

INSTITUTIONAL DIRECTIVE 4-8

April 6, 2009

Title: **Emergency Action Plan**

I. Purpose

The Department of Public Safety plays a key role in protecting the campus and its occupants during emergency or crisis situations which develop. Such situations include natural acts and those which may be created by the actions of persons. An Emergency Action Plan and an Emergency Management Operations Plan have been developed for the purpose of articulating specific procedures to be observed, as circumstances require. This institutional emergency plan is a part of the Public Safety Office Directive and establishes a plan to give guidance to the faculty/staff, students and visitors in the event of an emergency. Foremost among these guidelines will be the provisions for continuity of leadership throughout the duration of an emergency.

II. Policy

It is the policy of Piedmont Technical College to establish and follow procedures, which will protect the safety of students and employees in the event of emergencies and disasters.

III. Scope

The directive establishes guidelines to be used in the transition from normal routine to the procedures necessary for implementing specific instructions covering emergencies or disasters which may occur.

IV. Applicability

Emergency Action Plan is applicable to all faculty, staff, students, adjunct faculty and visitors of Piedmont Technical College.

V. Information

It is essential that this institution be prepared to meet the public and private legal and moral responsibilities inherent in emergency situations.

This College Emergency Directive contains the necessary information to meet those requirements. Administration, emergency procedures, shelter areas, evacuation routes, and coordination with County Disaster Officials is included.

Familiarization with the contents of this directive is essential to the orderly administration of the institution during emergencies or disasters.

Office of Responsibility: President

VI. Responsibilities

Overall Responsibility:

The President is the overall authority for direct emergency actions. The Senior Vice President is the responsible authority in the absence of the President. All supervisors are responsible for prompt notification and evacuation of their employees as required during emergency situations.

INFORMATION

All teaching faculty are responsible for students in their charge during emergency situations and must ensure that students evacuate the spaces and buildings, as required, in accordance with the provisions of this plan. Both supervisors and instructors alike will have to ensure that the handicapped persons in their charge are promptly notified and evacuated, as required during emergencies.

VII. Implementation

Continuity of Administration (chain of command) provides for positive leadership in decision-making. Administration will be identified by title (in most cases). District –Wide Emergency or Local Emergency

- A. Decisions will be made by the President of Piedmont Technical College.
- B. In the absence of the President, the following administration in sequence should be contacted for decisions pertaining to these procedures
 - 1. Senior Vice President
 - 2. Director of Facilities Management
 - 3. Director of Public Safety
 - 4. The absence of all of the above, call any institutional officer.
- C. County Centers, in the absence of the President or Senior Vice President, the following administration in sequence should be contacted for decisions pertaining to these procedures.
 - 1. **Abbeville County Center** - Coordinator
 - 2. **Edgefield County Center** – Coordinator; Educational Support Coordinator
 - 3. **Laurens County Center** - Dean/Coordinator; Coordinator Front Desk
 - 4. **McCormick County Center** - Coordinator
 - 5. **Newberry County Center** – Coordinator; Evening Coordinator
 - 6. **Saluda County Center** - Coordinator

After normal business hours, contact Public Safety at (864) 941-8000. Public Safety will make contact with the proper authority for the situation.

VIII. Procedures—Severe or Inclement Weather

- A. Severe or Inclement Weather
 - 1. The Public Safety Officer and Receptionist will monitor local and area communication channels for reports of approaching severe weather or weather that may present travel hazards.
 - 2. Upon receiving notice of imminent severe or inclement weather the responsible administrator will confirm the nature and duration of the weather condition.

3. If necessary, the responsible administrator should broadcast accurate weather information to the classes via computer email, text messages and/or the Emergency Alert System. Classes should not be dismissed at this time.
 4. The administrator in charge may judge, after obtaining accurate information, that classes should be dismissed in the best interest of the academic population. After confirming judgment for the dismissal of classes with the President of the College the responsible administrator may dismiss classes. If unable to contact an institutional officer, the appropriate dean should be contacted for the decision.
 5. The College Communications Office will disseminate any change in class schedule to the local news media, radio and TV stations.
 6. For additional information in the making of decisions Greenwood County Disaster Preparedness can be contacted at 942-8553 or Greenwood County Communications at 941-8632. **County centers will contact their local emergency communications department or in an emergency dial 911.**
- B. Snow or ice accumulation
- In the event of heavy snow or ice accumulations during normal school hours, the president of the college or his designated representative will make the determination concerning school closing and other operating procedures. If heavy snow or ice accumulation occurs during the hours the when college is closed, the Public Safety Officer on duty will:
1. Contact the responsible administrator as set forth in the Continuity of Administration to determine the course of action to take in regards to school opening or closing, and the responsible administrator will make the determination regarding closing or late starting classes and will contact College Communications for media notification and the proper message to put on the recorder for telephone callers.
 2. Contact the Director of Facilities Management and/or the Maintenance Supervisor to make arrangements for the removal of snow or ice or other weather caused maintenance problems.
- C. Tornadoes or Severe Thunderstorms
1. A tornado or thunderstorm watch is a forecast of conditions favorable for the formation of tornadoes or severe thunderstorms in a local area. Continue normal activity but remain alert for sudden changes in the weather.
 - a. Upon receiving notification of a tornado or thunderstorm watch, the responsible administrator should alert those staff members designated as emergency personnel (i.e., Public Safety, Maintenance, and other administration staff).
 - b. The Public Safety Office and the receptionist should monitor local weather reports and the weather monitor.
 - c. Upon notification Public Safety will begin a watch of the western sky either from a high vantage point south west side of A bldg., Breezeway 2nd floor D bldg. and begin a perimeter patrol in the vehicle with the window down as far as the weather will allow, so sounds can be detected. One of these officers will either have the weather scanner with them or extra hand held radio tuned to channel 4---Greenwood County telecommunications frequency.

- d. Public Safety along with selected outer buildings will be supplied with weather radios to be monitored at all times. Public Safety will alert occupants and the different division secretaries of the watches and warnings contingent upon time and severity of the event.
 - e. The responsible administrator may issue a cautionary and Procedural broadcast at this time outlining the shelter areas and clarifying reports on the weather conditions.
 - f. Severe weather may cause the Emergency Alert System to be activated.
2. A tornado or severe thunderstorm warning means that a TORNADO OR SEVERE THUNDERSTORM has been detected within striking distance and may be approaching the campus. The following indicates a tornado warning:
- a. A whaling sound on the sirens at the National Guard armory
 - b. A report from Public Safety of a tornado or severe thunderstorm.
 - c. Notification from Disaster Preparedness Telephone: 911.
 - d. All doors and windows of the school should be secured and all persons should seek shelter in the areas designated in the appendix section of this booklet. Time is important and persons may not be able to seek shelter in the appropriate area. The safety zones would be areas such as hallways, restrooms, and interior classrooms not having outside windows. Stay away from glassed areas of the buildings. Stay low and cover yourself. The responsible administrator should seek shelter with their assistants and monitor the storms progress if possible.
3. Upon notification that the tornado or severe thunderstorm warning has been withdrawn; the responsible administrator should direct emergency response persons to notify the campus community that all is clear. They shall then assess any damage to the campus or injuries to persons. If the situation warrants intervention contact should be established:
- a. Contact Disaster Preparedness at County Communications at 911.
 - b. If the storm situation remains critical, the responsible administrator should confer with the President or Director of Facilities Management about closing the college or remain open on watch and continuing classes.
 - c. In either case, the responsible administrator should broadcast and disseminate by messenger the information to the college. Included in this broadcast should be an update on the weather conditions and with cautionary warnings for drivers.
 - d. The Emergency Alert System will be used in severe situations and can show "ALL CLEAR" when conditions so warrant.

IX. Bomb Threat

Any person receiving a bomb threat call (usually the receptionist) should remain very calm, empathetic to the caller, and observant. The person receiving the threatening call should elicit information from the caller in an attempt to learn about the bomb, its' possible location, the reason for the threat and possibly the caller's identity or location. Request more data by expressing a desire to save lives.

A. In case of Bomb Threat warnings, immediately call:

1. Public Safety or the Director of Facilities Management. Facilities Management will notify Public Safety and ensure that emergency response is initiated.
 2. Public Safety will immediately contact the President's Office or the next Administrator in the Continuity of Administration, the Sheriff's Office via Telephone to County Communications at 911. County centers, due to response time will call 911 in their respective area and follow up with Public Safety at the Lex Walters Campus.
 3. A minimum of activity should be conducted using cell phones, pagers and two-way radios due to they can detonate electrical controlled bombs.
 4. Do not discuss the bomb threat with other personnel. Let Administration and the proper authorities decide on the best approach to the threat.
- B. In most cases the responsible administrator should initiate an orderly evacuation of the suspected areas by using the Emergency Alert System or messenger. Supervisors should move all occupants as far as feasible from the affected area at least 300 feet. Watch out for suspicious vehicles, vans, large trucks or anything that might contain an explosive device. The caller may give information that would be misleading and hope to cause the evacuation to pass near the real bomb. An attempt should be made to account for every occupant instructor's account for students and supervisor's account for employees. Give a list of any missing persons to the responsible administrator.
- C. When an actual bomb is discovered all occupants should be at least 300 feet from the area and should shield themselves from the possible detonation of the device.
- D. The person receiving the bomb threat call should be very attentive while talking with the caller. They should try to get some ones attention if possible to initiate action through Public Safety. Keep the caller on line as long as possible. Ask them to repeat the message and record or write down as much as possible what is said by the person. If they don't indicate the location or time of detonation, ask them for the information. Inform the caller that evacuation of the building may be difficult and life may be taken. Pay particular attention to background noises, such as motors running, music playing or any other specific identifying sound. Listen closely for identifying vocal characteristics that might suggest: sex, accents, speech impediments, etc.
- E. Criteria needed from the receiver of a bomb threat call.
1. Date: _____ and time of call _____.
 2. Exact language used _____.
 3. Adult _____ Child _____
Male _____ Female _____
 4. Location and description of bomb _____.
 5. Speech Patterns (Check all Applicable)
Slow ____ Excited ____ Disguised ____ Accent ____
Rapid ____ Loud ____ Broken ____
Normal ____ Soft ____ Sincere ____
 6. Type of accent _____.
 7. Background noises _____.
 8. Signature of person receiving the call.

X. Procedures – Disturbances of Demonstrations

Prevention of possible disturbances through comprehensive and relevant educational programs and open lines of communication is an essential duty of the academic community. The following procedures should be considered only in case of severe emergencies. The administration should assess the situation to determine its seriousness and its effect on the safety of students and employees of Piedmont Technical College before taking any action.

A. Procedure

1. The President is in complete charge of the College; in his absence refer to Section II, Continuity of Administration.
2. The responsible administrator should keep a record of the proceedings and events during the emergency.

B. Student Relations

1. Keep the students informed of the situation through normal channels of communication.
2. Attempt to confer with representatives of all groups, obtaining all points of view in order to dispel rumors, calm fears, assess and possibly rectify the problem, and to provide as near normal operation as possible.
3. Classes should continue, if possible, and students should be encouraged to maintain their schedule.
4. Students should be advised of any threats to their welfare that may be occasioned by their leaving buildings.
5. The V. P. for Student Development will be notified.
6. No student or student group should be utilized in calming any disturbance that might occur, or that would jeopardize their normal relationship with their fellow students.
7. Law enforcement officers who are students at Piedmont Technical College may make themselves available to the responsible administrator and work in conjunction with them their duty requires they take action during a disturbance. (However take note of 4-D, Police Relations.)
8. Students should be advised that provisions of the Student code applying to disturbances will be enforced.

C. Staff Relations

1. Faculty Relations
 - a. Keep faculty fully informed of the situation using all available means of communications.
 - b. All faculty should record events that occur in their vicinity, including time and place of the event (with names of participants if possible) and action taken. This information should be given to the responsible administrator for inclusion in the report.
 - c. All faculty can have a calming effect by their actions and reactions to the situation. Good judgment and sound action will minimize the disturbance. Fear or emotion should not be communicated to the students.
2. Administrative staff should report to the responsible Administrator for performance of assigned duties.

3. Facilities Management Division
 - a. Custodial workers report to the responsible Custodial Supervisor for performance of assigned duties.
 - b. Maintenance staff reports to the responsible Maintenance Supervisor for duties.
 - c. Grounds staff report to the responsible Grounds Supervisor for Duties.
 - d. Public Safety open dialog with the Director of Public Safety or in their absence, the Director of Facilities Management.
 4. Clerical Staff
 - a. Report to the responsible administrator.
 - b. Business Office Staff and Admissions personnel should take special care to safeguard essential records.
 - c. Keep the switchboard clear for emergency calls.
 5. All unassigned staff should remain at their duties unless assigned duties by the responsible administrator or his designee.
- D. Police Relations
1. The responsible administrator should alert the police for possible action. (Pre-disturbance alerting will greatly hasten police response if they are later needed.)
 2. Discretion must govern the use of uniformed police in any demonstration or disturbance crisis situation. The responsible administrator should designate an entrance and room where the uniformed police may enter and remain until called for duty.
- E. Established community organization may be contacted for assistance in calming potentially dangerous situations.
- F. At the discretion of the President, or in his absence the responsible administrator, the college may be closed if the demonstration or disturbance is of such a nature as to make the action mandatory (i.e., complete disruption of the institutional schedule).

XI. Procedures – Nuclear, Biological or Chemical Emergencies

- A. Emergencies are controlled by the Greenwood Disaster Preparedness Office. Copies of the Greenwood County Disaster Plan are in the following offices:
 1. Senior Vice President
 2. Receptionist Desk
 3. Public Safety Office
 4. Evening Administrator
 5. Director of Facilities Management
- B. Piedmont Technical College is an authorized Nuclear Shelter area for persons of the College. Shelters are located in the Industrial Labs of A Building only.
- C. In the event of an emergency call Public Safety and they will contact the responsible administrator and/or contact Disaster Preparedness at 942-8553 or County Communications at 911.
- D. County centers, due to response time call 911 in their respective area and follow up with Public Safety at Lex Walters Campus.

XII. Procedures Fire

In the event of a fire within any College Building, please observe the following:

- A. Sound the appropriate alarm and evacuate the building.
- B. Call Public Safety at 941-8000 or use an emergency phone on campus. If the fire is completely out of control, dial 911. County centers, due to response time call 911 in their respective area and follow up with Public Safety at Lex Walters Campus.
- C. If unable to contact Public Safety call 911.
- D. If Public Safety is notified they will assess the situation to determine if the fire department needs to respond or if it can be extinguished by Public Safety. Under no conditions should the safety of the campus be jeopardized. If there is any doubts call 911. The responsible administrator should be contacted and made aware of the situation.
- E. Check to ensure that the building is completely evacuated with all personnel at least 300 feet from the structure and clear all areas for emergency vehicle entry. All instructors should check their rolls to determine if all students exited the building. Any supervisors of the building should ensure that all personnel have exited and prepare a list of any that are unaccounted for. Give the lists of missing persons to the responsible administrator.
- F. Contain the fire by closing doors to the area involved.
- G. Staff will be trained in the use of fire extinguishers to fight small fires. DO NOT ENDANGER LIFE.
- H. Notify utility companies of a break or suspected break in lines which might cause an additional hazard.
- I. Maintain open access for emergency vehicles.
- J. Render first aid as necessary.
- K. For Medical Emergencies call 911.
- L. Students and staff should not return to the area until fire department and/or Public Safety/Premise Security Officers declare it safe to return.
- M. In the event of a fire near the College, the President (or see Continuity of Administration) shall determine which steps to take.
- N. The College will conduct two fire alarm drills during the year. Public Safety will initiate the drills and record the event on the shift log. A written report will be submitted to the Director of Facilities Management.
- O. Emergency lights, exit lights and fire extinguishers will be checked by a Public Safety Officer monthly to ensure proper functioning. Fire extinguishers will be checked by and serviced as required by a bonded agency once a year.

XIII. Procedures – Utility Emergencies – Electric Power Failures

- A. For all utility emergencies notify the Facilities Management Office during normal daytime operation. After hours or if no contact was made with the Facilities Management Office, call Public Safety at 941-8000. Public Safety will notify IS immediately and if no one is present initiate call to the IS call backlist.
- B. Public Safety has a list of home numbers for the Facilities Management Director and other Maintenance personnel and can initiate a call for assistance.

- C. Duke Energy Company supplies the electricity and can be reached at: 227-3868 or 1-800-769-3766.
- D. The Commissioners of Public Works supplies the water, natural gas and sewer services of the campus and can be reached at: 942-8100 or 942-8117 after hours.
- E. Greenwood Metropolitan Commission supplies service for sewer and can be reached at 943-8000 or 993-1038 for emergencies.
- F. County Centers
 - 1. Abbeville Campus:
 - Electric – Duke Power @ 1-(800) POWER-ON, 769-3766
 - Gas – SCE&G @ 1-(888) 333-4465
 - Water – Abbeville Public Utilities Mon – Fri 8:30am – 5:00pm @ (864) 366-5058 or 366-5059, after hours call 911.
 - 2. Edgefield Campus:
 - Electric, Gas - SCE&G @ 1-(888) 333-4465
 - Water, Sewer – Edgefield County Water and Sewer Authority @ Mon–Fri 1 (803) 637-3011 after hours call 1 (803) 480-4068 this contacts the person on call.
 - 3. Laurens Campus:
 - Electric – Duke Power @ 1-(800) POWER-ON, 769-3766
 - Water, Sewer – Laurens county Water and Sewer Commission @ 1 (864) 682-3250, after hours a voice message will give a number to call.
 - Gas – Clinton-Newberry Natural Gas Authority @ (864) 276-1550, Nights and Sundays 833-7512, Nights Sundays and Holidays 321-2222.
 - 4. McCormick Campus:
 - Electric, Water, Sewer – McCormick Commission of Public Works @ (864) 852-2224, ext. 2 until midnight, after midnight call McCormick County Sheriff's Department @ (864) 852-2550.
 - 5. Newberry Campus:
 - Electric - Newberry Electric Cooperative supplies electricity, at 276-1121, after hours a voice will prompt you of what to do.
 - Water, Sewer - City of Newberry @ (803) 321-1007
 - Gas – Clinton-Newberry Natural Gas Authority @ (864) 276-1550, Nights and Sundays 833-7512, Nights Sundays and Holidays 321-2222.
 - 6. Saluda Campus:
 - Electric - SCE&G @ 1-(888) 333-4465
 - Water - Saluda County Water and Sewer Authority @ (864) 445-9572, after hours a voice will prompt what to do.
- F. The responsible administrator should:
 - 1. Broadcast by messenger that students should remain calm, wait for the lights to come on, or in the complete lack of power, including emergency lighting, wait to be guided by flashlights.
 - 2. Determine if the college should be closed for the day.
 - 3. Monitor the private phone lines in the President's Office and the College Communication Office.
 - 4. Continue operations if possible or secure the facility if it is not possible to restore power shortly.
 - 5. Notify the President or next in the Continuity of Administration.

6. See Power Shut-down procedures in the appendix.

XIV. Procedures – Hazardous Accidents

Warning of a hazardous accident is received usually from the Fire, Police, Sheriff's Department, or Disaster Preparedness officials when such situations occur sufficiently near the College to be a threat to the safety of the academic community. An overturned tanker, either a truck or a train, a broken fuel line, and an accident in a commercial establishment which uses chemicals are all potential hazards if such accidents occur near the College, on a major access to the College or if the wind is such that it would carry fumes from such accidents to the campus.

Whether the accident occurs on campus or hazardously near the campus, observe the following procedures:

- A. The President (or see Continuity of Administration) will determine the need to evacuate or close the campus. He will broadcast appropriate warnings and instructions to the academic community.
- B. If it is necessary to evacuate the area, move crosswind, never directly with the wind or against the wind. Take evacuation roll call to determine if the area is cleared; give the list of missing person to the responsible administrator.
- C. Render First Aid as necessary or call the following:
 1. Public Safety 941-8000
 2. Greenwood County EMS Greenwood Sheriff's Office and the applicable Fire Department by calling 911
- D. Notify Disaster Preparedness by calling 911
- E. College County Centers should call Public Safety and 911 in their respective areas.
- F. The responsible administrator will direct follow-up action. Students and staff must not return to the College or the affected area until Safety Officials declare they are to be safe.

XV. Serious Injury or Illness

- A. In the event of a serious accident or illness the immediate concern is to aid the victim. **The restoration of breathing and/or control of loss of blood could determine a matter of life or death.** Do not leave the victim. Send for assistance by contacting the following places:
 1. Daytime
 - a. EMS (Emergency Medical Service), 911
 - b. Public Safety Office Call 941-8000 or use an emergency phone on campus, located on the yellow poles in parking lots, gray boxes at F Bldg., N Bldg. and H Bldg. or elevator call phones. These call Public Safety direct.
 - c. Receptionist at "0".
 2. Evenings
 - a. EMS (Emergency Medical Services), 911
 - b. Public Safety Office Call 941-8000 or use an emergency phone on campus located on the yellow poles in the parking lots, gray boxes at F Bldg., N Bldg., H Bldg., or elevator call phones. These call Public Safety direct.
 - c. The receptionist at 0.

d. College County Centers call 911 for their respective areas and Public Safety at 941-8000.

In the event the injury or illness is serious enough to demand immediate professional attention beyond basic first aid attention that-is-loss of life and limb seems apparent contact EMS and Public Safety. At no time should anyone administer medical attention beyond the scope of his or her training. Public Safety must complete an Information Report or an Accident Report on all injury or illness events.

B. Do not move the victim unless it is absolutely necessary. Remain with the victim until responsible persons assume control. All personnel should become familiar with the location of first aid stations and kits in their area. Emergency medical information is available at the following locations:

1. Public Safety 941-8000
2. Maintenance Office

When Public Safety completes the accident report at the scene, they will supply the student or employee with the appropriate form to take to the provider of medical aid.

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