

Important Contacts

Call 803-253-5400 to report any campus emergency

Campus Police Department

- Ext. 5400 Emergency(on campus)
- 803-253-5400 Non-emergency

Facilities Operations & Physical Plant

- 803-705-4539 Main Office
- 803-705-4731

Office of Communications/Media Contact

- 803-705-4519

BENEDICT

COLLEGE



EMERGENCY RESPONSE AND ACTION PLAN

BENEDICT COLLEGE POLICE DEPARTMENT

Dr. Roslyn Clark Artis, President and CEO

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Introduction and Purpose

Benedict College and the campus police department is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. The purpose of this Emergency Response Policies and Procedures Handbook is to inform students, faculty/staff and administrators of the hazards involved in emergencies. Listed are the correct procedures, which must be followed to minimize any danger.

Applicability and Scope

These procedures are designed to be flexible in order to accommodate contingencies of various types. These procedures apply to all college personnel and all buildings and grounds owned, operated and maintained by the college.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Benedict College emergency plan is the responsibility of the Campus Police Department. The Chief of Campus Police, along with the Director of Human Resources will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Chief of Campus Police.

Definitions

The college President, Chief of Staff or Chief of Campus Police serves as the overall Emergency Director during any major emergency or disaster. The following definitions are guidelines to assist the college in determining the appropriate response:

- A. **MINOR EMERGENCY**- A minor emergency is any incident or potential incident which would not seriously affect the college's ability to conduct "business as usual."
- B. **MAJOR EMERGENCY**- A major emergency is any incident or potential incident which affects an entire building or buildings, or which disrupts the college's ability to do "business as usual." Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and

decisions will usually be required from the college administration during times of crisis.

- C. **DISASTER**- A disaster is any event or occurrence which seriously impairs the college's ability to do "business as usual." In some cases, this might involve mass personnel casualties and severe property damage. The coordinated effort of all campus-wide resources is required to effectively control the situation. An Emergency Control Center will be activated, and decisions will be made about the appropriate support. Operational plans will be made as soon as possible.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. College President
2. Chief of Staff
3. Chief of Campus Police

Declaring a Campus State of Emergency

The authority to declare a campus state of emergency rests with the college President or his/her designee as follows:

- a. The Campus Police Director shall immediately consult with the President or the Chief of Staff regarding the emergency and determine whether or not a campus-wide state of emergency exists. During the period of any major campus emergency the Campus Police Department will immediately put into effect the appropriate procedures necessary in order to meet the emergency, safeguard people and property, and maintain educational facilities.
- b. When it is determined that a campus-wide state of emergency exists, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be on the Campus. Those who cannot present proper identification showing their legitimate business on campus will be required to leave immediately.
- c. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus Police Department will be allowed to enter the immediate disaster site.
- d. In the event of earthquakes, after shocks, fires, storms, or major disasters occurring in or about the campus, or which involve college property, Campus Police Officers will be dispatched to determine the extent of any damage to college property.

Procedures

This section outlines the procedures to be followed during specific types of emergencies. **The procedures should always be followed in sequence, unless conditions dictate otherwise.**

When reporting emergencies, immediately notify the Campus Police Department at ext. 5400 or call 9-1-1. While talking on the telephone, stay calm and carefully explain the problem and location to the Campus Police Officer or Dispatcher. _____

NOTE: The Campus Police Officer or Dispatcher will immediately report the incident to the Director of the Campus Police Department who will in turn, immediately notify the President and/or Chief of Staff.

Evacuations

Building Evacuations:

- Take only keys, wallets and essential belongings with you
 - If possible wear weather appropriate clothing
 - If you are the last one to exit your room close, and lock doors
 - Leave the building immediately
 - Do not investigate the source of the emergency
 - Walk, don't run, to the nearest exit
 - Use stairs, not elevators
 - Assist people with special needs
- a. All building evacuations will occur upon notification by the Campus Police Department or the Residential Life Coordinators in the Residence Halls.
 - b. When the building evacuation alarm is announced, leave by the nearest exit and alert others to do the same.
 - c. ASSIST THE HANDICAPPED IN EXITING THE BUILDING. Remember that elevators are reserved for handicapped persons. ***DO NOT USE THE ELEVATORS IF THERE IS RISK OF FIRE.***

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- d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly points. Familiarize yourself with evacuation plans posted in your building.
- e. **DO NOT** return to an evacuated building unless told to do so by a member of the Campus Police Department.

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

Campus Evacuation:

- a. Evacuation of all or part of the Campus grounds will be announced by the Campus Police Department.
- b. All persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

Individuals who are blind or have a Visual Impairment

- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms. (i.e. "from where we're standing, the exit door leading to the main floor of the Swinton Center 10-20 feet down the hall on the right past the kitchen. There is a stairwell leading to the side exit onto Oak Street. The stairwell has 28 steps and there are handrails on both sides, etc.")
- Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward", "this exit leads to the eastside of the Collis Center", etc.).

Individuals who are Deaf or Hard of Hearing

- Get the attention of a person with a hearing disability by either touch or by making eye contact.

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- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
- Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Campus Police at 803-253-5400 (5400 from Campus phones) to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call Campus Police at 803-253-5400 (5400 from Campus phones) and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of Campus Police or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Media Relations

The college has three guidelines to observe in crisis situations:

- a. Only an authorized college spokesperson will meet or speak with the media on behalf of the college.
- b. Only factual information is released.
- c. The President and other senior administrators will develop an institutional response to be released to the media, including periodic media updates.

Fires

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

There are basically two types of fires: Minor fires, which can be extinguished with a fire extinguisher, and major fires, which require assistance from the Columbia Fire Department. In both instances, remain calm and if possible take immediate action should be taken.

If you smell smoke or have any other indication of fire

- a. Immediately contact the Campus Police Department at ext. 5400. Describe what you have observed and give your name and exact location.

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- b. Alert other building occupants in the immediate area to prepare for evacuation and assist the handicapped in exiting the building.
- c. Wait outside the building for the arrival of Campus Police Officer(s) and/or the Columbia Fire Department. Be prepared to provide additional information and your observations to responding personnel.

If flames are observed

- a. Upon discovery of a small fire, activate the nearest fire alarm. Proceed to the nearest fire extinguisher, which in most cases, is located near the fire alarm; and then follow the basic operational directions to utilize the extinguisher. Contact the Fire Department at 9-1-1.
- b. If the fire gets out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.
- c. Immediately evacuate the building and go to the nearest phone. Call 911 and report the fire, giving information as requested by the operator/dispatcher. Stay on the line until released by the operator/dispatcher.
- d. After alerting the operator, call the Campus Police Department at ext. 5400 and give the fire location to the officer/dispatcher. Stay on the line until you are released by the officer/dispatcher.

Fire Evacuation Procedures

If you hear an alarm sound:

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

- f. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.
- g. Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.
- h. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
- i. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage.

DO NOT USE ELEVATORS!!!

- j. If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in F through H.
- k. After leaving the building, DO NOT RE-ENTER. Stay clear of responding emergency personnel and equipment.
- l. DO NOT attempt to return to the structure to retrieve any items until the building is cleared by College Officials or the Fire Department.

In the event that Arson is suspected, Campus Police will coordinate efforts with the Columbia Fire Department to begin criminal investigations.

Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call

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- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal a for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

Listen closely to the voice of the caller and note the following:

- Sex of the caller;
- Age of the caller;
- Race of the caller;
- Accent (is the voice native to the area?)
- Speech impediments or peculiar voice characteristics (i.e., drunk, lisp, etc.); and
- Attitude of caller (i.e., calm, excited, etc.).

3) Call Campus Police ext. 5400 (on campus) or 803-253-5400 IMMEDIATELY!

4) Make sure to take notes of the call and have them ready for responding Campus Police.

Evacuation during Bomb Threats

The order to evacuate a structure can be given by anyone who locates a suspicious object. The Fire Alarm may be utilized as a means of alerting occupants of an evacuation. Handicapped individuals should be assisted in exiting the building. DO NOT use elevators in the event of a fire. DO NOT PANIC. Fire escape routes may be utilized in order to

evacuate the structure in an orderly manner. If a suspicious object is found near an escape route, the evacuation should be rerouted as necessary. All doors should be left open when leaving the area. Occupants of the threatened structure should move as far away from the structure as possible. In case of inclement weather, occupants may possibly take refuge in other structures that are a safe distance away. However no automobiles are to be moved during the threat. No one will be able to re-enter the building until the clear message has been delivered by the Director of Campus Police or his designee. These are the only individuals with the authority to issue this order.

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **ext. 5400** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or Campus Police when they reach the vicinity

HURRICANES/FLOODING

Officially, hurricane season begins in June and ends in November, but Hurricane Watches and Warnings can be issued at any time during the year for the following reasons:

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

The following precautionary measures should be taken immediately.

- a. Keep a battery-operated radio tuned to a local station, and follow the instructions. Remain calm. If you are told to evacuate, move out of the structure to designated high ground
- b. Turn off all utilities. DO NOT touch any electrical equipment unless it is in a dry area. Avoid the use of telephones.
- c. Avoid travel in automobiles. Roads may be washed away by the floodwaters and rapidly rising water levels could carry the vehicle away.
- d. If you are trapped in a structure by rapidly rising floodwater, move to the top floor or the roof of the structure. DO NOT attempt to swim to safety. Wait for help.
- e. DO NOT be fooled by the “eye” of the hurricane. If the storm center passes directly overhead, there will be a lull in the winds lasting from a few minutes to half an hour or more. At the side of the “eyes,” the winds will increase rapidly to hurricane force and will come from the opposite direction.
- f. Once the hurricane has passed, remain inside until informed by authorities that it is safe to leave. Assist the handicapped in exiting the building.
- g. Keep your radio tuned to a local station for updates on the situation and vital information.
- h. Stay out of disaster areas. Sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
- i. Avoid loose or dangling wires, and report them immediately to the authorities.

- j. Make a conscious effort to prevent fires. Decrease water pressure may make firefighting difficult.

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

Physical Plant and EOC Hurricane Preparation Plan

This plan is designed to provide a list tasks and duties that should be accomplished by the Physical Plant in the event a Hurricane Warning OPCON 4, is issued for the Columbia area.

96 to 120 hours prior:

1. Close monitoring of storm for arrival time and location.
2. Check supplies for building preparation/repair/recovery for all shops
3. Order and stock supplies that are high priority, high demand or long lead time
 - A. Plywood I. Tape
 - B. Gasoline J. Rope and Chain
 - C. Diesel K. Electrical Supplies
 - D. 2x4's, 2x6's L. Nails, Screws
 - E. Roll Plastic M. Gloves
 - F. Batteries N. Hand Tools
 - G. Foul Weather Gear O. Chain Saws
 - H. Flash Light
4. Check availability of rental generators-150 and 100 KVA, Boom Truck, Flatbed, Man Lift. Currently the college owns 8 generators on campus.
5. Crank and test run generators.
6. Inspect Command Center-test phones, inventory supplies and replace as needed.
7. Review contactor, utility repair and engineering services on Call List for updates.

72 to 96 hours prior:

1. Hold meeting of Physical Plant EOC Personnel to review procedures and determine if alternate or replacement personnel are needed. ID those relocating to campus and where.
2. Conduct inspection of campus for unusual or difficult items that will require removal or special considerations for securing items.
3. Roof and roof drain inspections and cleaning.

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4. Initial cleanup of campus.
5. Have sand delivered and begin filling bags.
6. Inspect high voltage lines; remove necessary overhanging tree limbs.

48 to 72 hours prior:

1. Relocation of unnecessary vehicles to another location.
2. Begin boarding of exposed glass areas, exposed double doors and any known weak structures.
3. HVAC and Zone Team Member inspect all roof mounted equipment-secure any loose panels, doors, hoods, etc.
4. Secure rental generators-complete hookups and test. Assign personnel to service and fuel each.
5. Secure rental equipment, trucks and gear.
6. Order bottled water if sufficient storage capacity is not available. (EOC will have to determine quantities).
7. Check operation of sump pumps.

36 to 24 hours prior:

1. Check all buildings to ensure windows, doors and roof hatches are secured.
2. Shutdown all unnecessary buildings and building systems.
3. Final campus inspection, cleanup and securing of items that can be wind-blown.
4. Prestaging of equipment and supplies – generators, plastic, tape, etc.
5. Fuel all vehicles and portable fuel containers. (Portable containers must be located in secure and non-flooding location).
6. Move to a secure location valuable equipment, supplies, records, etc.; if flooding of shops or Physical Plant is likely. Items that cannot be relocated must be elevated to preclude flooding.
7. Hazardous materials such as drums of oil, waste oil and refrigerants must be relocated to more secure areas if flooding is likely.
8. Fill all water tanks (fire and water buffaloes) and pool.
9. Backup any computer data not kept in VAX and secure.

0 to 24 hours prior:

1. Inspection of campus for (as long as conditions permit):
 - a. Removal of wind-blown debris.
 - b. Windows/doors that have been blown open.
 - c. Flooding from rising water or rain.
2. Shutdown campus electrical system as conditions deteriorate to prevent system damage and to speed recovery.

0 to 24 hours after:

1. Inspection and damage assessment of campus and structures.
2. Begin cleanup efforts starting with clearing roads.
3. Begin temporary repairs to secure and prevent further damage.
4. Meeting with EOC.
5. Contract through Procurement with outside contractors.

TORNADOES

Tornadoes are a major source of injury to thousands of people every year. In an effort to reduce the hazards of Tornado damage on the campus of Benedict College, the following guidelines are provided:

A “***Tornado Watch***” means that tornadoes could potentially develop. A “***Tornado Warning***” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements
- Avoid:
 - Top floors of buildings
 - Areas with glass windows or doors
 - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open:
 - Cars -do not wait out the storm in a car; cars are not safe in tornadoes

- Move away from the path of the tornado at a right angle direction
- Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

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

CURFEW

In extreme situations, curfew will be imposed by the President of the college. The college is also subject to any curfews imposed by the Mayor, Governor and the President of the United States of America.

Curfews may be imposed under the following circumstances:

- a. Severe weather conditions such as Hurricanes, Tornadoes, Flooding, Earthquakes, etc;
- b. Power outage in the City of Columbia or on the campus of Benedict College.
- c. Riot/uncontrollable crowds.

EARTHQUAKES

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

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

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

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

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

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

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Campus Police at ext. 5400 (on campus) or 803-253-5400
- If the building must be evacuated, follow the instructions on [Building Evacuation](#)
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
 - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
 - Close all fume hoods and chemical containers
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives
- If you are trapped in an elevator, help will be there soon:
 - Remain calm

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- Use the Call Button of Phone to call for help
- Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. Campus Police monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Campus Police at ext. 5400 (on campus) or 803-253-5400.
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Campus Police
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel
- If you are assisting with flood cleanup, report immediately to Campus Police any oil, chemical, or radioactive materials suspected of mixing with flood water

EXPLOSIONS

In the event of an explosion:

- a. Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
- b. As soon as conditions permit, immediately notify the Campus Police Department at ext. 5400 or call the Columbia Fire Department. Give your name and describe the location and nature of the emergency.
- c. If necessary or when directed to do so, activate the Fire Alarm, then report the emergency to the Campus Police Department at ext. 5400.
- d. When the fire alarm is sounded, or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.
- e. Assist the handicapped in exiting the building. Remember that elevators are

reserved for handicapped persons. **DO NOT** use the elevators in case of fire.

DO NOT PANIC.

- f. Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Know your assembly area points.
- g. **DO NOT** return to an evacuated building unless told to do so by a member of the Campus Police Department.

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

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call Campus Police immediately at ext. 5400 (on campus) or 803-253-5400

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.

- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is outside your building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call ext. 5400. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Campus Police Officer.

If a hostile intruder/active shooter is INSIDE your building

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call ext. 5400. The Dispatcher will ask for at least the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)

Benedict College Emergency Response Plan

- c. Number of shooters (if known)
- d. Identification or description of shooter
- e. Number of persons who may be involved
- f. Your location

If exiting the building is not possible, the following actions are recommended:

- 1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
- 2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
- 3. Cover the door windows
- 4. Call ext. 5400 (the Dispatcher will gather information from you)
- 5. Keep quiet and act as if no one is in the room (silence cell phones)
- 6. DO NOT answer the door
- 7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
- 8. Do not respond to any voice commands until you are sure that they come from a Campus Police Officer

If a hostile intruder/active shooter Enters your office or classroom:

- 1. Remain calm
- 2. Dial ext. 5400 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
- 3. **Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:**
 - a. **Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or**
 - b. **Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or**
 - c. **Play dead (pretend to be unconscious), or**

d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); Only you can decide if this is something you should do

e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival.

Again, only you can decide if this is something you should do

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. DO NOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Campus Police Officer

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times

5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It is helpful to identify these locations within your department ahead of time and to ensure employees are familiar.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used Benedict College.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.

Benedict College Emergency Response Plan

- Remain calm and await further instructions.

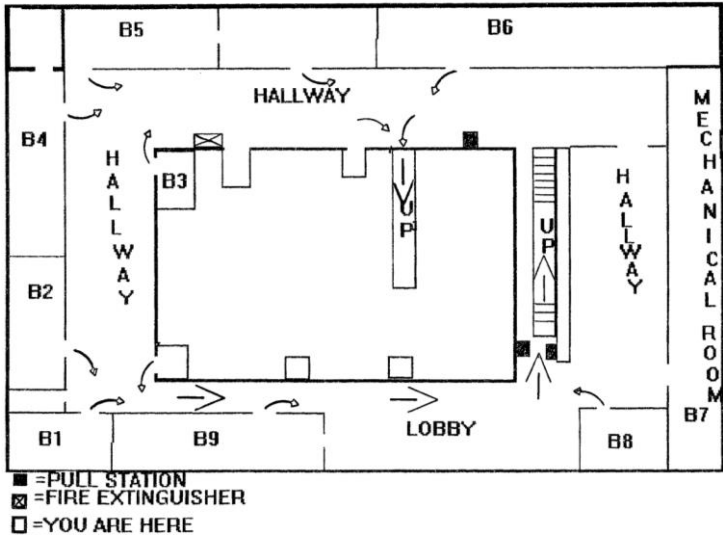
DO NOT leave the room until directed to do so by a public safety official.

DEATHS

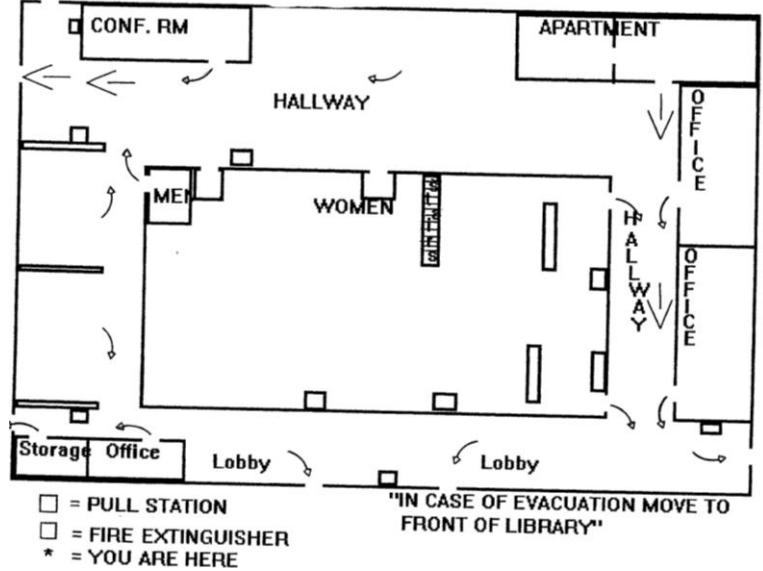
If death occurs (natural or unnatural) on campus, immediately notify the Campus Police Department at ext. **5400**.

- a. The Campus Police Officers on duty will immediately secure the area in which the death has taken place and contact the Coroner's Office.
- b. After the area is secured, no one will be allowed into the affected area until clearance is given by Coroner's Office and the Campus Police Department.
- c. The Director of Campus Police will be notified immediately and receive a thorough briefing on the situation.
- d. The Campus Police Director will act as the liaison to the outside agencies involved in the investigation of the death.
- e. The Campus Police Director will consult with the President and his/her designee concerning all circumstances and information involved in the investigation of the death.
- f. If necessary, a command post will be established to manage the situation, including release of information to the Columbia Community and the media; and potential emotional impact on students, faculty and staff. The release of information to the media will be the responsibility of the Office of Communications/Media Contact, who is the official spokesperson for the College.

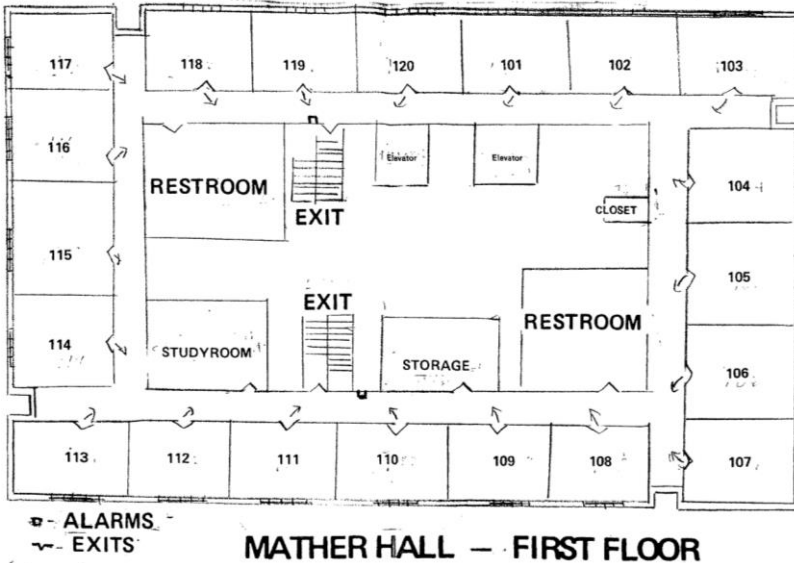
MATHER HALL BASEMENT



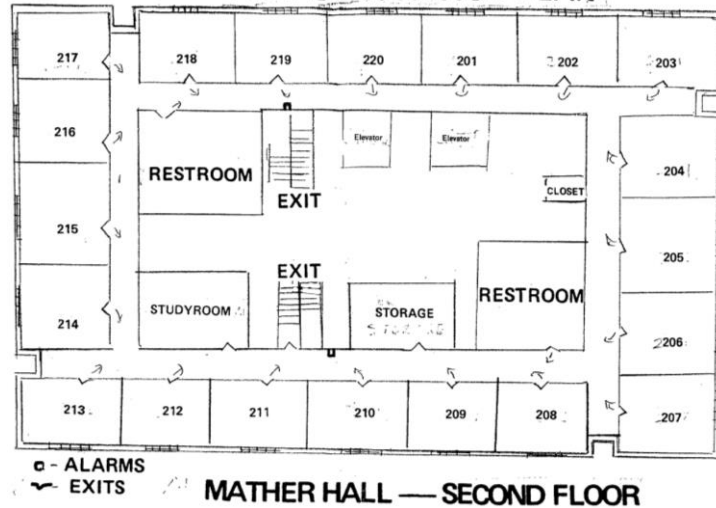
MATHER HALL LOBBY



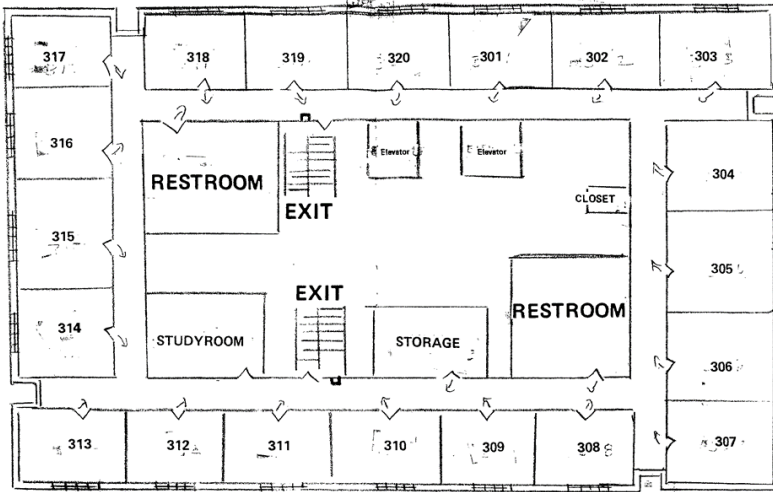
FIRE EVACUATION PLAN



FIRE EVACUATION PLAN



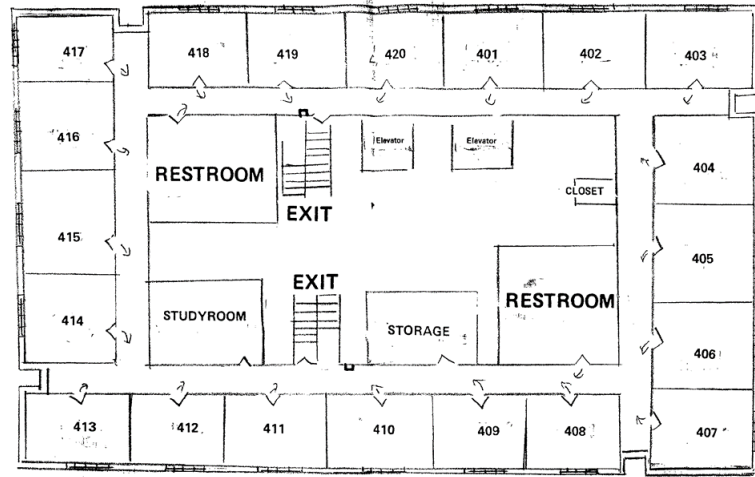
FIRE EVACUATION PLAN



■ - ALARMS
 ~ - EXITS

MATHER HALL - THIRD FLOOR

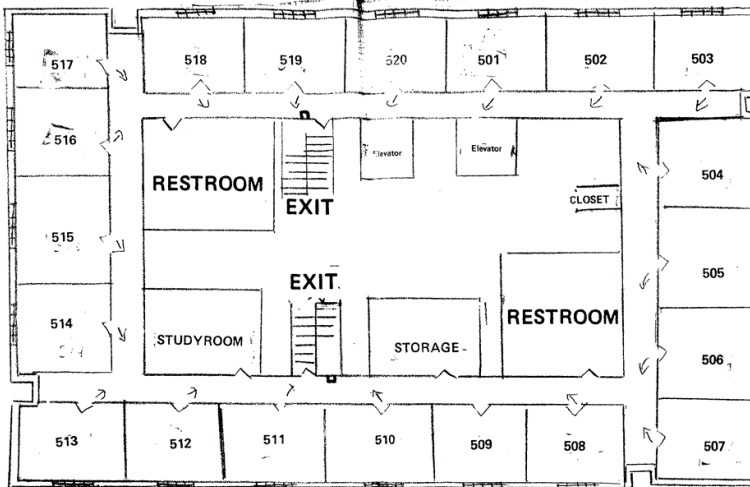
FIRE EVACUATION PLAN



■ - ALARMS
 ~ - EXITS

MATHER HALL - FOURTH FLOOR

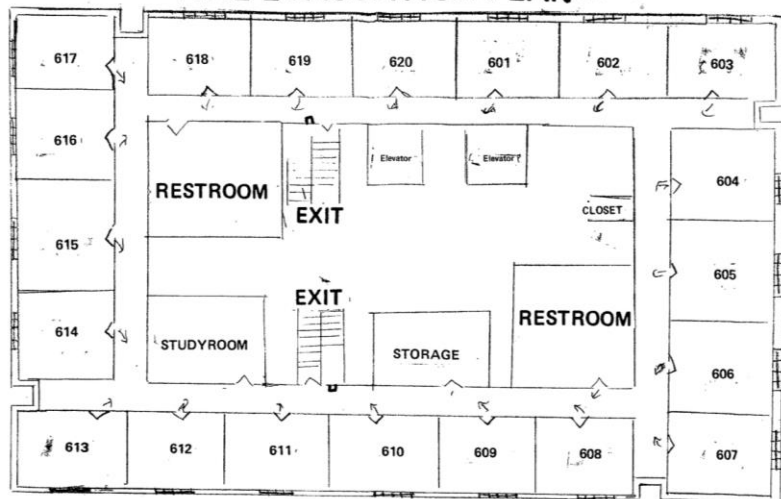
FIRE EVACUATION PLAN



■ - ALARMS
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MATHER HALL - FIFTH FLOOR

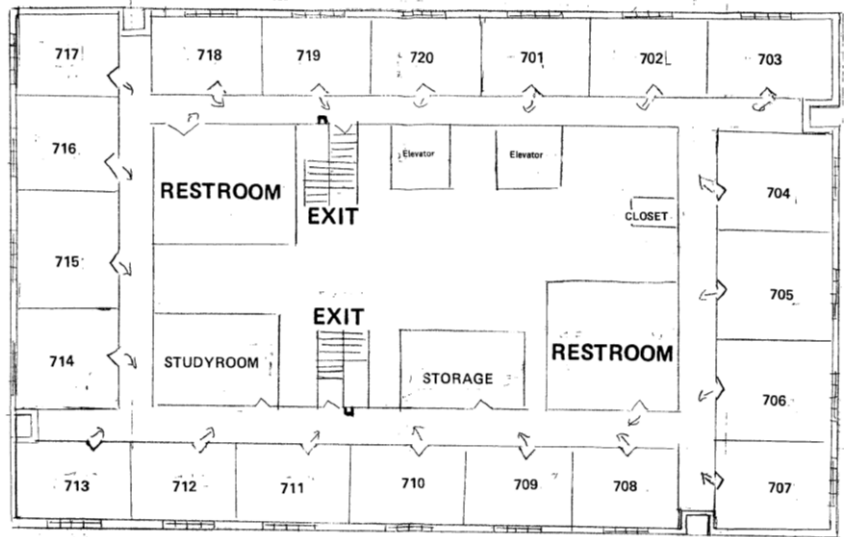
FIRE EVACUATION PLAN



■ - ALARMS
 ~ - EXITS

MATHER HALL - SIXTH FLOOR

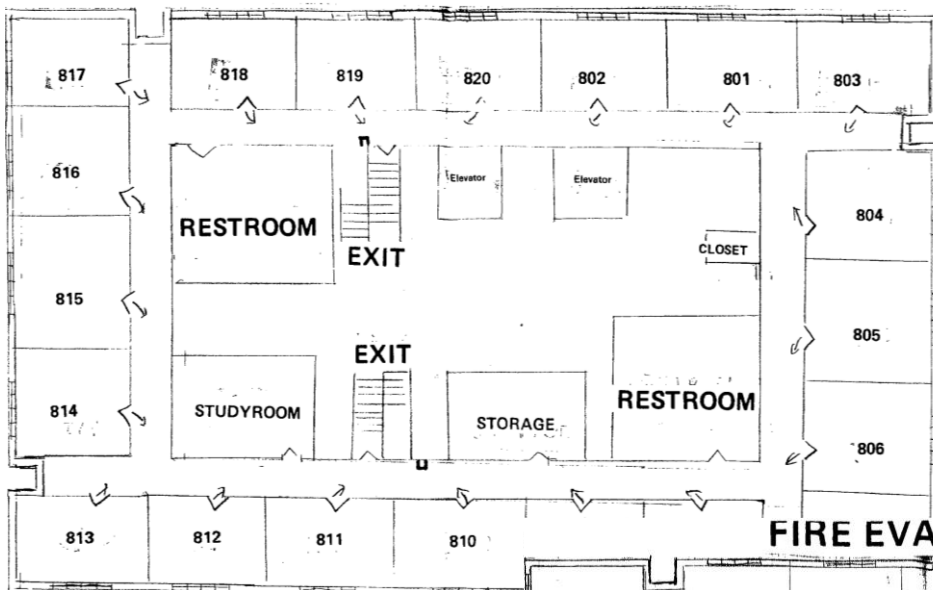
FIRE EVACUATION PLAN



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MATHER HALL – SEVENTH FLOOR

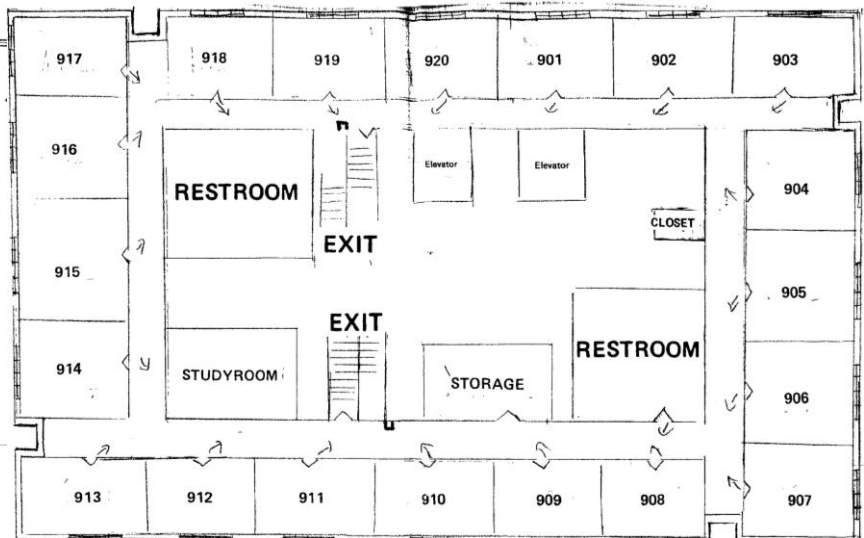
FIRE EVACUATION PLAN



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MATHER HALL

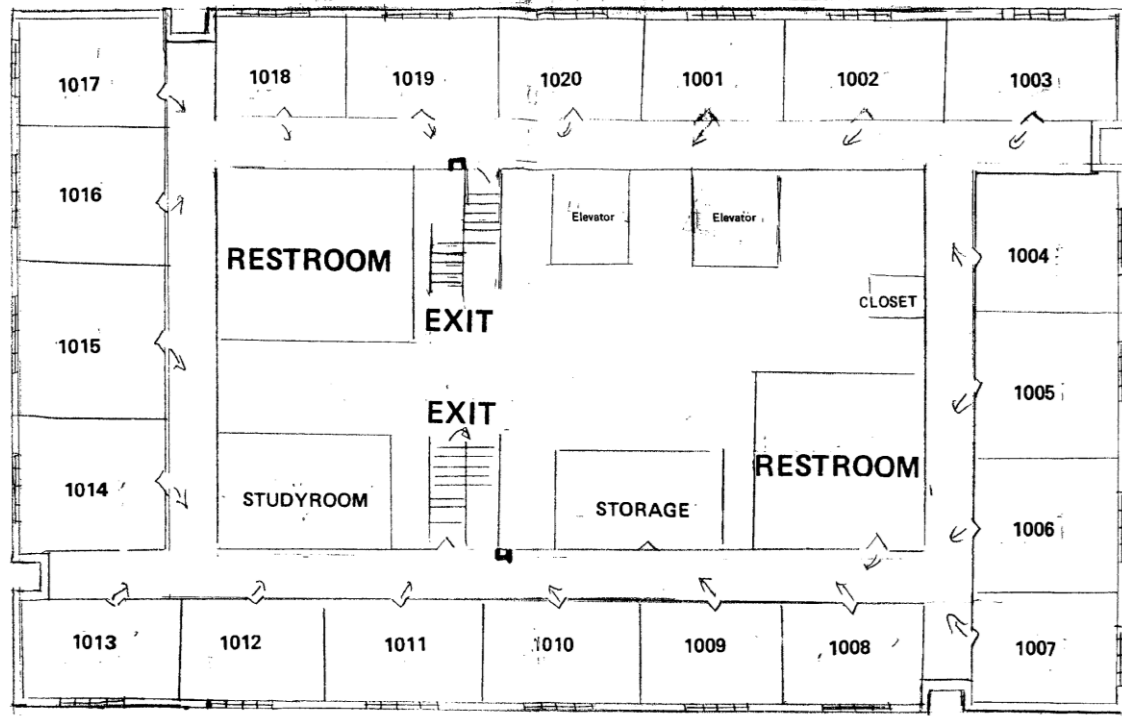
FIRE EVACUATION PLAN



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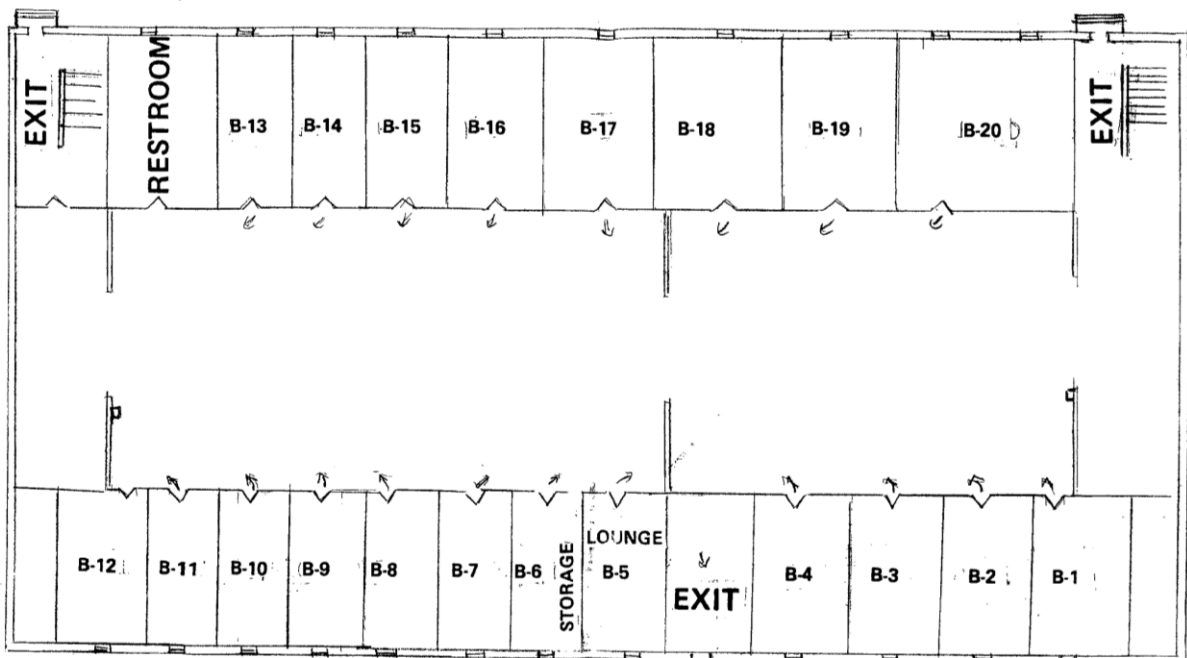
MATHER HALL – NINTH FLOOR

FIRE EVACUATION PLAN



■ - ALARMS

FIRE EVACUATION PLAN

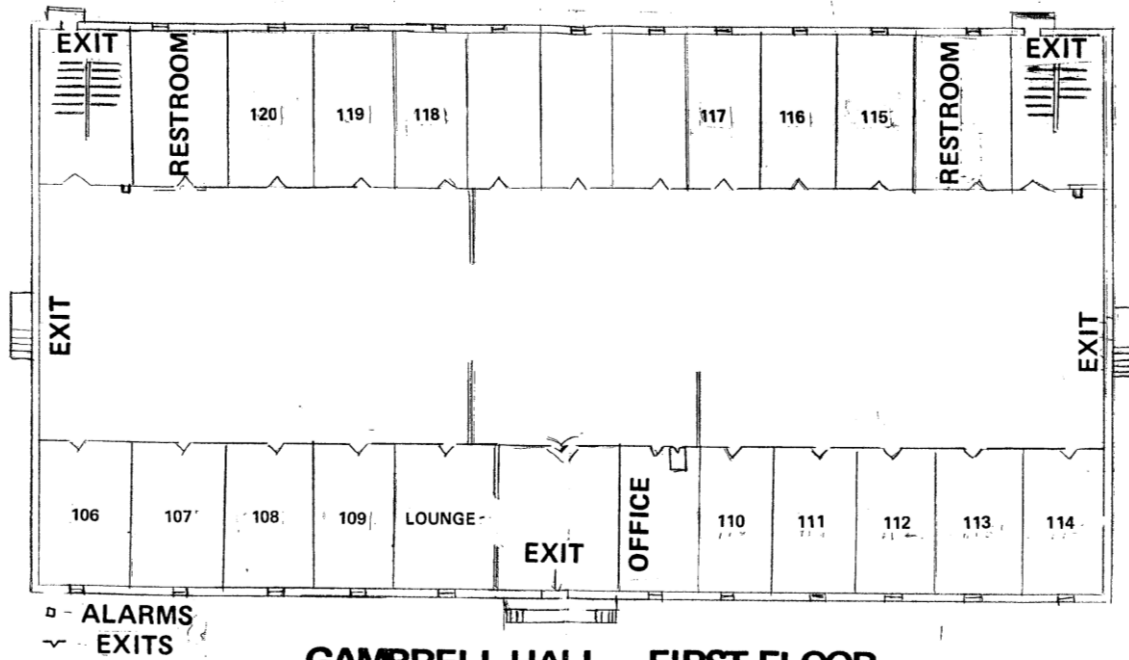


■ - ALARMS

~ - EXITS

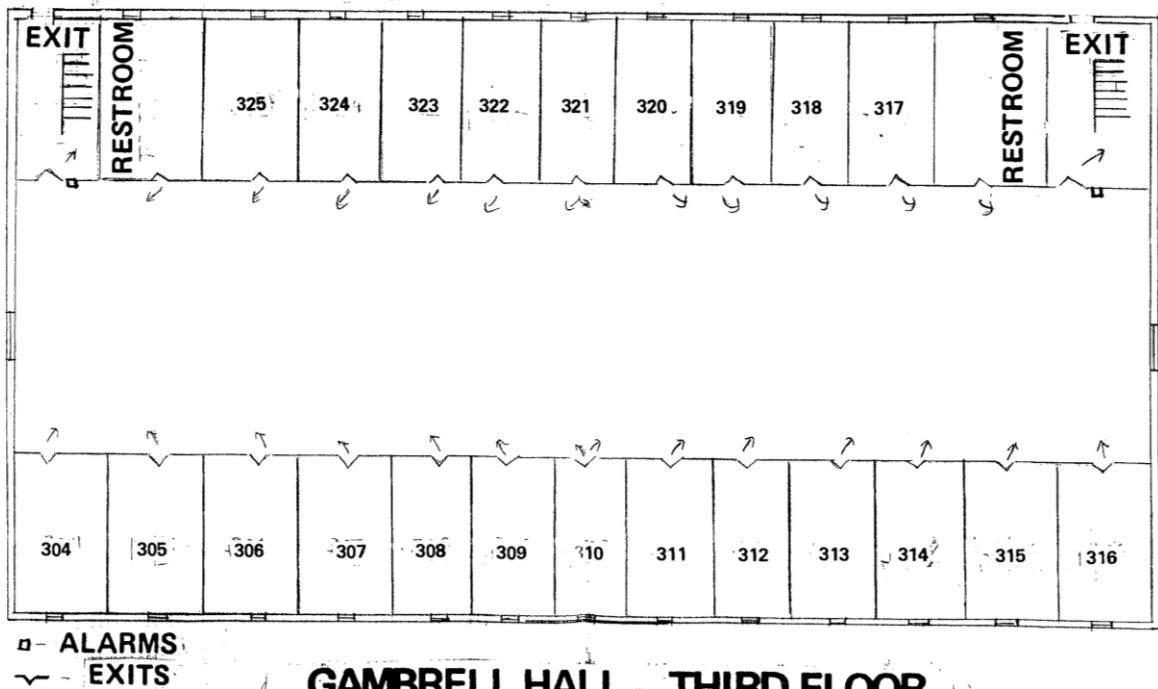
GAMBRELL HALL - BASEMENT FLOOR

FIRE EVACUATION PLAN



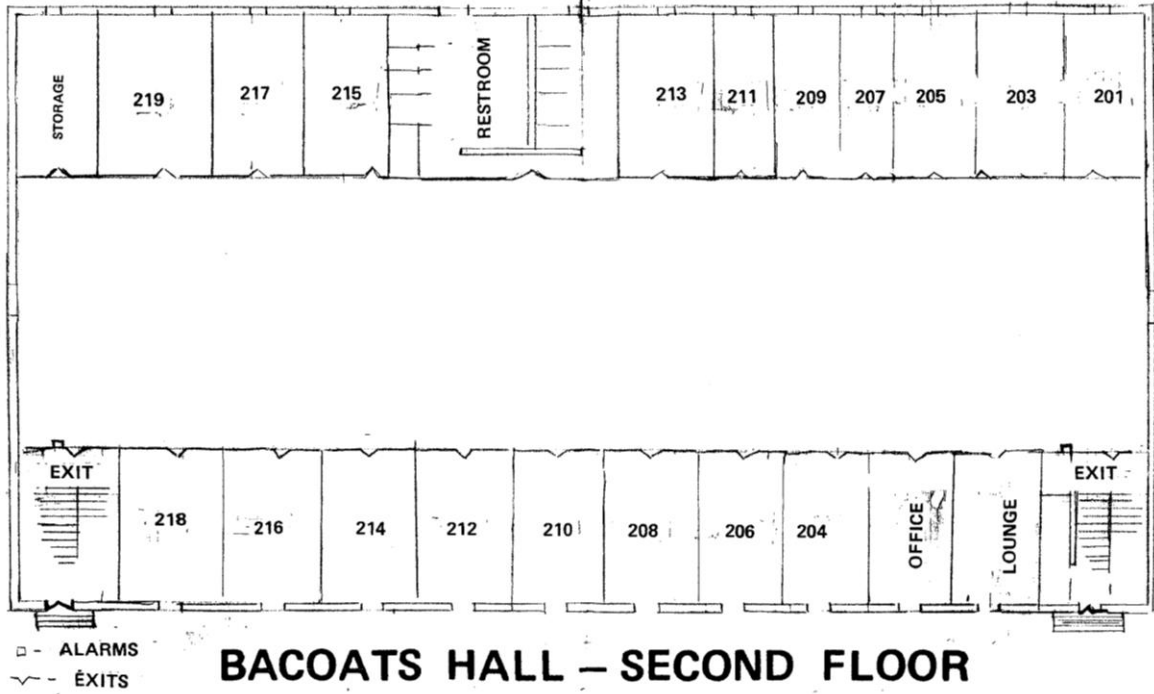
GAMBRELL HALL – FIRST FLOOR

FIRE EVACUATION PLAN

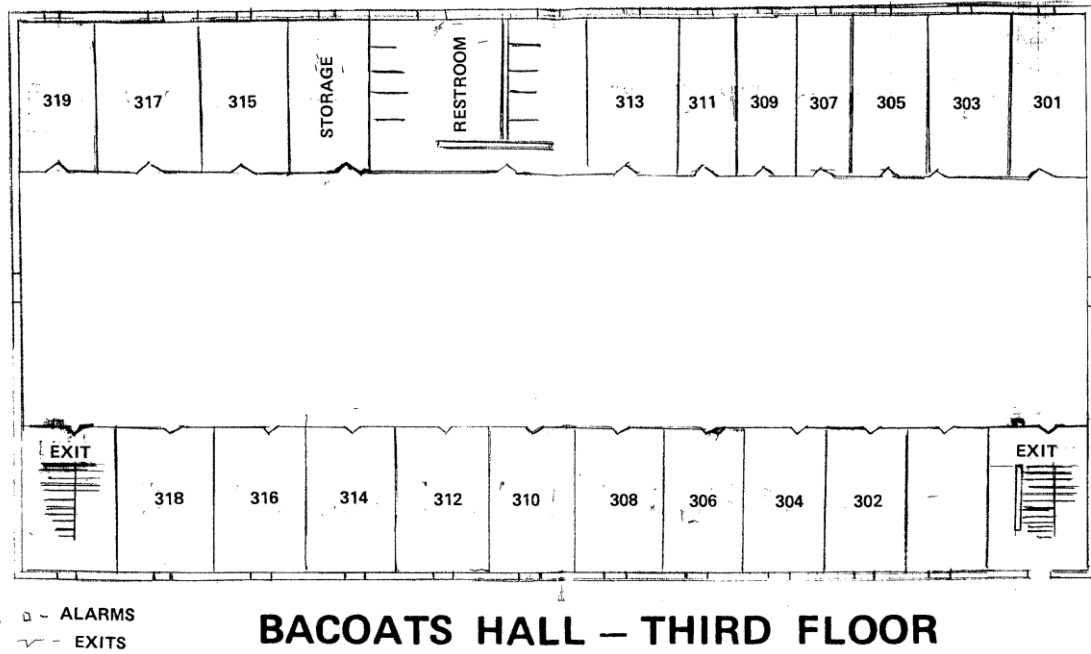


GAMBRELL HALL – THIRD FLOOR

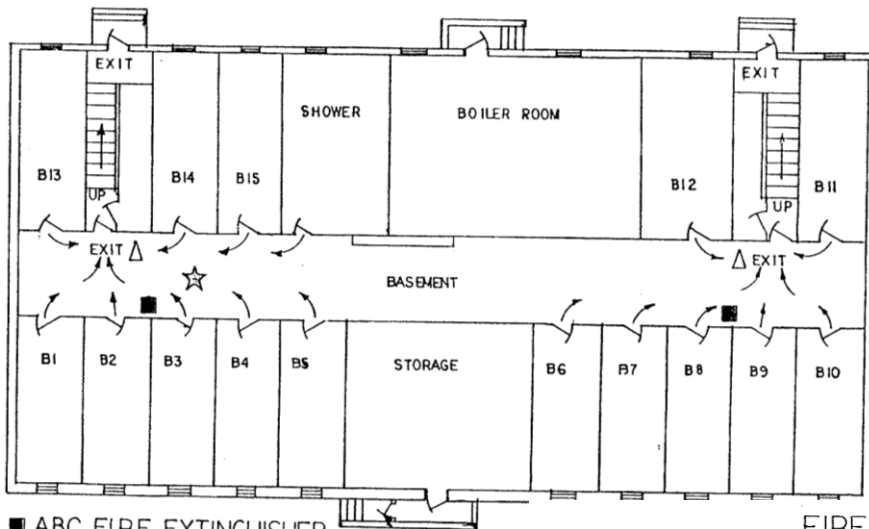
FIRE EVACUATION PLAN



FIRE EVACUATION PLAN

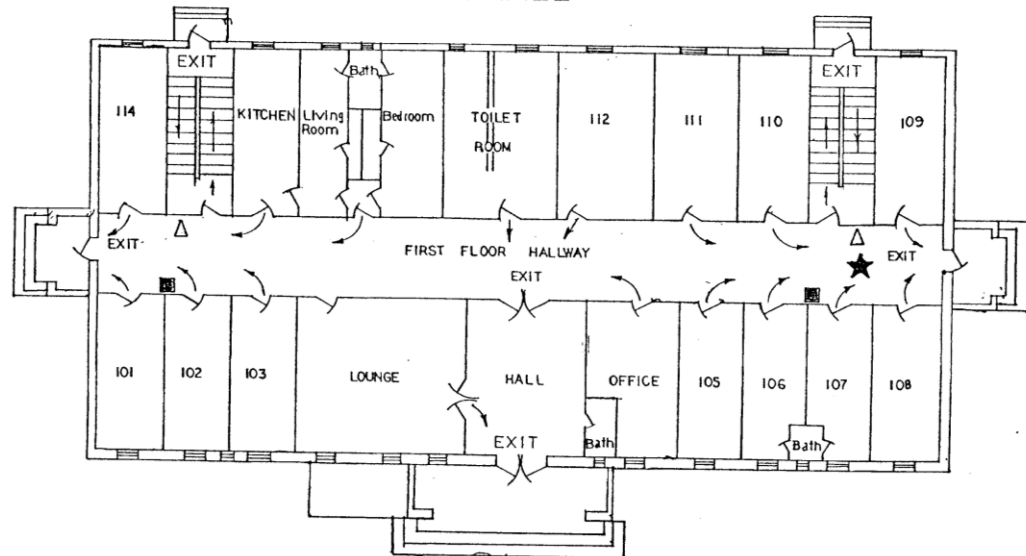


FIRE EVACUATION ROUTE GOODSON HALL



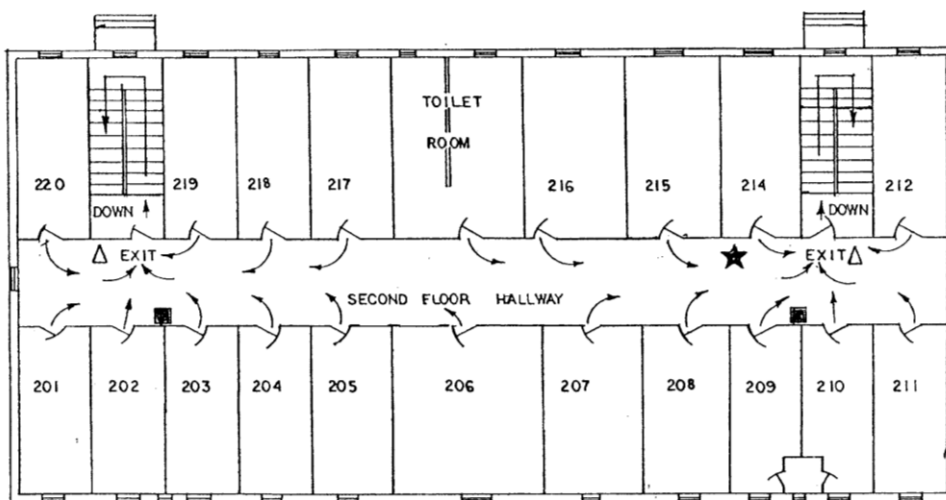
■ ABC FIRE EXTINGUISHER
△ SMOKE & FIRE DETECTOR
☆ YOU ARE HERE

FIRE EVACUATION ROUTE GOODSON HALL



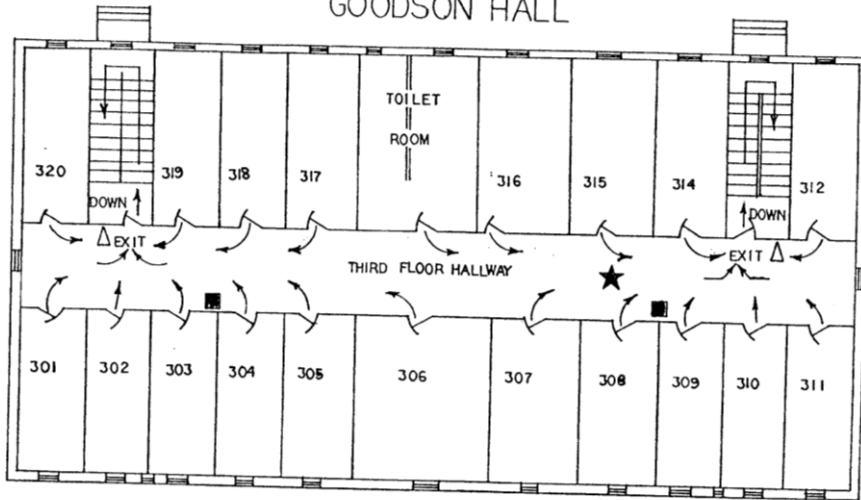
■ ABC FIRE EXTINGUISHER
△ SMOKE & FIRE DETECTOR

FIRE EVACUATION ROUTE GOODSON HALL

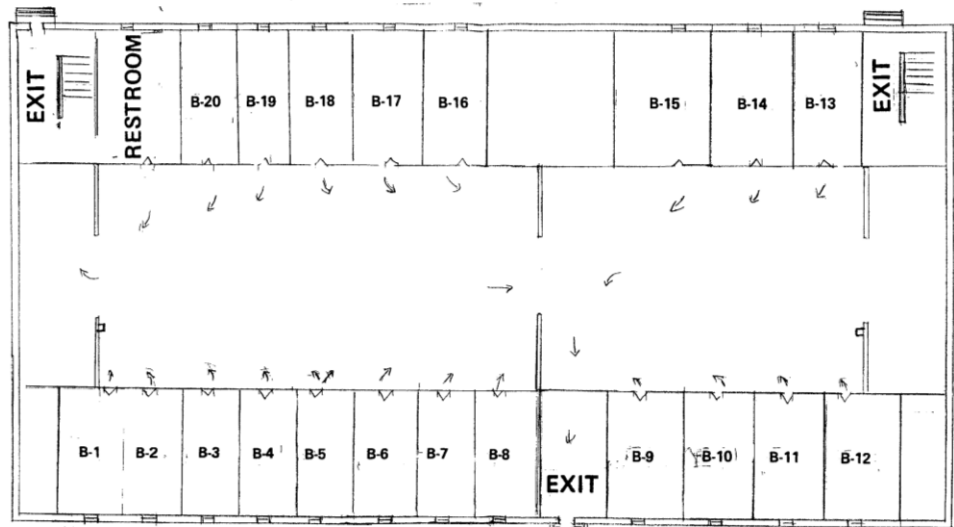


■ ABC FIRE EXTINGUISHER
△ SMOKE & FIRE DETECTOR
☆ YOU ARE HERE

FIRE EVACUATION ROUTE GOODSON HALL

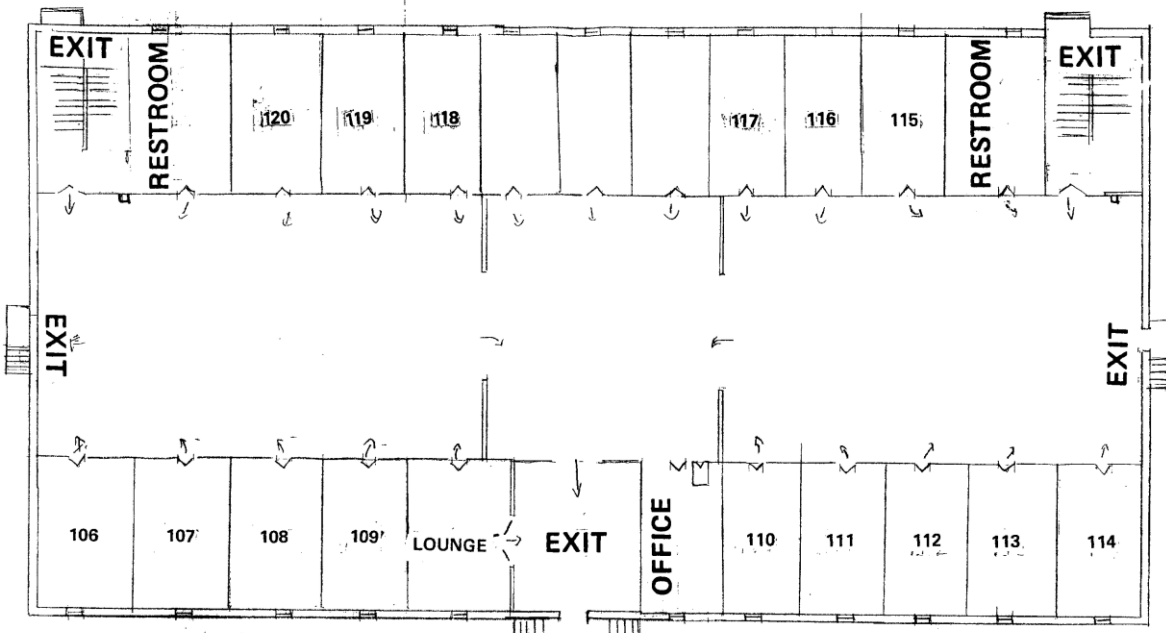


FIRE EVACUATION PLAN



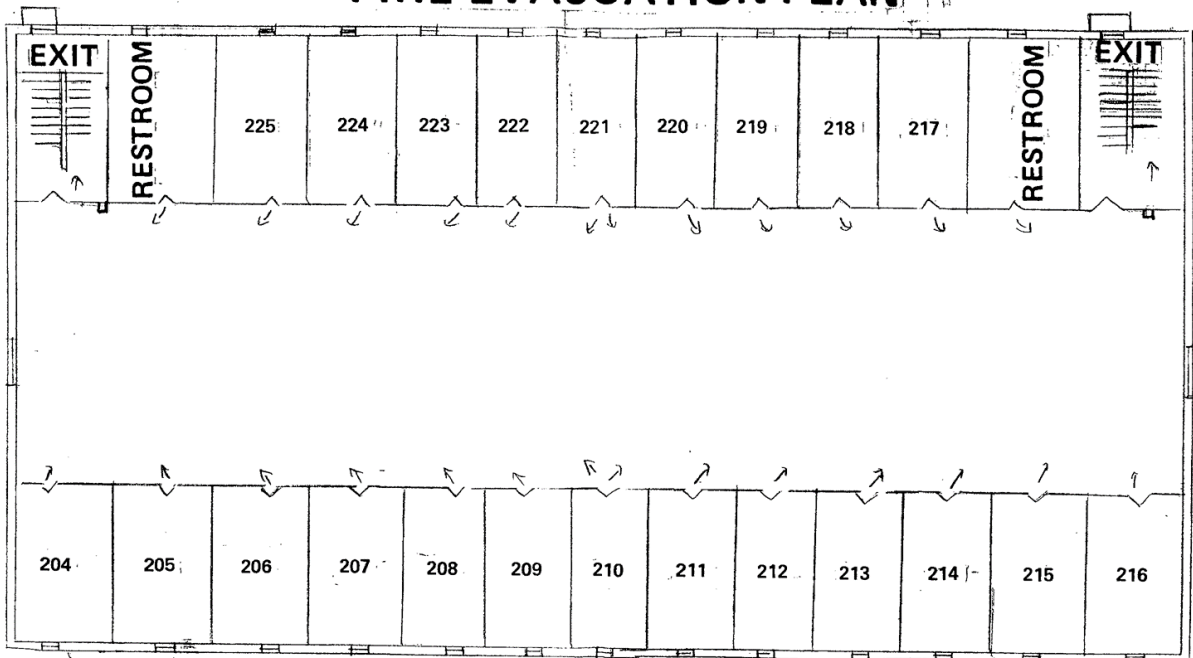
JENKINS HALL - BASEMENT FLOOR

FIRE EVACUATION PLAN



JENKINS HALL - FIRST FLOOR

FIRE EVACUATION PLAN

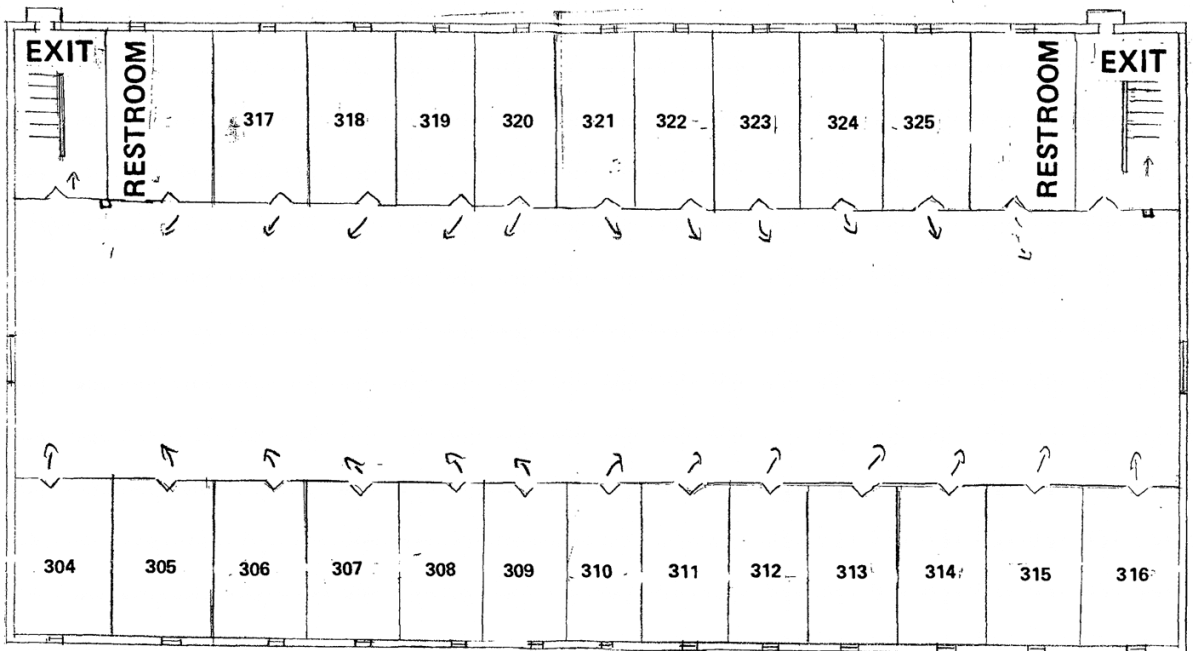


□ - ALARMS

∨ - EXITS

JENKINS HALL - SECOND FLOOR

FIRE EVACUATION PLAN



□ - ALARMS

∨ - EXITS

JENKINS HALL - THIRD FLOOR

DISASTER MANAGEMENT PLAN

PURPOSE

This Disaster Management Plan will be the basis to establish policies and procedures, which will assure maximum and efficient utilization of all resources on the Benedict College Campus, minimize the loss of life and/or injury to the population, and protect and conserve resources and facilities of Benedict College during large-scale emergencies considered to be of disaster magnitude.

For the purpose of the plan, “disaster” shall be defined as any condition man-made or natural, which results in a significant disruption to the academic mission of Benedict College. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a “disaster” is determined by the potential for the loss of life, damage to facilities and the amount of external resources necessary for the college to return to normal academic mission.

ORGANIZATION

This Disaster Management Plan is based on the principle that Benedict College will bear the responsibility for relief on campus. When specific demands exceed the service levels available, it is understood that assistance will be requested from surrounding agencies-including Local, State or Federal agencies, as needed.

The Benedict College Plan will provide for local coordination of resources furnished from outside agencies responding to requests for assistance. It is understood that the College will provide such assistance to other agencies as possible when necessary.

SITUATION

Benedict College is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to: storms (tornado, wind, thunder, hail), fires and explosions, earthquakes, dam failure and industrial type disasters (fixed and mobile radiological emergencies and a variety of possible hazardous materials catastrophes).

MISSION

Benedict College will provide for the protection of students, faculty, staff, visitors and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The Administration of Benedict College will provide the continuity of management function, damage assessment (public and private) and

immediate attention to the re-establishment of normal operations so as to support the college's academic mission.

EXECUTION

1. Premise phase: Activities in this phase are designed to develop a strong College emergency response capability and to organize all levels of administration to ensure full utilization of all resources by completing the following:
 - a. Conducting public training and education programs to ensure a continuing capability to accomplish disaster response objectives;
 - b. Preparing and conducting public information programs on disasters to educate the campus population on prevention and protective measures to be taken during a disaster.
 - c. Developing a procedure for altering, notifying, and mobilizing key officials and emergency response personnel in the event of disaster;
 - d. Establishing mutual support agreements, as necessary with other local adjacent governments;
 - e. Preparing plans for disaster recovery phases from disaster; and
 - f. Establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.
2. Disaster phase: During this phase, the operational activities of Benedict College will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster if warning is sufficient. The disaster phase shall include all of the following:
 - a. In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;
 - b. The Chief of Campus Police or Designee, shall notify the President as to the nature of the disaster.
 - c. The President or Designee – shall use his/her Presidential discretion to declare a **MAJOR EMERGENCY**.
 - d. The declaration of a **MAJOR EMERGENCY** automatically triggers the implementation of the **Benedict College Disaster Management Plan**.

- e. An Emergency Operations Center (EOC) will be established as soon as possible after the declaration of a **MAJOR EMERGENCY**.
 - f. The necessary emergency operations will be initiated and maintained.
3. Post Impact: During this phase, College Administration, the Fire and Campus Police departments, Physical Plant and other departments as needed will undertake operations necessary to administer to the sick and restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and laboratory facilities destroyed, damaged and/or otherwise made unusable by a disaster. The President, or his/her Designee, will be responsible for determining priorities of efforts, allocating resources to high priority objectives, assisting the affected population toward recovery, and the restoration of normal college functions.

DIRECTION AND CONTROL

Overall emergency operations will be directed from the EOC. The emergency field operations will be directed from an established command post staffed by the appropriate emergency department heads.

By approval of this Benedict College Disaster Management Plan, the Board of Trustees delegate the implementation of the plan to the Chain-of –Command listed below:

- 1. President
- 2. Chief of Staff

COLLEGE ADMINISTRATION

Each college division will establish specific plans, procedures, and checklists to accomplish responsibilities associated with that division's routine activities as they relate to essential services. Certain Annexes are affixed to this plan that are considered high priority and essential services. However, other services may also – or in lieu of those services with attached Annexes – be considered essential depending on the nature and magnitude of the disaster.

- 1. **The President** has the overall responsibility for the policy decisions affecting the pre-disaster activities, disaster operations, and recovery operations of all divisions; as well as the coordinating of emergency support provided by other Federal, State and Local Agencies.

2. **The President of Benedict College** is responsible to the Board of Trustees as their representative. The President represents the Board while directing and supervising all activities of the college administration during the pre-disaster and recovery phase operations. The President is responsible for:
 - a. Declaring a “MAJOR EMERGENCY,” which will initiate the plan.
 - b. Being in charge of the Emergency Operations Center (EOC) or his/her designee.
3. **The Campus Police Department** will be responsible for:
 - a. Providing information to the EOC concerning the impact of the disaster on the academic mission of the College.
 - b. Assessing detailed reports from the Deans and Academic Department Heads concerning the needs to return the College to its normal academic status; and
 - c. Locating and operating temporary academic facilities to replace those lost in a disaster for an extended period of time.
4. **The Campus Police Dept., Fire Department, EMS, Student Health Center** will coordinate to perform the following:
 - a. Receiving of requests for emergency services;
 - b. The dispatching of emergency services, as requested and as available;
 - c. Establishing and maintaining radio communications with appropriate law, fire and EMS jurisdictions;
 - d. Being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post disaster phase.
 - e. Requesting other college agencies, as necessary, to respond to their predetermined disaster staging area.
5. **The Campus Police Department** is responsible for:
 - a. Maintaining law and order throughout campus,
 - b. maintaining traffic control and evacuation routes, (on campus)
 - c. coordinating all law enforcement resources made available to the college,
 - d. providing security at the EOC, and
 - e. Establishing a system for issuing security passes to authorized personnel in the disaster affected areas.
6. **The Columbia Police Department – Emergency Medical Service** is responsible for utilization of all emergency medical, rescue and hazardous materials response made available to the college. Specifically, the Columbia Police – Emergency Medical Service shall be responsible for:

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- a. Ordering evacuations, as needed;
 - b. Coordinating search and rescue missions;
 - c. Extinguishing of fires;
 - d. The pre-hospital triage, treatment, and transportation of the sick and injured; and
 - e. Maintaining an adequate reserve force for additional simultaneous emergencies.
7. **The Student Health Center** is responsible for all health and medical resources and facilities on campus. The staff shall be responsible for:
 - a. Providing limited care facilities for treatment of minor injuries;
 - b. Upon request from the EOC, providing field support for Columbia Police Department – EMS Paramedics in triage and emergency treatment of the sick and injured; and
 - c. Coordinating with the Richland County Coroner for care of mass casualty victims.
8. **The Office of Communications** is responsible for assembly, preparation, and dissemination of Public Information concerning the disaster, including:
 - a. The establishment of a Communications Office at or near the EOC to interface with the media; and
 - b. The establishment of a media staging area remote from the disaster area for media briefing purposes.
9. **Physical Plant** is responsible for safely maintaining the operating plant and facilities so as to allow the college to return to performing its normal mission as quickly as possible after the disaster. Physical Plant responsibilities include but are not limited to:
 - a. Removal of debris and obstruction from transportation routes;
 - b. Repairing and restoring utilities including electrical systems on campus, portable water and sanitary sewer;
 - c. As soon as possible, work with designated engineers to determine damage for reporting purposes

10. **Management Information Systems (MIS)** is responsible for maintaining telephone and cellular services for Benedict College based on the following priorities:
 - a. Emergency Services (Police, Fire, Emergency Medical Services) including the Police Dispatch Center and emergency services EOC.
 - b. Emergency Operations Center (TBA)
 - c. Physical Plant
 - d. Administrative functions as dictated by the nature and scope of the disaster;
 - e. Residential customers;
 - f. Staffing telephones which will serve as the screening center for incoming inquiry type telephone calls.
11. **Transportation** is responsible for providing vehicles necessary for transporting personnel and material required to meet disaster relief needs of the college and coordinating the utilization of all transportation resources (with the exception of Emergency Vehicles). Facilities Management shall also:
 - a. Assist the EOC and/or departments with obtaining drivers for requested vehicles; and
 - b. Emergency fuel and maintenance for all vehicles operating on behalf of Benedict College.
12. **Community Life** is responsible for providing temporary relocation facilities for displaced residents and
 - a. Maintaining records as to the location of students who have been displaced;
 - b. If available, providing bedding materials for the EOC and emergency workers on campus during the emergency.
13. **The Food Service Department** will be responsible for:
 - a. Providing food eating facilities as may be needed by emergency workers- including those in the EOC for the duration of the disaster;
 - b. Secondary to the above, provide as normal as possible food service to the student population.
14. **Procurement Department (Business Office)** is responsible for the emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed.
15. **Business Office** shall be responsible for advising the EOC concerning financial matters in support of disaster management.
16. **Legal Counsel** will be responsible for advising the President or his Designee, concerning legal aspects of emergency planning and operations.

Emergency Notification

Benedict College uses the Omni Alert Campus Alert Notification System to communicate with the various constituents of the College. The software enables members of the Emergency Operations Team to contact and communicate with every member the College almost instantly.

With two-way communication abilities, the notification systems also allows recipients to respond, providing real-time updates to and from a variety of modalities, including mobile phone, landline, text messages (SMS) and email. Benedict College will, without delay, take into account the safety of the community, determine the content of the message and initiate the notification system when necessary.