



**SPARTANBURG
COMMUNITY
COLLEGE**

EMERGENCY RESPONSE GUIDE

*SCC Campus Operations
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OVERVIEW OF EMERGENCY RESPONSE GUIDE

I. Purpose

This plan serves as a guide for all College personnel in the event of an emergency at or near one of the campuses of Spartanburg Community 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 guide 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 guide 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

An electronic copy of this plan can be found on the SCC website at (<https://www.sccsc.edu/alert/>) as well as on the SCC portal in the “Campus Applications” section. Look for this alert symbol at both locations:



II. Concept of Operations

- A. General
 - 1. Priorities for any emergency situation, on or off campus will be (in order of priority) 1) Life Safety, 2) Incident Stabilization, 3) Property Conservation.
 - 2. Campus Emergencies
 - a. College personnel will respond to campus emergencies using College resources as applicable. When the College (or one of its campuses) is designated as “closed”, non-essential employees shall not come to the College (or onto the designated SCC campus) unless specifically directed to do so by their supervisor.
 - b. Campus Police may be contacted by dialing 4911 from any campus telephone or (864) 592-4911 from a cellphone or off campus location.

- c. Some situations will require emergency response from local government agencies which have the necessary trained personnel and emergency equipment. Local emergency services may be contacted by dialing 911 from **any** telephone (it is not necessary to dial an extra “9” when dialing 911 from a campus telephone).

3. Off-Campus Emergencies

- a. In some cases, emergencies occurring off campus will affect the College and its normal operation.
- b. Notify local emergency services by calling 911. Campus Police may be notified by calling (864) 592-4911.

B. Phases of College Emergencies

1. Mitigation/Preparedness Phase

- a. Through training and preparedness planning, 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 minor 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. During emergency operations, the National Incident Management System (NIMS) will be utilized and a Unified Command established with external responders and agencies.
- 2. The president (or designee) is responsible for 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 Business Affairs. If both are unavailable, responsibility will pass to the Senior Vice President of Academic Affairs in consultation with the Emergency Management 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.

3. The president has designated the director of Campus Operations as emergency preparedness coordinator and Emergency Operations Director for the College. In the event the director of Campus Operations is unavailable, the highest-ranking Campus Police 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 Campus of Campus Operations and Campus Police will provide support as requested or as defined in this plan.

D. Authority, Organization and Responsibilities

1. Authority

The authority for this emergency plan is derived Spartanburg Community College Policy II-30.2.

2. Organization

- a. The College's Emergency Management Team, comprised of key College administrators and personnel (Appendix A), will report to the President and act in support of the operational aspects of this plan.
- b. The College's Emergency Operations Group, comprised of key College administrators and personnel with specialized areas of expertise (Appendix B), will report as needed to the Emergency Operations Director (or as required under the NIMS) and direct tactical implementation of this plan.

3. Responsibilities of the Emergency Management Team and Emergency Operations Group

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

EMERGENCY MANAGEMENT TEAM

ADMINISTRATOR

FUNCTION

President and designee	Emergency Management Administrator
Vice President for Business Affairs	Facilities and Finance Coordinator
Director of Campus Operations	Emergency Operations Director
Administrative Coordinators to President	Emergency Operations Center Coordinators
Sr. Vice President for Academic Affairs	Academic Operations Coordinator
Vice President for Student Affairs	Student Services Coordinator
Director of Information Technology	Technology and Records Coordinator
Executive Assistant to the President AND/OR	Public Information Officer
Director of Marketing & Public Relations	
Executive Director of Advancement & Finance	Resources Coordinator
Campus/Site Director (site specific)	Campus/Site Coordinator

EMERGENCY OPERATIONS GROUP

Chief of Campus Police	Campus Police Coordinator
Maintenance Supervisor	Facilities Protection Coordinator
Assoc. VP of Enrollment & Retention	Student Services Control Officer
Business Manager	Procurement, Insurance and Property Control Officer
Director, Human Resources	Employee Relations Issues Coordinator
Director, Finance Department	Finance Officer
Designee, Marketing & Public Relations	Public Information Officer
Asst. Vice Presidents, Deans, Department Heads, Directors (as needed)	
Individual Emergency Planners (as designated)	

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 the scene is safe.
- 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. In the event a vehicle accident results in fire, hazardous materials release, or injuries requiring medical attention **immediately dial 911**. A second person should simultaneously notify Campus Police. If no second person is available, the 911 caller must notify Campus Police immediately upon completion of the call to 911.
- D. Notify Campus Police of the accident, providing details about the location, number of vehicles involved, vehicle descriptions, and any injuries that resulted. Advise Campus Police if 911 has already been called to request emergency services, and whether or not they are needed. Remain on the telephone with Campus Police unless instructed otherwise.
- E. Remain at the scene of the accident until a Campus Police 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.
- F. Upon arrival, the responding Campus Police officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, notification to the President/Emergency Group, and submission of any required motor vehicle collision reports.
- G. If a vehicle accident occurs near but off campus, report the accident via 911 or to SC Highway Patrol at *HP and assist as appropriate at your discretion. If an SCC owned vehicle is involved in an off campus accident, notify Campus Police and follow other related policies as required.

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 the scene is safe.
- 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. In the event a vehicle accident results in fire, hazardous materials release, or injuries requiring medical attention **immediately dial 911**. A second person should simultaneously notify Campus

Police. If no second person is available, the 911 caller must notify Campus Police immediately upon completion of the call to 911.

- D. Notify Campus Police of the accident, providing details about the location, nature of the accident, and any injuries that resulted. Remain on the telephone with Campus Police unless instructed otherwise.
- E. 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.
- F. If the accident involves injury to a SCC employee, work-study student, or student working in a clinical or off-site location, notify the College's Worker's Compensation coordinator (Human Resources 864-592-4615) as soon as feasible. If Campus Police has been notified of the accident and responded, that department shall contact the College's Workers' Compensation coordinator.

If Campus Police 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 (Human Resources 864-592-4615), who will likely need to obtain additional information directly from the injured in order to coordinate the submission of required paperwork.

- G. If the accident involves injury to a student or visitor, the College's Insurance and Risk Manager (Business Affairs Administrative Coordinator 864-592-4647) must also be notified. Campus Police shall provide this notification in all instances when they have been notified of an accident and responded.
- H. Upon notification, Campus Police will notify the President's Office and other key personnel of an accident or injury to a SCC student, employee, or visitor.
- I. Upon notification, Campus Police shall document accidents in an incident report. When possible, the cause of the injury will be identified. The College shall then take steps to eliminate any causes of the injury as appropriate.

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 Campus Police (even when local emergency responders have been called directly via 911).

While it is impossible to address every conceivable injury or illness, the following procedure should be used to address a medical problem beyond a minor cut, injury, or illness:

- I. Check the scene to make sure the scene is safe.
- II. Call or instruct someone else to call Campus Police 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. In the case of life threatening or other serious injury or medical condition contact local emergency services immediately by calling 911, then notify (or have someone else notify) Campus Police.
- IV. Remain or ask someone to remain on the line with the Campus Police Officer and/or 911 dispatcher in case follow-up information is necessary.
- V. 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.
- VI. Remain or instruct someone to remain at the scene as long as necessary to assist Campus Police and/or other responding personnel.

FIRE AND OTHER EMERGENCY EVACUATIONS

To help ensure 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. Fire alarm systems will be activated for fire or fire drills only. Other emergency and/or evacuation notifications will be made as described elsewhere in this manual. The fire alarm will not and should not be used to signal other types of emergencies.

In order to acquaint everyone with the sound of the fire alarm and the exit routes to be followed, Campus Police 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 Campus Police. 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 (but unlocked if possible) 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 Campus Police immediately.
- VIII. Remain as a group and wait further instructions. Campus Police will work with other emergency responders and agencies to determine and announce when the building is safe for re-entry.
- IX. Prohibit smoking during all phases of evacuation.
- 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 Campus Police or other emergency responders any way you can.

Additional Note:

Student Disability Services 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.

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, Campus Police) 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 Campus Police.

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 Campus Police immediately of as many details as possible of the on-going incident.
- E. Avoid mentioning discipline or calling Campus Police 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. The following guidelines are based on the best practices established by law enforcement experts. In the event of an act of violence on campus, local law enforcement will be contacted immediately for assistance. Access to the campus will be restricted immediately upon notification of the incident.

- A. If you are in the same building as an incident and it is possible to do so safely, exit the building immediately, moving away from the immediate path of danger, and take the following steps:
 1. Notify anyone you encounter to exit the building immediately.
 2. Evacuate to a safe area and take protective cover. Stay there until assistance arrives.
 3. **Call 911 and Campus Police at 4911 or 864-592-4911.** Remain calm and provide as much information as possible.
- B. If you cannot safely exit the building, or are directed to a "Hard Lockdown," take the following actions:
 1. Go to the nearest room or office, close and lock the door; barricade door if possible.
 2. Turn off lights, radios and computer monitors, close blinds and block windows. Silence cell phones and keep quiet as if no one is in the room.
 3. Seek protective cover (behind concrete walls, filing cabinets, thick desks, etc.), away from windows and doors. Do not answer the door.
 4. **Call 911 and Campus Police at 4911 or 864-592-4911.** Remain calm and provide as much information as possible.
 5. If you are unable to call Police and you have a silent alarm in your area, activate the alarm.

6. Wait for Campus Police or other Emergency Responders 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, Campus Police will respond and evaluate the situation to determine the best course of action for safety of the SCC community. Once local law enforcement arrives on campus, they will be responsible for all tactical operations. Uninjured students, faculty, and staff will be evacuated to a safe location as the situation allows.

Once the incident is under control, the scene will be secured immediately to preserve all evidence. Campus Police and other law enforcement agencies will collect vital information on the assailant(s) and the incident by interviewing witnesses.

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 or off campus.
- C. Upon completion of the call, immediately notify Campus Police 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.

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 Campus Police (4911), providing information about the location of the item.
- D. Wash your hands with soap and water.
- E. Be prepared to provide Campus Police with the names of others who may have touched the letter or package.
- F. Follow any subsequent directives of Campus Police. 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 Campus Police immediately.
- II. Campus Police must report any such demonstrations to the president, who has the right to deny the demonstration to take place on a SCC campus.
- III. Demonstrators who cause disruption or disturb College activities will be informed by Campus Police of the pertinent statute and given official trespass or disturbing school notices. Campus Police shall also advise the demonstrators to disperse by a specified time.
- IV. If the demonstrators do not disperse by the specified time, the Campus Police 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. Campus Police 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. Campus Police 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.

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 Campus Police 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. Campus Police shall respond to the scene immediately. Depending upon the nature of the behavior manifested, Campus Police may also summon College counselors to the scene. If additional resources are required, Campus Police may request outside assistance.
- III. The responding Campus Police 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 Campus Police officers shall determine this after consultation with College counselors, 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. Campus Police shall monitor both “watch” and “warning” alerts.
- B. If a thunderstorm is believed to pose a danger to SCC personnel/facilities, Campus Police shall activate the Emergency Communications Tree. Additionally, Campus Police officers in the field shall alert anyone who is outside.
- C. If instructed to do so by Campus Police, 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 Campus Police 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 Campus Police immediately of injuries and damage.

- 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 Campus Police immediately of injuries and damage.

III. Winter Storms

- A. Campus Police 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 Campus Police 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, Campus Police shall monitor both "watch" and "warning" alerts.
- B. If flooding, either on or off campus, is believed to pose a danger to SCC personnel/facilities, or interrupt academic process, Campus Police shall activate the Emergency Communications Tree.
- C. If instructed to do so by Campus Police, individuals who are inside should quickly move to safe areas within their buildings, or evacuate buildings as instructed by Campus Police. 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.
- E. Remain as a group and wait further instructions. Campus Police 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 Campus Police 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.

GAS LEAKS

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

- I. Notify Campus Police immediately if a gas leak is suspected, then immediately notify Campus Operations at 4759 from a campus telephone or (864) 592-4759 from an off campus telephone or cellphone. Provide details about the location and circumstances. Campus Police will respond and will also notify Campus Operations.
- 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 Campus Police 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. Campus Operations will investigate the possible leak and either fix it or call the appropriate electric utility or contractor to repair the leak.
- VI. Campus Operations will communicate to Campus Police personnel when corrective action has been completed and when reentry is safe. Campus Police will then provide access accordingly.
- VII. The Marketing & Public Relations Office will communicate with College personnel and the media as appropriate.

POWER AND WATER OUTAGES

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

I. Individual Response

- A. Call Campus Operations(4759) to report any room, building, or campus power or water outage.

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 Campus Operations at 864-592-4759.

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

Note:

For extended outages, information about the projected duration of the outage and any other pertinent information will be available on the College website www.sccsc.edu .

- C. For power outages:

1. 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 Campus Police, move to an exit with natural light or to an outside location, weather permitting.
2. 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.
3. 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.
4. As you leave your work site, take your essential personal possessions and lock your office or room door.
5. Assist anyone requiring help, and do not use elevators. If you are in an elevator during a power outage, call Campus Police by using the telephone inside the elevator. Remain calm, and Campus Police or Campus Operations will respond to your location and provide assistance. If you are aware of others trapped in an elevator, also contact Campus Police immediately

6. 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 Campus Police and wait for an escort.
7. 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 Campus Police.
8. Remain in the evacuation area until Campus Operations, or a designee, indicates that you may return to your work site.

II. Institutional Response

- A. Once Campus Police is alerted to a power or water outage, the department will in turn notify Campus Operations and the President's office.
- B. Campus Police and Campus Operations personnel shall survey the campus to determine the extent of the outage and, if possible, to identify the source of the failure. Note that outages may encompass an entire campus and surrounding community, or locally affect only portions of a building.
- C. Campus Operations shall notify the President's office and Campus Police of the results of its survey of the outage and, if possible, provide an estimate of the time required to restore services.
- D. Campus Operations 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 cannot be identified, or if repairing the outage is beyond the scope or authority of the College to repair in a timely way, Campus Operations shall notify the utility company or the appropriate contractor.
- F. Campus Operations 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, Campus Operations shall keep both the president's office and Campus Police 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.

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 Spartanburg 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 Campus Police and provide information about the location of individual needing assistance. If you are not able to contact Campus Police because of power outages, make a mental note of the people needing assistance and their locations, and attempt to exit the building; then report the information to Campus Police or other emergency responder as quickly as possible.
- 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 Campus Police 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 Campus Police or emergency personnel indicate that you may.

- VII. The College's Emergency Management 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 support the Emergency Operations Director in 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.