



**EMERGENCY
PREPAREDNESS
PLAN**

June 2014

FRANCIS MARION UNIVERSITY

PREPAREDNESS PLAN

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FMU PREPAREDNESS PLAN

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GENERAL GUIDELINES

Purpose

Francis Marion University's emergency preparedness plan is designed to guide University personnel in responding to urgent situations and crises through a thoroughly planned and executed series of steps that will ensure the safety of our people and property. The procedures outlined herein are to enhance the protection of lives and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or designee may declare a state of emergency and these guidelines may be implemented. Since an emergency may be sudden and without much warning, these procedures are flexible in order to accommodate contingencies of various magnitudes.

The procedures in this plan apply to all FMU personnel and to all buildings and grounds owned, controlled and/or operated by Francis Marion University.

Planning Assumptions

The FMU Emergency Response Center (ERC) is located in the Facilities Management/Campus Police Building. This building is equipped with an emergency generator, backup telephone capability (plug-in analog telephone – extension 1109 and cell phones), police 800 MHz radios, and computers. The University *Emergency Preparedness Plan* is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Assumptions used to develop this Plan include the following:

- An emergency or disaster may occur at any time: during the day, at night, on weekends, and with little or no warning.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.
- The succession of events in an emergency is **NOT** predictable. Published support and operational plans will serve as a guide and checklist. Field modifications to address the actual situation may be necessary to cope with the specific emergency.
- A delay in off-campus emergency service assistance may be expected and the delay could be 72 hours or more.
- Faculty and staff need to be kept informed about appropriate actions before, during, and after an emergency. They need to be aware of proper steps to safeguard their personal safety, their data, possessions, research projects, offices, classrooms and labs. They need to be prepared to advise students on preparedness and response actions. They are role models for the students; therefore, it is critical that they each know appropriate action to take during an emergency.
- Human Resources will obtain Emergency Evacuation Information from all employees. This information will indicate who might need assistance during a facility evacuation. The information will be shared with Campus Police to the extent necessary to ensure those requiring assistance in evacuating are provided the aid needed.

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General Guidelines

EMERGENCIES: What is an Emergency?

1. An emergency is a duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by such things as fire, flood, storm, epidemic, riot, earthquake, intruder or various other causes. Emergencies can be small and easily managed, or they can be large and difficult to manage and require resources from various other responders. Every emergency must be managed in a way that ensures the safety of everyone involved.
2. The university must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students, faculty and staff can continue to function effectively without additional trauma or the development of additional emergencies. In order to provide a safe and secure learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

DECLARATION OF A CAMPUS STATE OF EMERGENCY: The authority to declare a campus state of emergency rests with the University President or his designee.

1. During the period of any major campus emergency, the Campus Police Department shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. The Chief of Campus Police will immediately consult with the President regarding the emergency and the possible need to declare a campus state of emergency.
2. When the declaration is made, only registered students, faculty, staff and persons required by employment are authorized to be present on campus. Those who cannot provide proper identification showing their legitimate business on campus will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest.
3. In the event of any emergency or disaster occurring on or about the campus, or involving campus property, Campus Police officers will be dispatched to determine the extent of any damage. The efforts of Campus Police may be augmented by other campus departments.

DIRECTION AND COORDINATION: The University President or designee shall direct all emergency operations.

1. In the absence of the President or his designee, the on-duty Campus Police officer shall assume operational control of the emergency until relieved.
2. The Chief of Campus Police or his alternate shall coordinate all emergency operations. The direct operational control of a major campus emergency or disaster is the sole responsibility of the University Emergency Director (Chief of Campus Police) or his designee. The coordination of campus Emergency Resource Teams is the responsibility of the Chief of Campus Police who will coordinate all on-campus emergency functions as directed.

PRESIDENT'S EMERGENCY ADVISORY STAFF: In addition to establishing an Emergency Command Post as necessary at the Facilities Management/Campus Police building, Campus Police will immediately begin contacting all necessary members of the President's Emergency Advisory

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Staff. Team members should maintain contact with the Emergency Command Post at extension 1109. Members may coordinate as necessary with the Emergency Coordinator (Chief of Campus Police) for implementation and coordination of campus operation plans and support as it pertains to their area. General responsibilities of team members are listed below:

1. **EMERGENCY DIRECTOR:** President of Francis Marion University or his designee (Vice President for Business Affairs **or** Vice President for Development, Vice President for Student Affairs/Dean of Students **or** Provost **or** Vice President for Administration **or** Executive Director of Public Affairs **or** University Counsel):
 - a. Responsible for the overall direction of the University emergency response.
 - b. Works with other team members in assessing the emergency and preparing the University's specific response.
 - c. Declares and ends, when appropriate, the campus state of emergency as outlined in this plan.
 - d. Responsible for making the final decision on the need to close the University and informs the Provost and Executive Director of Public Affairs about the decision. The Provost communicates the decision to the campus community. The Executive Director of Public Affairs makes appropriate media contacts to ensure the decision gets the widest possible dissemination.
2. **EMERGENCY COORDINATOR:** The Chief of Campus Police or his designee; the Deputy Director or senior officer on duty at the time of the emergency:
 - a. Responsible for the overall coordination of the University Emergency Preparedness Plan.
 - b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
 - c. Initiates immediate contact with the President and the President's Emergency Advisory Staff to begin an assessment of the University's condition. Advises all parties of the nature of the emergency.
 - d. Notifies and utilizes Campus Police, University administrative personnel and student aides to maintain safety and order.
 - e. Notifies and conducts liaison with outside agencies such as South Carolina Emergency Preparedness Operations Center and County Emergency Services.
 - f. Ensures notification of off-duty staff when necessary.
 - g. Performs other related duties as warranted by the circumstances of the emergency.
3. **DAMAGE CONTROL:** Director of Facilities Management or his designee
 - a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.

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- b. Provides vehicles, equipment and operators for movement of personnel and supplies; assigns vehicles as required to the Emergency Response Team for emergency use.
 - c. Obtains the assistance of utility companies as necessary.
 - d. Furnishes and maintains emergency power and lighting as required.
 - e. Surveys habitable space and relocates essential services and functions.
 - f. Provides for storage of vital records at an alternative site; coordinates with those in control of various buildings for liaison and necessary support.
4. **PUBLIC INFORMATION:** Executive Director of Public Affairs.
- a. Establishes liaison with the news media for dissemination of information as requested by the President.
 - b. Establishes liaison with local radio and television services for public announcements.
 - c. Arranges for photographic and audio-visual services as required by the particular situation in support of the emergency situations outlined in this plan.
 - d. Advises the President, or designee, of all news concerning the extent of the disaster affecting the campus.
 - e. Prepares news releases for approval and release to media concerning the emergency.
 - f. Refer to the Crisis Communications Plan at Appendix #1 for further explanation of duties.
5. **ENVIRONMENTAL HEALTH AND COMPLIANCE:** Vice President for Administration.
- a. Provides information and guidance on human resource and personnel issues as they relate to the particular emergency.
 - b. Works with the other team members in assessing the emergency and preparing the University's specific response.
 - c. Arranges for the following message or a modified version to be used on the University main in-dial number:
 - "Thank you for calling Francis Marion University. The University is closed because of _____. We plan to re-open for classes on _____. Stay tuned to local radio and TV stations for news of our status."
 - d. In the event that commercial power fails the telephone switch will cease to operate within a short period of time depending upon the amount of usage. The following backups will be used to maintain communication among team members and with external agencies: University cellular phones/pagers, Campus Police cellular phones, University UHF radios and police 800 MHz radios.

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6. CHAIR OF THE FACULTY:

- a. Provides liaison with the faculty on issues as they relate to the particular emergency.
- b. Works with the other team members in assessing the emergency and preparing the University's specific response.

OTHER RESPONSIBILITIES

1. **DEANS, CHAIRS, ADMINISTRATORS AND DEPARTMENT HEADS:** Each may appoint a specific person as the facilitator for every activity under his/her control. They have the following general responsibilities prior to and during an emergency:
 - a. Inform all employees under his/her direction of the emergency condition.
 - b. Evaluate the impact an emergency has on respective activities and take appropriate action to minimize the impact. This can include ceasing operations and initiating building evacuations.
 - c. Maintain emergency telephone communications with officials from respective activities.
2. **FACULTY AND SUPERVISORS:** Each faculty member and supervisor is responsible for:
 - a. Educating his/her students and/or employees concerning University emergency and evacuation procedures.
 - b. Informing students and/or staff of any emergency condition and initiate procedures outlined herein.
 - c. Encouraging disabled persons to seek assistance from others in moving to safety during an emergency or disaster situation.
 1. Faculty and supervisors should remain with the disabled person until aid arrives.
 2. FMU employees may be dispatched to assist disabled persons or persons needing assistance in a facility evacuation. Disabled individuals should immediately go to the top of the stairs on the second, third, and fourth floors. A FMU employee from Facilities Management or Campus Police will be dispatched to check each stairway and assist.
 - d. Evaluate and survey his/her assigned facility or activity prior to an actual emergency in order to determine the impact a fire or other emergency could have on respective areas. Report hazards to Facilities Management or Campus Police. Work needed to reduce hazards and minimize accidents should be promptly reported to the Facilities Management Department at extension 1150.
 - e. Inform all students, faculty and staff to conform to building evacuation guidelines during emergencies and to report to a designated campus assembly area outside the building where a head count can be taken.

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UNIVERSITY NOTIFICATION SYSTEM The telephone is a primary means of emergency notification at Francis Marion University. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. Information may also be transmitted via the FMU e-mail system, the campus telephone system voice mail capability or via Swamp Fox Alert. Refer to Appendix 2 for information on emergency communications procedures.

1. The Campus Police Department is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.
2. The Campus Police officer on duty will initiate the notification system by calling the following members of the President's Emergency Advisory Staff: The President, Vice President for Business Affairs, Chief of Campus Police, Director of Facilities Management, Vice President for Development, Vice President for Student Affairs, Provost, Vice President for Administration and Chair of the Faculty. The officer will also notify the Facilities Management Department of a campus emergency and request their assistance in mitigating damage.
3. During an emergency, campus phones must be restricted for official University notification purposes only. In the absence of phone services, Campus Police, Student Affairs, or Campus Housing may provide runners for emergency notification contingent upon availability of personnel.

CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES:

1. **Campus Police:** Uniformed officers are on duty twenty-four hours. Dispatchers work varying hours throughout the week. For any emergency dial 1109 if calling from on campus. If the Campus Police building is unoccupied, dial 1109 from an on campus phone or 661 – 1109 from off campus. This will connect you to patrolling officers. For those living off-campus, emergency help (police, fire, EMS) is available from the Florence County Sheriff's Office Central Dispatch by dialing **911** or **669-3911**.
2. **Maintenance Operations:** Skilled trade workers are available from the Facilities Management Department at all times during working hours and on call as circumstances warrant. They can provide the following emergency services:
 - a. **UTILITIES:** Repairs to water, gas, electric and sewage systems
 - b. **EQUIPMENT:** Portable pumps, generators, floodlights, air compressors, welders, tractors, forklifts, etc.
 - c. **STRUCTURES:** Repairs to structures and mechanical equipment therein, including HVAC equipment.
 - d. **TRANSPORTATION:** Sedans, light trucks, tractors, etc.
3. **Purchasing Department:** Emergency procurement of materials and services can be arranged in direct support of any contingency.
4. **Receiving:** Located at the Warehouse and aids with emergency procurement of items needed for campus support.

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EMERGENCY SHUTDOWN PROCEDURES: In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities (e.g. electricity and natural gas). The Director of Facilities Management develops shutdown procedures.

REPORTING EMERGENCIES:

1. Campus Police can be contacted by calling 1109 from a campus phone or by dialing 843-661-1109 from an off-campus or cell phone.
2. In an emergency if the phone lines are down and Campus Police **CANNOT** be reached dial 911.
3. When calling, try to remain calm and carefully explain the problem and the location. Give your name, and telephone number. **DO NOT** hang up until instructed to do so.
4. After any evacuation, report to your designated assembly point. Remain there until an accurate head count is taken.

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CAMPUS DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picket lines and rallies will be peaceful and non-obstructive. People not involved in the demonstration should attempt to carry on business as usual and avoid provoking or obstructing demonstrators. Should a disturbance occur, call Campus Police by dialing 1109 or 661-1109. If a faculty member is involved in the demonstration, the appropriate Dean(s) will be informed. If possible, a student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. THREAT of physical harm to persons or damage to University facilities/property.
2. PREVENTION of access to offices, buildings or University facilities.
3. INTERFERENCE with the normal operation of the University.

If any or all of these conditions exists, Campus Police should be notified and will be responsible for contacting the President and others as necessary.

If a disturbance seems to threaten the occupants of the building, report it immediately. You should also alert all persons in the area of the situation, lock all doors and windows and close blinds to prevent flying glass.

When communicating with an angry belligerent or violent individual be courteous and confident, remain calm, allow the person an opportunity to express his/her feelings and concerns, and listen objectively. Do not corner or crowd the hostile individual, attempt to touch the individual, blame anyone or "blow off" the hostile individual. Try to keep at a safe distance or move to a neutral location. Leave the door open or have someone else join you. Consider using defusing questions such as:

- How can I help you?
- Tell me more about this.
- What is your goal?

PROCEDURES: Depending on the nature of the demonstration, the procedures listed below should be adhered to:

1. **PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS:** Generally these should NOT be interrupted. Demonstrators should NOT be obstructed or provoked, and efforts should be made to conduct University business as normally as possible. Campus Police should be called and be on standby in the event that the demonstration suddenly becomes violent
 - a. If demonstrators are asked to leave but refuse by regular facility closing times, the following will occur:
 - (1) Arrangements will be made by the Chief of Campus Police to monitor the situation during non-business hours; **or**
 - (2) The determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see Section 2 below).

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- 2. NONVIOLENT, DISRUPTIVE DEMONSTRATIONS:** In the event that a demonstration blocks access to University facilities or interferes with University operations:
- a. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or his/her designee.
 - b. The Vice President for Student Affairs will consider having a photographer or videographer available and coordinate efforts with the Executive Director of Public Affairs.
 - c. Key University personnel and student leaders will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to discontinue their activities.
 - d. The Vice President for Student Affairs, or his/her designee, will go to the area and request that the demonstrators leave or discontinue the disruptive activities.
 - e. If the demonstrators persist in disruptive activity, they will be informed that failure to discontinue the specified action, within a determined time frame, may result in disciplinary action including suspension or expulsion and/or possible intervention by law enforcement personnel (see Directive to Immediately Terminate Demonstration below). Except in extreme cases, the President will be consulted before such disciplinary actions are taken. University policies and procedures for disciplinary action will be adhered to if the activity involves employees.
 - f. Efforts should be taken to secure positive identification of demonstrators violating policies to facilitate later testimony. Efforts can include photographs if deemed advisable.
 - g. After consultation with the President, University Counsel and Chief of Campus Police by the Vice President for Student Affairs, the need for intervention of civil authorities or the possible need for a court injunction will be determined.
 - h. If the decision is made to seek the intervention of law enforcement authorities, the demonstrators should be so informed (see Directive to Immediately Terminate Demonstration with the Assistance of Law Enforcement below). Upon arrival of police forces, the remaining demonstrators will be warned of the intention to arrest.
- 3. VIOLENT, DISRUPTIVE DEMONSTRATIONS:** In the event of a violent demonstration in which injury to persons or property occurs or appears imminent, the President, the Vice President for Student Affairs and the Chief of Campus Police will be notified.
- a. During Business Hours:
 - (1) The President, in consultation with the Vice President for Student Affairs, University Counsel and the Chief of Campus Police, will determine what course of action should be undertaken. The need for intervention of civil authorities or the possible need for a court injunction will be determined.
 - (2) If advisable, the Vice President for Student Affairs will alert the President and the Executive Director of Public Affairs who will contact a photographer or videographer to report to an advantageous location for photographing or videotaping the demonstration.

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(3) In coordination with the Vice President for Student Affairs, Campus Police will contact the Sheriff's Office and arrange for any necessary additional assistance. Campus Police will maintain radio communication with the Sheriff's Office.

b. After Business Hours:

(1) Campus Police should be immediately notified of the disturbance.

(2) Campus Police will investigate the disruption and report findings to the Chief of Campus Police and the Vice President for Student Affairs.

(3) The Vice President for Student Affairs will report the circumstances to the President who will arrange to have key administrators informed as well as the Executive Director of Public Affairs who will acquire, or arrange for, a photographer or videographer.

(4) If necessary, the President or Vice President for Student Affairs will arrange for Campus Police to obtain assistance from the Sheriff's Department.

NOTE: The Chief of Campus Police reserves the right to call for law enforcement assistance without counsel from others if it is deemed to be of paramount importance to the safety of members of the campus community.

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

I am _____. This assembly, and the conduct of each participant, is seriously disrupting the operations of Francis Marion and is in clear violation of the rules of the University. You have been previously called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University and in no event will the Administration of this University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order - including request for law enforcement intervention. Any individual who continues to participate in this demonstration is subject to possible arrest for criminal violations or suspension from the university.

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF LAW ENFORCEMENT

I am _____. You have been previously directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University each of you is hereby placed on interim suspension, subject to later review. The law enforcement officers will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest, (for such things as Criminal Trespass, Destruction of Property, Breach of Peace, etc.).

After the situation is controlled the Administration may convene key individuals involved to evaluate outcomes and procedures. If the situation has involved a criminal act or outside authorities were called the Campus Police will prepare the incident report(s). The Vice President for Student Affairs will advise on Student Code of Conduct violations. The Vice President for Human Resources will advise on violations of the FMU Workplace Violence Policy.

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DEBRIS MANAGEMENT RESPONSE

PURPOSE: This document defines the roles, responsibilities, procedures and provides guidance for development and implementation of all elements involved in managing debris removal operations. The Debris Management Plan establishes procedures to aid in debris removal operations. This plan provides guidance for decision makers to manage debris removal operations.

PROCEDURES: The concept of operations describes how debris management operations will be conducted in response to debris generating events (i.e. flood, hurricane, severe weather, etc.). Operations should be conducted in a phased approach which includes normal operations, increased readiness, response, and recovery.

1. The Facilities Management Department will be responsible for the overall project management of the debris removal actions carried out by designated agencies and private contractors.
2. Various other FMU Departments may provide support for debris removal functions. They will work in conjunction with pre-approved private contractors to facilitate the debris clearance, collection, reduction, and disposal following a disaster.
3. The debris removal/collection process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major disaster or catastrophic event. To achieve this objective, the following actions should be implemented:
 - a. The removal/collection of debris from designated high priority roads to provide access for emergency vehicles and responding resources into the impacted area. High priority roads include:
 - Alumni Drive
 - Patriot Drive
 - Wallace Woods Road
 - Wallace Drive
 - The Cottage Road
 - b. The removal/collection of debris to provide access to critical facilities and classroom locations.
 - c. The elimination of debris related threats to public health and safety.

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EARTHQUAKE

Unlike other natural disasters an earthquake can occur without warning and strike anytime. An earthquake is a sudden shaking of the earth caused by the breaking or shifting of rock beneath the earth's surface. Earthquakes can cause buildings and bridges to collapse, telephone and power lines to fall, and can cause fires, explosions and landslides. South Carolina experiences several earthquakes annually. These are typically low-level events with magnitudes ranging from less than 1.0 to approximately 3.0 but generally not felt by people. About 70 percent of these occur in the vicinity of the epicenter of the 1886 Charleston earthquake, a region referred to as the Middleton Place-Summerville Seismic Zone (MPSSZ). In South Carolina earthquakes occur less frequently but can be more violent over a much greater area due to sub-surface geological conditions.

TERMINOLOGY:

1. **AFTERSHOCK:** an earthquake of similar or lesser intensity that follows the main shock.
2. **EARTHQUAKE:** A sudden slipping or movement of a portion of the earth's crust accompanied and followed by a series of vibrations.
3. **EPICENTER:** the point on the earth's surface directly above the origin of an earthquake.
4. **FAULT:** An area of weakness, a fracture or crack along which two blocks of rock slide past one another. This movement may occur rapidly, in the form of an earthquake, or slowly, in the form of creep.
5. **MAGNITUDE:** A number that characterizes the relative size of an earthquake graphically displayed through lines on a Richter scale. It measures the total amount of energy released. Each whole number represents an increase of about 30 times the energy released from the lower number.
6. **SEISMOGRAPHS:** Instruments that make an automatic record of the time, duration, direction, and intensity of earthquakes.
7. **SEISMIC WAVES:** vibrations that travel outward from the center of the earthquake at speeds of several miles per second. These vibrations can shake some buildings so rapidly that they collapse.
8. **THEORY OF PLATE TECTONICS:** States that the earth's crust is divided into a number of relatively rigid plates that collide with, separate from, and translate past one another at their boundaries, this disruption commonly results in earthquakes.

WHAT TO DO BEFORE AN EARTHQUAKE

1. Look for items in your office or building that could become a hazard and try to mitigate that potential:
 - a. Repair defective electrical wiring, leaky gas lines, and inflexible utility connections.
 - b. Place large or heavy objects on lower shelves. Fasten shelves to walls. Brace high and top-heavy objects.

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- c. Store breakable items on low shelves or in cabinets that can fasten shut.
 - d. Anchor overhead lighting fixtures.
 - e. Check and repair deep plaster cracks in ceilings and foundations. Get expert advice, especially if there are signs of structural defects.
 - f. Consider flexible pipe fittings to avoid gas or water leaks. Flexible fittings are more resistant to breakage.
2. Know where and how to shut off electricity, gas and water at main switches and valves. Check with Facilities Management for instructions.
 3. Locate safe spots in each frequented room under a sturdy table or against an inside wall. Identify danger zones in each room such as near windows where glass can shatter, bookcases or furniture that can fall over, or under ceiling fixtures that could fall down.
 4. Develop a plan for reuniting departmental personnel after an earthquake. Establish an out-of-town telephone contact for persons to call to let others know that they are okay.
 5. Provide protection for important papers, research projects, computer files, etc.
 6. Prepare to survive on your own for at least three days. Assemble a disaster supply kit. Keep a stock of food and extra drinking water. See the "Hurricane" section of this plan for further information.
 7. Expect aftershocks. These secondary shockwaves are usually less violent than the main earthquake but can be strong enough to do additional damage to weakened structures.

WHAT TO DO DURING AN EARTHQUAKE

1. Indoors:
 - a. Minimize your movements during an earthquake.
 - b. Stay inside, move away from windows, shelves, heavy objects or furniture which may fall over. Take cover under a table or desk. Instruct others to "DUCK-COVER-HOLD".
 - c. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 - d. In halls, stairways, or other areas where cover is not available, move to an interior wall.
 - e. In the library, immediately move away from windows and bookshelves and take cover.
 - f. In laboratories, all burners should be extinguished, if possible, before taking cover. Stay clear of hazardous chemicals, which may spill.
 - g. In multi-use rooms, take cover under tables or move close to interior walls away from windows.

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- h. Doorways should only be used for shelter if they are in close proximity to you and if you know that it is a strongly supported load-bearing doorway.
 - i. If in a multi-story building stay inside. Many injuries occur as people flee a building and are struck by falling debris. Get under a desk and stay away from windows and outside walls. Be aware that the electricity may go out and sprinkler systems may come on. DO NOT use the elevators when it is safe to leave.
2. Outdoors:
- a. Stay there. Move to an open space away from buildings and overhead power lines.
 - b. Lie down or crouch low to the ground.
 - c. Keep looking around and be aware of dangers which may demand movement.
 - d. If in a crowded indoor public location stay there.
 - Do not rush for the doorways.
 - Move away from tall shelves, cabinets and bookcases containing objects that may fall.
 - Take cover and, if possible, grab something to shield your head and face from falling debris and glass.
 - Be aware that the electricity may go out or the sprinkler systems or fire alarms may activate.
 - DO NOT use the elevators when it is safe to leave.
 - e. In a moving vehicle, stop as quickly as safety permits, and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses or utility wires.
 - f. If you become trapped in debris:
 - Do not light a match.
 - Do not move about or kick up dust.
 - Cover your mouth with a handkerchief or clothing.
 - Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort; shouting can cause you to inhale dangerous amounts of dust.
 - Stay inside until the shaking stops and it is safe to go outside. Injuries often occur when falling objects hit people entering or exiting buildings.
 - g. Additional suggestions for persons with disabilities or special needs:
 - Persons with disabilities and special needs should understand the importance of being prepared for the effects of an earthquake. Unlike some disasters, normally there is no time for evacuation and citizens should shelter-in-place.
 - Don't be afraid to ask for help if you think you will need it. Having a plan and being ready are the keys to safety. Identify potential hazards ahead of time to reduce the dangers of serious injury or loss of life.
 - Make sure that you have your supplies kit and that it is maintained. Some of the supplies that you should have in your kit include batteries for hearing aids, flashlights and similar devices, extra oxygen tanks, electrical backups for medical equipment,

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emergency food and water including provisions for special dietary requirements and an emergency supply of your medications.

- Develop an emergency communications plan. Ask an out-of-state relative or friend to serve as the “family contact”. Make sure everyone in the family knows the name, address and phone number of the contact and that they are to call the contact to let them know where they are if they cannot make contact directly with the family in the earthquake affected area.
- Additional information on preparedness is available at www.scemd.org or www.fema.gov

WHAT TO DO AFTER AN EARTHQUAKE

1. Be prepared for aftershocks.
2. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize his/her neck and back. Call for help as soon as possible.
3. If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway and start mouth-to-mouth resuscitation.
4. Treat an injured person for shock. Maintain body temperature with blankets. Be sure the victim does not become overheated.
5. If the electricity goes out, use flashlights or battery powered lanterns. Switch off electrical power at the main fuse box or circuit breaker if electrical damage is suspected or known and you know how to. Report your efforts to Campus Police. Do not use candles, matches or open flames indoors after the earthquake because of possible gas leaks.
6. Wear sturdy shoes in areas covered with fallen debris and broken glass.
7. Clean up spilled medicines, bleaches, gasoline and other flammable liquids. Evacuate the building if gasoline fumes are detected and the building is not well ventilated.
8. Visually inspect utility lines and equipment for damage. If you smell gas or hear a hissing or blowing sound, open a window and leave. Report the leak to Campus Police at 1109 from the nearest working phone or cell phone. Stay out of the building.
9. Shut off the main gas valve if you know how. If you shut off the gas supply at the main valve do NOT turn it back on.
10. Shut off the water supply at the main valve if water pipes are damaged or damage is suspected.
11. Do not flush toilets until you know that sewage lines are intact.
12. Open cabinets cautiously; objects within can fall off shelves and cause injury.
13. Use the phone only to report life-threatening emergencies. Listen to news reports for the latest emergency information.

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14. Stay off the streets. If you must go out, watch for fallen objects, downed electrical wires, weakened walls, bridges, roads and sidewalks. Stay away from damaged areas unless your assistance has been specifically requested.

EARTHQUAKE SUPPLIES KIT:

Have basic supplies on hand and make sure everyone in your family knows how to pull them together quickly. This checklist can help you develop a supplies kit:

- Non-perishable food and drinking water (a minimum of two quarts per person per day)
- Flashlights, extra batteries, and bulbs
- Battery-powered AM/FM radio or hand crank radio and NOAA weather radio with extra batteries
- First-aid kit and manual
- Matches in a waterproof container
- Non-electric can opener
- Essential medicines, including prescriptions
- Complete change of clothing including a long-sleeve shirt and long pants and sturdy shoes
- Masks to guard against dust
- Fire extinguisher
- Mess kits, paper cups, plates, utensils, and paper towels
- Important family documents
- Paper and pencil
- Toiletries
- Books, toys and games
- Baby supplies Pet food and extra water for your pet

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ELEVATOR FAILURE

In the event of an elevator failure due to mechanical issues or problems with interruptions in power it is possible that persons may become trapped for a short period of time.

PROCEDURES:

1. If you are trapped in an elevator, do not panic or attempt to force the doors open.
2. Use the emergency telephone to call for assistance and signal your need for help.
3. If you discover someone trapped in an elevator, call FMU Campus Police at 843-661-1109 and report the information. Advise the person in the elevator that you have called for assistance.
4. Building Maintenance and Campus Police will respond to attempt to extricate persons trapped in the elevator.
5. If the cause for the problem cannot be immediately determined an "OUT OF ORDER" sign will be placed on each floor until the elevator maintenance contractor can respond and repair the problem.

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EVACUATION/SHELTER IN PLACE

Evacuation from a campus building or from the entire campus could become necessary as the result of a natural or manmade disaster. Examples in incidents that might require an evacuation include but are not limited to hurricane, tornado, chemical spill or fire. Due to these incidents or emergencies, FMU, county, state or federal agencies may require a partial or complete evacuation of campus or sheltering-in-place in order to avoid becoming embroiled in the emergency. Whatever the cause everyone should have a plan of action in the event an evacuation is called for. Remember that the time to prepare is before a disaster strikes.

DEFINITIONS:

1. **Evacuation** is the time-critical movement of personnel away from danger or contaminated areas. Evacuations may involve a single building, multiple buildings, a general evacuation (with essential personnel remaining) or a complete evacuation of the campus.
2. **Shelter-in-place** involves taking shelter in secure areas of buildings until hazardous material dissipates or the danger passes. Shelter-in-place may be ordered for those unable to evacuate or if it is decided that this is the optimum procedure for reducing exposure to hazardous materials.
3. **Relocation** refers to the movement of personnel to temporary housing due to damage or contamination of campus infrastructure.

GENERAL EVACUATION INFORMATION

1. **PREPARE:** Determine in advance the nearest exit from your work location or classroom and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.
2. **BUILDING EVACUATION:** This could involve a campus building or residence facility and may occur when an alarm sounds and/or upon notification from Campus Police. When the alarm is activated, leave by the nearest marked EXIT and alert others to do likewise.
3. **CAMPUS EVACUATION:** This could be required as the result of an off campus hazardous materials incident, hurricane or other disaster. Campus Police will announce any evacuation information using all available methods. All persons are to immediately vacate the potentially hazardous area.
4. **DURING THE EVACUATION:** If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
 - Stay calm, do not rush, run or panic. Walk as you evacuate.
 - Safely stop your work.
 - Follow instructions from emergency personnel.
 - If safe, take all quickly accessible personal property. Take prescription medications out with you if at all possible; it may be hours before you are allowed back into the building.
 - Check doors for heat before opening. Do not open the door if it feels hot.
 - Close your office door and window, but **do not lock them.**
 - Keep noise to a minimum so you can hear emergency instructions.

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- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator; use handrails in stairwells; stay to the right.
- Assist people with disabilities (see below).
- Move quickly away from the building. Watch for falling debris.
- Once outside, proceed to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants and walkways clear for emergency personnel and vehicles.
- Do not return to or re-enter an evacuated building unless instructed that it is safe to do so by a University Official.

EVACUATION OF PERSONS WITH DISABILITIES OR THOSE NEEDING ASSISTANCE:

1. Everyone needs to take responsibility for being prepared for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. Staff, faculty, and students should be aware of the needs of people with disabilities and know how to offer assistance. In all emergencies after an evacuation has been ordered all persons should evacuate if possible. DO NOT use elevators, unless authorized to do so by emergency services personnel.
2. Disabled individuals should immediately go to the top of the stairs on the second, third or fourth floors. Faculty and supervisors should remain with the disabled person until aid arrives and send someone to notify Campus Police of the location of the person needing assistance. A group of FMU employees has been identified to assist disabled persons. An FMU employee will be dispatched to check each stairway and assist as needed.
 - a. **Non-Ambulatory Persons/Persons with Mobility Impairment** – If you have a physical disability and are unable to use the stairways:
 - 1) Stay calm, and take steps to protect yourself.
 - 2) If the room is on the first floor, all occupants should leave the building via the nearest safe exit.
 - 3) If the room is not on the first floor or if the safest exit involves stairs and Campus Police is NOT yet on site to evacuate those who use wheelchairs, evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other dangers. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.
 - 4) If there is a working phone, call 911 and tell the police dispatcher where you are or where you will be moving to.
 - 5) If you must move, we recommend that you move to an enclosed stairway. Request persons exiting by way of the stairway to notify the Fire Department of your location. As soon as practical, move onto the stairway and await fire department personnel. If the situation is life threatening, call 911 and report your location.
 - 6) **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

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- 7) ALWAYS ASK someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- 8) If immediate evacuation is necessary, be aware of the following considerations:
- Wheelchairs should not be used to descend stairwells, if at all possible. Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
 - In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
 - Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
 - You may need to remove the chair batteries. Life support equipment may be attached.
- 9) **Always consult with the person in the chair regarding how best to assist them.** There is no single, totally acceptable safe procedure for moving an individual who uses a wheelchair. Some medical conditions may require that the person wait at the nearest safe enclosed stairwell for Campus Police. At no time is it advisable that an untrained person attempt to physically carry another person to safety. If danger is imminent and rescue workers are not present, ask the person how best to assist them. Items that should be discussed with the person include:
- If and how they may be safely moved. Is paramedic assistance necessary?
 - The number of people necessary for assistance.
 - Ways of being removed from the wheelchair.
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - Whether to carry forward or backward on a flight of stairs.
 - Whether a seat cushion or pad should be brought along if the wheelchair is being left behind. Campus Police will determine whether the wheelchair should be left or removed from the building.
 - In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/pad, or car seat?
- b. Visually Impaired Persons:** Most visually impaired persons will be familiar with their immediate work area. During an emergency, pair the visually impaired person with a sighted individual. In an emergency situation:
- Describe the nature of the emergency and offer to act as a "sighted guide".
 - Give verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms. As you walk, describe where you are and advise of any obstacles.
 - DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Offer your elbow and escort him/her to a safe place.

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- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.
- c. Hearing Impaired Persons:** Because persons with impaired hearing may not perceive emergency alarms an alternative warning technique is required.
- Get the attention of a person with a hearing disability by touch and eye contact. Turn the light switch off and on to gain the person's attention.
 - Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Indicate through gestures what to do.
 - After getting the persons attention, speak directly to the hearing impaired person and look at him/her while speaking. Speak naturally and clearly without shouting or exaggerating lip movement. Use short sentences.
 - Avoid blocking the area around the mouth while speaking to aid in lip reading. For example, don't smoke or chew gum.
 - If possible, avoid standing in front of windows or other light sources. The glare can make it difficult to read lips or see your facial expressions.
 - Write a note describing the emergency and the nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
 - Do not hesitate to ask the person to repeat what was said.
- d. Neurological Disorder:** To assist in the evacuation of persons who have a neurological disorder, a psychiatric disability or use assistive mobility items (walkers, canes, crutches, etc.) do the following:
- Escort or identify a volunteer to escort this person to ensure his/her safe departure from the building.
 - A person with a psychiatric disability (e.g., autism) may "freeze" during an emergency evacuation. Attempt to calmly explain the need to vacate the building and offer to have the person exit with you.
 - If the person refuses to leave, and it is unsafe for you to remain with him or her, contact Campus Police or other emergency personnel immediately and notify them of the person's location.

SHELTER IN PLACE:

1. During certain emergency situations, particularly violent intruder, chemical, biological or radioactive material releases and some weather emergencies such as a tornado, you may be advised to "shelter in place" rather than evacuate the building.
 - a. Stay inside the building (or go indoors as quickly as possible). If possible, go a room or corridor where there are no windows and few doors.
 - b. In the event of a chemical release, go to an above-ground level of the building. Some chemicals are heavier than air and may seep into lower levels even if the windows are closed
 - c. If there is time, shut and lock all windows and doors. Locking them may provide a tighter seal against chemicals.

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- d. Push a wet towel up against the crack between the door and the floor to seal it.
 - e. Turn off the heat, fans, air conditioning or ventilation system if you have local controls for these systems. Many university buildings' ventilation systems are controlled centrally by Facilities Management.
 - f. Contact Campus Police to report your location and answer any questions about your situation.
 - g. Do not use elevators.
 - h. Quickly locate supplies you may need such as food, water, radio, etc. Drink bottled, stored water, not water from the tap.
2. When the "**all clear**" is announced:
 - a. Open windows and doors.
 - b. Turn on heating, air conditioning or ventilation system.
 - c. Go outside and wait until the building has been vented and been declared safe before returning to it.

POWER OUTAGES/DISABLED INDIVIDUALS:

1. If a power outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. Someone from the building should contact Campus Police.
2. If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 1109 or 911 and request evacuation assistance.
3. The following guidelines are general and may not apply in every circumstance.
 - a. Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
 - b. Try to avoid evacuating people with disabilities in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
 - c. Always ask people with disabilities how you can help before attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
 - d. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs.

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EXPLOSION/EXPLOSIVE DEVICES

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Campus Police Department. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the instructions contained herein are geared towards that assumption.

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff during reports of possible explosive devices affecting the University. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!!** Clear the area and immediately notify Campus Police at 1109.

PROCEDURES:

1. The majority of bomb threats are called in to the target. Two logical explanations for reporting a bomb threat are:
 - a. The caller has definite knowledge or believes that an explosive device has been or will be placed and he/she wants to minimize casualties or property damage **or**
 - b. The caller wants to create an atmosphere of anxiety and panic, which will, in turn result in the disruption of the normal activities of FMU.
2. Proper planning will instill confidence in FMU's leadership, reinforce the notion that those in charge do care, reduce the potential for personal injury and property loss and reduce the threat of panic. In the context of a bomb threat, panic is the ultimate achievement of the caller.
3. All information received on bomb threats must be treated as confidential.
 - a. University personnel who may be directly involved with a bomb threat are not authorized to make any statements to the press or have communications with the media. Office of Public Affairs personnel, through the Executive Director of Public Affairs, will handle press inquiries. Release of information regarding a suspected or actual event may impact future prosecution.
 - b. All inquiries will be referred to the Executive Director of Public Affairs or the Vice President for Business Affairs in the absence of the Director.
4. It is anticipated that bomb threats may be conveyed through various media, most likely by telephone. These threats may be directed toward specific departments or facilities or may be general in nature. The following actions will be taken:

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- a. Remain calm and immediately refer to the attached bomb threat checklist. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time
- b. If applicable, pay attention to your telephone display and record the information shown in the display window. If the threat was left on your voice mail, **do not erase** the voice message.
- c. It is always desirable that more than one person listens in on the call. A calm response to the bomb threat caller could result in obtaining additional information. The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:
 - Keep the caller on the line as long as possible.
 - Ask him/her to repeat the message.
 - Record or write down every word spoken and the exact time of the call.
 - If the caller does not indicate the location of the bomb or the time of detonation ask for this information. Ask for the location of the device (building, floor, room, etc.), the time of detonation and type of detonator.
 - Inform the caller that the building/room is occupied and that detonation could result in death or serious injury to many innocent people.
 - While engaging the caller, pay particular attention to any background noises and distinctive sounds such as motors running, music playing, traffic noise, or any noise that might provide a clue as to the location of the caller.
 - Listen closely to characteristics of the caller's voice; male/female young/old, voice quality or emotional state (calm, excited), accents or speech impediments (lisp, drunk, etc.).
 - Try to estimate the caller's educational level.
- d. The person receiving the bomb threat should try to remain calm and attempt to obtain as much information as possible. Ask the following questions:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of a bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- e. After the caller has given all the information he/she intends to, ask for his/her name. Inform the caller that the building is occupied and that detonation could result in death or injury to innocent parties.
- f. Immediately after the caller hangs up report the threat to Campus Police at 661-1109 and to your supervisor. Give the person contacted all the information you have obtained. Provide your name, room number and phone number. Remain available since law enforcement personnel will want to interview you.
- g. Take no further actions until contacted by responding Campus Police Officers (if the threat is against your department/facility).

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- h. Make a cursory search of your immediate area for suspicious objects and report the location of any to Campus Police. **DO NOT TOUCH OR DISTURB THE OBJECT.** Do not turn lights on or off and avoid opening drawers or cabinets.
- i. Written messages are usually associated with generalized threats however, a written warning of a specific device may occasionally be received. It should never be ignored. If a written threat is received, save ALL materials, including the envelope or container. Once the message is recognized as a bomb threat, avoid any further unnecessary handling. Every effort must be made to retain evidence such as fingerprints, handwriting or type writings, paper and postmarks. These could prove essential in tracing the threat and identifying the writer.
- j. Campus Police will want to interview the person who received the threat.

DECISION: The most serious decision to be made in the event of a bomb threat is whether to evacuate the affected area or building. In many cases the decision may have already been made. A carte blanc decision to evacuate immediately in the event of a bomb threat circumvents the calculated risk and demonstrates a deep concern for the safety of personnel in the building. However such a decision can result in a costly loss of time and significant disruption of activities. The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:

1. the nature of the threat
2. the specificity of location and time of detonation
3. circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
4. discovery of a device or unusual package, luggage, etc.
5. Essentially there are three alternatives when faced with a bomb threat:
 - a. **Ignore the threat.** Ignoring the threat completely can result in problems. A statistical argument can be made that very few threats are real. However, if employees or students learn that a threat was received and ignored it could result in morale problems and have a long-term adverse impact on the university. There is also the possibility that if the caller feels he/she is being ignored he/she may go beyond the threat and actually plant a bomb.
 - b. **Evacuate immediately.** On the face, this may seem the preferred approach. There are however negative factors to this approach that should be considered. The obvious result of immediate evacuation is disruption to daily operations. If the bomb threat caller discovers the policy is to evacuate at every call, he/she will continue to call and force activity to a halt. An employee aware of the policy may make a bomb threat call in order to get out of work. A student may call to get out of class or miss a test. Finally, a bomber who becomes aware of the evacuation policy could place a device near the exit normally used to cause personal injury.
 - c. **Search and evacuate if warranted.** Initiating a search and evacuating only after a suspicious package or device is found is perhaps the most desirable approach. It is not as disruptive as immediate evacuation and will satisfy the requirement to do something when

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the threat is received. If a device is found, evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb.

CAMPUS POLICE DUTIES: The Chief of Campus Police will take the following actions: (In the absence of the Chief, the senior Officer on duty will be responsible for all other actions listed here.)

1. Advise the Vice President for Business Affairs of the threat. If unavailable, one of the following will be notified:
 - a. President
 - b. Provost
 - c. Executive Director of Public Affairs
 - d. Vice President for Student Affairs
2. Proceed to the area of the threat and assume charge of operations essential to the protection of life and property.
3. Upon arrival, assess the situation and determine if evacuation of the facility is required unless this decision was previously made. If evacuation is deemed necessary, provide the information to the Command Center and have them call the affected areas and direct the evacuation.
 - a. ASSIST THE HANDICAPPED IN EXITING THE BUILDING. ELEVATORS ARE RESERVED FOR HANDICAPPED USE. In a fire emergency do not use elevators in case of fire; do not panic. Faculty and supervisors should remain with the disabled person until aid arrives. A group of FMU employees has been identified to assist disabled persons. Disabled individuals should immediately go to the top of the stairs on the second, third, and fourth floors. A uniformed FMU employee will be dispatched to check each stairway to assist. Refer to the evacuation section of this plan for more detailed information.
 - b. Ensure that Florence County Sheriff's Office Central Dispatch is aware of what is going on and what actions are being taken.
4. Assign available Campus Police resources to essential duties.
5. Assign search parties to areas of responsibility. These teams will be made up of members of Campus Police, Physical Plant personnel (Grounds, Facilities Management, etc.) and members of the building/department in question. If a detonation time was received, all search parties will evacuate the affected location 15 minutes prior to the specified time and will not re-enter until 30 minutes have passed.
6. When a suspicious item (one that might be an explosive device) is discovered, the party discovering the object will sound the alarm through word of mouth. **DO NOT use radios within 300 feet of a suspected bomb.** Evacuate all personnel from the immediate area of the suspicious parcel.
7. Campus Police and search team members will take normal precautions to keep the area secure.

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- a. South Carolina Law Enforcement Division (SLED) Headquarters will be contacted by telephone (803-896-7003) to request explosive detector resources or if an explosive or incendiary device is discovered.
 - b. Contact FCSO Central Dispatch to request Explosive Ordinance Team assistance.
 - c. Pending arrival of the Regional Explosives Ordinance Disposal Team, the area will be secured.
 - d. A bomb threat call report will be completed by Campus Police and one copy forwarded to SLED headquarters in Columbia.
8. After the entire area has been searched and nothing suspicious has been discovered, the area is declared safe. All previously involved University personnel will be advised. **DO NOT RETURN TO AN EVACUATED BUILDING UNTIL INSTRUCTED TO DO SO BY A UNIVERSITY OFFICIAL.**

GUIDELINES FOR SEARCH AND CLEAR OPERATIONS: Staff can be of assistance to Campus Police in several ways. Staff will be more familiar with their work area than our officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If an evacuation is necessary, classes will be dismissed. The decision to resume normal activities in the building will be made by the President or a designee in consultation other appropriate individuals.

1. Campus Police will arrange to assemble all personnel who will assist in the evacuation or search of the affected area or building. Code 100 will be transmitted on frequency 1 to all KXL-971 units. This Code 100 will be followed with the assembly area location. Other emergency services will be alerted to the threat and asked to stand by for further instructions.
2. Any employee who wants to leave the building will be permitted to do so. Persons leaving the building should report to a specified location well away from the affected area for further instructions.
3. After all parties have assembled, provide them with the information at hand.
 - a. Supply information regarding the device description or anything unusual provided by the caller.
 - b. Reinforce to all parties that the area will be evacuated 15 minutes prior to the alleged detonation time and that the search will not resume until 30 minutes past that time.
 - c. To avoid panic, do not discuss ongoing operations with anyone not directly involved.
4. An evacuation unit should be trained in how to evacuate a building during a bomb threat or any other emergency. Considerations should be given to the priority of evacuation, e.g. evacuation by floor level. Evacuate the floor levels above and below the danger area in order to remove people from danger as quickly as possible. Evacuation units should also be trained in search techniques. When a room or particular area is searched it should be marked and sealed with a piece of tape and reported to the Command Center. This unit is trained only in

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evacuation and search techniques not in the techniques of neutralizing, removing or otherwise having contact with the device. **IF A DEVICE IS LOCATED, IT SHOULD NOT BE DISTURBED.**

5. Normal areas of responsibility for search procedures are as follows:
 - a. **GROUNDS MAINTENANCE:** Search the exterior of buildings and set up a perimeter around the building to deny access to any uninvolved parties. They may also augment the interior building search parties.
 - b. **CUSTODIAL MAINTENANCE:** Search interiors of the affected area or building.
 - c. **FACILITIES MANAGEMENT:** Search interiors of the affected area or building.
 - d. **DEPARTMENTAL PERSONNEL:** Office and classroom areas are the responsibility of the Department Chairperson or persons in charge of or occupying the particular area. In the absence of these persons, the Chief of Campus Police will assign responsibility for searches. Supervisory personnel of the area under suspicion will assist in the search of rooms or areas that are not normally utilized. Those who occupy an area are most familiar with what does and does not belong.

ACTIONS BY SEARCH PERSONNEL:

1. It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspected objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it.
2. If a device or suspected device is discovered, its location and an accurate description of the device will be reported to the Chief of Campus Police or the senior officer on duty. The search should continue, as there is a possibility of more than one device or suspicious package being discovered.
3. It is advisable to have more than one individual search an area or room no matter how small. Supervisory personnel, area occupants or trained search teams can search. There are advantages and disadvantages to each method of staffing search teams.
 - a. Using supervisory personnel to search is a rapid approach and causes little disturbance. Using supervisors to search will not normally be as thorough because he/she is unfamiliar with many areas and may have a desire to get on with business.
 - b. Using area occupants to search their own areas is the best method for a rapid search. The occupants' concern for their own safety will contribute towards a more thorough search. These persons conducting the search are familiar with what does and does not belong in a particular area. There is also a shorter loss of work time than if all personnel are evacuated before search teams enter. One drawback to this method is the increased danger to un-evacuated workers.
4. Each member of the search teams will be looking for items that are out of the ordinary, unexplained or suspicious. Anything can be used to hide explosives; if there is any doubt about an object, it must be reported. Examples:

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- a. Packages, objects or suitcases found unaccompanied in bathrooms, stairwells, trashcans, hallways, utility channels or elevators.
 - b. Unexplained containers or objects left in office or working areas; items that no one can explain or claim.
 - c. Vehicles or trailers parked unusually close to the threatened facility. Particular caution should be used when inspecting vehicles.
5. Search priorities:
- In occupied buildings searches will take place simultaneously throughout the area in question based on the number of search personnel/teams available.
 - In unoccupied buildings searches will be conducted by teams headed by Campus Police Officers, beginning at the most direct route to the reported location and moving outward from that point.
 - Interior searches of the affected buildings will commence in the stairwells and hallways that may be used for evacuation of the facility. The following areas will then be searched: bathrooms, custodial rooms, mechanical rooms, electrical rooms, chases, air handler rooms, building roofs and elevator shafts.

RESIDENCE HALL EVACUATIONS:

1. Upon receipt of information regarding a bomb threat against a residence hall, Campus Police will:
 - a. Contact the Housing office and/or on-duty Resident Assistants to assist with student evacuation.
 - b. Officers and Resident Assistants will go door-to-door within the hall to inform all students. Officers will brief Resident Assistants on what to look for in the hallways as they aid with the evacuation. Again, no radios will be used in the facilities and if a suspect object is discovered it is to be immediately reported.
 - c. Students will be directed to assemble at the far end of parking lot "G" or in some other safe zone as determined by the Chief of Campus Police or senior officer on duty.
 - d. Students being evacuated will be instructed to put on appropriate clothing bring a flashlight, blanket, close - but not lock - bedroom doors and evacuate the building into the designated safe area.
 - e. Campus Police will also broadcast the location of the evacuation safe area over the Public Address system in the vehicles.
 - f. Students will remain in the evacuation area until the all clear is given to return to the residence hall.
2. All aspects of the explosive device procedural plan will be executed.

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EXPLOSION: In the event of an explosion without warning or one that is the result of a mishap, take the following immediate actions:

1. Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
2. After the immediate effects of the explosion and/or fire have subsided get out of the building as quickly and calmly as possible. **Call 1109 or 911.** Give your name and describe the location and nature of the emergency.
3. When a building evacuation is ordered or when you are told by University officials to leave, walk quickly to the nearest marked exit and advise others to do the same. Once outside, move to a clear area that is at least 500 feet away from the affected building.
4. If there is a fire, stay low to the floor and exit the building as quickly as possible.
5. If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
6. Assist others in exiting the building and move to designated evacuation areas.
 - a. Keep streets and walkways clear for emergency vehicles and crews.
 - b. Assist those with disabilities in exiting the building! Remember that elevators are reserved for them. Do not use elevators in case of fire.
 - c. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
 - d. **Do not return to an evacuated building** unless told to do so by a University official
7. The emergency unit or agency in control will decide when to turn control of the scene back over to the appropriate University entity, e.g., Campus Police, Facilities Management, Housing or facility tenant(s). Depending on the nature of the incident, other public response and law enforcement agencies may be involved in decisions or control of the scene, e.g., criminal actions.

IDENTIFYING SUSPICIOUS MAIL PACKAGES: Look for the following characteristics that are common with suspicious packages:

- No Return Address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter? If so, verify contents.
- Return address and postmark are not from same area.
- Wrapped In Brown paper w/ twine
- Grease stains or discoloration on paper
- Strange odors
- Foreign Mail, Air Mail and Special Delivery
- Restrictive markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand written or poorly typed addresses

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- Incorrect Titles
- Titles but no names
- Misspellings of common words
- Excessive weight
- Rigid Envelope
- Lopsided or Uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc.
- Visual Distractions

FUMES/VAPORS:

1. Toxic fumes can infiltrate into or through a building from various sources; improperly stored chemicals, faulty refrigeration equipment fires, and gasoline engines operated near air intakes, terrorist acts, etc. If the presence of toxic fumes is suspected, the area or areas affected should be vacated. Use a telephone away from this area and always call 9-911 if it is an emergency and 1109 (Campus Police).
2. Ventilate the contaminated area(s). It may be possible to clear an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by trained personnel.
3. If you are in any doubt about potential hazards do not endanger yourself or others – evacuate. Remove victims from area only if safely possible and call 911 for Emergency Medical Services.

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| | | | |
|---|------|----------------------------|------------|
| BOMB THREAT REPORT | DATE | CALL TIME | CALL ENDED |
| Person receiving call | | Receiving telephone number | |
| Is the number: ____directory listed ____private | | Whose number is it? | |
| IF YOU RECEIVE A BOMB THREAT, REMAIN CALM, LISTEN CAREFULLY AND DO NOT INTERRUPT THE CALLER. BY DISCREET PREARRANGED SIGNAL, ALERT A SECOND PERSON. COMPLETE AS MUCH INFORMATION AS POSSIBLE. CONVERSE WITH THE CALLER AS NECESSARY. | | | |
| IMMEDIATELY AFTER THE CALL NOTIFY YOUR SUPERVISOR AND CONTACT FMUPD AT 661-1109. TALK TO NO ONE ELSE, UNLESS INSTRUCTED TO DO SO. | | | |
| INSTRUCTIONS - COMPLETE AS MUCH AS POSSIBLE ASK THE QUESTIONS BELOW TO PROLONG THE CALL AS LONG AS POSSIBLE. ASK THE CALLER TO REPEAT INFORMATION | | | |

| | |
|--|--|
| When is the bomb going to explode? | What does the bomb look like? |
| What kind of bomb is it? | Why did you place the bomb? |
| Where is the bomb right now (Floor or Area)? | When is the bomb going to explode? |
| What kind of bomb is it? | What does the bomb look like? |
| Why did you place the bomb? | Where are you calling from? |
| What will cause it to explode? | Why do you want to kill or injure innocent people? |
| Did you place the Bomb? Yes No | Who is the target for the bomb? |
| What is your address? | What is your name? |
| Are there secondary devices? | Did the caller seem to have knowledge of the facility? If so, in what way? |

| | | | | | | | | | | |
|---|-----------|-----------|----------|------------|---------------------|---------|-------------|-----------------|---------------|--------|
| EXACT WORDS OF THE CALLER: | | | | | | | | | | |
| TRY TO DETERMINE THE FOLLOWING (CHECK APPROPRIATE DESCRIPTION) | | | | | | | | | | |
| Callers Identity: | Male | Female | Adult | Juvenile | Age estimate: _____ | | | | | |
| Language: | Good | Poor | Foul | Slang | Well spoken | | | | | |
| Accent: | Local | Not Local | Foreign | | | | | | | |
| Tone of Voice: | Loud | Soft | Deep | Raspy | Pleasant | Calm | Intoxicated | Rapid | Angry | |
| Speech Pattern: | Fast | Slow | Nasal | Lisp | Distinct | Slurred | Stutter | Clearing Throat | Cracked Voice | |
| Manner: | Calm | Angry | Rational | Irrational | Laughing | Crying | Coherent | Incoherent | Deliberate | |
| | Emotional | Other | | | | | | | | |
| Background Noise: | Bedlam | Trains | Factory | Machines | Street | Noises | Office | Machinery | House | Noises |
| | Horns | Bells | Whistles | | PA | System | Tape | Recorder | Music | Animal |
| | Clear | Static | Quiet | | Party | | Aircraft | Noises | | Harbor |
| | | | | | | | | | | Noises |
| Was the voice familiar? | Yes | _____ | No | _____ | If yes, describe | | | | | |
| Did the caller use familiar terms? | Yes | _____ | No | _____ | If yes, describe | | | | | |

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EXTREME HEAT

Periods of extreme heat indicative of temperatures exceeding 100 degrees occur in South Carolina on average 4 times each year during the months of June through September. Many of the state's population are particularly vulnerable to these extreme temperatures to include the aged, poor and homeless. Extreme heat accounts for an average of 2 deaths each year in South Carolina.

Heat kills by pushing the human body beyond its limits. Under normal conditions, the body's internal thermostat produces perspiration that evaporates and cools the body. However, in extreme heat and high humidity, evaporation is slowed and the body works extra hard to maintain a normal temperature. Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his/her age and physical condition. Conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor air quality. Consequently, people living in urban areas may be at greater risk from the effects of a prolonged heat wave than those living in rural areas. Also, asphalt and concrete store heat longer and gradually release heat at night, which can produce higher nighttime temperatures known as the "urban heat island effect."

TERMINOLOGY

1. **HEAT CRAMPS:** Muscular pains and spasms due to heavy exertion. Although heat cramps are the least severe, they are often the first signal that the body is having trouble with the heat.
2. **HEAT EXHAUSTION:** Typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. If not treated, the condition will worsen. Body temperature will keep rising and the victim may suffer heat stroke.
3. **HEAT INDEX:** A number in degrees Fahrenheit (F) that tells how hot it feels when relative humidity is added to the air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.
4. **HEAT STROKE (SUN STROKE):** Heat stroke is life threatening. The temperature control system, which produces sweating to cool the body, stops working. The body temperature can increase so high that brain damage and death may result if the body is not cooled quickly.

WHAT TO DO DURING EXTREME HEAT OR A HEAT EMERGENCY

1. Stay indoors as much as possible. If air conditioning is not available, stay on the lowest floor out of the sunshine. Remember that electric fans do not cool; they just blow hot air around.
2. Drink plenty of water regularly even if you do not feel thirsty. Persons who have epilepsy or heart, kidney, or liver disease, are on fluid-restrictive diets, or have a problem with fluid retention should consult a doctor before increasing liquid intake.
3. Dress in loose fitting clothes that cover as much skin as possible. Lightweight, light-colored clothing reflects heat and sunlight and helps maintain normal temperature. Wear a wide brimmed hat to protect the face and head.

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4. Avoid too much sunshine. Sunburn slows the skin's ability to cool itself. Use a sunscreen lotion with a high sun protection factor (SPF) 15 or greater.
5. Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat and take frequent breaks.
6. Spend at least two hours per day in an air-conditioned place. If your home is not air conditioned, consider spending the warmest part of the day in public buildings such as libraries, schools, movie theaters, shopping malls and other community facilities.

FIRST AID FOR HEAT-INDUCED ILLNESSES

1. Sunburn
 - a. *Symptoms:* Skin redness and pain, possible swelling, blisters, fever, headaches.
 - b. *First Aid:* Take a shower, using soap, to remove oils that may block pores, preventing the body from cooling naturally. If blisters occur, apply dry, sterile dressings and get medical attention.
2. Heat cramps
 - a. *Symptoms:* Painful spasms, usually in leg and abdominal muscles. Heavy sweating.
 - b. *First Aid:* Get to a cooler location. Lightly stretch and gently massage affected muscles to relieve spasm. Give sips of up to a half glass of cool water every 15 minutes unless nauseous. Do not give liquids with caffeine or alcohol.
3. Heat exhaustion
 - a. *Symptoms:* Heavy sweating, cool, pale or flushed skin and weak pulse. Normal body temperature is possible but temperature will likely rise. Fainting or dizziness, nausea or vomiting, exhaustion and headaches are possible.
 - b. *First Aid:* Get victim to lie down in a cool place, loosen or remove clothing. Apply cool, wet cloths. Fan or move victim to air-conditioned place. Give sips of water, consumed slowly, to a conscious victim. Give half glass of cool water every 15 minutes. If nausea occurs, discontinue. If vomiting occurs, seek immediate medical attention.
4. Heat stroke (sun stroke)
 - a. *Symptoms:* High body temperature (105+). Hot, red, dry skin. Rapid, weak pulse; and rapid, shallow breathing. Possible unconsciousness. Victim will likely not sweat unless victim was sweating from recent strenuous activity.
 - b. *First Aid:* Heat stroke is a severe medical emergency. Call 911 or Campus Police immediately. Delay can be fatal. Move victim to a cooler environment. Remove clothing. Try a cool bath, sponging or wet sheet to reduce body temperature. Watch for breathing problems. Use extreme caution. Use fans and air conditioners.

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FIRE ALARM PROCEDURES

The potential for loss of life or injury from a fire-related incident can be a serious risk on any campus. In addition, few occurrences on campus represent a greater potential for property loss than a serious fire. A fire may include visible flames or strong odors of burning. As required by law the appropriate emergency action is for persons to evacuate the building quickly and safely whenever a fire alarm is activated and notify the Fire Department by dialing 911. In all cases of fire on campus immediately call FMUPD at 1109 or 661 – 1109.

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff during a fire situation and describe procedures to follow during a fire or fire alarm activation.

PROCEDURES:

1. To protect yourself, understand basic fire characteristics. Fire spreads quickly; you have no time to gather valuables or make phone calls. In two minutes a fire can become life threatening. In five minutes a residence can be engulfed in flames. Heat and smoke can be more dangerous than the flames. Inhaling super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy.
2. All personnel should know the location of fire extinguishers, fire exits and alarm systems in their immediate areas. They should become familiar with operational aspects of these devices. Training and information is available through Campus Police at 1109.
3. If a minor fire appears controllable, **IMMEDIATELY** contact Campus Police (1109). If you have been trained and are able to safely extinguish the fire, do so. Use the fire extinguisher by directing the charge toward the base of the flame. However, make sure that you have a safe exit from the fire area in case your attempt to extinguish the fire is unsuccessful.
4. If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location on campus, call 911 and Campus Police at 1109.
5. If an emergency exists, activate the building fire alarm. Report the fire to Campus Police at 1109 before evacuating.
6. For fires that appear uncontrollable:
 - a. Evacuate the building as soon as the alarm sounds via the nearest exit. On your way out, warn others nearby. Move away from fire and smoke.
 - b. Close but do not lock the doors to your immediate area if time permits. Assist others in exiting the building. Avoid smoke filled areas.
 - c. For persons evacuating from the immediate fire area feel the door from top to bottom. If it is hot DO NOT proceed; go back. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it. If no smoke is present, exit the building via the nearest stairwell or exit. If you encounter heavy smoke in a stairwell, go back and try another stairwell.
 - d. Use stairs only; do not use elevators. Elevator shafts and stairwells can produce a chimney effect that draws up heat and smoke. The elevator should be programmed to go

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- to a pre-designated floor when the fire alarm is activated to be available to emergency responders using manual controls
- e. Move well away from the building. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
 - f. If the route does not contain excessive smoke and heat, proceed with evacuation.
 - g. If there is excessive smoke and heat, or the door is warm or hot to the touch, remain in the room and follow these procedures:
 - Stuff the cracks around the door with towels, lab coats, throw rugs, etc. to keep out as much smoke as possible.
 - Go to the window, and if it is clear outside (no smoke or flames), open the window at the top (to exhaust any heat or smoke in the room) and at the bottom (for a source of outdoor air). Signal for help by hanging a “flag” (sheet, jacket, etc.) out of the window. If a telephone is available, call 911 or 1109 and inform them of the situation. Never attempt to jump from the upper floors of a multi-story building—jumps from heights of 3 floors or more are usually fatal.
7. When the alarm sounds, an emergency exists. Walk quickly to the nearest marked exit and alert others to do likewise. Smoke is the greatest danger in a fire so stay near the floor where the air will be less toxic.
 8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING. DO NOT USE THE ELEVATORS DURING A FIRE. DO NOT PANIC.** Faculty and supervisors should remain with the disabled person until aid arrives. A group of FMU employees has been identified to assist disabled persons. Disabled individuals should immediately go to the top of the stairs on the second, third, and fourth floors. A uniformed FMU employee will be dispatched to check each stairway and assist as needed. Refer to the evacuation section of this plan for more detailed information.
 9. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
 10. If requested, assist the emergency crews as necessary.
 11. **DO NOT RETURN TO THE EVACUATED BUILDING UNLESS INSTRUCTED TO DO SO AND THE “ALL CLEAR” ANNOUNCEMENT IS MADE.**
 12. If you are trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If no window is available, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**
 13. If a fire alarm sounds an evacuation from the building is necessary. Elevators should not be used. If in an elevator, remain calm. All elevators will be checked immediately. If power is interrupted or you are in the elevator, press the green button on the emergency call box to communicate with Campus Police. Do not attempt to extinguish a fire yourself unless it is very small and self-contained, such as in a wastebasket. Professors are responsible for moving students outside and away from the building if an alarm sounds during class or for calling for help to complete the evacuation of his/her students. FMU employees have been identified to

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assist with evacuations. Disabled individuals should go immediately to the top of the nearest stairwell. An FMU employee will be dispatched to check each stairway to assist as needed.

14. The Fire Department will make decisions regarding the control and abatement of the fire incident, and issuing or not issuing all clear for safe building re-entry and occupancy. At the discretion of the Fire Department Incident Commander, site control will be transferred to the appropriate University entity, e.g. the Campus Police or the facility tenant(s).
15. Depending on the nature and degree of the fire incident, other support agencies and University resource units may be brought in for service or assistance.

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HAZARDOUS SPILLS

A hazardous materials incident may be a spill or release of chemicals or radioactive materials inside a building or into the environment from an on or off campus source. Releases/spills/accidents involving hazardous materials will be dealt with expeditiously with maximum emphasis on safety of involved personnel. If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include but is not limited to, hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens. The decision to call for emergency assistance may be made by the user, the person discovering an incident or the emergency unit receiving a call for assistance. .

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff during a spill involving hazardous chemicals. Detailed policies and procedures are contained in the *Hazard Communication Plan* developed and published by the Office of the Vice President for Administration and available on their website <http://www.fmarion.edu/about/HR>. If you witness a hazardous material spill that you cannot handle, evacuate the spill site and warn others to stay away. Call Campus Police at 843-661-1109 to report the spill.

SPILL CATEGORIES: Spills generally fall into one of two categories:

1. **Simple (Minor) Spill:** Generally these do not spread rapidly or endanger people or the environment. Each operating unit is expected to be familiar with and handle minor spills (usually 1 liter or less) of the chemicals they routinely deal with. Trained persons can effectively clean these up and these are normally cleaned up by the person causing the spill. The hazardous material user may manage simple spills.
2. **Major Spill:** Spills which the operating unit cannot deal with. Generally these spread rapidly, endanger people and/or the environment. Dial 1109 or 911, evacuate the area, assemble at a safe distance and account for all persons. Wait for and provide information to emergency responders. Major spills or emergencies may require emergency assistance from 24-hour emergency agencies such as Windy Hill Fire Department or the Florence County Hazardous Material (HAZMAT) Team. A spill automatically becomes "major" in the following instances:
 - a. There is a fire, or the threat of a fire, outside of controlled space (fume hood).
 - b. There is a personnel injury or exposure likely to require medical assistance.
 - c. The spill involves unknown or reactive material.
 - d. There is a release of a toxic or flammable gas outside of a controlled space.
 - e. The operating unit is not capable of handling the spill due to size, time of day, resources, etc.

PROCEDURES: Specific procedures outlined in the University's *Hazard Communication Plan* will be implemented.

1. In the event of a spill containing potentially hazardous materials, anywhere on campus, the following will take place:

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- Depending on the size of the spill, leave the area of the spill first and proceed to a safe location nearby. Isolate the spill area to keep everyone away and post signs as necessary. A determination of the type of spill and its severity will be made by the person in control of the area in which the spill occurs (e.g. Faculty members in Chemistry labs). Assess if you have the proper training and protective gear to clean up the spill.
 - If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
 - Because of the wide variety of materials and potential situations, no one specific set of procedures will apply to every situation. General priorities are:
 - Prevention of harm to individuals.
 - Treatment of casualties
 - Stabilization of the situation (i.e. extinguish the fire, contain the spill, etc.)
 - Decontamination of any residual chemical hazard.
 - Return of facility to normal operations.
 - Follow-up examination of the incident for lessons learned.
 - The person in charge will notify Campus Police and the appropriate Department Chair. The person in charge will make a determination whether to evacuate.
 - **Local evacuation** only the room or floor affected by the spill will be evacuated.
 - **General evacuation** the spill is severe enough to warrant evacuation of the entire building.
 - Faculty and staff will evacuate all persons to an area far enough from the building in order to ensure safety in the event of explosion or toxic fumes.
3. The Chief of Campus Police, or senior officer on duty, will contact the Hazardous Waste Management Coordinator and report the nature, severity, exact location and evacuation procedures undertaken in response to the spill. The Coordinator will be in charge of spill containment, clean up and all clear notification. Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units, or specialized contractors.
- a. Director of Facilities Management, Office 661-1101, Cell Phone (843) 206-2085
 - b. Director of Facilities Services, Office 661-1108, Cell Phone (843) 206-1557.
 - c. Custodial Services Superintendent, Office 661- 4640 or Cell Phone (843) 229-4230.

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HOMELAND SECURITY National Terrorism Advisory System

PURPOSE: The Department of Homeland Security (DHS) National Terrorism Threat Advisory System (NTAS) is designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. This new system is built on a clear and simple premise: When a credible threat develops that could impact the public, Homeland Security will tell the public and provide whatever information they can so that you know how to keep yourselves, your families and your communities safe. Under the new system, DHS will coordinate with other federal entities to issue formal, detailed alerts when the federal government receives information about a specific or credible terrorist threat.

NTAS ALERTS

NTAS Alerts will only be issued when credible information is available. The current system uses two types of alerts:

1. **Imminent Threat Alert:** Warns of a credible, specific, and impending terrorist threat against the United States.
2. **Elevated Threat Alert:** Warns of a credible terrorist threat against the United States.
3. The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels. After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.
4. Alerts will be issued more broadly to the American people through both official and media channels—including a designated DHS webpage (www.dhs.gov/alerts), as well as social media channels including [Facebook](#) and via Twitter [@NTASAlerts](#). Additionally, NTAS will have a “sunset provision,” meaning that individual threat alerts will be issued with a specified end date. Alerts may be extended if new information becomes available or if the threat evolves significantly.
5. NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:
 - Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
 - Via email signup at – <http://www.dhs.gov/alerts>

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- Via social media
 - Facebook – <http://facebook.com/NTASAlerts>
 - Twitter – <http://www.twitter.com/NTASAlerts>
 - Via data feeds, web widgets and graphics
 - <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

The NTAS Alert – How individuals can help

1. Terrorism information and intelligence is based on the collection, analysis and reporting of a range of sources and methods. While intelligence may indicate that a threat is credible, specific details may still not be known. As such, Americans should continue to stay informed and vigilant throughout the duration of an NTAS Alert.
2. Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.
3. Citizens should report suspicious activity to their local law enforcement authorities. The “If You See Something, Say Something™” campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity. Visit www.dhs.gov/ifyouseesomethingsaysomething to learn more about the campaign.

WHAT TO LOOK FOR

From the perspective of Homeland Security the following information is provided to assist members of the public and campus community.

1. Domestic terrorism is defined by the United States Department of Defense as "the unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious or ideological objectives."
2. Law enforcement cannot fight domestic terrorism on its own and cannot be in all places at all times. Law enforcement must have the cooperation of the community in order to be effective and therefore asks all citizens to assist in keeping everyone safe by being the eyes and ears of the community.
3. Awareness is the key. Regrettably terrorists do not wear placards that identify them for who they are. Unfortunately we can use only general rules of thumb to go by. Remember, it's not what someone looks like or where someone comes from that is important; it is the actions or suspicious activity the person is involved in that could be construed as possible terrorism activity.

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4. There are a number of things that may lead to a possible nexus with terrorism or criminal behavior. Below is a list of behaviors that may provide red flags for potential problems. The following are examples of "Suspicious Activity" that we request campus community members report. While any single item may be entirely benign it is the presence of many or all that could indicate questionable behavior:
 - a. Unusual inquiries regarding security measures.
 - b. Person or persons sitting in vehicles for extended periods of time, possibly taking notes relative to activities or people in the area (i.e. note taking, picture taking or video taping of higher risk targets) without any apparent reason.
 - c. Large vans or trucks, parked in unauthorized areas for extended periods of time. May have emergency flashers activated or no one in the vehicle Persons wearing heavy coats or other outerwear in the warm months. Persons who seem out of place for the season or time period.
 - d. Unusual interest in public utilities, large groups of people, (i.e. sporting events, government buildings, military installations, transportation centers, financial institutions or religious centers).
 - e. Repetitious unusual behavior, i.e. observation of the same person or same vehicle making frequent trips to the same location. Terrorists frequently will make every effort to conduct a "dry run" prior to committing an act of terrorism.
 - f. Back packs or other containers left unattended for periods of time or that just seem out of place.
 - g. Unusual rentals, purchases or inquiries regarding hazardous materials.
 - h. Fraudulent identification.
5. If you have information that may potentially indicate some type of terroristic or criminal activity is underway you should call Campus Police if on campus or your local police department and report the information. The police will ask for the following types of information:
 - a. A complete description of the person or persons involved (i.e. age, gender, height, weight, hair/eye color, scars, tattoos).
 - b. A description of any vehicle involved (i.e. make, model, year, license plate number, body type, number of occupants any unusual descriptors such as bumper stickers or damage).
 - c. The direction of travel for the person or vehicle.

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HURRICANES

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff during hurricanes and ensure compliance with *The Hazardous Weather Policy*. Although Florence County will open shelters in the event of emergencies, we must be prepared to address the eventuality of "civilian" personnel seeking shelter within the confines of Francis Marion University. These may be local residents, coastal evacuees or perhaps relatives of campus community members. Procedures outlined in this plan expand upon the information provided in the *South Carolina State Hurricane Plan*. Timelines listed in this plan deal with time before landfall of the storm. Depending on the size of the storm (i.e. how far from the eye potentially hazardous winds extend) the timelines may be adjusted to ensure the safety of all campus community members and the security of property.

Administrators should receive training in relation to specific functions or roles during a disaster. Functions must be defined, roles designated and training provided BEFORE a disaster occurs. More than one person should be familiar with the functions of each position. Each key participant should consider a replacement strategy for times when primary implementers are unavailable. The items listed for completion under the various time criteria listed below may be modified based on the factors surrounding a particular storm such as storm speed and size.

TERMINOLOGY:

1. HURRICANE: a type of tropical cyclone, the generic term for a low-pressure system that generally forms in the tropics. The ingredients for a hurricane include a pre-existing weather disturbance, warm tropical oceans, moisture, and relatively light winds aloft. A typical cyclone is accompanied by thunderstorms, and in the Northern Hemisphere, a counterclockwise circulation of winds near the earth's surface.
2. ADVISORY: Hurricane and storm information disseminated to the public every 6 hours.
3. TROPICAL DEPRESSION: An area of low pressure, rotary circulation of clouds and winds up to 38 MPH.
4. TROPICAL STORM: Counter-clockwise circulation of clouds and winds of 39-73 MPH. At this stage, the storm will be given a particular name.
5. HURRICANE WATCH: An indication that a hurricane may threaten a specific area but is not imminent. Typically issued 24 to 36 hours before landfall.
6. HURRICANE WARNING: An advisory that a hurricane is expected to strike a specific area within 24 hours or less. Sustained winds of 74 or more MPH with dangerously high water and waves.
7. HURRICANE CATEGORY: The National Hurricane Center uses the Saffir/Simpson scale that classifies storms into five categories.
 - a. CATEGORY ONE: A minimal storm with winds of 74-95 MPH and storm surges of 4-5 feet.
 - b. CATEGORY TWO: A moderate storm with winds of 96-110 MPH and a storm surge of 9-12 feet.

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- c. CATEGORY THREE: An extensive storm with winds of 111-130 MPH and a storm surge of 13-18 feet.
- d. CATEGORY FOUR: An extreme storm with winds of 131-155 MPH and a storm surge of 13-18 feet.
- e. CATEGORY FIVE: A catastrophic storm with winds above 155 MPH and a storm surge greater than 18 feet.

PROCEDURES:

1. WHAT EVERYONE SHOULD DO BEFORE A HURRICANE.

- a. Listen for local weather forecasts. Purchase a NOAA Weather Radio with battery backup and a tone-alert feature that automatically alerts you when a Watch or Warning is issued. Purchase a battery-powered commercial radio and extra batteries for other information broadcast by the media.
- b. Prepare to survive on your own for at least three days. Assemble a disaster supply kit. Keep a stock of food and extra drinking water. Gather several days' supply of water and food for each household member. Water systems may become contaminated or damaged. Sterilize water with a diluted bleach solution of one part bleach to ten parts water and fill the bathtub to ensure a supply of safe water in case you are unable or told not to evacuate.
- c. Make plans to secure your property. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking. Secure outdoor objects or bring them indoors.
- d. Learn how to shut off utilities and where gas pilots and water mains are located.
- e. Be sure trees and shrubs around your home are well trimmed. Dead limbs or trees could cause personal injury or property damage. Clear loose and clogged rain gutters and downspouts.
- f. Prepare to evacuate if ordered to do so or you live in an area susceptible to severe damage. Fuel your car—service stations may be closed after the storm.
- g. If you do not evacuate, stay indoors during the hurricane and away from windows and glass doors. Keep curtains and blinds closed. Do not be fooled if there is a lull, it could be the eye of the storm—winds will pick up again. Turn the refrigerator to its coldest setting and keep closed.
- h. In strong winds, take refuge in a small interior room, closet or hallway. Close all interior doors. Secure and brace external doors. In a two-story residence, go to an interior first-floor room such as a bathroom or closet. In a multiple-story building, go to the first or second floors and stay in interior rooms away from windows. Lie on the floor under a table or another sturdy object

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2. **HURRICANE PREPARATION CHECKLIST.** The following items will be completed before the start of Hurricane Season on June 1st:
 - a. Chief, Campus Police will distribute a hurricane seasonal memo to faculty and staff via e-mail. A second memo will be sent in September to provide information to new community members.
 - b. Facilities Management will
 - Check all roofs and balconies for loose material and clears if necessary.
 - Check all pumping equipment, and cleans all sump pumps and their piping.
 - Checks all hurricane mitigation supplies and replaces as necessary.
 - Checks all portable lighting and restock batteries and bulbs.
 - Inspect caulking on building exterior.
 - Contact contractors who will be first responders for clean up and repairs, will obtain required bids or quotes, and will prepare any necessary Purchase requisitions.
 - Review all diagrams of utilities for accuracy.
 - Review all construction areas to reduce as much loose material as possible.
 - Verify that the Residence Hall Intellikey system and the card readers for the Forest Villas will continue to operate on battery power in the event that electrical power is disrupted.
 - c. Student Affairs and Housing/Residential Life will develop a list of students likely to remain on campus in the event of a hurricane. These students would be primarily residential students who might live along the coast, are international or who have no means of evacuation. As a storm threatens the university this list will be updated.
 - d. Office of Telecommunications, Payroll and Inventory will check all analog telephones (i.e. lines not through the campus switch) and publish an updated list of extensions.
 - e. Office of Public Affairs will update all media contacts and security codes with media outlets.
3. **72 HOUR WARNING:** If the approaching storm is a Category 3 or higher and landfall poses a threat to the campus, the President's Advisory Staff will meet and discuss the feasibility of evacuating ALL students including those who have no means of evacuation. Upon notification that a hurricane is within 72 hours of landfall along the South Carolina coast, the following preparations will be made:
 - a. Facilities Management will:
 - Test emergency generators at the Stanton Academic Computer Center, Ervin Dining Hall, Media Center/Founders Hall, Leatherman Science Facility, Smith University Center and Facilities Management.
 - Make arrangements for large extra generators for the Ervin Dining Hall and University Center.
 - Determine that all minimum requirements for mitigation efforts after the hurricane, i.e., an emergency repair kit, are in place to minimize damage immediately following the storm.
 - Ensure that the Grounds Maintenance and Founder's Hall/Media Center fuel tanks are filled. In the event power is lost to the surrounding community and fuel is required for vehicles and generators, our primary back up source will be at Grounds Maintenance.

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- Should flooding cut this off, a secondary source is the fuel supply at the west side of the breezeway of Founder's Hall/Media Center.
- Review and update emergency phone number/notification lists for each department. Provide copies to Campus Police.
 - Conduct an initial inspection of campus buildings and grounds. All loose materials will be moved inside or tied down.
 - Inspect the Meals Ready to Eat (MRE's) to determine if they are still viable to provide meals during the times around anticipated landfall.
- b. Campus Police will:
- Prepare to implement a 12-hour shift schedule. Officers will make all necessary arrangements to potentially care for family members should they be called to duty. Officers should plan to report to duty and be prepared to stay for the duration.
 - Monitor Meteorlogix Weather System, NOAA Weather Radio, local television stations and Internet Weather avenues every twelve hours to obtain weather updates. The President's Emergency Advisory Staff will be kept informed of significant weather changes.
 - Make contact with the County Emergency Operations Center to determine information regarding shelters and anticipated County actions.
- c. Student Affairs will:
- Begin preparations to determine the number of students who will be unable to depart campus should classes be cancelled.
 - Update the draft memorandum for distribution to students faced with remaining. The memo will include information on what to do, where to go, what to bring and what not to bring.
 - If the storm is a Category 3 or higher complete actions to evacuate ALL students from campus to a safer location.
- d. Dining Services will:
- Make arrangements to provide two (2) large coolers filled with ice for use at evacuation locations if implemented.
 - Ensure non-perishable foodstuffs (i.e. bread, peanut butter, jelly, etc.) are available for use after the hurricane. This supply should last a minimum of four days after the storm in the event the normal delivery schedule is affected (i.e. trucks can't get through).
- e. Rogers Library will implement the requirements of their independent emergency plan.
- f. Accounting will determine the need to obtain additional cash reserves should bank transactions become disrupted by storm damage.
4. **48 HOUR WARNING:** When landfall is anticipated within 48 hours along the South Carolina coast, the following actions will be taken:
- a. The President's Emergency Advisory Staff will discuss class cancellation; give consideration to evacuation of campus residential students and the closure of the University while complying with the *Hazardous Weather Policy*. Factors to consider for a student evacuation include the intensity of the storm, the storms anticipated path, the amount of rainfall anticipated from the storm along with any other information available. If

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power is disrupted, sewer-pumping stations are not operational and housing may not be livable.

- b. Facilities Management will:
- Ensure the hand gas pump is available for use at the Grounds Maintenance fuel tank.
 - Ensure that all custodial supplies (toilet paper, paper towels, etc.) are available at the University Center. Sufficient supplies to last up to four (4) days should be on hand prior to the storm.
 - Determine the feasibility of “boarding up” areas likely to be damaged depending on the strength of the storm and probable damage as a result of the storm.
 - Begin removing all loose material from areas surrounding buildings, remove unsecured patio furniture/umbrellas and secure and check all roofs/balconies for loose materials. Remove as necessary and practical.
 - Fill gas tanks of all University vehicles and all portable fuel containers.
 - Secure small trees and remove dead trees.
 - Check all roofs and balconies for loose material and remove as necessary and practical.
- c. Campus Police will:
- Update The President's Emergency Advisory Staff on weather reports. All available sources will be monitored every six hours. They will review evacuation plans, if necessary, for students.
 - At the direction of the Emergency Advisory Staff communicate to faculty and staff that the area is under hurricane watch and send hurricane preparation tips.
 - Compile a list of available police officers to mobilize immediately preceding and following the hurricane. Officers will secure their own families and homes before reporting for duty.
 - Monitor up-to-the-minute weather information by weather radio, Internet and satellite TV.
- d. Dining Services will:
- Turn refrigerators and freezers settings in food service to coldest settings.
 - To extend the life of foodstuffs within, this equipment should not be opened.
 - Since refrigerators/freezers will not operate as well in a power loss situation, Dining Services will arrange to serve emergency type foods.
- e. Student Affairs & Housing Staff will:
- Coordinate all actions below with the aid of full time Housing Staff members, and student Resident Assistants (RAs).
 - Relay announcements to students informing them of possible weather conditions. The announcements will include instruction of what to do, where to go and what to bring, in case of an evacuation. Announcements will be done through signs posted throughout the housing area, meetings with students conducted by housing staff and individual contact with students by RAs.
 - Prepare estimates of the number of residents indicating they will remain on campus rather than evacuate.
 - Mobilize Resident Assistants who remain on campus to assist the Housing and Residence Life staff. A checkpoint will be established to assist in determining the number of residents who plan to remain on campus. RAs will provide names to the

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- Housing Office, who will cross-reference these with the list of students who notified Housing directly they intend to stay on campus.
- Have the Coordinator of the University Center prepare to manage evacuation activities in the University Center during regular working hours.
 - After normal working hours, ensure Housing Staff on duty are assigned to remain on duty. The Vice President for Student Affairs and/or the Dean of Students and appropriate Student Affairs staff will provide backup assistance within the Center.
- f. All parties involved in evacuation and housing operations, during an emergency, will convene at a mutually beneficial location to evaluate actions under this plan, establish priorities and assign responsibilities.
- g. The President's Advisory staff will prepare for the possibility of requesting assistance from the National Guard. This may become critically important if perimeter structural damage occurs to facilities. Campus Police will not have sufficient resources to provide protection to damaged buildings and dangerous areas. Campus Police will remain in contact with the Florence County Emergency Operations Center (EOC). All requests for assistance will be channeled through the EOC.
- h. Office of Public Affairs will notify faculty and staff of channels of information to announce possible campus closing.
- i. Administrative Computing Services will arrange to store essential University back up files; tapes and documents in a waterproof box in a secure location preferably off campus.
- j. Accounting will obtain additional petty cash. The minimum amount obtained (\$15,000) will defray immediate costs after the storm.
5. **24 HOUR WARNING: A Hurricane WARNING will be issued at this point.** The Hazardous Weather Policy will be complied with. The President and senior staff will make decisions about canceling classes. If the decision is made to cancel classes the announcement will indicate a specific time frame depending upon the severity of the storm. Office of Public Affairs will provide announcements to local media outlets for broadcast. The Swamp Fox Alert System may be used to alert the community to the decision regarding classes and the university status. An advisory message will also be placed on the University telephone system. Although numerous students may take the opportunity to evacuate the area, University staff will prepare to care for up to several hundred who choose to remain. Any students remaining on campus, after the decision to close and evacuate, will be instructed to move to the Smith University Center when sustained local wind speeds are reached. After the hurricane has passed, the President and others will inspect the situation and determine whether it is safe for community members to return to apartments, residence halls or other campus locations. When landfall is predicted along the east coast on or near South Carolina within 24 hours, the following procedures will be adhered to:
- a. The President will execute the decision concerning evacuation of the Housing area. If the President is unavailable, the Vice President for Business Affairs or the Vice President for Student Affairs will make the decision. The President's Emergency Advisory Staff will provide input regarding this decision.
 - b. Facilities Management will:

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- Arrange for delivery and set up of large extra generators for the Ervin Dining Hall and University Center to be on standby.
 - Ensure that all outdoor furniture (Grille, Nursing, Pool, etc.) is secure and ready for the storm.
 - Conduct a final inspection of the campus area for any potential projectiles and arrange for items to be secured. If sustained winds are expected to reach 40 MPH all patio furniture at the Cottage and around the Outdoor Pool will be removed.
 - Update/develop a list of on-call personnel (names, addresses, home phone and cell phone numbers) and provide the list to Campus Police.
 - Arrange for the listed on-call personnel to take equipped FMU vehicles and FMU portable radios home in the event that immediate assistance is needed.
 - Since Mylar like material was erected over windows in the University Center skylights determine if any other covering materials are necessary to minimize disruption of operations during evacuation operations.
 - Make one final check around campus and remove loose materials and debris from all grounds, roofs, stairways and balconies.
 - Remove outside trashcans and ashtrays and any temporary signage.
 - Ensure that construction areas and equipment are secured or removed.
 - Raise pallets in storage areas, where feasible, to protect materials from flooding.
- a. Campus Police will:
- Have officers patrol the Housing area and use the vehicle mounted Public Address System to apprise students of the evacuation.
 - Ensure that each gas can provided by Facilities Management is filled.
 - Transport a trauma kit, defibrillator unit and oxygen to the University Center shelter area.
 - If the CEMC location is to be used for overflow evacuation, additional first aid supplies will be transported to the Auditorium.
 - Mobilize available officers for additional emergency response coverage.
 - Sweep buildings, secure entrances and ensure that only authorized personnel remain on campus and in the evacuation locations.
 - Assign officers to positions in the evacuation location at the University Center, CEMC (if evacuees are moved there) and the Facilities Management.
 - Have each shift refuel vehicles.
 - Prior to storm landfall or when winds approach 40 MPH sustained, the on duty shift will top off all vehicles.
 - Cancel officers' days off and each officer will work 12-hour shifts; 1200-2400 and 2400-1200 for the duration of the emergency. The 12-hour shifts will begin 12 hours before expected landfall although this may be adjusted depending upon the size of the storm.
 - Officers will bring sleeping bags, individual non-perishable food items, changes of clothing, and personal hygiene items.
 - Have officers working at landfall of the storm prepared to remain until it's safe to travel back home.
 - Have patrols monitor the severity of the storm; reporting how the campus is holding up; and protecting the campus from criminal activity.
 - Inform community members via e-mail of the hurricane situation and request that employees:
 - turn off and unplug all electrical equipment
 - if possible, move computers/faxes/printers from room with exterior window

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- back-up essential data files and documents
 - secure or remove backup diskettes or tapes
 - secure proprietary information
 - clear desk surfaces, secure or remove all personal items, and close blinds
 - vacate their offices, closing and locking all doors in the event of a closing.
 - Arrange for officers to seek shelter from the storm once the evacuation is completed and winds are reported near or over 40 MPH sustained.
- b. Although numerous students may take the opportunity to evacuate the area in the event of a storm, Student Affairs and other University staff must be prepared to care for up to several hundred who choose to remain. Historically approximately 150 – 200 persons remain when a campus closure/evacuation is directed. Some may live in areas the storm may impact more significantly, some may live out-of-state and others may be International students. Any students remaining on campus, after the decision to close and evacuate, will be instructed to move to the Smith University Center. If capacity (300) is reached at the primary location, overflow will be directed to the CEMC Auditorium (Room 114).
- c. Student Affairs & Housing Staff will:
- Have RA's go door-to-door with announcements.
 - Maintain a list of locations where they were unable to make contact with housing occupants and try again later.
 - Have personnel on duty at the University Center monitor the number of evacuees and advise the Chief of Campus Police when capacity is at the maximum level.
 - Be prepared to move all evacuees to the racquetball courts area when sustained winds reach hurricane force; 74 MPH or greater.
 - Have check-in rosters at both evacuation locations. The roster, developed by the office in charge of the evacuation location will include the person's name, local address and any medical problems at the discretion of the evacuee.
 - Advise students remaining to bring essential medications, blankets/sleeping bags, flashlights with good batteries, and non-perishable foodstuffs with them to the evacuation location.
 - Ensure their memorandum informs students remaining who have vehicles, to move it to the middle of Lot F. This will minimize damage as a result of trees, windblown debris and flooding conditions in low-lying areas of the campus.
 - Have personnel assigned to each evacuation location to aid in student control during and after the storm.
 - Have a radio, normally used by Housing and/or Residence Life Staff, assigned to the person at the UC for communication with Campus Police Officers on duty in the event assistance if necessary.
- d. Office of Public Affairs staff will:
- Contact the appropriate individuals in the local media to advise them of the University closure and Housing evacuation.
 - Place a pre-recorded announcement concerning the evacuation on FMU radio (1610 AM).
2. **12 HOUR WARNING PRIOR TO LANDFALL – FINAL PREPARATIONS:** If landfall is projected along a portion of the coast that would threaten FMU, the following actions will be taken:

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- a. The *Hazardous Weather Policy* will be complied with. All nonessential personnel will be released and sent home as determined by the President's Emergency Advisory Staff or directed by State officials. Supervisors should brief personnel on the options for making up time because of the storm. Any FMU personnel providing services on campus during the storm may bring family members to the shelter areas in order to minimize safety concerns. Pets cannot be accommodated in the shelter areas.
 - b. Invariably, the storm will disrupt telephone communications throughout the University. The main number at Campus Police (661 – 1109) is set up as an analog line to allow communications once the FMU phone switch ceases to function. Campus Police also has two cellular lines (206 - 4200 and 229 - 7998). There is also a direct SC Emergency Communications Network phone line at Campus Police.
 - c. Facilities Management will:
 - Erect covers over windows/doors near the Athletic Equipment Room in the University Center.
 - Turn off gas to all buildings, while ensuring emergency generators continues to be fed.
 - Turn off main line electrical power throughout buildings – except in the area housing the emergency response center or other critical needs locations.
 - Turn off water to each building – except to the area housing the emergency response center.
 - Have personnel prepared to respond to information regarding any items found that could become projectiles in order to minimize potential damage or injury.
 - d. Campus Police will
 - Conduct a final inspection of campus to determine if any potential projectiles remain and secure everything possible.
 - Close and lock all campus buildings.
 - e. Dining Services will:
 - Deliver two (2) coolers filled with ice to the University Center evacuation location.
 - Should the secondary shelter at the Media Center be opened, two (2) additional coolers with ice will be required.
 - Provide Campus Police with a list of on-call personnel. The list will include names, addresses and phone numbers.
 - f. If not previously completed, the Director of Telecommunications, Payroll and Inventory will record a switchboard message and send out global voice mail advising all of the campus status.
 - g. Office of Public Affairs will report campus closing to local media if not already completed.
 - h. Swamp Fox Alert can be activated to pass information regarding Hurricane closure. The FMU Website will also be updated to indicate closure as well as follow-up messages or updates following the storm.
- 3. AFTER THE STORM:**
- a. Once the storm has passed, the Chief of Campus Police, or his designee, will inspect the situation on campus at first daylight.

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- b. At the earliest possible time, Facilities Management personnel (engineer, Facilities Management, etc.) will inspect all areas of the campus to determine any structural damage and to assess, document and photograph damages. The Facilities Management Director will report findings to the President's Emergency Advisory Staff.
- c. Facilities Management will:
 - Have on-call personnel respond and identify/flag hazardous areas, remove downed trees and work towards storm damage mitigation.
 - Inform utility companies of damage or outages.
 - Mobilize cleaning crews, remove plywood, tarps, and coverings, standing water, replace broken glass, and check and turn on elevators.
 - Check mainline disconnects for water.
 - Contact first-responder vendors and contractors to begin clean up and/or repair.
 - Make arrangements for disconnecting large extra generators for the Ervin Dining Hall and University Center.
- d. All FMU personnel will check for, and immediately report any loose or dangling power lines, or hazardous conditions to Campus Police at 1109.
- e. Accounting contacts insurance representatives to begin the claims process.
- f. The President's Emergency Advisory Staff will make a determination regarding students returning to campus Housing and resumption of classes.
 - Once the decision is made Campus Police officers and Student Housing staff will distribute the information to the campus community through vehicle PA systems, and verbal communications.
 - Office of Public Affairs will contact all media outlets and provide information for broadcast.
 - Students returning to Housing will be advised to turn off all major appliances in order to reduce the power "surge" when electricity is restored.
 - The Director of Telecommunications, Payroll and Inventory provides re-opening status through a pre-recorded message on the main campus line and any other appropriate methods.
- g. The primary responsibility for maintaining law and order will rest upon Campus Police and National Guard personnel if circumstances warrant. Should areas/buildings be damaged, the possibility of looters must be dealt with. Twelve-hour shifts may remain necessary for an indeterminate length of time based upon the severity of damage and problems encountered.
- h. Individuals previously listed on the notification matrix in this plan should advise all persons within their departments/offices to contact the University after the storm. Persons should be briefed to contact Campus Police.
- i. Office of Public Affairs and Human Resources, augmented by other administrative personnel, should plan to contact University employees who do not report in after the storm to check on their welfare. As a last resort, and as duties and manpower allows, Campus Police will dispatch officers to the homes of those listed as "not heard from."
- j. Depending upon the severity of the damage caused by the storm it is possible we may get to the point we literally have to "Close Campus" or perhaps close campus Housing. A

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careful and deliberate assessment of main campus structures and Student Housing will be completed to determine their condition. Many scenarios could prohibit students from being able to return: catastrophic structural damage, extended utility failure or extensive damage making buildings unlivable.

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HURRICANE EMERGENCY SUPPLIES CHECKLIST

- Battery-operated AM/FM radios
- Weather radio
- Flashlights (10)
- Batteries (AA, AAA – (2 dozen), C, D – (3 dozen))
- Portable generator (5000W, 10HP, 120/240V, 2-20 AMP receptacles – (1))
- Analog telephones
- Digital camera
- Plywood (5/8-inch 4x8 CDX – 10 sheets)
- Rope (1000 feet heavy duty)
- Duct tape (1 dozen rolls)
- Masking tape (1 dozen rolls)
- Visqueen plastic or similar product (5000 feet heavy duty)
- Heavy plastic bags (46x40 – 15 cases)
- Hard hats (10)
- Rubber boots (10 pair)
- Safety goggles (12)
- Leather gloves (12 pair)
- 2 cycle oil (4 dozen)
- Gas cans (5-gallon – (5) and funnels (2))
- Tarps (15x30 feet – (12))
- Chain saws (12- and 16-inch – (2))
- Circular saw (7 1/4-inch – (1))
- Battery-operated drill with extra batteries (1)
- Water pumps (gasoline - (1))
- Wet vacuums (12 to 15 gallons – (2))
- Floor dry (5 bags)
- 30 weight oil for emergency generators (4 dozen)
- Fans (10)
- Drinking water (30 gallons)
- Paper cups (6 dozen)
- Emergency Blankets (1 dozen)
- Towels (4 dozen)
- Food supply (MRE's)
- Non-electric can opener
- Shovels
- Brooms, squeegees and other cleaning supplies
- Tool box with assorted hand tools (screwdriver set, socket set, tape measure (25-foot), pliers set, claw hammers, bolt cutter (24-inch), utility knives, hack saw, pry bar (36-inch), crescent wrench set, tin snips, assorted fasteners (nails, screws, etc.)
- Backup of essential University records on CD, tape or computer cassette, as determined by the University President and vice presidents.
- Backup of essential University documents as determined by the University President and vice presidents.

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INFECTIOUS DISEASE PROTOCOL

Students are occasionally diagnosed with an infectious illness that has the potential to spread within the campus community. These diagnoses may come from a private practitioner, medical facility, the South Carolina Department of Health and Environmental Control (DHEC) or through the FMU Student Health Service. Due to the varying levels of seriousness infectious diseases may have, the following procedures will be implemented as indicated when a diagnosis is made.

1. **Diagnosis of life-threatening contagious disease** (examples might include meningitis, tuberculosis, etc.)
 - a. All activities are coordinated with the appropriate personnel DHEC;
 - b. Student Health Service personnel will coordinate with DHEC officials to provide the appropriate clinical treatment, testing, educational materials, and preventive measures to decrease the likelihood of further infections;
 - c. Student Affairs and Housing Office personnel will coordinate communication with students who are potentially impacted by the infection;
 - d. Student Affairs personnel will coordinate appropriate support for the infected student's family;
 - e. Student Affairs personnel will coordinate with the Provost Office to communicate with the student's faculty members to notify them of the student's absence when appropriate;
 - f. The Provost Office will coordinate any enrollment actions on behalf of the student with the Registrar's Office.
 - g. The Office of Public Affairs personnel will coordinate a response to news media inquiries or prepare releases to address the situation.

2. **Diagnosis of contagious illness with potential for widespread infection** (examples might include influenza)
 - a. Student Health Service personnel will provide the campus community with educational materials and take preventive measures during periods in which infectious diseases are more likely to occur (seasonal flu, wide-spread outbreaks, etc.)
 - b. When appropriate, Student Health Service personnel will refer students with contagious diseases for further treatment;
 - c. Student Health Service personnel will provide students infected with a contagious disease with instructions and supplies specific to the illness that will lessen the likelihood of infecting others (self-isolation for a specified period of time, hand sanitizer, face masks, cleaning instructions, leaving campus housing during infected period when appropriate, etc.);
 - d. Student Health Service personnel will provide roommates and suitemates with specific instructions to prevent the likelihood of infection when appropriate.

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- e. Students will be encouraged to communicate with their individual faculty members when diagnosed with an infectious illness that causes absence from class. When an extended absence is required, the student should communicate with their faculty members and consider seeking a medical withdrawal through the Registrar's Office if necessary.
- f. Student Health will coordinate efforts with Facilities Management to determine the any additional cleaning protocols in high-exposure areas such as but not limited to the weight room, computer labs, and desk surfaces.

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PERSONAL INJURY OR DEATH NOTIFICATION

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff in cases involving a personal injury or death of a campus community member.

PROCEDURE:

1. The University President and the Executive Director of Public Affairs are the only individuals authorized to release the names of injured or deceased campus community members to the media. In the event of the death of a community member close coordination with the County Coroner must take place to preclude announcement to the media before the next of kin is notified.
2. In the event of an injury or other medical incident that requires transportation of the affected party to the hospital by EMS the President and Vice President for Business Affairs will be notified. If the person transported is a student the Vice President for Student Affairs will be notified.
3. Names of the injured or deceased will not be released until after the next of kin are notified as outlined here.
 - a. The Provost will make the required notification if the injury or death involves a member of the faculty.
 - b. The Vice President for Administration will make the required notification if the injury or death involves a staff member.
 - c. The Vice President for Student Affairs will make the required notification if the injury or death involves a student.
4. After notification of the next of kin, the university will immediately release names.
5. All inquiries regarding the safety or condition of employees and/or students should be referred immediately to the office of Executive Director of Public Affairs.

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PSYCHOLOGICAL/EMOTIONAL CRISIS

PURPOSE: To establish procedures to cope with a crisis involving a member of the campus community

DEFINITION: A psychological crisis exists when an individual or individuals is threatening harm to him/herself or to others. It may also occur when a person is out of touch with reality due to substance abuse or psychosis. Psychosis may be manifested by hallucinations, delusional beliefs (i.e., paranoia), and/or out of control behavior. The person could be a mentally ill patient who walked away from treatment or ceased taking prescribed medications. An Emotional Crisis may exist due to the death of a student, faculty, or staff member, especially if the death is unexpected. Other examples of emotional crisis could be those due to tragic local or national events, or other events that cause great emotional upheaval to members of the FMU Community. Emotional crisis can also occur in response to seemingly minor stresses, i.e. fight with a boy/girlfriend, poor test grades, etc.

PROCEDURES – PSYCHOLOGICAL CRISIS If a psychological crisis occurs:

1. NEVER try to handle the situation if you feel it may be dangerous to you or others.
2. Notify Campus Police at 1109 of the situation. Clearly state that you need IMMEDIATE assistance. Give your name, location, phone number and area involved. If possible, tell the officer the nature of the crisis.
3. In extreme emergencies contact 911 and explain the nature of the emergency to a dispatcher in order to obtain law enforcement assistance and ambulance transportation to the McLeod emergency room.
4. If the person is threatening harm to self or others, but the threat is not imminent:
 - a. Campus Police should ascertain if that person has a therapist, psychologist or psychiatrist and attempt to make contact with that mental health professional for assistance.
 - b. If the individual is being seen by someone on the Counseling and Testing staff, Campus Police should contact the counselor and/or the Director of Counseling and Testing at the office (661-1841) or at home. Counseling and Testing staff may also be consulted about students who are not receiving therapy.
 - c. Should contact with the individual's own therapist or Counseling and Testing staff be unavailable, Campus Police may contact Pee Dee Mental Health. Campus Police should be prepared to arrange transportation to McLeod emergency room for medical evaluation.
5. In addition to Counseling and Testing, the President, the Vice President for Business Affairs and the Vice President of Student Affairs will be briefed on incidents of this nature.

PROCEDURES - EMOTIONAL CRISIS

1. Due to the individual nature of these events, they must be dealt with on an individual basis. Minimally, should one of these events occur, the following persons will be informed and updated on a regular basis as the response is formed and implemented:

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- a. University President
 - b. Provost and Vice Presidents
 - c. Executive Director of Public Affairs
2. In the event that an emotional crisis occurs, an appropriate response team should be formed to develop an action plan. Members of this team will vary, depending upon the nature of the crisis. Members may include:
- a. President, Provost, and/or Vice Presidents;
 - b. Director of Communication Services;
 - c. Director of Counseling Services;
 - d. Physical Plant Personnel;
 - e. Academic, Administrative, or Student Affairs personnel involved in the response.
3. Responses to emotional crises by the university may vary greatly, depending upon the nature of the event and the impact on the university community. Some responses may include:
- a. Campus wide announcement of facts of the event (via e-mail, telephone calls, staff meetings);
 - b. Crisis counseling/debriefing conducted by appropriate members of the FMU Community (Counseling Personnel, Psychology Faculty) or appropriate members of the surrounding community;
 - c. Memorial Service, if deemed appropriate. The appropriate administrative office would be responsible for coordinating the service/event (Provost for Faculty members, Administrative Services for Staff members, Student Affairs for students).

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SEVERE ICE AND SNOW CONDITIONS

Snow and ice storms, coupled with cold temperatures, periodically threaten the state. Winter storms can create safety risks, damage property or infrastructure components such as power lines, and have enormous economic impacts. The greatest statewide 24-hour snowfall total of 24 inches occurred in the Town of Rimini in February 1973. South Carolina can anticipate a significant winter storm somewhere in the State almost every year. Heavy snowfall and extreme cold can immobilize an entire region. Even areas that normally experience mild winters can be hit with a major snowstorm or extreme cold. The impacts include flooding, closed highways, blocked roads, downed power lines and hypothermia. Weather may make it necessary for the University to declare classes cancelled or close the campus. Which declaration is made will determine which employees are required to report to work. Should the university cancel classes, essential functions must be maintained, and certain personnel may be required to report to work. Provisions will be made to keep essential operations open to provide services for students. In circumstances involving severe snow or ice, Campus Police will check the condition of campus roads and walkways. Facilities Management personnel will respond to all snow or ice storms to remove snow and spread sand and salt if ice is present to try to keep the campus operational.

DEFINITIONS:

1. WINTER WEATHER ADVISORY: Means cold, ice and snow are expected.
2. WINTER STORM WATCH: A winter storm is possible in your area. Severe weather such as heavy snow or ice is possible in the next day or two.
3. WINTER STORM WARNING: A winter storm is occurring, or will soon occur.
4. FREEZING RAIN: Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees and power lines.
5. SLEET: Rain that turns to ice pellets before reaching the ground. Sleet also causes roads to freeze and become slippery.
6. BLIZZARD WARNING: Heavy snow and strong winds will produce a blinding snow, near zero visibility, deep drifts and life-threatening wind chill. Sustained winds or frequent gusts to 35 miles-per-hour or greater and considerable falling or blowing snow that can reduce visibility to less than a quarter mile are expected to prevail for a period of three hours or longer.
7. FROST/FREEZE WARNING: Below freezing temperatures are expected.

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff during periods of severe ice and snow conditions in the vicinity of the University. Additional information regarding policies and procedures relating to weather can be found in The *Hazardous Weather Policy* developed and published by the Office of the Vice President for Administration available on the Human Resources website.

1. When weather conditions make it necessary for the Administration to declare CLASSES CANCELLED or CAMPUS CLOSED the public will be notified. The Executive Director of Public Affairs will be contacted to arrange proper notifications. Which declaration is made will determine which employees are required to come to work.

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- a. **Classes Canceled:** When the classes canceled condition is in effect:
 - All classes and instructional laboratories are canceled.
 - Students and instructional faculty are not to report to campus.
 - Other support employees may also be instructed not to report to work.
- b. **Campus Closed:** When a campus closed condition is in effect:
 - No employees are to report to work, except those previously designated as "emergency essential" by their department, or otherwise instructed by a supervisor.
2. Since safety of employees and students is of primary concern, it is of utmost importance that a decision process and a notification procedure be established so those who might otherwise be traveling to campus will be notified of campus conditions prior to the time they would normally begin their morning commute.
3. Any change to normal university operations will be announced as early as possible through local radio and television stations. Employees and students should listen or watch the local radio and/or television media to learn about the campus' status. For those with Internet access, the University home page should also list the campus status. A recorded message will be placed on the main FMU telephone number informing callers of class cancellations and the status of the university. Text messages may be sent via Swamp Fox Alert regarding any delays or cancellations.
4. During hazardous weather conditions, students, faculty, and staff are urged to use their discretion in deciding whether they can safely commute to work or classes. Any faculty or staff member unable to reach campus should advise their supervisor using established procedures. Students should discuss any absences with their professors.

PROCEDURES

1. **AFTER NORMAL BUSINESS HOURS:** When icing conditions are expected to affect the safety of the public using major campus facilities, the following will occur:
 - a. Campus Police will monitor all available weather resources to try to determine the extent of the severe weather that is expected to affect FMU.
 - b. Grounds Maintenance will provide sand and/or deicer for use by on-duty Campus Police officers who will attempt to handle minor problems for small groups (i.e., recitals, seminars, etc.).
 - c. For larger groups (concerts, dances, ball games, etc.), and when the problem is or becomes larger than an officer can handle, the following persons will be contacted in priority order for assistance. Based on the judgment of the situation as made by one of the listed individuals, a sufficient number of Grounds Maintenance personnel will report for duty to alleviate the problem. Attention will be restricted to the immediate problem.
 - Superintendent of Grounds Maintenance
 - Superintendent of Plant Operations
 - Director of Facilities Management
2. **DURING THE NIGHT, IMPACTING NEXT DAY OPERATIONS:** Campus Police will monitor all available weather resources to try to determine the extent of the severe weather that is

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expected to affect FMU. When icing conditions occur during the night that will affect the safety of the public using major campus facilities on the next business day, the following will occur:

- a. The on-duty Campus Police officer will contact the following persons in priority order. Based on the judgment of one of the listed individuals, arrangements will be made for a sufficient number of Grounds Maintenance personnel to report for duty early in the morning to alleviate the problem.
 - Superintendent of Grounds Maintenance
 - Superintendent of Plant Operations
 - Director of Facilities Management
- b. Stairs, walkways and breezeways will be attended to first. To maximize effectiveness, building use and traffic patterns will be evaluated and efforts will be directed immediately to major paths of travel (e.g. roads, walkways and parking areas).
- c. After the principle traffic patterns sufficiently cleared, attention will be turned to other less travelled areas.
- d. Available shovels, sand, salt or other implements may be checked out to the Director of Housing and Residence Life for use by Housing residents to clear steps and walkways.
- e. Facilities Management will ensure that all generators on campus are tested to ensure they will operate in the event of a power failure as a result of the storm.
- f. Facilities Management will make arrangements for large extra generators for the Ervin Dining Hall and University Center to be delivered and connected to the in place transfer switch.

INDIVIDUAL PROTECTIVE MEASURES:

1. Listen to the radio or television for weather reports and emergency information.
2. Prepare to survive on your own for at least three days. Keep a stock of food that needs no cooking or refrigeration and extra drinking water. Maintain several days' supply of medicines.
3. Know ahead of time what you should do to help elderly or disabled friends, neighbors or employees.
4. Dress for the season. Wear several layers of loose fitting, light weight, and warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent. Mittens are warmer than gloves. Wear a hat; most body heat is lost through the top of the head.
5. Watch for signs of frostbite: loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes or the tip of the nose. If symptoms are detected, get medical help immediately.
6. Watch for signs of hypothermia: uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness and apparent exhaustion. If symptoms are detected, get the victim to a warm location, remove any wet clothing, warm the center of the

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body first, and give warm, non-alcoholic beverages if the victim is conscious. Get medical help as soon as possible.

7. Have an alternate heating source should electricity fail (a gas fireplace, Kerosene heaters or a wood burning stove or fireplace) so you can keep at least one room of your residence livable. Be sure the room is well ventilated to preclude problems. Never burn charcoal indoors. Keep fire extinguishers on hand, and know how to use them.
8. Winterize your car. This includes a battery check, antifreeze, wipers and windshield washer fluid, ignition system, thermostat, lights, flashing hazard lights; exhaust system, heater, brakes, defroster, oil level, and tires. Keep your car's gas tank full.
9. If you travel by car, travel in the day, don't travel alone, and keep others informed of your schedule. Stay on main roads; avoid back-road shortcuts.
10. When a Winter Storm WATCH is issued individuals should:
 - a. Listen to NOAA Weather Radio, local radio, and television stations, or cable television such as The Weather Channel for further updates.
 - b. Be alert to changing weather conditions.
 - c. Avoid unnecessary travel
11. When a Winter Storm WARNING is issued individuals should:
 - a. Stay indoors during the storm.
 - b. Eat regularly and drink ample fluids, but avoid caffeine and alcohol.
 - c. If you must go outside, walk carefully on snowy, icy, walkways. Several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves (or mittens) and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.
 - d. If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
 - e. Maintain ventilation when using kerosene heaters to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
 - f. Conserve fuel, if necessary, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
 - g. Avoid traveling by car in a storm, but if you must:
 - Carry an Emergency Supply Kit in the trunk.
 - Keep your car's gas tank full for emergency use and to keep the fuel line from freezing.
 - Let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.

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SEVERE THUNDERSTORMS/LIGHTNING

Thunderstorms and its accompanying lightning are common in South Carolina. Each year the state experiences hundreds of thunderstorms with thousands of associated lightning strikes. Each year SC averages 5 deaths directly resulting from thunderstorm related events and lightning strikes. The capricious nature of thunderstorms makes them extremely dangerous; however, following proven lightning safety guidelines can reduce your risk of injury or death. Seek safe shelter when you first hear thunder, see dark threatening clouds developing overhead or lightning. You are ultimately responsible for your personal safety. Further information regarding lightning protective measures can be found at: <http://www.lightningsafety.noaa.gov/>

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff during reports of severe thunderstorms in the vicinity of the University. Thunderstorms are very common each year. Despite their small size compared to hurricanes and winter storms, thunderstorms are dangerous. Dangers associated with thunderstorms include tornadoes, strong winds, hail, and flash flooding. Thunderstorms may occur singly, in clusters, or in lines. Some of the most severe weather occurs when a single thunderstorm affects one location for an extended time. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. A typical thunderstorm is 15 miles in diameter and lasts an average of 30 minutes.

TERMS

1. **SEVERE THUNDERSTORM WATCH:** Tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to radio or television to know when warnings are issued.
2. **SEVERE THUNDERSTORM WARNING:** Issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

PROCEDURES:

1. When severe thunderstorms are predicted, or the weather becomes threatening, the following actions should take place:
 - a. Listen to, or monitor, NOAA Weather Radio 162.550. Campus Police will monitor this channel from the Campus Police office and/or the patrol vehicle.
 - b. Upon receiving notification of a severe thunderstorm warning, Campus Police will use the University E-mail system to advise faculty and staff of the Warning.
 - c. Under normal circumstances, evacuation from buildings should not be necessary. Persons departing should be advised of the dangers of going outside in this kind of weather.
 - d. Buildings Maintenance and Grounds Maintenance personnel will secure outdoor objects that could blow away or cause damage.
 - e. Close window blinds, shades and curtains. Secure outside doors if possible.

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- f. No evacuation from buildings should be necessary. Campus Police using all means available will advise faculty, staff and students of the danger.
2. Count the seconds between when you see lightning flash and when you hear the thunder. Stay inside until 30 minutes after you last hear thunder. Those responsible for making decisions about suspending and restarting games or outdoor events should consider the following in making the decision.
- a. The current recommendation of the National Severe Storms Laboratory (NSSL) is to consider terminating play and/or outdoor events when lightning is six miles away. The "Flash-to-Bang" method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished because of background noise in the immediate environment and its distance to the observer. To estimate the distance between you and a lightning flash, using the "Flash to Bang" method when you observe lightning, count the number of seconds until you hear thunder. Divide the number of seconds by five to get the distance in miles. Get to a safe location if the time between the lightning flash and the rumble of thunder is 30 seconds or less.

| If Thunder is heard | The Lightning is... |
|--------------------------|---------------------|
| 5 seconds after a Flash | 1 mile away |
| 10 seconds after a Flash | 2 miles away |
| 20 seconds after a Flash | 4 miles away |
| 30 seconds after a Flash | 6 miles away |
| 40 seconds after a Flash | 8 miles away |

- b. No place is absolutely safe from lightning; however, some places are much safer than others.
- The safest location is a building that is fully enclosed with a roof, walls and floor, such as a home, school, office building or a shopping center. Even inside, you should take precautions. Enclosed buildings are safe because of wiring and plumbing. If lightning strikes these types of buildings, the electrical current from the flash will typically travel through the wiring or plumbing into the ground. Stay away from showers, sinks, hot tubs, and electronic equipment during the storm.
 - The second safest location is an enclosed hard-topped metal vehicle. Soft-topped convertibles are **not safe**. If you seek shelter in a vehicle, make sure all doors are closed and windows rolled up. Do not touch metal surfaces. If you're driving when a thunderstorm starts, pull off the roadway. A lightning flash hitting the vehicle could startle you and cause temporary blindness, especially at night.
 - Buildings which are **unsafe** include car ports, covered but open garages, covered patio, picnic shelters, beach shacks/pavilions, golf shelters, camping tents, large outdoor tents, baseball dugouts and other partially open structures.
- c. When considering resumption of an athletic contest or other outdoor activity, it is a good idea to wait at least 30 minutes after the rain ends or after the last lightning flash or sound of thunder.

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- d. Electronic detection devices should be used, if available, as additional tools to determine the severity of the weather. However, such devices should not be used as the sole source when considering terminating outdoor activities.

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TORNADO

South Carolina ranks twenty-sixth in the United States in the number of tornado strikes, and eighteenth in the number of tornadoes per square mile. South Carolina has averaged nearly 10-15 tornadoes each year since 1950, resulting in 56 fatalities and 1286 injuries. The most common type of tornado, the relatively weak and short-lived type, occurs between March and May. Tornadoes are most likely to occur between 3 and 9 p.m. but can happen at any time. Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado. The average tornado moves from southwest to northeast but have been known to move in any direction. The average forward speed is 30 mph but may vary from stationary to 70 mph. Tornadoes can accompany tropical storms and hurricanes; primarily in the right front quadrant as they move onto land.

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff during a Tornado. Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes are violently rotating column of air extending from a thunderstorm to the ground that can uproot trees, destroy buildings and turn harmless objects into deadly missiles. Tornadoes may strike quickly, with little or no warning. They can devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

TERMS:

1. **TORNADO WATCH:** A tornado watch is the first alert issued by the National Weather Service when tornadoes are possible in our area. This watch means conditions are favorable for the formation of a tornado. This specifies the potentially targeted area(s) and the time frame during which the formation of a tornado is possible. Remain alert for approaching storms however you may continue with your routine activities.
2. **TORNADO WARNING:** This warning is issued when a tornado has been sighted in the vicinity of the university or indicated by weather radar. This warning will provide the location, time of detection, area of vulnerability, and the time period that the tornado will pass through.

PROCEDURES:

1. For a tornado watch the following actions should be taken:
 - a. Turn on a battery-operated radio to stay alert of any developments. Listen to, or monitor, NOAA Weather Radio 162.550 or to commercial radio or television newscasts for the latest information.
 - b. Persons with mobility concerns should go to an area of safety at the time of a tornado watch. Do not wait for a tornado warning.
 - c. Be alert for changing weather conditions and approaching storms. If you see any revolving funnel shaped clouds, report them immediately by telephone to your local police department or sheriff's office.

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- d. Watch for tornado danger signs: dark colored, often greenish sky, large hailstones, a wall cloud, dark, low-lying cloud (particularly if rotating), and a loud roar, similar to a freight train. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds can obscure others. Before a tornado hits, the wind may die down and the air may become very still. If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.
 - e. Campus Police will use the University E-mail system to advise all faculty and staff of the Tornado Watch during working hours.
 - f. Building and Grounds Maintenance personnel will tie down/pick up loose objects.
2. For a tornado warning the following actions should be taken:
- a. Turn on a battery-operated radio to stay alert of any developments. Listen to, or monitor, NOAA Weather Radio 162.550.
 - b. Seek shelter immediately. There is no guaranteed safe place during a tornado. The best protection is a substantial steel-framed or reinforced concrete building. However, it is important to seek shelter in the best location to help minimize your exposure. In any facility always go to the lowest floor possible. Room or corridors in the innermost part of the building are best. Close all doors, including main corridors, making sure they latch. Crouch near the floor or under heavy, well supported objects and cover your head. Put as many walls as possible between you and the outside.
 - c. Avoid large metal buildings with a large poorly supported roof. Stay away from windows, corridors with windows, large free standing expanses, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris. Get under a sturdy table and use arms to protect head and neck. Stay there until the danger has passed.
 - d. DO NOT use elevators during a tornado warning.
 - e. If you are outside in open country, drive away from the tornado's path at a right angle to it if possible. If there is not time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine. Be mindful of rainfall with the tornado in case your depression fills with water.
 - f. If a warning impacting the university occurs during class/business hours Campus Police will use the University Emergency Communications system to advise the community of the Tornado Warning.
 - g. If this warning occurs during class, the professor conducting the class will be responsible for moving students away from glass and near an inside wall. Interior hallways on the lowest floor are usually safest. Stay away from windows and open spaces. It is imperative to remain inside the building for maximum protection. If time allows move to the lowest floor near an inside wall.
 - h. The fire alarm **SHOULD NOT** be activated to alert people of tornadoes. Alarm activation would force people out of the buildings into the open.

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- i. Housing and Residence Life personnel will attempt to make contact with residents through telephone calls or by sending Resident Assistants door-to-door.
- j. The Chief of Campus Police will direct officers on duty to proceed to the Housing area and broadcast the warning information over the mobile PA system. Announcements will include the recommendation that persons seek shelter as follows:
- k. Apartments (Village & Forest Villas): Go into the hallway leading to the bedrooms or into the bathroom and close the door. Stay away from windows.
- l. Residence Halls: Seek shelter in the hallways or the bathroom with the door closed. Stay away from windows.

AFTER THE TORNADO:

- 1. The Chief of Campus Police, or designee, will inspect the situation on campus and make note of any dangerous/hazardous situations (broken glass and downed power lines).
- 2. The Director of Facilities Management, or designee, will inspect all structures on campus and determine if conditions are safe for students to return to Residence Halls, Apartments or Academic Buildings.
- 3. Grounds Maintenance will begin to clear traffic arteries to facilitate travel. Priority will be given to the most important, frequently used paths of travel.
- 4. Once a determination has been made, the decision will be transmitted to all students, faculty and staff by means of telephones, mobile PA systems, and through verbal communications by Campus Police officers and Resident Assistants.
- 5. The Executive Director of Public Affairs and/or staff will be informed of decisions regarding safety or problems created by the tornado in order to develop appropriate news releases or answer news inquiries.
- 6. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. Call for help immediately. If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway and commence mouth-to-mouth resuscitation. Maintain body temperature with blankets. Be sure the victim does not become overheated.
- 7. Use caution when entering a damaged building. Be sure that walls, ceiling and roof are in place and that the structure rests firmly on the foundation. Wear sturdy work boots and gloves.
- 8. If a tornado actually affects the University, the decision to allow people to return to work spaces or vacate the affected building(s) will be made by the Director of Facilities Management in consultation with the President or designee.

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UTILITY/ INFRASTRUCTURE FAILURE

From time to time we may experience infrastructure problems such as electricity, sewage, water, computer, or telephone failures which could render a building unsafe or uninhabitable.

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff for any instance in which utility failure may occur.

PROCEDURES:

1. Immediately notify Facilities Management Work Order Center at extension 1150 in the event of a utility failure that occurs during regular working hours (Monday through Friday from 8:00 AM to 5:00 PM).
2. For telephone failures notify the Office of Telecommunications at extension 1392 during regular working hours.
3. If there is potential danger to building occupants, or if the utility failure occurs after regular working hours, on weekends, or holidays, contact Campus Police at extension 109 or, if calling from off campus, dial 843 – 661 - 1109.
4. If an emergency such as a fire exists, activate the building alarm. You should also notify others in the immediate area to evacuate and report the emergency to Campus Police.
5. Building evacuation is mandatory when an alarm sounds and/or when an emergency exists. Do not use elevators to evacuate during emergencies. Once outside, move to a clear area at least 500 feet away from the affected location. Keep the streets, walkways, fire lanes and hydrants clear for emergency vehicles and crews.
6. If possible check building elevators to be sure no one is trapped. If people are trapped:
 - a. Tell the passengers to remain calm and that you will get help.
 - b. Call Campus Police at ext. 1109 or 611-1109. Remain with and talk with the passengers until a police officer arrives.
7. Emergency lights in facilities are only designed to aid with building egress and will last for only a short time. Do not try to remain in a building with only emergency lighting.
8. It is possible to be in a part of a campus building in which the building lighting may not provide sufficient illumination in corridors or stairs for safe exiting. It is advisable to keep a flashlight and portable radio on hand for emergencies.
9. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING. DO NOT USE THE ELEVATORS IN A FIRE. DO NOT PANIC.** Faculty and supervisors should remain with the disabled person until aid arrives. A group of FMU employees has been identified to assist disabled persons. Disabled individuals should immediately go to the top of the stairs on the second, third and fourth floors. A uniformed FMU employee from Facilities Management or Campus Police resources will be dispatched to check each stairway and assist as needed. Refer to the evacuation section of this plan for more detailed information.

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10. If time permits, unplug all electrical equipment, televisions, computers, and audio-visuals; turn off light switches unless needed. When power returns, a surge may blow out light bulbs and other equipment if left on
11. Laboratory personnel should secure experiments/activities that may present a danger when electrical power is off or when it is unexpectedly restored. Notify the lab supervisor immediately.
12. When mechanical ventilation is interrupted, close fume hood sash; close all containers and put away chemicals. In some areas, respirators may be required until the situation is stabilized. Use natural ventilation, if available.
13. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
14. If requested, assist emergency crews as necessary.
15. **DO NOT RETURN TO AN EVACUATED BUILDING UNTIL INSTRUCTED TO DO SO UPON ANNOUNCEMENT OF THE "ALL CLEAR."**
16. Contact Facilities Management for information regarding the scope and expected duration of outage/failure.
17. In the event of a plumbing failure or flooding situation, cease ALL operations. DO NOT switch on or off any lights or electrical equipment. Electrical arcing can trigger an explosion. Contact Campus Police at 1109 and/or Facilities Management at 1150.
18. If a vapor, fume, or gas leak is apparent, cease all operations, DO NOT switch on/off lights or any electrical equipment. Remember that electrical arcing can trigger an explosion! Vacate the area or building immediately. Post a DO NOT ENTER sign on all doors. Notify Facilities Management at 1150 during working hours or Campus Police at 1109 after hours.
19. In the event of an electrical power outage to a portion of the campus, it may become necessary to shut down power to the entire campus in order to restore power. It is important that all affected personnel be notified of this procedure, should the need arise. Portable generators may be utilized for the protection research projects that may be jeopardized by the loss of electrical power. Some buildings do not have emergency battery powered lights. If this is the case, use flashlights, light sticks, or battery-powered lanterns. Heating will probably be affected. If cold, use blankets and coats to keep warm until power is restored or you are relocated to another building.
20. In response to any electrical outage, regardless of the duration Facilities and Housing staff will check all impacted buildings to ensure that there is no one trapped in any elevators. Residence Life personnel will identify the possible locations of persons with known disabilities within the Housing areas and arrange to check on their well-being.
21. Upon the restoration of electrical power, Facilities personnel will conduct building inspections to verify that all systems are restored and functioning properly. They will also clear the building for re-entry by all persons.

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22. In an elevator failure in which you find yourself trapped, use the emergency telephone to notify Campus Police. If the elevator does not have an emergency telephone, turn on the emergency alarm on the front of the control panel. Assistance will be dispatched immediately. Do not attempt to remove trapped persons, wait for Facilities Management or Campus Police personnel to arrive.

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VIOLENT/CRIMINAL/SUSPICIOUS INCIDENT

Violent incidents including but not limited to acts of terrorism, assaults, and incidents of workplace violence can occur on the University campus with little or no warning. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them. If you are the victim of, or are involved in, any on-campus violation of the law do not take any unnecessary risk; report the crime immediately. These instructions are intended for an incident that is imminent or one that has just occurred. Every incident involving a violent intruder will result in a law enforcement response to overcome the situation. This plan cannot cover every possible scenario or situation that might occur but it can serve as a guide to attempt to reduce the number of injuries or death if a situation develops. Time is the most important factor in the optimal management of these types of situations.

PURPOSE: To establish policies and procedures to be adhered to by the student body, faculty and staff for any instance involving a potentially hostile incident on campus.

PROCEDURES:

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and promptly reporting them. If you observe a criminal act or you are a victim, immediately notify the Campus Police via phone at 1109 or 661 – 1109 or by using an emergency call box located around campus. Members of the University community can enhance the safety of all and be of assistance to the Police by cooperating fully with instructions given by authorities.
2. Emergency situations should be reported to Campus Police by dialing 1109. If you are a victim of a crime, you must notify Campus Police as soon as possible and report the incident. If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify FMU Campus Police at 843-661-1109. Assist the arriving officers by supplying all available information and ask others to cooperate. When notifying the police of an incident provide the following information:
 - a. Nature of the incident; what is happening
 - b. Location of the incident.
 - c. Description of person(s) involved.
 - d. Description of property involved.
 - e. Your name and address
 - f. Type of weapon involved, if any.
3. If a weapon is involved in an incident provide that information to the police when you call. Providing this information will not delay the law enforcement response. Complete information allows officers to handle the situation more effectively.
4. In the event of gunfire or explosion lock your doors and take cover immediately. After the disturbance, seek first aid if necessary and then notify Campus Police.

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5. The decision to call in additional law enforcement agencies to provide mutual assistance will be made by the Chief of Campus Police or designee in consultation with appropriate University Administrators. Recent changes in state law mandate that in all homicide cases the State Law Enforcement Division (SLED) will be contacted and will be the lead agency during the investigation.
6. When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) on campus is a police response function. Responding Campus Police Officers are trained and equipped to confront an armed suspect. Officers will make every effort to overcome the situation, assist with evacuation and intelligence gathering. The following procedures should be implemented.

HOSTILE INTRUDER IN A NON-RESIDENCE HALL BUILDING:

1. Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway. Barricade yourself with desks or anything you can push against the door
2. Try to remain as calm as possible. Keep everyone together. Turn off lights and audio equipment. Stay out of open areas and be as quiet as possible.
3. Lock the windows and close blinds or curtains. Stay away from the windows.
4. If communication is available, call Campus Police at 1109 or 661-1109.
5. Do not sound the fire alarm as this would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
6. Keep classrooms secure until police arrive and give you directions.
7. If you are not in a classroom, try to get to a classroom or an office.
8. If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
9. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

HOSTILE INTRUDER IN A RESIDENCE HALL BUILDING:

1. Lock yourself in your room. Barricade yourself in your room with desks, beds, or anything you can push against the door.
2. Do not stay in the open hall. If away from your room, join others in a room that can be locked.
3. Try to remain as calm and quiet as possible. Turn off lights and audio equipment. Stay out of open areas.

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4. Lock the windows and close blinds or curtains. Stay away from the windows.
5. If communication is available, call Campus Police at 1109 or 661-1109.
6. Do not sound the fire alarm as this would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
7. If you are caught in the open such as hallways and lounge areas, you must decide what you are going to do. This is a very crucial time. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the dorm looking for more victims.
8. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person (s) while in the building. Once outside, do not run in a straight line.
9. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

HOSTILE INTRUDER ON THE CAMPUS GROUNDS:

1. Run away from the threat if you can, as fast as you can. Do not run in a straight line.
2. Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
3. If you can get away from the immediate area of danger, summon help and warn others.
4. If communication is available, call Campus Police at 1109 or 661-1109.
5. If you decide to hide, take into consideration the area in which you are hiding. Questions to ask include: Will I be found here? Is this really a good spot to remain hidden?

HOSTILE INTRUDER INCIDENT BECOMES A HOSTAGE SITUATION:

1. The initial 45 minutes are the most dangerous since there will be heightened anxiety and perhaps emotional imbalance. Be patient, time is on your side in hostage situations.
2. Avoid drastic action. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected. Do not make mistakes which could endanger your well-being.
3. Don't speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

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5. Be prepared to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.
6. If the suspect chooses to surrender and the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.
7. After the suspect is removed from the area/building, the entire location should be completely searched for possible additional suspect(s) or victims.

APPENDIX 1

FRANCIS MARION UNIVERSITY CRISIS COMMUNICATIONS PLAN

Rev April 2014

I. Introduction

A crisis communications plan provides policies and procedures for the coordination of communications within the university, and between the university, the mass media and the public in the event of an emergency or controversial issue. A crisis situation shall be defined as any emergency situation or event identified by the President or Campus Police as having a major impact on the campus community as a whole.

Emergencies may include fires, explosions, chemical spills, natural disasters, accidents involving members of athletic teams or other university organizations, or major crimes that demand a public response. Controversial issues may include academic or athletic scandals, police investigations, student protests or other situations that can adversely affect an institution's reputation.

The term "crisis" usually refers to the period immediately following an emergency situation which has widespread interest among the local, state and national community, thus generating interest from the local, state and national media and requiring the University's full attention for its duration.

This plan describes the University's role in collecting and conveying information to the public immediately following a crisis or emergency situation. This plan is not intended to change the way emergencies are initially reported. All campus emergencies should be reported immediately to Campus Police at 661-1109.

II. Objectives of the Plan

- A. To factually assess the situation and determine whether a communications response is warranted.
- B. To assemble a crisis communications team that will make recommendations on appropriate responses.
- C. To implement immediate action to:
 - Identify constituencies that should be informed about the situation.
 - Communicate facts about the crisis.
 - Minimize rumors.
 - Restore order and/or confidence.

III. Assumptions

- A. Each crisis or emergency will require an appropriate response. The extent of the response will depend upon the nature of the crisis.
- B. Often the only information the public receives about an emergency is through the mass media; therefore, media relations is an essential element of any crisis plan. Time is critical and a response must be issued as soon as possible with follow-up bulletins, as required.

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- C. A crisis situation is big news and is likely to result in widespread public exposure for the University.

IV. Procedures

- A. To ensure that the University's public information response to an emergency is quick, accurate, sensitive and responsible, the Public Affairs Office will coordinate crisis communications with campus and off-campus media. The Public Affairs Office, at the President's request, will set up a crisis communications center in its offices (or other location if necessary) to remain open 24 hours a day during a crisis (or as necessary). This is not to be confused with a command center under the University's Disaster Plan pertaining to the management of the crisis itself. (See University Disaster Plan).

- B. If the President is unavailable, the Provost and the Vice President for Business Affairs will serve as the senior university officials in charge.

- C. Based upon the type of crisis, the President will assemble a "Crisis Communications Team" to work directly with the Public Affairs Office and the President's Office to facilitate dissemination of information. The "Crisis Communications Team" will consist of the following:

- President of the University
- Vice President for Development
- Executive Director Public Affairs
- Provost as events pertain to Academic Affairs
- Vice President for Business Affairs as events pertain to the business operation and campus facilities
- Vice President for Administration as events pertain to employees of the University
- Vice President for Student Affairs as events pertain to students
- Chief of Campus Police
- Chair of the Faculty
- Director of Counseling and Testing

V. Phases of Response

- A. Immediate. The Crisis Communications Team, after assessing the nature and scope of the situation, will develop a plan of action including some, or all, of the following:

1. Designate a spokesperson. In cases of a significant crisis, the President or the highest ranking University official must take the lead in conveying the administration's response to the crisis, showing that the University has control of the situation, calming public concern and setting an example for the entire campus.

The most appropriate spokesperson (or persons) will be identified and counseled by the Executive Director Public Affairs. The university understands that both the press and public prefer statements from those closest to the situation and will attempt to comply whenever possible. Otherwise, the official spokesperson is the Executive Director Public Affairs.

2. Draft a fact sheet. The fact sheet should contain a summary statement of the situation, including all known details to be released to the media. This information should be made available to and approved by the President or, in his absence, the

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highest ranking University official available. This fact sheet should be analyzed with respect to the public's right to know and concerns for privacy and security. This fact sheet should include:

- the type of emergency/disaster;
- time of disaster;
- actions taken thus far;
- areas and number of people involved;
- number of fatalities and/or injuries;
- what hospitals injured are taken to;
- extent of damage to property or facilities;
- agencies responding to the emergency.

3. Notification of families. In cases involving employee or student injuries or deaths, families will be notified by University personnel before names are released to the public. Families of employees will be notified by the Vice President of Administration, and families of students will be notified by the Vice President of Student Affairs.

4. Notify key constituents. Determine key constituencies that should be informed of the crisis. It is important to keep administration, faculty, staff and students informed of appropriate details and actions taken by the University during an emergency. Effective communications will help quell rumors, maintain morale, and ensure continued orderly operations of the University. Among the groups that should be considered for communications in a crisis situation are:

- Law enforcement and emergency response agencies
- Administration, faculty, staff and students
- Trustees
- Parents of Students
- Mass Media
- Foundation and Alumni Boards of Directors
- Alumni

5. Photography. Decide the need to assign videographers and photographers to document the scene. This may prove helpful in responding to media inquiries, to possible later litigation, as well as documenting events as they occur. Decide whether it's appropriate and safe to allow location shooting by TV and newspaper photographers. Determine when, where and who will accompany the media representatives.

6. Rumor control. The University switchboard number and Campus Police, both of which will receive a high volume of incoming calls, should be notified regarding a recorded message as to key facts of the crisis (fact sheet) and where to refer callers pertaining to the crisis. When possible, the University's website, broadcast email and Channel 11 will also be used to post factual information about the crisis. Information may also be shared with community members through the Swamp Fox Alert messaging system.

B. Ongoing Period. In a crisis, the Public Affairs Office will:

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1. Provide media updates as the situation warrants to keep the public informed of new developments and provide advice on what they should or should not do to prevent further damage or loss of life, panic or interference with emergency response efforts.
2. Keep the public, media and constituents informed as to where to seek temporary housing, food, etc.
3. Coordinate the release of factual information with local hospitals and other disaster agencies involved, providing as prompt, accurate and complete information as possible.
4. Instruct the public on how to obtain further advice or information as warranted, i.e., via the University's website.

C. Recovery Period.

1. The Public Affairs Office will issue media updates as long as necessary, then scale back activities as warranted.
2. Immediately following a crisis, it is imperative that the University be sensitive to the needs of faculty, staff and students who may have been personally affected by the disaster. There may be a need to assist any victims by referral to available resources.
3. It is reasonable to expect that rumors would follow a crisis, further creating an atmosphere of anxiety. Follow-up communication of factual information to University constituencies may be necessary. Information may be disseminated through the mass media, web site, internal email, switchboard and Campus Police recordings and direct mail.
4. Upon termination of the crisis situation, the Executive Director of Public Affairs will schedule a meeting of all key players to review all actions taken and make suggestions for dealing with communications of any future emergencies.

VI. **Media Relations**

- A. When appropriate, a news conference may be necessary to facilitate dissemination of information. This is especially true in the early stages of the crisis situation. The Public Affairs Office will make arrangements for the news conference and notify the mass media of the location and time. When possible, information will be communicated with media deadlines in mind.
- B. Interaction with the media should always be honest and courteous to encourage the media's confidence in and respect for University personnel. Attitudes toward the media reflect on the image of the University and credibility of information presented. Withholding information from the media will generate suspicion and distrust.
- D. A key objective of communications planning during a crisis is to arrange opportunities to present complete statements of fact rather than being put on the defensive.
- E. The words, "no comment," should be avoided. However, there are times when it is appropriate to explain that the university chooses not to participate in the discussion,

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especially when all the facts are not known yet. A simple “I do not know” or “we can’t confirm that” will suffice.

- F. Media requests for interviews during normal times are freely granted and encouraged. During a crisis, the ground rules should be communicated with the initial statement. Usually interviews following an initial news conference are not granted. But when the issue becomes a major news story or is particularly sensitive, one or two University representatives should be prepared for follow-up interviews.

VII. Public Affairs Staff

| NAME | OFFICE # | HOME # | MOBILE # |
|--|-----------------|---------------|-----------------|
| Executive Director Public Affairs: Tucker Mitchell | 843-661-1332 | 843-407-6137 | 843-409-5587 |
| Director of Communications: Angela Crosland | 843-661-1227 | 843-409-8590 | 843-206-5579 |
| Associate Athletic Director for Media Relations & Marketing: Michael Hawkins | 843-661-1222 | 843-665-9248 | 843-230-8102 |
| | | | |

VIII. Media Center Staff

| NAME | OFFICE # | HOME # | MOBILE # |
|-------------------------|-----------------|---------------|-----------------|
| Brad Wofford (video) | 843-661-1253 | 843-365-0781 | 843-246-0331 |
| Larry Falck (video) | 843-661-1251 | 843-679-5526 | 843-615-2670 |

APPENDIX 2

FRANCIS MARION UNIVERSITY EMERGENCY COMMUNICATIONS

Broadly defined, telecommunications comprises the university's data network, telephone systems, cable TV, educational systems, and centralized information services. These systems can be dramatically stressed during a crisis. By using all available methods; e-mail, voice mail and text messaging, we improve our odds of reaching our community in the event of an emergency. The university on-campus phone system may be swamped by internal and external problems. External cellular telephone systems and the Public Switched Telephone Network (hardwire telephone systems off campus) can expect a huge demand increase and may experience some blocking of calls during the initial periods of a crisis.

PURPOSE: To establish notification policies and procedures to be adhered to by the student body, faculty and staff during an emergency and describe procedures to follow when notified of a potentially life threatening incident or natural disaster.

ACTIVATION: The following individuals can determine if an emergency situation exists and direct that the Emergency Alert System be activated:

1. President
2. Provost
3. Vice President for Business Affairs
4. Vice President for Development
5. Vice President for Student Affairs
6. Executive Director of Public Affairs
7. Chief of Campus Police

GENERAL INFORMATION: Real Time Emergency Notification can provide a mechanism for campus authorities to provide guidance while an emergency is ongoing, including both information about the nature of the emergency, and actions which the community can take, such as avoid a particular area of campus, shelter in place, be on the lookout for/report the location of a missing, child, disoriented or elderly person, watch for severe weather, evacuate a particular building, class cancellation, etc. Several different communications avenues are available to notify the community of emergencies. A siren system will augment other methods of communications primarily covering outdoor spaces. The Swamp Fox Alert System will send warnings and emergency information by text-message, e-mail and voice mail to campus community members and cell phones.

1. The system is designed to notify members of the campus community in a particular part of campus, such as those in a particular building, those with responsibility for particular facilities or buildings (building managers, resident staff) executive leadership, or emergency response teams.

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2. Communications with those who may be at home or in transit pose other difficulties as does communications with parents and others who may be worried about family members at the site.
3. FMU will send text messages for emergency purposes only to cell phone numbers of those who have subscribed to the system.
4. Emergency text messages should produce immediate action.
5. Follow-up messages may be sent as the situation develops or concludes.

PROCEDURES:

1. **E-Mail:** All students are required to provide a preferred, active "E-mail address" for on-line registration. This provides an avenue for contact. E-mail will continue to be one method for contacting community members in an emergency. This method will be augmented by the method listed below.
2. **Voicemail Calling Groups:** Voicemail call groups were developed to pass information to on campus telephones with voice mail capabilities. One voicemail call group per building consists of all phone extensions within the building with a voicemail capability. This group can be used for reporting a problem limited to a single building. An "all call" group incorporates each of the single building groups. This "all call" group will be used for reporting issues of interest to everyone. A final call group consists of the President's senior staff allowing one call to alert senior staff members on issues. The voicemail calling groups are a communications enhancement, not a stand-alone entity. This voicemail calling group is a communications enhancement that augments Swamp Fox Alerts, regular e-mail channels and/or siren.

3. VOICEMAIL GROUP USE INSTRUCTIONS - ON CAMPUS

- a. From your extension dial "4622".
- b. When connected, enter your password.
- c. When you hear the voice, press "2" to send a message.
- d. When prompted enter the mailbox number of the group you want to send the message to.
- e. When prompted after entering the group number press "2" to start your recording.
- f. When finished press "2" again to stop recording. If you are not satisfied with your recording press the star (*) key to cancel and start over.
- g. If you want to review the message prior to sending press "6". If you are not satisfied with your recording press the star (*) key to cancel and start over.
- h. If you are satisfied with your message press "5" to send it.
- i. The message will be sent to the group you selected.

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- j. To send the message to another group press “1” and follow the prompts.
- k. To send to no one else press “9”, then hang up.

4. VOICEMAIL GROUP USE INSTRUCTIONS - OFF CAMPUS

- a. From off campus you need to dial in on the FMU number “661-4622”.
- b. When you hear the start of the greeting press the “#”.
- c. At the prompt enter your “mailbox” number – your on campus extension.
- d. When prompted enter your password.
- e. When you hear the voice, press “2” to send a message.
- f. When prompted enter the mailbox number of the group you want to send the message to.
- g. When prompted after entering the group number press “2” to start your recording.
- h. When finished press “2” again to stop recording. If you are not satisfied with your recording press the star (*) key to cancel and start over.
- i. If you want to review the message prior to sending press “6”. If you are not satisfied with your recording press the star (*) key to cancel and start over.
- j. If you are satisfied with your message press “5” to send it.
- k. The message will be sent to the group you selected.
- l. To send the message to another group press “1” and follow the prompts.
- m. To send to no one else press “9”, then hang up

5. **Campus Alert Siren System:** Federal Signal siren notification system also provides a means of notifying persons outdoors of emergencies. The system has seven pre-recorded messages. There is a public address capability in the FMUPD office that allows for voice input for unusual situations from a missing child during a special event to a violent incident at a particular location. For each message the siren will “ramp up” to full volume in 5 seconds, the steady tone will play for 5 seconds and the pre-recorded message or the PA announcement will be provided twice. The pre-recorded list is:

- a. **SYSTEM TEST:** Attention: The following is a regular test of the outdoor warning system. This is not an emergency. This is only a test. This is the regular test of our outdoor warning system. This is only a test.
- b. **TORNADO WARNING:** Warning! A tornado warning has been issued for the FMU area. Please take shelter immediately. A tornado warning has been issued for the FMU area. Please take shelter immediately.

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- c. **SEVERE THUNDERSTORM WARNING:** A Severe Thunderstorm Warning has been issued for our area. There is a possibility of heavy rain, lightning, or hail. Please take shelter indoors. Severe Thunderstorm Warning for our area. There is a possibility of heavy rain, lightning or hail. Please take shelter indoors.
 - d. **HAZARDOUS MATERIALS INCIDENT:** Attention: A hazardous materials incident has occurred in our area. Go inside, close all windows and doors, and turn off all ventilation systems, air conditioners, and heating units. Be alert for further instructions. Repeat, a hazardous material spill has occurred in our area. Go inside, close windows and doors; turn off ventilation, air conditioners and heating units.
 - e. **HURRICANE WARNING:** Hurricane warning. A hurricane warning has been issued for the FMU area. A hurricane warning has been issued for our area.
 - f. **SEVERE ICE OR SNOW WARNING:** Winter Weather Warning! Severe Ice or Snow is predicted for our area. Use caution if you must go out. Winter Weather Warning. Severe ice and snow is predicted for our area. Use caution if you must go out.
 - g. **ALL CLEAR:** All Clear. The emergency is over. All Clear. The emergency is over.
6. **SIREN TEST:** Siren testing will occur periodically to ensure system viability. Testing will occur in a manner that minimizes interference with classes or causes concerns to community members. Any testing would be preceded by e-mail messages to alert faculty, staff and students that a test will be conducted. A voicemail message will also be sent to all numbers advising of the test.
7. **Emergency Response Telephone Center:** A telephone response bank will be established at the UC for crisis situations providing a single contact number for incoming calls from concern parties. The call center will be set up to handle incoming calls from students, parents and members of the community. The CIO or his designee will automatically transfer certain main campus numbers (including Office of the Vice President for Student Affairs – 1187, Office of the Dean of Students – 1182, Admissions Office – 1231, President’s Office – 1210, Public Affairs Office – 1220, and the Main FMU line – 1362) to this phone bank. Under the direction of the Vice President of Student Affairs or Dean of Students, staff members will have scripted information to pass on to callers about the initial incident along with reference information callers may use to obtain future information. Sample scripted responses include:
- a. There has been an incident involving a person with a firearm on campus. Law enforcement personnel are on the scene to address the situation. The FMU campus community has been notified of the incident via our emergency alert system, and provided instructions to increase their safety. We are unable to verify if there have been any injuries at this time. As the situation develops, we will provide more information through the media.
 - b. There has been an incident involving a person with a firearm on campus. Law enforcement personnel are on the scene to address the situation. The FMU campus community has been notified of the incident via our emergency alert system, and provided instructions to increase their safety. Unfortunately, there have been injuries as a result of this incident. Emergency Medical Personnel have responded to provide treatment. We are not able to report or confirm the identity of any person involved at this time. As the situation develops, we will provide more information through the media.

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- c. There has been an incident involving a hazardous material release on campus. Emergency Management Personnel are on the scene to address the situation. The FMU campus community has been notified of the incident via our emergency alert system, and provided instructions to increase their safety. We are unable to verify if there have been any injuries at this time. As the situation develops, we will provide more information through the media.
 - d. Earlier today, there was a situation involving a person with a firearm on campus. Law enforcement personnel quickly responded to address the situation. The FMU campus community was notified of the incident via our emergency alert system, and provided instructions to increase their safety. Unfortunately, there were injuries and loss of life resulting from this incident. We are working with law enforcement officials to notify the family members of victims at this time. We ask that you respect the privacy of the victims as they deal with this tragic situation. As the situation develops, we will provide more information through the media.
 - e. Messages specific to the incident will be drafted as needed, with updates made as the situation develops. As more information develops, the Executive Director of Public Affairs will provide media releases and share those with the personnel staffing the Emergency Response Telephone Center for their use.
8. **Swamp Fox Alert:** This system provides a means of communications through text messaging and posting alerts on the FMU Website. Registered users can also provide additional e-mail addresses to which information can be sent. Text messaging is an effective and reliable means of communicating during an emergency situation and is a powerful way to reach people on the move or away from conventional media (i.e. television and radio). Text messaging makes it an ideal vehicle for communicating critical information during times of emergency.
- a. Swamp Fox Alert notifications are divided into three categories.
 - CRITICAL ALERTS - Emergency items that would be defaulted whenever a person signs up for the system. This category contains potentially life threatening incidents.
 - CAMPUS STATUS - Items people could opt to receive if they so choose such as class cancellation and university closing.
 - WEATHER ALERTS - Weather reports of an imminent nature. We will continue to send "forecasts" via the regular e-mail system but not via text or siren.
 - b. Student members of the FMU Community may subscribe to the Swamp Fox Alert system via the Swamp Fox Web on the FMU Website at www.fmarion.edu/enrollment/ Members of the faculty and staff may subscribe via a direct link provided by the Vice President for Student Affairs or the Vice President for Administration. All subscriptions are purged on a yearly basis at the end of May to ensure the validity of subscriptions; new and continuing members of the FMU community are invited to re-subscribe at that time.
 - c. Parents or guardians of children enrolled at the Richardson Child Center (RCC) are notified of delays, closures, or other service changes directly by the RCC staff via the RCC group on the Swamp Fox Alert System.
 - d. Swamp Fox Alert Activation: Select Administrators, including the Vice President for Student Affairs, the Dean of Students, the Assistant Dean of Students, the Vice President

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for Public Affairs, the Chief Information Officer, the Chief of Campus Police, and the Campus Police Captain have been trained to activate the Swamp Fox Alert System. Activation includes the following steps:

- Access the Administrator Log-In Page at www.e2campus.com/my/fmarion/admin/index.htm
 - Enter User Name & Password
 - Click on *Send Message*
 - Enter Subject in *subject box*
 - Enter Message in *message box* (limit 130 characters)
 - Proofread Message, then Click *Send Message*
- e. It is important to note that only the first 130 characters are included in the text message. Any additional information sent in a message via the Swamp Fox Alert System will be sent via e-mail only. The Swamp Fox Alert system will automatically include all faculty and staff e-mail addresses, as well as the preferred e-mail address registered by students.

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Emergency Warning System Text Messages and Their Explanation

| Emergency Text Message | Explanation of Message |
|---|--|
| FMU emergency. Do not enter campus. If you are on campus, lock yourself in a room immediately. Wait for instructions. (116 characters) | There is a very serious emergency on campus. Do not enter the campus. Classes and all activities like club meetings are cancelled. There may be someone with a gun on campus, or an armed robbery, or another kind of crime in progress. |
| FMU building emergency _____ . Leave the area immediately. Go to _____. If off campus, do not enter campus. (96 characters) | There may be a condition like a Hazardous Substance spill at a specific location. Or there may be a hazardous condition requiring immediate action. The location will be included in the message. |
| FMU attention An emergency condition exists. Wait for additional instructions. (79 characters) <i>Go to http://www.fmarion.edu for information.</i> | This is a general emergency notice. It will be used for conditions like flooding or a utility failure. It may also be used for an emergency near FMU that may affect us, such as an emergency at the Airport, a train derailment, etc. |
| FMU severe weather warning. Seek shelter indoors. Wait for additional instructions. (82 characters) | A severe weather warning has been issued for the area. This includes warnings for thunderstorms, severe winds, blizzards, tornados, etc. A location will be included in the message, such as the 'basement.' |
| FMU test of the FMU Emergency Warning System. No action is needed. (66 characters) | This test message may be sent when the system is tested. The testing will occur periodically. |
| FMU emergency is over. All clear. Emergency is over. (53 characters) <i>Go to http://www.fmarion.edu for information.</i> | This message is sent when the emergency condition is over. |

NOTE: Number of characters listed by each text message due to text message length limitations within the system.

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APPENDIX 3

FRANCIS MARION UNIVERSITY SEARCH & RESCUE TEAMS

In the event of any emergency that may have resulted in persons being trapped or missing the following checklist can be used as teams are dispatched.

1. Assign teams based on available manpower; minimum of 2 person team. Team resources may come from a variety of campus departments. Attempt to place one experienced person on each team.
2. Perform a visual check of the outfitted team including a radio check. Advise the teams of any known injuries to parties and assign search locations.
3. Monitor team communications.
4. Utilize the notes boxes to record the location of any injured persons. For example if you get a report of two injured students in LSF Room 109, record this as "LSF 109 = 2/S/I".
5. Provide information on injured parties to responding EMS.

SEARCH AND RESCUE (S & R) TEAM LEADER _____

| NAMES | | Radio | Keys | Hard Hat | Goggles | Gloves | Vest | Bucket | Clipboard |
|-------------------------|---|-------|------|----------|---------|--------|------|--------|-----------|
| S & R TEAM #1 NOTES: | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| S & R TEAM #2 NOTES: | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| S & R TEAM #3 NOTES: | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |