



Emergency Procedures Manual

CHANGES: The President of the College (or designee) may approve changes to this manual at any time. The primary advisory body concerning this manual is the Emergency Management Team (EMT).

REVIEW: The Chief of Campus Safety will review the manual during the month of June each year and will submit any suggestions for changes to the Vice President for Professional and Student Development and/or the Dean of Community Wellness, who will then, coordinate with any affected parties. The updated plan with suggested changes will then be reviewed by the EMT; any additional changes suggested by the EMT will be incorporated into a final draft that will be sent to the President (or designee) for approval. The target date for completion of the annual review process is August 1st of each year.

EXERCISE OF PLANS: Portions of this plan should be exercised once each semester. The Chief of Campus Safety shall be responsible for scheduling exercises. Some examples of exercises are evacuation of single or multiple buildings, testing the emergency notification system, or a tabletop exercise in which selected officials gather and simulate responses to an incident. Exercises should be used to refine and improve the plans described in this manual.

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PART ONE: BASIC PLAN

I. CLASSIFICATION OF INCIDENTS

For purposes of this manual, incidents that affect persons and/or property associated with the College can be classified on the following continuum:

<u>A. TYPE OF INCIDENT</u>	<u>LEVEL</u>
Isolated	1=Low
Minor	2
Critical	3
Major	4
Disaster	5=High

B. DEFINITIONS:

- 1. Isolated Incidents:** Events or situations with little or no urgency that can be resolved by standard use of College personnel and resources. Examples may include vandalism, theft, or “fender-bender” automobile collision. No further guidance for such incidents is provided in this manual.
- 2. Minor Incidents:** Events that may be unusual, controversial or sensitive in nature but do not require immediate response to preserve life or property. Examples may include predicted inclement weather, off-campus incidents involving serious injury or death of a student or employee, lawsuits, multiple arrests, regulatory investigations, or negative news coverage. Vice Presidents, Deans, or other administrators will address such incidents and shall determine appropriate action. No further guidance specifically designed for such events is provided herein.
- 3. Critical Incidents:** Incidents that require urgent response requiring readily available but possibly limited resources. Such events may pose a threat to life and/or property on a limited scale, but do not involve large-scale mobilization of resources. Examples may include *on-campus incidents* involving serious injury or death of a student or employee, suicide or threat of suicide, a serious automobile accident, or significant damage to a building. In some situations, a single administrator may coordinate response to critical incidents. This manual provides specific steps that may be taken to manage response to Critical Incidents.
- 4. Major Events:** Extraordinary incidents that are clearly a threat to life and/or property. Such events may affect numerous people, impair a major function of the College, require immediate response, and may require large-scale mobilization of resources. Examples may include multiple deaths or injuries, major damage to facilities, or severe impairment of operations. A single administrator may initially coordinate response to emergency events, but in most cases the EMT should be activated as soon as practical to coordinate response to this category of events. This manual provides steps that may be taken and resources that may be utilized in managing response to emergency events.
- 5. Disasters:** Catastrophic events that may involve large-scale loss of life, widespread destruction of property, or cessation of operations of the College. Examples may include the results of tornadoes, hurricanes, explosions, terrorism, or pandemic disease. A single administrator may need to initially coordinate response, but the

EMT should be activated as soon as possible to coordinate response to a disaster. This manual provides steps that may be taken and resources that may be utilized to manage the college response to a disaster.

II. COMMAND AND CONTROL

The lines of authority and responsibility must be clearly understood and accepted in the case of any significant incident, emergency event or disaster. In many situations it will be necessary for the first responder to assume command and control until a person with formal authority is available. In some situations, it may be appropriate for an individual College administrator to coordinate all response and recovery operations. In other cases, as the level of severity and/or complexity of a situation increases, a group should be activated to make maximum use of collective wisdom, experience, and resources. **In any event, a checklist appropriate for the given incident should be utilized. The checklist is located in Appendix A.** For purposes of this manual, the following structure is established:

- A. **Individual administrators** or other College officials may coordinate management of response to **isolated and minor incidents (Levels 1 and 2)**. In such situations, on-going communications should be established with the administrator's supervisor, Vice President for Marketing, and ultimately with the President of the College throughout the management of the incident. The administrator or the President may convene an *ad hoc* group to provide coordination and guidance at any time such action is deemed appropriate or necessary.

- B. **The Emergency Management Team (EMT)** may be required to coordinate management of response to **critical incidents (Levels 3, 4 and 5)**. The first responder or an individual administrator may assume command and control of such incidents until such time as activation of the EMT becomes necessary.

- C. **The Emergency Management Team**
 - 1. The Emergency Management Team will be comprised of the following:
 - a) The President
 - b) Vice President for Marketing
 - c) Executive Vice President for Academic Affairs
 - d) Executive Vice President for Business Affairs
 - e) The Vice President of Facilities
 - f) Vice President for Professional and Student Development
 - g) Dean of Community Wellness
 - h) Vice President for Institutional Advancement
 - i) Designees of the President for Specific Situations

III. CRITICAL INCIDENT MANAGEMENT PLAN (Level 3 situations)

The College has developed this Critical Incident Management Plan to govern institutional response whenever a critical incident occurs within or impacts the College community.

A. Scope of the Critical Incident Management Plan

As defined in section I above, **critical incidents** require urgent response using readily available but possibly limited resources. Such events may pose a threat to life and/or property on a limited scale, but do not involve large-scale mobilization of resources. Examples may include on-campus incidents involving serious injury or death of a student or employee, suicide or threat of suicide, a serious automobile accident, or significant damage to a building.

The EMT will coordinate response to this category of incidents, and this manual provides specific steps that may be taken. **More specifically, the Critical Incident Management Plan may be enacted in the event of any of the following situations:**

1. An incident that can be characterized by any of the following:
 - requires immediate or time-sensitive response;
 - involves a single fatality or several victims without fatalities;
 - occurs in an isolated location or facility; and
 - response can be made with readily-available resources.
2. Examples of a critical incident may include:
 - A death on campus or at a college-sanctioned or sponsored event;
 - The death of a student or employee traveling to, from or on behalf of the College;
 - A near fatal accident or incident or an attempted suicide;
 - Serious damage to college property;
 - A threat to the health, safety, or welfare of anyone in the College community; and
 - Any other incident that requires or would benefit from implementation of the Critical Incident Management Plan.

B. Initial Handling of Critical Incidents

1. Any person within the College community who becomes aware of an incident that may be considered critical should contact Campus Safety. Campus Safety will respond and, as soon as practical, will contact any of the following, attempted in the order indicated:
 - a) Chief of Campus Safety
 - b) Dean of Community Wellness
 - c) Vice President for Facilities
 - d) Vice President for Marketing
 - e) Provost
 - f) President of the College
2. The Chief of Campus Safety, Vice President for Professional and Student Development and/or the Dean of Community Wellness, or Vice President for Facilities, or Executive Vice President for Academic Affairs may coordinate response to the situation if such response appears to be within the capabilities of that administrator.
3. If this option is taken, the administrator shall maintain communications about the incident with the President, or the administrator may request that the President or his

designee activate the EMT. The Vice President for Marketing is the lead on communications and President (or VP Mkt) is the spokesperson. **The Administrator will utilize the appropriate checklist for the incident.**

C. Authority for Activating the Emergency Management Team (EMT)

Whenever practical, the President of the College will authorize activation of the EMT. In the absence of the President (or designee), one of the following administrators will activate the EMT and act as Chair, in the order of availability:

1. Executive Vice President for Academic Affairs
2. Executive Vice President for Business Affairs
3. Vice President for Professional and Student Development
4. Dean of Community Wellness
5. Vice President for Institutional Advancement

D. Management of Critical Incidents:

1. The President (or one of the individuals listed above, as available) shall serve as Chair.
2. The President may call on others to serve on the EMT as needed. Other members may include:
 - Director of Community Life
 - Director of Human Resources
 - The Athletic Director
 - Others as appropriate to specific situations.
3. When the EMT is convened, the Chair may assign a particular task or group of tasks to the Group as necessary. The EMT may meet on a continuous basis until the incident is resolved, or it may meet for brief periods of time at the call of the Chair. In the absence of a particular task, the EMT will be responsible for:
 - a. Gathering as much information as possible about the incident.
 - b. **Assigning a member to review the appropriate checklist.**
 - c. Developing a plan to deal with the situation.
 - d. Coordinating swift, unified and comprehensive response to the incident;
 - e. Investigating and evaluating the incident for the purpose of preventing or minimizing the impact on the campus community; and
 - f. Handling internal communications relevant to the event and develop an institutional statement and/or press release.
4. Any or all of the following actions may be initiated by the EMT as deemed appropriate:
 1. Take immediate action to obtain medical assistance for any victims and to contain any damage to facilities or equipment
 2. Notify affected members of the campus community about the incident at the appropriate time and recommend any actions to be taken. Methods of notification that may be used include, but are not limited to the following:
 - a. The emergency text messaging system, e2Campus

- b. Campus email
 - c. Postings on the SMC Website
 - d. All appropriate social media sites connected to SMC
 - e. The Calling Chain utilizing landline telephones
 - g. Campus two-way radios
 - h. Word of mouth utilizing individual runners
 - i. Printed flyers and/or posters
 - j. The SMC Electronic Bulletin Board (Channel 46 on the closed circuit television system)
 - k. Notify the Chairperson of the Board of Trustees, via the President.
 - l. Notify other members of the Board of Trustees as may be appropriate.
 - m. The President should consider ongoing communications with the Chairperson of the Board until the situation has been resolved, although this may not be necessary in all critical incident situations.
 - n. Develop a press release addressing the incident.
 - o. Identify all affected parties and assign specific responsibilities (such as contacting parents or families of students and/or employees as appropriate).
 - p. Notify the media and provide periodic updates as may be appropriate. **Note: The President is the only person authorized to meet and/or talk with the media as the official representative of the College. In the absence of the President, the Vice President for Marketing is delegated this authority.**
 - q. Provide assistance to any victims as required.
 - r. Provide appropriate follow-up with any alleged perpetrators or violators. If necessary, call upon the South Carolina Law Enforcement Division, Spartanburg County Sheriff's Office, or other law enforcement resources.
 - s. Take necessary actions to restore order and a state of normalcy as soon as possible.
5. After the critical incident has been resolved, the Chief of Campus Safety (or another administrator at the discretion of the President) will prepare a written report describing the incident, response, and outcome. The report should include the facts of the incident, an analysis of the situation, actions taken in response to the incident, recommendations resulting from the incident, and other appropriate information. The report shall be communicated to members of the EMT.
 6. The EMT will evaluate the overall response to the incident and make any necessary recommendations for improvements to the Critical Incident Management Plan.
 7. At the President's discretion, the report may be sent to the Board of Trustees, the media, and others as appropriate.

IV. MAJOR MANAGEMENT PLAN (Level 4 situations)

The information in this section provides a framework for effective management of response to emergency situations. While no guide can cover specific actions to deal with every conceivable situation, this section does provide for organizational structure, assignment of

responsibilities, operational options, and the flexibility necessary to cope with potential campus emergencies.

To the extent that is practical and appropriate to each situation, administrators and other officials should follow the policies and procedures contained herein. Any significant departure from these procedures should be approved by the EMT or a member of that group who has direct responsibility for the action being considered.

A. Scope of the Emergency Management Plan

As defined in Section I.B. above, major **events (Level 4)** represent significant threats to life and/or property. Such events may affect numerous people, impair or halt a major function of the College, require immediate response, and may require large-scale mobilization of resources. Emergency events may involve multiple deaths or injuries, major damage to facilities, or serious threat from internal or external sources. The EMT will coordinate response to this category of events, and this manual provides steps that may be taken.

More specifically, the Emergency Management Plan will be enacted in the event of any of the following situations: (**Note: Any of these emergency events may also be classified as disasters, depending on the severity of conditions.**)

- Fire with extensive damage
- Earthquake
- Chemical or radiation spill
- Explosion
- Train derailment affecting the campus
- Aircraft crash affecting the campus
- Bomb threat
- Civil unrest and rioting
- Extensive, potentially long-term utility failure
- Terrorist act
- Active shooter
- Pandemic disease
- Hurricane or tornado
- Ice storm
- Power Failure
- Any incident or event that severely disrupts or halts operations of the College or has the potential of doing so.

ASSUMPTIONS: The Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered on campus during an emergency situation.

The following are general guidelines:

1. Emergency events can happen at any time – day or night, weekend or holiday with little or no warning. Provisions must be made for timely and effective response, even during non-business hours or when the College is closed.

2. The succession of events in an emergency is not predictable; hence, written operational plans will serve only as a guide and may require field modification in order to meet the requirements of the emergency.
3. Emergencies may affect the geographical area adjacent to or near the College, requiring coordination with county, state or federal authorities.

B. Initial Handling of Emergency Events

1. Any person within the College community who becomes aware of an incident or event that may be considered an emergency should contact Campus Safety. Campus Safety will respond, and as soon as practical will contact any of the following:
 - a. Vice President for Professional and Student Development
 - b. Vice President for Marketing
 - c. Dean of Community Wellness
 - d. Provost
 - e. President of the College
 - f. Vice President for Facilities
2. The Chief of Campus Safety, Vice President for Professional and Student Development, Vice President for Marketing, Dean of Community Wellness, Vice President for Facilities, or Executive Vice President for Academic Affairs may initially coordinate response to the situation if such response appears to be within the capabilities of that administrator. If this option is taken, the administrator shall maintain communication about the emergency with the President until the event is resolved, or until the President decides to activate the EMT.

C. Management of Emergency Events

1. The President (or one of the individuals listed above, as available) shall serve as Chair of the EMT. The group shall be comprised of the following, as available:
 - The President's Cabinet
 - Chief of Campus Safety
2. The President may call on others to serve on the EMT in an advisory capacity as needed. Other members may include:
 - Director of Community Life
 - Assistant Dean and Director of Campus Health and Wellness
 - Director of Counseling Services
 - Director of Human Resources
 - Representatives of local law enforcement, fire, medical or other agencies as necessary and available
 - Others as appropriate to specific situations.
3. When the EMT is convened, the Chair may assign a particular task or group of tasks to the Group as necessary. The EMT may meet on a continuous basis until the emergency is resolved, or it may meet for brief periods of time at the call of the Chair. In the absence of a particular task, the EMT will be responsible for:
 - a. Initially gathering as much information as possible about the situation or event;
 - b. Developing a plan to deal with the event;

- c. Coordinating swift, unified and comprehensive response;
 - d. Investigating and evaluating the event continuously throughout the response in order to prevent or minimize the impact on the campus community; and
 - e. Handling internal and external communications relevant to the event.
4. Any or all of the following actions may be initiated as deemed appropriate:
- a. Take immediate action to obtain medical assistance for any victims and to contain any damage to facilities or equipment.
 - b. Notify affected members of the campus community about the emergency at the appropriate time and recommend any actions to be taken. Methods of notification that may be used include, but are not limited to, the following:
 - The emergency text messaging system, e2Campus
 - Campus email
 - Postings on the SMC Website
 - All social media sites connected to SMC
 - The Calling Chain utilizing
 - Campus two-way radios
 - Word of mouth utilizing individual runners
 - Printed flyers and/or posters
 - The SMC Electronic Bulletin Board (Channel 46 on the closed circuit television system)
 - c. Notify the Chairperson of the Board of Trustees, via the President.
 - d. Notify other members of the Board of Trustees.
 - e. The President should establish ongoing communications with the Chairperson of the Board of Trustees until the situation has been resolved.
 - f. Develop an “Institutional Statement” addressing the emergency event. **Note: The President is the only person authorized to meet and/or talk with the media as the official representative of the College. In the absence of the President, the Vice President for Marketing is delegated this authority.**
 - g. Notify the media and provide periodic updates as may be appropriate.
 - h. Identify all affected parties and assign specific responsibilities (such as contacting parents or families of students and/or employees as appropriate).
 - i. Provide appropriate follow-up with any alleged perpetrators or violators. If necessary, call upon the South Carolina Law Enforcement Division, Spartanburg County Sheriff’s Office, or other law enforcement resources.
 - j. Take action to restore order and return operations of the College to a state of normalcy as soon as possible.
5. After the emergency situation has been resolved, the Chief of Campus Safety (or another administrator at the discretion of the President) will prepare a written report describing the event and response. The report should include the facts of the emergency event, an analysis of the situation, actions taken in response to the event, recommendations resulting from the event, and other appropriate information. The report shall be communicated to members of the EMT. The EMT will evaluate the

overall response to the event and make any necessary recommendations for improvements to the Emergency Management Plan. At the President's discretion, the report may be sent to the Board of Trustees, the media, and others as appropriate.

V. DISASTER MANAGEMENT PLAN (Level 5 situations)

The information in this section provides a framework for effective response to disaster situations. Certainly the severity of a disaster will result in the highest levels of stress on the human and physical resources of the College and possibly the surrounding community. Management of disaster response will require a high degree of flexibility, creativity, and cooperation in addition to established structure, communication, and effective use of resources.

To the extent that is practical and appropriate to each situation, administrators and other officials should follow the policies and procedures described in this manual. It is likely, however, that external agencies will be involved in response to a disaster affecting the College, and the policies and procedures of the external agencies may take precedence over College procedures in certain situations. This will require a high level of communication and cooperation among parties involved in the response.

To the extent possible, administrators and other officials should follow the policies and procedures contained in this plan. Any significant departure from these procedures should be approved by the EMT or a member of that group who has direct responsibility for the action being considered.

A. Scope of the Disaster Management Plan

As defined in Section I.B. above, disasters are catastrophic events that represent the highest level of severity and complexity. Disasters involve large-scale loss of life, widespread destruction of property, or cessation of operations of the College. The EMT will normally coordinate response to this category of events, and this manual provides steps that may be taken.

More specifically, the Disaster Management Plan will be enacted in the event of any of the following situations:

- Earthquake
- Explosion
- Chemical or radiation spill
- Train derailment affecting the campus
- Aircraft crash affecting the campus
- Terrorist act
- Active shooter
- Pandemic disease
- Hurricane or tornado that causes loss of life and/or extensive damage
- Any incident or event that severely disrupts or halts operations of the College or has the potential of doing so

ASSUMPTIONS: The Disaster Management Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a disaster. The following are general guidelines:

1. An event that initially appears to be at a lower level of severity, such as a critical incident or major incident, can develop into a disaster.
2. For example, a tornado approaching the campus would initially be treated as an emergency, with warnings to take cover as the primary response. If the tornado passes with little or no damage, the emergency would be over. If, however, the tornado causes extensive damage and/or loss of life, the Disaster Management Plan would be activated. Initial actions would be in response to urgent and unexpected conditions, followed by more deliberate, long-term recovery efforts.
3. Disasters can happen at any time – day or night, weekend or holiday, with little or no warning. Provisions must be made for timely and effective response, even during non-business hours or when the College is closed.
4. The succession of events in a disaster is not predictable; hence, written operational plans will serve only as a guide and may require field modification in order to deal with certain events as they develop.
5. Disasters are likely to affect the geographical area adjacent to or near the College, requiring coordination with county, state or federal authorities.

B. Initial Handling of Disasters

1. As stated in the Assumptions above, a disaster may begin as a critical incident or an emergency. In those cases, the initial response would already have been initiated in accordance with earlier sections of this manual. Should a disaster be so sudden and unexpected that no previous response has been undertaken, appropriate emergency services should be notified by anyone who becomes aware of the situation. Initial emergency contacts include:
 - a. Campus Safety (Campus telephone 864-587-4003)
 - b. 911 services, which would include county law enforcement, fire service, and/or emergency medical services (EMS)
 - c. Local hospitals and physicians (contact information is contained in Part Two).
2. Initial command and control in a disaster situation shall be under the direction of the first official of the College who responds to the scene. As soon as possible, the Chief of Campus Safety, Vice President for Student and Professional Development, The Dean of Students, or the first available Vice President may assume command until the President activates the EMT.

C. Management of Disaster Events:

1. The President (or one of the individuals listed above, as available) shall serve as Chair of the EMT.
2. When the EMT is convened, the Chair may assign a particular task or group of tasks to the Group as necessary. As the time frame for responding to and recovery from a disaster is likely to span many hours, and possibly days, the EMT will likely meet for brief periods of time at the call of the Chair. Selected members of the group might work in shifts if 24-hour coordination is necessary. In the absence of a particular task, the EMT will be responsible for:

- a. Initially gathering as much information as possible about the situation or event.
 - b. Developing a plan to deal with the event.
 - c. Coordinating initial response and eventual recovery efforts.
 - d. Investigating and evaluating the situation continuously throughout the period of response and recovery.
 - e. Handling internal and external communications relevant to the event.
3. Any or all of the following actions may be initiated as deemed appropriate:
 - a. Take immediate action to obtain medical assistance for any victims and to contain any damage to facilities or equipment.
 - b. Consider the need to evacuate the campus or a particular area of the campus and take appropriate action if evacuation is determined to be necessary.
 - c. Consider the need to secure the campus or the disaster area by denying access to everyone, or limiting access to certain groups or individuals.
 4. Notify affected members of the campus community about the disaster at the appropriate time, and recommend any actions to be taken. Methods of notification that may be used include, but are not limited to the following:
 - The emergency text messaging system, e2Campus
 - Campus email
 - Postings on the SMC Website
 - All social media sites connected to SMC
 - The Calling Chain utilizing
 - Campus two-way radios
 - Word of mouth utilizing individual runners
 - Printed flyers and/or posters
 - The SMC Electronic Bulletin Board (Channel 46 on the closed circuit television system)
 5. Notify the Chairperson of the Board of Trustees, via the President.
 6. Notify other members of the Board of Trustees.
 7. The President should establish ongoing communications with the Chairperson of the Board until the situation has been stabilized and/or a state of normalcy has been achieved.
 8. Develop an institutional statement addressing the disaster situation.
 9. Identify all affected parties and assign specific responsibilities (such as contacting parents or families of students and/or employees as appropriate).
 - a. Notify the media and provide periodic updates as may be appropriate. **Note: The President is the only person authorized to meet and/or talk with the media as the official representative of the College. In the absence of the President, the Vice President for Marketing is delegated this authority.**
 10. Provide assistance to any victims as required.
 11. Provide appropriate follow-up with any alleged perpetrators or violators. If necessary, call upon the South Carolina Law Enforcement Division, Spartanburg County Sheriff's Office, or other law enforcement resources.

12. Take action to restore order and return operations of the College to a state of normalcy as soon as possible.
13. After the disaster operations have concluded and a state of normalcy has been achieved, the Chief of Campus Safety (or another administrator at the discretion of the President) will prepare a written report describing the event and response. The report should include the essential facts relating to the disaster event(s), an analysis of the situation, actions taken in response, recommendations, and other appropriate information. The report shall be communicated to members of the EMT. The EMT will evaluate the overall response to the disaster operations and make any necessary recommendations for improvements to the Disaster Management Plan. At the President's discretion, the report may be sent to the Board of Trustees, the media, and others as appropriate.

PART TWO: SPECIFIC PROTOCOLS

I. RESTRICTED ACCESS

The President of the College or designated representative may decide to restrict access to the College in certain emergency or disaster situations. A declaration of restricted access will define which individuals or groups of individuals may have access to the campus, and any conditions of such access. Those who cannot provide proper identification (registration or employee identification card, other official identification, or emergency pass issued by Campus Safety or other law enforcement) may be subject to arrest in accordance with South Carolina's trespass law. Local law enforcement will be enlisted in this process as necessary.

II. COMMAND POST

When major or disaster events (**Level 4 or 5**) occur or are imminent, it shall be the responsibility of Campus Safety to set up and staff a Command Post appropriate to the situation.

A. Field Command Post

If the situation involves only one building or a small part of campus, a safe location will be established near the site from which field personnel can coordinate response and recovery activities.

Field Command Post Equipment includes:

1. Barrier tape
2. First aid kit
3. Portable two-way radio
4. Landline telephone (if possible)
5. Campus telephone directory
6. Blood Borne Pathogen Cleaning Kits
7. Campus Safety Duty Phone
8. Portable Lighting

B. Central Command Post

If the major or disaster event involves a large part of the campus, or if any of the Management Groups are activated, a Central Command Post is to be set up in the Phyllis

Buchheit Board Room. If this site is unavailable, the Chief of Campus Safety will select an alternate location. The Central Command Post will be staffed and equipped as necessary to provide for safety of individuals and to ensure that college resources are effectively utilized. The EMT will work from this location.

III. CAMPUS EMERGENCY RESPONSIBILITIES

During Major and Disaster response operations, special responsibilities will be assigned to College personnel as described below. In addition to the emergency responsibilities, these individuals will continue to be responsible for operations and support relative to their standard areas of responsibility.

- A. The President of the College or designated representative is responsible for the overall direction of response as may be necessary.
- B. The Chief of Campus Safety is responsible for overall coordination of Emergency/Disaster Management Plans and personnel. Emergency duties will include:
 1. Advising the President on the type and magnitude of the emergency and establish the appropriate emergency Command Post.
 2. Initiating immediate contact with the President and other administrators, and begin assessment of the College's condition.
 3. Notifying and utilizing Campus Safety, College employees and, if necessary, student aides in order to maintain safety and order.
 4. Briefing members of the EMT on the nature of the emergency or disaster situation.
 5. Notifying and conducting liaison activities with appropriate outside agencies such as fire, local law enforcement, and Emergency Medical Services.
 6. Performing other duties as directed by the President, or as may be necessary by virtue of the situation. In addition, the Chief of Campus Safety will perform regular duties directly related to Campus Safety, such as:
 - a. Maintaining the Campus Safety Office in a state of constant readiness.
 - b. Taking immediate and appropriate action to protect life, property, and safeguard records as necessary.
 - c. Providing traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
 - d. Maintaining liaison with Spartanburg County Communications for communications support as necessary.
- C. The Vice President for Facilities coordinates damage control including but not limited to the following responsibilities:
 1. Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
 2. Obtain the assistance of utility companies as required for emergency operations.
 3. Furnish emergency power and lighting as required.
 4. Survey inhabitable space and relocate essential services and functions.
 5. Provide for storage of vital records at an alternate site, if necessary, coordinate with building and area coordinators for liaison and necessary support.

- D. Vice President for Marketing coordinates all media communications. The President or Vice President for Marketing (or their designee) are the only people authorized to meet and/or talk to the media as the official representatives of the College. These duties may include:
1. Establishing a liaison with news media for dissemination of information as approved by the President and Vice President for Marketing
 2. Establishing a secure area for media to gather to allow for more efficient communication,
 3. Arranging for photographic and audio-visual services,
 4. Advising the President or designee of all news concerning the extent of disaster effects on campus and,
 5. Preparing institutional statements and/or press releases and distributing them as approved to the media.
- E. The Vice Presidents will perform duties related to their areas of general responsibility:
1. Inform all employees under their direction of the emergency condition(s).
 2. Evaluate the impact of the emergency and take appropriate action, which may include ceasing operations and initiating building evacuation.
 3. Maintain emergency telephone communications.
 4. Appoint Facility Managers for each building under their responsibility.
- F. Faculty and Staff have general responsibilities in helping prepare the College for emergency and disaster operations:
1. Educate students and/or employees concerning College emergency procedures as well as evacuation procedures for their building and/or activity.
 2. Inform students and/or staff of an emergency and follow emergency procedures as outlined in this guide.
 3. Evaluate their work area in order to determine the impact various emergencies could have. Report all safety hazards to Campus Safety. Submit maintenance requests to reduce hazards and to minimize accidents.

IV. EMERGENCY NOTIFICATION SYSTEMS

- A. Methods of communication about urgent, emergency or disaster situations that are available to the College include the following:
1. The emergency text messaging system, e2Campus
 2. Campus email
 3. All social media sites connected to SMC
 4. Postings on the SMC Website
 5. The Calling Chain
 6. Campus two-way radios
 7. Word of mouth utilizing individual runners
 8. Printed flyers and/or posters
 9. The SMC Electronic Bulletin Board (Channel 96 on the closed-circuit television system)

B. e2Campus System:

Spartanburg Methodist College has contracted with a company called e2Campus for assistance with emergency communications. The e2Campus system will allow the College to send cell phone text messages and an email to those who are registered for the system.

For example, if a dangerous situation develops in a particular building, the College could quickly send a text message and e-mail to students, faculty and staff, parents, and trustees (or any one of those groups or combination of groups) warning them about the situation and giving brief instructions. Or in the case of severe weather, the College can send a message about taking cover, or cancelling or postponing classes. The College distributes instructions to members of the campus community for signing up for the e2Campus system on an annual basis. Questions can be addressed to Campus Safety or the Student Development Office.

C. If an emergency develops that affects the College, sometime will be necessary for officials to assess the situation and determine the best course(s) of action. If a decision is made that notification to members of the SMC community is appropriate, any or all of the following steps may be implemented concerning communication:

1. The College would send a text message and email through the e2Campus system to appropriate audiences, which might include students, faculty & staff, Campus Safety, Area Coordinators, parents and/or trustees of the College. Once the message is sent, most cell phones and email accounts will receive the message within seconds. The speed of transmission may vary, however, by carrier. SMC will use the system for emergencies or urgent situations, and is not responsible for any charges to individual cell phones. The system may be tested once or twice each semester to ensure that it is working properly. Text messages by nature will be brief and to the point. Common text message abbreviations will not be used. In most cases, text messages will refer recipients to additional email or other sources for supplemental information.
2. The College would use additional means of transmitting information to the campus (as appropriate to the situation), such as campus email, social media sites, land line telephones, postings on the SMC closed-circuit television channel, posters or flyers, and word of mouth.

D. Activation of e2Campus:

1. The President of the College should be consulted either prior to or immediately after any emergency text message is transmitted through e2Campus, as conditions dictate.
2. Emergency text messages can only be sent by one of these administrators:
 - Vice President for Professional and Student Development
 - Chief of Campus Safety or their designee
 - Vice President for Marketing
 - Dean of Community Wellness

3. When a situation develops that may call for sending an emergency text message through e2Campus, if time or circumstances do not permit consultation with any one or combination of those available may decide to transmit an emergency text message.

E. Activation of Calling Chain:

1. The Campus Safety Department is the focal point for two-way transmission of emergency landline telephone communications to College administrators. Campus Safety should be informed of any situation that may be considered a critical incident, emergency, or disaster.
2. When an officer on duty learns of a critical incident, emergency or disaster situation, the officer will notify the Chief of Campus Safety. The Chief will notify the Vice President for Professional and Student Development and/or the Dean of Community Wellness, who in turn will notify the Provost and Executive Vice President for Academic Affairs and the President. The President or Provost and Executive Vice President for Academic Affairs will determine if and when it is appropriate to activate the College Calling Chain.
3. The Calling Chain is updated by the President's office and disseminated to all employees at the beginning of each semester. The Calling Chain provides a structure and necessary information for contacting each employee of the College before and after working hours.

V. MEDIA RELATIONS

- A. The Vice President for Marketing, in coordination with the President, shall direct all media relations activities.
- B. The President and Vice President for Marketing (or their designee) are the only people authorized to meet and/or talk with the media as the official representatives of the College.
- C. Only factual information is to be released; no speculation is to be offered.
- D. All calls or other contacts from the media are to be referred to the Vice President of Marketing or their designee

VI. SOURCES OF ASSISTANCE DURING EMERGENCIES

A. On-campus Assistance

1. Campus Safety Radio/Telephone: 864-587-4003. Campus Safety Officers are on duty twenty-four hours a day, seven days a week.
2. Maintenance Operations: Trouble/Service: 864-587-4260. After 4:00 P.M. contact Campus Safety at 864-587-4003. Skilled workers are available from Maintenance at all times during normal working hours and "on call" at other times. They are capable of providing or contracting the following emergency services:
 - a. Utilities: Repairs to water, gas, electric and sewage systems.
 - b. Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
 - c. Equipment: Portable pumps, generators, floodlights, welders, air compressors, tractors, etc.

3. Business Office: Emergency procurement of materials and services can be arranged in direct support of any contingency.
4. Receiving (located at maintenance): Emergency procurement of items needed for campus support.
5. Emergency Shutdown Procedures: In the event of a natural disaster in which major structural damage is sustained, potentially hazardous utilities should be turned off. Electricity and natural gas are of primary concern.

B. Off-campus Assistance

(FIRE, EMS - DIAL **911**)

Spartanburg Communication Center.....	864-596-2222
Spartanburg County Sheriff’s Office	864-503-4527
Spartanburg County Detention Center.....	864-596-2607
Spartanburg County Emergency Preparedness.....	864-595-5365
Spartanburg County Animal Control.....	864-596-3582
Spartanburg County Building Inspector	864-596-2727
Una Volunteer Fire Department.....	864-576-7682
Spartanburg County Fire Marshal.....	864-595-5335
Spartanburg County Coroner	864-596-2509
Spartanburg County Administrator.....	864-596-2526
Spartanburg Sanitary Sewer District.....	864-585-8296
Spartanburg Water System	864-585-8296
Spartanburg Herald-Journal.....	864-582-4511
Spartanburg City Police.....	864-596-2035
Wofford Campus Safety.....	864-597-4350
Duke Energy	1-800-777-9898
SC Forestry Commission	803-896-8800
SC State Highway Patrol	864-587-4700
SC DOT Road Condition Information.....	511
State Law Enforcement Division.....	803-737-9000
SC State Wildlife Law Enforcement.....	803-734-3608
SC State Governor’s Office	803-734-2100
SC DHEC (Dept. of Health and Environmental Control).....	803-898-3432
Spartanburg County Emergency Medical Services (EMS) ...	864-595-5368

Spartanburg Medical Center	864-560-6000
Spartanburg County Health Department.....	864-596-2227
FBI	864-948-0922
US Secret Service	864-233-1490
US Marshal Service	864-232-1566
Federal Aviation Administration (Spartanburg)	864-879-2155
National Weather Service	864-848-9970
Time & Weather	864-583-5000
Poison Control Center.....	1-800-922-1117
National Response Center (Chemical & Oil Spills)	1-800-424-8802
Norfolk Southern Police Communications Center (Train)	1-800-453-2530
The American Red Cross	864-271-8222
Salvation Army	864-576-6670
SC National Guard (Spartanburg).....	864-948-2415
Greenville News.....	800-736-7136
WHNS-TV 21(FOX)	1-800-354-0210
WLOS-TV 13(ABC).....	864-297-1313
WRET-TV 49(SC-ETV).....	864-503-9371
WSPA-TV 7(CBS).....	864-576-7777
WYFF-TV 4(NBC).....	864-583-0004

VII. CRIMINAL BEHAVIOR

Members of the SMC Community are asked to help make the campus safe by avoiding risks, being alert to suspicious situations, and promptly reporting them. The SMC Campus Safety department provides assistance and protection 24 hours a day, seven days a week on a year-round basis.

Observe the following procedures if you are exposed to violent or criminal behavior:

- A.** If you are a victim or a witness to any on-campus offense, promptly notify Campus Safety and report the incident. Include the following:
 - 1.** Nature of incident
 - 2.** Location of the incident
 - 3.** Description of person(s) involved
 - 4.** Description of property affected.

- 5. Witness Information (Name, Contact Information, etc.)
- B. If you observe a suspicious person on campus, immediately notify Campus Safety and report what you observed.
- C. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- D. Should gunfire or discharged explosives jeopardize the campus, take cover immediately, using all available concealment. As soon as possible when reasonably safe, contact Campus Safety.

VIII. EVACUATION PROCEDURES

A. Building Evacuation:

- 1. All building evacuations will occur when a fire alarm sounds and/or upon notification by Campus Safety or the Facility Manager.
- 2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit or by the Building Evacuation Plan and alert others to do the same.
- 3. Assist the handicapped in exiting the building.
- 4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel; know assembly points.
- 5. Do not return to an evacuated building unless told to do so by authorized persons.
- 6. After any evacuation, report to designated assembly point. Stay there until an accurate head count is taken. The Facility Manager will take attendance and assist in accounting for all building occupants.

B. Assembly Locations:

<u>Building</u>	<u>Assembly Locations</u>
Buchheit Administration Building	Grassy area near the Chapel
Hammond Hall	Student Center Courtyard
Willard Hall	Student Center Courtyard
Burgess Student Center	Student Center Courtyard
Montgomery Science Building	Student Center Courtyard
Walker Building	Student Center Courtyard
Moore Student Activities Building (Old Gym)	Judd Lawn
Parsons Hall	Judd Hall Lawn

Judd/Ballard Center/Judd Cellar	Kingman Hall Lawn
Davis Chapel	Campus Flag Pole Circle
Kingman Hall	Judd Hall Lawn
Buchheit Board Room/Vassey Information Technology Center	Grassy area near the Chapel
Barrett Learning Ctr. /Bridges Arena, Camak Auditorium	Ellis Courtyard
Bridges Residence Hall	Judd Lawn
Sparrow Residence Hall	Ellis Courtyard
Ellis Hall	Sparrow Courtyard

If instructions are given for:

A campus wide evacuation to an outdoor area	Nash Soccer Field
A campus wide evacuation to an indoor area	Jesse L. Bridges Arena

C. Campus Evacuation

1. Evacuation of all or part of the campus will be announced and coordinated by Campus Safety.
2. All persons (students, administrators, faculty and staff) are to immediately vacate the designated site and relocate to another location as directed, which may be off-campus.

IX. MEDICAL AND FIRST AID

- A. If serious injury or illness occurs on campus, contact Campus Safety immediately. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
- B. In case of minor injury or illness, provide first aid care if possible. Use only sterile first aid materials.
- C. In the case of serious injury or illness, Red Cross trained personnel should quickly perform the following steps:
 1. Ask the victim, “Are you okay?” and “what is wrong?”
 2. Check breathing and give CPR if necessary
 3. Have someone call 911 to report the incident; then notify Campus Safety and the Director of Community Life
 4. Keep Victim still and comfortable. Do not move the victim.
 5. Control serious bleeding by direct pressure on wound.
 6. Continue to assist the victim until help arrives.

7. Look for any emergency medical ID on the victim, question witness(es) and give all information to EMS personnel when they arrive.

X. PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to self or to others, or is out of touch with reality, which may be due to severe drug reactions or a psychotic break. If a psychological crisis occurs or appears to be occurring:

- A. Never try to handle a situation by yourself.
- B. Notify any of the following staff members -- the first one available, or the one you are most comfortable with -- if you think someone is experiencing a psychological crisis:
 1. Any member of Campus Safety
 2. Vice President for Professional and Student Development
 3. Dean of Community Wellness
 4. Director of Counseling Services
 5. Any member of the Community Life and Wellness Staff
 6. Director of Community Life
 7. Assistant Dean and Director of Campus Health and Wellness
- C. If the above individuals are not available, call Emergency Medical Services (911).

XI. STUDENT DEATH

In the event of the death of a currently enrolled Spartanburg Methodist College student, the news of a student's death may be received through various sources and by any member of the College staff and student body at any time. The circumstances surrounding a student's death must be handled with respect for the student's family, classmates, faculty, and friends. While it is not feasible to anticipate every situation that may impact students concerning death, there are certain activities that should occur no matter the situation and proper notification channels must be followed. To respect the decedent's next of kin and to ensure that all the appropriate campus individuals have been contacted, the following procedure describes those notification channels and specific staff to be notified.

- A. Upon receipt of said notification, the Dean of Community Wellness will research the student's current standing with the college and notify via email the appropriate college officials. An initial email will be sent as a notification of the death to the Director of Counseling Services, Assistant Dean and Director of Campus Health and Wellness, and the Director of Community Life. The Dean of Community Wellness will coordinate with the Vice President for Marketing to ensure an email, providing instructions on how to "process" the death will be sent to a variety of campus officials, once the Registrar has received official documentation. Campus officials to be formally notified may include, but are not limited to:
 - President (For a formal letter to be sent to the family)
 - Vice President for Marketing
 - Vice President for Professional and Student Development
 - Registrar

- Chaplain
 - Director of Financial Aid (If this student has been a financial aid recipient)
 - Dean of Community Wellness
 - Chief of Campus Safety
 - Director of Community Life
 - Assistant Dean and Director of Campus Health and Wellness
 - Director of Counseling Services
 - Provost
 - Student's current term instructors (Provost will notify)
 - Athletic Director (If the student was member of a team)
- B.** If a notification concerning the death of an immediate family member of a current student is received, the Dean of Community Wellness will be notified. The Dean of Community wellness may then contact any member of the above list they feel is appropriate to assist in notifying the student.

XII. INCLEMENT WEATHER

- A. The Chief of Campus Safety or their designee begins monitoring a situation that could potentially cause a scheduling change.** The Chief of Campus Safety or their designee alerts the Inclement Weather Team via email and includes an assessment of the likelihood, at that time, that weather conditions may interrupt the normal schedule. It is important that the Inclement Weather team is notified as early as possible to allow maximum time for planning and communication.
1. The Inclement Weather team is comprised of the Vice President for Marketing, The Director of Marketing Communications, The Chief of Campus Safety, The Provost, The President, the Dean of Community Wellness, The Vice President of Facilities, The Athletic Director, and the Director of Dining Services.
 2. The Inclement Weather Team will discuss, in person, email or via Microsoft Teams. If agreement is reached that a schedule change is possible, the Vice President for Marketing or their designee will send an email to all faculty/staff/students advising them that the college is monitoring a potential weather situation. All will be reminded to ensure they are receiving e2campus alerts and pointing them to the Campus Safety information page at <http://www.smcsc.edu/411> .It is important that the college communicates swiftly with audiences who depend on information about campus operations to make their own decisions about commuting to campus, child care, etc.
 3. The Inclement Weather Team will discuss any necessary changes to campus operations. Key staff for dining, library, athletics, academics may need to be consulted to create and submit alternate plans in the event of a schedule change (closing or delay).

4. **The decision to make a schedule change rests with the Chief of Campus Safety, The Vice President of Facilities, the Provost, the Dean of Community Wellness and the President.** Once a decision is made, one of these will alert the Inclement Weather Team at the agreed-upon time.
- a. **If the situation resolves itself and no changes are necessary:** After consulting with the Inclement Weather Team, a brief email will be sent by the Vice President for Marketing or their designee to students/faculty/staff letting them know the situation has cleared and no further action will be taken. If no further communication is necessary, none will be made.
- b. **If a schedule change is needed:**
- i: After the changes have been approved, the Chief of Campus Safety will send the e2campus alert notifying the community that there will be a delay/closing. The alert will include the link for more information (<http://www.smcsc.edu/411>) or advise recipients to check their SMC email for full details.
 - ii: The Vice President for Marketing or their designee will update all communication channels noted on the Campus Safety 411 web page, including the colleges social media accounts and the news media.
 - iii: The Vice President for Operations or their designee arranges for the switchboard message to reflect the decision to close/delay and re-open.
 - iv: It's important to remember that e2campus alerts are very short and should always refer recipients to email or a website page for complete information when appropriate.
 - v. The Inclement Weather Team should always determine a day/time when decisions will be made so that confusion is kept to a minimum and audiences know when they can expect subsequent communications.
6. When the normal operating schedule is resumed, a final e2Campus alert is sent by the Chief of Campus Safety after the website is updated or an email has been sent. The VP for Marketing will manage updating all other appropriate channels for announcing the resumption of a normal schedule.

XIII. FIRE

IN ALL CASES OF FIRE, CALL **911** IMMEDIATELY.

- A.** The locations of fire extinguishers and exits are clearly marked in each campus building. Individuals are encouraged to become familiar with these locations, and to learn how to use the equipment. Training and information are provided periodically through Residence Life staff and Campus Safety.
- B.** If a minor fire appears controllable, immediately contact Campus Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- C.** If an emergency exists, activate the building alarm and then call Campus Safety.
- D.** In the case of large fires that do not appear controllable, immediately notify the fire Department (911) and Campus Safety (864-587-4003). Then evacuate all rooms and close all doors to confine the fire and reduce oxygen. Do not lock doors.
- E.** When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and ask others to do the same.
- F.** Assist those with limited mobility in exiting the building. Accessibility resources will maintain a list of students with accessibility needs, Human Resources will maintain a list of Faculty and Staff who have accessibility needs. These lists will be made available to Campus Safety mobility at the beginning of each academic semester.
- G.** Once outside move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- H.** If requested, assist emergency crews as necessary.
- I.** A campus Field Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- J.** Do not return to an evacuated building unless an “All Clear” order is issued by a College official or emergency worker.
- K.** If you become trapped in a building on an upper floor 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 there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- L.** After any evacuation, report to your designated assembly area. Stay there until an accurate head count is taken. The Facility Manager will take attendance and assist in accounting for all building occupants.

XIV. UTILITY FAILURE

- A.** In the event of minor utility failure occurring during regular working hours, immediately notify Maintenance at 864-587-4260.
- B.** If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Campus Safety at 864-587-4003 who will then notify the Facilities Director, and the Vice President for Student Development and Dean of Students.
- C.** If an emergency exists, activate the building fire alarm. Report the emergency to Campus Safety.
- D.** When the building fire alarm is sounded or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.

- E. Assist those with limited mobility in exiting the building. Accessibility resources will maintain a list of students with accessibility needs, Human Resources will maintain a list of Faculty and Staff who have accessibility needs. These lists will be made available to Campus Safety mobility at the beginning of each academic semester.
- F. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- G. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- H. If requested, assist emergency crews as necessary.
- I. A campus Field Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- J. Do not return to an evacuated building unless an “All Clear” order is issued by a College official or emergency worker.
- K. Additional information and procedures:
 1. Electrical failure: Emergency lighting in campus buildings may not always provide sufficient illumination in corridors and stairs for safe exiting. It is always advisable to have a flashlight available for emergencies.
 2. Plumbing failure/flooding: Cease all operations. Do not switch on any lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Notify Campus Safety and Maintenance.
 3. Steam line failure: Immediately notify Campus Safety or Maintenance at 864-587-4260 and, if necessary, vacate the area.
 4. Ventilation problem: If smoke odors come from the ventilation system, immediately notify Campus Safety at 864-587-4003 or Maintenance at 864-587-4260 and, if necessary, cease all operations and vacate the area.

XV. CAMPUS DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with the normal operations of the College
- Prevention of access to office, building or other College facilities
- Threat of physical harm to persons or damage to College facilities

If any of these conditions appears to exist, Campus Safety should be notified and will be responsible for contacting and informing the President, Executive Vice President for Academic Affairs, the Vice President for Professional and Student Development, and the Dean of Community Wellness. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

- A. Peaceful, Non-obstructive Demonstration
 1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business.

2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Chief of Campus Safety to monitor the situation during non-business hours, or
 - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

B. Non-violent, Disruptive Demonstrations

1. In the event that a demonstration blocks access to college facilities or interferes with the operation of the College, demonstrators will be asked to terminate the disruptive activity by the Vice President for Professional and Student Development and/or the Dean of Community Wellness, Chief of Campus Safety or other designated persons.
 - a. Vice President for Professional and Student Development or the Dean of Community Wellness will consider and may request having a photographer be available.
 - b. Key college personnel and student leaders may be asked by the Vice President for Professional and Student Development or the Dean of Community Wellness to join them at the area and persuade the demonstrators to desist.
 - c. Vice President for Professional and Student Development, the Dean of Community Wellness, or other designated persons will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 - d. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified activity within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities.
 - e. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
 - f. Vice President for Professional and Student Development or the Dean of Community Wellness may consult with the President and Chief of Campus Safety to determine the need for an injunction and intervention by civil authorities.
 - g. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon the arrival of Sheriff's deputies, the remaining demonstrators will be warned of the intention to arrest.

C. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, the Vice President for Professional and Student Development, and the Dean of Community Wellness will be notified:

1. During Business Hours
 - a. Campus Safety will contact the Vice President for Professional and Student Development and/or the Dean of Community Wellness.

- b. The Vice President for Professional and Student Development and/or the Dean of Community Wellness will consider and may request having a photographer available.
 - c. The Vice President for Professional and Student Development and/or the Dean of Community Wellness may consult with the President and Chief of Campus Safety and determine the need for an injunction and intervention by civil authorities.
 - d. Campus Safety will provide an officer with a radio for telephone communication between the College and the Spartanburg County Sheriff's Office as needed.
2. After Business Hours
- a. Campus Safety should be immediately notified of the disturbance.
 - b. The Chief of Campus Safety will investigate the disruption and notify the Vice President for Professional and Student Development and/or the Dean of Community Wellness.
 - c. The Vice President for Professional and Student Development will:
 - Report the circumstances to the President.
 - Notify key administrators, and if appropriate, the administrator responsible for the building or area.
 - Arrange for a photographer.
- NOTE: Campus Safety reserves the right to call for other law enforcement assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

D. Suggested Directive to Terminate Demonstration

(Introduction-My name is blank)

This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will take whatever measures are necessary to restore order - including calling for other law enforcement assistance. Any student or employee who continues to participate in this demonstration is subject to disciplinary action, which may include suspension from the College or loss of employment.

XVI. BOMB THREAT

- A. If you observe a suspicious object or potential bomb on campus, do not handle the object. Clear the area and immediately call Campus Safety; if you cannot reach Campus Safety, call 911.
- B. Any person receiving a phone call concerning a bomb threat should ask the caller:
 - 1. When is the bomb going to explode?
 - 2. Where is the bomb located?
 - 3. What kind of bomb is it?

4. What does it look like?
5. Why did you place the bomb?
- C. Keep talking to the caller as long as possible and record the following:
 1. Time of the call.
 2. Age and sex of the caller.
 3. Speech pattern, accent, possible nationality, etc.
 4. Emotional state of the caller.
 5. Background Noise.
- D. Immediately notify Campus Safety.
- E. Campus Safety and/or College staff will conduct a detailed search. Employees may be asked to make a cursory search of their area for suspicious objects and, if something is found, to report the location to Campus Safety. If a suspicious object is found, the object should not be touched. Persons making a cursory search should not open drawers, cabinets or turn lights on or off.
- F. If an emergency exists, activate the building fire alarm. Report the emergency to Campus Safety.
- G. When the building fire alarm is sounded or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.
- H. Assist those with limited mobility in exiting the building. Accessibility resources will maintain a list of students with accessibility needs, Human Resources will maintain a list of Faculty and Staff who have accessibility needs. These lists will be made available to Campus Safety mobility at the beginning of each academic semester.
- I. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- J. If requested, assist emergency crews as necessary.
- K. Do not return to an evacuated building unless given an "All Clear" order by a college official or emergency worker.

***BOMB THREAT REPORT FORM (APPENIX A) ***

XVII. GROUND TRANSPORTATION EMERGENCIES

Hazards related to train, tanker truck and similar accidents may extend far beyond the immediate area of the incident. The secondary threat of explosion and release of toxic vapors and fumes should be anticipated and an evacuation of the affected area should be conducted with special emphasis to the area downwind from the incident.

- A. A train derailment, tanker truck accident or similar accident involving an explosion or release of toxic gas may require immediate evacuation of the college. If time permits, the President of the College or his representative will be informed of the situation, and he will issue evacuation orders. If the President or another key administrator is not available, Campus Safety will announce evacuation of all or part of the campus grounds. The President and other key personnel will be notified as soon as possible thereafter.
- B. In the case of a mass release of hazardous materials, the immediate potential for harm will require exit from the campus by foot or automobile in a direction opposite the danger source. It can reasonably be anticipated that there would not be sufficient time to mobilize buses to transport people off the campus.

- C. On-campus evacuation assembly points may not be used, as they may be in the danger zone.
- D. Generally, if there is a toxic spill and/or release of toxic gas, the safest plan of action would be for persons in the area to immediately move away from the area at right angles to the prevailing wind and seek an area of higher elevation.
- E. A Field or Central Command post may be set up.
- F. Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. If medical help is not immediately available, victims should attempt to decontaminate themselves and assist in decontaminating others. Decontamination is needed within minutes of exposure to minimize health consequences. (However, one should not leave the safety of a shelter to go outdoors to help others until authorities announce that it is safe to do so.)
- G. Extreme caution must be used when helping others who have been exposed to chemical agents. All clothing and other items in contact with the body should be removed. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Clothing should be placed in a plastic bag if possible. Hands should be washed using soap and water. Eyeglasses or contact lenses should be removed. Glasses can be placed in a pan of household bleach to decontaminate.
- H. Eyes should be flushed with lots of water. Face and hair should be washed with soap and water, and then thoroughly rinsed with water.
- I. Other body areas likely to have been contaminated should be washed and rinsed. A cloth soaked in soapy water can be used to blot contaminated areas before rinsing with clear water.
- J. Victims should change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- K. Victims should proceed to a medical facility for screening as soon as possible.
- L. Victims must not return to an evacuated area until an “All Clear” order has been issued by a College official or emergency worker

XVIII. EXPLOSION OR AIRCRAFT CRASH ON/NEAR CAMPUS

Hazards related to airplane crashes and similar accidents may extend far beyond the immediate area of the incident. The secondary threat of explosion and release of toxic vapors and fumes should be anticipated and an evacuation of the affected area should be conducted with special emphasis to the area downwind from the incident.

- A. If time permits, persons near the explosion or crash should immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- B. As soon as it appears safe to do so, Campus Safety should be notified and given a description of the location and nature of the emergency.
- C. Campus Safety will notify the President of the College, the Vice Presidents, the Vice President for Professional and Student Development and/or the Dean of Community Wellness as soon as possible.

- D. If determined necessary at the scene, or if directed to do so by a College authority, someone should activate the building fire alarm.
- E. When the building fire alarm is sounded, or when told to leave by college officials, persons in the building should walk quickly to the nearest marked exit and ask others to do the same.
- F. Any handicapped persons should be given special assistance in evacuating the building.
- G. Once outside, people should move to a clear area at least 500 feet away from the affected building. Streets and walkways must be kept clear for emergency vehicles and crews.
- H. If requested, persons present should assist emergency crews as necessary.
- I. A campus Field Command Post may be set up near the disaster site. Access to this site will be limited to school officials and others responding to the incident.
- J. Evacuated buildings must not be re-entered until given an “All Clear” notice by a College official or emergency worker.

XIX. CHEMICAL SPILL OR RADIATION RELEASE

- A. Campus Safety should be notified immediately of any spillage of a hazardous chemical or radioactive material. When reporting, be specific about the nature of the material involved and the exact location.
- B. Campus Safety will notify the President of the College, the Vice Presidents, the Vice President for Professional and Student Development and/or the Dean of Community Wellness as soon as possible.
- C. Campus Safety will notify any necessary specialized authorities and medical personnel; i.e. Spartanburg County Emergency Preparedness.
- D. The first responder or senior person on the site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Safety personnel.
- E. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Safety. Required first aid and clean up by specialized authorities should begin at once.
- F. If an emergency exists, activate the building fire alarm. Report the emergency to Campus Safety if they have not already arrived on the scene.
- G. When the building fire alarm is sounded or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.
- H. Assist the handicapped in exiting the building.
- I. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- J. If requested, assist emergency crews as necessary.
- K. Campus Safety may establish a Field Command Post near the disaster site. Keep clear of the Command Post unless you have official business.
- L. Do not return to an evacuated building unless given the “All Clear” order by a College official or emergency worker.

XX. CHEMICAL OR BIOLOGICAL ATTACK

A. Chemical

Chemical attack agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

1. Lung-damaging (pulmonary) agents such as phosgene
2. Cyanide
3. Vesicants or blister agents such as mustard
4. Nerve agents such as GA (tabun), GB (sarin), GD (soman), GF, and VX
5. Incapacitating agents such as BZ, and
6. Riot-control agents (similar to MACE).

B. Biological

1. Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents which would likely be used by terrorists are bacteria, viruses, and toxins.
 - a. Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.
 - b. Viruses are organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.
 - c. Toxins are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.
2. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived.

They can be dispersed by spraying them in the air, or infecting animals which carry the disease to humans as well as through food and water contamination.

 - a. Aerosols—Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
 - b. Animals—Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading diseases through livestock is also referred to as agro terrorism.

- c. Food and water contamination—Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.
3. Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.
 4. What to do during a chemical or biological attack:
 - a. Listen to College officials for instructions as whether to remain inside or to evacuate.
 - b. If you are instructed to remain inside, do not leave the building where you are, or other shelter during a chemical or biological attack:
 - i. Turn off all ventilation, including furnaces, air conditioners, vents and fans.
 - ii. Seek shelter in an internal room, preferably one without windows.
 - iii. Remain in areas where toxic vapors are reduced or eliminated.
 - c. If you are caught in an unprotected area, you should:
 - i. Attempt to get up-wind of the contaminated area
 - ii. Attempt to find shelter as quickly as possible
 - iii. Listen to College officials for instructions.
 5. What to do after a chemical attack:

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others. Decontamination is needed within minutes of exposure to minimize health consequences. You should not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.

 - a. Use extreme caution when helping others who have been exposed to chemical agents.
 - b. Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put into a plastic bag if possible. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate.
 - c. Remove all items in contact with the body.
 - d. Flush eyes with lots of water.
 - e. Gently wash face and hair with soap and water; then thoroughly rinse with water.
 - f. Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
 - g. Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
 - h. If possible, proceed to a medical facility for screening.
 6. What to do after a biological attack:
 - a. In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice

symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment.

- b. In some situations, people may be alerted to a potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently because of increased demand. Again, it will be important for you to pay attention to official instructions via radio, television, and emergency alert systems.
- c. If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items and wash yourself with warm soapy water immediately. Put on clean clothes and seek medical assistance.

XXI. NUCLEAR/ RADIOLOGICAL ATTACK

- A. There is no way of knowing how much warning time there would be before an attack by a terrorist or other nation using a nuclear or radiological weapon. A surprise attack remains a possibility. Taking shelter during a nuclear attack is absolutely necessary.
 1. **Shielding.** Heavy, dense materials—thick walls, concrete, bricks, books and earth—between you and the fallout particles make the best shielding.
 2. **Distance.** The more distance between you and the fallout particles, the better. An underground area, such as a home or office building basement, offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.
 3. **Time.** Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1% of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.
- B. What to do during a nuclear or radiological attack:
 1. Do not look at the flash or fireball—it can blind you.
 2. If you hear an attack warning:
 - a. Take cover as quickly as you can, below ground if possible, and stay there unless instructed to do otherwise.
 - b. If you are caught outside, unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
 - c. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
 - d. Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero—radioactive fallout

can be carried by the winds for hundreds of miles. Remember the three protective factors: **shielding**, **distance** and **time**.

- C. What to do after a nuclear or radiological attack:
1. If in a shelter, stay there until local authorities tell you it is permissible or advisable to leave.
 2. Make every effort to maintain sanitary conditions in your shelter space.
 3. Water and food may be scarce. Use them prudently but do not impose severe rationing.
 4. Cooperate with officials. Living with many people in a confined space can be difficult and unpleasant

XXII. ACTIVE SHOOTER

A. Purpose:

The purpose of this plan is to provide guidance and specific procedures for the handling of an active shooter incident by utilizing ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) procedures.

B. Explanation of Terms:

1. Active shooter: An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.
2. Active shooter incident: Any incident involving an active shooter using a firearm and there is no pattern to the selection of their victims.

C. Objectives:

The objectives of Spartanburg Methodist College are to locate and stop any active shooter(s) as quickly as possible. Because an active shooter is a threat to many people, the College will take all necessary, available, and appropriate actions to contain and control the situation as quickly as possible. Spartanburg Methodist College will employ ALICE procedures in response to these incidents.

D. Preplan considerations:

1. Prepare a plan for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.
2. Discuss beforehand with people in your office where you will meet should you have to evacuate. Make it a place that is easily accessible and away from the scene.
3. Get to know your coworkers beforehand to know if they have any special skills. You may have current or prior military personnel, medically trained persons, or even people trained in martial arts that can help in this type of incident.

ALICE

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving an Active Shooter incident. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must or will” do when confronted with an Active Shooter. While accountability, liability and responsibility are important, in this case survivability is the primary concern. Therefore, a proactive, options-based policy is necessary. Individuals may use any or all parts of the response plan. While the ALICE acronym makes it easier to remember, it is not sequential or linear. In this type of incident, perception is the reality and you must decide for yourself what is in your best interest.

ALERT

Can be anything.

- Gunfire
- Witness
- PA Announcement
- Phone alert, text, or emergency messaging system

LOCKDOWN

This is a semi-secure starting point from which to make survival decisions. If you decide not to evacuate, secure the room.

- Lock the door
- Cover any windows in the door if possible
- Tie down the door using belts, purse straps, shoelaces etc.
- Barricade the door with anything available (desks, chairs)
- Look for alternate escape routes (windows, other doors)
- Call 911
- Move out of the doorway in case gunfire comes through it
- Silence or place cell phones on vibrate
- Once secured, do not open the door for anyone. Police will enter the room when the situation is over. However, if information is received that the situation has changed and evacuation is possible, you should evacuate.
- Gather anything that can be utilized as a weapon (hot coffee, coffee mugs, chairs, scissors etc.) and mentally prepare to defend yourself or others
- Place yourself in a position to surprise the shooter should they enter the room

INFORM

Using any means necessary to pass on real time information.

- Given in plain language
- Can be derived from 911 calls, video surveillance, etc.
- Who, what, where, when, and how information

- Can be used by people in the area or who may enter the scene to make common sense decisions
- Can be given by electronic messaging, PA announcements etc.

COUNTER

This is a last resort when other options are not available or have failed. This is the use of simple, proactive techniques that will make the shooters ability to fire accurately more difficult. This is not fighting; this is countering the attack.

- To counter an attack, use noise, movement, distraction and when appropriate, the swarm technique to gain control
- Throw objects at the shooters head to disrupt his or her aim
- Create as much noise as possible
- The swarm technique involves grabbing the shooters limbs and head while taking them to the ground and restraining him there
- If you have gained control of the shooter, call 911 and tell the police where you are and listen to the officer's commands when they arrive on scene

EVACUATE

Remove yourself from the danger zone as quickly as possible.

- Decide if you can safely evacuate
- Run as fast as you can
- Do not have anything in your hands and keep them visible as you exit the area
- Break out windows and attempt to quickly clear glass from the frame
- Go directly to a pre-determined rally point
- Follow all commands given by law enforcement
- Do not attempt to drive from the area.

OTHER ISSUES

- Police Officers responding to the scene will have their weapons drawn and ready for use. They do not know who the shooter is and will probably point their weapons at occupants. Remain calm and follow any directions they may give. You may be asked questions, patted down or given instructions to exit certain ways.
- Responding officers are there to stop the active shooter as soon as possible. They will bypass wounded people and will not help you escape. Once the shooter has been neutralized, they will begin to provide other assistance.
- If you come into possession of a weapon, DO NOT carry or brandish it. Responding officers may believe you are the shooter and may engage you. If you must remove the weapon, ALICE recommends you place the weapon in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoelaces and belts can be used as makeshift tourniquets. Remember, it may be hours before injured people can be evacuated. Early intervention to control blood loss may save the life of a victim.
- If you are in lockdown for a long period of time, consider issues such as bathroom use, keeping people calm, etc.
- Consider setting up classrooms and offices to make it harder for a shooter to enter and acquire targets.

These measures are meant to provide you with the knowledge and skills you may need to make decisions for your safety. There are no mandates on how to survive, you are empowered to make decisions and won't be second guessed.

Instructions for Campus Safety and other employees:

1. The first SMC employee who is in the area of the incident should immediately notify Campus Police. Utilizing the aforementioned ALICE guidelines, that employee will then make the decision they feel is in their best interest for survival.
2. Campus Police Officers will then respond to the probable location of the shooter to locate and engage the shooter. While moving towards the suspect location, Officers should contact Spartanburg dispatch on their portable radio and advise dispatch of all pertinent information known at the time. (building, number and description of shooters, number of victims etc.) Using the radio to request assistance will save time and allow additional resources to respond to the scene quicker.
3. A call of this nature would initially involve the Spartanburg County Sheriff's Office, but it is very likely that specialized units with representatives from a variety of governmental agencies would respond.
4. The first officer to arrive will assume command until otherwise arranged.
5. The designated person at the earliest, most appropriate time, will utilize the e2Campus system to apprise the campus community of the situation.

An active shooter incident will be highly stressful and chaotic. This policy can in no way foresee all possible outcomes and cannot guarantee the success of any of the guidelines mentioned here.

XXIII. WHAT TO DO IF TAKEN HOSTAGE:

- A. Be patient. Time is on your side. Avoid drastic action. Stay calm.
- B. The initial 45 minutes are the most dangerous. Follow instructions, and be alert. The captor may be emotionally imbalanced. Do not take actions which could be hazardous to your well-being.
- C. Do not speak unless you are 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.

- D. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- E. Be observant. The personal safety of others may depend on your memory.
- F. Be prepared to answer questions asked by law enforcement officials. 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, may not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

XXIV. TERRORIST ACT

Terrorism is the use of force or violence against persons or property in violation of criminal laws for purposes of intimidation, coercion or ransom. Acts of terrorism can range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares, bombings, and cyber-attacks (computer-based) to the use of chemical, biological and nuclear weapons. One can prepare for terrorism in much the same way one would prepare for other crisis events.

A. Preparing for Terrorism:

1. Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
 2. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Unusual behavior, suspicious packages and strange devices should be promptly reported to Campus Safety.
 3. Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
 4. Learn where emergency exits are located in buildings. You should note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
 5. Assemble an emergency supply kit and learn basic first aid. Separate the supplies you would take if you had to evacuate quickly and put them in a backpack or container, ready to go.
 6. Be familiar with different types of fire extinguishers and how to locate them.
- B.** The likelihood of Spartanburg Methodist College being a primary target of a terrorist organization seems unlikely; however, it would be prudent for our campus community to be prepared in the event a terrorist incident should occur inside or near our community.

We should know and understand the National Terrorism Advisory System (NTAS). NATAS Alerts will include a clear statement on the nature of the threat, which will be defined in one of two ways:

- “Elevated Threat”: Warns of a credible terrorist threat against the United States
- “Imminent Threat”; Warns of a credible, specific, and impending terrorist threat against the United States

C. Reacting to Terrorism Originating Off-campus:

1. The Spartanburg County Emergency Communications Center should warn our area if a terrorist incident approaches or has happened in our area by activating the large air siren at the Una Fire Station near campus. It will be activated for approximately 3 minutes at a wavering tone.
 2. If you hear this loud siren during a high or elevated advisory period or if a college official advises you of a terrorist event, you should take shelter at once. If time permits, specific shelter(s) will be announced. Our general plan is to use the Bridges Arena as a central shelter for the college if necessary.
 3. Once you have been notified of a serious situation, take shelter immediately in a building's inner structure like corridors or hallways away from glass or windows and alert others to do the same.
 4. Assist the handicapped in moving to shelter.
 5. Avoid shelter locations with large glass windows.
 6. Do not leave the shelter until College officials say it is safe. Listen to College officials for instructions.
 7. If you are instructed to remain inside, do not leave the building where you are.
 8. Turn off all ventilation, including furnaces, air conditioners, and vents and fans.
 9. Remain in areas where toxic vapors are reduced or eliminated.
 10. The loss of electricity and telephone service to campus may result from a terrorist attack. Campus Police will attempt to maintain contact with faculty and staff via cell phones and radios if campus telephone service is lost. A working flashlight and battery operated radio should be kept in offices and residence hall rooms.
- D. Reacting to Potential or Actual Terrorist Acts On-campus:**
1. If you observe a terrorist or criminal act, or observe a suspicious person on campus, immediately notify Campus Safety and report the incident.
 2. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
 3. Should gunfire or explosives pose a hazard to the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

XXV. EARTHQUAKES

The following guidelines are provided based on the assumption that individuals involved are on the SMC campus:

- A.** If indoors, seek refuge in a doorway or under a desk or a table. Stay away from glass windows, shelves and heavy equipment.
- B.** If outdoors, move quickly way from buildings, utility poles and other structures. Caution: Always avoid power or utility lines and trees as they can be energized.
- C.** If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- D.** After the initial shock, assess the situation and if emergency help is necessary call Campus Safety or 911. Protect yourself at all times and be prepared for aftershocks.

- E. Damaged facilities should be reported to Campus Safety and Maintenance. Note: Gas leaks and power failures create special hazards. See **Utility Failures**.
- F. If an emergency exists, activate the building fire alarm. Report the emergency to Campus Safety.
- G. When the building fire alarm is sounded, or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.
- H. Assist the handicapped in exiting the building.
- I. Once outside move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- J. If requested, assist Emergency Crews as necessary.
- K. A Field Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- L. Do not return to an evacuated building unless given the “All Clear” order by a College official or emergency worker.

XXVI. TORNADOES

- A. If a TORNADO WARNING or a TORNADO WATCH is issued for the area in which the College is located and if time permits, an emergency text message and email relaying the warning will be transmitted through the e2Campus system and through any other means available at the time.
- B. Once you have been notified of a TORNADO WARNING, take immediate shelter in corridors or hallways on the ground floor of buildings away from windows and, if possible, alert others to do the same.
- C. Assist the handicapped in moving to shelter.
- D. Avoid shelter locations with glass windows, shelves, and heavy equipment.
- E. Sit close to corridor walls and cover your head and face with your arms.
- F. If outdoors, move quickly to the ground floor of a building or seek refuge in a ditch. Always avoid power or utility lines and trees as they can be energized.
- G. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits; exit the vehicle for appropriate shelter.
- H. After the storm passes, evaluate the situation and, if emergency help is necessary, call Campus Safety.
- I. Report damaged facilities to Campus Safety at 864-587-4003 or the Vice President for Facilities at 864-587-4260. Gas leaks and power failures create special hazards.
- J. If there is significant damage to a building, a Campus Field Command Post may be set up near the damage site. Keep clear of the Command Post unless you have official business.

XXVII. OTHER INFECTIOUS DISEASE **INTRODUCTION:**

Three conditions must be met for a pandemic to occur: a new influenza virus subtype emerges; the virus infects humans; and the virus gains efficient and sustainable transmission from human to human. If a virus would gain sustainable, efficient transmissibility, the public health strategy would focus on slowing the spread because it would be virtually impossible to stop it.

A. Characteristics of a Pandemic Virus

A pandemic virus can occur at any time of the year and resurges in waves that can last from 18 months to two years. Planning should include recovery and response to more than one wave. An attack rate of 25% is appropriate for planning purposes. Approximately 4-12% of the work force could be ill at any point in time and absent from work for 1-14 days. In addition to work force absences due to personal illness, persons may be out to take care of ill family members.

High absenteeism will affect the delivery of services and goods, nationally and internationally, as transportation and manufacturing staff miss work due to illness. Campus leaders will not be spared the possibility of succumbing to illness.

B. Vaccines and Antivirals

Because a vaccine needs to closely match a pandemic virus, it is unlikely that a vaccine would be available early in a pandemic and quantities would be limited once the vaccine was developed. Decisions will need to be made setting priorities for allocation of vaccines once they become available.

C. Nonpharmaceutical Interventions

Incubation period for a pandemic virus is between 2-8 days. Persons are contagious for 1-3 days prior to onset of symptoms and can shed virus for up to 16 days. Social distancing, isolation, quarantine, protective sequestration, and public health education that includes practices employed to reduce individual risk of contracting the disease should be employed in a pandemic situation.

D. Pre-event Planning for a Campus Wide Response (The information below is more of a “plan to plan” than specific guidance. This plan will be updated to include more specific information as details are developed.)

1. All operational areas of the College should:
 - a. Consider the implications of a pandemic influenza outbreak, especially regarding such matters as widespread illness and deaths, absenteeism of students, faculty and staff, the interruption of normal academic and other operational processes, and the interruption of external services that support College operations.
 - b. Consider social distancing -- actions that discourage close social contact between individuals -- including cancellation of classes, sporting events, worship services, and other social events should be considered. This intervention would be most effective when instituted early in the pandemic and before infection takes hold.
 - c. Realize that there will likely be a very short window for critical decision making, especially in regard to social distancing measures. Cancelling classes and sending students home early in the pandemic may be the best strategy for Spartanburg Methodist College, given the limited resources we have available to support those who remain. If the decision is delayed to the point that many students fall ill, we would be unable to provide the resources to care for those students throughout the pandemic.

- d. Once closed, the decision of when to reopen must be addressed. It appears that to avoid a resurgence of infection, the College may need to close for a minimum of 8-12 weeks.
- e. Develop specific plans for each operational area to deal with:
 - i. preparing for a pandemic,
 - ii. operations during a pandemic, and
 - iii. recovery operations after the pandemic has subsided.

Suggested considerations for specific operational areas of the College include:

2. Student Health Services:
 - a. Plan and provide exercises and drills to rehearse the plan and revise as necessary. These exercises may be coordinated with exercises of other emergency plans, under the responsibility of the Chief of Campus Safety.
 - b. Provide regular updates for employees regarding current viruses. Provide in-service training for employees on infection control and pandemic viruses.
 - c. Prepare for emergency infection control/prevention education program for the campus community (students, employees, family members) when pandemic appears to be a developing possibility.
 - d. Encourage employees to make personal emergency preparedness plans with their families.
 - e. Encourage Vaccination of all employees against seasonal influenza by PCP.
 - f. Compile a list of supplies in coordination with facilities that would be needed in a pandemic situation, such as respiratory protection equipment, gloves, gowns, protective eyewear, medications, and disinfectants that can be stored on site.
 - g. Develop a plan for setting up an infirmary and expanding clinical space. Use Old Gym, then expand to Bridges arena (gymnasium) for quarantine area if necessary.
 - h. Develop a protocol for transport of victims to the hospital if EMS is not available.
 - i. Develop a protocol for care of the deceased that addresses storage until transfer and notification of the family.
 - j. Engage in discussions with Spartanburg Regional Healthcare System, Mary Black Hospital, the Health Department, and other health care agencies for the exchange of information about mutual pandemic operating protocols.
 - k. Collaborate with other colleges to share plans and information.
3. Counseling Services:
 - a. Develop a plan for providing counseling services for students, staff, and faculty.
 - b. Include protocols for providing services via telephone and Internet.
4. Residence Life:
 - a. Identify rooms and buildings that could be used for quarantine, isolation, and residence for students who cannot go home. Rooms or suites with self-contained heating and cooling are more desirable settings for isolation or quarantine.

- b. Develop plans for continuity of services when key personnel become incapacitated. Include coordination with Housekeeping staff for continuation of services.
 - c. Establish protocols for surveillance and reporting illness in the residence halls in consultation with Wellness Team.
 - d. Formulate plans to address student needs such as delivery of food to victims unable to leave their rooms and providing emotional support.
5. Campus Safety:
- a. Participate in training for influenza.
 - b. Obtain supply of disinfectants, surgical masks, gloves, and hazard waste bags.
 - c. Develop procedures for securing buildings, protecting stored supplies, and restricting access to campus.
6. Physical Plant/Maintenance/Housekeeping:
- a. Identify building ventilation systems that can be useful for quarantine, isolation, and health care delivery. (Space with self-contained heating and cooling in individual rooms or suites may be more desirable settings in which to isolate or quarantine persons.)
 - b. Ensure that housekeeping personnel receive training regarding personal protection and proper cleaning procedures.
 - c. Develop plan for continuation of housekeeping services and stockpiling items such as cleaning and disinfecting supplies, facial tissues, toilet paper and disposable towels.
 - d. Identify communication protocols between housekeeping staff and residence life staff.
 - e. Establish a plan for continuation of cleaning services and waste removal services including triggers to increase the frequency of the scheduling of these services.
 - f. Consider area(s) that can be used for care of the deceased until disposition can be arranged.
7. Dining Services:
- a. Develop a plan to ensure necessary staffing for continuation of essential food service during pandemic conditions.
 - b. Educate employees about safe handling of food and avoidance of contamination from infected personnel.
 - c. Compile a list of non-perishable foodstuffs and drinks, including water that can be stockpiled and stored.
 - i. Quantities should be calculated based on approximately 20% of students remaining on campus and dependent on campus dining services for food for a 5-8-week period.
 - ii. Include plans to provide food for key employees who may need to be provided with meals on campus.
 - iii. Develop procedures to assist with delivery of foodstuffs to residential areas and quarantined students.
8. Academic Affairs/Registrar:

- a. Develop policy or guidelines to address attendance rules and other academic concerns of students absent from classes due to illness or quarantine.
 - b. Develop alternative procedures for completion of course work outside the classroom (i.e., web-based instruction, use of email, text-messaging, or hand-delivered information). Such procedures should address needs of students who are unable to attend class and faculty who may be unable to get to campus.
 - c. Develop/review protocols for issues such as extended absences, reinstatement in class, medical withdrawals, incomplete grades, and transcript notations.
 - d. Develop protocols for cancellation of classes, suspension of academic operations, and resuming classes.
 - i. A decision threshold should be pre-established for suspension or cancellation of individual classes. For example, it may be determined that when absences exceed 50% of a class, or if the faculty member becomes unable to teach, that class will be suspended or cancelled.
 - ii. A decision threshold should be pre-established for suspension or cancellation of all classes. For example, it may be determined that when overall absences average 50%, or if 50% of all classes have been suspended, the College will suspend or cancel all academic operations.
 - iii. A decision threshold should be pre-established for resumption of individual classes, or all classes.
9. Business Office/Staff:
- a. Consider financial ramifications of a pandemic and identify emergency funding sources to cover purchases and business continuation.
 - b. Develop a plan for ensuring the continuation of payroll and accounting operations in the face of high employee absenteeism.
 - c. Encourage staff and faculty to keep emergency contact information updated.
 - d. Review vacation/sick leave guidelines for applicability in a pandemic event. Employees who have been exposed or are suspected of having the illness should not come to work.
 - e. Therefore, liberal, non-punitive policies should be established in order to ensure compliance with public health recommendations.

E. Recovery

As the pandemic begins to subside, the EMT will establish criteria for downgrading the pandemic event status and resuming campus business and activities. A sequence and timeline will be developed for restoration of operations and essential services/activities. A schedule will be developed for debriefing faculty, staff, students and parents, and plans will be announced for providing resources for psychological, financial, and social support. Measures will be taken for communication of these plans to the appropriate audiences.

The EMT will gather information on the key activities, events, and decisions made during the pandemic conditions, and will evaluate the effectiveness of the execution

of plans. Results of the evaluation will be used to make any changes to the plan that would improve institutional response in the future.

XXVIII: COUNSELING SERVICES

The purpose of Counseling Services here at SMC is to ensure that students experiencing a psychological/psychiatric emergency can be assessed, referred and/or treated in a timely manner.

Counseling Services (CS) will respond to students requiring emergency psychological services. These will include office hours emergency response and after hours on-call emergency response. Chronic or persistent diagnoses will be referred to the local community mental health center or mental health in the student's home town.

During regular office hours the Director of Counseling Services will be available to handle emergency situations. After hours the Dean of Community Wellness or designee and campus safety will handle emergencies. This counselor will have primary responsibility for handling emergencies during and after regular office hours. The designated emergency counselor will rotate through the professional staff of CS.

A. Emergencies during office hours

1. If a student calls, walks-in or is referred by a parent, another professional or college employee for an emergency appointment, the Director of Counseling Services, Dean of Community Wellness, Assistant Dean and Director of Campus Health and Wellness, Chief of Campus Safety, and the Assistant Dean of Community Wellness will be notified, as needed, to respond to the location.
2. The Director of Counseling Services will assess the situation and decide on a plan of action. If the Director of Counseling Services is not available, The Dean of Community Wellness or designee will be contacted.
3. If assessment indicates that client is a risk to self or others, the counselor shall do what is necessary to protect the safety of those involved.

B. Spartanburg Methodist College (SMC) Counseling Services / Hospitalization Flow Chart

1. Conduct assessment to determine status of student.
2. Create plan with student and determine course of action.
 - a. i.e., Inpatient, partial hospital, send for an assessment, create self-care plan, come back tomorrow, give emergency #'s, etc.
3. Complete Release of Information (ROI) for Dean of Community Wellness or designee, identified hospital, and parent/friend (emergency contact).

4. Obtain student's phone number, date of birth, LOCAL address, and emergency contact information (will have ROI for this individual) if they are not already a client.
5. If referral to hospital is needed:
 - a. Meet with Dean of Community Wellness or designee to arrange for transport:
 - i. Student/parent guardian will be informed that they must bring a statement of release from the attending physician at the hospital to return to campus.
 - ii. Or the attending physician or licensed counselor must complete the *SMC Physician or Certified Counselor Assessment and Recommendation Regarding Patient's Readiness for Return/Reenrollment at Spartanburg Methodist College form*.
 - b. If using Carolina Center for Behavioral Health:
 - i. Call 864-235-2335 to schedule an assessment for that same day. (must have student insurance information)
 - c. For Spartanburg Regional (ambulance):
 - i. We may use free ambulance (non-emergency line: 864-560-4118 option #3 non-/emergency 911). If non-emergency ambulance is going to be more than 45 minutes then call 911.
 - ii. *If you need to call 911 (emergency line), call SMC campus safety at 864-587-4003 and ask them to call 911.*
 - iii. Call SMC campus safety if non-emergency ambulance is coming to campus (864-587-4003).
 - d. For Spartanburg Regional (private transport):
 - i. Family or friend may transport to Emergency Department- If student is suicidal or homicidal-family cannot transport.
 - ii. Confirm with Emergency Department that student has arrived, (864-560-6000).
 - e. For Carolina Center for Behavioral Health:
 - i. Student may be transported by Parent/friend/partner.
 - ii. Ask that family member to call CS (864) 587-4356 to confirm arrival and outcome of assessment ASAP.
 - f. Contact SMC campus safety if student is going to leave car in SMC lot for extended period of time.

6. Fax Hospital Referral Form and ROI to appropriate location, give copy to parent/EMT/Emergency Department.
7. Complete documentation prior to leaving at end of business day (complete risk assessment in note at bare minimum).
8. In the case of hospitalization:
 - a. The Dean of Community Wellness or designee will be the liaison between Academics and the family.
 - i. Medical withdrawal process is discussed
 - ii. The contact information of the Provost is provided.
 - iii. The parents will communicate with the Dean of Community Wellness or designee until the student withdraws or returns to campus.
 - iv. The Provost and/or the Academic Administrative Assistant will be notified as soon as possible to inform faculty of the student's absence.
9. Once the student is released from the hospital and cleared to return to campus, the Dean of Community Wellness or designee will refer the student to the Director of Counseling Services.
10. In the case of psychological withdrawal, the Director of Counseling Services will communicate with the student and parents to assist them with returning the Student Reenrollment Documents and letters.
 - a. This documentation includes the Recommendation regarding the student's ability to return to campus.
 - b. These forms are maintained and locked in the office of the Director of Counseling Services only.

C. Emergency after hours:

1. Students requesting after hours service should call Campus Safety (864-587-4003), who will then contact Spartanburg County 911.
2. Campus Safety or the Dean of Community Wellness or designee will inform the Student/parent guardian that they must bring a statement of release from the attending physician at the hospital to return to campus.
 - a. Or the attending physician or licensed counselor must complete the *SMC Physician or Certified Counselor Assessment and Recommendation Regarding Patient's Readiness for Return/Reenrollment at Spartanburg Methodist College form*.
3. During the Winter break, Spring Break and summer, Dean of Community Wellness or designee will handle any emergency situations

D. Voluntary Hospitalization

1. If hospitalization is indicated and the student is willing to pursue voluntary admission, contact the appropriate hospital unit, and follow the hospital's recommended procedure.

E. Involuntary Commitment

1. According to South Carolina Law, only physicians, in consultation with the local mental health center, can commit an individual involuntarily to a State Psychiatric Hospital. If the student poses a real and imminent danger of hurting self or others and no lesser alternative is available, involuntary hospitalization may be required. SMC campus safety will contact EMS to transport students to the appropriate local hospital emergency room.

2. The Director of Counseling Services, Dean of Community Wellness designee or Campus Safety Police Chief may contact the ER to give staff there some preliminary information. While technically not necessary, written permission should be obtained, when possible to contact hospitals or an ER to facilitate further treatment.

F. Emergency Transportation for Psychiatric Evaluation

1. In the event a student is transported to Spartanburg Regional ER for a psychiatric evaluation in which Counseling Services is involved, the following protocol will be utilized:
 - a. Counseling Services will contact Spartanburg Regional Non-Emergency Transport (864-560-4818) or EMS (911) for transport to Spartanburg Regional ER.
 - b. Counseling Services will notify campus police (864-503-7777) if EMS is called.
 - c. Student will be given a letter to submit at hospital verifying transportation costs to be billed to SMC. This letter, along with an ROI, is given to the EMT technicians.
 - d. SMC Clinician will inquire about parking, valuables, etc. and offer to lock up valuables and to contact campus police re: long term parking if applicable.

G. To issue a Detention Order (for Involuntary Commitment):

1. First stop:

Spartanburg Area Mental Health Center
250 Dewey Street
Spartanburg, SC 29303

- a. Go to main entrance. Bring: student's full name, date of birth, phone #, local address, emergency contact information, relevant portions of chart (notes, emails, etc.). You will need your drivers' license as well; they will make a copy of your license. You will receive a notarized copy of the request for the Detention Order.

2. Second stop:

Probate Court/Magistrate
180 Magnolia Street, Room 305
Spartanburg, SC 29306

- a. Visitor parking is in the back of the building. Go in main public entrance. You will go through a metal detector. Take a right, then a left down a hallway, room 305 is down the hallway to the left. Magistrate judge will sign the Detention Order and will give it back to you. Arrive by 4:30 pm. Take a picture of the Detention Order with your phone.

3. Third/final stop:

Sheriff's Department
8045 Howard Street
Spartanburg, SC 29303

- a. Bring Detention Order to main desk; they will keep it. You will not have any copies of it. Sheriff's department has 3 days to issue order/locate individual. Document all steps in electronic medical record (EMR) upon return (**you will be required to complete documentation the same day**)
- b. Therapist will let SMC Campus Safety know that Detention Order has been issued. Therapist will contact Assistant Dean of Community Wellness/Director of Community Life (if on-campus student), and the Dean of Community Wellness.

XXIX: WORKPLACE

Spartanburg Methodist College is committed to promoting and maintaining a safe and secure environment for its faculty and staff, employees, students and visitors. Violence, threats of violence, threatening behavior, physical attacks and stalking by an employee, student or visitor will not be tolerated on the Spartanburg Methodist College campus or at Spartanburg Methodist College sponsored events. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The College will take appropriate action in response to reports of such conduct. Individuals who make substantial threats, exhibit threatening behavior or engage in violent acts on College property will be removed from the campus as quickly as safety permits. Violations of the policy will result in sanctions up to and including immediate termination of employment, suspension or expulsion and/or permanent removal from the campus. In addition, the College may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. Student offenders will be subject to the Student Code of Conduct in addition to this policy.

Examples of prohibited behavior that may occur on or off duty or off premises include but are not limited to:

- Any attack which involves violence
- Any act which involves a physical attack
- Behavior or actions that would be interpreted by a reasonable person as carrying a potential for violence and/or acts of aggression
- Any act that threatens harm to another person or damage to property
- Domestic violence
- Stalking (including electronic stalking) or similarly harassing behavior toward employees, students or campus visitors
- Sending threatening, intimidating letters, notes or emails
- Verbally threatening to harm another person or destroy property
- Using threatening, intimidating or abusive language and/or gestures
- Threatening to harm an individual or his or her family, friends, or their property
- The intentional destruction or threat of destruction of property owned, operated or controlled by the College
- Making harassing or threatening telephone calls, letters, e-mail messages or other forms of written or electronic communications.

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call Campus Safety.

- Displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

Personal situations that could pose a risk of violence at the College should be reported to the appropriate authorities. These include:

- Incidents of threats of domestic violence against an employee when it is possible that the threatening party could seek out the employee at work
- Receipt of threatening or harassing telephone calls, emails, or other communications

- Unwanted pursuit or threats by an outside party who has been observed at or near the College
- Any situation in which an employee has obtained a protective or restraining order naming the College as a prohibited area of contact.

Anyone who believes that he or she is a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists should call Campus Safety at 864-587-4003. Campus Safety will notify the appropriate supervisor, Director of Human Resources and the President or their designee. Please provide the following information:

- Your location
- Person's behavior
- Person's physical description
- Person's location and direction of travel
- What you saw
- Where and when it happened
- Stay on the phone until released by the dispatcher

Other resources available to faculty and staff members to address potential violations of this policy include:

1. Director of Human Resources
2. Campus Conduct Hotline
3. Chaplain's Office

Those who made such reports in good faith will be protected from any retaliatory employment actions.

APPENDIX A (FORMS AND CHECKLISTS)

BOMB THREAT REPORT FORM

(This form may be used by the person who receives a bomb threat to document the information as soon as possible after a threat is received.)

Time call received _____

Male _____ Female _____

Exact words of person placing Call:

Young ___ Middle Age ___ Old ___

Tone of voice _____

Accent _____

Background noise _____

Is the voice familiar? _____

Questions to ask:

If so, who did it sound like? _____

1. When is bomb going to explode? ___

Remarks: _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

Person monitoring/receiving the call:

Date: _____

CRITICAL INCIDENT CHECKLIST FOR LEVEL I AND II INCIDENTS

Type of Incident: _____

Date: _____

FOR LEVEL I (Isolated) or LEVEL II (Minor) Incidents

- ___ Administrator is contacted.
- ___ Communications established with Vice President for Marketing (If required)
- ___ President contacted (If required)

FOR PREDICTED INCLEMENT WEATHER

- ___ Inclement Weather Team Activated.
- ___ Email Prepared and Sent prior to e2 Campus alert.
- ___ e2 Campus alert sent.
- ___ Follow up email (if needed) sent prior to follow up e2 Campus Alert.
- ___ Follow up e2 Campus Alert sent

FOR NEGATIVE SOCIAL MEDIA POSTS OR NEWS COVERAGE

- ___ Detailed description of the nature and type of coverage compiled.
- ___ Supervisor contacted.
- ___ Vice President for Marketing contacted.
- ___ Campus Safety contacted.

DEATH OF A STUDENT

- ___ Dean of Community Wellness notified
- ___ Vice President for Marketing notified.
- ___ Director of Counseling Services, Assistant Dean and Director of Campus Health and Wellness, and the Director of Community Life notified.
- ___ Registrar notified.
- ___ Athletic Director notified (if the student was on an athletic team)
- ___ Faculty and students notified.

DECSRIPTION OF EVENTS:

CRITICAL INCIDENT CHECKLIST FOR LEVEL III, IV AND V INCIDENTS

Type of Incident: _____ Date: _____

FOR LEVEL III (Critical), LEVEL IV (Major), and Level V (Disaster) Incidents

- ___ Campus Safety Notified
- ___ Administrator or Supervisor Notified
- ___ Emergency Management Team Activated
- ___ e2Campus utilized.
- ___ Campus Command Post Activated
- ___ Campus email sent.
- ___ Postings on the SMC Website
- ___ All appropriate social media sites connected to SMC.
- ___ The Calling Chain utilizing landline telephones.
- ___ Campus two-way radios
- ___ Word of mouth utilizing individual runners.
- ___ Printed flyers and/or posters
- ___ The SMC Electronic Bulletin Board (Channel 46 on the closed-circuit television system).
- ___ Notify the Chairperson of the Board of Trustees, via the President.
- ___ Notify other members of the Board of Trustees as may be appropriate.
- ___ Develop a press release addressing the incident.
- ___ Identify all affected parties and assign specific responsibilities (such as contacting parents or families of students and/or employees as appropriate).
- ___ Notify the media and provide periodic updates as may be appropriate.
- ___ Aid any victims as required.
- ___ Provide appropriate follow-up with any alleged perpetrators or violators.
- ___ If necessary, call upon the South Carolina Law Enforcement Division, Spartanburg County Sheriff's Office, or other law enforcement resources.

CRITICAL INCIDENT CHECKLIST FOR LEVEL III, IV AND V INCIDENTS

DESCRIPTION OF EVENTS:

Medical and First Aid Checklist

- Ask the person what is wrong.
- Check breathing and provide CPR if necessary.
- Control any bleeding by direct pressure.
- Have someone call 911.
- Notify Campus Safety.
- Keep the person still and comfortable. Do not move the victim.
- Continue to assist the person until help arrives.
- Look for any emergency medical ID on the person (bracelet, necklace).
- Question any witnesses/ by-standers and give all retrieved information to EMS personnel upon arrival.

Fire Checklist

- Call Campus Safety.
- If minor and appears controllable, use fire extinguisher by directing the charge toward the base of the fire.
- If it is major and deemed a threat, activate the nearest fire alarm.
- Call 911.
- Evacuate all rooms and close all doors (do not lock any doors).
- Evacuate the building and ask others to do the same (at least 500 feet from the building).
- Assist any handicapped/ injured persons to evacuate.
- Do not reenter the building.
- If trapped inside, place clothing outside the window to alert others, shout, and stay near the floor.

Active Shooter Checklist

ALICE

Alert:

Be alert for gunfire or messages of gunfire.

Lockdown:

Lock/ barricade/ secure the door.

Cover windows.

Look for escape routes.

Call 911.

Silence all phones.

Inform:

Pass on information in plain language to others via any means possible: who, what, where, when, and how.

Counter:

Counter the attacker using noise, movement, distraction, and swarming technique. Throw objects at the shooter

Evacuate:

Escape as soon as you can (breaking windows if necessary)

Tornado Checklist

- Take immediate shelter in a corridor or hallway on the ground floor of a building, away from windows
- Assist handicapped/ injured persons to shelter.
- Sit close to corridor walls and cover you face/ head with your arms.
- If caught outdoors, move to a building or seek refuge in a low-lying area such as a ditch.
- If in a vehicle, stop and find shelter in a building or a ditch.