

CAROLINA ALERT

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UNIVERSITY OF
SOUTH CAROLINA

In an emergency CALL 911 from any campus phone or cell phone. **Non-emergency: 803-777-4215**

CAROLINA
ALERT

911

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Campus Emergency Phone Numbers

Emergency hotline (recorded outgoing messages only) 803-777-5700

Environmental Health and Safety 803-777-5269

Parents Assistance Line 800-868-6752

Student Health Center 803-777-3957

Counseling and Human Development Center 803-777-5223

Student Affairs and Academic Support 803-777-4172

Human Resources 803-777-3824

Technology Services 803-777-1800

Facilities 803-777-9675

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Introduction

The University of South Carolina is committed to the safety and well-being of the Carolina community. Students, faculty, and staff can help the University safeguard the campus by taking preventive measures to ensure safety and by referencing this guide in the event of an emergency.

The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the instructions provided by University and emergency personnel at the time of the incident may change or even conflict with those listed in this document.

ALWAYS FOLLOW THE INSTRUCTIONS OF UNIVERSITY AND EMERGENCY PERSONNEL.

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Safety Tips

- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- Use the APO Escort Services (803-777-DUCK), evening shuttle, or police escort (803-777-4215).
- When traveling in your vehicle, keep windows up and doors locked.
- If approached, don't resist a robber—especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.
- Familiarize yourself with call box locations.
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 911 or use the nearest call box.
 - Get a good description of the person and their direction of travel.

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GENERAL TIPS

- Remain calm and notify your supervisor
- Call USC Police at 911 (emergency) or at 803-777-4215 (non-emergency) depending on the situation and tell the dispatcher:
 - Your location
 - Person's behavior
 - Person's physical description
 - Person's location and direction of travel
 - What you saw
 - Where and when it happened
- Stay on the phone until released by the dispatcher

Workplace Violence

SIGNS OF WORKPLACE VIOLENCE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call USC Police.

- Threats, threatening behavior, displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Verbal abuse of coworkers and/or customers, or harassment via phone/e-mail
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

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Severe Weather

GENERAL TIPS

- Monitor local media and University's Web site for closings/delays
- DO NOT call 911 unless there is an emergency
- DO NOT handle any electrical equipment
- Unplug appliances and other electrical items
- Cancel/relocate outdoor activities
- AVOID natural lightning rods like tall trees, hilltops, open fields, isolated sheds, small structures in large, open areas, and metal objects

SEVERE THUNDERSTORMS

- Find a safe shelter
- Close all exterior doors, windows, and blinds
- Stay away from the windows

TORNADO WARNING

- Move to an interior hallway on a lower level in the middle of the building you are in
- Stay away from all windows and glass doors
- DO NOT use the elevators
- Close and/or lock all windows and exterior doors
- Call USC Police at 911 to report any injuries and tell the dispatcher:
 - Your location
 - Type of injury or illness of victim
 - Victim's status (conscious, breathing, or bleeding)
 - Age of victim
- Stay on the phone until released by the dispatcher
- DON'T leave until advised or warning ends

FLASH FLOOD

- Don't walk or drive through flooded areas
- Flood-prone areas of campus include:
 - Intersection of Main and Whaley streets
 - Area behind 300 Main St.
 - Area behind Blatt P.E. Center
 - Sumter St. under the railroad bridge
 - Pickens St. under the pedestrian crossing



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DO NOT USE ELEVATORS

- If caught inside an elevator during a power outage:
 - Remain calm
 - DO NOT attempt to open the elevator doors
 - Press the emergency button or call USC Police at 911 and tell the dispatcher:
 - Your location
 - What floor you are near
 - Any injuries
 - Stay on the phone until released by the dispatcher

Power Outage

- Remain calm and stay where you are
- Evacuate ONLY if instructed to do so or are in immediate danger
- Call USC Police at 911 (emergency) or at 803-777-4215 (non-emergency) depending on the situation and tell the dispatcher:
 - Your location
 - What areas are affected by the power outage
 - How long the power has been out
 - Any significant water damage, flooding, gas leak, or any other major utility failure
 - Any injuries
- Stay on the phone until released by the dispatcher
- Turn off all electrical devices like computers
- Laboratory personnel should secure all experiments and unplug electrical equipment before leaving
 - All chemicals should be restored to their proper place
 - If necessary, provide appropriate ventilation by opening windows and doors
 - Evacuate immediately if you are unable to provide appropriate ventilation for chemicals; call USC Police
- DO NOT open cold-rooms, refrigerators, or other temperature-sensitive areas

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IF YOU ENCOUNTER A SUSPICIOUS PACKAGE

- Remain calm
- Stay away from the package
- DO NOT allow anyone to handle or go near the package
- DO NOT use any cell phones, radios, or other wireless devices around the package
- Call USC Police at 911 (emergency) or at 803-777-4215 (non-emergency), depending on the situation, from a land line if possible
 - State the location of the package and provide a description
 - Stay on the phone until released by the dispatcher
- If you touched the package, wash your hands with soap and water for 15 minutes

Suspicious Package

SIGNS OF A SUSPICIOUS PACKAGE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a package is dangerous, but if in doubt, call USC Police.

- Package or envelope with suspicious powdery substance
- Unexpected package sent by someone unfamiliar to you
- Excessive postage
- Poorly written or typed address
- Incorrect title(s) with no names
- Misspelling of common words or names
- Addressed to someone no longer at the address
- Outdated postmarks
- No return address, or one that can't be identified as legitimate
- Return address not consistent with postmark
- Unusual weight, given package size; lopsided or oddly shaped
- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive labels like "fragile," "personal," "confidential," or "rush-do-not-delay"
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.)
- Appears to contain electrical wire or aluminum foil
- Country of foreign origin, unfamiliar to recipient

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- Remain calm
- Call USC Police at 911 (emergency) or at 803-777-4215 (non-emergency) depending on the situation and tell the dispatcher:
 - Your location
 - Person's behavior
 - Person's physical description
 - Person's location and direction of travel
 - What you saw
 - Where and when it happened
- Stay on the phone until released by the dispatcher
- DO NOT let anyone into the building without proper authority
- DO NOT engage in a physical confrontation with the person
- DO NOT block the person's exit

Suspicious Activity

SIGNS OF SUSPICIOUS ACTIVITY

- Anything out of the ordinary
- A person(s) running or leaving quickly—as if he or she were being watched or chased
- A person(s) hauling property—lab equipment, laptops, books, bikes—at an unusual time or location
- A person(s) going door to door in a residence hall or office
- A person(s) pulling on multiple doorknobs or trying to open residence hall/office rooms
- A person(s) pulling on car door handles or looking into multiple vehicles
- A person(s) forcibly entering a locked vehicle or door
- Car or person(s) repeatedly circulating the area
- A person(s) being forced into a vehicle
- Strange noises—arguing, yelling, gunshots, etc.
- A person(s) exhibiting unusual mental or physical symptoms—person may be injured or under the influence of drugs
- A person(s) who photographs, videotapes, sketches, or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.
- A person(s) who doesn't belong or who tries to gain access into a restricted area

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GENERAL TIPS

- Call USC Police at 911 as soon as possible and relay the following information:
 - Location of the incident
 - Type of incident
 - Subject's physical description
 - Subject's location and/or direction of travel
 - Weapon information
- Stay on the phone until released by the dispatcher
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location
- If you can evacuate, do so
- Trust your instincts

Active Shooter

IF YOU ARE UNABLE TO EVACUATE

- Take shelter in the nearest room, office, or closet (preferably with a lockable inward opening door)
- Lock and barricade the door with anything you have available (desks, file cabinets, other furniture)
- Cover any windows that may be in or near the door
- Look for alternate escape routes (windows, additional doors, etc.)
- If jumping from a window is a safe or viable option:
 - Break the window if necessary
 - Make an improvised rope from clothing, belts, etc. if necessary
 - Hang by your hands to minimize the distance you will fall
- Stay low to the ground and remain as quiet as possible remembering to silence your cell phone
- Do not answer the door for anyone
- Position yourself in a location that will allow for the element of surprise if the shooter enters
- Maintain a survival mind-set
- Identify objects to use as improvised weapons and prepare to attack the shooter should he enter
 - Throw items at the shooter's face to cause a distraction and disrupt his aim
 - Attack in a group, creating multiple points of opposition
 - Swarm the shooter, control his extremities and head, and pin him to the ground
 - Continue the fight until you are certain he is no longer a threat
- Once the shooter is incapacitated, call 911 and advise the police
 - Move weapons away from the shooter and use a trash can or other container to control them (do not pick up weapons)
 - Raise your hands, drop to your knees, and obey any commands of responding law enforcement
 - Provide first aid to injured victims

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GENERAL TIPS:

- Call USC Police at 911 and tell the dispatcher:
 - Your location
 - Type of injury or illness of victim
 - Victim's status (conscious, breathing, or bleeding)
 - Age of victim
- Stay on the phone until released by the dispatcher
- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid
- If properly trained, administer basic life support (CPR or first aid); otherwise, wait for professional help
- DO NOT attempt to give ANY medical advice unless properly trained
- DO NOT move the victims unless they are in immediate danger
- DO NOT jeopardize your health or the health of the victim

Medical Emergency

HEART ATTACK

- Check to see if the victim's airway is open, if they are breathing, and if they have a heartbeat
- If trained, administer CPR (if needed)

BURNS

- Remove the victim from source of the burn
 - Be careful not to contaminate or injure yourself
- THERMAL BURNS: Flush the wound area with cool water (DO NOT use ice)
 - DO NOT apply any creams or lotions
- DRY CHEMICAL BURNS: Brush the chemical from the skin using gloves
 - After brushing chemical off the skin, flush area with cool water

BLEEDING

- Use gloves and other protective gear
- Apply firm, gentle pressure to wound with a clean cloth
- Immobilize the wound
- If you come in contact with any blood or body fluids, wash with soap and water, then seek medical attention

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WRITTEN THREAT

- Call USC Police at 911 or 803-777-4215 (non-emergency) depending on the situation
- State your location on campus, and report the information noted from the threat immediately
- Stay on the phone until released by the dispatcher
- Once discovered, do not touch or move the letter so it is not altered or destroyed
- Keep others from handling or going near it

Bomb Threat

TELEPHONE THREAT

- Remain calm
- Do not hang up; keep the caller on the line as long as possible, and listen carefully
- Obtain as much information as possible
 - Ask questions such as:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - What will cause it to explode?
 - Why did you place the bomb?
 - What is your name?
 - Take notes about the call such as caller:
 - **Identity:** Male, female, age range
 - **Voice:** Loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
 - **Background noise:** Office, factory, street, traffic, trains, airplane, animals, party, music
 - **Speech:** Accented, deliberate, fast, slow, lisp, slang, taped/recorded, stuttered, slurred
 - **Manner:** Calm, angry, rational, irrational, coherent, incoherent
 - **Time of call**
 - **Exact words**
 - **Phone number** (Caller ID)
 - **Any other pertinent information**
- Call, or have someone else call, USC Police at 911
 - State your location and report the information noted from the threat
 - If you are unable to speak, dial 911 and leave the line open to allow emergency officer to listen to the conversation

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Fire

GENERAL TIPS

- Become familiar with emergency escape routes before an incident (i.e. note locations of stairwells and emergency doors)
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire
- If you smell or see smoke/fire, pull the nearest fire alarm
- Evacuate the building via the stairs—DO NOT use the elevators
- Close doors behind you as you exit to confine the heat or smoke
- Feel the door with the back of your hand before opening it—DO NOT open a door that is hot
 - If escape route is blocked, immediately shut the door and find an alternate route
- If there is smoke, stay low to the ground

- Call USC Police at 911
 - State the location of the fire
 - Stay on the phone until released by the dispatcher
- Once outside, move away from the building
 - Keep the streets, fire lanes, fire hydrants and all walkways clear
- Staff members:
 - Bring class/building roster with you
 - Take inventory of all personnel evacuated from the building
 - Report missing persons (and their last known location) to emergency personnel on scene
- Return to the building only when permitted by emergency personnel allow

IF CAUGHT IN SMOKE

- Drop to hands and knees, and crawl toward the exit
- Stay low
- Breathe shallowly through your nose

IF FORCED TO ADVANCE THROUGH FLAMES

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

IF TRAPPED AND UNABLE TO EVACUATE

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out
- Close any doors between you and the fire
- Call USC Police at 911
 - State your location
 - Stay on the phone until released by the dispatcher
- If you are trapped and need air, break the window, but only as a last resort
 - Hang a towel from the window (this signals the firefighters that you are trapped)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed, and have someone notify responding emergency personnel of your exact location



Fire

Earthquake

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Earthquake

DURING AN EARTHQUAKE

- DROP to the ground
- TAKE COVER by moving under a sturdy table or other piece of furniture
- HOLD ON until the shaking stops
 - If there is not a table or desk near you, tuck your head to your knees and cover your head with your arms
- Evacuate only after shaking has stopped and it is safe to do so
- DO NOT USE ELEVATORS

AFTER SHAKING STOPS

- DO NOT USE MATCHES/LIGHTERS OR OTHER SOURCES OF IGNITION
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on
- If possible, assist persons with disabilities who may need assistance.
- If not possible, alert responders of the location of persons with disabilities

- Do not enter any building that is deemed to be or appears unsafe
- Leave the area if you smell gas or fumes from other chemicals
- Be prepared for aftershocks
- If trained and able, provide first aid to victims
- Do not move the seriously injured unless they are in immediate danger of further injury.
- Call USC Police at 911 to report any injuries and tell the dispatcher:
 - Your location
 - Status of the victim (conscious, breathing, or bleeding)
 - Any visible injuries
- Stay on the phone until released by the dispatcher
- Open doors carefully
- Watch for falling objects
- Avoid using telephones, unless reporting an emergency

IF TRAPPED IN A BUILDING

- DO NOT USE MATCHES/LIGHTERS OR OTHER SOURCES OF IGNITION
- Cover your nose and mouth with cloth to protect against dust
- Call USC Police at 911 to report any injuries and tell the dispatcher:
 - Your location
 - Status of the victim (conscious, breathing, or bleeding)
 - Any visible injuries
- Stay on the phone until released by the dispatcher
- If trained and able, provide first aid to victims
- Do not move about or kick up dust
- Signal for help using a whistle or by tapping on the building
- Shout only as a last resort



Earthquake

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Hazardous Material Release

EVACUATE

- Leave the area immediately, and keep others away
 - STAY UPSTREAM, UPHILL, AND UPWIND OF THE ACCIDENT
 - Typically one-half mile away (8 to 10 blocks)
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits
 - Turn off all ignition and heat sources
 - Try not to inhale gases, fumes, or smoke
 - Cover mouth with a cloth while leaving the area
- Call USC Police at 911 immediately and tell the dispatcher:
 - The location of the leak or spill
 - Type of substance
 - Amount spilled/leaking
 - Any injuries
- Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance

- WET CHEMICALS: Flush with water and soap if possible, being sure not to scrub the chemical into your skin
- DRY CHEMICALS: Brush from skin using gloves
 - Remove all contaminated clothing
 - Once the chemical is removed, flush with cool water
- Those with information on the chemical should leave immediate area but remain in a safe location nearby to direct emergency personnel to the affected area
 - Assist with providing information about the: incident, chemicals involved, Material Safety Data Sheets (MSDS), and chemical's common use
- Follow evacuation instructions from emergency personnel
 - Keep streets, fire lanes, hydrants, and walkways clear
 - Return to the building only when permitted by emergency officials
- If you are unable to evacuate, or requested to stay indoors, SHELTER IN PLACE

SHELTER IN PLACE (REQUESTED TO STAY INDOORS)

- Close and lock all exterior doors and windows
- Close vents, and as many interior doors as possible
- Turn off air conditioners and ventilation systems
 - In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building
 - If this is not possible, ventilation systems should be turned off
- Go into a room above ground that has the fewest openings to the outside
- Seal gaps under doorways and windows with wet towels, plastic sheeting, and duct tape
- Use material to fill cracks and holes in the room, such as those around windows
- If gas or vapors could have entered the building, take shallow breaths through a cloth or towel
- Call USC Police at 911 to report your location

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