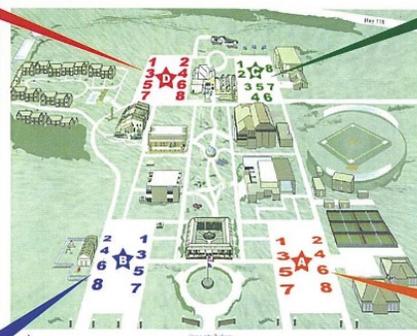
Grassy area rally point changes with conditions (wind, smoke, safety). Go to area closest to the exit from your building. Look for the BEC in the orange vest and report there.

## Parking Lot Rally Points

### Rally Points Map

- D Lot**
- 1- Pacer Downs (alternate)
  - 2- Pacer Downs (alternate)
  - 3, 5 - (Science) Chemistry, Academic Affairs
  - 7- (Science) Biology/Geology
  - 4, 6, 8 (Ethr) Theatre

- B Lot**
- 1- Library
  - 2- (H&SS) Writing Room, Language Lab, Station, Institutional Effectiveness
  - 3- (PEN) Math, Psychology, Academic Success
  - 4- (H&SS) Communications, Foreign Languages, Sociology
  - 5- (H&SS) English, History, Political Science, Philosophy (PEN) CSD
  - 6- Children's Center



**Pacer Downs** primary rally point is the soccer field parking lot, if blocked rally at Parking Lot D

**Pacer Commons** primary rally point is the back of the east parking lot by the soccer fields

**Pacer Crossing** primary rally point is the back of the big parking lot on the east side of the building

**Convocation Center** rally points are the closest parking lot to exit door away from fire

- C Lot**
- 1- Pickens Salley House
  - 2- Etherredge Ctr.
  - 3- (B&E) Counseling Center, Conference Center, Continuing Ed., Computer Lab
  - 4- (B&E) Business, Wellness Center
  - 5- (B&E) Ed Gym, SBD, Athletic Sciences
  - 6- Supply & Maint.
  - 7- (RSPEC) Store Planetarium, Solarium
  - 8- (RSPEC) Offices / Classrooms

- A Lot**
- 1- (SAC) Natatorium
  - 2- (SAC) Gym, Cafeteria Grill, Food Services
  - 3- (SAC) Student Life, Bookstore, International Studies
  - 4- (PEN) Career Services, Records, Economic Development
  - 5, 7 Tennis Courts / Softball Field
  - 6- (PEN) Admissions, Financial Aid, Finance, HR
  - 8- Nursing

Look for your Building Emergency Coordinators (orange hat or vest) or Resident Assistant at your rally point. Check in for accountability. If you did not hear the alarm, please let your BEC or RA know.

Rally Points Map

