

Subject: Emergency Management Plan
Policy Number: E 10
Date: April 25, 2003
Revised:

POLICY:

The School will follow the University's Emergency Management Plan, located at www.sc.edu/emergency/EmergencyManagement.pdf.

PROCEDURE:

During a crisis, the Director's Office (803 777-6791) will serve as the input point for receiving word of an emergency originating outside the building and will coordinate the response to any emergency that originates inside the building.

Should an emergency occur during a normal business day when classes are in session, the Director's office will notify the dean, associate dean, directors and sequence heads in person or by telephone. Such individuals would physically move through the School's section of the Coliseum and alert students, staff and faculty.

If an emergency requiring action to protect individuals or equipment or records originates outside normal business hours, the Dean and/or other top College/School official will alert appropriate personnel.

Because the Coliseum serves as an authorized emergency shelter, the facility can be expected to attract people, both within and without the University community, to seek shelter. All would seek safety away from the windows on the academic level.

Internal threats would normally require immediate evacuation via the nearest exit. Periodic fire drills coordinated by the Director and campus police should prepare students, faculty and staff for quick and orderly evacuation of the building.

In the case of an internal threat of violence or criminal behavior, notification would be via telephones and e-mail, with only the Director, or his/her representative, moving through the building to alert students and staff. If the threat is deemed widespread, then students, staff and faculty will be advised to move to the nearest secure area with a communication device and wait out the threat.

With the possibility of power outages, each faculty and staff office is equipped with a flashlight. Staff and faculty will be expected to monitor, and assist with, evacuation of the building during a power failure. The College's technical staff

will assume responsibility for checking batteries at the beginning of each semester and replacing weak batteries as warranted.