



EMERGENCY OPERATIONS PLAN

August 10, 2022

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1.0 Purpose

The University of South Carolina Beaufort committed to providing a safe work environment that is free of recognizable hazards. It is the policy of the University to comply with all applicable state and federal standards, codes, and regulations, including the Occupational Safety and Health Administration (OSHA).

Additionally, the USCB Emergency Operations Plan has been developed to provide a carefully prepared guideline of response actions for all hazard emergency response scenarios on campus. The purpose of this plan is to save lives, reduce the incidence of personal injury, and prevent property damage.

This plan is a living document that shall be reviewed by the Emergency Management Coordinator who also serves as the Environmental Health and Safety Manager at least annually and modified as changes occur. This plan incorporates the National Incident Management System (NIMS) requirements as well as the use of Emergency Notification/Warning Systems to include outdoor emergency tones, public address instructions, text messaging, emergency web alert notifications and protocols found in the USCB Emergency Quick Reference Guide. It also establishes the Director, USCB Department of Public Safety (DPS), as the single responsible authority for emergency response, including coordination, planning, communications, drills, and community liaison. To supplement the EOP and USCB Alert website, a quick reference Emergency and Safety Procedures Guide, designed to help faculty, staff and students respond to on-campus emergencies is available and easily accessible.

2.0 Scope

The EOP divides the response procedures for campus emergencies into three (3) distinct categories. An explanation of each category is outlined in Section 3.0 (Generic Response Outline) In each case, the actions for emergency notification and response are intended to be sufficient to serve the entire campus community. Some Departments have additional specific safety issues or concerns that are unique and beyond the scope of the general provision of this EOP (i.e., USCB Housing and USCB Athletics). It is the responsibility of these Departments to develop a complementary EOP to meet their specific needs as warranted. This effort is coordinated by the Director, USCB DPS. The Emergency Management Coordinator is

responsible to the Director in developing and maintaining such plans and drills.

An emergency or disaster may occur at any time of the day or night, weekend, or holiday with little or no warning. The succession of events in an emergency is not predictable; hence, these published emergency plans, and web “What Do I Do Protocols” will serve as guides but may require modification by First Responders or the Director, USCB DPS as events unfold.

3.0 Generic Response Outline

Anyone with knowledge of an emergency on the USCB campuses should immediately call 843-208-8911 for the Bluffton Campus, 843-812-8186 for the Beaufort Campus, or 843-208-4911 for the Hilton Head Campus from a telephone to report the incident to the on-duty University Police Officer. The University Police, available 24/7, will collect as much information as needed from the caller and respond to the emergency as outlined in the applicable procedures of the EOP. Abridged Emergency protocols for campus and housing can be found on the Public Safety Web Page (https://campuslife.uscb.edu/public-safety/pdfs/Emergency-Operations-Plan_5-22-18.pdf) and the Emergency and Safety Procedures Guide for quick reference and guidance. The detailed notification and response procedures of the EOP are divided into three (3) categories described below. All categories require specific actions from the Initiator (Person at the Scene), the affected Department, the Chief of University Police (CP) and Duty Officer (First Responder), the University’s designated prime contact and Senior Leadership who is notified by the Chief of University Police (Primary Authority), as well as Maintenance or other Key Support Staff who may be called upon to provide assistance. The Chancellor and the Executive Vice Chancellor for Academic Affairs will be notified by the CP of all incidents. The CP will also notify the Vice Chancellor of Student Development about all incidents involving Students, the Executive Vice Chancellor for Academic Affairs for all incidents involving Faculty and the Vice Chancellor for Finance and Operations for all incidents involving staff and damage to facilities and equipment. The Department of Public Safety may also call upon the Director for Facilities Maintenance, Director of Human Resources, Vice Chancellor for Advancement and other administrators and their staffs to assist as the situation warrants. In many cases, detailed information will not be broadly disseminated based on the need to protect the safety or privacy of the individuals involved. The Vice Chancellor for Advancement will update the Emergency Web Alert Page and provide media with any news releases.

3.1 Category I Events

A Category I event primarily affects one Department or Division of USCB and does not seriously impact the overall functional capacity or day to day operations of the University. It generally requires a limited internal response. Although a Category I incident affects only a small number of people, it has the potential of a broader impact on the University's reputation if handled improperly or insensitively. Appendix C contains procedures for Category I events including but not limited to the following:

- Attempted suicide of a student, faculty, or staff member
- Death of a student, faculty, or staff member
- Accident or serious illness (drug/alcohol overdose, hazing)
- Major Crime (Victim of assault, robbery, rape/sexual assault)
- Arrest on a major charge
- Family Emergency
- Small, localized fires
- Hazardous chemical spills
- Mental Health Crisis

3.2 Category II Events

A Category II event impacts multiple Departments of the University and requires a coordinated University response. In most cases it is confined within the borders of the campus, but requires the support of county and municipal agencies, including emergency response personnel. It is any serious incident, potential or actual, that disrupts the overall operation of the University, not including incidents listed as Category III, which are catastrophic in scale involving the entire community. Upon notification of a Category II emergency, the Chief of Police will initiate the emergency response. Immediate action may involve the activation of emergency notification systems (tone array, public address, emergency web alert instructions, or text messaging) Appendix F discusses the emergency notification configuration. Depending on the nature and severity of the emergency, the Chancellor or the Director of Public Safety may assemble the Emergency Team (ET) and establish an Incident Command Center. Procedures for Category II events are described in Appendix D. Examples of Category II events include but are not limited to the following:

- Major Fire
- Electrical Power Outages
- Missing Person(s)

- Structural or Facility Disaster
- Gas Leak
- Inclement Weather
- Bomb Threat
- Hostage Crisis
- Campus Wide Safety Alert
- Active Shooter/Assailant

3.3 Category III Events

A Category III event is an emergency that is catastrophic in scale and generally affects the surrounding community, as well as the University. Due to its nature and severity, a Category III event is one that may seriously impair or halt University Operations and requires a response far beyond the University's internal capabilities. Upon notification of a pending emergency or in reaction to an event that was unforeseen, immediate action will involve the Chief of Police or Duty Officer activating the emergency notification systems (tone, PA, emergency web alert instructions, text messaging). The Emergency Team will be assembled, and an Incident Command Center established. Procedures to follow for Category III events are described in Appendix E. Examples of Category III events include but are not limited to the following:

- Tornado or Hurricane
- Earthquake
- Violent Civil Disturbance (Protest, Riots, on/off campus)
- Large Transportation Accident
- Act(s) of Terrorism
- Mass Casualty Event

4.0 Organizational Structure

Guidelines identifying who should be contacted for each type of event are provided in the individual emergency action procedures listed in Appendices A-E. Basic roles and responsibilities for individuals on the flow chart are provided below.

4.1 Administrative Chain of Authority

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

- Chancellor
- Executive Vice Chancellor for Academic Affairs
- Vice Chancellor for Business and Finance
- Vice Chancellor for Student Development

Decisions relating to emergency response, such as the decision to activate emergency

notification systems (tone, PA, web alert instructions, text messaging), are made by the Department of Public Safety coordinating with the primary authority. The decision to cancel classes, to send employees home, or to close the University are made by the top-ranking available person in the administrative chain of authority, based on input from other available administrators and emergency response personnel.

4.2 On Site Incident Command and Control

The authority to declare a University state of emergency and to provide comprehensive oversight of emergency operations rests with the Chancellor or his/her designee as outlined above. In the absence of this authority, the Director of Public Safety/Chief of Police will assume control of the on-site emergency.

Depending on the scope and severity of the emergency, the Chancellor or Director of Public Safety may activate the Emergency Team and an Incident Command Center. The primary authority will assist with this coordination effort. Suggested locations for the Incident Command Center are provided in Appendix G. The optimal location is dependent upon the unique circumstances of the emergency. Criteria to be considered in selecting an appropriate site are as follows:

- Availability of emergency power and lighting
- Availability of telecommunications/radios and computer systems
- Haven Requirements
- Desired proximity to (distance from) the location of the emergency

4.3 First Responders

Initiator/Informant: The initiator/informant is an individual with firsthand knowledge of the incident. This person begins the emergency response process by performing one or more of the following actions:

- Pulling a fire alarm to prompt immediate notification of an emergency that requires a building evacuation.
- Contacting University Police (First Responders) directly to report an emergency, or both.

To the degree that such detail is known, the initiator shall provide specific information regarding the type and nature of the emergency, the exact location, and the person(s) involved. A response may also be initiated by offsite fire alarm monitoring who will call USCB Police.

University Police: The on-duty Police Officer or Public Safety Officer will immediately notify USC

Dispatch, the USCB Director of Public Safety/Chief of Police and community resources for back up support (utilizing standard Police protocol) and take any other actions required to contain and stabilize the emergency (on duty maintenance will assist for facility issues). If a building evacuation is required and an alarm has not already been sounded, the officer will activate the appropriate alarm. If the campus must be immediately alerted to a situation, or locked down (intruder on campus), the Officer will activate the Emergency Notification Systems (Warning tone, pre-recorded PA message, web alert, and text messaging). It is the responsibility of the on-duty Police Officer or Public Safety Officer to contact the following people or Departments as needed:

- Director of Public Safety/Chief of Police
- Director of Facilities Maintenance or on-call Maintenance Technician
- Notify USC Dispatch to contact the following as needed:
 - Beaufort County Sheriff's Office/SWAT
 - Beaufort County EMS
 - Bluffton Township Fire Department
 - Beaufort City Police Department
 - Beaufort City Fire Department
 - Town of Hilton Head Island Fire and Rescue

The Director of Public Safety/Chief of Police or Duty Supervisor once notified about the emergency, shall provide appropriate guidance to the on-duty Police Officer, activate emergency notification systems, and contact the designated personnel in accordance with the applicable protocols and emergency procedures of the Emergency Action Plan. If the Director of Public Safety/Chief of Police is not available, the succession of command as depicted in the Departments Policy will assume these duties.

Facilities Maintenance, under the direction of the Director, Facilities Maintenance will respond to a facility emergency by performing one or more of the following actions:

- Assisting building occupants by providing appropriate guidance (during normal work hours)
- Dispatching Operations personnel to effect damage control and repairs

Information technology Department: The Director of Public Safety/Chief of Police shall contact the Senior Director of Information Technology to report any emergency involving a communication or data systems failure. In most cases, an automated monitoring system will have already alerted computer services personnel to the problem. An Incident Report will

provide a second layer of reliability and ensure appropriate notification in the event of a catastrophic system failure (when the automated alert is not operable).

University Housing: The Director of Housing and Judicial Affairs will respond to any emergency impacting student residents and/or housing facilities by:

- Dispatching Professional Staff to coordinate student emergency response
- Contacting Resident Assistants (RAs) to notify them of the crisis in order to provide guidance to student residents using Housing emergency protocols
- Dispatching Staff to implement University Housing specific emergency plans

4.4 Emergency Team

Depending on the nature of the crisis, an Emergency Team may be assembled in full or in part to assist carrying out the emergency response. Guidelines for composition of the Team are provided in the individual procedures of the EOP. The team may include:

- Chancellor, or Designee
- Executive Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Development
- Vice Chancellor for Finance and Operations
- Vice Chancellor for University Advancement
- Vice Chancellor for Enrollment Management
- Director, Facilities Maintenance
- Director, Public Safety
- Director, Housing and Judicial Affairs
- Emergency Management Coordinator
- Aramark Manager
- Athletic Director
- Key Support Staff as needed

The Emergency Team will assist the Department of Public Safety coordinate an emergency response by:

- Collecting and evaluating incident information
- Developing a strategic emergency response (Incident Action Plan coordinating with Public Safety authorities) utilizing the NIMS Field Guide, clear text and ICS terminology
- Activation of Emergency Notification Systems (Warnings and Messages)
- Assembling and deploying University and Community Resources
- Monitoring the situation, evaluating the effectiveness of the emergency response
- Implementation and modifications actions as needed
- Distributing information and maintenance of emergency alert information as necessary

Phone numbers for potential members of an Emergency Team as listed in Appendix A, along with the phone numbers of other personnel who may be able to assist in executing emergency

response actions.

4.5 Roles and Responsibilities

Chancellor – See section 4.1, Administrative Chain of Authority, and Section 4.2, On Site Incident Operations Chief. The Chancellor will notify the Vice Chancellor for University Advancement of the incident and discuss information dissemination prior to press releases.

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

- Executive Vice Chancellor (Faculty) – Eric Skipper
- Vice Chancellor for Student Development (Students) – Angela Simmons
- Vice Chancellor for Operations and Finance (Staff and Facilities)

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

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

Administrator	Incident Type
Executive Vice Chancellor	Weather related, involves Faculty, Impacts Class Schedules
Vice Chancellor for Student Life	Involving Students and Student Issues
Vice Chancellor for Finance and Operations	Human Resource Support, Involves Staff, requirement for insurance claims for facility/equipment damage, Involves campus facilities and equipment
Vice Chancellor for University Advancement	Generates media or public interest, Impacts campus event schedule
Chief Information Officer	Information Distribution, Impact of Communication infrastructure

Vice Chancellor for Advancement: As the University’s official spokesperson, the Vice Chancellor

will assist in emergency management and notification in the following ways:

- Provide clear and concise information to the media, as necessary
- Distribute official University statements and emergency updates to the campus community using Web Alert emergency web page

Emergency Procedure (Appendices B-E) identifies specific USCB key support staff whose knowledge and expertise may be particularly valuable in emergency management and control efforts:

- Director of Facilities Management
- Associate Director of Student Housing and Judicial Affairs
- Assistant Director of Housing
- Director of Counseling and Accessibility Services
- Director of Human Resources
- Emergency Management Coordinator

Faculty: If an emergency evacuation is required, it is important that faculty be able to provide an accurate list of their class attendees, including those absent and present at the time of the emergency.

Environmental Health and Safety Manager (EHS): The EHS will routinely schedule evacuation drills and provide EOP training. New employees will be given a copy of the Emergency Quick Reference Guide, access to the emergency application download and directed to study the web based EOP with their orientation package. EHS will be available to answer questions regarding the EOP.

5.0 Emergency Evacuation and Assembly

The primary goal in any emergency response is to protect human lives and reduce the potential for personnel injury. It is critically important to know how and where to direct people. In the case of a building emergency such as a fire, people are to evacuate the building in a safe and orderly manner and assemble at their rally points. Other emergencies may involve evacuating to an offsite location or to the Recreation Field. Evacuation involving hazardous weather, or campus intruder, may require people to take shelter within a building in a designated area or refuge. Individual safety procedures in Appendices B-E contain the planned responses. Egress and Ingress plan for each building are posted in campus buildings.

5.1 General Procedures for Evacuation

Initiation: The signal to evacuate a facility may be communicated in any of three ways. In most

cases the preferred means shall be the activation of the building fire alarm at the closest pull station. If the alarm is inoperative, emergency personnel may use portable air horns or voice announcements to signal the need for evacuation. In some instances, it may be advisable to conduct an evacuation without sounding an alarm (i.e., Hostage Crisis). In this case emergency personnel will systematically move throughout the building to instruct occupants on how to evacuate.

Control and Coordination in Housing: Resident Assistants (RAs) who are present will assist in the evacuation by providing clear, concise instructions to building occupants. As conditions permit, RAs shall also survey their assigned areas, including Areas of Rescue Assistance (ARA), to verify a complete evacuation and will immediately notify first responders if any occupants remain in the building.

Upon exiting the building, everyone is to remain together and move directly to the designated rally point closest to their facility exit. Personnel accountability and any further instructions, including those involving campus evacuation to an off-site rally point, will be provided and relayed through the emergency notification PA system. An “All Clear” signal tone to return to the building will also be given through the emergency alert/warning system.

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

- Remain calm and orderly (walk fast, do not run)
- Listen carefully and follow directions given by DPS, Law Enforcement, RAs, or other First Responders
- Follow the primary egress route unless it is blocked, or you are directed otherwise
- Use the secondary route if the primary is obstructed or unsafe
- Use the stairs, not the elevators
- If disabled, in need of assistance, use the phone at the ARA to call a First Responder
- Be careful not to obstruct emergency vehicle traffic or First Responders
- Do not re-enter the building until the “All Clear” announcement is sounded, or you are informed by an RA or First Responder that it is safe to do so

Rally Point and Rescue: Once everyone has assembled at the rally point, DPS, University Police and RAs will compile a list of all those present. When requested, the lists shall be given to the First Responder Command Authority, along with a list and information about personnel who did not evacuate, may be trapped, or who may be waiting for rescue. Rescue operations shall be conducted by trained professional emergency personnel only.

5.2 Evacuation of Individuals Unable to Evacuate

Not all people are capable of safely evacuating a building without assistance. Children, the elderly, those with physical disabilities, or those impaired by the emergency may need assistance evacuating. A friend, associate, or even a bystander may be called upon to render aid. Criteria for assisting others are as follows:

- Faculty members shall identify any person(s) in their classrooms who need assistance and assign two individuals from the class to assist them during an evacuation
- People with limited mobility on a level other than ground level, who are unable to utilize the stairway and in need of emergency personnel assistance, should be escorted to a stairwell free of life-threatening hazards
- If conditions permit, one willing escort should remain with the person in the stairwell until emergency personnel initiate the rescue
- Upon exiting the building, any person aware of individuals unable to evacuate, including those waiting at stairwells, shall immediately report the location and condition of person(s) needing aid to first responders

The following specific guidance is provided for those rendering assistance:

- Individuals who are visually impaired or blind
 - Advise the person without sight of the nature of the emergency and offer your arm for guidance
 - As you walk, inform the person where you are and of any obstacles in their path
 - When you reach safety, orient them to a safe location and ask if they need additional assistance
- Individuals with a hearing impairment
 - Individuals with a hearing impairment may not hear an audible fire alarm, an alternate warning system must be used especially in buildings not equipped with strobe alarms. The best method is to write a quick note "Fire alarm – evacuate!" Additional writing can slow egress
- Individuals with wheelchairs or scooters
 - Most will be able to evacuate safely without assistance if they are on the ground floor
 - For floors above ground level, needs and preferences will vary
 - Individuals with limited mobility should always be consulted before assistance is rendered. In some cases, the preference is to wait in the stairwell for rescue personnel
 - If immediate rescue is preferred or necessary, determine:
 - The preferred manner to handle the person safely, including removal from the wheelchair or scooter
 - The number of people required for assistance
 - Placement following evacuation (another wheelchair/scooter or stretcher)
 - Whether immediate medical attention is likely or necessary

- The wheelchair or scooter should be moved by others as soon as safely possible. Motorized scooters are heavy and may require multiple people to transport
- Individuals using Crutches, Canes, or Walkers
 - Individuals using crutches, cane, or walker who are unable to utilize the stairs with minimal assistance, should be treated as if they were injured, similar to those who use wheelchairs
 - Individuals in this category should be led to a stairwell and offered a sturdy chair with arms, until further assistance can be provided

Automated External Defibrillators (AEDs)

- USCB has twenty-one (21) AEDs on campus in the event of a medical emergency
- AEDs utilize an embedded computer chip to analyze and correct heart rhythms instantly
- First Responders and those that have completed the Red Cross AED course are trained in their use

5.3 Procedures for Ingress/Interior Shelter

In the event of an external threat, such as hazardous weather, chemical/biological incident, or campus violence, individuals may be directed to take shelter in areas of haven and remain there until the “All Clear” is given. The requirement to seek shelter shall be communicated using every means possible including emergency tone, PA notification, text messaging, emergency web alert, email, automatic voicemail messaging, two-way radios, and external announcements by the Department of Public Safety and University Police. An Incident Command Center may be established.

Communications and Locations: If electronic and telephonic communications are available; the Office of University Advancement shall take the lead role in information distribution in cooperation with the Department of Information Technology. The Departments of Public Safety and Housing and Judicial Affairs shall work jointly to disseminate the necessary advisories and provide radios to remote locations to allow two-way communications with the Command Center. RAs shall be employed within their respective areas to assist with communications and provide necessary reports, including accountability of individuals taking refuge. Individuals may be advised to move to another building for better shelter or improved communications. For example, during a hurricane, Housing residents may be offered shelter at USC-Aiken. Occupants will be instructed to shelter within a particular area of the building they are in, generally, on the ground floor away from windows.

6.0 Notification and Incident Reporting

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

6.1 Notification of Family Members

Information regarding the serious injury or death of a USCB employee or student shall be communicated to officially designated next of kin prior to the release of such information to the public or media. For incidents involving students, initial contact of next of kin shall be made by the Vice Chancellor for Student Life, or others specifically granted such authority by the Chancellor. For incidents involving employees, initial contact shall be made by the senior administrator in the employee's chain of command. In either instance, this will be done upon confirmation the coroner has made such notification in accordance with South Carolina State Law.

6.2 Release of Information to the Public

Official comments and release of information about any campus emergency, including statements made to the media and local, state or federal authorities, will be released to the public through the Office of University Advancement, the Chancellor, or others specifically granted the authority. To support this effort, the Vice Chancellor for Advancement should be immediately notified.

6.3 Activation of Benefits

Incidents resulting in a work-related injury, illness, or death of a USCB employee (including student employees) shall be reported to Human Resources as soon as practical to ensure

proper activation of personnel benefits.

7.0 Plan Distribution and Employee Training

The USCB Emergency Operations Plan is posted on the University's website. Employees may access the complete document at the following web address

(https://campuslife.uscb.edu/public-safety/pdfs/Emergency-Operations-Plan_5-22-18.pdf). Hard

copies of the EOP shall be held by the following offices: Chancellor, Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Operations and Finance, Vice Chancellor for Student Life, Vice Chancellor for Enrollment Services, Vice Chancellor for University Advancement, Chief Information Officer, Director, Facilities Maintenance, Director, Housing and Judicial Affairs, Director, Marketing and Community Relations, Emergency Manager, and the Department of Public Safety. Additionally, any person(s) serving on the Emergency Team shall maintain pertinent sections in their entirety. New Employees, including student hires, shall carefully review the web based EOP as part of employee orientation. The quick reference Emergency and Safety Procedures Guide will be distributed to all Faculty and Staff.

7.1 General Campus Training

The Director of Public Safety/Chief of Police, with assistance from the Emergency Manager, shall develop and maintain a training plan to ensure that all employees of the University are familiar with the EOP. Such training shall be accomplished through a combination of Departmental meetings, new employee orientation sessions, emergency response drills, and faculty meetings, and classified employee assemblies when appropriate. Emphasis shall be given to evacuation and immediate actions for life threatening emergencies. In all cases the subject and content of training and attendance shall be documented. The Emergency Manager will maintain all EOP training records.

7.2 Plan Changes and Notifications

Official changes to the EOP shall immediately be incorporated into the electronic version of the document and shall be distributed via e-mail to the USCB list for temporary update of hard copies. Permanent revisions to hard copies shall be published as needed.

Appendix A – Emergency Contact List

Cabinet Primary Authorities		
Position	Name	Number
Chancellor	Al Panu	843-208-8242
Executive Vice Chancellor	Eric Skipper	843-208-8203
Vice Chancellor for Advancement	Anna Ponder	843-208-8255
Vice Chancellor for Operations and Finance	Beth Patrick	843-208-8155
Vice Chancellor for Enrollment Management	Mack Palmour	843-208-8118
Vice Chancellor for Student Development	Angela Simmons	843-208-8256

Functional Contacts		
Position	Name	Number
Chief of Police	Erik Salus	843-208-8900
Director, Facilities Management	Tony Malagrino	843-208-8383
Communications	Carol Weir	843-208-8030
Housing and Judicial Affairs	Justin Shelley	843-208-8368
Beaufort Campus	Martha Moriarty	843-812-8793
Emergency Manager	William Winn	843-540-9056

Appendix B – Evacuation Procedures

Procedure for Building Evacuations at USCB:

1. Occupants shall evacuate the building under the following conditions:
 - a. The fire alarm or an evacuation message over warning system speakers
 - b. An order to evacuate is issued by the University Police, or other emergency response personnel
2. Occupants shall follow the posted evacuation routes, exiting through the closest exit or closest stairwell (red route) or alternative route (blue route) if primary red route is blocked or unavailable. Elevators should not be used
3. Occupants shall reassemble outside at least 200 feet away at the designated exterior parking lot or field rally point(s) and wait for further instructions from a Police Officer, or other First Responder
4. Upon arrival at a rally point, University Police or Public Safety Officers and/or RAs shall enlist the assistance of appropriate Faculty and Staff to account for all personnel believed to have been in the building. A list of individuals who have been accounted for and a list of those not accounted for shall be provided, to include each office and each classroom that was occupied during the time of the evacuation.

Procedure for Building Evacuations in Palmetto Village and Honors Housing

1. Occupants shall evacuate the building under the same conditions
 - a. Fire Alarm or Emergency Warning System Speakers
 - b. An order to evacuate issued by the Housing Department, University Police or RAs
2. Staff and Residents shall follow the posted evacuation routes, exiting through the closest exit or closest stairwell (red route) or alternative route (blue route) if the primary route is blocked or unavailable.
3. Staff and Residents shall reassemble at the designated exterior rally points below and wait for further instructions from Housing Staff, RAs, University Police, or other First Responders
 - a. If you live in Palmetto Village you should report to the Basketball Court or in the Campus Center parking lot when the alarm sounds
 - b. If you live in the Honors Housing on the Beaufort Campus, move to the parking lot across the street near the cafeteria

4. Upon arrival at a rally point, RAs shall account for all individuals believed to have been in the building. A list of individuals who have been accounted for and a list of those not accounted for shall be provided to the Director of Housing and Judicial Affairs.

Appendix C – Category I Procedures

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

Problem: Suicide Attempt of a Student, Faculty Member, or Staff Member on campus

Actions:

1. The initiator shall call USCB Police at 843-208-8911 (Bluffton), 843-812-8186 (Beaufort), or 843-208-4911 (HHI)
2. Initiator needs to remain calm and stay with the individual until University Police arrive
3. The on-duty USCB Police Officer(s) shall:
 - a. Notify the USCB Chief of Police
 - b. Perform First Aid if required
 - c. Call EMS if necessary
 - d. Call Campus Department of Counseling for a Mental Health Professional
4. Chief of Police shall notify the Primary Authority

Death of a Student, Faculty, or Staff Member

Problem: Death of a Student, Faculty, or Staff Member on Campus

Actions:

1. The initiator shall call USCB Police at 843-208-8911 (Bluffton), 843-812-8186 (Beaufort), or 843-208-4911 (HHI)
2. The on-duty USCB Police Officer shall:
 - a. Notify the USCB Chief of Police
 - b. Notify Beaufort County Dispatch Center and request for support from the coroner's office
 - c. Refrain from moving the victim unless absolutely required
 - d. Cordon off the area to prevent unauthorized personnel from the scene
 - e. Determine the victim's identity
 - f. Conduct on-scene investigation, gathering as much information about the person and circumstances of the incident as possible
 - g. Complete a written incident report

3. The Chief of Police shall:

- a. Notify the South Carolina Law Enforcement Division (SLED) of a death on campus and request support
- b. Notify the Chancellor and other appropriate University Staff
- c. Arrive on scene as soon as possible to provide direct support
- d. Serve as the liaison between Senior Administration and local Law Enforcement authorities to relay important details and ensure prompt notification of Next of Kin.

Accident or Serious Illness of a Student, Faculty, or Staff Member

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

Actions:

1. The initiator shall call USCB Police at 843-208-8911 (Bluffton), 843-812-8186 (Beaufort), or 843-208-4911 (HHI)
2. The on-duty USCB Police Officer shall:
 - a. Notify the USCB Chief of Police
 - b. Depending on the severity of the accident or illness, call EMS
 - c. Conduct an incident investigation
 - d. Complete an incident report and supporting documentation to disseminate as appropriate, to be kept in Police Files
3. Police Chief of Police Duty Officer
 - a. Notify the Chancellor or appropriate Vice Chancellor
4. If announcements concerning the incident need to be given, then the protocol for a Campus Wide Safety Alert may be activated

Major Crime against a Student, Faculty, or Staff Member

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

Actions:

1. The initiator shall call USCB Police at 843-208-8911 (Bluffton), 843-812-8186 (Beaufort), or 843-208-4911 (HHI)
2. The on-duty USCB Police Officer shall:
 - a. Talk to the initiator to obtain all necessary information and facts
 - b. Determine identity and location of the Victim(s) and Suspect(s)

- c. Assess the situation to determine if EMS or other emergency agencies are needed
 - d. If appropriate, activate the campus alert system (tone, PA, text message, alert web page)
 - e. Provide medical attention if needed
 - f. Begin campus investigation
 - g. Notify the USCB Chief of Police
3. The USCB Chief of Police must inform the appropriate Vice Chancellor and Chancellor
- a. Ensure that the USCB community is notified and given adequate warnings and precautionary advice if a violent crime has occurred that poses a threat to others using the Campus Wide Safety Alert protocol
 - b. If necessary, activate the Campus Warning and Alert System (Tone, PA, Text Message, Alert Web Page)

Arrest of Student, Staff, or Faculty Member

Incident: Student, Staff, or Faculty Member arrested by USCB Police or other Law Enforcement agency

Actions:

1. USCB Police should:
 - a. Encourage the student(s) to notify parents or guardians about the incident
 - b. A student Development Staff Member can contact the student's parents if requested by the student
 - c. Remind the student that he/she has the right to withhold notifications of parents or anyone else if the student is 18 years of age or older
 - d. Notify the USCB Chief of Police
 - e. Follow Police protocol
2. The USCB Chief of Police should notify the Vice Chancellor for Student Development
3. The Chief of Police should
 - a. Notify Senior Administrator/Immediate Supervisor of an arrested individual is a faculty member or staff member
 - b. If arrested individual is a student, the Vice Chancellor for Student Development will be notified

4. The Senior Administrator/Vice Chancellor should
 - a. Notify all appropriate supervisory administrators up to the Chancellor's office
 - b. The Executive Vice Chancellor for Academic Affairs will notify appropriate faculty if incarceration of a student will result in absence from class
5. The Director, Counseling and Accessibility Services will provide support through counseling for the student if needed
6. Any information release to the media should be handled through the Vice Chancellor for Advancement
7. It is USCB policy not to post bond for an arrested individual

Family Emergency

Incident: Student, Faculty, or Staff Member needs to be informed of a family emergency

Actions:

1. The person contacted by the family to notify the Student, Faculty, or Staff Member should first contact the appropriate Vice Chancellor for Student Development
2. It is the responsibility of the Vice Chancellor for Student Development to locate and notify the person involved with the family emergency
3. Support should be provided to the individual through the Counseling and Accessibility Services as needed

Small, Localized Fires

Problem: An incipient (beginning stages) fire is occurring

Actions:

1. In the case of an incipient fire, the person noticing or reporting the fire should pull the fire alarm and then attempt to extinguish the fire with an extinguisher, if trained to do so. USCB Police should be contacted immediately
2. USCB Police should:
 - a. Talk to informant to determine location of the fire
 - b. Determine if there is evidence of an actual fire (i.e., smoke, flames, burning smell, activation of the sprinkler system)
 - c. Call Facilities Maintenance for assistance
 - d. Notify the USCB Chief of Police who will assist as needed

e. Appropriate Faculty and Staff must assist in the evacuation of the building until the “all clear” signal is given for individuals to re-enter the building

f. If there is evidence of an actual fire (smoke), then USCB Police will notify Beaufort County Dispatch and request Fire Department assistance. If the fire grows, then the procedure for Major Fires will be activated

1) The USCB Chief of Police should notify the Vice Chancellor for Finance and Operations, and the Director, Facilities Maintenance to assist as needed

2) Any information released to the media should be handled through the Vice Chancellor of Advancement

Hazardous Chemical Spills

Problem: Accidental spill of Hazardous Chemicals or Materials on Campus

Actions:

1. Initiator shall call the USCB Police immediately

2. USCB Police will:

a. Talk with the informant to determine location and description of the spill. First Responders should attempt to determine the severity of the situation.

b. Isolate the immediate area of the spill

c. Notify the USCB Chief of Police

d. Start evacuation of the building or area where exposure might occur if necessary

e. Secure the building perimeter

f. Ensure that medical attention is given to those who are injured or might have been exposed

3. The USCB Chief of Police should:

a. Notify the appropriate Senior Administrator/Vice Chancellor and the Department of Facilities Maintenance

b. Assist the officer(s) at the scene

4. The Chancellor/USCB Police may activate the Emergency Notification System

5. The Director, Facilities Maintenance will send the appropriate personnel to clean up the spill

6. If the spill cannot be properly cleaned up by USCB personnel (i.e., Maintenance,

housekeeping, or grounds) or there is a potential for contamination of water or air, USCB Police will notify Beaufort County for possible assistance from the County HazMat Team.

7. If a building or area must be closed for a prolonged period, temporary relocation of offices, classes, and/or residential housing needs will be determined by the appropriate Senior Administrator. Campus announcements will be made following the protocol of the Campus Wide Safety Alert.

Mental Health Crisis

Problem: Mental Health Crisis concerning a Student, Faculty, or Staff Member

Actions:

1. Initiator should contact the USCB Counseling and Accessibility Services about the situation and the location. If after hours, contact the USCB Police.
2. The Counseling Department will send a trained counselor to attempt to de-escalate the situation. The trained personnel from Counseling Services will contact USCB Police if needed.
3. While waiting for First Responders to arrive on scene, position yourself to ensure your personal safety:
 - a. If possible, stay close to an exit or doorway and keep plenty of distance between you and the individual
 - b. Do not turn your back to the individual
 - c. Avoid eye contact
 - d. If possible, get below eye level
 - e. Keep a calm, steady voice
 - f. Do a reality check, "Where are you and what are you doing"
 - g. Do not make any elaborate gestures or quick movements and attempt to remain calm

Appendix D – Category II Procedures

Major Fires

Incident: A major fire is occurring on campus or nearby

Actions:

1. If there is a fire on or near campus, the initiator should leave the immediate area of the fire and report the fire to USCB Police. If fire alarms in the building(s) are sounding, the USCB Police have already been notified
2. USCB Police should:
 - a. Talk to the initiator to determine the location and determine if it has already been reported to the Beaufort County Dispatch Center (911)
 - b. Determine if there is evidence of an actual fire
 - c. If there is evidence of an actual fire, then USCB Police will notify Beaufort County Dispatch
 - d. Notify the USCB Chief of Police and during working hours Facilities Maintenance. If after hours, the on-call Maintenance Technician should be contacted
 - e. Notify Housing Staff and/or RAs to assist with evacuation procedures, if not already in progress
 - f. Secure the perimeter to keep individuals from re-entering
3. The USCB Chief of Police should:
 - a. Contact additional support staff as needed
 - b. Notify the Chancellor and appropriate Vice Chancellors
4. All decisions concerning the situation will be made by the Chancellor, or designee, based on input from Administrators and University Emergency Response Personnel
5. Any information released to the public should be through the Vice Chancellor for Advancement
6. Counseling Services should provide counseling or emotional support to victims

Electrical Power Outages

Incident: An unscheduled electrical power outage to a building(s) on campus

Actions:

1. Initiator shall contact USCB Facilities Maintenance immediately. If after normal business hours, then contact the USCB Police who will notify the on-call Maintenance personnel
2. Department of Facilities Maintenance should:
 - a. Determine the location and description of the problem
 - b. Send the appropriate USCB Maintenance personnel to the scene
 - c. Contact the appropriate USCB Administrators if necessary
 - d. Notify the USCB Police, affected building personnel, and housing if student housing is affected
 - e. Check all equipment for phase out and secure the equipment
 - f. Check other areas such as elevators to see if individuals need assistance
 - g. Once power is restored, ensure that all building mechanical devices that were shut down or affected are restarted
 - h. Contact Dominion Energy or Palmetto Electric depending on campus
3. The Director of Facilities Maintenance should document all events and file reports to the insurance company as necessary.

Missing Persons

Incident: A Student, Faculty, or Staff Member is reported missing

Actions:

1. Initiator should contact USCB Police immediately
2. USCB Police should:
 - a. Talk to the initiator to determine the last time the person was seen
 - b. Notify the USCB Chief of Police
 - c. Contact Beaufort County Sherriff's Office, if necessary, to report the person missing
 - d. Contact the local hospitals to see if the person was admitted
 - e. If the person has not been located within 24 hours after the first report of the disappearance, then a formal missing person's report should be filed. If the person is 17

years old or less input a NCIC missing person report within two (2) hours.

f. Document and file all necessary reports and complete notification of appropriate persons once the missing person has been located

3. The USCB Chief of Police should notify the primary authority(s) and any needed support staff

4. The primary authority will contact the appropriate senior administrators including the Chancellor and Vice Chancellor for Student Development and keep them apprised of the situation

a. For missing students, the Executive Vice Chancellor for Academic Affairs should be notified for a list of the missing student's classes. The Executive Vice Chancellor should notify necessary Faculty of the Student's disappearance and absence from class.

Faculty members should be interviewed by First Responders to determine when the missing person was last seen

b. For missing Faculty, the Executive Vice Chancellor, immediate supervisors and co-workers should be interviewed by First Responders to determine when the missing person was last seen.

c. For missing Staff Members, the Vice Chancellor for Operations and Finance, immediate supervisor, and co-workers should be interviewed by First Responders to determine when the missing person was last seen.

5. Any information released to the public should be through the Director of Communications as directed by the Vice Chancellor for University Advancement.

Structural or Facility Disaster

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

Actions:

1. Initiator shall contact the USCB Police immediately

2. USCB Police should:

a. Determine the location of the disaster, description of the emergency, and approximate number of injured

b. Notify the USCB Chief of Police and Beaufort County Dispatch of the situation as necessary

- c. Respond to the scene and secure the perimeter to prevent individuals from re-entering the building
 - d. May use the Emergency Alert/Early Warning System
3. The USCB Chief of Police will contact the appropriate personnel from the Department of Facilities Maintenance and notify the appropriate primary authority(s)
 4. RAs must assist in the evacuation of Student Housing to the closest rally point to await further instructions. If the campus needs to be evacuated, rally points off campus will be made available.
 5. The primary authority should notify the appropriate senior administrators including the Chancellor and the Vice Chancellor for University Advancement
 6. All decisions concerning the situation will be made by the Chancellor or designee based on input from administrators and University emergency response personnel. The USCB website will be kept up to date to keep campus informed.
 7. Any information released to the public should be through the Vice Chancellor for University Advancement.
 8. The Counseling Center should provide counseling or emotional support of victims as needed.

Inclement Weather

Problem: Inclement weather such as severe snowstorm, hail, sleet, thunderstorms, lightning, or windstorms either during or after business hours that could affect the operation of the University and safety of the Students, Faculty, and Staff. Hurricane operations and actions are listed in Appendix H.

Actions:

1. The University of South Carolina Beaufort will remain open during normal business hours unless notified to close by the Governor, or, in the event of major local weather disturbances or other emergency occurrences, the Chancellor or his designee will determine if closing the University is in the best interest of the Students, Faculty, and Staff. The Chancellor may use the emergency warning and alert system to keep the campus informed.
2. In the event of hazardous conditions after hours, or the potential for such conditions develop, the Chancellor should make the decision by 6:00 am. If the inclement weather develops during normal business hours, the decision should be made by the Chancellor before the weather

becomes too severe. In the absence of the Chancellor, the Executive Vice Chancellor for Academic Affairs, in consultation with senior administrators, will make the decision.

3. The USCB Police Officer on duty will inform the USCB Chief of Police who will, in turn, will notify the Chancellor or designee of existing conditions and any pertinent information available from local law enforcement or other emergency management agencies.

4. All messages provided to the media should come through the Vice Chancellor for University Advancement. All messages to the media should be clear and concise. If the weather is occurring during business hours the Chancellor may use the emergency warning and alert system to keep the campus informed.

5. If the University does not close, or is not authorized to close by the Governor, employees who do not report to work shall use annual or compensatory leave time, take leave without pay, or make other arrangements such as working additional make-up hours at a time to be scheduled by the University.

Bomb Threat

Problem: A telephonic bomb threat to one or more of the buildings or areas on campus

Actions:

1. Individual receiving the call should talk to the caller and refer to the bomb threat checklist on the next page. Complete the bomb threat checklist immediately after hanging up the phone.

After the call has ended, contact the University Police.

2. USCB Police should:

a. Talk to the informant to determine the exact time of the call, detonation time, exact location, caller description from voice, and background noise

b. Contact the USCB Chief of Police

3. The USCB Chief of Police should contact the Beaufort County Dispatch Center for request of law enforcement support

4. The USCB Chief of Police should contact the primary authority(s) who will call the Chancellor to apprise him of the situation.

5. The Chancellor or designee should make a bomb threat assessment of the situation with the assistance of appropriate administrators and University emergency response personnel, as needed. The Chancellor may use emergency notification systems (tone, PA announcements,

text message, and web alert) to evacuate campus areas and keep campus informed.

6. The following steps should be taken depending on the threat level assessed (refer to the Bomb Threat Assessment and Bomb Incident Plan).

Level 1 Immediate Evacuation: Using the Emergency Alert/Warning System, the USCB Police with the assistance of the appropriate Staff and RAs should start an immediate evacuation of the target area and surrounding buildings to Rally Points as directed by the appropriate USCB personnel. Once at Rally Points, evacuees should await further instruction. University Police should contact Beaufort County Dispatch Center and inform them of the situation and what resources (i.e., Bomb Team), if any, are needed; then establish a secure a three hundred (300) foot perimeter from the target area.

Level 2 Controlled Evacuation: The USCB Police, with the assistance of the appropriate Staff and RAs should start a controlled evacuation of the target area and surrounding buildings to rally points as directed by the appropriate USCB personnel. Once at rally points, evacuees should await further instructions. The USCB Police along with key USCB personnel should search common areas of the campus for suspicious packages. If a package is found, then Level 1 procedures should be followed. If a suspicious package is not found, then the threat level will drop to a Level 3.

Level 3 Cursory Search: USCB Police along with key USCB personnel will search the target area and surrounding areas without disruption of daily activities. No evacuations will take place, and USCB Police should not allow any person in or out of the target area during the search. If a package is not found; the University will return to normal operations.



BOMB THREAT CHECKLIST (CONTINUED)

Characteristics of the Call:

Call Origination:	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Unknown
Message:	<input type="checkbox"/> Live	<input type="checkbox"/> Recorded	<input type="checkbox"/> Message read by caller	

Characteristics Of the Caller (check all that apply)

Sex of Caller:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown	
Estimated Age:	<input type="checkbox"/> Child/ Teen	<input type="checkbox"/> Young Adult	<input type="checkbox"/> Middle-aged Adult	<input type="checkbox"/> Older Adult

Voice Qualities	
<input type="checkbox"/> Clear	<input type="checkbox"/> Distorted / Muffled
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Pitch-Low / Deep
<input type="checkbox"/> Raspy	<input type="checkbox"/> Smooth
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Unpleasant
Comments:	

Speech Pattern	
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Hesitant
<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred
<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> Speech Impediment (Describe)	
<input type="checkbox"/> Accent (Describe)	
Comments:	

Language	
<input type="checkbox"/> Educated	<input type="checkbox"/> Uneducated
<input type="checkbox"/> Well-Spoken	<input type="checkbox"/> Foul
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational
<input type="checkbox"/> English	<input type="checkbox"/> Non-English
<input type="checkbox"/> Unusual Phrases / Slang?	
Comments:	

Behaviors	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry
<input type="checkbox"/> Confident	<input type="checkbox"/> Nervous
<input type="checkbox"/> Blaming	<input type="checkbox"/> Fearful
<input type="checkbox"/> Depressed	<input type="checkbox"/> Agitated
<input type="checkbox"/> Laughing	<input type="checkbox"/> Crying
Comments:	

Background Sounds

<input type="checkbox"/> Airport / Airplanes	<input type="checkbox"/> House Noises	<input type="checkbox"/> Quiet	<input type="checkbox"/> Train
<input type="checkbox"/> Animals / Birds	<input type="checkbox"/> Music	<input type="checkbox"/> Restaurant / Bar	<input type="checkbox"/> Traffic / Street
<input type="checkbox"/> Children	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Talking / Voices	<input type="checkbox"/> Water / Wind
<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> PA System	<input type="checkbox"/> Television	<input type="checkbox"/> Weapons
Comments:			

Observations / Comments

Did you recognize the voice? Who do you think it is?
Did the caller indicate in-depth knowledge of the facility?
Did the caller attempt to disguise their voice?
Comments:

Hostage Crisis

Incident: A person(s) on campus is holding Students, Faculty, or Staff Member as hostages.

Actions:

1. Informant should call USCB Police immediately
2. USCB Police should:
 - a. Talk to the informant to determine the location of the situation, type of weapon being used, appearance and state of mind of the person with the weapon.
 - b. Respond to the scene
 - c. Contact the USCB Chief of Police
 - d. Make the decision to evacuate the building and surrounding areas and inform others of the decision
 - e. Advise the Chancellor and appropriate Vice Chancellors
3. All decisions concerning the situation will be made by the Chancellor or designee based on input from appropriate administrators and emergency response personnel. Web Alert can be used to keep the University informed.
 - a. Any information released to the public should be through the Vice Chancellor for University Advancement
 - b. Counseling Services should provide counseling or emotional support to victims as needed.

Campus Wide Safety Alert

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

Actions:

1. An announcement will be made from the Chancellor's Office concerning the situation
2. Announcements can be made in any of the following ways:
 - a. Campus Emergency Alert/Warning Systems using system computer control stations: The USCB Police or the Chancellor's Office will be responsible for activating emergency notifications and warnings. The emergency alert web page also provides an alert and a means to keep the University updated as events unfold.

b. Text Messaging: USCB Police and the Chancellor's Office may issue text messaging alert notifications.

c. Campus Postings: USCB Police may use posted notices across the campuses.

Generally, they are posted on the front and back of each door to each entry/exit of each building on the campuses. These notices will be displayed on florescent green paper and will be removed by USCB Police when the emergency has passed.

d. E-mail and web: Notices will be delivered via email to USCB List and posted to the USCB Emergency Alert Website by the Chancellor's Office.

e. Telephone: Notice may be delivered via telephone tree. The Chancellor/Vice Chancellor will place a phone call to the Departments that report to them. The phone call should begin with "I am calling to notify you of an emergency." Then proceed to give the Department information about the emergency. Once each department receives this notification, they are responsible for notifying the Students, Faculty, Staff and Guests in each of their buildings/areas.

f. Personal Contact: Notice may be delivered in person in situations where there is no technology (power failure or system failure) available. The Chancellor/Vice Chancellor will notify the Departments that report to them in person. Once each Department receives this notification, they are responsible for notifying all Students, Faculty, Staff, and Guests within their building/area.

g. Local Media: The Vice Chancellor for University Advancement will be responsible for notifying local TV and Radio stations to broadcast to the University community and the public.

h. Surrounding Community: USCB Police will be responsible for notifying community law enforcement and community members whose homes/businesses border the campus. This may be accomplished through joint response through the establishment of an Incident Command Center.

3. Announcements will state what the campus alert is about and provide instructions on how to deal with the situation. The campus will be kept informed of any situation changes as they occur.

Active Shooter on Campus

Incident: A shooting incident has occurred on campus

Actions:

1. Initiator should contact the USCB Police immediately
2. USCB Police should:
 - a. Talk to initiator to determine the location, type of weapon(s) being used, number of individuals wounded, appearance and state of mind of the individual with the weapon.
 - b. Respond to the scene immediately, while contacting UofSC Dispatch for backup and activation of the Active Shooter Protocol.
 - c. Contact the USCB Chief of Police and execute the active shooter protocol.
 - d. Make the decision to activate the "Active Shooter" Emergency Alert/Warning Systems with PA announcements.
 - e. Use warning/alert system to initiate a campus lock down.
 - f. The USCB Police will initiate and follow the active shooter protocol
 - g. The USCB Chief of Police will execute active shooter police protocol and establish the Incident Command Center
 - h. The USCB Chief of Police will notify the Chancellor and appropriate Vice Chancellor
 - i. All decisions concerning the situation will be made by the Chancellor or designee based on input from administrators and emergency response personnel. Web alert and text messaging can be used to keep campus informed and to follow the active shooter protocol.
 - j. Any information released to the public should be through the Vice Chancellor for University Advancement.
 - k. Counseling Services should provide counseling or emotional support to victims.
 - l. Request Beaufort County Sheriff's Office to implement the County Shooter Incident Plan

University Active Shooter Protocol:

If the shooter is outside your building:

1. Turn off all the lights, close blinds, close and lock all windows and doors. If you cannot lock the door, try to barricade the door (lock down condition directed through emergency notification

and web page/phone tree.

2. If you can do so safely, the Faculty should get all occupants on the floor and out of the line of fire.
3. If you can do so safely, move to the core area of the building, and remain there until it is safe to leave.
4. Keep quiet and out of sight, seek the safest spot in the room. Hide behind concrete walls or a heavy object.
5. Do not respond to anyone who knocks on the door, and keep it locked unless you are certain it is a University Police Officer or Campus Administrator known to you.

If the shooter is inside your building:

1. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window.
2. As you exit the building, keep your hands above your head and listen for instructions that may be given by law enforcement officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm. If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for law enforcement to come and find you.

If the shooter enters your office or classroom:

1. There is no set procedure in this situation. If possible, call 911 and talk with a dispatcher. If you cannot speak, leave the phone line open so that law enforcement can hear what is going on.
2. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the subject may be successful. Playing dead may also be successful.
3. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do.

Remember there may be more than one shooter.

4. If the shooter exits your area and you can escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding law enforcement who may mistake you as the shooter.

5. While escaping, as soon as you see a law enforcement officer, put your hands over your head and immediately comply with the officer's instructions.
6. While others are securing your place of refuge: Faculty or other designated personnel call 911 or 843-208-8911 and provide law enforcement with critical information as follows:
 - a. Your building and your location in the building
 - b. The number of assailants involved and description (race, gender, height, weight, clothing)
 - c. Types of weapons being used (handgun, shotgun, rifle, etc)
 - d. Number of individuals in your location, number of injured and severity of injuries
 - e. Comfort the injured and if able, provide first aid

Appendix E – Category III Procedure

Tornado

Problem: Either a tornado or hurricane is predicted to hit campus and/or the surrounding community. A tornado “watch” escalates to a “warning” condition.

Actions:

1. Anyone who has knowledge of a tornado (sees funnel cloud) should contact USCB Police immediately.
2. USCB Police should:
 - a. Initiate the Emergency Alert/Warning System tornado or hurricane warning with pre-recorded PA announcement.
 - b. Contact the USCB Chief of Police
 - c. Call for medical assistance if necessary
3. Everyone will be directed by the emergency alert/warning system to seek shelter indoors and stay indoors during the storm. Go to the closest weather-related designated rally point for shelter inside and wait for updates on the weather (media)
 - a. Move to the interior hallways on the lowest floor
 - b. Stay away from windows, doors, and outside walls.
 - c. Protect your head
 - d. If you are outside and there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert and protect your head if possible.
4. The USCB Chief of Police should:
 - a. Activate the Emergency Alert/Warning System if not already initiated
 - b. Notify the primary authority(s) and county support deemed necessary for conditions
5. The primary authority should notify the appropriate senior administrators including the Chancellor and Vice Chancellor for University Advancement.
6. All decisions concerning the situation will be made by the Chancellor or designee based on input from Administrators and University Emergency Response Personnel.
7. Any information released to the public should be through the Vice Chancellor for University Advancement.

Earthquake Event

Incident: An earthquake hits campus or the surrounding community.

Actions:

1. During an earthquake, do the following:
 - a. Drop to the ground and cover your head. If outdoors, move away from buildings, lights, and powerlines. If in a vehicle, stop the vehicle but remain inside.
 - b. Stay away from the windows and stay inside until you feel it is safe to leave. Once outside the building, move away from the building as quickly as possible.
2. After the earthquake, do the following:
 - a. Check yourself and others for injuries. Contact USCB Police immediately to report injuries, fires, and other damage.
 - b. Once outside the building, evacuees should go to their designated rally points to await further instructions. Listen for the emergency notification system PA instructions and text messaging information.
 - c. Be prepared for aftershocks and so not return to an evacuated building unless told to do so by an authorized official.
3. USCB Police should:
 - a. Activate the Emergency Notification System for general emergency and make PA announcements/instructions and text messaging.
 - b. Contact the USCB Chief of Police
 - c. Call for medical assistance if necessary
4. The USCB Chief of Police should contact the Chancellor and appropriate staff. All decisions regarding the situation will be made by the Chancellor or designee based on input from appropriate administrators and emergency response personnel. Web Alert can be used to keep the University informed.
5. Any information released to the public should be through the Vice Chancellor for University Advancement.

Civil Disturbance

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

Actions:

1. Initiator shall contact the USCB Police to report the disturbance.
2. USCB Police should:
 - a. Talk to the initiator to determine the location of the disturbance.
 - b. Go to the location and assess the situation.
 - c. Notify the USCB Chief of Police
 - d. Call Beaufort County Dispatch if deemed immediately necessary.
3. USCB Chief of Police should contact the Chancellor and appropriate USCB staff.
4. If the demonstration is non-violent, demonstrators should be allowed to continue but monitored by USCB Police until the demonstration is completed. If instructed by USCB officials to terminate the demonstrations and the demonstrators do not desist, they will be informed that failure to comply could result in disciplinary actions.
5. If the demonstration turns violent with failure to comply, then efforts should be made to identify the demonstrators, including taking photographs if deemed advisable.
6. The USCB Chief of Police should consult with the Chancellor or designee about the possible need for an injunction and intervention of civil authorities. The demonstrators should be informed if this is the case. Upon arrival of the authorities, the remaining demonstrators will be warned of the intent to arrest.
7. All contact with the media should be handled through the Vice Chancellor for Advancement.

Large Transportation Accident

Incident: A large transportation accident such as a plane crash occurs on campus.

Actions:

1. Initiator should contact the USCB Police.
2. USCB Police should:
 - a. Talk to the initiator to determine the location of the crash.
 - b. Contact Beaufort County Dispatch Center and clarify if there are medical or hazardous materials emergencies.
 - c. Notify the USCB Chief of Police, together determine if hazardous materials are

involved.

d. Go to the location of the emergency unless the County HazMat Team is called as a First Responder.

3. The USCB Chief of Police should:

a. Provide Police backup as necessary

b. Contact the Chancellor and appropriate USCB staff.

c. Determine if the Emergency Notification System should be used for a University or partial evacuation.

4. All decisions concerning the situation will be made by the Chancellor or designee based on input from appropriate administrators and University emergency personnel.

5. Any information released to the public should be made through the Vice Chancellor for University Advancement.

Act of Terrorism

Incident: An act of terrorism is occurring/has occurred on campus

Note: Please refer to previous procedures that could possibly be applicable. For example, refer to Category 2 procedures for a Bomb Threat or Hostage Crisis or to Category 2 Procedures for Large Transportation Accident. If none of these procedures are applicable, then refer to the following process.

Actions:

1. Initiator should contact USCB Police immediately.

2. USCB Police should:

a. Talk to the initiator to determine the location of the disaster, description of the emergency, and approximate number of killed or injured.

b. Notify Beaufort County Dispatch of the situation.

c. Notify the USCB Chief of Police

d. Respond to the scene, following police protocol. Begin evacuation procedures if necessary

e. Evacuate buildings if necessary

3. The USCB Chief of Police should:

- a. If appropriate, activate the Alert/Warning System
- b. Contact the appropriate support staff as needed
- c. Contact the Chancellor and appropriate staff

4. All decisions concerning the situation (i.e., establishment of the Incident Command Center, additional use of the Emergency Notification/Warning Systems, or Live announcements) will be made by the Chancellor based on input from appropriate administrators and University emergency response personnel.

5. Any information released to the public should be through the Vice Chancellor for Advancement.

Appendix F- Emergency Alert/Warning System

1. The USCB Alert/Warning System is operated by the USCB Department of Public Safety

A. Methods of Alert

- 1) Speakers throughout the campuses
- 2) Telephone designated to receive emergency messages
- 3) Email Alerts
- 4) Text Messages

B. Activation

- 1) The duty officer on each campus, the USCB Chief of Police, or the USCB Emergency Manager will activate when necessary.

C. System Test

- 1) The system is tested each Friday on the Bluffton and Hilton Head Campuses.
- 2) The system is tested each Wednesday on the Beaufort Campus.
- 3) An annual speaker test is conducted over the summer break.

Appendix G – Incident Command Center

1. Based on the incident, a command center may be activated on campus to provide a location for the USCB Emergency Team to function.

2. Sites available for usage include:

- a. PET Conference Room located in the Hargray Building, Chancellors Suite
- b. Student Government Room located in the Student Center, back hallway
- c. The DPS offices located in the Beaufort Building, Bluffton Campus

Appendix H – Tropical Weather Threat

1. The USCB Hurricane Response Plan is located in a separate document.