

DENMARK TECHNICAL COLLEGE



SAFETY AND EMERGENCY RESPONSE MANUAL

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SAFETY AND EMERGENCY PLAN

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PREFACE

This safety and emergency procedures guide has been designed to provide a contingency manual for Denmark Technical College administrators in order to plan for campus emergencies. While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of the college guidelines. Any exception to the crises management procedures will be conducted by or with the approval of the college administrators directing and/or coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Chief of Campus Police for technical review. All changes recommended by the Chief of Campus Police will be submitted in writing to the administration for evaluation and adoption.

DENMARK TECHNICAL COLLEGE DEPARTMENT OF PUBLIC SAFETY

MAJOR EMERGENCY GUIDELINES

1. PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President or his designees may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

2. SCOPE

These procedures apply to all personnel, buildings and grounds, owned and operated by DENMARK TECHNICAL COLLEGE to include those peripheral areas adjoining the college.

3. TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

- (1) Fires
- (2) Earthquake
- (3) Chemical or radiation spill
- (4) Explosion, downed aircraft (crash) on campus
- (5) Bomb
- (6) Civil disturbances or demonstrations
- (7) Utility failure
- (8) Violent or criminal behavior
- (9) Medical and first aid (epidemic poisoning)
- (10) Psychological crises
- (11) Tornado

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

4. DEFINITIONS OF AN EMERGENCY

The College President or his designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

- (1) MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report immediately to Campus Police at Extension 5173 or 803-824-9121 or 803-682-3575.

- (2) MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during time of crises. Report to Campus Police at Extension 5173, or 803-824-9121 or 803-682-3575.
- (3) DISASTER: Any event or occurrence which has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Contact Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident which has the potential for adverse publicity concerning campus resources and/or instrumentalities of the College should be promptly reported to the College Public Information Office of Campus Police (during non-business hours).

5. ASSUMPTIONS

The College Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- (1) An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- (2) The succession of events in an emergency are not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.
- (3) Disasters may affect residents in the geographical location of the College; therefore, City, County, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).
- (4) A major emergency may be declared if information indicates that such a condition is developing or is probable.

6. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College President or his designee as follows:

During the period of any campus major emergency, the Campus Police Office as required shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Campus Police shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked to leave campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus Police Department will be allowed to enter the immediate disaster site.

In the event earthquakes, aftershocks, fires, storms, or major disasters occur in or about the campus which involve College property, Campus Police Officers will be dispatched to determine the extent of any damage to College property.

DIRECTION AND COORDINATION

1. EMERGENCY DIRECTOR

All emergency operations shall be directed by the President or his designee as listed below:

The Emergency Coordinator (i.e., the Chief of Campus Police).

In the absence of the President or designee, the on-duty Campus Police Officer shall assume operational control of the emergency until relieved.

2. EMERGENCY COORDINATOR

All emergency operations shall be coordinated by the Chief of Campus Police or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College Emergency Coordinator (i.e., the Chief of Campus Police) or his designee. The coordination of the campus emergency resource team is the responsibility of the Chief of Campus Police who will coordinate all on-campus emergency functions as directed.

3. PUBLIC INFORMATION OFFICER

The College has two basic guidelines concerning media relations to observe in crisis situations:

Only authorized spokespersons (College Public Information Officer) will meet or talk with the media.

Only factual information is released; no speculation is to be offered.

Other Guidelines:

- a. All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College.
- b. The President and other top administrators and the Public Information Officer are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved what is happening now and what help has been called for.
- c. The President and Public information Officer and any other person involved shall confer and decide on the appropriate action.
- d. All calls from the media are referred directly to the Office of Public Information, Extension 5149.

EMERGENCY COMMAND POST

When a major emergency occurs, or is eminent, it shall be the responsibility of Campus Police to set up and staff an appropriate Emergency Command Post as directed. The regular department facilities in Building 900 are also to be kept fully operational at all times.

1. FIELD EMERGENCY COMMAND POST

If the emergency involves only one building or a small part of the campus, a Campus Police vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer of Campus Police dispatcher is to staff the command post at all times or until the emergency ends. A small office with a desk, chairs, and a telephone may also be required near the scene.

Field Emergency Command Post Equipment to include:

- (a) Barricades, barrier tape, and signs for the scene.
- (b) Two portable hand radios.
- (c) Portable public address system.
- (d) First aid kit.
- (e) Campus telephone directory and local telephone directory to include Yellow Pages.

2. GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus, the Command Post is to be set up in Building 100 Campus Police Office. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer or Campus Police Dispatcher is to staff the Command Post at all times until the emergency situation ends. A marshalling area for outside and local agency assistance shall be established by the Campus Police Officer for operations of the combined on-site emergency resource team. A conference room with facilities for emergency teams or media crews, and which is designed to accommodate multiple telephone and/or electrical appliances, is desirable.

CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post as necessary, Campus Police shall immediately begin contacting all necessary members of the Campus Emergency Resource Team which consists of the following personnel:

Emergency Director: President of Denmark Technical College or his/her designee.
Emergency Coordinator: Chief of Public Safety.
Damage Control: Director Physical Plant.
Campus Police: Police Officers and all Public Safety resources as necessary. (Building Captains)
Public Information: College Public Information Officer.
Environmental Health and Compliance: Vice President for Fiscal Affairs.

Team members may coordinate as necessary with the Emergency Coordinator (i.e., the Chief of Campus Police) for implementation and coordination of the campus operation plan and support as it pertains to their areas.

Team members are to be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below.

1. EMERGENCY DIRECTOR: President of Denmark Technical College or designee.
 - (a) Directs the College's Emergency response.
 - (b) Works with the Chief of Campus Police and others in assessing the emergency and preparing the College's specific response.
 - (c) Declares and ends, when appropriate, the campus state of emergency as provided for in the Introduction of this Guide.
 - (d) Notifies and conducts liaison activities with the College Administration, governmental agencies, Emergency Resource Team, and others as necessary.

2. EMERGENCY COORDINATOR: Chief of Campus Police
 - (a) Coordinates the College's Emergency response.
 - (b) Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
 - (c) Initiates immediate contact with the President and College Administration, begins assessment of the College's condition.
 - (d) Notifies and utilizes police, Sheriff Department, Denmark Public Safety, and if necessary, student aides in order to maintain safety and order.
 - (e) Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.
 - (f) Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.
 - (g) Ensures that appropriate notification is made to off-campus staff when necessary.
 - (h) Performs other related duties as may be directed by virtue of the campus emergency.
 - (i) In conjunction with the Environmental Health and Compliance Officer (i.e., the Vice President for Fiscal Affairs) prepares and submits a report to the President appraising the final outcome of the emergency.

3. DAMAGE CONTROL: Physical Plant Manager and Motor Pool Supervisor
 - (a) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
 - (b) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to Emergency Resource Team for emergency use.
 - (c) Obtains the assistance of utility companies as required for emergency operations.
 - (d) Furnishes emergency power and lighting systems as required.
 - (e) Surveys habitable space and relocates essential service and functions.
 - (f) Provides facilities for emergency generator fuel during actual emergency or disaster periods.
 - (g) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

4. CAMPUS POLICE AND COMMUNICATIONS: Campus Police (Senior Officer)
 - (a) Maintains the Public Safety Control Office in a state of constant readiness.
 - (b) Notifies College administrators of major emergencies
 - (c) Monitors campus emergency warning and evacuation systems.
 - (d) Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
 - (e) Obtains assistance from the City, County, and Federal Government for radiological monitoring and first aid as required.
 - (f) Provides traffic control, access control, perimeter and internal security patrols, and fire prevention service as needed.
 - (g) Provides and equips an alternate site for the Emergency Command Post.
 - (h) Maintains liaison with **AT&T** for telecommunications support as necessary.

5. PUBLIC INFORMATION: Public Information Officer
 - (a) Establishes liaison with the news media for dissemination of information as requested by the President.
 - (b) Arranges for photographic and audio-visual services.
 - (c) Advises the President or designee of all news coverage concerning the extent of disaster affecting the campus.
 - (d) Prepares news releases for approval and releases to media concerning the emergency.

RESPONSIBILITIES

1. PRESIDENT

The College President, or designated alternate as Campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

2. ADMINISTRATORS, DEANS, AND DEPARTMENT HEADS

Every administrator, dean and department head has the following general responsibilities prior to and during any emergency:

a. Emergency Preparedness

- (1) Building evaluation information shall be distributed to all employees with follow-up discussions, on-the-job training or explanation as required. Contact Campus Police for assistance.
- (2) Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact Campus Police for assistance.

b. Emergency Situations

- (1) Inform all employees under their direction of the emergency condition.
- (2) Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- (3) Maintain emergency telephone communications with officials from their own activity (or from an alternate site if necessary).

3. FACULTY AND SUPERVISORS

Each faculty and staff supervisor has the responsibility to:

- a. Educate their students and/or employees concerning College emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.
- c. Evaluate, survey, and estimate the condition their assigned building facility or activity in order to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to Public Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Physical Plant Manager.
- d. **IMPORTANT:** Inform all students, faculty, and staff to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.

COLLEGE NOTIFICATION SYSTEM

The telephone and radio are the primary means of emergency notification at Denmark Technical College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

1. CAMPUS POLICE OFFICER ON DUTY:

The Campus Police Department is the focal point for two-way transmission of official emergency telephone communications to College Administrators. Each College Administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his direction.

The officer on duty will notify the Physical Plant Manager of any campus emergency as necessary and will initiate the notification system by calling the following College Administrators as appropriate:

- (1) President
- (2) Vice President for Academic Affairs
- (3) Dean of Student Services
- (4) Director of Affirmative Action/Personnel Services
- (5) Public Information Officer

IMPORTANT: During an emergency, campus phones must be restricted to College official notification only. In the absence of phone services, the Department of Campus Police may provide runners for emergency notification (contingent on available personnel.)

ON CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

1. Campus Police Emergency contact at Ext. 5173. If can't be reached, call 803-682-3575 or 803-824-9121

Uniformed Campus Police Officers are on duty twenty-four hours per day. Additionally, police help is readily available from Campus Security and Local Law Enforcement.

2. Maintenance Operations: Trouble/Service
After 5:30 p.m., contact Campus Police at 803-824-9121 or 803-671-4766

Skilled workers are available from Maintenance at all times during normal working hours and on short notice at all times. They are capable of providing 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, forklifts, etc.
- (d) TRANSPORTATION: Sedans, light trucks, trucks and tractors.

3. Purchasing Department

Emergency procurement of materials and services can be arranged in direct support of any contingency.

4. Receiving
Located at Physical Plant Building, Building 022.

Emergency procurement of items needed for campus support. Contact Procurement Office at 803-793-5125.

5. Emergency Shutdown Procedures:

Note: In the event of a natural disaster in which major structural damage is sustained it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern.

OFF CAMPUS ASSISTANCE
DISASTER RESOURCES: Call Bamberg County Central Dispatch – 245-3000

1. Local law enforcement agencies – Phone # SHERIFF-245-3000, POLICE-793-4639, BARNWELL-259-1838
SHERIFF – BARNWELL – 541-1052
2. Local fire departments and paramedic units – Phone # 793-4900 – Barnwell – 259-1930
3. State law enforcement agencies –Phone # PATROL – 245-5746, 531-6840
SLED – 803-737-7000
4. Local ambulance services – Phone # 793-4900, 245-3000
5. County, health department and state health – Phone # 245-5176
6. Bamberg County Hospital - 793-4250, Barnwell County Hospital - 259-1000
7. The American Red Cross – Phone # 793-5528, 534-5735
8. State and county highway departments – Phone # 245-5181
9. Salvation Army – Phone # 534-6805
10. South Carolina National Guard – Phone # 259-0482
11. Bamberg Emergency Services - 245-4313 – Barnwell – 259-7013
12. State governor’s office – Phone # 803-734-2100/803-734-0442
13. County and state engineers – Phone # 803-245-5181
14. Local television and radio stations – Phone # WIS TV – 803-758-1271 or 803-799-1010
15. National Weather Service – Phone # 803-822-8135
16. Bamberg County Civil Defense Office – Phone # 245-3010
17. National Poison Control Center – Phone # 800-222-1222

EMERGENCY PROCEDURES GUIDE

CAMPUS EMERGENCY GUIDELINES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

SPECIFIC EMERGENCY PROCEDURES

Reporting Emergencies
Building Evacuation
Civil Disturbance or Demonstrations
Explosion, Aircraft Down (Crash) On Campus
Earthquake & Tornado
Medical and First Aid
Chemical or Radiation Spill
Bomb Threat
Violent or Criminal Behavior
Fire
Utility Failure
Psychological Crises

REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE.....EXT. 5173 or 803-682-3575 or 803-824-9121

1. IN AN EMERGENCY IN WHICH CAMPUS POLICE CANNOT BE REACHED, DIAL 803-628-3575
2. When calling, stay calm and carefully explain the problem and location. DO NOT HANG UP UNTIL TOLD TO DO SO.

KEEP CALM

KEEP OTHERS CALM

Building Captains: _____

Location: _____

Telephone: _____

Building Emergency Team members: _____

IMPORTANT:

After any evacuation, report to your designated assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in accounting for all building occupants.

EVACUATION PROCEDURES

IN AN EMERGENCY ----- POLICE/FIRE/AMBULANCE ----- Dial Ext. 5173 – Main Campus
IN AN EMERGENCY ----- Denmark Technical College Barnwell Educational Training Center - 803-259-9331
IN AN EMERGENCY ----- Denmark Technical College Barnwell Technology Center – 803-993-9031

IN AN EMERGENCY in which Campus Police CANNOT be reached, dial 803-682-3575 or 803-245-3000.

1. Building Evacuation

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Captains.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
Remember that elevators are reserved for handicapped persons.
DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTQUAKE.
- d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- e. DO NOT return to an evacuated building unless told to do so by a College Official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Captains will take attendance and assist in the accounting for all building occupants.

2. Campus Evacuation

- a. Evacuation of all or part of the campus grounds will be announced by Campus Police as described.
- b. All persons (students and staff) are to immediately vacate the side in question and relocate to another part of the campus grounds as directed.

CIVIL DISTURBANCE 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 exists as a result of the demonstration:

1. INTERFERENCE with the normal operations of the College
2. PREVENTION of access to office, buildings or other College facilities.
3. THREAT of physical harm to persons or damage to College facilities.

If any of these conditions exist, Campus Police should be notified and will be responsible for contacting and informing the President, the Vice President, and the Dean of Student Services. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

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

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
 - (1) Demonstrators will be asked to terminate the disruptive activity by the Dean of Student Services or his designee.
 - (2) The Dean of Student Services will consider having a photographer available.
 - (3) Key College Personnel and Student leaders will be asked by the Dean of Student Services to go to the area and persuade the demonstrators to desist.
 - (4) The Dean of Student Services or his designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.

- (5) If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (See Attachment A). Except in extreme emergencies the President will be consulted before such disciplinary actions are taken.
- (6) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- (7) After consultation with the President and Chief of Campus Police by the Dean of Student Services the need for an injunction and intervention of civil authorities will be determined.
- (8) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the SHERIFF/SLED or Police Department, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President and the Dean of Student Services will be notified:

a. During Business Hours

- (1) In coordination with the Dean of Student Services, Public Safety will contact the Department.
- (2) If advisable, the Dean of Student Services will alert both the President and the Vice President of Academic Affairs who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- (3) The President, in consultation with the Dean of Student Services and the Chief of Campus Police, will determine the possible need for an injunction.
- (4) Campus Police will provide an officer with a radio for communication between the College and the SHERIFF/SLED Department as needed.

b. After Business Hours

- (1) Campus Police should be immediately notified of the disturbance.
- (2) Campus Police will investigate the disruption and report and notify Administrators and the Dean of Student Services.

(3) The Dean of Student Services will:

- (a) Report the circumstances to the President.
- (b) Notify key administrators and, if appropriate, the administrator responsible for the building area.
- (c) Notify the College Public Information Officer.
- (d) Arrange for a photographer.
- (e) If necessary, the President or the Dean of Student Services will call for Local Law Enforcement assistance.

Note: The Chief of Campus Police reserves the right to call for SHERIFF/SLED and Police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

ATTACHMENT A

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

This assembly and the conduct of each participant is seriously disrupting the operations of the College and is 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.) (In no event will the Administration of this College accede to demands backed by force.) Accordingly you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Area Commission, take whatever measures are necessary to restore order, including calling for outside Law Enforcement assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

ATTACHMENT B

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE
OF OTHER LAW ENFORCEMENT AGENCIES

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences for your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review.

Other Law Enforcement Officers will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify Campus Public Safety, Ext. 5173 or 803-682-3575 or 803-824-9121. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS – You must report the emergency by telephone.
4. When the building evacuation 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.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that handicapped persons have priority in using elevators. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. If requested, assist Emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting for all building occupants.

EARTHQUAKE

1. During an earthquake, remain calm and quickly follow the steps outlined below.
2. IF INDOORS, duck and cover head under a desk or table. Stay away from glass windows, shelves, and doorways,
3. IF OUTDOORS, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.
4. 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.
5. After the initial shock, evaluate the situation. If emergency help is necessary, call Campus Police, if on campus, or Police, if off campus. Protect yourself at all times and be prepared for after-shocks.
6. Damaged facilities should be reported to Campus Police and Maintenance. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
7. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM ONLY RINGS IN SOME BUILDINGS – You must report the emergency by telephone.
8. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
9. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that the handicapped persons have priority in using elevators. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
10. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for Emergency vehicles and crews.
11. If requested, assist Emergency crews as necessary.
12. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
13. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

IMPORTANT: After an evacuation, report to your designated area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting of all building occupants.

TORNADO

1. During a tornado, remain calm and quickly follow the steps outlined below.
2. IF INDOORS, duck and cover head under a desk or table. Stay away from glass windows, shelves and doorways.
3. IF OUTDOORS, move quickly away from buildings, utility poles and other structures. Caution: always avoid power or utility lines as they may be energized. Know your assembly points.
4. 4. 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.
5. 5. After the tornado, evaluate the situation. If emergency help is necessary, call Campus Police, if on campus, or Police if off campus. Protect yourself at all times and be prepared for after-effects.
6. Damaged facilities should be reported to Campus Police and Maintenance. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility failures.
7. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM ONLY RINGS IN SOME BUILDINGS – You must report the emergency by phone or radio.
8. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
9. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that the handicapped persons have priority in using elevators. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
10. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for Emergency vehicles and crews.
11. If requested, assist Emergency crews as necessary.
12. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
13. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated campus assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting for all building occupants.

MEDICAL AND FIRST AID

CALL THE CAMPUS POLICE OFFICE IF YOU NEED ASSISTANCE

Emergency Telephone Numbers – Ext. 5173 – Main Campus
Denmark Technical College Barnwell Educational Training Center 259-9331
Denmark Technical College Barnwell Technology 993-9031
Off Campus Emergencies – Dial: 793-4639, 245-3000

If serious injury or illness occurs on campus, immediately dial Ext. 5224/803-383-9564 or 803-707-1056. Give your name; describe the nature and severity of the medical problem, and the campus location of the victim.

In case of minor injury or illness, provide first aid care.*

In case of serious injury or illness, Red Cross trained personnel* should quickly perform the following steps:

- a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
 - b. Ask victim, “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical I.D., question witness(es), and give all information to the paramedics.
4. Every office should have a person trained in first aid and CPR. A **defibulator** is located in the Health Services Department.

*Only Red Cross-trained personnel should provide first aid treatment (i.e., first aid, CPR).

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting for all occupants.

CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material must be reported immediately to Campus Police (Ext. 5173).
2. When reporting, be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Police Personnel.
4. 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 Police. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS – You must report the emergency by phone or radio.
6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that handicapped persons have priority in using elevators. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting for all building occupants.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Police at Ext. 793-5173, after hours Ext. 803-682-3575 or 803-824-9121.
2. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call.
 - b. Age and sex of caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller.
 - e. Background noise.
4. Immediately notify Campus Police, Extension 5173 or 803-682-3575 Report the incident.
5. Campus Police Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS – You must report the incident by phone or radio.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that handicapped persons have priority in using elevators. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist Emergency crews as necessary.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting for all building occupants.

BOMB THREAT REPORT FORM

THREATENING PHONE CALL

Time call received _____

Exact words of person placing call: _____

Questions to ask:

1. When is bomb going to explode? _____

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 (receiving/monitoring) call: _____

Dept. _____

Telephone No. _____

Home Address _____

Home Telephone No. _____

Date _____

DESCRIPTION OF CALLER'S VOICE

Male _____ Female _____

Young _____ Middle Age _____ Old _____

Tone of voice _____

Accent _____

Background Noise _____

Is voice familiar? _____

If so, who did it sound like _____

Remarks: _____

VIOLENT OR CRIMINAL BEHAVIOR

Campus Public Safety is located in Building 100, William McDuffie Student Center, and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis

On Campus Emergencies, Dial: Ext. 5173

Off Campus Emergencies, Dial: 793-4639 (Denmark), 245-3000 (Bamberg)

(To report Off Campus Emergency on a Campus phone, dial 911 (operator)).

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, AVOID RISKS!
3. Promptly notify Campus Police at Extension 5173 as soon as possible and report the incident, including the following:
 - a. Nature of the incident.
 - b. Location of the incident.
 - c. Description of person(s) involved.
 - d. Description of property involved.
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety and report the incident.
5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or explosives be discharged on the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. WHAT TO DO IF TAKEN HOSTAGE:
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could jeopardize your well-being.
 - c. Don't speak unless spoken to and then only when necessary. Don't 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. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting for all occupants.

FIRE

IN AN EMERGENCY, DIAL-EXT. 911
ON CAMPUS EMERGENCIES – EXT. 5173
OFF CAMPUS EMERGENCIES – 793-4639 (Denmark), 245-3000 (Bamberg)

IN ALL CASES OF FIRE, CAMPUS POLICE DEPARTMENT
MUST BE NOTIFIED IMMEDIATELY!

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department and Campus Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS, you must report the fire by telephone.
4. On large fires that do not appear controllable, IMMEDIATELY notify the fire department and Public Safety. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS!
5. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS DURING A FIRE. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for Emergency vehicles and crews.
8. If requested, assist Emergency crews as necessary.
9. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If 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. DO NOT PANIC!

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Captains will take attendance and assist in the accounting for all building occupants.

UTILITY FAILURE

1. If a major utility failure occurs during regular working hours (8:30 a.m. through 5:30 p.m., Monday through Friday), immediately notify Maintenance at Extension 5179 or 803-671-4766.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Police at Extension 5173.
3. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS, you must report the emergency by telephone.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that handicapped persons have priority in using elevators. DO NOT USE ELEVATORS IN CASE OF FIRE.
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for Emergency crews.
7. If requested, assist the Emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe Steps #1 and #2 above whenever the following utility emergencies arise.

ELECTRICAL/LIGHT FAILURE

At present, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone to notify Campus Public Safety. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify Campus Police at Extension 5173 or Maintenance Ext. 5179. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER** electrical arcing can trigger an explosion! Notify Campus Police at Extension 5173 or Maintenance at Ext. 5179.

VENTILATING PROBLEM:

If smoke odors come from the ventilation system, immediately notify Campus Police at Extension 5173 or Maintenance at Extension 5179 and if necessary cease all operations and vacate the area.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucination or uncontrollable behavior.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Campus Police Officer of the situation, dial Ext. 5173. Clearly state that you need immediate assistance, give your name, your location and the area involved.
3. In extreme emergencies, dial the Central Dispatch Number, 245-3000.