



Piedmont Technical College
Comprehensive Emergency Operations Plan

Piedmont Technical College Comprehensive Emergency Operations Plan (CEOP)

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Introduction

This guide has been prepared to assist Piedmont Technical College personnel in responding effectively and efficiently in emergency situations. The guide attempts to standardize emergency responses as much as possible while giving leeway for each campus to follow its own procedures. The plans outlined here are, therefore, minimal and each campus is encouraged to make additions in the interest of greater safety. It is suggested that you attach your campus emergency procedures to this booklet.

College personnel responsible for the development of emergency procedure plans may secure additional information and assistance from the Emergency Preparedness Departments of their counties.

POLICY STATEMENT

Piedmont Technical College is dedicated to providing a safe environment for all faculty, staff, students and visitors. The Comprehensive Emergency Operations Plan (CEOP) is designed to identify procedures to protect lives and property, provide organized and safe response actions, and effectively use college resources in the event of a major emergency and/or disaster.

It is the policy of this institution that no undue risks are taken in the execution of this plan. The college will engage in all appropriate actions necessary to prevent conditions that could result in harm of lives and property. Faculty and staff must use sound judgment in each situation.

Upon activation of the plan, local authorities, in conjunction with the Piedmont Technical College Public Safety Department, will be contacted for support and guidance.

A handwritten signature in black ink that reads "Ray Brooks". The signature is written in a cursive style with a horizontal line extending from the end of the name.

L. Ray Brooks, Ed.D.
President

Piedmont Technical College Comprehensive Emergency Operations Plan (CEOP)

Mission

Piedmont Technical College's mission is to provide a safe environment for faculty, staff and students. The college is dedicated to maintaining a high state of readiness in order to protect lives, protect property, execute well-organized and safe response procedures, and to maximize college resources in the event of an emergency or disaster.

Purpose

The purpose of the plan is to establish procedures in the event of an emergency or disaster when declared by the Governor, President of the College or his/her designee or Department of Public Safety. These procedures will identify actions that shall be followed during a declaration of emergency or disaster.

Activation

The following personnel may declare activation of the Comprehensive Emergency Operations Plan (CEOP):

1. Governor of State of South Carolina: Activates supplemental parts of this plan in the event of a natural disaster or major emergency.
2. President of Piedmont Technical College or his/her designee: Activates this plan when directed by the Governor or in the event of a disaster or emergency that affects the safety of faculty, staff, students and/or destruction of college property.
3. Department of Public Safety Official: Activates this plan in the event of a disaster or emergency that affects the safety of faculty, staff, students, and/or destruction of college property or as directed by the President of the College.
4. The Facilities Management Manager: Activates this plan in the event of a disaster or emergency that affects the safety of faculty, staff, students, and/or destruction of college property or as directed by the President of the College.

Press Releases

The Director of College Communications or designee (864)941-8540) will handle all communications with the press regarding campus emergencies. No other employee of the college is permitted to make statements to the news media (Institutional Directives).

Continuity of Administration

Continuity of administrative decisions for emergency situations shall be as follows:

President of the College

This person is responsible for overseeing normal day-to-day operations of the college. During an emergency or disaster, this person is responsible for declaring an emergency or disaster that may affect the safety of faculty, staff, students, and/or destruction of college property.

Vice President of Institutional Advancement & General Counsel

This person is responsible for overseeing normal day-to-day operations of the college in the absence of the President of the College. During an emergency or disaster, this person is responsible for declaring an emergency or disaster that may affect the safety of faculty, staff, students, and/or destruction of college property.

Dean/Site Coordinator/Educational Support Coordinator of Campus

This person is responsible for overseeing normal day-to-day operations of the campus. During an emergency or disaster, this person is responsible for declaring an emergency or disaster that may affect the safety of faculty, staff, students, and/or destruction of college campus property.

Director of Public Safety

This person is responsible for the general day-to-day security, emergency response, and overall protection of life and property for all college locations. During an emergency or disaster, this person is responsible for activating personnel to assist in the emergency and contacting local authorities for assistance.

This person is responsible for the day-to-day safety and environmental concerns of faculty, staff and students at all college locations. This person is responsible for coordinating the emergency response activities and review and update emergency plans on an annual basis.

This person is responsible for the direction and leadership of personnel assisting in the response of an emergency or disaster.

Premise Security

This person is responsible for the general day-to-day security, emergency response, and overall protection of life and property for Lex Walter's Campus. During an emergency or disaster, when acting in the absence of the Director of Public Safety and Public Safety officer, if an emergency or disaster were to occur this person would contact and advise the proper authority for a decision of action.

Coordinator Evening Services

This person is responsible for evening and weekend operations of the college. During an emergency or disaster, this person is responsible for declaring an emergency or disaster that may affect the safety of faculty, staff, students, and/or destruction of college property.

Director of College Communications

This person is responsible for all communications with the press regarding college campus emergencies or disasters.

Director of Human Resources

This person is responsible for employment issues involving faculty and staff on a day-to-day basis. During an emergency or disaster, this person will be responsible for notifications involving family emergencies, referral to Employee Assistance Programs for counseling needs and assistance with insurance claims for faculty and staff.

Director of Facilities Management

This person is responsible for the general operations and maintenance of the facilities of the college. During an emergency or disaster, this person is responsible for directing the command center and directing the use of college resources as well as personnel assisting in the emergency.

V P for Student Development

This person is responsible for day-to-day operations of student administration, counseling and enrollment. During an emergency or disaster, this person is responsible for student counseling, advisement, student assessment and injury reporting, as well as emergency notification for students.

Faculty, Staff & All Other Administrative Employees

These personnel are involved in day-to-day instructional duties and operations of the college. During an emergency or disaster, faculty and staff may be called upon for assistance such as conducting student head counts, identification checks, directing traffic (foot and vehicle) or other activities as deemed necessary by the President of the College or his/her designee.

Revisions/Updates

The Public Safety Director will review and revise all policies and procedures related to emergency responses annually. Updates throughout the year will be issued via the college e-mail system.

DECLARATION OF AN EMERGENCY

Whenever an emergency affecting the college reaches proportions that cannot be handled by routine measures, the college president or his/her designee may declare a state of emergency. The contingencies in this plan will be implemented. **The director of a County Center will evaluate the situation and determine if they should immediately notify the appropriate local agency or the college president or his/her designee.**

Since emergencies can occur at any time, the Department of Public Safety will be responsible for notifying college administration on the Lex Walters Campus.

During the period of any college emergency, the Department of Public Safety shall immediately place into effect the appropriate procedures necessary in order to address the emergency, safeguard persons and property, and maintain educational facilities. Department of Public Safety shall consult with the President of the College or his/her designee regarding the emergency and the possible need for a declaration of a college-wide state of emergency. **The director of a County Center will be required to coordinate the plan with the appropriate local agencies.**

If a declaration is made, only necessary emergency personnel with proper identification will be allowed on premises. Those who cannot provide proper identification will be asked to leave.

CAMPUS DIRECTORY

Piedmont Technical College Campus Directory

Lex Walter's Campus-Greenwood

Physical Address:

620 North Emerald Rd.
Greenwood, SC

Phone: (864)941-8324
1-800-868-5528

Hours: 7:30a.m. – 11:00p.m.

**Saturday and Sunday, as needed basis,
which differs each semester.**

Abbeville Center

Physical Address:

Highway 28 Bypass
Abbeville, SC

Phone: (864)446-8324
FAX: (864)446-7129

Hours: 8:00a.m. – 9:30p.m. (M – Th)
8:30 a.m. – 2:30p.m. (F)

Edgefield County Center

Physical Address:

506 Main Street
Edgefield, SC

Phone: (803)637-5388
FAX: (803)637-3983

Hours: 8:00a.m. – 9:30p.m. (M – Th)
8:30 a.m. – noon (F)

Laurens County Higher Education Center

Physical Address:

663 Medical Ridge Road
Clinton, SC

Phone: (864)833-1925
FAX: (864)938-1533

Hours: 8:00a.m. – 9:30p.m. (M – Th)
8:30 a.m. – 2:30p.m. (F)

Piedmont Technical College
Campus Directory
Continued

McCormick County Center

Physical Address:

407 East Augusta Street
McCormick, SC

Phone: (864)465-3191

FAX: (864) 465-2094

Hours: 8:00a.m. – 9:30p.m. (M – Th)

Closed Friday

Newberry County Center

Physical Address:

540 Wilson Road
Newberry, SC

Phone: (803)276-9000

FAX: (803)276-9001

Hours: 8:00a.m. – 9:30p.m. (M – Th)

8:30 a.m. – noon (F)

Saluda County Center

Physical Address:

702 Batesburg Highway
Saluda, SC

Phone: (864)445-3144

FAX: (864)445-3516

Hours: 8:00a.m. – 9:30p.m. (M – Th)

8:30 a.m. – noon (F)

DISSEMINATION OF INFORMATION

The information contained within the Piedmont Technical College Comprehensive Emergency Operations Plan is located in the following offices/areas:

<u>Office/Area</u>	<u>Location</u>
College President's Office	A Building
Senior Vice President	A Building
Each Vice President's Office	A Building
Each Dean's Office	various locations
Coordinator Evening Services	G Building
Human Resources	A Building
College Communications Office	A Building
Facilities Management (Master Copy)	M Building Facilities Management
Department of Public Safety	Public Safety Office, 109-F Building
Abbeville Center	Director's Office, Room 105- AA
Edgefield Center	Director's Office, Room 115-EE
Laurens Center	Director's Office, Room 322-LL
McCormick Center	Director's Office, Room 110 MM
Newberry Center	Director's Office, Room 300 NN
Saluda Center	Director's Office, Room 108 SS

The information contained within the Piedmont Technical College Comprehensive Emergency Operations Plan is disseminated in the following manner(s).

New Employees

A on line copy of the plan will be made available for the new employee with an access code to view the plan via the Online Employee Center. Any required training will be conducted through the individual's assigned department.

Current Employees

The information will be distributed in the following manner:

- 1) All annual revisions will be made available through the use of the College Online Employee Center.
- 2) Updates will be distributed college wide via the e-mail system. It is the responsibility of department heads to get this information to those who are not on the e-mail system.
- 3) Updates will be distributed via e-mail to each department head for posting.
- 4) Information necessitating additional training will be conducted departmentally.

EMERGENCY COMMAND CENTER

Facilities Management Office in M Building, located on the southern portion of the Lex Walter's Campus- Greenwood is the designated Emergency Command Center for all campuses emergency situations. In the event that it is the location of the emergency, V Building located on Gateway would be utilized.

The central radio communications system for Department of Public Safety is located near M Building and Facilities Management Director's Office is also located in this building. All information concerning buildings, e.g., floor plans, utilities, etc., are located in M Building. The building is equipped with computers and phones to effectively communicate with local and state support agencies, e.g., (South Carolina Law Enforcement Division (SLED), Office of Emergency Preparedness, Local Law Enforcement, the County Communications/Fire Departments and the local office of the Federal Bureau of Investigation).

At the various County Centers the director will have to seek a storm area within or outside the center to provide for coordination and communication. This decision would be based upon the magnitude and specifics of the event.

EMERGENCY RESOURCE NUMBERS

EMERGENCY CALL LIST

Local Law Enforcement9-911

Local Fire Departments 9-911

County EMS (ambulance).....9-911

National Weather Service.....(864) 848-3859

Federal Aviation Administration.....(864) 879-2155

Piedmont Technical College

Department of Public Safety..... (864)941-8000 emergency radio contact
(864)941-8563 office
(864)993-0613 cell phone if the telephone
system is inoperative.

Facilities Management..... (864)941-8331 office
(864)941-8332
(864)941-8333

Evening services (864)941-8394 office or 941-8627

Environmental Services..... (864)941-8786 office
(864)554-7966 cell phone

DEPARTMENT OF PUBLIC SAFETY SUPPORT PERSONNEL

Since only limited numbers of Public Safety personnel are on duty at any given time, support personnel are available for recall to assist in the event of an emergency. The off duty Public Safety Personnel would be the first level recall for assistance. The second level of recall assistance is the Facilities Management Employees.

In the event of a campus emergency, the senior Department of Public Safety Officer on duty will contact the Facilities Management Director's Office.

Utility Emergencies

Procedures – Utility Emergencies – Electric Power Failures

- A. For all utility emergencies notify Facilities Management Office during normal daytime operation at (864) 941-8331, 8332, 8333. After hours or if no contact was made with Facilities Management, call Department of Public Safety at (864) 941-8000. Department of Public Safety will notify MIS immediately and if no one is present initiate call to the MIS call backlog. Note: Department of Public Safety has a list of home numbers for other maintenance personnel and can initiate a call for assistance.
- B. Duke Energy Company supplies the electricity and can be reached at: 1-800-769-3766.
- C. The Commissioners of Public Works supplies the water and natural gas services of the campus and can be reached at: (864)942-8100 or 942-8119 after hours.
- D. Greenwood Metropolitan Commission supplies service for sewer and can be reached at (864)943-8000 or 993-1038 for emergencies.

REPORTING PROCEDURES

Emergency and Incident/Injury Reporting

Any emergency on Piedmont Technical College property, (leased or owned) must be reported, contact Piedmont Technical College's Department of Public Safety at (864)941-8000. **Incident/Injury Reports are available at each County Center to be completed by an administrative employee and the completed form made available for any accident victim.**

Department of Public Safety will need to know the following information:

- Type of emergency incident or injury
- Location of emergency incident or injury
- The extent of injuries, if any

County EMS will be called in the event an ambulance and/or medical assistance is needed. (Only properly trained individuals should provide emergency first aid treatment.) Dial 9-911

Students

An incident/injury report form will be completed and submitted to the Human Resources Office for any injury involving a student occurring on any Piedmont Technical College property or campus. **It is the responsibility of the Public Safety officer on duty or an administrative employee of a County Center to complete the report, determine the cause of the injury and submit it to the Human Resources Office.**

Faculty/Staff

A Public Safety officer or **County Center director or staff** will complete an injury form. He/she will submit a copy to the Human Resources office and to the victim's supervisor for investigation. **A copy of the injury form will be retained at the Department of Public Safety office.**

IN ANY EVENT, If there is a presence of blood; contact Environmental Services at 864-941-8786 or 864-554-7966. **A "Biohazard Spill Kit" will be made available at each County Center. If it is of the magnitude that the staff is not able to address the event, then call 911 and request assistance from the appropriate local agency.**

Because of the potential exposure risk, if a faculty/staff member comes in contact with blood or other bodily fluid, an exposure form must be completed. The faculty/staff member will be tested for exposure. Contact a Public Safety officer to complete the form.

FIRE PLAN

The Greenwood County Communications Center and the Piedmont Technical College Department of Public Safety will be contacted in the event of a fire. **County centers will contact 911 in their respective area and Department of Public Safety.**

1. In the event of a fire - **PULL THE NEAREST FIRE ALARM.**
2. County Communications Center - 9-911.
3. Contact Piedmont Technical College's Department of Public Safety at (864)941-8000.
4. Evacuate the building immediately.
5. Faculty shall direct their students to evacuate the building to parking areas and then take a head count.
6. Upon evacuation, all doors to classrooms are to be closed.
7. Faculty and staff will assist all handicapped and/or injured to a safe area outside the building. As soon as fire department personnel arrive, they are to be advised where all handicapped and/or injured individuals are located.
8. Evacuation routes are posted in hallways. Faculty will review emergency evacuation procedures with students at the beginning of each semester.
9. Use of portable fire extinguishers is limited to individuals who have been properly trained in the safe use of these devices.
10. **Fire drills and testing of the fire alarm system will occur as per state regulations at twice a year.**

SEVERE WEATHER

1. WATCH - means that conditions are present for severe weather, e.g. (thunderstorm, Tornado) to develop.
2. WARNING - means that severe weather is imminent and that a tornado or funnel cloud for example has been sighted.
3. Department of Public Safety will monitor weather conditions and announcements via weather alert or commercial radio broadcast. Selected buildings on Lex Walter's Campus are to be furnished with weather radios and monitored in the event of severe weather. **Each county center should monitor conditions when weather is threatening by utilizing a weather site on the internet, a weather radio or contact the local County Emergency Center using a non-emergency telephone number (Greenwood County) 9-942-8632 or (864) 942-8553**
 - When a “watch” is issued, special attention will be given to changing weather conditions. Faculty, staff and students are to remain alert and ready to respond if a “warning” is issued.
 - When a tornado “warning” is issued, students will be directed to first floor interior hallways and seated against the walls.
 - **Buildings B, D, G/A, G/C, G/H, J, M, N, P, Q, QQ, R, S, V, W, and X; are to be evacuated and all occupants directed to storm areas in other buildings.** All buildings without Extreme weather shelter will be evacuated.
 - The President or his/her designee will direct students and faculty back to classrooms when the weather situation returns to normal conditions.
 - The President or his/her designee will decide when weather conditions warrant suspending classes or relocating students to the designated internal areas.
 - Floods:
In the event of a flood watch or warning, Facilities Management personnel will be activated for flood preparations. This group is responsible for evacuating buildings in the flood zone and taking the proper measures to address problems.
 - Snow and ice conditions:
Facilities Management of Piedmont Technical College is responsible for clearing snow and ice off sidewalks and steps. Even though chemicals are used to aid in the process, all personnel and students need to be aware of slippery conditions and should use extreme caution when walking over these surfaces during times of freezing temperatures.

Earthquake Preparedness Procedures

- A. When an earthquake occurs, avoid falling debris and collapsing walls by staying inside the building. You should take the following actions:
 - 1) Get under a desk or sturdy table.
 - 2) Hold onto your cover, protecting your head.
 - 3) If your cover moves, move with it.
 - 4) Stay away from windows, bookcases, file cabinets, heavy mirrors or pictures and other heavy objects that could fall.
 - 5) Watch for falling ceiling tiles and ceiling plaster.
 - 6) Do not be alarmed if alarms or sprinkler systems come on.
 - 7) Wait for the shaking to stop.
- B. If you are outside when the ground starts shaking;
 - 1) Move to the nearest open area; away from buildings, trees, streetlights, signs and power lines.
 - 2) Drop to the ground and stay on the ground until the shaking stops.
 - 3) If you are on a sidewalk near a building and cannot get to an open area, quickly duck into a doorway and try to protect your head from falling bricks, glass, plaster and other debris.
- C. If you are driving into or out of the parking lot;
 - 1) You may think that you are having a flat tire. Once you realize an earthquake is occurring, pull over to a clear area.
 - 2) Stop your vehicle, keep your seatbelt fastened and stay in your vehicle until the shaking stops.
 - 3) Avoid trees, overpasses, power lines, light poles and signs.
 - 4) Once the shaking stops, proceed slowly and cautiously; avoiding bridges or ramps that may have been damaged
- D. If you are confined to a wheelchair stay in it.
 - 1) Move to cover.
 - 2) Lock your wheels and protect your head with your arms.
- E. If you become injured during an earthquake.
 - 1) Take care of yourself first, then assist others with their injuries.
 - 2) Land phone receivers may have been displaced during an earthquake
 - 3) Replace receivers if you are near a land phone in order for emergency calls to be made and received in the building.
- F. After an earthquake if the building is damaged.
 - 1) Go outside immediately and encourage others to exit with you.
 - 2) Do not return inside a damage building.
 - 3) If the building appears undamaged, yet you smell leaking gas or hear the sound of escaping gas.

- 4) Report it to the staff and exit the building immediately.
- G. If you see small fires popping up in or around the building after an earthquake.
- 1) Please inform the staff and call 911.
 - 2) Ask for help in putting out small fires.
 - 3) While waiting for fire trucks to arrive.
- H. If the water system in the building is damaged or turned off.
- 1) Immediately after an earthquake and you or someone else needs drinking water.
 - 2) Remember ice cubes are a safe water source.

CHEMICAL SPILLS

In the event of a chemical spill in any building or on any property of Piedmont Technical College, Department of Public Safety Office is to be contacted at (864)941-8000. If there is no answer, please call Facilities Management at (864)941-8332, 941-8331 or 941-8333. **In the event of a spill that poses a threat to life or health, the director or designee of a County Center should notify their county 911 first.**

A. SMALL SPILLS:

For small spills that pose no threat to health and/or the environment, an appropriate absorbent material or method should be used to clean up the spill. Refer to the Material Safety Data Sheet (MSDS) or contact 3E company at (800) 451-8346 or (760) 602-8703 or (800) 360-3220 for information on the appropriate method for clean up and disposal. Only properly trained personnel using proper personal protective equipment should participate in the clean-up process.

B. EMERGENCY SPILLS:

For spills that do pose a threat to health and/or the environment, please do the following:

1. Evacuate the area.
2. **Do not attempt to clean up spills of hazardous chemicals without proper training and personal protection (PPE) equipment.**
3. Call Department of Public Safety Office at (864)941-8000 or 941-8563 or 993-0613 (cell phone) or Facilities Management at (864)941-8331, 941-8332 or 941-8333 or Evening Services at (864)941-8394. **County Centers call 911.**
4. When making a call or receiving a call, please supply the following information:
 - a. Name of chemical
 - b. Approximate quantity spilled
 - c. Exact location
 - d. Injuries or contamination experienced.
5. If required, the Environmental/Safety Manager and/or Department of Public Safety will contact the proper local authorities to assist.

BIOLOGICAL EVENT

In the event of a biological release or area contamination, the following procedures must be followed:

1. Evacuate the room, area and building immediately.
2. Secure the room, area and building so no individual may enter the area.
3. Contact Department of Public Safety immediately at (864)941-8000 or 941-8563.
County Centers should notify the appropriate agency of their county by calling 911.

Special decontamination procedures are required for biological situations. The Director of Facilities Management or the Department of Public Safety Director will notify the appropriate agency and/or company to handle the decontamination and clean up of the biological contamination.

LAB SAFETY PROCEDURES - Chemistry & Biology

1. Students will wear eye/face protection during lab exercises.
2. Students will wear splash aprons and gloves when working with corrosive chemicals.
3. Students will be informed of the hazardous properties of chemicals they are working with during lab exercises. Material Safety Data Sheets on all chemicals in the labs shall be maintained and on file in the preparation rooms of each lab. Posters to contact 3E Company at (800) 451-8346 or (760) 602-8703 for MSDS information will be displayed in a conspicuous location where chemicals are being used or stored.
4. Hazardous wastes from lab exercises will be placed in appropriate containers for disposal.
5. Injuries/spills during lab exercises must be reported to Department of Public Safety Officer on duty by calling (864)941-8000 or 941-8563. **Each County Center should have an Injury Report form available.** If the injury/spill is of the magnitude where immediate professional treatment is required, the appropriate agency in their area should be contacted.

BOMB THREATS

1. If a threatening phone call is received, notify Department of Public Safety immediately by calling (864)941-8000 or 941-8563. **The County Centers should call 911 first.**

2. When a threatening call is received, the individual receiving the call should ask the following:

Where is the device located?

When is it scheduled to detonate?

What does the device look like?

Why was the device placed at the school?

3. When a threatening call is received, attempt to keep the caller on the phone to identify the following:

Time of the call

Age and sex of caller

Speech pattern, accent, possible nationality, etc

Emotional state of the caller

Any recognizable background noises

Complete a "Threatening Call Form" supplied by Department of Public Safety and turn over to authorities.

4. All students will be evacuated from the building(s) at the direction of the President, his/her designee or local authorities (police, fire department, SLED, FBI, etc).

5. If evacuation is necessary, **do not** close doors or windows.

6. A detailed search of the facility will be directed and conducted by local authorities (police, fire department, SLED, FBI, etc).

7. Faculty/Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom/office or in the hallway as they evacuate the building. **Do not touch anything that looks suspicious. Report suspicious items to Department of Public Safety or emergency personnel on scene.** It will be handled by individuals appropriately trained and equipped.

The college will be searched by Department of Public Safety and law enforcement with assistance from selected college personnel according to a plan developed by the college. Department of Public Safety, law enforcement, and selected college personnel will consider the time indicated by the caller to determine when the building will be searched.

8. Students will be admitted back into the building when it is considered safe at the direction of the President of the College or his/her designee.

Piedmont Technical College Bomb Threat Checklist

Time Received: _____ **Ended:** _____ **Number Called:** _____

1. When will it explode? _____
2. Where is it located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you (the caller) place it here? _____
7. Why did you (the caller) place the bomb? _____
8. What is your name? _____
9. What is your address (where do you live)? _____
10. Where are you now? _____
11. Do you represent a group? _____

Sex of Caller: _____ Race _____ Approx. Age: _____ Length of call _____

Words Said By the Caller

Callers Voice:

- Calm Laughing Lisp Angry Crying Raspy Crackling Voice
 Excited Normal Deep Slow Distinct Ragged Deep Breathing
 Rapid Slurred Soft Nasal Loud Accent Clearing Throat
 Disguised Familiar Stutter

If familiar or accent, who did it sound like? _____

Background Sounds:

- Street Noises House Noises Factory Machinery Office Machinery Booth
 Motor Animal Noises Voices Office Crockery
 Clear Long Distance PA system Static Local

Any other identifying noise: _____

Threatening Language:

- Well Spoken (Educated) Foul Incoherent
 Message read by threat maker Irrational Taped

Remarks:

Reported call immediately to: _____ Phone Number: _____

Fill out completely, immediately after bomb threat. _____ Date: _____

Reported By: _____

Date: _____

Explosion Procedures

Until the source of the explosion is determined by emergency responders, college personnel will not use any electrical or electronic devices, including walkie-talkie radios. College personnel will need the following procedures:

1. School persons will follow general evacuation procedures to safe areas as soon as possible, exiting at least 300 feet from the building. Special conditions may warrant different instructions and alternative exits.
2. Department of Public Safety/Facilities Management Director will call the local emergency responder of 911 to report the explosion and to provide important details regarding possible breaks in gas and electrical lines or other special hazards. **County Centers will call 911 in their respective area.**
3. Department of Public Safety/Facilities Management and emergency personnel will determine extent and location of explosion.
4. Facilities Management personnel and/or utility company personnel will close down service from gas and electricity at main terminals; unless directed otherwise, water will be left on for the fire department.
5. Department of Public Safety and selected personnel will ensure that the area is secured until crisis responders arrive.
6. Department of Public Safety/Facilities Management personnel will meet emergency First Responders to explain the crisis. Public Safety/Facilities Management will provide master keys, floor plan, and a walkie-talkie radio. No faculty/staff or students will use any electrical or electronic devices until emergency responders give permission.
7. If an explosion occurs before the evacuation is initiated, all occupants will seek cover under substantial items, such as a desk. At all times, they should stay in the “duck, cover, and hold” position: body in kneeling, face-down position on the floor, heads ducked, covered with hands. They should remain in this position until flying debris ceases; then, initiate general evacuation immediately.

Reminder: All persons should be alert to the potential for secondary explosions whenever dealing with explosions.

SAFE MAIL/PARCEL HANDLING

Should any faculty, staff and/or student have any reason to believe that a particular piece of mail and/or parcel received is suspicious or potentially unsafe, please initiate the following procedures:

1. Contact your supervisor immediately.
2. Do not open, handle, shake, bump or sniff it.
3. Secure the piece of mail and/or parcel by isolating it from casual or intentional contact.
4. Evacuate the area (only if it poses an immediate hazard e.g., ticking, fuming, leaking, etc.).
5. Contact the following office, and they will determine the best course of action. Please state whether it is a letter or parcel. Department of Public Safety (864)941-8000 or 941-8563; **county centers call 911.**

What to look for or characteristics that may make you suspicious of a piece of mail and/or parcel.

- Unexpected or from someone you do not know
- Handwritten or poorly typed addresses
- Misspelling of common words or names
- Has no return address or bears one that cannot be confirmed as legitimate
- Excessive postage
- Excessive security material such as tape, string, etc.
- Envelope is lopsided or lumpy in appearance.
- Marked with restrictive endorsements such as "Personal" and/or "Confidential"
- Ticking sound and/or protruding wires or aluminum foil
- Powdery substance
- Odor or fumes
- Visual distraction (oily stains, discoloration, leaking, etc.)
- Addressed to someone no longer with organization or otherwise outdated
- Postmarked with a city or state that doesn't match the return address

Restriction:

During regular business and after hours of operation, no office or classroom will be opened to leave mail/parcels/cargo without prior approval. Prior approval must be received before package arrives. Faculty or staff expecting the package must notify Department of Public Safety (864)941-8000) for approval to receive the package and delivery to the room/office after regular business hours.

PLANE, HELICOPTER CRASH, TRAIN WRECK, MOTORIZED VEHICLE CRASH OR INDUSTRY DISASTER

Should any faculty, staff and/or student suspect or witness a plane and/or helicopter crash on any Piedmont Technical College property, the following procedures should be followed:

1. Call 9-911 immediately.
2. Contact the following offices who will activate key personnel and proper local authorities:
 - a. Department of Public Safety (864)941-8000 or 941-8563
 - b. Facilities Management (864)941-8331, 941-8332, or 941-8333
3. When receiving an vehicular crash call, please ask for the following information:
 - a. The location of the crash.
 - b. Approximate location on campus (area of campus hit).
 - c. Approximate time.
 - d. Buildings involved.
 - e. Is it on fire?
 - f. Injuries to faculty, staff or students.

The following are procedures that Department of Public Safety/Facilities Management and key personnel will follow until the Fire Chief arrives on site:

1. EXERCISE SAFETY FIRST!!
2. Locate the crash site.
3. Try to rescue any survivors in immediate danger.
4. Evacuate the building or any nearby buildings or dwellings.
5. Try to stabilize survivors.
6. Cordon off the area and set up a command station until the local Fire Chief arrives.
7. Identify water sources. If in immediate danger, put up containment barriers. Once the Fire Chief arrives, assisting campus personnel will work directly with him/her in providing assistance as needed.

In the event that a train derails or large cargo truck crashes near the campus and a spill or the threat of chemical, biological, radiological, or other life endangering substance is present that threatens the college community, Department of Public Safety should be notified immediately by telephone at (864)941-8000 or Facilities Management at 8331, 8332, 8333, or 8335. A call to 911 will be made, to the law enforcement agency of jurisdiction and Emergency Preparedness' assistance. The nearest fire department and Emergency Medical Services (EMS) will be placed on standby if needed. If additional assistance is necessary South Carolina Law Enforcement Agency (SLED) Disaster Team will be requested.

Unless directed by Department of Public Safety or other emergency personnel stay inside of buildings. Although there isn't any completely safe location, it has been found that a person stands a better chance of survival when located inside a structure. Department of Public Safety will notify the administration of the college to coordinate an orderly evacuation if it is warranted.

VIOLENT BEHAVIOR

1. If anyone is observed carrying a weapon, notify Department of Public Safety at (864)941-8000, or if contact can not be made with Public Safety, call 911. **County Centers call 911 first.**
2. If anyone points a weapon, makes threats of using a weapon or other violent behavior, notify Department of Public Safety at (864)941-8000, or if contact cannot be made with Public Safety, call 911.
3. Assist injured students and/or faculty.
4. Write a thorough description of the suspect to provide to authorities.

Abductions

Definition: A person, student or staff member who is unlawfully removed from campus of any college function during the day or night.

The following procedure will be implemented;

1. A college staff member will notify Department of Public Safety of the abduction immediately to provide a description, if possible, of the victim and perpetrator, their clothing, and incident details. Important to note are the following: direction taken by the perpetrator, mode of travel, etc.
2. The perpetrator will not be followed by faculty/staff of the college.
3. Department of Public Safety will notify local law enforcement to provide a description of the victim and perpetrator and as much information as possible about the incident. **The director of a County Centers should notify the appropriate agency of their county immediately by calling 911 and Department of Public Safety at (864)941-8000 or 941-8563. The County Center should contact the administration of the college.**
4. Next of kin will be notified by Department of Public Safety or law enforcement of jurisdiction.
5. Before law enforcement arrives on campus, Department of Public safety will compile a description of the victim, (gender, age, height, weight, hair and eye color, distinguishing marks, etc.), the victim's clothing worn that day. Public Safety will compile as much of the same information as possible about the alleged perpetrator if one is known.
6. Department of Public Safety will gather statements from the supervising staff and others pertinent to the incident. Public Safety will document all steps in writing, noting particulars such as time, persons involved, important comments, etc.
7. Department of Public Safety will detain all witnesses and any other persons involved in any way with the incident until local law enforcement arrives.
8. Department of Public Safety will notify college administration.

VIOLENT ACT

In the event of an act of violence on campus, Department of Public Safety will respond to the scene and initiate the following procedures:

If injuries have occurred, the County EMS (9-911) will be contacted.

Uninjured students, faculty and staff will be evacuated to a safe area.

The Law Enforcement Agency having jurisdiction at the applicable campus will be contacted for assistance by calling 911.

If an event of significant magnitude were to occur that disrupts the normal operation of the college, an Emergency Command Center will be established at the Multi-purpose Building or V Building located on Gateway Road. If these buildings are within the danger zone an Emergency Command Center will be set up outside the danger area. College administrators will assemble at this location to direct response activities. **The director of the County Center will seek a command/communications post near but outside the danger area.**

If a hostage or mass casualty situation exists, the appropriate Law Enforcement Agency will direct the activities.

Once the incident is under control, the scene will be secured immediately to preserve all evidence.

Access to the college will be restricted immediately upon notification of the incident.

Department of Public Safety and law enforcement agencies of jurisdiction will collect vital information on the assailant(s) and the incident by interviewing witnesses.

The law enforcement agency of jurisdiction will determine if additional support agencies such as the State Patrol, Alcohol Tobacco Firearms (ATF), or FBI are needed and, if so, will contact them for assistance.

FIREARMS ON SCHOOL PROPERTY

Section 16-23-420 Code of Laws of South Carolina, 1976. Carrying or displaying firearms in public buildings or areas adjacent thereto.

- (A) It is unlawful for a person to carry onto any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or any public owned building a firearm of any kind, without the express permission of the authorities in charge of the premises or property.
- (B) It is unlawful for a person to enter the premises or property described in subsection (A) and to display, brandish or threaten others with a firearm.
- (C) A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.
- (D) This provision does not apply to a guard, law enforcement officer, or member of the armed services, or student military science. A married student residing in apartments provided by the private or public school whose presence with a weapon in or around a particular building is authorized by persons legally responsible for the security of the buildings is also exempted from the provisions of this section.
- (E) For purposes of this section, the terms 'premises' and 'property' do not include state or locally owned or maintained roads, street, or right-of-way thereof, running through or adjacent to the premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, which are open full time to public vehicular traffic.
- (F) This section does not apply to a person who is authorized to carry concealed weapons pursuant to Article 4, Chapter 31 of Title 23 when upon any premises, property, or building that is part of an interstate highway rest area facility.

CAMPUS DISTURBANCE / DEMONSTRATION

If a demonstration blocks access to college facilities or interferes with the operation of the college, the following procedures will be initiated:

1. Department of Public Safety will be notified immediately. **County Center directors/coordinators will contact the college president or his/her designee and Department of Public Safety. If immediate action is warranted, the local Law Enforcement Agency of jurisdiction should be contacted.**
2. Department of Public Safety will notify college administration and station officers at the scene to establish a presence and provide communications to the command center.
3. If the event is of significance to warrant outside intervention local law enforcement will be called for support and assistance.
4. Department of Public Safety will photograph the event in providing positive identification of demonstrators, recording of any property damage, and to have a record of the event for evaluation or other legal matters.
5. The President, his/her designee or local authorities (police, fire department, SLED, FBI, etc.) will direct the demonstrators to stop the demonstration and disperse.
6. If the violators refuse to disperse, upon the direction of the President or his/her designee the violators will be placed on trespass notice and the appropriate action taken.

Surviving an Active Shooter

- A. First, remember, there may be more than one shooter!
- If the shooter is **OUTSIDE** your building
- 1) Proceed to a room that can be locked.
 - 2) Close, lock and barricade all windows and doors.
 - 3) Turn off the lights.
 - 4) Get down low ensuring that you are not visible from outside through windows or doors.
 - 5) Silence all cellular phones.
 - 6) Have one person in the room call **911**
 - 7) Do not unlock the door or respond to voices unless you are absolutely certain that it is the police. (Note – Police will get into a room without your help, so don't be fooled by someone pretending to be the police. It is better to stay still and silent and let police enter on their own than to give away your position.)
- B. If the shooter is **INSIDE** your building:
- 1) Determine whether the room you are in can be locked and if so, do so. Follow the instructions above.
 - 2) If the room cannot be locked, determine if there is a room nearby that can be locked and whether it is safe for you to get there, or whether it is safe for you to escape outside. (Note – Be aware that shooters may be set up outside shooting people who are trying to escape, so proceed outside with extreme caution.)
- C. If the shooter enters your office or room:
- 1) Try to remain calm.
 - 2) If possible, dial 911 from a land line so that even if you cannot speak, the call can be traced. Leave the line open for dispatch to hear sounds.
 - 3) If you dial 911 from a cell phone and cannot speak, leave the line open, allowing the dispatcher to hear whatever is going on.
 - 4) If you are unable to escape or hide, **act within your abilities**. (Note – Abilities vary by person. For example if you are 6'6 and 300 pounds, you may be able to defend yourself. If you are a small person, you may not. Similarly, if you are a conditioned athlete, you may be able to run; if you are on crutches, you may not.) Case in point – if the shooter is active, do something. For instance, if the shooter has made everyone line up against a wall and is going down the line shooting each person, you risk nothing by doing something rather than nothing.
- D. What To Expect From Police when they arrive:
- 1) Responding officers are trained to proceed immediately to the shooter.
 - 2) Expect them to pass by you to get to the shooter.
 - 3) Even if you are hurt, officers will not stop in order to get to the shooter to prevent the shooter from hurting anyone else.
 - 4) If you can direct them to the shooter, do so, but do not attempt to halt their movement.
 - 5) Keep your hands visible and follow all commands. You may be told to get on the ground, and you may be restrained.
 - 6) Do it with no resistance. Police will treat everyone as a threat.
- E. If police make a tactical entry into your space:

- 1) Fall to the floor with your hands over your head in plain sight or attempt to take cover.
 - 2) Remain still.
 - 3) Do not resist being taken into custody or being removed. Go willingly.
- F. If you are the person dialing 911 and reporting to police, specific information will be needed from you. Be ready to give:
- 1) Location – address, building name, room number
 - 2) Number of suspects; detailed description (age, race, gender, clothing, physical features)
 - 3) Type of weapon(s) – hand gun, long gun, explosives, etc. (Note – tell dispatcher if you saw suspect set a trap for police.)
 - 4) Number of victims and types of injuries.
- G. Have an emergency plan!
- 1) Plan escape routes from work stations, offices, rooms.
 - 2) Make note of potential cover. (As you enter a room, think about where you would hide if a shooter came in.)
 - 3) Pre-plan for crisis scenarios. Know what you would do if an emergency occurred; where a phone or fire alarm is located; who does what; etc.
 - 4) Identify weapons of opportunity. If you have chairs, lamps, a laptop, a vase, books or other heavy objects you can throw, or if you have a pen, pencil or letter opener that can be used as a stabbing instrument, be aware that you can use them as weapons and be ready to do so.
- H. Cover Vs. Concealment
- 1) Know the difference between concealing yourself, such as behind a curtain, that will hide you but not protect you; and
 - 2) Taking cover, such as behind a metal file cabinet, under a desk or behind a brick wall that will keep someone from shooting you.
 - 3) If someone is shooting at you and you are running away, run in a zigzag pattern rather than in a straight line, to make yourself a harder target to hit.

PROPERTY PROTECTION

Department of Public Safety currently follows procedures to reduce and/or prevent losses. Those procedures include Public Safety Logs, Fire System Inspections and Facility Lockdown.

Routine tours occur throughout all buildings of the **Lex Walters Campus** during night and weekend hours (when the college is vacated). Tours are made to the County Centers on a monthly basis. All tours and activities of the Department of Public Safety Office shall be noted on the shift log sheet. The tours consist of checking critical areas (e.g., mechanical rooms, fire alarm panel locations, fire system valve rooms, computer rooms, storage areas, labs, shops, etc). Any discrepancy (e.g. fire alarm panel trouble, room with a forced entry, exit sign light out or shut water valve), is noted on the officer's shift log for follow-up by the Chief of Public Safety.

Monthly inspections of fire systems and fire protection equipment are conducted and recorded by Department of Public Safety Officers. Each month, a Public Safety Officer visually and manually inspects every fire extinguisher. An entry on the shift log is made noting the inspection on the Department of Public Safety Office log sheet. The inspecting Public Safety Officer removes fire extinguishers that have a low charge or problems for service. Yearly, an outside inspector services all the college's fire extinguishers. Fire alarm systems are tested by an outside provider, on a four-building per quarter basis.

Facility Lockdown (all buildings and certain perimeter gates) occurs any time the college is officially closed. All administrative areas are locked as the personnel leave them for the day. All buildings are locked and secured daily when the last evening classes are concluded. Buildings are also secured when the last class ends on weekends. Buildings are opened by 7:00 AM prior to classes beginning Monday through Saturday. **County Center operation is conducted according to a schedule developed by the director and initiated by their staff.**

Selected areas/buildings have video surveillance.

ELEVATOR RESCUE (PROCEDURES FOR PUBLIC SAFETY)

If an elevator is “Out of Order,” first determine the building and floor location of the elevator. If the doors are closed, call out to determine if anyone is stuck inside. If so, have them push the “Door Open” button. If this does not work or if the elevator is stopped between floors, have someone stay close to the elevator to offer support and instructions to those trapped inside. Have the person trapped in the elevator press the telephone call button and call Department of Public Safety. If the telephone is out of order, call from any phone on the campus 8000 or from a cell phone (864)941-8000. Department of Public Safety or a person from Facilities Management should: Turn off the power, go inside the elevator room and turn off the main disconnect. If the elevator is not between floors, get the elevator key from the Department of Public Safety office key cabinet, and insert it in the hole at the top of the elevator door. You can then use the key as a lever to manually push the door open and retrieve those inside. If the elevator is between floors do not attempt to open the door.

1st SHIFT: Report an “Out of Order” elevator to Facilities Management at (864)941-8332, 941-8333 or 941-8335 for repair. Post “Out of Order” signs on all elevator doors, on all floors. Leave the power turned off until the elevator is returned to service.

2ND & 3RD SHIFT: Report an “Out of Order” elevator to the Department of Public Safety or the Evening/Coordinator. Post “Out of Order” signs on all elevator doors on all floors. Leave the power to the elevator shut off until it has been repaired.

Log all pertinent information on the Department of Public Safety Shift Log and document via an incident report.

PIEDMONT TECHNICAL COLLEGE
SAFETY POLICIES AND PROCEDURES MANUAL

This manual covers the safety policies and procedures for faculty and staff of Piedmont Technical College. The manual covers topics such as hazard communications; lockout/tagout; bloodborne pathogens; chemical spills and confined spaces.

Copies of the Safety Policies and Procedures Manual are located in Department of Public Safety Office and the Facilities Management Office.

SOUTH CAROLINA HURRICANE PLAN

The Governor of State of South Carolina and the South Carolina Emergency Preparedness Division (SCEPD) mandate this plan. In the event of a hurricane, the Governor can activate this plan. The Director of the SCEPD can place Piedmont Technical College on standby by contacting the College Administration and/or the Department of Public Safety's Director. Upon notification, the Resource Staging Area (RSA) Disaster Action Plan will be activated.

The written plan is located in the Department of Public Safety Office.

SOUTH CAROLINA EMERGENCY OPERATIONS PLAN

The Governor of State of South Carolina and the South Carolina Emergency Preparedness Division (SCEPD) mandate this plan. This plan will be activated in the event of any type of disaster (hurricane, tornado, flood, earthquake, etc.). The Director of the SCEPD can place Piedmont Technical College on standby by contacting the College Administration and/or the Department of Public Safety's Director. Upon notification, the Resource Staging Area (RSA) Disaster Action Plan will be activated.

The written plan is located in the Department of Public Safety Office.

**PIEDMONT TECHNICAL COLLEGE
RESOURCE STAGING AREA (RSA)
DISASTER ACTION PLAN**

The Governor of the State of South Carolina and the South Carolina Emergency Preparedness Division (SCEPD) mandate the Disaster Action Plan. This plan can be activated in the event of any type of disaster (hurricane, tornado, flood, earthquake, etc.). The Director of the SCEPD can place Piedmont Technical College on standby by contacting the College Administration and/or the Department of Public Safety's Director. When contacted, the Resource Staging Area (RSA) Disaster Action Plan will be activated.

The written plan is located in the Department of Public Safety Office.

SOUTH CAROLINA EMERGENCY RECOVERY PLAN

The Governor of State of South Carolina and the South Carolina Emergency Preparedness Division (SCEPD) mandate this plan. This plan is a supplement to the South Carolina Emergency Operations Plan (SCEOP) and will be activated in the event of any type of disaster (hurricane, tornado, flood, earthquake, etc.). This plan provides State and local emergency management personnel with operational guidance in order to effectively manage recovery activities in the aftermath of a major or catastrophic emergency. The Director of the SCEPD will contact the College Administration and/or the Department of Public Safety's Director to activate this plan. Upon notification, the Facilities Management Employees will begin recovery process and selection of additional personnel or volunteers to supplement statewide or local recovery operations.

The written plan is located in the Department of Public Safety Office.

Extreme Weather Shelter

Lex Walters Campus

During Storms

- **A Building---** “**Lowest floor only**” Close all doors to the lobby, offices, and office suites. Close fire doors and gather in the middle, back corridors, men & women restrooms, or rooms 194A,192A, and 196A.
The “small stairs” going from the inner corridors to the Labs -are Extreme Weather Shelters but stay low.
Do not use the main lobby, in severe weather it should be abandoned.
- **B Building---** Go to A Building for shelter
- **C Building---** 116-C, close the hallway door.
- **Do Not Use!** B, D, G/A, G/C, G/H, J, K, L, M, N, Picnic Shelter, Q and QQ, R, S, V, W, and X Buildings move to main campus and seek shelter in areas noted.
- **E Buildings---** “**Lowest floor only**” rest rooms, interior offices and classrooms where there are no exterior windows. Remember to close all doors at the protected area.
- **F Building, G Building---** “**Lowest floor only**” any interior classrooms, rest rooms and offices that have no exterior windows.
- **G/A Annex Building---** If the storm is immediate go to any interior rooms and get close the floor under substantial objects. If time allows exit the building and travel to a building of secure structure.
- **G/C Cardiovascular Building---**If the storm is immediate go to any interior rooms and get close the floor under substantial objects. If time allows exit the building and travel to a building of secure structure.
- **H Building---**“**Lowest floor only**” Room 102H Conference room.
- **K Building---** Go to A, F, or G Buildings for shelter.
- Any landscape low places such as drainage ditches.
- **S Building---** Go to 102H or G building for shelter
- **If the parking areas are full park on curbs but leave lanes open for emergency vehicles. Try to park in the distant lots if possible so the areas close to the buildings will be open.**
- If you can't leave the buildings due to the proximity of the storm choose something substantial to get under or a drainage ditch outside the structure.

Remember if the storm is very severe and the building begins to literally fall apart. Stay low, get under something, the most secure item you can find. When's a good time to find out what you will do----**“Right now”**. Planning is an absolute necessity!!! Examples are heavily constructed table or desk. If there is structural damage and the integrity of the building is questionable, exit the area as soon as possible. If when the storm passes you hear leaks of gas, water, etc. exit the building until it can be examined and declared safe for occupancy.

Remember if the wall or ceiling is breached by the storm anything that is inside can and will become dangerous, especially suspended ceilings so get under something if possible and stay low.

Note: During a tornado or severe thunder storm there can be no zone that can be absolutely deemed “safe” but the above mentioned areas have been chosen as areas that offer the most security for the occupants of the Lex Walters Campus.