

EMERGENCY RESPONSE POLICIES AND PROCEDURES

SECTION 1

FIRES

A fire is the most likely disaster that may affect the Campus of Allen University and it is perhaps the deadly one. The following measures should be reviewed and utilized in the event there is a fire at any location on Campus.

There are basically two types of fires: Minor fires are those which can be extinguished with a fire extinguisher. Major fires are those which require assistance from the Columbia Fire Department. Both however, call for calm, immediate action by the person discovering the fire.

If you smell smoke or have any other indication of fire:

- a. Immediately contact the Campus Police Department at 803-223-4544. describe what have observed and give name and exact location.
- b. Alert other building occupants in the immediate area to prepare for evacuation and assist the handicapped in exiting the building.
- c. Wait outside the building for the arrival of Campus Police Department Officer (s) and/or the Columbia Fire Department. Be prepared to provide additional information and your observation to responding personnel.

If flames are observed:

- a. Upon discovery of a small fire, activate the nearest fire alarm. Proceed to the nearest fire extinguisher, which in most cases, is/ are located near the fire alarm; and then follow the basic operational directions to utilize the extinguisher. contact the Fire Department by dialing 9-1-1.
- b. If the fire gets out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.
- c. Immediately evacuate the building and go to the nearest phone. Call 9-1-1 and report the fire, giving information as requested by the dispatcher. Stay on the line until released by the dispatcher.
- d. After alerting the dispatcher, call the Campus Police Department at 803-223-4544 and give the fire location to the Officer. Stay on the line until you are released by the Officer.

Fire Evacuation Procedures

If you hear an alarm sound:

- a. Evacuate the building immediately and assist the handicapped in exiting the building.
- b. if smoke is present, keep low to the floor.
- c. Before opening the door, feel the upper portion of the door. If the upper door or doorknob is hot, DO NOT OPEN THE DOOR.
- d. if the door or the doorknob is not hot, brace brace yourself against the door and open it slightly.

- e. If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
- f. Keep the door closed, and if your windows are the type that can be raised or lowered, open slightly to let in fresh air.
- g. Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.
- h. hang an object out of the window, such as a shirt, jacket, towel or anything that will attract attention.
- i. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage. NOTE: DO NOT USE ELEVATORS!!!!
- J. If the nearest exit is blocked, go to an alternative exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in F through H.
- k. After leaving the building, DO NOT RE-ENTER. Stay clear of responding emergency equipment and personnel.
- l. DO NOT attempt to return to the structure to retrieve any items until the building is cleared by University Officials or the Fire Department.

In the event that Arson is suspected, the Columbia Fire Department (CFD) should be contacted immediately. The area should be protected until (CFD) arrives.

SECTION II

BOMB THREAT

Bomb threats occur quite often. In rare instances, actual explosives are placed in the structure. Because of the hazards involved in such situations, it is necessary to develop a Bomb Threat policy for the Campus of Allen University.

The Purpose of this plan is to:

- Ensure the Security of occupants of the structure;
- Minimize anxiety and panic
- Minimize disruption of regular activities; and
- protect the Allen University family and property

When a bomb threat is received, the individual taking the call should be instructed in advance to:

- a. Stay calm. Make a note of the date and time.
- b. Try to keep the caller talking as long as possible. The more he/she talks the more you may learn.
- c. Try to record everything the caller says, if possible.
- d. The following questions should be asked, as well as other deemed appropriate by the individual receiving the call:
 1. There are many people in this building and we do not want anyone hurt. When is the bomb going to explode?
 2. Exactly where is the bomb located?
 3. What does the bomb look like?
 4. What kind of bomb is it?
 5. What will cause the bomb to explode?
 6. Did you place the bomb?
 7. Why?
 8. What is your address? (Usually the called will not answer, but it does not hurt to ask).
 9. What is your name?
- e. Listen closely to the voice of the caller and note the following:
 - Sex, Age, and Race of the caller;
 - Accent (is the voice native to the area?)
 - Speech impediments or peculiar voice characteristics (i.e., drunk, lisp, etc.); and
 - Attitude of caller (i.e., calm, excited, etc.).

- a. Pay particular attention to any strange or peculiar background noises such as street noise, motor noise, music, television or radio programs, dishes rattling, baby crying, or other background noise that might offer a remote clue as to the origin of the call.
- b. once the caller hangs up immediately contact the Director of Campus police.

The Search

The quickest and most effective search of a structure can be done by the regular occupants of the building. Since bombs come in many forms, It is very difficult for police or anyone not familiar with the building to identify any object as being new or suspicious. Each individual should quickly inspect his/her area (i.e., dormitory room, and office or a classroom). Anything found that arouses suspicion should not be moved or touched. A note should be made as to the description of the object and its exact location. This should be promptly reported to the authorities.

Evacuation

The order to evacuate a structure can be given by anyone who locates a suspicious object. The fire alarm should be utilized as a means of alerting occupants of an evacuation. Handicapped individuals should be assisted in exiting the building. DO NOT use elevators in the event of a fire. DO NOT PANIC. Fire escapes routes should be utilized in order to evacuate the structure in an orderly manner. If a suspicious object is found near an escape route, the evacuation should be rerouted as necessary. All doors should be left open when leaving the area. Occupants of the threatened structure should move far away from the structure as possible. In case of inclement weather, occupants should take refuge in other structures that are designated by Campus Police. DO NOT MOVE AUTOMOBILES during the threat. No one will be able to re-enter the building until the clear message has been delivered by the Director of Campus Police or his designee.

SECTION III

NATURAL DISASTERS (Hurricanes, Floods, Tornadoes, Earthquakes, etc.)

Hurricanes and Tornadoes are a major source of injury to thousands of people every year. In an effort to reduce the hazards of Hurricane and Tornado damage on the Campus of Allen University, the following guidelines are provided:

Officially, Hurricane and Tornado season begins in June and ends in November; however, a hurricane or tornado watch or warning can be issued at any time.

- A Hurricane Watch is issued whenever a Hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen to (weather band radios stations and local radio stations) for further advisories and be prepared to act promptly if a Hurricane Watch is issued.
- A Hurricane Warning is issued when hurricane winds of seventy-four (74) miles an hour or higher, or a combination of dangerously high water and very rough seas are expected in a specific coastal area within a twenty-four (24) hour period.
- A Tornado Watch means that tornadoes and severe thunderstorms are possible.
- A Tornado Warning means that a tornado has been sighted and you should take appropriate shelter immediately.

The following precautionary measures should be taken immediately once you receive a hurricane warning or flood:

- a. Keep a battery-operated radio tuned to a local station, and follow the instructions. Remain calm. If you are told to evacuate, move out of the structure to designated high ground.
- b. Turn off all utilities. DO NOT touch any electrical equipment unless it is in a dry area. Avoid the use of telephones.
- c. Avoid travel in automobiles. Roads may be washed away by the floodwaters and rapidly rising water levels could carry the vehicle away.
- d. If you are trapped in a structure by rapidly rising floodwater, move to the top floor or the roof of the structure. DO NOT attempt to swim to safety. Wait for help.
- e. DO NOT be fooled by the "eye" of the hurricane. If the storm center passes directly overhead, there will be a lull in the winds lasting from a few minutes to half an hour or more. At the side of the "eyes" the winds will increase rapidly to hurricane force and will come from the opposite direction.

- f. Once the hurricane has passed, remain inside until informed by authorities that it is safe to leave. Assist the handicapped in exiting the building.
- g. Keep your radio tuned to a local station for updates on the situation and vital information.
- h. Stay out of disaster areas. Sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
- i. Avoid loose or dangling wires, and report them immediately to the authorities.
- j. Make a conscious effort to prevent fires. Decrease water pressure may make firefighting difficult.

When you receive a warning of a possible tornado, the following security precautions should be taken:

- a. Take shelter immediately. **DO NOT GO OUTDOORS**;
- b. Close all windows and doors;
- c. If possible, seek refuge in a basement. This is the safest place during a tornado;
- d. If a basement is not available, seek refuge in a small room with no windows (i.e., closet, bathroom, etc.);
- e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure; and
- f. If no central rooms are available, take refuge in a hallway, away from any doorways or windows. Sit with your back against the wall, with your knees drawn in to your chest.

All of these precautions should remain in effect until your area has been determined to be safe by a Campus Police Officer or other Public Safety Officials. The Campus police Department should be informed of all events taking place during the emergency. Any request for medical aid should also be directed to the Campus Police Department. **DO NOT** attempt to take unnecessary risks unless told to do so by Public Safety Officials.

NOTE: The probability of Tornadoes spawned by Hurricanes is very high. When a hurricane approaches, listen for Tornado Watches and warnings, and be ready to take immediate action.

American Red Cross Contact Information



Contact Person: _____

Title: _____

Alternate Contact: _____

Title: _____

Telephone Number(s): _____ / _____ or

Mobile: _____

Or _____

Pager: _____

Fax: _____ / _____

E-mail Address: _____

Earthquakes

It is a known fact that the state of South Carolina sits over a fault in the earth. There have been reports that our state has experienced minor tremors at least once a year, although they are not detected by most residents. Columbia is located in a high-risk zone, which means that there is the potential danger of an earthquake threatening the lives of the counties residents. In the event that the campus of Allen University is subjected to the effects of an earthquake, the following precautions should be observed:

- a. The most important task and perhaps the most difficult one is, DO NOT PANIC. The motion of the earth is frightening but, unless it shakes something down on top of you, it is harmless.
- b. If the earthquake catches you indoors, stay indoors. Take cover under a desk, table, or in doorways or halls and against inside walls. Stay away from glass.
- c. DO NOT use candles, matches or other open flames during or after the tremors as gas may be in the air due to gas leaks.
- d. If the earthquake occurs while you are outdoors, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
- e. DO NOT run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
- f. If you are in an automobile when an earthquake occurs, stop the vehicle in a clear area and remain in the vehicle.

Once the tremors have discontinued, the following steps should be taken:

- a. Check for injuries. DO NOT attempt to move seriously injured persons unless they are in immediate danger of further injury. If emergency help is necessary, dial 9-1-1.
- b. Check your utilities; but, do not turn them on. Each movement may have cracked water, gas and electric conduits.
- c. If the water pipes are damaged, shut off the supply if possible, and notify the authorities of the situation.
- d. If electrical wiring is shorting out, shut off the current at the fuse box.
- e. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
- f. Assist the handicapped in exiting the building. Remember that elevators are reserved for the handicapped persons use. DO NOT use elevators in the event of a fire. DO NOT PANIC.
- g. Once outside the building, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and sidewalks clear for emergency vehicles and personnel.
- h. If requested, assist emergency personnel as necessary.

- i. Stay out of severely damaged buildings. Aftershocks can shake them down.
- j. DO NOT heed to or spread rumors. They often do great harm following disasters. Stay off the telephone except to report an emergency.
- k. Turn on a battery operated radio to hear any updates and emergency bulletins.
- l. DO NOT go sightseeing.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

Utility Failure

In the event of a major utility failure during regular business hours (8:00am-5:00pm, Monday thru Friday):

- a. Immediately notify the Campus Police Department at 803-223-4544. and Physical Plant at 803-223-4544.
- b. If there is potential danger to building occupants, or if the utility failure occurs after hours or on weekends or holidays, notify the Campus Police Department at 803-223-4544. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
- c. Assist the handicapped in exiting the building.
- d. Once outside, move to a clear area at least 500 feet away from the affected building. Keep the walkways, fire lanes and hydrants clear for emergency personnel.
- e. if requested, assist the emergency crew as necessary.
- f. A Campus Emergency Command Post may be setup near the emergency site. Keep clear of the Command Post, unless you have official business.
- g. DO NOT RETURN TO SN EVACUATED BUILDING unless told to do so by a member of the Campus Police Department.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

EXPLOSIONS

In the event of an explosion:

- a. Immediately take cover under tables, desk and other objects, which will give protection against falling glass or debris.

- b. As soon as conditions permit, immediately notify the Campus Police Department at 803-223-4544 or call the Columbia Fire Department. Give your name and describe the location and nature of the emergency.
- c. If necessary or when directed to do so, activate the Fire Alarm, then then report the emergency to the Campus Police Department at 803-223-4544.
- d. When the fire alarm is sounded, or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.
- e. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons. DO NOT use the elevators in case of fire. DO NOT PANIC.
- f. Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Know your assembly area points.
- g. DO NOT return to an evacuated building unless told to do so by a member of the Campus Police Department.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.