

# MORRIS COLLEGE EMERGENCY RESPONSE PLAN



**Dr. Luns C. Richardson, President  
Morris College  
Sumter, South Carolina**

Adopted June 1997, Revised June 2003, Revised June 2010

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## Key Information Regarding Crisis Situations

1. The Morris College Emergency Response Plan (laid out in the pages that follow) outlines first steps in the event of an emergency. The latter part of this plan lays out the appropriate response for specific scenarios that might occur.
2. In the event of a crisis or emergency, the primary location for campus information dissemination to the college community would be Neal-Jones Auditorium and the secondary location would be Human Development Center.
3. The Crisis Response Team will set up operations in Pinson Building (Title III Conference Room) as the primary location (Academic Hall building as secondary location) and will make decisions regarding initial and secondary responses to the crisis (pulling in other appropriate individuals as well). The Maintenance building is the central storing house for supplies that might be needed in a crisis (flashlights, blankets, gloves, emergency generators, radios, etc.). If a crisis event makes campus operations impossible, the Operation Center will be moved to the Bertie B. White Teaching Excellence Center.
4. Any Press Conference or media contact will occur in the Archives Room (Learning Resources Center) with the Music Studio (Fine Arts Center) as a secondary location.
5. Morris College values our excellent relationship with local police and fire departments. They are asked to review this plan periodically so that the college can incorporate their feedback accordingly.
6. The Health Services and the Counseling Center will provide counseling and/or medical help at appropriate locations if needed.
7. Members of the campus community should refer media inquiries to the Director of Public Relations at 803-934-3234. The President or an appointed representative will serve as the college spokesperson.
8. In the case of school closure or emergency, information will be posted online at [www.morris.edu](http://www.morris.edu) and shared with local media outlets, where applicable, as soon as the determination is made. If class is in session and/or the campus is open for business when the school closure or emergency is determined, communication will be made utilizing the Emergency Notification System outlined in this plan. More information regarding mass notification and communication is available in the text of this plan.
9. In the event of any emergency situation on campus, members of the campus community should first call 911. A second call should be made to Campus Security at ext. 3258 (803-934-3258) to report an incident. Always report suspicious activities or persons to Campus Security (803-934-3258 or x3258).

## Directory of Emergency Contact Information

	Campus
Campus Security	3258
Dr. Luns C. Richardson President of Morris College	3211
Dr. Leroy Staggers Academic Dean	3213
Dr. Marion R. Sanford Dean of Student Affairs	3217
Mr. Roy Graham Director of Business Support Services and Personnel	3298
Nurse Johnell Rogers Director of Health Services	3256
Mr. Jerome Smith Director of Residential Life	3217
Dr. Lula Gary Director of Counseling and Testing	3259
Rev. Charles Pee College Minister	3293
Ms. NiCole Williams Director of Institutional Relations	3234
Rev. Melvin Mack Director of Church Relations	3260
AMMA Hall	3000
DKW Hall	3600
Daniels Hall	3300
RCJ Hall	3610
New Women's Hall	3761
EMS	911
Sumter Police	911
Fire Department	911
Tuomey Hospital	774-9000
Santee Wateree Mental Health	775-9364

## Campus Emergency Preparedness Committee Contact Information

<u>Name</u>	<u>Title</u>	<u>Office #</u>
Mr. Roy Graham, Chair	Director of Business Support Services And Personnel	x3298
Mr. Robert Eaves	Director of Business Affairs	x3223
Ms. Lucille Williams	Coordinator of Security Services	x3258
Mr. Rodney Johnson	Director of Management Information Systems & Computer Center	x3226
Dr. Marion Sanford	Dean of Student Affairs	x3217
Dr. Marc C. David	Chair, Division of Religion & Humanities	x3214
Dr. Radman Ali	Chair, Division of Natural Sciences And Mathematics	x3266
Nurse Johnell Rogers	Director of Health Services	x3256
Mr. Jerome Smith	Director of Residential Life	x3217
Mrs. Barbara Session	Director of Food Services	x3301
Mr. Clarence Houck	Director of Intercollegiate Athletics	x3235

Student Representatives

### **Crisis Response Team**

<u>Name</u>	<u>Title</u>	<u>Office #</u>
Dr. Luns C. Richardson, Chair	President	x3211
Mr. Roy Graham, Crisis Leader	Director of Business Support Services and Personnel	x3298
Dr. Leroy Staggers	Academic Dean	x3213
Mr. Robert Eaves	Director of Business Affairs	x3223
Ms. Lucille Williams	Coordinator of Security Services	x3258
Mr. Rodney Johnson	Director of Management Information Systems & Computer Center	x3226

Dr. Marion Sanford	Dean of Student Affairs	x3217
Dr. Marc C. David	Chair, Division of Religion & Humanities	x3214
Mr. Jerome Smith	Director of Residential Life	x3217
Mr. Clarence Houck	Director of Intercollegiate Athletics	x3235
Ms. NiCole Williams	Director of Public Relations	x3260

## Emergency Phone #s

AMERICAN RED CROSS (disaster relief)	800.340.4081		
CAMPUS SECURITY	X3258 (803.934.3258)		
ELECTRIC DEPARTMENT (Progress Energy)	800.419.6356		
SUMTER COUNTY EMERGENCY MANAGEMENT	803.436.2158		
SLED	803.737.9000		
FIRE/POLICE/MEDICAL EMERGENCY	911/803.436.2700		
SUMTER COUNTY ENVIRONMENTAL HEALTH	803.773.5511		
NATURAL GAS DEPARTMENT	803.773.7365		
TUOMEY HOSPITAL	803.774.9000		
SUMTER POLICE	803.436.2700		
SUMTER COUNTY SHERIFF	803.436.2700		
POISON CONTROL	1.800.452.7165		
RAPE OR DOMESTIC VIOLENCE	803.773.4357	(YWCA	Women's
	Crisis Line)		
CAMPUS SWITCHBOARD	0		
DOCTOR'S CARE	803.778.6555		
SEWAGE TREATMENT PLANT	803.481.4677		
WATER DEPARTMENT	803.436.2541		



## Press Contacts

### PRINT

<i>The Item</i>	803.774.1200
<i>The State</i>	803.771.6161
AP Wire Service	803.799.6418

### TELEVISION

WIS-TV (Channel 10 - Columbia)	803.799.1010
WLTX-TV (Channel 19 - Columbia)	803.776.3600
WOLO-TV (Channel 25 - Columbia)	803.754.7525

WMBF (Channel 32 - Florence/Myrtle Beach)	843.661.6683
WBTW (Channel 13 - Florence/Myrtle Beach)	843.662.9451

WCSC (Channel 5 - Charleston)	843.402.5555
WCIV (Channel 4 – Charleston)	843.723.4403

WJBF (Channel 6 - Augusta)	706.722.6664
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WSPA (News 7 – Spartanburg, Greenville, Anderson & Asheville)	864.576.7777
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WJWJ (Channel 16 – Beaufort)	843.524.0808
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### RADIO

WWDM (101.3 FM - Columbia)	803.695.8600
WLJI (98.3 FM - Sumter)	803.774.5112

## **Emergency Response Plan**

### ***Purpose***

It is the goal and purpose of this Emergency Response Plan (ERP) to ensure, to the maximum extent possible, the safety and security of those associated with Morris College in the event of an emergency. Clearly, the potential always exists for an emergency that will require careful and timely decision-making in order to protect lives and reduce property loss. Further, it is intended that the effective implementation of this plan in an emergency situation will minimize damage to the college's reputation, mission, and good standing in the community while providing any and all services that are necessary to maintain the physical, emotional, spiritual, and financial well-being of the college and its visitors, students, faculty members, staff members, and administrators.

Morris College is committed to timely and honest communication with internal and external constituents within the boundaries of legal and privacy restrictions. To ensure the effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and supporting documents. The emergency response to any major crisis will be conducted within the framework of this plan except when directed otherwise by the President or his or her Cabinet. The plan includes a chain of command that establishes the authority and responsibilities of various members of the campus community. This document should be seen as a living text subject to changes and modifications as the college environment changes.

### ***Definition***

An emergency is defined as a sudden state of danger, due to either man-made or natural causes, that occurs unexpectedly and demands immediate action to protect the health and safety of individuals within the institution and the college itself.

The campus community may face many types of emergencies, including the following:

- Operational/Industrial/Technological
- Natural disaster (ice, snow or wind storm; flood; earthquake; drought; hurricane)
- Fire
- Structural failure
- Utility emergency (power, water, gas, leaks, sewage, telephone)
- Act of terrorism or threat of such an act
- Explosion
- Accidental chemical or biological hazard

Students/Faculty/Staff/Guests may face many types of emergencies, including the following:

- Disturbance (by intruder or member of the Morris community)
- Potentially dangerous person on campus – endangering self and/or others
- Weapons possession
- Hostage situation
- Medical emergency
- Criminal act

- Campus strife
- Demonstration
- Act of violence against people or property
  
- Abrupt firings or layoffs
- Major financial difficulties
- Major litigation

This list is not all-inclusive, but provides a sampling of the types of issues that could escalate from a state of emergency into a crisis situation for MC.

### ***Responsibility and Control***

The Emergency Response Plan (ERP) is under the executive control of the President of the College and under the operational direction of the Director of Business Support Services and Personnel (DBSS), in coordination with the Academic Dean and the Dean of Student Affairs. When an emergency situation arises, the President will activate the Emergency Response Plan. Use of college personnel and equipment will be utilized to provide protection for:

- A. Life Safety
- B. Preservation of Property
- C. Restoration of the Academic Program

The manner in which college personnel and equipment will be utilized will be determined by the Crisis Response Team (CRT) under the direction of the Director of Business Support Services. The Emergency Response Plan will remain in effect until the President or designated representative deems the college shall return to normal operation.

### ***States of Emergency***

The following level definitions should be used as a guide for defining the magnitude of an emergency incident and the possible impact on the physical plant, employees, and students of Morris College. The definitions of the emergency potential on a college campus are transitory. Each emergency must be evaluated according to its particular characteristics and a decision of the proper action to take at that time.

## Emergency Level Definitions

### Level I Emergency

**DEFINITION:** An unplanned event that may adversely impact or threaten life, health, or property on a large scale at one or more locations within Morris. Control of the incident will require specialists, in addition to campus and outside agency personnel. Long-term implications are likely.

#### CRITERIA

- ✓ Serious hazard or severe threat to life, health, or property.
- ✓ Resolution of incident involves multiple community and county agencies as well as multiple levels of college personnel.
- ✓ Major evacuation involving relocation of students and/or college personnel.
- ✓ Duration of the event is unpredictable.
- ✓ Security procedures to protect evacuees and property are established.
- ✓ Medical needs planned for using campus and community resources.
- ✓ Operations Center established.
- ✓ Communications center established to coordinate media and college related communications.
- ✓ Long-term recovery plan established.
- ✓ Written report prepared.
- ✓ Incident critique involving all agencies involved.

**EXAMPLES:** Major fire in a campus building affecting over 20% of the building; water main break affecting a campus building; loss of heat or power to multiple buildings; a chemical release causing the evacuation of one or more buildings.

### Level II Emergency

**DEFINITION:** An unplanned event that may adversely impact or threaten life, health, or property within a single area. Control of the incident is beyond the capabilities of college employees. Outside agency assistance is necessary.

#### CRITERIA

- ✓ Resolution of the incident involves both college and outside agency personnel.

- ✓ Evacuation is short term and affects immediate localized area only.
- ✓ Duration of the incident is a maximum of eight (8) hours.

**EXAMPLES:** Small fire; suicide; water main break involving most of a building or one which threatens critical services; an odor requiring evacuation; loss of heat or power to a building.

### **Level III Emergency**

**DEFINITION:** An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of MC employees and the duration of the incident is short term.

#### **CRITERIA**

- ✓ Incident resolved by MC employees.
- ✓ An outside agency may be involved as a precautionary measure or in accordance with college policy.

**EXAMPLES:** Automatic fire alarm; localized water pipe break affecting a portion of a building; a localized undetermined odor problem; inclement weather; missing student; medical/illness outbreak.

## **General Operations**

### **Mitigation**

Participating in the mitigation phase will include, but not be limited to the following:

- Formation of the Crisis Response Team (CRT) to include the Director of Business Support Services, Academic Dean, Director of Business Affairs, Dean of Student Affairs, Coordinator of Campus Security, Director of Public Relations, Director of Management Information Systems.
- Clear division of responsibilities within the CRT.
- Annual meeting scheduled to review the Emergency Response Plan and revise as appropriate.
- Periodically scheduled meetings throughout the year to participate in tabletop exercises to talk through potential emergency scenarios.
- Review the Emergency Response Plan with members of the staff and faculty and provide emergency response training to as many members of the Morris community as possible (including first aid and CPR).
- Encouragement of all members of the MC community to be vigilant and to pass along information on situations that they believe may lead to an emergency.
- Safety “walk-throughs” conducted on a regular basis by the Director of Business Support Services and Campus Security staff and prompt follow-through to repair or replace any damaged or malfunctioning safety fixtures or equipment.
- Identification of members of the campus community with special skills in the areas of emergency medical response, search and rescue, and crisis response.

### **Preparation**

While it is true that the college may not be able to prevent an emergency, with preparation an emergency can be managed. Initial steps for preparation include but are not limited to:

- First aid supplies, radios for communication, and emergency response supplies (e.g., face masks, rubber or plastic gloves, batteries, emergency generators, flashlights, cell phones, blankets, emergency food and water) will be maintained in good condition at an accessible location (Maintenance Building and Daniels Dining Hall). Generally, food and water supplies in reserve should last for the first 72 hours of a crisis situation. The Student Center will be an additional source of water in a crisis situation.
- Testing of fire alarms and emergency lighting in all campus buildings every year. The alarm systems are monitored 24/7 by Simplex Grinnell Alarm and Monitoring Company.
- Regular scheduling of evacuation drills that are well publicized to the campus community on at least an annual basis. These drills will be documented and recorded in the Office of Business Support Services and the Office of Student Affairs. While it is understood that drills conducted in classroom areas while classes are in session will be disruptive, every effort will be made to keep these interruptions to a minimum.

- Ongoing emergency response training for the Crisis Response Team. This includes conducting tabletop exercises on a regular and ongoing basis as well as appropriate and reasonable NIMS (National Incident Management System) training.
- Opportunities for CPR, First Aid, and regional Community Emergency Response Team training will be advertised and promoted to key Morris College staff members.
- Establishment of emergency communications networks (departmental or crisis response phone trees . . . see appendix, radio and TV announcements), including provisions to set up an off-campus information response center (Bertie B. White Teaching Excellence Center) to respond to questions and disseminate information.
- Develop and distribute evacuation plans for short and longer-term scenarios (including emergency food, water and housing for campus community members unable to go home).

### **Response**

In response to the emergency and disaster situation, Morris College will do the following:

1. Provide appropriate personnel and resources.
2. Document the location and condition of all persons injured.
3. Contact other agencies when help is needed.
4. Provide appropriate information to the media.

### **Recovery**

In order to facilitate the recovery from an emergency situation, Morris College will do the following:

1. Restore all services to a level of normal operations.
2. Provide for the controlled termination of assistance from other agencies.
3. Continue to provide appropriate information to the media.

### **CRT Responsibilities**

In the event of a college emergency, the President (or his/her designee), as crisis team chair and spokesperson, will call a CRT meeting which will be convened and coordinated by the Director of Business Support Services who functions as the CL (Crisis Leader). In the President's absence, the back up is the Academic Dean, with the Director of Business Affairs as the alternate.

As a group, the responsibilities of the first meeting include:

- Identifying a senior staff member who is responsible for gathering information based on where the problem originated (Crisis Coordinator)
- Gathering information
- Assessing the situation
- Drafting a statement
- Identifying possible future scenarios
- Identifying appropriate third-party support (experts, potential allies, etc.)
- Assessing the need for additional resources, including external help

-Providing complete documentation of the nature of the crisis and its handling by the college

Broadly, the responsibilities of the CL, should a crisis occur, are as follows:

1. Activate Crisis Response Phone Tree (departmental phone tree referenced earlier and contained in the appendices)
2. Contact the Campus Switchboard Operator
3. Contact Campus Security
4. Establish the Emergency Operations Center. This will serve as the central location for all communication, meetings of the CRT, strategy sessions, etc. It will be located in Pinson Building, Title III Conference Room. If this room is unavailable because of the nature of the crisis, then the back-up facility will be the Academic Hall, Conference Room. Each of these facilities will be equipped with caller display phones and appropriate computers for e-mail and Internet use. In addition, student, faculty/staff, as well as official phone directories will be available. Each of these rooms will have the appropriate technology preprogrammed with voice mail and e-mail lists of people who need to be informed of the status of the crisis and its corresponding management.
5. Establish the Media Services Room. This room will serve as the location for media personnel to meet with appropriate college representatives for the dissemination of corresponding information. Furthermore, this room will be available as a headquarters for media personnel for the duration of the crisis. Phone and computer access will be available.
  - PRIMARY LOCATION: Archives Room, LRC
  - SECONDARY LOCATION: Music Studio, Fine Arts Center
6. Conference with the President or Cabinet member-in-charge as necessary about the situation and seek consultation with Cabinet officers when critical decisions need to be made.
7. Contact the Director of Public Relations for implementation of Media Protocol procedures (see Media Protocol Appendix).
8. Contact the Academic Dean who will arrange for any interruption in the campus class schedule and determine if a faculty meeting is to be called for the purpose of disseminating information that needs to be communicated to classes. The Academic Dean will insure that instructors directly impacted by a tragedy or fatality will receive timely notification.
9. Contact the Dean of Student Affairs who will oversee communication with family members and the student community. He or she will determine the staff member who will serve as contact person for each constituency and determine what facts need to be revealed to ensure that the situation is handled with the utmost respect and care.
10. Communicate with the Directors of the Health and Counseling Centers and other appropriate personnel as necessary.



## **Individual Areas of Responsibility**

### **Crisis Leader (DBSS)**

- Notify the President, activate the Emergency Operations Center, and call a meeting of the Crisis Response Team (CRT)
- Activate Crisis Response Phone Tree if necessary (see appendices)
- Assess the situation
- Ensure that immediate life safety actions have been taken
- Develop an Incident Action Plan
- Ensure that the CRT is aware of campus conditions and needs
- Provide for public information dissemination
- Call daily (or more frequent) update meetings of the Crisis Response Team
- Submit a follow-up report

### **Crisis Coordinator:**

- Point person for gathering questions, finding new information useful to dealing with the emergency, and disseminating that information as appropriate
- Determine which emergency groups are available for immediate deployment
- Prioritize all requests for assistance
- Deploy emergency groups to life threats and to protect property
- Assist in developing the Incident Action Plan and deploy resources to meet the requirements of the plan
- Monitor all operations for safety and effectiveness.
- Keep the Crisis Leader (CL) informed
- Request additional resources as required
- Handling follow-up report

### **President:**

- Designates Spokesperson for the college
- Liaison to legal counsel along with the Dean of Student Affairs
- Liaison to Board of Trustees
- Make calls for third party support
- Determine timing and appropriateness of any all-campus meetings
- Be available as a back-up to take calls from media and general public
- Maintain a visible presence to help calm the campus community

### **Dean of Student Affairs or Designate**

- Be prepared to serve as spokesperson for the college if designated by the President
- In the event of an injury to or death of a student, serve as liaison to police, hospital and the family
- Provide health and counseling services and referrals to local health providers for members of the campus community in need of such services

- Be a visible presence on campus to help maintain calm and order
- Assist any members of the campus community needing emergency housing or relocation
- Work with the Director of Business Support Services to develop an emergency response training program for members of the campus community
- Be available to take phone calls from students and their families and initiate phone calls when appropriate

### **Academic Dean or Designate**

- Be prepared to serve as spokesperson for the college if designated by the President
- In the event of an injury to or death of a faculty member, serve as liaison to police, hospital and the family
- Supervise institutional technology to assure that as far as possible, phone and e-mail communication are functioning
- Be available as a backup to take calls from the general public, the media, students, faculty and family of students or faculty

### **Director of Business Affairs**

- Be prepared to serve as spokesperson for the college if designated by the President
- Liaison to legal counsel along with the President if designated
- In the event of an injury to or death of a college employee or visitor, serve as liaison to police, hospital and family members
- Provide information to staff members (log contacts for assessment)
- Liaison to appropriate insurance agents and governmental agencies

### **Director of Business Support Services (DBSS)**

- Supervise the Emergency Preparation section of the Emergency Response Plan and assure that all elements of such preparation are in place
- Work with the Dean of Student Affairs to develop an emergency response training program for members of the campus community
- Activate the college's phone tree
- Update and monitor Mutual Aid Agreements (City of Sumter/Police/Fire; American Red Cross, etc.)
- Communicate with the college's attorney and ensure availability as our "attorney of record" during the duration of the crisis
- Ensure adequate supplies (flashlights, blankets, equipment, food, water, etc.) and modify ERP accordingly
- Assess and contain damage to college facilities
- Contact appropriate utilities companies
- Estimate time line for repairs
- Assist claims adjuster in damage inspection
- Determine if extra staffing is needed for facilities or to assist with security

## **Coordinator of Campus Security**

- Help assess the severity of the emergency and assist in coordinating the efforts of outside agencies, including local, state and federal police and emergency response agencies
- Supervise evacuation of campus facilities as necessary
- Supervise Campus Security officers to help assure as calm a campus atmosphere as possible and to move individuals who are not a part of the college community away from the campus
- Assist emergency response agencies in the communication of instructions to the campus community

## **Director of Public Relations**

- Overall responsibility for handling phone calls and scheduling backups
- Serve as first backup to the President as spokesperson for the college
- Provide information to individual donors, foundations, public giving agencies and friends of the college
- Draft a general information statement that can be used as a basis for a letter or memo to constituents or as a press release
- Provide a daily update sheet to staff and faculty
- If determined necessary by the team, issue a public statement in the form of a press release
- Screen calls from the media (keeping a log of media calls) and, if necessary, forward media calls to the President (or backup) for a statement
- Monitor events and provide additional background material to the media
- If necessary, organize a press conference

## **Building Supervisor**

- Warn people in the area of responsibility of the need to evacuate OR of a building lockdown.
- Evacuate self and others to a safe evacuation area when dictated by the situation.
- Notify the appropriate officials of the type of incident and its location
- Assess the situation
  - . Assess the condition of the evacuation area
  - . Account for all people in the area of responsibility
  - . If possible, determine location of missing persons
  - . Request additional assistance (be specific)
- Provide information to area of responsibility as directed

## **Hall Director**

- Warn people in the area of responsibility of the need to evacuate
- Evacuate self and others to a safe evacuation area
- Notify the appropriate officials of the type of incident and its location
- Assess the situation
  - . Assess the condition of the evacuation area
  - . Account for all people in the area of responsibility
  - . If possible, determine location of missing persons
  - . Request additional assistance (be specific)
- Conference with Director of Residential Life as necessary
- Provide information to area of responsibility as directed

## *Declaring a Campus State of Emergency*

- A. The authority to declare a campus state of emergency rests with the President, or in his absence, the Academic Dean.
- During a State of Emergency, the Crisis Leader/DBSS, with the President's authorization, shall place into immediate effect the appropriate procedures to meet the emergency and safeguard persons and property insofar as it is possible. The DBSS shall immediately consult with the President and/or his or her Cabinet members regarding the situation and the possible need for the declaration of a campus state of emergency. The Office of Public Relations is responsible for the release of all information outside of the campus and in most instances for campus wide announcements.
  - When the declaration is made, only registered students, members of the administration, faculty and staff and emergency personnel are authorized to be on campus. Those who cannot provide proper identification proving their legitimate business on campus will be asked to vacate the premises.
  - Only those members of the administration, faculty and staff who have been assigned CRT responsibilities will be allowed to enter the designated emergency area including the Emergency Operations Center (EOC).
  - In the event of earthquakes, aftershocks, fires, storms, or major disaster on or near the campus, or involving college property, Maintenance personnel will be dispatched to determine the extent of the damage to any college property.
- B. During an emergency, Pinson Building, Title III Conference Room will serve as the Emergency Operations Center, except in cases where that location is not secure because of its proximity to the danger (in which case the Academic Hall building will function in this capacity). In all cases, the Emergency Operations Center (EOC) should be located outside of the danger zone. The EOC will function as the location where the CRT members coordinate all communication. The Director of Business Support Services will designate an unlisted telephone number for communication between key emergency response personnel.
- C. The Director of Business Support Services will provide notification of the emergency situation to all appropriate primary CRT members. These team members will then notify necessary individuals within their sphere of activity and responsibility.
- D. The Director of Public Relations or her/his designee will respond to media inquiries, issue news releases and all-campus announcements, and designate one central location for meeting with on and off campus media personnel. These meetings may also include essential emergency personnel.

*NOTE: No press conferences or media releases will take place until a briefing involving key CRT members has taken place and all available, releasable information has been evaluated and organized. The press release should be approved by the President prior to dissemination.*

### **Emergency Plan Priorities**

If the situation is clearly a level I or level II emergency, the Coordinator of Campus Security or in his or her absence, the officer on duty, will contact appropriate emergency agencies. If an emergency situation begins to

escalate, appropriate administrative personnel will be notified and necessary action will be initiated to respond to the changing conditions. Once outside agencies arrive on the scene (i.e., Fire Department, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations.

The CRT will concentrate efforts on Priority 1 Objectives until those objectives are substantially met. Priority 2 and 3 objectives will be addressed as resources become available. The CRT will keep a written record of all activities and decisions.

### **Priority 1 Objectives**

- A. Contact and Request Necessary Emergency Services
- B. Medical Aid – evaluate medical services available and direct rescue forces regarding location of treatment facilities for injured.
  - 1. Tuomey Hospital
  - 2. Morris College Health and Counseling Centers
  - 3. Morris Athletic Staff
  - 4. Morris Health Certified Faculty and Students
- C. Fire Suppression – evaluate fires or fire hazards and use resources to control and evacuate.
  - 1. Sumter Fire Department
  - 2. Mutual Aid and Automatic Aid Resources from Outside the Area
  - 3. Volunteer Forces
- D. Search and Rescue – appoint search and rescue teams and acquire transportation vehicles and equipment required. Check elevators for occupants.
  - 1. Campus Security Personnel
  - 2. Volunteer Forces
  - 3. Maintenance Services (equipment)
  - 4. Sumter Fire Department
- E. Communications Network – establish a communications network using available resources –
  - 1. Morris College website ([www.morris.edu](http://www.morris.edu))
  - 2. Telephone (Switchboard/Business Office)
  - 3. Operations Radio (Security radios broadcast)
  - 4. Broadcast Radio
  - 5. Campus Computer Network
  - 6. Messengers (volunteer forces)
  - 7. Residence Life Staff
  - 8. Update City Emergency Services on Conditions as Situation Progresses
- F. Utilities Survey – evaluate conditions of utilities and shut down or restore as able (gas, electric, steam, water, sewer).
  - 1. Maintenance Staff
  - 2. Progress Energy of the Carolinas, Inc.
  - 3. SCE&G Natural Gas
  - 4. Sumter City Water Department

- G. Hazardous Substance Control – survey critical area and secure or clean up as needed (radioactive, biological, and chemical).
1. Appropriate campus personnel, if available
  2. Sumter Fire Department and the regional hazardous materials team (Emergency Fire and Rescue).
  3. Director of Business Support Services

### **Priority 2 Objectives**

- A. Facility Survey – evaluate facilities for occupancy (residential units have priority; identify and seal off contaminated areas)
1. Environmental Safety Coordinator (DBSS)
  2. Morris College Food Services
- B. Shelter – identify usable housing structures and organize personnel moves as needed
1. Campus Food Services
  2. Student Affairs
  3. Maintenance Department
  4. Garrick-Boykin Human Development Center
- C. Food/Drinking Water – identify supplies and establish distribution system
1. Daniels Dining Hall
  2. Student Affairs
  3. Maintenance Department
  4. Student Center
- D. Sewer System – evaluate sewer system and identify resources that can be used (develop latrines as needed)
1. Maintenance
- E. Communications – establish a communications system with the campus community and advise everyone regarding availability of basic services
1. WMCC
  2. Radios
  3. Campus Security
  4. Campus Computer Network
  5. Residence Life Staff
- F. Animal Control – contain/control and care for experimental animals on campus
- G. Criminal Activity Control – establish police security system to control crime
1. Campus Security
  2. Sumter Police Department
  3. Volunteers
- H. Psychological Assistance – establish a system to deal with case of mental/psychological distress
1. Morris College Health & Counseling Centers
  2. Campus Minister/Student Affairs

3. Local Church Staff
4. Santee-Wateree Mental Health Center

### **Priority 3 Objectives**

- A. Valuable Materials Survey – identify, survey, and secure valuable materials on campus
  1. Library/Music/Art Department Staff
  2. President/Cabinet Members
  3. Volunteers
- B. Records Survey – identify, survey, and secure all Morris College records
  1. Business Office Staff
  2. Admissions Staff
  3. Financial Aid Staff
  4. President
  5. Institutional Advancement Staff
  6. Academic Offices Staff
  7. Computer Center Staff
- C. Academic Survey – survey academic departments and determine requirements to begin academic operations
  1. Academic Dean
  2. Division Chairs
  3. Other Academic Department Staff
  4. Faculty
- D. Supplies and Equipment – develop system to review flow of supplies and equipment from outside staff
  1. Business Office Staff

### **General Evacuation Information**

Situations requiring evacuation could include but are not limited to the following:

- ❖ Natural gas leak
- ❖ Flammable liquid spill and/or release
- ❖ Bomb threat
- ❖ Power line failure
- ❖ Hostage situation
- ❖ Hazardous chemical spill and/or release
- ❖ Tornadoes/Hurricanes
- ❖ Flooding
- ❖ Winter storms

In the event of a fire alarm, security officers are dispatched to the location of the alarm to lead the evacuation effort. In the event of fire, elevators are not to be used.

## Evacuation Procedures

The purpose of these recommendations is to provide guidelines in the event an area evacuation becomes necessary.

I. Units first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, in consultation with other officers, or by information received at the scene.

1. Immediately designate the area to be evacuated. The evacuation will require a door-to-door check of the facility. (IMPORTANT NOTE: If a working fire, smoke, or other evidence of combustion is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus (SCBA) enter any structure).
2. Move all evacuees to a staging area (most likely Neal-Jones Auditorium), and begin a census to establish that the evacuation is complete.

II. Evacuation of the Physically Challenged – In the event that physically challenged individuals are involved in an evacuation effort, the Campus Security officers at the scene will make every attempt to lead them to safety. The Dean of Student Affairs should be consulted in developing a plan for these evacuations and establishing accountability to ensure that everyone needing assistance has been evacuated. For more detailed instructions and guidelines regarding the evacuation of a person with a disability, please refer to Appendix D.

### III. Short Term Evacuations

1. Students are moved to the nearest safe housing lounge.
2. Students are moved to the nearest safe non-housing lounge.
3. Support services are employed (emergency food, showers, medical or disability related needs are arranged as needed)

### IV. Medium Term Evacuations

1. If Garrick-Boykin Human Development Center or another large building is available, this location is acceptable. When necessary, the local chapter of the American Red Cross is a valuable resource for such items as cots and blankets.
2. Students are assigned to lounges and other college public area spaces that can be satisfactorily arranged.
3. Students are assigned to vacant spaces in the housing system.
4. Students are assigned to crowded spaces in the housing system

### V. Long Term Evacuations



1. All items under Medium Term Evacuations are initiated unless a substantial part of the campus is under an evacuation order.
2. Local high schools or hotels may be able to assist with housing. Again, the local chapter of the American Red Cross should be enlisted for assistance and advice.

VI. Refuge Shelters: The college shall identify appropriate shelters as needed.

## **Reports**

Documentation of activities and an accurate recording of actions taken during an emergency will be done by all personnel involved. The Crisis Leader will be in charge of compiling all data and records for publishing in the final report.

## **Emergency Operations Plan Maintenance**

In order to ensure that Morris College maintains proper operational capabilities, plan review and revision will be considered an ongoing function. The DBSS in conjunction with the CRT and the Campus Emergency Preparedness Committee will be responsible for this task on an annual basis.

### ***Emergency Checklist***

1. Have persons been evacuated?
2. Does the area need blockaded?
3. Is appropriate medical attention being provided?
4. Are the President, his/her Cabinet, and Campus Security aware of the situation?
5. Has Maintenance staff been notified?
6. Have the Director of Residential Life been notified?
7. Has the Fire Department been called?
8. Has Law Enforcement been notified?
9. Has the on-call list been executed?
10. Have emergency valves or proper valves to shutdown or reroute gas or water been identified and located?
11. Is supplementary housing for victims or families needed?
12. Have witnesses to the crisis been identified?
13. Has outside help been requested?
14. Has communication been established?
15. Have parents/family members been notified about injuries/deaths?
16. Is the situation under control and has the possibility of recurrence been eliminated?
17. Has the media been dealt with?
18. Have Board of Trustees members been notified?

## *Emergency Information Procedures*

### **When a Crisis Occurs:**

1. Notify the President to call a meeting of the Crisis Response Team members. The group should meet as soon as possible and determine a course of action.
2. If there is any possibility of the college being involved in legal action during or after the crisis, it is imperative that those involved immediately begin a chronology of what happens (when, who was involved, what was discussed, etc.). This document of record is a vital chronicle of events.
3. The Director of Business Affairs should speak with the college's attorney and ensure availability as our "attorney of record" during the duration of the crisis.
4. Draft a brief statement stating that the institution is aware of the situation, is investigating the details, and will provide more information as it is known. Attempt to determine when more information will be available.
5. CRT members should meet with staff members in their area to inform them of the situation and to provide a written statement of what has occurred. They should reiterate that rather than answering questions from the public, staff members should refer questions to the appropriate crisis team members. If appropriate, staff members can share information from the college's public statement and should let interested parties know where to turn for more information. (i.e., "This is what we know at this point . . . We are investigating and should have more information at 4 p.m. if you'd like to call back then.") While our policy is "no speculations, no sharing of 'unofficial' news," our concern is also to keep the community informed and up to date. Let the public know the facts and when we should know more detail. Unless they are a designated spokesperson, staff members are not to answer questions from the media.
6. To better assess the situation, all calls are logged on a tally sheet. When appropriate, record address (or phone number) on an inquiry tracking form and send background information.

## *Emergency Notification System*

There may be rare occasions during an emergency situation when it is necessary to attempt to contact the entire campus community in a timely manner. Emergency notification will be initiated by the office of the Dean of Student Affairs in most situations (with the Director of Business Support Services as a backup). The primary means of communication for Morris College consists of the following:

- Telephone System (activate phone tree notification)
- Campus Email System
- Fire Alarms (evacuate the building)
- "Runners" (if possible)

In addition to the above strategies, the following communication procedures will be initiated as necessary:

- Notification of and instructions for Campus Security and Building Supervisors

- Notification of and instructions for Director of Residential Life and Hall Directors
- Notification of and instructions for Administrative Assistants and the Switchboard Operator
- Emergency alert on college website - it will convey critical information to the campus community.

## **Campus Lockdown Procedures**

In most cases, the decision to lock down campus should be made by the Director of Business Support Services in consultation with the President and/or the Crisis Response Team. In the event that it is necessary to lock down the campus, the following steps should be taken:

1. The President and the Director of Business Support Services should be contacted and they will make the decision as to whether an immediate decision needs to be made regarding locking down the campus or whether further consultation with the Crisis Response Team is possible given the nature of the incident.
2. The email notification system is implemented to communicate to college employees and students to stay where they are and to stay away from campus (if they are not on campus at the time).
3. In certain circumstances, it may be necessary for Campus Security to call the Maintenance staff to alert them to the danger and request assistance in locking down all campus buildings. Building Supervisors will be contacted to assist as well. Of course, this should only be done in a way that doesn't make college personnel a target.
4. Security secure the entrance and perimeter of the campus.
5. The Sumter Police Department (supervisor) or appropriate agencies involved will take control of the situation when they arrive on campus.

## Specific Emergency Scenarios

It is impossible to outline every possible emergency that can occur on a college campus. The following are detailed scenarios of emergencies that could take place within the college and Sumter communities. Crisis Response Team members and outside agencies involved will depend entirely upon the type, scope, and duration of the emergency.

### Active Shooter Protocol

**ASSUMPTION:** The presence of an active shooter on campus.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Coordinator of Campus Security

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- President and Cabinet
- Sumter Police Department
- Maintenance Staff
- Public Relations

**INITIAL RESPONSE:**

1. If you are involved in a situation where someone has entered the area and started shooting, the following are a list of recommended actions:
  - a. Exit the building immediately.
  - b. Notify anyone you may encounter to exit the building immediately.
  - c. Notify the police by calling 911.
  - d. Give the 911 Operator the following information:
    - i. Your name
    - ii. Location of the incident (be as specific as possible)
    - iii. Number of shooters (if known)
    - iv. Identification of shooter (if known)
    - v. Number of persons who may be involved
    - vi. Your location
  - e. Notify Campus Security at 803-934-3258
2. If you are directly involved and exiting the building is not possible, the following actions are recommended:
  - a. Go to the nearest room or office.
  - b. Close the door, lock if possible.
  - c. Cover the door windows.
  - d. Keep quiet and act as if no one is in the room.
  - e. DO NOT answer the door.
  - f. Notify the police by calling 911.

- g. Give the 911 Operator the following information:
    - i. Your name
    - ii. Your location (be as specific as possible)
    - iii. Number of shooters (if known)
    - iv. Identification of shooter (if known)
    - v. Number of persons who may be involved
  - h. Wait for the Police to assist you out of the building.
3. Activate Crisis Response Team (CRT) and establish Emergency Operations Center (EOC)

4. Possible initiation of campus lockdown and implementation of emergency notification system.

NOTE: As a campus with unarmed officers our directive to the officers is to immediately contact the police and then help to evacuate any personnel from the immediate area IF they can do so without becoming a target or making others a target. One officer will contact the Business Office and the Office of Student Affairs to begin the notification procedure which initiates the emergency notification system and procedures outlined previously in this document. When the Sumter Police Department arrives, we turn the command over to them and then assist in any way possible as we know the layout of the campus and are able to access facilities.

### **Avian Influenza or Similar Pandemic**

**ASSUMPTION:** The threat of a pandemic or serious illness that threatens the normal operation of the college and requires significant institution-wide intervention.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Director of Health Services

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- Health Services Staff
- President and Cabinet
- Sumter County Health Department
- Residence Life/Housing
- Perkins Food Management
- Counseling Center Staff
- Maintenance Staff
- Public Relations

**ACTIVATE CRISIS RESPONSE TEAM (CRT) AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

Avian Flu Response (note that these response levels are different than the six phases identified by the World Health Organization – WHO).

1. Confirmed cases of human-to-human transmission of avian flu
2. Suspected cases on campus or suspected/confirmed cases in Sumter area
3. Confirmed cases on campus (*only essential personnel report to campus*)

	Level 1: Confirmed cases of H1N1 on campus	Level 2: Suspected cases on campus or suspected/confirmed cases in Sumter area (In addition to Level 1 actions)
Crisis Response Team (CRT)	<ul style="list-style-type: none"> <li>• Maintain contact among the Crisis Response Team</li> </ul>	<ul style="list-style-type: none"> <li>• Meet to facilitate communication between members and update PELT</li> <li>• Monitor situation</li> <li>• Contact Public Relations</li> <li>• Bring in Director of Residential Life for isolation planning</li> </ul>
Director of Health Services	<ul style="list-style-type: none"> <li>• Assume role as Crisis Coordinator</li> <li>• Communicate with Sumter County Health Department regarding planning and surveillance (if required)</li> <li>• Establish communication with deans and Director of Business Support Services</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Food Service on number of potential contacts that may require isolation</li> <li>• Compose communication with Director of Public Relations and CRT for the campus community regarding signs and symptoms protocol for referral of suspected cases</li> <li>• Communicate with other colleges (if applicable)</li> <li>• In conjunction with CRT issue communications to campus community regarding status of disease spread, self-protection and college response (E-mail, phone, website, all-campus meeting)</li> </ul>
Campus Security	<ul style="list-style-type: none"> <li>• Assist Director of Health Services</li> <li>• Be available to contact EMS to transport individuals to hospitals</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Director of Health Services</li> <li>• Be available to contact EMS to transport individuals to hospitals</li> </ul>
Maintenance Staff	<ul style="list-style-type: none"> <li>• Distribute and maintain hand-washing sanitation stations</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate increased frequency of disinfecting surfaces of concern (doorknobs, drinking fountains,</li> </ul>

		etc.) <ul style="list-style-type: none"> <li>• Prepare to provide strategically located hand-washing sanitation stations on campus</li> </ul>
President's Office	<ul style="list-style-type: none"> <li>• Review content of internal and external public information bulletins and announcements</li> <li>• Work with Public Relations to select an appropriate spokesperson</li> <li>• Consider restricting movement on and off campus for activities and athletic events</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate information on institutional effects of the incident and set priorities as appropriate</li> <li>• Advise PELT on response options</li> <li>• Provide oversight for student, staff, and faculty, family notifications if appropriate</li> <li>• Receive information from Directors of Health Services and Public Relations</li> </ul>
Public Relations	<ul style="list-style-type: none"> <li>• Draft internal and external bulletins and announcements with the Crisis Coordinator (Director of Health Services) and Dean of Student Affairs</li> <li>• Write scripts for phone tree (if advised by CRT to do so)</li> <li>• Keep website updated</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint liaison to interface with CRT</li> <li>• Write and record the bulletins and updates on the college's emergency information systems</li> </ul>
Hall Directors	<ul style="list-style-type: none"> <li>• Enact plan for meal delivery during isolation status</li> </ul>	<ul style="list-style-type: none"> <li>• Train student staff on Flu and the protocol for reporting suspected cases to Health Services</li> </ul>
Residential Life	<ul style="list-style-type: none"> <li>• Enact plan for isolating of students</li> <li>• Enact plan for meal delivery during isolation status</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for isolating of students</li> <li>Identify roles of essential staff: leadership, communications</li> <li>• Health Services trains essential personnel on risks and response</li> </ul>
Food Services	<ul style="list-style-type: none"> <li>• Enact plan for meal delivery during isolation status:</li> <li>1. Ensure emergency response menu is planned for various degrees of needs</li> <li>2. Stockpile additional food stuffs and water</li> <li>3. Ensure food delivery process is planned and delivery supplies are in hand</li> </ul>	<ul style="list-style-type: none"> <li>• Identify roles of essential staff: leadership, communications</li> <li>• Identify meal delivery need and method of delivery for isolated Students</li> </ul>
Health Services	<ul style="list-style-type: none"> <li>• Monitor health care workers</li> <li>• Follow state and county protocol for patient testing</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend isolating and monitoring suspected cases</li> <li>• Initiate prophylaxis of contacts based on strength of patient presentation and</li> </ul>

		CDC/prevaling medical community recommendations • In-service training for flu • Update CRT Crisis Leader • Initiate posters, e-mails, and campaign on self-protection
Institutional Technology	• Assess supplemental hardware and software needs for campus o Student Affairs o Health Services o Public Relations o Business Office o Telecommunications • Provide webpage support.	• Publish messages on a periodic basis on website • Assist with e-mail message distribution

**Biological Terrorism (Actual or Threat)**

**ASSUMPTION:** The threat or implementation of an intentional introduction of biological agent(s) into the environment.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Director of Business Support Services (DBSS)

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- President and Cabinet
- Campus Security Department
- Police Department
- Maintenance Staff
- Fire Department
- Public Relations

**INITIAL RESPONSE:**

1. Call 9-1-1 and Activate Emergency Resources
2. Call of threat or actual deployment received. The staff member receiving the threat should attempt, to the extent possible, to obtain the following information:
  - The exact location of the deployment -- building, floor, room number, number of windows, type of delivery (mail, US Postal or campus, etc.), appearance of substance
  - Contact Maintenance to shut down ventilation system.
3. Dispatch Campus Security Officer to the scene
  - Campus Security Officer will secure the scene
  - Officers are not to touch anything (crime scene protection protocol to be followed.)



- Determine whether or not human contamination has occurred.
- Director of Business Support Services or designee contacted
- EOC established
- Academic Dean and Dean of Student Affairs notified
- Appropriate administrators notified
- Public Relations notified
- Note: Fire Department will assume scene control upon arrival.

4. An all-campus advisory should be issued. The general threat may exist; students and employees should be advised to take general but special care.

- ✓ Duct-tape all windows and doors
- ✓ Practice good hygiene
- ✓ Up-to-date immunizations
- ✓ Area sanitation
- ✓ Mail Considerations: Special attention should be afforded mail reception, including:
  - No return address
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspelling of common words
  - Restrictive markings such as
    - a. “Confidential”, “Personal”, etc.
    - b. Excessive weight and/or
    - c. A fell of powdery substance.
    - d. Addressed to title only (no name) or incorrect title
  - Protruding wires
  - Lopsided or uneven
  - Rigid or bulky
  - Strange odor (casually noticeable; never sniff or taste any suspicious substance)
  - Oily stains, discoloration or crystallization on wrapper
  - Excessive tape or string
  - Shows a city or state in the postmark that does not match the return address
  - Overseas, unfamiliar postmark
  - Homemade envelopes, especially brown paper bag material.

5. What should you do?

- If it is mail that you have opened, set it down gently at the location where you first opened it, move to an area that will minimize your contact with others and call emergency number.
- If it is an item that you find, LEAVE IT ALONE and call the emergency number. If possible suggest that the building’s ventilation system be shut down.
- Remain calm.
- Try and keep the area secure until emergency responders arrive.

6. What should you NOT do?

- Do not pass the letter around for others to see
- Do not shake the parcel or envelope
- Do not ignore the potential threat; treat it as legitimate until proven otherwise.

## **BIOLOGICAL SUSPICIOUS MAIL GUIDELINES**

*Due to the need for tightened security on incoming mail, we are advising that only regular employees and above open mail – not work study or temporary help. There is a need to be alert to the threat of mail terrorist attacks. If possible, it is advised that the mail be opened in an enclosed area to reduce the risk. The employees responsible for this task should be well trained and observant.*

*Keep zip lock bags and vinyl gloves stocked at a mail opening station. Gloves may be worn to open mail but it is not necessary.*

*Before opening any mail, examine all individual pieces of mail.*

**SUSPICIOUS Mail Characteristics** as outlined by the US Postal Service – Watch for this type of items. The piece should contain an accumulation of these characteristics before taking action. However, if at any time you are concerned, please consider the piece as suspicious mail and handle accordingly (see guidelines below).

- Unknown sender
  - Excess postage
  - Hand-written address with no return address (or one that can't be verified as legitimate).
  - Past employee name – outdated information for the recipient
  - Excess tape
  - Incorrect type of tape used – masking tape, duct tape
  - Unusual weight given its size or if it's lopsided
- 
- Marked with restrictive endorsements such as "Personal" or "Confidential"
  - Postmark not matching return address (Note: some business mail may have return address that is different from postmark( {Drop shipments}).
  - Oily stains
  - Odors
  - Powder visible

**IF Suspicious Piece of Mail is found:** (Some of these items can be done simultaneously by other employees in the area.)

1. Call 9-1-1 and activate Emergency Response
2. Evacuate the area
3. If you **MUST** handle the item . . .
  - a. Bag the item in a zip lock plastic bag and seal.
  - b. Wash hands in cold water using antibacterial soap
  - c. Apply vinyl gloves.
  - d. Bag the item in a 2nd zip lock plastic bag and seal.
  - e. Remove gloves in safe manner and bag them in a zip lock bag. Seal it.
  - f. Wash hands again using cold water and antibacterial soap.
  - g. Isolate the item and your bagged gloves away from other people in the office.
4. Call Campus Security Ext. 3258, DBSS and Bldg Supervisor.

## SECURITY PROTOCOL

Note: DBSS and/or building supervisor can start the evaluation/action while waiting for security response.

1. Evaluate the threat – why is the mail piece suspect.
2. Verify return address information using readily available resources:
  - Directory assistance
  - Internet databases (white pages)
3. Contact sender regarding contents of mailing.

If piece is still suspicious and . . .

- No substance in the mail piece – contact the Inspection Service). Follow their advice.
- Unknown substance in or spilling out of mail piece or mailing with known association to the anthrax scare:
  - o Call 9-1-1 and activate Emergency Response
  - o Call Director of Business Support Services, Ext. 3298 to have HVAC system in building shut off
  - o Contact the local law enforcement
  - o Call the USPS Inspection Service at (800) 438-4080.
  - o Seal the building.
  - o Work with Building Supervisor for guidelines on occupants
  - o Notify Director of the Bookstore of possible contamination to close down mail processing.
  - o Follow-up determination
- . If mail piece is contaminated, follow law enforcement and inspection service advice
- . If mail piece is found to be non-contaminated, release occupants.

### Bomb Threat

**ASSUMPTION:** A bomb threat is phoned or mailed into Morris College

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Director of Business Support Services

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- President and Cabinet
- Campus Security Department
- Police Department
- Maintenance Staff
- Fire Department
- Public Relations

**INITIAL RESPONSE:**

1. At the time a threat is received, there are three possible options:

- a. Ignore the threat
- b. Evacuate immediately
- c. Search and evacuate if warranted -- It shall be the policy of MC that upon receipt of a bomb threat, the building involved will be evacuated and a search commenced.

## 2. Telephone Threat:

- a. All personnel, especially Secretaries, are advised to follow the procedures listed below if they receive a bomb threat over the telephone.
  - i. Remain calm. This type of response may assist in obtaining more information from the caller, especially if the caller wishes to avoid injuries or death. If told that the structure is occupied and cannot be evacuated in time, the caller may be willing to give more specific information on the device, such as type and location.
  - ii. The bomb threat caller is the best and maybe the only source of information.

When the bomb threat is called in:

    - Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record the conversation if possible.
    - If the caller does not indicate the location of the bomb or the time of possible detonation, ask for that information.
    - Inform the caller that the building is occupied and detonation could result in injury or death.
    - Pay particular attention to background noises such as motors running, music playing and any other noises that may give a clue as to the location of the caller.
    - Listen closely to the voice of the caller, male or female, calm or agitated, accent, etc.
  - iii. Remain available; law enforcement personnel will want to interview the staff member receiving the threat.

3. Call 9-1-1 – police and fire departments will notify the nearest bomb disposal unit at their discretion

4. Campus Security notified and assist in securing and evacuating area if necessary

5. Evacuate the area if necessary: Once the decision to evacuate a building has been made, the evacuation team will begin PRIORITY EVACUATION, e.g., evacuating the floors above or below the danger area (if known) to remove those persons from danger as quickly as possible. The evacuation team will be trained in evacuation and search techniques and not in the techniques of neutralizing, removing or otherwise having contact with the device. If a device is located, it will be well marked and a route to the bomb established, but otherwise the device should remain undisturbed.

6. Designate a chain of command and establish an Emergency Operations Center

7. Have a contingency plan should the bomb go off.

8. Maintain a blueprint of floor diagrams
9. Establish primary and secondary methods of communication. (CAUTION: THE USE OF THE RADIO SYSTEM DURING A SEARCH CAN CAUSE PREMATURE DETONATION OF AN ELECTRICAL BLASTING CAP.)

#### **SECONDARY RESPONSE:**

1. Director of Business Support Services, Academic Dean, and Dean of Student Affairs notified -- plans for relocation made (if necessary)
2. Activate Crisis Response Team (CRT) and establish Emergency Operations Center (EOC)
3. President and Cabinet notified
4. Supervisor of Custodial and Grounds Services notified
5. Director of Residential Life notified
6. Public Relations notified

#### **TELEPHONE BOMB THREAT CHECKLIST:**

1. Keep calm: do not get excited or get others excited.
2. Note time call is received:
3. Note time call is terminated:
4. Exact words of the caller
  - Delay: Ask caller to repeat the message
  - QUESTIONS YOU SHOULD ASK:
    - i. What time is the bomb set to explode?
    - ii. Where is the bomb located? Building: Floor: Area:
    - iii. What kind of bomb is it?
    - iv. Description of bomb.
    - v. Why has the bomb been planted?
  - VOICE DESCRIPTION:
    - i. Male/ Female
    - ii. Young, Old, Middle-aged
    - iii. Calm/ Nervous
    - iv. Rough/ Refined
    - v. Accent: yes/no Describe:
    - vi. Speech impediment: yes/no Describe
    - vii. Unusual phrases:

- **BOMB THREAT CHECK LIST:**

- i. Do you recognize the voice?
- ii. Who do you think it was?
- iii. Background noises:
  1. Music
  2. Running Motor (type)
  3. Traffic Whistles
  4. Bells
  5. Horns
  6. Aircraft Tape Recorder
  7. Machinery
  8. Other

- **ADDITIONAL INFORMATION:**

- i. Did caller indicate knowledge of the facility? If so, in what way?
- ii. On what line did you receive the call?
- iii. Is the number listed?
- iv. Signature
- v. Date

### **MAIL BOMB THREAT:**

When a written threat is received, save all materials including the envelope or container. Once the material is recognized as a bomb threat, further unnecessary handling must be avoided. Every effort must be made to protect such evidence as handwriting, typewriting, postmarks and paper. It is imperative that personnel involved in the search be instructed that their only mission is to search for and report suspicious objects. **UNDER NO CIRCUMSTANCES SHOULD ANYONE MOVE, JAR OR TOUCH A SUSPICIOUS OBJECT** or anything attached to it. The removal or disarming of a bomb must be left to professionals in explosive device disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Call 9-1-1 and activate Emergency Response
2. Report the location and an accurate description of the object to the appropriate team leader. This information should be relayed immediately to Campus Security or Director of Business Support Services who will notify all appropriate emergency personnel.
3. If you are isolated and can't get out of the area, place sandbags or mattresses (never metal shields) around the object. Do not attempt to cover the object.
4. Identify the danger area and block it off with a clear zone of at least 300 feet, including floors above and below the area.
5. Check to see that all doors and windows are open to minimize primary damage from the blast and secondary damage from fragmentation.
6. Do not permit re-entry to the building until the device has been removed/disarmed, and the building declared safe for re-entry.

## **Chemical Terrorism**

**ASSUMPTION:** The threat or the implementation of an intentional chemical release in the campus community is made known.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Director of Business Support Services

### **PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- President and Cabinet
- Campus Security
- Supervisor of Custodial and Grounds Services
- Police Department
- Fire Department
- Public Relations

### **INITIAL RESPONSE:**

1. Call 9-1-1 and activate Crisis Response Team (CRT) and establish Emergency Operations Center (EOC)
2. Call of threat or actual deployment received by switchboard operator
3. Director of Business Support Services notified
4. Coordinator of Campus Security or designee notified
5. To the extent possible, all affected will be evacuated by Security officers and the area will be secured
6. An all-campus advisory should be issued. The general threat may exist; students and employees should be advised to take general but special care.
  - ✓ Duct-tape all windows and doors
  - ✓ Practice good hygiene
  - ✓ Up-to-date immunizations
  - ✓ Area sanitation
  - ✓ Mail Considerations: Special attention should be afforded mail reception
7. EOC established
  - President and Cabinet notified
  - Local Law enforcement agencies notified
  - Director of Public Relations notified
  - It will be the responsibility of Campus Security to assist the outside agencies in any way possible.

## **Campus Disturbance, Disruption, or Civil Protest**

**ASSUMPTION:** Any campus disruption that threatens the health, safety, or normal operations of the Morris College community or its guests falls into this category. A civil protest will usually take the form of an organized public demonstration of disapproval or display disagreement with an idea or course of action. It should be noted that in many cases campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. Disruption of the normal operations of the college
2. Obstructing access to offices, buildings, or other college facilities
3. Threat of physical harm to persons or damage to college facilities
4. Willful demonstrations within the interior of any college building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property
5. Unauthorized entry into or occupation of any college room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any college property, equipment, or facilities.

**EMERGENCY CLASSIFICATION:** Variable

**CRISIS COORDINATOR:** Dean of Student Affairs

### **PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- President and Cabinet
- Campus Security
- Police Department
- Fire Department
- Public Relations

### **INITIAL RESPONSE:**

1. Call received
  - Get a description of the person(s) causing the disturbance
  - Gather key details of what happened
    - a. Location (building, entrance, floor, room, etc.)
    - b. Approximate number of leaders
    - c. Size of group
    - d. Obvious objective or demand of group
    - e. Group is: rational? Organized? Violent? Etc.?
2. Emergency personnel notified via 9-1-1 if necessary
3. Security Officer dispatched to scene



4. Director of Business Support Services and Dean of Student Affairs notified
5. As much as possible, secure the area
6. President's Cabinet notified
7. Director of Public Relations notified
8. In a classroom situation:
  - direct the disruptive person(s) to leave the classroom
  - if the person does not leave, have the situation reported to Campus Security or 9-1-1 depending on the seriousness of the disruption (be prepared to provide all pertinent information)
  - If the safety of others is threatened dismiss the class immediately
9. Secure the scene if necessary
  - Campus Security
  - Fire Department
  - Police Department
10. Provide for psychological assistance if necessary -- Director of the Counseling Center

### **Crimes of Violence or Sex (High Publicity)**

**ASSUMPTION:** Violent incidents including but not limited to assaults and workplace violence can occur on the college campus with little or no warning.

**EMERGENCY CLASSIFICATION:** 2

**CRISIS COORDINATOR:** Dean of Student Affairs

### **PERSONS/AGENCIES INVOLVED:**

- Health and Counseling Centers
- Campus Security
- Director of Residential Life, if necessary
- Police Department
- Local, State, or Federal Authorities (depending on seriousness)

### **INITIAL RESPONSE:**

1. Call 9-1-1
  - a. What is happening
  - b. The location
  - c. Who is involved
  - d. Type of weapon(s) involved, if any
  - e. Your name and address

NOTE: If it is known that a weapon is involved, the Sumter Police Department will be called immediately and will be the first responders rather than Campus Security.

2. Contact Campus Security and Director of Business Support Services
3. Call Dean of Student Affairs or his or her designee
4. Activate Crisis Response Team (CRT) and establish Emergency Operations Center (EOC)

**SECONDARY RESPONSE:**

1. Provide for psychological assistance -- contact Director of the Counseling Center
2. Contact Public Relations
3. Notify the President and his or her Cabinet

**Death of a Student (On-Campus)**

**ASSUMPTION:** A student has died on campus.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Dean of Student Affairs

**PERSONS/AGENCIES INVOLVED:**

- President and Cabinet
- Director of the Counseling Center
- Campus Security
- College Minister
- Police Department
- Fire Department
- Public Relations

**INITIAL RESPONSE:**

1. Emergency personnel notified via 9-1-1
2. Campus Security Officer dispatched to scene – assist local law enforcement in securing scene as a crime scene
3. Dean of Student Affairs notified -- If the death occurs during class or a college activity, the faculty member or staff member should notify the Dean of Student Affairs immediately after responding to the situation as warranted. The Dean will contact persons listed below if a student is seriously injured or dies:
  - a. The local fire department and police (9-1-1) to secure the assistance of paramedics, etc.

- b. The Directors of the Health and Counseling Centers to secure necessary medical or psychological assistance.
- c. President's Cabinet notified
- d. Director of Public Relations notified

**SECONDARY RESPONSE:**

1. The college has created an extensive protocol to be used in the case of the death of a student. This protocol is available in the Office of Student Affairs and other offices impacted by such an event.

**Earthquake**

**ASSUMPTION:** An earthquake hits this area.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Director of Business Support Services

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- Coordinator of Campus Security
- Director of Business Support Services
- Supervisor of Custodial and Grounds Services
- Police Department
- Director of Residential Life
- Fire Department
- Director of Public Relations

**ACTIVATE CRISIS RESPONSE TEAM (CRT) AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

**INITIAL RESPONSE:**

1. If **INDOORS**, immediately take cover under a solid piece of furniture such as a desk or table. Since doorways in most structures are reinforced, standing in the threshold of a doorway would also afford protection. Stay away from glass, windows, shelves, and heavy equipment.
2. If **OUTDOORS**, move quickly away from buildings, utility poles, and other structures (avoid power or utility lines as they may be energized).
3. Aftershocks also occur following an earthquake. Do not assume that structures are safe because they have no visible damage. Aftershocks may cause further structural damage after the initial shock has subsided.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call appropriate emergency response personnel (police and fire).

5. Report any injuries immediately.
6. Contact Campus Security at x3258.
7. Damage to facilities should be reported to Director of Business Support Services.
8. If there is a strong odor of gas, relay this information to Campus Security and the Maintenance staff and evacuate the building.

## **Tornado/Hurricane**

**ASSUMPTION:** A tornado or hurricane hits this area.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Director of Business Support Services

### **PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- Coordinator of Campus Security
- Director of Business Support Services
- Supervisor of Custodial and Grounds Services
- Police Department
- Director of Residential Life
- Fire Department
- Director of Public Relations

## **ACTIVATE CRISIS RESPONSE TEAM (CRT) AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

### **INITIAL RESPONSE:**

1. If **INDOORS**, immediately take cover under a solid piece of furniture such as a desk or table. Since doorways in most structures are reinforced, standing in the threshold of a doorway would also afford protection. Stay away from glass, windows, shelves, and heavy equipment.
2. If **OUTDOORS**, move quickly away from buildings, utility poles, and other structures (avoid power or utility lines as they may be energized).
3. If evacuation is necessary, students should do the following:
  - Daniels Hall – immediately evacuate to ADMS Hall or Student Center back hallway
  - RCJ Hall – remain in the residence hall and seek cover
  - AMMA Hall, DKW Hall, and ADMS Hall – remain in the residence hall and proceed to the first floor hallways and bathrooms, then take cover.

If possible, take a blanket to the evacuation site.

4. Once you arrive at your evacuation site, it is recommended that students draw knees to chest with head down with the protection of a book on the back of the head and neck. Protect students nearest the external doors from debris with blankets. Any wraps that they may have should be used to cover their arms and legs. In cases of limited shelter areas, two rows of students may be positioned against either wall in corridors with a narrow, cleared aisle down the center.
5. Remain at the evacuation site until an all clear has been given by the Hall Director on duty or Campus Security. Hall Directors must check the roll of students in their area at the evacuation site.

**NOTE:** Other approved buildings on campus designated as fallout shelters are the Neal-Jones Auditorium, the Wilson-Booker Science Building, and the Garrick-Boykin Human Development Center

4. After the initial shock, evaluate the situation and if emergency help is necessary, call appropriate emergency response personnel (police and fire).
5. Report any injuries immediately.
6. Contact Campus Security at x3258.
7. Damage to facilities should be reported to Director of Business Support Services. Make sure the campus is safe after the tornado or hurricane from dangling or loose wires.
8. If there is a strong odor of gas, relay this information to Campus Security and the Maintenance staff and evacuate the building.

## **Fires**

**ASSUMPTION:** Fire with visible flames or strong odors of burning

**EMERGENCY CLASSIFICATION:** Variable

**CRISIS COORDINATOR:** Director of Business Support Services

### **PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- Coordinator of Campus Security
- Supervisor of Custodial and Grounds Services
- Police Department
- Director of Residential Life
- Fire Department
- Director of Public Relations

### **INITIAL RESPONSE:**

1. For the person discovering the fire:
  - a. Extinguish only if you can do so safely and quickly

- A. In case of emergency, dial 9-1-1
- B. Call Campus Security – x3258
- b. If the fire cannot be extinguished:
  - A. Confine the fire by closing the doors
  - B. Pull the nearest fire alarm
  - C. Dial 9-1-1
  - D. Alert others
  - E. Meet the fire department when they arrive
- 2. For occupants of the building:
  - a. Close the doors to your immediate area
  - b. Evacuate the building via the nearest exit. Assist others as necessary
  - c. Do not use elevators
  - d. Avoid smoke filled areas
- 3. For persons evacuating from the immediate fire area:
  - a. Feel door from top to bottom. If it is hot, do not proceed; go back.
  - b. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it
  - c. If no smoke is present, exit the building via the nearest stairwell or exit
  - d. If you encounter heavy smoke in a stairwell, go back and try another stairwell
- 4. For college personnel
  - a. Campus Security notified
  - b. Secure the scene
  - c. President and Cabinet notified
  - d. Director of Residential Life notified
  - e. Director of Public Relations notified
  - f. Provide for medical care if needed
  - g. Plans for relocation of building occupants

**Flood**

**ASSUMPTION:** Flooding caused by domestic water system or by rivers and/or streams overflowing their banks.

**EMERGENCY CLASSIFICATION:** 2

**CRISIS COORDINATOR:** Director of Business Support Services

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- Coordinator of Campus Security
- Environmental Safety Coordinator
- Supervisor of Custodial and Grounds Services

- Police Department
- Director of Residential Life
- Fire Department
- Director of Public Relations

**INITIAL RESPONSE:**

1. For college personnel
  - a. Campus Security and Director of Business Support Services notified
  - b. Secure the scene
  - c. President and Cabinet notified
  - d. Director of Residential Life notified, if necessary
  - e. Coordinator of Custodial and Grounds Services notified
  - f. Provide for medical care if needed
2. Plans for relocation of building occupants and essential records and building contents.

**Hazardous Materials Incident**

**ASSUMPTION:** A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency

assistance from 24-hour emergency agencies, i.e., the city Fire Department or Hazardous Material team.

**EMERGENCY CLASSIFICATION:** Variable

**CRISIS COORDINATOR:** Director of Business Support Services

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- Coordinator of Campus Security
- DHEC
- Supervisor of Custodial and Grounds Services
- Police Department
- Fire Department
- Director of Public Relations

**INITIAL RESPONSE:**

1. Dial 9-1-1 if deemed necessary
2. Evacuate building or location and assemble at a safe distance . . . account for individuals
3. Contact Crisis Coordinator (DBSS)
  - a. Determine if emergency responders are needed
  - b. Determine if immediate hazards are under control and the situation is stabilized

- c. Determine if the site can be reoccupied or if further remediation or repair is needed – after consultation with the appropriate emergency response agency (fire department or regional HAZMAT team)
4. Contact Campus Security to secure scene and direct emergency personnel
5. Contact local emergency responders if needed

## **SECONDARY RESPONSE:**

1. Prepare media response (Public Relations)
2. Notify President and Cabinet
3. Arrange for relocation of occupants as needed

## **Hostage Situation**

**ASSUMPTION:** One or more of the members of the Morris College community are held against their will on college property. The assailant may or may not be a member of the campus community.

## **EMERGENCY CLASSIFICATION: 1**

**CRISIS COORDINATOR:** Director of Business Support Services

## **PERSONS/AGENCIES INVOLVED:**

- Coordinator of Campus Security
- Director of Business Affairs
- Supervisor of Custodial and Grounds Services
- Director of Residential Life, if necessary
- Sumter Police Department
- Director of Public Relations
- Sumter Fire Department/EMS on Standby

## **ACTIVATE CRISIS RESPONSE TEAM (CRT) AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

## **INITIAL RESPONSE:**

- If you are involved in a hostage situation, take the following actions:
  - o Take cover – protect yourself and those near you. Call 911. Be prepared to answer the following:
    - . Where exactly is the incident taking place?
    - . How many hostages?
    - . How many assailants?
    - . Types of weapons?
    - . Demands?
  - o Analyze the situation – follow instructions of first responders
  - o Until instructions are received, use your best judgment to determine whether immediate evacuation away from the threat area



- or remaining in place under cover – is the most prudent course of action.
  - o When law enforcement officials are engaging with perpetrators, keep low and immobile – don't make yourself a target of opportunity.
  - o Assailants may be working singly or as a team. Maintain extreme vigilance until “all clear” is sounded.
  - o Render first aid assistance to casualties in your immediate area.
  - o Observe and note events carefully – your timely and accurate information when relayed to authorities can have a significant impact on the resolution of the emergency.
- Director of Business Support Services notified
  - Sumter Police Department notified. Note: Upon arrival, police will take command of the scene.
  - Security officers, to the extent possible, will secure the scene.
  - President notified and EOC set up.
  - Director of Public Relations notified.

NOTE: As a campus with unarmed officers our directive to the officers is to immediately contact the police and then help to evacuate any personnel from the immediate area IF they can do so without becoming a target or making others a target. One officer will contact the Business Office to begin the notification procedure which initiates the emergency notification system and procedures outlined previously in this document. When the Sumter Police Department arrives we turn the command over to them and then assist in any way possible as we know the layout of the campus and are able to access facilities.

### **Multiple Injury/Fatality Accidents**

**ASSUMPTION:** An accident on or off-campus has resulted in multiple student and/or employee injuries and/or fatalities.

**EMERGENCY CLASSIFICATION:** 1

**CRISIS COORDINATOR:** Dean of Student Affairs

**PERSONS/AGENCIES INVOLVED:**

- Crisis Response Team
- President and Cabinet
- Campus Security
  
- College Minister
- Police Department
- Health and Counseling Centers
- Fire Department
- Public Relations

**ACTIVATE CRISIS RESPONSE TEAM (CRT) AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

**INITIAL RESPONSE:**

1. Emergency personnel notified via 9-1-1
2. Campus Security Officer dispatched to scene – assist local law enforcement in securing scene
3. Dean of Student Affairs notified -- If the injuries/deaths occur during class or a college activity, the faculty member or staff member should notify the Dean of Student Affairs immediately after responding to the situation as warranted. The Dean will contact persons listed below if students are seriously injured or die:
  - a. The Directors of the Health and Counseling Centers to secure necessary medical or psychological assistance.
  - b. President and Cabinet notified
  - c. Director of Public Relations notified
4. Family notification (Dean of Student Affairs or designee):
  - Nature of the death
  - Location of the death
  - Additional information, as appropriate
  - Phone numbers of the DSA, hospital, funeral home, etc.
5. Notification of student body and college community by President or designee.

**SECONDARY RESPONSE:**

1. The college has created an extensive protocol to be used in the case of the death of a student. This protocol is available in the Office of Student Affairs and other offices impacted by such an event.

**Weapons Possession**

**ASSUMPTION:** An armed assailant is reported on campus. It shall be the policy of the Campus Security department that this report be handled in the same way, whether the armed individual is a student or a non-student.

**EMERGENCY CLASSIFICATION: 1**

**CRISIS COORDINATOR:** Director of Business Support Services

**PERSONS/AGENCIES INVOLVED:**

- Coordinator of Campus Security
- Dean of Student Affairs
- Supervisor of Custodial and Grounds Services
- Police Department
  
- Fire Department
- Director of Public Relations

**INITIAL RESPONSE:**

- Security Office is notified
- Police Department is notified
- Director of Business Support Services or designee is notified
- Campus Security officers will, to the extent possible, secure the area where the assailant is reported. If possible, the type of weapon should be identified when the call is received. UNDER NO CIRCUMSTANCES WILL ANY CAMPUS SECURITY OFFICER APPROACH THE INDIVIDUAL OR ATTEMPT TO MAKE CONTACT WITH AN ARMED INDIVIDUAL.
- The police department will assume full and complete control of the incident upon their arrival on the scene.
- Cabinet notified
- Director of Residential Life notified
- Director of Public Relations notified

## **Recovery and Reporting**

### ***Cleanup, Salvage and Recovery***

Following an emergency, maintenance, risk management and other college personnel should act quickly to initiate cleanup and salvage operations. These efforts should include the following:

1. Separate undamaged property from damaged property.
2. Make temporary repairs as to minimize further damage.
3. Arrange for decontamination, if necessary.
4. Notify insurance carriers, vendors and other firms or agencies involved in damage assessment and property replacement.
5. Contact government agencies and private organizations that can assist in the recovery process. For example, government agencies can (and, in some cases must) help with inspections, permits, certificates of occupancy and the removal/disposal of some types of debris. Insurance carriers not only can help with damage assessments, but also can provide technical (e.g., engineering) assistance.
6. Put into effect pre-loss agreements for alternate facilities, services, etc.
7. Itemize and document damages and losses (e.g. with photographs).
8. Draft a recovery schedule and estimate the costs of recovery.

### ***Initial Disaster Report***

1. Narrative (What happened? e.g., type of incident)
2. Time of incident
3. Location of Incident
4. Extent of damage or loss
5. Estimate of casualties
6. Estimate of relocates
7. Type and extent of assistance required (if known)
8. Additional remarks pertinent to incident

### ***After Action Report***

The After Action Report is to be completed by all college departments responding to a particular critical incident.

- I. It is essential that all departments compile and maintain a systematic means of recording the activities of management and staff in order to assure:
  - A means of determining the sequence of causative events and corrective actions.
  - A means of determining responsibility and/or liability, in the event of suits, judgments and other court actions arising from the emergency.
  - A means of furnishing other supporting agencies with substantiating documentation should the need arise.
  - A means by which the response and action of University agencies may be evaluated.
- II. The following are the primary items to be addressed in an After Action Report. Supporting Documentation should be maintained by the Crisis Coordinator, supervisor, or the on-the-scene manager of each department.

A. General

1. Description of the emergency
2. Time your department received the cal
3. Location (be as exact as possible)
4. Sites
5. Dates

B. Strengths (include personnel committed to incident)

1. Management
2. Clerical
3. Administrative
4. Other

C. Operations summary – include all significant events on a time-phase basis:

1. Planning – preparation
2. Alerting – warning
3. Operations – response
4. Post operations – recovery
5. Communications – operations, means and equipment
6. Training – prior and subsequent to the emergency. Indicate in what specific areas.

D. Administration

1. Information and education activities
2. Special affairs
3. Internal – morale and discipline problems
4. Property losses/ human casualties

E. Supplies and equipment

1. Special supplies and equipment used
2. Needed supplies and equipment, available

F. Problems

1. Personnel
2. Information – planning, etc.
3. Operations
4. Organization
5. Training
6. Supplies and equipment.
7. Communications

G. Lessons learned and/or recommendations for the future.

**DAMAGE ASSESSMENT:** Damage assessment should be done as soon as practical, but only when the safety of the personnel doing the assessment is not in jeopardy. Damage assessment should consider not only immediate or obvious damage but should also include imminent damage potential, which may occur if prompt salvage activities are not initiated.

- Injuries
- Property damage
- Business interruption
- Prioritize salvage/repair efforts

### ***Outside Organization Identification and Assistance:***

In the event of a widespread disaster, a number of organizations will be available to assist with recovery efforts.

- Governmental: permits, inspection, certificates of occupancy, debris removal, transport and disposal.
  - o Local, State and Federal
- Contractual
- Insurance
  - o Claims adjustment staff assistance
  - o Engineering staff assistance

NOTE: The information regarding the After Action Report is taken from the recovery section of the disaster guide of the Travelers Property Casualty.

## **Appendices**

### ***Appendix A: Additional Resources***

There are a number of additional resources that are available regarding crisis response. These include the following:

#### **Federal Emergency Management Agency**

Web site: [www.fema.gov](http://www.fema.gov)

#### **Red Cross**

Web site: [www.redcross.org](http://www.redcross.org)

#### **The Office of Homeland Security**

Web site: [www.whitehouse.gov/homeland](http://www.whitehouse.gov/homeland)

#### **A Guide to Citizen Preparedness**

*Are You Ready?* A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and human disasters.

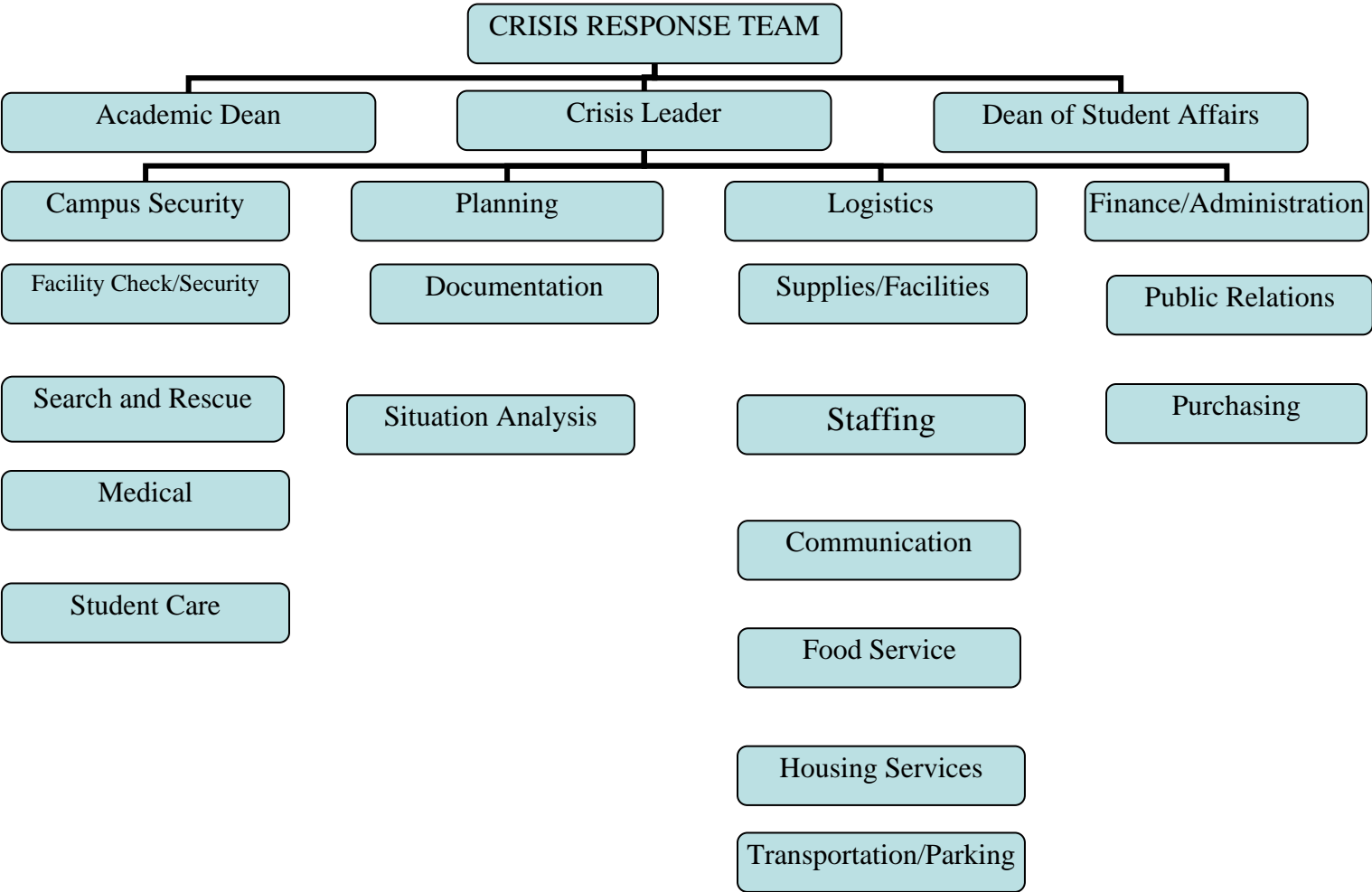
Web site: [www.fema.gov/areyouready](http://www.fema.gov/areyouready)

#### **DisasterHelp**

The DisasterHelp Web site is an initiative of the federal government aimed at greatly enhancing Disaster Management on an interagency and intergovernmental basis.

Web site: [www.disasterhelp.gov](http://www.disasterhelp.gov)

*Appendix B: Crisis Response Organizational Chart*





### ***Appendix C: Emergency Shutoffs***

Information regarding emergency shutoff locations and procedures is contained in notebooks located in the Maintenance Building and the Office of Business Support Services. These notebooks are updated regularly by the Director of Business Support Services.

### ***Appendix D: Emergency Evacuation of Persons with Disabilities***

Prepare yourself before an emergency occurs by locating refuges and exits. Discuss and practice with your colleagues how an evacuation will be handled. After identifying the exits, each person with a disability should ask a co-worker, friend, or fellow student to provide assistance if an emergency develops.

Evacuating a disabled or injured person by yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt.

Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

#### **General guidelines (may not apply in every circumstance)**

- Two or more trained volunteers, if available, should conduct the evacuation.
- Do not evacuate disabled people in their wheelchairs. Wheelchairs will be evacuated, later if possible.
- Always ask disabled people how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the disabilities of the people.

## **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, some are not. Persons with hearing impairments may not hear audible emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

## **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Give verbal instructions to advise about safest route, estimated distances, and direction. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Give other verbal instructions or information (i.e. "elevators cannot be used," "there is a handrail on your right," "here is the curb; step up").

## ***Appendix E: Media Protocol***

The Director of Public Relations will coordinate the following efforts:

- Prepare a news release (with regular updates) for the Switchboard Operator and/or Campus Security, appropriate media organizations, educational institutions, and church and community leaders.
- Prepare an update for the campus Web Site.
- Use e-mail to notify faculty, staff, and students of the time and place of any crisis related meetings or information.
- Announce the plan for disseminating further information during the day (notes in mailboxes, e-mail, meetings, Chapel and special phone lines, etc.).
- Keep the Cabinet members informed regarding the crisis.
- Establish a voice mail hotline for on and off-campus inquiries (need #). Establish a separate line for the families of victims (need #). Keep copies of the message pertaining to each of these.
- Supervise the Archives Room as the media briefing area and arrange for all corresponding services (food and drinks, phone needs, fax access, etc.). The secondary location is the Music Studio.

- Provide for and coordinate the videotaping and/or photographic documentation of all scenarios associated with or relevant to the crisis.
- Collect newspaper articles, and record audio and video news reports.
- Recruit students for general assistance activities (food, media assistance, etc.).

### ***Appendix F: Fire Alarm Procedures for Residence Halls***

Follow this procedure anytime a fire alarm sounds. Do not assume it is a false alarm or just a drill. Complacency about fire alarms is one of the main causes of death and injury. Fire and smoke may spread rapidly through areas of a building without much warning that there is any impending danger.

1. Stay calm, think clearly, then act.
2. Close windows, warn others and knock on doors on your way out. Do not open doors. Knock loudly and shout. The fire may be in that room and opening the door may cause it to spread rapidly.
3. Close doors behind you if you are the last one out.
4. Instruct others to stay calm and to proceed in an orderly manner to the assembly point.
5. At the assembly point, count heads and determine if anyone is unaccounted for. Tell a Campus Official (Security Officer or Hall Director) or a Fireman if someone is unaccounted for. Provide as much detail as possible.
6. Hall Directors shall stay on location and help direct the students from your floor until a Campus Official (Student Affairs or Campus Security Staff Employee) or a Fireman dismisses you.
7. Call 911 and Campus Security (ext 3258) if the Hall Director is not onsite or you are not sure if either has been contacted. Not all buildings have fire alarm systems that automatically call the fire department.
8. Do not allow anyone to re-enter the building until a Campus Official (Student Affairs or Campus Security Staff Employee) or a Fireman announces an ALL CLEAR.

If there is no alarm but you smell smoke, see flames, or are alerted to a fire - stay calm but act immediately - warn others, sound the alarm by pulling alarm box, shout and pound on doors as you leave, and call 911 from a safe location.

Other general procedures.

- ❖ When there is a fire alarm of any kind, always feel a closed door before you open it. If it is hot then stay in your room. If it is cool open the door a crack but be ready to slam it if you find smoke or flames. Only attempt to open a closed door if it is the way out.

- ❖ Stay low or crawl if there is smoke. It is deadly and can quickly confuse your sense of direction. Crawl to the exit if you can see it. Turn back and stay in your room if the exit is blocked with heavy smoke, heat or fire.
- ❖ If you are trapped in your room - stay calm. Keep the door closed and seal the cracks with tape, clothes, or towels. Open window slightly if it lets smoke out and is not letting smoke in. Place a wet towel or cloth over your nose and mouth. Stay low (smoke rises). Signal rescuers by waving a sheet of bright clothing out the window. Do not jump if higher than the 2nd floor.
- ❖ Only fight a small fire with a fire extinguisher and alert others to sound the alarm. Stay between the fire and the exit. Aim at the base of the fire and sweep side to side. If fire spreads, get out and close the door behind you. Sound the alarm. Save yourself and others before trying to save the building. The building and its contents can be replaced.
- ❖ If clothing catches on fire, stop, drop and roll. Use a rug, coat, or blanket to smother the flames. Cool a minor burn with water, treat for shock, and get prompt medical attention (call 911).

Familiarize yourself with the location of all fire and life safety systems in your building, including:

- . Fire extinguishers
- . Smoke detectors
- . Alarm pull boxes
- . Sprinkler heads
- . Exit signs
- . Fire doors
- . Exit routes
- . Assembly points

Exercise precaution and prevention

- Do not allow tampering of any sort with fire and life safety systems. Report missing extinguishers or damaged detectors immediately. Do not hang anything from sprinkler heads. Do not prop open fire doors.
- Keep exit routes clear and unobstructed, especially hallways, exit doorways and stairwells
- Report electrical problems immediately, do not use faulty appliances or any electrical wiring or device that is arcing or sparking.
- Do not allow use of any open flames, candles, or electric heaters.
- Limit posters and paper decorations on doors, walls, and ceilings to no more than 10 percent of the surface area.

- Pick up and clean up any accumulation of trash or newspaper, especially in hallways and stairwells.
- Do not keep paint, paint remover, any type of gasoline or fuel containers, cans of oil, or any type of combustible material in dormitories. These must be stored in an approved metal storage cabinet.
- Do not leave any heating appliance on and unattended. This includes irons, hair dryers, curling irons, electric blankets, heat lamps.
- Keep combustibles away from electric space heaters. This includes clothes, furniture, trash, or paper.

***Appendix G: Evacuation Gathering Areas for Residence Halls***

AMMA Hall	Congregate in the parking lot in front of AMMA Hall. Be prepared to move to the softball field.
ADMS Hall	Same as AMMA Hall
Daniels Hall	Congregate in the lawn area on the side of Mable K. Howard building.
DKW Hall	Congregate in the area between the loading dock of the Library.
RCJ Hall	Congregate on the lawn behind AMMA Hall

***Appendix H: Technological Support for Critical Services***

The Computer Center takes its commitment to providing the best possible service to the campus community very seriously. The following schedule for critical

services support is based on the current MIS technical infrastructure and staffing levels. The services covered by this special level of support were considered as critical to the function of the institution and its stated goals as well as taking into consideration the expectations of the entire community. The five-year plan for the Computer Center will contain a provision for increasing this support in a reasonable and maintainable manner.

**Critical Services - Service Level Agreement**

When the procedure for Critical Services Support (CSS) is followed, the individual contacting CSS will receive a response within one hour. The response will include verification of the problem through a diagnostic procedure that both the call initiator and the CSS responder will follow. The response will include an estimate of the scope of the problem and it

may include a second phone call or contact explaining how and when the problem will be resolved.

### **Critical Services - Definition and Priority**

1. Campus Network with Internet Access (Network Services)
2. Directory Services (Network and Administrative Computing Services)
3. Email (Network Services)
4. Web Services local and remote (Administrative Computing)
5. Student Information software (Group contact information online & offline) (Administrative Services)
6. Jenzabar connection (Network Services), functionality (Administrative Computing)
7. Library (Network Services)
8. Business Office software applications (Payroll, Personnel, AR, GL, AP) (Administrative Computing)

### **Critical Services Schedule**

Critical Services Support response will be guaranteed during normal User Service support hours.

- Monday through Friday 8:00 am through 5:00 pm
- Holidays and holiday weekends may be reserved for network and systems maintenance as necessary. MIS will strive to fulfill Critical Services Support response for times outside of those mentioned above.

### ***Appendix I: Buildings and Grounds Blood Borne Pathogens***

#### **Infection Control Procedures**

(including custodial, grounds, building repair, etc.)

IF IT IS WET, WEAR GLOVES AND GOGGLES AND WASH HANDS WHEN CLEANUP IS COMPLETE. PRACTICE BODY SUBSTANCE PRECAUTIONS.

When cleaning up any wet substance it is important to have all cleaning equipment and supplies close at hand.

**INVENTORY:** Bucket, mop, broom, counter brush, dust pan, sponge, "Super Sorb", disposable gloves, goggles, paper towels, trash liners, germicidal detergent.

NOTE: When any body fluid spill is involved please call the Maintenance office, ext. 3224, for assistance during work hours. (8 a.m. - 5:00 p.m.) or after hours call your Hall Director or Campus Security.

**PUT ON DISPOSABLE GLOVES BEFORE STARTING**

Apply "Super Sorb" (found in every custodial closet) to the damp or wet substances. Allow it to remain long enough to absorb as much liquid as possible. When using on carpet or fabric, remove promptly after absorption is complete.

When liquid has been absorbed, carefully scrape or sweep bulk substance on to dust pan, carefully dump substance into trash liner.

Place all paper towels used for clean up into trash liner.

Wipe off all reusable equipment used for the cleanup and dispose of all paper towels into trash liner. Spray equipment with germicidal detergent before storing

Remove gloves so that they are inside out when they are off. Dispose of into liner bag. Tie bag to prevent spillage of soiled material

Rinse then soak sponge used in cleanup in bucket of germicidal detergent. WASH HANDS.

In case of excessive blood (dripping) contact the Director of Business Support Services or the Supervisor of Custodial and Grounds Services for disposal procedures.

#### ***Appendix J: School Closure Policy and Procedures***

The following policy and procedures will be followed for school closures caused by inclement weather or by other events, such as an earthquake or power outage.

The President and/or the Director of Business Support Services decide if conditions warrant canceling classes or closing offices. Major considerations are road conditions, utility service disruption, and how long the severe weather or event is likely to last.

This decision is made by 6 a.m. for day classes and by 2 p.m. for evening classes. Once the decision is made to cancel classes or close offices, the Director of Business Support Services will notify local media and the campus community.

To find out if a closure decision has been made, you can do any of the following:

1. Listen to local radio and television stations.
2. Visit the Morris College website ([www.morris.edu](http://www.morris.edu)).
3. Call the campus switchboard (803-934-3200).

In some circumstances, it is possible that a decision will be made to cancel classes but keep offices open. In this case, administrators and

support staff will be notified by telephone that they are to report to work, or they may check with Campus Security or the switchboard. (Radio and television announcements about school closings may not make a distinction between classes being canceled and offices being closed.)

When college offices are closed, employees will receive pay for that day as if they had worked. Employees required to work during a closure as part of an emergency Maintenance crew, or in any other capacity deemed essential by their

supervisor, will be allowed to take the corresponding time off within the following 30 days.

Because employees and students live varying directions and distances from campus, weather may make it difficult or even impossible for some of them to come to work even though the college is open for business as usual. In no circumstances should students or employees put themselves in great danger or peril in an attempt to get to the campus for class or work. If they feel in danger, or believe conditions are too hazardous for travel, they should not make the attempt. In this situation, students should notify their professors and employees should notify their supervisors (as soon as possible after 8 a.m.) of an absence or late arrival. Time missed from work will be charged to an employee's vacation balance.

## ***Appendix K: Reporting a Crime***

### **COMMUNITY RESPONSIBILITY**

Morris College depends on the eyes and the ears of the entire campus community to operate efficiently. When a member of the Morris community observes criminal behavior, it must be reported immediately.

### **PROCEDURES**

#### **Caller**

##### *Crimes in Progress*

1. Contact Campus Security: x3258 (on-campus) or 803/934-3258 (off-campus) immediately.
2. Campus Security will call 911.
  - a. Speak slowly and with clarity.
  - b. Report as many details as you can recollect: your name and location, the event taking place and location, description of individuals and vehicles involved, names of witnesses, etc.
3. Remain where you are until a security or police officer arrives to handle the situation.



4. Prepare to be a key witness and supply information for an incident report.

#### *Crimes not in Progress*

1. Contact Campus Security: x3258 (on-campus) or 803/934-3258 (off-campus). Report the crime and wait to receive instructions. You may need to file a report with the Sumter Police Department.
2. You may be asked to accompany a security officer to Security Booth in order to fill out an incident report.

#### **Phone Dispatcher**

1. Obtain information from the CALLER.
2. Contact appropriate personnel immediately, such as the Sumter Police Department or a Campus Security officer.
3. Complete an incident report and return it to the Coordinator of Campus Security.
4. Send a copy of the incident report to the appropriate offices, such as Student Affairs, Residential Life, etc.

#### **Responding Personnel**

1. Report to the scene of the incident immediately.
2. Determine other agencies that need to be involved, such as Sumter Police Department, Sumter Fire Department, or college administrators.
3. Complete an incident report and return it to the Coordinator of Campus Security.

#### **ENFORCEMENT AUTHORITY**

Security at Morris College is maintained by the Campus Security Services office whose call words are 'observe & report'.

As 'agents of the college' they have enforcement authority as it relates to campus policy or to a complaint offender.

They are not certified police officers; they do not have the power to apprehend. The Sumter Police Department is contacted and responds to all criminal behavior or confrontations that have the potential to become violent.

#### **SECURITY CONSIDERATIONS - MAINTENANCE**

1. Academic buildings are locked and unlocked as outlined in the Security Handbook.
2. Persons carrying college-issued keys are authorized by divisional officers and building supervisors as outlined in the Personnel Handbook.
3. Living areas are to remain locked at all times. Residents are issued keys that allow them access to their living areas.

4. Locks to living areas will be re-keyed if the key is lost or the resident has a valid request.
5. A security breach to a living area is of top priority and requires an immediate response: action will take place on the day of the report. A security breach would include but not be limited to: lost keys, broken doors or windows, loss of security lighting, etc.
6. Faulty security lighting is of top priority and requires an immediate response: action will take place on the day of the report.
7. The Emergency Preparedness Committee shall consider, prioritize, and request funding for all new or additional security upgrades.

#### ***Appendix L: Mutual Aid***

In consideration of the advantages to be derived, Morris College may join other agencies in mutual assistance agreements to provide for the dispatch of equipment and personnel needed to respond to an emergency or to investigate an alleged crime. The equipment and personnel shall be made available upon request to the highest ranking person available in the chain of Emergency Command. The Sumter City/County Law Enforcement agencies support the Morris College Security Force in accordance with standard operating procedures. The City of Sumter Fire Department and the Sumter County EMS ambulance service provider will respond to all fire and hazardous material calls on campus. The Sumter office of the American Red Cross may be required to support shelter operations for the college.