

University of South Carolina

# BUILDING EMERGENCY ACTION PLAN



**Williams-Brice Building**

1601 Greene Street  
Columbia, SC 29208

**This Page Intentionally Left Blank**

## Table of Contents

<b>I. Overview</b>	3
A. Emergency Contact Numbers	3
B. Purpose	3
<b>II. Building Description</b>	5
<b>III. Building Emergency Personnel</b>	6
A. Deans/Directors	6
B. Building Emergency Coordinator	6
C. Floor Leaders	6
D. Building Emergency Personnel Information	7
<b>IV. Emergency Actions</b>	8
A. Fire	8
B. Severe Weather	10
C. Earthquake	11
D. Hazardous Materials	13
E. Utility Outage	15
F. Active Shooter/Workplace Violence	16
G. Bomb Threat	18
H. Suspicious Package/Item	19
I. Medical Emergency	21
<b>V. After the Emergency</b>	22
<b>VI. Review and Training</b>	23
A. Review and Exercise	23
B. Training	23
C. Documentation	23
<b>VII. Evacuation Planning</b>	24
A. Evacuation Maps	24
B. Assembly Areas	31
Appendix A: Severe Weather Shelter Locations	32
Appendix B: Providing Assistance for Special Needs	33
Appendix C: Bomb Threat Caller Checklist	35
Appendix D: Behavioral Intervention Team	36
Appendix E: Indicators of Violent Behavior	38
Appendix F: Rave Guardian Safety App	39

## I. Overview

### A. Emergency Contact Numbers

EMERGENCY	911
USC Police Department	777-4215
USC Emergency Management	777-6536
USC Environmental Health and Safety	777-5269
USC Facilities	777-WORK (9675)

### B. Purpose

These plans are a component of the University of South Carolina's (USC) Emergency Operations Plan (EOP), which is an "all-hazards" plan for responding to and recovering from incidents. The University Emergency Management Unit is part of the University's Division of Law Enforcement and Safety, and is responsible for coordinating USC's Emergency Operations Plan. USC's Emergency Operations Plan can be found at [sc.edu/carolinaalert](http://sc.edu/carolinaalert). Assistance with Building Emergency Action Plan development, training, and exercise is available through the University Police Department, Emergency Management, and Environmental Health and Safety.

Each department at the University should have a Building Emergency Action Plan (BEAP) to provide to students, faculty, staff and visitors during an emergency. Each BEAP is developed by the individual department or group of departments occupying the building. Once completed, this plan is to be reviewed and approved by the University Emergency Management Unit.

Emergency Management Unit

USC Police Department

1600 Hampton Annex

The development of the BEAP will be an integral part of the Incident Command System (ICS) that the University of South Carolina will deploy as the basis for emergency planning, evacuation, sheltering-in-place, and response activities. BEAPs are required to be updated at least:

- Annually
- When a building gets a new building/facility manager
- When the building has undergone significant construction and/or remodeling
- When a response protocol has been changed, especially as it relates to evacuation procedures

Each employee covered by this Building Emergency Action Plan should be familiar with the plan and instructed as to their responsibilities and actions during an emergency. A record must be maintained including the names of everyone that has been trained (Section VI).

To properly complete the BEAP template, the following information is needed:

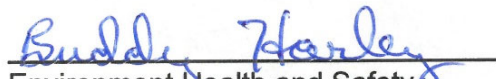
- Responsible personnel, by floor or department, and their respective contact information
- Location of assembly areas after evacuation
- Identification of Severe Weather Shelter locations within the facility
- Identification of all hazardous material within the building
- Identification of all fire pull stations
- Identification of all fire extinguishers
- Identification of all medical equipment such as AEDs, first aid kits, etc.



Building Emergency Coordinator



Department (Chair or Coordinator)



Environment Health and Safety



USC Emergency Management

## II. Building Description

The Williams-Brice building (WMBB) is located at 1601 Greene Street, at the corner of Pickens and Greene Streets, next to the East Energy Facility; the Welsh Humanities and Humanities Classroom Buildings are adjacent.



The WMBB is comprised of six floors housing faculty, staff and administrative offices, as well as meeting rooms and a computer lab for the College of Nursing. Six general-purpose classrooms maintained by the University Registrar are also located among these floors. The Williams-Brice Auditorium (room 231) adjoins the main building via stairwells from the first floor. The building additionally contains a basement level, which houses electrical and mechanical equipment.

### **III. Building Emergency Personnel**

#### **A. Deans/Directors**

The Dean/Director or his/her designee is responsible to ensure that the department uses the model Building Emergency Action Plan (BEAP) and develops a department specific plan.

#### **B. Building Emergency Coordinator**

The Building Emergency Coordinator (BEC) shall be assigned by the Dean/Director and is responsible for plan maintenance, employee education and annual testing of this plan. Testing will entail conducting an emergency exercise for a chosen section of the plan. During an emergency, the BEC will implement the BEAP and coordinate emergency actions to ensure the safety of the people in the building. The BEC emergency duties include:

- Ensure that the notification to emergency agencies takes place
- Assist in building evacuation
- Report to the assembly area
- Account for evacuated personnel
- Collect essential information for emergency personnel (i.e. location of the incident, persons still in the building, special hazards in the building, unique conditions, etc.)
- Develop specific procedures to assist persons with physical disabilities that are assigned to the department
- Assist physically disabled employees, students or visitors
- Meet with first responders to provide critical information and act as a point of contact for building specific concerns
- Implement the post emergency procedures

An Assistant Building Emergency Coordinator (ABEC) will be designated to assist the BEC and be responsible for the BEC's duties in their absence.

#### **C. Floor Leaders**

Each floor shall designate a Floor Leader (FL) responsible for coordinating the BEAP for that respective floor. The emergency duties, as personal safety and time permits, of the FL include:

- Ensure all persons are evacuated
- Solicit volunteers to assist individuals with disabilities
- Conduct a sweep of the floor and ensure that all doors are closed, elevators empty, and critical operations stabilized, if safe to do so
- Assist physically disabled employees, students, or visitors

**D. Building Emergency Personnel Information**

<b>BEAP Title</b>	<b>Name</b>	<b>Office Phone</b>	<b>Email</b>
<b>Dean</b>	Jeannette Andrews	803-777-3862	<a href="mailto:jandrews@mailbox.sc.edu">jandrews@mailbox.sc.edu</a>
<b>BEC</b>	Ashley Maciaszek	803-777-9961	<a href="mailto:ashleypm@email.sc.edu">ashleypm@email.sc.edu</a>
<b>ABEC</b>	Felicia Stevenson	803-777-3861	<a href="mailto:stevenfr@mailbox.sc.edu">stevenfr@mailbox.sc.edu</a>
<b>Floor Leaders</b>			
• <b>First Floor</b>	Lonnie Rosier	803-777-1057	<a href="mailto:lrosier@mailbox.sc.edu">lrosier@mailbox.sc.edu</a>
	Felicia Stevenson	803-777-3861	<a href="mailto:stevenfr@mailbox.sc.edu">stevenfr@mailbox.sc.edu</a>
• <b>Second Floor</b>	Sherene Chavous	803-777-7412	<a href="mailto:schavous@mailbox.sc.edu">schavous@mailbox.sc.edu</a>
	Becki Dangerfield	803-777-6198	<a href="mailto:bodanger@mailbox.sc.edu">bodanger@mailbox.sc.edu</a>
• <b>Third Floor</b>	Nid Stuessy	803-777-7058	<a href="mailto:nstuessy@mailbox.sc.edu">nstuessy@mailbox.sc.edu</a>
	Faith Young	803-777-5296	<a href="mailto:youngfn@mailbox.sc.edu">youngfn@mailbox.sc.edu</a>
• <b>Fourth Floor</b>	Jennifer King	803-777-9614	<a href="mailto:kingjm2@mailbox.sc.edu">kingjm2@mailbox.sc.edu</a>
	Erica Neet	803-777-3468	<a href="mailto:neete@mailbox.sc.edu">neete@mailbox.sc.edu</a>
• <b>Fifth Floor</b>	Wendy Spears	803-576-5999	<a href="mailto:spearsw@email.sc.edu">spearsw@email.sc.edu</a>
• <b>Sixth Floor</b>	Whitney Sudduth	803-777-5217	<a href="mailto:simmon36@mailbox.sc.edu">simmon36@mailbox.sc.edu</a>

(BEC = Building Emergency Coordinator, ABEC = Assistant Building Emergency Coordinator)



## IV. Emergency Actions

### A. Fire

This section of the Building Emergency Action Plan will be activated in the event of:

- Fire alarm activation
- Fire discovered by building occupant

Any faculty, staff, student or visitor that becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists. This is accomplished through sounding an audible alarm and a visual flashing light. All faculty, staff, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the fire alarm system being tested.

The person activating the fire alarm shall dial 911 or 777-4215 from a cellular phone and advise the USC Police Dispatcher of the fire incident in the building.

All occupants will immediately evacuate the building utilizing the posted evacuation routes. Occupants may collect their valuables (purse, coat, etc.) if time permits and should close the door upon leaving. Any occupant who encounters a student or visitor should direct them to evacuate the building. Any occupant that encounters a physically disabled individual should assist that individual (if safe for them to do so) from the building or to the nearest stairwell landing and seek assistance from an emergency responder outside the building. Individuals with physical limitations that can't maneuver the stairs should shelter in the stairwell and have someone advise the first responders of their exact location (see Appendix B). **DO NOT USE ELEVATORS.**

Only occupants trained to operate a fire extinguisher should attempt to extinguish the fire. Those who have not been trained shall immediately evacuate the building.

Only if the fire is very small, such as an early stage fire, should those trained occupants attempt to extinguish the fire. If the fire is not contained, involves flammable solvents, is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room, one should not attempt to extinguish the fire or cease the attempt to and immediately evacuate the building.

Once out of the building, all occupants should gather at the predetermined assembly areas for accountability. The Floor Leader will look for individuals in their area and try to determine if anyone is absent. If the Floor Leaders and their assistants are absent, the Building Emergency Coordinator will cover this role or designate someone to do this. No employee should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the Building Emergency Coordinator.

The Building Emergency Coordinator will provide information to the USC Police Department, Columbia Fire Department or any other first responder on the scene. This information may include, but is not limited to:

- Location of the fire
- Name and Location of disabled individuals requiring evacuation assistance
- Status of the evacuation, personnel missing that may still be in the building
- Special hazards associated with the building

**DO NOT RE-ENTER THE BUILDING UNTIL FIRE OFFICIALS GIVE THE APPROVAL**

## **B. Severe Weather**

This section of the BEAP will be activated in the event of a severe weather situation.

The Emergency Management Unit monitors the National Weather Service (NWS) and receives severe weather notifications directly from the NWS that are specific to the University campus. Additional services are monitored and include but are not limited to the National Weather Service – Columbia office, Richland County Emergency Services Meteorological Unit, and others. The Emergency Management Unit will make campus wide notifications of severe weather by utilizing the Carolina Alert notification system.

Additionally, any employee that becomes aware of a severe weather warning will immediately notify the Building Emergency Coordinator or assistant in the BEC's absence. The Building Emergency Coordinator will determine a notification method for communicating with employees for severe weather warnings. This may be accomplished through word-of-mouth, email, group text, or other means as determined to be appropriate.

Once occupants have been notified of a THUNDERSTORM WARNING, they should take no other steps than to ensure that they are prepared if conditions deteriorate.

Once occupants have been notified of a TORNADO WARNING, they should gather their valuables, if safe to do so, and take cover in the nearest Severe Weather Shelter area in the building. Any occupant who encounters a student or visitor, should direct them to take appropriate actions. Any occupant that encounters a physically disabled individual should assist that individual to the Severe Weather Shelter areas (if safe to do so). Office doors should be closed upon exiting. Building occupants should take cover in the areas outlined in Appendix A. Everyone should try to proceed to the lowest floor possible that they can reach safely (basement is normally the best option).

The Floor Leaders will help direct occupants to the end stairwells to travel to the storm shelter location. Once there, Floor Leaders will observe those in their shelter area to try to help determine if all employees are present. The Building Emergency Coordinator will assist in this role if any Floor Leaders are absent or designate someone to do this. If an employee is missing, the Building Emergency Coordinator will decide whether it is safe to search for the missing employee(s) and solicit someone to locate them and direct them to the shelter areas.

If injuries or building damage occurs, notify the USC Police Department at 911 or 777-4215.

Once the warning period has expired the Building Emergency Coordinator will give the approval for employees to return to their workstations or go home.

### C. Earthquake

This section of the BEAP will be activated when an earthquake occurs.

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate actions and additional actions will be implemented after the quake stops.

An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in intensity (i.e., mild tremors to shaking sufficient to destroy buildings).

When an earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include:

- Drop, Cover, and Hold
- Getting under a desk or heavy table and hold on
- Kneeling in a corner of an interior wall with your head and face covered
- Standing in a doorway and bracing your hands and feet against each side
- Stay away from glass, bookshelves and wall hangings

Once the shaking has stopped, gather valuables and quickly leave the building. **DO NOT USE ELEVATORS.** Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

All employees should gather at predetermined assembly areas.

Any occupant who encounters a student or visitor should direct them to take appropriate actions. Any occupant that encounters a physically disabled individual should assist that individual or take them to the nearest stairwell landing and seek assistance from an emergency responder outside the building. The Floor Leaders and/or Building Emergency Coordinator will conduct a “head count” to ensure all employees are out of the building.

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring already weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.

If building occupants cannot be accounted for, the Building Emergency Coordinator may direct personnel to search for the missing people but instruct personnel **NOT TO RE-ENTER THE BUILDING.** The Building Emergency Coordinator should contact the USC Police Department at 911 or 777-4215 for assistance.

The Emergency Management Team will consult with the Executive Policy Group and decide whether employees can return to their workstations or be dismissed

for the day. The Building Emergency Coordinator will give direction to employees based on that decision.

#### D. Hazardous Materials

This section of the BEAP will be activated when there is a spill or release of hazardous materials.

Hazardous material accidents can occur inside a building, on campus or in adjacent areas and could impact this building. When USC Police Department obtains information concerning a hazardous material incident, proper notification will be made to those in the affected area. This may be accomplished by evacuating a building or area, through Carolina Alert notification, local media, or other means.

Once building occupants become aware of a hazardous material incident they should notify the Building Emergency Coordinator. The Building Emergency Coordinator will make notification to employees and advise building occupants to implement the emergency action plan.

There are two common strategies for protecting individuals during a hazardous material incident. The Building Emergency Coordinator and/or first responders, will notify the building occupants of which strategy should be implemented.

The first strategy is “Shelter in Place”. Everyone in the building would be required to stay in the building until the “All Clear” is given. Employees should take the following actions:

- Close all windows and doors
- Turn off heating/cooling systems (HVAC), if possible
- Move to designated shelter in place locations for further instructions
- Any occupant who encounters a student or visitor should direct them to take appropriate actions
- Any occupant that encounters a physically disabled individual should assist that individual, if safe for them to do so

The Building Emergency Coordinator will ensure that the actions outlined above are completed. The Building Emergency Coordinator and/or Floor Leaders will also conduct a roll call to ensure that all personnel are accounted for.

The Building Emergency Coordinator will monitor Carolina Alert ([sc.edu/carolinaalert](http://sc.edu/carolinaalert)), and communicate with USC Police Department and other first responders for additional updates and the “All Clear” declaration. The Building Emergency Coordinator should follow any instructions or guidance provided by first responders, USC EH&S, or other authorized personnel.

If personnel become ill or injured, the Building Emergency Coordinator or designee should contact USC Police Department at 911 or 777-4215, for medical assistance.

The second strategy is “Evacuation”. The Building Emergency Coordinator will direct personnel to take appropriate action, including:

- Walk to the designated assembly area (consideration should be given to the type of hazard and environmental conditions – wind direction)

- Walk or drive away from the area using travel directions, if directed by first responders
- Any occupant who encounters a student or visitor should direct them to take appropriate actions
- Any occupant that encounters a physically disabled individual should assist that individual, if safe for them to do so

If building occupants cannot be accounted for, the Building Emergency Coordinator should contact USC Police Department at 911 or 777-4215.

The Building Emergency Coordinator will determine whether employees should return to their workstations or go home, after the “All Clear” notification has been made, and after consulting with USC Police Department, EH&S, and first responders.

### **Small Spills/Release**

Small spills that do not endanger workers in the immediate area may be cleaned up by qualified laboratory personnel who have been trained and are properly equipped to handle the situation. Faculty and staff should consider the following items:

- The hazards of the chemical(s) involved
- The amount of the chemical(s) involved
- Spill locations
- Availability of spill cleanup materials or kits

### **Large Spills/Release**

If the spill is large, if the chemical is not easily identified, if the chemical is extremely hazardous or if there has been a fire, explosion or personal injury involved, then:

- Evacuate all personnel from the area
- If the entire building requires evacuation, activate the building fire alarm system and evacuate utilizing the fire evacuation procedure. The fire alarm will be used for evacuation.
- Report the incident to USC PD at 911 or 777-4215, as well as to EH&S at 777-5269
- When placing an emergency call:
  - o Give your name
  - o Give your location
  - o Give the phone number you are using or can be reached at
  - o Describe the emergency along with any injuries
  - o Assist in “flagging down” emergency responders to provide additional information as requested

When safe for you to do so, efforts should be made to prevent others from entering the contaminated area.

## E. Utility Outage

This section of the BEAP should be activated in the event of a utility outage.

Employees could become aware of the utility outage by the absence of that utility or through communication from a utility provider, or other means.

The Building Emergency Coordinator or designee should contact the USC Police Department at 911 or 777-4215, to report any outage and obtain any available information.

While a power outage or interruption doesn't usually cause an emergency within a facility or injuries to employees, hazards may be created by these issues. The Building Emergency Coordinator in conjunction with the Department Chairperson will determine the appropriate course of action. The Building Emergency Coordinator and Department Chairperson should consider the following issues:

- Dangers from tripping and injuries due to lights being out
- Person(s) being trapped in elevators
- Dangers of extreme heat or cold on employees
- Difficulty in contacting responders if an emergency occurs while telephones are out
- Limited or inability to use cellular phones during a cellular outage
- Sanitation problems due to no water
- The loss or potential loss of research and/or experiments taking place

Unless a decision has been made by the Provost, the Building Emergency Coordinator and Department Chairperson will make a decision regarding the continuance of working in the building during a utility interruption. Any occupant who encounters a student or visitor should direct them to take appropriate actions. Any occupant that encounters a visitor or student that is physically disabled should assist those individuals.

If laboratory research or an experiment is underway during a utility interruption and the interruption will affect the research/experiment, the research/experiment should cease until the utility has been restored. Experiments, chemical processes and operating electric equipment should be stopped in a manner that would not cause additional problems. Those locations that routinely conduct research or experiments should have a "shut down" plan established prior to beginning the research or experiment, which considers the potential for a utility outage and the process for mitigation during an outage.

If anyone is trapped on an elevator, immediately call the USC Police Department at 911 or 777-4215 for assistance. If you are in the elevator, utilize the call button in the elevator to notify the USC Police Department and request assistance.



## F. Active Shooter/Workplace Violence

This section of the BEAP should be activated in the event of any type of workplace violence or active shooter.

**Note:** Identifying indicators of workplace violence before an actual incident occurs can help to prevent the incident from taking place (see Appendix F). These indicators should be report to the USC Police Department at 911 or 777-4215. The Rave Guardian App (free to download for Droid and IOS devices) can be utilized to provide anonymous tips (text and pictures) to the USC Police Department however, individuals are encouraged to provide that information by calling 911 or 777-4215 whenever possible.

Building occupants could become aware of a violent act by the sounds of an explosion, gunfire, scuffling, yelling/screaming, or by observation of events that could be intentional acts of violence. Occupants may become aware of such an event based on notification from the Building Emergency Coordinator, other faculty, staff or students, from first responders, or from Carolina Alert. The person(s) who become aware of these life-threatening acts should immediately seek safe shelter and call the USC Police Department at 911 or 777-4215.

The Building Emergency Coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by a Carolina Alert notification, phone paging system, fire panel public address system (if building is equipped), word of mouth, and/or phone or email notification.

Different types of workplace violence require different actions:

- Explosion – If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
- Threatening Phone Calls – If the facility receives a threatening phone call, the call receiver is to maintain an open line of communication with the caller for as long as possible. If possible, the call receiver is to complete the “Bomb Threat Caller Checklist” located in Appendix C. The USC Police Department is to be contacted as soon as possible by calling 911 or 777-4215. If possible, the call receiver should have someone else call the USC Police Department while they are still on the phone with the threatening caller.
- Active Shooter / Gunfire – (**AVOID, DENY, DEFEND**) If you become aware of an active shooter or gunfire in the building, you should **AVOID** the threat by immediately trying to leave the building if safe to do so (moving to an exit that is in the opposite direction of the gunfire). If leaving is not possible, you should **DENY** the threat access to you by taking refuge in a room that can be locked. Using furniture and other items, you can barricade the door and windows to prevent access into your area. You should hide in a closet or

behind a large piece of furniture so that you aren't visible inside the room. **DO NOT UNLOCK THE DOOR FOR ANYONE.** If you can't **AVOID** or **DENY** the threat access to you, your last option is to **DEFEND** yourself. Once the situation has been resolved, a USC Police officer or other law enforcement officer will unlock the door and provide you with instructions.

- Physical Threat – If someone's actions pose a physical threat to you, evacuate the area and report these actions to the USC Police Department at 911 or 777-4215, and then to your supervisor.
- Toxic or Irritant Gas – Immediately evacuate the building using the same evacuation plan and procedures as they would for a fire.
- Hostage Situation – Immediately vacate the area or seek safe shelter. Take no chances to endanger the life of the hostage. Contact the USC Police Department at 911 or 777-4215. If someone is hurt, tell them to vacate the area. If they are not mobile, advise the USC Police Department.

Any occupant who encounters a student or visitor should direct them to take appropriate actions. Any occupant that encounters a visitor or student that is physically disabled should assist those individuals if it is safe for them to do so.

The Building Emergency Coordinator, Department Chair, and the USC Police Department will coordinate the building's security once the Incident Commander releases the building. This group will also determine when building occupants can return to work and the Building Emergency Coordinator can communicate that information.

The Building Emergency Coordinator and/or Department Chairperson may be asked to participate in a post-incident critique regarding the emergency. This critique does not replace the building critique or After-Action Report that should be completed for any incident or emergency in which the BEAP is activated and/or utilized.

## **G. Bomb Threat**

This section of the BEAP should be activated in the event of a Bomb Threat/Explosion.

A person could become aware of a bomb threat by either a telephone call, email, letter, text message or other forms of communication. The person receiving the threat should immediately call the USC Police Department at 911 or 777-4215.

If the threat is made by telephone, learn as much information as possible about the bomb and its location, such as:

- Exact location of the bomb?
- When is the bomb going to explode?
- What kind of bomb is it?
- Why was it placed?
- Who is calling/speaking?

(See Appendix C for the Bomb Threat Caller Checklist.)

The person should then notify his or her supervisor, the Building Emergency Coordinator and/or the Department Chairperson as quickly as possible.

A decision will be made by the Building Emergency Coordinator, Department Chairperson and the USC Police Department to determine if a building evacuation is warranted. If it is warranted, the evacuation should take place using the same evacuation plan and procedures as they would for a fire.

Occupants should not touch any suspicious or unfamiliar objects. Occupants should wait for the police personnel to arrive on the scene and should not conduct any type of search unless directed to by police personnel.

The Building Emergency Coordinator and/or Department Chairperson may be asked to participate in a post-incident critique regarding the emergency.

If an explosion does occur, occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

## H. Suspicious Package/Item

Biological or chemical threats targeting individuals or departments can be screened to limit the exposure and danger to others. Following the recommendations listed below will promote the highest level of safety while minimizing the disruption associated with these incidents. Common features of suspect letters/packages are:

- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Foreign post marks and/or writing
- Liquid leaking from package
- No return addresses
- Hand written or poorly typed address
- Misspelling of common words
- Source of the letter/package is not recognized by recipient/addressee

If you receive a letter or note threatening biological contamination (i.e. Anthrax) or other suspect substances:

- Relax and remain calm – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a hoax. If the suspected biological agent is reported as anthrax, be assured that it is NOT generally contagious (i.e., spread from person to person) and that treatment is available and effective if administered before the onset of symptoms.
- DO NOT open the letter or package
- Call the USC Police Department at 911 or 777-4215
- Remain at the site until police arrive with instructions. You do not have to remain with the package or letter, but ensure that you stay near the building and let the police know where you can be located when they arrive. First responders and healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building.

If you inadvertently open a suspect package/letter or it is leaking (liquid or unknown substance):

- IMMEDIATELY set the item down gently at the location where it was opened.
- Contact the USC Police Department at 911 or 777-4215
- All potentially exposed persons should wash exposed skin surfaces with soap and water. Turn off any fans, air conditioners or heaters if possible
- Return to an area within the building adjacent to the initial exposure and wait for the police (for example, a hallway outside of the room)
- DO NOT allow others into the area. If anyone enters the area, they should stay in the area until instructed to leave by police or other first responder
- First responders and healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon that risk assessment, further

emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

What you SHOULD NOT DO:

- Do Not pass the letter or package to others to examine
- Do Not touch, smell, taste or try to analyze the substance
- Do Not disturb any contents in the letter or package. Handling the letter or package may only spread the substance inside and increase the chances of it getting into the air.
- Do Not ignore the threat, it must be treated as real until properly evaluated
- Do Not leave the building until instructed to do so

If you have further questions, please contact Environmental Health and Safety or the USC Police Department.

## I. Medical Emergency

Implement the BEAP for Medical Emergencies for any injury or illness that requires more than simple first aid.

Immediately contact the USC Police Department at 911 or 777-4215, and report the emergency.

When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions
- Any additional information required by the call taker (dispatcher)

Comfort but do not move the victim.

<b>WMBB First Aid Kit Locations</b>		
<b>Floor</b>	<b>Location</b>	<b>Contact</b>
1	Room 105 (Clinical Simulation Lab)	Lonnie Rosier
2	Room 202 (Dean's Office)	Felicia Stevenson
3	Room 302 (Research) – kitchenette	Gene Brown
	Room 314 (Technology Resource Center)	Rachel Coleman
4	Room 401 – microwave cabinet	Erica Neet
5	Room 520 (Faculty Resource Room)	Wendy Spears
6	Room 601 – desk drawer	Whitney Sudduth
<b>WMBB Trauma Kit Location</b>		
2	Room 213 (Faculty/Staff Lounge)	Felicia Stevenson

Have someone standby outside the building to “flag down” EMS and first responders when they reach the vicinity of the building. Provide them with the location and easiest route to the victim.

Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

## **V. After the Emergency**

Once the emergency is over and the building has been returned to the occupants, the Building Emergency Coordinator and Department Chair will determine if the building occupants should return to work or be released. If they are released, employees will be advised when to return to work.

The Building Emergency Coordinator, Department Chair, and USC Police Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work. Environmental Health and Safety will coordinate the mitigation of the spill and notification to governmental agencies (if applicable).

The Building Emergency Coordinator and/or the Department Chair, with any other personnel who played a critical role in the incident (as deemed by BEC and/or Department Chair) will participate in a post-incident critique regarding the emergency. This critique is referred to as an After-Action Review (AAR). The AAR should be documented and should include but is not limited to, a description of the incident, what actions were taken and by who, what worked well, areas for improvement, and an improvement plan. Updates and plan changes will be made as needed and building occupants will be provided with a revised plan. The completed AAR should be shared with employees and a copy forwarded to the Emergency Management Unit at 1600 Hampton Annex (USC Police Department).

The Building Emergency Coordinator will contact the University's Risk Management Office at 777-2828 regarding any property damage caused by the incident. The Building Emergency Coordinator will also contact Facilities at 777-WORK (9675) regarding any repairs needed from damage caused by the incident. In the event an employee is injured, normal worker injury reporting procedures should be followed.

## **VI. Review and Training**

### **A. Review and Exercise**

On an annual basis, it is recommended that each department exercise a portion of their department specific plan included in the BEAP. These activities may include a fire drill, chemical spill drill, bomb threat drill, etc. Additionally, the BEAP should be reviewed at least on an annual basis to ensure building emergency coordinators and evacuation coordinators information is current.

New employees must be informed of the BEAP. It is recommended that this be part of their orientation process. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary (at least annually) and encouraged to discuss with their research groups, students, and visitors.

### **B. Training**

Upon implementation of the BEAP and periodically thereafter, all employees must be informed of the BEAP and should attend training. Additional training can be coordinated through Environmental Health and Safety or through the Emergency Management Unit, with the Division of Law Enforcement and Safety. Employees should be told where the plan is kept and copies distributed to those who want one.

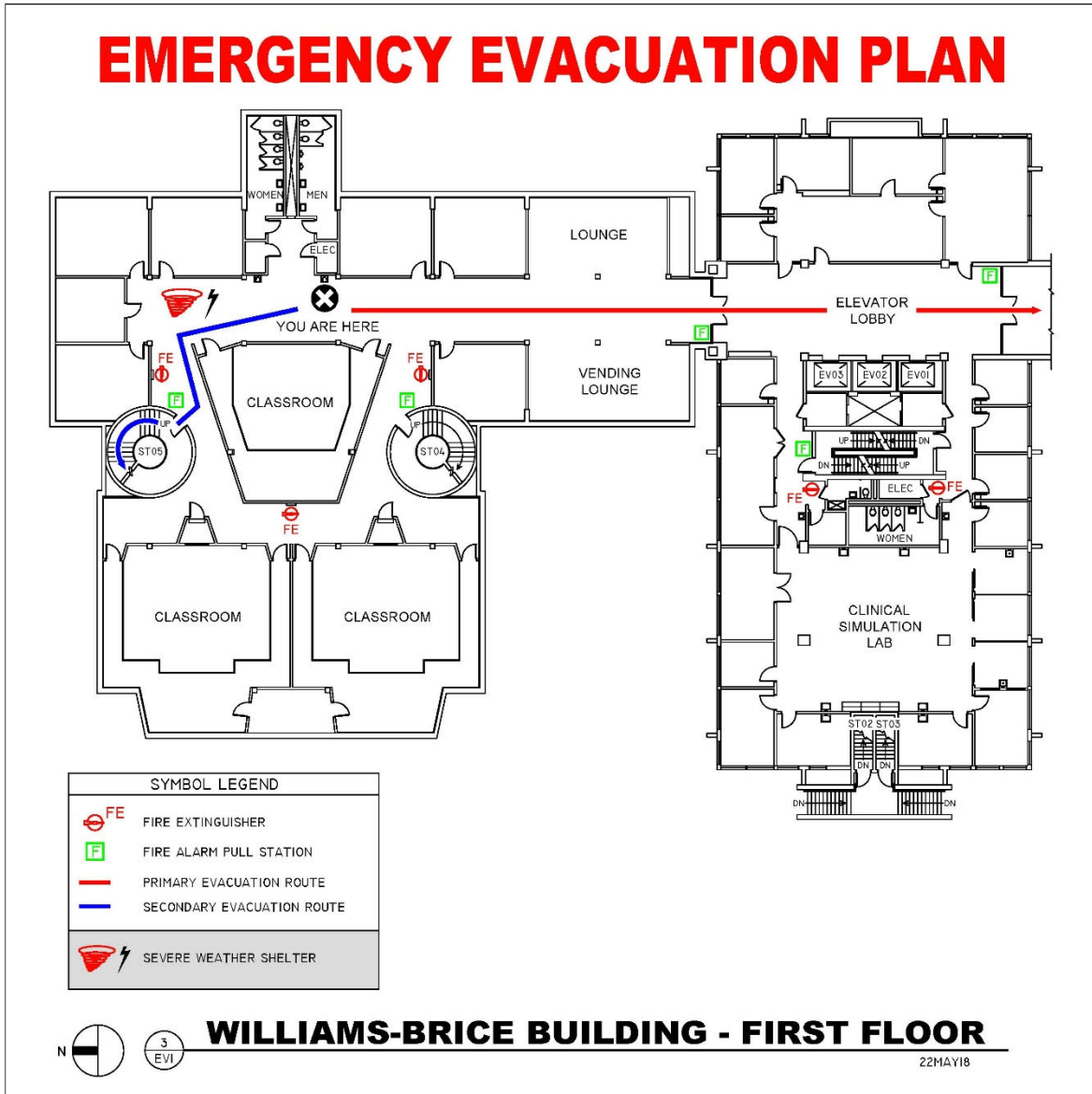
### **C. Documentation**

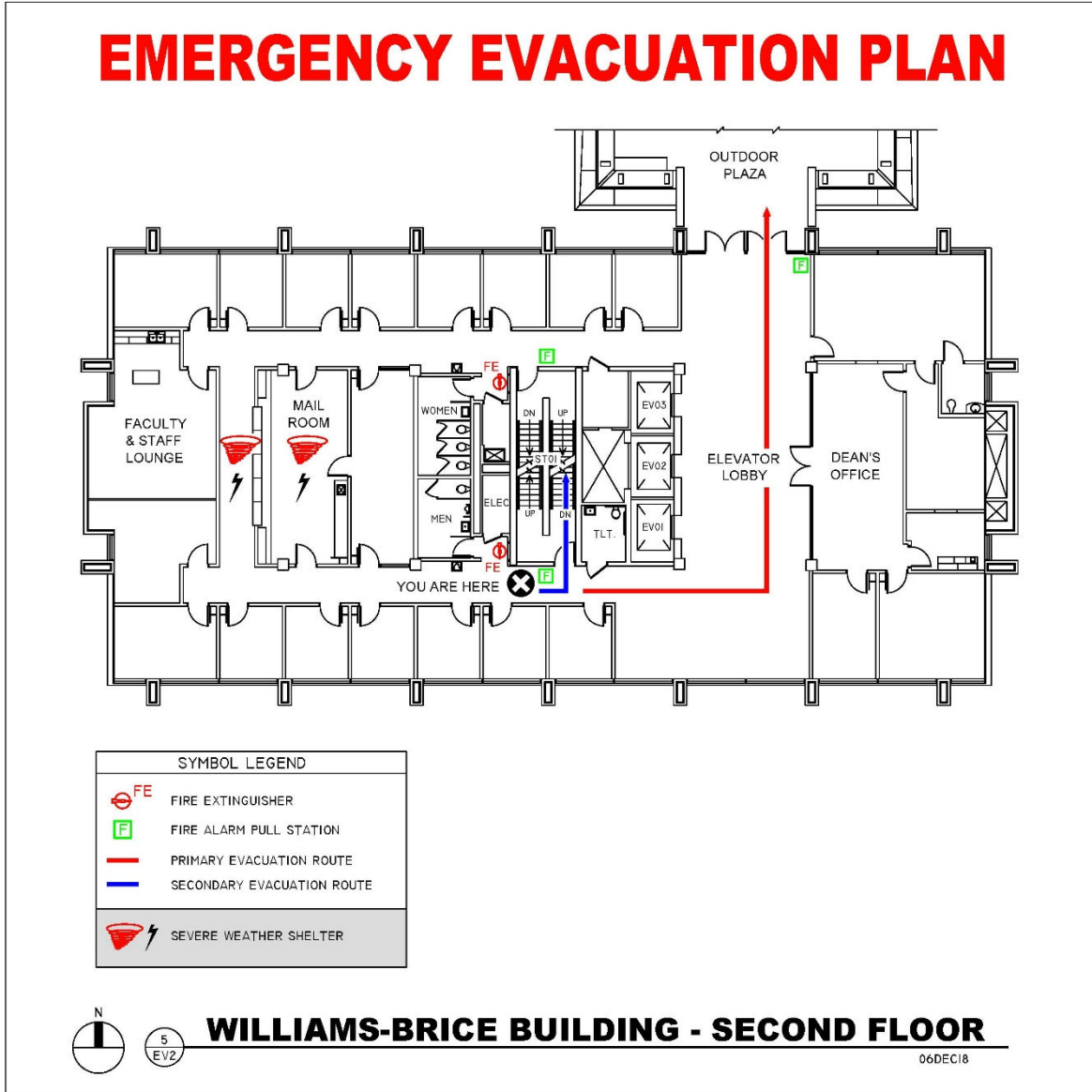
It is important to document the above listed information for record keeping purposes and for accountability. The annual review, along with any changes or updates should be maintained with this plan. A training log should also be maintained and should document new employee training, as well as annual training and exercise information.

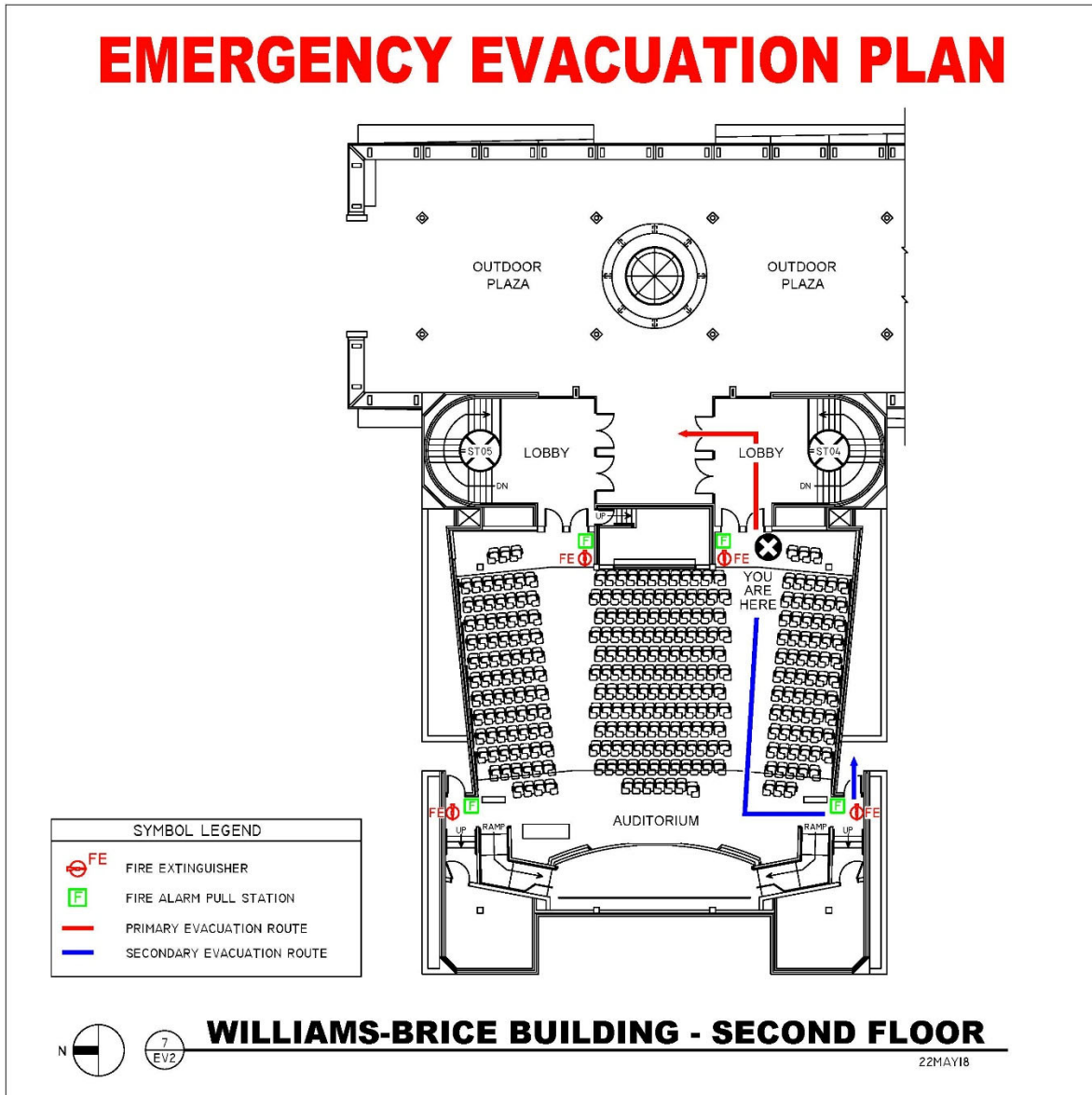


VII. Evacuation Planning

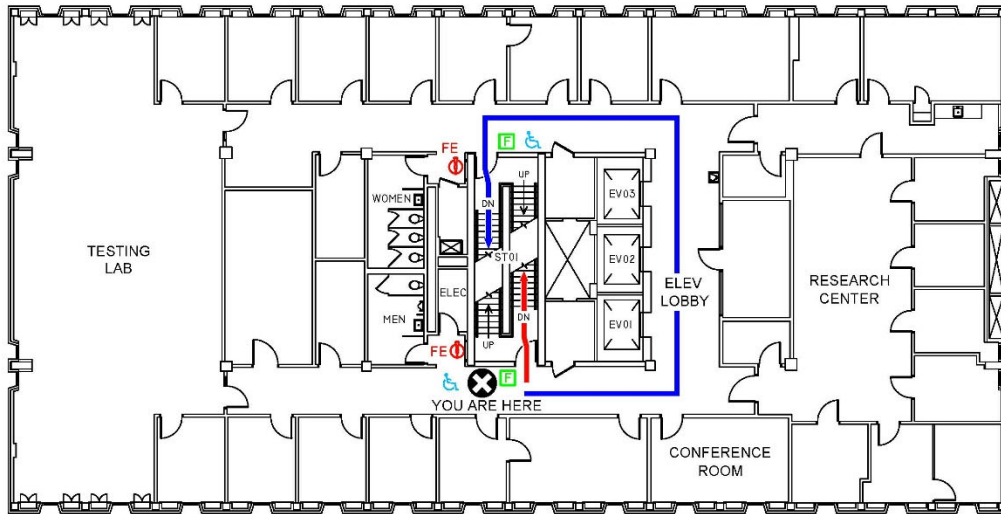
A. Evacuation Maps with Routes







# EMERGENCY EVACUATION PLAN



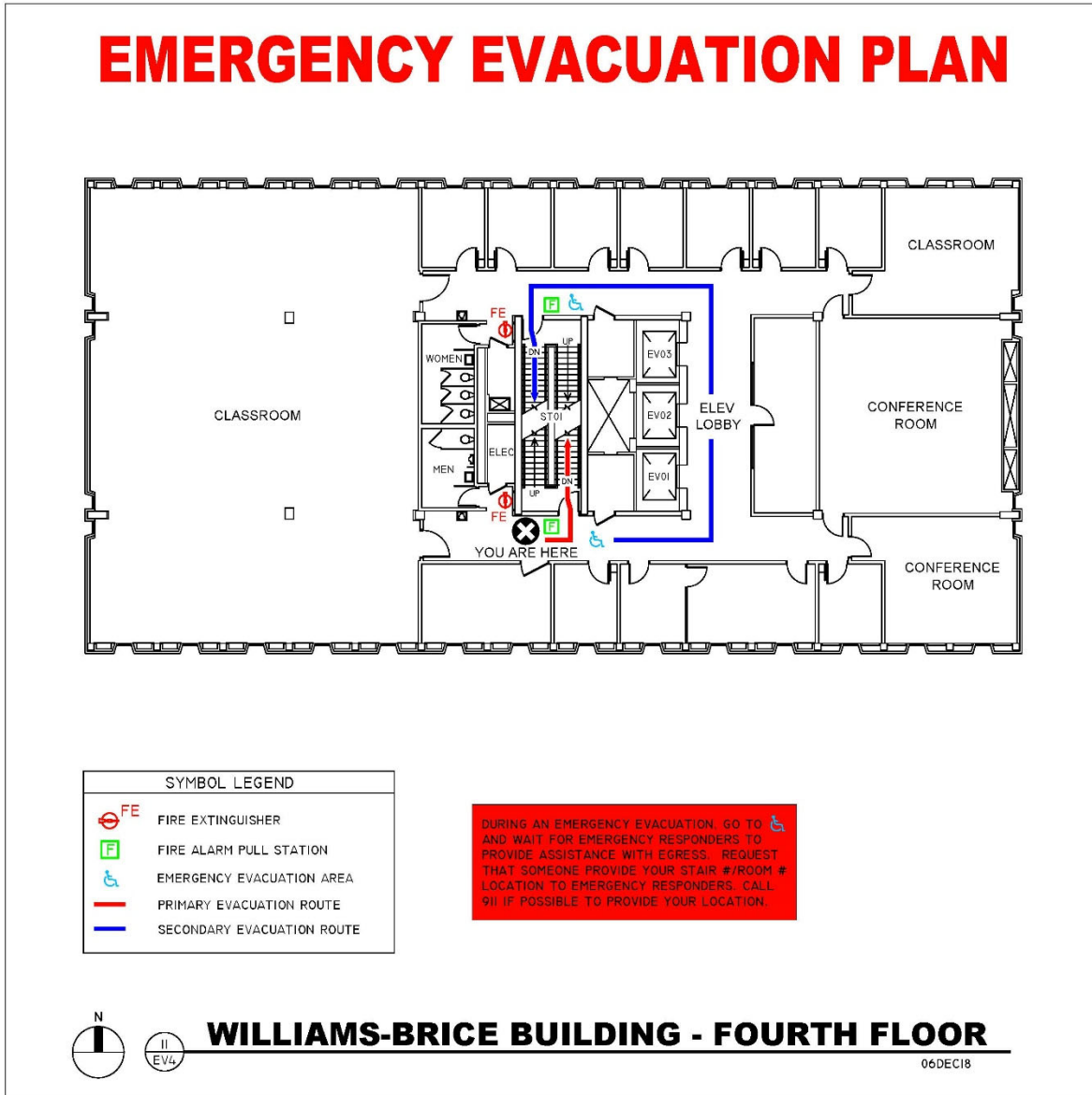
SYMBOL LEGEND	
	FIRE EXTINGUISHER
	FIRE ALARM PULL STATION
	EMERGENCY EVACUATION AREA
	PRIMARY EVACUATION ROUTE
	SECONDARY EVACUATION ROUTE

**DURING AN EMERGENCY EVACUATION, GO TO AND WAIT FOR EMERGENCY RESPONDERS TO PROVIDE ASSISTANCE WITH EGRESS. REQUEST THAT SOMEONE PROVIDE YOUR STAIR #/ROOM # LOCATION TO EMERGENCY RESPONDERS. CALL 911 IF POSSIBLE TO PROVIDE YOUR LOCATION.**

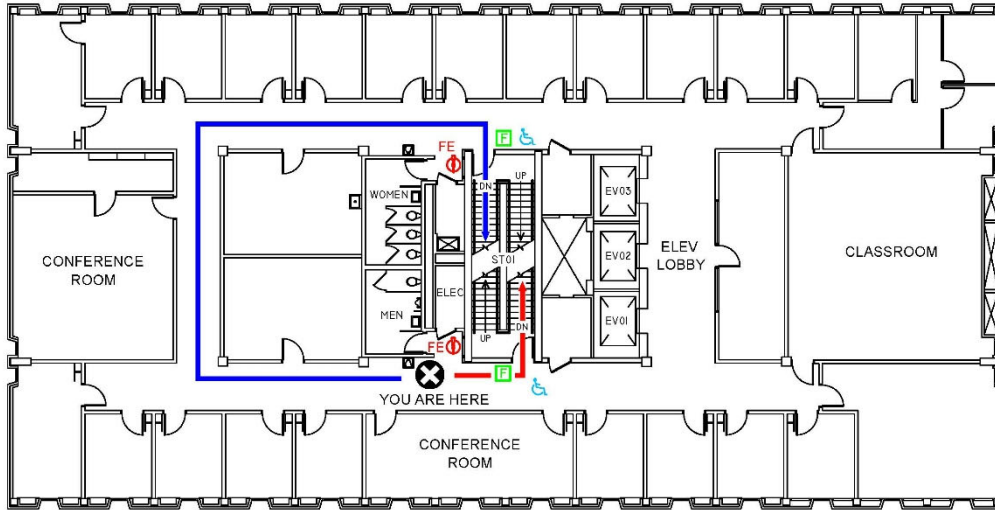


## WILLIAMS-BRICE BUILDING - THIRD FLOOR

22MAY18



# EMERGENCY EVACUATION PLAN



SYMBOL LEGEND	
	FIRE EXTINGUISHER
	FIRE ALARM PULL STATION
	EMERGENCY EVACUATION AREA
	PRIMARY EVACUATION ROUTE
	SECONDARY EVACUATION ROUTE

**DURING AN EMERGENCY EVACUATION, GO TO AND WAIT FOR EMERGENCY RESPONDERS TO PROVIDE ASSISTANCE WITH EGRESS. REQUEST THAT SOMEONE PROVIDE YOUR STAIR #/ROOM # LOCATION TO EMERGENCY RESPONDERS. CALL 911 IF POSSIBLE TO PROVIDE YOUR LOCATION.**

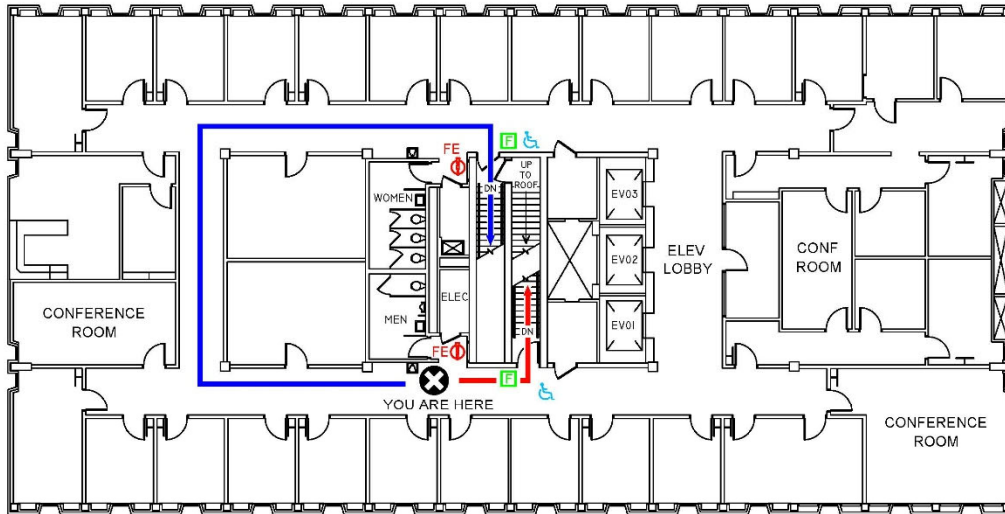


13  
EV5

## WILLIAMS-BRICE BUILDING - FIFTH FLOOR

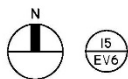
22MAY18

# EMERGENCY EVACUATION PLAN



SYMBOL LEGEND	
	FIRE EXTINGUISHER
	FIRE ALARM PULL STATION
	EMERGENCY EVACUATION AREA
	PRIMARY EVACUATION ROUTE
	SECONDARY EVACUATION ROUTE

**DURING AN EMERGENCY EVACUATION, GO TO AND WAIT FOR EMERGENCY RESPONDERS TO PROVIDE ASSISTANCE WITH EGRESS. REQUEST THAT SOMEONE PROVIDE YOUR STAIR #/ROOM # LOCATION TO EMERGENCY RESPONDERS. CALL 911 IF POSSIBLE TO PROVIDE YOUR LOCATION.**

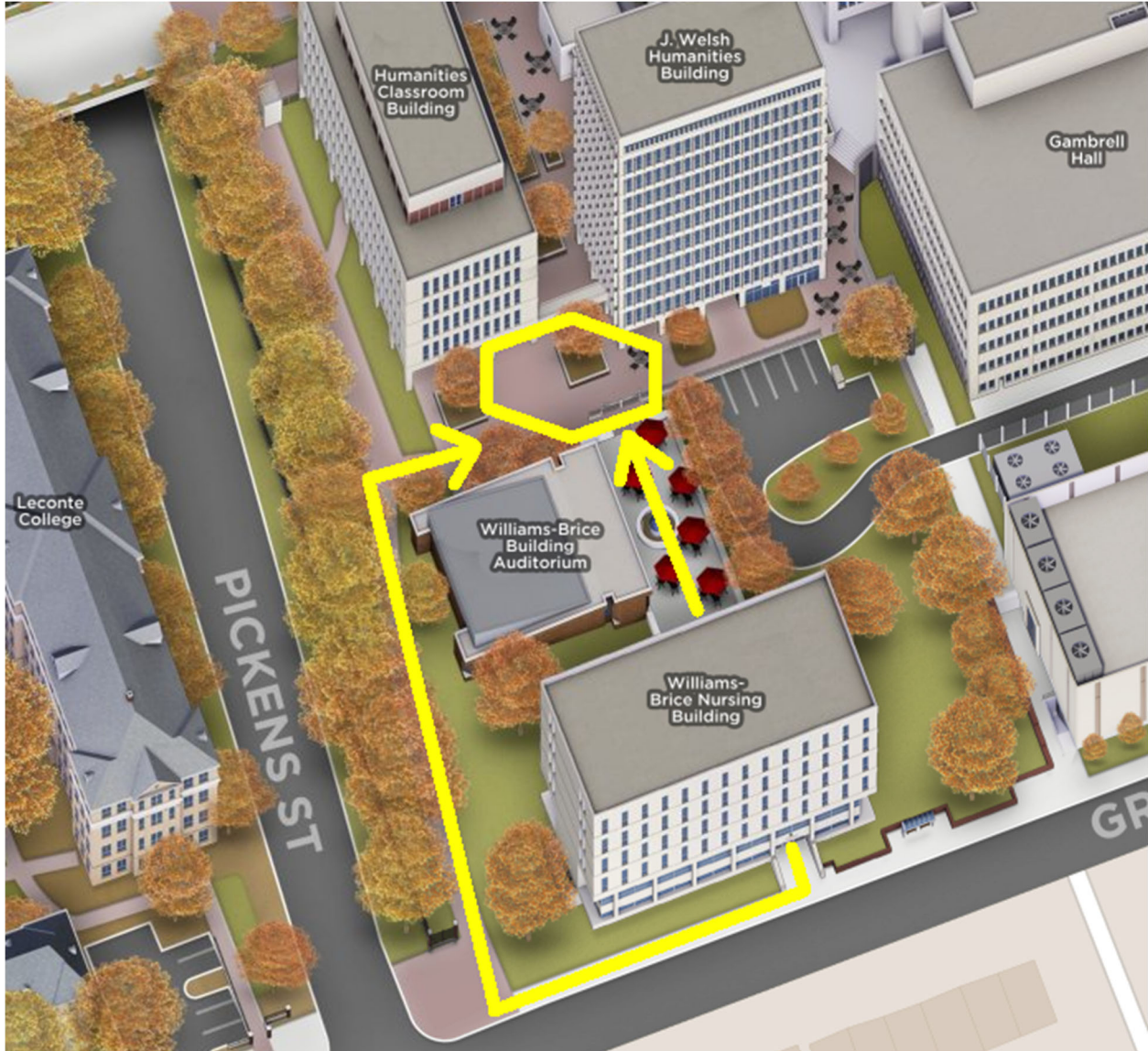


## WILLIAMS-BRICE BUILDING - SIXTH FLOOR

22MAY18

**B. Assembly Areas**

The assembly area is located on the brick walkway between the Williams-Brice Auditorium (room 231) and the Humanities classroom and office buildings.





## **Appendix A: Severe Weather Shelter Locations**

**1<sup>st</sup> floor shelter location:** Hallway outside of rooms 130 and 131.

**2<sup>nd</sup> floor shelter locations:** Room 210 (mail room), and hallway between room 210 and 213 suite.

(See Emergency Evacuation Plans, pp. 24–25.)

## **Appendix B: Providing Assistance for Special Needs**

### **Evacuation for persons with special needs**

Appropriate evacuation procedures should be prearranged for persons with special needs. It is important that each Floor Leader know which persons in their area have special needs and communicate their evacuation procedures with them.

Individuals with unobserved disabilities or impairments may or may not self-identify before an emergency. Such conditions may include arthritis, a cardiac condition, chronic back problems, asthma, a learning disability, etc. These persons may need additional help during an emergency. Request that all persons who feel they may need special assistance notify appropriate key departmental persons (Floor Leader or Building Emergency Coordinator) so that arrangements can be made in advance to meet their needs.

It is not recommended that an individual cause undue harm to themselves or place themselves in a dangerous situation, to assist a special needs individual.

### **Visually Impaired Persons**

Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."

As you walk, tell the person where you are and where the obstacles are located.

When you reach safety, orient the person to the location and ask if further assistance is needed.

### **Hearing Impaired Persons**

Most campus buildings are equipped with audible fire alarms which should be activated during an emergency. However, hearing impaired individuals may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:

- Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside.
- Turn the light switch on and off to gain their attention and then indicate through gestures or writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.
- Many of the fire alarms on campus are equipped with a flashing strobe light that will activate when the alarm sounds. If there is a fire alarm in your area, direct the individual's attention to the alarm so that they can see what is taking place.

### **Persons Using Crutches, Canes, or Walkers**

In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the

individual sit on a sturdy chair (preferably with arms) which is then lifted and carried.

Based on the individual's capabilities, some may simply need assistance in balancing while they maneuver towards the exit. This can be done by holding the persons arm with your hands to provide support, or by allowing the individual to hold your arm or shoulder.

### **People Who Use Wheelchairs (Non-ambulatory)**

Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.

If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.

Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators. Give them priority assistance, as their ability to breathe may be seriously in danger.

The needs and preferences of non-ambulatory individuals vary. Always consult with the person as to his or her preference regarding:

- Ways of being moved
- The number of people necessary for assistance. If carrying a person more than three flights of stairs, a relay team may be needed.
- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along
- Being carried forward or backward on stairs
- Aftercare, if removed from the wheel chair
- Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so.

Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable arm rests, etc.) If the chair is battery-powered, it may be beneficial to remove the batteries before moving it. Make sure the foot rests are locked and the motor is off. If a seatbelt is available, secure the person in the chair.

**Appendix C: Bomb Threat Caller Checklist (<https://www.dhs.gov/publication/dhs-bomb-threat-checklist>)**

**BOMB THREAT PROCEDURES**

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

**WHO TO CONTACT (Select One)**

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



**Homeland Security**

2014

**BOMB THREAT CHECKLIST**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TIME CALLER HUNG UP: \_\_\_\_\_ PHONE NUMBER WHERE CALL RECEIVED: \_\_\_\_\_

**Ask Caller:**

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

**Exact Words of Threat:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Information About Caller:**

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lip		
<input type="checkbox"/> Loud	<b>Other Information:</b>	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Skurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

## **Appendix D: Behavioral Intervention Team**

### **Purpose of the Behavioral Intervention Team**

Because of growing national trends on college campuses of mental health issues and the increase in hospitalizations and deaths due to alcohol consumption, the University of South Carolina created the Behavioral Intervention Team (BIT). To promote the safety and health of its students, the BIT addresses student behaviors that are disruptive and may include mental health and/or safety issues.

The Behavioral Intervention Team consists of a group of qualified and dedicated USC professionals whose mission is to:

- Balance the individual needs of the student and those of the greater campus community
- Provide a structured positive method for addressing student behaviors that impact the University community and may involve mental health and/or safety issues
- Manage each case individually
- Initiate appropriate intervention without resorting to punitive measures
- Eliminate “fragmented care”

### **What to look for:**

#### **Emotional signs**

- Inappropriate emotional outbursts (unprovoked anger or hostility, sobbing)
- Exaggerated personality traits; more withdrawn or more animated than usual
- Expressions of hopelessness, fear or worthlessness
- Direct statements indicating severe distress
- Perceived and real threats about harming self or others
- Other students being “on watch” for a patient

#### **Physical signs**

- A dramatic change in energy level (either direction)
- Worrisome changes in hygiene or personal appearance
- Significant changes in weight
- Frequent state of intoxication or abuse of prescription drugs
- Noticeable cuts or burns on student

#### **Academic signs**

- Deterioration in quality/quantity of work
- A negative change in classroom or research performance (e.g., drop in grades)
- Missed assignments or exams
- Repeated absences from class or from research lab
- Disorganized or erratic performance
- Student sends frequent, lengthy, “ranting” or threatening types of emails to professor/TA

- Continual seeking of special provisions (e.g., late papers, extensions, postponed exams, and projects)

### Categories:

- **Self-injurious behavior**
  - Suicidal ideation
  - Suicide attempt
  - Self-injurious behavior causing significant disruption
- **Erratic Behavior**
  - Disruptive to the mission of the university
  - Possible threat to self or others

### Making a report: [www.sc.edu/BIT](http://www.sc.edu/BIT)

- Student Full Name (First, Middle, Last)
- Student E-mail Address
- Reporter's name and contact info
- Date, time, location of incident
- Incident Description
- Effects of behavior
- Attempts to address behavior and student's response
- Purpose of report "concern; making aware but not necessarily requesting action; providing update"

### What Happens Next:

- Team members receive an email with information submitted
- Research of the student
- Communications via email, phone, or in person amongst team members
- Recommendation made (conduct referral, soft intervention, required assessment, or emergency response)
- Team members have a weekly meeting for follow up and to discuss progress

### Team Make-up:

- Student Conduct
- Counseling and Psychiatric Services
- Student Health Services
- Housing
- Law Enforcement
- **Consult with**
  - Student Disability Services
  - Student Ombudsman
  - General Counsel

## Appendix E: Indicators of Violent Behavior

As reported by multiple national media sources, the United States has experienced a recent increase in active shooter and workplace violence incidents. The Emergency Management and Response-Information Sharing and Analysis Center <http://www.usfa.dhs.gov/emr-isac> observed that these incidents have been as dangerous to emergency responders as they are to innocent bystanders.

Because of the obvious risks to personnel from first responder departments and agencies, the EMR-ISAC examined that some early warning indicators of violent behavior in the workplace, prepared by the FBI's National Center for the Analysis of Violent Crime <http://www.fbi.gov/hq/isd/cirg/ncavc.htm> and summarized as follows:

- Expressing direct or veiled threats of harm
- Engaging in intimidating, belligerent, harassing, bullying, or other aggressive behaviors
- Experiencing numerous conflicts with supervisors and other employees
- Bringing a weapon and/or brandishing a weapon in the workplace
- Making inappropriate references to guns or a fascination with weapons
- Showing blatant interest with incidents of workplace violence
- Indicating approval of the use of violence to solve problems
- Identifying with the perpetrators of workplace homicides
- Demonstrating desperation over professional or personal problems
- Articulating thoughts about the possibility of suicide
- Exhibiting extreme changes in attitude and/or behavior
- Displaying drug and/or alcohol abuse, particularly where abuse did not previously exist

The FBI explains that each of these indicators could be a clear sign that something is wrong. They caution that none should be ignored. The Bureau further asserts "By identifying the problem and dealing with it appropriately, managers and coworkers may be able to prevent violence from happening."

For students who may be demonstrating indicators like those listed above, or whom you believe may be exhibiting mental health issues, drug or alcohol related issues, etc. you are strongly encouraged to complete a Behavioral Intervention Team (BIT) referral by completing an incident report found at <http://www.housing.sc.edu/bit/> or by calling USC Police Department at 777-4215 (see Appendix F).

For all emergencies or if there is a faculty member, staff member, or visitor who is demonstrating indicators like those listed above, or whom you believe may be exhibiting mental health issues, drug or alcohol related issues, etc. call USC Police Department at 777-4215 or 911.

## Appendix F: Rave Guardian Safety App

The University is now providing a FREE mobile app to keep students, faculty, and staff safer on and off campus. Rave Guardian turns any cell phone into a personalized protection network, connecting with University Police during an emergency and giving them important information, they may need instantly. Rave Guardian enhances safety through a virtual network of friends, family and campus law enforcement.

### Among its features:

**Caller Profiles:** Students, faculty and staff can set up complete profiles in Rave Guardian. By providing information about any medical conditions, your course schedule, addresses, campus ID photo and other critical data, you make it easier for campus police to find and help you in an emergency. Make sure you use your sc.edu email address when registering.

**Panic Calls:** These instantly connect with USC Police or with local 911. If the call is placed to USC Police, Rave Guardian automatically delivers your complete caller profile to our telecommunications personnel. The app also sends GPS coordinates pinpointing where the call was made. Help will be sent to the location – depending on the nature and location of the call, it could be USC or local police, fire or emergency medical assistance.

**Safety Networks:** The app lets you set safety timers notifying people you trust (“guardians”) of your whereabouts. Simply set the timer before you leave, inputting information about your destination and/or route and the approximate amount of time you think it will take you to get there. When you arrive, deactivate the timer. If you don’t deactivate it in time, the app will prompt to do so. If it is not deactivated, your “guardian” will be notified. If you’ve selected the USC Police as your guardian, our dispatchers will attempt to locate you. If they cannot, an officer will be dispatched to check on you.

**Anonymous Crime Tips:** Dispatchers will assess the information. If help is needed immediately, an officer will be sent. Less urgent matters will be forwarded to investigators. Issues that aren’t police matters – street light outages or water line breaks – will be forwarded to the right agency. Tips also will be forwarded to outside police agencies if appropriate.

### **Getting Rave Guardian**

The free app is available for iPhone and Android users. You can find it at the [iTunes](#) or [Google Play](#) store. You also can install the app or learn more [at the Rave website](#).

