



TRIDENT TECHNICAL COLLEGE

EMERGENCY PLAN

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OVERVIEW OF EMERGENCY PLAN

I. Purpose

This plan serves as a guide for all College personnel in the event of an emergency at or near one of the three campuses of Trident Technical College, including any situation requiring the closing of any campus or the suspension of classes. While no plan can cover every possible situation or emergency, this plan describes basic actions necessary to protect personnel and property and to enhance the capability of College response in coordination with local emergency response agencies. Specifically, this plan outlines emergency management actions and resources required to:

- A. Minimize loss of life and property damage
- B. Care for the health and safety needs of personnel
- C. Maintain law and order and a safe working environment
- D. Restore essential services
- E. Provide for continuity of operations
- F. Provide recovery operations to expedite the return to normal College operations and resume class schedules
- G. Provide timely and accurate information to the public and the media

II. Concept of Operations

A. General

1. Campus Emergencies

- a. College personnel will respond to most campus emergencies using College resources. When the College (or one of its campuses) is designated as “closed”, non-emergency employees shall not come to the College (or onto the designated TTC campus) unless specifically directed to do so by their supervisor.
- b. Some situations will require emergency response from local government agencies which have the necessary trained personnel and emergency equipment.

2. Off-Campus Emergencies

In some cases, emergencies occurring off campus will affect the College and its normal operation.

II. Concept of Operations (Cont)

B. Phases of College Emergencies

1. Mitigation/Preparedness Phase

- a. Through training and awareness, the College will take aggressive action to prevent emergencies from occurring.
- b. The College will take all actions necessary to maximize preparation for emergency situations.

2. Response Phase

The College will ensure that there are sufficient resources available to handle routine emergencies on campus and will coordinate with local emergency response agencies for emergencies requiring additional assistance.

3. Recovery Phase

The College will take all necessary actions to facilitate a rapid and thorough recovery from any emergency situation in order that normal College functions can be resumed expeditiously.

C. Command and Control

1. The president will direct all emergency response operations and preparations on campus, including suspending and reconvening classes, as outlined in this plan. In the event the president is unavailable, this responsibility shall be assigned to the vice president for finance and administration. If both are unavailable, responsibility will pass to the senior vice president/general counsel in consultation with the Emergency Operations Team. When local emergency officials respond to campus emergencies, direction of emergency response operations will be assigned to the official having legal jurisdiction and authority granted by state statute.
2. The president has designated the director of Public Safety as emergency preparedness coordinator and emergency operations officer for the College. In the event the director of Public Safety is unavailable, the highest-ranking Public Safety official present will assume this responsibility. If local officials are on campus and have assumed direction of operations as prescribed by law, the director of Public Safety will provide support as requested.

II. Concept of Operations (Cont)

D. Authority, Organization and Responsibilities

1. Authority

The authority for this emergency plan is derived from OSHA Regulations, from the S.C. Code of Laws 1976, as amended, Regulations 58-1 and 58-10, and from Trident Technical College Policy 12-1-2, all of which mandate that emergency preparations and an emergency plan be established.

2. Organization

- a. The College's Emergency Operations Team, comprised of key College administrators outlined below, will report to the president and direct the tactical and operational aspects of this plan.
- b. The College's Emergency Operations Group, comprised of key College personnel with specialized areas of expertise, will report as needed to the president and direct implementation of this plan.

3. Responsibilities of the Emergency Operations Team and Group

As outlined on the following pages, the following College administrators and their staff are assigned specific responsibilities under this plan.

II. Concept of Operations (Cont)

EMERGENCY OPERATIONS TEAM

ADMINISTRATOR	FUNCTION
President or designee Mary Thornley or Scott Poelker	Emergency Director
Vice President for Finance and Administration Scott Poelker	Facilities and Finance Coordinator
Director of Public Safety Amy Knight	Emergency Operations Officer
Administrative Coordinators to President Natalie Gamble Karen WRIGHTEN Kelli Burke Suzy Barr	Emergency Operations Center Coordinators
Vice President for Academic Affairs Pat Robertson	Academic Operations Coordinator
Vice President for Student Services Elise Davis-McFarland	Student Services Coordinator
Vice President for Information Technology Bernie Straub	Technology and Records Coordinator
Vice President for Continuing Education & Economic Development John Snowden	Continuing Education & Economic Development Complex Coordinator
Vice President for Advancement Meg Howle (David Hansen, Designee)	Public Information Officer
Assistant Vice President for Advancement Kim Sturgeon	Resources Coordinator
Campus/Site Director (site specific) Lou Robinson (Palmer) Bob Walker (Berkeley) Lloyd Kling (St. Paul's Parish)	Campus/Site Coordinator
Senior Vice President/General Counsel Kaye Koonce	Legal Affairs Officer

II. Concept of Operations (Cont)

EMERGENCY OPERATIONS GROUP

Public Safety Supervisor Earl McFadden	Public Safety Coordinator
Director, Facilities Management Eric Hamilton	Facilities Protection Coordinator
Assistant Vice President for Student Services Lynne Ankersen	Student Services Control Officer
Dean of Student Development Leigh Fickling	Crisis Intervention Coordinator
Director, Systems and Operations Services Diane Becude	Data Protection
Director, Procurement and Inventory Control Carol Belcher	Procurement, Insurance and Property Control Officer
Director, Human Resources DeVetta Hughes	Employee Relations Issues Coordinator
Director, Finance Department Doris Brumgardt	Finance Officer
Director, Information Technology Services MG Mitchum	Voice Communications
Deputy Director for Operations and Maintenance Dave Dumas	Institutional Property
Director of Instructional Services Townsend Langley	Facility Use Coordinator
Asst. Vice Presidents, Deans, Department Heads, Directors (as needed)	Individual Emergency Planners (as designated by Vice President of Academic Affairs)

II. Concept of Operations (Cont)

4. Specific Duties during Emergency

Emergency Director (President or President's Designee)

Dr. Mary Thornley or Scott Poelker

- a. Direct emergency response actions of College
- b. Declare campus emergency, suspend classes and activities, close and reopen campus
- c. Communicate emergency status to Public Information Officer
- d. Activate internal telephone call-down list (tree) to alert personnel (use written emergency message)
- e. Assemble and direct emergency operations team for immediate action
- f. Assemble and direct emergency operations group as needed
- g. Approve emergency related requests and actions
- h. Appoint representatives for funeral/memorial services
- i. Conduct liaison with other local, state (State Tech), national officials
- j. Maintain written record of emergency actions

POST: Convene emergency operations team and/or group as necessary to review the effectiveness of this plan

Emergency Operations Center Coordinators (Administrative Coordinators to President)

Natalie Gamble, Karen Wrighten, Kelli Burke, and Suzy Barr

- a. Activate internal telephone call-down list (tree) to alert personnel
- b. Coordinate messages/information distribution within emergency operations team and group
- c. Provide General Counsel the names of injured for notification of families
- d. Provide Student Services Coordinator information regarding injured for staff follow-up at hospitals
- e. Coordinate activities and schedules of emergency operations team and group
- f. Coordinate logistics of staffing, housing, food, maintenance of communications for team and group
- h. Take immediate action to protect all essential electronic data, records and College documents
- i. Notify Resources Coordinator of gifts and donations
- j. Maintain written record of emergency actions

II. Concept of Operations (Cont)

Emergency Operations Officer (Public Safety Director or Assistant Director)

Amy Knight

- a. Provide information to Emergency Director or designee and initiate emergency communications
- b. Initiate and coordinate emergency response actions to protect persons and property (ensure immediate actions/responsibilities of Public Safety Coordinator have been implemented)
- c. Serve as liaison and coordinate action between College officials and local emergency responders
- d. Maintain written record of emergency actions
- e. Provide information to Emergency Director on people injured, killed and/or transported to medical facilities
- f. Take immediate action to protect all essential electronic data, records and College/Public Safety documents

PREPLANNING STEP: Conduct drills and coordinate training

POST PLANNING STEP: Conduct or coordinate investigations and debriefings

Facilities and Finance Coordinator (Vice President for Finance and Administration)

Scott Poelker

- a. Activate internal telephone call-down list (tree) to alert personnel
- b. Provide facility blueprints and personnel to assist Public Safety for light search and rescue
- c. Take immediate action to protect all essential electronic data, records and College documents
- d. Assess condition of utilities and initiate emergency shutdown
- e. Survey facilities for damage/use, secure damaged areas, initiate damage assessment
- f. Process emergency related purchases and arrange delivery
- g. Coordinate procurement of supplies and equipment to support emergency operations
- h. Notify Resources Coordinator of gifts and donations
- i. Identify and protect valuable College materials and equipment
- j. Establish system to process and distribute pay to employees
- k. Maintain written record of emergency actions

II. Concept of Operations (Cont)

Academic Operations Coordinator (Vice President for Academic Affairs)

Pat Robertson

- a. Activate internal telephone call-down list (tree) to alert personnel
- b. Compile information on injured students and faculty and communicate to Emergency Operations Center Coordinators
- c. Take immediate action to protect all essential electronic data, records and College documents
- d. Coordinate academics related emergency actions:
 - 1) Direct Allied Health/Nursing faculty/staff to first aid location designated by Public Safety Coordinator
 - 2) Direct other faculty/staff personnel with emergency-related training or information (ex. chemistry instructor if biohazardous materials)
 - 3) Direct personnel to secure labs (chemistry, biology, microbiology, etc.) and equipment such as natural gas valves, Bunsen burners, etc. Notify Public Safety Coordinator of breach in biohazard materials or chemical spills
 - 4) Designate personnel for student management/control during evacuation if needed
 - 5) Designate personnel to assist at family information center
 - 6) Assess academic facilities for damage and report to Facilities and Finance Coordinator
 - 7) Determine requirements for restoring academic operations
 - 8) Revise class schedules and room assignments
 - 9) Provide information to faculty/staff regarding schedules and assignments
 - 10) Utilize closed circuit resources as needed in emergency
- e. Notify Resources Coordinator of gifts and donations
- f. Maintain written record of emergency actions

Student Services Coordinator (Vice President for Student Services)

Elise Davis-McFarland

- a. Activate internal telephone call-down list (tree) to alert personnel
- b. Contact designee to provide follow-up of those injured and transported to hospitals; designee will call Emergency Operations Center Coordinators with status ASAP
- c. Coordinate student services emergency actions at the Complex for Economic Development. (Bldg. 920) or Student Center (Bldg. 410) or at alternate site, Health Sciences (Bldg. 630):
 - 1) Provide staff to meet EMS-transported personnel at hospital
 - 2) Provide staff to assist at emergency first aid center
 - 3) Establish temporary shelter and food service areas for workers, staff and students affected
 - 4) Establish family information center with manned phone bank (utilize Information Center and/or Academic personnel)
 - 5) Establish crisis counseling center and respite area for staff and students

II. Concept of Operations (Cont)

- d. Take immediate action to protect all essential electronic data, records and College documents
- e. Assess student services facilities for damage and report to Facilities and Finance Coordinator
- f. Coordinate assistance from outside agencies on-site: Red Cross, Salvation Army, EPA, etc. .
- g. Notify Resources Coordinator of gifts and donations
- h. Determine requirements for restoring student services operations
- i. Revise schedules of student services activities as necessary and inform Emergency Operations Center Coordinators
- j. Provide information to divisional faculty/staff regarding schedules and assignments
- k. Maintain written record of emergency actions

Technology and Records Coordinator (Vice President for Information Technology)

Bernie Straub

- a. Activate internal telephone call-down list (tree) to alert personnel
- b. Report injuries and/or casualties to Emergency Operations Center Coordinators
- c. Take immediate action to protect all essential electronic data, records and College documents
- d. Provide emergency support for electronic and telephone communication systems internally and externally (Infoline, website, phone bank, additional phone lines, SANMAN, Outlook)
- e. Assess technology area for damage and report to Facilities and Finance Coordinator
- f. Determine requirements for restoring technology operations
- g. Provide information to divisional faculty/staff regarding schedules and assignments
- h. Maintain written record of emergency actions
- i. Compile record of all College emergency actions

Continuing Education & Economic Development Complex Coordinator (Vice President for Continuing Education & Economic Development)

John Snowden

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Report injuries and/or casualties to Emergency Operations Center Coordinators
- c. Take immediate action to protect all essential electronic data, records and College documents
- d. Assess facilities for damage and report to Facilities and Finance Coordinator
- e. Act as liaison between Resources Coordinator and business/industrial community served by Division
- f. Notify Resources Coordinator of gifts and donations
- g. Determine requirements for restoring scheduled course offerings and complex operations
- h. Survey facility damage and relocate classes as necessary
- i. Revise course schedules as necessary and notify divisional faculty/staff and students
- j. Coordinate logistics if building is used as media staging site, i.e., news conference, teleconferencing, telecommunications
- k. Maintain written record of emergency actions

II. Concept of Operations (Cont)

Public Information Officer (Vice President for Advancement)

Meg Howle (David Hansen – Designee)

- a. Verify accuracy of emergency message with President or President's designee
- b. Activate telephone tree call-down list (tree) to alert personnel
- c. Activate internal communications systems as appropriate: EAS Campus, EAS Infoline, EAS E-mail, EAS Mobile, Information Center
- d. Report injuries and/or casualties to Emergency Operations Center Coordinators
- e. Take immediate action to protect all essential electronic data, records and College documents
- f. Designate on-campus location for media and establish perimeter at emergency site
- g. Prepare announcements and press releases for approval by the President
- h. Activate external communications systems: EAS Mobile, EAS Web, EAS E-mail, EAS Media, EAS Infoline
- i. Designate Information Center and/or other personnel to assist in communications/phone bank
- j. Designate site for news conference if needed and notify appropriate vice president(s): Buildings: 900, 910, 920, 410, 100 - depending on emergency
- k. Prepare materials for distribution at news conference
- l. Coordinate news conference and distribution of materials
- m. Conduct media tour as appropriate
- n. Serve as spokesperson if designated by Emergency Director
- o. Serve as liaison with media and provide updates as needed
- p. Notify Resources Coordinator of gifts and donations
- q. Determine requirements for restoring public information office
- r. Provide information to staff regarding schedules and assignments
- s. Coordinate distribution of information externally regarding emergency status/reopening of College
- t. Maintain written record of emergency actions
- u. Debrief emergency communications team

Resources Coordinator (Assistant Vice President for Advancement)

Kim Sturgeon

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Report injuries and/or casualties to Emergency Operations Center Coordinators
- c. Take immediate action to protect electronic data, records and other College documents
- d. Assess advancement and marketing areas for damage and report to Facilities and Finance Coordinator
- e. Determine requirements for restoring advancement operations
- f. Provide information to divisional staff regarding schedules and assignments
- g. Support President's Office and Public Information Office with additional personnel and resources
- h. Communicate with the business community in conjunction with Public Information Officer concerning any need for donations of supplies and other relief efforts
- i. Solicit, manage, and distribute business and community donations of supplies and in-kind services for relief
- j. Acknowledge gifts and donations appropriately
- k. Maintain written record of emergency actions

II. Concept of Operations (Cont)

Legal Affairs Officer (Senior Vice President/General Counsel)

Kaye Koonce

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Report injuries and/or casualties to Emergency Operations Center Coordinators
- c. Notify families of death or personal injuries to faculty, staff and students
- d. Provide Emergency Operations Center Coordinators with information on funeral plans
- e. Notify Area Commission of emergency
- f. Advise President, Area Commission, and PIO on legal matters related to emergency
- g. Take immediate action to protect electronic data, records and other College information
- h. Coordinate legal matters related to the emergency
- i. Conduct risk analysis and liability reduction analysis
- j. Determine requirements for restoring general counsel operations
- k. Provide information to divisional staff regarding schedules and assignments
- l. Maintain written record of emergency actions
- m. Develop written report of College's emergency actions

Campus/Site Coordinators (Campus/Site Directors)

Lou Robinson (Palmer)

Bob Walker (Berkeley)

Lloyd Kling (St Paul's Parish)

- a. Notify Public Safety and take immediate action required by emergency
- b. Provide information to President or designee and initiate emergency communications as soon as possible
- c. Activate telephone tree call-down list (tree) to alert personnel
- d. Report injuries and/or casualties to Emergency Operations Center Coordinators
- e. Take immediate action to protect electronic data, records and other College information within purview of campus/site
- f. Assess facilities for damage and report to Facilities and Finance Coordinator
- g. Act as liaison between Emergency Operations Team and campus/site personnel
- h. Determine requirements for restoring operations
- i. Assign and coordinate classroom usage
- j. Relocate activities as necessary
- k. Provide information to divisional faculty/staff regarding schedules and assignments
- l. Support public information office with logistics for media communications on site
- m. Notify Resources Coordinator of gifts and donations
- n. Maintain written record of emergency actions

II. Concept of Operations (Cont)

Public Safety Coordinator (Public Safety Supervisor)

Earl McFadden

- a. Take immediate action to safeguard personnel and property
 - 1) Determine need for and direct emergency evacuation of personnel (including disabled) from affected areas to safe zones. Secure evacuated buildings/campuses. Maintain crowd control.
 - 2) Evaluate medical assistance needed and establish emergency first aid location/services as needed
 - 3) Evaluate fire or fire hazards and use resources available to control
 - 4) Survey critical area of hazardous materials incident, control or prevent contamination, and contact fire department for response to spills, leaks or releases as required
- b. Make emergency notifications to Emergency Operations Officer or designee
- c. Activate telephone tree call-down list (tree) to alert personnel as needed
- d. Establish field command post as needed
- e. Coordinate action with local emergency responders
- f. Maintain written record of emergency actions

Facilities Protection Coordinator (Director, Facilities Management)

Eric Hamilton

- a. Activate telephone call-down list (tree) to alert personnel
- b. Provide diagrams, layouts of facilities and buildings
- c. Provide adequate emergency supplies and equipment to protect buildings and institutional property
- d. Provide additional manpower as necessary
- e. Conduct damage assessment and initiate emergency shutdown of utilities as needed
- f. Serve as liaison to utility companies
- g. Oversee damage repairs
- h. Take immediate action to protect electronic data, records and other College information
- i. Provide for protection and availability of motorpool vehicles
- j. Maintain written record of emergency actions

Student Services Control Officer (Assistant Vice President for Student Services)

Lynne Ankersen

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Assess Bldg. 410 for damages and report to Facilities and Finance Coordinator
- c. Coordinate temporary shelter and food service areas for workers, staff and students
- d. Coordinate family information center with manned phone bank (utilize Information Center and/or Academic personnel)
- e. Maintain written record of emergency actions

II. Concept of Operations (Cont)

Crisis Intervention Coordinator (Assistant Vice President for Student Development)

Leigh Fickling

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Provide counseling services on campus as necessary
- c. Coordinate counseling follow-up and referral with community providers
- d. Maintain written record of emergency actions

Data Protection (Director, Systems and Operations Services)

Diane Becude

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Ensure that computer back-up data is protected
- c. Maintain written record of emergency actions

Insurance, Property Control, and Procurement Officer (Director, Procurement and Inventory Control)

Carol Belcher

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Coordinate insurance and risk management activities
- c. Oversee property control and protection
- d. Handle emergency purchasing
- e. Maintain written record of emergency actions

Employee Relations Coordinator (Employee Relations Director)

DeVetta Hughes

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Coordinate personnel administration matters
- c. Coordinate employee assistance program
- d. Maintain written record of emergency actions

Finance Officer (Director, Finance Department)

Doris Brumgardt

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Coordinate financial matters and records
- c. Maintain written record of emergency actions

Voice Communications (Director, Information Technology Services)

MG Mitchum

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Ensure telephone availability and assist Student Services Control Officer and Public Information Officer with internal and external communications
- c. Serve as liaison with telephone companies
- d. Maintain written record of emergency actions

II. Concept of Operations (Cont)

Institutional Property (Deputy Director for Operations and Maintenance)

Dave Dumas

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Identify and protect institutional property assigned
- c. Maintain written record of emergency actions

Facility Use Coordinator (Director of Instructional Services)

Townsend Langley

- a. Assign and coordinate classroom usage
- b. Relocate activities as necessary
- c. Supervise evening coordinators
- d. Maintain written record of emergency actions

Individual Emergency Planners (Deans, Assistant Vice Presidents, Department Heads, Coordinators and Directors)

- a. Activate telephone tree call-down list (tree) to alert personnel
- b. Develop and implement emergency plans for respective area
- c. Make staff assignments
- d. Identify valuable records and materials and develop and implement plans for protection
- e. Maintain written record of emergency actions

PREPLANNING STEPS:

1. Distribute emergency plan and phone tree
2. Review plans regularly
3. Develop supply and equipment list for plans
4. Conduct drills and training
5. Provide awareness activities

ACCIDENTS

I. Vehicular

If you are involved in or witness any vehicular accident on campus, the following steps should be taken:

- A. Check the scene to make sure it is safe for you to respond.
- B. Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
- C. Notify Public Safety of the accident, providing details about the location, number of vehicles involved, vehicle descriptions, and any injuries that resulted. Remain on the telephone with Public Safety unless instructed otherwise.
- D. Remain at the scene of the accident until a Public Safety officer arrives, and advise any parties to the accident that they also need to remain. If a party to the accident attempts to leave prior to the officer's arrival, do not attempt to stop the person. However, do take note of the appearance of the vehicle and person, and attempt to record the license plate number.
- E. Upon arrival, the responding Public Safety officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, and submission of any required motor vehicle collision reports.

II. Workplace

If you are involved in or witness a workplace accident on campus, the following steps should be taken:

- A. Check the scene to make sure it is safe for you to respond.
- B. Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
- C. Notify Public Safety of the accident, providing details about the location, nature of the accident, and any injuries that resulted. Remain on the telephone with Public Safety unless instructed otherwise.
- D. If the cause of the accident still poses a danger to others, notify the officer and provide whatever assistance you are requested to and capable of rendering to reduce or eliminate the danger.

ACCIDENTS (Cont)

- E. If the accident involves injury to a TTC employee, work-study student, or student working in a clinical or off-site location, notify the College's Worker's Compensation coordinator (Angela Wimberly at 574.6288) as soon as feasible. If Public Safety has been notified of the accident and responded, that department shall contact the College's Workers' Compensation coordinator.

If Public Safety has not been notified of the accident, the employee (or the employee's supervisor if the employee is unable to provide notification) shall contact the College's Workers' Compensation coordinator (Angela Wimberly at 574.6288), who will likely need to obtain additional information directly from the injured in order to coordinate the submission of required paperwork.

- F. If the accident involves injury to a TTC student or visitor, the College's Insurance and Risk manager (Carol Belcher at 574.6230) must also be notified. Public Safety shall provide this notification in all instances when it has been notified of an accident and responded.
- G. Upon notification, Public Safety will notify the President's Office of a serious accident or injury to a TTC student or visitor.
- H. Upon notification, Public Safety shall document accidents in an incident report. When possible, the cause of the injury will be identified. When appropriate, the College shall then take steps to eliminate any causes of the injury that are within its purview.

BOMB THREATS/SUSPICIOUS LETTERS AND PACKAGES

I. Bomb Threats

Upon receiving a bomb-threat call,

- A. Listen carefully to the caller and background noises. Show interest and try to keep the caller talking so that you can gather as much information as possible.
- B. Note the phone number of the caller if your phone has a display, or identify if the call is being made from on campus (single ring) or off campus (double ring).
- C. Upon completion of the call, immediately notify Public Safety and an officer will respond to your location. Do not discuss the call with others and do not spread panic.
- D. While awaiting the officer's arrival, write down as much information as possible on the Bomb Threat Checklist (see attachment at end of plan), including your assessment of the caller's age, sex, race, accent, and any background noise. Also write down any information the caller may have provided about the bomb's location, type, time of detonation, and possible motive for planting the bomb. Note when the call was received and the extension number on which it was received.
- E. Faculty and staff having special knowledge, skills, training, or familiarity with the targeted building/area may be asked to assist officers and other officials in identifying items that are out of place. Officers may need to question faculty, staff and students about suspicious activity or persons, and employees should provide any additional relevant information that may help to assess the threat.
- F. If you are instructed to evacuate, do so at once, assisting any disabled persons. If possible, avoid using elevators.
- G. Once outside, move to an area where you will be at least 500 feet from targeted buildings/areas, and where your presence will not interfere with responding emergency personnel. When possible, avoid gathering in parking lots or near utility equipment such as chillers and electrical power lines.
- H. If media representatives are present, refer any questions they have to the College's public information officer.
- I. Emergency response personnel will determine when a building/area is safe to resume normal operations; faculty, staff and students will then be allowed to return.

BOMB THREATS/SUSPICIOUS LETTERS AND PACKAGES (Cont)

II. Suspicious Letters and Packages

Be aware that letters and packages may also pose threats, not only from bombs, but also from biological agents such as ricin. If you receive a letter or a package whose external appearance is somehow suspect—for example, it has a powdery residue or oily stains or discolorations on it, or the postmark city is different from the return address city--follow these steps:

- A. DO NOT OPEN IT.
- B. If possible, isolate the mailing and cover it with an item such as trash can to reduce possible contamination.
- C. Evacuate the immediate area and call Public Safety (6911), providing information about the location of the item.
- D. Wash your hands with soap and water.
- E. Be prepared to provide Public Safety with the names of others who may have touched the letter or package.
- F. Follow any subsequent directives of Public Safety. For example, it may be necessary to have clothing removed and then packaged by professional responders.

If you become aware only after opening it that the letter or package may pose a threat, follow steps B-F above.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations, whether they are marches, meetings, picketing or rallies, are peaceful and non-obstructive. However, in the event that they are not, or in the event that disruptive demonstrations in the community spill over to the campus, the procedures outlined below shall be followed.

The statutory authority for these procedures is S.C. Code 16-17-420, which stipulates that it is unlawful for any person to willfully or unnecessarily interfere with or disturb in any way or in any place the students of any school or college in the state. Additionally, this statute indicates that it is unlawful for any person to enter, except on business, any such school or college premises without the permission of the principal or president.

- I. Any College official or personnel who learn of a demonstration or planned demonstration must report it to Public Safety immediately.
- II. Public Safety must report any such demonstrations to the president, who has the right to deny the demonstration to take place on a TTC campus.
- III. Demonstrators who cause disruption or disturb College activities will be informed by Public Safety of the pertinent statute and given official trespass or disturbing school notices. Public Safety shall also advise the demonstrators to disperse by a specified time.
- IV. If the demonstrators do not disperse by the specified time, the Public Safety official in charge will consult with the president or the designated College official and local authorities to determine if intervention is necessary. The safety of all College personnel is most important.
- V. Public Safety may request additional personnel from local or state agencies to maintain peace and crowd control.
- VI. If necessary, demonstrators will be arrested, processed, and detained.
- VII. Public Safety will coordinate activities with local authorities in the event that an off-campus disturbance or demonstration interferes with the safety of College personnel and students en route to and from College campuses.
- VIII. The College's director of Public Information will be responsible for communicating relevant information about any demonstration to the media and College community.

EARTHQUAKES

There are two sensory indicators of earthquakes: sound and motion. Both vary widely. Depending on your distance from the center of the quake, you may not notice any sound. Or you may notice sounds that resemble anything from a rifle shot to rumbling thunder. Motion may obviously range from a very minor shake to a catastrophic shifting of the earth.

The vast majority of earthquakes in the Charleston area are very minor and require no emergency procedures; however, more severe earthquakes have occurred in the area and remain potential threats. Should you experience any significant shaking of a building or the earth, the following procedures should be followed.

- I. If you are inside, immediately take cover under a table or desk, or stand in a doorway or other structure that will provide cover from falling objects. In areas where cover is not available, kneel at the base of an interior wall and face the wall with your head down and covered by your arms. Turn your body away from windows and mirrors. Be alert for falling objects and stay away from overhead fixtures, filing cabinets, bookcases and electrical equipment.
- II. If you are outside, try to move to an open area away from buildings, trees, power lines and poles. If you are unable to move to an open area, watch for falling objects, and be aware that the ground may sink and craters may form.
- III. If you are in an automobile, stop your vehicle in the nearest open area. Stay in the vehicle until the shaking stops. Since bridges and overpasses may have been weakened, do not park under them or drive on them.
- IV. After an earthquake, be aware of the possibility of aftershocks. Survey your immediate surroundings to see if there are individuals requiring assistance—for example, the disabled, those requiring first aid, or those trapped under fallen debris. If it is possible and you judge it safe to provide assistance, do so. But do not move injured persons unless they face life-threatening situations such as fires or the imminent collapse of a building. If it is not possible to render assistance or you judge it unsafe to do so, attempt to contact Public Safety and provide information about the location of individual needing assistance. If you are not able to contact Public Safety because of power outages, make a mental note of the people needing assistance and their locations, and then attempt to exit the building.
- V. Open doors carefully. Watch for falling objects and downed electrical lines. Do not use elevators. Do not use matches or lighters as gas lines may have ruptured. Once outside, move to an area away from buildings, signs, trees and utility poles that may pose a threat if they collapse or fall. Immediately contact any Public Safety officer or other emergency personnel and convey to them information about those who may remain in the building.
- VI. Since buildings may have experienced significant structural damage and aftershocks are likely, do not re-enter any buildings unless Public Safety or emergency personnel indicate that you may.

EARTHQUAKES (Cont)

- VII. The College's Emergency Operations Team will assemble as soon as possible after the quake at a site to be determined based on the extent and location of the damage. In cooperation with any external emergency personnel available, the Team shall direct all post-quake operations, including search and rescue, assistance to the injured, shut down of campus utilities, damage assessments, and communications with the media and College personnel.

EMERGENCY FIRST AID

Each emergency first aid situation is unique; therefore, the steps you should take in response to these situations may vary, as may the order of the steps. What does not vary, however, is that **all injuries and illnesses requiring medical attention must be reported to Public Safety.**

While it is impossible to address every conceivable injury or illness, the following procedures generally apply.

- I. Check the scene to make sure it is safe for you to respond.
- II. Call or instruct someone else to call Public Safety and convey the following information: the nature of the illness or injury; the location of the ill or injured person; a description of the person, including approximate age, race, and sex; a description of the person's medical symptoms or complaints; and, if known, a description of the person's activities prior to the onset of the symptoms or complaints.
- III. Remain or ask someone to remain on the line with the Public Safety dispatcher in case follow-up information is necessary.
- IV. Render any immediate first aid you are qualified to provide. Do not move injured persons unless a life-threatening condition such as a fire exists.
- V. Remain or instruct someone to remain at the scene as long as necessary to assist Public Safety and/or other responding personnel.

FIRE DRILLS AND EMERGENCY EVACUATIONS

To help assure your safety, all College buildings have clearly marked and illuminated emergency exit signs which indicate evacuation routes. In some buildings, these signs remain illuminated at all times; in other buildings, they become illuminated when a fire alarm is activated. The College regularly tests the lighting in these signs to assure that it is adequate day and night. Additionally, buildings have emergency lighting systems which provide illumination for a short period of time sufficient to permit evacuation.

In order to acquaint everyone with the sound of the fire alarm and the exit routes to be followed, Public Safety conducts unannounced fire drills on a regular basis. It is each employee's responsibility to make sure he/she knows the proper evacuation routes. Additionally, faculty members and supervisors assume the role of monitors/coordinators for their students and subordinates during such drills or actual emergencies. Therefore, faculty members/supervisors should:

- I. Inform students/subordinates of the location of and routes to area exits prior to an emergency.
- II. Inform students/subordinates of the location of the nearest fire extinguisher prior to an emergency. If a fire is small, contained, you are trained with the use of a fire extinguisher, and you are not compromising your safety, you may try to extinguish it.
- III. Instruct students to evacuate calmly and quietly when notified by fire alarm activations or by Public Safety. Ensure that priority is given to safety. Take only your essential belongings with you. Assist with evacuating persons with disabilities. (See "Additional Note" at end of section.)
- IV. Ensure that classroom/office doors are closed and overhead lights turned off after everyone has evacuated.
- V. Instruct students/subordinates to walk, not run, during evacuation.
- VI. Advise students/subordinates to use the stairs, not elevators, during evacuation.
- VII. Assemble as a group at least 150 feet away from the building. Do not assemble near fire lanes, hydrants, doors, and streets, where you might impede the access of emergency responders. Instructors/supervisors shall report anyone unaccounted for to Public Safety immediately.
- VIII. Remain as a group and wait further instructions. Public Safety will inform all concerned when the building is safe for re-entry.
- IX. Prohibit smoking during all phases of evacuation.

FIRE DRILLS AND EMERGENCY EVACUATIONS (Cont)

- X. If you become trapped in an office or building, try to gain access to a window. If possible, place something at the bottom of the door to reduce smoke from entering the room. Since smoke rises, remain as low to the floor as possible. And, obviously, communicate your location to Public Safety any way you can.

Additional Note: Counseling will obtain information from disabled students regarding their preference for method of evacuation—e.g., with or without wheelchairs during an evacuation and will include that information on the faculty notification form. The instructor will identify a primary and alternate student/employee to assist the disabled person during an emergency. Instructors should designate these primary and alternate students during the first class period; supervisors should designate these employees as staff changes. Additionally, instructors should assign students with disabilities to seats nearest to the door to expedite their evacuation, if this does not interfere with their academic programs.

GAS LEAKS

The following steps should be followed if a gas leak is suspected:

- I. Notify Public Safety immediately if a gas leak is suspected. Provide details about the location and circumstances. Public Safety will respond and will also notify Facilities Management.
- II. Evacuate the area as quickly as possible, moving to an outside location at least 500 feet from the location of the suspected leak.
- III. As you exit, do not turn on/off any light or electrical switches, do not activate the fire alarm, and do not use the elevator. Also, leave the door to the room with the suspected leak open so that the gas will more readily disperse.
- IV. The Public Safety officer on the scene will be responsible for making sure that no one enters the building until permitted. The officer is authorized to request faculty/staff assistance to accomplish this.
- V. Facilities Management will investigate the possible leak and either fix it or call the appropriate electric utility or contractor to repair the leak.
- VI. Facilities Management will communicate to Public Safety personnel when corrective action has been completed and when reentry is safe. Public Safety will then provide access accordingly.
- VII. The Public Information Office will communicate with College personnel and the media as appropriate.

HURRICANE

Almost each hurricane season (June 1-November 30), Charleston is threatened by a hurricane or tropical storm. Planning and preparation are key to making it through and recovering from a hurricane.

I. Hurricane Operating Condition Levels

The State has established a system of Operating Condition (OPCON) levels to make maximum use of advance hurricane warnings. These OPCONs increase the State's level of readiness on a scale from 5 to 1 and are activated when required criteria have been met. Depending storm conditions and timing, OPCONs may not progress sequentially from 5 to 1.

- A. OPCON 5: Normal day-to-day operations continue.
- B. OPCON 4: Storm poses a possible threat to SC.
- C. OPCON 3: Storm poses a significant threat to SC.
- D. OPCON 2: Voluntary or mandatory evacuation order is imminent.
- E. OPCON 1: Voluntary or mandatory evacuation order is announced to the public.

II. Hurricane Watches and Warnings

- A. Hurricane Watch: A hurricane is possible within 36 hours.
- B. Hurricane Warning: A hurricane is expected within 24 hours.

III. Annual Planning and Preparation

All hurricane action plans and the contact numbers for the Emergency Phone Tree will be updated and reviewed by department heads and directors by April 15 and July 1 of each year. All hurricane supplies and equipment shall be in place and, if appropriate, tested by May 15. Hurricane action plans shall address the following:

- A. Initial preparations
- B. Protection of property/records
- C. Protection of facilities
- D. Emergency class/activity scheduling
- E. Required supplies and equipment
- F. Preparation time requirements

HURRICANE (Cont)

- G. Preparation for emergency services
- H. Recovery plan
- I. Community assistance impact
- J. Personal assignments

By June 1 of each year, the president shall call a meeting of the Emergency Operations Group to review the preparation requirements and implement the plan for that hurricane season.

IV. Storm Monitoring and Final Preparations

- A. At the hurricane threat level, Public Safety will monitor National Weather Service (NWS) and Emergency Preparedness Department (EPD) information and notify the president of changes in alert/threat status as dictated by storm movements.
- B. The president may convene the Emergency Operations Group to outline preparations and develop a schedule for decisions on suspending classes and other College functions. The College's public information officer will communicate any such decisions to College personnel and the media.
- C. At the hurricane watch level, all preparations should be finalized.
- D. At the hurricane warning level, all preparations should be completed, non-emergency personnel should be released, and only emergency personnel should be on Campus.

V. During the Hurricane

Personnel assigned to work should remain inside and avoid windows and flying debris. They should be prepared for loss of electricity, telephones, and possibly radio communications. Public Safety officers will continue patrol and response operations during the storm as long as their safety is not in jeopardy.

VI. Recovery Period

Once hurricane-force winds subside, the recovery period begins, and the following actions will be taken.

- A. Public Safety officers will resume campus patrols to survey damage and prevent looting.
- B. A primary and secondary recovery center (Building #920) designated prior to the storm will serve as the central gathering point for recovery personnel. Recovery assignments, as well as supplies and equipment, will be staged at this area to facilitate recovery services. (Personnel are assigned to recovery operations as indicated in their department's plan.)

HURRICANE (Cont)

- C. The president will convene the Emergency Operations Group and implement the recovery action plans. The group will address the impact of the storm on the College, develop strategies to meet the needs of the College recovery, and insure that all resources are being focused on restoring normal operations as soon as possible. Periodic briefings will be held as necessary and communicated to College personnel and the media as appropriate. Decisions will be made regarding outside assistance needed to complete the recovery process.
- D. Designated areas will be set aside for first aid, food, and other essential services.
- E. Facilities Management and Public Safety teams will be deployed to assess damage and report estimates to the president.
- F. In the event that College facilities are used for community support functions such as staging areas for supplies, equipment and personnel, special security and service arrangements outlined in the initial plan will be provided. All personnel will be assigned an identification badge and will be required to check in and out for accountability.
- G. Special issues involved in recovery operations must be addressed. For example, fuel, spare tires, and supplies for vehicles must be arranged in advance. Personal safety is of foremost concern.
- H. The director of Facilities Management will develop a contingency plan to coordinate contracts for facility repairs and debris removal.
- I. In the past, the Berkeley Campus has served as a staging area for utility workers. In the event of another hurricane, TTC's campuses may again be used in this way.

PANDEMIC INFLUENZA

Pandemic influenza is a global disease outbreak. Three pandemics have occurred in 1918, 1957, and 1968 with the most deadly occurring in 1918 killing approximately 50 million people worldwide. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness, and then spreads easily person-to-person worldwide.

In the event of pandemic influenza, The College will play a key role in protecting students' and employees' health and safety as well as limiting the negative impact to the academic mission and the business infrastructure. The College's strategies that delay or reduce the impact of a pandemic (also called non-pharmaceutical interventions) may help reduce the spread of disease until a vaccine is available.

I. World Health Organization (WHO) Pandemic Influenza Phases

The State has adopted the World Health Organization's structure for monitoring Pandemic Influenza. The structure is divided into three distinct periods (Inter-pandemic, Pandemic Alert, and Pandemic) and 6 phases.

A. Inter-pandemic period

1. Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
2. Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

B. Pandemic alert period

1. Phase 3: Human infection(s) with a new subtype but no human-to-human spread, or at most rare instances of spread to a close contact.
2. Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
3. Phase 5: Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

C. Pandemic period

Phase 6: Pandemic: increased and sustained transmission in general population.

PANDEMIC INFLUENZA (Cont)

II. Pandemic Severity Index

The Centers for Disease Control and Prevention (CDC) has developed a Pandemic Severity Index (PSI) (Table 1) that uses hurricane categories as a model to help the public gauge the severity of a pandemic. The PSI is divided into five categories with 1 being the least severe and 5 being the most severe and is based on the total U.S. population.

The CDC has also developed a mitigation strategy table (Table 2) for implementation of interventions to reduce transmission of illness in the community.

III. Planning and Preparation

All pandemic influenza action plans and the contact numbers for the Emergency Phone Tree will be updated and reviewed by department heads and directors by April 15 and July 1 of each year. All pandemic influenza supplies and equipment shall be in place and, if appropriate, tested by May 15. Pandemic action plans shall address the following:

- A. Initial preparations
- B. Business continuity plan
- C. Academic continuity plan
- D. Student Services continuity plan.
- E. Infection control plan.
- F. Communications plan.
- G. Preparation for emergency services
- H. Recovery plan
- I. Community assistance impact
- J. Personal assignments

IV. Pandemic Influenza Monitoring and Final Preparations

- A. At pandemic influenza phase 3, Public Safety Department Environmental Health and Safety Manager will monitor the U.S. Government Pandemic Influenza Information website (pandemicflu.gov) and the Office of Public Health Preparedness of the SC Department of Health and Environmental Control and notify the president of changes in alert/threat status as dictated by regional pandemic influenza forecasts.
- B. The president may convene the Emergency Operations Group to outline preparations and develop a schedule for decisions on modifying College functions. The College's public information officer will communicate any such decisions to College personnel and the media.
- C. At the pandemic influenza phase 5, all preparations should be finalized and completed.
- D. Business, academic, and student services continuity plans should be implemented and personnel assignments made accordingly.

PANDEMIC INFLUENZA (Cont)

V. During the Pandemic

- A. Response actions of essential personnel concerning personnel assignments, course delivery, student support infrastructure, business activities, communications, and all other College functions will be made using Tables 1 and 2 as a guide in implementing departmental business continuity plans.
- B. Public Safety or other College designee is to monitor the implementation and enforcement the SC Emergency Health Powers Act.

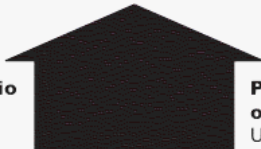
VI. Recovery period

Once DHEC has declared pandemic influenza is no longer a threat in the local area, the recovery period begins, and the following actions will be taken.

- A. The president will convene the Emergency Operations Group and implement the recovery action plans. The group will address the impact of the pandemic on the College, develop strategies to meet the needs of the College recovery, and insure that all resources are being focused on restoring normal operations as soon as possible. Periodic briefings will be held as necessary and communicated to College personnel and the media as appropriate. Decisions will be made regarding outside assistance needed to complete the recovery process.
- B. In the event that College facilities are used for community support functions such as health care surge capacity, staging areas for supplies, equipment and personnel, special security and service arrangements outlined in the initial plan will be provided. All personnel will be assigned an identification badge and will be required to check in and out for accountability.
- C. Special issues involved in recovery operations must be addressed. Personal safety is of foremost concern.

PANDEMIC INFLUENZA (Cont)

Table 1. Pandemic Severity Index

Case Fatality Ratio		Projected Number of Deaths* US Population, 2006
≥2.0%	Category 5	≥1,800,000
1.0%–<2.0%	Category 4	900,000–<1,800,000
0.5%–<1.0%	Category 3	450,000–<900,000
0.1%–<0.5%	Category 2	90,000–<450,000
<0.1%	Category 1	<90,000
<small>*Assumes 30% Illness and Unmitigated Pandemic Without Interventions</small>		

The Centers for Disease Control and Prevention (CDC) has developed a Pandemic Severity Index (PSI) (Table 1) that uses hurricane categories as a model to help the public gauge the severity of a pandemic. The PSI is divided into five categories with 1 being the least severe and 5 being the most severe and is based on the total U.S. population.

The CDC has also developed a mitigation strategy (Table 2) for implementation of interventions to reduce transmission of illness in the community.

Table 2. Summary of Mitigation Strategies by Pandemic Severity Index

Interventions By Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
Voluntary Isolation: Home Those who are ill (children and adults) and do not require hospitalization should be cared for at home (7–10 days; infectious period). Combine with antiviral treatment as available and indicated.	Recommended	Recommended	Recommended
Voluntary Quarantine: Home Household members of the ill should stay at home (7 days from onset of ill person’s symptoms; incubation period). Combine with antiviral prophylaxis if effective, feasible, and quantities are sufficient.	Generally not recommended	Consider	Recommended
Child Social Distancing School: Dismiss students from schools (public and private, including colleges and universities); cease school-based activities; close childcare programs. Community: Limit social contact and community mixing of children and teens.	Generally not recommended	Consider 4 weeks	Recommended 12 weeks
Adult Social Distancing Workplace: Decrease number of social contacts (e.g., teleconferences instead of face-to-face meetings). Adapt workplace schedules and practices (e.g., telecommute, stagger shifts). Community: Modify, postpone, or cancel public selected gatherings (e.g., indoor stadium events, theater performances). Increase distance to 6 feet between people in public places (e.g., public transit, workplace).	Generally not recommended	Consider	Recommended
	Generally not recommended	Consider	Recommended
	Generally not recommended	Consider	Recommended
	Generally not recommended	Consider	Recommended

POWER OUTAGES

Procedures for responding to power outages are divided into two sections: Individual Response and Institutional Response:

I. Individual Response

- A. Call Public Safety to report any room, building, or campus power outages.

Note: College phones are equipped with an emergency power source to provide backup communications for about 15 minutes. If the College telephones fail, use cell phones or pay phones to report outage to Public Safety at 572-1642.

- B. While we do want you to call Public Safety to report an outage, please do not call Public Safety to ask how the power outage occurred or when power will be restored. Keep telephone lines to Public Safety clear for emergency calls and other needs related to power outages.

For extended outages, information about the projected duration of the outage and any other pertinent information will be available on the College Infoline: 574-6262, ext. 9092, or (877) 349-7184.

- C. If you are on the first floor and have sufficient daylight to continue working safely, you should do so. If you do not have sufficient daylight to continue working safely, or if you are instructed to do so by Public Safety, move to an exit with natural light or to an outside location, weather permitting.
- D. If you are on the second or third floor when the outage occurs, take the stairs, not the elevator, and move to the first floor near an exit with natural light or to an outside location, weather permitting.
- E. If you are in a shop or lab, turn off any gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger.
- F. As you leave your work site, take your essential personal possessions and lock your office or room door.
- G. Assist anyone requiring help, and do not use elevators. If you are in an elevator during a power outage, call Public Safety by using the telephone inside the elevator. Remain calm, and Public Safety or Facilities Management will respond to your location and provide assistance. If you are aware of others trapped in an elevator, also contact Public Safety immediately
- H. Emergency lighting should provide about 15 minutes of light for you to move safely to another location. Emergency lighting is provided by battery backup (not generators) and will generally provide only enough illumination to exit the immediate area. If the lighting is not sufficient, phone Public Safety and wait for an escort.

POWER OUTAGES (Cont)

- I. If you move to an outside location, assemble with your co-workers in one area so that supervisors can account for everyone. Instructors should follow the same procedure with their classes: assemble all students from a given class in one area in order to account for everyone. If any employee or student is not accounted for, notify Public Safety.
- J. Remain in the evacuation area until Public Safety, or a designee, indicates that you may return to your work site; or you may call the College Infoline: 574-6262, ext. 9092, or (877) 349-7184 to learn the College's decision.

II. Institutional Response

- A. Once Public Safety is alerted to a power outage, the department will in turn notify Facilities Management and the President's office.
- B. Public Safety and Facilities Management personnel shall survey the campus to determine the extent of the outage and, if possible, to identify the source of the failure. Note that power outages may encompass an entire campus and surrounding community, or locally affect only portions of a building.
- C. Facilities Management shall notify the President's office and Public Safety of the results of its survey of the outage and, if possible, provide an estimate of the time required to restore electricity.
- D. Facilities Management will repair any outages that can be identified, and that it has the equipment, expertise and authority to repair in a timely manner.
- E. If the source of the outage can not be identified, or if repairing the outage is beyond the scope or authority of the College to repair in a timely way, Facilities Management shall notify the utility company or the appropriate contractor.
- F. Facilities Management shall serve as the College's liaison to the utility company or the appropriate contractor. As the utility company or the appropriate contractor make repairs, Facilities Management shall keep both the president's office and Public Safety apprised of repairs as they progress, including any revised estimates of the duration of the outage.
- G. Except in emergencies or situations requiring evacuation, only the president or his/her designee shall have the authority to cancel classes or adjust the times at which they end or resume. The Public Information Office will communicate relevant decisions to the College and the media.

PSYCHOLOGICAL CRISES

A psychological crisis might manifest itself on campus in a number of ways, including, among other possibilities, threats against others, threats against oneself, emotional breakdowns, and alcohol or drug abuse. If you witness a psychological crisis, the most important thing to remember is that the College has on-staff expertise, as well as access to additional community resources, to help resolve a crisis situation. Therefore, your primary responsibility is not to attempt to serve as a crisis counselor; rather, it is simply to notify the proper authorities so that appropriate professionals can address the situation as quickly as possible.

The essential steps for dealing with a psychological crisis on campus shall include the following:

- I. Notify Public Safety at the onset of the problem, providing details about location, individuals involved, and a description of the behavior being manifested. If possible, try to isolate the person in crisis away from others.
- II. Public Safety shall respond to the scene immediately. Depending upon the nature of the behavior manifested, Public Safety may also summon College counselors to the scene. If additional resources are required, Public Safety may request assistance from Mobile Crisis.
- III. The responding Public Safety officer, in consultation with College counselors and other College personnel, shall be responsible for directing subsequent actions taken to defuse or resolve the situation.
- IV. Resolving the situation may at times require that the individual in crisis be taken into protective custody. Responding Public Safety officers shall determine this after consultation with College counselors and/or Mobile Crisis, or as situations warrant.
- V. The College will offer post-trauma counseling to employees affected by a psychological crisis. In addition, employees may be directed to the Employees Assistance Program for follow-up counseling.
- VI. All media contact pertaining to a psychological crisis on campus shall be the responsibility of the director of Public Information.

SEVERE WEATHER

I. Severe Thunderstorms

- A. The National Weather Service issues a severe thunderstorm “watch” whenever conditions are favorable for the formation of such storms; it issues a “warning” when such storms have formed and may pose an imminent threat. Public Safety shall monitor both “watch” and “warning” alerts.
- B. If a thunderstorm is believed to pose a danger to TTC personnel/facilities, Public Safety shall activate the Emergency Communications Tree. Additionally, Public Safety officers in the field shall alert anyone who is outside.
- C. If instructed to do so by Public Safety, or if weather conditions dictate, individuals who are inside should be prepared to move quickly to safe areas within their buildings—to areas such as hallways and enclosed classrooms, away from windows. Individuals who are outside should immediately seek shelter in the safest nearby building or under structures that will provide safety, avoiding trees or structures that may collapse or attract lightning.
- D. Any injuries or damage resulting from the storm should be reported to Public Safety immediately.

II. Tornadoes

- A. The protocol for tornado “watches” and “warnings” shall be generally the same as that for severe thunderstorms. However, personnel need to be aware that warning periods may be shorter and, obviously, that damage may be more severe.
- B. If a tornado warning has been issued and you are **inside**,
 - 1. Stay inside.
 - 2. Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets and bookcases.
 - 3. If possible, move to an interior corridor, room or office without windows and crouch low to the ground with your hands covering the back of your head and neck.
 - 4. Do not use elevators.
 - 5. Assist persons with disabilities to the safest area on the same floor.
 - 6. Wait out the storm and expect the power to go off. Be alert to downed power lines and unstable structure.
 - 7. Render aid to the injured and notify Public Safety immediately of injuries and damage.

SEVERE WEATHER (Cont)

- C. If a tornado warning has been issued and you are **outside**,
 - 1. Look for a nearby safe structure in which to seek shelter.
 - 2. If you are in your car, get out of it; never try to outrun a tornado.
 - 3. If there is no shelter, lie down flat in a low area such as ditch away from trees, power lines and poles, and cover the back of your head and neck with your hands.
 - 4. Wait out the storm and expect the power to go off. Be alert to downed power lines and unstable structures.
 - 5. Render aid to the injured and notify Public Safety immediately of injuries and damage.

III. Winter Storms

- A. Public Safety will monitor weather and road conditions and notify the president's office of their status.
- B. Only the president or his/her designee shall have the authority to cancel classes or adjust the times at which they end or resume.
- C. If a decision is made to close the College early, open late, or cancel classes, Public Information shall inform the local media. The College emergency phone lines and the web site will provide information regarding closure or delays. Personnel should not call Public Safety to obtain this information.

IV. Floods

- A. Flooding on or near campus can result from hurricanes, major or multiple rainstorms, water main breaks, plumbing problems, or roof leaks. In the case of imminent, weather-related flooding, Public Safety shall monitor both "watch" and "warning" alerts.
- B. If flooding, either on or off campus, is believed to pose a danger to TTC personnel/facilities, or interrupt academic process, Public Safety shall activate the Emergency Communications Tree.
- C. If instructed to do so by Public Safety, individuals who are inside should quickly move to safe areas within their buildings, or evacuate buildings as instructed by Public Safety. If it is safe to do so, secure vital equipment, records, chemicals, laboratory experiments, and electrical equipment prior to evacuation. Assist persons with disabilities.
- D. Once evacuated, avoid areas susceptible to flooding and seek shelter as necessary. Prohibit smoking during all phases of evacuation.

SEVERE WEATHER (Cont)

- E. Remain as a group and wait further instructions. Public Safety will inform all concerned when the building is safe for re-entry.
- F. If assisting in cleanup, report any oil, chemical or hazardous materials suspected of mixing with flood waters to Public Safety immediately. Do not dump flood water down storm drains.
- G. If instructed to evacuate campus due to outside flooding, depart immediately to avoid being marooned. Evacuation is much simpler and safer before flood waters become too deep.
- H. If you are in a car and it stalls, abandon it immediately and proceed to higher ground. Avoid driving or walking through flooded areas or swiftly moving water.

WORKPLACE VIOLENCE

I. Definition

Workplace violence is a term that has generally been used to describe threatening behavior, acts of violence, or property damage perpetrated by employees. However, the term is not limited to threats or acts committed by employees. It may properly describe threats or acts committed by a host of others when those threats or acts occur on campus or off-campus at College-sponsored events. Those others include, but are not necessarily limited to, students; vendors; visitors; spouses/friends of students, staff, and faculty; and criminals. Also included in this definition are actual or implied verbal and non-verbal threats, harassment, intimidation, and disruptive behavior that may lead to physical harm or property damage.

II. Responding to Non-Threatening Disruptive Behavior

While responding to non-threatening behavior may appear to be outside the scope of this emergency plan, it is actually not, since dealing properly with non-threatening behavior may prevent that behavior from escalating to threatening or violent behavior. The following steps should be taken in response to non-threatening disruptive behavior:

- A. Attempt to defuse the situation by responding quietly and calmly.
- B. Avoid taking the individual's behavior personally.
- C. Demonstrate concern by listening closely and asking questions.
- D. Communicate clearly and summarize what you heard the individual say.
- E. Focus on the areas that you and the individual agree upon and try to resolve the individual's concern.
- F. Notify others (supervisors, Employee Relations, Public Safety) as appropriate, if only to document the incident.

If the disruptive behavior continues, assess whether or not the individual appears to be dangerous. If you believe that the individual is upset but not dangerous, set limits and seek assistance from others as necessary. Examples of setting limits include instructing the individual to lower his/her voice; advising patience so you may help; warning that disruptive behavior will not be tolerated and may result in punitive action; and asking the individual to leave your office/area. If the individual refuses to leave, tell him/her that you will notify Public Safety.

WORKPLACE VIOLENCE (Cont)

III. Responding to Threatening Behavior

- A. Follow the guidelines in Section II above.
- B. Remain in a public area and avoid isolation.
- C. Do not touch or attempt to remove the individual from the area.
- D. Alert others for assistance by using a prearranged distress signal or device. In turn, they should notify Public Safety immediately of as many details as possible of the on-going incident.
- E. Avoid mentioning discipline or calling Public Safety if you believe the individual will respond violently.
- F. Find a way to excuse yourself from the area and get help. For example, you might say, "I need to go check your files."

IV. Responding to Emergencies: Active Shooter and Other Violent Incidents

Shootings and other violent acts are unpredictable, and your immediate response depends on the situation you face. The following guidelines are based on the best practices established by law enforcement experts.

- A. If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:
 - 1. Notify anyone you may encounter to exit the building immediately.
 - 2. Evacuate to a safe area away from danger and take protective cover. Stay there until assistance arrives.
 - 3. Call Public Safety at 574.6911 and provide the dispatcher with the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters/assailants, if known
 - d. Identification or description of shooter(s)/assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
 - e. Your exact location
 - f. Injuries to anyone, if known

WORKPLACE VIOLENCE (Cont)

- B. If you are directly involved in an incident and exiting the building is not possible, take the following actions:
1. Go to the nearest room or office.
 2. Close and lock the door. Barricade door if possible.
 3. Turn off lights, radios and computer monitors.
 4. Close blinds and block windows.
 5. Seek protective cover (behind concrete walls, filing cabinets, thick desks, etc.), away from windows and doors.
 6. Keep quiet and act as if no one is in the room. Silence cell phones.
 7. Do not answer the door.
 8. Notify Public Safety if it is safe to do so, providing the dispatcher with the following information:
 - a. Your name
 - b. Your location
 - c. Number of shooters/assailants, if known
 - d. Identification or description of shooter(s)/assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
 - e. Injuries to anyone, if known
 9. If you are unable to call Public Safety and you have a silent alarm in your area, activate the alarm.
 10. Wait for Public Safety or local police to assist you out of the building.

Local law enforcement agencies are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, Public Safety will respond and evaluate the situation to determine the best course of action for safety of the TTC community. Once the local police respond to campus, they will be responsible for all tactical operations.

METHODS OF COMMUNICATION

Trident Technical College's Emergency Alert System (EAS) is used to communicate vital information to academic credit students and employees as quickly as possible before, during and after a campus emergency.

The Emergency Alert System (EAS) includes the following notification components:

1. **EAS Mobile:** Text and/or voice messages sent to cell/home phones, PDAs, etc. (Students/employees must subscribe through the CampusCruiser CruiserAlert system to receive messages.)
2. **EAS E-mail:** E-mail alerts sent to CampusCruiser and personal e-mail accounts. (Students/employees must subscribe through the CampusCruiser CruiserAlert system to have e-mails sent to personal e-mail accounts.)
3. **EAS Campus:** Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
4. **EAS Web:** Alerts posted on TTC's Web site (www.tridenttech.edu) and on TTC's CampusCruiser page.
5. **EAS InfoLine:** Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
6. **EAS Media:** Alerts sent to local media outlets (radio, television, newspaper).

CruiserAlert will be used to send text, voice and e-mail messages to subscribers in the event of a campus emergency. To subscribe to CruiserAlert:

- Log in to [CampusCruiser](#) using your ID and password.
- Click on the MyCruiser tab at the top of the page, then click on My CruiserAlert in the bar just below the tabs.
- Enter your phone number, service provider and e-mail address.

While there is no charge to subscribe to CruiserAlert, your cell phone provider may charge a fee for delivery of text messages based on your calling plan. This is an optional service that will only be used to advise you of potential, developing, or existing critical emergencies.

EMERGENCY NOTES

Date/Time:

Message:

Actions: