CHARLESTON SOUTHERN UNIVERSITY

EMERGENCY RESPONSE PLAN

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CHARLESTON SOUTHERN UNIVERSITY
9200 University Boulevard
Charleston, SC 29406

Emergency Response Plan

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Purpose

The purpose of the Emergency Response Plan is to establish policies and procedures and an organizational hierarchy for response to emergencies occurring on campus. This campus-level Emergency Response Plan guides the response of Charleston Southern University personnel and resources during an emergency. It is the official Emergency Response Plan for Charleston Southern University and supersedes previous plans and precludes employee actions not in accord with the intent of this plan, or the emergency organization created by it.

Mission

The mission of Charleston Southern University is promoting academic excellence in a Christian environment. The university is a learning and living environment comprised of faculty, staff, and students, brought together for study and work in a setting designed to fulfill our mission. Part of accomplishing that mission requires a healthy and safe campus. However, crisis situations can and do occur. The mission of this plan defines and describes actions to be taken by the campus community to effectively mitigate, prepare for, respond to, and recover from various crises, emergencies, or disasters that may affect lives, property, and the institution.

Goals

The goals of this plan are:

- To protect the health and safety of the campus population
- To protect campus assets
- To preserve the university's ability to operate
- To establish clear lines of authority and coordination applicable to the crisis response
- To centralize and define the procedures to be implemented in response to a crisis event
- To ensure a timely recovery from a crisis event

Authority

This plan is promulgated under the authority of the President of Charleston Southern University. The day-to-day management and implementation of this plan is delegated to the Director of Campus Security. When deemed appropriate the President of the university, based on the unfolding events of a crisis or potential crisis, will activate the Emergency Operations Center.

Emergency Operations Center

The Emergency Operations Center (EOC) is a term used not to define a specific location but a system of command and control. This system is the primary policy setting group during a major campus emergency and during emergencies outside the campus which have the possibility of affecting campus operations. The President of the university will appoint a chairperson as dictated by the nature of the campus emergency. The EOC will include the following personnel or their alternates:

1. Vice President for Strategic Planning, Faith Integration and Christian Leadership

2. Vice President for Business Affairs
3. Vice President for Enrollment and Marketing
4. Provost/Vice President for Academic Affairs
5. Chief Information Officer
6. VP for Student Life/Dean of Students
7. Associate Dean of Student Engagement/Chief Diversity Officer
8. Director of Facility Services
9. Executive Director of Marketing & Communication
10. Director of Campus Security
11. Assistant Athletic Director for Operations
12. Associate Vice President for Spiritual Life/Senior Campus Minister

Once the EOC is activated by the President of the university or his designee, the Chairperson will notify and assemble the assigned personnel. Based on the nature of the crisis, the Chairperson can establish the EOC in a fixed location or means of communication, such as emails or conference calls, which are best suited for response to the emergency.

Examples of incidents that may warrant implementation of the Emergency Operations Center are:

- Serious environmental threats to health and safety:
  - Bioterrorism
  - Bomb threat
  - Hazardous materials
  - Communicable disease
  - Fire
  - Severe weather
- Incidents of actual or potential harm to individuals:
  - Serious accident or injury
  - Missing person
  - Suicide
  - Violent crime
- Threat or actual disruption of critical university operations:
  - Civil disturbance
  - Power failure
  - Telecommunications service failure
  - Widespread data system disruption
  - Water supply loss
  - Weather-related threat

This list is not exhaustive. Any potential threat to individual safety or to university assets can quickly become a serious emergency if not reported, evaluated, and managed without delay. Each member of the campus community has a responsibility for maintaining awareness of their surroundings and to stay alert to the development of potential threats. Sound judgment must be used at all times to avoid the unnecessary disruption of university activities.

Communication/Points of Contact

While information related to an emergency will be communicated through the Buc Alert system and local media, the following individuals will serve as points of contact:

Chief John Wilson, Director of Security jewilson@csuniv.edu

Dr. Guy Chmieleski, Vice President for Student Life & Dean of Students gchmieleski@csuniv.edu

Plan Priorities

The following general objectives have been developed in order to help meet the goals of this plan. The objectives listed below may not apply to every possible situation but are included here to provide a framework of global priorities to be considered at any incident.

Priority I: Ensure Health and Life Safety

Objectives:

- Attempt to identify nature and severity of threat and all affected areas
- Establish emergency communications
- Assess personal injuries and track status of injured or missing individuals
- Evacuate and isolate affected locations pending additional assessment
- Identify and rescue persons trapped in damaged facilities
- Determine need for assistance from public safety agencies – request as needed
- Communicate critical information and instructions to students, faculty and staff, families, and public
- Establish medical support
- Provide emergency food and shelter as needed

Priority II: Life Support & Assessment: Protect Buildings, Facilities, Systems of Record

Objectives:

- Assess facilities
- Reinforce, barricade, or secure damaged facilities that pose safety hazards
- Shutdown critical utility, data, and telecommunications systems
- Rescue critical records, backups, and other data, where possible
- Determine need for outside assistance and/or expertise – request as needed
- Document damages

Priority III: Restore Normal Operations

Objectives:

- Initiate reactivation and restart of shutdown systems
- Establish temporary facilities for displaced activities
- Normalize delivery of supplies and equipment to campus
- Provide psychological and personal assistance to those affected by event
- Provide space, equipment, or materials to external agencies, as necessary

Plan Responses

The Planned Responses to Campus Emergencies are divided into three sections:

1. Systems and Procedures for Dealing with Emergencies
2. Nonweather Emergencies
3. Weather Emergencies

1. SYSTEMS AND PROCEDURES FOR DEALING WITH EMERGENCIES

Emergency Notification System

Charleston Southern University has implemented a campus-wide emergency notification system which can be activated to alert the campus community in the event of a serious emergency. CSU requires all faculty and staff to be registered Buc Alert subscribers. Student email is automatically subscribed. Cell phones are to be operational at all times (vibrate mode) in the event of a campuswide emergency. The system consists of two primary components:

- Emergency Warning Sirens

Upon notification of an emergency that presents a potential threat to the campus population, campus security will activate emergency sirens to alert the campus population. Upon activation of sirens, all campus occupants should:

  - Immediately increase awareness of surroundings and be alert for any type of potential threat.
  - Activate personal communication devices to prepare for receipt of emergency information messages (e.g., cell phones, etc.).
  - If outdoors, prepare to move to an area of shelter or safety using caution before automatically moving into any specific building until the exact nature of the emergency and/or the areas of campus involved are known.
  - If indoors, prepare to initiate evacuation, shelter-in-place, or emergency lockdown procedures.

- The Buc Alert Messaging System
  - Upon notification of an emergency that presents a potential threat to the campus population, designated users of the Buc Alert messaging system will activate the system and send a combination of text, email, and voice messages to the contact information entered in the university's emergency notification database.

- These messages will contain important information about the emergency and/or specific response instructions.
- Depending upon the nature of the emergency and the immediate threat presented, notifications may be sent to various individuals, specific groups, or all of the contact information in the database.

Emergency Lockdown

There are a number of emergency situations in which the immediate, mass evacuation of buildings and/or classrooms is not advisable (e.g., hostile intruder, hazardous material release, terrorist attack). In cases such as these, personnel will be advised to initiate emergency lockdown.

• General Emergency Lockdown Procedures

- Communication - An emergency lockdown will be announced campuswide by communication via the campus emergency messaging system and through verbal, person-to-person communication.
- If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact Campus Security at 843-553-5896 or 2020 from a campus phone and provide as much information as possible.
- Persons in the immediate area should be notified of the emergency by passing information person-to-person.
- Fire evacuation alarms are not to be sounded.
- Upon notification of such an emergency, the Campus Security Director or his designee will initiate the transmission of an Emergency Lockdown Message to affected campus groups.

• Lockdown Procedures

- Those in hallways or other public, open areas are to immediately seek shelter in the nearest classroom or lockable space.
- If possible, immediately lock or barricade all doors.
- Close windows, blinds, and any window treatments present.
- Turn off lights.
- Remain concealed as much as possible by crouching down in areas not visible from doors and windows. Sit on the floor and do your best to remain out of view, still, and quiet.
- Once secured, do not open doors for anyone who cannot be clearly identified as a law enforcement officer.
- Do not enter hallways or any open areas until a message has been received indicating that the emergency is over.
- People in outdoor areas should immediately take cover, preferably in an area or space that can be locked or barricaded, if possible.
- Activate, but silence, communication devices and await further emergency communications.

Building Evacuation

- All building evacuations will occur when an alarm sounds or upon notification by emergency personnel.
- If necessary, or if directed to do so by a designated emergency official, activate the building fire evacuation alarm.
- Do not use elevators during an emergency evacuation. Emergency personnel may use an elevator for evacuation after reviewing the circumstances.
- When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move clear of the building allowing others to exit, and immediately report to your predesignated muster location. Ensure that your presence is accounted for to expedite emergency operations.
- Do not return to an evacuated building until advised by emergency personnel.
- Ensure that personal communication devices are activated and prepare to receive any Buc Alert messages that may be sent.
- Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.
- Note: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors and classmates of the best methods of assistance during an emergency.
- If you have a disability that may delay or prevent immediate evacuation, stay calm and take steps to protect yourself. If possible, call 843-553-5896 or 2020 from a campus phone or 911 and tell the emergency dispatcher where you are or the location where you will be moving.
- If you must move, the following action is recommended:
  - ○ Move to an enclosed stairwell.
  - ○ Request persons exiting to notify emergency responders of your location.
  - ○ As soon as practical, move into the stairway and wait for emergency personnel.
- Emergency Action
  - ○ When the alarm sounds, leave the building immediately.
  - ○ Alert others to the emergency and ask if they will need help in evacuation.
  - ○ Do not use elevators unless instructed to do so by emergency personnel.

Shelter-In-Place

- Shelter-In-Place simply means seeking immediate, temporary shelter inside a building or area. This course of action may need to be taken during an outdoor accidental release of toxic chemicals, weather emergencies, or other emergencies where normally available escape routes may not be

safely secured. This action may be necessary for either individuals or large groups depending on the situation.

- Notification of the need to shelter in place may come through several ways:
  - Emergency Alert Siren
  - Buc Alert message broadcast
  - Direct observation or sense of dangerous situation
  - Directly from campus staff or other emergency personnel
- Additional Actions:
  - Close all doors and windows to the outside
  - These messages will contain important information about the emergency and/or specific If possible, close and seal room vents, ducts, or other openings which may allow fumes or
  - If possible, close and seal room vents, ducts, or other openings which may allow fumes or vapors to enter.
  - Activate communication devices and prepare to receive additional emergency information and instructions via Buc Alert.
- Emergency Action
  - Stay calm
  - Stay inside a building
  - Seek inside shelter if outside
  - Seal off openings to your room if possible
  - Remain in place until you are told that it is safe to leave

2. NONWEATHER EMERGENCIES

Bomb Threat

- Any person receiving a bomb threat will immediately notify Campus Security at 843-553-5896 or 2020 from a campus phone or 911 and report as many details of the situation as possible.
- DO NOT HANG UP THE PHONE! Keep the caller on the line as long as possible.
- Use another telephone line to have someone contact Campus Security or make the call yourself immediately after the call ends.
- Record - write down as much information as possible.
  - What the caller says (every word, exactly as spoken, if possible).
  - Pay particular attention to any discernable background sounds and make notes of such.
  - Try to identify voice characteristics (accent, slur, pronunciation, etc.)
  - Try to get specifics on the bomb, i.e., locations, detonation time, etc.

- ○ Record the number the call was received on.
- ○ Record the time, date, and duration of the call.
- ○ Complete “Bomb Threat” form.
- ○ Campus Security will dispatch an officer to respond to the location(s) threatened. Follow instructions of the responding Campus Security Officers.

- Emergency Action
  - ○ Keep the caller on the line as long as possible.
  - ○ DO NOT HANG UP!
  - ○ Notify Campus Security using an alternate line.
  - ○ Check for suspicious packages or bags in your area
  - ○ If you locate one do not touch it
  - ○ Report the object to Campus Security immediately

What Not to do:

- Do not assume a bomb threat is a prank. Assume it is real.
- Do not touch, move, or cover a suspected bomb. Note its description, exact location, and report to security
- Do not use cell phones or radio communication devices in the area.
- Do not activate the fire alarm.
- Do not turn electrical switches on or off.
- Do not use elevators.

Bomb Threat Report Form

Background

Call received by: _____ Date/time: _____ Phone number called: _____

If possible, attempt to obtain the following information

1. When is the bomb going to explode?

_____

2. Where is it right now?

_____

3. What does it look like?

_____

4. What will cause it to explode?

_____

5. What kind of bomb is it?

_____

6. Why did the person do this?

_____

Check those that apply:

	Caller's Voice
	Calm
	Nasal
	Angry
	Stutter
	Excited
	Lisp
	Slow
	Raspy
	Accent
	Deep Familiar
	Ragged

	Caller's Voice
	Clearing throat
	Cracking voice
	Whispered
	Disgusted
	Slurred
	Rapid
	Male/Female
	Disgusted
	Slurred
	Rapid
	Male/Female

	Background Sounds
	Animals
	PA System
	Static
	Machinery
	Voices
	Toll
	House Noises
	Street
	Music
	Motors
	Airplanes
	Trains
	Sirens

	Language
	Well Spoken
	Irrational
	Foul
	Incoherent
	Taped
	Message Read
	Local

Elevator Failure

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency alarm within the elevator car. If you hear an elevator alarm, please notify Campus Security at 843-553- 5896 or call 911.

- Provide Security with the following information:
  - Name of the building
  - Location within the building
  - Where the elevator car is stopped, if known
  - If a medical emergency exists
  - Keep the occupants calm and wait for help to arrive. Do not attempt to exit the car unless directed to and assisted by emergency personnel.
  - Elevators have mechanical safety brakes that will operate in all situations, even during power failures.
  - DO NOT attempt to open the elevator car door or in any way shake or jar the elevator car to move.
- Emergency Action
  - Stay calm
  - Use emergency telephone or alarm found inside elevator car to notify others
  - If a bystander, call 843-553-5896 or 2020 from a campus phone or 911 or use an Emergency Call Box and report incident
  - Keep occupants calm

Fire Emergency

- **In the event of a Fire Alarm:**
  - Leave the building immediately using stairwells, not the elevators
  - If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and instruct someone to notify emergency response personnel of your location
  - Never presume a fire alarm is a false alarm. Act immediately
  - Upon reaching a place of safety, call Campus Security at 843-553-5896 or 2020 from a campus phone or 911 to confirm notification of the alarm and provide any information specific to the situation
  - No personnel will be allowed to re-enter the building without permission of the Fire Department, Security, or Facility Services
- **In the Event of a Fire**
  - Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself

- Immediately activate the building fire alarm system. This will activate the audible and visual warning system to evacuate the building and will automatically notify Campus Security and Fire Department
- If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire
- Don't fight the fire if these conditions exist:
  - The fire is too large or out-of-control
  - The atmosphere is toxic
- If the first attempt to put out the fire fails, evacuate the building immediately
- Doors, and if possible, windows, should be closed as the last person leaves a room or area
- Do not use elevators - use building stairwells
- Upon evacuating the building, residents should proceed at least 150 feet from the exit.
- After reaching a place of safety, call Campus Security at 843-553-5896 or 2020 from a campus phone or 911 to verify the alarm was received and to provide additional information, such as:
  - Name of the building
  - Location of the fire if known
  - Description of fire conditions if known.
- **If you are trapped in a building during a fire:**
  - Stay calm and take steps to protect yourself
  - If possible, move to a room with an outside window
  - If there is a telephone, call 911 and tell the Emergency Dispatcher where you are. Do this even if you can see Fire Department personnel from the window
  - Stay where rescuers can see you through the window and wave a light-colored item to attract their attention
  - Stuff clothing, towels, or paper around cracks in the door to help keep smoke out of your refuge
  - If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in
  - Be patient. Rescue of occupants within large structures will take time
  - No occupants will be allowed to re-enter the building without permission of the Fire Department, Campus Security, or Facility Services

- **Emergency Action**
  - Activate and/or shout the alarm
  - Call 911 or 843-553-5896 or 2020 from a campus phone in a safe location or use Emergency Call Box
  - Evacuate the building

Medical Emergency

To obtain prompt professional emergency medical treatment, you should immediately call 911. When asked for the address, it is **9200 University Boulevard**. When requesting an ambulance,

be prepared to provide the following information:

- Your name and telephone number
- Exact location of emergency
- Extent of the incident, injury, or illness
- Location where someone will meet the ambulance for directing personnel to the patient
- Patient details, such as: age, sex, known medical conditions, is the patient conscious, and is the patient breathing

The individual making the call should continue to stay on the phone with the dispatcher. Answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

- Emergency treatment for medical illness or injury may be obtained by calling Security at 843-553-5896, or 2020 from a campus phone or an emergency call box; the appropriate response will be initiated.
- Security Officers are CPR certified and trained to use an AED.
- AEDS are located in buildings around campus. AED cabinets also contain Narcan in case of accidental overdoses.

- First Aid - If you provide first aid, consider the following:
  - Is immediate action needed in order to save a life?
  - Will I place myself in harm or jeopardy?
  - First aid is just that. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid safely.

- Emergency Action
  - Call 911 or 843-553-5896 or 2020 from a campus phone or use Emergency Call Box and report incident.
  - Do not move the patient unless safety dictates.
  - If trained, use pressure to stop bleeding and provide basic life support as needed.

Utility Failure

The Charleston Southern University campus has a utility system as complex as some small cities and communities. The possibility exists for a utility failure of some nature and magnitude.

If you discover a water leak, gas leak, or other major utility failure which presents some immediate threat to personnel, call Campus Security at 843-553-5896 or 2020 from a campus phone. Do not attempt to correct the problem on your own. Campus Security will notify the necessary response personnel. Please do not call Campus Security unless you have an emergency and need assistance.

- Electrical / Light Failure - It is recommended that you consider keeping a flashlight if emergency lighting does not provide sufficient illumination for your area.
- Plumbing Failure / Water Leak - Cease using all electrical equipment. Notify Campus Security at 843-553-5896 and advise them of the situation.
- Natural Gas Leak - Cease all operations. Call Campus Security at 843-553-5896 or 2020 from a campus phone or 911 if you can do so safely while exiting the area immediately. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Evacuate to a safe outdoor area.
- **Emergency Action**
  - ○ Remain Calm
  - ○ If you discover a water leak, gas leak, or know the source of a utility failure, call Campus Security at 843-553-5896 or 2020 from a campus phone
  - ○ Call 911 or Campus Security at 843-553-5896 or 2020 from a campus phone if you or others are injured or require emergency assistance.

Hazardous Materials Spill/Release

- For spills, releases, or incidents that require special training, procedures, equipment (PPE)

beyond the abilities of present personnel, take the following steps:

- ○ Immediately notify affected personnel and evacuate the spill area. Pull the building fire evacuation alarm if evacuation is required
- ○ Call 911 or 843-553-5896 or 2020 from a campus phone to report the incident to the Campus

Security. Be prepared to provide the following information:

- ▪ Your name, telephone, and location
- ▪ Time and type of incident
- ▪ Name and quantity of the material, if known
- ▪ Extent of injuries or damage

- ○ The key person on site should evacuate the affected area at once, and seal it off to prevent further contamination of others until the arrival of emergency personnel
- ○ Anyone who is contaminated by the spill should avoid contact with others as much as possible. Remain in the vicinity and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
- ○ No effort to contain or clean up spills and/or releases should be made unless you have been trained.

- If an evacuation alarm sounds, follow established building evacuation procedures.
- Ensure that personal communication devices are activated and prepare to receive any Buc Alert messages that may be sent.
- Do not re-enter the area until directed by emergency personnel.

- **Emergency Action**
  - Call 911 or 843-553-5896 or 2020 from a campus phone or use an Emergency Call Box and report incident
  - Secure the area
  - Assist the injured
  - Evacuate if necessary

Violence

- Types of violence
  - Physical assault and/or threat with or without weapons involved.
  - Stalking or continuous harassment that causes fear, worry, or intimidation.
  - Actions aimed at disrupting or sabotaging operations.
  - Indirect threats, such as "I know where you live."

- **If you are a victim or witness:**
  - If the violence is life-threatening, call Campus Security at 843-553-5896 or 2020 from a campus phone or 911 and report your location, any weapons involved, injuries, and a description of the person making threats
  - If not life-threatening, advise Campus Security or a University Official of the incident as soon as possible
  - Try to move to a safe area and avoid further contact with person making threat

- **If you are confronted by a threatening person:**
  - If possible, immediately leave the area or try to stay a safe distance away
  - Dial 911 or 843-553-5896 or 2020 from a campus phone at first opportunity
  - If you are unable to speak to the dispatcher, leave the phone off the hook
  - Don’t panic. Stay calm and try to calm the other person.
  - Try to get the attention of a bystander who can call for help
  - Listen to the person and let them do most of the talking
  - Don't belittle, criticize, agitate, or argue with the person
  - Don't use body language or speech that challenges the person

- Don't make sudden movements
- Don't make false statements or promises

Active Threat

An active threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms. Always be aware of your surroundings. Take note of the nearest exits anywhere you are.

Characteristics of an active threat situation:

- Victims are usually selected at random
- The event is unpredictable and evolves quickly.
- Law enforcement personnel are usually required to end the situation.

What you should do:

Run:

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Warn others and tell them to run.
- If possible, leave the campus.

Hide:

- Hide in an area out of the assailant's view.
- Barricade entry to your hiding place and lock the doors if possible.
- Silence your cell phone.
- Close the blinds and turn out the lights.
- Wrap a belt around the hydraulic door closer to prevent it from opening.

Fight:

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the assailant.
- Act with physical aggression and throw items at the assailant.
- Fire extinguishers make good weapons. They can be discharged in the face, thrown at the assailant, or used as a blunt weapon.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands, including phones.
- Raise your empty hands in the air with your fingers spread.

- Keep your hands visible at all times.
- Avoid quick movements towards officers.
- Do not grab them or try to thank them.
- Avoid pointing, screaming, or yelling.
- Do not ask officers for help or directions when evacuating.
- Do exactly what they tell you to do.

When calling 911 be prepared to give:

- Location of the assailant(s).
- Number of assailants.
- Physical description of the assailant(s).
- Number and type of weapons.
- Number of known victims at your location.

3. WEATHER EMERGENCIES

Campus Community Responsibilities

- Keep contact information up-to-date and monitor (your cell phone, voice mail, internet address, text address) for emergency messages sent to those locations.
- Monitor local television and radio stations for announcements and updates.
- Continue to check the Charleston Southern University website throughout the event and for after-incident actions.

Hurricanes and Tropical Storms

Charleston Southern University coordinates responses to severe weather incidents such as hurricanes and tropical storms, because these incidents pose genuine risks to the health, safety, and well-being of the school's community. Depending on the incident's complexity and severity, every reasonable effort will be made for decisions to cancel classes, close the campus, or evacuate the campus by the Emergency Operations Center in a timely and safe manner.

Definitions:

Hurricane Season: June 1 through November 30 Tropical Storm: A storm with sustained wind speeds of 34 – 73 mph Hurricane: A storm in which sustained winds of 74 mph exist

Categories of Hurricanes:

Category 1 – Minimal winds 74 - 95 mph Category 2 – Moderate winds 96 - 110 mph Category 3 – Extensive winds 111 - 130 mph Category 4 – Extreme winds 131 - 155 mph Category 5 – Catastrophic winds > 155 mph

- When a tropical storm or hurricane is approaching:

- ○ The Emergency Operations Center will activate to aid preparations and make key decisions
- ○ Facility Services and other responsible units will work to secure the campus and be prepared for after storm cleanup
- ○ Marketing & Communication will communicate information pertaining to the weather event to the campus community
- ○ All campus units will implement strategies to enable continued functioning and to minimize their downtime after a storm
- ○ Student Life will implement evacuation or shelter-in-place for resident students
- ○ Emergency Operations Center will determine whether there is a campus closure or an evacuation and when it will occur
- ○ IT will educate campus personnel on securing computers and files and will secure their own computers and data files
- ○ All departments which will provide services during and/or after the storm (e.g., Facility Services, Security, Student Life, Dining Services) will insure preparedness
- ○ Preparation is a shared effort for all members of the campus community. A person who completes their own tasks should assist others.
- ○ In the absence of specific guidance or direction, use common sense and make the most sensible decision.
- ○ Plan for worst-case scenarios, since it is easier to scale back than to scale up in an emergency.

Consider:

  - ▪ Possible physical damage (roof leak, blown-out window, storm surge, rising water)
  - ▪ Personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, childcare problems, etc.)
  - ▪ Scheduling disruptions
  - ▪ Power disruptions; telephone (especially cell phone) disruptions

- ○ Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the university

- **When a storm approaches:**
  - ○ Each person monitors the announcements and prepares to take actions
  - ○ Department Supervisors obtain personal plans from direct reports and verify up-to-date telephone numbers for evacuation and/or emergency contacts
  - ○ Each Department and individual secures their computers, their data files, their office records, special supplies and equipment, physical facilities for which they are responsible
  - ○ Each person makes personal preparations in addition to securing the university

Hurricane and Tropical Storm Timeline - The following timeline is meant to serve as a guide, but the timing of activities should be adjusted as appropriate, depending on the forecast for the storm and the tasks to be performed.

Day-to-Day Operations

Emergency Operations Center routinely monitors weather related media sources including but not limited to the National Weather Service, NOAA, FEMA, and SCEMD for severe weather reports, including hurricanes and tropical storms.

June 1st

Emergency Operations Center monitors all Atlantic tropical depressions and named storms for potential threat to South Carolina. Official hurricane season is from June 1 until November 30. Individuals are encouraged to do the same.

- Individual departments ensure sufficient supplies will be available to secure all offices, laboratories, and other work areas within their purview
- Executive Officers of all departments will review campus storm procedures with key staff and all other employees in their division
- Emergency call lists are updated
- Dining Services maintains inventory of available supplies of food, water, and fuel should shelter- in-place procedures be implemented
- Facility Services maintains inventory of fuel for vehicles, generators, and other supplies (such as polyurethane, flashlights, batteries, plywood, nails, blue tarps, plastic bags, ropes). In addition, inventory of supplies needed for preparation and clean-up activities and personal protective equipment (PPE) (such as gloves, respirator masks).
- Residence Life maintains inventory of their similar supplies
- Facility Services ensures all emergency equipment assigned to them is in a state of operational readiness (e.g., generators, vehicles, chain saws)
- Responsible administrative departments review backup procedures and schedules for student records, library catalogs, alumni records, employment records and other essential data
- Contracts with external agencies or businesses for services or supplies needed for a weather event are reviewed, updated and confirmed by responsible unit (e.g., Facility Services, Purchasing, Residence Life)
- IT sends regular memo regarding backing up of computers and care of computer equipment as a reminder for the season

96 Hours to Estimated Time of the Storm

(May be done sooner or later depending on specific circumstances)

- The Chair of the EOC notifies the university President that it is being convened
- All emergency call lists are verified to be correct

- Dining Services confirms inventory and ensures it can provide food and water for all students and staff remaining on campus for at least a 72-hour duration. Even if the campus is evacuated, there must be arrangements for all of the recovery crew
- Facility Services ceases routine non-emergency activities to focus on storm preparations
- Emergency Operations Center sends out reminder and advice on personal preparation

72 Hours Prior to Storm Arrival

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center meets
- Essential departments verify inventory and condition of emergency equipment
- All departments verify their emergency call list distributing both electronic and print copies to appropriate personnel. Supervisors obtain personal plans from direct reports and verify up-to-date telephone numbers for evacuation and/or emergency contacts.
- Facility Services and others ensure that athletic equipment, trash and recycling receptacles, benches, and all other loose items that may become projectiles are appropriately secured. Responsibility falls to the entire university staff to take care of their own work area and equipment.
- IT sends routine memo regarding care of computer equipment and backing up of files
- Facility Services ensures that any contractors working on campus secure all equipment and materials from their site that may become projectiles in high winds
- Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC.
- Shelter-in-Place - The EOC, based on the circumstances and best data at hand, will select an appropriate location to Shelter-in-Place any students who could not evacuate from campus.
- Residence Life reminds all students that they must have their own flashlight and batteries and that no candles may be used because of fire hazard
- Emergency Operations Center provides documentation of employment (in addition to employee I.D.) and verification of responsibilities to those employees who may need to return to campus before the city is open to the public

48 Hours Prior to Storm Arrival

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center meets
- Departments verify location for securing College-owned vehicles during storm
- Essential departments verify sleeping quarters for personnel for post-storm use (e.g., EOC, Facility Services, Campus Security, etc.)
- Marketing and Communication notifies appropriate media of university's hurricane preparedness plan and status, if deemed appropriate by the President through the EOC

- Individual departments report updated status of their storm preparations to supervisor at next level.
- The information gathered is summarized into one report by that supervisor and provided to the Emergency Operations Center
- Each individual prints useful information (e.g., contact list, hurricane plan) in anticipation of

electronic records being unavailable for a significant period of time during and after the storm

- President and EOC make decision to close the university, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so currently

24 Hours Prior to Storm Arrival

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center assumes control of the school's operational responses during the remainder of the emergency
- President and Emergency Operations Center make decision to close the university, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so currently.
- Essential personnel may not utilize vacation, personal, or administrative leave during EOC activation.
- Responsible departments ensure campus vehicles are filled with gasoline and moved to safe areas. Essential personnel may move their vehicles to that location if they will be remaining on campus.
- Individual departments report status of their storm preparations to supervisor at next level. The information gathered is summarized into one report and provided to the Emergency Operations Center.
- President and EOC make decision to close the university, cancel classes and/or order evacuation or institute shelter-in-place
- Dining Services provides care packages for those who will be on campus during the storm

12 Hours Prior to the Storm

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center Chair briefs President
- President and EOC make decision to close the university, cancel classes and/or evacuate or initiate shelter-in-place if not done previously
- Emergency Operations Center directs fueling of all vehicles necessary for emergency management
- Campus Security secures all unoccupied campus facilities
- All departments complete back up of all computers
- Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC.

- Emergency Operations Center gives final instructions to members regarding anticipated response following storm

During the Storm

(Shelter-in-Place)

- If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. For maximum protection, people remain in the hallways and do not attempt to open windows or doors to see what is happening outside.
- All persons on campus should follow the instructions of university officials, including Campus Security, Residence Life and Facility Services.
- All people avoid the use of elevators to travel between floors, due to the possibility of a power failure.
- All individuals restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems.

After Storm

- At first light, Campus Security and Facility Services personnel will assess damage to the campus and report conditions to the Emergency Operations Center. Damages are documented and photographed.
- Emergency Operations Center informs utility companies of damage or outages.
- Emergency Operations Center will recall essential personnel to campus if not already present.
- Emergency Operations Center will notify all remaining personnel when to report back to campus for normal duties.
- Facility Services mobilizes cleaning crews, removes plywood, installs tarps and coverings until permanent repair, clears standing water, replaces broken glass, and checks and turns on elevators.
- Campus Security patrols all areas of campus to maintain maximum presence.
- Campus Security posts officers for security of severely damaged buildings.
- All employees check the university's website for updates and status of campus. (If necessary, all employees will be requested to report to campus to assist with clean-up activities.)
- The President, with the assistance of the Emergency Operations Center, makes the determination regarding students returning to campus housing and resumption of classes.
- Emergency Operations Center remains operational until campus activity has been restored to a sufficient level that it is no longer necessary. The Chairperson will set a date and time to conduct an after-action review and policy adjustment if needed.

Tornado

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or

more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning, whenever conditions are favorable for development. There may not be time to issue a Buc Alert. Stay alert to changing conditions.

Before Severe Weather

Stay informed through local media sources on days when severe weather is expected.

- Severe Thunderstorm Watch: Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.
- Severe Thunderstorm Warning: Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property. Take shelter in a substantial building.
- Tornado Watch: Tornadoes are possible in and near the watch area. Review and discuss your emergency plans. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.
- Tornado Warning: A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Move to an interior room on the lowest floor of a sturdy building. Avoid windows. If in a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris.

Tornadoes generally occur near the trailing edge of a storm. Possible indicators of a tornado include, for example:

Dark, often greenish sky

Large Hail

Loud roar, similar to a train

Cloud of debris

Wind becomes calm and still

Frequent lightning

- Preplan a location to be used for refuge - this action is a key to your safety!
  - ○ Seek refuge in a basement area or an interior, windowless room on the first floor.
  - ○ Interior corridors/hallways are an acceptable second choice if no windowless rooms are available.
  - ○ DO NOT seek refuge in the following areas: Gymnasium, auditoriums, dining halls, workshops, laboratories, classrooms, exterior rooms with windows, elevators, stairwells, nonmasonry buildings, utility areas, mobile units, and vehicles.
  - ○ Do not go outside unless there is no other choice. If necessary, lie flat in a ditch, culvert, or other low area.
- Keep a good reliable flashlight in or near your office/work area since power outages can be expected during severe weather.

Warning of Approaching Tornado

The Campus Security office is manned 24/7. The office is equipped with an automated weather warning system that will automatically broadcast a tornado warning or severe thunderstorm warning via the outdoor sirens and the Buc Alert network. This system is tied to the National Weather Service.

(Note: Storms can travel quickly. Alert messages may not arrive before an immediate threat. When in doubt, take action!)

- When a Severe Thunderstorm warning or Tornado Warning is issued for the immediate area, go immediately to a safe area of refuge!
- If dark rolling clouds, unusual lightning, hail, driving rain, a sudden increase in wind (and possibly funnel clouds) are observed, seek safe shelter immediately. Note: These effects may also include a buzzing or roaring sound.
- Once inside or protected, remain low or on the floor. If a tornado strikes your area, stay on the floor, curl yourself up into a ball, and cover the back of your head with your hands for protection.
- Once the threat passes, stay alert. Leave your area of refuge with caution. Multiple tornados can occur in one storm.
- Ensure that personal communication devices are activated and prepare to receive any Buc Alert messages that may be sent.

- **Emergency Action**
  - ○ Avoid automobiles and open areas.
  - ○ Move to a basement, first floor, or corridor.
  - ○ Stay away from windows.
  - ○ Do not call 911 unless you require emergency assistance.

After Tornados Pass:

- Watch out for fallen power lines or broken gas lines.
- Stay out of damaged buildings.
- If you smell gas or hear a hissing noise, open a window and get everyone out of the building quickly.

Buc Alerts will be issued to provide information soon after the storm passes, if possible.

Severe Thunderstorm

During the Storm

- When a Severe Weather Warning is issued for the immediate area, go immediately to safe shelter.

- Ensure that personal communication devices are activated and prepare to receive any Buc Alert messages that may be sent.
- Once the threat passes, stay alert. Leave your area of refuge with caution. Multiple cells can occur in one storm.

Emergency Action

- ○ Move to safe shelter
- ○ Stay Alert.
- ○ Do not call 911 unless you require emergency assistance.

Earthquake

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible scenario.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

During the Earthquake

- Remain calm and act, don't react.
- If indoors, seek refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment.
- If no cover is available, duck and cover near an interior wall.
- Shield your head and face.
- If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
- If in an automobile, stop in the safest place available, preferably in an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

Emergency Action

- Take cover.
- Call 911 or 843-553-5896 or 2020 from a campus phone or use Emergency Call Box if emergency assistance is necessary.
- Evacuate if alarm sounds or if told to do so by emergency personnel.

After the Initial Shock

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage.
- Protect yourself at all times.
- Do not rush outside. There may be falling debris.
- Do not use the elevators.
- Ensure that personal communication devices are activated and prepare to receive any Buc Alert messages that may be sent.
- Emergency Action:
  - Take cover.
  - Call 911 or Security at 843-553-5896 or 2020 from a campus phone or use Emergency Call Box if emergency assistance is necessary.
- Evacuate if alarm sounds or if told to do so by emergency personnel.
- Evaluate the situation and call 911 for emergency assistance, if necessary.
- Do not use lanterns, torches, lighted cigarettes or open flames since gas leaks could be present.
- Open windows, etc., if possible, to ventilate the building. Watch out for broken glass.
- If a fire is caused by an earthquake, implement fire procedures and call 911.
- Ensure that personal communication devices are activated and prepare to receive any Buc Alert messages that may be sent.

Winter Weather Storms, Snow, and Ice

Charleston Southern University coordinates responses to severe winter weather incidents such as snow and ice storms, because these incidents pose genuine risks to the health, safety, and well-being of the school's community. Depending on the incident's complexity and severity, every reasonable effort will be made for decisions to cancel classes, close the campus, or evacuate the campus by the Emergency Operations Center in a timely and safe manner.

Definitions:

A **Winter Storm Watch** is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur…it only means it is possible.

A **Winter Storm Warning** is issued when a significant combination of hazardous winter weather is occurring or imminent.

Significant and hazardous winter weather is defined as a combination of:

- Five inches or more of snow/sleet within a 12-hour period or 7 inches or more of snow/sleet within a 24-hour period AND/OR
- Enough ice accumulation to cause damage to trees or power lines AND/OR
- A life threatening or damaging combination of snow and/or ice accumulation with wind

An **Ice Storm Warning** is issued when ¼ inch or more of ice accumulation is likely.

- **When a winter storm is approaching:**
  - ○ The Emergency Operations Center will meet to aid preparations and make key decisions
  - ○ Facility Services will arrange for the acquisition and deployment of temporary generator support for designated campus facilities. Facility Services and other responsible units will work to secure the campus and be prepared for post-storm cleanup
  - ○ Marketing and Communication will communicate information pertaining to the weather event to the campus community
  - ○ All campus units will implement strategies to enable continued functioning and to minimize their downtime after a storm
  - ○ Student Life will implement evacuation or shelter-in-place plans for residential students
  - ○ Emergency Operations Center will determine whether there is a campus closure or an evacuation and when it will occur
  - ○ IT will educate campus personnel due to the potential power loss issues on securing computers and files and will secure their own computers and data files
  - ○ All departments which will provide services during and/or after the storm (e.g., Facility Services, Security, Student Life, Dining Services) will insure preparedness
  - ○ Preparation is a shared effort for all members of the campus community. A person who completes their own tasks should assist others.
  - ○ In the absence of specific guidance or direction, use common sense and make the most sensible decision.
  - ○ Plan for worst-case scenarios, since it is easier to scale back than to scale up in an emergency.
  - ○ Consider:
    - ▪ Possible physical damage (downed power lines, downed trees, branches, and debris)
    - ▪ Personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, childcare problems, etc.)
    - ▪ Scheduling disruptions
    - ▪ Power disruptions; loss of campus power infrastructure, telephone (especially cell phone) disruptions
  - ○ Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the university

- **When a winter storm approaches:**
  - ○ Each person monitors the announcements and prepares to take actions
  - ○ Department Supervisors obtain personal plans from direct reports and verify up-to-date telephone numbers for evacuation and/or emergency contacts

- Each Department and individual secures their computers, their data files, their office records, special supplies and equipment, physical facilities for which they are responsible
- Each person makes personal preparations in addition to securing the university

During the Storm

- If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. In the event of a power failure students will be directed to a predetermined on-campus facility supplied by generator power.
- All persons on campus should follow the instructions of university officials, including Campus Security, Residence Life, and Facility Services.
- All individuals restrict telephone calls to emergencies only, since nonemergency calls can overload the phone systems.

After Storm

- Campus Security and Facility Services personnel will assess damage to the campus and report conditions to the Emergency Operations Center. Damages are documented and photographed.
- Emergency Operations Center informs utility companies of damage or outages.
- Emergency Operations Center will recall essential personnel to campus if not already present.
- Emergency Operations Center will notify all remaining personnel when to report back to campus for normal duties.
- Facility Services mobilizes cleaning crews and makes any necessary repairs.
- Campus Security patrols all areas of campus to maintain maximum presence.
- All employees check the university's website for updates and status of campus.
- The President, with the assistance of the Emergency Operations Center, makes the determination regarding students returning to campus housing and resumption of classes.
- Emergency Operations Center remains operational until campus activity has been restored to a sufficient level that it is no longer necessary. The Chairperson will set a date and time to conduct an after-action review and policy adjustment if needed.

Emergency Evacuation Areas

BUILDING / AREA	DESIGNATED EVACUATION AREA
Art Building	Sidewalk next to retention pond across the street from the Art Building.
Ashby/Jones Hall	Soccer Field.
Athletic Center	Middle of the traffic circle.
Athletic Performance Center	Football Practice Field.
Athletic Training Lab	Football practice field.
Brewer Center	Intramural field
Communications Center	Intramural field
Dining Hall	Beside the Reflection Pond in front of the Chapel.
Field House	Fountain area in front of Field House
Health Science Building	Grass field on South side of building towards University Blvd.
Hunter Center	Grass field on the East side of the building.
Kinesiology Program Lab	Football practice field
L. Mendel Rivers Library	Field between Mead Hall and library
Computer Lab	Grass area in Russell East/West Horseshoe
Lightsey Chapel	Directly in front of chapel by reflection pond
Littlejohn Parlor	Grass area on horseshoe outside of LJP
Music Building	N/W side SC parking lot nearest Alumni Drive.
Magnolia Hall	Grass hill across Wellness Way from the building
Mead Hall	Grass hill across Wellness Way from the building
Norris/Wingo Hall	Behind the Greenhouse.
Nursing Building	Grass field on South side of building towards University Blvd.
Palmetto Hall	Parking lot behind Palmetto Hall (Old Trident Lot)
Physical Plant	Grass area across the street from the Physical Plant.
Quads	The main parking lot East of the Quads.
Russell East	Grassy area between R/E and the Soccer field beyond the sidewalk.
Russell West	Grassy area between R/W and the Soccer field beyond the sidewalk.
Science Building	parking lot on far side of Wellness Way, next to Wingate
Science-Engineering Building	parking lot on far side of Wellness Way, next to Wingate
Singleton Baseball Complex	Field House parking lot.
Softball Center	Grass area between Academic Drive and the softball field.
Student Center	Student Center parking lot near Alumni Drive.
Whitfield Center for Christian Leadership	Grass area between WCCL and Ashby/Jones Hall.

BUILDING / AREA	DESIGNATED EVACUATION AREA
Whitfield Stadium Center	Grassy area between Stadium Center and the Athletic Circle.
Whittington Hall	Intramural Field
Women's North	Parking lot outside of W/N, closest to Alumni Drive.
Women's South	Grassy area between W/S and the Softball field beyond the sidewalk.
Wingate Dorm	Parking lot on far side of Wellness Way, closest to hotel

Storm Shelter Areas

BUILDING / AREA	STORM SHELTER AREA
Art Building	Interior rooms, restrooms.
Ashby Hall	First floor restrooms, interior walls crouch and cover.
Athletic Center	Locker room, interior hallways, restrooms, training rooms.
Athletic Performance Center	Interior rooms and restrooms.
Athletic Training Lab	Do not shelter in this building. Move to a permanent building structure nearby like the Field House.
Brewer Center	Interior rooms and restrooms, STAY OUT OF THE GYM AREA.
Communications Center	Interior hallways, pool restroom.
Dining Hall	Restrooms, kitchen hallways, and storage areas.
Field House	Locker rooms, classroom restrooms, interior rooms, weight room, and hallways. STAY OUT OF THE ARENA AREA.
Health Science Building	1st floor interior rooms, restrooms, hallways without windows.
Hunter Center	Interior storage rooms, hallways, and restrooms.
Jones Hall	First floor restrooms, interior walls crouch and cover. First floor reception area
L. Mendel Rivers Library	Library basement and restrooms
Lightsey Chapel	First floor restrooms and basement, the lower level of the music building.
Magnolia Hall	First floor interior hallways, restrooms and stairwells.
Mead Hall	First floor interior hallways, restrooms and stairwells.
Music Building	Basement, interior hallways.
Norris/Wingo Halls	First floor interior hallways and restrooms
Nursing Building	First floor interior hallways and restrooms.
Palmetto Hall	First floor interior hallways, restrooms and stairwells.
Physical Plant	Interior offices, restroom.
Quads	First floor restrooms or rear of any room on the first floor.
Russell West/East	First floor restrooms or rear of any room on the first floor.
Science Building	First floor interior hallways and restrooms.
Singleton Baseball Complex	Interior area, restrooms
Softball Center	Interior area, restrooms
Student Center	First floor interior hallways and restrooms, faculty suite.
Whitfield Center for Christian Leadership	First floor restrooms, first floor hallways away from glass windows and doors.
Whitfield Stadium Center	Downstairs in concession area and restrooms.
Whittington Hall	Interior classrooms and restrooms DO NOT GO INTO LARGE BAND ROOMS.
Wingate Dorm	First floor interior hallways and restrooms.
Women's North/South	First floor restrooms or rear of any room on the first floor.