

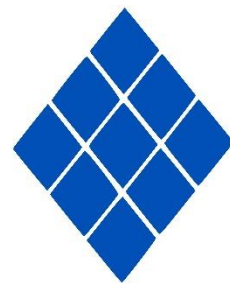
# DENMARK TECHNICAL COLLEGE

## EMERGENCY AND SAFETY PROCEDURES

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Denmark Technical College  
Department of Public Safety (803)793-5173

Revised March 29, 2021



**DENMARK**  
TECHNICAL COLLEGE

# **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 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 crisis 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 The Department of Public Safety for technical review. All changes recommended by the Chief of The Department of Public Safety 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 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(DTC) 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
- (12) Hurricane
- (13) Active Shooter/Assailant
- (14) Evacuations
- (15) Suspicious Mail
- (16) Crimes on Campus

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

#### 4. DEFINITIONS OF AN EMERGENCY

DTC 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 DTC Public Safety at 803.793. 5173 or 803.824.9121.

- (2) MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of DTC. 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 The Department of Public Safety (DPS) at 803.793.5173, or 803.824.9121.
- (3) DISASTER: Any event or occurrence which has seriously impaired or halted the operations of DTC. 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 Department of Public Safety personnel (during non-business hours).

#### 5. ASSUMPTIONS

DTC 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 to meet the requirements of the emergency.
- (3) Disasters may affect residents in the geographical location of DTC; 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 DTC President or his designee as follows:

During the period of any campus major emergency, The Department of Public Safety as required shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. The chief of 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 addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Public Safety 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, DTC Public Safety Officers will be dispatched to determine the extent of any damage to college property.

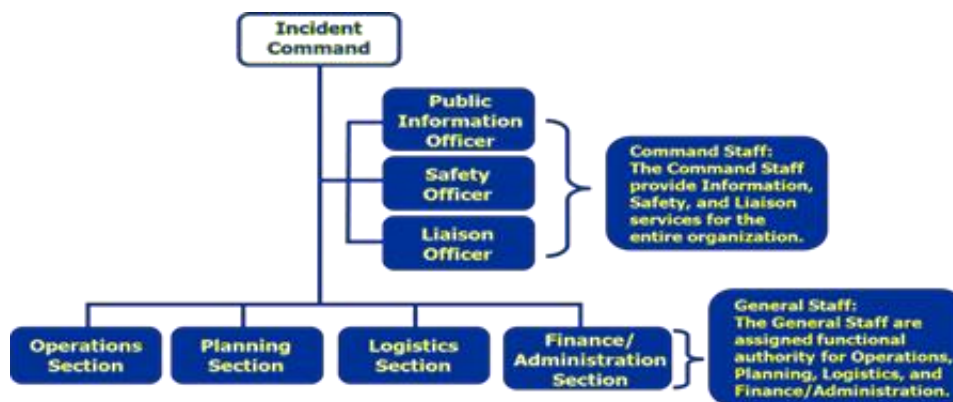
## DIRECTION AND COORDINATION

### Incident Command System

If the emergency or crisis/disaster incident appears to be long term incident, DTC should consider utilizing the Incident Command System (ICS) model for managing emergency operations and resources.

**The Incident Command System (ICS)** is a modular emergency management system designed for all threats and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the ICS at the DTC Emergency Command Post would provide the ability to communicate and coordinate response actions with external emergency response agencies.

The utilization of the ICS system should be considered for long term crisis/disaster incidents, where managing of facilities, equipment, personnel, procedures, and communications requires a carefully coordinated effort by the EMT.



### Key Principles of the Incident Command System

- Modular organization based on activating only those organizational elements required to meet current objectives.

- Common terminology applied to organization elements, position titles, facility designations and resources.

- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.

- Comprehensive resource management for coordinating and inventorying resources for field responses.

- Integrated communication so that information systems operate smoothly among all response agencies involved.

- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.

- Consolidated action plans that contain strategy to meet objectives at both the incident response and Emergency Operations Center levels.

### Designation of DTC Incident Commander

Under the Incident Command System, it is essential to all emergency response planning and action that a single DTC Incident Commander be designated. It is recommended that the Emergency Director, or their designee, be the DTC Incident Commander. This person must be able to bring the needed response to whatever incident may occur. **The function of the Incident Commander should include, but not be limited to:**

- In charge of the DTC response.

- Maintain command until public agencies arrive and assume command or when relieved at start of next operational period.

- Assess the situation.

- Order warning of persons at risk or potentially at risk to take appropriate protective actions.

- Notify or verify internal teams, departments, public agencies, regulators, contractors, and suppliers have been



notified.

Appoint others to incident command positions as needed.

Brief staff on current organization and activities; assign tasks; schedule planning meeting. Determine the incident objectives and strategy; identify information needed or required by others; ensure planning/strategy meetings are held and attend as needed.

Coordinate activities with the Emergency Operations Center (EOC); identify priorities and activities; provide impact assessment for business continuity, crisis communications and management.

Review requests for resources; confirm who has authority to approve procurement; approve all requests for resources as required.

Provide information to and coordinate with crisis communications or media relations team. Terminate the response and demobilize resources when the situation has been stabilized.

### **Command Structure: Command Staff and General Staff positions**

Command Staff should include a Public Information Officer, Safety Officer and Liaison Officer which support the Incident Commander position.

#### **Public Information Officer duties include:**

Advise the Incident Commander on information dissemination and media relations. Serve as the primary contact for anyone who wants information.

Serves external audiences and internal audiences. Obtain information from the Planning Section.

Coordinate with other public information staff.

Obtain information from the community, the media, and others.

#### **Safety Officer duties include:**

Ensures all personnel responding to incident, do it safely. Advises Incident Command on safety issues.

Minimizes employee risk.

#### **Liaison Officer duties include:**

Gathers information about supporting agencies. Coordinates for agencies not in command structure. Provides briefings and answers questions.

### **General Staff positions will include Operations, Planning, Logistics and Administration.**

#### **Operations Section duties include:**

Coordination with IMT and tactical operations during the incident. Request additional resources to support tactical operations.

Expedite appropriate changes in the operations portion of the Emergency Action Plans.

Maintain close communication with the Incident Commander, IMT and other emergency response agencies.

#### **Planning Section duties include:**

Gathers and analyzes information on emergency or crisis. (Personnel usage, supplies, etc.) Gathers, analyzes, and disseminate intelligence and information.

Works closely with the Incident Commander and General Staff. Conduct and facilitate planning meetings.

Determine need for technical experts as well as specialized resources to support the incident. Coordinate with business continuity and senior management teams.

Assemble information on alternative strategies and plans.

Assess current and potential impacts on people, property, environment. Compile and display incident status information.

#### **Logistics Section duties include:**

Provides resources to stabilize the incident and support personnel, systems, and equipment. Workspace or facilities

for incident management staff.

Media briefing center. Transportation.

Communications equipment.

Food, water, shelter, and medical care.

Ensures Incident Command Post and other facilities have been established as needed. Assesses communications needs and facilitates communications between teams/personnel/agencies.

Attends planning meetings; provides input to Emergency Action Plans. Provides updates on resources (availability, response time, deployment). Estimates and procures resources for the next operational period.

#### **Finance/Administration duties include:**

Manages all financial aspects of the incident.

Provides financial and cost analysis information as requested. Create accounts for claims and costs, coordinates with Logistics. Monitor's worker time and costs for materials and supplies.

Documents claims for damage, liability, and injuries.

Notifies risk management/insurance to initiate claims reporting. Provides incurred and forecasted costs at planning meetings.

Provides oversight of financial expenditures, new leases, contracts, and assistance agreements to comply with corporate governance.

#### **Recommended FEMA (ICS) Training programs online:**

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.com>

<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.com>

<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.com>

#### **South Carolina Emergency Operations Plan**

As an agency of the State of South Carolina, Denmark Technical College falls within the directives of the State as to its response to regional and such state-wide disasters as hurricanes, earthquakes, nuclear accidents, terrorism, civil disturbances, and other disasters. The State has two separate plans that provide guidance, the South Carolina Emergency Operations Plans (**SCEOP**) and the South Carolina Hurricane Plan.

In general, state emergency officials work through the county emergency officials in responding to emergencies and follow the directives as outlined in the State plans. DTC coordinates its emergency response to regional state emergencies with the Bamberg County Emergency Management office. Copies of both state plans are maintained in the Business Office and are also available on the state website at:

[www.scemd.org](http://www.scemd.org) South Carolina Emergency Management Division refer to the following site for specific hurricane guidance:

<https://www.scemd.org/stay-informed/publications/hurricane-guide/>

Sections from the SCEOP on major disasters likely to affect this area have been reproduced for reference in the Appendix. Members of the DTC Emergency Management Team (EMT) and Incident Management Team (IMT) should familiarize themselves with this information.

Additionally, SCEMD, has established **Operational Condition Levels (OPCONS)**

The South Carolina Emergency Management Division operates on a system of **Operational Condition** Levels, also known as **OPCONS**. This numerical scale is how SCEMD, the State Emergency Response Team and counties coordinate, prepare and respond to major emergencies.

The three OPCONS and their definitions are compatible with state and federal emergency management organizations nationwide. The Bamberg County Emergency Management Division has adopted the SCEMD's new OPCON levels. The Emergency Action Plan designed for DTC have been formatted to be compatible with SCEMD and BCEMD operational OPCON levels.

South Carolina's OPCONs and their definitions are as follows:

## **OPCON THREE**

### **OPCON THREE - Normal Daily Operations**

Agencies coordinate, plan, train, and exercise as warranted. Incidents are monitored by the State Warning Point and local emergency managers.

## **OPCON TWO**

### **OPCON TWO - Enhanced Awareness**

A disaster or emergency is likely to affect the state. Emergency Operations Plans are implemented. The State Emergency Operations Center is partially activated if necessary.

## **OPCON ONE**

### **OPCON ONE - Full Alert**

A disaster or emergency is imminent or occurring. The State Emergency Operations Center is fully activated. All agency personnel are activated or available for activation.

The following EAPs regarding specific threats or emergencies incidents are to be used by members of the Emergency Management Teams and the Incident Management Team to assist in minimizing exposure to danger and property loss. It is by no means comprehensive but includes information which services as guidelines to follow and generally accepted as useful for each specific emergency, as well as specific information on TCL expected response to the situation.

#### **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 police).

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

#### **2. EMERGENCY COORDINATOR**

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

### **3. PUBLIC INFORMATION OFFICER**

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

Only authorized spokespersons (DTC Director of Public Information and Marketing) will meet or talk with the media. Only documented facts will be 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 DTC.
- b. DTC President and other top administrators and the Public Information Officer are informed immediately of existing emergencies. Critical information gathered is made available to them, includes what it is, how it began, who is involved, what has happened and what resources have been notified.
- c. The President, Director of Public information and any other person involved will meet and decide on the appropriate action.
- d. All calls from the media are referred directly to the Office of Public Information, 803.793.5149.

## EMERGENCY COMMAND POST

When a major emergency occurs, or is eminent, it is responsibility of The Department of Public Safety to set up and staff an appropriate Emergency Command Post as directed. The Police Department located in Building 22 will be kept fully operational and will be designated as the permanent emergency Command Post.

### 1. FIELD EMERGENCY COMMAND POST

If the emergency involves only one building or a small part of the campus, a Public Safety vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer of Public Safety will staff the command post until properly relieved of duty 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 Primary Command Post is to be set up in **Blatt Hall, building 24 Conference Room**. The Secondary (Backup) Command Post will be **Dept. of Public Safety, building 22**. If either site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer is always to staff the Command Post until properly relieved of duty or the emergency has ended. An emergency personnel staging area for outside and local agency assistance shall be established by the Public Safety Officer for operations of the multi-agency on-site emergency resource teams. A conference room with facilities for emergency teams or media crews, designed to accommodate multiple telephone and/or electronics will be designated as needed.

## **CAMPUS EMERGENCY RESOURCE TEAM**

In addition to establishing an Emergency Command Post as necessary, Public Safety will immediately notify all 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: Director of Public Information and Marketing.

Environmental Health and Compliance: Vice President for Fiscal Affairs.

Team members will coordinate with the Emergency Coordinator (i.e., the Chief of Public Safety) for implementation and coordination of the campus operation plan and support for their assigned areas.

Team members will be 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) Direct the College's Emergency response.
- (b) Work with DTC Chief of Police and others in assessing the emergency and preparing the college's specific response.
- (c) Declare and end, when appropriate, the campus state of emergency as provided for in the Introduction of this Guide.
- (d) Notify and conduct liaison activities with the College Administration, governmental agencies, Emergency Resource Team, and others, as necessary.

### **2. EMERGENCY COORDINATOR: Chief of Police**

- (a) Coordinate DTC's Emergency response.
- (b) Determine the type and magnitude of the emergency and establishes the appropriate emergency command post.
- (c) Initiate immediate contact with the president and college administration, begins assessment of the College's condition.
- (d) Notify and utilize DTC police, Sheriff Department, Denmark Public Safety, and if necessary, student aides to maintain safety and order.
- (e) Notify the members of the Emergency Resource Team, advise them of the nature of the emergency.
- (f) Notify and conduct liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.
- (g) Ensure that appropriate notification is made to off-campus staff when necessary.
- (h) Perform 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 documenting the outcome of the emergency.

**3. DAMAGE CONTROL: Physical Plant Manager and Motor Pool Supervisor**

- (a) Provide equipment and personnel to perform shutdown procedures, hazardous are control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- (b) Provide vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to Emergency Resource Team for emergency use.
- (c) Obtain the assistance of utility companies as required for emergency operations.
- (d) Furnish emergency power and lighting systems as required.
- (e) Survey habitable space and relocate essential service and functions.
- (f) Provide facilities for emergency regenerator fuel during actual emergency or disaster periods.
- (g) Provide for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

**4. PUBLIC SAFETY AND COMMUNICATIONS: Public Safety (Senior Officer)**

- (a) Maintain the Police Department in a state of constant readiness.
- (b) Notify college administrators of major emergencies
- (c) Monitor campus emergency warning and evacuation systems.
- (d) Take immediate and appropriate action to protect life, property, and to safeguard records.
- (e) Request assistance from the City, County, and Federal Government for radiological monitoring and first aid as required.
- (f) Provide traffic control, access control, perimeter and internal security patrols, and fire prevention service as needed.
- (g) Provide and equips an alternate site for the Emergency Command Post.
- (h) Maintain liaison with AT&T for telecommunications support, as necessary.

**5. PUBLIC INFORMATION: Director of Public Information**

- (a) Establish liaison with the news media for dissemination of information as requested by the president.
- (b) Arrange for photographic and audio-visual services.
- (c) Advise the President or designee of all news coverage concerning the extent of disaster affecting the campus.
- (d) Prepare news releases for approval and releases to media concerning the emergency.

## **RESPONSIBILITIES**

### **1. PRESIDENT**

DTC 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 have 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 Public Safety 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 Public Safety 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 DTC 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 to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to The Department of Public Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Physical Plant Manager.



## COLLEGE NOTIFICATION SYSTEM

**The Panther Emergency Notification System** is our emergency system through Omnilert. This emergency system is designed to get information out in the timeliest and most efficient manner through telephone, text, and email messaging. All faculty, staff and students are signed up through their college email addresses and phone numbers.

### 1. PUBLIC SAFETY OFFICER ON DUTY:

Public Safety Officers are responsible for communicating emergency situations to DTC Administrators in a timely manner. Upon receipt of an emergency notification, DTC College Administrators will provide details of the emergency to those departments/offices under his direction and take immediate safety measures.

The officer on duty will notify the Chief of Police and Physical Plant Manager of any campus emergency and will initiate the notification protocol. Notification to the following College Administrators is required:

- (1) President and CEO. – 803.793.5100
- (2) Vice President for Academic Affairs - 803.793.5108
- (3) Vice President for Student Affairs– 803.793.5241
- (4) Human Resource Director –803.793.5197
- (5) Director of Public Information- 803.793.5149
- (6) Dean of Students
- (7) Nurse

**IMPORTANT:** During an emergency, campus phones must be restricted to DTC official notification only. In the absence of phone services, the Department of Public Safety handle emergency notification

## ON CAMPUS RESOURCES DURING EMERGENCIES

1. Campus Police Emergency contact at (803)793- 5173. If unavailable, call 911, 803.928.7301, or 803.824.9121

Public Safety Officers are on duty twenty-four hours per day. Additionally, assistance is provided by Campus Security Officers and Local Law Enforcement.

2. Maintenance Operations: Trouble/Service  
After 5:30 p.m., contact Campus Police at 803.824.9121.

Maintenance personnel is always available from during normal working hours and on short notice. They can provide the following emergency services:

- (a) UTILITIES: Repair water, gas, electric and sewage systems.
- (b) STRUCTURES: Repair 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. Shipping/Receiving  
Located at Physical Plant Building, Building #022.

Emergency procurement of items needed for campus support. Contact Office of Fiscal Affairs at 803.793.5158/5264

5. Emergency Shutdown Procedures:

**Note:** In the event of a natural disaster in which major structural damage is sustained utilities will be turn off until a thorough assessment of our facilities infrastructure has been conducted.

## EMERGENCY CONTACT NUMBERS

<b>DTC Dept. of Public Safety</b>	<b>803.793.5173</b>
<b>Bamberg Sheriff Department (Fire and Police)</b>	<b>911/ 803.245.3000</b>
<b>Denmark Police Department</b>	<b>803.793.4639</b>
<b>South Carolina National Guard</b>	<b>803.259.0482</b>
<b>Local Fire Department and Paramedic Units</b>	<b>803.793.4900</b>
<b>Ambulance</b>	<b>911</b>
<b>Bamberg/Barnwell Emergency Medical Center</b>	<b>803.395.3352</b>
<b>South Carolina Department of health and Environmental Control</b>	<b>803.898.3432</b>
<b>S.C. DHEC</b>	
<b>State and County Highway Department</b>	<b>803.245.5181</b>
<b>South Carolina Law Enforcement Division</b>	<b>803.737.9000</b>
<b>South Carolina Forestry Commissions</b> (TO REPORT FOREST FIRES)	<b>911</b>
<b>South Carolina Highway Patrol</b>	<b>911/803.245.5746, 803.531.684</b>
<b>State Governor's Office</b>	<b>803.734.2100</b>
<b>Bureau of Alcohol &amp; Tobacco Firearms</b>	<b>800.283.4867</b>
<b>CSX Transportation Police Department</b> (RAILROAD EMERGENCIES)	<b>800.232.0144</b>
<b>Emergency Management Agency</b>	<b>911</b>
<b>Federal Bureau of Investigation</b>	<b>803.551.4200</b>
<b>FBI Columbia</b> columbia.fbi.gov	
<b>National Weather Service</b>	<b>800.822.8135</b>
<b>National Certified Crisis Center</b>	<b>800.784.2433</b>
<b>National Response Center</b> (TOXIC CHEMICAL AND OIL SPILLS)	<b>800.424.8802</b>
<b>Norfolk Southern Railroad Emergency</b>	<b>800.453.2530</b>
<b>WIS TV and Radio Station</b>	<b>803.758.1271 or 803.799.1010</b>
<b>Poison Control</b>	<b>800.462.0800</b> <b>800.292.6678</b>

**NOTE:** In the event of an evacuation after normal business hours, the on-duty DTC Public Safety personnel will be responsible for the notification and evacuation of occupants of all buildings. Faculty and staff members should assist with evacuation.

## EMERGENCY PROCEDURES GUIDE

### CAMPUS EMERGENCY GUIDELINES

The following EAPs regarding specific threats or emergencies incidents are to be used by members of the Emergency Management Teams and the Incident Management Team to assist in minimizing exposure to danger and property loss. It is by no means comprehensive but includes information which services as guidelines to follow and generally accepted as useful for each specific emergency, as well as specific information on DTC expected response to the situation.

### 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.....	
Suspicious Mail.....	
Active Shooter/Assailant.....	
Violent or Criminal Behavior.....	
Fire.....	
Utility Failure .....	
Psychological Crises.....	

## REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE... 803.793. 5173 or 803.824.9121

1. IN AN EMERGENCY IN WHICH CAMPUS POLICE CANNOT BE REACHED, DIAL 803.245.3000
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

### 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 803.793. 5173 – Main Campus  
IN AN EMERGENCY - - - - - Denmark Technical College Barnwell Educational Training Center – 803.793.5173  
IN AN EMERGENCY - - - - - Denmark Technical College Barnwell Technology Center – 803.793.5173 or  
803.993.9031

IN AN EMERGENCY in which Campus Police CANNOT be reached, dial 911 or 803-245-3000.

### Evacuation Plan

The need to evacuate a building can be for several reasons. Some examples of situations where evacuation may be necessary are for a fire, chemical spill, or smoke event.

If a decision is made to evacuate a building or buildings, a designated person from each building (See Building Evacuation Responsibilities below) will be notified by the DTC Public Safety and asked to alert other persons in their work area. Depending on the situation, it may also be necessary to notify offices in other buildings. If a fire alarm is sounded, then notifications may not be necessary. Fire alarms should only be activated when there is visible smoke, or a fire in the building. All other evacuations should be done by word of mouth, unless otherwise directed by campus officials.

- 1. All persons will evacuate the building that they are in as quickly and orderly as possible, using designated evacuation routes (See “Evacuation Routes” below). In the case of fire, all classroom and office windows and doors should be closed.
- 2. Once outside, a headcount should be taken by a faculty member or delegate to assure that no one is left behind. Faculty should always maintain a class attendance roster.
- 3. Once outside, no one will re-enter the building (for any reason) until it has been declared safe by police or fire officials.
- 4. While outside, all personnel will stay at least 150 yards or 450 feet away from the building.

**Evacuation in event of an emergency should be completed in two minutes or less.**

### ***Procedures for Dormitory Evacuation During Severe Weather Notification***

Once notification for evacuation is received, all residents should collect their personal items, laptops, jump drives and/or flash drives and exit the Dormitory. Unplug computers, televisions, gaming systems, all electronic devices. (***All electronic and valuable items located on the floor should be placed on top of your bed or dresser.***)

- (2) **Residential Hall Managers and Assistants** will check their area of responsibility prior to complete evacuation to ensure that everyone has exited the dormitory and will conduct a headcount in our **Designated Safe Area (Gymnasium)**. If someone is unaccounted for Residential Hall Manager must notify DTCDPS, The Dean of Students and The Vice President of Student Affairs immediately.
- (3) The Residual Hall Managers and Assistants will also identify any student with a disability and assist in the following manner: **Students with Disabilities** (Those with severe auditory, visual, mobility or other impairments which place them “at risk” during an emergency mass exit evacuation.)
  - a. Identify himself/herself to the student and extend assistance to the student.

- b. Will request whatever assistance is needed to assist the student/customer with the disability to our safe area and contact DTCDPS or Bamberg County Sheriff Department.
- c. If unable to assist the student with the disability, he/she is responsible for contacting DTCDPS or Bamberg County Sheriff Department and staying with the student until additional assistant arrives to assist the student.

Once inside the Safe Area please be seated in the bleachers. Emergency Management Staff will assist, provide updates on emergency, assign necessary items during sheltering (cots, bedding, medical supplies, water, and food), and secure the location. Once students are in the safe area, they will not be allowed to leave unless authorized by Emergency Management Staff.

### **Evacuation Routes and Assembly Points**

**Physical Plant** (Bldg. 22) Exit through the front or side door and go to the parking area.

**Culinary Arts Building** (Bldg. 23/ Cafeteria)-Exit through the nearest door and go to the parking area across the street.

**Blatt Hall** (Bldg. 24)-Exit through the nearest door and go to the grass area in front of the building. Do not use the elevator.

**Smith Hall** (Bldg. 25)- Exit through the nearest door and go to the grass area in front of the building. Do not use the elevator.

**Multicultural Center** (Bldg. 26)- Exit through the nearest door and go to the parking lot in front of Physical Plant building.

**Bldg. 27**- Exit through the nearest door and go to the parking lot in front of Physical Plant building.

**Science Building** (Bldg. 28)- Exit through the nearest door and go to the parking lot of the Physical Plant. Do not use the elevator.

**Academic Center** (Bldg. 29)- Exit through the nearest door and go to the parking lot of the Physical Plant.

**Academic Support Building** (Bldg. 30)- Exit through the nearest door and go to the grass area towards the library.

**McDuffie Building** (Bldg. 100/Gym)- Exit through the closest door. Front or side doors meet in the parking area across the street. Rear doors meet at the baseball field.

**Library** (Bldg. 113)- Exit through the closest door and meet in the parking area.

**Continuing Education** (Bldg. 200,300,400)-Exit through the closest door and meet across the road in the grass area.

**Dawkins Hall** (Bldg. 500)-Exit through the nearest door and go to the grass area between King Hall and Dawkins Hall.

**King Hall (Bldg. 600)**- Exit through the nearest door and go to the grass area between King Hall and Dawkins Hall.

**Edisto Hall (Bldg. 700)**-Exit through the nearest door and go to the grass area between Edisto Hall and Dawkins Hall.

**The officer on duty at the time of an incident is responsible for assuring that Bamberg County 911 Center is notified, so that additional emergency personnel can be alerted.**

**DTC Public Safety and Crisis Management Team Personnel will be responsible for alerting faculty who are teaching in classrooms.**

- Notify faculty members as quickly as possible, so they can evacuate their students.
- Faculty and students will leave the building in accordance with evacuation routes (as quietly and orderly as possible) and gather at assembly points for attendance. Faculty members should assist students in evacuation procedures and help to get them to the evacuation destinations.
- Any persons not accounted for should be reported to DTC Public Safety or emergency officials immediately. Individuals should not go to their vehicles and are expected to remain at campus until instructed they can leave.

### **Building Evacuation Responsibilities**

The following Team Leaders are responsible for the notification, lockdown and or evacuation of occupants of their respective buildings:

Building	Team Leader	Phone Number
Physical Plant (#22)	Public Safety Officer	803.793.5173
Culinary Arts/ Cafeteria (#23)	Mary Higginbotham	803.793.5222
Blatt Hall (#24), 1 <sup>st</sup> floor	Tanika Hughes	803.793.5264
Blatt Hall (#24), 2 <sup>nd</sup> floor	Hermeca Johnson-Lawton	803.793.5195
Blatt Hall (#24),	Reserve, Jessica Holman	803.793.5250
Smith Hall (#25), 1 <sup>st</sup> floor	Michael Stevenson	803.793.5112
Smith Hall (#25), 2 <sup>nd</sup> floor	Dr. Sidney Emory	803.793.5147
Multicultural Center (#26)		
Building 27	Cheryl Gina	803.793.5180
Science Building (#28)	Donna Syme	803.793.5233
Academic Center (#29)	Melissa Collins	803.793.5242
Academic Center (#29)	Reserve, Dr. Lamar White	803.682.0776
Academic Support (#30)	Nurse	803.793.5224
Student Center/Gym (#100)	Bookstore Manager	803.793.5159
Library (#113)	Carolyn Fortson	803.793.5213
Continuing Ed (200,300,400)		
Dawkins Hall (#500)	Dorm Supervisor	
King Hall (#600)	Marcus Terry	803.747.1099
Edisto Hall (#700)	Mr. Byrd	



**FIRE EVACUATION**  
IN AN EMERGENCY, DIAL- 911

**Fire, Smoke, Explosion**

If You Discover Smoke or Fire:

- Remove yourself from the immediate danger and warn others.
- Activate the building fire alarm at a manual pull station on your way out.
- If it is safe to do so and the fire is small enough, and you have been properly trained you may take action to control the fire with a fire extinguisher.
- Evacuate the building, following the Building Evacuation Procedures noted previously.
- If smoke is present stay low because the best quality of air is near the floor.
- Proceed to the stairwell and exit to the ground floor.
- Do not return to your area for personal items.
- Call 911 when you are safely out of and away from the building.

How to Use a Fire Extinguisher:  
(1) Pull the pin, (2) Aim nozzle at base of the fire, (3) Squeeze the trigger (4) Sweep the fire extinguisher from side to side.

Other Relevant Information:

- **If you catch on fire:**
- **DO NOT RUN!**
- **STOP** where you are and
- **Drop** to the ground.
- **Roll** over and over to smother and extinguish the flames.
  
- **If You Are Trapped and Cannot Evacuate:**
- **Call 911 immediately.**
- If available wedge a towel, clothes, or other cloth materials underneath the bottom of the door to keep smoke out.
- Close as many doors as you can between you and the fire.
- If trapped in a room with windows and you need oxygen, **break the window as a last resort. Use caution.**

Emergency Pull Boxes and fire extinguishers are also located in the hallways of all buildings (see specific building diagram).

- (1) Once notification for evacuation is received, all members of staff should collect their personal items, computer jump or flash drive and exit the building. In a smoke-filled hallway, (a) walk along

the walls with your right hand as a guide (b) walk toward the red lighted exit signs and proceed to the (external) safe zone.

- (2) Team Leaders (identified by Emergency Management Team) will check the office prior to complete evacuation to ensure that everyone has exited the building and will assemble everyone in our Designated Area and contact DTC Department of Public Safety (DTCDPS) or Bamberg County Sheriff Department. The Team Leaders will assemble the members of his or her team and conduct a head count of their team members. Any team member(s) who is (are) confirmed to be at work but not accounted for; the team leader will make attempts to contact them by phone. If the team member(s) are not located, the team leader will inform our DTCDPS or Bamberg County Sheriff Department of the missing team member(s) and the last area of the building the team member(s) were known to be.
- (3) The Team Leader during the evacuation process will also identify any team member with a disability or any student or customer with a disability and assist in the following manner: Students or Customers with Disabilities (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation.)
  - a. Identify himself/herself to the student or customer as the team leader and extend assistance to the student or customer.
  - b. The Team Leader will request whatever assistance is needed to assist the student/customer with the disability to our safe area and contact DTCDPS.
  - c. If the Team Leader is unable to assist the student/customer with the disability, he/she is responsible for contacting DTCDPS or Bamberg County Sheriff Department and staying with the student/customer until additional assistant arrives to assist the student/customer.

#### **Procedures for Tornado/Straight Line Wind Evacuation**

- (1) Once the national weather service indicates **Tornado Watch** - Conditions are **conducive to the development** of tornadoes in and close to the watch area. **Tornado Warning** - A tornado has been sighted by spotters or indicated on radar and **is occurring or imminent** in the warning area. Once we go to a **Tornado Warning** and notification of this level is received, all team members should collect their personal items, computer jump or flash drive and assemble in the Safe Zone of the building {Safe Zone has been identified as the lower level of the building in the main hallway. Stay away from windows and close all individual office doors}. Team Leader will secure one of our emergency kits and have it readily available in the assembly area in the event of a direct hit.
- (2) Team Leaders will check their areas of responsibility to ensure that everyone is in the safe zone.
- (3) The Team Leader will also identify any team member with a disability or any student or customer with a disability and assist in the following manner: Students or Customers with Disabilities (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation.)
  - a. Identify himself/herself to the student or customer as the team leader and extend assistance to the student or customer.
  - b. The team leader will request whatever assistance is needed to assist the student/customer with the disability to our safe area and contact DTCDPS or Bamberg County Sheriff Department.
  - c. If the team leader is unable to assist the student/customer with the disability, he/she is responsible for contacting DTCDPS or Bamberg County Sheriff Department and staying with the student/customer until additional assistant arrives to assist the student/customer.

### **Procedures for Flood Evacuation**

- (1) Once notification for evacuation is received, all team members should collect their personal items, and exit the building. unplug computers, copier machines, secure all mail in designated area, secure all financial instruments, collect all documents, and close all file cabinets (All items located on the floor will be placed on top of your workstation).
- (2) Team Leaders will check their areas of responsibility prior to complete evacuation to ensure that everyone has exited the building and will assemble everyone in our Designated Area and contact DTCDPS or Bamberg County Sheriff Department.
- (3) The Team Leader will also identify any team member with a disability or any student or customer with a disability and assist in the following manner: Students or Customers with Disabilities (Those with severe auditory, visual, mobility or other impairments which place them “at risk” during an emergency mass exit evacuation.)
  - a. Identify himself/herself to the student or customer as the team leader and extend assistance to the student or customer.
  - b. The team leader will request whatever assistance is needed to assist the student/customer with the disability to our safe area and contact DTCDPS or Bamberg County Sheriff Department.
  - c. If the team leader is unable to assist the student/customer with the disability, he/she is responsible for contacting DTCDPS or Bamberg County Sheriff Department and staying with the student/customer until additional assistant arrives to assist the student/customer.

### ***Procedures for Hurricanes***

- (1) Once notification for evacuation is received, all team members should collect their personal items, laptops, jump drives and/or flash drives and exit the building. Unplug computers, copier machines, secure all mail in designated area, secure all financial instruments, collect all documents, and close all file cabinets (***All items located on the floor will be placed on top of your workstation***).
- (2) **Team Leaders** will check their area of responsibility prior to complete evacuation to ensure that everyone has exited the office and will assemble everyone in our **Designated Area** and contact DTCDPS or Bamberg County Sheriff Department.
- (3) The Team Leader will also identify any team member with a disability or any student or customer with a disability and assist in the following manner: **Students or Customers with Disabilities** (Those with severe auditory, visual, mobility or other impairments which place them “at risk” during an emergency mass exit evacuation.)
  - a. Identify himself/herself to the student or customer as the team leader and extend assistance to the student or customer.
  - c. The team leader will request whatever assistance is needed to assist the student/customer with the disability to our safe area and contact DTCDPS or Bamberg County Sheriff Department.
  - d. If the team leader is unable to assist the student/customer with the disability, he/she is responsible for contacting DTCDPS or Bamberg County Sheriff Department and staying with the student/customer until additional assistant arrives to assist the student/customer.

### ***Procedures for Chemical Evacuation or Radiation Spill***

1. Any spillage of a hazardous chemical or radioactive material must be reported immediately to The Department of Public Safety at 803.793.5173 or 911
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 Public Safety Officers. Required first aid and cleanup by specialized authorities will be started at once.
5. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM ONLY RINGS IN INDIVIDUAL BUILDINGS – You must report the emergency.**
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.
10. A DTC 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 area assembly point. Stay there until an accurate headcount is taken. The Building Captains will take attendance and assist with identification of all building occupants.

## **EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS**

In the event a major occurrence 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 DTC Department of Public Safety, 803.793. 5173, 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 ONLY RING IN SOME BUILDINGS – You must report the emergency by telephone.
4. When the building evacuation alarm is sounded or when told to leave by DTC 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 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, seek shelter 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 emergency re-assembly area.
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 shelter.
5. After the initial shock, evaluate the situation. If emergency help is necessary, call 911. Always protect yourself and be prepared for after-shocks.
6. Damaged facilities should be reported to Public Safety and Maintenance immediately. **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 INDIVIDUAL BUILDINGS – You must report the emergency.
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.
12. A DTC 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 with identification of 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 803.793.5173 or 911, after hours 803.824.9121 or 911.
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 Public Safety, 803.793. 5173 or 911. Always report the incident.
5. Public Safety Officers will conduct a thorough bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Public Safety. **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 ONLY RING IN INDIVIDUAL BUILDINGS – You must report the incident.**
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.
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 with

identification of all building occupants.

### ***Procedures for Suspicious Mail***

All Denmark Technical College faculty and staff should follow the guideline published by the Postmaster General, John E. Potter on October 19, 2003:

#### **What should make me suspect a piece of mail?**

- It is unexpected or from someone you do not know.
- It is addressed to someone no longer at your address.
- It is handwritten and has no return address or bears one that you cannot confirm is legitimate.
- It is lopsided or lumpy in appearance.
- It is sealed with excessive amounts of tape.
- It is marked with restrictive endorsements such as "Personal" or "Confidential."
- It has excessive postage.

- (1) Once a suspicious substance is received in the mail or from a courier, the associate processing the mail must proceed as follows:

- **What should I do with a suspicious piece of mail?**
- Do not handle a letter or package that you suspect is contaminated.
- Do not shake it, bump it, or sniff it.
- Wash your hands thoroughly with soap and water.
- Notify our DTCDPS.

If the mail is open, please secure it in the zip lock bag provided in your emergency evacuation bin and follow the outlined procedures. It is important that we isolate the area to prevent contamination. The team member opening the mail should immediately go to the nearest restroom facility and wash hands thoroughly with soap and water.

- (2) **Team Leaders** will isolate the office from the affected area and evacuate. The team leader will assemble everyone in our **Designated Area** and contact DTCDPS or Bamberg County Sheriff Department.
- (3) The Team Leader will also identify any team member with a disability or any student or customer with a disability and assist in the following manner: **Students or Customers with Disabilities** (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation.)
  - a. Identify himself/herself to the student or customer as the team leader and extend assistance to the student or customer.
  - b. The team leader will request whatever assistance is needed to assist the student/customer with the disability to our safe area and contact DTCDPS or Bamberg County Sheriff Department.
  - c. If the team leader is unable to assist the student/customer with the disability, he/she is responsible for contacting DTCDPS or Bamberg County Sheriff Department and staying with the student/customer until additional assistant arrives to assist the student/customer.



## Active Shooter/Assailant Incident

Since 2002, the Advanced Law Enforcement Rapid Response Training (ALERRT) Program at Texas State University has been used to train law enforcement officers across the nation in how to rapidly respond to dangerous active threat situations, primarily focused on Active Shooter Incidents. The FBI, Secret Service and Department of Homeland Security has also adapted the ALERRT program and provided training to law enforcement agencies, schools, and other community organizations in response to active threat incidents. The ALERRT Run/Hide/Fight is national response protocol used in response to Active Shooter threat.

*Preparing for any critical incident event involves **awareness, planning, and preparation.***

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of DTC Leadership, faculty, staff, or employees during an active shooter situation.

### **Awareness**

- Be cognizant and familiar of your surroundings at work, home, and in public places.
- Always look through a “lens” of survival.
- Use your senses.
- Trust your intuition.

### **Planning**

- Plan to survive a critical incident.
- Ask yourself the “**What if**” questions.
- Rehearse your plan in your mind.

### **Preparation**

- Have a survival mindset. Develop a single mindedness to survive.
- Plan a strategy
- Think outside the box. What implements do you have at hand to help you survive?
- Do whatever is necessary to neutralize or eliminate the threat.
- Have a survival mindset

**RUN:** If there is an accessible escape path, attempt to evacuate the premises.

Have an escape route and plan in mind.

Evacuate regardless of whether others agree to follow. Leave your belongings behind.

Help others escape, if possible.

Prevent individuals from entering an area where the active shooter may be. Keep your hands visible.

Follow the instructions of any police officers. Do not attempt to move wounded people.

Call 911 when you are safe.

**HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

Be out of the active shooter’s view.

Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door). Do not trap yourself or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

Lock the door.

Blockade the door with heavy furniture.

If the active shooter is nearby:

Lock the door.

Silence your cell phone and/or pager.

Turn off any source of noise (i.e., radios, televisions). Hide behind large items (i.e., cabinets, desks).

Remain quiet.

If evacuation and hiding out are not possible:

Remain calm.

Dial 911, if possible, to alert police to the active shooter's location.

If you cannot speak, leave the line open and allow the dispatcher to listen.

Remain out of sight and quiet by hiding behind large objects and silence your phone.

**FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

Acting as aggressively as possible against him/her.

Throwing items and improvising weapons. Yelling.

Be committed to your actions.

#### **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

Officers usually arrive in teams of four (4).

Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.

Officers may be armed with rifles, shotguns, handguns.

Officers may use pepper spray or tear gas to control the situation.

Officers may shout commands and may push individuals to the ground for their safety.

#### **How to react when law enforcement arrives:**

Remain calm and follow officers' instructions.

Put down any items in your hands (i.e., bags, jackets). Immediately raise hands and spread fingers.

Always keep hands visible.

Avoid making quick movements toward officers such as holding on to them for safety. Avoid pointing, screaming, and/or yelling.

Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

#### **Information to provide to law enforcement or 911 operator:**

Location of the active shooter. Number of shooters, if more than one. Physical description of shooter/s.

Number and type of weapons held by the shooter/s. Number of potential victims at the location.

**Notes:** The first officers arriving to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

## **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 803.793.5149 or 803.793.5173.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Public Safety at 803.793.5173.
3. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM ONLY RING IN INDIVIDUAL BUILDINGS; you must report the emergency.
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.
8. A DTC 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

Campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and communication devices available for emergencies.

ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone to notify 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 Public Safety at 803.793.5173 or Maintenance 803.793.5149. 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 Public Safety at 803.793.5173 or Maintenance at 803.793.5149.

### **VENTILATING PROBLEM:**

If smoke odors come from the ventilation system, immediately notify Public Safety at 803.793.5173 or Maintenance at 803.793.5149 and if necessary, cease all operations and vacate the area.

## **Crimes on Campus**

Denmark Technical College is committed to protecting the welfare of its faculty, staff, students, and visitors, as well as its property and facilities. The college strives to minimize the impact of emergencies and assure maximum and efficient uses of our resources in responding to and recovering from critical incidents. This guideline provides plans and procedures for responding to emergencies that may threaten the health and safety of the college community or disrupt its programs and operations.

When an emergency occurs, response actions are guided by our goal to:

- Protect life and provide safety.
- Secure our critical infrastructure and facilities.
- Resume all our college day-to-day operations as quickly as possible.

## **Responsibility to Report Crimes**

All members of the Denmark Technical College community, its guests and visitors are encouraged to report emergency situations or instances of possible violations of law or college policies to the DTC Department of Public Safety by calling 803.793.5173 or **911**. DTCDPS officers have the primary responsibility for responding to and investigating criminal complaints.

### **Crime Reporting Procedures:**

- Notify the DTC Police by calling 803.793.5173 or **911** to report the incident, and provide the following information:
- Name of the person calling in the report (not required)
- Type of incident
- Location of the incident
- Description of person(s) involved
- Description of property involved

## **Workplace Violence**

### **What is Workplace Violence?**

- A threat of or actual physical assault.
- Indirect threats such as “I know where you live” or “I know what kind of car you drive.”
- Stalking or harassment that causes fear, terror, worry, or intimidation to another person.
- Acts or actions that are intended to disrupt or sabotage day to day operations of the college.

### **Types of Threats**

- **Written** - notes, letters, or faxed messages.
- **Electronic** – telephone, voice mail, e-mail, social media, i.e., Facebook, Twitter, Instagram, etc.
- **Stalking** – following a person from home, work, class, etc. and repeatedly being in the same location when requested not to be.
- **Harassment** – Unwelcome acts, gestures, verbal communications, or physical contact not resulting in physical harm.
- **Overheard Threats** – threats overheard which are directed against someone or against college property.

### **What to do if you are a Victim or Witness to Workplace Violence:**

- Leave the area and run from harm’s way.
- **Call 803.793.5173 or 911 immediately.**
- **If unable to leave the area:**
- Try to remain a safe distance away from the suspect.
- Attempt to get the attention of others. If safe to do so, try to telephone a co-worker or other persons.
- Try to calm the threatening individual to de-escalate the situation.
- Be respectful and empowering.
- Acknowledge the person’s feelings.
- Be reassuring and point out choices.
- Listen to the person and allow them to talk.
- Have a survival mindset

- You are not required to fight, but remember, if you do nothing you have removed any chance that could affect the outcome of your personal survival.

**Life Threatening Emergency:**  
**Call 911 immediately and give your name, location, type of emergency/event, weapons involved, offender description and location, structural damages from natural disaster/event, etc.**

### **Crime Prevention Tips/Information**

The Workplace:

- Keep your purse, wallet, keys, mobile phones, tablets/laptops, and other valuables with you or locked in a drawer or locker if provided.
- If you feel comfortable ask for student or employee identification if you see a strange or suspicious person in the area. If you are not comfortable making an approach **call 911 and request a police officer be dispatched.**
- Try to let your co-workers know where you will be, i.e., coming in late to work, working late, going to copier, lunch, meeting, or other errands.
- Report interior and exterior lights that are out, dimly lit corridors, stairwells, and doors that do not lock properly.
- Do not advertise your social life or vacation plans on social media.

While Driving;

- Always lock your vehicle when it's unattended. Keep valuables and prescription medications out of view. Upon returning to your vehicle have your keys/key fob out and ready to open the door.
- Be observant of your surroundings when walking away or approaching your vehicle
- Look around, underneath and inside your vehicle upon your approach.
- Lock your vehicle door after getting in the vehicle and fasten your seatbelt before starting the vehicle.

When Walking:

- Avoid walking or running alone at night. Go with a friend.
- Always walk or run in well lighted areas.
- Do not use headphones or earbuds while walking, driving, or running.
- Be cognizant of your surroundings. Be alert.
- Stay away from anything that can obstruct your vision or being seen, i.e., large/overgrown shrubbery, poor lit areas, unknown/unfamiliar doorways, passages, trails, etc.
- If followed go immediately to an area with people, lights. If necessary, **call 911.**

Other Helpful Information:

- Do not display cash openly.
- Be alert and cognizant of your surroundings and people when using ATM machines and kiosks.
- Be cautious of people approaching you to ask for money, gasoline for their vehicle, or trying to sell you something in a parking lot.

- Do not approach vehicles when asked for direction, keep your distance.
- Use your senses. **Sight, sound, touch, smell, taste, and your perception.**
- **Be Vigilant when it comes to your safety and the safety of others. See Something, Say Something!**

### **WHAT TO DO IF TAKEN HOSTAGE:**

If you are in a situation where you hear or see something that indicates there may be a hostage situation, attempt to follow the steps below.

- Immediately remove yourself and others, employees, and students, away from any danger.
- **Call 911** and be prepared to give the following information:
  1. Your name, the location of the incident and your telephone number.
  2. Number of possible hostage takers.
  3. Physical description and names of hostage takers, if possible.
  4. Number of possible hostages.
  5. Any weapons the hostage takers may have.
  6. Any other information you believe is important to resolve the incident.

If a situation should arise where you may be the victim of a hostage taking the following precautions and procedures should be considered:

- Try to remain calm.
- Be observant. If you are released, the police will need as much information as possible about the hostage taker and the room. Observe the captors – their physical traits, voice patterns, clothing or other details that can help provide a description later.
- Have a survival mindset. Develop a single mindedness to survive.
- Do not become argumentative.
- Speak normally. Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Avoid any ideological conversations or topics that could antagonize the captor.
- If the police must breach the location, lie still on the floor, and do not raise your head or move until told to do so by the police.
- Expect to hear a lot of noise, to see bright lights, and possibly smell some type of tear gas.

You may even be handcuffed and treated as a prisoner until everything is secured by the police.

## **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 breakdown. A psychotic breakdown 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 DTC Public Safety of the situation immediately at 803.793.5173 or 911. Clearly state that you need immediate assistance, give your name, your location and the area involved.
3. In extreme emergencies, dial **911** or the Bamberg County Central Dispatch Number, 803.245.3000.

## **MEDICAL AND FIRST AID**

Emergency Telephone Numbers – 911, Main Campus and Denmark  
Technical College Barnwell Educational Training Center 803.793-  
5173, Off Campus Emergencies – Dial: 803.793.4639 (Denmark PD),  
803.245.3000 (Sheriff Department)

If serious injury or illness occurs on campus, immediately dial **911**. 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. Some DTC employees are trained in first aid and CPR. A defibrillator is in the Health Services Department, Public Safety, and student center/gym.

\*Only certified personnel should provide first aid treatment (i.e., first aid, CPR).

Do not move the injured person unless safety concerns dictate, they be moved. Comfort the person and assure them that medical assistance is on the way. If properly trained and the situation dictates, use pressure to stop bleeding and provide Basic Life Support (CPR).

**Do Not** jeopardize your health or the health of the person. Wait for professional help if you are unable to provide proper First Aid safely.

### **Injured Persons**

#### **Students**

- **Call 911 and provide injury/incident information.**
- **Remain with the person requiring medical assistance.**
- **Police will respond to the scene and manage the scene and incident.**

#### **Faculty and Staff**

- **Call 911 and provide injury/incident information.**
- **Remain with the person requiring medical assistance.**
- **Police will respond to the scene and manage the scene and incident.**
- **Faculty or staff member will complete an internal report on the medical emergency.**

#### **Visitors**

- **Call 911**
- **Remain with the person requiring medical assistance.**
- **Police will respond to the scene and manage the scene and incident.**

## Emergency Medical Equipment List

1	bottle	<b>Cough Syrup</b> (Robitussin, Dimetapp)
1	box	<b>Decongestant</b> (Actifed, Sudafed)
1	bottle	<b>Eye Drops</b> (Visine)
1	Tube	<b>Hemorrhoid Relief</b> (Preparation H)
1	box	<b>Ibuprofen</b> (Advil, Nurofen, Paracetamol)
1	bottle	<b>Itching, Insect/Rash</b> (Caladryl, Calamine)
1	Tube	<b>Itching</b> (Dibucaine, Paraderm, Lanacane)
1	Tube	<b>Lip Balm</b> (Chapstick, Blistex)
1	Tube	<b>Lubricant, Water Soluble</b> (K-Y Jelly)
1	bottle	<b>Nasal Decongestant</b> (Sinex, Omex)
1	box	<b>Nausea, Motion Sickness</b> (Kwells, Dramamine, Travacalm, Meclizine)
1	box	<b>Non-Aspirin Pain Reliever</b> (Tylenol)
1	box	<b>Pain, Fever Reducer</b> (Panadeine, Mobigesic)
1	Box	<b>Pain Reliever with Codeine</b> (Panamax, Tylenol 3)
1		<b>Prescription</b> (A supply of any you are taking)
1	jar	<b>Petroleum Jelly</b> (Vaseline)
1	bottle	<b>Poison Ivy/Oak</b>
1	packet	<b>Poison Absorber</b> (Activated Charcoal)
1	bottle	<b>Radiation Protection</b> (Potassium Iodide-[ <b>KI</b> ] or Potassium Iodate-[ <b>KIO<sub>3</sub></b> ] either is fine)
1	can	<b>Sunburn Relief</b> (Solar Caine)
1	bottle	<b>Sunscreen</b> (SPF 15 at least)
1	bottle	<b>Vomit Inducer</b> (Ipecac, Activated charcoal)
1	Tube	<b>Yeast Infection Treatment</b> (Gyne-Lotrimin, Monistat)

1	Each	<b>Basic First Aid Book</b> , in plain language
2	Each	<b>Bandages (Ace) elastic, 4"</b>
4	Each	<b>Bandages, gauze, 2" x 2"</b>
2	Each	<b>Bandages, gauze, 3" x 3" and 4" x 4"</b>
1	Each	<b>Bandages, gauze, 18" x 36"</b>
2	Each	<b>Bandages for burns (Second Skin) 3" x 3-1/2"</b>
3	Each	<b>Triangular Bandages</b>
1	box	<b>Band-Aids in assorted sizes</b> , flexible and moisture resistant best
1	box	<b>Bicarbonate of Soda</b>
1	box	<b>Butterfly sutures or Leukostrips</b>
1	Each	<b>Cold/heat Pack</b> , reusable
1	box	<b>Cotton Swabs</b>
1	box	<b>Dental Floss</b>
1	box	<b>Epsom Salts</b>
1	Each	<b>Eyedropper</b>
2	Rolls	<b>First Aid Tape, 1/2" x 10 yards and 1" x 5 yards</b>
4	Pair	<b>Gloves, lightweight rubber</b> , (for medical and hygiene purposes)
1	Tube	<b>Insect Repellent</b>
1	bottle	<b>Isopropyl Alcohol</b>
1	box	<b>Moistened Towelettes</b>
1	Each	<b>Nail Clipper</b>
1	box	<b>Razor Blades</b> , single edge
1	box	<b>Safety Pins</b> , assorted sizes
1	Each	<b>SAM splint</b>
1	Each	<b>Scalpel</b>
1	Each	<b>Scissors</b> , Surgical pointed
1	Each	<b>Snake bite kit</b>
1	bottle	<b>Soap, liquid</b> , antibacterial
6	Each	<b>Tongue Depressors</b>
2	Each	<b>Thermometers, disposal OR 1 digital</b> , (no breakables with mercury)
1	Each	<b>Tweezers</b>
1	Tube	<b>Analgesic Cream</b> (Campho phenique, Paraderm Plus)
1	Box	<b>Antacid</b> (Mylanta, Tums, Pepto-Bismol)
1	series	<b>Antibiotic</b> (Tetracycline for general infections)
1	box	<b>Anti-Diarrheal</b> (Imodium, Diasorb, Lomotil)
1	box	<b>Anti-fungal</b> (Desenex, Micatin, Tinactin, Lotrimin)
1	box	<b>Antihistamine</b> (Benadryl, Claritin)
1	Tube	<b>Antiseptic Ointment</b> (Neosporin, Dettol)
1	each	<b>Anti-toxin</b> (DMSO)
1	Tube	<b>Burns</b> (Hydrocortisone, Derm-Aid)
1	box	<b>Cold/Flu Tablets</b>
1	box	<b>Constipation</b> (Ex-Lax, Dulcolax)

## **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 because of the demonstration:

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

If any of these conditions exist, Public Safety should be notified and will contact the President, the Vice President, and the Dean of Student Services. Depending on the nature of the demonstration, the appropriate procedures listed below will be followed:

### **1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

- a. Generally, demonstrations of this kind will not be interrupted. Demonstrations will not be obstructed or provoked, and efforts will 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 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. If a demonstration blocks access to campus facilities or interferes with the operation of the college:
  - (1) Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Services or designee.
  - (2) The Vice President for Student Services will consider having a photographer available.
  - (3) Key DTC Personnel and Student leaders will be asked by the V.P. for Student Services to go to the area and persuade the demonstrators to desist.
  - (4) The V.P. for Student Services or 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 informed failure to discontinue the specified action within a determined length of time will result in disciplinary action including suspension, expulsion, or intervention by law enforcement authorities (See Attachment A). Except in extreme emergencies the President will be consulted before such disciplinary actions are taken.
  - (6) Efforts will be made to secure positive identification of demonstrators in violation campus policies, rules, and regulations.
  - (7) The V.P. for Student Services will consult with the President and Chief of Public Safety to determine if law enforcement action is necessary to regain order.
  - (8) When there is a determination made for law enforcement intervention, the demonstrators will be informed. Upon arrival of the SHERIFF/SLED or Police Department, the remaining demonstrators will be advised to disperse or be arrested. (See Attachment

### **3. VIOLENT, DISRUPTIVE DEMONSTRATIONS**

If a violent demonstration in which injury to persons or property occurs or appears eminent, the President and the V.P. for Student Services will be notified:

#### **a. During Business Hours**

- (1) In coordination with the V.P. for Student Services, The Department of Public Safety will contact outside law enforcement agencies
- (2) If advisable, the V.P. for Student Services will alert both the President and the Vice President of Academic Affairs who may call a photographer to report to an advantageous location for photographing the demonstrators.
- (3) The President, in consultation with the V.P. for Student Services and the chief of police, will determine the possible need for any sanctions.
- (4) Public Safety Officers will communicate with all local and state law enforcement agencies.

#### **b. After Business Hours**

- (1) Public Safety should be notified immediately of the disturbance.
- (2) Public Safety Officers will investigate the disruption and report and notify administrators and the V.P. for Student Services.

#### **(3) The V.P. for Student Affairs 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 DTC Director of Public Information.
- (d) Arrange for a photographer.

**Note:** The Chief of Department of Public Safety reserves the right to call for SHERIFF/SLED and local law enforcement assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.



## Ariel Photograph of Denmark Technical College





# Denmark Technical College

